



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Assembly

Brent Johnson, President
Brent Hibbert, Vice President
Jesse Bjorkman
Lane Chesley
Tyson Cox
Richard Derkevorkian
Cindy Ecklund
Bill Elam
Mike Tupper

Tuesday, May 3, 2022

6:00 PM

Betty J. Glick Assembly Chambers

Meeting ID: 884 7373 9641 Passcode: 671108

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 Carrie Henson.]

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:

KPB-4162 04/19/22 Assembly Meeting Minutes
Resolution 2022-028 Local Sources for School Purposes
Resolution 2022-029 Drainage Installation in Cooper Landing
Ordinance 2021-19-49 Collection of Remote Sales Tax Fees
Ordinance 2021-19-50 Opioid Settlement Funds Grant Program
Ordinance 2021-19-51 Soils Investigation on Unit 395 Cpr Lndg
Ordinance 2021-19-52 Brand ID and Logo Development
Ordinance 2022-19 Funds for Fiscal Year 2023
Ordinance 2022-10 Agreement and Lease with Alaska Pipeline Co
Ordinance 2022-11 Emergency Harves of SBB Impacted forests
Ordinance 2022-12 Reactivating Adv Board Comm Center
KPB-4155 Confirmation of appointment to RSAC
KPB-4156 Vacating a Portion of Symphony Lane
KPB-4015 New Liquor License Jimmie Jack's Alaska SeaScape Lodge
KPB-4016 New Liquor License Deep Creek Fishing Club

ACTION ITEMS ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA:

Ordinance 2021-19-48 Supplemental Funding Air OEM Server Room

APPROVAL OF MINUTES

- *1. [KPB-4162](#) April 19, 2022 Regular Assembly Meeting Minutes

Attachments: [041922 Regular Assembly Meeting Minutes](#)

COMMENDING RESOLUTIONS AND PROCLAMATIONS**PRESENTATIONS WITH PRIOR NOTICE**

(20 minutes total)

1. [KPB-4163](#) Seward Bear Creek Flood Service Area Annual Report, Stephanie Presley, Program Lead (10 minutes)

Attachments: [SBCFSAB FY22 Annual Report](#)

2. [KPB-4164](#) Central 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. [2021-19-48](#) An Ordinance Appropriating Supplemental Funding to Complete the Air Conditioner Unit Replacement Project Located in the Emergency Response Center Server Room (Mayor) (Hearing on 05/03/22)

Attachments: [Ordinance 2021-19-48](#)
 [Memo](#)

Ordinances referred to Policies and Procedures Committee

2. [2022-08](#) An Ordinance Amending KPB 5.12.116 to Broaden Economic Development Property Tax Exemption for Independent Power Producers (Johnson, Cox) (Hearing on 05/03/22) (Referred to Policies and Procedures Committee)

Attachments: [Ordinance 2022-08](#)
 [Johnson Amendment](#)
 [Memo](#)
 [Renewable IPP Summary Slides](#)

UNFINISHED BUSINESS

1. Postponed Items

Unfinished Business referred to Legislative Committee

- a. [2022-07](#) Adopting the 2022 Kenai Peninsula Borough Assembly and Board of Education Apportionment Plans and Submitting the Apportionment Plans to the Voters (Johnson, Elam)

Attachments: [Ordinance 2022-07](#)
 [Derkevorkian Amendment](#)
 [Cox Amendment](#)
 [Reapportionment Committee Final Report](#)
 [Reference Copy Resolution 2022-003](#)

2. Notice to Reconsider

- a. [2022-027](#) Changing the Special Assistant to the Mayor from a Part-Time Position to a Full-Time Position and Removing the Position's Designation as Chief of Emergency Services (Mayor)

[Clerk's Note: Assembly Member Derkevorkian gave notice of reconsideration of Resolution 2022-027 at the 04/19/22 meeting.]

Attachments: [Resolution 2022-027](#)
[Memo](#)
[Job Description](#)

NEW BUSINESS

1. Resolutions

Resolutions referred to Finance Committee

- *a. [2022-028](#) A Resolution Determining the Amount to be Provided from Local Sources for School Purposes During Fiscal Year 2023 and Approving the Kenai Peninsula Borough School District Total Budget (Mayor)

Attachments: [Resolution 2022-028](#)
[Memo](#)
[KPBSD FY2023 Funding Request](#)

Resolutions referred to Policies and Procedures Committee

- *b. [2022-029](#) A Resolution Approving a Drainage Installation and Work Agreement with Bunkhouse Properties, LLC in Cooper Landing (Mayor)

Attachments: [Resolution 2022-029](#)
[Memo](#)
[Engineer Report](#)
[Agreement](#)

2. Ordinances for Introduction

Ordinances for Introduction and referred to Finance Committee

- *a. [2021-19-49](#) An Ordinance Appropriating Additional Funds to Pay Fees Associated with Collection of Remote Sales Tax (Mayor) (Hearing on 05/17/22)

Attachments: [Ordinance 2021-19-49](#)
[Memo](#)
[Reference Copy O2020-03](#)

- *b.** [2021-19-50](#) An Ordinance Accepting and Appropriating the Opioid Settlement Funds and Establishing the Opioid Settlement Fund Grant Program (Mayor) (Hearing on 05/17/22)

Attachments: [Ordinance 2021-19-50](#)
 [Memo](#)
 [Exhibit E and G\(excerpt\) to Settlement Agreement_ Opioid Approp. backup](#)

- *c.** [2021-19-51](#) An Ordinance Appropriating Funds from the Land Trust Fund, Fund Balance, for a Project to Conduct Soils Investigations and Land Planning on the 1,000-Acre Unit 395, Juneau Bench, Near Cooper Landing (Mayor)(Hearing on 05/17/22)

Attachments: [Ordinance 2021-19-51](#)
 [Memo](#)
 [Location Maps](#)

- *d.** [2021-19-52](#) An Ordinance Appropriating Mission, Vision, Values, Brand Identity, and Logo Development Funds (Mayor) (Hearing on 05/17/22)

Attachments: [Ordinance 2021-19-52](#)
 [Memo](#)

- *e.** [2022-19](#) An Ordinance Appropriating Funds for Fiscal Year 2023 (Mayor) (Hearings on 05/17/22 and 06/07/22)

[Clerk's Note: A budget presentation will be given by Brandi Harbaugh, Finance Director during Finance Committee. (45 minutes)]

Attachments: [Ordinance 2022-19](#)
 [Memo](#)
 [Mayor Proposed Budget FY23](#)

Ordinances for Introduction and referred to the Lands Committee

- *f.** [2022-10](#) An Ordinance Authorizing a Three-Party Agreement and Real Property Lease with Verizon Wireless and Alaska Pipeline Company (Mayor) (Hearing on 05/17/22)

Attachments: [Ordinance 2022-10](#)
 [Memo](#)
 [Lease Map](#)
 [Lease](#)

- *g. [2022-11](#) An Ordinance Authorizing Emergency Harvest of Spruce Bark Beetle Impacted Forestlands Including Spruce which are Dying, or Susceptible to Dying, and Establishing a Framework to Guide Forest Treatments (Mayor) (Hearing on 05/17/22)

Attachments: [Ordinance 2022-11](#)
[Memo](#)
[Map](#)
[Public Comment](#)

Ordinances for Introduction and referred to the Policies and Procedures Committee

- *h. [2022-12](#) An Ordinance Amending KPB 2.60.040 Related to the Emergency Services Communications Center Advisory Board and Reactivating the Advisory Board (Mayor) (Hearing on 06/07/22)

Attachments: [Ordinance 2022-12](#)
[Memo](#)

- *i. [2022-13](#) An Ordinance Amending KPB 21.46.040 to Repeal the Kalifornsky Center Single Family Residential (R1) Local Option Zoning District (Mayor) (Hearing on 06/07/22)

Attachments: [Ordinance 2022-13](#)
[Memo](#)
[Aerial Map](#)

3. Other

Other items referred to Finance Committee

- *a. [KPB-4015](#) Approving the Issuance of a Letter of Non-Objection for a New Outdoor Recreation Seasonal Liquor License Application filed by Jimmie Jack's Alaska SeaScape Lodge, License No. 6038

Attachments: [Complete Application Package License No. 6038](#)
[Recommendation to Assembly](#)
[Finance Department Review](#)
[Planning Department Memo to Assembly](#)
[6038_Radius_Map](#)

- *b. [KPB-4016](#) Approving the Issuance of a Letter of Non-Objection for a New Outdoor Recreation Seasonal Liquor License Application filed by Deep Creek Fishing Club, License No. 6042

Attachments: [Complete Application Package License No. 6042](#)
[Recommendation to Assembly](#)
[Finance Department Review](#)
[Planning Department Memo to Assembly](#)
[6042 Radius Map](#)

Other items referred to Lands Committee

- *c. [KPB-4156](#) Petition to Vacate a Portion of Symphony Lane Associated with C L Hatton Subdivision Eagle's Crest Addition

[Clerk's Note: The Planning Commission approved the referenced petition to vacate at its April 11, 2022 meeting by unanimous consent.]

Attachments: [Petition to Vacate Symphony Lane](#)

Other items referred to Policies and Procedures Committee

- *d. [KPB-4155](#) Confirming an Appointment to the Resilience and Security Advisory Commission (Mayor)

Kenneth Swazer, Central Peninsula Seat, Term Expires September 30, 2022

Attachments: [RSAC Appointment - Swazer](#)

MAYOR'S REPORT

Mayor's Report Cover Memo

1. Assembly Requests/Responses
2. Agreements and Contracts

[KPB-4145](#) Mayor's Report Cover Memo

Attachments: [Mayor's Report Cover Memo](#)

- a. [KPB-4146](#) Authorization to Award a Contract for ITB22-035 Grounds Maintenance Lawn Care – Central Area 1 to Steam on Wheels, LLC, Soldotna, AK
Attachments: [Auth to Award - Central Area 1 Steam on Wheels](#)
- b. [KPB-4147](#) Authorization to Award a Contract for ITB22-036 Grounds Maintenance Lawn Care – North Area 2 to Get Plowed Sno-Removal, Soldotna, AK
Attachments: [Auth to Award - North Area 2 Get Plowed](#)
- c. [KPB-4148](#) Authorization to Award a Contract for ITB22-037 Grounds Maintenance Lawn Care – Seward/Moose Pass Area 3 to Steam on Wheels, LLC, Soldotna, AK
Attachments: [Auth to Award - Seward Moose Pass Area 3 Steam on Wheels](#)
- d. [KPB-4149](#) Authorization to Award a Contract for ITB22-038 Grounds Maintenance Lawn Care – Homer Area 4 to Overdorf Landscaping
Attachments: [Auth to Award - Homer Area 4 Overdorf Landscaping](#)
- e. [KPB-4150](#) Authorization to Award a Contract for ITB22-047 Homer Transfer Facility Hauling Term Contract to Alaska Waste Kenai Peninsula, LLC, Soldotna, AK
Attachments: [Auth to Award - Homer Trans Facility Hauling Alaska Waste](#)
3. Other
- a. [KPB-4151](#) Tax Adjustment Request Approval
Attachments: [Tax Adjustment Request Approval](#)
- b. [KPB-4152](#) Budget Revisions – March 2022
Attachments: [Budget Revisions](#)
- c. [KPB-4153](#) Revenue-Expenditure Report – March 2022
Attachments: [Revenue Expenditure Report](#)
- d. [KPB-4154](#) Litigation Status Report – Quarter Ending 03/31/22
Attachments: [Litigation Status Report](#)

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

ASSEMBLY COMMENTS

PENDING LEGISLATION

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

1. [2021-41](#) An Ordinance Amending KPB 21.29, KPB 21.25, and KPB 21.50.055 Regarding Material Site Permits, Applications, Conditions, and Procedures (Mayor, Johnson) (Referred to Policies and Procedures Committee) [Tabled on 02/01/22]

(Elam, Derkevorkian) Substitute: An Ordinance Amending KPB 21.29, KPB 21.25, and KPB 21.50.055 Regarding Material Site Permits, Applications, Conditions, and Procedures (Elam, Derkevorkian) [Tabled on 02/01/22]

Attachments:

[Ordinance 2021-41](#)
[Elam Amendment #2 \(notice of reconsideration given\)](#)
[Ecklund Tupper Amendment \(amendments pending\)](#)
[Ordinance 2021-41 \(Elam, Derkevorkian\) Substitute Memo](#)
[Material Site Work Group Timeline](#)
[Legal Memo re Assembly Questions](#)
[Public Comments 021522](#)
[Public Comments 020122](#)
[Public Comments 020122](#)
[Public Comment 011822](#)
[Reference Copy Ordinance 2006-01 SUB](#)
[Reference Copy Resolution 2018-004 SUB](#)
[Reference Copy Resolution 2018-025](#)
[Elam Amendment #1 \(dealt with on 011822\)](#)

INFORMATIONAL MATERIALS AND REPORTS**ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. May 16, 2022 9:00 AM Budget Work Session #3
Betty J. Glick Assembly Chambers
Borough Administration Building
Remote participation available through Zoom
Meeting ID: 884 7373 9641 Passcode: 671108

2. May 17, 2022 9:00 AM Budget Work Session #4

Betty J. Glick Assembly Chambers

Borough Administration Building

Remote participation available through Zoom

Meeting ID: 884 7373 9641 Passcode: 671108

3. May 17, 2022 6:00 PM Regular Assembly Meeting

Betty J. Glick Assembly Chambers

Borough Administration Building

Remote participation available through Zoom

Meeting ID: 884 7373 9641 Passcode: 671108

ADJOURNMENT

The next meeting of the Kenai Peninsula Borough Assembly will be held on May 17, 2022, at 6:00 P.M. in the Borough Assembly Chambers, Soldotna, Alaska.

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

Copies of agenda items are available at the Borough Clerk's Office in the Meeting Room just prior to the meeting. 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.borough.kenai.ak.us for copies of the agenda, meeting summaries, ordinances and resolutions.



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Minutes - Draft

Assembly

Brent Johnson, President

Brent Hibbert, Vice President

Jesse Bjorkman

Lane Chesley

Tyson Cox

Richard Derkevorkian

Cindy Ecklund

Bill Elam

Mike Tupper

Tuesday, April 19, 2022

6:00 PM

Betty J. Glick Assembly Chambers

Meeting ID: 884 7373 9641 Passcode: 671108

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

[Clerk's Note: The invocation was given by Keith Hamilton.]

ROLL CALL

Present: 8 - Jesse Bjorkman, Tyson Cox, Brent Hibbert, Brent Johnson, Richard Derkevorkian, Lane Chesley, Cindy Ecklund, and Mike Tupper

Excused: 1 - Bill Elam

Also present were:

Aaron Rhoades, Chief of Staff

Sean Kelley, Borough Attorney

Brandi Harbaugh, Finance Director

Michele Turner, Deputy Borough Clerk

Avery Warner, Borough Clerk Assistant

COMMITTEE REPORTS

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

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

Assembly Member Chesley stated the Policies and Procedures Committee met and

discussed its agenda items.

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

APPROVAL OF AGENDA AND CONSENT AGENDA

Hibbert moved to approve the agenda and consent agenda.

[KPB-4110](#) April 5, 2022 Regular Assembly Meeting Minutes
approved.

The following public hearing items met the required conditions of KPB 22.40.110 and were added to the consent agenda:

[2021-19-40](#) An Ordinance Appropriating Funding from the Central Peninsula Hospital Plant Replacement and Expansion Fund for the Replacement of Central Peninsula Hospital's Enterprise Resource Planning Systems for Human Resources, Payroll, Supply Chain, Accounts Payable, and General Finance Functions (Mayor)

This Budget Ordinance was enacted.

[2021-19-41](#) An Ordinance Appropriating Funds from the South Peninsula Hospital Service Area Fund Balance for Purchase of Replacement Pulmonary Function Diagnostic Equipment (Mayor)

This Budget Ordinance was enacted.

[2021-19-42](#) An Ordinance Appropriating Funding from the South Peninsula Hospital Plant Replacement and Expansion Fund to Replenish South Peninsula Hospital's Operating Cash (Mayor)

This Budget Ordinance was enacted.

[2021-19-43](#) An Ordinance Redirecting Excess Funds Appropriated for the U.S. Army Corps of Engineers Japanese Creek Feasibility Study to Complete Flood Hazard and Alternatives Analyses, and Design Plans for Flood Risk Mitigation Projects (Mayor, Ecklund)

This Budget Ordinance was enacted.

[2021-19-44](#) An Ordinance Appropriating Funds from the South Kenai Peninsula

Hospital Service Area Fund Balance to Fund the SPH Phase I Security Upgrade Project (Mayor)

This Budget Ordinance was enacted.

[2021-19-45](#) An Ordinance Appropriating Funds from the Road Service Area Operating Fund Balance for Snow Removal, Sanding and Road Maintenance (Mayor)

This Budget Ordinance was enacted.

[2021-19-46](#) An Ordinance Amending the Grantee for the Homeless Shelter Funds Related to the State of Alaska Healthy and Equitable Communities Program (Mayor)

This Budget Ordinance was enacted.

[2021-19-47](#) An Ordinance Appropriating Funds from the Equipment Replacement Fund for Purchase of a Loader and Skid-Steer for the Homer Transfer Facility (Mayor)

This Budget Ordinance was enacted.

[2021-19-48](#) An Ordinance Appropriating Supplemental Funding to Complete the Air Conditioner Unit Replacement Project Located in the Emergency Response Center Server Room (Mayor) (Hearing on 05/03/22)

This Budget Ordinance was introduced and set for public hearing.

[2022-06](#) An Ordinance Authorizing the Negotiated Sale of 180.281 Acres in Cooper Landing as Part of the Sterling Highway Mile Post 45-60 Realignment Project to the State of Alaska Department of Transportation and Public Facilities for a Negotiated Amount Over Appraised Value (Mayor)

[Clerk's Note: Ordinance 2022-06 was amended as follows:]

The title to read, "AN ORDINANCE AUTHORIZING THE NEGOTIATED SALE OF [183.234] 180.281 ACRES IN COOPER LANDING AS PART OF THE STERLING HIGHWAY MILE POST 45-60 REALIGNMENT PROJECT TO THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES FOR A NEGOTIATED AMOUNT OVER APPRAISED VALUE"; and

The third Whereas to read, "WHEREAS, DOT&PF has contracted with Black-Smith, Bethard & Carlson, LLC (Anchorage) for independent third-party appraisals of the identified [183.234] 180.281 acres of KPB land (Project

Parcels) proposed as right-of-way under this project; and"; and

Line 1 in the table in Section 1 to read, "1, 2, 3, 16 | 11912509, 11912614, 11912612, 11912610 | Preservation | 2/01/2022 | [12.626] 13.279 | \$44,200"; and

The last line in the table in Section 1 to read, "Total | [183.234] 180.281 | \$1,722,200"]

This Ordinance was enacted as amended.

New Business

[2022-026](#) A Resolution Authorizing the Application of Community Development Block Grant for Ninilchik Fire Station COVID Safety Improvements (Mayor)

This Resolution was adopted.

[2022-024](#) A Resolution Classifying Certain Parcels of Borough Owned Land in the Diamond Ridge Area (Mayor)

This Resolution was adopted.

[2022-025](#) A Resolution Providing a 30-Day Application Period Prior to Inactivating the Kalifornsky Advisory Planning Commission (Mayor)

This Resolution was adopted.

[2022-027](#) Changing the Special Assistant to the Mayor from a Part-Time Position to a Full-Time Position and Removing the Position's Designation as Chief of Emergency Services (Mayor)

[Clerk's Note: Assembly Member Derkevorkian gave notice of reconsideration of Resolution 2022-027 at the 04/19/22 meeting.]

Resolution 2022-027 was added to the agenda.

[KPB-4103](#) Confirming an Appointment to the Seward-Bear Creek Flood Service Area Board (Mayor)

Andy Bacon, Seat F, Term to Expire October, 2022
approved.

Approval of the Agenda and Consent Agenda

A motion was made by Hibbert to approve the Agenda and Consent Agenda. The motion carried by the following vote:

Yes: 8 - Bjorkman, Cox, Hibbert, Johnson, Derkevorkian, Chesley, Ecklund, and Tupper

Excused: 1 - Elam

PRESENTATIONS WITH PRIOR NOTICE

1. [KPB-4119](#) C-PACE Program, Peter Crimp and Resilience and Security Advisory Committee (RSAC) Building Subcommittee Chair Bretwood "Hig" Higman, PhD (10 minutes)

[Clerk's Note: Peter Crimp and Hig Higman gave a presentation to the assembly via Zoom.]

2. [KPB-4059](#) LAYDOWN Federal Emergency Management Agency (FEMA) Flood Plain Presentation (10 minutes)

[Clerk's Note: Mitch Paine and Wendy Shaw gave a presentation to the assembly via Zoom.]

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

President Johnson called for public comments.

Larry Opperman, addressed the assembly regarding local donations to St. Jude Hospital.

Ann Gravier, Soldotna addressed the assembly regarding a material site hydrologist.

Ed Martin, III, Kenai Peninsula Aggregate and Contractor's Association, addressed the assembly regarding a material site hydrologist and LIDAR mapping.

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

PUBLIC HEARINGS ON ORDINANCES

- [2022-09](#) An Ordinance Authorizing a Negotiated Lease at Less Than Fair Market Value of Certain Real Property Containing 3.5 Acres More or Less to the Anchor Point Food Pantry for a Food Pantry and Other Community Uses (Mayor)

Hibbert moved to enact Ordinance 2022-09.

President Johnson called for public comments.

Melissa Martin, Anchor Point Food Pantry President spoke in support of Ordinance 2022-09.

The following people spoke in opposition to Ordinance 2022-09:

Emmit Trimble, Anchor Point

Mary Trimble, Anchor Point

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

The motion to enact Ordinance 2022-09 carried by the following vote:

Yes: 8 - Bjorkman, Cox, Hibbert, Johnson, Derkevorkian, Chesley, Ecklund, and Tupper

Excused: 1 - Elam

2022-07

Adopting the 2022 Kenai Peninsula Borough Assembly and Board of Education Apportionment Plans and Submitting the Apportionment Plans to the Voters (Johnson, Elam)

Bjorkman moved to enact Ordinance 2022-07.

President Johnson called for public comments with none being offered.

Derkevorkian moved to amend Ordinance 2022-07 as follows:

Add a new paragraph at the end of Section 2 to read, "Plan 2 would add 4 elected positions to the borough. Each of these elected positions has the potential to cost the borough up to \$36,000 per year in total compensation. The total cost of plan 2 could add \$144,000 to the annual budget."

Hibbert moved to postpone Ordinance 2022-07 to May 3, 2022.

The motion to postpone Ordinance 2022-07 to May 3, 2022 carried by the following vote:

Yes: 8 - Bjorkman, Cox, Hibbert, Johnson, Derkevorkian, Chesley, Ecklund, and Tupper

Absent: 1 - Elam

UNFINISHED BUSINESS

NEW BUSINESS

1. Resolutions

2022-027

Changing the Special Assistant to the Mayor from a Part-Time Position to a Full-Time Position and Removing the Position's Designation as

Chief of Emergency Services (Mayor)

Chesley moved to adopt Resolution 2022-027.

President Johnson called for public comments with none being offered.

Assembly Member Hibbert spoke in support of Resolution 2022-027.

Assembly Members Cox, Chesley, Bjorkman and Ecklund spoke in opposition to Resolution 2022-027.

The motion failed by the following vote:

Yes: 3 - Hibbert, Johnson, and Derkevorkian

No: 5 - Bjorkman, Cox, Chesley, Ecklund, and Tupper

Excused: 1 - Elam

[Clerk's Note: Derkevorkian gave notice of reconsideration of Resolution 2022-027.]

MAYOR'S REPORT

1. Assembly Requests/Responses - None.
2. Agreements and Contracts
 - a. [KPB-4105](#) Authorization to Award a Contract for RFP22-020 West Homer Elementary Water Infiltration to K+A designstudios, Kenai, AK
 - b. [KPB-4106](#) Authorization to Award a Contract for ITB22-040 Purchasing & Contracting Storefront Remodel to Eberline Building, Inc., Soldotna, AK
 - c. [KPB-4107](#) Authorization to Award a Contract for RFP22-021 Access Controls to Johnson Controls, Anchorage, AK
 - d. [KPB-4109](#) Authorization to Award a Contract for ITB22-045 Central Peninsula Landfill Pond Liner Materials Purchase to Northwest Linings and Geotextile Products, Inc., Kent, WA
 - e. [KPB-4108](#) Sole Source Waiver to Crane Equipment Manufacturing Corporation, LLC

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

ASSEMBLY COMMENTS

Assembly Member Ecklund stated she appreciated the work of Chief of Staff Rhoades and her vote regarding Resolution 2022-027 was not a reflection of his work.

Assembly Member Cox congratulated Soldotna High School varsity boys soccer team who won their April 19, 2022 game 3-0. Mr. Cox echoed Ms. Ecklund's comments regarding Resolution 2022-027 and stated he believed it was the job of the assembly to ask the administration tough questions that the public may want to know.

Assembly Member Tupper stated the information brought forward at the Material Site Subcommittee was good. He stated he was optimistic in its outcome.

Assembly Member Derkevorkian thanked the borough staff for attending and Deputy Borough Clerk Turner for filling in for the borough clerk, stating she did a great job.

Assembly Member Bjorkman thanked everyone who participated and attended the meeting. He stated there was a lot of people who attended the Material Site Subcommittee meeting, stating it was good to see that level of participation and encouraged everyone to continue their participation throughout the process. Mr. Bjorkman reminded everyone that track season had begun. He stated he recently traveled to Juneau to work on education items and borough related items as well. He stated he was proud to learn that legislation amending Title 29 allowing local governments more control over their planning commission membership was getting traction in the legislature. Mr. Bjorkman encouraged everyone to get outdoors and be safe.

Assembly Member Chesley read a comment received from a Homer constituent, Elan Anderson, regarding paying local sales tax for on-line purchases, and stated he needed the assembly's help on how best to respond. Finance Director Harbaugh provided a brief summary of sales taxes paid for online purchases.

Assembly Member Hibbert stated the comments provided by Finance Director Harbaugh was a great example of what great employees were at the borough. He thanked Deputy Borough Clerk Turner for a great job and welcomed the new Borough Clerk Assistant, Avery Warner. He thanked Chief of Staff Rhoades for weathering the storm regarding Resolution 2022-027. He wished everyone a great week.

President Johnson echoed the kudos to Deputy Borough Clerk Turner and welcomed the new Borough Clerk Assistant, Avery Warner. He thanked the administration for the new Planning Director, Robert Ruffner, stating he had worked with Mr. Ruffner a

lot over the years and was a great selection for the Planning Department.

INFORMATIONAL MATERIALS AND REPORTS

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. Budget Work Session #2

May 3, 2022 - 10:50 AM

Betty J. Glick Assembly Chambers

Borough Administration Building

Remote participation available through Zoom

Meeting ID: 884 7373 9641 Passcode: 671108

2. Material Site Assembly Subcommittee

May 3, 2022 - TBD

Betty J. Glick Assembly Chambers

Borough Administration Building

Remote participation available through Zoom

Meeting ID: 884 7373 9641 Passcode: 671108

3. Regular Assembly Meeting

May 3, 2022 - 6:00 PM

Betty J. Glick Assembly Chambers

Borough Administration Building

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ADJOURNMENT

With no further business to come before the assembly, President Johnson adjourned the meeting at 8:44 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of April 19, 2022.

Johni Blankenship, MMC, Borough Clerk

Approved by the Assembly: _____



Seward-Bear Creek Flood Service Area



The mission of the 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, through addressing issues that best reflect a fair use of the tax-levy for watershed-wide benefit.

PLANNING

Multijurisdictional Hazard Mitigation Plan

Table 4-3 Hazard Identification Matrix

Hazard	Probability	Magnitude / Severity
Erosion	<p>3 – Likely</p> <p>Event is probable within the next three years.</p> <p>History of events is greater than 20 percent but less than or equal to 33 percent likely per year.</p>	<p>2 – Limited</p> <p>Complete shutdown of critical facilities for more than one week.</p> <p>More than 10 percent of property is severely damaged.</p>
Flood	<p>4 – Highly Likely</p> <p>Event has up to 1 in 1-year chance of occurring (1/1 =100 percent).</p> <p>History of events is greater than 33 percent likely per year.</p> <p><i>[Future climate change influenced weather patterns could potentially increase the 100-year flood recurrence probability to a more frequent 50-year event equivalent by the year 2050.]</i></p>	<p>2 – Limited</p> <p>Complete shutdown of critical facilities for more than one week.</p> <p>More than 10 percent of property is severely damaged.</p>
Ground Failure (Avalanche, Landslide/ Debris Flow)	<p>3 – Likely</p> <p>Event has up to 1 in 3 years chance of occurring (1/3=33 percent).</p> <p>History of events is greater than 20 percent but less than or equal to 33 percent likely per year.</p>	<p>3 - Critical</p> <p>Injuries and/or illnesses result in permanent disability.</p> <p>Complete shutdown of critical facilities for at least two weeks.</p>
Tsunami & Seiche Coastal Storm Surge	<p>4 - Highly Likely</p> <p>As it is not possible to predict when a tsunami will occur, an event is forecast to be highly likely to occur, though the recurrence interval is unknown.</p>	<p>4 - Catastrophic</p> <p>Multiple injuries and/or deaths.</p> <p>Complete shutdown of facilities for 30 or more days.</p> <p>More than 50 percent of property is severely damaged.</p>

PLANNING

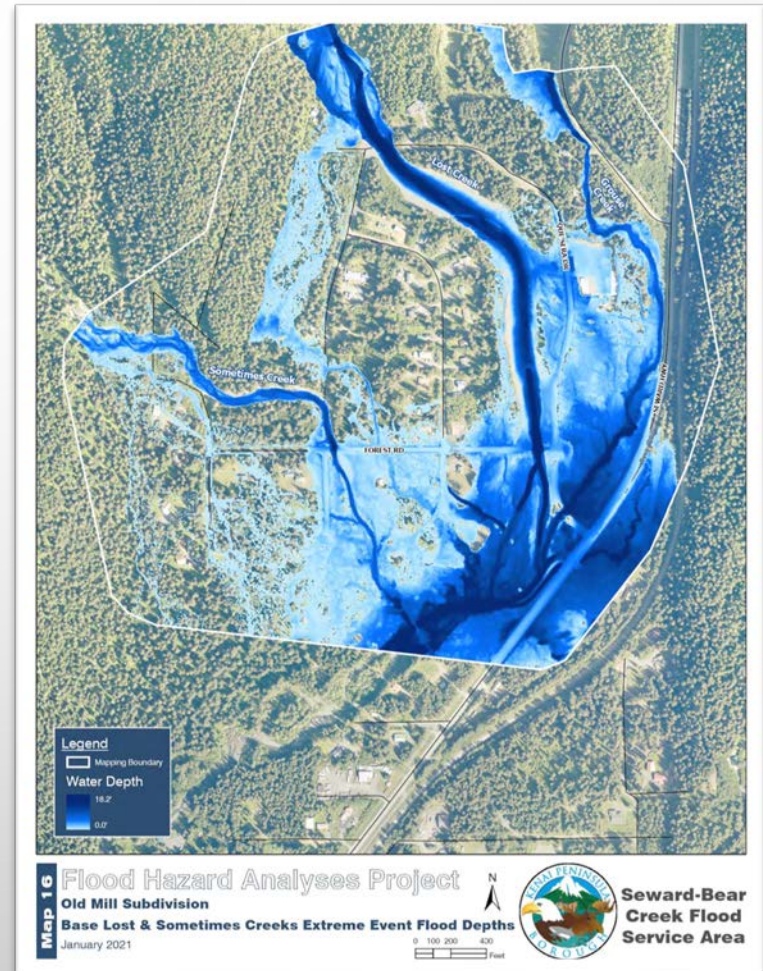
Annual Project Prioritization

Priority Rank	Project Description	Responsible Entity	Time frame	Potential Funding	Benefit-Cost Feasibility	Estimated Project Costs
1	Japanese Creek Long-term Mitigation <ul style="list-style-type: none"> Contract Water Resource Engineer <ul style="list-style-type: none"> Hazard Analysis, Sediment Change, Updated Maps Dieckgraeff Road design plans Alluvial fan drainage improvements Sediment Management Catch Basin & Plan Acquisition/ Easement of DNR Parcel 14424003 Acquisition/ Easement of UA parcel(s) 14403078 - 14403079 Seek funding for Construction - State Capital Project request 	KPB SBCFSA City	1 – 2 years	KPB/SBCFSA/City Partnership Funding, Disaster Recovery	Technically feasible	Local Funds \$242,000
2	Box Canyon Creek Project Planning (for Future Armoring of Water Diversion Structure) <ul style="list-style-type: none"> USACE Section 205 Federal Interest Determination USDA Small Land Track Conveyance/ Easement CIRI Easement/ Partnership Agreement 	KPB SBCFSA USDA CIRI	1 – 2 years	USACE Section 205, KPB & CIRI Co-sponsors or easement	BC undetermined (Costs higher than typical HMGP grant)	Minimal for Project Planning; Construction Undetermined
3	Sediment Management & Maintenance Program <ul style="list-style-type: none"> Kwechak Creek – pilot project 2021 \$46,000, 10,000 cy Sawmill Creek – pilot project 2020-21 \$89,000, 12,000 cy Salmon Creek – pilot project Spring 2022 \$23,000, 8,500 cy Lost Creek – benchmarks installed Box Canyon Creek – ground control points installed Japanese Creek – short-term mitigation until plan completed Continued surveys – hydrologic/ meteorological data collection Site planning: <ul style="list-style-type: none"> Salmon Creek SC15 (new lidar collection 2022) Salmon Creek KC4 revetment site Japanese Creek Lost Creek SC6 upstream Seward Hwy/ Railroad Spruce Creek 	SBCFSA ADOT&PF KPB City AKRR Private Owners	1 year, ongoing	SBCFSA Contract Services, Partnership Funding	Technically & economically feasible	Surveys \$6-8,000 per site Maintenance \$25-90,000 per site

PROTECTION

Hazard Identification & Mapping Updates

- 2020-21 Seward Mapped Flood Data Area
 - Maps updated for three neighborhoods
 - Floodplain 21.06 code revisions
- 2022-23 LiDAR Acquisition & Processing
 - Partnership with FEMA & U.S. Geological Surveys
 - Service Area and Alpine Reaches
 - Landslide/ Erosion Analyses
 - Flood Hazard Updates
- Updated Tsunami Inundation Map
 - Alaska Earthquake Center, UAF Geophysical Institute & State of Alaska Dept. of Natural Resources, Division of Geological & Geophysical Surveys



PROTECTION

Permit Application Assistance & Project Review

<https://www.kpb.us/service-areas/sbcfsa>

Multi-Agency Permit Application

Click [here](#) to download the River Center Permit Application for any development within the special flood hazard area.

How to Apply for a Multi-Agency Permit



How to Use the SBCFSA Parcel Viewer



Permitting & Agency Information Day


Agency representatives will be available to assist with your permit application, summer project and provide information on:

- ♦ Planning
- ♦ Permitting
- ♦ Flood Risk Prevention
- ♦ Updated Building Codes
- ♦ Floodplain Management
- ♦ National Flood Insurance Program
- ♦ Fisheries & Wildlife Management
- ♦ Habitat and Wetlands

APRIL 26th 10am - 2pm

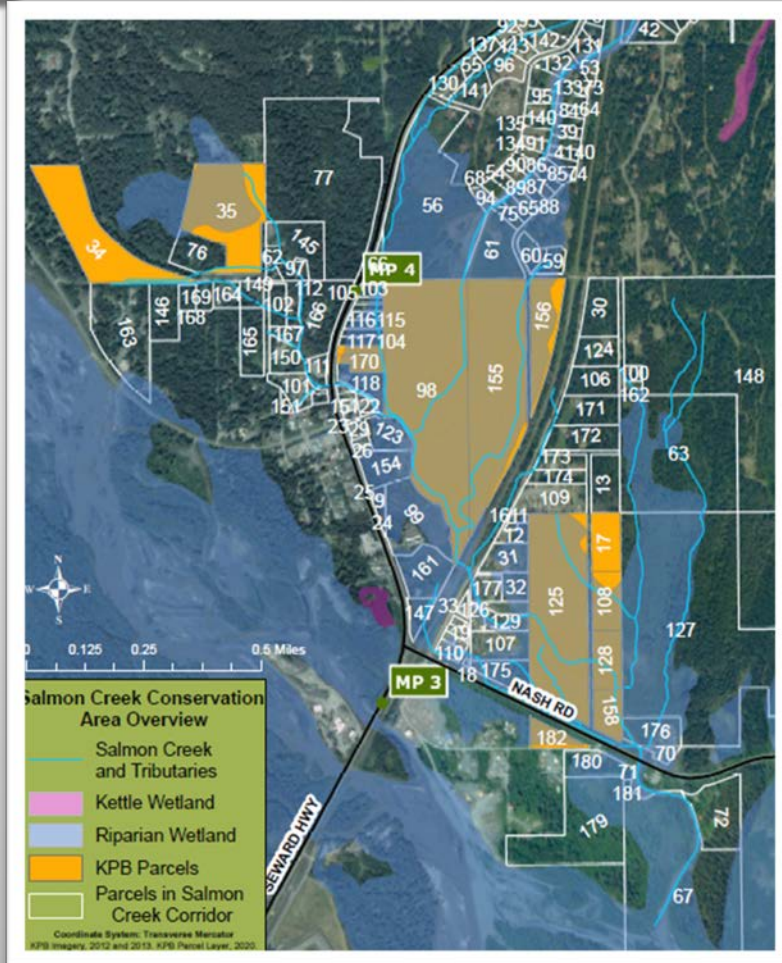
SEWARD LIBRARY COMMUNITY ROOM
239 SIXTH AVENUE

Sponsored by:



PROTECTION

Strategic Property Agreements, Easements & Acquisitions



- Salmon Creek Conservation Area
 - Education & Outreach
 - Protection of Floodplains/Wetlands
 - Acquisition & Restoration
- Box Canyon Creek Site Control
 - Cook Inlet Region, Inc. (CIRI)
 - Co-sponsor or Easement
 - U.S. Dept. of Agriculture Forest Service
 - Small Land Tract Conveyance
- Sediment Management Sites
 - Acquisition & Property Owner Agreements

SHORT TERM MITIGATION

Sediment Management

- Maintenance Program
 - Established Ground Control at Five Project Sites
 - Channel & Embankment Design Plans
 - Pilot Projects Completed
 - Future Site Planning



*Kwechak Creek
Maintenance Project
Oct. 2021*

LONG TERM MITIGATION

Funding Requests & Partnerships

- State Capital Improvement Project Requests
 - Japanese Creek Improvements & Dieckgraeff Road Modifications
 - Kwechak Creek Armoring & Bruno Road Drainage Improvements
- Grant Applications
 - Nash Road Culverts Optimization
 - Second Avenue Culvert Optimization
 - U.S. Fish & Wildlife Service, City of Seward & Trout Unlimited



*Japanese Creek overwhelms
Dieckgraeff Road culvert
Oct. 2018*

IMPLEMENTATION

Lowell Canyon Creek Diversion Tunnel Outlet Oct. 2018



<https://www.youtube.com/watch?v=hsNC0jTUwSA&author=0>

Introduced by:	Mayor
Date:	04/19/22
Hearing:	05/03/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-19-48**

**AN ORDINANCE APPROPRIATING SUPPLEMENTAL FUNDING TO COMPLETE
THE AIR CONDITIONER UNIT REPLACEMENT PROJECT LOCATED IN THE
EMERGENCY RESPONSE CENTER SERVER ROOM**

WHEREAS, the 2022 fiscal year budget includes an appropriation in the amount of \$25,000 to replace the air conditioning unit (A/C unit) located in the server room of the Kenai Peninsula Borough (“Borough”) Emergency Response Center; and

WHEREAS, the total costs of the project exceed the estimate, in the amount of \$3,000; and

WHEREAS, it is in the best interest of the borough to replace the failing A/C unit to maintain a temperature-controlled environment for vital communications equipment that supports emergency management functions;

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

SECTION 1. That \$3,000 is appropriated from the borough General Government Capital Project Fund, fund balance to account 407.11250.22471.49999, to meet the project total costs.

SECTION 2. This ordinance shall be effective immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF * 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Office of Emergency Management

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *CP*
Brandi Harbaugh, Finance Director *BH*

FROM: Brenda Ahlberg, Emergency Manager *BA*

DATE: April 7, 2022

RE: Ordinance 2021-19-48, Appropriating Supplemental Funding to Complete the Air Conditioner Unit Replacement Project Located in the Emergency Response Center Server Room (Mayor)

The Borough's approved FY 2022 budget appropriated \$25,000 to replace an air conditioning unit (A/C unit) located in the server room at the Emergency Response Center. This A/C unit is necessary to maintain a temperature-controlled environment for the effective operation of the server.

The total project costs exceed the original appropriation by approximately \$3,000. This is due to an increase in costs for the new equipment, which includes the labor for removal of the old system, site preparation, and installation of the new A/C unit.

This ordinance approves and appropriates supplemental funding in the amount of \$3,000 to complete this project. Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Account:	<u>407.27910</u>
Amount:	<u>\$ 3,000</u>
By: <u><i>CP</i></u>	Date: <u>4/7/2022</u>

Introduced by:	Johnson
Date:	04/05/22
Hearing:	05/03/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-08**

**AN ORDINANCE AMENDING KPB 5.12.116 TO BROADEN ECONOMIC
DEVELOPMENT PROPERTY TAX EXEMPTION FOR INDEPENDENT POWER
PRODUCERS**

- WHEREAS,** AS 29.45.050(m) provides municipalities discretionary authority to partially or totally exempt all or some types of economic development property from taxation for a designated period; and
- WHEREAS,** pursuant to AS 29.45.050(m) a municipality that is a school district may only exempt all or a portion of the amount of taxes that exceeds the amount levied on other property for the school district's required local contribution under AS 14.17.410(b)(2).
- WHEREAS,** electricity prices average 24¢/kWh on the Kenai Peninsula, 20¢ kWh in the Matanuska-Susitna Borough, and 16¢ /kWh in Anchorage; and
- WHEREAS,** in 2018, the State of Alaska Department of Natural Resources estimated that Cook Inlet Natural Gas generates 70% of the Alaska Railbelt's electricity and Cook Inlet Natural Gas currently generates 84% of Homer Electric Association Generation; and
- WHEREAS,** according to an op-ed written by Ben Boettger titled, *Confronting Painful Truths on Cook Inlet's Natural Gas Future* that appeared in the May 21, 2021 edition of the *Anchorage Daily News*, Cook Inlet gas producers have received tax credits worth \$1.44 billion, a sum that will total \$2.32 billion when remaining obligations are paid; and
- WHEREAS,** Kenai Peninsula Borough ("KPB") electricity generation can be made more resilient and more cost competitive by diversifying power generation sources; and
- WHEREAS,** the current war in Ukraine demonstrates the wisdom of diversifying electricity generation sources; and
- WHEREAS,** according to LAZARD's 2020 Levelized Cost of Energy Analysis Report, wind and solar energy are the cheapest forms of new energy and there is potential for new generation sources to suppress future electricity prices in the KPB; and

- WHEREAS,** an Independent Power Producer (“IPP”) is defined as an entity that owns facilities to generate electric power for sale to public utilities regulated by the Regulatory Commission of Alaska; and
- WHEREAS,** IPPs can bring value to a cooperative utility by accessing capital and bearing risk for a fixed fee contract; and
- WHEREAS,** the IPP model can add economic opportunity, bring local construction and maintenance jobs to the KPB and can increase the benefits of competitive market economics to electricity generation in the KPB; and
- WHEREAS,** local electric cooperatives will enter into a Power Purchase Agreement only when their elected Board and the Regulatory Commission of Alaska determines it will benefit ratepayers going forward and these benefits are directly passed onto ratepayers; and
- WHEREAS,** property taxes increase the cost of electricity generation and the price at which IPP’s sell electricity to electric cooperatives, ultimately increasing the cost of electricity to cooperative members; and
- WHEREAS,** property conveyed to Alaska Native entities pursuant to the Alaska Native Claims Settlement Act (“ANCSA”) is tax exempt by law; however if the property is sold or leased to a third party, or otherwise developed, the property, or the portion of the land that is subject to a lease, must be taxed at full and true value; and
- WHEREAS,** reducing KPB property taxes for IPP’s will incentivize economic development in KPB, diversify its electricity generation and reduce the price at which IPP’s can sell electricity to cooperative utilities and this benefit is passed onto KPB residents, businesses and governments; and
- WHEREAS,** the borough currently provides for economic development property tax exemptions at KPB 5.12.116; and
- WHEREAS,** applications for an exemption must be filed by January 15 of the assessment year, therefore, tax year 2023 will be the first year an entity may apply under the provisions specific to independent power producers; and
- WHEREAS,** amending KPB 5.12.116 to broaden the available property tax exemption amount and duration for IPP’s will encourage this type of economic development in KPB and the IPP industry is expected to benefit KPB residents, businesses and governments; and
- WHEREAS,** Governor Dunleavy has called for 80% of Railbelt power to be renewable by 2030; and

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

SECTION 1. That KPB 5.12.116 is amended as follows:

5.12.116. Economic development property exemption.

- A. The assessed value of property used for economic development, as defined in this section, is partially exempt from borough property taxes, under the conditions listed in this section.
- B. "Property used for economic development," as used in this section, means that part of real or personal property, as determined by the borough assessor, to which one or more of the following apply:
 - 1. Has not previously been taxed as real or personal property by the borough.
 - 2. That will be used to create a new business operation, or to reopen a business operation five years or more after ceasing all business operations within the borough and is used in a trade or business in a way that:
 - a. creates employment in the borough;
 - b. generates sales outside of the borough of goods or services produced in the borough;
 - c. materially reduces the importation of goods or services from outside the municipality; or
 - d. an exemption on the property enables a significant capital investment in physical infrastructure that:
 - i. expands the tax base of the municipality; and
 - ii. will generate property tax revenue after the exemption expires.
 - 3. That has not been used in the same trade or business in another municipality for at least six months before the application for exemption is filed; this paragraph does not apply if the property was used in the same trade or business in an area that has been annexed to the municipality within six months before the application for deferral or exemption is filed; and this paragraph does not apply to inventories.

- C. Except as provided in 5.12.116(C)(1), the exemption shall be for a designated amount at the assembly's discretion up to fifty percent (50%) of the assessed value of the property, for a designated period up to five consecutive years at the assembly's discretion.
1. Independent Power Producers shall be fully exempted up to the amount required by AS 14.17.410(b)(2) for a designated period up to fifteen consecutive years if the criteria in KPB 5.12.116(B) is met and if the applicant provides the borough assessor proof that the requirements under KPB 5.12.116(C)(1)(a) are satisfied.
- a. To qualify as an Independent Power Producer under this section, an entity must
- i. Own and operate a generation facility larger than two-megawatts; and
- ii. Sell electricity to a public utility which is regulated by the Regulatory Commission of Alaska
- D. This exemption shall not apply to taxes levied for special services in a service area that is supervised by a board under AS 29.35.460.
- E. Any proposal must be approved by assembly resolution after public hearing.
- F. In order to qualify for this exemption, an applicant must file, with the borough assessor, a written application for the exemption no later than January 15 of each assessment year for which the exemption is sought. The application shall be on a form prescribed by the borough assessor, and shall include all information determined to be necessary by the assessor to determine eligibility of the property for the exemption. If the applicant fails or refuses to provide information required or requested by the assessor, within the time period set by the assessor, the exemption shall be denied. The assessor may make an independent investigation of the application or property in making a determination under this section. The assessor shall notify the applicant, in writing, of the assessor's determination on the application for exemption.
- G. An applicant delinquent in the registration for, filing of a return for, or payment of, any borough or city property or sales tax, or borough special assessment, may not be granted an exemption under this section.

SECTION 2. SPECIAL NOTE: Pursuant to AS 29.45.050(m), notice is hereby given that this ordinance, if enacted, may be repealed by the voters through referendum.

SECTION 3. This ordinance is effective immediately upon enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Assembly

MEMORANDUM

TO: Members, Kenai Peninsula Borough Assembly

FROM: Brent Johnson, Assembly President BJ

DATE: April 21, 2022

SUBJECT: Amendment to O2022-08, Amending KPB 5.12.116 to Broaden Economic Development for Independent Power Producers (Johnson, Cox)

This amendment is brought for clarity purposes to avoid potential confusion related to referencing the local contribution for public school funding required under AS 14.17.410(B)(2). Current KPB 5.12.116(C) provides that the "exemption shall be for a designated amount at the assembly's discretion up to fifty percent (50%) of the assessed value of the property..."

The exemption amount for Independent Power Producers (IPPs) would be the same as the general economic exemption under KPB 5.12.116(C). The difference between the current economic development exemption and the exemption specific to IPPs is that the IPP-specific exemption is for a designated period up to 15 years compared to the general economic development which is for a designated period up to 5 years.

[Please note the bold underlined language is new and the strikeout bold language in brackets is to be deleted.]

➤ Amend Section 1 of the ordinance, at KPB 5.12.116(C)(1) as follows

Section 1. That KPB 5.12.116 is amended as follows:

5.12.116. Economic development property exemption.

....

C. Except as provided in 5.12.116(C)(1), the exemption shall be for a designated amount at the assembly's discretion up to fifty percent (50%) of the assessed value of the property, for a designated period up to five consecutive years at the assembly's discretion.

1. Independent Power Producers **exemption** shall be [FULLY

Page 2 of 2

April 21, 2022

Re: Johnson Amendment to O2022-08

EXEMPTED UP TO THE AMOUNT REQUIRED BY AS 14.17.410(B)(2)] for a designated period up to fifteen consecutive years if the criteria in KPB 5.12.116(B) is met and if the applicant provides the borough assessor proof that the requirements under KPB 5.12.116(C)(1)(a) are satisfied.

- i. To qualify as an Independent Power Producer under this section, an entity must
 - 1. Own and operate a generation facility larger than two-megawatts; and
 - 2. Sell electricity to a public utility which is regulated by the Regulatory Commission of Alaska

Your consideration of this amendment is appreciated.

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Members, Kenai Peninsula Borough Assembly

FROM: Brent Johnson, Assembly President BJ

DATE: March 24, 2022

RE: Ordinance 2022-08 Amending KPB 5.12.116 to Broaden Economic Development Property Tax Exemption for Independent Power Producers (Johnson)

This ordinance promotes continued economic development, power generation diversity, and energy security on the Kenai Peninsula. The public interest is served through diversification of economic opportunities and energy security and resilience.

This ordinance amends code in response to a proposed solar farm development on the Kenai Peninsula. The developers have provided public testimony, including a presentation made to the Assembly, that without a tax exemption the project is not economically viable. Notwithstanding, whether or not a future assembly decides to grant a tax exemption for the specific project in question is not the focus of this ordinance. This ordinance provides that a tax exemption is available for economic development properties that satisfy the criteria provided.

If this ordinance is enacted, an independent power producer (IPP) will be eligible for a tax exemption for up to 15 years. The exemption would provide for a full exemption up to the amount required by AS 14.17.410(b)(2) (2.65 mills) and shall not include taxes levied for special services in a service area. It is in the public's interest to encourage continued development, construction, and economic opportunities by encouraging new industry to initiate impactful projects on the Kenai Peninsula.

Your consideration of this ordinance is appreciated.

KPB ORDINANCE 2022-08

ECONOMIC DEVELOPMENT PROPERTY TAX EXEMPTION FOR IPP'S

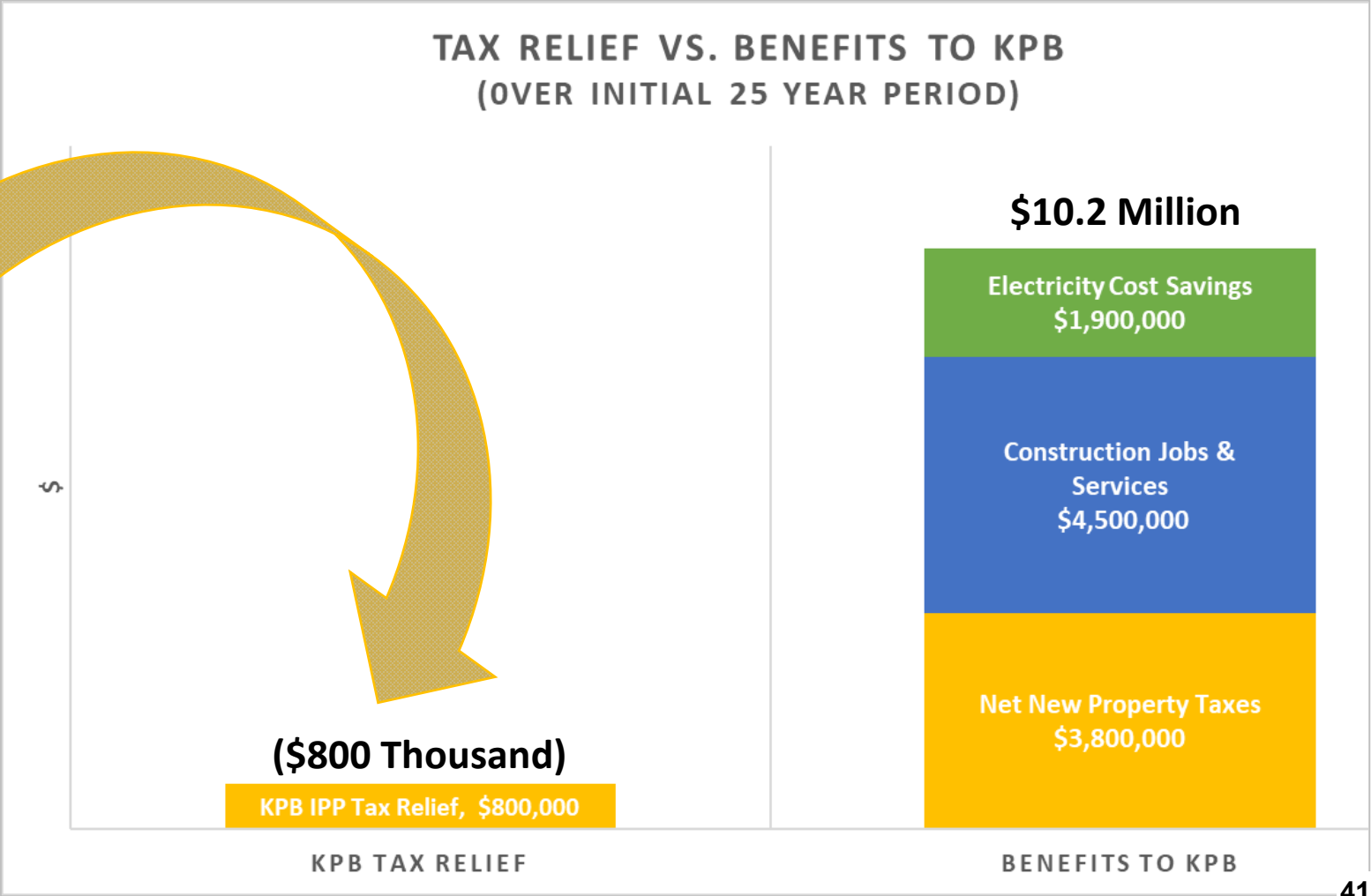
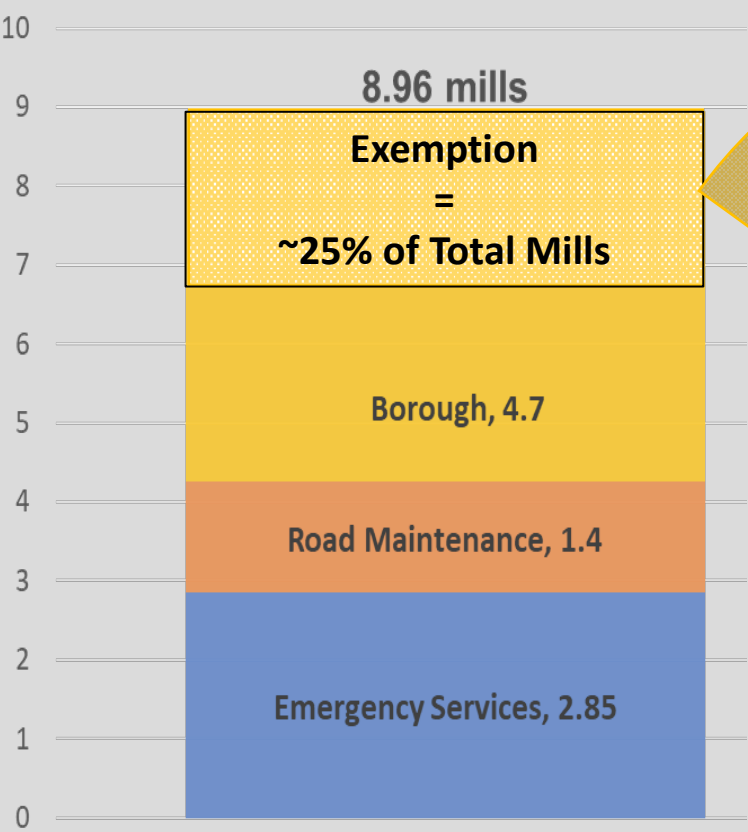


WWW.RENEWABLEIPP.COM

ORDINANCE RELIEF AMOUNT

SOLAR PROJECT ECONOMIC DEVELOPMENT BENEFITS TO KPB

STERLING MILLS



KENAI PENNSULA SOLAR FARM PROJECT OVERVIEW



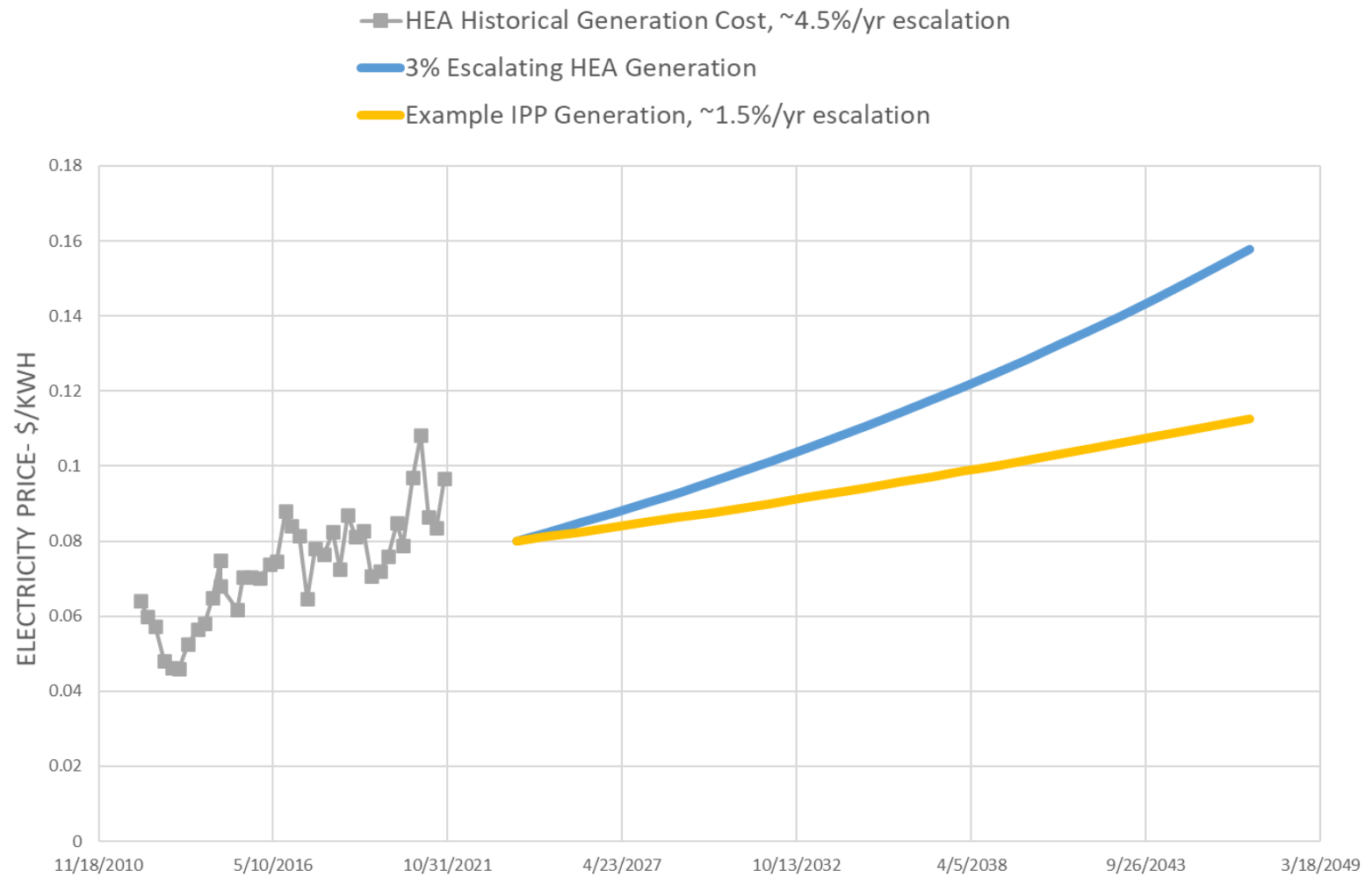
- Meets 6.5% of Homer Electric energy demand
- 40-60 construction jobs over 2 years
 - Plus, additional indirect jobs & services
- 10-20 part-time maintenance jobs
- 30-40+ year operating life
- Estimated construction: 2024-2025



WHY ENCOURAGE IPPs?

- DIVERSE & RELIABLE POWER
- SUPPRESS ENERGY PRICES
- MITIGATE INFLATION
- MARKET COMPETITION

HEA GENERATION COST VS. EXAMPLE IPP GENERATION COST



Introduced by: Johnson, Elam
Date: 04/05/22
Hearing: 04/19/22
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-07**

**AN ORDINANCE ADOPTING THE 2022 KENAI PENINSULA BOROUGH ASSEMBLY
AND BOARD OF EDUCATION APPORTIONMENT PLANS AND SUBMITTING THE
APPORTIOMENT PLANS TO THE VOTERS**

WHEREAS, Kenai Peninsula Borough (Borough) code and Alaska Statute (AS), require that not later than two months after adoption of a final state redistricting plan under art.VI, sec. 10, Constitution of the State of Alaska, the assembly determine and declare by resolution whether the existing apportionment of the assembly meets the standards of AS 29.20.060; and

WHEREAS, Resolution 2022-003, adopted within two months of the final state redistricting plan, determined and declared that the Borough Assembly is currently malapportioned based upon the 2020 population figures from the U. S. Census Bureau; and

WHEREAS, pursuant to that resolution, the assembly president appointed a reapportionment committee to consider and propose plans to correct the malapportionment; and

WHEREAS, the committee has referred two alternative Borough Assembly and Board of Education representation plans: (1) single member districts containing nine districts and (2) single member districts containing eleven districts; and

WHEREAS, the committee recommends that the assembly submit both plans to the voters; and

WHEREAS, per the final report the committee unanimously preferred the nine-member district option; and

WHEREAS, Alaska Statute 29.20.070(c) requires the assembly to submit to the voters proposed forms of representation, and Alaska Statute 29.20.080(e) requires that the assembly by ordinance adopt an ordinance providing for reapportionment and submit the ordinance to the voters;

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

SECTION 1. That the assembly adopts two Borough Assembly and Board of Education representation plans to be selected by borough voters: Plan 1 includes 9 single

member districts, and Plan 2 includes 11 single member districts, both of which are described in the 2022 Kenai Peninsula Borough Assembly Reapportionment Plan, attached to and incorporated by reference into this ordinance as Attachment A. In both plans, assembly members and school board members would be elected by voters residing in the district the member represents.

SECTION 2. That the following proposition be placed on the ballot of the October 4, 2022 regular borough election:

PROPOSITION: CHOOSE ONE OF THE FOLLOWING PLANS FOR KENAI PENINSULA BOROUGH ASSEMBLY AND BOARD OF EDUCATION REPRESENTATION:

_____ Plan 1: 9 single member districts

_____ Plan 2: 11 single member districts

DESCRIPTION OF APPORTIONMENT PLAN: State law requires that the Kenai Peninsula Borough Assembly adopt an apportionment plan for borough assembly representation, following the 2020 federal census.

Kenai Peninsula Borough Ordinance 2022-XX meets this requirement by adopting and presenting to the voters for selection two representation and apportionment options, one of which is different from the current plan. The plan receiving the most votes will be put into place after the election.

The first option, Plan 1, would consist of 9 districts in the borough. Each district would have one assembly member and one board of education member, elected by the voters of that district.

The second option, Plan 2, would consist of 11 districts in the borough. Each district would have one assembly member and one board of education member, elected by the voters of that district.

SECTION 3. That the assembly shall, after certification of the October 4, 2022 election, adopt or enact such ordinances or other actions that are necessary to provide for the composition of the assembly and board of education in accordance with the plan of representation and apportionment that receives the most votes.

SECTION 4. That section 2 of this ordinance shall be effective immediately upon its enactment. Sections 1 and 3 of this ordinance shall become effective upon the date the October 4, 2022 election is certified by the borough assembly.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS *
DAY OF *, 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:


No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Richard Derkevorkian, Assembly Member 

DATE: April 21, 2022

SUBJECT: Amendment to O2022-07, Adopting the 2022 Kenai Peninsula Borough Assembly and Board of Education Apportionment Plans and Submitting the Apportionment Plans to the Voters (Johnson, Elam)

The purpose of this amendment is to provide the public with a truthful and impartial statement regarding the costs associated with adding four elected positions under Plan 2.

[Please note the bold underlined language is new and the strikeout bold language in brackets is to be deleted.]

➤ Amend Section 2 of the ordinance as follows

Section 2. That the following proposition be placed on the ballot of the October 4, 2022 regular borough election:

PROPOSITION: CHOOSE ONE OF THE FOLLOWING PLANS FOR KENAI PENINSULA BOROUGH ASSEMBLY AND BOARD OF EDUCATION REPRESENTATION:

_____ Plan 1: 9 single member districts

_____ Plan 2: 11 single member districts

DESCRIPTION OF APPORTIONMENT PLAN: State law requires that the Kenai Peninsula Borough Assembly adopt an apportionment plan for borough assembly representation, following the 2020 federal census.

Kenai Peninsula Borough Ordinance 2022-XX meets this requirement by adopting and presenting to the voters for selection two representation and apportionment options, one of which is different

Page 2 of 2
April 21, 2022
Re: Derkevorkian Amendments to O2022-07

from the current plan. The plan receiving the most votes will be put into place after the election.

The first option, Plan 1, would consist of 9 districts in the borough. Each district would have one assembly member and one board of education member, elected by the voters of that district.

The second option, Plan 2, would consist of 11 districts in the borough. Each district would have one assembly member and one board of education member, elected by the voters of that district.

Plan 2 would add two elected members to the borough assembly and two elected members to the board of education. The cost to add two elected members to the borough assembly will add an approximate range of \$13,000 to \$72,000 in total costs to the borough's annual budget. The cost to add two elected members to the board of education will add an approximate range of \$7,750 to \$59,960 in total costs to the school district's annual budget.

Your consideration of this amendment is appreciated.

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Tyson Cox, Assembly Member *TRC*

DATE: April 19, 2022

SUBJECT: **LAYDOWN** Amendment to O2022-07, Adopting the 2022 Kenai Peninsula Borough Assembly and Board of Education Apportionment Plans and Submitting the Apportionment Plans to the Voters (Johnson, Elam)

[Please note the bold underlined language is new and the strikeout bold language in brackets is to be deleted.]

- Add the word "and" after the 7th whereas clause
- Add an 8th whereas clause as follows:

WHEREAS, **following the October 2022 election, a committee will be tasked with recommending to the assembly district boundary lines, for approval by ordinance, that conforms with Borough voters' decision on the question of whether the Kenai Peninsula Borough Assembly and School Board should be nine or eleven single member districts;**

- Insert a new Section 4 as follows:

Section 4. **That no conceptual district maps for a nine or eleven district Kenai Peninsula Borough Assembly and School Board be included in the 2022 Kenai Peninsula Borough voter's pamphlet.**

- Renumber current Section 4 as Section 5 and amend as follows:

Section [4]**5.** That Section 2 **and Section 4** of this ordinance shall be effective immediately upon its enactment. Section 1 and 3 of this ordinance shall become effective upon the date the October 4, 2022 election is certified by the borough assembly.

Kenai Peninsula Borough

Reapportionment Committee

144 N. Binkley Street

Soldotna, AK 99669

Debbie Cary, Chairperson

2022 Kenai Peninsula Borough Assembly and Board of Education Reapportionment Plan

The Process: On January 4, 2011, the Kenai Peninsula Assembly adopted Resolution 2022-003 authorizing the formation of the Reapportionment Committee (Committee). Section 2 of the resolution instructed the Committee to develop one or more plans for the apportionment of the Assembly and the Board of Education for the Assembly's consideration.

The Committee had its first meeting on January 26, 2022, and subsequently met again on February 23rd, March 2nd and March 15th.

The committee was given an overview of the process by Borough Attorney Sean Kelley and Borough Clerk Johni Blankenship.

The overview was followed by an open discussion of the Committee's objective.

All members agreed that it was important to maintain the continuity of communities (cities and/or neighborhoods) as much as possible while still striving to meet the one person – one vote objective.

The Committee reviewed and discussed a seven-member, nine-member, and eleven-member configuration, settling on the nine- and eleven-member districts.

At the February 23, 2022 meetings the committee was presented with the first version of conceptual maps created by Bobbi Lay from the Borough's GIS Department. The committee had concerns with the proposed 9-member district map as it was significantly different from the current boundaries.

The consensus was that the current nine-member configuration was working well and in reality, only a small adjustment was needed to the current configuration to meet the desired deviation parameters.

On March 2, 2022 the committee was presented with a new 9-member district conceptual map which they unanimously supported. They requested some minor edits regarding how waterbodies were depicted on the map.

The committee discussed both the nine- and eleven-member districts and recommend that both options are presented to the voters; however, the committee unanimously prefers the nine-member district option.

The Committee offered opportunity for public comment at all of its meetings; however, no public comment was received. The Committee meetings were advertised on the borough's homepage calendar, and on the borough Facebook page.

Final Committee Recommendations:

The Reapportionment Committee recommends the Assembly place the following question to the voters at the October 4, 2022 regular election:

Choose one of the Following Plans for Kenai Peninsula Borough Assembly and Board of Education Representation.

- ☐ Plan 1: Nine (9) Single Member Districts
- ☐ Plan 2: Eleven (11) Single Member Districts










DESCRIPTION OF APPORTIONMENT PLAN: State Law requires that the Kenai Peninsula Borough Assembly adopt an apportionment plan for Borough Assembly representation, after the 2020 federal census. Kenai Peninsula Borough Ordinance 2022-XX meets this requirement by adopting and presenting to the voters for selection two representations and options, one of which is different from the current plan.

The first option, Plan 1, would consist of nine (9) districts in the borough. Each district would have one Assembly member and one Board of Education member, elected by the voters of that district.

The second option, Plan 2, would consist of eleven (11) districts in the borough. Each district would have one Assembly member and one Board of Education member, elected by the voters of that district.

All supporting documentation is available on the committee webpage located at the following address: <https://www.kpb.us/assembly-clerk/active-task-forces/reapportionment-committee>

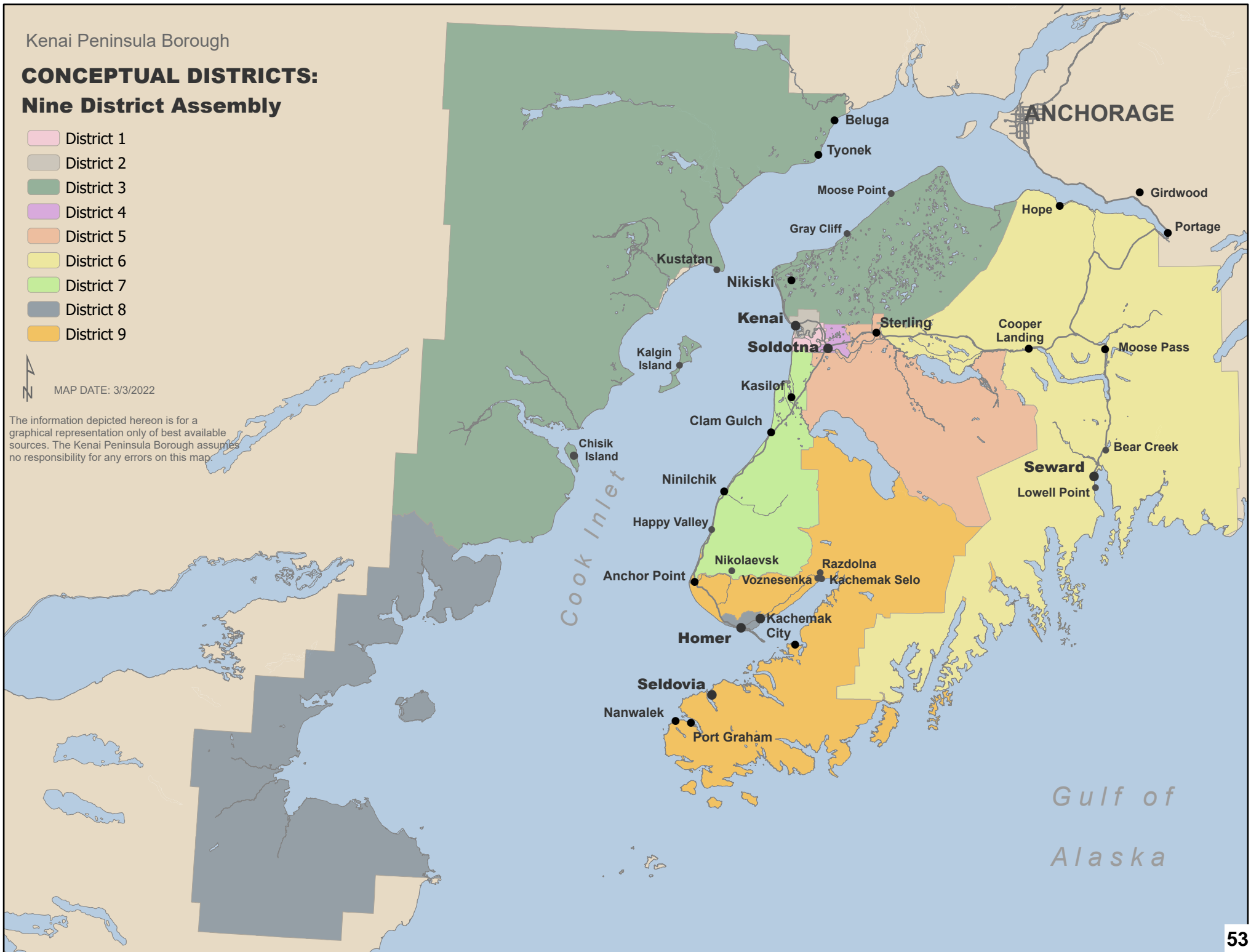
CONCEPTUAL DISTRICTS: Nine District Assembly

-  District 1
-  District 2
-  District 3
-  District 4
-  District 5
-  District 6
-  District 7
-  District 8
-  District 9



MAP DATE: 3/3/2022

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.



Kenai Peninsula Borough

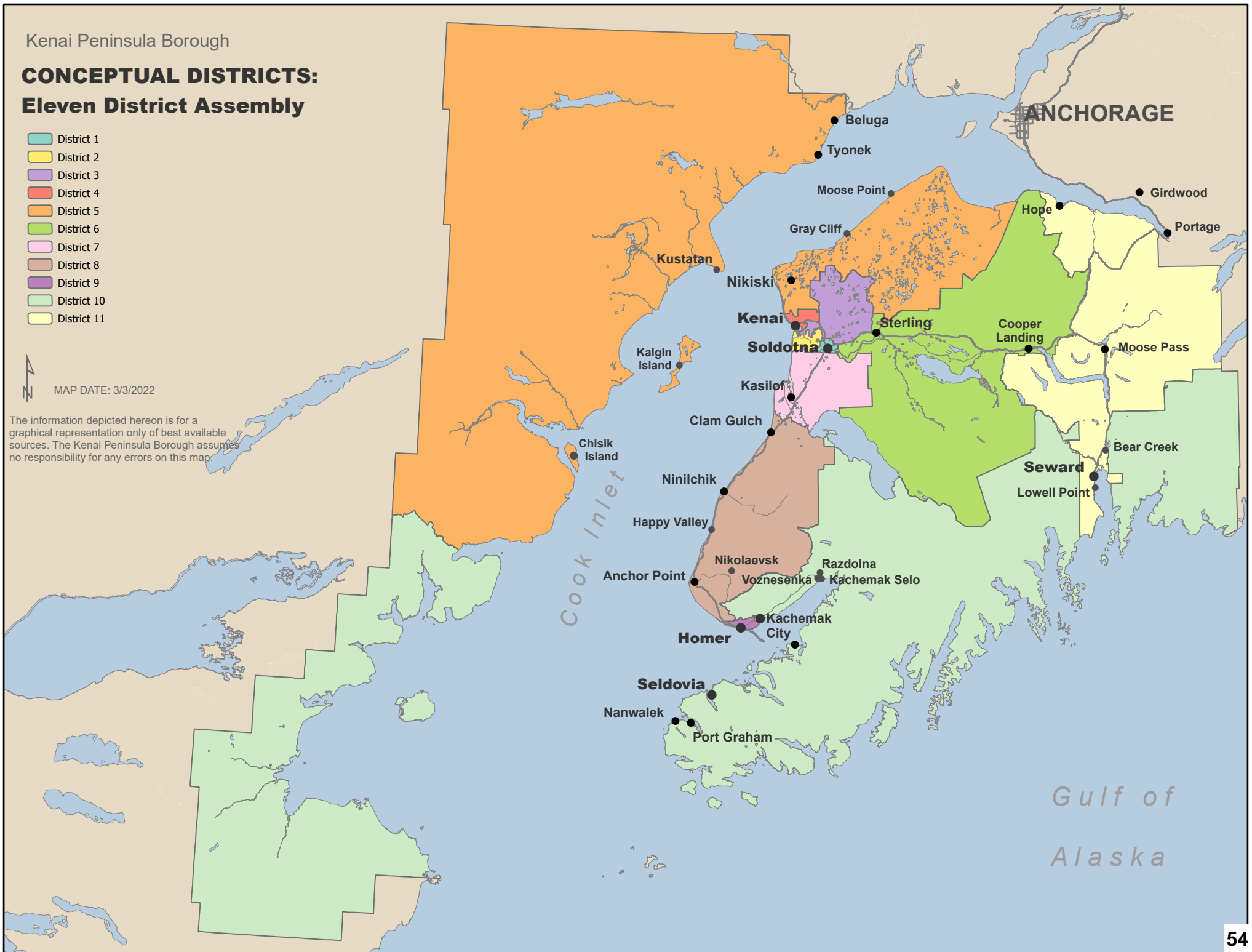
CONCEPTUAL DISTRICTS: Eleven District Assembly

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- District 9
- District 10
- District 11



MAP DATE: 3/3/2022

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.



Introduced by:	Johnson
Date:	01/04/22
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2022-003**

**A RESOLUTION DECLARING THE BOROUGH ASSEMBLY AND BOARD OF
EDUCATION TO BE MALAPPORTIONED AND AUTHORIZING THE ASSEMBLY
PRESIDENT TO APPOINT A REAPPORTIONMENT COMMITTEE**

WHEREAS, the Kenai Peninsula Borough has received the 2020 population figures from the U. S. Census Bureau; and

WHEREAS, AS 29.20.060 requires that assembly composition and apportionment be consistent with the equal representation standards of the Constitution of the United States; and

WHEREAS, it is apparent from the unequal rate of growth in the incorporated and unincorporated areas of the borough that the existing apportionment of the Borough Assembly no longer meets this requirement; and

WHEREAS, this malapportionment equally affects the Kenai Peninsula School District Board of Education, as the Board of Education is apportioned into districts which mirror those of the Borough Assembly;

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

SECTION 1. That the existing apportionment of the Kenai Peninsula Borough Assembly and the Kenai Peninsula Borough School District Board of Education are not consistent with the equal representation standards of the Constitution of the United States and are therefore declared to be malapportioned.

SECTION 2. That the Assembly President is authorized to appoint a Reapportionment Committee to review Assembly and Board of Education apportionment and the distribution of population within the Borough, and to develop one or more plans for Assembly and Board of Education apportionment for consideration by the Borough Assembly.

SECTION 3. That the Board of Education may participate on the Reapportionment Committee. Should the Board of Education desire to participate on the Reapportionment Committee it shall have an appointed representative on the committee.

SECTION 4. That the Reapportionment Committee shall file a report recommending one or more plans for Assembly and Board of Education apportionment with the Borough Clerk no later than Thursday, June 23, 2022, for inclusion in the Assembly Packet of July 5, 2022.

SECTION 5. That the Borough Assembly shall submit one or more plans for Assembly and Board of Education apportionment to the voters at the October 4, 2022 regular borough election.

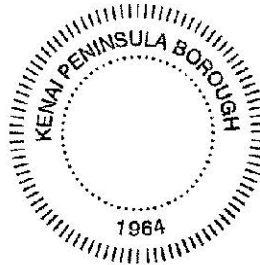
SECTION 6. That this resolution is effective immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF JANUARY, 2022.


Brent Johnson, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bjorkman, Chesley, Cox, Derkevorkian, Ecklund, Elam, Hibbert, Tupper, Johnson
No: None
Absent: None

Introduced by:	Mayor
Date:	04/19/22
Action:	Failed to Adopt
Vote:	3 Yes, 5 No, 1 Absent
Date:	04/19/22
Action:	Notice of Reconsideration Given by Derkevorkian

**KENAI PENINSULA BOROUGH
RESOLUTION 2022-027**

**A RESOLUTION CHANGING THE SPECIAL ASSISTANT TO THE MAYOR FROM A
PART-TIME POSITION TO A FULL-TIME POSITION AND REMOVING THE
POSITION'S DESIGNATION AS CHIEF OF EMERGENCY SERVICES**

- WHEREAS,** in the Kenai Peninsula Borough (Borough) Fiscal Year 2022 (FY2022) budget, there is a part-time (quarter-time) Special Assistant to the Mayor position designated as Chief of Emergency Services; and
- WHEREAS,** in FY2017 the Mayor's Office included two Special Assistants to the Mayor; one for Healthcare and one for Oil, Gas and Mining; and
- WHEREAS,** in FY2018, the Mayor's Office reduced it's staffing by removing one Special Assistant to the Mayor and making the remaining Special Assistant to the Mayor a more general position not specific to one area of expertise of focus; and
- WHEREAS,** in FY2019 the Mayor's Office reduced the one full-time employee Special Assistant to the Mayor, making it half-time and specifically defined as a Special Assistant to the Mayor -Chief of Emergency Services; and
- WHEREAS,** in FY2021 the Mayor's Office reduced the half-time Special Assistant to the Mayor-Chief of Emergency Services to a quarter-time position and this position remained at a quarter-time as adopted in the FY2022 annual budget; and
- WHEREAS,** the Mayor's Office is presently in need of additional resources to serve as a liaison to the Borough's various boards and commissions, assist with upcoming capital projects, a potential \$65 million bond package that would be subject to voter approval, work with cities and their councils to collaborate on borough and city issues, and other duties as assigned; and
- WHEREAS,** sufficient funds exist in the current FY2022 budget and no additional fiscal appropriations will be necessary;

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

SECTION 1. That the Special Assistant to the Mayor is changed from a part-time to a full-time position within the Administrative Service pursuant to KPB 3.04.70 and KPB 3.04.115. The position's designation as Chief of Emergency Services is hereby removed.

SECTION 2. That this resolution shall be effective immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 19TH DAY OF APRIL 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes: Derkevorkian, Hibbert, Johnson

No: Bjorkman, Chesley, Cox, Ecklund, Tupper

Absent: Elam

Kenai Peninsula Borough

Mayor's Office

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*
Brandi Harbaugh, Finance Director *BH*

FROM: Aaron Rhoades, Chief of Staff *AK*

DATE: April 19, 2022

RE: LAYDOWN Resolution 2022-⁰²¹ Changing the Special Assistant to the Mayor from a Part-Time Position to a Full-Time Position and Removing the Position's Designation as Chief of Emergency Services (Mayor)

This resolution will change the quarter-time Special Assistant to the Mayor position to a full-time position and remove the Chief of Emergency Services designation. The Mayor's Office is presently in need of additional resources to serve as a liaison to the Borough's various boards and commissions, assist with upcoming capital projects, a potential \$65 million bond package, work with cities and their councils to collaborate on borough and city issues, and other duties as assigned.

Sufficient funds exist in the current FY2022 budget and no additional fiscal appropriations will be necessary. This position is listed as a full-time position in the Mayor's FY2023 proposed budget.

Your consideration of this resolution is appreciated.



Position Description

Kenai Peninsula Borough

Special Assistant to the Mayor

Service Type: Administrative, Range 6

Definition: As a principal aide to the mayor and the chief of staff, the special assistant is responsible for the development, coordination, management, implementation and/or oversight of project[s] as assigned by the Mayor and the Chief of Staff.

Minimum Qualifications: Must have a demonstrated background in, and knowledge of, private, governmental or legislative entities and their functions. Should have considerable knowledge of the economic, demographic, and social composition of the Kenai Peninsula Borough and experience in issues affecting the borough and surrounding region. Strong written and verbal communications skills, including proficiency in computers and Microsoft Office Suite programs, are required. Must be able to travel and possess a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. At the direction of the mayor and/or chief of staff, and depending upon the project[s] assigned, the special assistant will be involved in the development, coordination, management, implementation and/or oversight of special project[s].
2. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Record:

Date Updated: 12.30.2019

Reason for Update: Reformatted

Date Updated: 06.2015

Reason for Update: Revised

Introduced by: Mayor
Date: 05/03/22
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2022-028**

**A RESOLUTION DETERMINING THE AMOUNT TO BE PROVIDED FROM LOCAL
SOURCES FOR SCHOOL PURPOSES DURING FISCAL YEAR 2023 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 13, 2022; and

WHEREAS, school funding from local sources for FY2023 is proposed to be the maximum allowable amount of \$52,564,284;

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, 2022 to June 30, 2023 as follows:

A. School District Operations	\$130,719,938
B. Borough Maintenance	8,683,359
C. School District Utilities	81,600
D. Insurance	3,824,600
E. Audit	100,773
F. Custodial Services	<u>132,564</u>
Total Education Budget	\$ <u><u>143,542,834</u></u>

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 \$52,564,284 shall be made available from local sources to fund school district operations for Fiscal Year 2023 as follows:

A. Local Effort	\$ 39,741,388
B. Borough Maintenance	8,683,359
C. School District Utilities	81,600
D. Insurance	3,824,600
E. Audit	100,773
F. Custodial Services	<u>132,564</u>

TOTAL LOCAL FUNDING PER AS 14.17.410 \$ 52,564,284

SECTION 3. That an ordinance appropriating funds specified in Section 2, items (A) through (F) will be enacted prior to June 30, 2022.

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 3RD DAY OF MAY, 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Finance Department

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*

FROM: Brandi Harbaugh, Finance Director *BH*

DATE: April 21, 2022

RE: Resolution 2022-028, Determining the Amount to be Provided from Local Sources for School Purposes During Fiscal Year 2023 and Approving the Kenai Peninsula Borough School District Total Budget (Mayor)

The Kenai Peninsula Borough School District ("KPBSD") submitted its FY2023 budget to the assembly on April 13, 2022, 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 FY2023 budget and confirms the amount from local sources that will be provided to fund the FY2023 school budget. The amount provided from local sources is \$52,564,284.

Your consideration of this resolution is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>100.94910.00000.50241</u>
Amount	<u>\$52,564,284</u>
<u>*Contingent upon Approval of FY23 Budget</u>	
By: <i>CS</i>	Date: <u>4/15/2022</u>



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Superintendent
Clayton Holland

148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 714-8836 Fax (907) 262-9132

RECEIVED

APR 13 2022

Borough Clerk's Office
Kenai Peninsula Borough

April 12, 2022

Mr. Brent Johnson, President
Kenai Peninsula Borough Assembly
144 North Binkley Street
Soldotna, AK 99669

RE: FY23 Budget Approval

Dear Mr. Johnson:

Transmitted herein is the 2022-2023 Kenai Peninsula Borough School District Annual Budget as approved by the Board of Education at its meeting on April 11, 2022.

The total budget for all funds is \$143,542,834. The general fund request, including expenditures and transfers, is for \$131,526,240 and the special revenue fund requests for Food Service and Pupil Transportation budgets total \$12,016,594.

The revenue projection is based on the Base Student Allocation of \$5,930, which is the same level as FY17, FY18, FY19, FY21, FY22 and FY23, from the State of Alaska; the Kenai Peninsula Borough contribution is requested in the amount of \$50,000,000. If additional funding becomes available, the Kenai Peninsula Borough School District requests consideration for funding up to the Maximum allowable amount of \$52,584,284.

Please see the link below for the FY23 preliminary general fund budget, approved by the School Board at the April 11, 2022, meeting.

<https://kpbsd.org/wp-content/uploads/departments/finance/budget-development/fy23/FY23-Preliminary-Budget-Document.pdf>

The Kenai Peninsula Borough Assembly is respectfully requested to approve the 2022-2023 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 programs 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,


Mr. Clayton Holland
Superintendent

CC: Charlie Pierce, Mayor
John Blankenship, Borough Clerk

Introduced by: Mayor
Date: 05/03/22
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2022-029**

**A RESOLUTION APPROVING A DRAINAGE INSTALLATION AND WORK
AGREEMENT WITH BUNKHOUSE PROPERTIES, LLC IN COOPER LANDING**

WHEREAS, the Kenai Peninsula Borough (“Borough”) owns a parcel of land in Cooper Landing with access issues and a 2:1 slope with drainage features that run along and across private land owned by Bunkhouse Properties, LLC; and

WHEREAS, after heavy rainfall events in November 2021, part of the slope on Borough land washed out and covered parts of the drainage features; and

WHEREAS, the Borough’s Land Management Division, after coordination with Bunkhouse Properties, consulted with a professional engineer to inspect the site and make recommendations; and

WHEREAS, the Borough Land Management Division and Bunkhouse Properties worked together to develop an agreement for the Borough to access and fix the project area, and structured a proposal for the assembly to consider transferring the slope to Bunkhouse Properties that would unify the future management of the features; and

WHEREAS, implementation of the agreement will be subject to separate assembly approvals as indicated in the agreement;

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

SECTION 1. That entering into a Drainage Installation and Work Agreement and Release of Liability (the “Agreement”) with Bunkhouse Properties, LLC is hereby approved.

SECTION 2. The mayor is authorized to execute an Agreement that is substantively consistent with the attached Agreement, and implement its terms subject to separate assembly approvals as required by Borough code as indicated in the Agreement.

SECTION 3. This resolution shall be effective immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 3RD DAY OF APRIL, 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Planning Department – Land Management Division

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*
Melanie Aeschliman, Planning Director *MA*

FROM: Marcus Mueller, Land Management Officer *MM*

DATE: April 21, 2022

RE: Resolution 2022-029, Approving a Drainage Installation and Work Agreement with Bunkhouse Properties, LLC in Cooper Landing (Mayor)

The Kenai Peninsula Borough owns land upslope of Bunkhouse Properties, LLC in Cooper Landing. Along the property line on KPB land is a 2:1 slope and along the property line on Bunkhouse's land is a drainage system that conducts drainage for that area.

While the exact causes are unknown, recent earthquakes, construction projects, and heavy rainfall in November 2021, are all events that may have impacted the Cooper Landing area. Around the time of the November 2021 heavy rainfall event, part of the slope on KPB land washed out and covered part of the drainage system.

Bunkhouse Properties reported the event to the KPB Land Management Division and a professional engineer was dispatched to inspect the site and make recommendations. An agreement was then developed by KPB Land Management and Bunkhouse Properties using the recommendations of the professional engineer.

The work proposed to be carried out by KPB Land Management would be subject to budget appropriation. The agreement further structures a proposal for assembly consideration to transfer the slope area to Bunkhouse Properties that would unify management of the drainage features. Any such proposal would also be subject to separate approval by the assembly.

This resolution would approve entering into the agreement and authorize the Mayor to execute the agreement on behalf of the borough.

Your consideration of this resolution is appreciated.

WINCE – CORTHELL – BRYSON
Consulting Engineers
Box 1041 Kenai, Alaska 99611
Phone 907-283-4672 Fax 907-283-4676
email: mblanning@wcbalaska.com

December 17, 2021

Kenai Peninsula Borough
Land Management Division
144 N. Binkley Street
Soldotna, Alaska 99669

Attention: Marcus Mueller

Subject: Slope Instability Investigation in Cooper Landing

Mr. Mueller,

As requested, Wince-Corthell-Bryson (WCB) has performed a preliminary slope instability investigation in Cooper Landing. The purpose of the investigation was to determine the nature, severity, and subsequent steps appropriate to address the slope instability. The scope of work did not include subsurface exposure, precision measurement, or design.

The slope in question is located in Cooper Landing, Alaska on Tract A, ASLS 2003-2, SW2005-10 within Section 27, T5N, R3W, Seward Meridian, see attached Figures 1 and 2. The property is owned by the Kenai Peninsula Borough (KPB).

According to the KPB, a report of a slope washout was made to the KPB on November 8, 2021. The report indicated that silt laden water was running from the slope and impacting a structure on the adjacent property to the south. The adjacent property, described as that portion of USS 2522-HS 35 lying north of the Sterling Highway, is owned by Bunkhouse Properties LLC, who was the party that reported the slope instability. WCB spoke with Bruce Neeno on December 3, 2021. Mr. Neeno, manager of the Bunkhouse Properties LLC, confirmed the timing of the slope failure and indicated that water and mud from the washout had flowed into the building and water was still flowing under the ice that had built up.

WCB reviewed existing documents on file at the KPB associated with the Russian Gap subdivision road project. Documents reviewed included the following:

- An agreement between the KPB and Sherman and Pixie Smith, dated July 25, 2001. The Smiths were the prior owners of USS 2522-HS 35. The agreement allowed the KPB to excavate usable gravel from the face of an embankment along the KPB and Smith common property boundary for use in construction of the Russian Gap subdivision road. Upon completion of the excavation, the slope was to be left at a 2:1 (horizontal to vertical) grade.
- A November 14, 2002 letter from Mr. Smith to the KPB. Mr. Smith noted that there was a drainage problem and that water was flowing from the KPB property onto his property. Mr. Smith also noted that a portion of the newly constructed slope had sloughed down onto his property.

- Correspondence in May of 2003 between the KPB and a contractor describing a plan to install 340 linear feet of french drain along the toe of the slope and tie it into an existing drain at the west end of the slope. Also, three vertical french drains were to be installed to correct areas of instability along the slope. One of the vertical french drains was to be installed at the east end of the slope.

On December 7, 2021, representatives from WCB made a visit to the site. At the time of the site visit, the temperature was 28°F with overcast skies. There was approximately 12” of snow on the ground. The following was noted:

- Although there was a considerable amount of snow cover, the area of the slope failure was visible, see photographs #1, 2, 3 & 4. The eroded area was approximately 50 feet long and 10 feet wide at the widest location. At the upper end of the erosion, the depth was approximately seven feet. The exposed walls of the eroded area showed 2” to 4” of topsoil over gravel. The bottom of the eroded area appears to end approximately fifteen feet from the toe of the slope. Small brush and trees exist along the toe of the slope. No water was observed in or around the eroded area. There is ice build up between the toe of the slope and the structure on the Bunkhouse property (formally Smith property).
- Up gradient of the slope failure, in the natural vegetation, a drainage way exists, see photograph #5. The drainage way is fairly well defined near the east side of the slope. As you proceed farther up the hillside, the drainage way becomes less defined. Approximately 700 feet up the hillside, several small depressions were observed with open water, see photograph #6.
- The centerline of the proposed new route of the Sterling Highway is approximately 1000 feet north of the slope failure. It has been cleared. Although there was 12” to 24” of snow on the ground, it does not appear that any earthwork has been started in this area, see photograph #7.
- A catch basin inlet was found within the existing Sterling Highway right-of-way near the west driveway entrance onto the Bunkhouse property, see photograph #8. The inlet had a 24” diameter corrugated metal pipe (cmp) extending towards the northwest corner of the Bunkhouse property and a 24” cmp extending south, under the Highway. The outlet of the 24” cmp, where it discharges to Kenai Lake, was found on the south side of the Kingfisher Roadhouse, see photograph #9. Water was observed flowing through the drainpipe from north to south and discharging to the lake. Two 36” diameter cmp culverts that cross the Highway were also found near the east boundary of the Bunkhouse property. No water was observed flowing through the culverts.

Although no precipitation records were found specifically for the Cooper Landing area, records were reviewed for the Seward area. In late October and early November of this year, Seward had several days of heavy rainfall. This would correspond to the time period of the slope failure. In addition, a landslide that occurred approximately three miles to the west that closed the Sterling Highway occurred during this time period and was described as a result of heavy rainfall.

It is our opinion that the rainfall that occurred in late October and early November led to the slope failure. Based on our on-site observations and review of KPB records, it appears that the failure is caused by subsurface water migrating down-slope. This subsurface water saturates the soil, causing the slope to fail. As was noted during our site visit, there is subsurface water

flowing through the drainage pipe and discharging to the lake. This subsurface water appears to be coming from the french drain at the toe of the slope.

It would be extremely difficult to make permanent repairs at this time of the year due to the snow cover, frozen ground, and freezing temperatures. We do, however, recommend the following:

- It is likely that during spring break-up, additional erosion of the slope will take place. To help protect the structure on the Bunkhouse property, we recommend placing a temporary barrier between the structure and the toe of the slope to divert silt laden water around the structure. The barrier could be constructed using jersey barriers or drain rock placed in a berm with an impermeable membrane placed on the slope side of the barrier. If drain rock were used to construct the temporary barrier, it could then likely be reused in the permanent repairs to the slope.
- Next summer, once the snow has melted, arrange for an engineer to reinspect the slope and surrounding area. At a minimum, excavate a test hole near the bottom of the slope failure to verify the existing conditions. Also determine the location of the east end of the existing french drain at the toe of the slope, what condition it is in, and also how the drain is connected to the 24" cmp at the west end.
- Next summer make permanent repairs to the slope. The repairs would depend on the conditions found during the engineer's reinspection next summer, however, it is likely that the repairs would include installing vertical french drains, similar to those previously installed on other areas of the slope. Expansion of the french drain to the east, at the toe of the slope, would also likely be included in the repairs.

If you have any questions regarding this report, please do not hesitate to contact me at our office.

Sincerely,



Mark Blanning, P.E.
Wince-Corthell-Bryson

Attachments: Figures 1-2
Photographs 1-9





FIGURE 1



FIGURE 2



Photograph #1: View of failed slope from the Sterling Highway. Affected structure on the right.



Photograph #2: Area of failed slope.



Photograph #3: Failed slope from below.



Photograph #4: Failed slope from above.



Photograph #5: Drainage way above failed slope.



Photograph #6: Depression with open water upgradient from failed slope.



Photograph #7: Cleared route of proposed new Sterling Highway alignment.



Photograph #8: Catch basin inlet in Sterling Highway right-of-way.



Photograph #9: Outlet of drainage pipe south of Kingfisher Roadhouse.

DRAINAGE INSTALLATION AND WORK AGREEMENT AND RELEASE OF LIABILITY

SECTION 1. PARTIES

This Drainage Installation and Work Agreement and Release of Liability (“Agreement”) is between the Kenai Peninsula Borough (“KPB”), an Alaska municipal corporation, whose address of record is 144 N. Binkley St., Soldotna, AK 99669, and Bunkhouse Properties, LLC, by and through its manager-member Bruce Neeno (“Bunkhouse Properties”) whose mailing address is PO Box 90737, Anchorage, AK 99509, is made this _____ day of _____, 2022.

SECTION 2. PROPERTY/PROJECT

For the purposes of this Agreement:

PROPERTY means: That portion of U.S. Survey 2522-HS 35 lying north of the Sterling Highway, Section 27, T5N, R3W, S.M., Alaska

PROJECT means: Installation of temporary drainage measures to divert water and sediment away from structures with flow temporarily directed to the east away from rental uses, engineering reinspection to prescribe repair and maintenance actions of slope and drainage system, and repair and maintain slope and drainage system, with drainage extension as needed, reseeding disturbed soils, all conduct surveying of project features, subject to KPB Assembly approval and budget, if required. Project includes a monitoring period such that the Project will be deemed complete if all drainage features are properly functioning and all work areas and slopes are stable and vegetation established to June 30, 2023. Proper functioning of drainage features includes a measurable outcome indicating drain capacity and efficacy such that groundwater level downslope of drain collection features is lower than drain elevation observable by test holes. Project shall avoid disturbance of renter trailers and vehicles. Project shall be conducted in a neat, workmanlike manner, grading and stabilizing all work areas and adjacent slopes.

SECTION 3. APPLICABLE AUTHORITY

The undersigned KPB representative has the necessary authority to execute this Agreement.

Bunkhouse Properties is entering into this Agreement of its own free will, with full knowledge of the proposed project and access to legal and engineering counsel. The undersigned manager-member of Bunkhouse Properties represents that he has full authority to bind the entity and execute this Agreement on behalf of Bunkhouse Properties.

SECTION 4. AGREEMENT

KPB agrees to:

KPB/Bunkhouse Properties, LLC Agreement and Release
Page 1 of 5

1. Contract for work to complete the Project.
2. Manage and fund the Project, subject to KPB Assembly approval and budget, if required.
3. Submit to the KPB Assembly for its consideration, a proposal to transfer the Project slope area to Bunkhouse Properties thereby transferring any and all ownership, control, and maintenance responsibilities of the slope and drainage features to Bunkhouse Properties and its successors in interest, surveyed and platted by KPB. Subject areas are shown on Exhibit A. Proposal is subject to Assembly approval by ordinance.

BUNKHOUSE PROPERTIES agrees to:

1. Grant KPB and KPB's contractors the right, permission, and authority, for the duration of the Project, to enter upon Property, stage equipment and materials, and perform work necessary to complete the Project. Project is to be completed by August 31, 2022.
2. Keep Property in a condition that does not inhibit KPB's ability to complete the Project or perform any activities which will jeopardize the stability of the Project.
3. Allow storage of material on site for the duration of the Project.
4. Accept completion of the Project as specified as just compensation for its role and contribution to the Project.
5. Grant KPB a drainage and work access easement as set forth in the *Drainage and Work Access Easement*, in the location of the Project and drainage system, attached and incorporated into this Agreement by reference.

SECTION 5. RELEASE AND COVENANT NOT TO SUE.

Bunkhouse Properties agrees to the following:

1. Bunkhouse Properties hereby voluntarily and specifically, without any coercion whatsoever, assumes all risk of injury or harm as well as releases and forever discharges KPB and its employees, volunteers, counsel, elected and appointed directors, officers, and agents of any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which may arise or may hereafter arise from KPB's performance of the Project.
2. Bunkhouse Properties hereby releases, waives, discharges, and covenants not to sue KPB and its employees, volunteers, counsel, elected and appointed directors, officers, and agents from any and all liability, claims, demands, actions, and causes of actions whatsoever arising out of or related to any past loss, damage, acts of God, natural occurrences, or injury, including death arising from the Incident.
3. INCIDENT means: The slope instability on, over, under, and along Tract A, ASLS 2003-2, SW2005-10, within Sec 27, T5N, R3W, Seward Meridian, described in the December 17, 2021 Slope Instability Investigation in Cooper Landing report by Wince-Corthell-Bryson Consulting Engineers and associated progression of events or effects.
4. Bunkhouse Properties hereby releases, waives, discharges, and covenants not to sue KPB and its employees, volunteers, counsel, elected and appointed directors, officers, and agents from any and all liability, claims, demands, actions, and causes of actions

whatsoever arising out of or related to any loss, damage, or injury, including death that may be sustained by Bunkhouse Properties or to any property belonging to Bunkhouse Properties due to construction defects, fire, pollution, or any other possibility stemming from KPB's performance of the Project.

5. It is Bunkhouse Properties' expressed intent that this Agreement shall bind the members of its family, heirs, assigns, next of kin, legal representatives, and/or executors.

SECTION 6. NO FAULT

By entering into this Agreement, KPB does not admit fault nor assume any fault for any damages that occurred or is occurring due to movement of earthen materials and/or water on, over, under, or through the Project area.

SECTION 7. INTERPRETATION.

Bunkhouse Properties expressly agrees that this Agreement is intended to be as broad and inclusive as permitted by laws of the State of Alaska, and that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Alaska. The parties agree that the release was mutually written by the parties and is to be interpreted according to its fair intent. Any lawsuit brought arising from this agreement shall be filed in the courts of the Third Judicial District, State of Alaska, located in the City of Kenai, Alaska.

SECTION 8. MODIFICATIONS

This Agreement may be modified only by written agreement signed by both parties.

SECTION 9. SEVERABILITY

Any clause or provision of this Agreement deemed invalid by any court of competent jurisdiction or otherwise by law shall not affect the validity of the remaining provisions of this Agreement which shall continue to be enforceable.

SECTION 10. SAVINGS CLAUSE

If any term of this Agreement is found to be void or invalid, such invalidity will not affect the remaining terms of this Agreement, which will continue in full force and effect.

SECTION 11. COUNTERPARTS

This Agreement may be executed in counterparts each of which when so executed shall constitute an original and all of which together shall constitute one and the same instrument.

SECTION 12. ENTIRE AGREEMENT

This Agreement and exhibits, appendices or incorporated attachments hereto, constitute the entire agreement and will supersede all prior offers, negotiations and agreements with respect to the subject matter of this Agreement.

BUNKHOUSE PROPERTIES LLC

KENAI PENINSULA BOROUGH

By: Bruce Neeno
Its: Manager-Member
Dated: _____

By: Charlie Pierce
Its: Mayor
Dated: _____

ATTEST:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Johni Blankenship
Borough Clerk

A. Walker Steinhage
Deputy Borough Attorney

BUNKHOUSE PROPERTIES LLC ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by Bruce Neeno, Bunkhouse Properties, LLC, for and on behalf of the Limited Liability Corporation.

Notary Public for the State of Alaska
My commission expires: _____

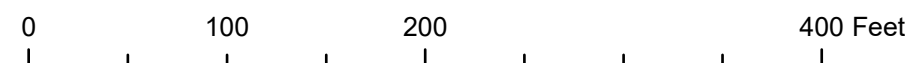
KENAI PENINSULA BOROUGH ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by Charlie Pierce, Mayor of the Kenai Peninsula Borough, for and on behalf of the municipal corporation.

Notary Public for the State of Alaska
My commission expires: _____

EXHIBIT A
PROPOSED LAND TRANSFER FROM KPB TO BUNKHOUSE PROPERTIES
PROPOSED SURVEY DESIGN



Introduced by:	Mayor
Date:	05/03/22
Hearing:	05/17/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-19-49**

**AN ORDINANCE APPROPRIATING ADDITIONAL FUNDS TO PAY FEES
ASSOCIATED WITH COLLECTION OF REMOTE SALES TAX**

- WHEREAS,** in February 2020 the Kenai Peninsula Borough (“Borough”), through Ordinance 2020-03, amended KPB 5.18 Sales Tax and enacted KPB 5.19 Uniform Remote Seller Sales Tax Code; and
- WHEREAS,** Ordinance 2020-03 also authorized the Borough to enter into an agreement with taxing jurisdictions within Alaska to form the Alaska Remote Seller Sales Tax Commission (the “Commission”) in response to the U.S. Supreme Court’s decision *South Dakota v. Wayfair*; and
- WHEREAS,** the Borough has since participated in the organization and implementation of the Commission and fees have been established for the collection of these revenues; and
- WHEREAS,** based on the fiscal year 2022 taxable sales reported to the Commission on behalf of the Borough through January 2022, the estimated annual remote sales tax collections are expected to be \$2.5 million for fiscal year 2022; and
- WHEREAS,** through the annual budgetary process for fiscal year 2022, fees of only \$300,000 were appropriated based on the actual prior year remote sales tax collected;

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

SECTION 1. That funds in the amount of \$150,000 are appropriated from the General Fund fund balance 100.27910 to account number 100.11441.43036 to fund remote sales tax collection fees for the remainder of fiscal year 2022.

SECTION 4. This ordinance shall be effective immediately upon enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF * 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Finance Department

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*

FROM: Brandi Harbaugh, Finance Director *BH*

DATE: April 21, 2021

SUBJECT: Ordinance 2021-19 -49 _____, Appropriating Additional Funds to Pay Fees Associated with Collection of Remote Sales Tax (Mayor)

On February 25, 2020 the Borough Assembly, through Ordinance 2020-03 amended KPB 5.18 Sales Tax, and enacted KPB 5.19 Uniform Remote Seller Sales Tax Code, enabling the Kenai Peninsula Borough to collect sales tax from remotes sellers that sell goods or services within the Kenai Peninsula Borough. The Ordinance also authorized the Borough to enter into an agreement with taxing jurisdictions within Alaska to form the Alaska Remote Seller Sales Tax Commission (the "Commission") in response to the U.S. Supreme Court's decision *South Dakota v. Wayfair*.

The Borough, as a founding member, has since participated in the organization and implementation of the Commission. Fees have been established through board actions for the collection and administration of these taxes.

Based on the fiscal year 2022 taxable sales reported to the Commission on behalf of the Borough through January 2022, the estimated annual remote sales tax collections are expected to be \$2.5 million for fiscal year 2022. Fees of only \$300,000 were appropriated through the annual budgetary process for fiscal year 2022. This ordinance appropriates an additional \$150,000 to pay remote sales tax collection fees to the Alaska Remote Sellers Sales Tax Commission for the collection of remote sales taxes during the remainder of fiscal year 2022.

Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED

Acct. No. 100.27910

Amount: \$150,000.00

By: *CH* Date: 4/14/2022

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:

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

- 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.

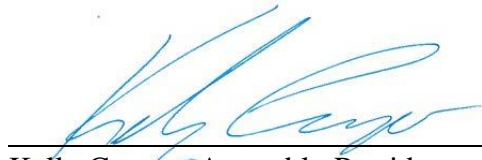
SECTION 5. That the Alaska Intergovernmental Remote Sales Tax Commission is hereby authorized to implement, administer, and enforce the provisions of KPB 5.19 Uniform Remote Seller Sales Tax Code. This authority remains in full force and effect until the assembly revokes this authorization or otherwise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

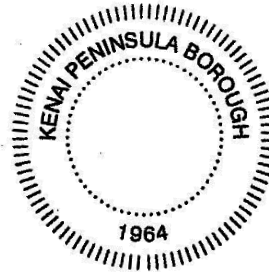
SECTION 6. This ordinance is effective March 1, 2020.

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

ATTEST:


Johni Blankenship, MMC, Borough Clerk


Kelly Cooper, Assembly President



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

Introduced by:	Mayor
Date:	05/03/22
Hearing:	05/17/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-19-50**

**AN ORDINANCE ACCEPTING AND APPROPRIATING THE OPIOID SETTLEMENT
FUNDS AND ESTABLISHING THE OPIOID SETTLEMENT FUND GRANT
PROGRAM**

WHEREAS, the State of Alaska (the “state”) has agreed to a settlement agreement with three major distributors (Cardinal, McKesson and AmerisourceBergen) and one marketer and manufacturer (Johnson & Johnson) of opioids as part of a national settlement agreement; and

WHEREAS, Resolution 2021-074 authorized the Kenai Peninsula Borough (Borough) to join the settlement as one of the nine political subdivisions of the state; and

WHEREAS, approximately \$58 million in settlement funds will be distributed to the State of Alaska; and

WHEREAS, the payments will be distributed annually over the next 18 years; and

WHEREAS, under the default terms of the national settlement agreements, 15% of the settlement funds, or approximately \$8.7 million, will be distributed over 18 years to the nine political subdivisions that signed-on to the agreement, this fund is referred to as the “Subdivision Fund”; and

WHEREAS, per the settlement, the allocation of the Subdivision Fund distributions will be based on population with the Borough set to receive 9.4922% of the ~\$8.7 million over 18 years (the distribution based on population is as follows: Anchorage will receive 47.6578%, Mat-Su Borough - 15.4726%, Fairbanks North Star Borough – 10.9627%, Juneau – 5.2324%, Fairbanks 5.1226%, Ketchikan – 2.2406%, Kodiak – 2.1839%, Wasilla – 1.6351%); and

WHEREAS, based on currently available information it is anticipated that the Borough will receive, at a minimum, approximately \$45,916 a year annually for the next 18 years; and

WHEREAS, in addition, 15% of the settlement funds will go directly to the state (“State Fund”) and 70% of the settlement funds will be distributed to the Abatement Accounts Fund, which will be under the control and direction of the state; and

WHEREAS, Borough staff initiated meetings with various community stakeholders to see public input in order to create a plan to distribute the funds; and

WHEREAS, the Borough has an existing internal process for managing and distributing grant funds and the funds can be distributed throughout the Kenai Peninsula Borough; and

WHEREAS, this ordinance appropriates the settlement funds distributed by the state to the Borough for opioid remediation purposes as defined, outlined, and allowed pursuant to the Final Distributor Settlement Agreement; and

WHEREAS, the Assembly finds that it is in the best interests of the Kenai Peninsula Borough to start an Opioid Settlement Fund Grant Program to distribute the funds in the manner below:

1. Given the limited number of funds, the total number of annual grants issued under this grants program will be limited to five grants.
2. All opioid settlement funds will be distributed through this program.
3. The grant program will be managed and directed by the Community and Fiscal Projects Manager.
4. Eligible Entities:
 - a. Nonprofit Entities.
 - b. Medical providers and mental health providers with active licenses to practice under their respective Alaskan Boards with no actions against their licenses in the prior three years, and who are not in arrears in any amounts owed to the Kenai Peninsula Borough.
 - c. Businesses who employ medical providers or mental health providers with active licenses to practice under their respective Alaskan Boards with no actions against their licenses in the prior three years, and who are not in arrears in any amounts owed to the Kenai Peninsula Borough.
 - d. Native Tribes and Corporations that have not received opioid settlement funds previously, and have by resolution waived immunity from suit for claims arising out of activities of the council related to the grant
 - e. For any entity to be considered eligible under this category all entities must be current on all legal filings at the Federal, State, and Local levels and may not be in arrears in any balances due to the Kenai Peninsula Borough.

5. Services by the entities must be provided to the Kenai Peninsula Borough residents.
6. Additional funds received mid-year can be applied to existing grantees as appropriated by the Assembly, and as allowed under the applicable settlement agreement.
 - a. The Assembly may elect to hold mid-year receipts until a subsequent year for increased grant distributions, should funding restrictions permit.
7. Notification of Grants will be placed on the Grants webpage, under the Mayor's Office homepage, on the Kenai Peninsula Borough's website.

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

SECTION 1. That \$_____ in opioid settlement funds are accepted and appropriated to account 271.94910.OPD22.49999, for use for the Opioid Settlement Fund Grant Program.

SECTION 2. The Opioid Settlement Fund Grant Program is hereby established. The program will be managed by the Community and Fiscal Project Manager in a manner consistent with this ordinance.

SECTION 3. That appropriations made in this ordinance are project length in nature and as such do not lapse at the end of any particular fiscal year.

SECTION 4. That this ordinance shall be effective immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Community & Fiscal Projects

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AR for CP*
Brandi Harbaugh, Finance Director *BA*

FROM: Rachel Chaffee, Community & Fiscal Projects Manager *RC*
Sean Kelley, Borough Attorney *SK*

DATE: April 21, 2022

RE: Ordinance 2021-19- 50: Accepting and Appropriating the
Opioid Settlement Funds and Establishing the Opioid Settlement
Fund Grant Program (Mayor)

The State of Alaska (the “state”) has agreed to a settlement agreement with three major distributors (Cardinal, McKesson and AmerisourceBergen) and one marketer and manufacturer (Johnson & Johnson) of opioids as part of a national settlement agreement. Resolution 2021-074 authorized the Kenai Peninsula Borough (Borough) to join the settlement as one of the nine political subdivisions of the state. Approximately \$58 million in settlement funds will be distributed to the State of Alaska with distributions occurring annually over the next 18 years.

Under the default terms of the national settlement agreements, 15% of the settlement funds, or approximately \$8.7 million, will be distributed over 18 years to the nine political subdivisions that signed-on to the agreement, this fund is referred to as the “Subdivision Fund”. Per the settlement, the allocation of the Subdivision Fund distributions will be based on population with the Borough set to receive 9.4922% of the ~\$8.7 million over 18 years (the remaining distribution based on population is as follows: Anchorage will receive 47.6578%, Mat-Su Borough - 15.4726%, Fairbanks North Star Borough – 10.9627%, Juneau – 5.2324%, Fairbanks 5.1226%, Ketchikan – 2.2406%, Kodiak – 2.1839%, Wasilla – 1.6351%).

Therefore, based on available information it is anticipated that the Borough will receive, at a minimum, approximately \$45,916 a year annually for the next 18 years

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In addition, 15% of the settlement funds will go directly to the state ("State Fund") and 70% of the settlement funds will be distributed to the Abatement Accounts Fund, which will be under the control and direction of the state.

This ordinance appropriates the settlement funds distributed by the state to the Borough pursuant to the terms of the applicable settlement agreements for opioid remediation purposes as defined, outlined, and allowed pursuant to the Final Distributor Settlement Agreement and establishes an Opioid Settlement Fund Grant Program to evaluate grant applications and distribute funds.¹

Allowed Uses

Pursuant to the Final Distributor Settlement Agreement dated March 25, 2022 (Agreement), use of fund is restricted to Opioid Remediation. The definition that the Agreement offers for Opioid Remediation is provided below and the non-exhaustive list of expenditures or uses known as Exhibit E to the Agreement is attached to this memo. Also included in the "Exhibit E and Exhibit G(excerpt) of Settlement Agreement" attachment is the allocation percentages for the "Qualified Subdivisions" within Alaska.

Opioid Remediation definition:

" SS. "Opioid Remediation." Care, treatment, and other programs and expenditures (including reimbursement for past such programs or expenditures¹ except where this Agreement restricts the use of funds solely to future Opioid Remediation) designed to (1) address the misuse and abuse of opioid products, (2) treat or mitigate opioid use or related disorders, or (3) mitigate other alleged effects of, including on those injured as a result of, the opioid epidemic. Exhibit E provides a non-exhaustive list of expenditures that qualify as being paid for Opioid Remediation. Qualifying expenditures may include reasonable related administrative expenses." (See Page 6 of Final Distributor Settlement Agreement dated March 25, 2022).

Grant Program

After gathering information to determine community needs, a common theme that was heard was that there were gaps in federal and state funding and that

¹ The exact figure will be inserted once the first payment is received from the State of Alaska.

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this funding could be used to bridge gaps and assist in ways to support needs. The needs were of a wide variety ranging from support personnel to incentives to complete treatments.

These funds are for designated use and are limited. Allowing the funds to be utilized through a competitive grant process that issues grants to no more than 5 agencies will allow for use of funds to multiple agencies or providers throughout the Borough, and will also allow for a wide variety of ability to utilize the funds to meet a greater need.

The Kenai Peninsula Borough has existing procedures in place to manage and issue grants to agencies with these funds. This ordinance will establish the grant program under the following criteria:

1. The Borough's Opioid Settlement Fund Grant Program will be open to no more than 5 entities or providers given the limited funds that are expected to be received and based on information received from community stakeholders regarding the best use of the funds.
 - a. All opioid settlement funds are intended to be managed by and through this grant program.
 - b. Increased funds received through this program will increase the grant funding available and will therefore allow for greater ability to meet remediation and prevention needs.
2. This grant program will expire when the funding is no longer in place.
3. Funding is subject to annual appropriation by the Borough Assembly.
4. Funding is subject to the parameters and terms of the settlement agreement related to these funds. In addition, the grant funding will comply with applicable Borough code and controlling law.
5. Eligible entities are:
 - a. Nonprofit entities who are current on all legal filings with the State of Alaska, United States, and Kenai Peninsula Borough and who are not in arrears in any amounts owed to the Kenai Peninsula Borough
 - b. Medical providers and mental health providers with active licenses to practice under their respective Alaskan Boards with no actions against their licenses in the prior three years, and who are not in

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- arrears in any amounts owed to the Kenai Peninsula Borough.
- c. Businesses who employ medical providers or mental health providers with active licenses to practice under their respective Alaskan Boards with no actions against their licenses in the prior three years, and who are not in arrears in any amounts owed to the Kenai Peninsula Borough.
 - d. Native Tribes and Corporations that have not received opioid settlement funds previously, and have by resolution waived immunity from suit for claims arising out of activities of the council related to the grant.
6. Services by the entities must be provided to Kenai Peninsula Borough residents.
 7. Additional funds, or funds received mid-year can be applied to existing grantees as appropriated by the assembly, and as allowed under the applicable settlement agreement.
 - a. The Assembly may elect to hold mid-year receipts until a subsequent year for increased grant should funding restrictions permit.
 8. Notification of grants will be placed on the Grants webpage on the Kenai Peninsula Borough's Website, and initial notice will be emailed to known partners, providers and stakeholders managing the opioid crisis.

Your consideration of this ordinance is appreciated.


FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Account: <u>271.94910.OPD22.49999</u>	
Amount: \$ _____	
Comment: Contingent upon actual amount received and acceptance of funds by Assembly.	
By: 	Date: <u>4/20/2022</u>

EXHIBIT E**List of Opioid Remediation Uses****Schedule A
Core Strategies**

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).¹⁴

A. NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. MEDICATION-ASSISTED TREATMENT (“MAT”) DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

¹⁴ As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OUD*”) and other Substance Use Disorder (“*SUD*”) / Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)**

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

Schedule B Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“*OUD*”) and any co-occurring Substance Use Disorder or Mental Health (“*SUD/MH*”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:¹⁵

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“*MAT*”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“*ASAM*”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including *MAT*, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“*OTPs*”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹⁵ As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARP*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTI”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“ADAM”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

Subdivisions with Consolidated Allocations - Qualified Subdivisions Only

State ID	Qualifying Subdivision	Consolidated State Allocation
AK1	Anchorage Municipality, Alaska	47.6578000000%
AK2	Fairbanks City, Alaska	5.1226000000%
AK3	Fairbanks North Star Borough, Alaska	10.9627000000%
AK4	Juneau City and Borough, Alaska	5.2324000000%
AK5	Kenai Peninsula Borough, Alaska	9.4922000000%
AK6	Ketchikan Gateway Borough, Alaska	2.2406000000%
AK7	Kodiak Island Borough, Alaska	2.1839000000%
AK8	Matanuska-Susitna Borough, Alaska	15.4726000000%
AK9	Wasilla City, Alaska	1.6351000000%

Introduced by:	Mayor
Date:	05/03/22
Hearing:	05/17/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-19-51**

**AN ORDINANCE APPROPRIATING FUNDS FROM THE LAND TRUST FUND, FUND
BALANCE, FOR A PROJECT TO CONDUCT SOILS INVESTIGATIONS AND LAND
PLANNING ON THE 1,000-ACRE UNIT 395, JUNEAU BENCH, NEAR COOPER
LANDING**

- WHEREAS,** the Kenai Peninsula Borough (“KPB”) has management authority of the 1,000-acre Unit 395, Juneau Bench, east of the Cooper Landing townsite; and
- WHEREAS,** the Sterling Highway MP 45-60 project will realign the highway through Unit 395, and the highway project will be working within Unit 395 over the next few years as part of the construction effort; and
- WHEREAS,** Unit 395 includes a diverse and scenic landscape with a suite of possible uses and resources that will be important for KPB residents and visitors; and
- WHEREAS,** engaging in a multi-disciplinary land planning project will ensure the KPB can make responsible decisions regarding infrastructure and land use investments which align with land features and community values, and will position the borough to advance development projects in this area; and
- WHEREAS,** RFP 2022-016 solicited proposals for soils investigations and land planning services, and an intent to award was issued to the highest scoring responsive proposer with a proposed contract amount of \$199,900; and
- WHEREAS,** the Land Trust Fund receives reoccurring land management revenues and supports the operations and investments into land through the Land Management Division; and
- WHEREAS,** the KPB Planning Commission, at their regularly scheduled meeting of May 9, 2022, recommended _____;

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

SECTION 1. That \$199,900 is appropriated from the Land Trust Fund fund balance account 250.27910 to account 250.21210.22SOL.43011 for the Unit 395 soils investigation and land planning project.

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

SECTION 3. That this ordinance shall take effect immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 17TH DAY OF MAY 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Planning Department – Land Management Division

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AR for CP*
Melanie Aeschliman, Planning Director *MA*
Brandi Harbaugh, Finance Director *BH*

FROM: Marcus Mueller, Land Management Officer *mm*

DATE: April 21, 2022

RE: Ordinance 2021-19-51, Appropriating Funds from the Land Trust Fund, Fund Balance, for a Project to Conduct Soils Investigations and Land Planning on the 1,000-Acre Unit 395, Juneau Bench, Near Cooper Landing (Mayor)

The Kenai Peninsula Borough recently received management authority of the 1,000-acre block of land known as Unit 395, Juneau Bench, east of the Cooper Landing townsite. As DOT will be working in this area for the next few years with the Sterling Highway MP 45-60 realignment, which cuts 2 miles through Unit 395, it is an opportune time to develop a plan for Unit 395.

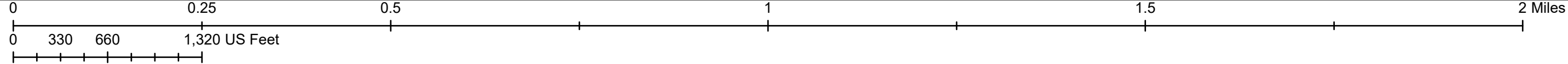
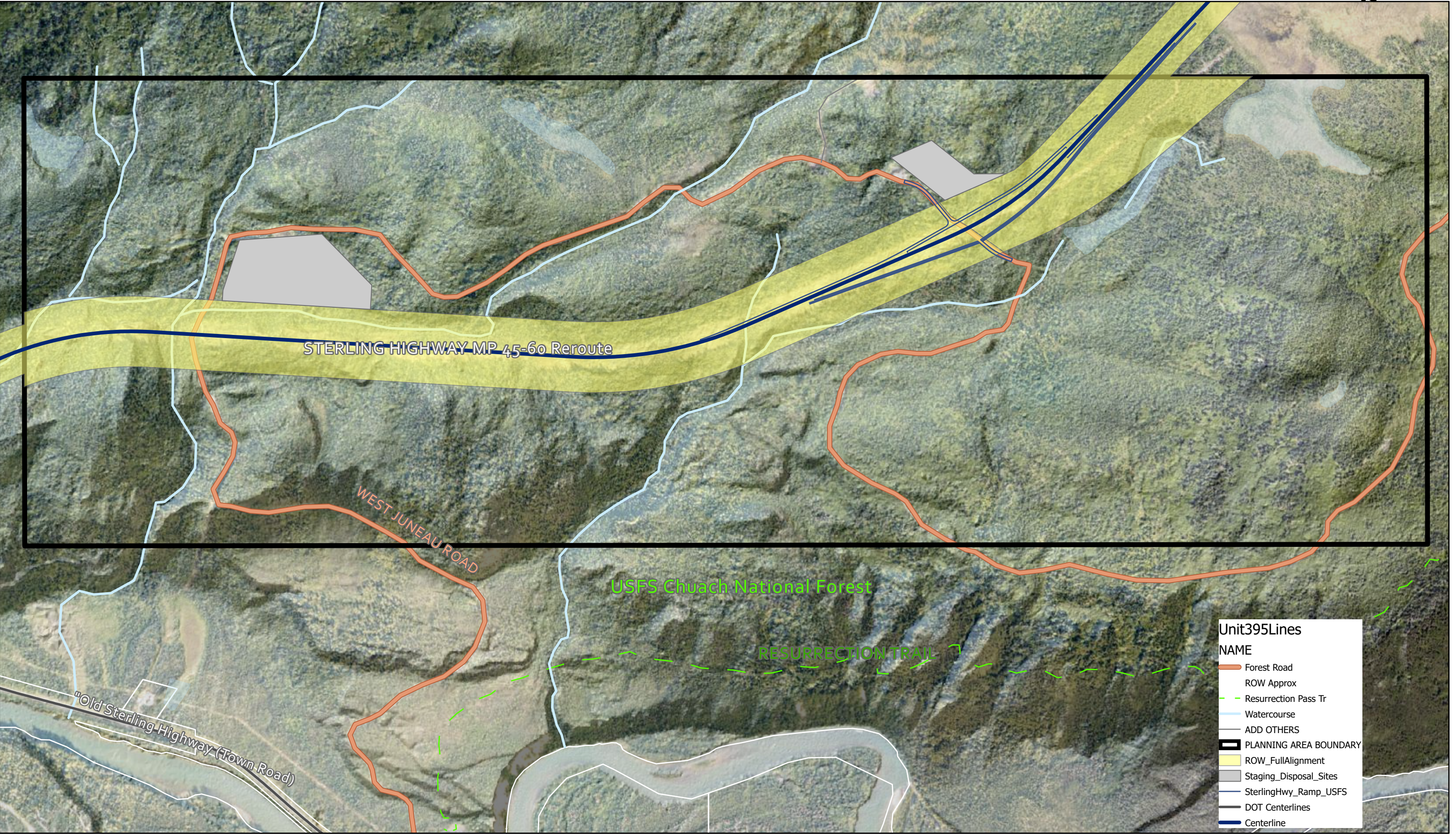
Understanding how Unit 395 will be used will enable value-added decision making when interfacing with the DOT project. Also, having a high quality multi-disciplinary plan will ensure responsible development and will enable future steps towards development of planned features. In the case of Unit 395, we anticipate planned features will include access routes, utilities, crossings, future residential lots, pedestrian trails, material sites, recreational features, green spaces, and forest lands.

RFP 2022-016 solicited proposals from professional consulting firms for soils investigations and land planning services. An intent to award has been issued to the highest-ranking responsive bidder. An appropriation for the proposed project amount of \$199,900 from the land trust fund is required to engage this project.

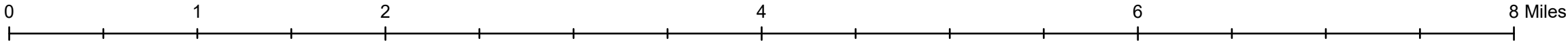
Your review and consideration of this ordinance is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Account: <u>250.27910</u>	
Amount: <u>\$199,999</u>	
By: <i>CM</i>	Date: <u>4/20/2022</u>

KPB UNIT 395 PLANNING AREA



UNIT 395: Cooper Landing, Alaska Vicinity



Introduced by:	Mayor
Date:	05/03/22
Hearing:	05/17/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-19-52**

**AN ORDINANCE APPROPRIATING MISSION, VISION, VALUES, BRAND
IDENTITY, AND LOGO DEVELOPMENT FUNDS**

WHEREAS, the Kenai Peninsula Borough has an existing contract to complete Mission, Vision, Values, Logo, and Brand Identity and the contracting agency has agreed to extend the contract requiring re-appropriation of the project funds for continuation of the work into FY2023 without delay; and

WHEREAS, the current contract end date of June 30, 2022 is not sufficient to complete the project, and it is requested that only the remaining FY2022 balance of the contract associated with the Brand Identity and Logo Development and Borough Identity and Services Campaign sections of the contract be re-appropriated for use in FY2023; and

WHEREAS, these funds would be used to complete only the Brand Identity and Logo Development, and Borough Identity and Services Campaign sections of the contract, the remaining sections of the contract will expire, and only those funds available to these portions of the contract remaining will be available for use under this appropriation; and

WHEREAS, the funds associated with Economic Development & Tourism Activities were appropriated in the annual FY2022 budget as annual operating funds and therefore will expire at year-end if unused;

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

SECTION 1. The amount of up to \$70,588.75 is appropriated from the General Fund fund balance account 100.27910 to account 100.94900.43016 for the Brand Identity and Logo Development section of the Mission, Vision, Values, Brand Identity, and Logo Development Project.

SECTION 2. The amount of up to \$15,678.75 is appropriated from the General Fund fund balance account 100.27910 to account 100.94900.43018 for the Borough Identity and Services Campaign section of the Mission, Vision, Values, Brand Identity, and Logo Development Project.

SECTION 3. That this ordinance shall become effective July 2, 2022.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF * 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Community & Fiscal Projects

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*
Brandi Harbaugh, Finance Director *BH*

FROM: Rachel Chaffee, Community & Fiscal Projects Manager *RC*

DATE: April 21, 2022

RE: Ordinance 2021-19-52, Appropriating Mission, Vision, Values, Brand Identity, and Logo Development Funds (Mayor)

The FY2022 Mission, Vision, Values, Brand Identity, and Logo Development Project ("Project") did not commence until January of 2022. Agnew Beck has agreed to extend the contract through to next fiscal year. The funds for the project in the existing project will need to be re-appropriated to continue the efforts on completing the activities without a delay in the process.

The current contract end date of June 30, 2022 is not sufficient to complete the Project and it is therefore requested that only the remaining FY2022 balance of the contract associated with the Project specific campaigning activities up to \$86,267.50, be re-appropriated for use to continue work on Project package activities.

The balance associated with Economic Development & Tourism Activities were appropriated in the annual FY2022 budget as annual operating funds and therefore will expire at year-end if unused.

Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>100.94900.00000.43016 Public Relations</u>
Amount	<u>\$70,588.75</u>
Acct. No.	<u>100.94900.00000.43018 KPB Promotion</u>
Am	<u>8.75</u>
By: <i>CC</i>	ate: <u>4/21/2022</u>

Introduced by: Mayor
Date: 05/03/22
Hearing: 05/17/22 & 06/07/22
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-19**

AN ORDINANCE APPROPRIATING FUNDS FOR FISCAL YEAR 2023

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 \$94,815,167 is appropriated in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023 as follows:

General Government Operations	\$20,327,090
Transfer to School District for Operations and In-kind Services	52,564,284
Transfer to School Debt Service	3,498,733
Transfer to Special Revenue Funds:	
Solid Waste	10,578,990
Post-Secondary Education	892,732
911 Communications Fund	150,000
Eastern Peninsula Highway Emergency Service Area	178,338
Transfer to Capital Projects Funds:	
School Revenue	5,250,000
General Government	500,000
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	\$39,741,388
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B. Maintenance	8,683,359
C. School District Utilities	81,600
D. School District Insurance	3,824,600
E. School District Audit	100,773
F. Custodial Services	132,564
Total Local Contribution per AS 14.17.410	<u>\$52,564,284</u>

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 the appropriations for the Special Revenue Funds for the fiscal year beginning July 1, 2022 and ending June 30, 2023 are as follows:

Nikiski Fire Service Area	\$6,094,148
Bear Creek Fire Service Area	1,029,706
Western Emergency Service Area	2,389,669
Central Emergency Service Area	12,183,752
Central Peninsula Emergency Medical Service Area	7,346
Kachemak Emergency Service Area	2,068,203
Eastern Peninsula Highway Emergency Area	344,070
Seward Bear Creek Flood Service Area	473,746
911 Communications	4,376,985
Kenai Peninsula Borough Road Service Area	9,448,338
Engineer's Estimate Fund	12,300
North Peninsula Recreation Service Area	3,035,671
Seldovia Recreational Service Area	64,239
Post-Secondary Education	892,732
Land Trust	3,526,780
Nikiski Senior Service Area	345,219
Solid Waste	11,316,062
Central Kenai Peninsula Hospital Service Area	9,792,639
South Kenai Peninsula Hospital Service Area (Prior Debt Fund 601)	2,216,719
South Kenai Peninsula Hospital Service Area (Operations Fund 602)	2,327,079

SECTION 5. That \$3,498,733 is appropriated in the School Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 6. That \$571,563 is appropriated in the Central Emergency Services Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 7. That \$84,323 is appropriated in the Bear Creek Fire Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 8. That \$9,275,924 is appropriated in the Central Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 9. That \$2,216,719 is appropriated in the South Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 10. That \$1,061,250 is appropriated in the Solid Waste Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 11. That appropriations for the Capital Projects Funds for the fiscal year beginning July 1, 2022 and ending June 30, 2023 are as follows:

School Revenue	\$5,250,000
General Government	887,702
911 Communications	129,652
Solid Waste	630,000
Service Areas:	
Nikiski Fire	390,000
Bear Creek Fire	442,500
Western Emergency Service Area	345,000
Central Emergency Services	1,525,000
Kachemak Emergency Service Area	662,500
North Peninsula Recreation	779,000
Road Service Area	2,565,550
South Kenai Peninsula Hospital	2,356,136

SECTION 12. That appropriations for the Internal Service Funds for the fiscal year beginning July 1, 2022 and ending June 30, 2023 are as follows:

Insurance and Litigation	\$6,013,594
Health Insurance Reserve	9,191,940
Equipment Replacement	650,000

SECTION 13. That the FY2023 budget of the Kenai Peninsula Borough, as submitted to the assembly on May 3, 2022, 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 14. That funds reserved for outstanding encumbrances as of June 30, 2022 are reappropriated for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 15. That the fee schedule presented in the budget document is approved.

SECTION 16. That this ordinance takes effect at 12:01 a.m. on July 1, 2022.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF * 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Finance Department

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*

FROM: Brandi Harbaugh, Finance Director *BH*

DATE: April 21, 2022

RE: Ordinance 2022-19, Appropriating Funds for Fiscal Year 2023 (Mayor)

Ordinance 2022-19 appropriates the money necessary to fund the Kenai Peninsula Borough's annual budget for fiscal year July 1, 2022 to June 30, 2023 (FY2023).

The amounts included in this ordinance correspond with those appearing in the FY2023 Kenai Peninsula Borough Proposed Budget as presented to the assembly on May 3, 2022.

Public hearings on May 17, 2022 and June 7, 2022 are requested.

KENAI PENINSULA BOROUGH ALASKA



MAYOR PROPOSED

**FY 2023
ANNUAL BUDGET
JULY 1, 2022 TO JUNE 30, 2023**

**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

**Kenai Peninsula Borough
Annual Budget for Fiscal Year 2023**

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THE KENAI PENINSULA BOROUGH ASSEMBLY

<u>ASSEMBLY MEMBERS</u>	<u>DISTRICT</u>	<u>TERM EXPIRES</u>
Brent Johnson	7 – Central	2022
Brent Hibbert	1 – Kalifornsky	2024
Richard Derkevorkian	2 – Kenai	2023
Jesse Bjorkman	3 – Nikiski	2022
Tyson Cox	4 – Soldotna	2022
Bill Elam	5 – Sterling/Funny River	2023
Cindy Ecklund	6 – East Peninsula	2024
Lane Chesley	8 – Homer	2023
Mike Tupper	9 – South Peninsula	2024

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: May 3, 2022

TO: Brent Johnson, Assembly President
Kenai Peninsula Borough Assembly
Residents of the Kenai Peninsula Borough
Other Users of Borough Financial Information

Key Budget Principles

The FY2023 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

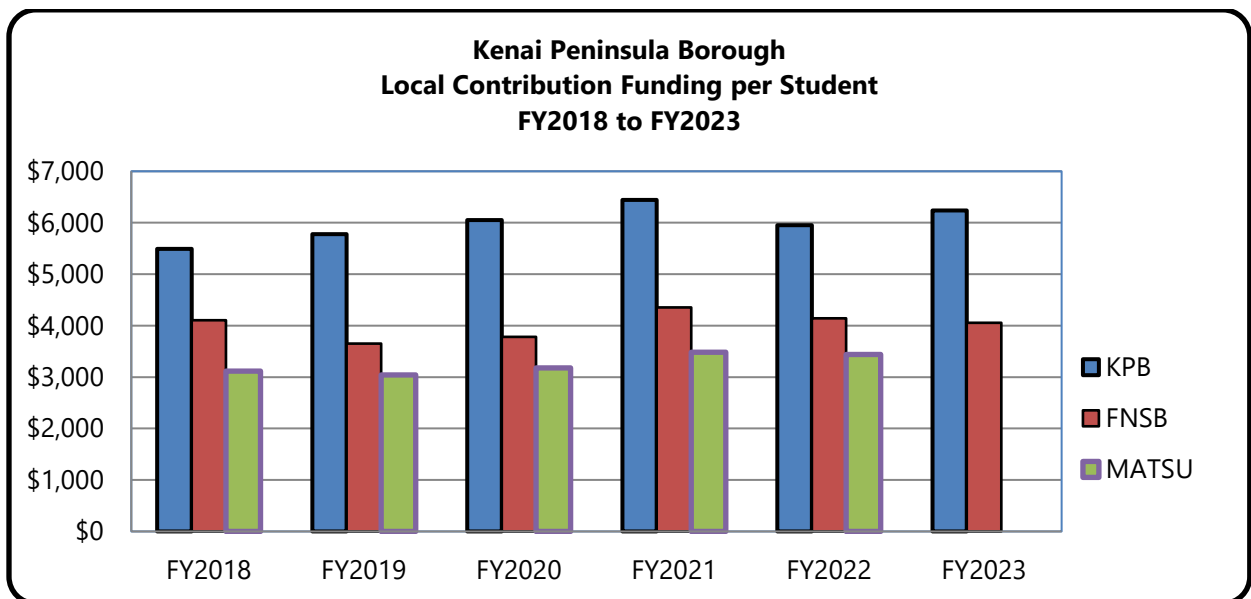
The Borough's major budgetary goals for FY2023 include:

- 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 Governor's proposed FY2023 State budget as considered during the preparation of the FY2023 budget which includes ending the moratorium on School Bond Debt Reimbursement, reestablishment of the Debt Reimbursement Program, full recapitalization of the Community Assistance Fund, bringing it back up to full payment levels and making up the difference from last year's lower payments, PERS/TRS on behalf payments consistent with the Alaska Retirement Management Board recommendation, and strong funding for fisheries business tax, resource landing tax and commercial vessel passenger tax payments.
- 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 **\$28,926,183** and the maximum amount is **\$52,564,284**. The amount the Borough has appropriated for FY2023 is **\$52,564,284**, or 100% of the maximum allowed by statute.

The projected number of students for FY2023 is 8,429 and the Borough's funding per student is approximately **\$6,236** for comparative purposes for FY2022, the Fairbanks North Star Borough's estimated local contribution per student is **\$4,056** and the Mat-Su Borough's estimated contribution per student is **\$ Not Available**.



Total funds provided for school purposes are \$61.3 million; the Borough portion is \$60.0 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 6.66 mills. Sales tax revenue is expected to cover \$39.3 million, which represents a 2% increase in sales tax revenue from the forecasted amount of sales tax revenue anticipated for FY2022; the balance of funding of \$22.0 million (equivalent to 2.4 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 64.7% 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 FY2023 budget provides a \$500,000 transfer to the general government capital project fund and

\$5.25 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 budget includes the second installment of 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 FY2023 decrease is related to a one-time leachate improvements construction and implementation capital project originally proposed in FY22 and the funded with American Recovery Funds, with offsetting increases associated with overall contractual obligations for ongoing maintenance and operations for all of the solid waste facilities. The General Fund contribution for FY2023 is budgeted at \$10.6 million. The General Fund contribution to the Solid Waste program represents an amount equal to approximately 11% of total General Fund expenditures. The equivalent of 1.17 mills of the Borough's General Fund mill rate of 4.50 mills goes to support the Borough's Solid Waste program.
- The FY2023 budget includes local funding for the Road Service Area Capital Project Fund of \$2.3 million, with consistent transfer amounts of \$2.2 million annually for FY2024-FY2026. 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 added or deleted when compared to FY2022's forecast budget are as follows: 4.5 FTE added to the General Fund as a result of; 1.75 FTE added to the Mayor's Office by increasing a .25 Special Assistant to the Mayor to a full-time position and an additional full-time Special Assistant to the Mayor, .25 FTE added to the Human Resources Department as a result of a half-time HR Assistant becoming full-time and a half-time Homer Administrative Assistant reduced from a half-time position to a .25 employee, the addition of one FTE Project Manager in the Purchasing Department, a half-time Finance Accounts Payable Clerk becoming a reclassified full-time Grants and Treasury position, and the addition of one FTE in the IT Department by adding a Network IT Administrator. In other Funds 10 FTE were added as a result of; the Maintenance Department added 3.4 FTE by increasing the Director's position by .4 making it full-time, adding one FTE Controls Systems Technician and two FTE Maintenance Utility Technicians, Bear Creek Fire Service Area added one FTE Fire Technician, Kachemak Emergency Fire Service Area added one FTE Fire Technician, the Roads Service Area increased the Roads Service Area Director position by .6 FTE making it full-time, the Land Trust Fund added one FTE Planner/Surveyor, the Solid Waste Department added one FTE Landfill Operator to Central Peninsula Landfill (CPL), and the Risk Department added two FTE by adding one FTE Safety Specialist and one FTE Claims Manager. A summary of all position changes for FY2023 can be found on pages 450-451.

Financial Condition Summary

For FY2023, Borough-wide real and personal taxable assessed values increased 6.8%, compared to FY2022 forecast values which increased 7.5% when compared to Actual FY2021 values. 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. Over the last five years 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 \$990 million for FY2014, to \$1.5 billion in FY2023. During this same

timeframe, oil production for the borough has decreased from approximately 4.1 million barrels annually to approximately 3 million barrels annually. Since 1988 oil production for the borough has decreased from 15.9 million barrels annually to 3 million barrels annually. 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 and FY2021, 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 7.10% as of February 2022 and it is anticipated that unemployment rates will slowly recover and continue to decrease in 2022.

Calendar Year Ending	Unemployment Rate	Increase (Decrease)	Calendar Year Ending	Unemployment Rate	Increase (Decrease)
2014	7.70%	-0.40%	2018	7.00%	-0.70%
2015	7.60%	-0.10%	2019	6.10%	-0.90%
2016	8.20%	0.60%	2020	9.50%	3.40%
2017	7.70%	-0.50%	2021	7.30%	-2.20%

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.

Financial Plans

General Fund

Revenues and other financing sources of \$88,378,804 support the FY2023 general fund budget. This total consists of \$41.9 million in property tax revenue, \$39.3 million in sales tax revenue, \$2.8 million in state revenue, \$3.7 million in federal revenue, and \$579,493 in other revenues and financing sources. Expenditures exceed projected revenues by \$6.4 million; net of a projected lapse, the projected change in fund balance is a decrease of \$5.4 million.

Overall expenditures increased \$7.0 million when compared to the original FY2022 adopted budget. Factors impacting the budget for FY2023 are as follows:

- The total amount appropriated for school purposes is \$61.3 million, a \$7.4 million increase when compared to FY2022. Local educational funding for FY2023 includes \$52.6 million for school district operations, \$3.5 million for school related debt service, and \$5.25 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 FY2023, sales tax revenues are estimated to be up \$8.6 million from the FY22 originally anticipated amount, improving the borough's ability to fund education. The originally anticipated sales tax revenue amount was a reduced amount as a result of the unknown fiscal impact of the Covid-19 business shut down.
- Personnel costs increased \$1.3 million; primarily due to projected increased health insurance costs of \$634,600, contractual increases per the Collective Bargaining Agreement, and the additional proposed 4.5 FTE.
- Supplies are down by approximately \$2,189 or 1.15% due to removal of one-time items purchased in FY2022 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 \$527,482 or 9.8%; which includes \$180,000 in an increased remotes sales tax collection and administration fees due to higher anticipated remotes sales tax receipts, \$97,270 increase in annual software costs, \$32,201 increase insurance premiums, \$39,603 increase in equipment replacement payments, \$53,850 increase in tax litigation reports as a result of Covid-19 delays in filing for 2021, offset by \$42,215 decrease in rents and operating leases.

- Transfers increased approximately \$5.4 million or 7.84%; which includes an increase to the local contribution for schools of \$4.56 million, an increase of \$3.0 million to the School Capital Project Fund offset by a decrease in the General Fund contribution to the Solid Waste department of \$2.1 million.

The FY2023 General Fund property tax rate reduced from 4.70 mills to 4.50 mills. Sales tax revenue for FY2023 is expected to increase \$0.8 million from the forecasted FY2022 sales tax amount. The estimated FY2023 sales tax revenue generates the equivalent of 4.36 mills in property tax revenue. State revenues include \$850,000 for Community Assistance (Revenue Sharing) and \$1.3 million for school debt reimbursement, an increase of \$550,000 from FY2022, 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:

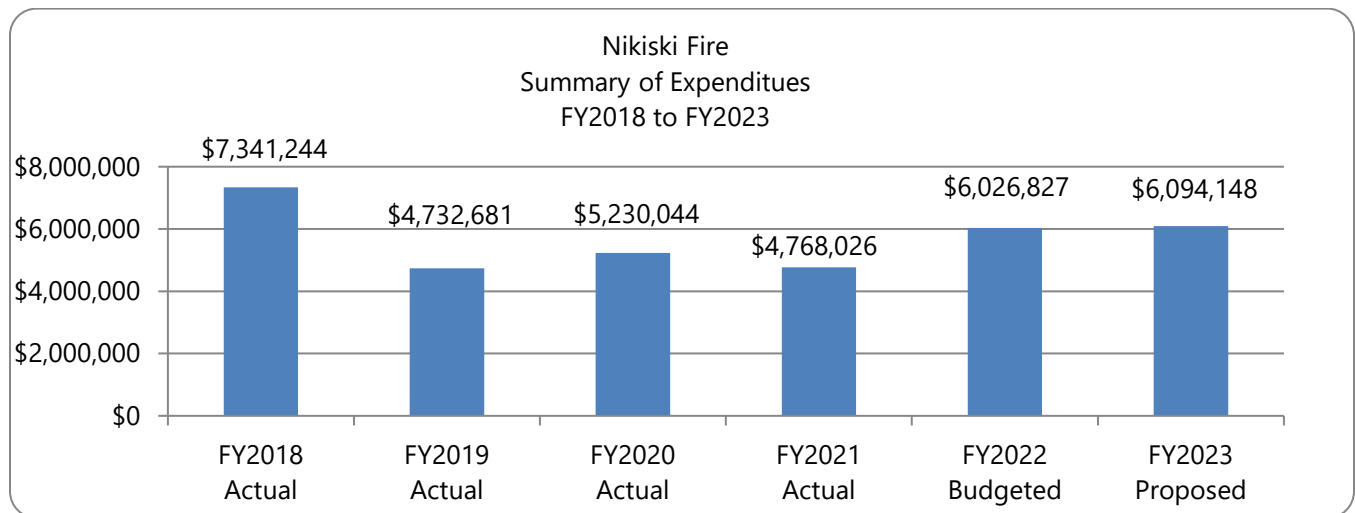
Fiscal Year	Local Contribution	Additional Federal Funding	Total Payments to School District	Increase (Decrease)	Mill Rate Equivalent
2019	\$ 49,738,432	\$ -	\$ 49,738,432	\$ -	-
2020	52,512,091	-	52,512,091	2,773,659	0.31
2021	47,888,909	2,111,091	50,000,000	(2,512,091)	(0.28)
2022	48,000,000	2,000,000	50,000,000	-	-
2023	52,564,284	-	52,564,284	2,564,284	0.28

Service Areas and Special Revenue Funds

As a whole, the FY2023 service area budgets increased 2% from the FY2022 originally adopted. Selected individual funds are as follows:

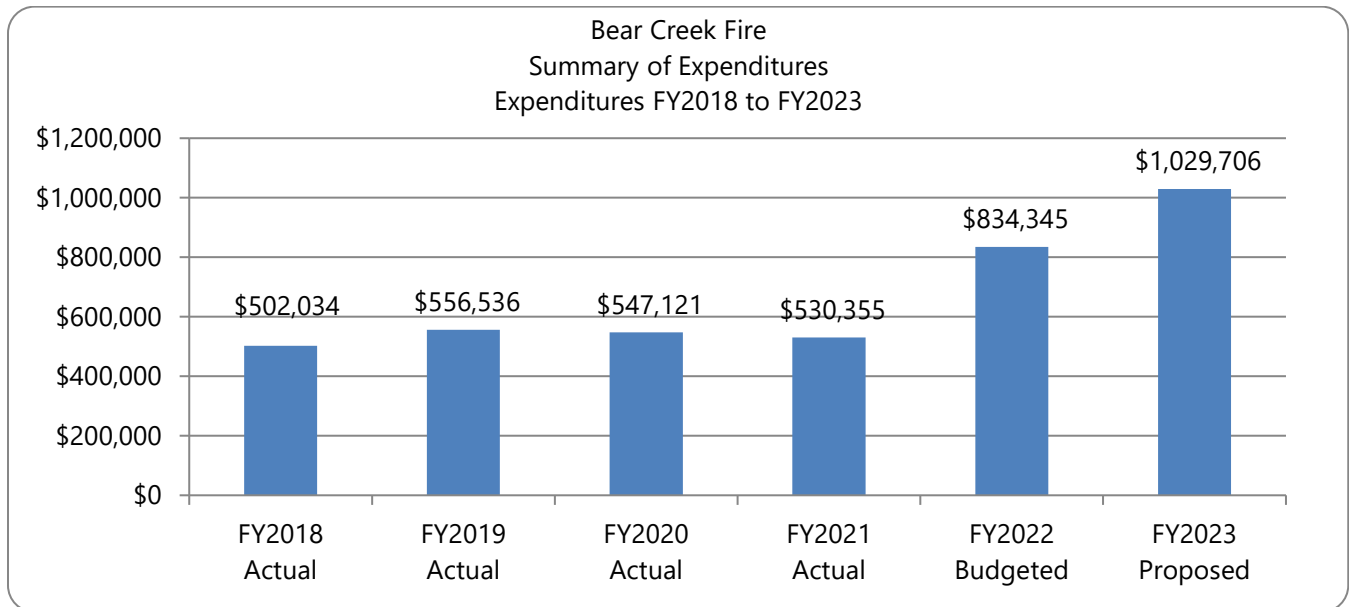
Nikiski Fire Service Area

The Nikiski Fire Service Area (NFSA) expenditure budget is up \$67,321 or 1.12% when compared to the prior year. The increase in expenditures is primarily related to increases in insurance premiums, utilities and equipment maintenance offset by decrease to capital outlay due to the removal of one-time items from FY2022 related to the additional of Station #3. Oil tax revenues, the largest revenue source for the Service Area, have increased approximately 76% since FY2013. This increase in assessed values has allowed the Service Area to decrease their mill rate from 3.00 mills in FY2013 to 2.70 in FY2018. The mill rate has remained at 2.70 mills since FY2018.



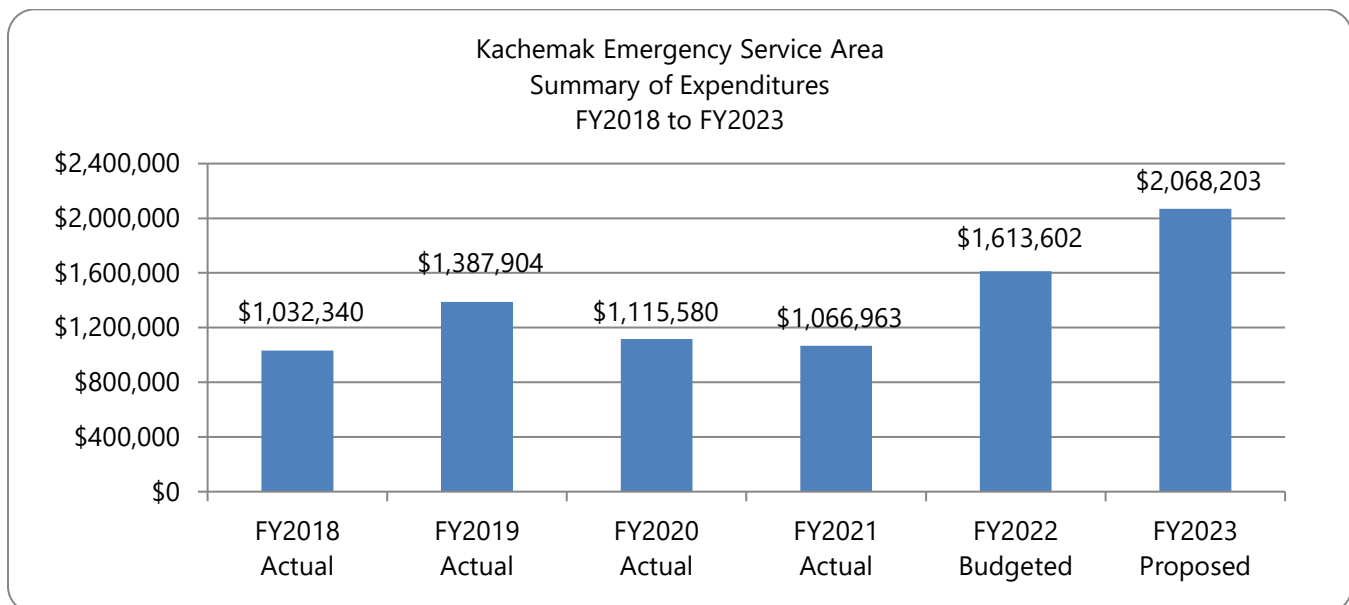
Bear Creek Fire Service Area

The Bear Creek Fire Service Area expenditure budget is up \$195,361 or 23.41% when compared to FY2022. The increase in expenditures is primarily related to the addition of one firefighter technician position, along with an increase in transfer to the Capital Project Fund to meet future capital needs of the service area. The mill rate has been 3.25 since FY2014.



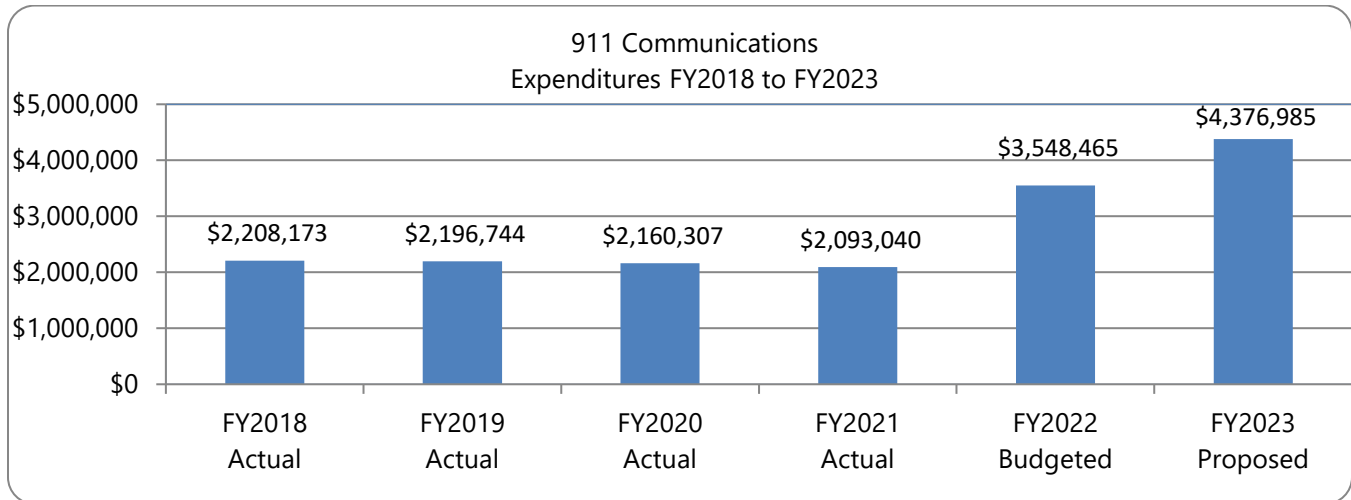
Kachemak Emergency Service Area

The Kachemak Emergency Service Area expenditure budget is up \$454,601 or 28.17% when compared to FY2022. The increase in expenditures is primarily related to the addition of one firefighter technician position, along with increased vehicle and equipment supply costs, building and grounds maintenance costs and an increase to the Capital Project Fund to meet future capital needs of the service area. The mill rate was 2.60 from FY2014 to FY2021, then 3.10 in FY2022, and is proposed to increase to 3.40 mills in FY2023.



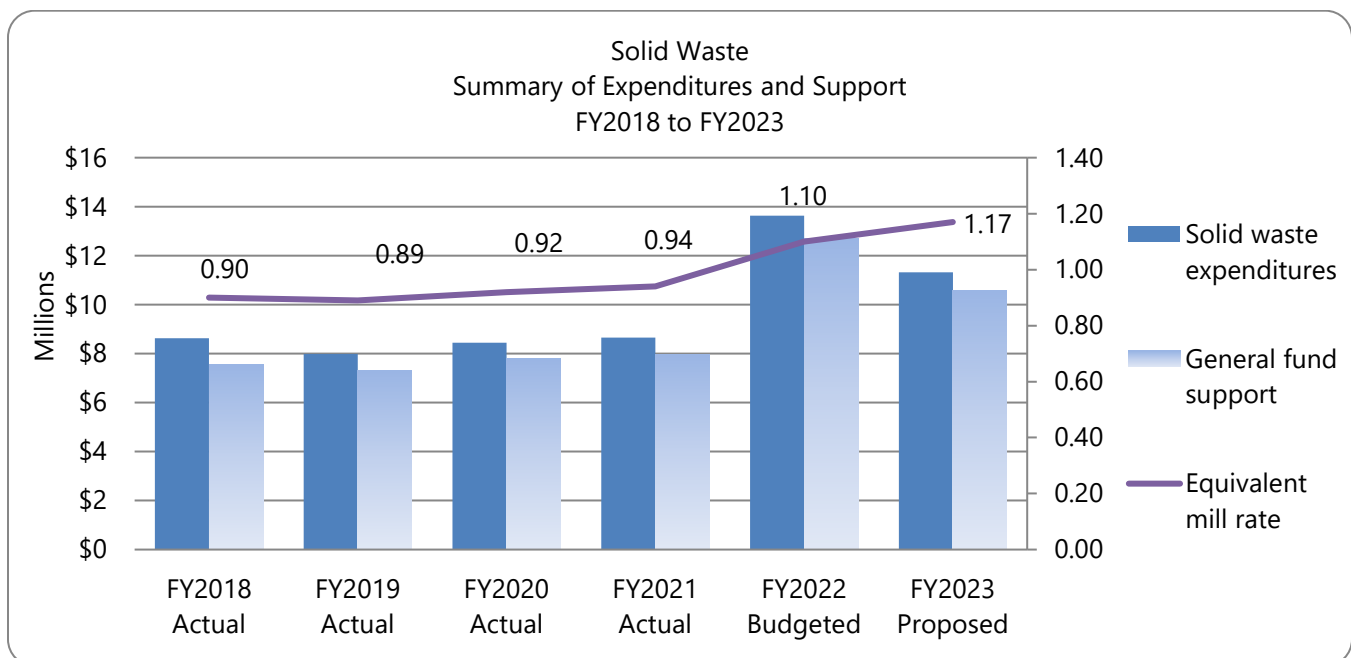
911 Communications

The 911 Communications Center expenditure budget is up \$828,520 or 23.35% as a result of establishing a transfer from the Operating Fund to the Capital Project Fund required by the FY2022 newly establishing fees for services structure 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.



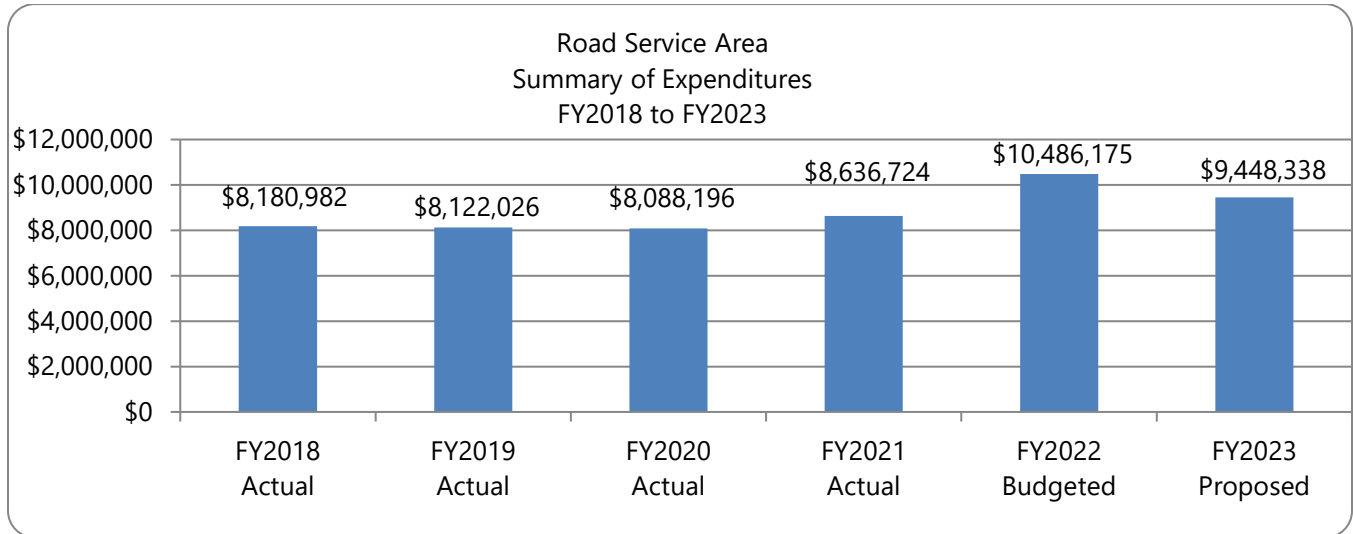
Solid Waste

The Solid Waste expenditure budget is down (\$2,313,279) or 16.97% when compared to FY2022 primarily due to a decrease in capital transfer for a one-time leachate improvements construction and implementation capital project, offset by other increases associated with Collective Bargaining contractual obligations, addition of 5 FTEs from the originally adopted FY2022 budget, one FTE at CPL and 4 FTE at the Homer Transfer Facility, with decreases to contract services as a result of transitioning the Homer facility to a self-operated model. The Borough's General Fund continues to provide the majority of the funding necessary to operate solid waste operations. For FY2023, this amount is \$10,578,990 or approximately 93.4% of the revenue necessary to fund the solid waste program; this is equal to 1.17 mills or 11.2% of the General Fund budget a decrease of (.33) mills from the original FY2022 budget.



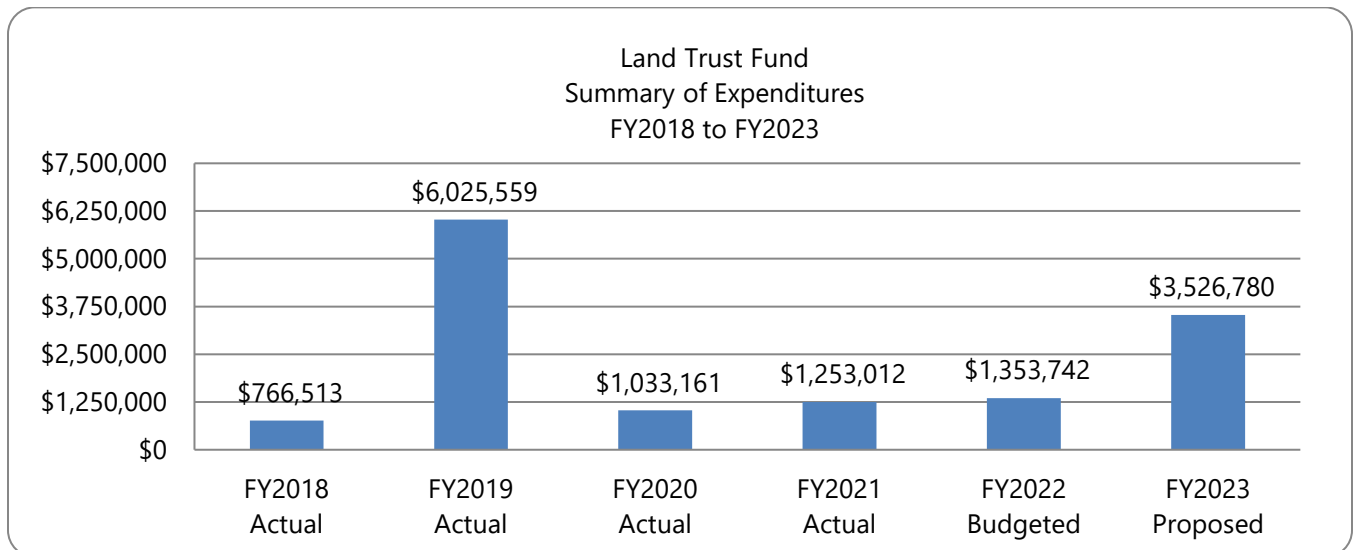
Road Service Area

The Road Service Area expenditure budget is down (\$1,037,837) or 9.9% when compared to FY2022 primarily due to a decreased transfer of \$2.3 million to the capital project fund to support future capital requirements and increased road maintenance. The capital transfer is consistent with the Service Area long-term plan of funding the capital plan with local funds. The service area does not anticipate receiving grant funds in the near future for road capital improvements.



Land Trust Fund

The Land Trust Fund expenditure budget is up \$2,173,038 or 160.52% when compared to FY2022 primarily due to an increased land sale revenue transfer of \$2.3 million to the Land Trust Investment Fund to be invested for the purpose of supporting the Land Trust Fund activities in the future. The Land Trust fund increase is also due to the addition of one FTE Surveyor along with one-time capital expenditures of \$117,000 for needed surveying equipment.



Capital Projects

The FY2023 Capital Budget includes \$5,250,000 for school district major maintenance projects and \$887,702 for general government projects. Several major school maintenance projects have been accomplished over the past couple fiscal years due to additional capital funding provided, this years' funding provides for projects 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, electrical and lighting upgrade projects in school facilities, and construction costs for Kachemak-Selo School facility. The 911 Communications Center capital budget includes \$129,652 for facility and communications equipment and the Solid Waste Department capital budget includes \$630,000 for master planning, gas collection design, materials and facility equipment.

Service Area capital budgets include funding for facility improvements and equipment purchases of \$390,000 at Nikiski Fire Service Area for SCBAs, radios, facility lighting and 2 snow machines; \$442,500 at Bear Creek Fire Service Area for SCBAs, radios and an Ambulance; \$345,000 at Western Emergency Service Area for SCBA's, radios, a truck lift and a utility vehicle; \$1,525,000 at Central Emergency Services for SCBA's, radios, design and other costs associated with a new relocated station #1, an ambulance, a utility vehicle, and training facilities; \$662,500 at Kachemak Emergency Service Area for SCBA's and radios, ambulance, powerlift and gurney systems; \$779,000 at North Peninsula Recreation Service Area for a multi-purpose court resurface, sidewalk replacement, boiler work, and pool sidewalk replacement and \$2,356,136 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 FY2023 is 8.36 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 FY2023 decreased .20 mills to 4.50 mills. Service area property tax rate increases are to Kachemak Emergency Service Area, increasing .30 mill to 3.40 mills, and North Peninsula Recreation Service Area increasing .40 mills to 1.40 mills, all other service areas are to stay at their FY2022 levels.

Summary Data - Governmental Functions

The following schedule is a summary of the FY2023 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 FY2022 budget.

	FY2022 Original Revenues	FY2023 Estimated Revenues	Increase (Decrease)
Revenues:			
General Property Taxes	\$ 74,472,584	\$ 78,146,409	\$ 3,673,825
Sales Tax	30,709,937	39,308,500	8,598,563
Intergovernmental:			
Federal	3,740,000	3,740,000	-
State	2,282,544	2,832,544	550,000
Other Revenue	32,070,628	35,246,095	3,175,467
Fund Balance Appropriated, net	15,310,922	11,473,176	(3,837,746)
	<u>\$ 158,586,615</u>	<u>\$ 170,746,724</u>	<u>\$ 12,160,109</u>

Property and sales tax revenues are up by a combined 33% and represents approximately 74% of total revenues (not including fund balance), this compares to 73% for FY2022 and 74% for FY2021. Other information is as follows:

- Property taxes are projected to increase approximately \$3.7 million due to the FY2023 taxable assessed values increasing 6.8% from the FY2022 original budgeted amounts. The FY2023 property tax revenue estimate is up 4.9% with a decrease to the General Fund mill rate of .20 mills, an increase to the North Peninsula Recreation Services Area mill of .40 mills and an increase to the Kachemak Emergency Service Area mill rate of .30 mills when compared to FY2022.
- Sales taxes are projected to increase approximately \$8.6 million due to a significant rebound in actual sales tax revenues in the third and fourth quarters of FY2021, providing for an increase in estimated sales tax revenues in FY2022 and FY2023. The FY2023 sales tax revenue estimate is up 2.1% compared to the revised FY2022 sales tax revenue projection.
- Other revenues are projected to increase \$3.2 million primarily due to internal service fund interfund revenue increases of \$2 million to provide for increased premiums and claim projections for both healthcare and property, liability and workers' compensation, the Land Trust fund increasing \$1.4 million due to land sales and a transfer in from the Land Trust Investment Fund, offset by decreases in interest earnings and Plant Replacement and Expansion Fund use.
- State revenues are expected to increase approximately \$550,000 as a result of increase anticipated Community Assistance funding.
- The use of fund balance as a revenue source decreased for the General Fund primarily due to a significant rebound in actual sales tax revenues in the third and fourth quarters of FY2021, providing for an increase in estimated sales tax revenues in FY2022 and FY2023.

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 FY2023. Please note that the FY2022 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.

	FY2022 Original Appropriation	FY2023 Mayor Proposed	Increase (Decrease)
Expenditures:			
General Government	\$ 19,933,272	\$ 24,107,172	\$ 4,173,900
Solid Waste	13,939,341	10,696,062	(3,243,279)
Public Safety	29,112,303	30,309,465	1,197,162
Recreation	2,630,799	3,178,910	548,111
Education	54,761,872	62,205,749	7,443,877
Road Maintenance	9,447,475	9,714,188	266,713
Hospitals	14,813,524	14,679,644	(133,880)
Internal Service	13,948,029	15,855,534	1,907,505
	<u>\$ 158,586,615</u>	<u>\$ 170,746,724</u>	<u>\$ 12,160,109</u>

Total FY2023 appropriations are up 7.67% when compared to the FY2022 original budget. For comparative purposes, the FY2022 budget was up 7.57% when compared to the original FY2021 budget. The primary drivers of this change include:

- General Government increases of \$4.2 million are primarily due to increases in a transfer to the Land Trust Fund of \$2.3 million, personnel costs associated with Collective Bargaining Agreement (CBA) requirements, healthcare costs and the addition of 4.5 FTE. General Government also saw increases of \$180,000 to pay remote sales tax collection fees, \$250,000 for the cost of annual contractual obligations and software licensing, \$117,000 for land surveying equipment, \$403,000 increase to capital spend associated with roof replacement and HVAC needs for the borough administration building, and major building maintenance at the Emergency operations building.
- Solid waste costs have decreased \$3.2 million due to the reduction of a one-time \$4.1 capital transfer to meet leachate project costs offset by annual contractual obligations, renewed operations and maintenance contracts that were bid at a higher cost than in previous years and addition of 5 FTE; one at CPL and 4 at Homer Transfer Facility.
- Public safety increase of \$1.2 million is primarily due to costs associated with personnel increases of 2 additional fire and emergency service personnel. One FTE was added to Kachemak Emergency Services and one FTE was added to Bear Creek Fire and Emergency Services to accommodate needed to support public safety.
- Education costs indicate an increase of approximately \$7.4 million. This increase is primarily due to an increase to the local contribution of \$4.56 million, a \$3 million increase to the FY2023 capital contribution, and a \$161,392 decrease to the FY2022 school debt contribution.
- Hospital expenditures have decreased due to a reduction in capital projects for South Peninsula Hospital when compared to FY2022.
- Internal Services have increased due to the addition of 2 FTE in the Risk Department, increased premiums and claim projections for both healthcare and property, liability and workers' compensation. Increases in the Insurance and Litigation Fund of \$1,451,528, increased depreciation expense in the Equipment Replacement Fund of \$25,521, and increases in healthcare premium expenditures of \$430,456.

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 FY2023 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 Chad Friedersdorff, Controller Sara Dennis, Auditor Accountant Nolan Scarlett, Payroll Accountant Sarah Hostetter, Sales Tax Supervisor Lauri Lingafelt, Property Tax Supervisor Jennifer VanHoose, 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

Kenai Peninsula Borough FY2023 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 58,934.

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 25 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 FY2023, the Borough's proposed contribution is \$52,564,284; the cap amount is \$52,564,284. The Borough's sales tax revenue is estimated to fund \$39,308,500 of that amount; the balance or \$13,255,784 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 FY2023 is \$60,035,473; an amount equal to 63% 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 Annual Comprehensive 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 ACFR, 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 2022-19, a copy of which is included on pages 33 - 36, 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 FY2023 is 8.36 mills. The mill rate proposed for FY2023 is 4.50 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)
<u>Mandatory Areawide Powers</u>				
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
<u>Acquired Areawide Powers</u>				
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
<u>Acquired Service Area Powers</u>				
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
<u>Acquired Nonareawide Powers</u>				
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 aid funding possibilities. However, before applying for and accepting intergovernmental aid, 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 aid 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 Annual Comprehensive Financial Report (ACFR).
- 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.

FY2023 Budget Calendar

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

November 2021						
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28	29	30				

December 2021						
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January 2022						
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30	31					

February 2022						
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March 2022						
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April 2022						
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May 2022						
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29	30	31				

June 2022						
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October 2021

15-31 Start budget document prep for new fiscal year.

November 2021

01-30 Meetings with Mayor and Finance staff to discuss budget process and budget guidelines.
 15-21 Send departments/service areas the forms to request staffing changes for the new fiscal year.
 15-30 Load current year budget information into budget excel spreadsheets and update personnel information into budgeting system and worksheets.
 29 Due date for additional staffing changes from departments/service areas due to Mayor.

December 2021

03 Personnel requests for overtime & temporary employees due to Finance.
 06 Send notice of kickoff meeting.
 06-15 Schedule budget informational meetings with Service Area boards for January meeting.
 06-31 Review of personnel requests submitted to Mayor including fiscal impact.
 13-31 Update budget preparation instructions, guidelines and forms to be used in submitting budget requests.

January 2022

03-14 Begin scheduling budget review meetings with Mayor and administrators.
 03-14 Send budget calendars, preliminary personnel budgets and budget forms to all departments and service areas.
 03-31 Internal budget development process begins.
 04 Receive 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.
 05-27 Finance Department meets 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.
 20 Equipment replacement payment information provided to departments.
 21 Provide preliminary insurance costs to departments and service areas.
 31 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 2022

01 Department budget requests submitted to Finance.
 01-14 Review department budget requests and proposed fee changes. Prepare packets for meetings with the Mayor and the administrative staff.
 14-18 Department budget review meetings with Mayor and administrators.

March 2022

01 Real Property assessment notices mailed.
 01 Service area board approved budget requests submitted to Finance.
 01-14 Review Service Area budget requests and proposed fee changes. Prepare packets for meetings with the Mayor and the administrative staff.
 14-18 Service Area Budget review meetings with Mayor and administrators.
 15 Senior citizens grant application due.
 21-25 Strategic budget planning with administration, departments and service areas.
 21-30 Prepare preliminary budget document for printing and update minimum/maximum fund balance ranges for all funds.

April 2022

01-08 Continue preparing preliminary budget document for printing and update minimum/maximum fund balance ranges for all funds.
 07 Resolution setting school local effort amount to Assembly packet.
 11-22 Review draft of preliminary budget documents.
 19 BCFSa, EPHESA and SBCFSa budget presentations to the Assembly.
 21 FY2023 appropriating Ordinance to Assembly packet.
 25 Preliminary budget completed and to the printer.

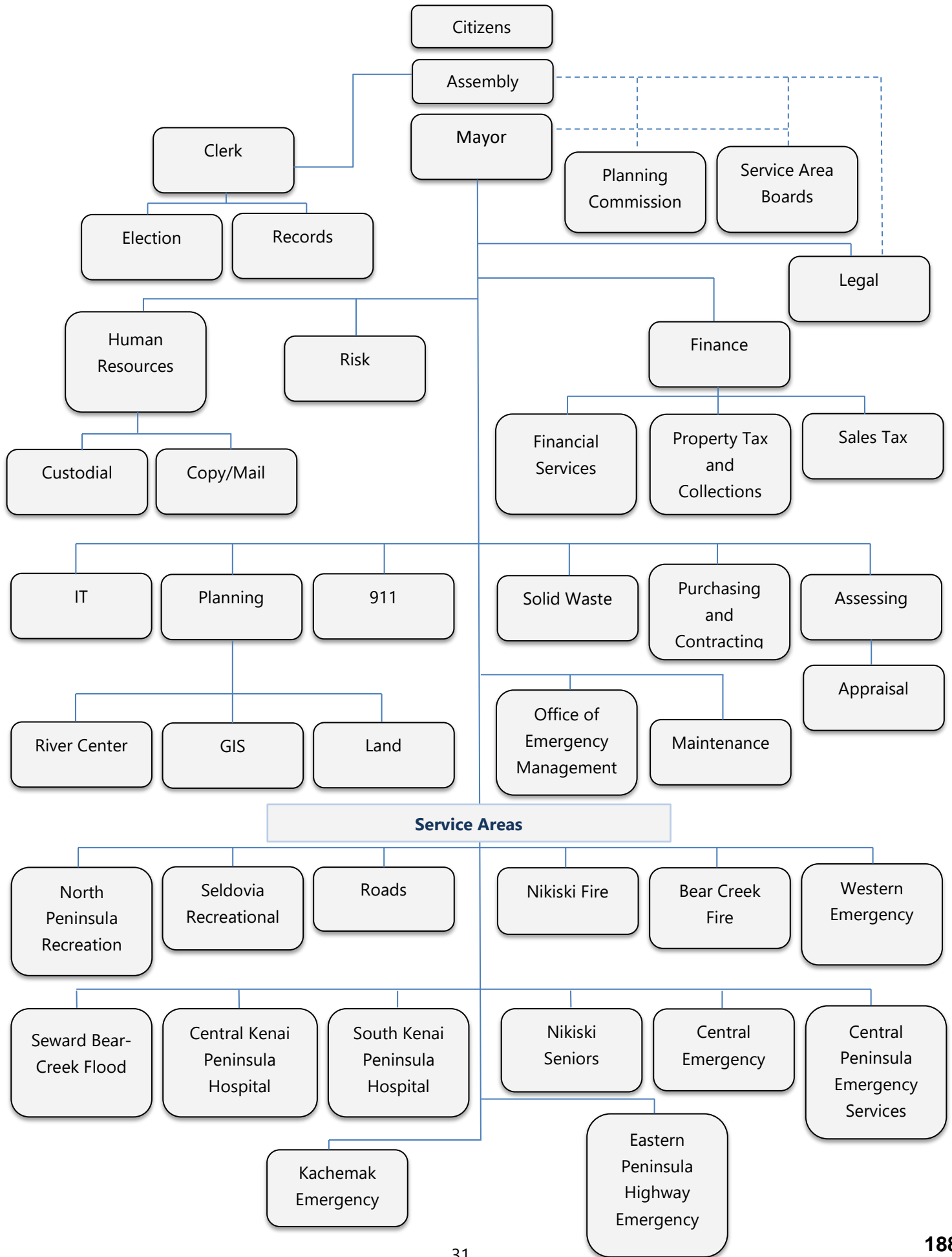
May 2022

03 Mayor's proposed budget documents presented to the Assembly.
 03 Department/service area budget presentations to the Assembly.
 03 Introduce appropriating budget ordinance.
 16-17 Department and service area budget presentations to Assembly continue.
 26 Resolution setting the mill levy to the assembly packet.

June 2022

01 Assessor certifies final assessment roll.
 01-21 Update budget documents to reflect final adopted budget.
 07 Public hearing and final adoption of budgets and setting mill rates.
 10 Complete input of budget into financial system.
 21 Roll FY2023 budget into financial system.
 24-29 Finalize budget document for publication and distribution.

Kenai Peninsula Borough - Organizational Chart



Kenai Peninsula Borough Staff

Charlie Pierce
Mayor

Aaron Rhoades
Chief of Staff

Vacant
Special Assistant to the Mayor

Vacant
Special Assistant to the Mayor

Borough Departments

Johni Blankenship
Borough Clerk

Sean Kelley
Borough Attorney

Aaron Rhoades
Acting Director of
Human Resources

Brandi Harbaugh
Director of
Finance

Adeena Wilcox
Borough Assessor

John Hedges
Purchasing and
Contracting Director

Vacant
Director
of Planning

Ben Hanson
Director of
Information Technology

Lee Frey
Director of
Solid Waste

Tom Nelson
Director of
Maintenance

Brenda Ahlberg
Senior Manager
Office of Emergency Management

Sovala Kisenia
Risk Manager

Tammy Goggia-Cockrell
Emergency Management
Coordinator
911 Operations

Borough Service Areas

Trent Burnett
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 Ciciarella
Fire Chief
Kachemak
Emergency Service
Area

Jackie Cason
Acting Recreation
Director
North Peninsula
Recreation Service Area

Dil Uhlin
Roads Director
Road Service
Area

Riley Shurtleff
Board Chair
Eastern Highway
Peninsula Emergency
Service Area

Mark Janes
Board Chair
Seldovia Recreational
Service Area

Ryan Kapp
Board Chair
Central Emergency
Medical Service Area

David Hettick
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

Bill Hartline
Board Chair
Nikiski Senior
Service Area

Introduced by:	Mayor
Date:	05/03/22
Hearings:	05/17/22 & 06/07/22
Action:	Postponed as Amended to 06/07/22

KENAI PENINSULA BOROUGH ORDINANCE 2022-19

AN ORDINANCE APPROPRIATING FUNDS FOR FISCAL YEAR 2023

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 \$94,815,167 is appropriated in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023 as follows:

General Government Operations	\$20,327,090
Transfer to School District for Operations and In-kind Services	52,564,284
Transfer to School Debt Service	3,498,733
Transfer to Special Revenue Funds:	
Solid Waste	10,578,990
Post-Secondary Education	892,732
911 Communications Fund	150,000
Eastern Peninsula Highway Emergency Service Area	178,338
Transfer to Capital Projects Funds:	
School Revenue	5,250,000
General Government	500,000
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	\$39,741,388
B. Maintenance	8,683,359
C. School District Utilities	81,600
D. School District Insurance	3,824,600
E. School District Audit	100,773
F. Custodial Services	<u>132,564</u>
Total Local Contribution per AS 14.17.410	<u>\$52,564,284</u>

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 the appropriations for the Special Revenue Funds for the fiscal year beginning July 1, 2022 and ending June 30, 2023 are as follows:

Nikiski Fire Service Area	\$6,094,148
Bear Creek Fire Service Area	1,029,706
Western Emergency Service Area	2,389,669
Central Emergency Service Area	12,183,752
Central Peninsula Emergency Medical Service Area	7,346
Kachemak Emergency Service Area	2,068,203
Eastern Peninsula Highway Emergency Area	344,070
Seward Bear Creek Flood Service Area	473,746
911 Communications	4,376,985
Kenai Peninsula Borough Road Service Area	9,448,338
Engineer's Estimate Fund	12,300
North Peninsula Recreation Service Area	3,035,671
Seldovia Recreational Service Area	64,239
Post-Secondary Education	892,732
Land Trust	3,526,780
Nikiski Senior Service Area	345,219
Solid Waste	11,316,062
Central Kenai Peninsula Hospital Service Area	9,792,639
South Kenai Peninsula Hospital Service Area (Prior Debt Fund 601)	2,216,719
South Kenai Peninsula Hospital Service Area (Operations Fund 602)	2,327,079

SECTION 5. That \$3,498,733 is appropriated in the School Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 6. That \$571,563 is appropriated in the Central Emergency Services Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 7. That \$84,323 is appropriated in the Bear Creek Fire Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 8. That \$9,275,924 is appropriated in the Central Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 9. That \$2,216,719 is appropriated in the South Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 10. That \$1,061,250 is appropriated in the Solid Waste Service Area Debt Service Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 11. That appropriations for the Capital Projects Funds for the fiscal year beginning July 1, 2022 and ending June 30, 2023 are as follows:

School Revenue	\$5,250,000
General Government	887,702
911 Communications	129,652
Solid Waste	630,000
Service Areas:	
Nikiski Fire	390,000
Bear Creek Fire	442,500
Western Emergency Service Area	345,000
Central Emergency Services	1,525,000
Kachemak Emergency Service Area	662,500
North Peninsula Recreation	779,000
Road Service Area	2,565,550
South Kenai Peninsula Hospital	2,356,136

SECTION 12. That appropriations for the Internal Service Funds for the fiscal year beginning July 1, 2022 and ending June 30, 2023 are as follows:

Insurance and Litigation	\$6,013,594
Health Insurance Reserve	9,191,940
Equipment Replacement	650,000

SECTION 13. That the FY2023 budget of the Kenai Peninsula Borough, as submitted to the assembly on May 3, 2022, 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 14. That funds reserved for outstanding encumbrances as of June 30, 2022 are reappropriated for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 15. That the fee schedule presented in the budget document is approved.

SECTION 16. That this ordinance takes effect at 12:01 a.m. on July 1, 2022.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 1ST DAY OF JUNE, 2022.

Brent Johnson, 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 01, 2021

Christopher P. Morill

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, 2021.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an 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.

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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	Education	44 schools in operation
Population	58,799	Solid Waste Disposal	8 landfills; 5 manned transfer facilities; and 8 drop box transfer sites
Emergency Services	19 fire stations		
Hospitals	2 hospitals		
Roads	648 miles maintained		

Overview



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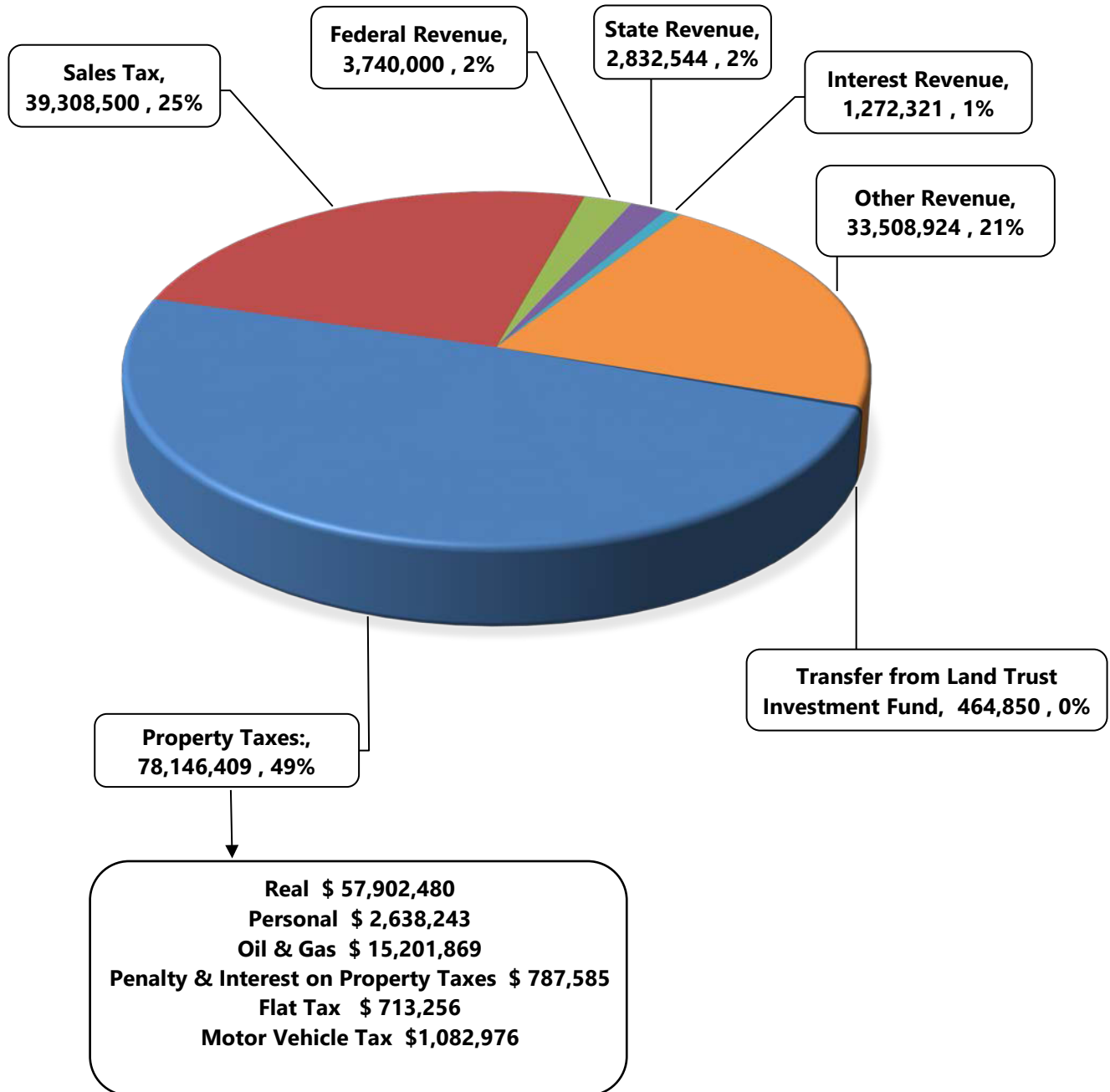
S. Hostetter

**Kenai Peninsula Borough
Combined Revenues and Appropriations
All Fund Types
Fiscal Year 2023**

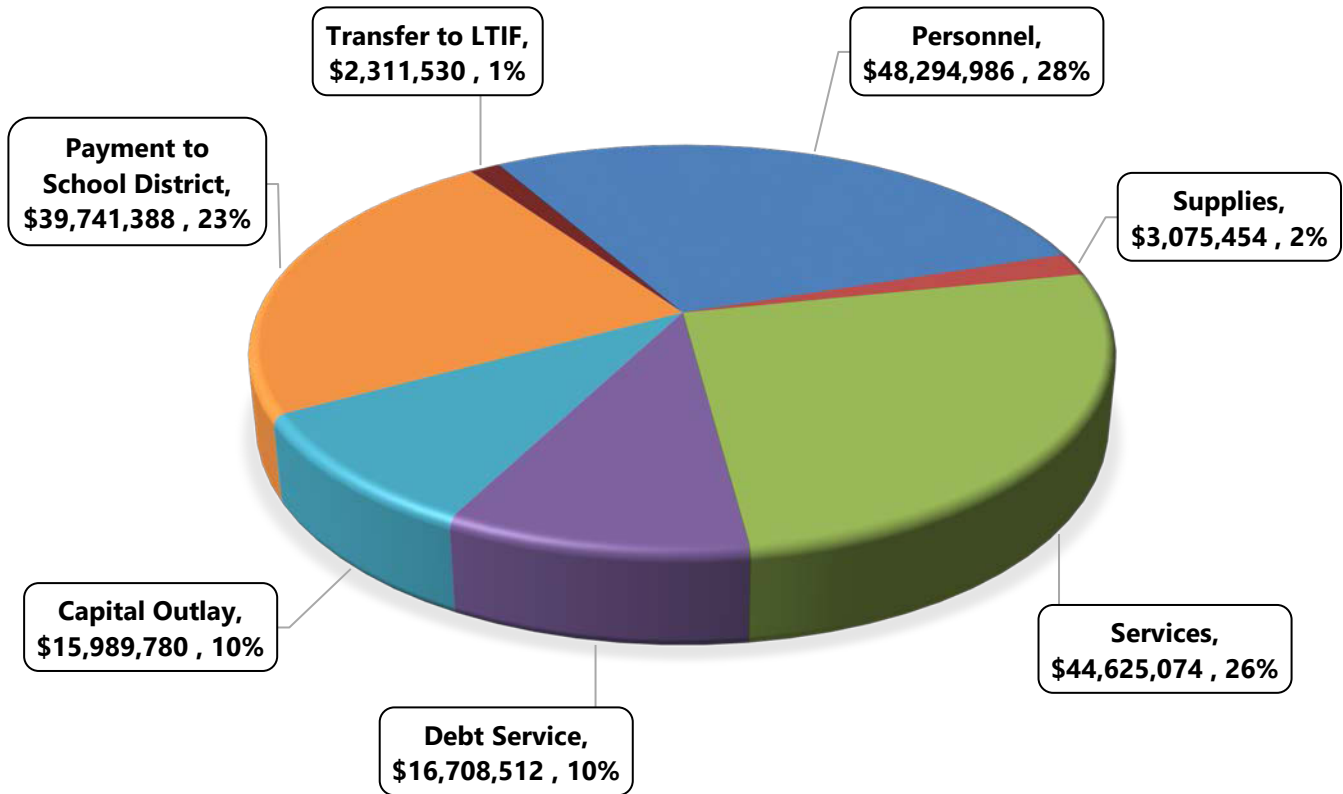
	FY2023 General Fund	FY2023 Special Revenue Fund	FY2023 Debt Service Fund	FY2023 Capital Projects Fund	FY2023 Internal Service Fund	FY2023 Total (Memorandum Only)	FY2022 Forecast Total All Fund Types	FY2021 Actual Total All Fund Types
Revenues:								
Property Taxes:								
Real	\$ 31,844,357	\$ 26,058,123	\$ -	\$ -	\$ -	\$ 57,902,480	\$ 55,154,478	\$ 54,420,177
Personal	1,474,964	1,163,279	-	-	-	2,638,243	2,639,453	2,716,647
Oil & Gas (AS 43.56)	6,755,283	8,266,586	-	-	-	15,021,869	14,069,639	14,553,092
Penalty & Interest	717,562	70,023	-	-	-	787,585	659,504	771,118
Flat Tax	483,521	229,735	-	-	-	713,256	711,507	735,222
Motor Vehicle Tax	642,580	440,396	-	-	-	1,082,976	1,106,902	1,062,243
Total Property Taxes	41,918,267	36,228,142	-	-	-	78,146,409	74,341,483	74,258,499
Sales Tax	39,308,500	-	-	-	-	39,308,500	38,500,000	36,296,951
Federal Revenue	3,740,000	-	-	-	-	3,740,000	24,274,355	9,603,646
State Revenue	2,832,544	-	-	-	-	2,832,544	2,282,544	2,875,646
Interest Revenue	364,493	658,240	-	124,466	125,122	1,272,321	1,113,448	778,404
Other Revenue	215,000	17,505,919	-	343,207	15,444,798	33,508,924	40,111,559	30,774,605
Transfer from Land Trust Investment Fund	-	464,850	-	-	-	464,850	-	-
Total Revenues	88,378,804	54,857,151	-	467,673	15,569,920	159,273,548	180,623,389	154,587,751
Other Financing Sources/Transfers	-	64,629,775	16,708,512	15,766,929	-	97,105,216	90,799,942	82,077,903
Total Revenue and Other Financing Sources	88,378,804	119,486,926	16,708,512	16,234,602	15,569,920	256,378,764	271,423,331	236,665,654
Appropriations:								
Expenditures/Expenses								
Personnel	15,754,398	31,651,318	-	-	889,270	48,294,986	43,865,675	35,914,074
Supplies	187,987	2,882,767	-	-	4,700	3,075,454	2,979,131	2,205,743
Services	5,904,590	23,769,446	-	-	14,951,038	44,625,074	44,597,992	39,110,255
Debt Service	-	-	16,708,512	-	-	16,708,512	17,082,978	17,089,457
Capital Outlay	172,335	959,134	-	14,847,785	10,526	15,989,780	53,405,811	19,379,241
Payment to School District	-	39,741,388	-	-	-	39,741,388	38,537,314	38,637,268
Interdepartmental Charges	(1,692,220)	576,965	-	1,115,255	-	-	205,354	316,793
Transfer to Land Trust Investment Fund	-	2,311,530	-	-	-	2,311,530	1,203,960	612,341
Total Expenditures/Expenses	20,327,090	101,892,548	16,708,512	15,963,040	15,855,534	170,746,724	201,878,215	153,265,172
Other Financing Uses/Transfers	74,488,077	22,617,139	-	-	-	97,105,216	90,799,942	82,077,903
Total Appropriations and Other Financing Uses	94,815,167	124,509,687	16,708,512	15,963,040	15,855,534	267,851,940	292,678,157	235,343,075
Net Results From Operations	(6,436,363)	(5,022,761)	-	271,562	(285,614)	(11,473,176)	(21,254,826)	1,322,579
Projected Lapse	1,016,355	1,714,674	-	-	-	2,731,029	4,323,424	-
Change in Fund Balance/ Retained Earnings	(5,420,008)	(3,308,087)	-	271,562	(285,614)	(8,742,147)	(16,931,402)	1,322,579
Beginning Fund Balance/ Retained Earnings	30,374,397	34,216,074	-	11,912,040	10,609,856	87,112,367	104,043,769	102,721,190
Ending Fund Balance/ Retained Earnings	\$ 24,954,389	\$ 30,907,987	\$ -	\$ 12,183,602	\$ 10,324,242	\$ 78,370,220	\$ 87,112,367	\$ 104,043,769

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TOTAL PROJECTED GOVERNMENT REVENUES **SOURCES - FY2023** **\$159,273,548**



TOTAL GOVERNMENT ESTIMATED EXPENDITURES FY2023 - BY OBJECT \$170,746,724

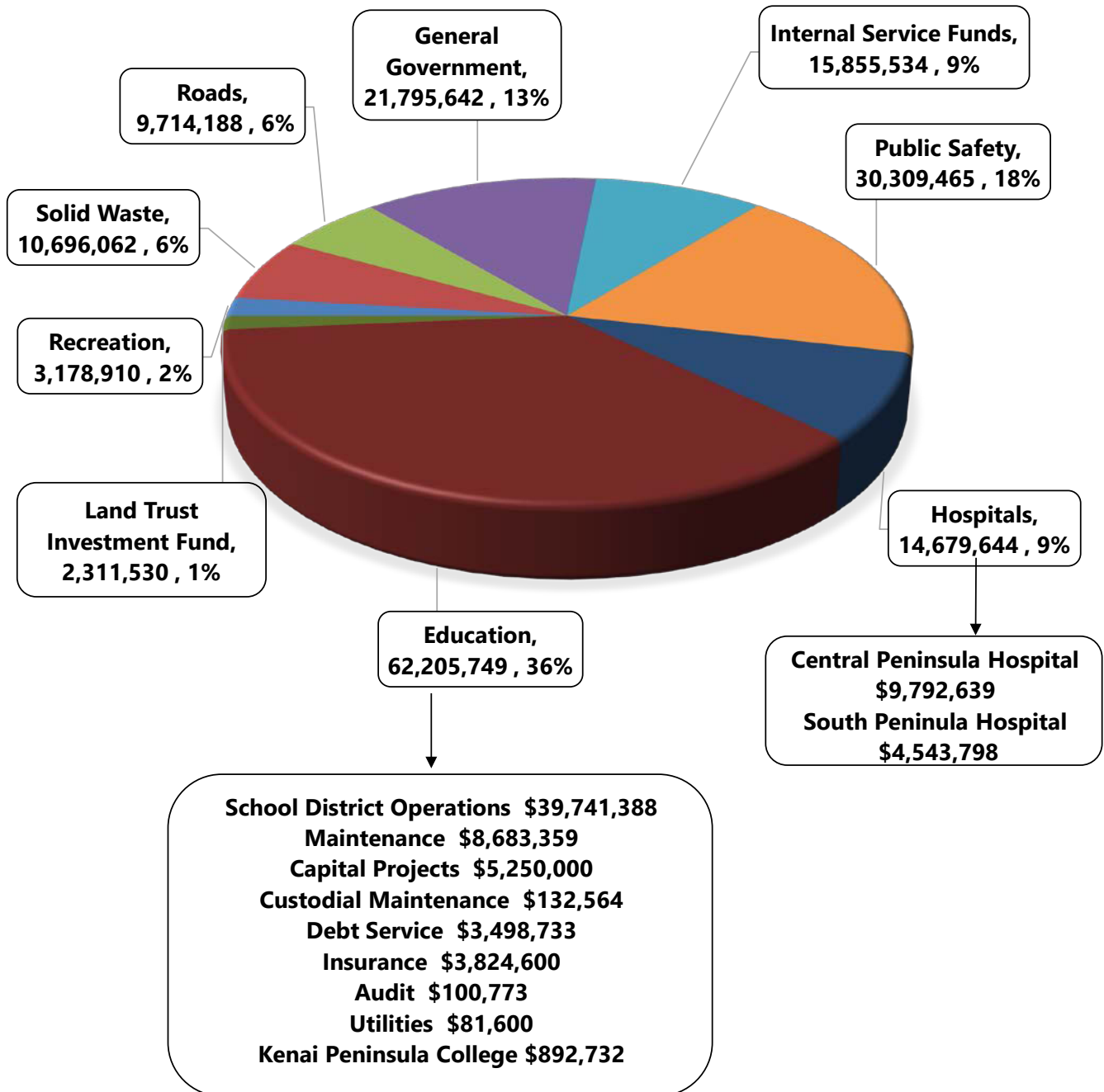


Note: The above graph reflects the following Interdepartmental Appropriations:

General Fund:	(\$1,692,220)
Special Revenue Funds:	\$ 576,965
Capital Project Funds:	<u>\$1,115,255</u>
Other Funds*	\$ -

*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
FY2023 - BY FUNCTION
\$170,746,724**



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 FY2023 is \$9,019,921,000.

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 FY2023 (not including governmental property that has been exempted), these exemptions represent approximately \$7.4 million in property tax not collected in the General Fund, borough wide the estimated amount is \$13.8 million. In addition, the Borough has granted optional exemptions. In FY2023, these optional exemptions represent approximately \$5.4 million in property tax not collected for the General Fund; borough wide the estimated amount is \$10.0 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 and 5.19 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% - 6.5%, 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 FY2023 is \$3,100,000.

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 FY2023 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 FY2023 the Borough's entitlement for debt reimbursement is projected to be the entire 70% reimbursement of \$1,277,544 based on the Governor's Proposed FY2023 budget; compared to FY2021 debt reimbursement of \$922,352 and FY2020 debt reimbursement receipt of \$0.00.

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 FY2023 budget includes CAP funding in the amount of \$850,000.

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 FY2023 is \$500,000.

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	\$ 7,184,288	\$ 334,459	\$ 1,501,174	\$ 9,019,921	4.50	\$ 41,275,687
Western Emergency Service	435,538	49,069	242,881	727,488	2.95	2,150,042
Bear Creek Fire	222,574	493	-	223,067	3.25	728,623
Central Emergency Services	2,995,573	119,611	128,141	3,243,325	2.85	9,308,387
Central Peninsula Emergency Medical	6,633	785	-	7,418	1.00	7,852
Central Peninsula Hospital	4,533,895	189,144	1,314,754	6,037,793	0.01	61,530
Kachemak Emergency	477,808	7,976	-	485,784	3.40	1,656,298
Nikiski Fire	662,096	37,678	1,067,095	1,766,869	2.70	4,789,029
Nikiski Senior	577,432	33,482	1,056,721	1,667,635	0.20	333,664
North Peninsula Recreation	662,096	38,664	1,108,539	1,809,299	1.40	2,543,521
Road Service Area	4,606,065	197,408	1,451,221	6,254,694	1.40	8,813,363
Seldovia Recreational	81,184	799	-	81,983	0.75	64,511
Seward Bear Creek Flood	535,435	21,251	106	556,792	0.75	430,822
South Peninsula Hospital	1,836,897	96,144	186,419	2,119,460	1.12	2,465,598
South Peninsula Hospital (prior debt)	1,819,338	95,923	255,985	2,171,246	1.12	2,434,506

Property Tax Exemptions - Fiscal Year 2023 (Applicable to 2022 Tax Year)
General Fund - 4.50 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	\$ 799,800	5,750	\$ 3,599,100	\$ 6,732,349
ANCSA Native	846,946	1,852	3,811,257	7,113,134
Cemetery	1,816	10	8,172	10,281
Charitable	58,978	159	265,401	403,591
Disabled Veteran	57,815	414	260,168	512,254
Electric Cooperative	19,202	113	86,409	116,977
Fire Suppression	-	0	-	-
Government	7,414,700	4,944	33,366,150	56,911,905
Hospital	277,221	8	1,247,495	1,971,717
Mental Health Trust	119,792	132	539,064	1,170,258
Multi-Purpose Senior Center	4,069	5	18,311	37,327
Native Allotment (BIA)	33,730	261	151,785	276,847
Religious (Real and PPV)	101,698	203	457,641	774,732
State Educational	84,240	53	379,080	478,386
University	93,094	186	418,923	692,835
Veterans	2,820	10	12,690	21,078
Total Mandatory Exemptions	\$ 9,915,921	14,100	\$ 44,621,646	\$ 77,223,671
OPTIONAL EXEMPTIONS				
\$10,000 Volunteer Firefighter/EMS	358	36	1,611	2,851
\$50,000 Homeowner - Borough	523,308	10,982	2,354,886	4,457,714
\$100,000 Personal Property	27,676	997	124,542	196,975
\$150,000 Senior Citizen - Borough Only	485,066	4,676	2,182,797	4,054,638
Housing Authority	14,266	48	64,197	110,063
Community Purpose (Real and PPV)	76,764	190	345,438	591,685
Disabled Veteran - Borough Only	66,552	348	299,484	584,617
River Restoration & Rehabilitation	244	19	1,098	2,016
Total Optional Exemptions	\$ 1,194,234	17,296	\$ 5,374,053	\$ 10,000,773
TOTAL ALL KPB EXEMPTIONS	\$ 11,110,155		\$ 49,995,699	87,224,444
DEFERMENTS				
Agriculture Deferment	-	0	-	\$ -
Conservation Easement Deferment	-	-	-	-
LIHT Deferment	-	-	-	-
Total Deferments	-	-	\$ -	\$ -
TAX CREDITS - amt deducted from actual taxes owed.				
Disabled Resident up to \$500 tax credit - Borough	-	6		
Habitat	2,300	26		
Total Tax Credits		32	\$ -	\$ -

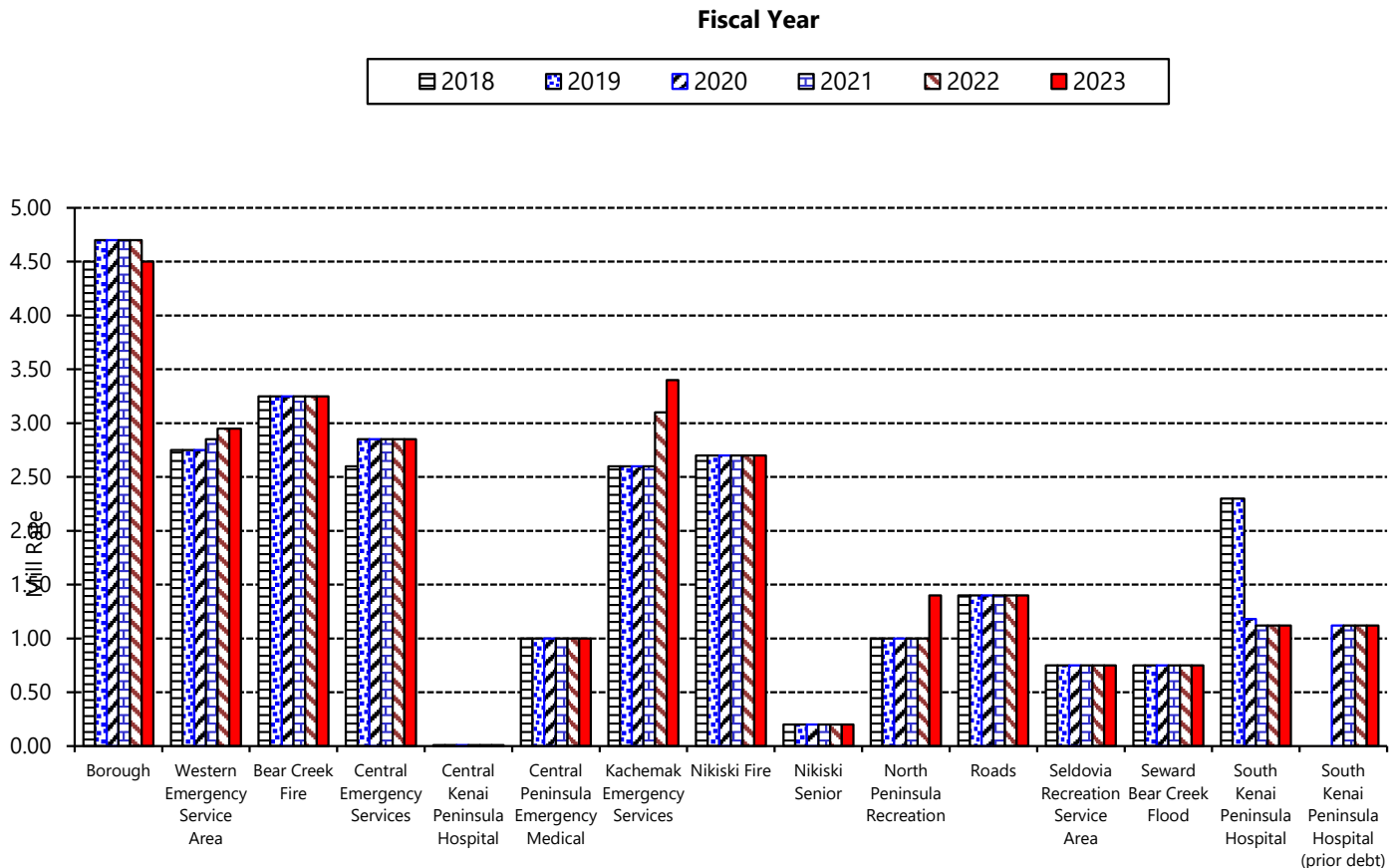
Overlapping Mill Rates

TCA Tax Code Area	Service Area	Borough	NFSA	CES	CPEMS	NPR	SRSA	SBCF	WESA	CPH	SPH (Prior Debt)	SPH	Road Service Area	Total FY2023	Total FY2022	Difference FY2022 MILL/ FY2023 MILL
68 Western Emergency Services (formerly Anchor Pt Fire & EMS)	2.95	4.50									1.12	1.12	1.40	11.09	11.29	-0.20
57 Bear Creek Fire	3.25	4.50					0.75						1.40	9.90	10.10	-0.20
58 Central Emergency Services (CES)	2.85	4.50							0.01				1.40	8.76	8.96	-0.20
64 Central Peninsula Emergency Medical (CPEMS)	1.00	4.50									1.12	1.12	1.40	9.14	9.34	-0.20
59 Central Peninsula Hospital (CPH)	0.01	4.50						2.95			1.12		1.40	9.98	10.18	-0.20
61 Central Peninsula Hospital (WEST) (CPH)	0.01	4.50											1.40	5.91	6.11	-0.20
62 Central Peninsula Hospital (SOUTH) (CPH)	0.01	4.50			1.00						1.12		1.40	8.03	8.23	-0.20
63 Central Peninsula Hospital (EAST) (CPH)	0.01	4.50			1.00								1.40	6.91	7.11	-0.20
81 Kachemak Emergency Services (KES)	3.40	4.50									1.12	1.12	1.40	11.54	11.44	0.10
53 Nikiski Fire (NFSA)	2.70	4.50				1.40				0.01			1.40	10.01	9.81	0.20
55 Nikiski Senior	0.20	4.50	2.70			1.40				0.01			1.40	10.21	10.01	0.20
54 North Peninsula Recreation (NPR)	1.40	4.50		2.85						0.01			1.40	10.16	9.96	0.20
67 Road Service Area	1.40	4.50												5.90	6.10	-0.20
11 Seldovia Recreation (SRSA)	0.75	4.50									1.12		1.40	7.77	7.97	-0.20
43 Seward Bear Creek Flood (SBCF)	0.75	4.50											1.40	6.65	6.85	-0.20
52 South Peninsula Hospital (SPH-[Prior debt])	1.12	4.50									1.12			6.74	6.94	-0.20
69 South Peninsula Hospital (SPH-K-Bay)	1.12	4.50											1.40	7.02	7.22	-0.20
65 South Peninsula Hospital (Roads) / (SPH)	2.24	4.50											1.40	8.14	8.34	-0.20
20 City of Homer	4.50	4.50									1.12	1.12		11.24	11.44	-0.20
21 City of Homer- ODLA	14.46	4.50									1.12	1.12		21.20	21.40	-0.20
80 City of Kachemak	2.00	4.50									1.12	1.12		8.74	8.94	-0.20
30 City of Kenai	4.35	4.50								0.01				8.86	9.06	-0.20
10 City of Seldovia	7.50	4.50					0.75							12.75	12.95	-0.20
40 City of Seward	3.84	4.50					0.75							9.09	9.29	-0.20
41 City of Seward Special	3.84	4.50					0.75							9.09	9.29	-0.20
70 City of Soldotna	0.50	4.50		2.85						0.01				7.86	8.06	-0.20

Mill Rate History

	Fiscal Year					
	2018	2019	2020	2021	2022	2023
Borough	4.50	4.70	4.70	4.70	4.70	4.50
Service Areas:						
* Western Emergency Service Area	2.75	2.75	2.75	2.85	2.95	2.95
Bear Creek Fire	3.25	3.25	3.25	3.25	3.25	3.25
Central Emergency Services	2.60	2.85	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	3.10	3.40
Nikiski Fire	2.70	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	1.40
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	1.18	1.12	1.12	1.12
South Kenai Peninsula Hospital (prior debt)	0.00	0.00	1.12	1.12	1.12	1.12

*(formerly Anchor Point Fire & EMS, expanded and changed name in 2021)



Interfund Tranfers Fiscal Year 2023

Transfers In												
Transfers Out	Special Revenue Funds											
	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	-	178,338	\$ 52,564,284	\$ 892,732	\$ 150,000	\$ -	\$ -	\$ 10,578,990	\$ 3,498,733	\$ 6,625,000		
Special Revenue Funds:												
Nikiski Fire	-	-	-	-	58,200	-	-	-	-	300,000		
Bear Creek Fire	-	-	-	-	11,114	-	-	-	84,323	290,000		
Western Emergency Services	-	-	-	-	21,119	-	-	-	-	165,000		
Central Emergency Services	-	-	-	-	131,208	-	-	-	571,563	1,100,000		
Kachemak Emergency Services	-	-	-	-	14,394	-	-	-	-	400,000		
Eastern Peninsula Highway Emergency	-	-	-	-	10,050	-	-	-	-	-		
911 Communications	-	-	-	-	-	-	-	-	-	624,000		
Central Peninsula Emergency Medical	7,346	-	-	-	-	-	-	-	-	-		
North Peninsula Recreation	-	-	-	-	-	-	-	-	-	700,000		
Road Service Area	-	-	-	-	-	12,000	-	-	-	2,300,000		
Solid Waste	-	-	-	-	-	-	-	-	1,061,250	1,250,000		
Central Kenai Peninsula Hospital	-	-	-	-	-	-	-	-	9,275,924	-		
South Kenai Peninsula Hospital Operations	-	-	-	-	-	-	-	-	-	2,012,929		
South Kenai Peninsula Hospital Debt Fund 601	-	-	-	-	-	-	-	-	2,216,719	-		
	\$ 97,105,216	\$ 178,338	\$ 52,564,284	\$ 892,732	\$ 396,085	\$ 12,000	\$ -	\$ 10,578,990	\$ 16,708,512	\$ 15,766,929		

Interdepartmental Charges Fiscal Year 2023

		Transfers In		
	Transfers Out	General Fund	Special Revenue Fund	Capital Projects
<u>General Fund:</u>				
Purchasing & Contracting	\$ 765,902	\$ 10,000	\$ 265,647	\$ 490,255
Planning - GIS Addressing	115,682	-	115,682	-
Admin Service Fee	805,636	-	805,636	-
Indirect Charges	125,000	-	-	125,000
<u>Special Revenue Funds:</u>				
School Fund-Maintenance	800,000	110,000	190,000	500,000
	<u>\$ 2,612,220</u>	<u>\$ 120,000</u>	<u>\$ 1,376,965</u>	<u>\$ 1,115,255</u>

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

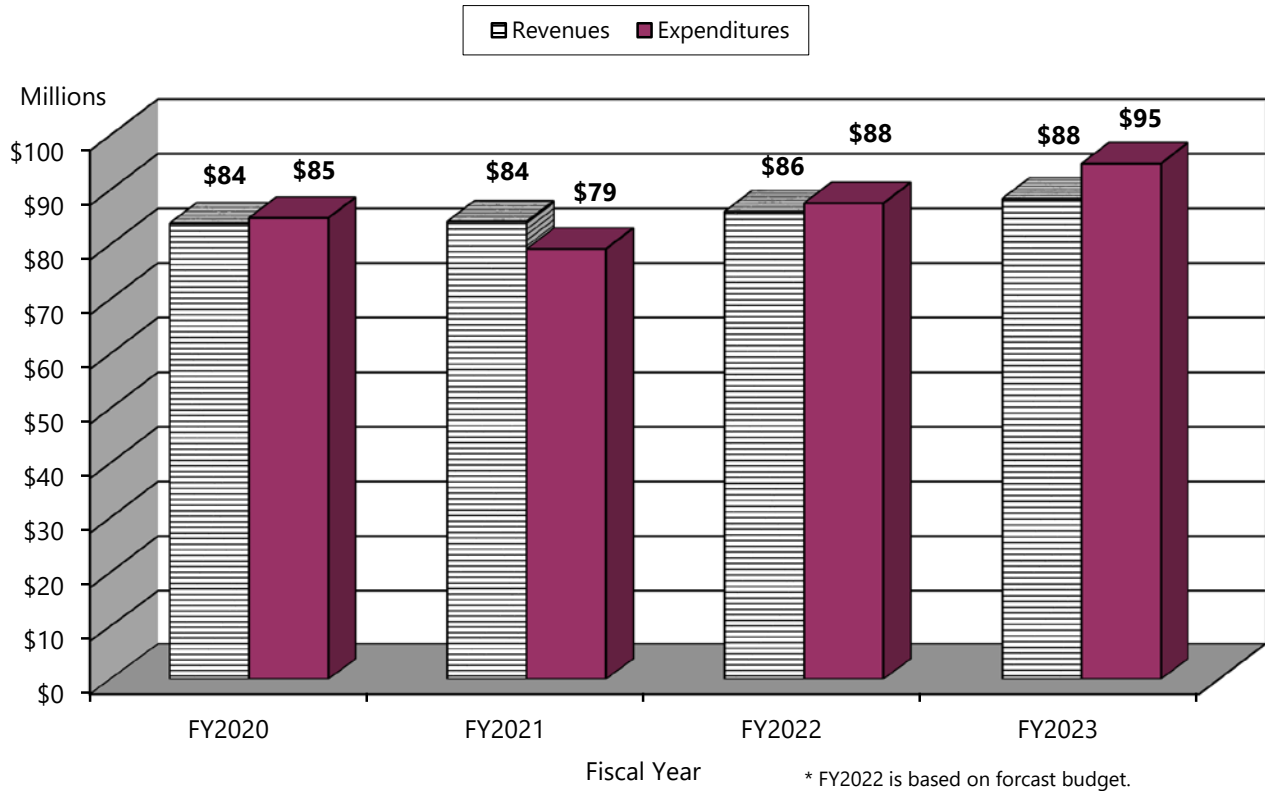
The General Fund is the general operating fund of the Borough. It is used to account for all financial resources except those that must be accounted for in another fund. The General Fund accounts for the normal activities such as general government, assessing, finance, legal, planning, along with funding 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

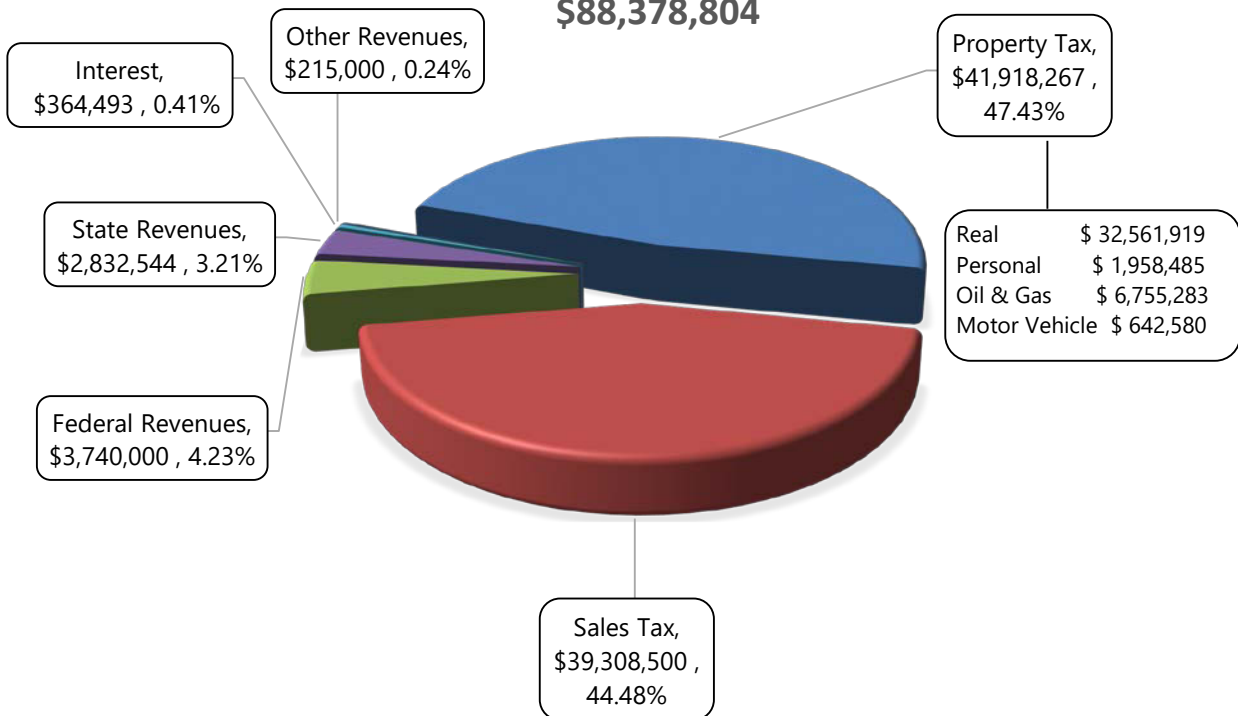
Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Values (000'S)								
Real	6,547,973	6,667,627	6,713,042	6,713,042	7,184,288	7,292,052	7,328,512	7,365,155
Personal	318,263	323,502	313,775	326,301	334,459	339,476	342,871	346,300
Oil & Gas (AS 43.56)	1,563,398	1,493,429	1,421,416	1,421,416	1,501,174	1,486,162	1,486,162	1,486,162
Total Taxable Values	8,429,634	8,484,558	8,448,233	8,460,759	9,019,921	9,117,690	9,157,545	9,197,617
Mill Rate	4.70	4.70	4.70	4.70	4.50	4.50	4.50	4.50
Revenues:								
Property Taxes:								
Real	\$ 30,613,444	\$ 31,173,174	\$ 31,078,028	\$ 31,078,028	\$ 31,844,357	\$ 32,814,234	\$ 32,978,304	\$ 33,143,198
Personal	1,555,526	1,514,985	1,445,248	1,502,942	1,474,964	1,497,089	1,512,061	1,527,183
Oil & Gas (AS 43.56)	7,343,975	7,025,200	6,680,655	6,680,655	6,755,283	6,687,729	6,687,729	6,687,729
Penalty and Interest	739,759	695,364	697,431	590,931	717,562	717,562	717,562	717,562
Flat Tax	531,429	562,520	483,521	483,521	483,521	483,521	483,521	483,521
Motor Vehicle Tax	613,446	624,648	642,580	642,580	642,580	642,580	642,580	642,580
Total Property Taxes	41,397,579	41,595,891	41,027,463	40,978,657	41,918,267	42,842,715	43,021,757	43,201,773
Sales Tax	32,964,904	36,296,951	30,709,937	38,500,000	39,308,500	40,016,053	40,736,342	41,347,387
Federal Revenue	4,027,586	3,996,811	3,740,000	3,740,000	3,740,000	3,740,000	3,740,000	3,740,000
State Revenue	3,372,383	1,611,283	2,282,544	2,282,544	2,832,544	2,674,085	2,495,949	2,495,117
Interest Revenue	1,718,007	481,030	289,673	309,136	364,493	299,453	301,232	264,448
Other Revenue	201,479	212,451	225,000	225,000	215,000	215,000	215,000	215,000
Total Revenues	83,681,938	84,194,417	78,274,617	86,035,337	88,378,804	89,787,306	90,510,280	91,263,725
Other Financing Sources:								
Transfers From Other Funds:	175,000	-	-	-	-	-	-	-
Total Other Financing Sources	175,000	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	83,856,938	84,194,417	78,274,617	86,035,337	88,378,804	89,787,306	90,510,280	91,263,725
Expenditures:								
Personnel	12,934,624	13,387,742	14,485,445	14,474,955	15,754,398	16,305,802	16,876,505	17,467,183
Supplies	148,760	152,624	190,176	190,433	187,987	197,386	207,255	217,618
Services	3,925,365	4,354,155	5,384,783	6,191,096	5,912,265	6,207,878	6,518,272	6,844,186
Capital Outlay	108,037	117,446	113,707	151,280	172,335	175,782	246,095	251,017
Interdepartmental Charges	(1,057,633)	(1,306,156)	(1,457,194)	(1,448,791)	(1,699,895)	(1,733,893)	(1,768,571)	(1,803,942)
Total Expenditures	16,059,153	16,705,811	18,716,917	19,558,973	20,327,090	21,152,955	22,079,556	22,976,062
Operating Transfers To:								
Special Revenue Fund - Schools	52,489,253	47,888,909	48,000,000	48,000,000	52,564,284	52,564,284	52,564,284	52,564,284
Special Revenue Fund - Solid Waste	7,790,207	7,963,425	12,704,857	9,328,744	10,578,990	9,874,585	8,805,995	9,606,654
Special Revenue Funds - Other	1,822,460	1,284,221	1,218,487	1,717,099	1,221,070	1,245,491	1,270,401	1,295,809
Debt Service - School Debt	3,783,855	3,562,254	3,660,125	3,660,125	3,498,733	2,567,027	6,665,201	6,564,827
Capital Projects - Schools	2,660,000	1,430,000	2,250,000	4,050,000	5,250,000	2,750,000	2,750,000	2,750,000
Capital Projects - General Govt.	250,000	350,816	250,000	250,000	500,000	500,000	500,000	500,000
Capital Projects - General Govt.-PILT	-	-	112,500	112,500	-	-	-	-
Capital Projects - Fire Service Area-PILT	-	-	875,000	875,000	875,000	-	-	-
Total Operating Transfers	68,795,775	62,479,625	69,070,969	67,993,468	74,488,077	69,501,387	72,555,881	73,281,574
Total Expenditures and Operating Transfers	84,854,928	79,185,436	87,787,886	87,552,441	94,815,167	90,654,342	94,635,437	96,257,636
Net Results From Operations	(997,990)	5,008,981	(9,513,269)	(1,517,104)	(6,436,363)	(867,036)	(4,125,157)	(4,993,911)
Projected Lapse	-	-	977,899	977,899	1,016,355	1,015,342	1,059,819	1,102,851
Change in Fund Balance	(997,990)	5,008,981	(8,535,370)	(539,205)	(5,420,008)	148,306	(3,065,338)	(3,891,060)
Beginning Fund Balance	26,902,611	25,904,621	30,913,602	30,913,602	30,374,397	24,954,389	25,102,695	22,037,357
Ending Fund Balance	\$ 25,904,621	\$ 30,913,602	\$ 22,378,232	\$ 30,374,397	\$ 24,954,389	\$ 25,102,695	\$ 22,037,357	\$ 18,146,297

General Fund Revenues and Expenditures History

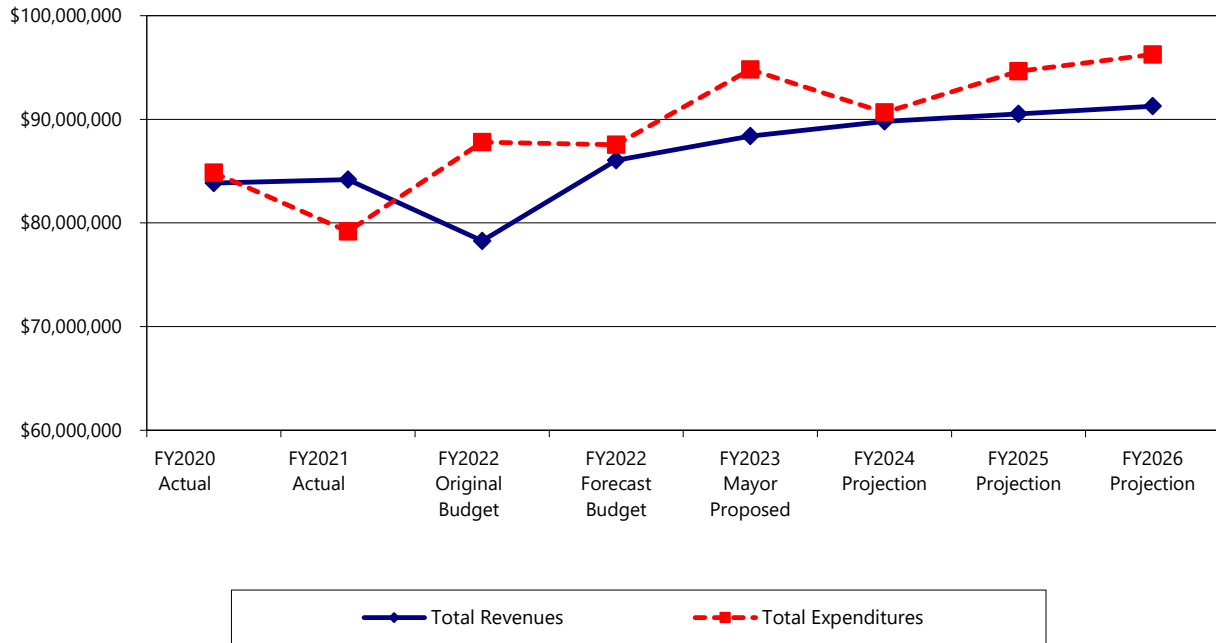


WHERE THE MONEY COMES FROM GENERAL FUND REVENUE PROJECTIONS - FY2023

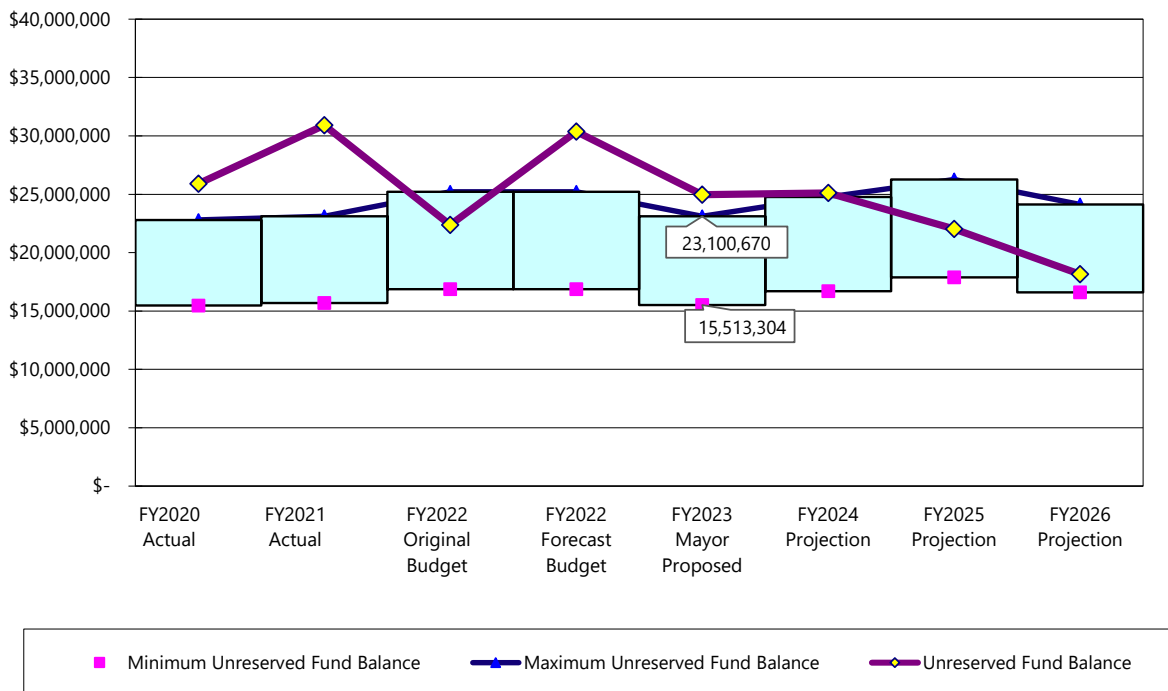
\$88,378,804



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

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	Original Budget %
				Budget	Budget	Proposed		
Personnel								
40110	Regular Wages	\$ 6,761,612	\$ 6,936,888	\$ 7,837,785	\$ 7,836,835	\$ 8,288,662	\$ 450,877	5.75%
40120	Temporary Wages	140,591	134,148	225,172	218,512	242,504	17,332	7.70%
40130	Overtime Wages	41,628	94,957	105,186	105,186	107,450	2,264	2.15%
40210	FICA	576,153	788,550	729,079	726,199	771,176	42,097	5.77%
40221	PERS	2,099,036	2,286,457	1,786,365	1,786,365	1,891,647	105,282	5.89%
40321	Health Insurance	2,451,177	2,202,529	2,735,750	2,735,750	3,370,350	634,600	23.20%
40322	Life Insurance	10,052	62,606	19,366	19,366	13,269	(6,097)	-31.48%
40410	Leave	844,090	862,338	996,742	996,742	1,019,340	22,598	2.27%
40511	Other benefits	10,285	19,269	50,000	50,000	50,000	-	0.00%
	Total: Personnel	12,934,624	13,387,742	14,485,445	14,474,955	15,754,398	1,268,953	8.76%
Supplies								
42020	Signage Supplies	5,954	3,376	15,000	15,000	10,000	(5,000)	-33.33%
42021	Promotional Supplies	-	-	350	350	450	100	28.57%
42120	Computer Software	18,348	20,098	14,399	15,187	10,905	(3,494)	-24.27%
42210	Operating Supplies	69,477	60,402	87,855	86,582	96,057	8,202	9.34%
42230	Fuel, Oils and Lubricants	6,996	4,161	13,450	13,350	13,950	500	3.72%
42250	Uniforms	3,162	2,715	3,817	3,817	3,625	(192)	-5.03%
42263	Training Supplies	-	-	200	200	200	-	0.00%
42310	Repair/Maintenance Supplies	23,008	23,568	29,230	27,946	29,700	470	1.61%
42360	Motor Vehicle Repair Supplies	3,131	2,721	3,900	3,900	4,200	300	7.69%
42410	Small Tools & Minor Equipment	18,684	35,583	21,975	24,101	18,900	(3,075)	-13.99%
	Total: Supplies	148,760	152,624	190,176	190,433	187,987	(2,189)	-1.15%
Services								
43006	Senior Centers Grant Program	659,598	718,296	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	753,525	705,816	910,293	1,494,401	1,006,766	96,473	10.60%
43012	Audit Services	136,450	128,338	136,450	136,816	143,520	7,070	5.18%
43015	Water/Air Sample Testing	5,000	5,000	5,000	5,000	5,000	-	0.00%
43016	KPB Public Relations	33,907	41,758	100,000	100,000	100,000	-	
43017	Investment Portfolio Fees	21,713	22,223	25,000	25,000	25,000	-	0.00%
43018	KPB Promotion	-	41,961	100,000	100,000	100,000	-	
43019	Software Licensing	696,170	761,337	878,634	885,790	975,904	97,270	11.07%
43021	Peninsula Promotion	52,856	60,000	3,500	509	3,500	-	0.00%
43031	Litigation	6,567	13,661	15,000	15,000	15,000	-	0.00%
43034	Atty's Fees - Special	29,673	43,854	31,000	31,000	31,000	-	0.00%
43036	Contractual Services - ARSSTC Fee	-	306,862	300,000	450,000	480,000	180,000	60.00%
43110	Communications	110,974	116,559	142,347	142,198	144,522	2,175	1.53%
43140	Postage and Freight	88,739	93,283	110,560	110,266	113,680	3,120	2.82%
43210	Transportation/Subsistence	129,126	68,477	221,161	213,923	211,822	(9,339)	-4.22%
43215	Travel - Out of State	1,115	755	6,045	5,679	9,650	3,605	59.64%
43216	Travel - In State	8,510	-	12,500	9,932	12,500	-	0.00%
43220	Car Allowance	134,037	134,207	143,100	143,100	153,900	10,800	7.55%
43221	Car Allowance/PC	18,300	18,300	19,800	19,800	25,200	5,400	27.27%
43260	Training	25,587	17,098	49,296	53,246	54,991	5,695	11.55%
43270	Employee Development	2,545	2,887	10,000	10,000	10,000	-	0.00%
43310	Advertising	53,257	54,295	66,260	66,721	70,016	3,756	5.67%
43410	Printing	51,974	51,201	58,350	58,602	63,650	5,300	9.08%
43510	Insurance Premium	105,799	115,633	125,098	125,098	157,299	32,201	25.74%
43610	Utilities	205,869	207,322	223,016	223,016	242,208	19,192	8.61%
43720	Equipment Maintenance	40,118	43,013	62,675	62,015	66,475	3,800	6.06%
43750	Vehicle Maintenance	2,877	1,095	4,250	4,250	4,250	-	0.00%
43780	Maintenance Buildings	45,018	52,381	85,708	85,883	74,424	(11,284)	-13.17%
43810	Rents and Operating Leases	11,672	55,052	103,683	104,307	61,468	(42,215)	-40.72%

Kenai Peninsula Borough Budget Detail

Fund 100 General Fund

Total General Fund Expenditures By Line Item - Continued

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services - Continued								
43812	Equipment Replacement Pymt.	213,681	296,637	363,397	363,397	403,000	39,603	10.90%
43905	Uncollectable Expense	54,615	-	-	-	-	-	
43920	Dues and Subscription	74,845	64,792	71,916	80,149	88,526	16,610	23.10%
43931	Recording Fees	8,156	12,062	14,100	14,100	14,100	-	0.00%
43932	Litigation Reports	43,092	-	66,150	131,544	120,000	53,850	81.41%
43999	Contingency	-	-	101,000	100,860	105,400	4,400	4.36%
Total: Services		3,925,365	4,354,155	5,384,783	6,191,096	5,912,265	527,482	9.80%
Capital Outlay								
48110	Office Furniture	6,392	16,151	5,244	5,244	-	(5,244)	-100.00%
48120	Major Office Equipment	-	14,841	15,700	36,793	24,000	8,300	52.87%
48311	Machinery & Equipment	1,000	-	-	14,920	-	-	-
48630	Improvements other than Buildings	-	-	-	-	-	-	-
48710	Minor Office Equipment	91,138	76,202	76,688	76,022	90,285	13,597	17.73%
48720	Minor Office Furniture	5,882	10,093	15,075	15,740	48,050	32,975	218.74%
48740	Minor Machinery & Equipment	2,425	159	-	1,561	9,000	9,000	-
48750	Minor Medical Equipment	-	-	1,000	1,000	1,000	-	0.00%
49311	Design Services	1,200	-	-	-	-	-	-
Total: Capital Outlay		108,037	117,446	113,707	151,280	172,335	58,628	51.56%
Transfers								
50235	Tfr EPHESA	350,000	284,621	215,067	215,067	178,338	(36,729)	-17.08%
50241	Tfr S/D Operations	52,489,253	47,888,909	48,000,000	48,000,000	52,564,284	4,564,284	9.51%
50242	Tfr Postsecondary Education	842,963	847,440	851,747	851,747	892,732	40,985	4.81%
50260	Tfr Disaster Relief Fund	127,246	152,160	-	498,612	-	-	-
50264	Tfr 911 Fund	502,251	-	151,673	151,673	150,000	(1,673)	-1.10%
50290	Tfr to Solid Waste	7,790,207	7,963,425	12,704,857	9,328,744	10,578,990	(2,125,867)	-16.73%
50308	Tfr School Debt	3,783,480	3,560,754	3,650,125	3,650,125	3,488,733	(161,392)	-4.42%
50349	Tfr School Debt Expense	375	1,500	10,000	10,000	10,000	-	0.00%
50400	Tfr School Capital Projects	2,660,000	1,250,000	2,250,000	4,050,000	5,250,000	3,000,000	133.33%
50401	Tfr School Bond Capital Projects	-	180,000	-	-	-	-	-
50407	Tfr General Gov't. Capital Projects	250,000	350,816	362,500	362,500	500,000	137,500	37.93%
50441	Tfr Nikiski Fire SA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50442	Tfr Bear Creek Fire SA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50443	Tfr CES Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50444	Tfr WESA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50446	Tfr KESA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
Total: Transfers		68,795,775	62,479,625	69,070,969	67,993,468	74,488,077	5,417,108	7.84%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(1,054,034)	(1,305,626)	(1,447,664)	(1,439,261)	(1,692,220)	(244,556)	16.89%
60004	Mileage Ticket Credits	(3,599)	(530)	(9,530)	(9,530)	(7,675)	1,855	-19.46%
Total: Interdepartmental Charges		(1,057,633)	(1,306,156)	(1,457,194)	(1,448,791)	(1,699,895)	(242,701)	16.66%
Department Total		\$ 84,854,928	\$ 79,185,436	\$ 87,787,886	\$ 87,552,441	\$ 94,815,167	\$ 7,027,281	8.00%

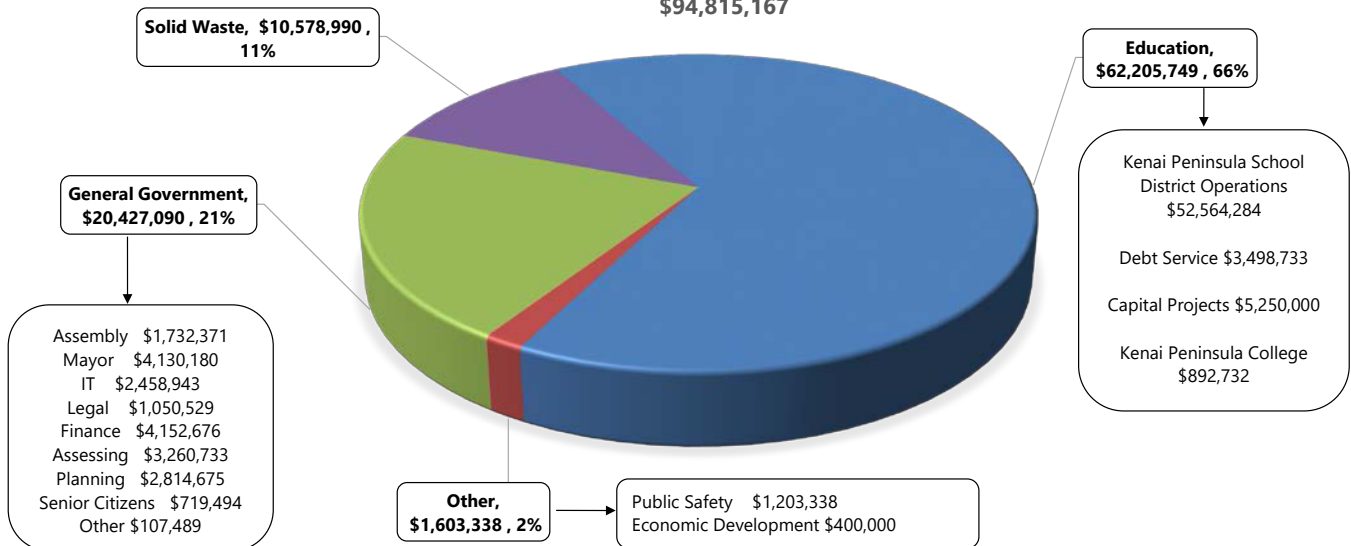
MILL RATE EQUIVALENTS FOR THE GENERAL FUND

	FY2020 Actual		FY2021 Actual		FY2022 Forecast Budget		FY2023 Proposed Budget	
	Taxable Value	Mill Rate	Taxable Value	Mill Rate	Taxable Value	Mill Rate	Taxable Value	Mill Rate
	8,429,634,000	Equivalent	8,484,558,000	Equivalent	8,460,759,000	Equivalent	9,019,921,000	Equivalent
REVENUES:								
Taxes:								
Property Tax	\$ 40,784,133	4.838	\$ 40,971,243	4.829	\$ 40,336,077	4.767	\$ 41,275,687	4.576
Motor Vehicle Tax	613,446	0.073	624,648	0.074	642,580	0.076	642,580	0.071
Sales Tax	32,964,904	3.911	36,296,951	4.278	38,500,000	4.550	39,308,500	4.358
Total Taxes	74,362,483	8.822	77,892,842	9.181	79,478,657	9.394	81,226,767	9.005
Federal Revenues	4,027,586	0.478	3,996,811	0.471	3,740,000	0.442	3,740,000	0.415
State Revenues:								
Reimbursement for School Debt	1,283,885	0.152	-	0.000	922,352	0.109	1,277,544	0.142
Revenue Sharing	843,613	0.100	312,893	0.037	300,000	0.035	850,000	0.094
Fish Tax	479,811	0.057	474,384	0.056	500,000	0.059	500,000	0.055
Other	765,074	0.091	824,006	0.097	560,192	0.066	205,000	0.023
Total State Revenues	3,372,383	0.400	1,611,283	0.190	2,282,544	0.270	2,832,544	0.314
Fees, Costs & Miscellaneous	201,479	0.024	212,451	0.025	225,000	0.027	215,000	0.024
Interest Earned	1,718,007	0.204	481,030	0.057	309,136	0.037	364,493	0.040
Total Revenues	83,681,938	9.927	84,194,417	9.923	86,035,337	10.169	88,378,804	9.798
Other Financing Sources:								
Operating Transfers:								
Special Revenue	175,000	0.021	-	0.000	-	0.000	-	0.000
Total Other Financing Sources	175,000	0.021	-	0.000	-	0.000	-	0.000
Total Revenues and Other Financing Sources	\$ 83,856,938	9.948	\$ 84,194,417	9.923	\$ 86,035,337	10.169	\$ 88,378,804	9.798
EXPENDITURES:								
General Government:								
Assembly								
Administration	\$ 455,780	0.054	\$ 403,304	0.048	\$ 495,116	0.059	\$ 542,587	0.060
Clerk	534,445	0.063	564,795	0.067	585,302	0.069	604,966	0.067
Elections	107,256	0.013	255,558	0.030	242,758	0.029	204,513	0.023
Records Management	249,235	0.030	316,120	0.037	338,957	0.040	380,305	0.042
Total Assembly	1,346,716	0.160	1,539,777	0.181	1,662,133	0.196	1,732,371	0.192
Mayor								
Administration	738,349	0.088	718,915	0.085	807,292	0.095	1,114,354	0.124
Purchasing and Contracting	582,208	0.069	640,751	0.076	650,877	0.077	710,159	0.079
Emergency Management	678,822	0.081	791,791	0.093	1,026,834	0.121	1,024,019	0.114
Human Resources-Administration	683,305	0.081	713,357	0.084	759,927	0.090	930,768	0.103
Print/Mail Services	147,138	0.017	154,905	0.018	194,590	0.023	218,225	0.024
Custodial Maintenance	115,430	0.014	123,598	0.015	125,045	0.015	132,655	0.015
Total Mayor	2,945,252	0.349	3,143,317	0.370	3,564,565	0.421	4,130,180	0.458
Information Technology	1,905,776	0.226	1,905,532	0.225	2,136,877	0.253	2,458,943	0.273
Legal	968,419	0.115	928,714	0.109	1,443,741	0.171	1,050,529	0.116
Finance								
Administration	507,120	0.060	516,919	0.061	520,778	0.062	575,508	0.064
Financial Services	988,688	0.117	1,028,219	0.121	1,160,503	0.137	1,197,353	0.133
Property Tax & Collections	938,539	0.111	934,990	0.110	1,144,818	0.135	1,153,360	0.128
Sales Tax	679,817	0.081	948,136	0.112	1,155,193	0.137	1,226,455	0.136
Total Finance	3,114,164	0.369	3,428,264	0.404	3,981,292	0.471	4,152,676	0.460
Assessing								
Administration	1,277,930	0.152	1,277,574	0.151	1,384,355	0.164	1,479,777	0.164
Appraisal	1,757,525	0.208	1,621,228	0.191	1,750,966	0.207	1,780,956	0.197
Total Assessing	3,035,455	0.360	2,898,802	0.342	3,135,321	0.371	3,260,733	0.362
Planning								
Administration	989,018	0.117	1,017,569	0.120	1,274,960	0.151	1,317,953	0.146
Geographic Information Systems	464,668	0.055	467,601	0.055	698,976	0.083	722,096	0.080
River Center	526,882	0.063	586,602	0.069	721,192	0.085	774,626	0.086
Total Planning	1,980,568	0.235	2,071,772	0.244	2,695,128	0.319	2,814,675	0.312
Senior Citizens	659,598	0.078	718,296	0.085	719,494	0.085	719,494	0.080

MILL RATE EQUIVALENTS FOR THE GENERAL FUND

	FY2020 Actual		FY2021 Actual		FY2022 Forecast Budget		FY2023 Proposed Budget	
	Taxable Value	Mill Rate	Taxable Value	Mill Rate	Taxable Value	Mill Rate	Taxable Value	Mill Rate
	8,429,634,000	Equivalent	8,484,558,000	Equivalent	8,460,759,000	Equivalent	9,019,921,000	Equivalent
Economic Development	284,568	0.034	343,719	0.041	400,000	0.047	400,000	0.044
Non-Departmental								
Contract Services	200,795	0.024	264,354	0.031	376,498	0.044	225,000	0.025
Insurance	85,315	0.010	93,930	0.011	103,924	0.012	136,125	0.015
Other	56,123	0.007	15,850	0.002	50,000	0.006	57,000	0.006
Interdepartmental Charges	(523,596)	-0.062	(646,516)	-0.076	(710,000)	-0.084	(810,636)	-0.090
Total Non-Departmental	(181,363)	-0.022	(272,382)	-0.032	(179,578)	-0.021	(392,511)	-0.044
Total Operations	16,059,153	1.905	16,705,811	1.969	19,558,973	2.312	20,327,090	2.254
Other Financing Uses:								
Operating Transfers To:								
Special Revenue Funds:								
School District Operations	52,489,253	6.227	47,888,909	5.644	48,000,000	5.673	52,564,284	5.828
Postsecondary Education	842,963	0.100	847,440	0.100	851,747	0.101	892,732	0.099
Disaster Relief	127,246	0.015	152,160	0.018	498,612	0.059	-	0.000
911 Communications	502,251	0.060	-	0.000	151,673	0.018	150,000	0.017
Eastern Highway Peninsula Emergency	350,000	0.042	284,621	0.034	215,067	0.025	178,338	0.020
Solid Waste	7,790,207	0.924	7,963,425	0.939	9,328,744	1.103	10,578,990	1.173
Debt Service Fund:								
School Debt	3,783,855	0.449	3,562,254	0.420	3,660,125	0.433	3,498,733	0.388
Capital Projects Funds:								
School Revenue	2,660,000	0.316	1,250,000	0.147	4,050,000	0.479	5,250,000	0.582
General Government	250,000	0.030	530,816	0.063	250,000	0.030	500,000	0.055
Nikiski Fire SA Capital Projects	-	-	-	-	175,000	-	175,000	0.019
Bear Creek Fire SA Capital Projects	-	-	-	-	175,000	-	175,000	0.019
CES Capital Projects	-	-	-	-	175,000	-	175,000	0.019
WESA Capital Projects	-	-	-	-	175,000	-	175,000	0.019
KESA Capital Projects	-	-	-	-	175,000	-	175,000	0.019
Total Other Financing Uses	68,795,775	8.161	62,479,625	7.364	67,880,968	8.023	74,488,077	8.258
Total Expenditures and Other Financing Uses	84,854,928	10.066	79,185,436	9.333	87,439,941	10.335	94,815,167	10.512
Fund Balance Increase/(Decrease)	\$ (997,990)	-0.118	\$ 5,008,981	0.590	\$ (1,404,604)	-0.166	\$ (6,436,363)	-0.714

Where the Money Goes
General Fund Expenditure Projections - FY2023
\$94,815,167



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).

FY2022 Accomplishments:

- Assisted with the establishment of the Western Emergency Service Area which consolidated Anchor Point Fire and Emergency Service Area with Ninilchik Emergency Services.
- Approved amendments to various sections of borough code per requests from administration and staff.
- Realigned the Planning Commission membership districts to align with the Assembly districts and to ensure full representation from the cities within the borough.
- Formed the North Road Extension Advisory Task Force.
- Formed the Reapportionment Committee.
- Appropriating Federal Funds for various COVID relief efforts.

Performance Measures:

	CY2019* Actual	CY2020* Actual	CY2021* Actual	CY2022* Projected
Regular and Special Assembly Meetings	22	22	20	20
Legislative Priority Community Meetings	0	0	0	10
Number of Ordinances heard	69	84	95	100
Number of Resolutions heard	74	91	96	90
**Committee Meetings/Work Sessions/Other Meetings	123	104	78	80

*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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40120	Temporary Wages	\$ 44,400	\$ 45,200	\$ 44,400	\$ 44,400	\$ 44,400	\$ -	0.00%
40120	Temporary Wages - BOE	750	-	5,967	5,967	8,999	3,032	50.81%
40210	FICA	3,785	90,480	5,343	5,343	5,810	467	8.74%
40221	PERS	924	248	-	-	-	-	-
40321	Health Insurance	122,458	3,100	132,500	132,500	161,500	29,000	21.89%
40322	Life Insurance	248	295	-	-	248	248	-
Total: Personnel		172,565	143,165	188,210	188,210	220,957	32,747	17.40%
Supplies								
42120	Computer Software	-	26	-	-	-	-	-
42210	Operating Supplies	294	128	1,500	1,500	1,500	-	0.00%
42410	Small Tools & Minor Equipment	300	2,133	1,500	1,500	1,500	-	0.00%
Total: Supplies		594	2,287	3,000	3,000	3,000	-	0.00%
Services								
43011	Contractual Services	17,698	11,953	22,000	22,000	14,000	(8,000)	-36.36%
43012	Audit Services	136,450	128,338	136,450	136,816	143,520	7,070	5.18%
43019	Software Licensing	28,676	26,342	27,756	29,416	32,210	4,454	16.05%
43110	Communications	2,821	2,872	3,000	3,000	3,000	-	0.00%
43210	Transportation/Subsistence	10,908	8,709	15,000	14,800	15,000	-	0.00%
43210	Transportation/Subsistence - BOE	-	-	1,500	1,500	1,500	-	0.00%
43215	Travel Out of State	1,115	755	6,045	5,679	9,650	3,605	59.64%
43216	Travel In State	8,510	-	12,500	9,932	12,500	-	0.00%
43220	Car Allowance	19,800	19,800	19,800	19,800	19,800	-	0.00%
43260	Training	2,865	1,492	3,300	3,300	5,700	2,400	72.73%
43610	Utilities	18,104	17,580	18,415	18,415	19,500	1,085	5.89%
43720	Equipment Maintenance	1,400	1,607	2,000	2,000	2,000	-	0.00%
43920	Dues and Subscriptions	28,342	28,356	27,200	35,248	38,250	11,050	40.63%
Total: Services		276,689	247,804	294,966	301,906	316,630	21,664	7.34%
Capital Outlay								
48710	Minor Office Equipment	5,723	10,048	2,000	2,000	2,000	-	0.00%
48740	Minor Machinery & Equipment	209	-	-	-	-	-	-
Total: Capital Outlay		5,932	10,048	2,000	2,000	2,000	-	0.00%
Department Total		\$ 455,780	\$ 403,304	\$ 488,176	\$ 495,116	\$ 542,587	\$ 54,411	11.15%

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), and miscellaneous items including Assembly photos, plaques, hearing transcripts, etc. (\$2,000).

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. 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. (\$30,000), and security camera software renewal (\$210), Zoom (\$2,000).

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 (\$37,000) and National Association of Counties (\$1,250).

48710 Minor Office Equipment. iPad replacement as needed, cameras in chambers (2), conference phones (2).

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.

FY2022 Accomplishments:

- Staffed regular and special Assembly meetings, committees, hearings, and work sessions.
- Processed 101 Liquor Licenses (new/renewal/transfers).
- Processed 61 Marijuana License (new/renewal/transfers).
- Clerk and Deputy Clerk members of the KPB Public Relations Team.
- Assisted the Planning Department with transition of Planning Commission meetings to the Granicus meeting platform.
- Acquired administration of the appointment process for the Planning Commission and seven (7) Advisory Planning Commissions.
- Assisted the Road Service Area with the appointment process of the members for the North Road Extension Task Force as well as creation of the related webpage.

FY2023 New Initiatives:

- Review of notification requirements to ensure effectiveness, efficiency and fiscal responsibility.
- Staff education and professional development.

Performance Measures

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted
Staffing History	3.67	3.67	3.67	3.67

	CY2019* Actual	CY2020* Actual	CY2021* Actual	CY2022* Projected
Public Notices	70	70	70	70
Board of Equalization Appeal Application Processed	248	192	242	300
Board of Equalization Appeals Heard	34	8	23	20
Planning Commission Decision Appeals	1	4	3	2
Regular and Special Assembly Meetings	22	22	20	20
Legislative Priority Community Meetings	0	0	0	10
Utility Special Assessment Districts	1	1	0	1
Road Improvement Assessment Districts	1	1	0	1
Administrative Appeals KPB 21.50	0	0	0	0

*Calendar year basis

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11120 - Assembly Clerk

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 252,638	\$ 262,865	\$ 294,884	\$ 294,884	\$ 292,736	\$ (2,148)	-0.73%
40130	Overtime Wages	2,123	3,210	8,780	8,780	8,272	(508)	-5.79%
40210	FICA	21,350	22,610	26,958	26,958	26,882	(76)	-0.28%
40221	PERS	80,855	88,291	67,840	67,840	67,192	(648)	-0.96%
40321	Health Insurance	90,622	93,709	97,255	97,255	116,706	19,451	20.00%
40322	Life Insurance	377	396	705	705	445	(260)	-36.88%
40410	Leave	34,756	37,644	38,918	38,918	38,466	(452)	-1.16%
40511	Other Benefits	(5)	-	-	-	-	-	-
Total: Personnel		482,716	508,725	535,340	535,340	550,699	15,359	2.87%
Supplies								
42210	Operating Supplies	1,235	612	1,000	1,000	1,000	-	0.00%
42410	Small Tools & Minor Equipment	79	46	-	-	-	-	-
Total: Supplies		1,314	658	1,000	1,000	1,000	-	0.00%
Services								
43011	Contractual Services	9,599	11,958	10,000	10,000	10,000	-	0.00%
43019	Software Licensing	191	193	200	600	200	-	0.00%
43110	Communications	2,891	2,873	3,200	3,200	3,200	-	0.00%
43140	Postage and Freight	1,462	1,790	1,500	1,100	1,500	-	0.00%
43210	Transportation/Subsistence	3,927	463	1,000	2,200	4,775	3,775	377.50%
43220	Car Allowance	6,077	6,030	6,012	6,012	6,012	-	0.00%
43260	Training	-	858	2,400	1,200	2,400	-	0.00%
43310	Advertising	15,613	14,187	13,000	13,000	13,000	-	0.00%
43410	Printing	40	-	-	-	-	-	-
43610	Utilities	6,495	6,306	6,610	6,610	7,010	400	6.05%
43720	Equipment Maintenance	1,400	1,607	2,000	2,000	2,000	-	0.00%
43812	Equipment Replacement Pymt.	1,854	-	-	-	-	-	-
43920	Dues and Subscriptions	790	1,110	1,040	1,040	1,170	130	12.50%
Total: Services		50,339	47,375	46,962	46,962	51,267	4,305	9.17%
Capital Outlay								
48710	Minor Office Equipment	-	7,677	2,000	2,000	2,000	-	0.00%
48720	Minor Office Furniture	-	360	-	-	-	-	-
48740	Minor Machinery & Equipment	76	-	-	-	-	-	-
Total: Capital Outlay		76	8,037	2,000	2,000	2,000	-	0.00%
Department Total		\$ 534,445	\$ 564,795	\$ 585,302	\$ 585,302	\$ 604,966	\$ 19,664	3.36%

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 (\$1400) and one desktop printer (\$600) - regular replacement schedule for both.

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 Homer, Kenai, Seldovia, Seward and Soldotna, 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 municipal 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.

FY2022 Accomplishments:

- Administered regular Borough election without challenge.
- Programmed ballots for the Borough and Cities of Homer, Kenai, Seldovia, 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.
- Assist the cities of Homer, Seldovia and Kachemak with the administration of elections (i.e. ballot programming, inclusion in voter pamphlet and recruitment).
- Executed a Memorandum of Agreement with the cities within the borough to establish a fee schedule and roles in administering local elections.
- Obtained 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.

FY2023 New Initiatives:

- Assist the Reapportionment Committee with proposing apportionment plans to the Assembly to provide to the voters for consideration at the October 4, 2022 election.
- Assist the Redistricting Committee with drawing new Assembly and School Board district lines after the voters decide on a proposed plan.

Performance Measures

	CY2020* Actual	CY2021* Actual	CY2022* Projected	CY2023* Estimated
Regular Election	1	1	1	1
Special/Runoff Elections	1	0	0	1
Petitions Reviewed (Initiative, Referendum, Recall, Service Area)	1	0	0	0
Petitions Certified	1	0	0	0
Absentee, Special Needs & Questioned Ballots Processed	4,535	844	1,000	1,000

*Reported on a calendar year basis.

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11130 - Assembly Elections

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40120	Temporary Wages	\$ 26,879	\$ 40,191	\$ 42,000	\$ 35,340	\$ 42,000	\$ -	0.00%
40130	Overtime Wages	666	1,174	-	-	-	-	-
40210	FICA	34	1,226	3,213	333	3,213	-	0.00%
40221	PERS	104	-	-	-	-	-	-
40321	Health Insurance	166	-	-	-	-	-	-
40322	Life Insurance	1	-	-	-	-	-	-
Total: Personnel		27,850	42,591	45,213	35,673	45,213	-	0.00%
Supplies								
42120	Computer Software	-	13,500	-	-	-	-	-
42210	Operating Supplies	1,072	2,999	1,500	1,900	2,000	500	33.33%
42410	Small Tools/Minor Equipment	-	13,720	-	1,140	-	-	-
Total: Supplies		1,072	30,219	1,500	3,040	2,000	500	33.33%
Services								
43011	Contractual Services	14,777	48,809	3,000	21,151	16,800	13,800	460.00%
43019	Software Licensing	9,093	12,692	15,300	15,300	23,000	7,700	50.33%
43110	Communications	2,468	2,545	3,000	3,000	3,000	-	0.00%
43140	Postage and Freight	5,719	8,034	6,000	6,128	7,000	1,000	16.67%
43210	Transportation/Subsistence	358	112	500	334	500	-	0.00%
43310	Advertising	3,089	4,655	5,000	4,464	8,000	3,000	60.00%
43410	Printing	42,130	43,594	45,000	44,803	50,000	5,000	11.11%
43810	Rents and Operating Leases	700	47,466	92,000	92,000	49,000	(43,000)	-46.74%
Total: Services		78,334	167,907	169,800	187,180	157,300	(12,500)	-7.36%
Capital Outlay								
48120	Office Machinery and Equipment	-	14,841	-	16,865	-	-	-
Total: Capital Outlay		-	14,841	-	16,865	-	-	-
Department Total		\$ 107,256	\$ 255,558	\$ 216,513	\$ 242,758	\$ 204,513	\$ (12,000)	-5.54%

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 (\$3,200), Background Check for Election Workers (\$3,100), Software_Hardware On-site Support (\$10,500).

43019 Software Licensing. Licensing and maintenance agreement for elections software.

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. Delivery of election materials and equipment, meetings with city clerks throughout the borough in preparing for the October election. Training Election Officials throughout the borough (transportation and refreshments).

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 equipment (\$47,000) Polling Site Rentals (\$2,000).

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 implementation of a borough-wide paperless initiative and assist departments to digitize records.
- Audit and inventory vital/essential records of the borough.
- Develop a records Disaster Recovery Plan.
- Assist school district with implementation of a records management program.

FY2022 Accomplishments

- 162 boxes were transferred to microfilm and/or electronic images.
- 134 microfilm reels were created.
- 273 borough boxes were shredded for the annual destruction of obsolete physical records.
- Updates to the Borough's retention schedule to mirror current business practices, while adhering to borough, state and federal laws.
- Resumed annual training and assisted department record custodians with the new records management software.
- In collaboration with the Legal Department, administered a consistent and thorough public records request process.
- Processed 322 public records requests.

FY2023 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

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted
Staffing History	1.83	2.33	2.33	2.33

	CY2019* Actual	CY2020* Actual	CY2021* Actual	CY2022* Projected
Public Records Requests	289	329	322	350
Files Returned	570	346	235	300
Files Out for Review	616	304	248	300
Reviewed Box Returned	49	14	20	20
Boxes Out for Review	44	16	13	20
Microfilm Reels Indexed	261	369	402	400
Microfilm Reels Processed	255	345	402	240
New Boxes Received	228	240	277	300
Number of Boxes Shredded	648	286	591	600
Obsolete Document Destruction/Shredded	13,068 lbs.	4,963 lbs.	7,475 lbs.	8,000 lbs.

*Reported on a calendar year basis.

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11140 - Assembly Records Management

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 91,622	\$ 111,802	\$ 129,134	\$ 129,134	\$ 132,722	\$ 3,588	2.78%
40130	Overtime Wages	-	-	1,858	1,858	1,915	57	3.07%
40210	FICA	7,134	9,394	11,760	11,760	12,148	388	3.30%
40221	PERS	29,456	39,414	29,690	29,690	30,523	833	2.81%
40321	Health Insurance	50,680	59,494	61,745	61,745	74,094	12,349	20.00%
40322	Life Insurance	133	178	322	322	211	(111)	-34.47%
40410	Leave	14,048	17,806	17,860	17,860	18,578	718	4.02%
40511	Other Benefits	266	-	-	-	-	-	-
Total: Personnel		193,339	238,088	252,369	252,369	270,191	17,822	7.06%
Supplies								
42210	Operating Supplies	4,508	598	1,000	1,000	5,000	4,000	400.00%
42230	Fuel, Oil & Lubricants	47	128	400	400	400	-	0.00%
42250	Uniforms	420	417	415	415	415	-	0.00%
42310	Repair/Maintenance Supplies	-	343	-	-	-	-	-
42410	Small Tools & Minor Equipment	428	530	500	500	500	-	0.00%
Total: Supplies		5,403	2,016	2,315	2,315	6,315	4,000	172.79%
Services								
43011	Contractual Services	12,720	22,401	23,600	23,600	29,500	5,900	25.00%
43019	Software Licensing	-	12,644	15,815	16,615	17,700	1,885	11.92%
43110	Communications	657	703	750	750	750	-	0.00%
43140	Postage and Freight	60	192	500	500	500	-	0.00%
43210	Transportation/Subsistence	2,108	85	1,000	1,000	3,450	2,450	245.00%
43220	Car Allowance	1,200	1,192	1,188	1,188	1,188	-	0.00%
43260	Training	-	999	475	375	825	350	73.68%
43410	Printing	7	-	-	-	-	-	-
43610	Utilities	27,450	29,753	25,188	25,188	26,700	1,512	6.00%
43720	Equipment Maintenance	180	151	6,350	5,550	6,350	-	0.00%
43750	Vehicle Maintenance	-	-	200	200	200	-	0.00%
43812	Equipment Replacement Pymt.	3,607	7,455	6,252	6,252	15,981	9,729	155.61%
43920	Dues and Subscriptions	675	441	655	655	655	-	0.00%
Total: Services		48,664	76,016	81,973	81,873	103,799	21,826	26.63%
Capital Outlay								
48710	Minor Office Equipment	1,829	-	2,400	2,400	-	(2,400)	-100.00%
Total: Capital Outlay		1,829	-	2,400	2,400	-	(2,400)	-100.00%
Department Total		\$ 249,235	\$ 316,120	\$ 339,057	\$ 338,957	\$ 380,305	\$ 41,248	12.17%

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 (\$20,000), shredding records scheduled for destruction (\$5,000), and Fire Suppression System annual inspection (\$900).

43019 Software Licensing. Support contract for Content Manager 5% increase annually (\$14,000), security camera annual license (\$200), and Archive Social (\$3,500).

43210 Transportation/Subsistence. Travel costs and per diem for Deputy Clerk to attend AAMC annual conference and Annual ARMA Conference.

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, high speed scanners, Records Van, and copier. See schedule below.

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11140 - Assembly Records Management - Continued

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022</u> <u>Estimated</u>	<u>FY2023</u> <u>Projected</u>	<u>Projected</u> <u>Payments</u> <u>FY2024-2026</u>
Records software - supplemental *	\$ 9,620	\$ 3,607	\$ 3,607	\$ 10,821
Scanners (2)	2,645	2,645	2,645	5,290
FY23 Copier			2,176	6,528
FY23 Vehicle			7,553	22,659
	<u>\$ 12,265</u>	<u>\$ 6,252</u>	<u>\$ 15,981</u>	<u>\$ 45,298</u>

* Supplemental of \$40,000 to original software appropriation of \$100,000.

Kenai Peninsula Borough

Budget Detail

Fund 100

Assembly Department Totals

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 344,260	\$ 374,667	\$ 424,018	\$ 424,018	\$ 425,458	\$ 1,440	0.34%
40120	Temporary Wages	72,029	89,233	92,367	85,707	95,399	3,032	3.28%
40130	Overtime Wages	2,789	4,384	10,638	10,638	10,187	(451)	-4.24%
40210	FICA	32,303	123,710	47,274	44,394	48,053	779	1.65%
40221	PERS	111,339	127,953	97,530	97,530	97,715	185	0.19%
40321	Health Insurance	263,926	156,303	291,500	291,500	352,300	60,800	20.86%
40322	Life Insurance	759	869	1,027	1,027	904	(123)	-11.98%
40410	Leave	48,804	55,450	56,778	56,778	57,044	266	0.47%
40511	Other Benefits	261	-	-	-	-	-	-
Total: Personnel		876,470	932,569	1,021,132	1,011,592	1,087,060	65,928	6.46%
Supplies								
42120	Computer Software	-	13,526	-	-	-	-	-
42210	Operating Supplies	7,109	4,337	5,000	5,400	9,500	4,500	90.00%
42230	Fuel, Oil, and Lubricant	47	128	400	400	400	-	0.00%
42250	Uniforms	420	417	415	415	415	-	0.00%
42310	Repair/Maintenance Supplies	-	343	-	-	-	-	-
42410	Small Tools & Minor Equipment	807	16,429	2,000	3,140	2,000	-	0.00%
Total: Supplies		8,383	35,180	7,815	9,355	12,315	4,500	57.58%
Services								
43011	Contractual Services	54,794	95,121	58,600	76,751	70,300	11,700	19.97%
43012	Audit Services	136,450	128,338	136,450	136,816	143,520	7,070	5.18%
43019	Software Licensing	37,960	51,871	59,071	61,931	73,110	14,039	23.77%
43110	Communication	8,837	8,993	9,950	9,950	9,950	-	0.00%
43140	Postage and Freight	7,241	10,016	8,000	7,728	9,000	1,000	12.50%
43210	Transportation/Subsistence	17,301	9,369	19,000	19,834	25,225	6,225	32.76%
43215	Travel out of State	1,115	755	6,045	5,679	9,650	3,605	59.64%
43216	Travel in State	8,510	-	12,500	9,932	12,500	-	0.00%
43220	Car Allowance	27,077	27,022	27,000	27,000	27,000	-	0.00%
43260	Training	2,865	3,349	6,175	4,875	8,925	2,750	44.53%
43310	Advertising	18,702	18,842	18,000	17,464	21,000	3,000	16.67%
43410	Printing	42,177	43,594	45,000	44,803	50,000	5,000	11.11%
43610	Utilities	52,049	53,639	50,213	50,213	53,210	2,997	5.97%
43720	Equipment Maintenance	2,980	3,365	10,350	9,550	10,350	-	0.00%
43750	Vehicle Maintenance	-	-	200	200	200	-	0.00%
43810	Rents and Operating Leases	700	47,466	92,000	92,000	49,000	(43,000)	-46.74%
43812	Equipment Replacement Pymt.	5,461	7,455	6,252	6,252	15,981	9,729	155.61%
43920	Dues and Subscriptions	29,807	29,907	28,895	36,943	40,075	11,180	38.69%
Total: Services		454,026	539,102	593,701	617,921	628,996	35,295	5.94%
Capital Outlay								
48120	Major Office Equipment	-	14,841	-	16,865	-	-	-
48710	Minor Office Equipment	7,552	17,725	6,400	6,400	4,000	(2,400)	-37.50%
48720	Minor Office Furniture	-	360	-	-	-	-	-
48740	Minor Machinery & Equipment	285	-	-	-	-	-	-
Total: Capital Outlay		7,837	32,926	6,400	23,265	4,000	(2,400)	-37.50%
Department Total		\$ 1,346,716	\$ 1,539,777	\$ 1,629,048	\$ 1,662,133	\$ 1,732,371	\$ 103,323	6.34%

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 oversight for all personnel, finances and operations throughout the Borough.

Major Long-Term Issues and Concerns:

- Inflation and how that impacts employees.
- Fuel costs and market volatility.
- The great Resignation and Attracting, Retaining and Training the future borough employees.
- Increasing cost of wages and benefits for employees.
- Bonding issues for Central Emergency Service Area Fire Station and Kenai Peninsula Borough School facility needs.
- Revenue needs to support Educational Funding.
- Creating a Borough wide Capital Plan process.

FY2022 Accomplishments:

- Completed another year without a Mill Rate increase.
- Created a Leadership Development vehicle to train all Borough Leaders in World Class Leadership.
- Started Leachate Design and Construction Project.
- Completed Land Sales and Over the Counter land Sales Totaling \$5,133,536.00 Dollars.
- Restructured Risk Department for greater continuity over the Borough and School District.
- Completed Facilities Strategic Assessment using FEA as a consultant.

FY2023 New Initiatives:

- Prepare for a Timber Sale in the Spring 2023.
- Complete SwipeCard Project for Borough Administrative Building and School District. Increasing Safety for Employees and Students.
- Renew Escape Route Road Trade with State of Alaska.
- Collection Process for Roads Service Area Abandoned Vehicles and Expand Impound Lot.
- Create a renewable gas energy project with the the Solid Waste Department.
- Ask voters if they support bonding for major capital projects for the school facilities and fire service areas.

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing history	4.25	4.25	4.25	6.0

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11210 - Mayor Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 399,605	\$ 392,520	\$ 448,500	\$ 448,500	\$ 584,904	\$ 136,404	30.41%
40120	Temporary Wages	4,065	2,159	6,500	6,500	13,024	6,524	100.37%
40210	FICA	32,832	35,206	41,173	41,173	52,697	11,524	27.99%
40221	PERS	113,483	118,915	98,105	98,105	129,567	31,462	32.07%
40321	Health Insurance	99,998	102,221	112,625	112,625	190,800	78,175	69.41%
40322	Life Insurance	553	558	1,097	1,097	957	(140)	-12.76%
40410	Leave	39,325	29,412	49,205	49,205	57,102	7,897	16.05%
Total: Personnel		689,861	680,991	757,205	757,205	1,029,051	271,846	35.90%
Supplies								
42021	Promotional Supplies	-	-	350	350	450	100	28.57%
42120	Computer Software	-	394	175	175	650	475	271.43%
42210	Operating Supplies	1,708	947	1,750	4,250	4,250	2,500	142.86%
42410	Small Tools & Minor Equipment	-	913	575	575	700	125	21.74%
Total: Supplies		1,708	2,254	2,850	5,350	6,050	3,200	112.28%
Services								
43011	Contractual Services	3,728	695	-	1,709	1,709	1,709	-
43019	Software Licensing	191	4,193	4,200	4,200	9,782	5,582	132.90%
43021	Peninsula Promotion	2,195	-	3,500	509	3,500	-	0.00%
43110	Communications	4,116	3,507	4,000	3,851	5,575	1,575	39.38%
43140	Postage and Freight	77	115	375	375	375	-	0.00%
43210	Transportation/Subsistence	6,914	1,313	8,000	7,805	12,000	4,000	50.00%
43220	Car Allowance	11,225	10,706	10,800	10,800	18,000	7,200	66.67%
43260	Training	2,519	116	1,500	-	3,000	1,500	100.00%
43310	Advertising	983	-	1,800	1,800	1,800	-	0.00%
43410	Printing	40	48	500	500	500	-	0.00%
43610	Utilities	10,680	10,371	10,862	10,862	10,862	-	0.00%
43720	Equipment Maintenance	496	320	450	590	450	-	0.00%
43920	Dues and Subscriptions	1,578	1,406	2,100	2,100	4,200	2,100	100.00%
43999	Contingencies	-	-	1,000	860	5,400	4,400	440.00%
Total: Services		44,742	32,790	49,087	45,961	77,153	28,066	57.18%
Capital Outlay								
48710	Minor Office Equipment	1,631	2,515	900	1,526	3,900	3,000	333.33%
48720	Minor Office Furniture	864	365	400	400	1,700	1,300	325.00%
48740	Minor Machinery & Equipment	76	-	-	-	-	-	-
Total: Capital Outlay		2,571	2,880	1,300	1,926	5,600	4,300	330.77%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(533)	-	(3,150)	(3,150)	(3,500)	(350)	-
Total: Interdepartmental Charges		(533)	-	(3,150)	(3,150)	(3,500)	(350)	-
Department Total		\$ 738,349	\$ 718,915	\$ 807,292	\$ 807,292	\$ 1,114,354	\$ 307,062	38.04%

Line-Item Explanations

40110 Regular Wages. Staff includes: Mayor, Chief of Staff, Community and Fiscal Project Manager, Administrative Assistant, and 2 Special Assistants to the Mayor.

Added 1.75 FTE Special Assistants to the Mayor

43019 Software Licensing. Increase to provide for Zoom subscription(\$300), mass communications networking program (\$6,500), DocuSign (\$1,932), and other miscellaneous software (\$1,050).

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 2 computers (\$3,900).

48720 Minor Office Furniture. Replacement of office chair(s) (\$400) and new desk for additional employee (\$1,300).

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, 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.
- Inflation and escalation.
- Identifying efficiencies to improve the borough's internal business processes.
- Continuing to work on modernizing the procurement process, updating procurement documentation, contracts and code.
- Reduction in state capital grants.
- Limited funding for major maintenance and capital improvement needs.
- Alignment of project funds with project management time on the projects.
- Minimal master capital planning borough wide.

FY2022 Accomplishments:

Purchasing Administration:

- Maintained advancing efforts on borough procurement and capital improvements through the disruptions of the pandemic and elevated workloads.
- Completed the facilities strategic assessment and launched a 5-year area wide capital plan process development.

- Supported the borough in the acquisition of approximately \$95 million worth of goods and services.
- Continued improved efficiency in open purchase order management for the Maintenance Department.
- Continued integration and internal business practices for the 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.
- Provided project management services for objectives outside of the normal operational objectives borough wide.
- Improved project coordination and communications with borough departments, school district and service areas.
- Contracted with a consulting firm to develop a consistent 5-year capital planning process with all borough agencies and departments.
- Improved on project cost estimating practices and available cost data resources.

FY2023 New Initiatives:

- Continue working on electronic signature process for Long Form Contracts.
- Complete the development of an area wide 5-year capital plan and process.
- 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.
- Review and update antiquated portions of the borough purchasing code.
- Continue to review service and supply agreements across the borough to identify potential cost savings.
- Develop successful and more efficient process for micro purchasing and warehouse management, across the borough.

Department Function**Fund 100****General Fund****Dept. 11227****Purchasing & Contracting - Continued****Major projects in progress:**

Facilities Management; Kenai Spur Hwy Extension; Homer HS Roof Phase II; West Homer Elementary School moisture infiltration issues; CPL Leachate Processing improvements; KPBSD BAS controls projects area wide Capital Plan; Nanwalak Teacher Housing; NFSA #2 Lighting; AP Fire Resch Road Fire Water Fill Site; CES Arc Loop Training Site; CPH Door and Egress improvements; CPH Sterile Radio Pharmaceuticals Processing Room (HOTLAB); CPH Heated Handicap Parking; KSELO School Design & Construction; CES Training Site Phase 2 Expansion; NPRSA Gym Curtain Procurement & Installation; NPRSA Outdoor Multi-Purpose Court Upgrades; NPRSA Poolside Trails Lighting; Seldovia Community Center; NPRSA Touchless Plumbing Fixtures Upgrades; NFSA #3 Water Treatment Consulting Services; NPRSA Skate Park Asphalt; SBCFSA Sediment Management Projects; Japanese Creek Levee Flood Feasibility Study; SBCSA Sawmill Creek Channel Extraction; CPL Leachate Infrastructure Improvement Design; Purchasing/Roads/Solid Waste Storefront Remodel; SW Homer C&D Cut Fill; SPH Facilities Master Plan; SPH A/C & DHW Professional Design; SPH Pioneer St office roof; Basargin Rd Phase III Design; Asphalt Design - Chinulna Ct; Poolside Ave; Skyline Dr; Gravel Design - Duke St; Sports Lake Rd; Hakala Dr; Cotman Ct, St Andrews Rd; Ferrin Dr; Mansfield Rd; Moose River Dr; River Ridge Rd; Walters St, Sarah St, Wilderness Ln, Frontier Ln; South Bend Bluff Subdivision RIAD; Fish Passage/Old Exit Glacier Bridge; North Road Surfacing; Gravel – Buoy Ave

Major projects completed:

Kenai MS Boiler Replacement; Earthquake Repairs – NPR, Skyview & Kenai MS; NPRSA - Pool HVAC/BAS System, Pool Roof Replacement, Heating System Improvements, Hydronic Piping Upgrades, Fire Alerting System and AV Upgrades; CPH Heated Handicap Parking; Spur Hwy Extension Project; Jacobs Ladder Access Improvements; SPH CT Department Renovation; SPH/Homer Medical Center Roof; SPH Roof Replacement; SBCFSA Kwechak Creek Sediment Project; Chapman School Intensive Needs; WESA Fire Water Fill Site; NFSA #1 Bay Exhaust System; Homer HS Roof Replacement Phase I; Redoubt Elem. Roof Replacement; CPH Day Tank Repair; NFSA #1 Energy Upgrades; Sterling Transfer Facility Clearing; CPL Leachate Design Study; SW CPL Leachate Evaporator Improvements; Homer Landfill Closure Phase II; RSA Projects: Basargin Rd Phase II; Roosevelt Cir, Hutler Rd, Creary Cir, Brushing Vegetation Control

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:**

	FY2012 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing History	8	8	8	9

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Contracts/Agreements (long form)	40	63	50	50
Contracts/Agreements (short form)	203	214	230	250
Formal Solicitations	55	49	55	65
Number of Appeals/affirmed appeals	0	0	0	0
Supplier/Contractor Contacts	1,451	1,460	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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Project Manager to Project Ratio (Project Managers: FY20-FY22: 3, FY23: 4)	1:7	1:8	1:8	1:10	1:13
Projects completed within funding time requirements	100%	100%	100%	100%	100%

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11227 - Purchasing and Contracting

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 512,158	\$ 615,931	\$ 648,667	\$ 648,667	\$ 744,501	\$ 95,834	14.77%
40120	Temporary Wages	2,338	-	6,600	6,600	6,603	3	0.05%
40130	Overtime Wages	690	331	7,610	7,610	5,157	(2,453)	-32.23%
40210	FICA	41,591	51,778	59,290	59,290	67,157	7,867	13.27%
40221	PERS	160,375	200,708	146,714	146,714	168,033	21,319	14.53%
40321	Health Insurance	176,403	190,883	185,500	185,500	254,400	68,900	37.14%
40322	Life Insurance	736	892	1,582	1,582	1,128	(454)	-28.70%
40410	Leave	69,969	83,319	87,152	87,152	93,647	6,495	7.45%
40511	Other Benefits	550	-	-	-	-	-	-
Total: Personnel		964,810	1,143,842	1,143,115	1,143,115	1,340,626	197,511	17.28%
Supplies								
42120	Computer Software	2,580	1,292	-	-	-	-	-
42210	Operating Supplies	1,136	1,394	5,000	5,000	5,000	-	0.00%
42250	Uniforms	420	417	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	326	526	400	400	400	-	0.00%
Total: Supplies		4,568	3,629	6,216	6,216	6,216	-	0.00%
Services								
43011	Contractual Services	4,300	4,227	4,200	4,200	4,200	-	0.00%
43019	Software Licensing	5,433	6,434	11,905	13,205	10,160	(1,745)	-14.66%
43110	Communications	6,885	7,407	13,000	13,000	13,000	-	0.00%
43140	Postage and Freight	260	370	300	300	400	100	33.33%
43210	Transportation/Subsistence	7,526	6,031	43,949	42,649	43,181	(768)	-1.75%
43220	Car Allowance	10,816	14,481	14,400	14,400	18,000	3,600	25.00%
43260	Training	348	1,091	2,213	2,213	1,750	(463)	-20.92%
43310	Advertising	(706)	1,537	4,600	4,600	4,600	-	0.00%
43410	Printing	79	79	100	100	100	-	0.00%
43610	Utilities	5,278	4,862	5,548	5,548	6,103	555	10.00%
43720	Equipment Maintenance	1,887	2,084	3,000	3,000	3,200	200	6.67%
43780	Buildings/Grounds Maintenance	-	74	-	-	-	-	-
43920	Dues and Subscriptions	7,077	8,238	8,875	8,875	10,625	1,750	19.72%
Total: Services		49,183	56,915	112,090	112,090	115,319	3,229	2.88%
Capital Outlay								
48120	Major Office Equipment	-	-	-	-	5,000	5,000	-
48710	Minor Office Equipment	5,058	2,734	5,600	5,600	8,900	3,300	58.93%
48720	Minor Office Furniture	-	365	-	-	-	-	-
49311	Design Services	1,200	-	-	-	-	-	-
Total: Capital Outlay		6,258	3,099	5,600	5,600	13,900	8,300	148.21%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(442,611)	(566,734)	(616,144)	(616,144)	(765,902)	(149,758)	-
Total: Interdepartmental Charges		(442,611)	(566,734)	(616,144)	(616,144)	(765,902)	(149,758)	-
Department Total		\$ 582,208	\$ 640,751	\$ 650,877	\$ 650,877	\$ 710,159	\$ 59,282	9.11%

**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, 4 Project Managers, and an Administrative Assistant.

Add 1 Project Manager

40120 Temporary Wages. Temporary help during peak construction season, vacation periods, surplus auctions and to meet the needs associated with additional projects.

43011 Contractual Services. Custodial services (\$4,200).

43019 Software Licensing. Increase to cover BlueBeam software - 8 Licenses (\$1,200), RS Means software (\$5,000), reoccurring support renewal for security camera system (\$60), three annual software subscriptions (\$2,600), Zoom conferencing (\$1,300).

43220 Car Allowance. Added car allowance for new Project Manager (\$3,600).

43260 Training. Required CPE for Director, Project management certification, Alaska Code Council seminar and other associated project management conferences/seminars/webinars and procurement webinars.

43920 Dues & Subscriptions. SWANA (Solid Waste Association of North America) (\$225), American Society of Healthcare Engineering (\$300), PMI (Project Management Institute) (\$350), NIGP (National Institute of Governmental Purchasing) (\$250), Construction Specification Institute (\$300), Amazon Business Prime (\$1,300), AutoCad (\$400), Equipment Watch (\$6,200), InfoTech, Inc. (BidExpress.com) (\$1,100) and Peninsula Clarion (\$200).

48120 Office Equipment. New copier/printer, shared costs with Roads Department and Solid Waste Department (\$5,000 per department).

48710 Minor Office Equipment. Monitors/UPS units (\$1,000), 2 desktop computers (\$3,000), 2 Surface Pros (\$4,400), and 2 portable scanners (\$500).

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 disaster response model requires trained staff from other borough departments to ensure the Incident Management Team can adequately respond and recover from emergencies and disasters. Long-duration responses make it challenging to recruit and retain a fully staffed team that are asked to commit to fourteen-day assignments, which diminishes our response capabilities.
- The larger unincorporated communities have individual response plans that support initial operations during a local emergency. OEM has had limited involvement in plan development or updates to ensure that borough authorizations are incorporated into these plans.
- The need to manage and maintain all communication assets for OEM, 911 and all emergency services areas is critical to ensure unified interoperability and redundancy. Conducting a benefit/cost analysis to evaluate the contractual services versus a full time employee may create future savings and efficiencies.

FY2022 Accomplishments

- Created an annual work plan and multi-year training plan for the OEM team that drives consistent achievements using clearly defined goals and objectives.
- Performed successful incident responses: Seward Storm/Flood (October 2021) and one tsunami warning event (July 2021).
- Completed the public outreach and hazard assessments for the KPB Community Wildfire Protection Plan.
- Developed the Distribution Management Plan for disaster relief reception during a catastrophic event in concert with FEMA and the Alaska Division of Homeland Security and Emergency Management.
- Created an alternate KPB Emergency Operations Center with three permanent workstations at the Bear Creek Fire Station.
- Installed new satellite receivers for the Siren Warning System, allowing for redundant pathways for siren activation during an emergency. Additionally, three new computer servers were installed replacing older equipment.
- Initiated and provided grant management for nine projects that created safe work or response environments among emergency, recreation, and hospital service areas under the 2021 Health Equity Grant (21VAC).

FY2023 New Initiatives:

- Support the Incident Management Team members with consistent meeting schedules and training opportunities with local, state and federal partners to develop capacity.
- Regularly meet with unincorporated communities to exercise local response plans in order to maintain relationships and address needs in these communities.
- Evaluate communications contract quarterly to support benefit/cost analysis of management and maintenance of communications assets.

Performance Measures

	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 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:**

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Number of declared disaster responses	2	1	2	2
Number of small incident responses (not including declared disasters)	2	3	5	2
Number of Public presentations, lectures and media interviews	35	20	15	20
Number of exercises and/or responses conducted	4	1	6	2
Number of active Incident Management Team members	13	15	24	20
Number of Borough employees and stipend volunteers meeting NIMS certification requirements	145	257	257	260
Number of ICS classes conducted	0	1	3	2
Number of CERT classes and/or exercises conducted	4	0	0	4
Number of active CERT trained members	180	176	176	180

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11250 - Emergency Management - Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 227,946	\$ 250,317	\$ 314,337	\$ 314,337	\$ 339,137	\$ 24,800	7.89%
40120	Temporary Wages	7,277	9,277	16,750	16,750	7,626	(9,124)	-54.47%
40130	Overtime Wages	1,474	40	3,330	3,330	3,391	61	1.83%
40210	FICA	19,246	21,251	28,833	28,833	30,495	1,662	5.76%
40221	PERS	74,608	88,479	70,375	70,375	75,565	5,190	7.37%
40321	Health Insurance	63,181	64,462	82,000	82,000	66,100	(15,900)	-19.39%
40322	Life Insurance	340	361	760	760	509	(251)	-33.03%
40410	Leave	34,983	33,200	37,772	37,772	44,218	6,446	17.07%
40511	Other Benefits	182	-	-	-	-	-	-
Total: Personnel		429,237	467,387	554,157	554,157	567,041	12,884	2.32%
Supplies								
42120	Computer Software	-	918	649	649	480	(169)	-26.04%
42210	Operating Supplies	4,144	4,407	5,300	5,300	4,000	(1,300)	-24.53%
42230	Fuels, Oils and Lubricants	2,545	2,237	4,000	4,000	4,500	500	12.50%
42250	Uniforms	1,295	845	1,500	1,500	1,000	(500)	-33.33%
42310	Repair/Maintenance Supplies	9,078	11,800	11,080	10,179	12,000	920	8.30%
42360	Motor Vehicle Repair Supplies	2,968	1,597	1,200	1,200	1,500	300	25.00%
42410	Small Tools & Minor Equipment	3,153	4,535	3,200	3,200	2,500	(700)	-21.88%
Total: Supplies		23,183	26,339	26,929	26,028	25,980	(949)	-3.52%
Services								
43011	Contractual Services	111,610	130,509	148,863	148,863	148,863	-	0.00%
43019	Software Licensing	6,168	10,741	13,042	13,042	13,042	-	0.00%
43110	Communications	29,153	36,021	37,287	37,287	37,287	-	0.00%
43140	Postage and Freight	47	1,155	300	300	300	-	0.00%
43210	Transportation/Subsistence	4,221	1,971	7,670	7,670	4,105	(3,565)	-46.48%
43260	Training	1,224	699	1,150	1,150	750	(400)	-34.78%
43310	Advertising	114	360	2,250	2,250	676	(1,574)	-69.96%
43410	Printing	38	244	650	650	300	(350)	-53.85%
43610	Utilities	13,473	13,670	14,873	14,873	16,360	1,487	10.00%
43720	Equipment Maintenance	1,847	2,560	1,400	1,400	1,400	-	0.00%
43750	Vehicle Maintenance	2,877	995	1,250	1,250	1,250	-	0.00%
43780	Building/Grounds Maintenance	22,186	32,312	44,149	44,149	48,649	4,500	10.19%
43810	Rents and Operating Leases	-	-	5,098	5,098	5,098	-	0.00%
43812	Equipment Replacement Pymt	16,107	46,065	48,043	48,043	48,043	-	0.00%
43920	Dues and Subscriptions	587	491	945	945	505	(440)	-46.56%
43999	Disaster Response Contingency	-	-	100,000	100,000	100,000	-	0.00%
Total: Services		209,652	277,793	426,970	426,970	426,628	(342)	-0.08%
Capital Outlay								
48110	Office Furniture	6,392	16,151	-	-	-	-	-
48120	Major Office Equipment	-	-	8,200	12,428	-	(8,200)	-100.00%
48311	Machinery & Equipment	1,000	-	-	-	-	-	-
48710	Minor Office Equipment	6,830	-	3,350	3,350	2,870	(480)	-14.33%
48720	Minor Office Furniture	2,528	-	2,000	2,000	500	(1,500)	-75.00%
48740	Minor Machines & Equipment	-	-	-	901	-	-	-
48750	Minor Medical Equipment	-	-	1,000	1,000	1,000	-	0.00%
Total: Capital Outlay		16,750	16,151	14,550	19,679	4,370	(10,180)	-69.97%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	4,121	-	-	-	-	-
Total: Interdepartmental Charges		-	4,121	-	-	-	-	-
Department Total		\$ 678,822	\$ 791,791	\$ 1,022,606	\$ 1,026,834	\$ 1,024,019	\$ 1,413	0.14%

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 Administrative Assistant.

Remove: 1 Technician
Add: 1 Administrative Assistant

42210 Operating Supplies. Reduction due to previous one time budget for outfitting the alternate EOC at Bear Creek Fire Station.

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), and 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 smart teamworks collaboration software (\$3,300).

43110 Communications. Connectivity for Emergency Response Center (ERC) and alternate Emergency Operation Center (EOC - Bear Creek), long distance, cable, mobile phones, satellite phones, circuits for warning sirens, mobile data for field software.

43210 Transportation/Subsistence. Siren maintenance/repair in remote communities including across Kachemak Bay. Attend in-state training (subsidized). Conduct Community Emergency Response Team (CERT) classes, Emergency Management Institute training (FEMA subsidized). Reduced due to FEMA-subsidized opportunities.

43260 Training. Attend virtual training courses for re-certification or emergency management qualifications.

43310 Advertising. Required meeting notices for Local Emergency Planning Committee (LEPC) and preparedness outreach advertising. Decrease using multiple online platforms.

43720 Equipment Maintenance. Maintenance for multi-function printers and radio programming assistance.

43780 Building / Grounds Maintenance. Includes warning siren preventative maintenance and repairs. Includes maintenance and testing for five emergency generators. Increase to remove hazardous trees (\$1,000) and 25% grant match (\$3,500) to upgrade security gate.

43810 Rents / Operating Leases. Rental payments for alternate EOC space at Bear Creek Fire Station.

43812 Equipment Replacement Payments. Payment on various vehicles and equipment; see schedule below.

43920 Dues and Subscriptions. International Association of Emergency Managers (\$190), vehicle registrations (\$40), Peninsula Fire Chiefs Association (\$50), Alaska Emergency Management Association (\$50), and Canva Online Design Content (\$175).

43999 Disaster Response Contingency. Contingency funds available for initial response in the event of a disaster within the Kenai Peninsula Borough. Increased to allow for additional response in initial phases of a disaster.

48710 Minor Office Equipment. Replace 2 laptop computers (\$1,435 each).

48720 Minor Office Furniture. Replacement office chair (\$500).

48750 Minor Medical Equipment. Replace shelter cots, and other mass care supplies used during disaster response and recovery that is at end of life (\$1,000).

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-2026</u>
2015 towing vehicle	\$ 23,292	\$ -	\$ -	\$ -
Radio Purchase (4)	8,522	3,937	3,937	11,811
OEM SUV	18,406	9,078	9,078	27,234
2021 Radio purchase (4)	3,137	3,137	3,137	9,411
2021 EOC upgrade	9,437	9,437	9,437	28,311
2021 Siren upgrade	17,384	17,384	17,384	52,152
2022 towing vehicle	-	5,070	5,070	15,210
	<u>\$ 80,178</u>	<u>\$ 48,043</u>	<u>\$ 48,043</u>	<u>\$ 144,129</u>

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:

- Provide 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 processes 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.

- Continued design and implementation of digital and electronic solutions for HR files and processes.

FY2022 Accomplishments:

- Successful implementation of third party administrator, PREMERA and mandatory open enrollment
- Created Service Area Selection policy
- Provided Supervisor training to all borough directors, supervisors, and managers.
- Supported 98 position status changes, including 65 regular new hires.

FY2023 New Initiatives:

- Research for program or internal “bridge” to City Suite for digital HR filing initiative.
- Revise department organization to support changes and direction.
- Provide Leadership Development for all Senior and Mid-Level Managers.
- Conduct a Wage and Benefits Survey to ensure KPB can compete in the labor market.

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Voluntary Turnover Ratio	4.00%	9.18%	9.00%	9.00%

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Grievances Unresolved by Step 3	0	0	0	0

Measures:

	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 Proposed
Staffing History	4.0	4.0	4.0	4.5

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.

FY2022 Accomplishments

- Maintained open status or used creative accesses to serve the public through the COVID-19 crisis.
- Relocated the Seward Annex to Bear Creek Fire multi-use facility to better use borough assets and stage for possible consolidation of functions.

FY2023 New Initiatives

- Continue supporting annexes in cross training for the multiple functions (maintenance, roads etc.) required to better serve the communities.

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	FY2020 Actual *	FY2021 Actual*	FY2022 Estimated	FY2023 Estimated
Homer	200	200	200	49
Seward	30	30	30	14

*Exact number of residents served are not tracked and these numbers represent estimated averages.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing History	1.5	1.0	.75	.75

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11230 - Human Resources - Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 352,139	\$ 348,780	\$ 374,043	\$ 374,043	\$ 394,115	\$ 20,072	5.37%
40120	Temporary Wages	1,268	-	1,440	1,440	1,441	1	0.07%
40130	Overtime Wages	-	15	299	299	1,013	714	238.80%
40210	FICA	27,867	28,945	33,294	33,294	34,280	986	2.96%
40221	PERS	105,424	110,177	83,316	83,316	87,993	4,677	5.61%
40321	Health Insurance	91,994	99,425	108,500	108,500	166,950	58,450	53.87%
40322	Life Insurance	483	496	913	913	641	(272)	-29.79%
40410	Leave	41,852	47,550	48,962	48,962	44,758	(4,204)	-8.59%
40511	Other Benefits	215	-	-	-	-	-	-
Total: Personnel		621,242	635,388	650,767	650,767	731,191	80,424	12.36%
Supplies								
42120	Computer Software	-	196	-	394	-	-	-
42210	Operating Supplies	3,233	2,368	3,600	2,948	5,007	1,407	39.08%
42250	Uniforms	86	181	208	208	416	208	100.00%
42310	Repair/Maintenance Supplies	193	336	100	100	100	-	0.00%
42410	Small Tools & Minor Equipment	1,092	720	500	282	700	200	40.00%
Total: Supplies		4,604	3,801	4,408	3,932	6,223	1,815	41.18%
Services								
43011	Contractual Services	2,340	2,085	5,000	5,000	80,352	75,352	1507.04%
43019	Software Licensing	8,560	21,675	30,270	30,270	34,006	3,736	12.34%
43110	Communications	6,531	6,637	6,800	6,800	7,215	415	6.10%
43140	Postage and Freight	335	276	550	550	450	(100)	-18.18%
43210	Transportation/Subsistence	2,663	2,058	9,569	9,569	7,915	(1,654)	-17.28%
43220	Car Allowance	3,639	3,611	3,600	3,600	3,600	-	0.00%
43260	Training	1,423	1,723	2,668	3,658	2,516	(152)	-5.70%
43270	Employee Development	2,545	2,887	10,000	10,000	10,000	-	0.00%
43310	Advertising	2,270	3,330	3,500	3,500	5,000	1,500	42.86%
43410	Printing	58	35	35	35	35	-	0.00%
43610	Utilities	11,735	12,349	14,213	14,213	15,635	1,422	10.00%
43720	Equipment Maintenance	3,879	3,501	3,700	3,700	5,000	1,300	35.14%
43780	Building and Grounds Maintenance	-	-	-	175	175	175	-
43810	Rents and Operating Leases	10,174	6,915	5,248	5,072	5,248	-	0.00%
43920	Dues and Subscription	452	31	315	400	1,000	685	217.46%
Total: Services		56,604	67,113	95,468	96,542	178,147	82,679	86.60%
Capital Outlay								
48110	Office Furniture	-	-	5,244	5,244	-	(5,244)	-100.00%
48710	Minor Office Equipment	779	7,585	3,900	4,292	12,957	9,057	232.23%
48720	Minor Office Furniture	-	-	-	-	2,250	2,250	-
48740	Minor Machinery & Equipment	76	-	-	-	-	-	-
Total: Capital Outlay		855	7,585	9,144	9,536	15,207	6,063	66.31%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	(530)	(850)	(850)	-	850	-
Total: Interdepartmental Charges		-	(530)	(850)	(850)	-	850	-
Department Total		\$ 683,305	\$ 713,357	\$ 758,937	\$ 759,927	\$ 930,768	\$ 171,831	22.64%

Kenai Peninsula Borough Budget Detail

Fund 100

Department 11230 - Human Resources - Administration

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Director of Human Resources, 1 HR Specialist, 1 HR Generalist, 1 1/2 HR Assistant, 1/4 Administrative Assistant-Homer, and 1/2 Administrative Assistant -Seward.

Added: 1/2 HR Assistant

Removed: 1/4 Admin Assistant - Homer

42210 Operating Supplies. Increase due to inflation causing supplies for new hires to cost more as well as incoming new badge system (\$1500).

42310 Repair/Maintenance Supplies. Reduced due to anticipated lack of need for battery back-up.

42410 Small Tools & Minor Equipment. Increased to cover added costs for new HR staff coming in due to vacancies. Items to include computer equipment such as keyboards.

43011 Contractual Services. Background/driving checks through Verified First (\$1,600), annual State of Alaska FICA administrative fee (\$1,452), document shredding (\$300), 1095 form filing (\$1,500), miscellaneous small contracts (\$100), Homer janitor services (\$400), and increase for Leadership training (\$65,000), and contingency (\$10,000) for labor negotiations which are expected to get underway toward the latter part of January.

43019 Software Licensing. Annual fee for on-line recruitment license, subscription, maintenance and tech support NEOGOV Insight (\$9,779), Onboard (\$8,638), security camera software renewal (\$162), Zoom license (\$260), HR share of City Suite (\$9,667), and HR share of GEMS (\$5,500). Increase is due to annual recruitment/onboarding software contract increases and an increase from the budgeted amount of the Zoom license.

43210 Transportation/Subsistence. Reduced due to removal of travel out-of-state for continuing education units to maintain Bar Association credentials for HR Director. Costs include travel for HR Director to attend quarterly Society of Human Resources meetings in Anchorage, in state travel for HR Director, HR Specialist, HR Generalist and HR Assistant to attend fall State of Alaska SHRM conference.

43310 Advertising. Increased to cover 20 job postings @ \$250 each due to an increase in job vacancies.

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 7/1/22 through 6/30/23, set the fiscal year amount at \$10,000.

43720 Equipment Maintenance. Increase to cover toner charges which have increased due to the service agreement and to cover costs of toner for new copier.

43810 Rents and Operating Leases. Decrease due to Seward Annex move to Bear Creek facility.

43920 Dues and Subscriptions. Increase to cover SHRM membership for HR Director, HR Specialist, and HR Generalist and HR Assistant.

48710 Minor Office Equipment. Purchase of a new copier (\$4,500), new computer (\$769), soundbar (\$40) and two monitors (\$389 each) for new HR Assistant, two new laptops for new hire onboarding (\$1,435 each), and a commercial scanner (\$4,000).

48720 Minor Office Furniture. Purchase of two new chairs for new positions (\$1,000). Purchase of sit stand desk (\$1,250) for new HR position.

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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.
- Controlling maintenance costs and out-of-service delays.

FY2022 Accomplishments

- Reorganized print shop for better workflow and reduction of safety hazards.
- Verified functionality of all machines with contractors to repair or replace as needed.
- Creation of print shop manual.

FY2023 New Initiatives:

- Continue to complete print shop manual.
- Review of software/firmware to expand print shop options.
- Prioritize local contractors for tech support to help reduce downtime.

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Print	98%	98%	98%	98%
Mail	98%	98%	98%	98%

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing history	1.25	1.25	1.50	1.50

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11233 - Human Resources - Print/Mail

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 37,426	\$ 43,498	\$ 73,554	\$ 73,554	\$ 77,001	\$ 3,447	4.69%
40120	Temporary Wages	-	-	2,400	2,400	2,399	(1)	-0.04%
40130	Overtime Wages	-	53	-	-	-	-	-
40210	FICA	2,880	3,948	6,601	6,601	6,959	358	5.42%
40221	PERS	12,230	16,604	16,843	16,843	17,628	785	4.66%
40321	Health Insurance	25,324	24,401	26,500	26,500	31,800	5,300	20.00%
40322	Life Insurance	57	72	189	189	168	(21)	-11.11%
40410	Leave	5,856	5,167	7,330	7,330	8,444	1,114	15.20%
40511	Other Benefits	140	-	-	-	-	-	-
	Total: Personnel	83,913	93,743	133,417	133,417	144,399	10,982	8.23%
Supplies								
42120	Computer Software	-	788	-	-	-	-	-
42210	Operating Supplies	13,342	12,954	14,200	11,700	14,820	620	4.37%
42250	Uniforms	210	186	416	416	416	-	0.00%
42310	Repair/Maintenance Supplies	229	-	-	-	-	-	-
42410	Small Tools & Minor Equipment	45	3,186	900	900	900	-	0.00%
	Total: Supplies	13,826	17,114	15,516	13,016	16,136	620	4.00%
Services								
43019	Software Licensing	1,095	1,195	1,195	1,195	1,195	-	0.00%
43110	Communications	755	996	750	750	1,075	325	43.33%
43210	Transportation/Subsistence	912	892	996	996	650	(346)	-34.74%
43410	Printing	8	5	5	5	5	-	0.00%
43610	Utilities	7,756	7,528	9,105	9,105	10,015	910	9.99%
43720	Equipment Maintenance	21,840	22,332	25,000	25,000	26,000	1,000	4.00%
43812	Equipment Replacement Pymt.	16,836	7,581	8,606	8,606	16,225	7,619	88.53%
	Total: Services	49,202	40,529	45,657	45,657	55,165	9,508	20.82%
Capital Outlay								
48710	Minor Office Equipment	173	3,519	-	2,500	525	525	-
48740	Minor Machinery & Equipment	24	-	-	-	2,000	2,000	-
	Total: Capital Outlay	197	3,519	-	2,500	2,525	2,525	-
Department Total		\$ 147,138	\$ 154,905	\$ 194,590	\$ 194,590	\$ 218,225	\$ 23,635	12.15%

Line-Item Explanations

40110 Regular wages. Staff includes: 1 lead mail-copy technician, and 1/2 time Administrative Assistant-Print Shop/Multidisciplinary.	43720 Equipment Maintenance. Increase due to new service agreements.
43210 Transportation/Subsistence. Decrease due to reduced number of daily trips to post office.	48710 Minor Office Equipment. Replace mini Ipad for receiving packages (\$525).
43812 Equipment Replacement Payments. Scheduled replacement of equipment per following list. Increased for purchase of copiers.	48740 Minor Machinery & Equipment. Replace letter opener (\$2,000).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2022 Estimated	FY2023 Projected	Projected Payments FY2024-2026
Binding machine	3,689	425	-	-
Paper cutter	24,593	2,622	-	-
Paper drill	16,608	2,176	-	-
Letter opener	15,974	2,358	2,358	2,358
Folder/stuffer	-	1,025	1,025	3,075
2023 Copier	-	-	6,421	19,263
2023 Copier	-	-	6,421	19,263
	<u>\$ 60,864</u>	<u>\$ 8,606</u>	<u>\$ 16,225</u>	<u>\$ 43,959</u>

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.

Major Long Term Issues and Concerns:

- Retaining existing staff.
- Snow removal with limited staffing.

FY2022 Accomplishments

- Continually provided and maintained supplies of cleaning products for COVID-19 purposes throughout the Borough.
- Provided rapid response to potential COVID-19 contamination areas for deep cleaning.
- Safety focused on pathways and entryways for employees.

FY2023 New Initiatives:

- Work with staff to ensure building needs continue to be exceeded.
- Conduct a building equipment audit.

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	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Custodial	99%	99%	100%	100%

Percentages gauged by number of complaints received by General Services.

	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 57,122	\$ 66,640	\$ 61,084	\$ 61,084	\$ 60,113	\$ (971)	-1.59%
40120	Temporary Wages	338	4,097	900	900	901	1	0.11%
40130	Overtime Wages	4	-	1,810	1,810	1,152	(658)	-36.35%
40210	FICA	4,631	5,660	5,922	5,922	5,502	(420)	-7.09%
40221	PERS	17,549	23,084	14,377	14,377	14,010	(367)	-2.55%
40321	Health Insurance	24,025	31,957	27,750	27,750	39,750	12,000	43.24%
40322	Life Insurance	77	90	194	194	117	(77)	-39.69%
40410	Leave	7,537	8,149	9,911	9,911	7,302	(2,609)	-26.32%
40511	Other Benefits	190	-	-	-	-	-	-
Total: Personnel		111,473	139,677	121,948	121,948	128,847	6,899	5.66%
Supplies								
42210	Operating Supplies	94	437	125	125	135	10	8.00%
42250	Uniforms	315	317	312	312	312	-	0.00%
42310	Repair/Maintenance Supplies	-	-	100	100	100	-	0.00%
42410	Small Tools & Minor Equipment	385	113	400	400	400	-	0.00%
Total: Supplies		794	867	937	937	947	10	1.07%
Services								
43011	Contractual Services	875	875	975	975	975	-	0.00%
43110	Communications	99	104	120	120	130	10	8.33%
43210	Transportation/Subsistence	109	622	60	60	60	-	0.00%
43610	Utilities	727	708	905	905	996	91	10.06%
43720	Equipment Maintenance	-	-	100	100	100	-	0.00%
Total: Services		1,810	2,309	2,160	2,160	2,261	101	4.68%
Capital Outlay								
48710	Minor Office Equipment	1,329	-	-	-	600	600	-
48740	Minor Machinery & Equipment	24	-	-	-	-	-	-
Total: Capital Outlay		1,353	-	-	-	600	600	-
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	(19,255)	-	-	-	-	-
Total: Interdepartmental Charges		-	(19,255)	-	-	-	-	-
Department Total		\$ 115,430	\$ 123,598	\$ 125,045	\$ 125,045	\$ 132,655	\$ 7,610	6.09%

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).

48710 Minor Office Equipment. Purchase 1 monitor (\$400), 1 sound bar (\$40), 1 desktop computer (\$760) per IT replacement schedule. Note - 50% of cost charged to the School Fund Custodial Maintenance.

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Human Resource Department Totals

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 446,687	\$ 458,918	\$ 508,681	\$ 508,681	\$ 531,229	\$ 22,548	4.43%
40120	Temporary Wages	1,606	4,097	4,740	4,740	4,741	1	0.02%
40130	Overtime Wages	4	68	2,109	2,109	2,165	56	2.66%
40210	FICA	35,378	38,553	45,817	45,817	46,741	924	2.02%
40221	PERS	135,203	149,865	114,536	114,536	119,631	5,095	4.45%
40321	Health Insurance	141,343	155,783	162,750	162,750	238,500	75,750	46.54%
40322	Life Insurance	617	658	1,296	1,296	926	(370)	-28.55%
40410	Leave	55,245	60,866	66,203	66,203	60,504	(5,699)	-8.61%
40511	Other Benefits	545	-	-	-	-	-	-
Total: Personnel		816,628	868,808	906,132	906,132	1,004,437	98,305	10.85%
Supplies								
42120	Computer Software	-	984	-	394	-	-	-
42210	Operating Supplies	16,669	15,759	17,925	14,773	19,962	2,037	11.36%
42250	Uniforms	611	684	936	936	1,144	208	22.22%
42310	Repair/Maintenance Supplies	422	336	200	200	200	-	0.00%
42410	Small Tools & Minor Equipment	1,522	4,019	1,800	1,582	2,000	200	11.11%
Total: Supplies		19,224	21,782	20,861	17,885	23,306	2,445	11.72%
Services								
43011	Contractual Services	3,215	2,960	5,975	5,975	81,327	75,352	1261.12%
43019	Software Licensing	9,655	22,870	31,465	31,465	35,201	3,736	11.87%
43110	Communications	7,385	7,737	7,670	7,670	8,420	750	9.78%
43140	Postage and Freight	335	276	550	550	450	(100)	-18.18%
43210	Transportation/Subsistence	3,684	3,572	10,625	10,625	8,625	(2,000)	-18.82%
43220	Car Allowance	3,639	3,611	3,600	3,600	3,600	-	0.00%
43260	Training	1,423	1,723	2,668	3,658	2,516	(152)	-5.70%
43270	Employee Development	2,545	2,887	10,000	10,000	10,000	-	0.00%
43310	Advertising	2,270	3,330	3,500	3,500	5,000	1,500	42.86%
43410	Printing	66	40	40	40	40	-	0.00%
43610	Utilities	20,218	20,585	24,223	24,223	26,646	2,423	10.00%
43720	Equipment Maintenance	25,719	25,833	28,800	28,800	31,100	2,300	7.99%
43780	Bldg and Grounds Maintenance	-	-	-	175	175	175	-
43810	Rents and Operating Leases	10,174	6,915	5,248	5,072	5,248	-	0.00%
43812	Equipment Replacement Pymt.	16,836	7,581	8,606	8,606	16,225	7,619	88.53%
43920	Dues and Subscriptions	452	31	315	400	1,000	685	217.46%
Total: Services		107,616	109,951	143,285	144,359	235,573	92,288	64.41%
Capital Outlay								
48110	Office Furniture	-	-	5,244	5,244	-	(5,244)	-100.00%
48710	Minor Office Equipment	2,281	11,104	3,900	6,792	14,082	10,182	261.08%
48720	Minor Office Furniture	-	-	-	-	2,250	2,250	-
48740	Minor Machines & Equipment	124	-	-	-	2,000	2,000	-
Total: Capital Outlay		2,405	11,104	3,900	6,792	18,332	14,432	370.05%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	(19,255)	-	-	-	-	-
60004	Mileage Ticket Credits	-	(530)	(850)	(850)	-	850	-
Total: Interdepartmental Charges		-	(19,785)	(850)	(850)	-	850	-
Department Total		\$ 945,873	\$ 991,860	\$ 1,073,328	\$ 1,074,318	\$ 1,281,648	\$ 208,320	19.41%

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Fund 100	Department Function
Dept 11231	General Fund
	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 and complexity of cybersecurity infrastructure.

FY2022 Accomplishments

- Completed a general IT security assessment. (Grant awarded mid-FY2020, deferred in FY21 due to COVID-19). This will provide a roadmap for cybersecurity infrastructure and policy improvements over the next several years.
- Spearheaded industry funded construction of communication towers at 3 KPB locations (CES Sterling and Funny River, Sterling Solid Waste) improving community access to broadband and KPB WAN bandwidth at those locations.
- After transitioning a Helpdesk position to a Network Admin position in FY21, we achieved a significant improvement in patching and updating of servers, workstations, and applications, with the new position focused heavily on migrations, updates and patching.
- Assisted Clerks in their migration to a new election server platform. Coordinated contractor establishing pre-implementation recommendations and post implementation review of new election server infrastructure.

FY2023 New Initiatives:

- Improve cybersecurity posture through implementation of multiple security system recommended during FY22 IT Security Assessment.
- Establish Cybersecurity focused position within Systems Administration group or establish Security Operation Center(SOC) contract with 24/7 SOC operator.

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
High priority incident response time	4 hours	1.23 Hours	1.75 Hours	< 4 Hours	< 4 Hours
Medium priority incident response time	8-12 hours	11 Hours	14.5 Hours	12 Hours	12 Hours
Low priority incident response time	48 hours	27.49 Hours	40.25 Hours	26 Hours	26 Hours

Department Function	
Fund 100	General Fund
Dept 11231	Information Technology - Continued

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
% of incidents closed within 120 Hours	97.8%	94.7%	96.6%	98%

Priority/Goal: Device Support

Goal: Provide support for Borough devices.

Objective: Provide support for Borough devices through IT staff.

Measures:

Devices Supported:	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Desktop PC's	463	475	464	455
Phones	403	427	437	440
Printers	113	116	123	125
Servers (Virtual and Physical)	156	160	155	152
Total Number of Networked Devices	2,125	2,175	2,175	2,175
Annual Support Incidents	1,890	2,363	2,322	2,200
Ratio of Support Incidents to IT Dept FTE	157:1	197:1	194:1	169:1

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 Proposed
Staffing history	11.5	12	12	13

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11231 - Information Technology

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 859,112	\$ 862,133	\$ 983,030	\$ 983,030	\$ 1,066,426	\$ 83,396	8.48%
40130	Overtime Wages	210	15,653	5,960	5,960	5,970	10	0.17%
40210	FICA	69,426	73,279	86,033	86,033	95,850	9,817	11.41%
40221	PERS	262,181	276,602	219,735	219,735	244,282	24,547	11.17%
40321	Health Insurance	268,480	268,083	318,000	318,000	413,400	95,400	30.00%
40322	Life Insurance	1,222	1,206	2,381	2,381	1,643	(738)	-31.00%
40410	Leave	86,857	98,168	125,806	125,806	134,645	8,839	7.03%
40511	Other Benefits	1,422	-	-	-	-	-	-
	Total: Personnel	1,548,910	1,595,124	1,740,945	1,740,945	1,962,216	221,271	12.71%
Supplies								
42120	Computer Software	4,606	973	5,875	5,875	5,875	-	0.00%
42210	Operating Supplies	12,916	2,912	13,380	13,380	13,380	-	0.00%
42230	Fuels, Oils & Lubricants	232	263	950	950	950	-	0.00%
42310	Repair/Maintenance Supplies	11,366	10,277	15,050	15,050	15,050	-	0.00%
42410	Small Tools & Minor Equipment	1,273	2,174	3,100	3,100	3,100	-	0.00%
	Total: Supplies	30,393	16,599	38,355	38,355	38,355	-	0.00%
Services								
43011	Contractual Services	1,682	6,310	8,544	8,144	8,465	(79)	-0.97%
43019	Software Licensing	217,375	204,173	229,027	229,027	299,111	70,084	30.60%
43110	Communications	21,223	15,961	28,980	28,980	28,680	(300)	-1.04%
43140	Postage and Freight	-	118	250	250	250	-	0.00%
43210	Transportation/Subsistence	1,094	2,367	800	800	800	-	0.00%
43260	Training	-	-	5,500	5,500	5,500	-	0.00%
43310	Advertising	-	-	-	400	-	-	0.00%
43410	Printing	115	-	-	-	-	-	-
43610	Utilities	18,335	17,801	20,717	20,717	22,789	2,072	10.00%
43720	Equipment Maintenance	560	615	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.	41,214	41,214	32,676	32,676	37,819	5,143	15.74%
43920	Dues and Subscriptions	2,147	41	2,200	2,200	2,275	75	3.41%
	Total: Services	303,745	288,600	333,544	333,544	410,539	76,995	23.08%
Capital Outlay								
48710	Minor Office Equipment	22,509	5,209	22,833	22,833	22,833	-	0.00%
48720	Minor Office Furniture	219	-	1,200	1,200	25,000	23,800	1983.33%
	Total: Capital Outlay	22,728	5,209	24,033	24,033	47,833	23,800	99.03%
Department Total		<u>\$ 1,905,776</u>	<u>\$ 1,905,532</u>	<u>\$ 2,136,877</u>	<u>\$ 2,136,877</u>	<u>\$ 2,458,943</u>	<u>\$ 322,066</u>	<u>15.07%</u>

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, 4 Network/IT Administrator, 1 IT Helpdesk Supervisor, 1 Senior IT Helpdesk Technician, 1 IT Helpdesk Technician, and 1 IT Information Technology Technician. Increased as a result of reclassifying a Supply Specialist to an Information Technology Clerk.

Added: 1 Network/IT Administrator

42120 Computer Software. Developer software development kits, mobile apps, minor software updates, and additional backup licensing.

42310 Repair/Maintenance Supplies. Parts for repairing and maintaining desktop computers, and server equipment and network infrastructure.

43011 Contractual Services. DocuSign (\$4,208), SSL certificates (\$799), records shredding fees (\$50), and hosted code repository (\$768), Web Application Firewall (\$2,400), and Application Debugging Service (\$240).

43019 Software Licensing. Primary reasons for increase in this category include Microsoft licensing increases and implementation of new software required for enhanced cyber security. Microsoft Software assurance (\$85,019), Malware prevention software support (\$44,088), SPAM and Data Loss Prevention Gateway (\$40,000), Backup software support (\$30,680), network equipment support contract (\$15,000), VMWare support (\$12,865), Phone and Voicemail system support (\$12,251), Vulnerability Scanning Software (\$10,000), Legacy Mainframe software support (\$9,667), Network Configuration Management Software (\$5,500), Patch Management Software (\$5,000), Centralized System Logging Software (\$4,500), End User Remote Access (\$4,278), Process Automation software support (\$3,671), Rapid Renewal LTO (\$2,581), SAN Array support (\$2,500), Wireless LAN Platform support (\$2,401), IT Helpdesk software (\$2,307), Password Reset Portal (\$2,000), Tech Remote Access Software (\$1,350) and misc. renewals (\$3,453).

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. 12 x metal parts storage cabinets with worksurface (\$1,042 each), 5 x metal toner storage cabinets (\$2,000 each) and 5 x desk returns (\$500 each).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2022 Estimated	FY2023 Projected	Projected Payments FY2024-2026
Virtual Server Software Phase II	\$ 14,652	\$ 7,326	\$ 7,326	\$ 14,652
UPS battery/cell monitoring	21,896	2,737	-	-
10G Switch Fabric Replacement	18,864	4,716	4,716	4,716
San Array Replacement	53,691	17,897	17,897	35,794
2023 Security Software	-	-	7,880	23,640
Total	<u>\$ 109,103</u>	<u>\$ 32,676</u>	<u>\$ 37,819</u>	<u>\$ 78,802</u>

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:

- Continual review and updating of borough code in a consistent manner to align with current needs.
- Standardized contract clauses and processes for performance issues need to be improved to address ongoing issues.
- Digitizing department research and opinion files while maintaining file security.
- Increasing training opportunities for borough boards, public officials and management level staff on legal issues.
- A divisive climate that appears to be leading to an increase in conflicts, controversies and litigious issues.

FY2022 Accomplishments

- Assisted the clerk's office and the reapportionment committee through the reapportionment process.
- Worked with other departments to restructure the Soldotna Public Safety Communications Center, which provides emergency and law enforcement dispatch services for the community.
- Collected over \$164,470 in delinquent sums owed to KPB.
- Assisted the Assessing Department with 65 assessed value hearing appeals.
- Staffed all assembly regular meetings and committee meetings.
- Staffed 65 BOE hearings, and the majority of Road Service Area Board and Planning Commission meetings.
- Assisted with ongoing borough COVID-19 response measures, including federal and state pass-thru funding.
- Worked with the RSA and IT Department to implement process and application for abandoned vehicles and ROW encroachment citations to improve the safety of the roadways throughout the borough.

FY2023 New Initiatives:

- Omnibus review of borough code to revise or repeal any outdated sections of the code.
- Work with the Planning Department and various stakeholders to assess pros/cons of establishing a community council system for greater community input.
- Migrate electronic and paper files to new case management system.
- Diligently work to prevent litigation whenever possible and to aggressively litigate and defend the borough when necessary.

Performance Measures

Priority/Goal: Collect delinquent sales and property taxes, and other debts

Measures:*

	CY2020 Actual	CY2021 Actual	CY2022 Projected	CY2023 Estimated
Delinquent Sales and Property Taxes collected (including bankruptcy case claims).	\$1,319,807	\$342,121**	\$300,000	\$300,000

*Solid Waste Property Damage Collection, Non-judicial Foreclosure Payoff, and Other Miscellaneous Non-tax Collections performance measure removed. It was applicable in FY2019 and will not be a measure/goal for the Legal Department going forward

**Average active tax collection cases for CY2021 was 114 per month

Department Function	
Fund 100	General Fund
Dept 11310	Legal Department - Continued

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	CY2020 Actual	CY2021 Actual	CY2022 Projected	CY2023 Estimated
Contracts, Permits, Grants & Misc. Document Drafting &/or Reviewed	1,110*	258	250	250
Ordinances and Amendments	72	120	75	75
Resolutions and Amendments	84	102	70	70
Collection Lawsuits Filed on Behalf of KPB	31	42	15	15
Planning Commission Appeals**	n/a	9	10	10
Other lawsuits re KPB &/or KPBSD	9	10	10	10
Public record requests reviewed	328	322	300	300
Abandoned/Impounded Vehicle Notices & Citations Reviewed &/or Issued***	n/a	97	85	85
Code enforcement actions	5	13	9	9

*CY2020 Contract, Permits, Grants & Misc. Documents Drafting &/or Reviewed includes 850 CARES Act Relief Fund Applications

**Planning Commission Appeals measure added due to the substantial amount of time and assistance required for each appeal

***Abandoned/Impounded Vehicle Notices & Citations Reviewed &/or Issued measure added due to the recent implementation of the abandoned vehicle ordinance

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing History	5	5	5	5

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11310 - Legal Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 437,060	\$ 451,303	\$ 483,205	\$ 482,255	\$ 484,178	\$ 973	0.20%
40120	Temporary Wages	4,159	-	5,012	5,012	5,009	(3)	-0.06%
40130	Overtime Wages	306	125	4,954	4,954	5,118	164	3.31%
40210	FICA	35,362	38,764	43,705	43,705	43,600	(105)	-0.24%
40221	PERS	132,972	146,073	108,557	108,557	108,848	291	0.27%
40321	Health Insurance	121,812	127,175	132,500	132,500	159,000	26,500	20.00%
40322	Life Insurance	616	658	1,161	1,161	724	(437)	-37.64%
40410	Leave	51,802	55,281	62,052	62,052	56,665	(5,387)	-8.68%
Total: Personnel		784,089	819,379	841,146	840,196	863,142	21,996	2.62%
Supplies								
42120	Computer Software	392	222	450	450	450	-	0.00%
42210	Operating Supplies	1,160	456	2,400	2,100	2,400	-	0.00%
42310	Repair/Maintenance Supplies	94	97	100	100	100	-	0.00%
42410	Small Tools & Minor Equipment	388	138	300	300	300	-	0.00%
Total: Supplies		2,034	913	3,250	2,950	3,250	-	0.00%
Services								
43011	Contractual Services	93,140	2,808	84,000	498,147	84,000	-	0.00%
43019	Software Licensing	4,875	4,883	5,370	5,370	4,083	(1,287)	-23.97%
43031	Litigation	6,567	13,661	15,000	15,000	15,000	-	0.00%
43034	Attorney Fees-Special Cases	29,673	43,854	31,000	31,000	31,000	-	0.00%
43110	Communications	3,744	3,938	4,500	4,500	4,500	-	0.00%
43140	Postage and Freight	622	1,236	1,000	1,000	1,000	-	0.00%
43210	Transportation/Subsistence	969	55	3,550	2,050	1,226	(2,324)	-65.46%
43220	Car Allowance	10,432	10,833	10,800	10,800	10,800	-	0.00%
43260	Training	799	-	1,500	1,500	2,150	650	43.33%
43410	Printing	51	53	100	100	100	-	0.00%
43610	Utilities	6,085	5,907	7,000	7,000	7,700	700	10.00%
43720	Equipment Maintenance	380	480	575	575	575	-	0.00%
43812	Equipment Replacement Payment	1,167	1,167	1,167	1,167	1,168	1	0.09%
43920	Dues and Subscriptions	21,519	16,546	17,636	17,636	18,835	1,199	6.80%
Total: Services		180,023	105,421	183,198	595,845	182,137	(1,061)	-0.58%
Capital Outlay								
48710	Minor Office Equipment	1,447	3,001	2,000	3,500	2,000	-	0.00%
48720	Minor Office Furniture	731	-	-	1,250	-	-	-
48740	Minor Machinery & Equipment	95	-	-	-	-	-	-
Total: Capital Outlay		2,273	3,001	2,000	4,750	2,000	-	0.00%
Department Total		\$ 968,419	\$ 928,714	\$ 1,029,594	\$ 1,443,741	\$ 1,050,529	\$ 20,935	2.03%

**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. Decrease due to conversion of Abacus to Zola office management.

43210 Transportation/Subsistence. Decrease due to elimination of trips to Homer & Seward for court hearings and meetings now conducted via Zoom.

43260 Training. Increase due to number of attorneys attending AMLA, CLE's and participation fees for the DiSC leadership training for all legal staff members.

43812 Equipment Replacement Payment. Copier replacement payment.

43920 Dues and Subscriptions. Increase due to new five-year contract with Westlaw online services commencing July 1, 2022 - June 30, 2027. Current 5-year contract ends June 30, 2022.

48710 Minor Office Equipment. Per replacement schedule: 1 Standard PC (\$1,100), 2 monitors (\$400 each), 1 sound bar (\$60), and 1 external DVD (\$40).

Equipment Replacement Payment Schedule

	<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-2026</u>
Copier		\$ 3,501	\$ 1,167	\$ 1,168	\$ -

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.

FY2022 Accomplishments

- Implemented the following Accounting Pronouncements:
 - GASB Statement 84 – Fiduciary Activities
 - GASB Statement 87 – Leases Phase 1
 - GASB Statement 90 – Major Equity Interest
 - GASB Statement 98 – The Annual Comprehensive Finance Report

- Received GFOA Certificates of Achievement for Excellence for:
 - Financial Reporting for the FY2021 Annual Comprehensive Financial Report, 43rd consecutive year.
 - Popular Annual Financial Reporting for the FY2021 Annual Financial Report, 8th consecutive year.
 - Distinguished Budget Presentation Award for the FY2022 budget document, 30th year.

FY2023 New Initiatives:

- Complete Implementation of the following Accounting Pronouncements:
 - GASB Statement 87 – Leases Phase 2
 - GASB Statement 89 – Construction costs
 - GASB Statement 92 – Omnibus 2020
 - GASB Statement 93 – Public /Private & Public/ Public Partnerships and Availability Payment Arrangements
 - GASB Statement 97 – Certain Component Unit Criteria
- 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 (Annual Comprehensive 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 Annual Comprehensive Financial Report

Objective: Obtain GFOA Certification of Excellence in Financial Reporting and GFOA Distinguished Budget Presentation Award

Measures:

Award Programs	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
GFOA Certificate of Achievement- Annual Comprehensive 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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Number of Ordinances reviewed/prepared	58	46	55	55
Number of Resolutions reviewed/prepared	24	22	30	30

Measures: Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted
Staffing history	3	3	3	3

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11410 - Finance - Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 253,861	\$ 255,050	\$ 264,814	\$ 264,814	\$ 288,715	\$ 23,901	9.03%
40120	Temporary Wages	-	-	1,120	1,120	1,441	321	28.66%
40130	Overtime Wages	-	-	1,747	1,747	1,793	46	2.63%
40210	FICA	20,547	21,436	23,777	23,777	26,168	2,391	10.06%
40221	PERS	75,682	79,677	59,156	59,156	64,443	5,287	8.94%
40321	Health Insurance	75,840	76,601	79,500	79,500	95,400	15,900	20.00%
40322	Life Insurance	350	358	638	638	430	(208)	-32.60%
40410	Leave	30,943	34,478	33,601	33,601	39,611	6,010	17.89%
40511	Other Benefits	138	-	-	-	-	-	-
Total: Personnel		457,361	467,600	464,353	464,353	518,001	53,648	11.55%
Supplies								
42120	Computer Software	-	52	-	-	-	-	-
42210	Operating Supplies	1,393	2,309	2,500	2,500	2,500	-	0.00%
42410	Small Tools & Minor Equipment	445	49	400	400	400	-	0.00%
Total: Supplies		1,838	2,410	2,900	2,900	2,900	-	0.00%
Services								
43011	Contractual Services	2,804	1,595	3,000	5,187	3,500	500	16.67%
43017	Investment Portfolio Fees	21,713	22,223	25,000	25,000	25,000	-	0.00%
43019	Software Licensing	294	2,079	-	517	-	-	-
43110	Communication	1,357	1,184	1,500	1,500	1,500	-	0.00%
43140	Postage and Freight	-	-	80	174	80	-	0.00%
43210	Transportation/Subsistence	2,109	276	7,500	4,073	7,500	-	0.00%
43220	Car Allowance	7,277	7,222	7,200	7,200	7,200	-	0.00%
43260	Training	1,413	2,582	2,600	2,600	2,600	-	0.00%
43310	Advertising	-	-	-	597	-	-	-
43410	Printing	18	32	150	150	150	-	0.00%
43610	Utilities	3,204	3,111	4,000	4,000	4,400	400	10.00%
43720	Equipment Maintenance	81	67	500	500	500	-	0.00%
43920	Dues and Subscriptions	3,292	2,778	3,527	3,527	3,527	-	0.00%
Total: Services		43,562	43,149	55,057	55,025	55,957	900	1.63%
Capital Outlay								
48710	Minor Office Equipment	4,774	3,479	1,150	1,150	1,150	-	0.00%
48720	Minor Office Furniture	-	281	250	250	250	-	0.00%
48740	Minor Machinery & Equipment	57	-	-	-	-	-	-
Total: Capital Outlay		4,831	3,760	1,400	1,400	1,400	-	0.00%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(472)	-	(2,900)	(2,900)	(2,750)	150	-
Total: Interdepartmental Charges		(472)	-	(2,900)	(2,900)	(2,750)	150	-
Department Total		\$ 507,120	\$ 516,919	\$ 520,810	\$ 520,778	\$ 575,508	\$ 54,698	10.50%

Line-Item Explanations

40110 Regular Wages. Staff includes: Finance Director, Controller and Administrative Assistant

43011 Contractual Services. Miscellaneous financial services (\$3,500).

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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Fund 100	Department Function
Dept 11430	General Fund
	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 Annual Comprehensive 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.

FY2022 Accomplishments:

- Moved to paperless payroll processing with records integration on our Timesheets system.
- Implemented lease software to create compliance with GASB 87 reporting requirements.
- Deployed a large update to our Finance software, including communication with other departments and updated user guides.

FY2023 New Initiatives:

- Continue to leverage technology to increase the value of data through higher level analysis, comparison and compilation.
- 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.
- Create a two way integration between our finance software (HR/PR and Finance) and the Clerk's office record management software that allows us to digitally transfer required records per code requirements.

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Payroll checks and direct deposits issued	9,498	9,930	10,000	10,000
W-2's issued	743	750	750	750
Ratio of PR checks issued to voided/reissued checks	1,357:1	1,241:1	1,500:1	1,500:1
Number of accounts payable invoices paid	19,502	20,128	21,500	21,500
1099's processed	954*	251	300	300
Ratio of invoices paid per accounts payable staff	13,001:1	13,418:1	14,333:1	14,333:1

*2020 1099s were high due to CARES business interruption grants.

Department Function**Fund 100****General Fund****Dept 11430****Finance – Financial Services - Continued****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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Grant reports filed	48	75	74	60
Grants administered	23	30	32	30
Grant revenue received*	\$6,031,960	\$37,151,903	\$15,150,225	\$6,268,791
Ratio of revenue received for each grant report filed	\$125,666:1	\$495,358:1	\$52,030:1	\$116,089:1
Other State and Federal revenue receipts	\$8,143,361	\$6,694,096	\$6,385,506	\$6,342,506

*CARES related funding – FY20 \$2,797,602; FY21 \$34,273,131; FY22 \$144,708

Priority/Goal: Sales tax compliance**Goal:** To have all businesses that have retail 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	FY2020 Actual	FY2021 Actual*	FY2022 Projected*	FY2023 Estimated
Sales tax audits completed	220	99	150	225
Registration of previously unregistered businesses	151	11	50	60
Sales tax estimates completed	260	341	300	300
Ratio of registered businesses to completed audits and estimates	16:1	18:1	18:1	18:1
New short term rental businesses registered	48	12	35	35

*Decline in numbers in FY2021 and FY2022 (to a lesser extent) 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 FY2023.

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted
Staffing history	7.5	7.5	7.5	8.0

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11430 - Finance - Financial Services

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 459,288	\$ 476,294	\$ 528,201	\$ 528,201	\$ 572,095	\$ 43,894	8.31%
40120	Temporary Wages	1,696	-	3,040	3,040	3,198	158	5.20%
40130	Overtime Wages	4,091	3,362	16,404	16,404	15,764	(640)	-3.90%
40210	FICA	37,604	39,651	49,131	49,131	53,327	4,196	8.54%
40221	PERS	143,850	157,596	123,718	123,718	130,675	6,957	5.62%
40321	Health Insurance	140,698	156,243	172,250	172,250	161,500	(10,750)	-6.24%
40322	Life Insurance	657	690	1,318	1,318	894	(424)	-32.17%
40410	Leave	58,153	64,133	69,634	69,634	75,986	6,352	9.12%
40511	Other Benefits	907	-	-	-	-	-	-
Total: Personnel		846,944	897,969	963,696	963,696	1,013,439	49,743	5.16%
Supplies								
42120	Computer Software	-	394	-	-	-	-	-
42210	Operating Supplies	2,098	5,095	4,500	4,000	4,500	-	0.00%
42310	Repair/Maintenance Supplies	24	-	300	300	300	-	0.00%
42410	Small Tools & Minor Equipment	686	400	400	900	400	-	0.00%
Total: Supplies		2,808	5,889	5,200	5,200	5,200	-	0.00%
Services								
43011	Contractual Services	1,510	200	300	300	300	-	0.00%
43019	Software Licensing	40,701	33,922	88,232	88,232	75,000	(13,232)	-15.00%
43110	Communication	2,020	1,936	2,200	2,200	2,300	100	4.55%
43140	Postage and Freight	5,119	5,630	6,000	6,000	6,000	-	0.00%
43210	Transportation/Subsistence	5,701	2,430	7,950	7,500	8,558	608	7.65%
43220	Car Allowance	5,196	5,807	7,200	7,200	7,200	-	0.00%
43260	Training	297	135	2,395	2,395	3,000	605	25.26%
43310	Advertising	-	-	300	300	300	-	0.00%
43410	Printing	91	79	250	699	250	-	0.00%
43610	Utilities	4,330	4,207	5,000	5,000	5,500	500	10.00%
43720	Equipment Maintenance	485	67	500	500	500	-	0.00%
43812	Equipment Replacement Pymt.	67,336	67,336	67,336	67,336	67,336	-	0.00%
43920	Dues and Subscriptions	250	87	445	445	285	(160)	-35.96%
Total: Services		133,036	121,836	188,108	188,107	176,529	(11,579)	-6.16%
Capital Outlay								
48710	Minor Office Equipment	5,757	2,015	4,000	4,000	2,685	(1,315)	-32.88%
48720	Minor Office Furniture	-	510	250	250	250	-	0.00%
48740	Minor Machinery & Equipment	143	-	-	-	-	-	-
Total: Capital outlay		5,900	2,525	4,250	4,250	2,935	(1,315)	-30.94%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	-	(750)	(750)	(750)	-	-
Total: Interdepartmental Charges		-	-	(750)	(750)	(750)	-	-
Department Total		\$ 988,688	\$ 1,028,219	\$ 1,160,504	\$ 1,160,503	\$ 1,197,353	\$ 36,849	3.18%

**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), 1 Auditor, 1 Auditor/Accountant, 1 Audit Specialist, and 2 Grants/Treasury Accountants.

Reclassified: 1/2 time AP Clerk to be FTE Grants/Treasury Accountant

43011 Contract Services. Shred services (\$300).

43019 Software Licensing. Temporary lodging compliance software, (\$30,000), Innoprise financial software annual maintenance cost (\$22,080), half of GEMS FMS/HR/PR read only access (\$5,250), and half of software maintenance for the Human Resources/payroll software (\$9,670), lease management software for GASB 87 compliance (\$8,000). Reduction due to decrease in temporary lodging software.

43210 Transportation/Subsistence. Travel for essential meetings including the PERS conference. Increase to facilitate more valuable in person trainings for staff within the state.

43812 Equipment Replacement Payment. Upgrade to financial software and purchase electronic timekeeping software. See schedule below.

48710 Minor Office Equipment. Replacement of three standard pcs (\$895 each).

48720 Minor Office Furniture. Replacement office chair (\$250.)

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-2026</u>
Electronic timekeeping software	\$ 93,080	\$ 23,270	\$ 23,270	\$ 23,270
GEMS FMS/HRMS software upgrade	176,264	44,066	44,066	44,066
Total	<u>\$ 269,344</u>	<u>\$ 67,336</u>	<u>\$ 67,336</u>	<u>\$ 67,336</u>

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 continue to be challenging and costly.

FY2022 Accomplishments

- Developed procedures for a large amount of duties and created a centralized location electronically to aid in cross training of staff.
- Created tracking system for each Liquor and Marijuana license to better track compliance items and renewal timelines.
- Continuation of teaming 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.
- Collaborated with IT and Planning to implement the Tax Certifications to SharePoint for more efficient processing and tracking.

FY2023 New Initiatives:

- Implement the process of entering Journal Entries into Innoprise and streamline the refund process to distribute efficiency among the Finance department.
- Complete the testing phase of Special Assessments in the Aumentum Module and proceed with 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	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Real Property Tax Bills Produced	65,753	66,120	65,900	66,200
Foreclosure Notices Sent	2,023	1,892	2,100	2,000
Number of Properties with Foreclosure Judgment	0 (1)	930	1,200	1,100
Clerk's Deed filed (foreclosure process completed)	85	111(2)	0 (3)	65
% of property tax collected	99.8%	99.9%	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	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Sales Tax Liens Filed	60	72	73	60
Small Claims Filed	29	42	31	30
Amounts secured thru Small Claim Judgments	\$44,604	\$118,601 (1)	\$93,000	\$65,000
Percentage of personal property accounts transferred	.00% (2)	.02%	.05%	.02%
Sales Tax/Personal Property Tax Collected in House(000"s)	\$964 (3)	\$824 (3)	\$1,100	\$1,000

(1) Increase in amounts secured thru Small Claim Judgments in FY21 was in part due to catching up after not being able to file small claims due to COVID-19 and have a full and trained staff.

(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	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 Proposed
Staffing history	7	7	7	7

Kenai Peninsula Borough Budget Detail

Fund 100

Department 11440 - Finance - Property Tax and Collections

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel							
40110 Regular Wages	\$ 352,583	\$ 362,374	\$ 409,025	\$ 409,025	\$ 399,243	\$ (9,782)	-2.39%
40120 Temporary Wages	1,375	2,359	2,400	2,400	2,402	2	0.08%
40130 Overtime Wages	366	-	2,451	2,451	2,300	(151)	-6.16%
40210 FICA	31,074	29,945	36,702	36,702	35,421	(1,281)	-3.49%
40221 PERS	115,160	120,859	93,456	93,456	91,165	(2,291)	-2.45%
40321 Health Insurance	143,814	170,981	185,500	185,500	222,600	37,100	20.00%
40322 Life Insurance	538	547	1,034	1,034	633	(401)	-38.78%
40410 Leave	50,942	48,162	52,558	52,558	46,226	(6,332)	-12.05%
40511 Other Benefits	695	-	-	-	-	-	-
Total: Personnel	696,547	735,227	783,126	783,126	799,990	16,864	2.15%
Supplies							
42120 Computer Software	-	-	4,200	4,594	-	(4,200)	-100.00%
42210 Operating Supplies	2,826	3,183	3,000	2,779	3,000	-	0.00%
42310 Repair/Maintenance Supplies	99	-	300	300	300	-	0.00%
42410 Small Tools & Minor Equipment	-	497	200	421	200	-	0.00%
Total: Supplies	2,925	3,680	7,700	8,094	3,500	(4,200)	-54.55%
Services							
43011 Contractual Services	20,216	13,368	18,261	18,261	18,361	100	0.55%
43019 Software Licensing	119,888	124,581	130,683	130,683	137,086	6,403	4.90%
43110 Communications	1,382	1,695	1,800	1,800	1,800	-	0.00%
43140 Postage and Freight	26,762	27,509	34,000	33,634	34,000	-	0.00%
43210 Transportation/Subsistence	-	-	-	-	300	300	-
43260 Training	-	-	-	-	2,425	2,425	-
43310 Advertising	7,999	7,211	8,510	8,510	9,320	810	9.52%
43410 Printing	559	74	560	560	560	-	0.00%
43610 Utilities	6,535	6,346	7,000	7,000	7,700	700	10.00%
43720 Equipment Maintenance	970	552	1,000	1,000	1,000	-	0.00%
43810 Rents & Operating Leases	366	422	422	422	422	-	0.00%
43920 Dues and Subscriptions	618	627	608	608	500	(108)	-17.76%
43931 Recording Fees	8,092	11,171	13,500	13,500	13,500	-	0.00%
43932 Litigation Reports	43,092	-	66,150	131,544	120,000	53,850	81.41%
Total: Services	236,479	193,556	282,494	347,522	346,974	64,480	22.83%
Capital Outlay							
48710 Minor Office Equipment	2,255	2,527	6,006	6,631	3,246	(2,760)	-45.95%
48720 Minor Office Furniture	200	-	325	325	325	-	0.00%
48740 Minor Machinery & Equipment	133	-	-	-	-	-	-
Total: Capital Outlay	2,588	2,527	6,331	6,956	3,571	(2,760)	-43.60%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	(880)	(880)	(675)	205	-
Total: Interdepartmental Charges	-	-	(880)	(880)	(675)	205	-
Department Total	\$ 938,539	\$ 934,990	\$ 1,078,771	\$ 1,144,818	\$ 1,153,360	\$ 74,589	6.91%

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).

42410 Small Tools & Minor Office Equipment. 10-key calculator (\$160), staples (\$40), ink cartridge for scanners (\$60).

43011 Contractual Services. Collection agency (\$1,200), armored car service (\$3,686), web reports and electronic payments (\$2,000) 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 (\$134,456).

43140 Postage. Increase in postage rates.

43260 Training. To attend training on an alternating year basis to the User's Group Conference.

43310 Advertising. Large increase in costs to advertise.

43920 Dues & Subscriptions. Increase in credit checks.

43932 Litigation Reports. Increased due to number of foreclosure notices to be mailed and higher cost with new contract.

48710 Minor Office Equipment. Two desktops (\$1,790), two monitors (\$778), and one sound bar (\$38), and two replacement credit card terminals with chip card acceptance (\$640).

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 FY22 to be realized in FY23.

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.

FY2022 Accomplishments

- Experiencing success and efficiencies of E-Tax module; thus far in FY22 processed over 4,500 transactions and \$6.1 million dollars collected via the E-tax module
- Legislation preparation for two new special assessments, completed/closed one 10-year special assessment and processing rebates on three gas assessments.
- Implemented a tax rate change for city of Seldovia; communications mailed out to all affected businesses, updated software, and communicated with the local Chamber of Commerce.

- Collaborated with Property Tax to convert Special Assessments to Aumentum Property Tax System to realize billing and payment process efficiencies; anticipating a conversion fall 2022.
- Continued to assist with Short Term Rental Software implementation, collaboration with Audit and Sales Tax to establish a process in identifying unregistered landlords by 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 Borough to file with ARSSTC.

FY2023 New Initiatives:

- With implementation of the E-Tax module for sales tax; continue to evaluate sales tax 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 module, encouraging use to business owners to file online, reducing filing errors. For example online information and training videos.
- Continue efficiencies with special assessments and implement 10-year billing cycle on two special assessments in FY23. Complete/close one 10-year special assessment and continue rebate process on gas assessments.
- Continued evaluation of remote seller accounts, ensuring accurate physical presence identification 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.
- Communicate with Govern on utilizing existing tools to enhance communications with business owners, this would affect three departments; Sales Tax, Audit, and Delinquent Accounts. Communication with Govern on enhancing the reporting process, realizing time efficiencies.

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	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 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)	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Sales Tax Revenue (Ord 5.18)	\$32,935	\$34,215	\$30,710	\$37,636
Sales Tax Returns Processed	34,758	34,405	33,500	34,000
Registered Businesses	7,568	8,141	7,600	7,800
Sales Tax Certificates issued	774	1,140	800	900
Resale Cards issued	2,140	2,471	2,200	2,200
Exempt Cards issued	2,077	2,473	2,100	2,100
Owner Builder Cards issued	196	187	225	225
Special Assessment accounts billed and maintained	477	535	657	550
Land sales escrows maintained	38	29	36	30
Land leases monitored	27	25	27	25
Tower leases monitored	-	8	8	8

Revenue collected (Ord 5.19)	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Sales Tax Revenue (Ord 5.19)*	\$272,000	\$1.51M	\$1.8M	\$2.5M

- Ordinance 5.19; Remote Sales (ARSSTC) established 3/2020; as of 6/2021 filings, there are 1,124 ARSSTC accounts for the state of Alaska.

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11441 - Finance - Sales Tax

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 219,884	\$ 228,395	\$ 243,869	\$ 243,869	\$ 246,755	\$ 2,886	1.18%
40120	Temporary Wages	4,264	5,313	6,300	6,300	6,298	(2)	-0.03%
40130	Overtime Wages	850	918	1,197	1,197	1,205	8	0.67%
40210	FICA	18,619	19,998	22,516	22,516	22,693	177	0.79%
40221	PERS	67,737	75,050	55,338	55,338	55,965	627	1.13%
40321	Health Insurance	84,914	76,397	79,500	79,500	127,200	47,700	60.00%
40322	Life Insurance	310	336	611	611	388	(223)	-36.50%
40410	Leave	28,393	31,739	32,889	32,889	32,351	(538)	-1.64%
40511	Other Benefits	307	-	-	-	-	-	-
Total: Personnel		425,278	438,146	442,220	442,220	492,855	50,635	11.45%
Supplies								
42210	Operating Supplies	1,092	847	2,300	2,300	2,300	-	0.00%
42410	Small Tools & Minor Equipment	-	263	300	300	300	-	0.00%
Total: Supplies		1,092	1,110	2,600	2,600	2,600	-	0.00%
Services								
43011	Contractual Services	93,472	19,055	8,150	16,000	8,300	150	1.84%
43019	Software Licensing	73,103	97,292	93,795	93,795	95,078	1,283	1.37%
43036	Contractual Services - ARSSTC Fee	-	306,862	300,000	450,000	480,000	180,000	60.00%
43110	Communications	684	767	850	850	850	-	0.00%
43140	Postage and Freight	24,828	24,740	25,000	25,250	25,000	-	0.00%
43210	Transportation/Subsistence	503	-	3,550	3,550	900	(2,650)	-74.65%
43220	Car Allowance	3,639	3,611	3,600	3,600	3,600	-	0.00%
43260	Training	-	199	1,550	1,550	500	(1,050)	-67.74%
43310	Advertising	878	1,629	1,600	1,600	1,620	20	1.25%
43410	Printing	6,317	4,801	5,000	5,000	5,000	-	0.00%
43610	Utilities	2,453	2,384	3,000	3,000	3,300	300	10.00%
43720	Equipment Maintenance	2,675	2,257	6,300	6,300	6,300	-	0.00%
43812	Equipment Replacement Pymt.	43,829	43,829	99,304	99,304	99,304	-	0.00%
43920	Dues and Subscriptions	-	86	220	220	220	-	0.00%
Total: Services		252,381	507,512	551,919	710,019	729,972	178,053	32.26%
Capital Outlay								
48710	Minor Office Equipment	990	1,368	1,104	1,104	778	(326)	-29.53%
48720	Minor Office Furniture	-	-	250	250	250	-	0.00%
48740	Minor Machinery & Equipment	76	-	-	-	-	-	-
Total: Capital Outlay		1,066	1,368	1,354	1,354	1,028	(326)	-24.08%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	-	(1,000)	(1,000)	-	1,000	-
Total: Interdepartmental Charges		-	-	(1,000)	(1,000)	-	1,000	-
Department Total		\$ 679,817	\$ 948,136	\$ 997,093	\$ 1,155,193	\$ 1,226,455	\$ 229,362	23.00%

**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 (\$3,150), 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 (\$66,604), Melissa Data (\$3,150), InStream (\$20,274), imaging software annual maintenance (\$1,150), MailGun (\$1,200), and other misc. (\$2,700).

43036 Contractual Services-Remote Sales Tax Fee. Increased to cover Alaska Remote Sellers Sales Tax Collection fee (\$480,000).

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. 2 New monitors (\$389) each

48720 Minor Office Furniture. Chair (\$250).

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-2026</u>
SRT Version 6 Upgrade	\$ 175,316	\$ 43,829	\$ 43,829	\$ 43,829
Sales Tax Software	-	55,475	55,475	166,425
	<u>\$ 175,316</u>	<u>\$ 99,304</u>	<u>\$ 99,304</u>	<u>\$ 210,254</u>

Kenai Peninsula Borough Budget Detail

Fund 100

Finance Department Totals

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	
				Budget	Budget	Proposed	Original Budget	%
Personnel								
40110	Regular Wages	\$ 1,285,616	\$ 1,322,113	\$ 1,445,909	\$ 1,445,909	\$ 1,506,808	\$ 60,899	4.21%
40120	Temporary Wages	7,335	7,672	12,860	12,860	13,339	479	3.72%
40130	Overtime Wages	5,307	4,280	21,799	21,799	21,062	(737)	-3.38%
40210	FICA	107,844	111,030	132,126	132,126	137,609	5,483	4.15%
40221	PERS	402,429	433,182	331,668	331,668	342,248	10,580	3.19%
40321	Health Insurance	445,266	480,222	516,750	516,750	606,700	89,950	17.41%
40322	Life Insurance	1,855	1,931	3,601	3,601	2,345	(1,256)	-34.88%
40410	Leave	168,431	178,512	188,682	188,682	194,174	5,492	2.91%
40511	Other Benefits	2,047	-	-	-	-	-	-
Total: Personnel		2,426,130	2,538,942	2,653,395	2,653,395	2,824,285	170,890	6.44%
Supplies								
42120	Computer Software	-	446	4,200	4,594	-	(4,200)	-100.00%
42210	Operating Supplies	7,409	11,434	12,300	11,579	12,300	-	0.00%
42310	Repair/Maintenance Supplies	123	-	600	600	600	-	0.00%
42410	Small Tools & Minor Equipment	1,131	1,209	1,300	2,021	1,300	-	0.00%
Total: Supplies		8,663	13,089	18,400	18,794	14,200	(4,200)	-22.83%
Services								
43011	Contractual Services	118,002	34,218	29,711	39,748	30,461	750	2.52%
43017	Investment Portfolio Fees	21,713	22,223	25,000	25,000	25,000	-	0.00%
43019	Software Licensing	233,986	257,874	312,710	313,227	307,164	(5,546)	-1.77%
43036	Contractual Services - ARSSTC Fee	-	306,862	300,000	450,000	480,000	180,000	60.00%
43110	Communication	5,443	5,582	6,350	6,350	6,450	100	1.57%
43140	Postage and Freight	56,709	57,879	65,080	65,058	65,080	-	0.00%
43210	Transportation/Subsistence	8,313	2,706	19,000	15,123	17,258	(1,742)	-9.17%
43220	Car Allowance	16,112	16,640	18,000	18,000	18,000	-	0.00%
43260	Training	1,710	2,916	6,545	6,545	8,525	1,980	30.25%
43310	Advertising	8,877	8,840	10,410	11,007	11,240	830	7.97%
43410	Printing	6,985	4,986	5,960	6,409	5,960	-	0.00%
43610	Utilities	16,522	16,048	19,000	19,000	20,900	1,900	10.00%
43720	Equipment Maintenance	4,211	2,943	8,300	8,300	8,300	-	0.00%
43810	Rents & Operating Leases	366	422	422	422	422	-	0.00%
43812	Equipment Replacement Pymt.	111,165	111,165	166,640	166,640	166,640	-	0.00%
43920	Dues and Subscriptions	4,160	3,578	4,800	4,800	4,532	(268)	-5.58%
43931	Recording Fees	8,092	11,171	13,500	13,500	13,500	-	0.00%
43932	Litigation Reports	43,092	-	66,150	131,544	120,000	53,850	81.41%
Total: Services		665,458	866,053	1,077,578	1,300,673	1,309,432	231,854	21.52%
Capital Outlay								
48710	Minor Office Equipment	13,776	9,389	12,260	12,885	7,859	(4,401)	-35.90%
48720	Minor Office Furniture	200	791	1,075	1,075	1,075	-	0.00%
48740	Minor Machinery & Equipment	409	-	-	-	-	-	-
Total: Capital Outlay		14,385	10,180	13,335	13,960	8,934	(4,401)	-33.00%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(472)	-	(5,530)	(5,530)	(4,175)	1,355	-
Total: Interdepartmental Charges		(472)	-	(5,530)	(5,530)	(4,175)	1,355	-
Department Total		\$ 3,114,164	\$ 3,428,264	\$ 3,757,178	\$ 3,981,292	\$ 4,152,676	\$ 395,498	10.53%

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Fund 100	Department Function
Dept 11510	General Fund
	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 continues to be major concern. The merger of the software parent company appears to have put our project on the back burner and we continue to have issues that will not allow us to go live.

FY2022 Accomplishments:

- Completed transition to a new Admin Manager.
- Made safety a high priority in department.
- Instituted bi-weekly staff meetings.
- Continued to cross train and complete SOP's for all positions.
- Created a culture where staff want to come to work.

FY2023 New Initiatives:

- Implement new mobile assessor software.
- Continuing to transition clerical staff to assist and perform audits of exemptions.
- Coordinate with Finance Department for a CAMA System upgrade.
- Develop process to transition to electronic sales questionnaires.

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Assessment year	2019	2020	2021	2022
50K Residential Applications approved (new)	980	913	911	886
Senior Citizen Applications approved (new)	617	546	559	566
Disabled Veteran Applications approved (new)	191	207	234	266
Disabled Resident Tax Credit Applications approved (all)	248	221	204	187
Other exemption applications approved (all)	308	486	498	510
Parcels with exemption of any type	36,111	36,754	37,215	37,838

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted
Staffing history	10	9	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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Assessment year	2019	2020	2021	2022
Parcel count – real property	65,753	65,883	66,120	66,283
Parcel count – oil & gas accounts	208	198	209	211
Personal Property count	7,206	7,328	7,183	7,200
Ownership changes	5,842	5,550	7,078	6,536
Address Changes	5,585	5,196	5,552	5,549

Kenai Peninsula Borough Budget Detail

Fund 100

Department 11510 - Assessing Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 553,133	\$ 535,233	\$ 606,878	\$ 606,878	\$ 619,388	\$ 12,510	2.06%
40120	Temporary Wages	9,831	10,093	13,000	13,000	15,595	2,595	19.96%
40130	Overtime Wages	4,530	4,310	9,451	9,451	10,470	1,019	10.78%
40210	FICA	45,952	43,487	55,412	55,412	57,591	2,179	3.93%
40221	PERS	166,617	174,242	139,210	139,210	142,243	3,033	2.18%
40321	Health Insurance	224,064	217,152	238,500	238,500	286,200	47,700	20.00%
40322	Life Insurance	817	788	1,511	1,511	963	(548)	-36.27%
40410	Leave	65,769	72,575	71,376	71,376	78,073	6,697	9.38%
40511	Other Benefits	938	-	-	-	-	-	-
Total: Personnel		1,071,651	1,057,880	1,135,338	1,135,338	1,210,523	75,185	6.62%
Supplies								
42120	Computer Software	1,290	149	650	650	650	-	0.00%
42210	Operating Supplies	2,708	3,486	4,000	4,000	4,240	240	6.00%
42310	Repair/Maintenance Supplies	-	4	-	-	-	-	-
42410	Small Tools & Minor Equipment	387	950	500	500	500	-	0.00%
Total: Supplies		4,385	4,589	5,150	5,150	5,390	240	4.66%
Services								
43011	Contractual Services	38,975	39,916	43,700	43,700	44,700	1,000	2.29%
43019	Software Licensing	115,080	136,393	149,544	149,544	153,651	4,107	2.75%
43110	Communications	3,695	4,439	4,560	4,560	4,560	-	0.00%
43140	Postage and Freight	11,504	12,192	14,580	14,580	14,700	120	0.82%
43210	Transportation/Subsistence	7,316	86	5,009	5,009	7,314	2,305	46.02%
43220	Car Allowance	7,277	6,410	7,200	7,200	10,800	3,600	50.00%
43260	Training	1,725	250	925	925	2,225	1,300	140.54%
43310	Advertising	975	852	1,200	1,200	1,200	-	0.00%
43410	Printing	2,178	2,182	2,000	2,000	2,150	150	7.50%
43610	Utilities	6,985	6,788	8,325	8,325	9,158	833	10.01%
43720	Equipment Maintenance	198	372	1,100	1,100	1,100	-	0.00%
43920	Dues and Subscriptions	527	553	774	774	835	61	7.88%
Total: Services		196,435	210,433	238,917	238,917	252,393	13,476	5.64%
Capital Outlay								
48311	Major Machinery and Equipment	-	-	-	3,117	-	-	-
48710	Minor Office Equipment	6,916	3,674	3,150	33	4,571	1,421	45.11%
48720	Minor Office Furniture	579	998	1,800	1,635	6,900	5,100	283.33%
48740	Minor Machinery & Equipment	171	-	-	165	-	-	-
Total: Capital Outlay		7,666	4,672	4,950	4,950	11,471	6,521	131.74%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(2,207)	-	-	-	-	-	-
Total: Interdepartmental Charges		(2,207)	-	-	-	-	-	-
Department Total		\$ 1,277,930	\$ 1,277,574	\$ 1,384,355	\$ 1,384,355	\$ 1,479,777	\$ 95,422	6.89%

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 (\$38,000), DMV data access (\$800), shredding service (\$100), and microfiche certified rolls (\$1,800).

43019 Software Licensing. Assessment maint/support (\$115,126), CAMA rate tables (\$12,500), mobile assessor maint/support (\$24,750), Pictometry Connect (\$375), and camera license portion (\$400).

43210 Transportation/Subsistence Increase for transportation to Anchorage for training courses and AML/AAAO meetings. Had been virtual in the past.

43260 Training. Increase to allow for Admin Manager to take one required appraisal course to remain certified (formally paid for on App DISC Training for all admin staff (525), CPR Training 1 staff (50).

48710 Minor Office Equipment. Replace 2 Standard PC (\$960 ea.), 2 monitors (\$467 ea.), 2 sound bars (\$46 ea.), 5 replacement phones (\$325 ea.)

48720 Minor Office Furniture. Replacement of 2 office chair (\$600 ea.), and 2 sit-stand workstations (\$600 ea.), replacement Director Desk and Table (\$4,500).

Fund 100	Department Function
Dept 11520	General Fund
	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:

- Vacant positions in department including two residential appraisers and land appraiser.
- Tabling projects/studies due to lack of staff.
- Implementation of Mobile Assessor.

FY2022 Accomplishments:

- Worked with GIS and Purchasing for a Pictometry contract that follows the assessment cycle for the next 4 years.

- Completed our first full canvas using mostly Pictometry though we were short staffed.
- Located unreported improvements/encroachments with Pictometry.
- Established weekly safety meetings.
- No reportable incidents or accidents since 7/2019.
- Completed review of field training manual.
- Completed new residential land update for Seward, Moose, Pass, Soldotna and K-Beach
- Hired new Manager, Appraisal Systems Analyst, and Commercial Appraiser.
- Created a culture where staff want to come to work.

FY2023 New Initiatives:

- Expansion of the use of Pictometry in upcoming and future canvas areas Nikiski, Nikiski Remote, Sterling & Funny River.
- Work with Admin and Finance for an update/new CAMA System.
- Once fully staffed: do focused appraisal studies.
- Continued focus on safe work habits.

Performance Measures

Measures:

Staff and Mileage	FY2020 Actual	FY2021 Actual	FY20212 Actual	FY2023 Adopted
Staffing History	14	14	12	12
Staff Miles Traveled	55,428	32,430	40,000	40000

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Value (000's)	\$6,547,973	\$6,667,627	\$6,720,297	\$6,818,191
% Change From Prior Year	3.16%	1.83%	0.79%	1.46%

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	FY2020 Actual *	FY2021 Actual *	FY2022 Projected	FY2023 Estimated
Improved Parcels	7,756	6,822	5,073	7,809
Vacant Parcels	3,442	18,991	12,391	10,627
Total Inspections	11,198	25,813	17,464	18,436

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Informal Review	1019	571	665	730
Appeals Filed	249	193	242	266
Heard by Board of Equalization	34	8	65	70
Assessor Value Upheld	29	6	39	59

Inspection Areas	Improved Parcels	Vacant Parcels	Total Parcels	FY2017 *	FY2018 *	FY2019 *	FY2020 *	FY2021 *	FY2022 Projection	FY2023 Estimate
Anchor Point	2,038	2,852	4,890	162	220	951	1,613	301	99	
Caribou Hills/Caribou Lake	424	860	1,284	174	27	7	4	38	18	
Cooper Landing	404	265	669	26	19	26	18	301	669	
Funny River	1,321	1,727	3,048	328	555	1,239	169	366	52	3,048
Homer	5,514	3,979	9,493	29	0	3	1	789	259	
Hope/Sunrise	304	258	562	667	4,697	1,817	616	855	552	
K-Beach	2,804	1,156	3,960	30	27	23	1	1,590	5,891	
Kasilof/Clam Gulch	3,264	2,906	6,170	1,609	394	550	441	1,918	195	
Kenai	2,952	2,049	5,001	206	192	2,918	217	2,405	187	
Moose Pass	273	312	585	237	377	264	1,906	22	812	
Nikiski	2,914	4,075	6,989	76	71	64	62	7,363	234	6,989
Nikiski Remote/Pt Possess.	212	749	961			0	57	1,141	-	961
Ninilchik/Deep Creek	1,197	1,567	2,764	387	407	387	1,227	115	69	
Port Graham/Nanwalek	135	58	193	127	110	137	1,687	-	-	
Ridegway	1,914	1,214	3,128	1	0	0	89	2,049	56	
S Kachemak Bay/Waterfront	436	1,201	1,637	204	174	191	2,051	5	784	1,201
Seldovia/Barabara Heights	522	607	1,129	6	2	2	355	963	52	607
Seward	2,162	1,067	3,229	50	70	39	53	230	4,380	
Seward Remote	64	369	433	225	123	164	129	19	482	
Soldotna	1,991	837	2,828	208	187	149	158	4,028	2,514	
Sterling	3,362	2,268	5,630	3,164	328	407	274	530	150	5,630
West Side Cook Inlet	319	1,218	1,537	29	3	0	70	785	9	
Total	34,526	31,594	66,120	7,945	7,983	9,338	11,198	25,813	17,464	18,436

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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 803,767	\$ 749,930	\$ 859,103	\$ 859,103	\$ 846,265	\$ (12,838)	-1.49%
40130	Overtime Wages	11,570	27,142	17,590	17,590	16,894	(696)	-3.96%
40210	FICA	70,871	71,138	81,111	81,111	79,481	(1,630)	-2.01%
40221	PERS	260,396	258,907	199,690	199,690	196,515	(3,175)	-1.59%
40321	Health Insurance	314,826	286,222	318,000	318,000	381,600	63,600	20.00%
40322	Life Insurance	1,259	1,120	2,150	2,150	1,323	(827)	-38.47%
40410	Leave	115,933	111,704	112,984	112,984	105,218	(7,766)	-6.87%
40511	Other Benefits	1,506	-	-	-	-	-	-
Total: Personnel		1,580,128	1,506,163	1,590,628	1,590,628	1,627,296	36,668	2.31%
Supplies								
42210	Operating Supplies	2,980	1,588	2,300	2,300	2,525	225	9.78%
42230	Fuel, Oil & Lubricants	42	85	100	100	100	-	0.00%
42250	Uniforms	51	-	150	150	150	-	0.00%
42310	Repair and Maintenance Supplies	-	-	-	17	50	50	-
42360	Motor Vehicle Supplies	157	-	200	200	200	-	0.00%
42410	Small Tools & Minor Equipment	8,545	1,001	1,000	983	1,000	-	0.00%
Total: Supplies		11,775	2,674	3,750	3,750	4,025	275	7.33%
Services								
43011	Contractual Services	19,318	1,498	5,680	5,680	5,680	-	0.00%
43110	Communications	5,107	5,790	6,500	6,500	6,500	-	0.00%
43210	Transportation/Subsistence	52,443	26,221	59,030	59,030	46,785	(12,245)	-20.74%
43220	Car Allowance	41,173	36,841	39,600	39,600	39,600	-	0.00%
43260	Training	9,939	3,760	10,445	10,445	11,685	1,240	11.87%
43610	Utilities	8,566	8,315	9,555	9,555	10,510	955	9.99%
43750	Vehicle Maintenance	-	-	800	800	800	-	0.00%
43812	Equipment Replacement Pymt.	10,223	14,318	14,928	14,928	16,800	1,872	12.54%
43920	Dues & Subscriptions	3,122	2,523	2,755	2,755	2,705	(50)	-1.81%
Total: Services		149,891	99,266	149,293	149,293	141,065	(8,228)	-5.51%
Capital Outlay								
48311	Major Machinery and Equipment	-	-	-	3,117	-	-	-
48710	Minor Office Equipment	15,465	7,191	4,895	2,033	6,170	1,275	26.05%
48720	Minor Office Furniture	266	5,934	2,400	1,980	2,400	-	0.00%
48740	Minor Machinery & Equipment	-	-	-	165	-	-	-
Total: Capital Outlay		15,731	13,125	7,295	7,295	8,570	1,275	17.48%
Department Total		\$ 1,757,525	\$ 1,621,228	\$ 1,750,966	\$ 1,750,966	\$ 1,780,956	\$ 29,990	1.71%

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.

42310 Repair and Maintenance Supplies. Parts to repair chairs as needed.

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 functionality.

43210 Transportation/Subsistence. Reduction due to use of Pictometry and area of upcoming canvas.

43260 Training. Appraisal courses required for certification/continuing education credits (10 staff), Disc, CPR and firearms training per safety requirements.

43812 Equipment Replacement. Payment on Mobile Assessor software. See payment schedule below.

48710 Minor Office Equipment. 1 computer (\$960), 2 sound bars (\$46 ea.), and 4 monitors (\$467 ea.), and 10 phones (\$325 ea.)

48720 Minor Office Furniture. Replacement of 1 office chair (\$600) and purchase 3 sit-stand work stations (\$600 ea.).

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 11520 - Assessing Appraisal - continued

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-26</u>
Assessing mobile software	\$ 24,541	\$ 14,318	\$ 16,800	\$ 50,400

Kenai Peninsula Borough Budget Detail

Fund 100 Assessing Department Totals

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 1,356,900	\$ 1,285,163	\$ 1,465,981	\$ 1,465,981	\$ 1,465,653	\$ (328)	-0.02%
40120	Temporary Wages	9,831	10,093	13,000	13,000	15,595	2,595	19.96%
40130	Overtime Wages	16,100	31,452	27,041	27,041	27,364	323	1.19%
40210	FICA	116,823	114,625	136,523	136,523	137,072	549	0.40%
40221	PERS	427,013	433,149	338,900	338,900	338,758	(142)	-0.04%
40321	Health Insurance	538,890	503,374	556,500	556,500	667,800	111,300	20.00%
40322	Life Insurance	2,076	1,908	3,661	3,661	2,286	(1,375)	-37.56%
40410	Leave	181,702	184,279	184,360	184,360	183,291	(1,069)	-0.58%
40511	Other Benefits	2,444	-	-	-	-	-	-
	Total: Personnel	2,651,779	2,564,043	2,725,966	2,725,966	2,837,819	111,853	4.10%
Supplies								
42120	Computer Software	1,290	149	650	650	650	-	0.00%
42210	Operating Supplies	5,688	5,074	6,300	6,300	6,765	465	7.38%
42230	Fuel, Oil & Lubricants	42	85	100	100	100	-	0.00%
42250	Uniforms	51	-	150	150	150	-	0.00%
42310	Repair/Maintenance Supplies	-	4	-	17	50	50	-
42360	Motor Vehicle Supplies	157	-	200	200	200	-	0.00%
42410	Small Tools & Minor Equipment	8,932	1,951	1,500	1,483	1,500	-	0.00%
	Total: Supplies	16,160	7,263	8,900	8,900	9,415	515	5.79%
Services								
43011	Contractual Services	58,293	41,414	49,380	49,380	50,380	1,000	2.03%
43019	Software Licensing	115,080	136,393	149,544	149,544	153,651	4,107	2.75%
43110	Communications	8,802	10,229	11,060	11,060	11,060	-	0.00%
43140	Postage and Freight	11,504	12,192	14,580	14,580	14,700	120	0.82%
43210	Transportation/Subsistence	59,759	26,307	64,039	64,039	54,099	(9,940)	-15.52%
43220	Car Allowance	48,450	43,251	46,800	46,800	50,400	3,600	7.69%
43260	Training	11,664	4,010	11,370	11,370	13,910	2,540	22.34%
43310	Advertising	975	852	1,200	1,200	1,200	-	0.00%
43410	Printing	2,178	2,182	2,000	2,000	2,150	150	7.50%
43610	Utilities	15,551	15,103	17,880	17,880	19,668	1,788	10.00%
43720	Equipment Maintenance	198	372	1,100	1,100	1,100	-	0.00%
43750	Vehicle Maintenance	-	-	800	800	800	-	0.00%
43812	Equipment Replacement Pymt.	10,223	14,318	14,928	14,928	16,800	1,872	12.54%
43920	Dues and Subscriptions	3,649	3,076	3,529	3,529	3,540	11	0.31%
	Total: Services	346,326	309,699	388,210	388,210	393,458	5,248	1.35%
Capital Outlay								
48311	Machinery and Equipment	-	-	-	6,234	-	-	-
48710	Minor Office Equipment	22,381	10,865	8,045	2,066	10,741	2,696	33.51%
48720	Minor Office Furniture	845	6,932	4,200	3,615	9,300	5,100	121.43%
48740	Minor Machines & Equipment	171	-	-	330	-	-	-
	Total: Capital Outlay	23,397	17,797	12,245	12,245	20,041	7,796	63.67%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(2,207)	-	-	-	-	-	-
	Total: Interdepartmental Charges	(2,207)	-	-	-	-	-	-
Department Total		\$ 3,035,455	\$ 2,898,802	\$ 3,135,321	\$ 3,135,321	\$ 3,260,733	\$ 125,412	4.00%

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.
- Develop new ordinances that will minimize unsightly nuisance properties that disrupts the beauty of the communities.
- Create fines for violations of code that is sent to the court system (example citation for trespass on KPB property)
- 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 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.
- Acquire permitting software to better
- Acquire data base software to tract calls, complaints and public issues to aid in workflow documentation and statically track data.

FY2022 Accomplishments

- 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 continue to work in collaboration to ensure that all Planning Department functions were maintained for the public.
- 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 for two years. The ordinance was passed in April of 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 2024.
- Implemented new and improved imagery allowing us to readily identify trespass and encroachment concerns on KPB lands.
- Implemented a process to address long-term trespass issues in collaboration with Mayor's office and legal.

FY2023 New Initiatives:

- Will continue to work with interested communities outside the incorporated cities to help develop locally driven community plans.
- Refining process improvements for the Planning Commission transition over to the Granicus meetings/records management software.
- Will continue to work with AK Department of Transportation (DOT) and the community of Cooper Landing on the design of the Sterling Highway Bypass.
- Review and update as necessary zoning related chapters of KPB Code Chapter 21, including 21.04, 21.09, 21.10, 21.29, 21.40, 21.42, 21.44, 21.46.
- Research Planning and Permitting Software to improve the department's functionality and public use interfaces.

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing history	8.75	8.00	8.00	8.00

Department Function	
Fund 100	General Fund
Dept 21110	Resource Planning Administration - Continued

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Front Counter Walk Ins	838	1,041	1,700	1,700
Calls for Information	3,426	4,362	4,600	4,600
Special Order Maps	572	774	950	950
Code compliance Cases	24	28	30	30
Gravel Pit Conditional Land Use Permits	5	3	8	8

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Platting/Planning Reports	198	171	200	200
Public Hearing Notices	5,008	5,730	6,000	6,000
Recorded Plats	128	131	140	140
Met platting requirement deadlines per KPB code	100%	100%	100%	100%
Code Compliance Communication call log	45	29	35	40

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 21110 - Resource Planning Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 480,426	\$ 467,194	\$ 565,836	\$ 565,836	\$ 580,142	\$ 14,306	2.53%
40120	Temporary Wages	4,187	-	20,783	20,783	21,606	823	3.96%
40120	Meeting Allowance PC	25,225	6,801	33,600	33,600	42,600	9,000	26.79%
40130	Overtime Wages	11,534	35,705	11,357	11,357	11,285	(72)	-0.63%
40210	FICA	49,105	143,943	57,131	57,131	58,990	1,859	3.25%
40221	PERS	147,963	168,071	133,158	133,158	136,325	3,167	2.38%
40321	Health Insurance	180,075	688	185,500	185,500	190,800	5,300	2.86%
40322	Life Insurance	668	52,922	1,438	1,438	979	(459)	-31.92%
40410	Leave	50,556	25,325	64,931	64,931	65,654	723	1.11%
40511	Other Benefits	716	3,419	-	-	-	-	-
Total: Personnel		950,455	904,068	1,073,734	1,073,734	1,108,381	34,647	3.23%
Supplies								
42020	Signage Supplies	5,954	3,376	-	-	1,000	1,000	-
42120	Computer Software	196	1,194	2,000	2,000	2,000	-	0.00%
42210	Operating Supplies	6,050	7,258	8,500	8,500	8,500	-	0.00%
42230	Fuel, Oil & Lubricants	3,518	1,014	7,000	6,900	7,000	-	0.00%
42310	Repair/Maintenance Supplies	197	198	-	100	-	-	-
42360	Motor Vehicle Repair Supplies	6	36	2,500	2,500	2,500	-	0.00%
42410	Small Tools & Minor Equipment	412	3,417	7,300	7,300	4,300	(3,000)	-41.10%
Total: Supplies		16,333	16,493	27,300	27,300	25,300	(2,000)	-7.33%
Services								
43011	Contractual Services	2,491	873	20,850	18,771	20,850	-	0.00%
43015	Water/Air Sample Testing	5,000	5,000	5,000	5,000	5,000	-	0.00%
43019	Software Licensing	192	193	200	2,279	500	300	150.00%
43110	Communications	4,352	4,669	5,000	5,000	5,000	-	0.00%
43140	Postage and Freight	8,996	7,765	15,000	15,000	16,000	1,000	6.67%
43210	Transportation/Subsistence	2,490	583	16,200	16,200	9,330	(6,870)	-42.41%
43210	Transportation/Subsistence PC	13,306	2,492	16,500	16,500	25,200	8,700	52.73%
43220	Car Allowance	3,036	4,741	7,200	7,200	3,600	(3,600)	-50.00%
43221	Car Allowance PC	18,300	18,300	19,800	19,800	25,200	5,400	27.27%
43260	Training	1,589	1,318	5,075	5,075	3,465	(1,610)	-31.72%
43260	Training PC	240	-	3,000	3,000	3,000	-	0.00%
43310	Advertising	21,315	19,081	22,000	22,000	22,000	-	0.00%
43410	Printing	392	264	500	500	500	-	0.00%
43610	Utilities	10,270	9,972	12,500	12,500	13,750	1,250	10.00%
43720	Equipment Maintenance	183	2,964	2,500	2,500	3,800	1,300	52.00%
43750	Vehicle Maintenance	-	100	1,500	1,500	1,500	-	0.00%
43810	Rents & Operating Leases	342	114	550	550	550	-	0.00%
43812	Equipment Replacement Pymt.	6,706	6,706	5,626	5,626	10,302	4,676	83.11%
43920	Dues and Subscriptions	3,051	1,097	1,975	2,075	2,000	25	1.27%
43931	Recording Fees	64	891	500	500	500	-	0.00%
Total: Services		102,315	87,123	161,476	161,576	172,047	10,571	6.55%
Capital Outlay								
48710	Minor Office Equipment	6,039	8,605	7,750	7,585	5,100	(2,650)	-34.19%
48720	Minor Office Furniture	495	1,280	4,600	4,600	7,125	2,525	54.89%
48740	Minor Machinery & Equipment	1,208	-	-	165	-	-	-
Total: Capital Outlay		7,742	9,885	12,350	12,350	12,225	(125)	-1.01%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(87,827)	-	-	-	-	-	-
Total: Interdepartmental Charges		(87,827)	-	-	-	-	-	-
Department Total		\$ 989,018	\$ 1,017,569	\$ 1,274,860	\$ 1,274,960	\$ 1,317,953	\$ 43,093	3.38%

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 13 commissioners x \$125/mtg. x 24 meetings = \$39,000). Increase due to planning commission going from 11 seats to 14 seats

40120 Temporary Wages. Temporary coverage for staff absences.

42020 Signage Supplies. Increase due to signage need related to code compliance issued related to trespass

42410 Small Tools & Minor Equipment. Ongoing replacement cycle to purchase new phones (4 x \$400 each), replace 2 scanners (\$500 each), printer (\$700), and misc. small tools (\$1,000). Decrease due to replacement of all planning commission iPads in FY22.

43011 Contractual Services. Advisory planning commission budgets (\$17,350) for studies/mailings & Zoom accounts, RSAC for studies/mailings (\$500), and appeals record costs (\$3,000).

43210 Transportation/Subsistence. Travel to APA conference, agency meetings, site visits and various miscellaneous meetings.

43210 Transportation/Subsistence PC. Increase due to Planning Commission going from 11 seats to 14 seats. . The 3 seat increase of \$8,700 over prior year was for new remote location seats (Seldovia & Homer District) which adds meals/hotels/flights/mileage.

43220 Car Allowance. Planning Director only - decreased to 1.

43221 Car Allowance PC. Car allowance for the planning commissioners (14 commissioners x \$150 month x 12 months = \$25,200). Increase due to planning commission going from 11 seats to 14 seats.

43260 Training. Shotgun safety course for 2 staff members (\$200 each), continuing education to include APA Conference, and Right of Way (IRWA) classes, AICP Certification for 2 staff & CPR certifications for 2 staff members.

43720 Equipment Maintenance. Increase due to new service agreement for new copier.

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. Two (2) computer workstations (\$2,150 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 staff office (\$3,500) file cabinet and conference table directors office (\$1,725), Storage cabinet for ammo. \$300) .

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-26</u>
2016 Truck **	\$ 14,208	\$ 2,302	\$ -	\$ -
Large Printer	8,808	3,324	3,324	3,234
2017 Vehicle (TRSF from RC)	-	-	4,802	-
2023 Copier	-	-	2,176	6,528
	<u>\$ 23,016</u>	<u>\$ 5,626</u>	<u>\$ 10,302</u>	<u>\$ 9,762</u>

** 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.

FY2022 Accomplishments

- Upgraded legacy GIS systems to ARCGIS Enterprise. Implemented ARCGIS Hub site which is a public portal to all GIS related offerings.
- Building Footprint dataset acquisition to improve accuracy of property locations for all users.
- Transitioned address validation to office-based imagery derived methods allowing for mass review and validation corrections.

- Upgrade ground control (survey level) and develop parcel fabric for the Kenai area.
- Upgraded primary external viewer software and developed new suite of public viewers.
- Coordinated acquisition of Pictometry across the western Kenai Peninsula, a 10-year imagery update, supporting Assessing Department's 5-year property valuation canvassing schedule with risk reduction benefits for borough staff.
- Acquired survey ground control necessary for creating parcel fabric in the Kenai area.
- Engaged with ESRI community maps program to update streets and addressed used in basemaps and geocoding.
- Began production of updated emergency service map books.
- Worked with Alaska Geophysical Institute to update tsunami inundation mapping & to establish boundaries in Everbridge Reverse 911 for coastal communities in the KPB.

FY2023 New Initiatives:

- Update road centerlines and address points to meet Next Generation 911 standards.
- Transitioning all GIS desktop users to ArcGIS Pro with trainings.
- Increasing communications with other departments to increase efficiencies through using GIS tools and custom applications.
- Support KPB Reapportionment Committee in the analysis, development, and implementation, of Assembly and School District seat boundaries.
- Work with OEM to develop a general situational awareness Hub site.
- Support KPB Spruce Bark Beetle Timber Sales efforts with development of a Hub site.
- Development of Solid Waste campus mapping to support operations and future needs planning.

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 Proposed
Staffing history	4	3.25	3.25	3.25

Department Function

Fund 100

General Fund

Dept 11232

Resource Planning – Geographic Information Systems - Continued

Performance Measures

Priority: 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: Improve data and materials available for notifying and transmitting information to emergency service providers.
Measures:

Key Measures	CY2019 Actual	CY2020 Actual	CY2021 Actuals	CY2022 Estimated
Emergency service map books distributed	40	30	25	200 (New Imagery)

Priority: Mapping service to the Kenai Peninsula Borough community.
Goal: To provide mapping services essential to the Kenai Peninsula Borough.
Objective: Continue to support KPB departments for provision of public services.
Measures:

Key Measures	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Estimated
175 tax page updates resulting from new subdivision plats (178 subdivisions recorded, 287 deleted parcels, 441 new parcels created), to date.	200	181	175	175
GIS Online Parcel Viewer(s) visits	385,000	210,000 (Improved accuracy of view count)	237,326 Undetermined but suspected increase	225,000
Major Event Viewers & Data Hub visits	93,000 (Swan Lake Fire Viewer)	136,567 (COVID.KPB.us & CARES.KPB.us)	236,285 (COVID.KPB.us & CARES.KPB.us)	NA
Custom Digital Map Services for Departments	NA	7	12	15

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	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Estimated
Street Name Resolutions	2	5	5	5
Address Signs Posted	75	75	100	100
Street Address changes	521	700	700	700
Audit Initiated Address Point changes	NA	NA	17,024	20,000
Audit Initiated MSAG changes	NA	NA	2,525	3,000

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 viewers in one month in 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 192,241	\$ 225,877	\$ 257,906	\$ 257,906	\$ 256,113	\$ (1,793)	-0.70%
40120	Temporary Wages	-	-	8,960	8,960	8,962	2	0.02%
40130	Overtime Wages	281	1,607	7,388	7,388	7,415	27	0.37%
40210	FICA	18,182	16,996	24,684	24,684	24,344	(340)	-1.38%
40221	PERS	62,991	70,057	60,431	60,431	60,024	(407)	-0.67%
40321	Health Insurance	71,760	69,496	86,125	86,125	103,350	17,225	20.00%
40322	Life Insurance	296	317	639	639	397	(242)	-37.87%
40410	Leave	32,524	32,068	38,118	38,118	35,300	(2,818)	-7.39%
40511	Other Benefits	294	-	-	-	-	-	-
Total: Personnel		378,569	416,418	484,251	484,251	495,905	11,654	2.41%
Supplies								
42020	Signage Supplies	-	-	15,000	15,000	9,000	(6,000)	-40.00%
42120	Computer Software	8,892	-	-	-	400	400	-
42210	Operating Supplies	3,780	3,615	7,000	7,000	7,000	-	0.00%
42410	Small Tools & Minor Equipment	115	114	200	200	200	-	0.00%
Total: Supplies		12,787	3,729	22,200	22,200	16,600	(5,600)	-25.23%
Services								
43011	Contractual Services	-	700	142,160	128,414	141,701	(459)	-0.32%
43019	Software Licensing	65,000	61,445	61,600	62,000	69,600	8,000	12.99%
43110	Communications	1,337	1,592	1,550	1,550	1,600	50	3.23%
43140	Postage and Freight	3	8	125	125	125	-	0.00%
43210	Transportation/Subsistence	15	63	2,650	2,250	3,690	1,040	39.25%
43220	Car Allowance	27	903	900	900	900	-	0.00%
43260	Training	-	1,426	1,100	6,860	-	(1,100)	-100.00%
43410	Printing	(717)	(349)	1,000	1,000	1,000	-	0.00%
43610	Utilities	6,573	6,381	7,200	7,200	7,920	720	10.00%
43720	Equipment Maintenance	89	-	2,000	2,000	2,000	-	0.00%
43812	Equipment Replacement Pymt.	-	56,164	74,657	74,657	82,237	7,580	10.15%
Total: Services		72,327	128,333	294,942	286,956	310,773	15,831	5.37%
Capital Outlay								
48120	Major Office Equipment	-	-	7,500	7,500	13,000	5,500	73.33%
48311	Machinery and Equipment	-	-	-	8,686	-	-	-
48710	Minor Office Equipment	928	3,074	1,500	1,335	1,000	(500)	-33.33%
48720	Minor Office Furniture	-	-	1,000	1,000	500	(500)	-50.00%
48740	Minor Machinery & Equipment	57	159	-	165	-	-	-
Total: Capital Outlay		985	3,233	10,000	18,686	14,500	4,500	45.00%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	(84,112)	(121,520)	(113,117)	(115,682)	5,838	-
Total: Interdepartmental Charges		-	(84,112)	(121,520)	(113,117)	(115,682)	5,838	-
Department Total		\$ 464,668	\$ 467,601	\$ 689,873	\$ 698,976	\$ 722,096	\$ 32,223	4.67%

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.

42020 Signage Supplies. Signs, posts, and equipment for E911 physical addressing program.

42210 Operating Supplies. Toner, ink cartridges, plotter paper, office supplies, map book paper, spiral binders. Signage supply decrease due to account for inventory of supplies carried into FY23.

43011 Contractual Services. GIS platform configuration and admin consulting-training (Geocortex/ Enterprise/ Parcel Fabric/ Data Hub/ E-911) (\$14,000); 2nd phase of 4-year Contract for Aerial Imagery (Pictometry) (\$127,701) for Kachemak Bay Area & west side of Cook Inlet in synchronization with Assessing canvas schedule and specifications to enable continued Assessing efficiencies and field work risk reduction.

43019 Software Licensing. Software licensing ArcGIS Enterprise (\$55,100) and Geocortex (\$14,500).

43210 Transportation/Subsistence. ESRI User Conference in San Diego, CA for 1 GIS representative, and borough-wide travel for addressing field verification and E911 street sign implementation.

43260 Training. ESRI User Conference registration comes with software licensing and admin consulting contract service to include customized training for program development, therefore there is no annual cost for training.

48120 Major Office Equipment. Server capacity to store imagery and geospatial data (\$7,000). Replacement of GIS capable computer per replacement schedule (\$6,000).

48710 Minor Office Equipment. Stand-up desk conversion (\$1,000).

43810 Equipment Replacement Payment. Payments on Spring 2021 Imagery acquisition per FY 22 budgeting.

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

			<u>FY2022</u>	<u>FY2023</u>	<u>Projected</u>
	<u>Items</u>	<u>Prior Years</u>	<u>Estimated</u>	<u>Projected</u>	<u>Payments</u>
					<u>FY2024-26</u>
Imagery		\$ 56,162	\$ 74,657	\$ 82,237	\$ 164,474

Kenai Peninsula Borough Budget Detail

Fund 100

Resource Planning Department Totals

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 672,667	\$ 693,071	\$ 823,742	\$ 823,742	\$ 836,255	12,513	1.52%
40120	Temporary Wages	29,412	6,801	63,343	63,343	73,168	9,825	15.51%
40130	Overtime Wages	11,815	37,312	18,745	18,745	18,700	(45)	-0.24%
40210	FICA	67,287	160,939	81,815	81,815	83,334	1,519	1.86%
40221	PERS	210,954	238,128	193,589	193,589	196,349	2,760	1.43%
40321	Health Insurance	251,835	70,184	271,625	271,625	294,150	22,525	8.29%
40322	Life Insurance	964	53,239	2,077	2,077	1,376	(701)	-33.75%
40410	Leave	83,080	57,393	103,049	103,049	100,954	(2,095)	-2.03%
40511	Other Benefits	1,010	3,419	-	-	-	-	-
	Total: Personnel	1,329,024	1,320,486	1,557,985	1,557,985	1,604,286	46,301	2.97%
Supplies								
42020	Signage Supplies	5,954	3,376	15,000	15,000	10,000	(5,000)	-33.33%
42120	Computer Software	9,088	1,194	2,000	2,000	2,400	400	20.00%
42210	Operating Supplies	9,830	10,873	15,500	15,500	15,500	-	0.00%
42230	Fuel, Oil & Lubricants	3,518	1,014	7,000	6,900	7,000	-	0.00%
42310	Repair/Maintenance Supplies	197	198	-	100	-	-	-
42360	Motor Vehicle Supplies	6	36	2,500	2,500	2,500	-	0.00%
42410	Small Tools & Minor Equipment	527	3,531	7,500	7,500	4,500	(3,000)	-40.00%
	Total: Supplies	29,120	20,222	49,500	49,500	41,900	(4,600)	-9.29%
Services								
43011	Contractual Services	2,491	1,573	163,010	147,185	162,551	(459)	-0.28%
43015	Water/Air Sample Testing	5,000	5,000	5,000	5,000	5,000	-	0.00%
43019	Software Licensing	65,192	61,638	61,800	64,279	70,100	8,300	13.43%
43110	Communications	5,689	6,261	6,550	6,550	6,600	50	0.76%
43140	Postage and Freight	8,999	7,773	15,125	15,125	16,125	1,000	6.61%
43210	Transportation/Subsistence	15,811	3,138	35,350	34,950	38,220	2,870	8.12%
43220	Car Allowance	3,063	5,644	8,100	8,100	4,500	(3,600)	-44.44%
43221	Car Allowance PC	18,300	18,300	19,800	19,800	25,200	5,400	27.27%
43260	Training	1,829	2,744	9,175	14,935	6,465	(2,710)	-29.54%
43310	Advertising	21,315	19,081	22,000	22,000	22,000	-	0.00%
43410	Printing	(325)	(85)	1,500	1,500	1,500	-	0.00%
43610	Utilities	16,843	16,353	19,700	19,700	21,670	1,970	10.00%
43720	Equipment Maintenance	272	2,964	4,500	4,500	5,800	1,300	28.89%
43750	Vehicle Maintenance	-	100	1,500	1,500	1,500	-	0.00%
43810	Rents & Operating Leases	342	114	550	550	550	-	0.00%
43812	Equipment Replacement Pymt.	6,706	62,870	80,283	80,283	92,539	12,256	15.27%
43920	Dues and Subscriptions	3,051	1,097	1,975	2,075	2,000	25	1.27%
43931	Recording Fees	64	891	500	500	500	-	0.00%
	Total: Services	174,642	215,456	456,418	448,532	482,820	26,402	5.78%
Capital Outlay								
48120	Major Office Equipment	-	-	7,500	7,500	13,000	5,500	73.33%
48710	Minor Office Equipment	6,967	11,679	9,250	8,920	6,100	(3,150)	-34.05%
48720	Minor Office Furniture	495	1,280	5,600	5,600	7,625	2,025	36.16%
48740	Minor Machinery & Equipment	1,265	159	-	330	-	-	-
	Total: Capital Outlay	8,727	13,118	22,350	31,036	26,725	4,375	19.57%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(87,827)	(84,112)	(121,520)	(113,117)	(115,682)	5,838	-
	Total: Interdepartmental Charges	(87,827)	(84,112)	(121,520)	(113,117)	(115,682)	5,838	-4.80%
Department Total		\$ 1,453,686	\$ 1,485,170	\$ 1,964,733	\$ 1,973,936	\$ 2,040,049	\$ 78,316	3.99%

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 the provisions of KPB Title 21, Zoning to include ordinances and regulations that control the use of lands and rights-of-ways within the Borough: KPB 21.18, Anadromous Waters Habitat Protection Ordinance, which establishes a 50 ft. Habitat Protection District (HPD) along specified water bodies; KPB 21.06, Floodplain Management, and promoting sound development in flood hazard areas; KPB 5.14, Habitat Protection Tax Credit, for landowners with a qualifying project along an anadromous stream; and administer the Coastal Impact Assistance Program (CIAP) addressing coastal habitat issues.

Major Long-term Issues and Concerns

- 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 regulatory floodplain maps of the Kenai River. Final regulatory maps expected in 2024.

FY2022 Accomplishments

Personnel Management & Facility Management

- KPB planners have been consolidated under the River Center in order to administer all aspects of KPB Title 21 more effectively and efficiently.
- Initiated broadened public outreach efforts via in-person event booths, significant mail-outs, publication of digital quarterly newsletter, and annual mail outs.
- Implemented a fee schedule to offset the cost of services provided by the River Center.

- 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

- Acquired live flood inundation mapping of the Kenai River.
- Successfully attained recertification in the Community Rating System (CRS) program, a FEMA program that provides reduced flood insurance premiums to policyholders in the KPB.

Anadromous Waters Habitat Protection District Administration

- 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.

Planning & Zoning Administration

- Staff attended meetings and provided support for Advisory Planning Commissions.
- Collaborated with IT to create a permit tracking system for conditional land use permits in SharePoint.
- Worked through several conditional land use permit appeal hearings.
- Provided to support to various regulatory bodies for the proposed revisions to the material sites code.

FY2023 New Initiatives

- Provide cross-training to the planners to ensure institutional knowledge is retained and that processes are functional and efficient.
- Ongoing efforts to implement new public outreach and education programs to increase permitting awareness and future compliance.
- Ongoing efforts to increase the volume of tax credit, post-project, and vegetation management site visits.

Department Function	
Fund 100	General Fund
Dept 21135	Resource Planning - River Center - Continued

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 thoroughly review applications and issue permits.

Measures:

Permit Management

Permit Management	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Habitat Permits Issued	192	129	150	150
Minor Vegetation Permits Issued	170	182	200	225
Habitat Tax Credits Issued	12	20	30	40
Floodplain Development Permits Issued	241	169	175	200
Permit Processing Time (days)	8	9	10	10

Other	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Floodplain Determinations	324	380	575	450
Elevation Certificates Approved	8	11	15	15
Marijuana / Liquor License Reviews	169	169	150	150
Plat Reviews	138	167	180	175
Property Transfer Reports (monthly)	283	407	600	600
Public Outreach Projects	6	8	10	10

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing history (RC)	5	4	4	4

Revenues	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Permit Fees	-	-	\$7,000	\$8,500
Kenai Watershed Forum Subaward Grant	-	-	4,791	-
State Agency Leases	44,887	39,600	39,600	39,600
E911 Back-up Center Lease	-	4,950	19,800	19,800

Commentary

Staff will be focused on strengthening the newly organized team of planners while also continuing to support the important goals established at the River Center.

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 21135 - Resource Planning - River Center

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 219,601	\$ 230,752	\$ 291,715	\$ 291,715	\$ 304,113	\$ 12,398	4.25%
40120	Temporary Wages	2,539	4,816	4,000	4,000	8,000	4,000	100.00%
40130	Overtime Wages	2,933	1,312	3,000	3,000	8,336	5,336	177.87%
40210	FICA	18,061	19,415	26,490	26,490	28,568	2,078	7.84%
40221	PERS	68,479	73,403	66,656	66,656	70,651	3,995	5.99%
40321	Health Insurance	80,043	83,839	106,000	106,000	127,200	21,200	20.00%
40322	Life Insurance	314	326	723	723	471	(252)	-34.85%
40410	Leave	23,892	26,458	35,683	35,683	37,096	1,413	3.96%
40511	Other Benefits	316	-	-	-	-	-	-
	Total: Personnel	416,178	440,321	534,267	534,267	584,435	50,168	9.39%
Supplies								
42120	Computer Software	392	-	400	400	400	-	0.00%
42210	Operating Supplies	1,708	2,809	3,000	3,000	3,000	-	0.00%
42230	Fuel, Oils & Lubricants	612	434	1,000	1,000	1,000	-	0.00%
42250	Uniforms	365	352	400	400	500	100	25.00%
42310	Repair/Maintenance Supplies	1,622	513	2,000	1,500	1,500	(500)	-33.33%
42360	Motor Vehicle Supplies	-	1,088	-	-	-	-	-
42410	Small Tools & Minor Equipment	625	158	300	800	600	300	37.50%
	Total: Supplies	5,324	5,354	7,100	7,100	7,000	(100)	-1.41%
Services								
43011	Contractual Services	1,475	21,627	33,010	37,801	39,510	6,500	17.20%
43019	Software Licensing	255	267	500	500	500	-	0.00%
43110	Communications	9,697	10,923	13,000	13,000	13,000	-	0.00%
43140	Postage and Freight	2,945	2,153	5,000	5,000	6,000	1,000	20.00%
43210	Transportation/Subsistence	3,534	11,648	9,178	8,378	7,083	(2,095)	-25.01%
43220	Car Allowance	3,223	2,019	3,600	3,600	3,600	-	0.00%
43260	Training	1,206	450	1,500	1,500	1,500	-	0.00%
43310	Advertising	727	1,453	2,500	2,500	2,500	-	0.00%
43410	Printing	570	60	2,500	2,500	3,000	500	20.00%
43510	Insurance Premium	20,484	21,703	21,174	21,174	21,174	-	0.00%
43610	Utilities	30,835	32,983	33,000	33,000	36,300	3,300	10.00%
43720	Equipment Maintenance	1,568	1,477	2,200	2,200	2,200	-	0.00%
43750	Vehicle Maintenance	-	-	500	500	500	-	0.00%
43780	Buildings/Grounds Maintenance	22,832	19,995	38,959	38,959	23,000	(15,959)	-40.96%
43810	Rents and Operating Leases	90	135	115	915	900	785	85.79%
43812	Equipment Replacement Payment	4,802	4,802	4,802	4,802	7,785	2,983	62.12%
43920	Dues and Subscriptions	818	381	646	646	939	293	45.36%
43931	Recording Fees	-	-	100	100	100	-	0.00%
	Total: Services	105,061	132,076	172,284	177,075	169,591	(2,693)	-1.56%
Capital Outlay								
48120	Major Office Equipment	-	-	-	-	6,000	6,000	-
48710	Minor Office Equipment	706	1,981	2,150	2,150	7,000	4,850	100.00%
48720	Minor Office Furniture	-	-	600	600	600	-	0.00%
	Total: Capital Outlay	706	1,981	2,750	2,750	13,600	10,850	394.55%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	6,870	-	-	-	-	-
60004	Mileage Ticket Credits	(387)	-	-	-	-	-	100.00%
	Total: Interdepartmental Charges	(387)	6,870	-	-	-	-	-
Department Total		\$ 526,882	\$ 586,602	\$ 716,401	\$ 721,192	\$ 774,626	\$ 58,225	8.13%

**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 Assistant Planner.

40120 Temporary Wages. This position historically worked approximately 15 hours/week from March-June. In FY2021 the temp position worked at least 25 hours/week which allowed our full-time staff to conduct 70% more site visits, thus helping us reach our public education and outreach goals.

42210 Operating Supplies. Adaptations to COVID have resulted in more digital outreach.

42250 Uniforms. Basic uniform items needed for employees working in the field such as rain jackets, boots, etc. (\$500).

42410 Small Tools and Equipment. Increase in budget due to shotgun ammo (\$300).

43011 Contractual Services. Includes janitorial services (\$22,800), 200 feet of bank stabilization maintenance (\$12,000), bottle filler station (\$2,500), security alarm (\$720), outdoor restroom 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.

43260 Training. In-state local workshops and web-based training to increase planning knowledge (\$1,500).

43780 Building/Grounds Maintenance. Decrease reflects one-time maintenance upgrades in FY2022 to gate.

43810 Rents and Operating Leases. Booth rental for educational outreach at annual sport and home show events (\$450 each).

43812 Equipment Replacement Payment. Traded River Center's newer vehicle to Planning Department for an older vehicle (\$7,785).

43920 Dues and Subscriptions. Includes American Planner Association membership and certifications.

48120 Office Equipment. One-time fee for the purchase and installation of a new router (\$6,000).

48710 Minor Office Equipment. Replacement of outdated computers (4 at \$1,750 each).

Equipment Replacement Payment Schedule

		<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-26</u>
	<u>Items</u>				
2017 Vehicle		\$ 18,847	\$ 4,802	\$ -	\$ -
2023 Vehicle		-	-	7,785	23,355
		<u>\$ 18,847</u>	<u>\$ 4,802</u>	<u>\$ 7,785</u>	<u>\$ 23,355</u>

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Fund 100	Department Function
Dept 6XXXX	General Fund
	Senior Citizens Grant Program

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;
 - 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.

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: Population data from the 2010 Federal census is used in determining the allocation of the program funds. The FY2023 allocation is as follows:

	Number of Seniors	% of Population in Borough	FY2023 Funding
Anchor Point Seniors	625	7.34	\$ 44,869
Cooper Landing Seniors	260	3.05	18,665
Homer Seniors	1848	21.71	132,884
Kenai Seniors	2,356	20.66	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

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 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	132,884	132,884	132,884	132,884	- 0.00%
62130 Kenai Seniors	126,207	169,221	169,221	169,221	169,221	- 0.00%
62140 Ninilchik Seniors	26,491	30,159	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	8,418	10,770	10,770	10,770	10,770	- 0.00%
62170 Soldotna Seniors	90,886	98,295	98,295	98,295	98,295	- 0.00%
62180 Sterling Seniors	60,376	60,335	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	608,799	665,417	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	35,125	36,282	36,282	36,282	- 0.00%
Total Adult Day Care Centers	50,799	52,879	54,036	54,036	54,036	- 0.00%
Total Senior Citizens Program	\$ 659,598	\$ 718,296	\$ 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.

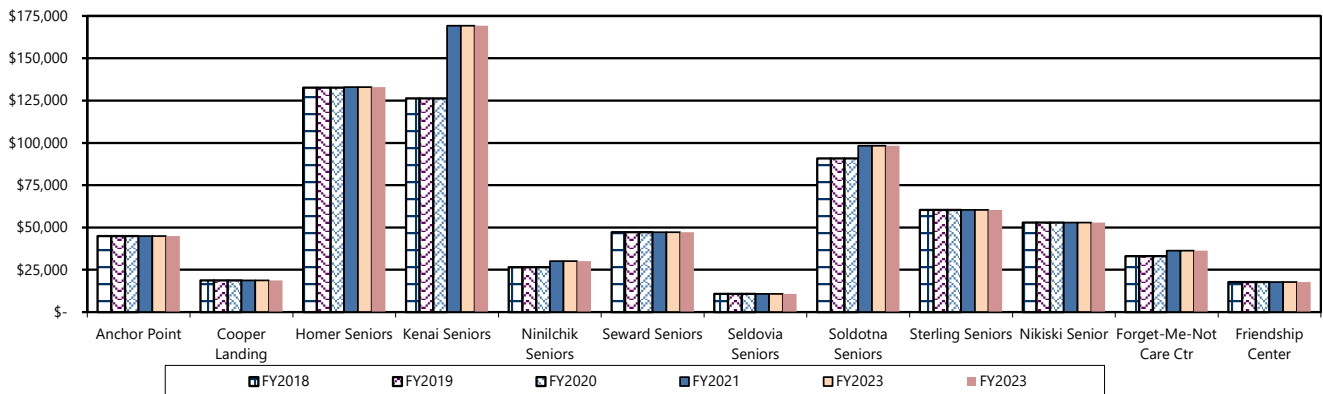
62170 Soldotna Senior Citizens: Payroll and utilities cost to support the nutrition, transportation and support service programs.

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 2023 Kenai Peninsula Industry Outlook Forum and 2023 Alaska Native Economic Forum.
- 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 FY2023 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: 2,226
- Clients advised: 300
- New businesses started & bought: 40
- Jobs supported: 500
- Capital infusion: \$4.4 million

Funding for FY2023 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 FY2023 is budgeted at \$100,000 to provide funding for contractual services.

Contractual Services – KPB Promotion. The Borough will achieve objectives on a non-area-wide basis with a focus on tourism and economic development, as approved by Resolution 2021-007.

Funding for FY2023 is budgeted at \$100,000 to provide funding for contractual services.

**Kenai Peninsula Borough
Budget Detail**

Fund 100

Department 94900 - Economic Development

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	
				Budget	Budget	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	41,758	100,000	100,000	100,000	-	100.00%
43018	KPB Promotion	-	41,961	100,000	100,000	100,000	-	100.00%
43021	Peninsula Promotion - KPTMC	50,661	60,000	-	-	-	-	-
Total: Services		284,568	343,719	400,000	400,000	400,000	-	0.00%
Department Total		\$ 284,568	\$ 343,719	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%

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

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel							
40511 Other Benefits	\$ 1,508	\$ 15,850	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Total: Personnel	1,508	15,850	50,000	50,000	50,000	-	0.00%
Services							
43011 Contract Services -SPREP project	200,380	196,265	225,000	225,000	225,000	-	0.00%
43011 Contract Services -Facility Mgmt Plan	415	68,089	-	151,498	-	-	-
43510 Insurance Premium	85,315	93,930	103,924	103,924	136,125	32,201	30.99%
43905 Uncollectable Expense	54,615	-	-	-	-	-	-
Total: Services	340,725	358,284	328,924	480,422	361,125	32,201	9.79%
Capital Outlay							
48740 Minor Machinery and Equipment	-	-	-	-	7,000	7,000	-
Total: Capital Outlay	-	-	-	-	7,000	7,000	-
Transfers							
50235 Eastern Peninsula Highway Emergency SA	350,000	284,621	215,067	215,067	178,338	(36,729)	-17.08%
50241 S/D Operations	52,489,253	47,888,909	48,000,000	48,000,000	52,564,284	4,564,284	9.51%
50242 Postsecondary Education	842,963	847,440	851,747	851,747	892,732	40,985	4.81%
50260 Disaster relief	127,246	152,160	-	498,612	-	-	-
50264 911 Communications Fund	502,251	-	151,673	151,673	150,000	(1,673)	-1.10%
50290 Solid Waste	7,790,207	7,963,425	12,704,857	9,328,744	10,578,990	(2,125,867)	-16.73%
50308 School Debt	3,783,480	3,560,754	3,650,125	3,650,125	3,488,733	(161,392)	-4.42%
50349 Bond Issue Expense Fund	375	1,500	10,000	10,000	10,000	-	0.00%
50400 School Capital Projects	2,660,000	1,250,000	2,250,000	4,050,000	5,250,000	3,000,000	133.33%
50401 School Bond Fund Capital Projects	-	180,000	-	-	-	-	-
50407 General Govt. Capital Projects	250,000	350,816	250,000	250,000	500,000	250,000	100.00%
50407 General Govt. Capital Projects - PILT	-	-	112,500	112,500	-	(112,500)	-100.00%
50441 Nikiski Fire SA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50442 Bear Creek Fire SA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50443 CES Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50444 WESA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
50446 KESA Capital Projects	-	-	175,000	175,000	175,000	-	0.00%
Total: Transfers	68,795,775	62,479,625	69,070,969	67,993,468	74,488,077	5,417,108	7.84%
Interdepartmental Charges							
60000 Charges (To)/From Other Depts.	(523,596)	(646,516)	(710,000)	(710,000)	(810,636)	(100,636)	-
Total: Interdepartmental Charges	(523,596)	(646,516)	(710,000)	(710,000)	(810,636)	(100,636)	-
Department Total	\$ 68,614,412	\$ 62,207,243	\$ 68,739,893	\$ 67,813,890	\$ 74,095,566	\$ 5,355,673	7.79%

**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.

48740 Minor Machinery and Equipment. To purchase building AED's (\$7,000).

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 90% of the cost of the Addressing Officer and other cost not eligible to covered by the e911 surcharge.

50290 Transfer to Solid Waste. For the operations and management of the Solid Waste Department, covers operations, debt service and capital project contributions.

50308 Transfer to Debt Service. To cover the current portion of principal and interest on outstanding general obligation bonds for schools (\$3,488,733).

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. (\$810,636). Amount included in the operating budget of the Purchasing and Maintenance Departments expected to be charged to the general fund \$120,000 and indirect cost recovery from Borough capital projects and grants (\$125,000). 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 (\$805,636).

For capital projects information on this department - See the Capital Projects section pages 348-349, 351, 359, 389-391.

**Kenai Peninsula Borough
Budget Detail**

Fund 100 Total - General Fund

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
40XXX	Total: Personnel	\$ 12,934,624	\$ 13,387,742	\$ 14,485,445	\$ 14,474,955	\$ 15,754,398	\$ 1,268,953	8.76%
42XXX	Total: Supplies	148,760	152,624	190,176	190,433	187,987	(2,189)	-1.15%
43XXX	Total: Services	3,925,365	4,354,155	5,384,783	6,191,096	5,912,265	527,482	9.80%
48XXX	Total: Capital Outlay	108,037	117,446	113,707	151,280	172,335	58,628	51.56%
50XXX	Total: Transfers	68,795,775	62,479,625	69,070,969	67,993,468	74,488,077	5,417,108	7.84%
6XXXX	Total: Interdepartmental Charges	(1,057,633)	(1,306,156)	(1,457,194)	(1,448,791)	(1,699,895)	(242,701)	16.66%
Fund Totals		<u>\$ 84,854,928</u>	<u>\$ 79,185,436</u>	<u>\$ 87,787,886</u>	<u>\$ 87,552,441</u>	<u>\$ 94,815,167</u>	<u>\$ 7,027,281</u>	<u>8.00%</u>

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:

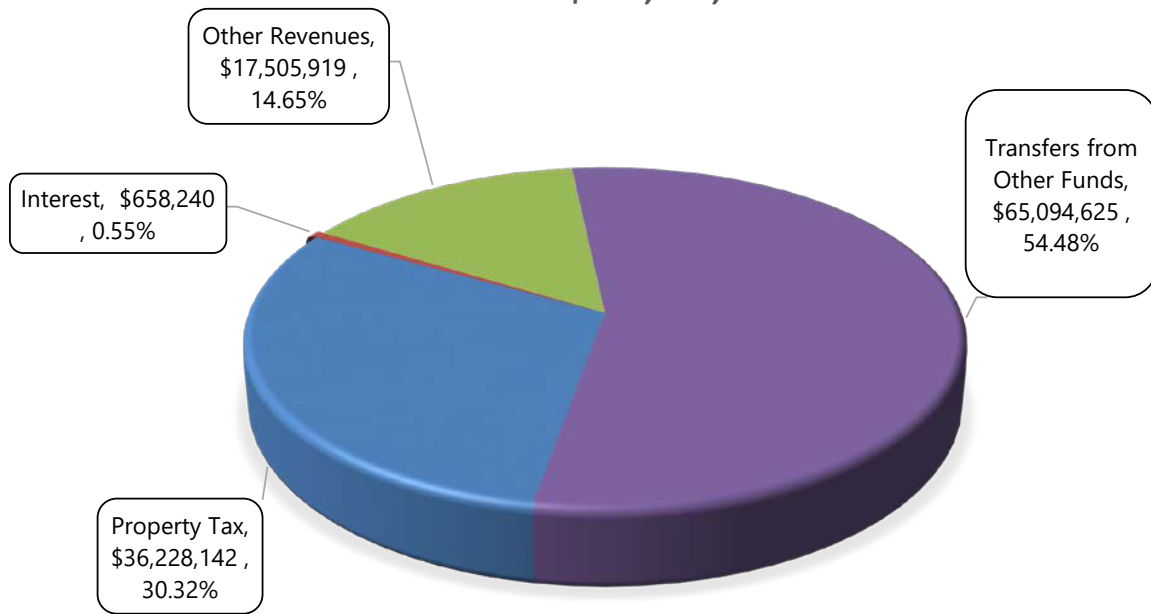
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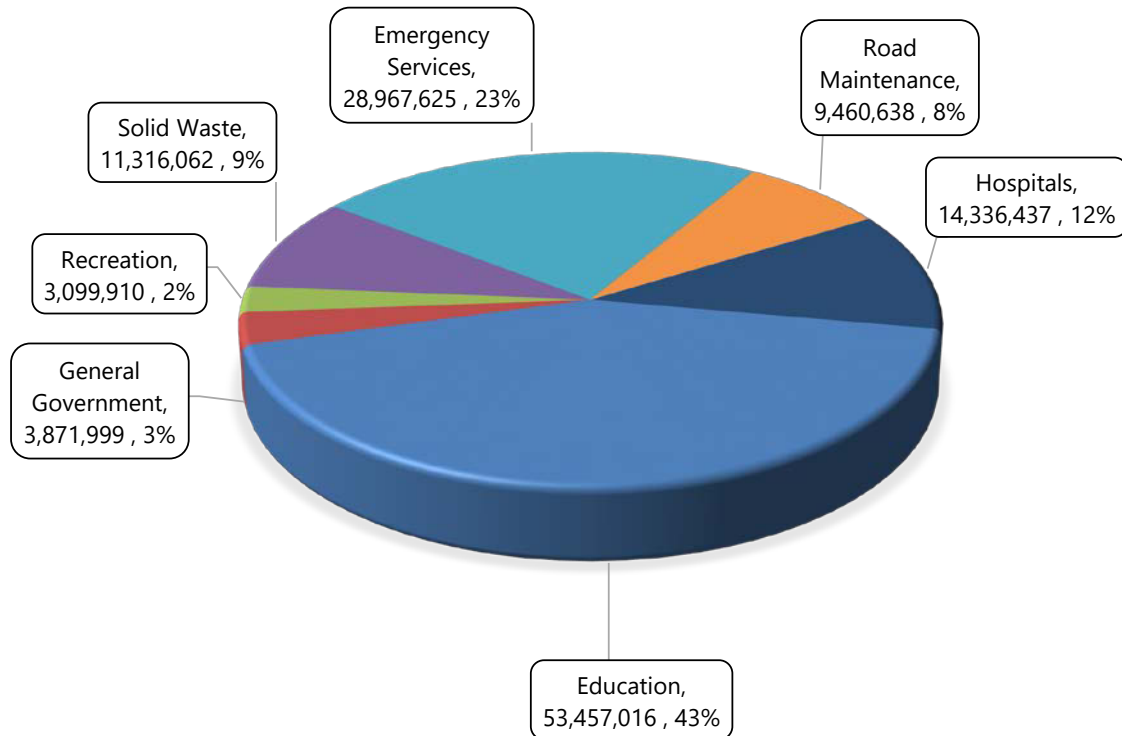
Total Special Revenue Funds - Budget Projection

Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Revenues:								
Property Taxes								
Real	\$ 22,846,650	\$ 23,247,003	\$ 24,160,667	\$ 24,076,450	\$ 26,058,123	\$ 26,098,200	\$ 25,623,455	\$ 26,126,086
Personal	1,117,526	1,201,662	1,134,425	1,136,511	1,163,279	1,163,515	1,132,015	1,138,507
Oil & Gas (AS 43.56)	7,811,765	7,527,892	7,388,984	7,388,984	8,266,586	8,081,566	7,725,942	7,725,942
Interest	80,222	75,754	68,737	68,573	70,023	70,371	69,315	70,589
Flat Tax	260,894	172,702	227,986	227,986	229,735	234,279	238,913	243,638
Motor Vehicle Tax	430,858	437,595	464,322	464,322	440,396	448,347	457,314	466,461
Total Property Taxes	32,547,915	32,662,608	33,445,121	33,362,826	36,228,142	36,096,278	35,246,954	35,771,223
Federal Revenue	3,476	2,164,180	-	2,321,014	-	-	-	-
State Revenue	1,107,430	1,194,402	-	-	-	-	-	-
Interest Earnings	1,344,935	170,109	627,006	626,606	658,240	581,190	532,504	507,655
Fees	1,806,421	1,589,002	3,408,376	3,282,927	3,575,670	3,631,004	3,631,004	3,631,004
Other Revenue	12,394,478	13,393,420	13,100,542	14,817,172	13,930,249	12,035,811	8,776,281	8,839,304
Total Revenues	49,204,655	51,173,721	50,581,045	54,410,545	54,392,301	52,344,283	48,186,743	48,749,186
Other Financing Sources:								
Transfer From Other Funds	62,352,242	58,726,138	62,397,974	59,021,861	65,094,625	65,735,797	64,772,869	65,601,780
Total Other Financing Sources	62,352,242	58,726,138	62,397,974	59,021,861	65,094,625	65,735,797	64,772,869	65,601,780
Total Revenues and Other Financing Sources	111,556,897	109,899,859	112,979,019	113,432,406	119,486,926	118,080,080	112,959,612	114,350,966
Expenditures:								
Personnel	21,598,660	22,001,392	29,198,726	28,801,127	31,651,318	32,333,716	33,064,076	33,845,044
Supplies	2,040,890	2,049,022	2,667,014	2,784,473	2,882,767	2,926,095	2,984,750	3,055,218
Services	19,206,124	20,228,919	22,000,609	24,166,941	23,964,146	23,936,644	24,402,175	24,880,209
Capital Outlay	706,776	783,941	859,652	1,010,391	959,134	867,534	807,891	818,411
Interdepartmental Charges	61,729	305,319	326,411	336,515	382,265	377,785	380,682	385,815
Total Expenditures	43,614,179	45,368,593	55,052,412	57,099,447	59,839,630	60,441,774	61,639,574	62,984,697
Operating Transfers To:								
Land Trust Investment Fund	285,505	612,341	500,000	1,203,960	2,267,130	1,500,000	500,000	500,000
School Operations	41,440,829	38,637,268	36,537,314	38,537,314	39,741,388	40,356,532	40,027,946	39,691,144
Special Revenue Funds	324,587	1,741,743	474,630	474,630	265,431	363,864	374,185	384,985
Internal Service Funds	(10,912)	-	-	385,082	-	-	-	-
Capital Projects Fund	8,850,000	5,745,239	12,423,768	8,536,919	9,141,929	7,848,538	6,695,000	6,635,000
Debt Service Fund	13,327,755	13,422,616	13,422,853	13,413,593	13,254,179	11,169,101	7,125,173	9,130,775
Total Operating Transfers	64,217,764	60,159,207	63,358,565	62,551,498	64,670,057	61,238,035	54,722,304	56,341,904
Total Expenditures and Operating Transfers	107,831,943	105,527,800	118,410,977	119,650,945	124,509,687	121,679,809	116,361,878	119,326,601
Net Results From Operations	3,724,954	4,372,059	(5,431,958)	(6,218,539)	(5,022,761)	(3,599,729)	(3,402,266)	(4,975,635)
Projected Lapse	-	-	1,399,235	3,345,525	1,714,674	1,754,473	1,788,293	1,826,198
Change in Fund Balance	3,724,954	4,372,059	(4,032,723)	(2,873,014)	(3,308,087)	(1,845,256)	(1,613,973)	(3,149,437)
Beginning Fund Balance	28,992,075	32,717,029	37,089,088	37,089,088	34,216,074	30,907,987	29,062,730	27,443,556
Ending Fund Balance	\$ 32,717,029	\$ 37,089,088	\$ 33,056,365	\$ 34,216,074	\$ 30,907,987	\$ 29,062,731	\$ 27,448,757	\$ 24,294,119

**SPECIAL REVENUE FUNDS
WHERE THE MONEY COMES FROM FY2023
\$119,486,926**



**SPECIAL REVENUE FUNDS
APPROPRIATIONS BY FUNCTION - FY2023
\$124,509,687**



**Combined Revenues and Appropriations
Special Revenue Funds
Fiscal Year 2023**

	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	662,096	222,574	435,538	2,995,573	6,633	477,808	-	535,435
Personal	37,678	493	49,069	119,611	785	7,976	-	21,251
Oil & Gas (AS 43.56)	1,067,095	-	242,881	128,141	-	-	-	106
Total Taxable Value	1,766,869	223,067	727,488	3,243,325	7,418	485,784	-	556,792
Mill Rate	2.70	3.25	2.95	2.85	1.00	3.40	-	0.75
Property Taxes								
Real	\$ 1,787,659	\$ 723,366	\$ 1,284,837	8,537,383	\$ 6,633	\$ 1,624,547	\$ -	\$ 401,576
Personal	99,696	1,570	141,858	334,074	769	26,576	-	15,619
Oil & Gas (AS 43.56)	2,881,157	-	716,499	365,202	-	-	-	80
Interest	9,537	987	3,447	18,000	-	1,800	-	835
Flat Tax	10,980	2,700	3,401	53,728	450	3,375	-	12,712
Motor Vehicle Tax	44,469	13,796	10,664	129,394	-	24,316	-	7,430
Total Property Taxes	4,833,498	742,419	2,160,706	9,437,781	7,852	1,680,614	-	438,252
Interest Revenue	103,779	14,919	18,235	161,391	-	17,366	12,886	11,592
Other Revenue	340,000	102,582	157,000	846,000	-	40,000	-	-
Transfer From Other Funds	-	-	-	7,346	-	-	178,338	-
Total Revenues and Other Financing Sources	5,277,277	859,920	2,335,941	10,452,518	7,852	1,737,980	191,224	449,844
Expenditures								
Personnel	4,235,702	416,291	1,512,563	8,025,744	-	1,100,149	-	202,744
Supplies	331,396	25,518	135,805	477,828	-	135,100	1,893	6,100
Services	920,607	180,260	329,066	1,314,990	-	269,223	323,735	226,526
Capital Outlay	111,342	6,486	129,854	309,224	-	109,000	-	16,821
Payment to School District	-	-	-	-	-	-	-	-
Interdepartmental Charges	136,901	15,714	51,862	253,195	-	40,337	8,392	21,555
Total Expenditures	5,735,948	644,269	2,159,150	10,380,981	-	1,653,809	334,020	473,746
Transfers to Other Funds	358,200	385,437	230,519	1,802,771	7,346	414,394	10,050	-
Total Expenditures and Operating Transfers	6,094,148	1,029,706	2,389,669	12,183,752	7,346	2,068,203	344,070	473,746
Net Results From Operations	(816,871)	(169,786)	(53,728)	(1,731,234)	506	(330,223)	(152,846)	(23,902)
Projected Lapse	315,477	38,656	107,958	311,429	-	57,883	8,525	24,945
Change in Fund Balance	(501,394)	(131,130)	54,230	(1,419,805)	506	(272,340)	(144,321)	1,043
Beginning Fund Balance	5,035,155	745,972	911,768	8,069,536	23	868,292	644,321	579,606
Ending Fund Balance	\$ 4,533,761	\$ 614,842	\$ 965,998	\$ 6,649,731	\$ 529	\$ 595,952	\$ 500,000	\$ 580,649

(Continued)

Combined Revenues and Appropriations - continued
Special Revenue Funds
Fiscal Year 2023

	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	-	662,096	81,184	4,606,065	-	-	-	-
Personal	-	38,664	799	197,408	-	-	-	-
Oil & Gas (AS 43.56)	-	1,108,539	-	1,451,221	-	-	-	-
Total Taxable Value	-	1,809,299	81,983	6,254,694	-	-	-	-
Mill Rate	-	1.40	0.75	1.40	-	-	-	-
Property Taxes								
Real	\$ -	\$ 926,934	\$ 60,888	\$ 6,448,491	\$ -	\$ -	\$ -	\$ -
Personal	-	53,047	587	270,844	-	-	-	-
Oil & Gas (AS 43.56)	-	1,551,955	-	2,031,709	-	-	-	-
Interest	-	7,920	-	17,502	-	-	-	-
Flat Tax	-	3,665	3,036	44,817	-	-	-	-
Motor Vehicle Tax	-	16,470	265	122,539	-	-	-	-
Total Property Taxes	-	2,559,991	64,776	8,935,902	-	-	-	-
Interest Revenue	-	21,589	2,223	51,151	500	11,332	-	-
Other Revenue	3,575,670	235,340	1,050	-	-	-	-	-
Transfer From Other Funds	396,085	-	-	-	12,000	-	52,564,284	892,732
Total Revenues and Other Financing Sources	3,971,755	2,816,920	68,049	8,987,053	12,500	11,332	52,564,284	892,732
Expenditures								
Personnel	2,956,696	1,424,436	-	1,097,190	2,000	-	6,917,695	-
Supplies	16,750	146,727	5,000	65,255	-	-	1,024,095	-
Services	660,772	680,573	53,672	5,790,961	10,000	-	5,360,609	892,732
Capital Outlay	3,985	26,967	4,000	8,875	-	-	64,850	-
Payment to School District	-	-	-	-	-	-	39,741,388	-
Interdepartmental Charges	114,782	56,968	1,567	174,057	300	-	(544,353)	-
Total Expenditures	3,752,985	2,335,671	64,239	7,136,338	12,300	-	52,564,284	892,732
Transfers to Other Funds	624,000	700,000	-	2,312,000	-	-	-	-
Total Expenditures and Operating Transfers	4,376,985	3,035,671	64,239	9,448,338	12,300	-	52,564,284	892,732
Net Results From Operations	(405,230)	(218,751)	3,810	(461,285)	200	11,332	-	-
Projected Lapse	112,590	81,748	1,927	392,499	-	-	-	-
Change in Fund Balance	(292,640)	(137,003)	5,737	(68,786)	200	11,332	-	-
Beginning Fund Balance	1,818,597	1,079,469	111,143	2,557,572	50,963	566,608	1,461,882	-
Ending Fund Balance	\$ 1,525,957	\$ 942,466	\$ 116,880	\$ 2,488,786	\$ 51,163	\$ 577,940	\$ 1,461,882	\$ -

Combined Revenues and Appropriations - continued
Special Revenue Funds
Fiscal Year 2023

	General Government		Solid 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	-	577,432	-	4,533,895	1,819,338	1,836,897	
Personal	-	33,482	-	189,144	95,923	96,144	
Oil & Gas (AS 43.56)	-	1,056,721	-	1,314,754	255,985	186,419	
Total Taxable Value	-	1,667,635	-	6,037,793	2,171,246	2,119,460	
Mill Rate	-	0.20	-	0.01	1.12	1.12	
Property Taxes							
Real	\$ -	\$ 115,486	\$ -	\$ 45,339	\$ 2,037,659	\$ 2,057,325	\$ 26,058,123
Personal	-	5,972	-	1,854	105,285	105,528	1,163,279
Oil & Gas (AS 43.56)	-	211,344	-	13,148	286,703	208,789	8,266,586
Interest	-	272	-	121	4,859	4,743	70,023
Flat Tax	-	590	-	1,068	-	89,213	229,735
Motor Vehicle Tax	-	2,659	-	875	-	67,519	440,396
Total Property Taxes	-	336,323	-	62,405	2,434,506	2,533,117	36,228,142
Interest Revenue	91,306	4,563	2,000	44,442	37,212	51,754	658,240
Other Revenue	1,933,078	-	600,000	9,675,199	-	-	17,505,919
Transfer From Other Funds	464,850	-	10,578,990	-	-	-	65,094,625
Total Revenues and Other Financing Sources	2,489,234	340,886	11,180,990	9,782,046	2,471,718	2,584,871	119,486,926
Expenditures							
Personnel	798,552	-	2,961,556	-	-	-	31,651,318
Supplies	9,900	-	501,400	-	-	-	2,882,767
Services	284,505	345,219	5,510,096	504,112	-	306,488	23,964,146
Capital Outlay	135,970	-	31,760	-	-	-	959,134
Payment to School District	-	-	-	-	-	-	39,741,388
Interdepartmental Charges	30,723	-	-	12,603	-	7,662	382,265
Total Expenditures	1,259,650	345,219	9,004,812	516,715	-	314,150	99,581,018
Transfers to Other Funds	2,267,130	-	2,311,250	9,275,924	2,216,719	2,012,929	24,928,669
Total Expenditures and Operating Transfers	3,526,780	345,219	11,316,062	9,792,639	2,216,719	2,327,079	124,509,687
Net Results From Operations	(1,037,546)	(4,333)	(135,072)	(10,593)	254,999	257,792	(5,022,761)
Projected Lapse	125,965	-	135,072	-	-	-	1,714,674
Change in Fund Balance	(911,581)	(4,333)	-	(10,593)	254,999	257,792	(3,308,087)
Beginning Fund Balance	3,043,534	228,153	-	2,222,124	1,860,592	2,360,764	34,216,074
Ending Fund Balance	\$ 2,131,953	\$ 223,820	\$ -	\$ 2,211,531	\$ 2,115,591	\$ 2,618,556	\$ 30,907,987

**Kenai Peninsula Borough
Budget Detail**

**Special Revenue Fund Total
Expenditure Summary By Line Item**

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 9,950,145	\$ 10,041,454	\$ 14,399,027	\$ 13,997,066	\$ 15,500,853	\$ 1,101,826	7.65%
40111	Special Pay	35,565	37,271	74,035	74,035	72,249	(1,786)	-2.41%
40120	Temporary Wages	932,613	980,477	1,238,892	1,238,792	1,153,909	(84,983)	-6.86%
40130	Overtime Wages	794,678	851,609	1,210,879	1,212,089	1,261,847	50,968	4.21%
40131	FLSA Overtime Wages	61,827	62,830	192,052	192,052	229,108	37,056	19.29%
40210	FICA	995,732	1,008,807	1,500,525	1,500,827	1,564,017	63,492	4.23%
40221	PERS	3,522,339	3,792,770	3,566,662	3,567,647	3,853,467	286,805	8.04%
40321	Health Insurance	3,607,925	3,498,615	4,913,323	4,913,323	6,071,148	1,157,825	23.57%
40322	Life Insurance	14,921	15,033	35,947	35,950	24,215	(11,732)	-32.64%
40410	Leave	1,635,782	1,678,210	2,037,384	2,037,690	1,890,505	(146,879)	-7.21%
40511	Other Benefits	47,133	38,066	30,000	31,656	30,000	-	0.00%
	Total: Personnel	21,598,660	22,005,142	29,198,726	28,801,127	31,651,318	2,452,592	8.40%
Supplies								
42020	Signage Supplies	22,081	22,030	34,050	33,955	32,950	(1,100)	-3.23%
42120	Computer Software	14,063	11,044	7,015	10,478	6,831	(184)	-2.62%
42210	Operating Supplies	217,797	230,956	352,119	363,264	353,187	1,068	0.30%
42220	Fire/Medical/Rescue Supplies	201,493	202,080	272,442	277,442	284,942	12,500	4.59%
42230	Fuel, Oils and Lubricants	334,151	324,052	475,563	514,458	587,953	112,390	23.63%
42250	Uniforms	72,915	84,116	117,560	120,560	121,618	4,058	3.45%
42263	Training Supplies	15,091	20,378	51,006	53,406	50,841	(165)	-0.32%
42310	Repair/Maint Supplies	823,619	797,681	987,635	991,203	1,015,093	27,458	2.78%
42360	Motor Vehicle Repair	222,412	205,673	254,543	293,543	302,283	47,740	18.76%
42410	Small Tools & Equipment	107,720	137,493	103,481	114,564	113,969	10,488	10.14%
42960	Recreational Program Supplies	9,548	9,769	11,600	11,600	13,100	1,500	12.93%
	Total: Supplies	2,040,890	2,045,272	2,667,014	2,784,473	2,882,767	215,753	8.09%
Services								
43011	Contractual Services	4,517,982	4,452,011	5,396,271	6,483,532	5,641,850	245,579	4.55%
43012	Audit Services	233,940	237,247	261,242	261,242	266,135	4,893	1.87%
43014	Physical Examinations	8,288	159,722	164,578	164,578	161,998	(2,580)	-1.57%
43015	Water/Air Sample Test	94,781	112,613	140,396	141,913	169,041	28,645	20.40%
43019	Software Licensing	291,733	281,649	295,483	298,826	367,710	72,227	24.44%
43023	Kenai Peninsula College	842,963	847,440	851,747	851,747	892,732	40,985	4.81%
43050	Solid Waste Fees	1,109	427	1,500	1,500	1,520	20	1.33%
43095	SW Closure/Post Closure	850,608	947,940	873,340	873,340	765,450	(107,890)	-12.35%
43100	Land Management Program Services	-	7,500	15,000	15,000	15,000	-	0.00%
43110	Communications	274,631	303,258	361,102	365,997	362,893	1,791	0.50%
43140	Postage and Freight	22,868	21,286	34,255	35,977	37,315	3,060	8.93%
43210	Transport/Subsistence	254,266	201,488	349,144	337,543	355,816	6,672	1.91%
43220	Car Allowance	8,291	11,808	10,400	11,695	17,100	6,700	64.42%
43260	Training	26,056	45,858	122,960	128,672	157,035	34,075	27.71%
43310	Advertising	17,617	23,207	28,250	30,036	31,170	2,920	10.34%
43410	Printing	1,135	342	11,150	10,856	5,364	(5,786)	-51.89%
43510	Insurance Premium	4,087,270	4,521,620	4,534,340	4,527,585	5,512,339	977,999	21.57%
43600	Project Management	-	-	6,000	6,000	4,000	(2,000)	-33.33%
43610	Utilities	1,462,654	1,524,047	1,641,614	1,631,768	1,745,060	103,446	6.30%
43720	Equipment Maintenance	87,306	86,734	147,976	148,811	167,431	19,455	13.15%
43750	Vehicles Maintenance	74,423	73,685	122,100	168,675	109,480	(12,620)	-10.34%
43764	Snow Removal	430,666	525,839	350,000	750,000	357,000	7,000	2.00%
43765	Policing Sites	-	-	7,000	7,000	7,000	-	0.00%
43780	Maint Buildings & Grounds	421,985	348,374	622,129	749,160	688,447	66,318	10.66%
43810	Rents and Operating Leases	58,742	87,145	102,581	131,536	98,354	(4,227)	-4.12%
43812	Equipment Replacement Pymt.	281,204	286,085	328,991	328,991	413,267	84,276	25.62%
43920	Dues and Subscriptions	23,367	29,737	37,010	40,476	47,039	10,029	27.10%
43931	Recording Fees	1,096	379	1,000	1,000	4,500	3,500	350.00%
43933	Collection Fees	-	(100)	500	500	500	-	0.00%
43936	USAD Assessments	-	5,728	-	-	-	-	-
43951	Road Maintenance - Dust Control	283,965	330,748	450,000	523,038	550,000	\$ 100,000	22.22%

**Kenai Peninsula Borough
Budget Detail**

**Special Revenue Fund Total
Expenditure Summary By Line Item - Continued**

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	
				Budget	Budget	Proposed	Original Budget	%
Services - Continued								
43952	Road Maintenance	4,519,835	4,745,931	4,700,000	5,100,000	5,000,000	300,000	6.38%
43960	Recreational Program Expenses	5,605	4,896	12,550	12,550	10,600	(1,950)	-15.54%
45110	Land Sale Property Tax	21,738	-	20,000	26,922	-	(20,000)	-100.00%
Total: Services		19,206,124	20,224,644	22,000,609	24,166,466	23,963,146	2,062,537	9.37%
Capital Outlay								
48120	Major Office Equipment	46,021	16,757	36,834	63,990	5,000	(31,834)	-86.43%
48310	Vehicles	-	-	45,000	45,000	8,900	(36,100)	-80.22%
48311	Machinery and Heavy Equipment	129,011	75,659	75,255	149,936	188,754	113,499	150.82%
48513	Recreation Equipment	12,099	-	-	-	8,482	8,482	-
48514	Firefighting\Rescue Equipment	53,076	20,644	31,000	31,898	35,200	4,200	13.55%
48515	Medical Equipment	81,852	53,126	43,600	41,528	45,804	2,204	5.06%
48520	Storage/Buildings/Containers	4,680	5,700	-	-	-	-	-
48525	Land Purchase	-	-	-	-	12,000	12,000	-
48610	Land Purchase	-	-	-	1,200	5,500	5,500	-
48710	Minor Office Equipment	80,654	164,759	100,648	96,640	111,681	11,033	10.96%
48720	Minor Office Furniture	9,399	30,588	26,950	24,999	20,700	(6,250)	-23.19%
48740	Minor Machines & Equipment	47,078	69,286	59,639	77,188	51,717	(7,922)	-13.28%
48750	Minor Medical Equipment	22,899	23,114	54,527	48,203	41,991	(12,536)	-22.99%
48755	Minor Recreational Equipment	7,244	29,541	35,000	32,598	8,800	(26,200)	-74.86%
48760	Minor Fire Fighting Equipment	191,868	277,007	331,219	377,231	386,125	54,906	16.58%
49311	Design Services	2,400	4,275	-	475	1,000	1,000	-
49433	Plan Reviews	18,495	17,760	19,980	19,980	28,480	8,500	42.54%
Total: Capital Outlay		706,776	788,216	859,652	1,010,866	960,134	100,482	11.69%
Transfers To								
50100	General Fund	-	-	-	-	-	-	-
50211	Central Emergency Services	7,788	7,667	7,455	7,455	7,346	(109)	-1.46%
50237	Engineer's Estimate Fund	-	-	12,000	12,000	12,000	-	0.00%
50238	RIAD Match Fund	74,615	-	200,000	200,000	-	(200,000)	-100.00%
50241	KPBSD Operations	41,440,829	38,637,268	36,537,314	38,537,314	39,741,388	3,204,074	8.77%
50252	Land Trust Investment Fund	285,505	612,341	500,000	1,203,960	2,311,530	1,811,530	362.31%
50264	911 Communications	242,184	245,186	255,175	255,175	246,085	(9,090)	-3.56%
50340	SW Debt Service Fund	1,063,500	1,064,750	1,063,750	1,063,750	1,061,250	(2,500)	-0.24%
50342	Debt Service- Bear Creek Fire	94,520	95,160	95,320	86,060	84,323	(10,997)	-11.54%
50358	Debt Service- CES	471,042	571,062	571,063	571,063	571,563	500	0.09%
50360	Debt Service- CPGH	9,471,999	9,471,850	9,473,351	9,473,351	9,275,924	(197,427)	-2.08%
50361	Debt Service- SPH	2,226,694	2,220,169	2,219,369	2,219,369	2,216,719	(2,650)	-0.12%
50400	School Capital Projects	1,000,000	-	-	-	-	-	-
50411	SWD Capital Projects	250,000	245,239	4,400,000	262,000	1,250,000	(3,150,000)	-71.59%
50434	Road Service Area Capital Projects	2,000,000	2,300,000	3,800,000	3,800,000	2,300,000	(1,500,000)	-39.47%
50441	NFSA Capital Projects	1,400,000	400,000	300,000	300,000	300,000	-	0.00%
50442	BCFSA Capital Projects	100,000	100,000	250,000	250,000	290,000	40,000	16.00%
50443	CES Capital Project	1,250,000	600,000	1,200,000	1,200,000	1,100,000	(100,000)	-8.33%
50444	APFEMSA Capital Project	200,000	100,000	375,000	434,221	165,000	(210,000)	-56.00%
50446	KES Capital Project/Debt Service	100,000	100,000	150,000	150,000	400,000	250,000	166.67%
50455	911 Capital Projects Fund	-	-	-	-	624,000	-	-
50459	NPRSA Capital Project	850,000	200,000	250,000	250,000	700,000	450,000	180.00%
50491	SPH Capital Project	1,700,000	1,700,000	1,698,768	1,890,698	2,012,929	314,161	18.49%
50601	SPH Special Revenue Debt	-	1,489,045	-	-	-	-	-
50830	RIAD Projects	(10,912)	-	-	385,082	-	-	-
Total: Transfers		64,217,764	60,159,737	63,358,565	62,551,498	64,670,057	687,492	1.09%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	87,518	88,224	143,117	143,117	125,682	(17,435)	-12.18%
60001	Charges (To) From Maint/Purchasing	217,913	227,255	239,782	239,782	255,647	15,865	6.62%
60002	Charges (To) From Maint/Other Depts.	(308,763)	(308,480)	(300,000)	(300,000)	(300,000)	-	-
60003	Charges (To) From Maint/Cap Proj	(425,661)	(292,128)	(500,000)	(500,000)	(500,000)	-	-
60004	Mileage Ticket Credits	(4,562)	(2,328)	(3,700)	(3,700)	(4,700)	(1,000)	-
61990	Administrative Service Fee	501,263	592,776	747,212	757,316	805,636	58,424	7.82%
Total: Interdepartmental Charges		67,708	305,319	326,411	336,515	382,265	55,854	17.11%
Department Total		\$ 107,837,922	\$ 105,528,330	\$ 118,410,977	\$ 119,650,945	\$ 124,509,687	\$ 5,574,710	4.71%

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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 3 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 40 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 8 permanent full-time and 30 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.

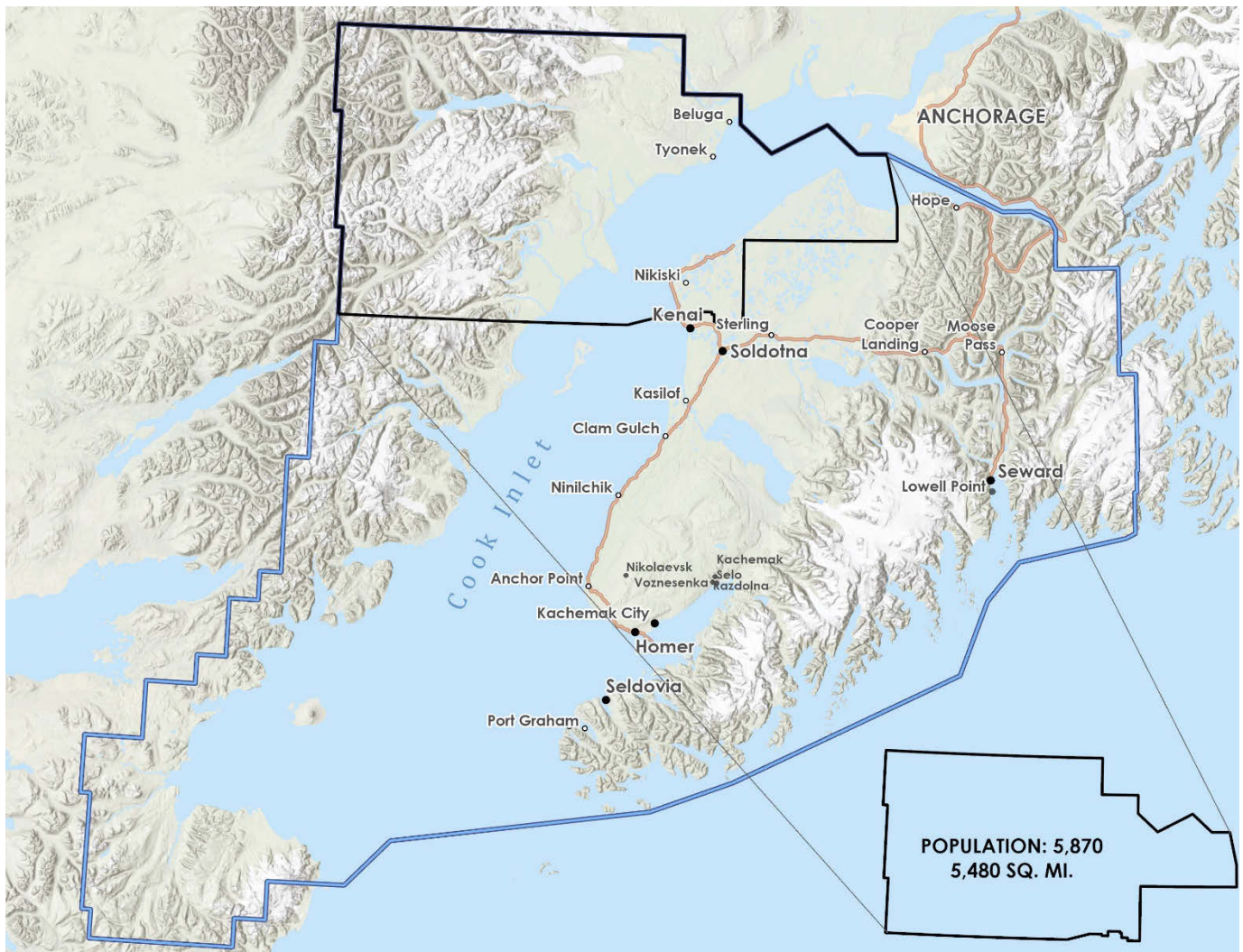
911 Communication Fund – this fund is set up to account for revenues and expenditures associated with operating the Borough's 911 service. The area of service served by this department includes the Kenai Peninsula Borough and the areas in the Municipality of Anchorage along the Seward highway up to McHugh Creek which includes Portage, Girdwood, and Bird Creek.

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 2023.



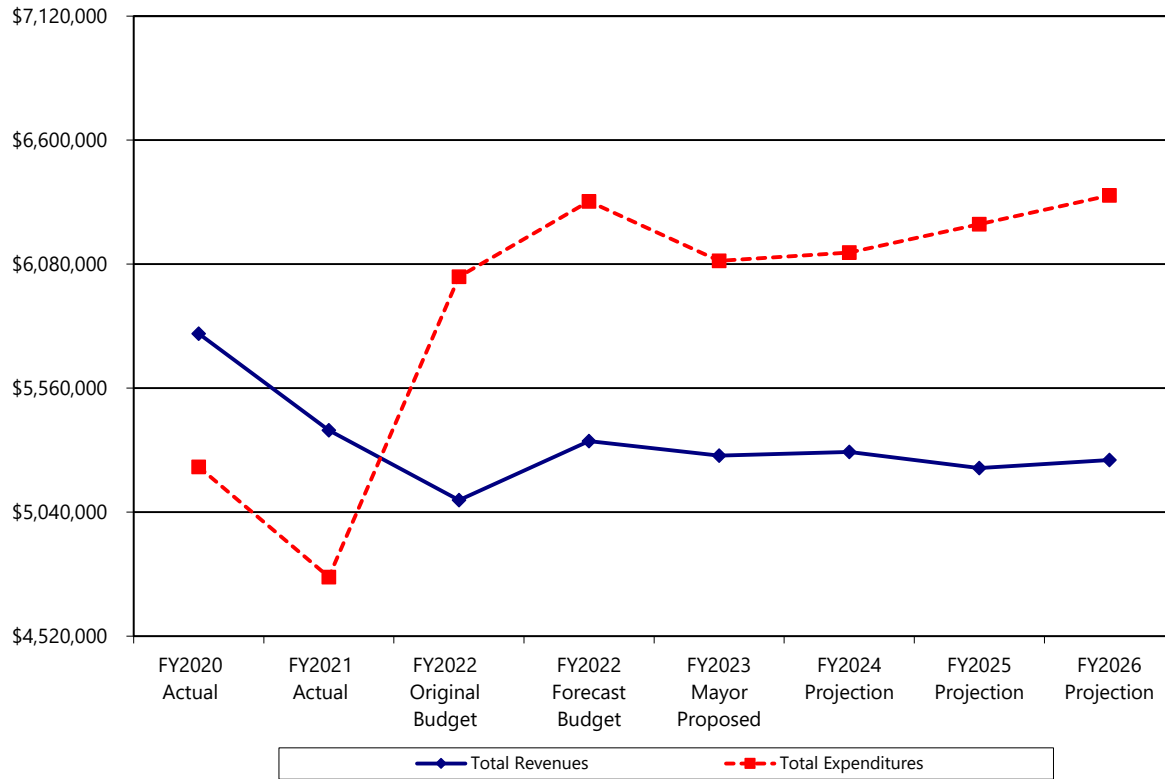
Board Members

Peter Ribbens
Mark Cialek
Janet Hilleary
Jasper Covey
Daniel Gregory
Todd Paxton
Amber Oliva-Douglas
Fire Chief: Trent Burnett

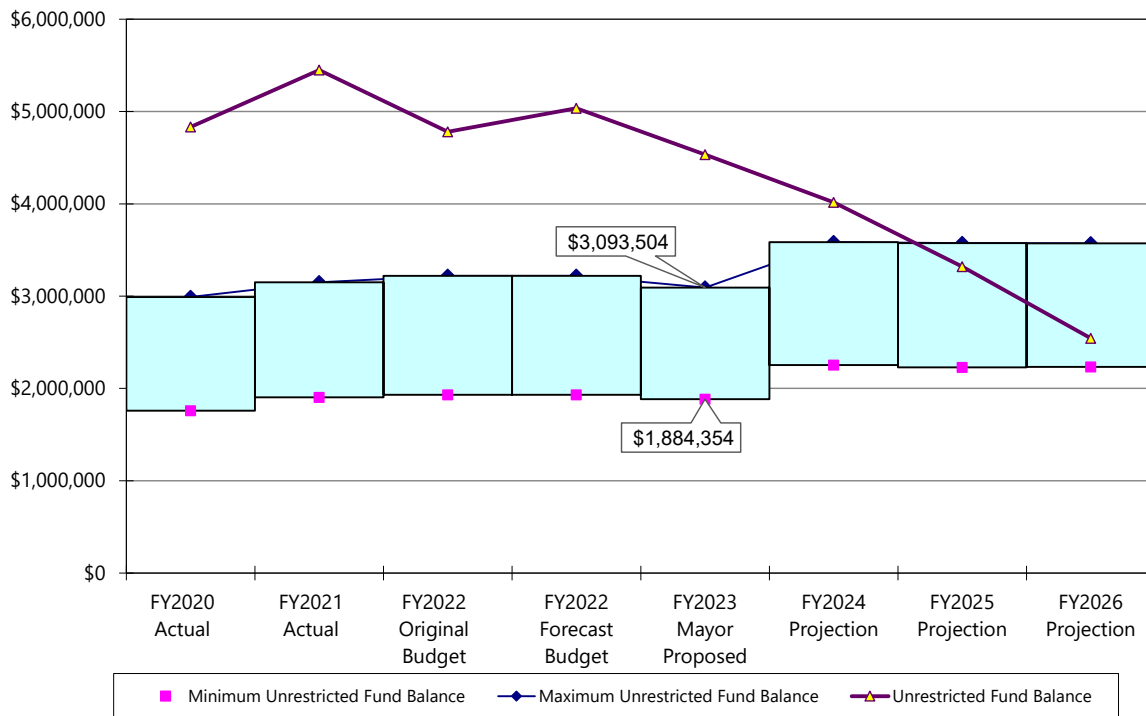
Fund: 206 Nikiski Fire Service Area - Budget Projection

Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Taxable Values (000's)								
Real	666,850	676,324	649,842	649,842	662,096	668,717	675,404	688,912
Personal	43,688	38,366	37,305	37,305	37,678	38,055	38,436	38,820
Oil & Gas (AS 43.56)	1,105,937	1,066,130	1,009,503	1,009,503	1,067,095	1,067,095	1,035,082	1,035,082
	1,816,475	1,780,820	1,696,650	1,696,650	1,766,869	1,773,867	1,748,922	1,762,814
Mill Rate	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.70
Revenues:								
Property Taxes								
Real	\$ 1,823,093	\$ 1,811,027	\$ 1,754,573	\$ 1,754,573	\$ 1,787,659	\$ 1,805,536	\$ 1,823,591	\$ 1,860,062
Personal	109,926	104,437	98,709	98,709	99,696	100,694	101,702	102,718
Oil & Gas (AS 43.56)	3,049,301	2,881,380	2,725,658	2,725,658	2,881,157	2,881,157	2,794,721	2,794,721
Interest	6,111	7,774	9,158	9,158	9,537	9,575	9,440	9,515
Flat Tax	11,628	11,200	10,980	10,980	10,980	11,200	11,424	11,652
Motor Vehicle Tax	44,075	44,862	47,484	47,484	44,469	45,358	46,265	47,190
Total Property Taxes	5,044,134	4,860,680	4,646,562	4,646,562	4,833,498	4,853,520	4,787,143	4,825,858
Federal Revenue	3,476	5,059	-	316,016	-	-	-	-
State Revenue	229,412	187,347	-	-	-	-	-	-
Interest Earnings	212,834	20,058	103,779	103,379	103,779	90,675	80,347	66,415
Other Revenue	298,854	310,714	340,000	272,000	340,000	348,500	357,213	366,143
Total Revenues	5,788,710	5,383,858	5,090,341	5,337,957	5,277,277	5,292,695	5,224,703	5,258,416
Expenditures:								
Personnel	2,835,257	3,098,442	4,199,261	4,199,261	4,235,702	4,320,416	4,406,824	4,494,960
Supplies	193,077	200,455	310,513	310,513	331,396	324,764	331,259	337,884
Services	532,624	627,321	877,427	1,185,735	920,607	939,019	957,799	976,955
Capital Outlay	118,230	279,713	144,402	144,402	111,342	82,155	83,798	85,474
InterDepartmental Charges	92,976	104,817	135,215	142,923	136,901	141,659	144,492	147,382
Total Expenditures	3,772,164	4,310,748	5,666,818	5,982,834	5,735,948	5,808,013	5,924,172	6,042,655
Operating Transfers To:								
Special Revenue Fund	57,880	57,278	60,009	60,009	58,200	60,528	62,949	65,467
Capital Projects Fund	1,400,000	400,000	300,000	300,000	300,000	260,000	260,000	260,000
Total Operating Transfers	1,457,880	457,278	360,009	360,009	358,200	320,528	322,949	325,467
Total Expenditures and Operating Transfers	5,230,044	4,768,026	6,026,827	6,342,843	6,094,148	6,128,541	6,247,121	6,368,122
Net Results From Operations	558,666	615,832	(936,486)	(1,004,886)	(816,871)	(835,846)	(1,022,418)	(1,109,706)
Projected Lapse	-	-	268,718	590,905	315,477	319,441	325,829	332,346
Change in Fund Balance	558,666	615,832	(667,768)	(413,981)	(501,394)	(516,405)	(696,589)	(777,360)
Beginning Fund Balance	4,274,638	4,833,304	5,449,136	5,449,136	5,035,155	4,533,761	4,017,356	3,320,767
Ending Fund Balance	\$ 4,833,304	\$ 5,449,136	\$ 4,781,368	\$ 5,035,155	\$ 4,533,761	\$ 4,017,356	\$ 3,320,767	\$ 2,543,407

Nikiski Fire Service Area Revenues and Expenditures



Nikiski Fire Service Area Unrestricted Fund Balance



Department Function

Fund 206

Nikiski Fire Service Area

Dept 51110

Mission

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 2022 Accomplishments:

- Provided a safe work environment, which reduced property damage and personal injury.

- Installed air purification system for diesel exhaust removal at Station 1.
- Provide confined space rescue training for all personnel.
- Purchased a new response/plow truck to be placed into service to provide emergency response and clear station parking lots of snow.
- Completed purchase of Self-Contained Breathing Apparatus to complete the inventory for the service area.
- Maintained a health and wellness program to reduce injuries and to have healthier employees to respond.
- Purchase a new ambulance to add to our emergency response fleet.
- Updated high angle rescue equipment.
- Hired two additional personnel to assist in emergency response and station staffing.
- Phase one completion of emergency radio replacement.
- Completed phase one of Station 2 lighting upgrade project (all interior lights).
- Borough wide paramedic refresher training for all paramedics.

FY 2023 New Initiatives:

- Continue to provide a safe work environment to reduce property damage and personal injury.
- Complete the purchase/upgrade of new portable and mobile radios.
- Upgrade off road emergency response capabilities.
- Conduct rescue training (surface water rescue/boat operations) for all new personnel so that all employees can provide response and continue to provide a high level of service to our community.
- Complete the lighting upgrade for Station #2.
- Continue health and wellness program.
- Continue cancer prevention initiatives.

Performance Measures

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Full Time Staff	21	21	25	25
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)	FY2022 Totals	FY2023 Projected Totals
Paramedic 2	10	---	2	3	---	3	9	8
Paramedic 1	4	---	---	1	5	2	4	8
Emergency Medical Technician 3	25	3	3	1	1	2	23	10
Emergency Medical Technician 2	5	---	---	---	1	1	---	2
Emergency Medical Technician 1	5	---	---	---	---	7	2	7
Emergency Trauma Technician	5	---	---	---	---	13	4	13
Alaska Fire Service Instructor 2	5	1	---	---	---	1	2	1
Alaska Fire Service Instructor 1	15	1	5	2	1	1	13	10
Alaska Fire Officer 2	6	2	---	---	---	---	2	2
Alaska Fire Officer 1	6	1	3	---	---	1	9	5
FADO-Pumper	10	1	2	2	1	1	7	7
FADO-MWS	10	---	1	1	1	1	4	4
FADO-Aerial	10	---	1	1	1	1	4	4
Alaska Firefighter 2	48	3	5	3	8	7	18	26
Alaska Firefighter 1	5	---	---	---	2	6	8	8
Alaska Basic Firefighter	10	---	---	---	---	6	6	6
Public Safety Dive Technician	12	1	1	2	---	1	7	4
Rope Rescue Technician	23	3	4	5	8	1	17	21
Confined Space Rescue Technician	23	3	4	5	8	1	17	21
Forestry Red Card	23	1	5	5	3	5	19	19
Alaska Fire Investigator Technician	6	1	1	2	---	---	3	4
Alaska Certified Fire Investigator	3	1	---	---	---	---	1	1
Managing Fire Officer Certification	1	1	---	---	---	---	1	1
Executive Fire Officer Certification	1	---	---	---	---	---	---	---

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		Station #1		Station #2		Station #3	
#1 Incident Type	Benchmark (Minutes)	CY2020 Response Count/Avg. Response Time	CY2021 Response Count/Avg. Response Time	CY2020 Response Count/Avg. Response Time	CY2021 Response Count/Avg. Response Time	CY2020 Response Count/Avg. Response Time *	CY2021 Response Count/Avg. Response Time
Fire (Buildings, Automobiles, Forest)	8	16/10.81	15/10.00	9/6.67	13/7.17	n/a	4/7.25
Emergency Medical Services and Rescue	8	247/5.62	302/7.02	318/6.63	366/5.84	n/a	20/6.00
Explosions & Ruptures	8	2/9.00	-	-	-	n/a	-
Hazardous Conditions (Gas, CO, Electrical)	8	11/11.36	10/5.40	11/6.09	10/7.70	n/a	1/6.00
Service Calls (Public, Smoke Odor, Standby)	8	67/7.36	56/8.15	110/5.75	133/5.04	n/a	5/5.00
Good Intent Call (Cancelled Call, Nothing Found)	8	17/6.40	30/7.13	23/8.08	11/10.17	n/a	1/1.00
False Alarm (Fire Alarm Malfunctions)	8	4/11.00	4/7.25	7/5.57	11/5.90	n/a	2/8.50
Special Incident Type Other	8	9/3.86	3/4.00	15/4.25	4/2.50	n/a	-

*Nikiski Fire Station #3 opened in 2021

Call Volume Per Calendar Year	CY2020 Actual	CY2021 Actual	CY2022 Estimated	CY2023 Projected
Fire (Buildings, Automobiles, Forest)	25	32	30	30
Emergency Medical Services and Rescue	565	688	680	680
Explosions and Ruptures	2	-	2	2
Hazardous Conditions (Gas, CO, Electrical)	22	21	22	30
Service Calls (Public, Smoke Odor, Standby)	177	194	200	200
Good Intent Call (Cancelled Call, Nothing Found)	40	42	50	50
False Alarm (Fire Alarm Malfunctions)	11	17	15	15
Other	26	7	8	5
Total Call Volume	870	1,001	1,007	1,012
Annual Fire Loss (Property and Contents)*	\$1,199,620	\$2,095,730	\$500,000	\$500,000

*Increase in fire loss for CY2021 due to more structure fires with higher dollar value contents.

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.

Kenai Peninsula Borough

Budget Detail

Fund 206

Department 51110 - Nikiski Fire Service Area

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 1,228,964	\$ 1,279,230	1,984,529	1,984,529	1,967,386	\$ (17,143)	-0.86%
40111	Special Pay	11,788	12,329	23,205	23,205	23,342	137	0.59%
40120	Temporary Wages	75,815	90,076	125,000	125,000	126,477	1,477	1.18%
40130	Overtime Wages	227,388	280,700	300,733	300,733	299,620	(1,113)	-0.37%
40130	Overtime Stand-by Wages	79,342	81,862	80,000	80,000	81,862	1,862	2.33%
40131	FLSA Overtime Wages	24,995	26,418	32,000	32,000	71,144	39,144	122.33%
40210	FICA	138,882	147,032	228,728	228,728	219,484	(9,244)	-4.04%
40221	PERS	490,269	585,745	535,349	535,349	546,969	11,620	2.17%
40321	Health Insurance	335,880	363,701	556,500	556,500	667,800	111,300	20.00%
40322	Life Insurance	1,735	1,918	4,927	4,927	3,040	(1,887)	-38.30%
40410	Leave	217,379	228,985	328,290	328,290	228,578	(99,712)	-30.37%
40511	Other Benefits	2,820	446	-	-	-	-	-
	Total: Personnel	2,835,257	3,098,442	4,199,261	4,199,261	4,235,702	36,441	0.87%
Supplies								
42120	Computer Software	-	3,060	1,500	1,500	1,500	-	0.00%
42210	Operating Supplies	20,482	21,776	42,295	42,295	42,103	(192)	-0.45%
42220	Fire/Medical/Rescue Supplies	76,241	73,584	108,912	108,912	109,912	1,000	0.92%
42230	Vehicle/Equipment Fuel	32,330	27,969	60,000	60,000	67,200	7,200	12.00%
42250	Uniforms	28,962	23,157	39,350	39,350	39,350	-	0.00%
42263	Training Supplies	1,685	5,904	6,691	6,691	4,316	(2,375)	-35.50%
42310	Repair & Maintenance Supplies	5,856	3,798	8,765	8,765	20,465	11,700	133.49%
42360	Vehicle Repair/Maintenance Supplies	21,052	29,326	35,500	35,500	39,050	3,550	10.00%
42410	Small Tools & Equipment	6,469	11,881	7,500	7,500	7,500	-	0.00%
	Total: Supplies	193,077	200,455	310,513	310,513	331,396	20,883	6.73%
Services								
43011	Contractual Services	178,211	193,278	251,440	547,840	240,688	(10,752)	-4.28%
43014	Physical Examinations	-	52,614	47,800	47,800	38,000	(9,800)	-20.50%
43015	Sample Testing	617	836	1,500	1,500	1,500	-	0.00%
43019	Software Licensing	8,034	14,464	16,300	18,208	26,350	10,050	61.66%
43110	Communications	24,218	27,646	35,920	35,920	36,060	140	0.39%
43140	Postage	163	2,075	3,000	3,000	3,000	-	0.00%
43210	Transportation and Subsistence	25,633	11,617	26,000	26,000	27,500	1,500	5.77%
43220	Car Allowance	6	-	-	-	-	-	-
43260	Training	3,962	12,555	34,300	34,300	34,000	(300)	-0.87%
43310	Advertising	192	440	500	500	500	-	0.00%
43410	Printing	160	-	500	500	500	-	0.00%
43510	Insurance Premium	148,800	145,182	210,078	210,078	226,751	16,673	7.94%
43610	Utilities	115,592	123,331	178,368	178,368	192,638	14,270	8.00%
43720	Equipment Maintenance	4,894	5,038	10,650	20,650	30,750	20,100	188.73%
43750	Vehicle Maintenance	1,275	8,534	8,000	14,022	18,000	10,000	125.00%
43780	Building and Grounds Maintenance	9,401	11,518	30,242	24,220	21,190	(9,052)	-29.93%
43810	Rents and Operating Leases	9,910	11,341	13,550	13,550	14,050	500	3.69%
43920	Dues and Subscriptions	1,556	6,852	9,279	9,279	9,130	(149)	-1.61%
	Total: Services	532,624	627,321	877,427	1,185,735	920,607	43,180	4.92%
Capital Outlay								
48120	Office Equipment	15,379	-	-	-	-	-	-
48311	Machinery and Equipment	5,657	37,354	10,000	10,000	-	(10,000)	-100.00%
48514	Fire Fighting/Rescue Equipment	27,246	12,334	14,500	15,398	5,000	(9,500)	-65.52%
48515	Medical Equipment	5,118	17,348	-	-	10,400	10,400	-
48710	Minor Office Equipment	192	54,982	8,800	8,800	10,900	2,100	23.86%
48720	Minor Office Furniture	-	22,235	7,000	6,102	2,000	(5,000)	-71.43%
48740	Minor Machinery and Equipment	5,473	18,772	4,100	4,100	4,100	-	0.00%
48750	Minor Medical Equipment	11,337	15,705	21,691	21,691	11,291	(10,400)	-47.95%
48755	Minor Recreation Equipment	3,606	15,038	5,000	5,000	4,000	(1,000)	-20.00%
48760	Minor Fire Fighting/Rescue Equipment	44,222	85,945	73,311	73,311	63,651	(9,660)	-13.18%
	Total: Capital Outlay	118,230	279,713	144,402	144,402	111,342	(33,060)	-22.89%

**Kenai Peninsula Borough
Budget Detail**

Fund 206

Department 51110 - Nikiski Fire Service Area - Continued

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Transfers								
50264	Tfr 911 Communications	57,880	57,278	60,009	60,009	58,200	(1,809)	-3.01%
50441	Tfr Nikiski Fire Capital Project Fund	1,400,000	400,000	300,000	300,000	300,000	-	0.00%
Total: Transfers		1,457,880	457,278	360,009	360,009	358,200	(1,809)	-0.50%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(858)	(373)	(3,000)	(3,000)	(3,000)	-	-
61990	Admin. Service Fee	93,834	105,190	138,215	145,923	139,901	1,686	1.22%
Total: Interdepartmental Charges		92,976	104,817	135,215	142,923	136,901	1,686	1.25%
Department Total		\$ 5,230,044	\$ 4,768,026	\$ 6,026,827	\$ 6,342,843	\$ 6,094,148	\$ 67,321	1.12%

Kenai Peninsula Borough Budget Detail

Fund 206

Department 51110 - Nikiski Fire Service Area - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Chief, 1 Deputy Chief, 1 Assistant Chief, 4 Senior Captains, 3 Captains, 5 Engineers, 8 Firefighters, 1 Mechanic and 1 Administrative Assistant.

40130 Overtime Wages/Stand-by Wages. Increase to standby wages to more accurately show expenditures.

42263 Training Supplies. Decrease due to removing AEMT books (\$2,375).

42310 Repair & Maintenance Supplies. Increase due to filters for air filtration systems at Stations 1 & 3 (\$11,700).

43011 Contractual Services. Physician sponsor contract (\$117,608), ambulance billing - systems design (\$23,540), Zoll Autopulse preventative maintenance (\$8,000), EMS training simulator maintenance (\$2,300), EMS/FF instructor fees (\$8,000), technical rescue class (\$10,000), Image Trend (\$5,000), medevac services (\$7,500), Hurst rescue tool annual service (\$5,000), Operative IQ (\$3,000), U/L ladder/pump testing (\$3,700), Target Solutions (\$9,000), Stryker power gurneys maintenance (\$10,000), Anvil of Crom strength/power program (\$4,500), used car training (\$1,360), repair of medical bags, patches and embroidery (\$4,500), physician travel costs (\$5,000), life raft repack service (\$2,400) and other small misc. contracts (\$10,280).

43014 Physical Examinations. Decrease in cost of annual physicals exams to cover 18 FTE and volunteer FF's each fiscal year to cover every 2 year compliance.

43019 Software Licensing. Computer software licensing (\$500), vehicle diagnostic licensing (\$1,000), security camera licensing (\$1,500), CAD software licensing (\$10,000), CrewSense/Target Solutions (\$4,500), PS Trax/Station Automation (\$3,800), Zoom video communications (\$800), G2 US Digital Design - dispatch component (\$1,100), FLOW MSP - App (\$2,700) and Knox Box Cloud software (\$450).

43510 Insurance Premium. Increased premium for coverage for workman's compensation, property, liability, and other insurance.

43720 Equipment Maintenance. Increase due to extractor maintenance (\$400), SCBA bottle maintenance and hydro testing (\$2,500), CAD - US Digital Design maintenance (\$9,700), radio pmi's (\$4,500) and air compressor maintenance (\$3,000).

43750 Vehicle Maintenance. Increase due to replacement transmission (\$6,500), installation of Liquid Spring suspension - Medic 1 (\$6,000), machine shop services (\$1,000), outside shop services (\$2,000), radiator repair/replacement (\$1,000) and tire alignments (\$1,500).

43780 Building and Grounds Maintenance. Decrease due to one-time Seimens upgrade and increase of overhead door maintenance.

48514 Fire Fighting/Rescue Equipment. Rapid deployment craft (\$5,000).

48515 Medical Equipment. McGrath laryngoscope (\$5,400) and Zoll AED (\$5,000).

48710 Minor Office Equipment. 4 desktop computers (\$890 each), 5 monitors (\$400 each), 4 sound bars (\$40 each), 1 web cam/mic (\$280) and 1 hand held radio (\$4,900).

48720 Minor Office Equipment. 4 chairs (\$500 each).

48740 Minor Machinery and Equipment. Storage tank fuel pump (\$1,800), trash pump (\$1,500) and miscellaneous tools (\$800).

48750 Minor Medical Equipment. Lucas medical equipment (\$2,400), pedi sensors (\$2,100), AED X Series attachments (\$2,400) and other misc. equipment (\$4,391).

48755 Minor Recreation Equipment. Treadmill (\$4,000).

48760 Minor Fire Fighting/Rescue Equipment. Turnout gear (\$26,250), nozzles (\$2,000), fire fighting hand tools (\$2,701), scene lighting (\$2,240), stainless steel stokes basket (\$1,000), rescue manikin (\$2,000), Beluga/Tyonek fire fighting gear (\$8,000), forestry gear/hose (\$8,500), rescue rope (\$9,000) and other misc. equipment (\$1,960).

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 FY2023 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 348-349, 352, 362 & 395-396.

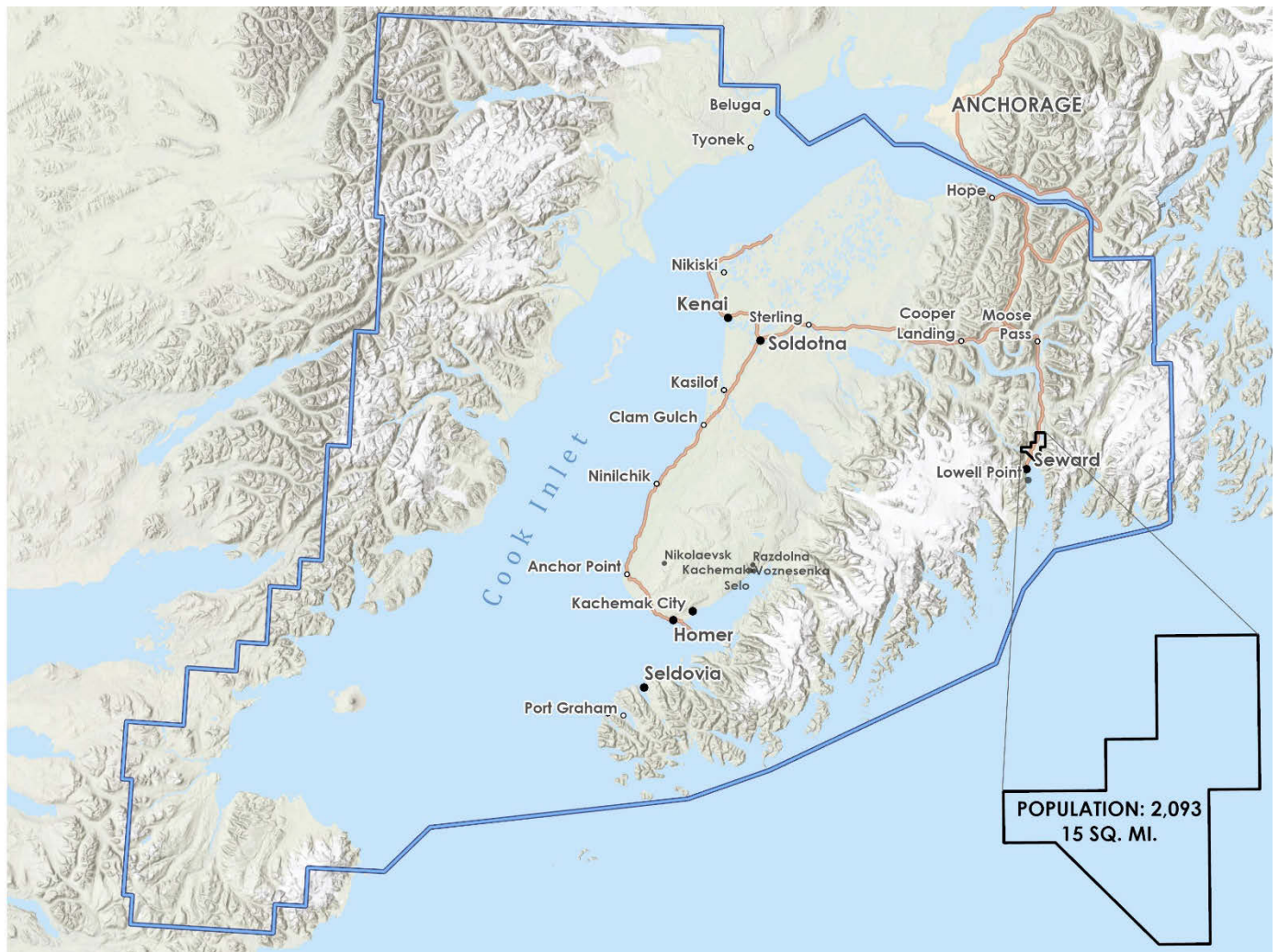
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Bear Creek Fire Service Area

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 three permanent employees and 32 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 2023.



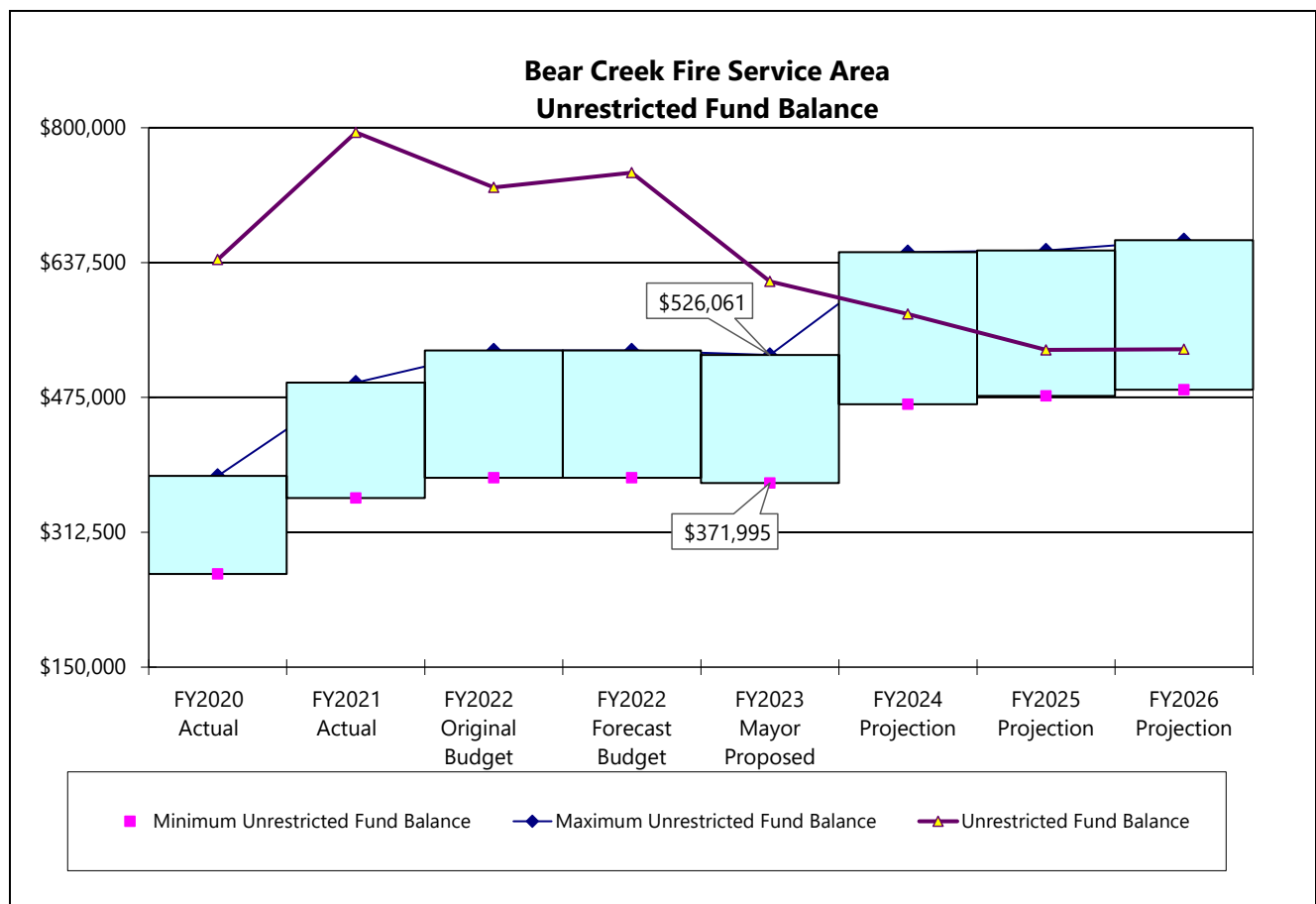
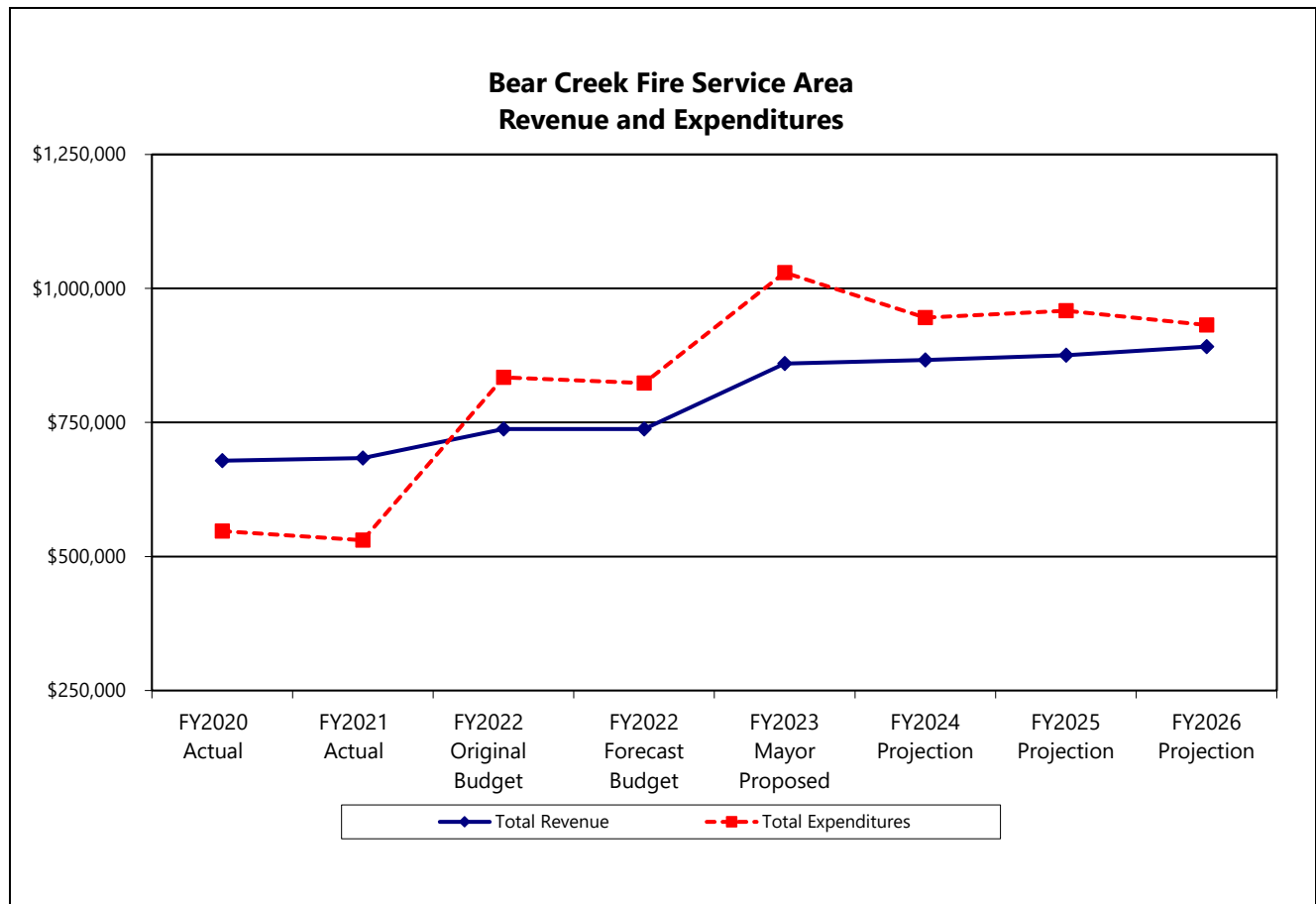
Board Members

Earl Kloster
James Sheehan
Jeffrey Wolf
Daniel Logan
Jena Petersen

Fire Chief: Richard Brackin

Fund: 207 Bear Creek Fire Service Area - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	178,931	182,901	187,859	187,859	222,574	224,800	227,048	231,589
Personal	1,192	2,297	488	488	493	498	503	508
Oil & Gas (AS 43.56)	9	-	-	-	-	-	-	-
	180,132	185,198	188,347	188,347	223,067	225,298	227,551	232,097
Mill Rate	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
Revenues:								
Property Taxes								
Real	\$ 580,802	\$ 590,576	\$ 610,542	\$ 610,542	\$ 723,366	\$ 730,600	\$ 737,906	\$ 752,664
Personal	3,851	7,516	1,554	1,554	1,570	1,586	1,602	1,618
Oil & Gas (AS 43.56)	30	-	-	-	-	-	-	-
Interest	2,147	2,321	968	968	987	1,007	1,027	1,048
Flat Tax	3,447	3,291	2,700	2,700	2,700	2,754	2,809	2,865
Motor Vehicle Tax	13,637	13,955	14,804	14,804	13,796	14,072	14,353	14,640
Total Property Taxes	603,914	617,659	630,568	630,568	742,419	750,019	757,697	772,835
State Revenue	10,717	11,143	-	-	-	-	-	-
Interest Earnings	23,413	2,094	12,959	12,959	14,919	12,297	11,508	10,647
Other Revenue	40,671	52,715	94,073	94,073	102,582	104,381	106,220	108,100
Total Revenues	678,715	683,611	737,600	737,600	859,920	866,697	875,425	891,582
Expenditures:								
Personnel	201,079	192,480	260,743	260,743	416,291	424,617	433,109	441,771
Supplies	13,289	6,803	26,445	26,445	25,518	26,028	26,549	27,080
Services	126,722	111,334	169,196	167,696	180,260	183,865	187,542	191,293
Capital Outlay	4,594	8,422	10,536	10,536	6,486	6,551	6,617	6,683
Interdepartmental Charges	6,917	7,974	11,673	11,636	15,714	16,027	16,345	16,671
Total Expenditures	352,601	327,013	478,593	477,056	644,269	657,088	670,162	683,498
Operating Transfers To:								
Special Revenue Fund	-	8,182	10,432	10,432	11,114	11,559	12,021	12,502
Debt Service Fund	94,520	95,160	95,320	86,060	84,323	86,931	86,503	85,855
Capital Projects Fund	100,000	100,000	250,000	250,000	290,000	190,000	190,000	150,000
Total Operating Transfers	194,520	203,342	355,752	346,492	385,437	288,490	288,524	248,357
Total Expenditures and Operating Transfers	547,121	530,355	834,345	823,548	1,029,706	945,578	958,686	931,855
Net Results From Operations	131,594	153,256	(96,745)	(85,948)	(169,786)	(78,881)	(83,261)	(40,273)
Projected Lapse	-	-	30,417	37,455	38,656	39,425	40,210	41,010
Change in Fund Balance	131,594	153,256	(66,328)	(48,493)	(131,130)	(39,456)	(43,051)	737
Beginning Fund Balance	509,615	641,209	794,465	794,465	745,972	614,842	575,386	532,335
Ending Fund Balance	\$ 641,209	\$ 794,465	\$ 728,137	\$ 745,972	\$ 614,842	\$ 575,386	\$ 532,335	\$ 533,072



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.

FY2022 Accomplishments

- Hosted a Firefighter I Course with 11 attendees, with 8 from Bear Creek.

- Hosted an ETT/EMT I Bridge Course with 8 attendees
- Hosted a CPR Instructor Class with 8 attendees from Bear Creek.
- Added a second engine/pumper apparatus to fleet. The new engine provides backup for the first engine if it needs work. It will also allow us to provide mutual and automatic aid to other agencies like Seward Fire and EPHESA, and still keep an engine in the service area for structure fires.
- Fully transitioned to EMS only response gear.

FY2023 New Initiatives/Goals:

- Add additional Fire Technician to Staff to cover increased responsibilities. This has been a needed position but sustainable funding was not available until now.
- Introduce Pay-Per-Call Stipend to Volunteers to be consistent with other Borough Fire and Medical Service Areas. of \$20 per call in an effort to increase involvement and to show appreciation for their service to the community.
- Begin the multi-year plan to transition to a unit-based response.
- Initiate seasonal CPR Courses for community residents and businesses.
- Begin Replacement of Communication Equipment to improve responder safety, more efficient communications, as well as to comply with ALMR Radio Upgrade requirements.
- Replace end-of-life Ambulance.

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	FY2020 Actual	FY2021 Actual	FY2022 Adopted	FY2023 Proposed
Staffing history	2	2	2	3
Volunteer firefighters	28	27	30	32
Total number of new volunteer recruits	5	4	8	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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Open houses/activities exposing general public to fire prevention education	5	1	3	4
In-school visits for fire prevention education	1	0	0	1
Smoke detector installation/evaluation	2	2	5	10
Community Q-CPR &/or 1 st Aid courses	35	10	10	15

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
First responding unit from time of call to enroute	6:57	6:48	6:29	6:00
Response time: from time of call to scene of incident – inside the Service Area	8:50	10:48	12:00	10:00
Response time: from time of call to scene of incident – outside the Service Area (Mutual Aid)	28:00	34:20	17:18	20:00
Total number of calls	119	133	98	116
Total number of EMS/Rescue calls	62	90	75	83
Total number of fire calls	17	13	7	10
Total number of other calls	9	8	6	7
Total number of cancelled in-route	31	22	10	16

	FY2020 Actual		FY2021 Actual		FY2022 Projected		FY2023 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	94	4	119	3	92	4	106	5
Automatic Aid given – fire calls	15	5	11	6	4	5	5	6
Search and Rescue	1	5	3	6	2	6	5	7
Aid provided to Bear Creek								
Automatic Aid received– fire calls	9	7	2	5	1	6	3	7

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Volunteer first responders	28	27	30	32
ETT – Certifications	6	8	11	6
EMT-1 Certifications	19	15	21	21
Exterior Firefighter/ FFI / FFII & Fire Officer	14	13	16	17
Fire ground Support Personnel (Rehab, etc.)	14	14	14	15
Weekly Operational/Administrative & Non-Certified Training sessions days / hours	101 sessions 162 hrs.	54 sessions 144 hrs.	84 sessions 202 hrs.	67 sessions 134 hrs.
Additional Certified Firefighter & EMS Training sessions / hours	43 sessions 148 hrs.	3 sessions 30 hrs.	40 sessions 247 hrs.	20 sessions 160 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 97,119	\$ 96,533	\$ 135,395	\$ 135,395	\$ 202,751	\$ 67,356	49.75%
40120	Temporary Wages	12,494	6,153	14,525	14,525	18,849	4,324	29.77%
40130	Overtime	-	-	876	876	9,148	8,272	944.29%
40210	FICA	8,572	8,296	12,739	12,739	19,393	6,654	52.23%
40221	PERS	32,884	32,471	30,494	30,494	47,701	17,207	56.43%
40321	Health Insurance	40,646	35,901	53,000	53,000	95,400	42,400	80.00%
40322	Life Insurance	137	132	332	332	314	(18)	-5.42%
40410	Leave	9,103	12,994	13,382	13,382	22,735	9,353	69.89%
40511	Other Benefits	124	-	-	-	-	-	-
Total: Personnel		201,079	192,480	260,743	260,743	416,291	155,548	59.66%
Supplies								
42120	Computer Software	-	-	315	315	321	6	1.90%
42210	Operating Supplies	1,055	813	4,250	4,250	4,250	-	0.00%
42220	Fire/Medical/Rescue Supplies	68	2,150	4,170	4,170	4,170	-	0.00%
42230	Fuel, Oils and Lubricants	1,679	1,880	6,500	6,500	5,500	(1,000)	-15.38%
42250	Uniforms	792	411	2,270	2,270	2,315	45	1.98%
42263	Training Supplies	2,800	179	2,340	2,340	2,340	-	0.00%
42310	Repair/Maintenance Supplies	1,325	166	2,500	2,500	2,500	-	0.00%
42360	Motor Vehicle Repair Supplies	4,474	60	3,000	3,000	3,000	-	0.00%
42410	Small Tools & Equipment	1,096	1,144	1,100	1,100	1,122	22	2.00%
Total: Supplies		13,289	6,803	26,445	26,445	25,518	(927)	-3.51%
Services								
43011	Contractual Services	16,436	15,562	25,728	24,180	23,632	(2,096)	-8.15%
43014	Physical Examinations	456	1,659	11,100	11,100	11,000	(100)	-0.90%
43019	Software Licensing	3,914	4,036	4,044	4,352	4,585	541	13.38%
43110	Communications	9,033	7,610	9,000	9,000	9,000	-	0.00%
43140	Postage and Freight	46	15	100	100	100	-	0.00%
43210	Transportation/Subsistence	2,671	841	2,450	2,450	2,750	300	12.24%
43260	Training	202	450	1,080	2,580	975	(105)	-9.72%
43510	Insurance Premium	37,037	36,274	21,123	21,123	29,771	8,648	40.94%
43610	Utilities	45,394	33,941	50,000	49,000	48,000	(2,000)	-4.00%
43720	Equipment Maintenance	1,536	969	8,000	5,735	13,450	5,450	68.13%
43750	Vehicle Maintenance	480	4,260	15,000	15,000	15,000	-	0.00%
43780	Buildings/Ground Maintenance	7,685	5,015	20,191	20,143	19,000	(1,191)	-5.90%
43810	Rents & Operating Leases	92	92	95	100	102	7	7.37%
43920	Dues and Subscriptions	1,740	610	1,285	2,833	2,895	1,610	125.29%
Total: Services		126,722	111,334	169,196	167,696	180,260	11,064	6.54%
Capital Outlay								
48710	Minor Office Equipment	2,077	-	-	-	-	-	-
48750	Minor Medical Equipment	1,345	1,877	5,536	5,536	1,000	(4,536)	-81.94%
48760	Minor Fire Fighting Equipment	1,172	6,545	5,000	5,000	5,486	486	9.72%
Total: Capital Outlay		4,594	8,422	10,536	10,536	6,486	(4,050)	-38.44%
Transfers								
50264	911 Communications	-	8,182	10,432	10,432	11,114	682	6.54%
50342	Bear Creek Debt Service	94,520	95,160	95,320	86,060	84,323	(10,997)	-11.54%
50442	Bear Creek Capital Projects	100,000	100,000	250,000	250,000	290,000	40,000	16.00%
Total: Transfers		194,520	203,342	355,752	346,492	385,437	29,685	8.34%

Kenai Peninsula Borough Budget Detail

Fund 207

Department 51210 - Bear Creek Administration - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Interdepartmental Charges							
61990 Admin Service Fee	6,917	7,974	11,673	11,636	15,714	4,041	34.62%
Total: Interdepartmental Charges	6,917	7,974	11,673	11,636	15,714	4,041	34.62%
Department Total	\$ 547,121	\$ 530,355	\$ 834,345	\$ 823,548	\$ 1,029,706	\$ 195,361	23.41%

Line-Item Explanations

40110 Regular Wages. Staff includes 1 Fire Chief and 2 Firefighter Technician. 1/4 of the Fire Chief and 1/4 of one Technician are reimbursed through contract agreement with EPHESA.

Added: 1 Fire Technician

40120 Temporary Wages. Increased to add volunteer stipends consistent with other service areas.

40130 Overtime. Increased to cover anticipated overtime for the Firefighter Technician.

42230 Fuel, Oils, & Lubricants. Reduced to reflect a more accurate value for fuel usage. (-\$1,000)

43011 Contractual Services. Reduced due to voice notification/EDispatch program costs being moved to Dues and Subscriptions. FY2023 Cotractual services: Medical directors program (\$14,732), 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) and embroidery services for uniforms (\$500).

43019 Software Licensing. Increased to cover costs of zoom liscense (\$433). Milestone surveillance plan (\$452) and Target Solutions training and ISO tracking serfvce plan (\$3,700).

43210 Transportation/Subsistence. Increased to cover costs of meals during classes. (\$300). 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).

43510 Insurance Premium. Increase due to personnel changes that influenced premiums (\$8,648). Premiums are for coverage of workman's compensation, property, liability, and other insurance.

43720 Equipment Maintenance. Increased to cover radio maintenance costs (\$7,665) and annual SCBA maintenance (\$1,300). Copier maintenance contract (\$600), SCBA compressor annual maintenance (\$1,200), extrication tools annual maintenance (\$2,100), and Fit Tester annual calibration (\$585).

43920 Dues & Subscriptions. Increased due to voice notification/EDispatch program costs being moved to Dues and Subscriptions (\$1,600). Alaska & local association memberships for fire chiefs (\$260), and other firefighter-related miscellaneous memberships, dues licensing, and subscriptions (\$1,035).

48750 Minor Medical Equipment. Reduced due to one-time purchases in FY22. Purchase of EMS gear for EMS only calls. (\$1,000).

48760 Minor Firefighting Equipment. Purchase two sets of structural firefighting gear (\$2,500 each) and 10% Match for Volunteer Firefighters Assistance Grant (\$486).

50264 911 Communications. To cover charges from E911 for the cost of operating the E911 dispatch center in Soldotna (\$11,114).

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 (\$84,324).

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 FY2023 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

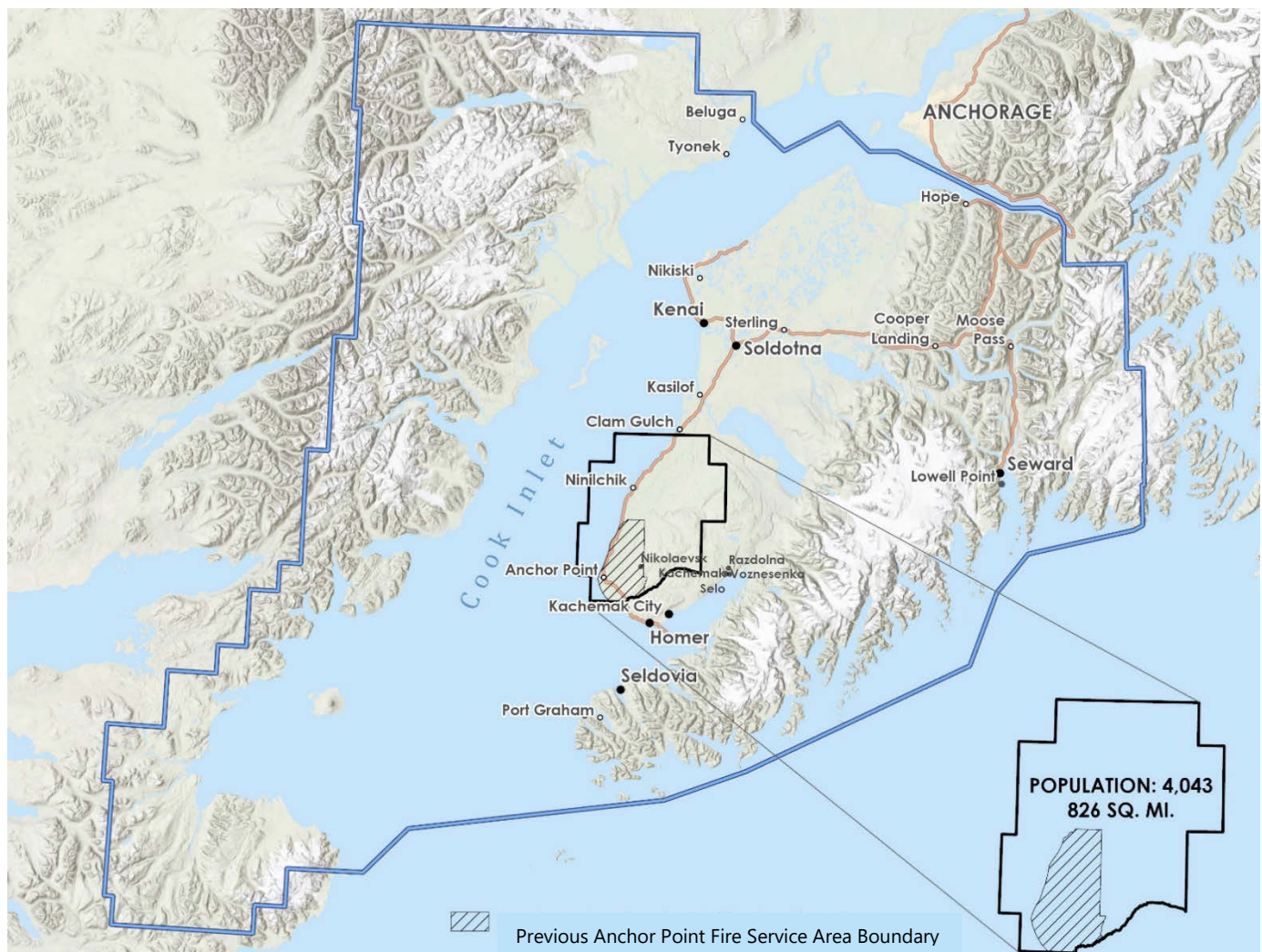
For capital projects information of this department - See the Capital Projects section - Pages 348-349, 353, 363, & 397-398.

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, Ninilchik, 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 40 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 2023.



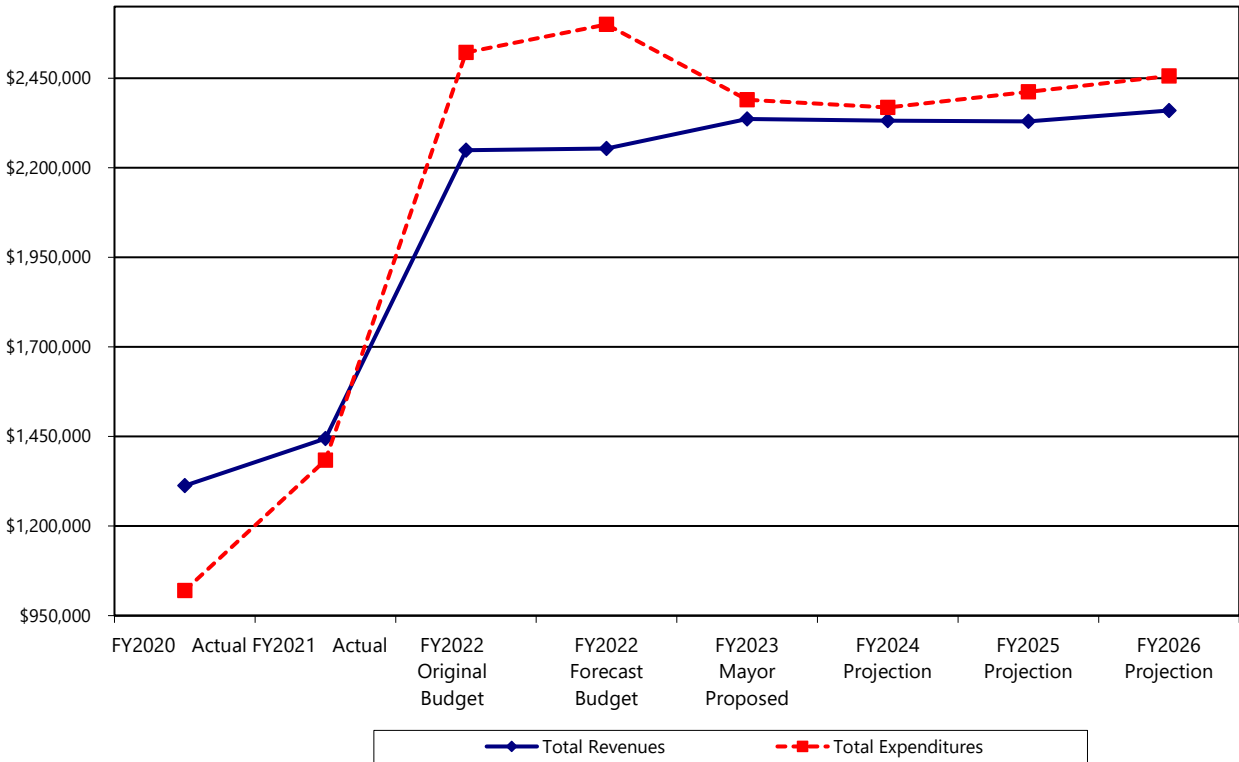
Board Members

Cherie Richter
Dawson Slaughter
Katheryn Lopeman
Katherine Covey
Janice Nofziger
Chief: Jon Marsh

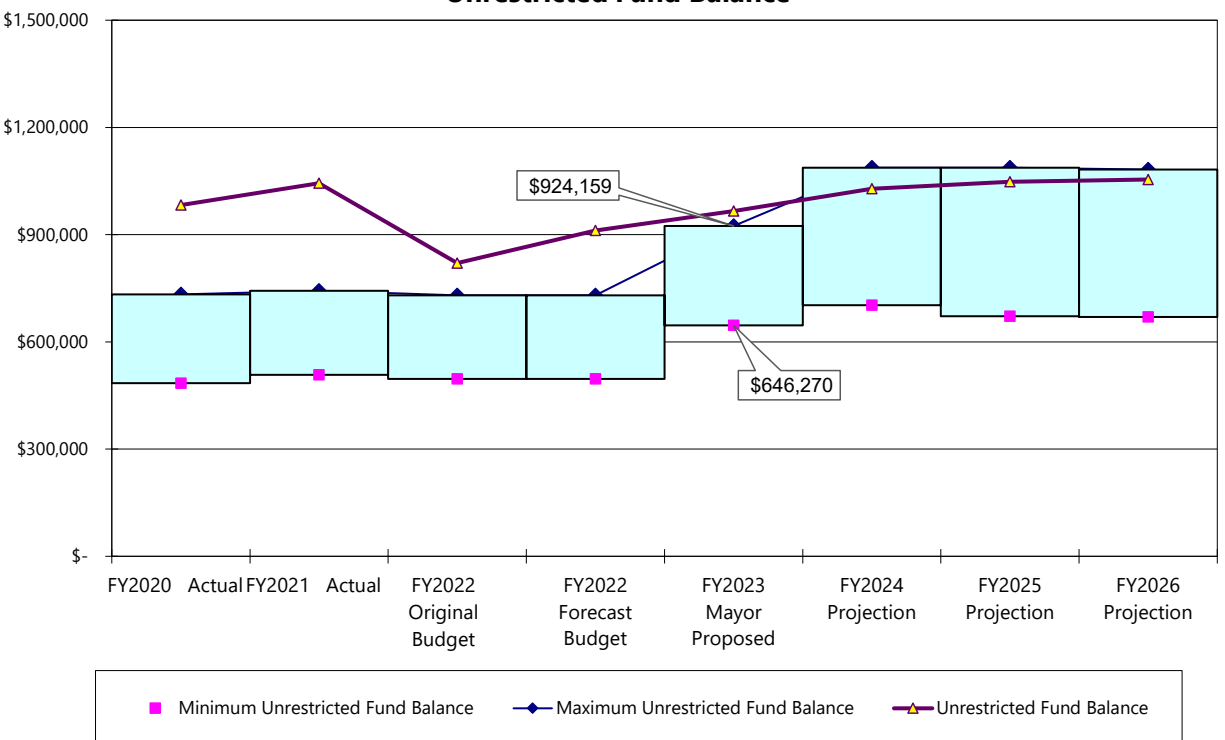
Fund: 209 Western Emergency Service Area - Budget Projection

Fund Budget:			FY2022	FY2022	FY2023			
	FY2020	FY2021	Original	Forecast	Mayor	FY2024	FY2025	FY2026
	Actual	Actual	Budget	Budget	Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	235,726	241,239	418,695	418,695	435,538	439,893	444,292	453,178
Personal	26,990	27,896	48,583	48,583	49,069	49,560	50,056	50,056
Oil & Gas (AS 43.56)	155,268	162,153	229,854	229,854	242,881	235,595	228,527	228,527
	417,984	431,288	697,132	697,132	727,488	725,048	722,875	731,761
Mill Rate	2.75	2.85	2.95	2.95	2.95	2.95	2.95	2.95
Revenues:								
Property Taxes								
Real	\$ 641,252	\$ 683,774	\$ 1,235,150	\$ 1,235,150	\$ 1,284,837	\$ 1,297,684	\$ 1,310,661	\$ 1,336,875
Personal	74,175	79,490	140,453	140,453	141,858	143,278	144,712	144,712
Oil & Gas (AS 43.56)	426,986	462,137	678,069	678,069	716,499	695,005	674,155	674,155
Interest	4,416	3,379	4,504	4,504	3,447	3,464	3,481	3,498
Flat Tax	5,155	5,570	3,401	3,401	3,401	3,418	3,435	3,452
Motor Vehicle Tax	10,297	11,030	11,100	11,100	10,664	10,877	11,095	11,317
Total Property Taxes	1,162,281	1,245,380	2,072,677	2,072,677	2,160,706	2,153,726	2,147,539	2,174,009
Federal Revenues	-	7,512	-	4,998	-	-	-	-
State Revenues	31,900	41,213	-	-	-	-	-	-
Interest Earnings	40,862	3,751	19,262	19,262	18,235	19,320	20,570	20,952
Other Revenue	77,626	146,414	157,000	157,000	157,000	158,570	161,741	164,976
Total Revenues	1,312,669	1,444,270	2,248,939	2,253,937	2,335,941	2,331,616	2,329,850	2,359,937
Expenditures:								
Personnel	526,100	805,222	1,434,637	1,434,637	1,512,563	1,542,814	1,573,670	1,605,143
Supplies	59,141	93,650	138,139	138,139	135,805	138,521	141,291	144,117
Services	158,750	227,547	371,729	385,855	329,066	335,647	342,360	349,207
Capital Outlay	44,552	111,114	127,360	132,303	129,854	131,153	132,465	133,790
Interdepartmental Charges	16,768	30,772	51,797	51,852	51,862	53,703	54,745	55,806
Total Expenditures	805,311	1,268,305	2,123,662	2,142,786	2,159,150	2,201,838	2,244,531	2,288,063
Operating Transfers To:								
Special Revenue Fund	14,668	15,220	23,040	23,040	21,119	21,964	22,843	23,757
Capital Projects Fund	200,000	100,000	375,000	434,221	165,000	100,000	100,000	100,000
Debt Service Fund	-	-	-	-	44,400	44,400	44,400	44,400
Total Operating Transfers	214,668	115,220	398,040	457,261	230,519	166,364	167,243	168,157
Total Expenditures and Operating Transfers	1,019,979	1,383,525	2,521,702	2,600,047	2,389,669	2,368,202	2,411,774	2,456,220
Net Results From Operations	292,690	60,745	(272,763)	(346,110)	(53,728)	(36,586)	(81,924)	(96,283)
Projected Lapse	-	-	49,626	214,279	107,958	99,083	101,004	102,963
Change in Fund Balance	292,690	60,745	(223,137)	(131,831)	54,230	62,497	19,080	6,680
Beginning Fund Balance	690,164	982,854	1,043,599	1,043,599	911,768	965,998	1,028,495	1,047,575
Ending Fund Balance	\$ 982,854	\$ 1,043,599	\$ 820,462	\$ 911,768	\$ 965,998	\$ 1,028,495	\$ 1,047,575	\$ 1,054,255

Western Emergency Service Area Revenues and Expenditures



Western Emergency Service Area Unrestricted Fund Balance



Department Function

Fund 209

Western Emergency Service Area

Dept 51410

Mission

Western Emergency Services is committed to meeting the needs and exceeding 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.
- Obtaining funding for the renovation and expansion of Station 3 in Anchor Point.
- Meeting minimum staffing requirement of 2 per station, to continue decreased response times.
- Secure funding for live-fire training facility within the service area

FY2022 Accomplishments

- Completed the first full fiscal year of operating the expanded Western Emergency Service Area.
- Reduced response times from dispatch to en route by 76% resulting in more than 80% of all calls being responded to in under one minute.
- Increased EMS level of service for all career line staff to AEMT or paramedic
- Replaced 4 cardiac monitor defibrillators to standardize all six monitors between stations.
- Replaced all self-contained breathing apparatus and compressors/fill stations to be NFPA compliant and remain interoperable with the surrounding agency.
- Acquired surplus engine, tanker, and rescue truck to replace outdated and unsafe apparatus.
- Completion of the service areas first Fire Apparatus Driver Operator course for state certification.
- Completed construction of water fill site capital project at Resch Road to cut water shuttle times in half for fire suppression in Happy Valley.

FY2023 New Initiatives:

- Purchase building currently leased to house ladder truck and land adjacent to the Anchor Point station for future expansion.
- Review all existing incident preplans and, complete new preplans for all commercial properties in the newly expanded service area.
- Implement and promote a Knox rapid access system for commercial properties and businesses
- Purchase response/plow vehicle to provide access for other apparatus on emergency scenes.
- Purchase heavy-duty mobile truck lift to increase the capabilities of the service area mechanic.

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 ongoing, quality training to meet State of Alaska fire and EMS training standards.

Measures: Certification and qualifications of employees and volunteer members.

Department Personnel	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
EMS trained	24	34	40	40
Fire trained	20	38	40	40
Total Responders available	29	48	50	50

Department Function

Fund 209

Western Emergency Service Area - Continued

Dept 51410

Measures:

Certified First Responders	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Emergency Trauma Technician	1	1	5	2
Emergency Medical Technician 1	15	11	14	15
Emergency Medical Technician 2	3	2	2	6
Emergency Medical Technician 3	6	7	4	6
Advanced Emergency Medical Technician	0	0	8	11
Mobile Intensive Care Paramedic	0	1	6	6
Exterior Firefighter/ FFI / FFII	21	21	38	40
Certified Fire Investigator	1	2	2	2
Alaska Fire Service Instructor 1	2	3	6	9
Alaska Fire Service Instructor 2	1	3	3	3
Live Fire Instructor	1	2	3	3
ETT/EMT Instructor	2	3	6	8

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	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Projected
Fires (Buildings, Vehicles, Wildland)	26	30	39	43
Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	0
Emergency Medical Services & Rescue	180	210	449	494
Hazardous Conditions	2	6	14	15
Service Calls (Public, Smoke Odor, Standby)	22	3	11	12
Good Intent Calls (Cancelled, Nothing Found)	33	29	43	45
False Alarms	6	6	6	10
Total Call Volume	269	283	562	596
Total Ambulance Transports	172	149	316	340
Fire Responder Average	11	12	10	12
EMS Responder Average	5	4	3	4
Annual Fire Loss	\$296,850	\$301,500	\$1,216,550	\$700,000

Note: CY2021 Actual includes Anchor Point Emergency Services and Ninilchik Emergency Services combined due to the expansion of the service area.

Service Area Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing history (FTE)	5	10	10	10

Kenai Peninsula Borough

Budget Detail

Fund 209

Department 51410 - Western Emergency Service Area

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 235,908	\$ 371,344	\$ 662,071	\$ 662,071	\$ 695,439	\$ 33,368	5.04%
40111	Special Pay	-	1,642	6,630	6,630	5,558	(1,072)	-16.17%
40120	Temporary Wages	36,948	41,157	88,200	88,200	119,472	31,272	35.46%
40130	Overtime Wages	33,465	42,992	65,224	65,224	65,762	538	0.82%
40131	FLSA Overtime Wages	-	2,289	17,408	17,408	15,385	(2,023)	-11.62%
40210	FICA	24,931	37,716	72,463	72,463	76,163	3,700	5.11%
40221	PERS	74,875	134,703	168,230	168,230	174,933	6,703	3.98%
40321	Health Insurance	89,138	126,348	265,000	265,000	286,200	21,200	8.00%
40322	Life Insurance	328	522	1,656	1,656	1,078	(578)	-34.90%
40410	Leave	30,195	46,489	87,755	87,755	72,573	(15,182)	-17.30%
40511	Other Benefits	312	20	-	-	-	-	-
Total: Personnel		526,100	805,222	1,434,637	1,434,637	1,512,563	77,926	5.43%
Supplies								
42120	Computer Software	6,044	5,050	1,200	1,200	1,200	-	0.00%
42210	Operating Supplies	6,574	8,493	21,539	21,539	21,539	-	0.00%
42220	Fire/Medical/Rescue Supplies	14,486	25,584	28,660	28,660	28,660	-	0.00%
42230	Fuel, Oils and Lubricants	12,383	17,334	28,063	28,063	28,063	-	0.00%
42250	Uniforms	5,704	12,866	12,000	12,000	12,000	-	0.00%
42263	Training Supplies	747	2,871	8,000	8,000	8,000	-	0.00%
42310	Repair/Maintenance Supplies	1,312	1,883	9,500	9,500	9,500	-	0.00%
42360	Motor Vehicle Repair	8,488	10,279	17,543	17,543	17,543	-	0.00%
42410	Small Tools & Equipment	3,403	9,290	11,634	11,634	9,300	(2,334)	-20.06%
Total: Supplies		59,141	93,650	138,139	138,139	135,805	(2,334)	-1.69%
Services								
43011	Contractual Services	29,250	35,502	53,933	53,233	53,735	(198)	-0.37%
43014	Physical Examinations	848	13,424	25,038	25,038	25,038	-	0.00%
43019	Software Licensing	4,472	23,694	27,700	27,700	25,620	(2,080)	-7.51%
43110	Communications	11,616	17,318	34,755	34,755	31,874	(2,881)	-8.29%
43140	Postage and Freight	-	137	1,000	1,000	300	(700)	-70.00%
43210	Transport/Subsistence	18,736	12,563	18,071	11,551	17,381	(690)	-3.82%
43260	Training	4,571	2,390	9,050	7,443	9,050	-	0.00%
43310	Advertising	-	-	200	200	200	-	0.00%
43410	Printing	-	-	100	100	100	-	0.00%
43510	Insurance Premium	57,968	62,539	102,539	102,539	85,280	(17,259)	-16.83%
43610	Utilities	22,191	28,482	36,113	36,113	36,113	-	0.00%
43720	Equipment Maintenance	2,803	2,264	15,000	15,000	12,400	(2,600)	-17.33%
43750	Vehicle Maintenance	2,523	770	6,000	33,853	15,000	9,000	150.00%
43780	Buildings/Grounds Maintenance	1,944	6,040	14,000	8,400	14,000	-	0.00%
43810	Rents and Operating Leases	783	20,816	25,790	25,790	-	(25,790)	-100.00%
43920	Dues and Subscriptions	1,045	1,608	2,440	3,140	2,975	535	21.93%
Total: Services		158,750	227,547	371,729	385,855	329,066	(42,663)	-11.48%
Capital Outlay								
48120	Office Machines	-	-	-	8,649	-	-	-
48514	Fire Fighting/Rescue Equipment	-	-	-	-	5,000	5,000	-
48515	Medical Equipment	-	18,638	43,600	41,528	2,404	(41,196)	-94.49%
48710	Minor Office Equipment	15,368	32,572	14,890	6,241	13,300	(1,590)	-10.68%
48720	Minor Office Furniture	3,411	2,970	5,000	2,407	-	(5,000)	-100.00%
48740	Minor Machines & Equipment	-	-	1,150	1,150	1,150	-	0.00%
48750	Minor Medical Equipment	5,769	825	11,800	10,476	14,200	2,400	20.34%
48755	Minor Recreation Equipment	2,969	6,407	9,500	7,598	-	(9,500)	-100.00%
48760	Minor Firefighting/Rescue Equipment	17,035	49,702	41,420	54,254	93,800	52,380	126.46%
Total: Capital Outlay		44,552	111,114	127,360	132,303	129,854	2,494	1.96%
Transfers								
50264	911 Communications	14,668	15,220	23,040	23,040	21,119	(1,921)	-8.34%
50252	Loan Payment - Land Acquisition	-	-	-	-	44,400	44,400	-
50444	Western Emergency Capital Projects	200,000	100,000	375,000	434,221	165,000	(210,000)	-56.00%
Total: Transfers		214,668	115,220	398,040	457,261	230,519	(167,521)	-42.09%

Kenai Peninsula Borough Budget Detail

Fund 209

Department 51410 - Western Emergency Service Area - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Interdepartmental Charges							
60004 Mileage Ticket Credits	(1,902)	(243)	-	-	(800)	(800)	-
61990 Admin Service Fee	18,670	31,015	51,797	51,852	52,662	865	1.67%
Total: Interdepartmental Charges	16,768	30,772	51,797	51,852	51,862	65	0.13%
Department Total	\$ 1,019,979	\$ 1,383,525	\$ 2,521,702	\$ 2,600,047	\$ 2,389,669	\$ (132,033)	-5.24%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Chief, 1 Deputy Chief , 1 Assistant Chief, 1 Mechanic, 1 Firefighter Technician and 5 Firefighters.

40120 Temporary Wages. Increased to cover additional stipends for increased volunteer shifts.

43011 Contractual Services. Medical director contract (\$14,935), annual ground ladder, aerial and pump testing (\$8,700), O2 cylinder maintenance (\$1,500), patient care reporting platform (\$4,500), ambulance billing service (\$7,500), drug disposal services (\$500), annual appreciation, training & retention banquet (\$4,500), medical equipment service contract (\$9,400), background checks (\$1,200) and Embroidery/sewing repair service (\$1,000).

43019 Software Licensing. Security cameras software (\$700), fire/ems records management software (\$4,500), pediatric guide and protocol software (\$2,200), training maintenance database software (\$7,500), vehicle diagnostic software (\$2,500), vehicle maintenance & equipment inventory supply software (\$4,200), CAD interface software (\$3,500) and video conferencing license (\$520)

43110 Communications. Decreased to bring more in line with prior year actuals after expanding service area and adding Ninilchik Station.

43210 Transportation/Subsistence. Attendance at the Alaska EMS Symposium in Anchorage (\$7,110), Alaska State Firefighter Conference (\$7,110) 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. Premiums for coverage for workman's compensation, property, liability, and other insurance.

43720 Equipment Maintenance. SCBA testing & compressor maintenance (\$9,500) and Konica Minolta (\$2,900).

43750 Vehicle Maintenance. Increased for more complex vehicle repair and maintenance problems that will be done by vendor services.

43810 Rents and Operating Leases. Decreased due to removal of lease and replaced by loan to LTIF for land acquisition.

43920 Dues and Subscriptions. International, Alaska and Local Association memberships for Fire Chiefs (\$750), and other firefighter related miscellaneous memberships, dues, licensing and subscriptions (\$2,225).

48514 Firefighting/Rescue Equipment. Master stream monitor with nozzle (\$5,000). Reduced due to one-time purchase in FY22.

48515 Medical Equipment. Southern Region EMS Council grant matching funds (\$2,404).

48710 Minor Office Equipment. 2 computers (\$1,300 each), 4 monitors (\$350 ea.) per 5 year scheduled replacement plan, 7 ipads for CAD interface (\$900 each), and communication equipment replacement for items that become damaged beyond repair (\$3,000).

48720 Minor Office Furniture. Reduced due to one-time purchases in FY22.

48740 Minor Machines & Equipment. Miscellaneous replacement of minor equipment (\$1,150).

48750 Minor Medical Equipment. Four video laryngoscopes (\$3,300 each) and miscellaneous medical equipment (\$1,000).

48755 Minor Recreational Equipment. Reduced due to one-time purchases in FY22.

48760 Minor Fire Fighting Equipment. 8 sets of new turnout gear, helmets, boots, gloves and other related PPE per 10 year replacement plan (\$36,500), VFA grant matching funds (\$500), air lifting bags (\$9,000), positive pressure ventilation fans (\$8,000), portable scene lights (\$2,800), cutoff saws (\$4,000), , rope rescue equipment (\$8,500), 3 thermal imaging cameras (\$14,000), vehicle stabilization lifting struts (\$7,000) and miscellaneous minor fire equipment that may become damaged during use (\$3,500). All items except for turnout replacements are one time purchases.

50252 Loan Payment to LTIF Fund - Land Acquisition. Increased to provide for annual Payment to LTIF for Land acquisition (\$44,400).

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 FY2023 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 348-349, 353, 364 & 399-401.

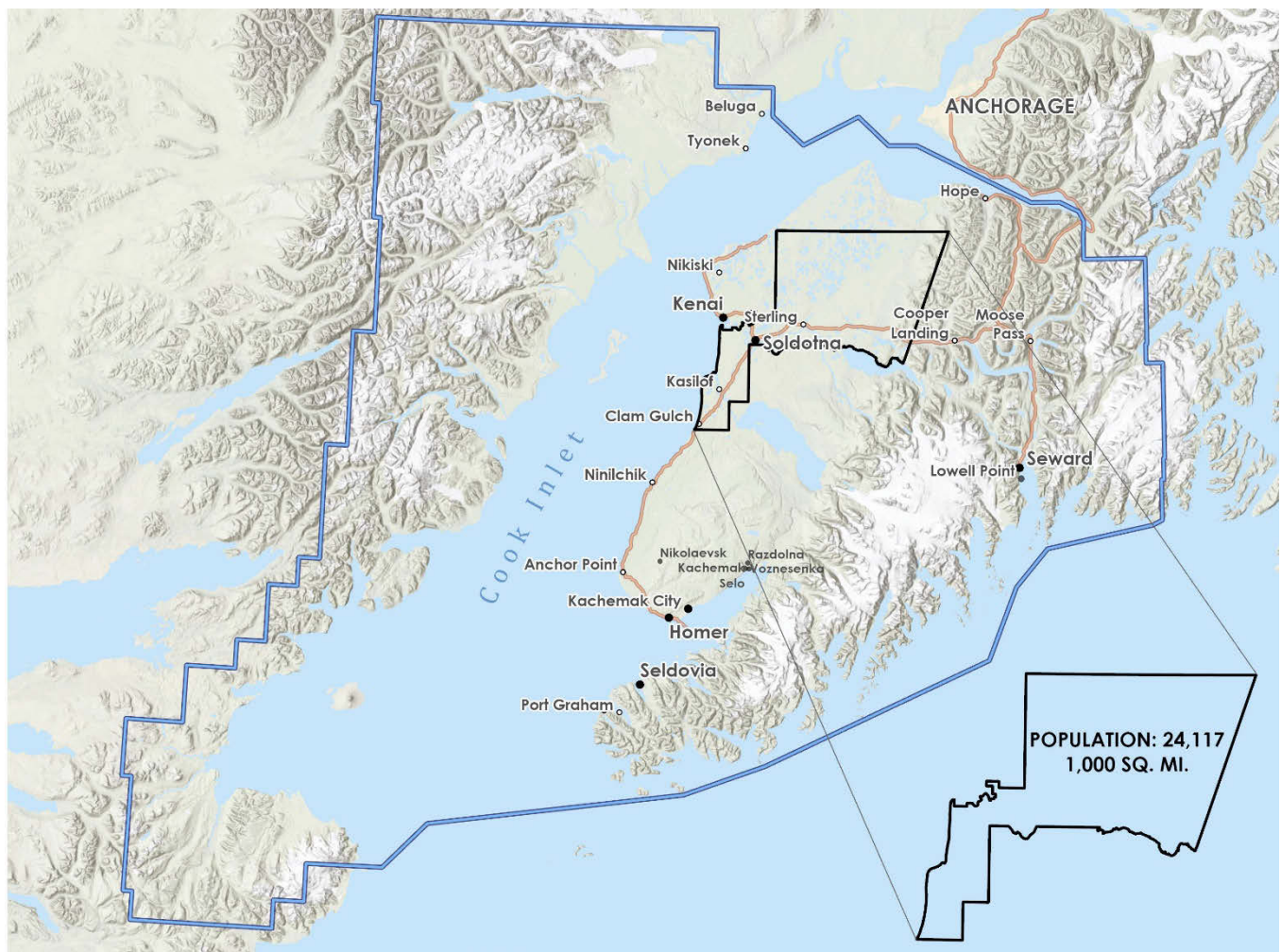
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Central Emergency Service Area

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 2023. Additional funding is provided by ambulance billing fees charged to users of the ambulances, and interest income.



Board Members

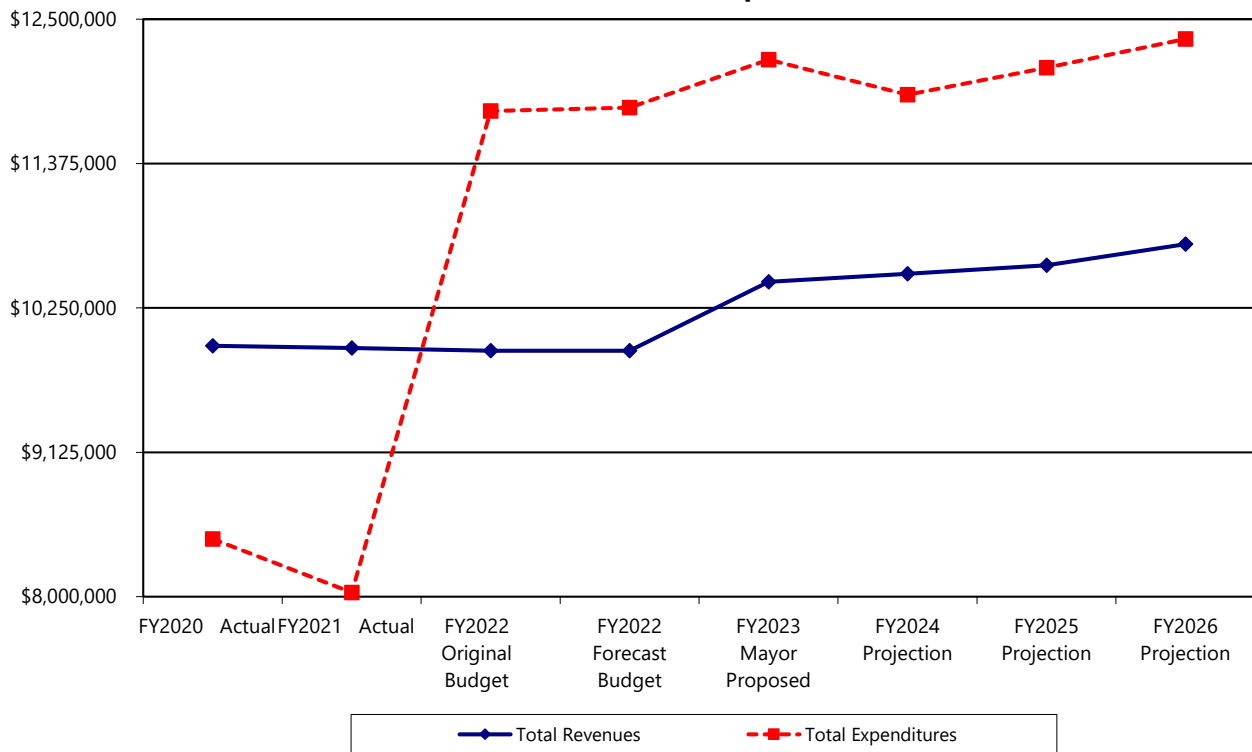
Steve Tachick
Ralph Linn
Ryan Kapp
Leslie Morton
Gary Hale

Fire Chief: Roy Browning

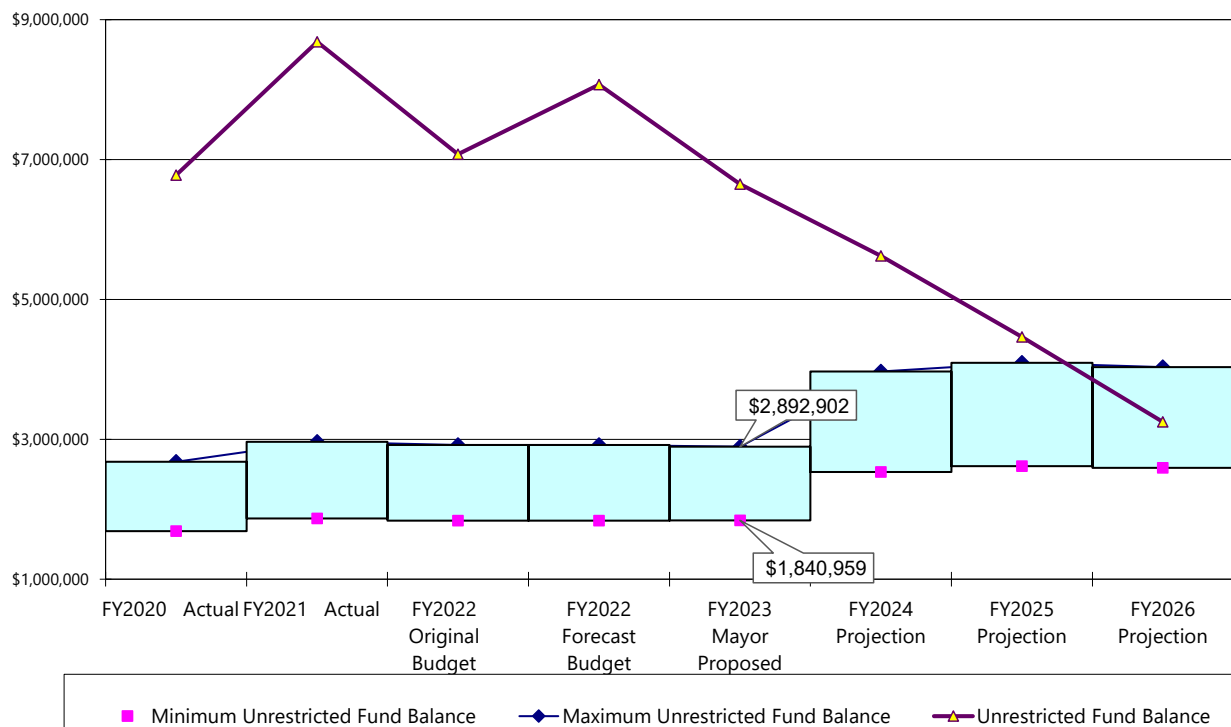
Fund: 211 Central Emergency Services - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	2,732,911	2,787,832	2,819,759	2,819,759	2,995,573	3,025,529	3,055,784	3,116,900
Personal	118,548	118,707	118,427	118,427	119,611	120,807	122,015	123,235
Oil & Gas (AS 43.56)	117,007	114,987	118,107	118,107	128,141	124,297	120,568	120,568
	2,968,466	3,021,526	3,056,293	3,056,293	3,243,325	3,270,633	3,298,367	3,360,703
Mill Rate	2.85	2.85	2.85	2.85	2.85	2.85	2.85	2.85
Revenues:								
Property Taxes								
Real	\$ 7,733,748	\$ 7,913,642	\$ 8,036,313	\$ 8,036,313	\$ 8,537,383	\$ 8,622,758	\$ 8,708,984	\$ 8,883,165
Personal	345,172	338,601	330,767	330,767	334,074	337,414	337,414	337,414
Oil & Gas (AS 43.56)	333,471	327,713	336,605	336,605	365,202	354,246	343,619	343,619
Interest	23,236	21,534	18,000	18,000	18,000	18,360	18,727	19,102
Flat Tax	62,011	63,716	53,728	53,728	53,728	54,803	55,899	57,017
Motor Vehicle Tax	128,544	130,244	138,661	138,661	129,394	131,982	134,622	137,314
Total Property Taxes	8,626,182	8,795,450	8,914,074	8,914,074	9,437,781	9,519,563	9,599,265	9,777,631
Federal Revenues	-	1,507	-	-	-	-	-	-
State Revenues	272,150	320,279	-	-	-	-	-	-
Interest Earnings	263,776	24,860	148,680	148,680	161,391	132,995	112,471	89,242
Other Revenue	785,313	788,315	846,000	846,000	846,000	854,460	863,005	871,635
Total Revenues	9,947,421	9,930,411	9,908,754	9,908,754	10,445,172	10,507,018	10,574,741	10,738,508
Operating Transfers From:								
Special Revenue Fund	7,788	7,512	7,455	7,455	7,346	7,935	8,019	8,171
Total Operating Transfers	7,788	7,512	7,455	7,455	7,346	7,935	8,019	8,171
Total Revenues and Operating Transfers	9,955,209	9,937,923	9,916,209	9,916,209	10,452,518	10,514,953	10,582,760	10,746,679
Expenditures:								
Personnel	5,072,512	5,138,880	7,797,880	7,797,880	8,025,744	8,186,259	8,349,984	8,516,984
Supplies	317,625	284,925	435,020	435,020	477,828	487,385	497,133	507,076
Services	885,193	997,941	1,192,827	1,192,827	1,314,990	1,341,290	1,368,116	1,395,478
Capital Outlay	136,675	116,911	212,742	240,375	309,224	315,408	318,562	321,748
Interdepartmental Charges	163,221	175,988	240,962	240,962	253,195	258,259	263,345	268,532
Total Expenditures	6,575,226	6,714,645	9,879,431	9,907,064	10,380,981	10,588,601	10,797,140	11,009,818
Operating Transfers To:								
Special Revenue Fund	153,139	146,632	133,395	133,395	131,208	136,456	141,914	147,591
Capital Projects Fund	1,250,000	600,000	1,200,000	1,200,000	1,100,000	700,000	700,000	700,000
Debt Service Fund	471,042	571,062	571,063	571,063	571,563	486,688	483,063	488,438
Total Operating Transfers	1,874,181	1,317,694	1,904,458	1,904,458	1,802,771	1,323,144	1,324,977	1,336,029
Total Expenditures and Operating Transfers	8,449,407	8,032,339	11,783,889	11,811,522	12,183,752	11,911,745	12,122,117	12,345,847
Net Results From Operations	1,505,802	1,905,584	(1,867,680)	(1,895,313)	(1,731,234)	(1,396,792)	(1,539,357)	(1,599,168)
Projected Lapse	-	-	260,847	1,282,091	311,429	370,601	377,900	385,344
Change in fund balance	1,505,802	1,905,584	(1,606,833)	(613,222)	(1,419,805)	(1,026,191)	(1,161,457)	(1,213,824)
Beginning Fund Balance	5,271,372	6,777,174	8,682,758	8,682,758	8,069,536	6,649,731	5,623,540	4,462,083
Ending Fund Balance	\$ 6,777,174	\$ 8,682,758	\$ 7,075,925	\$ 8,069,536	\$ 6,649,731	\$ 5,623,540	\$ 4,462,083	\$ 3,248,259

Central Emergency Services Revenues and Expenditures



Central Emergency Services 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 2022 Accomplishments:

Administration

- Standard Operating Guidelines (SOG) revised/updated.
- Implementation of Project Management Workflow to improve efficiency.
- Completed Knox Key Secure fleet replacement to increase security and accountability for our fire apparatus.
- Continued to work with Borough Land Management in acquiring land for a new Soldotna Fire Station.
- Hiring and training of seven full-time firefighters in preparation of full time staffing of Funny River Fire Station #5 giving residents the same level of staffing as Kalifornsky Beach and Sterling.
- Promoted six firefighters to the rank of Engineer, which gives the fire department more response capability and skills by having more fire truck pump operators.
- Started construction work on the fire training site expansion, which will give the fire department double the room for training evolutions.

Operations/Training:

- Purchased ALS Training Manikins and certified instructors for EMS simulation using the new equipment, this gives the Paramedics and EMTs state of the art training simulation experience for enhancing the skills for medical treatment to our patients.
- Implementation of new Flow-MSP Pre-Planning software for updated pre-fire plans data. This allows fire crews to update building pre-plans throughout the community for safety training and emergency plans of commercial businesses and facilities. This allows fire crews to have critical pre-plan data before arrival to assist in expediting emergency plans saving crucial time on scene for life saving and reduction of property damage.
- 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 ETT, Firefighter 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 two new fire trucks. This added equipment gives the service area reliable front-line equipment for the next twenty years.

FY2023 New Initiatives:

- Continue to work on full-time staffing of Funny River Fire Station #5 giving our Funny River residents the same staffing level as Kalifornsky Beach and Sterling.
- Continue work on acquisition of Soldotna Fire Station land and begin design work for future station to replace the current Station #1, which is inadequate due to age.
- Continue work on Officer Development Program to improve morale, accountability and succession planning.
- Continue Training Site Expansion Project with Capital Projects to improve training operations to increase skill level of personnel to deliver better services.
- Implementation of the Supplemental Emergency Medical Transport (SMET), federal reimbursement program for additional uncompensated fees for ambulance service. This program will bring additional revenue for ambulance transport fees to help assist the department by keeping as low of cost of EMS service to the community.

Department Function	
Fund 211	Central Emergency Service Area
Dept 51610	

Performance Measures

FTE Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Full Time staffing history	44	44	48	48
Volunteers staffing history	29	25	23	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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Average Response Time	6:37	7:04	7:10	7:15
% of Calls Under 8 Minute Response Time	79.57%	75.64%	75.00%	75.00%
% of Calls Advanced Life Support (ALS) Paramedic Response	98.22%	96.74%	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 46 uniformed employees (FTE), 23 Volunteer members.

Certification Levels	Benchmark	Chiefs (3 FTE's)	Captains (8 FTE's)	Engineers (18 FTE's)	Firefighters (16 FTE's)	Vols. (23)	FY 2021 Totals	FY 2022 Totals
Paramedic 2	15	-	5	4	1	-	12	10
Paramedic 1	10	-	-	4	8	1	10	13
Emergency Medical Technician 3	12	-	2	10	2	1	16	15
Emergency Medical Technician 2	4	-	-	2	-	1	4	3
Emergency Medical Technician 1	20	-	-	2	-	10	9	11
Emergency Trauma Technician	10	1	-	-	-	4	5	4
Alaska Fire Service Instructor 2	5	2	1	1	1	-	8	5
Alaska Fire Service Instructor 1	25	3	7	13	6	1	31	30
Alaska Fire Officer 1	20	3	7	5	1	2	19	18
Alaska Firefighter 2	48	3	7	21	6	1	46	46
Alaska Firefighter 1	60	3	7	20	12	11	52	53
Basic Firefighter	12	-	-	-	-	5	12	5
Dive Rescue Technician	9	-	3	5	1	-	9	9
Forestry Red Card	35	-	3	14	7	-	26	24
Alaska Fire Investigator Tech.	6	-	6	3	2	-	8	11
Alaska Certified Fire Investigator	5	1	1	1	1	-	3	4

Department Function

Fund 211

Central Emergency Service Area

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 2020 Actual	FY 2021 Actual	FY 2022 Projected	FY 2023 Estimated
Fire (Buildings, Vehicles, Wildland)	98	62	60	63
Emergency Medical Service & Rescue	1,867	1,951	2,152	2,259
Explosions & Ruptures	4	-	4	4
Hazardous Conditions (Gas, CO, Electrical)	84	79	120	126
Service Calls (Lift Assist, Smoke Odor, Agency Stand-By)	204	445	347	364
Good Intent Call (Cancelled Call, Public Assist, Nothing Found)	249	92	98	103
False Alarm (Fire Alarm Malfunctions)	140	114	98	103
Average Response Times All Calls	11:34	7:31	8:00	8:00
Total	2,646	2,743	2,879	3,022
Annual Fire Loss (Property & Contents)	\$1,612,500	\$1,071,422	\$2,250,000	\$2,000,000

Commentary

Funding and construction for a new Soldotna station must be a priority in order to meet the demands of the Service Area. The increased requests for emergency services in the City of Soldotna and surrounding areas have long outpaced the operational capacity of the current 65-year old Soldotna Fire Station. 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. Deferred maintenance in all fire stations will need to be addressed to improve the longevity of facilities. CES will need to focus on training a younger workforce, 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 2,206,858	\$ 2,253,444	\$ 3,666,733	\$ 3,666,733	\$ 3,788,488	\$ 121,755	3.32%
40111	Special Pay	23,777	23,300	44,200	44,200	43,349	(851)	-1.93%
40120	Temporary Wages	137,232	138,451	262,140	262,140	272,201	10,061	3.84%
40130	Overtime Wages	300,617	292,517	509,089	509,089	493,195	(15,894)	-3.12%
40131	FLSA Overtime Wages	36,832	34,123	142,644	142,644	142,579	(65)	-0.05%
40210	FICA	230,243	231,161	408,924	408,924	409,352	428	0.10%
40221	PERS	859,392	956,305	979,817	979,817	1,004,116	24,299	2.48%
40321	Health Insurance	845,700	799,793	1,166,000	1,166,000	1,399,200	233,200	20.00%
40322	Life Insurance	3,491	3,445	9,143	9,143	5,879	(3,264)	-35.70%
40410	Leave	416,880	404,788	609,190	609,190	467,385	(141,805)	-23.28%
40511	Other Benefits	11,490	1,553	-	-	-	-	-
Total: Personnel		5,072,512	5,138,880	7,797,880	7,797,880	8,025,744	227,864	2.92%
Supplies								
42120	Computer Software	7,051	394	900	900	900	-	0.00%
42210	Operating Supplies	23,191	20,439	38,660	38,660	39,260	600	1.55%
42220	Fire/Medical/Rescue Supplies	95,030	86,581	110,700	110,700	117,200	6,500	5.87%
42230	Fuel, Oils and Lubricants	54,986	59,432	93,500	93,500	103,500	10,000	10.70%
42250	Uniforms	21,541	18,103	37,060	37,060	40,568	3,508	9.47%
42263	Training Supplies	7,069	9,706	26,250	26,250	28,350	2,100	8.00%
42310	Repair/Maintenance Supplies	13,555	19,281	25,950	25,950	30,950	5,000	19.27%
42360	Motor Vehicle Repair	68,942	50,365	74,500	74,500	86,300	11,800	15.84%
42410	Small Tools & Equipment	26,260	20,624	27,500	27,500	30,800	3,300	12.00%
Total: Supplies		317,625	284,925	435,020	435,020	477,828	42,808	9.84%
Services								
43011	Contractual Services	170,033	176,978	206,663	206,663	221,680	15,017	7.27%
43014	Physical Examinations	-	87,228	56,340	56,340	56,340	-	0.00%
43015	Water/Air Sampling	-	-	-	267	360	360	-
43019	Software Licensing	68,799	51,061	62,498	62,498	96,193	33,695	53.91%
43110	Communications	56,495	66,139	73,151	73,151	73,426	275	0.38%
43140	Postage and Freight	135	1,728	1,500	1,500	1,500	-	0.00%
43210	Transportation/Subsistence	20,327	13,581	57,516	57,516	65,016	7,500	13.04%
43220	Car Allowance	66	-	-	-	-	-	-
43260	Training	4,050	8,982	32,595	32,595	40,595	8,000	24.54%
43310	Advertising	390	417	2,350	2,350	1,750	(600)	-25.53%
43410	Printing	-	-	515	515	515	-	0.00%
43510	Insurance Premium	326,043	357,180	372,455	372,455	380,609	8,154	2.19%
43610	Utilities	131,368	137,147	142,573	142,573	153,978	11,405	8.00%
43720	Equipment Maintenance	36,560	36,718	68,080	68,080	72,574	4,494	6.60%
43750	Vehicles Maintenance	6,974	5,210	22,700	22,700	14,700	(8,000)	-35.24%
43780	Buildings/Grounds Maintenance	51,467	41,183	65,547	65,280	106,147	40,600	61.94%
43810	Rents and Operating Leases	7,896	7,220	18,520	18,520	18,520	-	0.00%
43920	Dues and Subscriptions	4,590	7,169	9,824	9,824	11,087	1,263	12.86%
Total: Services		885,193	997,941	1,192,827	1,192,827	1,314,990	122,163	10.24%
Capital Outlay								
48311	Machinery & Equipment	-	6,302	36,755	36,755	18,254	(18,501)	-50.34%
48513	Recreational Equipment	6,428	-	-	-	8,482	8,482	-
48514	Fire Fighting/Rescue Equipment	-	-	16,500	16,500	25,200	8,700	52.73%
48515	Medical Equipment	7,358	17,140	-	-	15,000	15,000	-
48520	Storage/Buildings/Containers	4,680	-	-	-	-	-	-
48710	Minor Office Equipment	9,807	2,376	8,400	8,400	34,300	25,900	308.33%
48720	Minor Office Furniture	4,763	274	7,000	7,000	12,000	5,000	71.43%
48740	Minor Machines & Equipment	14,848	13,701	33,099	33,099	18,300	(14,799)	-44.71%
48750	Minor Medical Equipment	1,641	2,995	10,500	10,500	4,500	(6,000)	-57.14%
48760	Minor Fire Ftg/Rescue Equipment	87,150	74,123	100,488	128,121	173,188	72,700	72.35%
Total: Capital Outlay		136,675	116,911	212,742	240,375	309,224	96,482	45.35%

**Kenai Peninsula Borough
Budget Detail**

Fund 211

Department 51610 - Central Emergency Services - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Transfers							
50264 911 Communications	153,139	146,632	133,395	133,395	131,208	(2,187)	-1.64%
50358 CES Debt Service	471,042	571,062	571,063	571,063	571,563	500	0.09%
50443 CES Capital Projects	1,250,000	600,000	1,200,000	1,200,000	1,100,000	(100,000)	-8.33%
Total: Transfers	1,874,181	1,317,694	1,904,458	1,904,458	1,802,771	(101,687)	-5.34%
Interdepartmental Charges							
60000 Charges (To) From Other Dept's	(309)	-	-	-	-	-	-
60004 Mileage Ticket Credits	(334)	(1,712)	-	-	-	-	-
61990 Admin Service Fee	163,864	177,700	240,962	240,962	253,195	12,233	5.08%
Total: Interdepartmental Charges	163,221	175,988	240,962	240,962	253,195	12,233	5.08%
Department Total	\$ 8,449,407	\$ 8,032,339	\$ 11,783,889	\$ 11,811,522	\$ 12,183,752	\$ 399,863	3.39%

**Kenai Peninsula Borough
Budget Detail**

Fund 211

Department 51610 - Central Emergency Services - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Chief, 1 Deputy Chief, 1 Training Officer, 1 Fire Marshal, 4 Senior Captains, 4 Captains, 33 Engineers-EMTs, 1 Fire Technician, 1 Mechanic, 1 Administrative Assistant.

Remove - 1 Firefighter Technician
Add - 1 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 for supplies for new ambulance, as well as increased medication costs and volume of usage.

42360 Vehicle Repair & Maintenance. Increase to account for higher fuel costs.

43011 Contractual Services. Medical director contract (\$117,608), ambulance billing (\$37,000), UL aerial, ladder, pumper test (\$16,000), 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 (\$2,800), medical director travel/training (\$1,867), vehicle towing (\$2,000), DEA drug disposal (\$750), E-Dispatch (\$2,150) background checks (\$800), annual bond audit fee (\$1,500), Image Trend live tech support (\$6,500), CLIA Liscense (\$2,500) and other miscellaneous small contracts (\$4,925).

43019 Software Licensing. Increase due to new Fire Station Alerting system (\$25,000), Fire records management software (\$18,000), fire building pre-plan software (\$600), fire scenario training software (\$495), pediatric guide software (\$1,550), Microsoft outlook software w/upgrades (\$2,500), scheduling software (\$6,000), security camera software (\$1,700), SOP software management (\$240), CAD Integration (split with 911, \$8,500) station encoder interface software (\$6,500), training maintenance database software (\$10,500), vehicle diagnostic software (\$1,550), Knox key sercure system (\$1,038), Sim Man trainer (\$1,500) vehicle maintenance equipment inventory supply software (\$10,000) and meeting software Zoom (\$520).

43260 Training. One-time increase to start youth program (\$5,000).

43210 Transportation and Subsistence. Increased for additional out of area conferences and trainings.

43720 Equipment Maintenance. Appliance repair (\$1,000), copier maintenance (\$3,000), exercise equipment maintenance/repair (\$1,500), gas monitor calibration/repair (\$1,600), dive cylinder testing (\$1,800), I-Stat maintenance (\$750), I-Stat testing (\$4,850), KPB fire extinguisher service /maintenance (\$1,200), ladder maintenance (\$500),OHD fit test calibration (\$1,000) posi-check annual calibration (\$2,000), radio equipment maintenance (\$15,080), SCBA repairs (\$2,000) and powercot/lifepack service contract (\$37,044).

43750 Vehicles Maintenance. Reduced to normal level after completion of one time Key Secure project.

43810 Rents and Operating Leases. 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. Forcible entry training door prop (\$9,854) and training crash manikan (\$8,400).

48514 Firefighting Equipment. One-time purchase of three thermal imaging safety cameras (\$8,400 each).

48515 Medical Equipment. LUCAS CPR device for Funny River ambulance (\$15,000).

48710 Minor Office Equipment. Replace 3 computer towers, monitors, and sound bars for Deputy Chief, Training Office #2, and Senior Captain Office and printer (\$4,900), one-time purchase to replace 30 Ipads for response vehicles (\$27,000), 1 satellite phone (\$1,700) and Optiplex for SoPrep training room (\$700).

48720 Minor Office Furniture. Five office chairs (\$375 each), five mattress replacements (\$400 each), one desk (\$1,625), five recliners (\$1,200 each) and four stools (\$125 each).

48740 Minor Machines and Equipment. Two Fold-a-Tanks (\$4,400 each) gas detection and monitoring equipment (\$4,500), Station 5 dishwasher (\$1,000), Station 3 Oven/Stove (\$1,000), Station 4 Refrigerator (\$1,000) and washer (\$1,000).

48750 Minor Medical Equipment. Automated External Defibrillator-AED (\$4,500).

48755 Minor Recreation Equipment. Weight equipment, free weights (\$8,482)

48760 Minor Firefighting Rescue Equipment. Bunker gear (\$56,820), firefighter tools to outfit apparatus per ISO, SCBA tanks, electric smoke fans, hard suction hose, rescue tools, supply and wildland hose (\$69,000), wildland PPE (\$15,000), water dive/rescue (\$17,868), 12 PPE ballistic vests (\$12,000) and swift water rescue suits (\$2,500)

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.

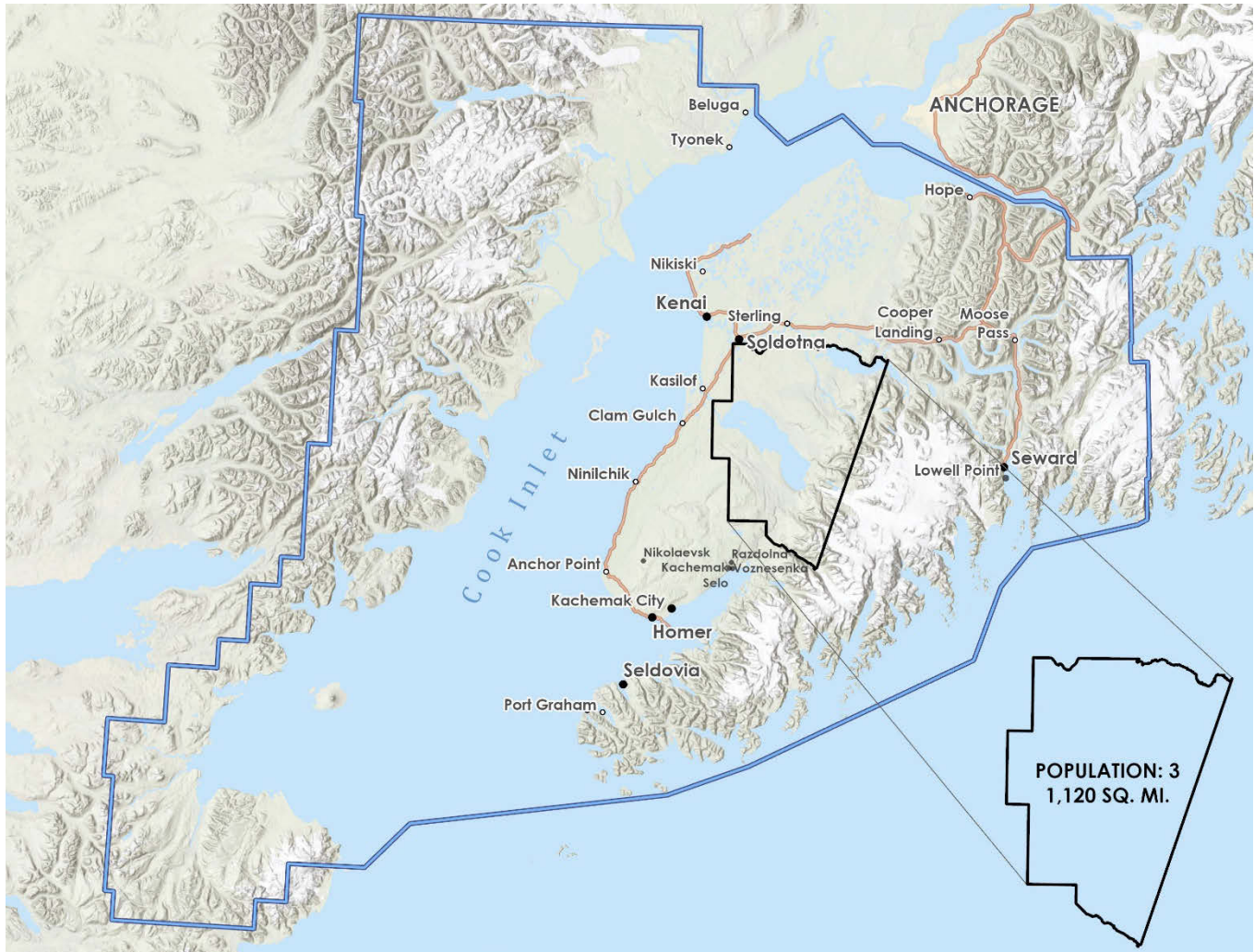
For capital projects information on this department - See the capital projects section - Pages 348-349, 353-354, 365, & 402-409.

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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 2023 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:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	6,442	6,432	6,112	6,112	6,633	6,699	6,766	6,901
Personal	838	810	777	777	785	793	801	809
	7,280	7,242	6,889	6,889	7,418	7,492	7,567	7,710
Mill Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Revenues:								
Property Taxes								
Real	\$ 6,438	\$ 6,392	\$ 6,112	\$ 6,112	\$ 6,633	\$ 6,699	\$ 6,766	\$ 6,901
Personal	838	811	761	761	769	777	785	793
Interest	21	20	-	-	-	-	-	-
Flat Tax	491	444	450	450	450	459	468	477
Total Property Taxes	7,788	7,667	7,323	7,323	7,852	7,935	8,019	8,171
Total Revenues	7,788	7,667	7,323	7,323	7,852	7,935	8,019	8,171
Expenditures								
Operating Transfers To:								
Central Emergency Services	7,788	7,512	7,455	7,455	7,346	7,935	8,019	8,171
Total Operating Transfers	7,788	7,512	7,455	7,455	7,346	7,935	8,019	8,171
Total Expenditures and Operating Transfers	7,788	7,512	7,455	7,455	7,346	7,935	8,019	8,171
Net Results From Operations	-	155	(132)	(132)	506	-	-	-
Beginning Fund Balance	-	-	155	155	23	529	529	529
Ending Fund Balance	\$ -	\$ 155	\$ 23	\$ 23	\$ 529	\$ 529	\$ 529	\$ 529

**Kenai Peninsula Borough
Budget Detail**

Fund 220

Department 52110 - Central Peninsula EMSA Administration

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Transfers							
50211 Tfr Central Emergency Services	\$ 7,788	\$ 7,667	\$ 7,455	\$ 7,455	\$ 7,346	(109)	-1.46%
Total: Transfers	7,788	7,667	7,455	7,455	7,346	(109)	-1.46%
Department Total	\$ 7,788	\$ 7,667	\$ 7,455	\$ 7,455	\$ 7,346	\$ (109)	-1.46%

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).

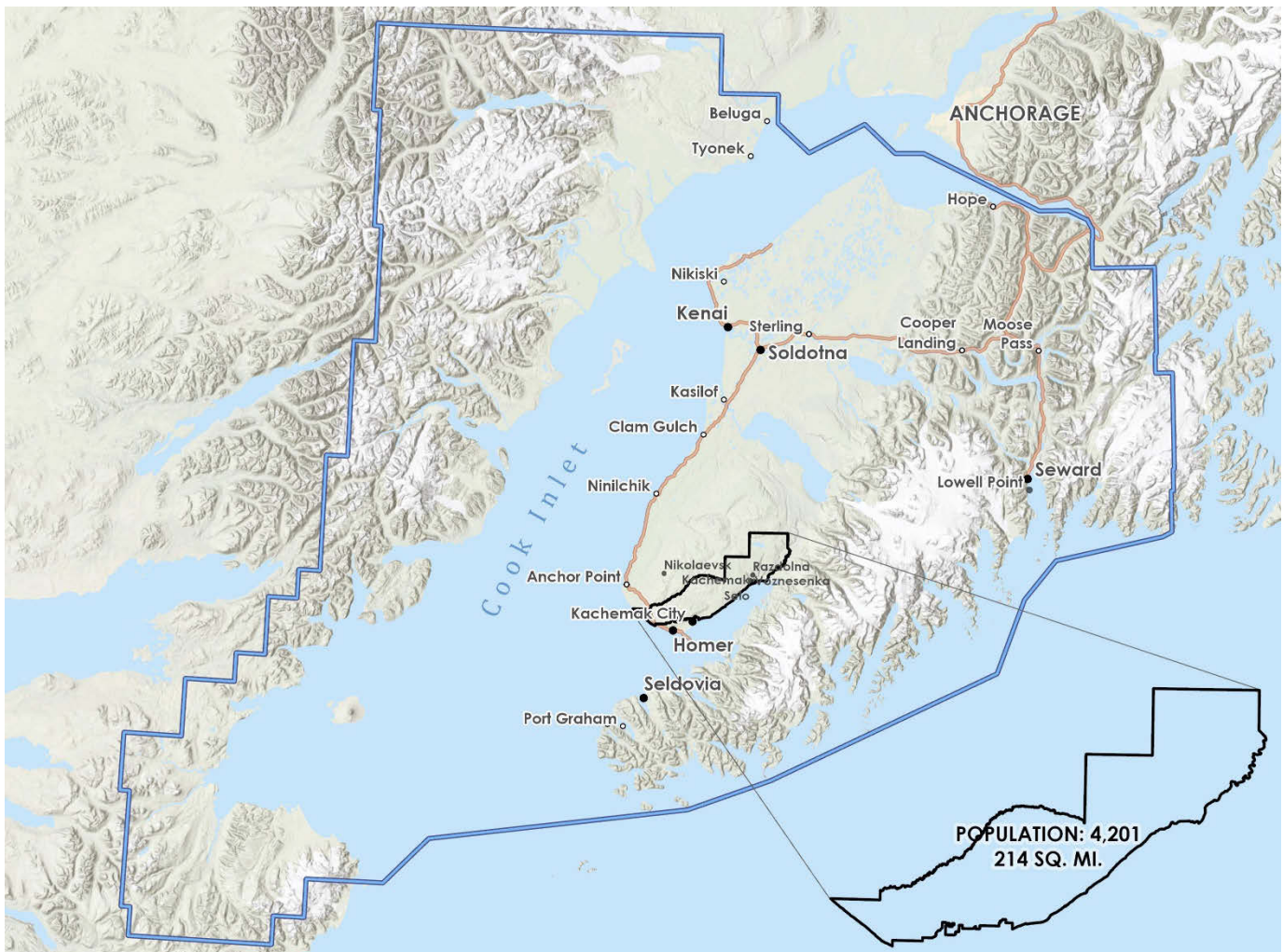
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Kachemak Emergency Service Area

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 8 permanent full-time employees and 30 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 3.40 mills for fiscal year 2023.

Additional funding is provided through ambulance billing fees and interest income.



Board Members

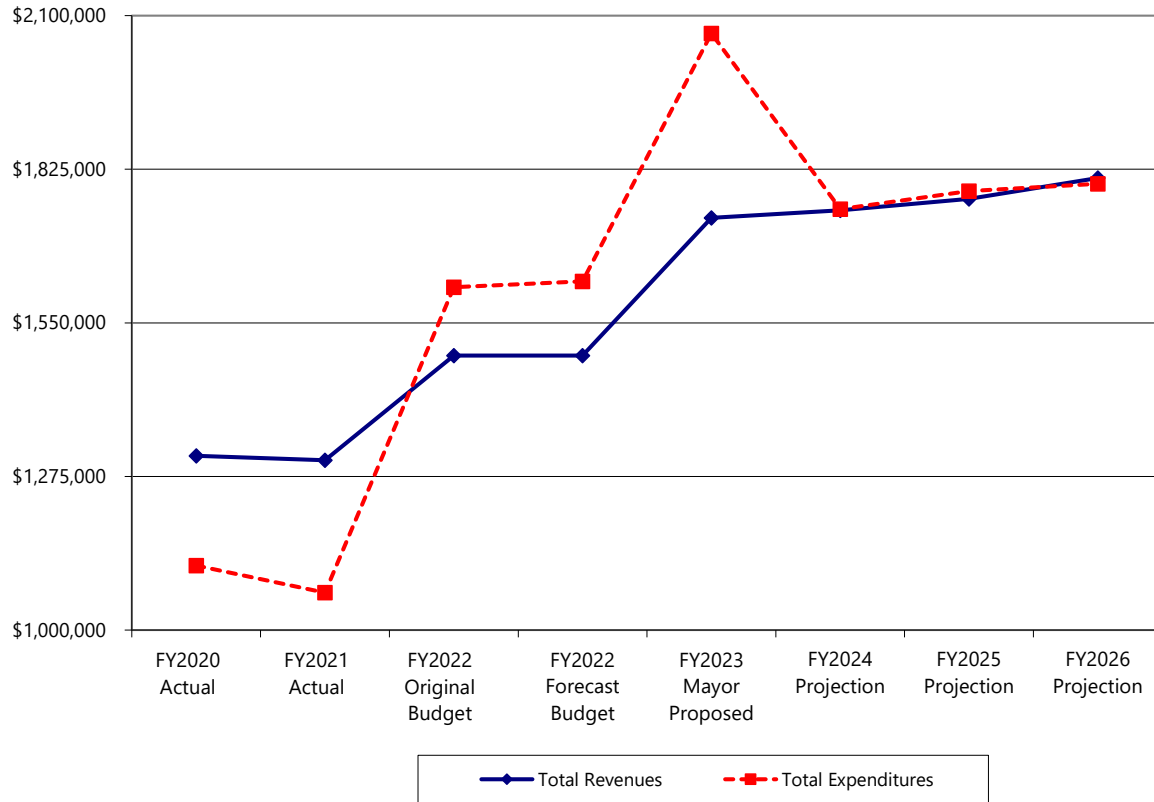
Milli Martin
Jeffrey Serio
Roy J. Wilson
Donald Cotogno
Matthew Schneyer

Chief: Bob Cicciarella

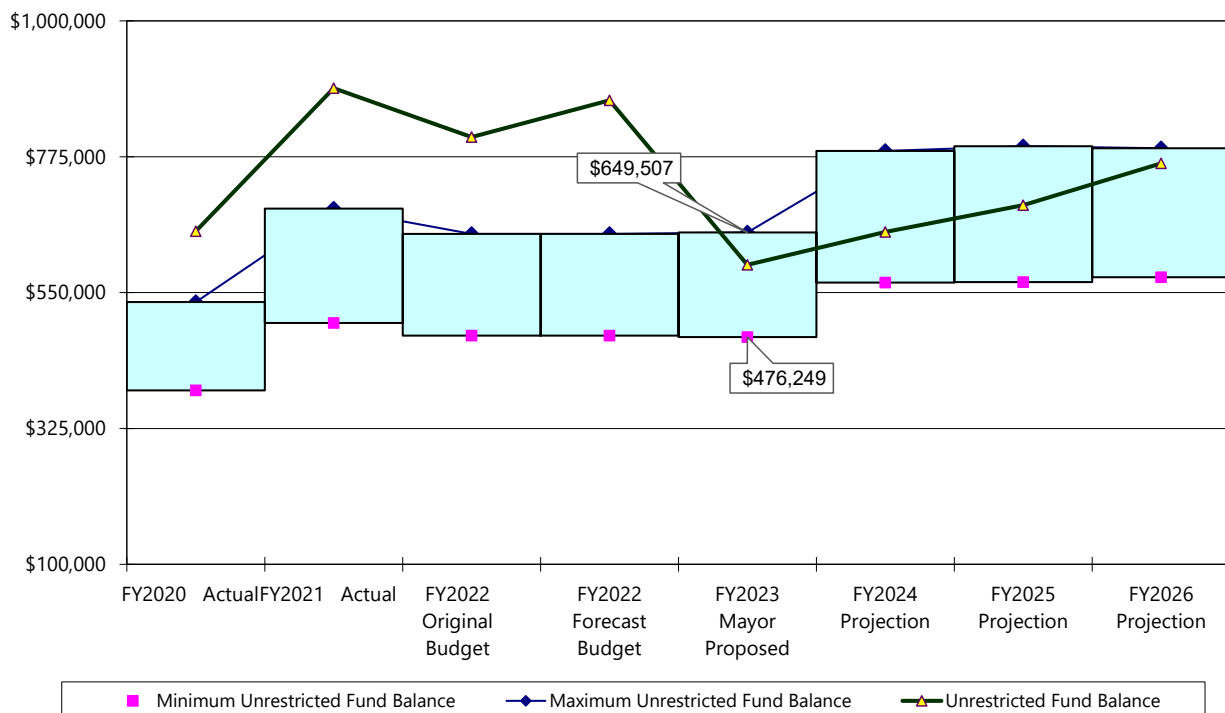
Fund: 212 Kachemak Emergency Service Area - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original	Forecast	Mayor	Projection	Projection	Projection
			Budget	Budget	Proposed			
Taxable Value (000's)								
Real	431,747	451,120	446,024	446,024	477,808	482,586	487,412	497,160
Personal	6,518	6,841	7,897	7,897	7,976	8,056	8,137	8,218
	438,265	457,961	453,921	453,921	485,784	490,642	495,549	505,378
Mill Rate	2.60	2.60	3.10	3.10	3.40	3.40	3.40	3.40
Revenues:								
Property Taxes								
Real	\$ 1,112,608	\$ 1,157,851	\$ 1,382,674	\$ 1,382,674	\$ 1,624,547	\$ 1,640,792	\$ 1,657,201	\$ 1,690,344
Personal	15,863	17,775	23,991	23,991	26,576	26,843	27,112	27,382
Interest	3,011	2,935	1,800	1,800	1,800	1,836	1,873	1,910
Flat Tax	6,005	6,396	3,375	3,375	3,375	3,443	3,512	3,582
Motor Vehicle Tax	24,035	24,597	25,896	25,896	24,316	24,802	25,298	25,804
Total Property Taxes	1,161,522	1,209,554	1,437,736	1,437,736	1,680,614	1,697,716	1,714,996	1,749,022
Federal Revenue	-	12,034	-	-	-	-	-	-
State Revenue	64,032	25,545	-	-	-	-	-	-
Interest Earnings	25,955	2,526	13,788	13,788	17,366	11,919	13,012	13,892
Other Revenue	60,402	54,349	40,000	40,000	40,000	42,000	44,100	46,305
Total Revenues	1,311,911	1,304,008	1,491,524	1,491,524	1,737,980	1,751,635	1,772,108	1,809,219
Expenditures:								
Personnel	587,642	555,756	928,951	928,951	1,100,149	1,122,152	1,144,595	1,167,487
Supplies	67,677	67,016	108,000	127,400	135,100	131,530	134,161	136,844
Services	185,493	211,160	273,007	258,607	269,223	253,799	258,875	264,053
Capital Outlay	139,516	94,323	102,000	107,700	109,000	71,710	72,427	73,151
Interdepartmental Charges	23,755	25,834	35,299	35,304	40,337	39,480	40,251	41,038
Total Expenditures	1,004,083	954,089	1,447,257	1,457,962	1,653,809	1,618,671	1,650,309	1,682,573
Operating Transfers To:								
Special Revenue Fund	11,497	12,874	16,345	16,345	14,394	14,970	15,569	16,192
Capital Projects Fund	100,000	100,000	150,000	150,000	400,000	120,000	120,000	100,000
Total Operating Transfers	111,497	112,874	166,345	166,345	414,394	134,970	135,569	116,192
Total Expenditures and Operating Transfers	1,115,580	1,066,963	1,613,602	1,624,307	2,068,203	1,753,641	1,785,878	1,798,765
Net Results From Operations	196,331	237,045	(122,078)	(132,783)	(330,223)	(2,006)	(13,770)	10,454
Projected Lapse	-	-	41,338	112,576	57,883	56,653	57,761	58,890
Change in Fund Balance	196,331	237,045	(80,740)	(20,207)	(272,340)	54,647	43,991	69,344
Beginning Fund Balance	455,123	651,454	888,499	888,499	868,292	595,952	650,599	694,590
Ending Fund Balance	\$ 651,454	\$ 888,499	\$ 807,759	\$ 868,292	\$ 595,952	\$ 650,599	\$ 694,590	\$ 763,934

Kachemak Emergency Service Area Revenues and Expenditures



Kachemak Emergency Service Area 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:

- Sustainability of responses for Kachemak community without commercial or industrial revenue.
- Continued reduction in numbers of active volunteer Responders.
- Need for 56-hour employees to cover increased call volume.
- Lack of living quarters, storage and office space at Stations 1 and 2 and finding a cost effective solution.

- Support for a response plan for Kachemak Selo community and proposed new school.

FY2022 Accomplishments:

- Staffed Station 2 for improved response times during weekdays.
- Completed joint agency Firefighter I Recruit Class with 6 new KESA recruits.
- Manned both stations during weekdays.
- Held rope rescue training to reinstate High Angle/Low Angle Rescue Team.
- KESA and WESA joint EMT I class for new recruits provided.

FY2023 New Initiatives:

- Continue to staff Station 2 during weekdays for emergency response.
- Reinstate recruitment and training for villages.
- Purchase man camp facility for Station 2 to accommodate personnel space.

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)	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Diamond Ridge	8	12	15	12	12
Fritz Creek/McNeil Canyon	8	9	8	10	10
Voznesenka / Razdolna	8	16	17	15	12

Call Volume Vs. Responder Average	CY2021 Actual		CY2022 Actual		CY2023 Projected	
	Calls	Responders	Calls	Responders	Calls	Responders
West Side Station 2 – Fire calls	35	10	37	10	40	10
West Side Station 2 – EMS calls	56	5	60	5	65	5
East Side Station 1 - Fire calls	53	12	57	12	63	12
East Side Station 1 – EMS calls	109	6	115	5	130	5
WESA -Automatic Aid– fire calls	7	7	8	7	10	7
WESA -Mutual Aid– fire calls	4	6	5	7	6	7
WESA -Mutual Aid– EMS calls	2	5	3	5	4	5
City of Homer -Automatic Aid - Fire calls	10	8	10	8	12	10
City of Homer -Mutual Aid - Fire calls	2	8	2	8	2	8
City of Homer – Mutual aid – EMS calls	5	5	5	5	6	5
Total Calls	235		302		338	

Department Function

Fund 212

Kachemak Emergency Service Area - Continued

Dept 51810

Measures:

Kachemak Emergency Service Area Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing history (FTE)	5	5	7	8
Volunteer firefighters	23	29	30	30

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Physician Based Training	15	11	10	12	12
EMT II Training	10	15	9	12	12
EMT III Training	10	9	8	12	12
ACLS Training	10	10	8	12	12
PALS Class	2	2	1	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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Firefighter II/Officer Training	12	10	10	12	12
Engineer Training	10	5	5	6	6
Truck Company Operations Training	10	3	4	6	6
Specialized Training including Rapid Intervention Team, Confined Space Rescue, High Angle Rescue, Fire Investigation	8	5	7	8	8
Wildland Fire Training	6	7	6	6	6

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 loss 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 280,493	\$ 238,166	\$ 473,936	\$ 473,936	\$ 544,862	\$ 70,926	14.97%
40120	Temporary Wages	49,417	61,574	33,900	33,900	33,900	-	0.00%
40130	Overtime Wages	11,538	23,667	25,847	25,847	47,803	21,956	84.95%
40210	FICA	27,649	26,476	45,602	45,602	53,557	7,955	17.44%
40221	PERS	87,652	82,424	112,601	112,601	133,693	21,092	18.73%
40321	Health Insurance	96,853	91,289	185,500	185,500	225,100	39,600	21.35%
40322	Life Insurance	394	319	1,178	1,178	845	(333)	-28.27%
40410	Leave	33,330	31,841	50,387	50,387	60,389	10,002	19.85%
40511	Other Benefits	316	-	-	-	-	-	-
	Total: Personnel	587,642	555,756	928,951	928,951	1,100,149	171,198	18.43%
Supplies								
42120	Computer Software	-	78	-	-	-	-	-
42210	Operating Supplies	9,769	8,658	20,000	20,000	20,000	-	0.00%
42220	Fire/Medical/Rescue Supplies	15,668	14,181	20,000	25,000	25,000	5,000	25.00%
42230	Fuel, Oils and Lubricants	15,113	9,384	25,000	25,000	30,000	5,000	20.00%
42250	Uniforms	5,908	13,765	10,000	10,000	10,000	-	0.00%
42263	Training Supplies	2,790	1,718	5,000	7,400	5,100	100	2.00%
42310	Repair & Maintenance Supplies	2,094	3,667	8,000	8,000	15,000	7,000	87.50%
42360	Motor Vehicle Repair Supplies	10,802	7,927	10,000	22,000	20,000	10,000	100.00%
42410	Small Tools & Equipment	5,533	7,638	10,000	10,000	10,000	-	0.00%
	Total: Supplies	67,677	67,016	108,000	127,400	135,100	27,100	25.09%
Services								
43011	Contractual Services	37,532	49,306	51,171	51,171	46,738	(4,433)	-8.66%
43014	Physical Examinations	4,065	-	15,000	15,000	20,000	5,000	33.33%
43019	Software Licensing	460	6,243	5,000	5,000	5,000	-	0.00%
43110	Communications	13,739	13,650	16,000	16,000	14,000	(2,000)	-12.50%
43140	Postage and Freight	575	711	1,500	1,500	1,500	-	0.00%
43210	Transportation & Subsistence	7,178	4,205	22,600	18,650	17,100	(5,500)	-24.34%
43260	Training	1,340	50	5,200	5,200	17,600	12,400	238.46%
43310	Advertising	-	575	-	-	-	-	-
43410	Printing	-	-	500	500	510	10	2.00%
43510	Insurance Premium	56,092	60,200	53,793	53,793	55,289	1,496	2.78%
43610	Utilities	34,778	36,983	35,000	35,000	32,000	(3,000)	-8.57%
43720	Equipment Maintenance	4,837	4,421	17,046	10,046	10,000	(7,046)	-41.34%
43750	Vehicle Maintenance	17,354	16,472	40,000	28,000	15,000	(25,000)	-62.50%
43780	Building & Grounds Maint	2,550	13,203	5,000	12,000	25,000	20,000	400.00%
43810	Rents and Operating Leases	2,104	2,165	2,118	2,668	3,000	882	41.64%
43920	Dues and Subscriptions	2,889	2,976	3,079	4,079	6,486	3,407	110.65%
	Total: Services	185,493	211,160	273,007	258,607	269,223	(3,784)	-1.39%
Capital Outlay								
48120	Major Office Equipment	6,267	6,889	6,500	19,007	-	(6,500)	-100.00%
48311	Machinery and Equipment	-	-	23,500	23,500	20,000	(3,500)	-14.89%
48514	Firefighting/Rescue Equipment	16,493	-	-	-	-	-	0.00%
48515	Medical Equipment	69,376	-	-	-	18,000	18,000	-
48710	Minor Office Equipment	5,176	20,271	17,000	9,648	10,000	(7,000)	-41.18%
48720	Minor Office Furniture	-	4,759	-	-	-	-	-
48750	Minor Medical Equipment	2,807	1,712	5,000	-	11,000	6,000	120.00%
48760	Minor Fire Ftg/Rescue Equipment	39,397	60,692	50,000	55,545	50,000	-	0.00%
	Total: Capital Outlay	139,516	94,323	102,000	107,700	109,000	7,000	6.86%
Transfers								
50264	911 Communications	11,497	12,874	16,345	16,345	14,394	(1,951)	-11.94%
50446	KES Capital Projects	100,000	100,000	150,000	150,000	400,000	250,000	166.67%
	Total: Transfers	111,497	112,874	166,345	166,345	414,394	248,049	149.12%

Kenai Peninsula Borough Budget Detail

Fund 212

Department 51810 - Kachemak Emergency Service Area - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Interdepartmental Charges							
61990 Administrative Service Fee	23,755	25,834	35,299	35,304	40,337	5,038	14.27%
Total: Interdepartmental Charges	23,755	25,834	35,299	35,304	40,337	5,038	14.27%
Department Total	\$ 1,115,580	\$ 1,066,963	\$ 1,613,602	\$ 1,624,307	\$ 2,068,203	\$ 454,601	28.17%

Line-Item Explanations

40110 Regular Wages. Staff includes: Chief, Deputy Chief, 6 Firefighter Technicians.

Added: One FTE Firefighter Technician

40120 Temporary Wages. For volunteer call-out. Reduction due to low volunteer turnout.

40130 OT Wages. The majority of the calls are being run by the full-time staff during off hours. This has increased our OT Budget.

42220 Fire/Medical/Rescue Supplies. Increased due to larger call volume for medicals and inventory management.

42230 Fuels, Oils, and Lubricants. Increased call volume and full-time staff response with apparatus.

42310 Repair & Maintenance Supplies. Increased for one-time (\$3,500) in station repairs due to aging.

42360 Motor Vehicle Repair Supplies. increased as we are able to go back to doing significant repair work in-house due to expertise.

43011 Contractual Services. New Radio Maintenance Contract (\$8,322) Also includes contracts for I Am Responding emergency notification and response system (\$895), medical director contract (\$13,068), laboratory director with CLIA (clinical laboratory improvement amendment) license (\$2,000), inventory and maintenance tracking system (\$6,602), 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 (\$6,700), fire extinguisher service (\$650), and misc. small contracts (\$1,346).

43014 Physical Examinations. Increased for additional members due for bi-annual physical exams next FY. Baseline exams with exams on a two year cycle.

43019 Software Licensing. CrewForce Software license (\$3,800), security camera system (\$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. Decrease based on run rates from last 2 years.

43210 Transportation/Subsistence. Travel associate with Paramedic School. Attendance at conferences including Alaska EMS Symposium, Alaska Fire Investigators conference, Alaska Fire Chief conference, Alaska Fire conference, and volunteers meals.

43260 Training. Increased for a Firefighter Tech to attend Paramedic School (\$12,400). Also includes various conferences including Alaska Firefighters conference, Alaska Fire Chiefs summit, Alaska EMS symposium, and misc. recertifications and training.

43510 Insurance Premium. Premium for coverage for workman's compensation, property, liability, and other insurance.

43720 Equipment Maintenance. Decreased due to one-time costs associated with FY22.

43750 Vehicle Maintenance. Decreased for costs associated with contracted mechanic services. Able to do minor repairs in-house.

43780 Building & Grounds Maint. Increased for repairs at Station 1 to replace light fixtures in Apparatus Bay (\$7,000), Station Sign (\$5,000) and water filter systems at both Stations (\$8,000). Sanding and Snow Push-Back, other misc. (\$5,000).

43810 Rents and Operating Leases. Includes repeater site rental (\$1,250), propane tank lease (\$123), O2 cylinder rental (\$1,307), and postage meter rental (\$320).

48120 Major Office Equipment Decrease due to one-time purchases in FY22.

48311 Machinery and Equipment. Office trailer or Office Solution not purchased in 2021 due to market changes (\$20,000). Decrease due to one-time FY22 purchase of utility trailer.

48515 Medical Equipment. Increase due to one-time purchase of I-Simulate (\$18,000).

48710 Minor Office Equipment. Purchase of new computers (\$4,000) and Smart Board (\$6,000) for Station 2. Decrease due to one-time purchases in FY22.

48750 Minor Medical Equipment. Increased for replacement CPR Training Manikins and two AED Trainers (\$6,000) and other miscellaneous minor equipment. (\$5,000).

48760 Minor Fire Fighting Equipment. 10 sets of turnout gear replacement and new purchases for additional volunteers (\$25,000), thermal imaging camera (\$6,500), Helmet replacements (\$4,000), Additional response parkers (\$5,000), nozzles, adapters, tools and misc. equipment (\$9,500).

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 for FY2023 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 348-349, 354, 366, 410-412.

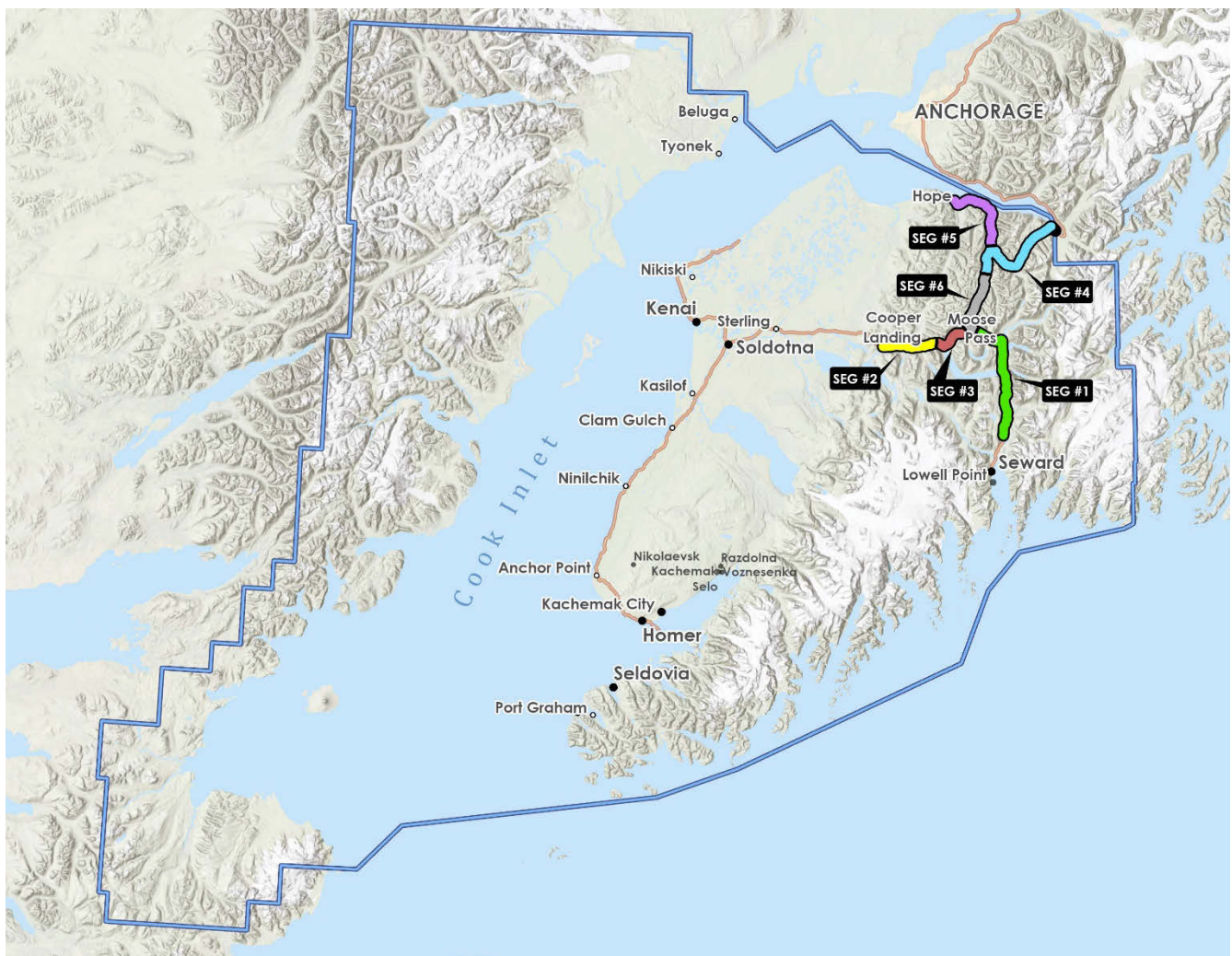
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Eastern Peninsula Highway Emergency Service Area

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

Cirstina Rolfe
Riley Shurtleff
Sean Carrington
Jared Fink
Jessica Hogan

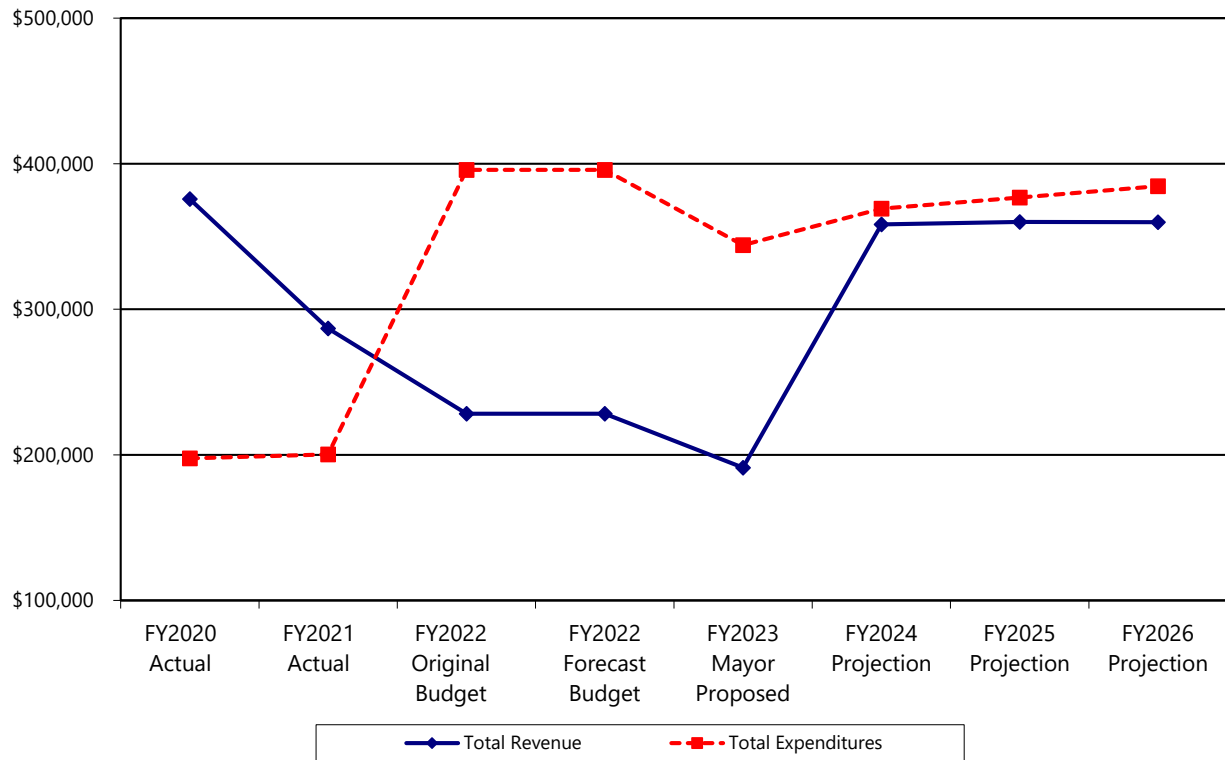
EPHESA DISPATCH RESPONSE AREAS

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

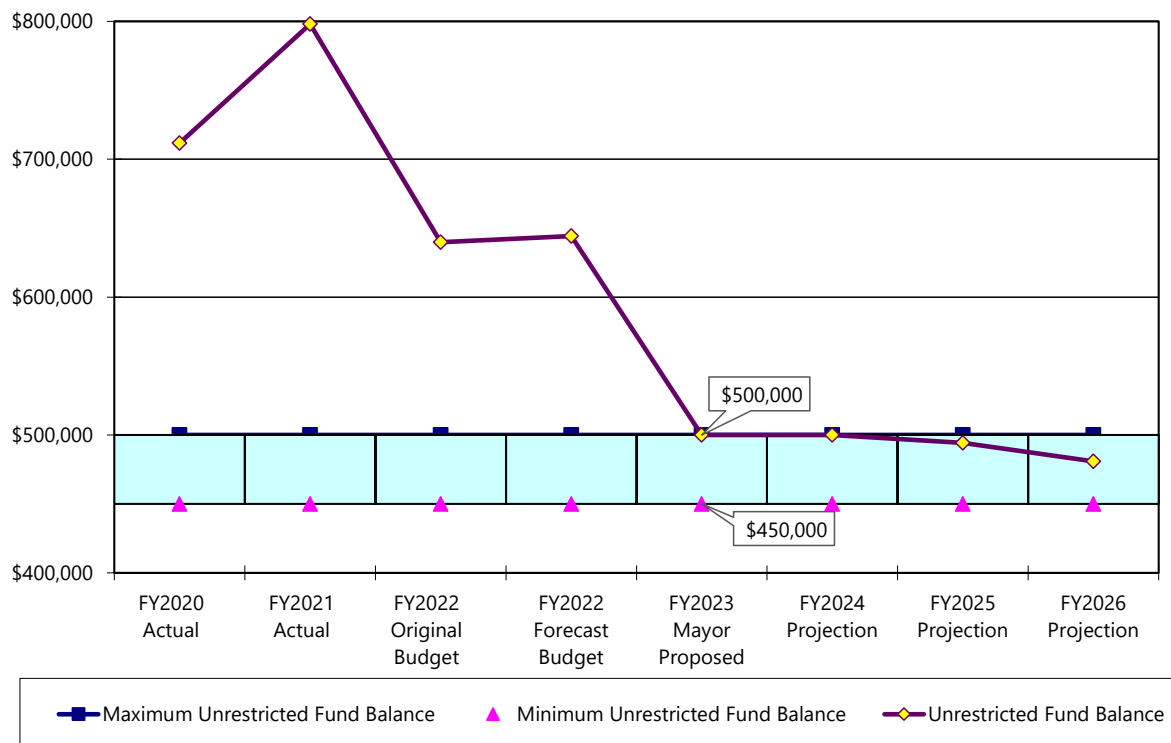
Fund: 235 Eastern Peninsula Highway Emergency Service Area - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original	Forecast	Mayor	Projection	Projection	Projection
			Budget	Budget	Proposed			
Revenues:								
Interest Earnings	\$ 25,693	\$ 2,164	\$ 13,151	\$ 13,151	\$ 12,886	\$ 10,000	\$ 10,000	\$ 9,885
Total Revenues	25,693	2,164	13,151	13,151	12,886	10,000	10,000	9,885
Operating Transfers From:								
General Fund	350,000	284,621	215,067	215,067	178,338	348,371	350,000	350,000
Total Operating Transfers	350,000	284,621	215,067	215,067	178,338	348,371	350,000	350,000
Total Revenues and								
Operating Transfers	375,693	286,785	228,218	228,218	191,224	358,371	360,000	359,885
Expenditures:								
Supplies	17	570	2,393	2,393	1,893	1,931	1,970	2,009
Services	176,091	172,606	310,777	310,777	323,735	330,210	336,814	343,550
Capital Outlay	12,229	17,441	61,000	61,000	-	17,790	18,146	18,509
Interdepartmental Charges	4,236	4,766	9,653	9,653	8,392	8,748	8,923	9,102
Total Expenditures	192,573	195,383	383,823	383,823	334,020	358,679	365,853	373,170
Operating Transfers To:								
Special Revenue Fund	5,000	5,000	11,954	11,954	10,050	10,452	10,870	11,305
Total Operating Transfers	5,000	5,000	11,954	11,954	10,050	10,452	10,870	11,305
Total Expenditures and								
Operating Transfers	197,573	200,383	395,777	395,777	344,070	369,131	376,723	384,475
Net Results From Operations	178,120	86,402	(167,559)	(167,559)	(152,846)	(10,760)	(16,723)	(24,590)
Projected Lapse	-	-	9,266	13,852	8,525	10,760	10,976	11,195
Change in Fund Balance	178,120	86,402	(158,293)	(153,707)	(144,321)	-	(5,747)	(13,395)
Beginning Fund Balance	533,506	711,626	798,028	798,028	644,321	500,000	500,000	494,253
Ending Fund Balance	\$ 711,626	\$ 798,028	\$ 639,735	\$ 644,321	\$ 500,000	\$ 500,000	\$ 494,253	\$ 480,858

Eastern Peninsula Highway Emergency Service Area Revenue and Expenditures



Eastern Peninsula Highway Emergency Service Area 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 0.50 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.
- Response times from interior contracted agencies and the ability to provide timely service to calls.
- Poor communications along the highway corridor limits people being able to call 911, and limits the ability of agencies to communicate and coordinate with each other.

FY2022 Accomplishments

- Finalized cooperative agreement among cooperating agencies.
- Introduced a run-time minimum and stipend for the purpose of improving response times and responder availability.
- Provided radio equipment to interior cooperating agencies that meet ALMR repeater upgrade requirements.

FY2023 New Initiatives/Goals:

- Continue to incentivize reduced response times and responder availability.
- Continue to adjust segment boundaries and limit award of segments based on agency performance and location.
- Provide financial assistance for ETT/EMT I Bridge, Extrication, and Fire courses to the contracted agencies that host them.

Performance Measures

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Contracted FTEs	0.50	0.50	0.50	0.50

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

Segments	FY2022 Response Coverage to Current Date			
	Benchmark	First Response	Fire/ Extrication	Ambulance transport
8.5 to 37 Seward Hwy	100%	100%	100	100%
37.1 to 50 Seward Hwy	100%	100%	100	100%
51 to 75 Seward Hwy	100%	67%	67%	94%
37 to 45 Sterling Hwy	100%	N/A	N/A	N/A
46 to 58 Sterling Hwy	100%	100%	100%	100%
0 to 13 Hope Hwy	100%	100%	100%	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

FY2022 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	5	N/A	14	2	1
EPHESA – Fire calls only	1	N/A	N/A	4	N/A	N/A
EPHESA – EMS calls only	1	N/A	N/A	N/A	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	
	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
1 st Responder	78%	100%	100%	100%	100%	N/A	27%	67%	0%	100%	89%	100%
Ground Transport	100%	100%	100%	100%	100%	N/A	93%	94%	100%	100%	100%	100%
Fire / Rescue Extrication	44%	100%	N/A	100%	100%	N/A	N/A	67%	N/A	100%	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	
	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
1 st Responder	78%	0%	0%	0%	0%	N/A	73%	33%	100%	0%	11%	0%
Ground Transport	56%	0%	0%	0%	0%	N/A	0%	6%	0%	0%	0%	0%
Fire / Rescue Extrication	0%	0%	N/A	0%	0%	N/A	N/A	33%	N/A	0%	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	
	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
1 st Responder	0%	0%	0%	0%	0%	N/A	0%	0%	0%	0%	0%	0%
Ground Transport	0%	0%	0%	0%	0%	N/A	7%	0%	0%	0%	0%	0%
Fire / Rescue Extrication	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	N/A	0%

*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		SVAC	
	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
Dispatch to Enroute Times	5 m 34 s	4 m 48 s	22 m 55 s	15 m 40 s	15 m 40 s	8 m 0 s	4 m 45 s	12 m 30 s

**Kenai Peninsula Borough
Budget Detail**

Fund 235

Department 51710 - Eastern Peninsula Highway Emergency Service Area

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Supplies								
42210	Operating Supplies	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ -	0.00%
42250	Uniforms	17	-	18	18	18	-	0.00%
42263	Training Supplies	-	-	1,125	1,125	1125	-	0.00%
42310	Repair & Maintenance Supplies	-	-	500	500	-	(500)	-100.00%
42410	Small Tools & Equipment	-	570	-	-	-	-	-
Total: Supplies		17	570	2,393	2,393	1,893	(500)	-20.89%
Services								
43011	Contractual Services	169,818	168,741	301,868	301,768	310,927	9,059	3.00%
43019	Software Licensing	-	-	16	16	18	2	12.50%
43110	Communications	1,908	1,850	2,100	2,100	2,142	42	2.00%
43140	Postage and Freight	-	-	100	100	100	-	0.00%
43210	Transportation/Subsistence	1,911	298	2,600	2,600	2,600	-	0.00%
43260	Training	400	-	1,110	1,110	1,110	-	0.00%
43310	Advertising	-	-	-	-	-	-	-
43510	Insurance Premium	334	334	673	673	2,186	1,513	224.81%
43610	Utilities	1,474	1,116	2,000	2,000	2,040	40	2.00%
43720	Equipment Maintenance	146	124	100	200	102	2	2.00%
43780	Buildings/Grounds Maintenance	100	143	210	210	210	-	0.00%
43920	Dues and Subscriptions	-	-	-	-	2,300	2,300	-
Total: Services		176,091	172,606	310,777	310,777	323,735	12,958	4.17%
Capital Outlay								
48311	Machinery & Equipment	-	9,131	-	-	-	-	-
48514	Fire Fighting/Rescue Equipment	9,337	8,310	-	-	-	-	-
48760	Minor Fire Fighting Equipment	2,892	-	61,000	61,000	-	(61,000)	-100.00%
Total: Capital Outlay		12,229	17,441	61,000	61,000	-	(61,000)	-100.00%
Transfers								
50264	911 Communications	5,000	5,000	11,954	11,954	10,050	(1,904)	-15.93%
Total: Transfers		5,000	5,000	11,954	11,954	10,050	(1,904)	-15.93%
Interdepartmental Charges								
61990	Admin Service Fee	4,236	4,766	9,653	9,653	8,392	(1,261)	-13.06%
Total: Interdepartmental Charges		4,236	4,766	9,653	9,653	8,392	(1,261)	-13.06%
Department Total		\$ 197,573	\$ 200,383	\$ 395,777	\$ 395,777	\$ 344,070	\$ (51,707)	-13.06%

**Kenai Peninsula Borough
Budget Detail**

Fund 235

Department 51710 - Eastern Peninsula Highway Emergency Service Area - Continued

Line-Item Explanations

42310 Repair & Maintenance Supplies. Reduced due to there being no need for repair & maintenance supplies in the current fiscal year (\$500).

43011 Contractual Services. Includes agency-strengthening stipends (\$60,000), agency-performance stipends (\$155,000), contracted personnel (\$70,860), Medical Director contract (\$11,867), 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).

43210 Transportation/Subsistence. Mileage and Per Diem reimbursement for personnel work on board, budget and 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. Premium for coverage of workman's compensation, property, liability, and other insurance.

43610 Utilities. Shared utility expenses with BCFSA (\$2,040).

43780 Buildings/Grounds Maintenance. Shared building and grounds maintenance expenses with BCFSA (\$210).

43920 Dues and Subscriptions. Increased due to voice notification/EDispatch program costs being moved from Contractual Services to Dues and Subscriptions (\$2,300).

48760 Minor Fire Fighting Equipment. Decrease due to one-time purchases in FY2022.

50264 911 Communications. E911 Dispatch from Soldotna (\$10,143).

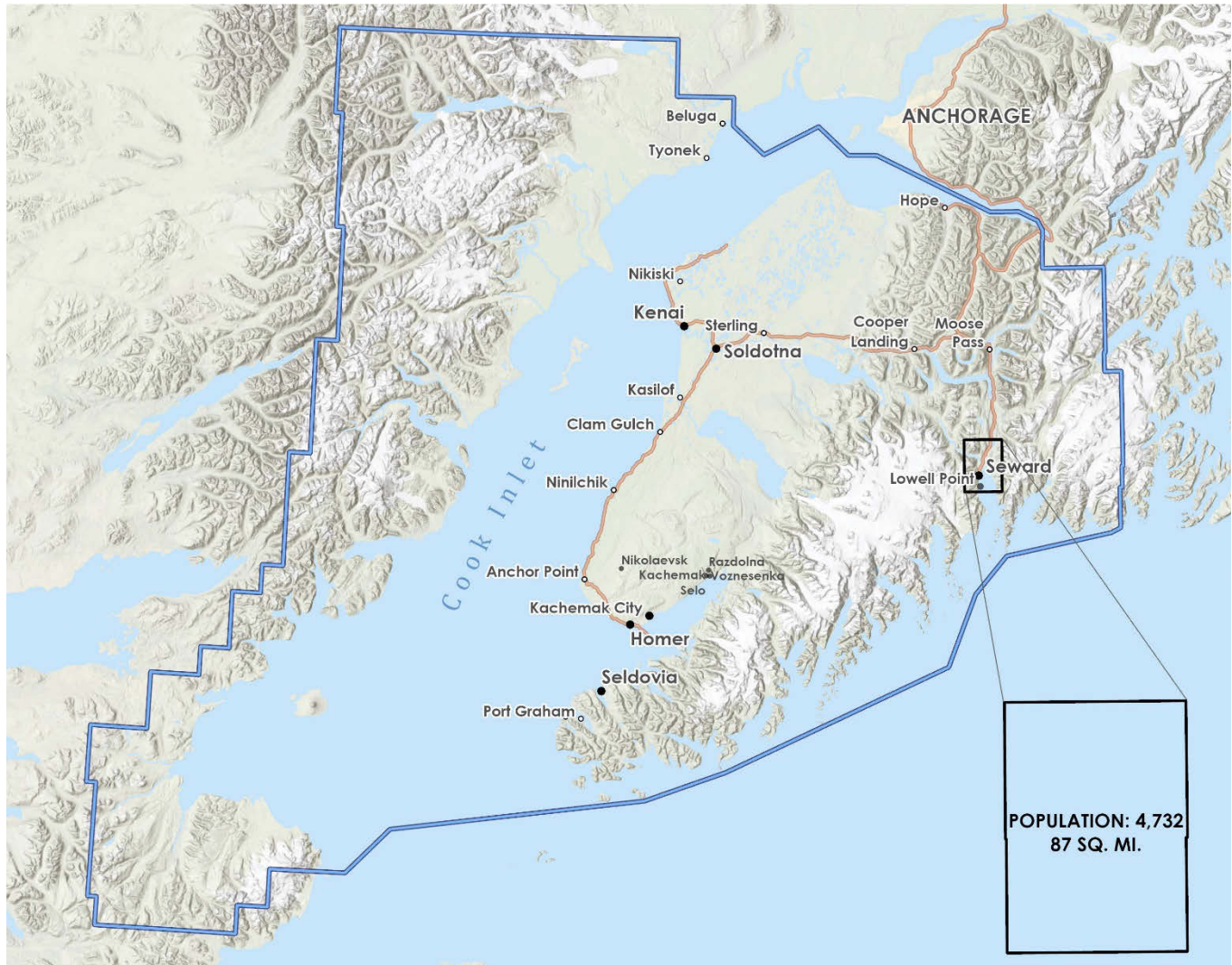
61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount is 2.5% of the personnel, supplies, services and capital outlay budgets.

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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 2023.



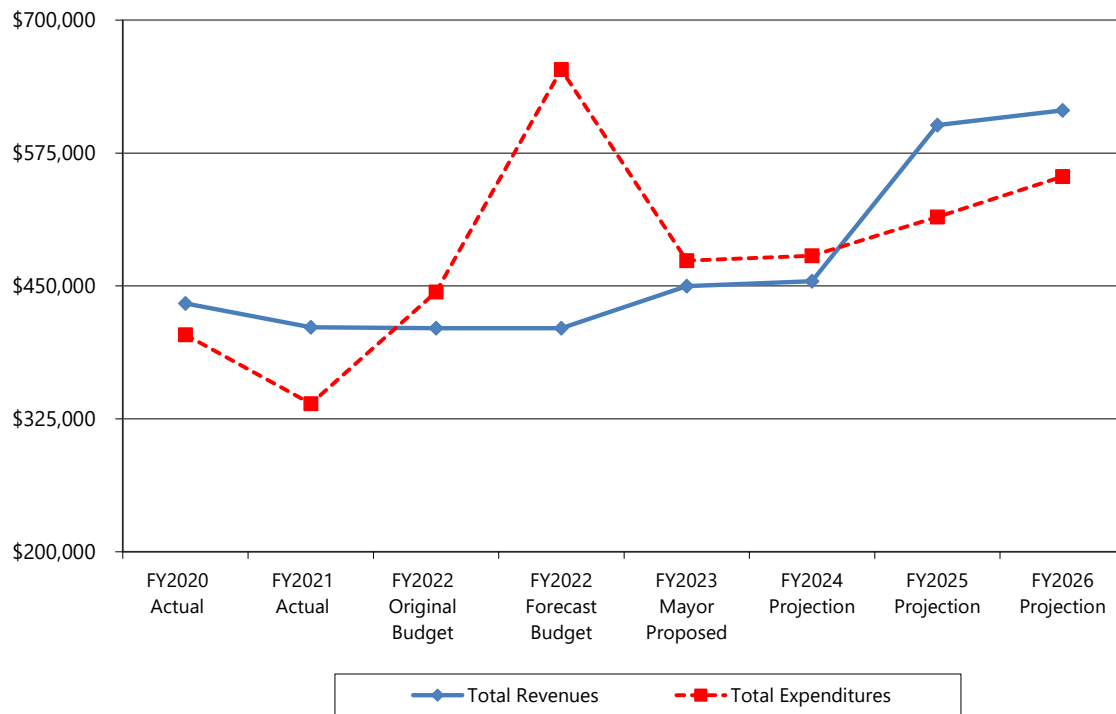
Board Members

David Hettick Sr.
Robert (Bob) Reisner
Edward Decastro
Dwayne Atwood
Steven Taylor
Vacant
Mark Ganser

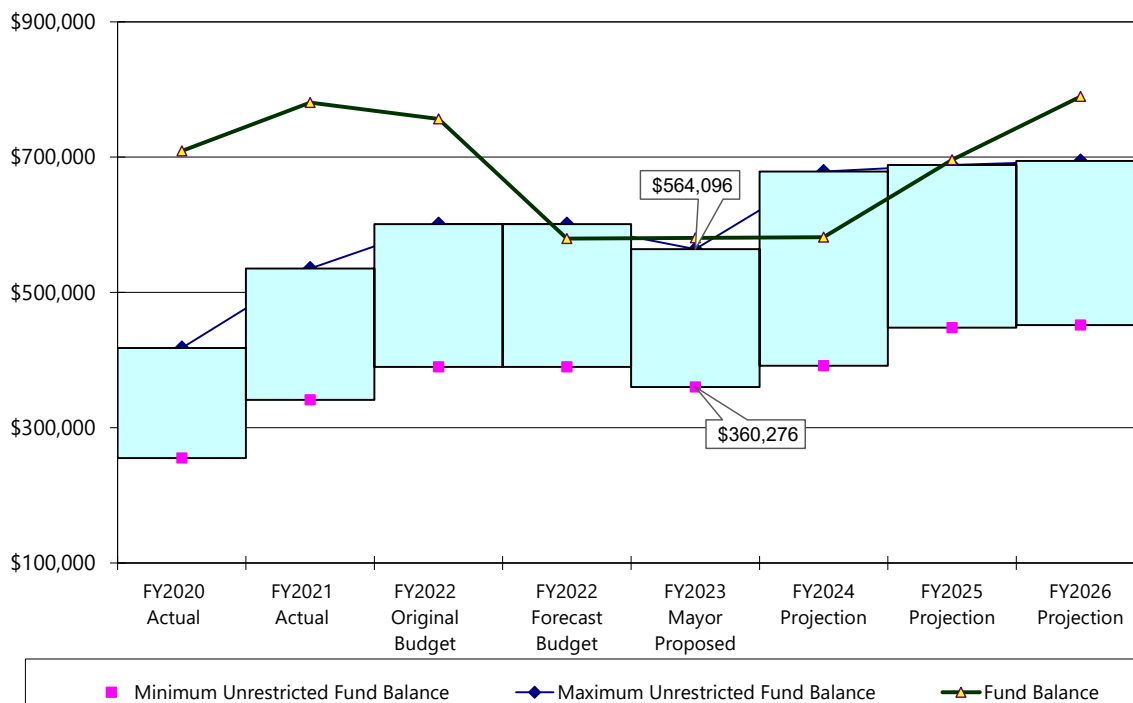
Fund: 259 Seward-Bear Creek Flood Service Area - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	457,359	472,028	484,235	484,235	535,435	540,789	546,197	557,121
Personal	24,558	21,294	21,041	21,041	21,251	21,464	21,679	21,896
Oil & Gas (AS 43.56)	7,014	-	106	106	106	103	100	100
	488,931	493,322	505,382	505,382	556,792	562,356	567,976	579,117
Mill Rate	0.75	0.75	0.75	0.75	0.75	0.75	1.00	1.00
Revenues:								
Property Taxes								
Real	\$ 342,919	\$ 350,326	\$ 363,176	\$ 363,176	\$ 401,576	\$ 405,592	\$ 546,197	\$ 557,121
Personal	22,578	19,691	15,465	15,465	15,619	15,776	21,245	21,458
Oil & Gas (AS 43.56)	5,261	-	80	80	80	77	100	100
Interest	1,464	1,196	757	757	835	843	1,135	1,157
Flat Tax	20,023	21,632	12,712	12,712	12,712	12,966	13,225	13,490
Motor Vehicle Tax	7,381	7,478	7,936	7,936	7,430	7,579	7,731	7,886
Total Property Taxes	399,626	400,323	400,126	400,126	438,252	442,833	589,633	601,212
State Revenue	6,771	8,441	-	-	-	-	-	-
Interest Earnings	27,189	2,229	10,133	10,133	11,592	11,613	11,634	13,922
Other Revenue	-	100	-	-	-	-	-	-
Total Revenues	433,586	411,093	410,259	410,259	449,844	454,446	601,267	615,134
Total Revenues and Operating Transfers	433,586	411,093	410,259	410,259	449,844	454,446	601,267	615,134
Expenditures:								
Personnel	176,698	182,344	189,103	190,480	202,744	206,799	211,969	218,328
Supplies	1,575	4,890	4,260	4,551	6,100	6,222	6,346	6,473
Services	216,912	141,139	198,619	404,997	226,526	226,526	256,557	286,688
Capital Outlay	-	2,611	12,147	10,989	16,821	17,157	17,500	17,850
Interdepartmental Charges	8,983	8,330	40,136	42,509	21,555	21,668	22,559	23,483
Total Expenditures	404,168	339,314	444,265	653,526	473,746	478,372	514,931	552,822
Total Expenditures and Operating Transfers	404,168	339,314	444,265	653,526	473,746	478,372	514,931	552,822
Net Results From Operations	29,418	71,779	(34,006)	(243,267)	(23,902)	(23,926)	86,336	62,312
Projected Lapse	-	-	9,620	42,054	24,945	24,991	28,040	31,101
Change in Fund Balance	29,418	71,779	(24,386)	(201,213)	1,043	1,065	114,376	93,413
Beginning Fund Balance	679,622	709,040	780,819	780,819	579,606	580,649	581,714	696,090
Ending Fund Balance	\$ 709,040	\$ 780,819	\$ 756,433	\$ 579,606	\$ 580,649	\$ 581,714	\$ 696,090	\$ 789,503

Seward-Bear Creek Flood Service Area Revenues and Expenditures



Seward-Bear Creek Flood Service Area Unrestricted 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, through addressing issues that best reflect a fair use of the tax-levy for watershed-wide benefit.

Program Description

The Seward-Bear Creek Flood Service Area is responsible for providing hazard planning and mitigation services to the Seward-Bear Creek-Lowell Point community. The Board of Directors is tasked to determine flood-planning needs, to advise and facilitate hazard reduction measures.

Major Long-Term Issues and Concerns:

- Deployment of a sediment management and maintenance program for local area creeks is a long-term process and requires agency and private property owner partnerships, site access, funding, permits, and plans for regular sediment and debris removal at critical maintenance sites.
- Disposal of material excavated from area creeks and determining areas outside the floodplain for gravel depositing.

SBCFSA requests assistance from KPB Departments on these long-term issues:

- Gaining site control of Box Canyon Creek and the water diversion structure, through land acquisition, easement or other mechanism, to implement the US Army Corps of Engineers preferred flood risk management alternative.
- Allow personnel staffing that fully meets the needs of the service area.

FY2022 Accomplishments

- Implemented 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, developed a strategic conservation plan for the Salmon Creek Conservation Area including acquisition of high-risk parcels in the floodplain.
- In partnership with the US Army Corps of Engineers, SBCFSA, KPB and the City of Seward, completed a feasibility study for flood risk management on Japanese Creek.

FY2023 New Initiatives:

- Expanding the Sediment Management & Maintenance Program to include upper Salmon Creek revetment site.
- Complete flood hazard analysis, updated mapping and design plans for Dieckgraef Road crossings, sediment catch basin, and drainage improvements for the Japanese Creek alluvial fan.
- In partnership with the US Army Corps of Engineers, complete a federal interest determination study of Box Canyon Creek alluvial fan.
- Complete flood hazard analysis of lower Salmon Creek and update the Seward Mapped Flood Data Area.
- Partner with US Fish & Wildlife Service, State of Alaska Fish & Game, Kachemak Heritage Land Trust, and other local stakeholders, to rank priority parcels, and apply for grants for the acquisition of high-risk properties in the Salmon Creek Conservation Area.

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:

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Number of bulk educational mailings	0	0	1	1
Number of community work sessions/ public meetings	2	0	2	2

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 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:

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Grant/Partnership Mitigation Funding Applications	2	2	2	2
In-Stream Mitigation Projects	4	4	3	2
Multi-Agency Mitigation Projects	2	2	0	1

Commentary

In-progress and completed FY22 mitigation projects approved by the service area board under contractual services:

Grant Applications or Partnership Agreements (grant/project costs expended in FY22)

- US Army Corps of Engineers Japanese Creek Feasibility Study – SBCFSA/KPB/City of Seward Local Sponsor Partnership – SBCFSA local match \$180,000 (currently in project close out)
- US Army Corps of Engineers Box Canyon Creek Federal Interest Determination Study – SBCFSA no local match required (in process)

Flood Mitigation Projects (project costs expended in FY22)

- Japanese Creek Maintenance – \$19,200 (to be completed Spring 2022)
- Kwechak Creek Sediment Management & Embankment Maintenance – \$54,500 (completed)
- Salmon Creek (SC15) Sediment Management & Embankment Maintenance – Project budget \$65,000 (to be completed Spring 2022)
- Established Ground Control at Lost Creek, Box Canyon Creek & Salmon Creek (SC15) – \$28,030 (completed)

Multi-Agency Mitigation Projects (project costs expended in FY22)

- Multiple projects in the planning phase.

Emerging Situation Projects (project costs expended in FY22)

- No emergent situations to date.

Anticipated Supplemental Appropriations from Unrestricted Fund Balance	FY2023	FY2024	FY2025
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.			
<ul style="list-style-type: none"> • Japanese Creek Parcel Acquisitions/Easements 	\$75,000	-	-
<ul style="list-style-type: none"> • Salmon Creek Flood Hazard Analysis & Updated Seward Flood Data Area Mapping 	\$85,000	-	-
<ul style="list-style-type: none"> • Local Sponsor Match for US Army Corps of Engineers Box Canyon Flood Risk Management Feasibility Study 	-	\$600,000	-
<ul style="list-style-type: none"> • 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 81,016	\$ 82,445	\$ 91,034	\$ 91,991	\$ 92,599	\$ 1,565	1.72%
40130	Overtime Wages	946	2,260	2,731	2,731	2,960	229	8.39%
40210	FICA	6,540	6,802	8,392	8,468	8,586	194	2.31%
40221	PERS	26,936	29,321	21,431	21,641	21,838	407	1.90%
40321	Health Insurance	50,498	50,727	53,000	53,000	63,600	10,600	20.00%
40322	Life Insurance	124	129	230	232	196	(34)	-14.78%
40410	Leave	10,362	10,660	12,285	12,417	12,965	680	5.54%
40511	Other Benefits	276	-	-	-	-	-	-
	Total: Personnel	176,698	182,344	189,103	190,480	202,744	13,641	7.21%
Supplies								
42020	Signage Supplies	-	450	300	300	200	(100)	-33.33%
42120	Computer Software	-	-	200	360	-	(200)	-100.00%
42210	Operating Supplies	411	444	3,000	1,990	3,000	-	0.00%
42230	Vehicle/Equipment Fuel	-	-	-	-	800	800	-
42250	Uniforms	268	146	200	200	200	-	0.00%
42310	Repair & Maintenance Supplies	-	-	60	60	-	(60)	-100.00%
42360	Vehicle Repair/Maintenance Supplies	-	-	-	-	1,400	1,400	-
42410	Small Tools & Equipment	896	3,850	500	1,641	500	-	0.00%
	Total: Supplies	1,575	4,890	4,260	4,551	6,100	1,840	43.19%
Services								
43011	Contractual Services	199,222	122,935	175,000	380,333	200,000	25,000	14.29%
43019	Software Licensing	-	-	-	867	1,020	1,020	-
43110	Communications	2,080	1,951	856	1,969	1,941	1,085	126.75%
43140	Postage	91	89	1,000	707	1,000	-	0.00%
43210	Transportation and Subsistence	2,237	2,069	6,123	6,249	7,066	943	15.40%
43220	Car Allowance	5	51	-	39	-	-	-
43260	Training	399	1,179	965	965	1,100	135	13.99%
43310	Advertising	416	664	600	600	600	-	0.00%
43510	Insurance Premium	390	434	796	796	812	16	2.01%
43610	Utilities	-	-	2,975	2,975	2,711	(264)	-8.87%
43720	Equipment Maintenance	1,057	377	500	500	350	(150)	-30.00%
43750	Vehicle Maintenance	-	-	-	-	300	300	-
43780	Building and Grounds Maintenance	-	-	-	293	-	-	-
43810	Rents and Operating Leases	10,433	10,846	8,738	7,638	8,640	(98)	-1.12%
43920	Dues and Subscriptions	582	544	1,066	1,066	986	(80)	-7.50%
	Total: Services	216,912	141,139	198,619	404,997	226,526	27,907	14.05%
Capital Outlay								
48310	Vehicles	-	-	-	-	8,900	8,900	-
48610	Land Purchase	-	-	-	1,200	5,500	5,500	-
48710	Minor Office Equipment	-	2,351	5,557	3,199	2,421	(3,136)	-56.43%
48720	Minor Office Furniture	-	260	3,600	3,600	-	(3,600)	-100.00%
48740	Minor Machinery and Equipment	-	-	2,990	2,990	-	(2,990)	-100.00%
	Total: Capital Outlay	-	2,611	12,147	10,989	16,821	4,674	38.48%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	-	30,000	30,000	10,000	(20,000)	-66.67%
60004	Mileage Ticket Credits	-	-	(700)	(700)	-	700	-
61990	Admin. Service Fee	8,983	8,330	10,836	13,209	11,555	719	6.64%
	Total: Interdepartmental Charges	8,983	8,330	40,136	42,509	21,555	(18,581)	-46.30%
Department Total		\$ 404,168	\$ 339,314	\$ 444,265	\$ 653,526	\$ 473,746	\$ 29,481	6.64%

Kenai Peninsula Borough

Budget Detail

Fund 259

Department 21212 - Seward-Bear Creek Flood Service Area - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: .75 Service Area Program Lead and .75 Administrative Assistant.

42230 Vehicle/Equipment Fuel. Increase due to newly acquired borough vehicle.

42360 Vehicle Repair/Maintenance Supplies. Increase due to purchase of winter tires (\$1,300) and safety kit (\$100).

43011 Contractual Services. Increase due to increased cost of Sediment Management & Maintenance Program (\$170,000), emerging situations (\$20,000) and Salmon Creek revetment ground control (\$10,000).

43110 Communications. Increase due to addition of SpitWSpots (\$1,077), monthly charges for borough telephone lines (\$264) and iPad cellular service for in-field work (\$600).

43210 Transportation and Subsistence. Mileage for in-field work in personal vehicle (\$1,000), travel to out-of-state floodplain conferences (\$4,299), 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 Program Lead (\$1,100), floodplain management certification requires 16 continuing education credits every 2 years.

43750 Vehicle Maintenance. Oil changes for borough vehicle (\$300).

43920 Dues and Subscriptions. Data transmission for 2 iridium stream gages (\$392), Certified Floodplain Managers Certification (\$120 - every other year), NORFMA and ASFPD floodplain managers membership for training and support (\$330) and satellite communication subscription for emergency locator for in-field safety (\$144).

48310 Vehicles. Purchase of borough vehicle from OEM (\$8,900).

48610 Land Purchase. Acquisition of undeveloped, high flood risk parcels (\$5,500).

48710 Minor Office Equipment. Per replacement schedule: 1 laptop (\$1,575) and 1 iPad for in-field work (\$846).

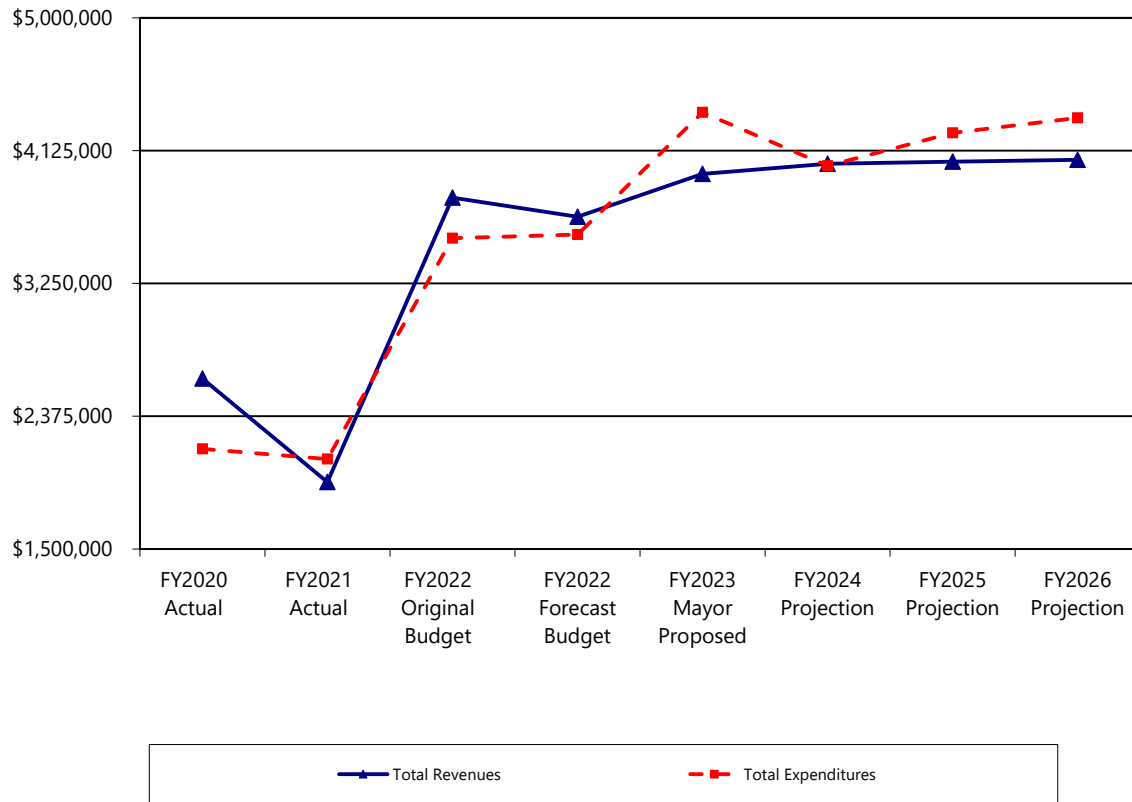
60000 Charges (To) From Other Depts. These are charges paid to the Purchasing & Contracting department for project management on SBCFSA projects.

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 FY2023 is 2.5% of the personnel, supplies, services, capital outlay and interdepartmental wage charges.

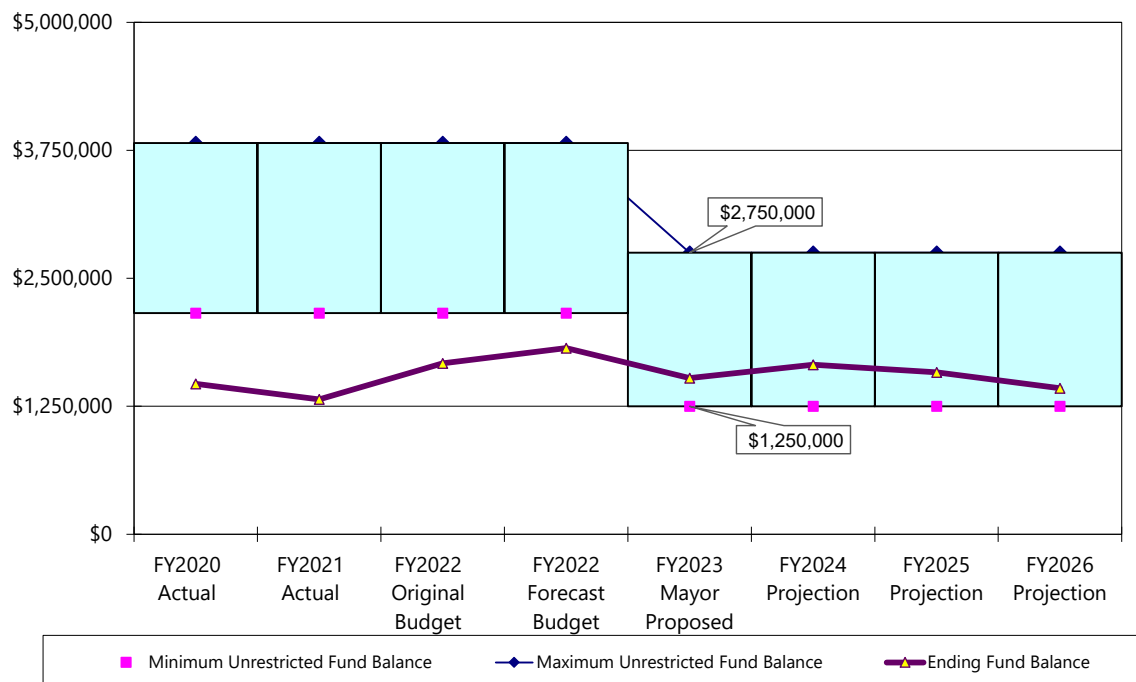
Fund: 264 911 Communications - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Revenues:								
E911 Surcharge Charges	\$ 1,386,819	\$ 1,322,016	\$ 1,482,557	\$ 1,482,557	\$ 1,512,208	1,512,208	1,512,208	1,512,208
Fees for service	419,602	266,986	1,925,819	1,800,370	2,063,462	2,118,796	2,118,796	2,118,796
State revenues	71,603	106,985	-	-	-	-	-	-
Other Revenue	150	-	-	-	-	-	-	-
Total Revenues	1,878,174	1,695,987	3,408,376	3,282,927	3,575,670	3,631,004	3,631,004	3,631,004
Operating Transfers From:								
General Fund	502,251	-	151,673	151,673	150,000	152,250	154,534	156,852
Nikiski Fire Service Area	57,880	57,278	60,009	60,009	58,200	60,528	62,949	65,467
Western Emergency Service Area	14,668	15,220	23,040	23,040	21,119	21,964	22,843	23,757
Central Emergency Service Area	153,139	146,632	133,395	133,395	131,208	136,456	141,914	147,591
Bear Creek Fire Service Area	-	8,182	10,432	10,432	11,114	11,559	12,021	12,502
Kachemak Emergency Service Area	11,497	12,874	16,345	16,345	14,394	14,970	15,569	16,192
EPHESA	5,000	5,000	11,954	11,954	10,050	10,452	10,870	11,305
Total Operating Transfers	744,435	245,186	406,848	406,848	396,085	408,179	420,700	433,666
Total Revenues and Operating Transfers	2,622,609	1,941,173	3,815,224	3,689,775	3,971,755	4,039,183	4,051,704	4,064,670
Expenditures:								
Personnel	1,480,117	1,401,173	2,729,296	2,729,296	2,956,696	3,030,613	3,106,378	3,184,037
Supplies	6,037	9,886	16,300	16,300	16,750	17,169	17,598	18,038
Services	537,242	568,087	642,083	649,833	660,772	677,291	694,223	711,579
Capital Outlay	49,084	25,670	47,669	63,169	3,985	4,085	4,187	4,292
Interdepartmental Charges	87,827	88,224	113,117	113,117	114,782	117,652	120,593	123,608
Total Expenditures	2,160,307	2,093,040	3,548,465	3,571,715	3,752,985	3,846,810	3,942,979	4,041,554
Operating Transfers To:								
Capital Projects Fund - 911	-	-	-	-	624,000	178,538	300,000	300,000
Total Operating Transfers	-	-	-	-	624,000	178,538	300,000	300,000
Total Expenditures and Operating Transfers	2,160,307	2,093,040	3,548,465	3,571,715	4,376,985	4,025,348	4,242,979	4,341,554
Net Results From Operations	462,302	(151,867)	266,759	118,060	(405,230)	13,835	(191,275)	(276,884)
Projected Lapse	-	-	84,626	383,074	112,590	115,404	118,289	121,247
Change in Fund Balance	462,302	(151,867)	351,385	501,134	(292,640)	129,239	(72,986)	(155,637)
Beginning Fund Balance	1,007,028	1,469,330	1,317,463	1,317,463	1,818,597	1,525,957	1,655,196	1,582,210
Ending Fund Balance	\$ 1,469,330	\$ 1,317,463	\$ 1,668,848	\$ 1,818,597	\$ 1,525,957	1,655,196	1,582,210	1,426,573
Fund Balance Designation:								
Restricted for Capital Replacement	\$ -	\$ -	\$ 455,631	\$ 455,631	\$ 4,682	\$ 4,514	\$ 5,243	\$ 5,243
Unrestricted	1,469,330	1,317,463	1,213,217	1,362,966	1,521,275	1,650,682	1,576,967	1,421,330
Ending Fund Balance	\$ 1,469,330	\$ 1,317,463	\$ 1,668,848	\$ 1,818,597	\$ 1,525,957	1,655,196	1,582,210	1,426,573

911 Communications Revenues & Expenditures



911 Communications 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.

FY2022 Accomplishments:

- Established SPSCC Working Group with agency users
- Upgrade of the borough Enterprise Computer Aided Dispatch (CAD) system to the latest release.
- Provisioning of new 2021 aerial imagery for the 911 call management (Guardian) mapping module (replaced previous imagery from 2012)
- Integration of the RapidSOS emergency response data platform within both the CAD and Guardian mapping modules, providing a redundant set of caller location data and other critical information for 911 calls.
- The migration over to a new call logging (recording) system that supports all the new NENA i3 (NG911) standards.
- Added user agency: BCFSA
- Implemented apparatus based dispatching for NFD through CAD response plans.
- Implemented Text-to-911

FY2023 New Initiatives:

- Exploring new AI technology for 911 call taking and Quality Improvement.
- Employee wellness program.
- QI Program - Continue to make strides and improvements to ensure we meet national benchmarks and standards.

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:

- Answer 95% of all 9-1-1 calls within 15 seconds or less (NFPA 1221).
- Answer 90% of all 9-1-1 calls within 10 seconds or less (internal goal).

Measure:

	Benchmark	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Average 9-1-1 time to answer	:10	:08	N/A	:06	:06
Total 9-1-1 calls received		24,482	27,914	27,000	28,000
Average 9-1-1 call duration		2:33	N/A	2:32	2:33
E911 Surcharge		\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00

<p style="text-align: center;">Department Function</p> <p>Fund 264</p> <p>Dept 11255</p>		<p style="text-align: center;">911 Communications - Continued</p>
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Priority/Goal: Training

Goal: Educate our staff

Objective: Have all staff complete and pass EMD and EFD classes and receive certification.

Measure:

	Benchmark	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Percent of staff passing EMD, EFD classes	100%	100%	100%	100%	100%

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted
Staffing history	13	16	23	23

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
CAD (Computer Aided Dispatch) calls for service law enforcement	55,955	67,677	68,500	69,000
CAD (Computer Aided Dispatch) calls for service EMS/Fire	4,569	4,550	4,732	4,921

Kenai Peninsula Borough

Budget Detail

Fund 264

Department 11255 - 911 Communications

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel							
40110 Regular Wages	\$ 752,212	\$ 721,645	\$ 1,484,105	\$ 1,484,105	\$ 1,543,424	\$ 59,319	4.00%
40120 Temporary Wages	395	6,164	-	-	-	-	-
40130 Overtime Wages	2,273	2,797	57,686	57,686	52,852	(4,834)	-8.38%
40210 FICA	67,079	62,951	134,525	134,525	140,724	6,199	4.61%
40221 PERS	271,665	271,074	349,883	349,883	363,100	13,217	3.78%
40321 Health Insurance	276,198	229,087	530,000	530,000	667,800	137,800	26.00%
40322 Life Insurance	1,096	1,018	3,723	3,723	2,421	(1,302)	-34.97%
40410 Leave	107,694	106,437	169,374	169,374	186,375	17,001	10.04%
40511 Other Benefits	1,505	-	-	-	-	-	-
Total: Personnel	1,480,117	1,401,173	2,729,296	2,729,296	2,956,696	227,400	8.33%
Supplies							
42120 Computer Software	788	418	300	300	400	100	33.33%
42210 Operating Supplies	812	1,809	3,000	3,000	3,000	-	0.00%
42263 Training Supplies	-	-	1,100	1,100	1,100	-	0.00%
42310 Repair/Maintenance Supplies	2,307	2,989	10,000	10,000	10,250	250	2.50%
42410 Small Tools & Equipment	2,130	4,670	1,900	1,900	2,000	100	5.26%
Total: Supplies	6,037	9,886	16,300	16,300	16,750	450	2.76%
Services							
43011 Contractual Services	171,641	181,630	190,590	192,340	188,700	(1,890)	-0.99%
43019 Software Licensing	176,242	143,981	144,210	144,210	154,608	10,398	7.21%
43110 Communications	84,381	91,598	110,000	110,000	110,000	-	0.00%
43210 Transportation/Subsistence	4,213	947	4,656	4,656	5,880	1,224	26.29%
43260 Training	1,565	6,435	7,535	13,535	9,230	1,695	22.50%
43410 Printing	-	-	100	100	100	-	0.00%
43510 Insurance Premium	5,983	6,482	15,918	9,164	16,316	398	2.50%
43610 Utilities	52,087	53,363	64,515	55,669	59,200	(5,315)	-8.24%
43720 Equipment Maintenance	30,623	31,715	18,500	18,500	17,375	(1,125)	-6.08%
43780 Building/Ground Maintenance	9,201	8,873	21,636	17,436	15,600	(6,036)	-27.90%
43810 Rents and Operating Leases	-	4,950	-	19,800	19,800	19,800	-
43812 Equipment Replacement Payment	460	37,261	63,623	63,623	63,163	(460)	-0.72%
43920 Dues and Subscriptions	846	852	800	800	800	-	0.00%
Total: Services	537,242	568,087	642,083	649,833	660,772	18,689	2.91%
Capital Outlay							
48120 Major Office Equipment	24,375	9,868	30,334	36,334	-	(30,334)	-100.00%
48710 Minor Office Equipment	24,721	15,802	15,635	25,135	985	(14,650)	-93.70%
48720 Minor Office Furniture	(12)	-	1,700	1,700	3,000	1,300	76.47%
Total: Capital Outlay	49,084	25,670	47,669	63,169	3,985	(43,684)	-91.64%
Transfers							
50455 911 Capital Projects Fund	-	-	-	-	624,000	624,000	-
Total: Transfers	-	-	-	-	624,000	624,000	-
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	87,827	88,224	113,117	113,117	115,682	2,565	2.27%
60004 Mileage Ticket Credits	-	-	-	-	(900)	(900)	-
Total: Interdepartmental Charges	87,827	88,224	113,117	113,117	114,782	1,665	1.47%
Department Total	\$ 2,160,307	\$ 2,093,040	\$ 3,548,465	\$ 3,571,715	\$ 4,376,985	\$ 828,520	23.35%

Kenai Peninsula Borough Budget Detail

Fund 264

Department 11255 - 911 Communications - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Emergency Management Coordinator, 1 911 Operations Manager, 3 Shift Supervisors, 15 Public Safety Dispatchers, 1 Quality Assurance Specialist, 1 CAD Specialist, and 1 Emergency Management Technical Specialist (IT).

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), and replace rack mounted UP batteries (\$1200).

42410 Small Tools. Dispatch headsets and bases (\$2,000)

43011 Contractual Services. Payments to cities for E911 services (\$158,400), EMD sponsoring physician (\$15,750), telanguage services (\$150), KPB hosted EMD and EFD courses (\$6,000), and janitorial services (\$8,400)

43019 Software Licensing. Solacom Guardian technical support call handling annual maintenance (\$36,000), and 911 Datamaster ALI/GIS database software tech support and licensing (\$13,000), security camera software renewal, (\$184), CAD software maintenance (\$45,150), EMD, EFD, AQUA protocol software and cardset support and updates, (\$17,304), Microsoft Windows Server (\$5,500), EqualLogic SAN support (\$3,100), Solarwinds software maintenance (\$350), AudioCodes Voice Gateways annual technical support & hardware support (\$8,200), VMWare renewal foundation for 911 servers (\$11,000), Criticalll software (\$750), and Cisco contract support renewals (\$5,000) Atlas scheduling software (\$650), Nokia IP Router (\$800), Zoom License (\$260), Pacific Applied Technology-ASPIN connectivity (\$1,900), and PowerDMS policy-procedure training platform (\$5,460)

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 annual conferences with subject matter pertaining to 911, public safety, and emerging technologies.

43260 Training. Police Legal Sciences online training (\$2,280), IAED EMD/EFD recertifications (\$1,500), BLS (\$500), and miscellaneous staff training (\$2,000), management training (\$2,000), and IAED Navigator Conference (\$950)

43610 Utilities. Maintenance and utility costs (\$59,200)

43720 Equipment Maintenance. Radio maintenance contract (\$16,375), 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 (3,000)

43810 Rents and Leases- 911 back up center location lease (\$19,800).

48710 Minor Office Equipment. Equallogic SAN (\$385) and KRC printer (\$600)

48720 Minor Office Furniture. Dispatch chair replacement (\$1500), office cubicle unit (\$1,500)

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 (\$115,682).

For capital projects information on this department - See the Capital Projects Section - Pages 348-349, 351-352, 361 & 389

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-26</u>
SAN Replication/ data protection **	\$ 2,299	\$ -	\$ -	\$ -
Call Manager Software	36,801	36,801	36,801	110,403
Logger FY22	-	26,362	26,362	79,086
	<u>\$ 39,100</u>	<u>\$ 63,163</u>	<u>\$ 63,163</u>	<u>\$ 189,489</u>

** 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.

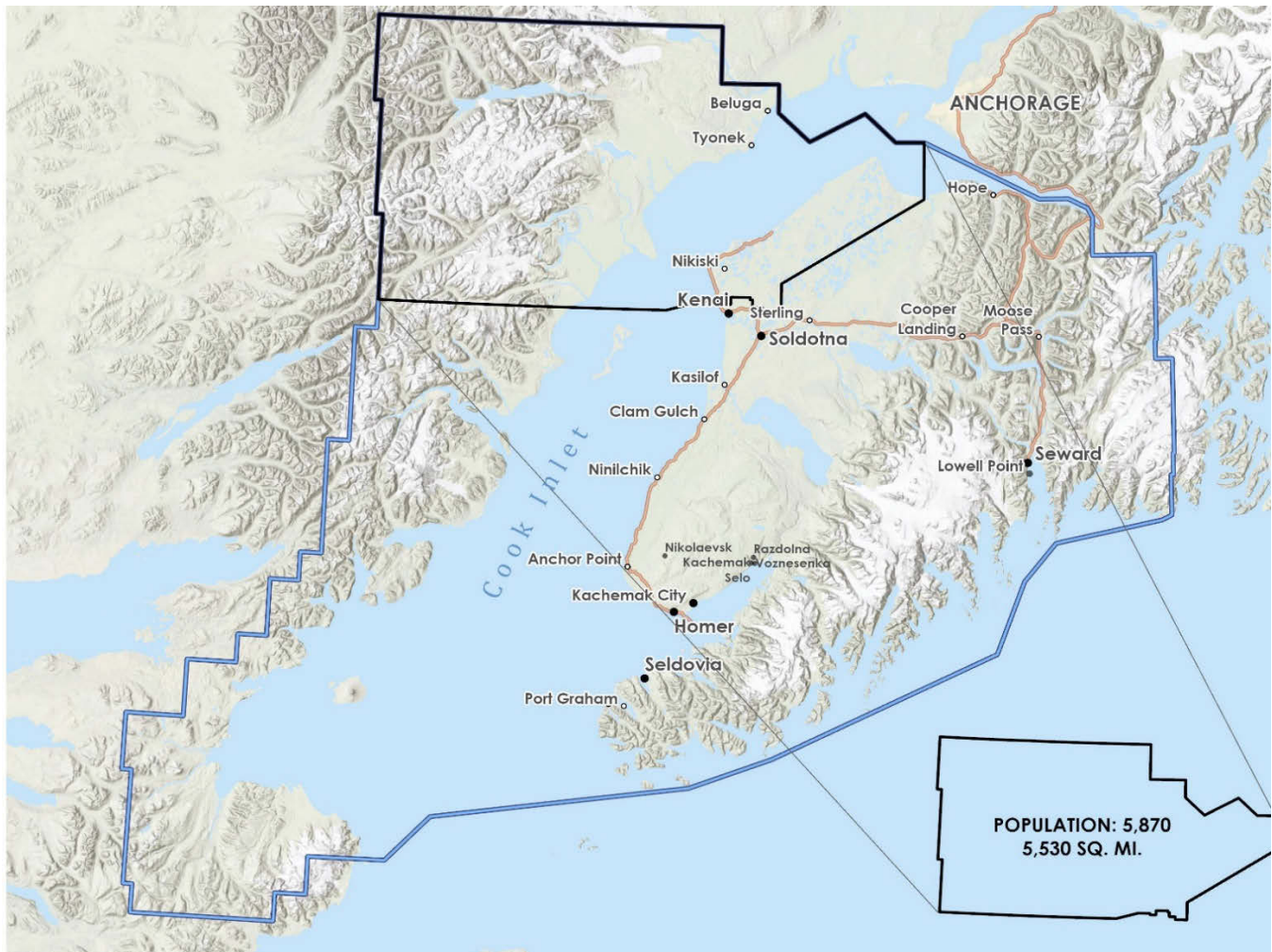
Seldovia Recreational Service Area - this service area provides recreational services for the residents of Seldovia.

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 2023 is 1.40 mills. Other revenues include facility user fees, program fees, and interest income.



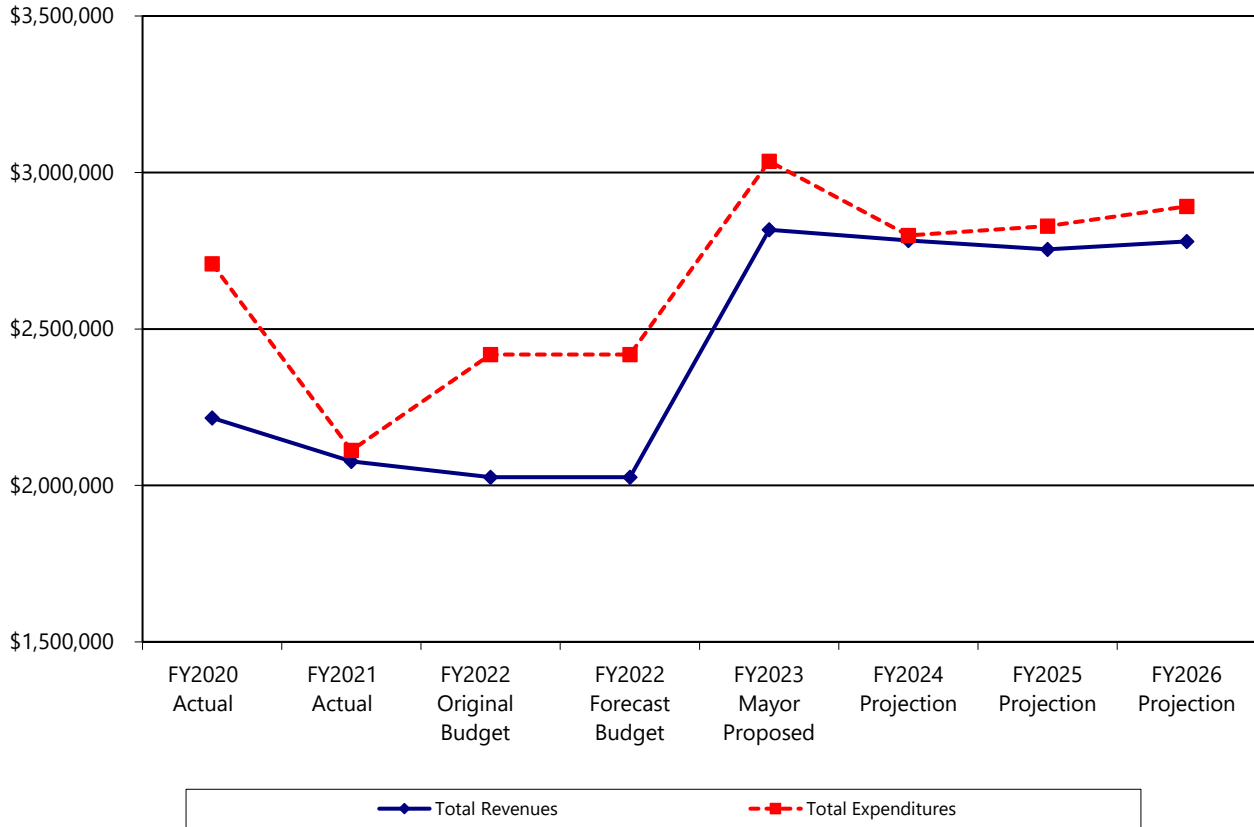
Board Members

Stacy Oliva
Michele Carver
Felix Martinez
Harrison Deveer
Sasha Fallon
Acting Recreation Director: Jackie Cason

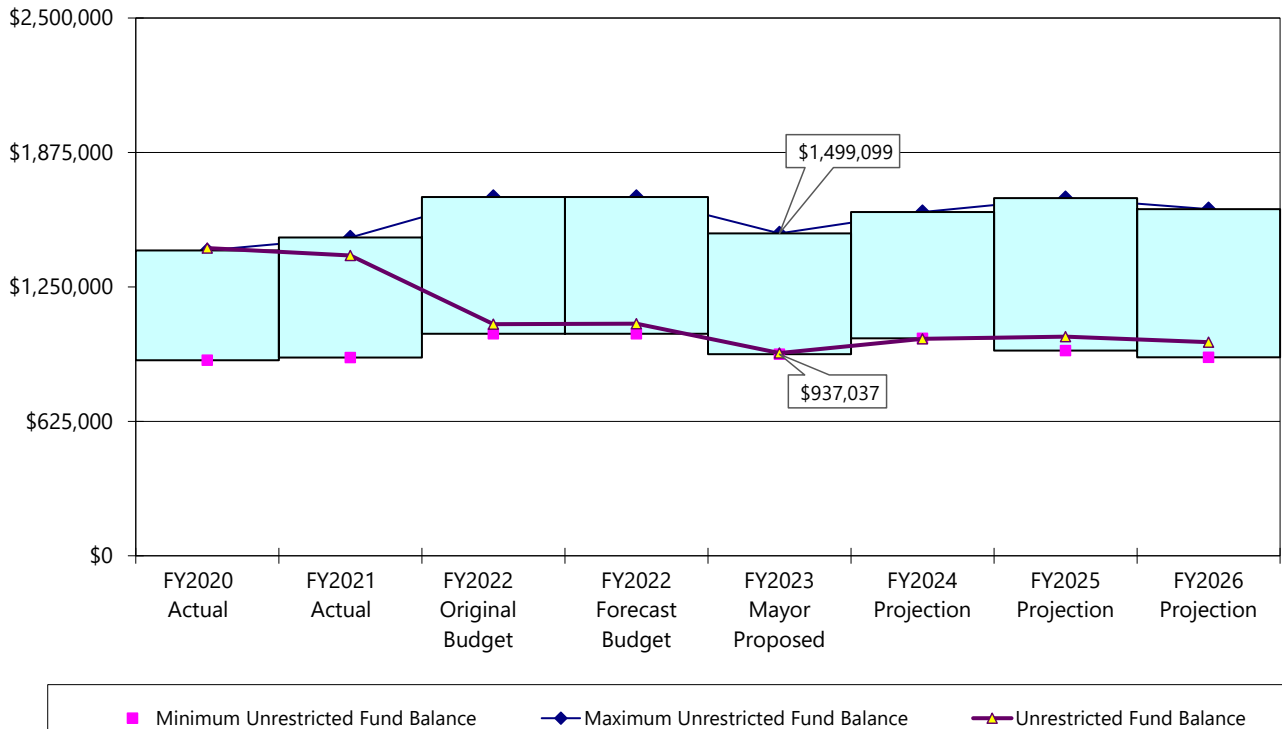
Fund: 225 North Peninsula Recreation Service Area - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	675,877	679,170	649,842	649,842	662,096	668,717	675,404	688,912
Personal	39,858	38,296	38,281	38,281	38,664	39,051	39,442	39,836
Oil & Gas (AS 43.56)	1,172,686	1,103,646	1,049,695	1,049,695	1,108,539	1,075,283	1,043,025	1,043,025
	1,888,421	1,821,112	1,737,818	1,737,818	1,809,299	1,783,051	1,757,871	1,771,773
Mill Rate	1.00	1.00	1.00	1.00	1.40	1.40	1.40	1.40
Revenues:								
Property Taxes								
Real	\$ 675,189	\$ 670,752	\$ 649,842	\$ 649,842	\$ 926,934	\$ 936,204	\$ 945,566	\$ 964,477
Personal	41,695	39,734	37,515	37,515	53,047	53,578	54,114	54,655
Oil & Gas (AS 43.56)	1,171,835	1,104,694	1,049,695	1,049,695	1,551,955	1,505,396	1,460,235	1,460,235
Interest	2,244	2,880	7,615	7,615	7,920	8,237	8,566	8,909
Flat Tax	4,308	4,150	3,665	3,665	3,665	3,738	3,813	3,889
Motor Vehicle Tax	16,324	16,615	17,587	17,587	16,470	16,799	17,135	17,478
Total Property Taxes	1,911,595	1,838,825	1,765,919	1,765,919	2,559,991	2,523,952	2,489,429	2,509,643
Federal Revenue	-	9,343	-	-	-	-	-	-
State Revenue	40,543	48,430	-	-	-	-	-	-
Interest Earnings	82,264	6,348	25,082	25,082	21,589	18,849	20,169	20,370
Other Revenue	181,678	174,243	235,340	235,340	235,340	240,047	244,848	249,745
Total Revenues	2,216,080	2,077,189	2,026,341	2,026,341	2,816,920	2,782,848	2,754,446	2,779,758
Total Revenues and Other Financing Sources	2,216,080	2,077,189	2,026,341	2,026,341	2,816,920	2,782,848	2,754,446	2,779,758
Expenditures:								
Personnel	1,149,715	1,196,720	1,310,227	1,310,227	1,424,436	1,452,925	1,489,248	1,533,925
Supplies	109,923	109,551	144,897	141,897	146,727	149,662	152,655	155,708
Services	544,197	543,016	630,417	628,417	680,573	680,573	694,184	708,068
Capital Outlay	15,762	16,072	30,000	35,000	26,967	8,636	8,809	8,985
Interdepartmental Charges	38,940	46,634	52,889	52,889	56,968	57,295	58,622	60,167
Total Expenditures	1,858,537	1,911,993	2,168,430	2,168,430	2,335,671	2,349,091	2,403,518	2,466,853
Operating Transfers To:								
Capital Projects Fund	850,000	200,000	250,000	250,000	700,000	450,000	425,000	425,000
Total Operating Transfers	850,000	200,000	250,000	250,000	700,000	450,000	425,000	425,000
Total Expenditures and Operating Transfers	2,708,537	2,111,993	2,418,430	2,418,430	3,035,671	2,799,091	2,828,518	2,891,853
Net Results From Operations	(492,457)	(34,804)	(392,089)	(392,089)	(218,751)	(16,243)	(74,072)	(112,095)
Projected Lapse	-	-	73,309	75,895	81,748	82,218	84,123	86,340
Change in Fund Balance	(492,457)	(34,804)	(318,780)	(316,194)	(137,003)	65,975	10,051	(25,755)
Beginning Fund Balance	1,922,924	1,430,467	1,395,663	1,395,663	1,079,469	942,466	1,008,441	1,018,492
Ending Fund Balance	\$ 1,430,467	\$ 1,395,663	\$ 1,076,883	\$ 1,079,469	\$ 942,466	\$ 1,008,441	\$ 1,018,492	\$ 992,737

North Peninsula Recreation Revenues and Expenditures



North Penninsula Recreation 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.
- Increased mill rate to support operations, maintenance and capital improvements.

FY2022 Accomplishments:

Administration

- Re-prioritized funds to make two ¾ time positions full-time, providing for more efficient use of benefitted employee resources.

Operations

- Completed the Nikiski Pool roof replacement project.
- Completed the replacement of the supply/return headers project at NCRC.
- Purchased a Utility Loader for year-round maintenance.
- Completed the engineer, design and installation of new AV equipment at NCRC; allowing for a larger space for public meetings to facilitate physical distancing.
- Completed the installation of new Fitness on Demand at NCRC.
- Completed the touchless fixture installation throughout all facilities.
- Completed installation of Gym Divider Project.
- Infant changing stations installed in all restrooms at Nikiski Pool, and NCRC.
- Working towards online registration for programs and classes.

FY2023 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.
- Work towards cost saving and energy conserving measures.
- Complete skate park re-paving project at NCRC.
- Replace Truck and snow plow for maintenance.
- Repair and replace damaged skylights in NCRC Banquet Room.
- Repair/replace Nikiski Pool sidewalks.

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	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Permanent Staff (FTEs)	9.5	9.5	9.5	10	11
Temporary Staff (FTEs)	7.0	7.0	7.0	7.0	6.0
Total Staff Hours	34,210	26,272	30,000	35,250	35,090
Estimated # Volunteers / Volunteer Hours	600-800 / 900-1,200	464 / 673	473 / 734	572 / 720	650 / 815

Department Function

Fund 225

North Peninsula Recreation Service Area - Continued

Dept 61110

Staff Certifications/License*	Benchmark	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
ARC Lifeguard Certified (Incl. CPR/AED/ First Aid)	25-30	20	22	25-30	25-30
ARC Professional CPR/First Aid/AED	10-12	8	8	9	9-10
ARC Water Safety Instructor / Lifeguard Instructor	6 / 1	5 / 1	2 / 1	4 / 1	5 / 1
NRPA Certified Pool Operator	8	6	3	5	5
NRPA Aquatic Facility Operator	2	2	1	1	1
NRPA Certified Playground Safety Inspector	1-2	1	1	2	2
Safe Sport & Concussion Training	10-12	7	6	7	7

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Recreation	25	19	12	19	23
Aquatics	8	6	2	8	14

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Admissions/Classes/Programs	30,000	19,161	18,195	25,000	26,000
Events	300	181	41	150	150
Facility Reservations (Rental Attendance)	1,500	778	375	400	1,000
Learn To Swim Programs/Classes	3,500	2,408	1,159	2,000	2,500
Memberships / Punch Cards	22,000	16,263	12,773	15,000	20,000
Spectators (2019 was a partial year count)	1,500	1071	405	300	500
Nikiski Community Recreation Center- Attendance/Participation*					
Admissions/Classes/Programs	3,000	2,238	2,628	2,500	2,500
Events	4,000	1,336	1,153	3,500	3,500
Facility Reservations (Rental Attendance)	8,000	4,041	5,686	5,000	5,000
Leagues	500	237	302	450	450
Memberships / Punch Cards	1,800	1,233	1,250	1,500	1,500
Spectators (2019 was a partial year count)	4,000	3,169	3,412	3,800	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 FY23 the service area plans to repave the skate park at the Nikiski Community Recreation Center, and replace the old skylights in the banquet room. Additionally, the service area is replacing a Truck and snowplow.

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 29 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 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
- Completed the replacement of the Nikiski Pool Roof
- Upgraded the Nikiski Pool HVAC/DDC Controls
- Replaced the supply/return headers at the community center

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 FY2023 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

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	
				Budget	Budget	Proposed	Original Budget	%
Personnel								
40110	Regular Wages	\$ 487,566	\$ 516,129	\$ 575,648	\$ 575,648	\$ 643,379	\$ 67,731	11.77%
40120	Temporary Wages	132,621	141,833	187,885	187,885	186,943	(942)	-0.50%
40130	Overtime Wages	3,183	6,098	5,563	5,563	5,654	91	1.64%
40210	FICA	51,150	54,136	66,161	66,161	71,644	5,483	8.29%
40221	PERS	161,566	169,831	132,130	132,130	147,641	15,511	11.74%
40321	Health Insurance	229,224	225,339	265,000	265,000	286,200	21,200	8.00%
40322	Life Insurance	753	748	1,454	1,454	1,024	(430)	-29.57%
40410	Leave	75,883	72,111	76,386	76,386	81,951	5,565	7.29%
40511	Other Benefits	7,769	10,495	-	-	-	-	-
Total: Personnel		1,149,715	1,196,720	1,310,227	1,310,227	1,424,436	114,209	8.72%
Supplies								
42120	Computer Software	-	744	1,000	1,000	1,000	-	0.00%
42210	Operating Supplies	45,026	52,925	69,700	66,700	69,700	-	0.00%
42230	Fuel, Oils and Lubricants	2,757	3,519	6,500	6,500	6,890	390	6.00%
42250	Uniforms	2,182	1,341	2,400	2,400	2,400	-	0.00%
42310	Repair & Maintenance Supplies	43,178	30,208	45,000	45,000	46,350	1,350	3.00%
42360	Motor Vehicle Supplies	2,826	3,951	3,000	3,000	3,090	90	3.00%
42410	Small Tools & Equipment	6,429	9,115	8,697	8,697	8,697	-	0.00%
42960	Recreational Supplies	7,525	7,748	8,600	8,600	8,600	-	0.00%
Total: Supplies		109,923	109,551	144,897	141,897	146,727	1,830	1.26%
Services								
43011	Contractual Services	28,657	29,574	39,851	39,851	41,662	1,811	4.54%
43014	Physical Examinations	270	-	500	500	500	-	0.00%
43019	Software Licensing	3,653	3,840	4,058	4,293	6,073	2,015	49.66%
43110	Communications	8,064	8,513	9,200	9,200	9,200	-	0.00%
43140	Postage and Freight	540	385	1,500	1,265	1,500	-	0.00%
43210	Transportation/Subsistence	4,975	3,122	4,157	4,157	3,104	(1,053)	-25.33%
43220	Car Allowance	11	36	-	-	-	-	-
43260	Training	349	2,670	5,025	5,025	6,775	1,750	34.83%
43310	Advertising	8,059	8,132	9,300	9,300	9,300	-	0.00%
43410	Printing	-	-	900	425	900	-	0.00%
43510	Insurance Premium	86,743	101,968	123,625	123,625	140,147	16,522	13.36%
43610	Utilities	324,876	286,987	340,119	340,119	366,000	25,881	7.61%
43720	Equipment Maintenance	1,378	1,724	1,500	1,500	1,780	280	18.67%
43750	Vehicle Maintenance	1,395	8,015	2,000	2,000	2,000	-	0.00%
43780	Buildings/Grounds Maintenance	64,262	73,410	76,500	74,500	78,500	2,000	2.61%
43810	Rents and Operating Leases	3,936	4,756	4,070	4,070	4,032	(38)	-0.93%
43920	Dues and Subscriptions	1,504	1,013	1,512	1,512	1,500	(12)	-0.79%
43960	Recreation Program Expenses	5,525	4,596	6,600	6,600	6,600	-	0.00%
49311	Design Service	-	4,275	-	475	1,000	1,000	-
Total: Services		544,197	543,016	630,417	628,417	680,573	50,156	7.96%
Capital Outlay								
48311	Machinery and Equipment	-	-	5,000	6,000	11,500	6,500	130.00%
48513	Recreational Equipment	5,671	-	-	-	-	-	-
48710	Minor Office Equipment	4,464	7,746	5,500	5,500	4,600	(900)	-16.36%
48740	Minor Machines and Equipment	4,958	7,412	2,500	7,000	8,867	6,367	254.68%
48755	Minor Recreational Equipment	669	914	17,000	16,500	2,000	(15,000)	-88.24%
Total: Capital Outlay		15,762	16,072	30,000	35,000	26,967	(3,033)	-10.11%
Transfers								
50459	North Pen Rec Capital Projects	850,000	200,000	250,000	250,000	700,000	450,000	180.00%
Total: Transfers		850,000	200,000	250,000	250,000	700,000	450,000	180.00%

Kenai Peninsula Borough Budget Detail

Fund 225

Department 61110 - North Peninsula Recreation Administration - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Interdepartmental Charges							
60004 Mileage Ticket Credits	(490)	-	-	-	-	-	-
61990 Admin Service Fee	39,430	46,634	52,889	52,889	56,968	4,079	7.71%
Total: Interdepartmental Charges	38,940	46,634	52,889	52,889	56,968	4,079	7.71%
Department Total	\$ 2,708,537	\$ 2,111,993	\$ 2,418,430	\$ 2,418,430	\$ 3,035,671	\$ 617,241	25.52%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Director, 1 Recreation Supervisor, 1 Pool Supervisor, 1 Maintenance Mechanic II, 2 Shift Supervisors, 1 Admin Assistant, 2 Lifeguards, 1 Instructor-Lifeguard and 1 General Maintenance Operator.

Increased: 1/2 time Lifeguard to Full Time
Increased: 1/2 time Instructor/Lifeguard to Full Time

40120 Temporary Wages. The equivalent of 5.87 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. We are seeing an significant increase in cost due to inflation.

42360 Motor Vehicles Supplies. Minor increase due to inflation.

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 (\$17,682), 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 (\$1,050), security/fire alarm monitoring and inspections (\$3,330), water testing (\$825) and miscellaneous smaller contracts (\$2,375).

43019 Software Licensing. Licensing for upgrades, tech support, backup of Companion Corp Library software (\$508), Milestone (CCTV software) (\$1,005), Sportsman SQL (\$3,600), ZOOM license (\$260) and MPLC movie license (\$700).

43210 Transportation/Subsistence. Alaska Recreation and Parks Conference in Soldotna, Alaska Afterschool Conference in Anchorage, virtual certification courses, Siemens Training in Anchorage, and miscellaneous travel within borough.

43260 Training. Increase due to deferral of training in FY2021/2022, as well as new staff certification requirements. In-state conferences, virtual certification courses and fees. New staff training on Siemens Desigo, in Anchorage.

43510 Insurance Premium. Insurance premium for property, workman's compensation and liability. Increase due to increase in cost of wages for FY22 & FY23, increase in value of property and associated premiums, newly constructed property, and an increase in FY21/22 claims.

43810 Rents and Operating Leases. For minor equipment rentals (\$1,000), porta-potties (\$1,850), tank/rack rentals (\$715), and USPS Box (\$467).

48311 Machinery and Equipment. Replacement of carpet cleaner (\$6,000), and replacement of ice machine at NCRC (\$5,500).

48710 Minor Office Equipment. Scheduled replacement of printer/copier (\$2,300), replacement of laptop (\$1,500) and replacement of Apogee desktop computer (\$800).

48740 Minor Machines & Equipment. Trail groomer (\$2,260), fuel transfer tank/pump (\$1,607) and Pool Vacuum (\$5,000)

48755 Minor Recreation Equipment. Portable sound system/stereo for pool (\$500), weight system at NCRC (\$1,000) and pool dumb bells (\$500),

50459 Transfer. Transfer to capital project fund to support long term capital improvement plan. FY2023 projects include new truck with snow plow, Nikiski Community Recreation Center Skate Park re-surfacing, and Nikiski Community Recreation Center Banquet Room skylight 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 FY2023 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

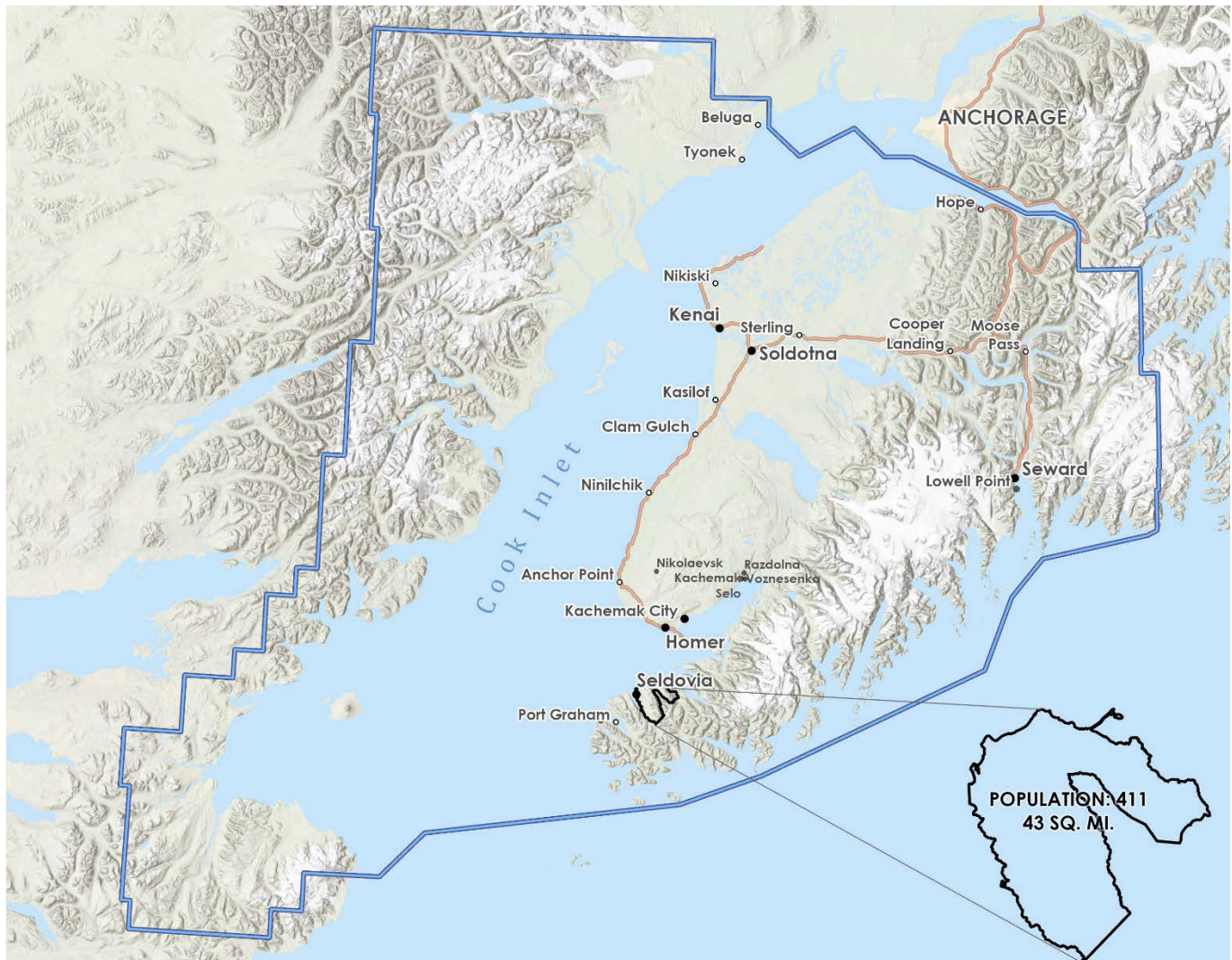
For capital projects information on this department - See the Capital Projects Section - Pages 348-349, 367, & 413-416.

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 2023 is .75 mills.



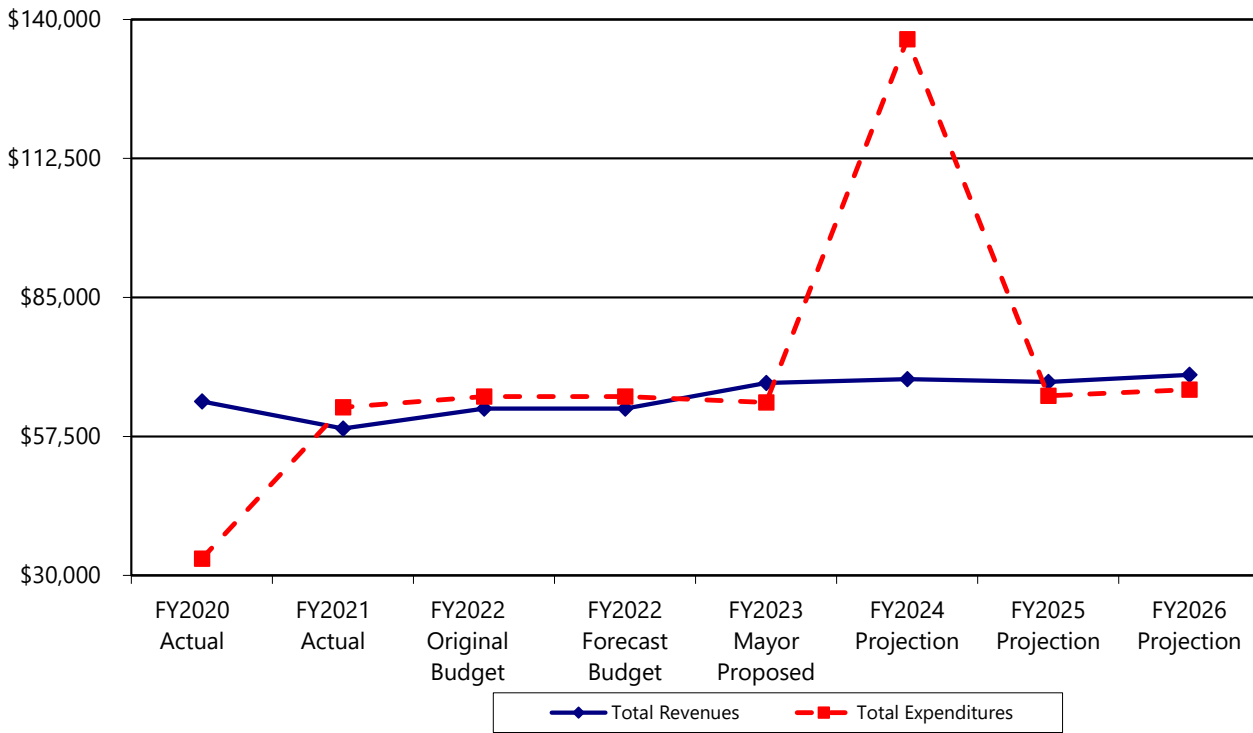
Board Members

Mark Janes
Amelia Pollack
Valisa Higman
Jennifer Swick
Jenifer Cameron

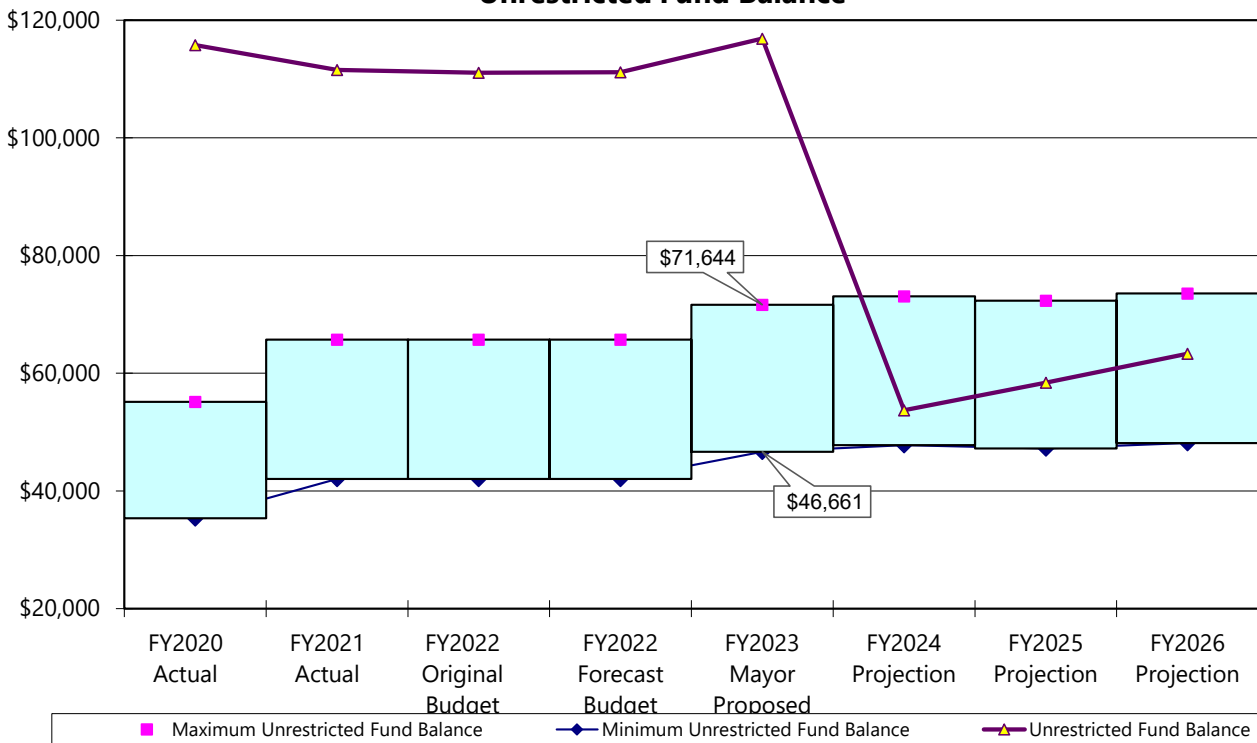
Fund: 227 Seldovia Recreational Service Area - Budget Projection

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Fund Budget:								
Taxable Value (000's)								
Real	72,866	75,521	74,466	74,466	81,184	81,996	82,816	84,472
Personal	653	1,140	791	791	799	807	815	823
	73,519	76,661	75,257	75,257	81,983	82,803	83,631	85,295
Mill Rate	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Revenues:								
Property Taxes								
Real	\$ 56,135	\$ 53,593	\$ 55,850	\$ 55,850	\$ 60,888	\$ 61,497	\$ 62,112	\$ 63,354
Personal	(128)	2,171	581	581	587	593	599	605
Interest	524	194	-	-	-	-	-	-
Flat Tax	2,528	2,260	3,036	3,036	3,036	3,097	3,159	3,222
Motor Vehicle Tax	259	271	277	277	265	270	275	281
Total Property Taxes	59,318	58,489	59,744	59,744	64,776	65,457	66,145	67,462
Interest Earnings	4,192	354	2,198	2,198	2,223	2,338	1,074	1,168
Other Revenue	920	220	1,050	1,050	1,050	1,050	1,050	1,050
Total Revenues	64,430	59,063	62,992	62,992	68,049	68,845	68,269	69,680
Supplies	2,428	3,245	3,500	3,500	5,000	5,100	5,202	5,306
Services	28,568	44,833	56,425	56,425	53,672	53,672	54,745	55,840
Capital Outlay	1,652	13,656	3,850	3,850	4,000	74,000	4,000	4,000
Interdepartmental Charges	665	1,543	1,594	1,594	1,567	3,319	1,599	1,629
Total Expenditures	33,313	63,277	65,369	65,369	64,239	136,091	65,546	66,775
Total Expenditures and Operating Transfers	33,313	63,277	65,369	65,369	64,239	136,091	65,546	66,775
Net Results From Operations	31,117	(4,214)	(2,377)	(2,377)	3,810	(67,246)	2,723	2,905
Projected Lapse	-	-	1,905	1,961	1,927	4,083	1,966	2,003
Change in Fund Balance	31,117	(4,214)	(472)	(416)	5,737	(63,163)	4,689	4,908
Beginning Fund Balance	84,656	115,773	111,559	111,559	111,143	116,880	53,717	58,406
Ending Fund Balance	\$ 115,773	\$ 111,559	\$ 111,087	\$ 111,143	\$ 116,880	\$ 53,717	\$ 58,406	\$ 63,314

Seldovia Recreational Service Area Revenues and Expenditures



Seldovia Recreational Service Area 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.

FY2022 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 Ceramics Studio in the school shop. Programming will begin once the worktables and other support equipment arrives. Shipping issues have affected the availability of these items.
- Tracking of expenses and accountability has improved.

Operations:

- The upgrades to the kitchen during the COVID shutdown helped us to obtain our DEC certification. The SRSA has chosen to cancel the yearly certification in exchange for special event certifications on an as needed basis to save unnecessary expenditures.
- 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.
- 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, and HazWOPER training with SOS-RT/CISPRI.
- Annually the SRSA hosts a Black Friday event in support of local artisans selling locally produced products for holiday gifts.
- The facility has hosted visiting instructors for individuals in the community pursuing their GED.

FY2023 New Initiatives:

- With the MOA in place that allows SRSA to utilize City of Seldovia properties for recreational activities, develop events utilizing the Lake Susan Pavilion, RV Park and City parks.
- With the focus on middle and high school aged children, work to provide sports education and events not provided by the Seldovia Village Tribe.
- The coordinator developed an MOA with the school administration to upgrade the Susan B English School Sport Court. The project was added to the Borough's 2022 Capital Projects priorities list seeking State Funding for this project.
- The SOCC is working with Fish & Game to provide a Hunter Safety and/or Bow Hunter Safety courses here in Seldovia.
- In partnership with the school administration, continue to develop career education and vocational educational activities.
- Build relationships with Kachemak Bay Campus or Fish and Game to develop programs such as hunter education or survival schools.
- Working with a local pilot, SOCC hopes to encourage future pilots by rebuilding the flight simulator here in Seldovia to provide courses on flight instruction.

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Gatherings & Events	625	2,500	273	730	1,000
Community Education Classes	300	1,200	78	110	300
Youth Programming	625	2,400	160	730	800
Open Center	325	1,400	30	50	300

Attendance/Participation*	Benchmark	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Meetings	125	500	37	72	100
Private Building Rentals	250	1,000	80	140	100
Senior Programs	100	250	0	45	100

Volunteers*	Benchmark	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Number of Volunteers	15	15	6	6	10
Quantity of Volunteer Hours	550	144	20	20	75

Facility Utilization *	Benchmark	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Patrons in the facility	5,000	9,250	690	1,800	3,000

*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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Youth Activities					
Weekly average activities	3	3	3	3	3
Daily average attendance	8	8	4	8	10
Yearly average attendance	1,200	1,100	400	1,300	1,300
Adult Physical Activities					
Weekly average activities	5	10	3	3	10
Daily average attendance	8	6	6	6	8
Yearly average attendance	1,500	2,000	500	1,000	2,500
Science Lectures					
Weekly average activities	1	.5	.5	1	1
Daily average attendance	15	5	12	15	15
Yearly average attendance	600	120	200	700	650
Adult Recreational Activities					
Weekly average activities	2	5	3	4	5
Daily average attendance	10	8	4	10	10
Yearly average attendance	800	600	400	1,500	1,000
Special Events/ Rentals					
Weekly average activities	2	2	1	1	2
Daily average attendance	10	10	20	10	10
Yearly average attendance	1,200	1,200	450	500	1,200
Open Hours					
Weekly average activities	3	3	3	3	3
Daily average attendance	5	8	3	5	8
Yearly average attendance	660	700	430	700	700
Community Partnerships					
Yearly average activities	2	1	0	2	.5
Daily average attendance	50	0	0	50	10
Yearly average attendance	5,000	0	0	100	2,000

**Kenai Peninsula Borough
Budget Detail**

Fund 227

Department 61210 - Seldovia Recreational Service Area

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Supplies								
42120	Computer Software	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0.00%
42210	Operating Supplies	186	803	300	300	300	-	0.00%
42310	Repair & Maintenance Supplies	-	-	100	100	100	-	0.00%
42410	Small Tools & Equipment	219	321	-	-	-	-	-
42960	Recreational Supplies	2,023	2,021	3,000	3,000	4,500	1,500	50.00%
		2,428	3,245	3,500	3,500	5,000	1,500	42.86%
Services								
43011	Contractual Services	15,179	31,923	37,000	37,000	35,764	(1,236)	-3.34%
43019	Software Licensing	-	54	100	100	100	-	0.00%
43110	Communications	1,779	1,809	2,000	2,000	2,000	-	0.00%
43140	Postage and Freight	101	75	100	100	-	(100)	-100.00%
43210	Transportation/Subsistence	-	-	500	500	-	(500)	-100.00%
43510	Insurance Premium	1,652	2,304	1,950	1,950	2,819	869	44.56%
43610	Utilities	9,157	7,226	8,200	8,200	8,364	164	2.00%
43780	Building/Grounds Maintenance	305	636	550	550	550	-	0.00%
43810	Rents and Operating Leases	188	-	-	-	-	-	-
43920	Dues and Subscriptions	127	506	75	75	75	-	0.00%
43960	Recreational Program Expenses	80	300	5,950	5,950	4,000	(1,950)	-32.77%
	Total: Services	28,568	44,833	56,425	56,425	53,672	(2,753)	-4.88%
Capital Outlay								
48520	Storage/Buildings/Containers	-	5,700	-	-	-	-	-
48710	Minor Office Equipment	1,042	774	200	200	-	(200)	-100.00%
48720	Minor Office Furniture	610	-	150	150	1,200	1,050	700.00%
48755	Minor Recreational Equipment	-	7,182	3,500	3,500	2,800	(700)	-20.00%
	Total: Capital Outlay	1,652	13,656	3,850	3,850	4,000	150	3.90%
Interdepartmental Charges								
61990	Admin Service Fee	665	1,543	1,594	1,594	1,567	(27)	-1.69%
	Total: Interdepartmental Charges	665	1,543	1,594	1,594	1,567	(27)	-1.69%
Department Total								
		\$ 33,313	\$ 63,277	\$ 65,369	\$ 65,369	\$ 64,239	\$ (1,130)	-1.73%

Line-Item Explanations

42960 Recreational Supplies. Consumable supplies in support of recreational and educational programming. Funds being increased to reflect additional site programming offered that requires additional supplies.

43011 Contractual Services. Contract with City of Seldovia for administrative, program services, and janitorial services at the Sea Otter Community Center. The changes reflect the addition of a Program Staff @ 20 hours per week and the reduction of the Facility Coordinators hours. This amount also reflects the 3% administrative charge from the City of Seldovia.

43019 Software Licensing. Microsoft Office subscription.

43210 Transportation/Subsistence. Removed, has not been historically utilized.

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. Reduced to reflect current expenditure rates. Program expenses and travel expenses for speakers.

48720 Minor Office Furniture. Eight meeting/office chairs to replace 15 chairs (\$150 ea).

48755 Minor Recreational Equipment. The SRSA will continue to update, maintain and acquire new recreational equipment for community use at the SOCC and in the larger community. Such as foosball table (\$200), indoor climbing wall for kids (\$1,500), tennis rackets (\$300) and balls and basketballs (\$800).

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 FY2023 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 6.75 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.

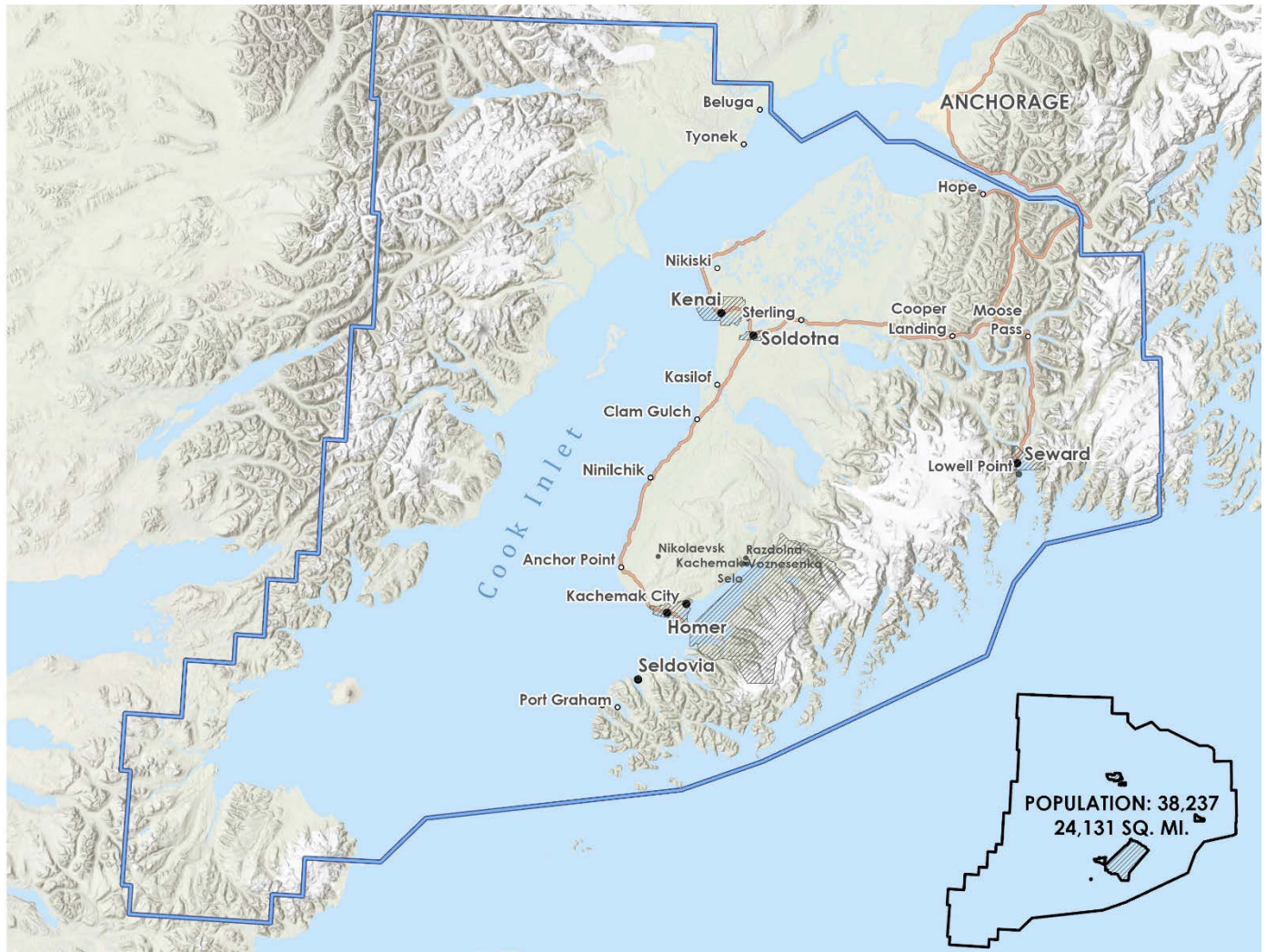
RIAD Match Fund – this fund provides funding to defray costs associated with road improvement assessment districts. Borough policy allows for up to 50% funding for local or internal subdivision road improvements and up to 70% funding for improvement to collector roads.

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 348-349, 355, 368-369, and 417-419.

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 5.75 staff members oversee the maintenance of over 650 miles (98% gravel and 2% paved) of roads within the Road Service Area.

The mill levy for fiscal year 2023 is set at 1.40 mills. Revenue is raised through property taxes.



Board Members

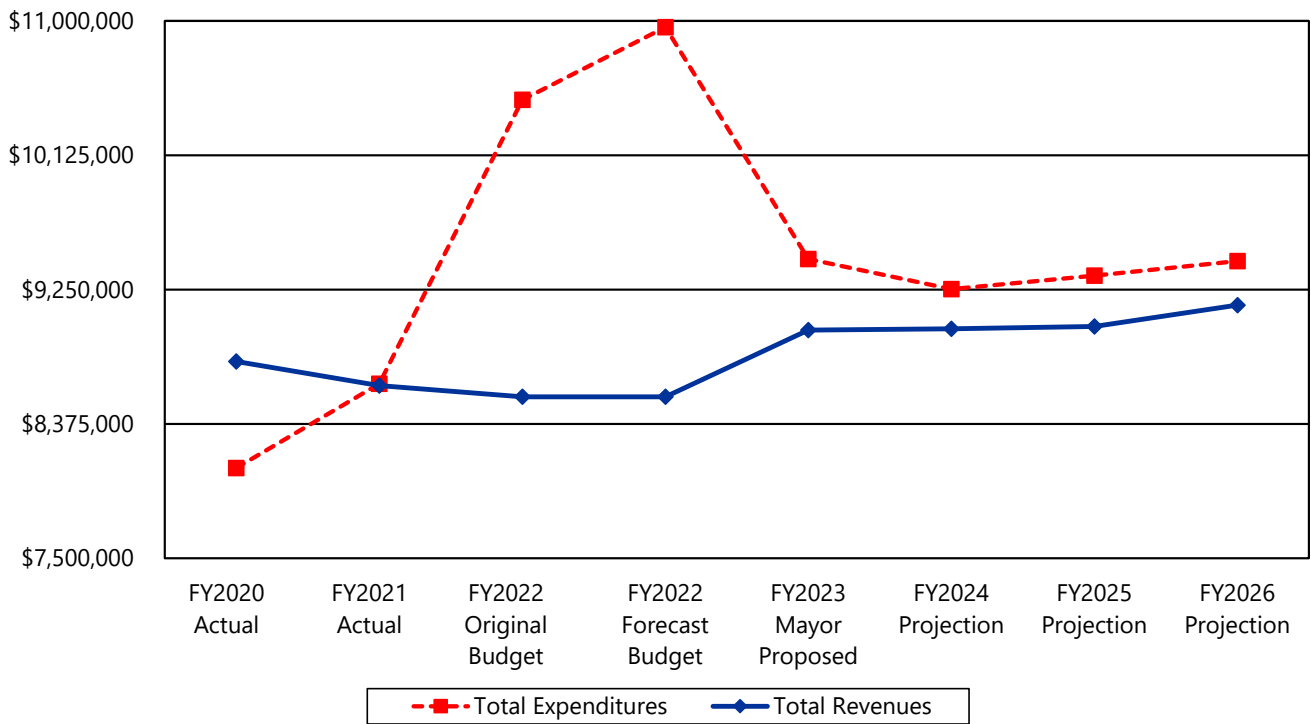
Larry Smith
Mike Tauriainen
Vacant
Ed Holsten
Michele Hartline
Cam Shafer
Robert Ruffner

Roads Director: Dil Uhlin

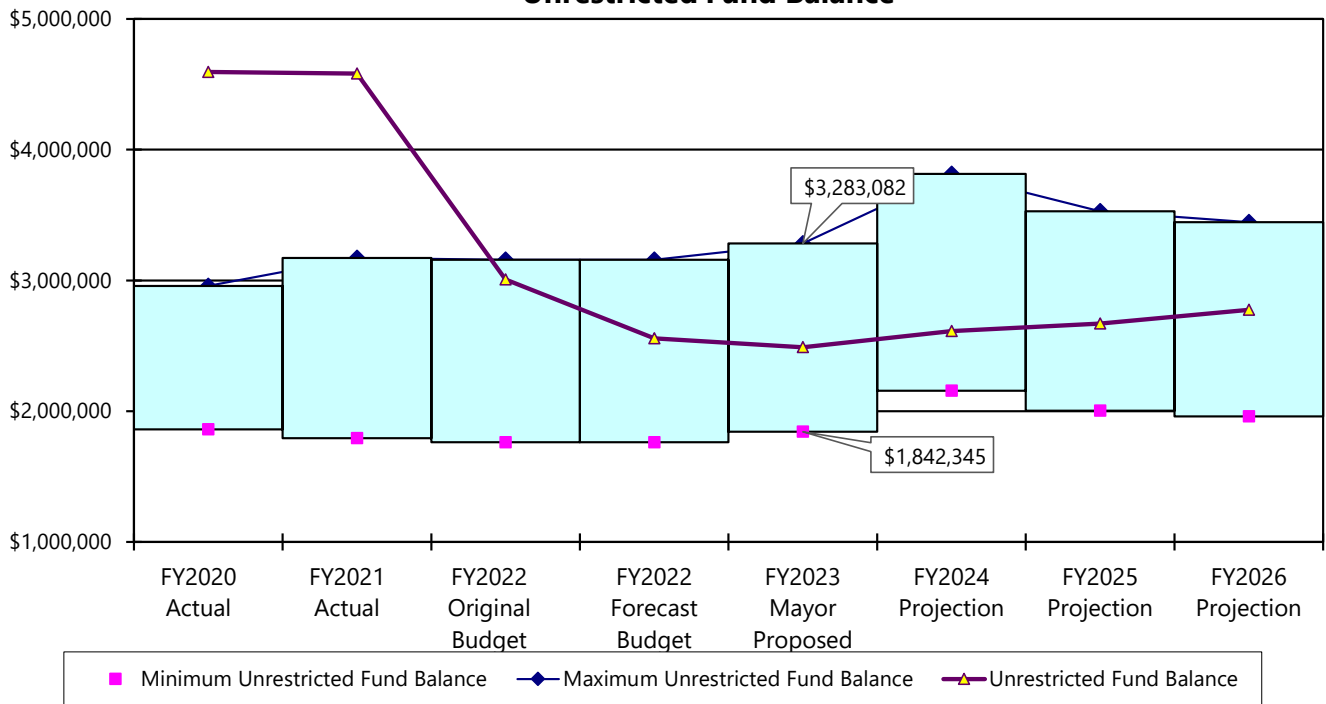
Fund: 236 Road Service Area - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	4,266,401	4,366,055	4,344,314	4,344,314	4,606,065	4,652,126	4,698,647	4,792,620
Personal	191,629	190,592	195,453	195,453	197,408	199,382	201,376	203,390
Oil & Gas (AS 43.56)	1,490,916	1,439,412	1,370,155	1,370,155	1,451,221	1,407,684	1,365,453	1,365,453
	5,948,946	5,996,059	5,996,059	5,996,059	6,254,694	6,259,192	6,265,476	6,361,463
Mill Rate	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Revenues:								
Property Taxes								
Real	\$ 5,930,950	\$ 6,056,918	\$ 6,082,040	\$ 6,082,040	\$ 6,448,491	\$ 6,512,976	\$ 6,578,106	\$ 6,709,668
Personal	275,268	273,346	268,162	268,162	270,844	273,552	276,288	279,051
Oil & Gas (AS 43.56)	2,086,091	2,016,645	1,918,217	1,918,217	2,031,709	1,970,758	1,911,634	1,911,634
Interest	21,615	20,333	16,537	16,537	17,502	17,515	17,532	17,801
Flat Tax	47,226	48,440	44,817	44,817	44,817	45,713	46,627	47,560
Motor Vehicle Tax	121,179	123,898	130,607	130,607	122,539	124,990	127,490	130,040
Total Property Taxes	8,482,329	8,539,580	8,460,380	8,460,380	8,935,902	8,945,504	8,957,677	9,095,754
State Revenue	39,135	48,541	-	-	-	-	-	-
Interest Earnings	259,859	19,313	91,277	91,277	51,151	49,776	52,264	53,391
Other Revenues	192	17,864	-	-	-	-	-	-
Total Revenues	8,781,515	8,625,298	8,551,657	8,551,657	8,987,053	8,995,280	9,009,941	9,149,145
Total Revenues and Operating Transfers	8,781,515	8,625,298	8,551,657	8,551,657	8,987,053	8,995,280	9,009,941	9,149,145
Expenditures:								
Personnel	886,511	936,444	911,028	911,028	1,097,190	1,119,134	1,147,112	1,181,525
Supplies	59,274	60,851	66,550	66,550	65,255	66,560	67,891	69,249
Services	4,921,443	5,184,876	5,333,690	5,806,728	5,790,961	5,588,961	5,644,851	5,701,300
Capital Outlay	28,706	-	5,000	5,000	8,875	9,053	9,234	9,419
Interdepartmental Charges	117,647	154,553	157,907	157,907	174,057	169,593	171,727	174,037
Total Expenditures	6,013,581	6,336,724	6,474,175	6,947,213	7,136,338	6,953,301	7,040,815	7,135,530
Operating Transfers To:								
Special Revenue Funds	74,615	-	212,000	212,000	12,000	100,000	100,000	100,000
Capital Project Fund	2,000,000	2,300,000	3,800,000	3,800,000	2,300,000	2,200,000	2,200,000	2,200,000
Total Operating Transfers	2,074,615	2,300,000	4,012,000	4,012,000	2,312,000	2,300,000	2,300,000	2,300,000
Total Expenditures and Operating Transfers	8,088,196	8,636,724	10,486,175	10,959,213	9,448,338	9,253,301	9,340,815	9,435,530
Net Results From Operations	693,319	(11,426)	(1,934,518)	(2,407,556)	(461,285)	(258,021)	(330,874)	(286,385)
Projected Lapse	-	-	359,430	382,097	392,499	382,432	387,245	392,454
Change in Fund Balance	693,319	(11,426)	(1,575,088)	(2,025,459)	(68,786)	124,411	56,371	106,069
Beginning Fund Balance	3,901,138	4,594,457	4,583,031	4,583,031	2,557,572	2,488,786	2,613,197	2,669,568
Ending Fund Balance	\$ 4,594,457	\$ 4,583,031	\$ 3,007,943	\$ 2,557,572	\$ 2,488,786	\$ 2,613,197	\$ 2,669,568	\$ 2,775,637

Road Service Area Revenues and Expenditures



Road Service Area 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, serratation 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:

- Continue to address code compliance issues throughout the borough.
- Securing qualified road maintenance contractors and closely monitor and report on work performance.
- Increase the current level of road maintenance by finding efficiencies within the department and partnering with contractors to do the same.
- Upgrading existing "grandfathered" roads with maintenance funds due to lack of capital funding via grants.
- Rehabilitating paved roads and bridges, decreasing maintenance costs by making it easier for equipment to service.

FY2022 Accomplishments:

- Implemented a new style of summer/winter road maintenance contracts. This new style will reduce overall cost per mile to maintain roads as well as adding efficiency to administrative operations.
- An overall decrease in call complaint volume.
- Continued right-of-way enforcement – responded to 150 complaints and issued citations.
- Worked with IT to streamline right-of-way enforcement requirements utilizing new software.
- Improved compliance of road maintenance contracts by conducting routine in person field inspections, itemized invoice reviews and annual equipment inspections.

- Placed 10,085 yards of gravel with Gravel CIP funding, upgrading 12 borough roads.
- Repaired approximately 7,815 square feet of pavement on paved roads throughout the borough.
- We are projecting 736 labor hours dedicated to right-of-way enforcement.
- Completed capital improvement projects on three roads, approximately 2.5 miles.

FY2023 New Initiatives:

- Implement new road maintenance contracts for 12 units.
- Utilize social media to educate the public on Road Service Area 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 Road Service Area website.
- 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.
- Continue working with Purchasing and Contracting to address roads that need major upgrades, through capital improvement projects.
- Expand vehicle impound storage yard to accommodate vehicles towed from borough property/right-of-ways.
- Begin funding bridge rehabilitation CIP projects.

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:

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing History	6.5	6.5	6.15	6.75
Mill Rate	1.4	1.4	1.4	1.4
Number of miles maintained	648.75	649.2	649.9	651

Maintenance cost per-mile by region	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
North (119.6 Miles)	\$ 5,575	\$ 6,302	\$ 5,000	\$ 5,000
South (116.6 Miles)	8,123	10,136	8,000	8,000
East (38.3 Miles) *	9,697	17,392	12,540	12,540
West (191.6 Miles) *	4,874	4,819	4,500	4,500
Central (183.1 Miles)	4,798	5,312	4,700	4,700

*A new style of contract was implemented in FY22 for 2 East units (E1 and E3) and 1 west unit (W3). The implementation of these contracts reduced the cost per mile in each unit.

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:

	Benchmark	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Calls Tracked in the Road Maintenance Program	<2,400	2,487	2,389	2,500	2,400
Applied Calcium Chloride Application by Mile	150	172	232	150	150
Brushing by Mile	175	124	125	211	225
Right-of-Way Permits Processed	175	166	172	196	196
Abandoned/Junk Vehicles	75	15	48	130	110
Unauthorized Encroachments	15	20	20	20	20
Enforcement Labor Hours	700	206.25	684.25	736	750

**Kenai Peninsula Borough
Budget Detail**

Fund 236

Department 33950 - Road Service Area

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 435,697	\$ 465,246	\$ 450,528	\$ 450,528	\$ 545,255	\$ 94,727	21.03%
40120	Temporary Wages	9,960	-	24,000	23,900	23,999	(1)	0.00%
40130	Overtime Wages	43,316	44,935	63,575	63,575	66,114	2,539	3.99%
40210	FICA	40,643	42,884	47,262	47,262	56,078	8,816	18.65%
40221	PERS	155,041	170,220	116,649	116,749	138,338	21,689	18.59%
40321	Health Insurance	137,750	141,889	145,750	145,750	193,300	47,550	32.62%
40322	Life Insurance	641	700	1,121	1,121	862	(259)	-23.10%
40410	Leave	61,645	70,570	62,143	62,143	73,244	11,101	17.86%
40511	Other Benefits	1,818	-	-	-	-	-	-
	Total: Personnel	886,511	936,444	911,028	911,028	1,097,190	186,162	20.43%
Supplies								
42020	Signage Supplies	21,985	19,711	25,500	24,100	24,500	(1,000)	-3.92%
42120	Computer Software	-	393	500	500	500	-	0.00%
42210	Operating Supplies	2,942	2,158	3,000	3,000	3,000	-	0.00%
42230	Fuel, Oils and Lubricants	22,481	22,971	25,000	25,000	25,000	-	0.00%
42250	Uniforms	-	-	250	250	255	5	2.00%
42310	Repair/Maintenance Supplies	-	-	500	500	500	-	0.00%
42360	Motor Vehicle Repair Supplies	5,874	8,522	9,500	9,500	9,500	-	0.00%
42410	Small Tools & Equipment	5,992	7,096	2,300	3,700	2,000	(300)	-13.04%
	Total: Supplies	59,274	60,851	66,550	66,550	65,255	(1,295)	-1.95%
Services								
43011	Contractual Services	44,938	49,680	114,000	112,667	164,000	50,000	43.86%
43019	Software Licensing	51	54	5,000	5,000	-	(5,000)	-100.00%
43110	Communications	6,809	7,899	11,000	11,174	11,000	-	0.00%
43140	Postage and Freight	1,384	906	3,250	3,500	2,250	(1,000)	-30.77%
43210	Transportation/Subsistence	6,122	2,088	7,452	7,728	8,352	900	12.08%
43220	Car Allowance	290	753	500	1,134	3,600	3,100	620.00%
43260	Training	-	-	500	500	-	(500)	-100.00%
43310	Advertising	3,649	5,236	7,000	7,000	7,000	-	0.00%
43410	Printing	80	40	40	40	40	-	0.00%
43510	Insurance Premium	25,154	24,486	19,148	19,147	28,119	8,971	46.85%
43610	Utilities	7,050	6,569	6,000	6,000	6,180	180	3.00%
43720	Equipment Maintenance	1,230	1,150	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	20,570	8,051	7,500	7,500	7,500	-	0.00%
43780	Buildings/Grounds Maintenance	-	90	-	-	-	-	-
43810	Rents and Operating Leases	-	1,085	-	-	-	-	-
43920	Dues and Subscriptions	316	110	300	300	920	620	206.67%
43951	Dust Control	283,965	330,748	450,000	523,038	550,000	100,000	22.22%
43952	Road Maintenance	4,519,835	4,745,931	4,700,000	5,100,000	5,000,000	300,000	6.38%
	Total: Services	4,921,443	5,184,876	5,333,690	5,806,728	5,790,961	457,271	8.57%
Capital Outlay								
48120	Major Office Equipment	-	-	-	-	5,000	5,000	100.00%
48311	Machinery & Equipment	24,000	-	-	-	-	-	-
48710	Minor Office Equipment	3,506	-	4,500	4,500	3,375	(1,125)	-25.00%
48720	Minor Office Furniture	-	-	500	500	500	-	0.00%
49311	Design Services	1,200	-	-	-	-	-	-
	Total: Capital Outlay	28,706	-	5,000	5,000	8,875	3,875	77.50%
Transfers								
50237	Engineers Estimate Fund	-	-	12,000	12,000	12,000	-	0.00%
50238	RIAD Match Fund	74,615	-	200,000	200,000	-	(200,000)	-100.00%
50434	Road Service Area Capital Projects	2,000,000	2,300,000	3,800,000	3,800,000	2,300,000	(1,500,000)	-39.47%
	Total: Transfers	2,074,615	2,300,000	4,012,000	4,012,000	2,312,000	(1,700,000)	-139.47%

**Kenai Peninsula Borough
Budget Detail**

Fund 236

Department 33950 - Road Service Area - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Interdepartmental Charges							
60004 Mileage Ticket Credits	(978)	-	-	-	-	-	-
61990 Admin Service Fee	118,625	154,553	157,907	157,907	174,057	16,150	10.23%
Total: Interdepartmental Charges	117,647	154,553	157,907	157,907	174,057	16,150	10.23%
Department Total	\$ 8,088,196	\$ 8,636,724	\$ 10,486,175	\$ 10,959,213	\$ 9,448,338	\$ (1,037,837)	-9.90%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Roads Director, 1 Lead Inspector 3 Road Inspectors, 1.75 Administrative Assistants.

Increased: Rds Director to 1FTE

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.

43011 Contractual Services. Increased to accomodate an impound yard expansion for abandoned vehicle removal from Borough right-of-ways, ROW encroachments enforcement (\$80,000), Impound yard expansion (\$50,000), steam thaw, tree removal, and culvert clearing (\$30,000) and janitorial services (\$4,000).

43140 Postage and Freight. Increased to cover projected postage requirements associated with legal notices.

43220 Car Allowance. Increased to cover the car allowances associated with the 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.

43920 Dues and Subscriptions. Increase for Zoom licensing costs starting in FY23 (\$520).

43951 Dust Control. Increase to account for rising costs of calcium chloride.

48120 Minor Office Equipment. Roads portion of a shared copier (\$5,000)

48710 Minor Office Equipment. Replace six monitors (\$350 each), three sound bars (\$25 each) and three phones (\$400 each) in accordance with standard replacement schedule.

48720 Minor Office Furniture. Two office chairs (\$250 each).

50434 Transfer to Capital Projects Fund. Annual transfer to long-term capital projects fund. See capital project section of this document.

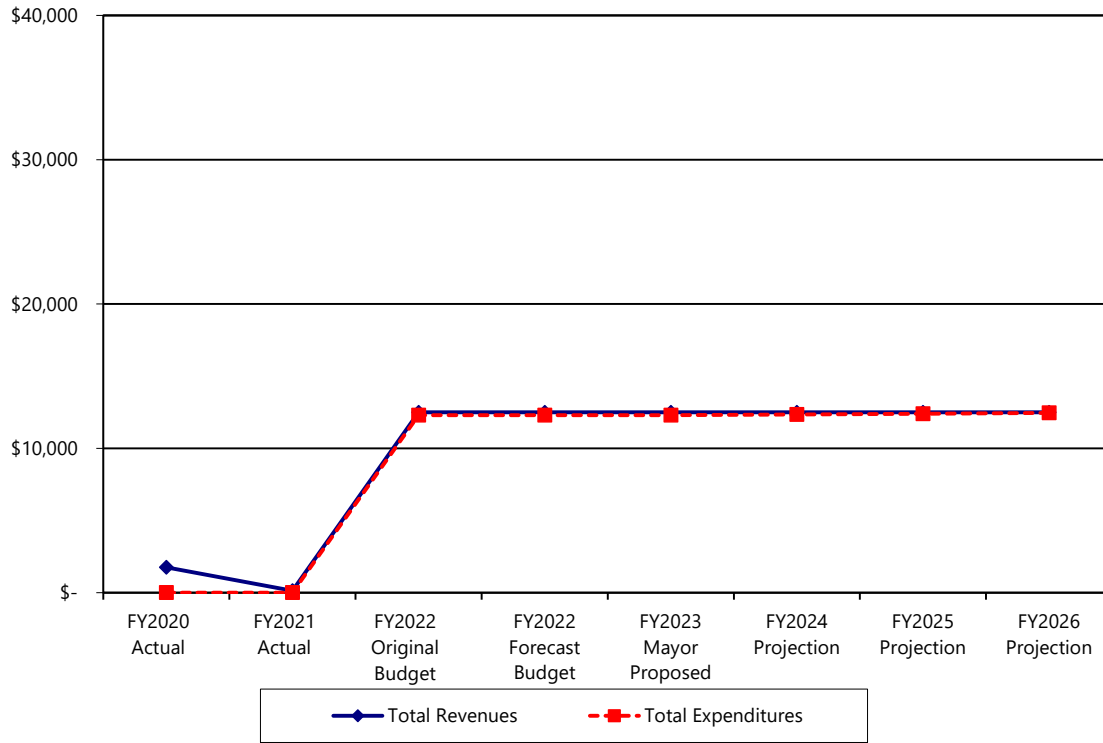
61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2023 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information on this department - See the Capital Projects Section - Pages 348-349, 355, 368-369, & 417-419.

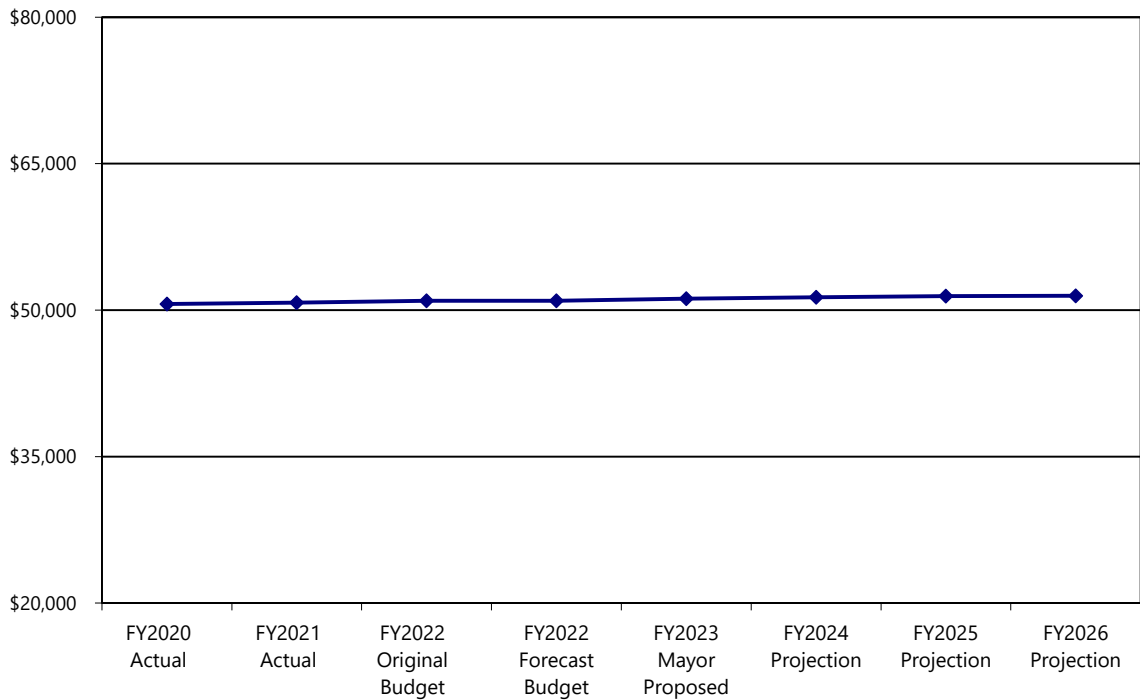
Fund: 237 Engineer's Estimate Fund

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original	Forecast	Mayor	Projection	Projection	Projection
			Budget	Budget	Proposed			
Revenues:								
Interest Earnings	\$ 1,762	\$ 135	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Total Revenues	1,762	135	500	500	500	500	500	500
Operating Transfers From:								
Special Revenue Fund	-	-	12,000	12,000	12,000	12,000	12,000	12,000
Total Operating Transfer	-	-	12,000	12,000	12,000	12,000	12,000	12,000
Total Revenues and								
Operating Transfers	1,762	135	12,500	12,500	12,500	12,500	12,500	12,500
Expenditures:								
Personnel	-	-	2,000	2,000	2,000	2,040	2,091	2,154
Services	-	-	10,000	10,000	10,000	10,000	10,000	10,000
Interdepartmental Charges	-	-	300	300	300	301	302	304
Total Expenditures	-	-	12,300	12,300	12,300	12,341	12,393	12,458
Net Results From Operations	1,762	135	200	200	200	159	107	42
Change in Fund Balance	1,762	135	200	200	200	159	107	42
Beginning Fund Balance	48,866	50,628	50,763	50,763	50,963	51,163	51,322	51,429
Ending Fund Balance	\$ 50,628	\$ 50,763	\$ 50,963	\$ 50,963	\$ 51,163	\$ 51,322	\$ 51,429	\$ 51,471

Engineer's Estimate Fund Revenues and Expenditures



Engineer's Estimate Fund Unrestricted Fund Balance



**Kenai Peninsula Borough
Budget Detail**

Fund 237

Department 33950 - Engineer's Estimate Fund

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 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	-	-	10,000	10,000	10,000	-	0.00%	
Total: Services		-	-	10,000	10,000	10,000	-	0.00%	
Interdepartmental Charges									
61990	Admin Service Fee	-	-	300	300	300	-	0.00%	
Total: Interdepartmental Charges		-	-	300	300	300	-	0.00%	
Department Total									
		\$ -	\$ -	\$ 12,300	\$ 12,300	\$ 12,300	\$ -	0.00%	

Line-Item Explanations

43011 Contractual Services. Contingency funding for projects that require preliminary cost estimates.

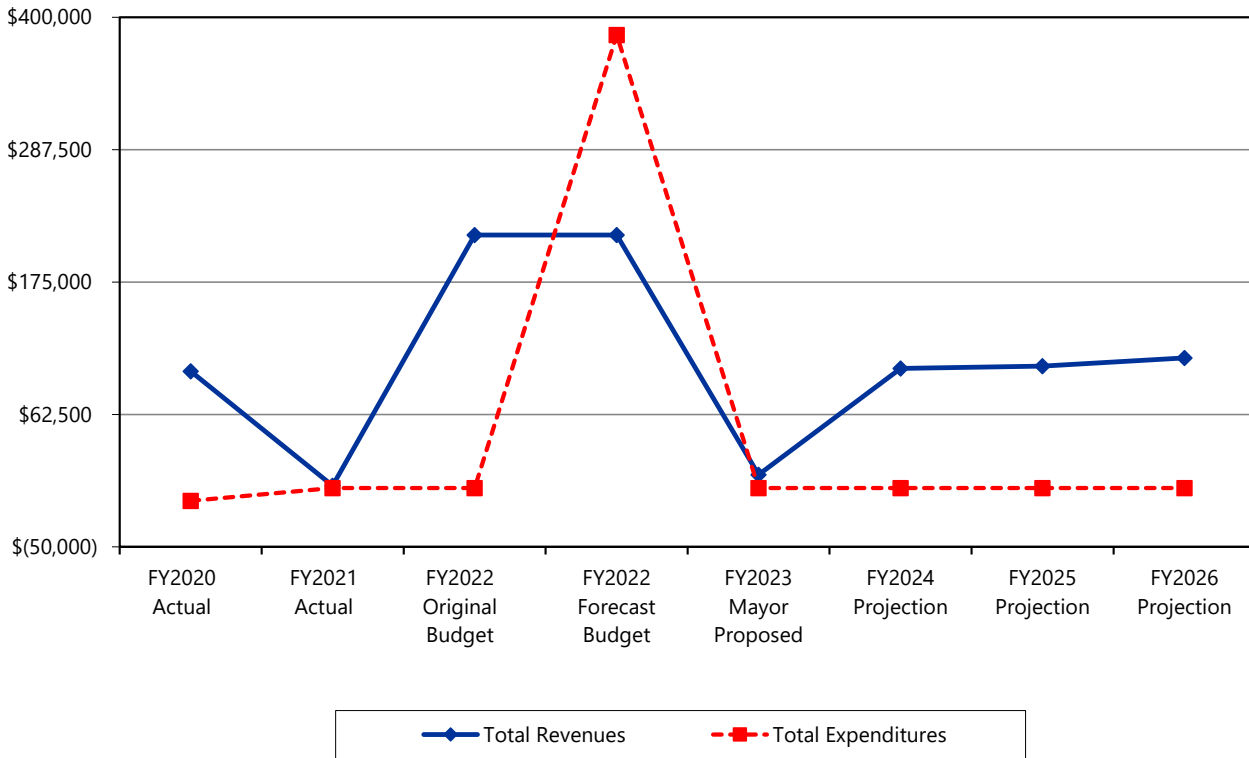
61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2023 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

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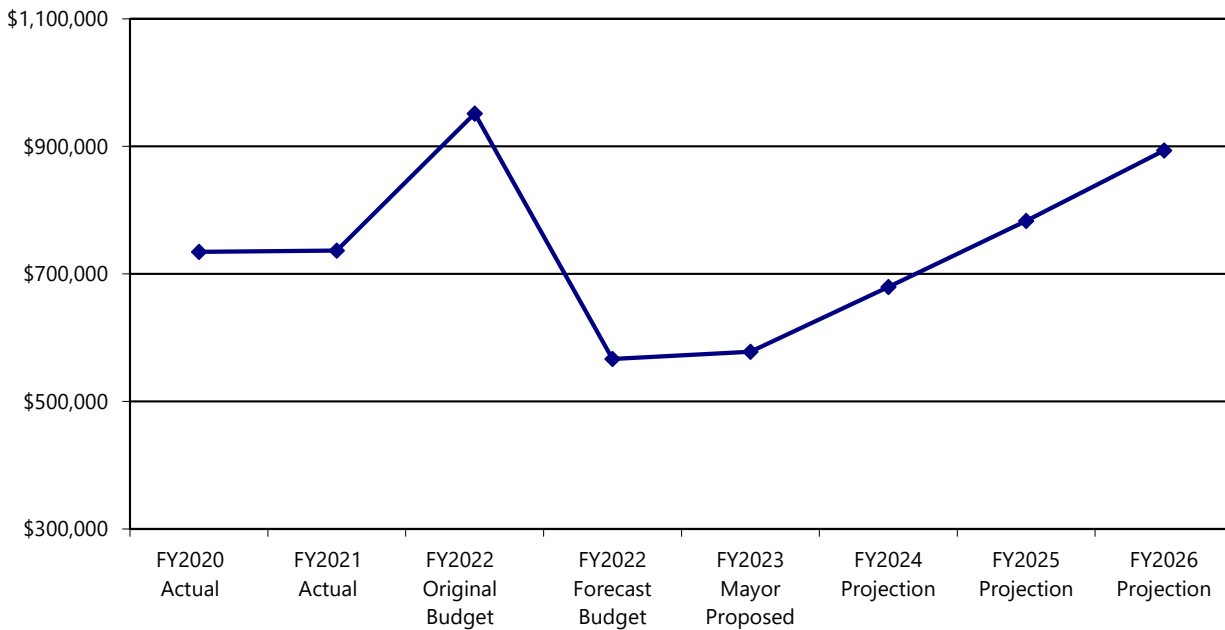
Fund: 238 RIAD Match Fund - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Revenues:								
Interest Earnings	\$ 24,673	\$ 1,960	\$ 14,979	\$ 14,979	\$ 11,332	\$ 11,559	\$ 13,590	\$ 20,556
Total Revenues	24,673	1,960	14,979	14,979	11,332	11,559	13,590	20,556
Operating Transfers From:								
Special Revenue Fund	74,615	-	200,000	200,000	-	90,000	90,000	90,000
Total Operating Transfer	74,615	-	200,000	200,000	-	90,000	90,000	90,000
Total Revenues and Operating Transfers	99,288	1,960	214,979	214,979	11,332	101,559	103,590	110,556
Expenditures:								
Transfers	(10,912)	-	-	385,082	-	-	-	-
Total Expenditures	(10,912)	-	-	385,082	-	-	-	-
Total Expenditures and Operating Transfers	(10,912)	-	-	385,082	-	-	-	-
Net Results From Operations	110,200	1,960	214,979	(170,103)	11,332	101,559	103,590	110,556
Change in Fund Balance	110,200	1,960	214,979	(170,103)	11,332	101,559	103,590	110,556
Beginning Fund Balance	624,551	734,751	736,711	736,711	566,608	577,940	679,499	783,089
Ending Fund Balance	\$ 734,751	\$ 736,711	\$ 951,690	\$ 566,608	\$ 577,940	\$ 679,499	\$ 783,089	\$ 893,645

RIAD Match Fund Revenues and Expenditures



RIAD Match Fund Unrestricted Fund Balance



**Kenai Peninsula Borough
Budget Detail**

Fund 238

Department 33950 - RIAD Match Fund

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43011	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total: Services	-	-	-	-	-	-	-
Transfers								
50830	RIAD projects	(10,912)	-	-	385,082	-	-	-
	Total: Transfers	(10,912)	-	-	385,082	-	-	-
Department Total		<u>\$ (10,912)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 385,082</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>

Line-Item Explanations

43011 Contractual Services. There are not currently any USADs or RIADs planned for FY23.

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 FY2023 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 FY2023 budget year is \$52,564,284.

Operational funding for the school district is appropriated as follows: \$39,721,338 for local effort and in-kind of \$12,842,946 consisting of \$8,683,359 for maintenance, \$81,600 for utilities, \$3,824,600 for property, liability insurance and worker's compensation, \$100,773 for audit cost, and \$132,564 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 \$3,498,733 for school related debt of which \$1,277,544 is expected to be reimbursed from the State of Alaska, and \$5,250,000 for school district capital projects. Total funding provided for school purposes is \$60,035,473. Total funding for schools represent approximately **63%** of the Borough's budget; sales tax revenues provide approximately **65%** of the Borough's funding provided for schools, the balance comes from property taxes and other revenue sources.

Key Measures

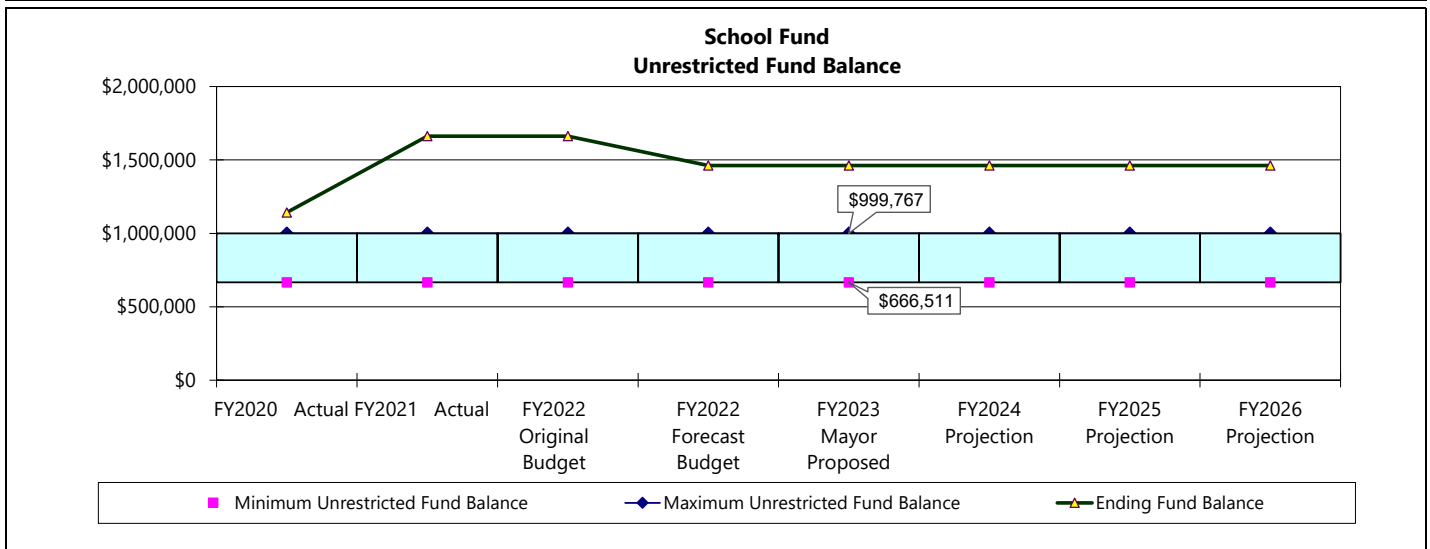
	FY20 <u>Actual</u>	FY21 <u>Actual</u>	FY22 <u>Estimated</u>	FY23 <u>Projected</u>
# of students	8,535	7,756	8,398	8,429
Operational Funding				
Funding from sales tax	\$ 32,964,904	\$ 36,296,951	\$ 38,500,000	\$ 39,308,500
Funding from property tax	19,524,349	11,591,958	9,500,000	13,255,784
Federal Funding	-	2,111,091	2,000,000	-
Total funding	\$ 52,489,253	\$ 50,000,000	\$ 50,000,000	\$ 52,564,284
Mill rate equivalent in funding	6.23	5.89	5.91	5.83
Borough funding per student	\$ 6,150	\$ 6,447	\$ 5,954	\$ 6,236
Non Operational Funding:				
School capital projects	\$ 2,660,000	\$ 1,430,000	\$ 4,050,000	\$ 5,250,000
School Debt Service (net of State payment)	2,499,970	3,562,254	2,737,774	2,221,189
Total Borough Funding	\$ 57,649,223	\$ 54,992,254	\$ 56,787,774	\$ 60,035,473
Total mill rate equivalent in funding	6.99	6.48	6.82	6.80
Total mill rate equivalent in funding (net of debt reimbursement from State)	6.84	6.48	6.71	6.66
Equivalent mill rate, net of sales tax	2.93	2.20	2.16	2.30

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.

Fund: 241 School Fund - Budget Projection

Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Revenues:								
Federal Revenue	\$ -	\$ 8,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Revenue	235,815	271,341	-	-	-	-	-	-
Total Revenues	235,815	279,443	-	-	-	-	-	-
Other Financing Sources:								
Transfers From Other Funds	52,489,253	47,888,909	48,000,000	48,000,000	52,564,284	53,500,000	53,500,000	53,500,000
Federal Revenue	-	2,111,091	-	2,000,000	-	-	-	-
Total Operating Transfers	52,489,253	50,000,000	48,000,000	50,000,000	52,564,284	53,500,000	53,500,000	53,500,000
Total Revenues and Other Financing Sources	52,725,068	50,279,443	48,000,000	50,000,000	52,564,284	53,500,000	53,500,000	53,500,000
Expenditures:								
Custodial Maintenance	114,150	122,636	125,045	125,045	132,564	135,878	139,275	142,757
Maintenance	7,569,997	7,549,663	8,029,231	8,229,231	8,683,359	8,900,443	9,122,954	9,351,028
Non-Departmental:								
Audit	95,790	97,134	97,132	97,132	100,773	103,292	105,874	108,521
Insurance Premium	2,970,178	3,280,215	3,131,278	3,131,278	3,824,600	3,920,215	4,018,220	4,118,676
Utilities	74,070	73,108	80,000	80,000	81,600	83,640	85,731	87,874
School Operations	41,440,829	38,637,268	36,537,314	38,537,314	39,741,388	40,356,532	40,027,946	39,691,144
Capital Projects	1,000,000	-	-	-	-	-	-	-
Total Expenditures	53,265,014	49,760,024	48,000,000	50,200,000	52,564,284	53,500,000	53,500,000	53,500,000
Total Expenditures and Operating Transfers	53,265,014	49,760,024	48,000,000	50,200,000	52,564,284	53,500,000	53,500,000	53,500,000
Net Results From Operations	(539,946)	519,419	-	(200,000)	-	-	-	-
Projected Lapse	-	-	-	-	-	-	-	-
Change in Fund Balance	(539,946)	519,419	-	(200,000)	-	-	-	-
Beginning Fund Balance	1,682,409	1,142,463	1,661,882	1,661,882	1,461,882	1,461,882	1,461,882	1,461,882
Ending Fund Balance	1,142,463	1,661,882	1,661,882	1,461,882	1,461,882	1,461,882	1,461,882	1,461,882
Restricted Fund Balance	377,519	377,519	377,519	377,519	377,519	377,519	377,519	377,519
Unrestricted Fund Balance	764,944	1,284,363	1,284,363	1,084,363	1,084,363	1,084,363	1,084,363	1,084,363
Total Fund Balance	\$ 1,142,463	\$ 1,661,882	\$ 1,661,882	\$ 1,461,882	\$ 1,461,882	\$ 1,461,882	\$ 1,461,882	\$ 1,461,882

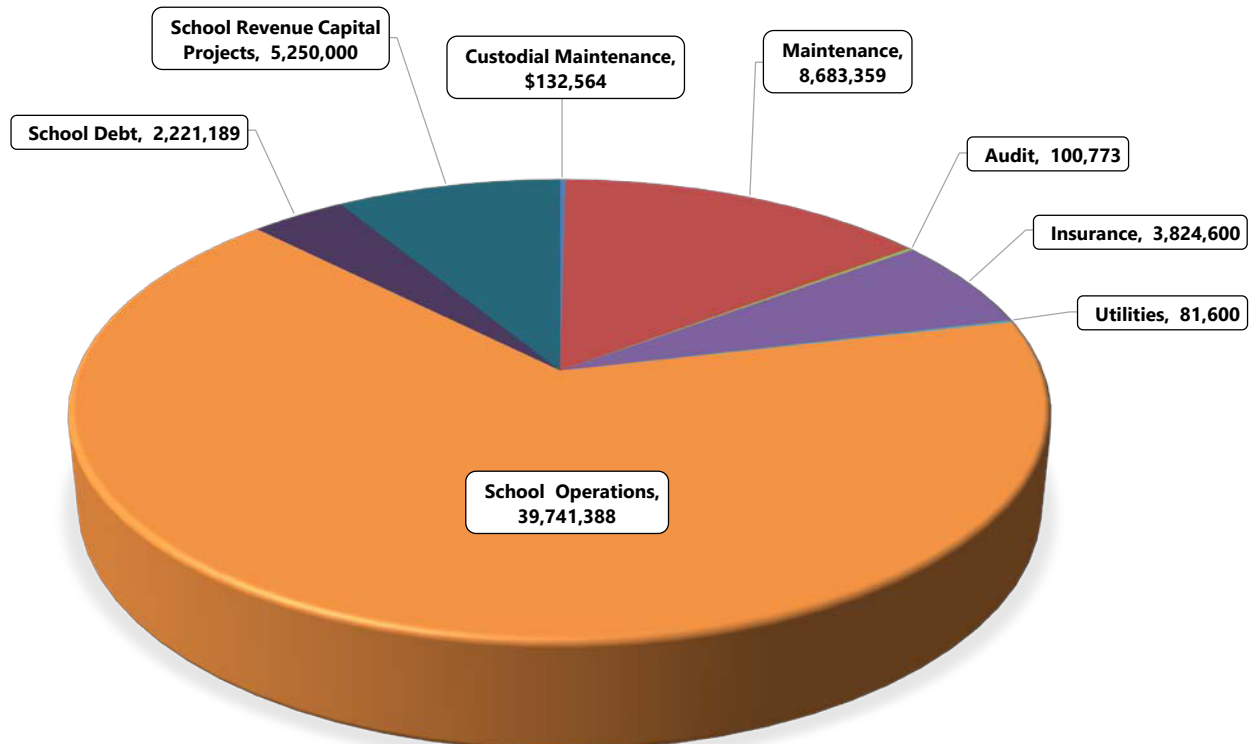


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Mill Rate Equivalents for the Borough's Contribution to Education

Expenditures	FY2020 Actual		FY2021 Actual		FY2022 Forecast Budget		FY2023 Proposed Budget	
	Taxable Value 8,429,634,000	Mill Rate Equivalent	Taxable Value 8,484,558,000	Mill Rate Equivalent	Taxable Value 8,460,759,000	Mill Rate Equivalent	Taxable Value 9,019,921,000	Mill Rate Equivalent
Local Effort to School District								
Custodial Maintenance	\$ 114,150	0.01	\$ 122,636	0.01	\$ 125,045	0.01	\$ 132,564	0.01
Maintenance	7,569,997	0.90	7,549,663	0.89	8,229,231	0.97	8,683,359	0.96
Audit	95,790	0.01	97,134	0.01	97,132	0.01	100,773	0.01
Insurance	2,970,178	0.35	3,280,215	0.39	3,131,278	0.37	3,824,600	0.42
Utilities	74,070	0.01	73,108	0.01	80,000	0.01	81,600	0.01
School Operations	41,440,829	4.92	38,637,268	4.55	38,537,314	4.55	39,741,388	4.41
School Capital Projects	1,000,000	0.12	-	-	-	-	-	-
Total Expenditures and Operating Transfers	53,265,014	6.32	49,760,024	5.86	50,200,000	5.93	52,564,284	5.83
School District Contribution - Fund Balance	1,000,000	0.12	-	-	-	-	-	-
State on-behalf payment - PERS	235,815	0.03	271,341	0.03	-	-	-	-
Federal Coronavirus Funds	-	-	2,111,091	0.25	2,000,000	0.24	-	-
Total Local Effort to School District	52,029,199	6.17	47,377,592	5.58	48,200,000	5.34	52,564,284	5.83
Other Educational Funding								
School Debt	2,499,970	0.30	3,562,254	0.42	2,737,773	0.32	2,221,189	0.25
School Revenue Capital Projects	2,660,000	0.32	1,250,000	0.15	4,050,000	0.48	5,250,000	0.58
Total Other Educational Funding	5,159,970	0.61	4,812,254	0.57	6,787,773	0.80	7,471,189	0.83
Total Education from Borough	\$ 57,189,169	6.78	\$ 52,189,846	6.15	\$ 54,987,773	6.50	\$ 60,035,473	6.66

Kenai Peninsula Borough's Contribution to Education \$60,035,473



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:

- Retention of employees

FY2022 Accomplishments

- Continually provided and maintained supplies of cleaning products for COVID-19 purposes throughout the Borough.
- Provided rapid response to potential COVID-19 contamination areas for deep cleaning.

FY2023 New Initiatives

- Work with staff to ensure building needs continue to be exceeded.
- Conduct a building equipment audit.

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Custodial	99%	99%	100%	100%

Percentages gauged by number of complaints received by General Services.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 57,122	\$ 61,842	\$ 61,084	\$ 61,084	\$ 60,113	\$ (971)	-1.59%
40120	Temporary Wages	337	-	900	900	901	1	0.11%
40130	Overtime Wages	4	-	1,810	1,810	1,152	(658)	-36.35%
40210	FICA	4,667	4,970	5,922	5,922	5,502	(420)	-7.09%
40221	PERS	17,547	19,694	14,377	14,377	14,010	(367)	-2.55%
40321	Health Insurance	24,025	25,260	27,750	27,750	39,750	12,000	43.24%
40322	Life Insurance	77	84	194	194	117	(77)	-39.69%
40410	Leave	7,537	8,088	9,911	9,911	7,302	(2,609)	-26.32%
40511	Other Benefits	190	-	-	-	-	-	-
Total: Personnel		111,506	119,938	121,948	121,948	128,847	6,899	5.66%
Supplies								
42210	Operating Supplies	94	519	125	125	135	10	8.00%
42250	Uniforms	315	309	312	312	312	-	0.00%
42310	Repair/Maintenance Supplies	-	-	100	100	100	-	0.00%
42410	Small Tools & Equipment	384	113	400	400	400	-	0.00%
Total: Supplies		793	941	937	937	947	10	1.07%
Services								
43011	Contractual Services	875	875	975	975	975	-	0.00%
43110	Communications	99	104	120	120	130	10	8.33%
43210	Transportation/Subsistence	107	52	60	60	60	-	0.00%
43610	Public Utilities	746	726	905	905	905	-	0.00%
43720	Equipment Maintenance	-	-	100	100	100	-	0.00%
Total: Services		1,827	1,757	2,160	2,160	2,170	10	0.46%
Capital Outlay								
48710	Minor Office Equipment	-	-	-	-	600	600	-
48740	Minor Machines & Equipment	24	-	-	-	-	-	-
Total: Capital Outlay		24	-	-	-	600	-	-
Department Total		\$ 114,150	\$ 122,636	\$ 125,045	\$ 125,045	\$ 132,564	\$ 6,919	5.53%

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).

48710 Minor Office Equipment. Purchase 1 monitor (\$400), 1 sound bar (\$40), 1 desktop computer (\$760) per IT replacement schedule. Note - 50% of cost charged to the Borough HR Department.

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, progress is slow with respects to the replacement of many of our aged HVAC control systems. Funding of approximately \$5,000,000 will be needed, spread over several years, to replace these systems.
- Additionally, facility security and intrusion management continues to be an important need for District and Borough facilities.

FY2022 Accomplishments

- Flooring at BAB Admin, Chapman Gym, Nikolaevsk Gym, and SD Warehouse.
- Windows and siding at Chapman and Sterling Elementary.
- Playground equipment upgrades at Chapman and Paul Banks Elementary.
- Lighting upgrades at Mountain View, Seward Elementary, Homer High School, Kenai Middle School, North Star Elementary, Soldotna High School, and Susan B. English.

- Auditorium upgrades at Kenai Central High, Nikiski High, Seward High, and Homer High.
- Door upgrades at Kenai Central High School.
- Air Compressor replaced at McNeil Canyon.
- Fire Alarm System upgrades at Port Graham.
- VFD Upgrades at Seward Middle School.
- HVAC Control System upgrades underway at Hope, North Star, Mountain View, SD Warehouse, Kenai River Center, Emergency Response Center, Bear Creek Fire Station, Nikiski FS#2, Seward Elementary, Seward High School, Kenai Middle School, Soldotna High School, Seldovia School Shop, and Nikolaevsk School.
- Boiler upgrade at Soldotna Elementary and Tustumena.
- Chapman Intensive Needs room renovation.
- Generator upgrade at Susan B. English.

FY2023 New Initiatives

- Start on the next prioritized school Generator upgrade
- Continue area wide lighting upgrades in gyms and auditoriums.
- Kitchen steam boiler replacement at Kenai Central High School.
- Continue area wide bleacher and locker replacements.
- Prioritized upgrades to school elevator systems.
- Continue with the prioritized upgrade of safety and security systems (fire control systems, intercoms, access card systems) area wide.
- Continue prioritized repairs to asphalt, paving and sidewalks area wide.
- Continue upgrading HVAC control systems area wide.
- Obtain predictive maintenance tools, train personnel in their use, and start development of forward-looking assessment inspections of school district facilities.
- Add the Event Manager software module from SchoolDude to facilitate scheduling of school district facilities for community events.
- Upgrade the Borough's existing Computerized Maintenance Management System (CMMS) from SchoolDude's Maintenance Essentials to their Asset Essentials to allow ties be established between Warehouse inventory and School District assets, as well as support use of mobile devices for tracking work completion and action taken.
- Continue with prioritized, area wide repairs or replacements of windows and siding.

Department Function	
Fund 241	School Fund
Dept 41010	Facilities Maintenance - Continued

Performance Measures

Staffing History	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Maintenance staff	43.5	44.5	45.35	48.75

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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Borough-wide	10,777	10,850	10,454	10,454

Commentary:

The Kenai Peninsula Borough Maintenance department strives to economically and efficiently maintain 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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 2,818,185	\$ 2,743,638	\$ 3,394,221	\$ 2,952,099	\$ 3,594,863	\$ 200,642	5.91%
40120	Temporary Wages	415,929	407,353	395,936	395,936	239,316	(156,620)	-39.56%
40130	Overtime Wages	40,443	21,916	19,873	19,873	25,337	5,464	27.49%
40210	FICA	277,000	275,444	329,958	329,958	323,371	(6,587)	-2.00%
40221	PERS	925,811	935,678	766,977	766,977	823,111	56,134	7.32%
40321	Health Insurance	995,520	947,091	1,142,150	1,142,150	1,295,850	153,700	13.46%
40322	Life Insurance	4,248	4,241	8,449	8,449	5,590	(2,859)	-33.84%
40410	Leave	467,151	512,942	445,818	445,818	451,410	5,592	1.25%
40511	Other Benefits	16,281	12,536	30,000	30,000	30,000	-	0.00%
	Total: Personnel	5,960,568	5,860,839	6,533,382	6,091,260	6,788,848	255,466	3.91%
Supplies								
42120	Computer Software	180	781	500	3,000	510	10	2.00%
42210	Operating Supplies	32,321	42,891	45,000	45,000	55,900	10,900	24.22%
42230	Fuel, Oils and Lubricants	76,775	70,314	100,000	130,000	130,000	30,000	30.00%
42250	Uniforms	4,861	10,097	10,000	13,000	10,200	200	2.00%
42263	Training Supplies	-	-	500	500	510	10	2.00%
42310	Repair/Maintenance Supplies	691,418	688,782	735,910	791,092	750,628	14,718	2.00%
42360	Motor Vehicle Supplies	44,533	41,978	45,000	45,000	45,900	900	2.00%
42410	Small Tools & Equipment	38,455	36,692	25,000	25,000	29,500	4,500	18.00%
	Total: Supplies	888,543	891,535	961,910	1,052,592	1,023,148	61,238	6.37%
Services								
43011	Contractual Services	52,572	70,081	65,000	65,000	277,300	212,300	326.62%
43014	Physical Examinations	1,034	2,955	6,000	6,000	6,120	120	2.00%
43015	Water/Air Sample Test	11,163	11,085	13,000	13,000	13,260	260	2.00%
43019	Software Licensing	20,961	28,292	20,000	20,000	40,400	20,400	102.00%
43050	Solid Waste Fees	1,109	427	1,000	1,000	1,020	20	2.00%
43110	Communications	34,158	36,233	36,000	36,000	37,620	1,620	4.50%
43140	Postage and Freight	18,105	12,641	18,000	18,000	18,360	360	2.00%
43210	Transportation/Subsistence	149,332	143,637	165,000	165,000	165,000	-	0.00%
43220	Car Allowance	-	912	-	622	-	-	-
43260	Training	7,291	8,921	15,000	15,000	25,000	10,000	66.67%
43310	Advertising	538	829	1,000	1,000	1,020	20	2.00%
43410	Printing	236	116	195	195	199	4	2.05%
43610	Utilities	102,061	93,744	105,000	105,000	107,100	2,100	2.00%
43720	Equipment Maintenance	1,471	1,481	2,500	2,500	2,550	50	2.00%
43750	Vehicle Maintenance	3,022	2,500	4,000	4,000	4,080	80	2.00%
43764	Snow Removal	430,666	525,839	350,000	750,000	357,000	7,000	2.00%
43780	Buildings/Grounds Maintenance	207,389	118,171	200,000	260,000	204,000	4,000	2.00%
43810	Rents & Operating Leases	16,424	4,621	13,000	13,000	13,260	260	2.00%
43812	Equipment Replacement Pymt.	59,243	41,822	51,046	51,046	74,437	23,391	45.82%
43920	Dues and Subscriptions	3,067	5,090	3,500	3,500	3,740	240	6.86%
	Total: Services	1,119,842	1,109,397	1,069,241	1,529,863	1,351,466	282,225	26.39%
Capital Outlay								
48311	Machinery & Equipment	88,583	17,689	-	73,681	34,000	34,000	-
48710	Minor Office Equipment	7,292	14,065	7,866	15,516	13,200	5,334	67.81%
48720	Minor Office Furniture	-	90	1,000	2,540	1,000	-	0.00%
48740	Minor Machines & Equipment	21,680	29,401	15,300	23,247	15,300	-	0.00%
49433	Plan Reviews/Permit Fees	-	-	750	750	750	-	0.00%
	Total: Capital Outlay	117,555	61,245	24,916	115,734	64,250	39,334	157.87%

Kenai Peninsula Borough

Budget Detail

Fund 241

Department 41010 - School Fund Maintenance Department - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Interdepartmental Charges							
60001 Charges (To) From Purchasing	217,913	227,255	239,782	239,782	255,647	15,865	6.62%
60002 Charges (To) From Other Depts.	(308,763)	(308,480)	(300,000)	(300,000)	(300,000)	-	-
60003 Charges (To) From Capital Projects	(425,661)	(292,128)	(500,000)	(500,000)	(500,000)	-	-
Total: Interdepartmental Charges	(516,511)	(373,353)	(560,218)	(560,218)	(544,353)	15,865	-
Department Total	\$ 7,569,997	\$ 7,549,663	\$ 8,029,231	\$ 8,229,231	\$ 8,683,359	\$ 654,128	8.15%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Director of Maintenance, 4 Maintenance Foremen, 1 Control Systems Technician, 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 Lead Electronics Technician, 2 Locksmith-General Maintenance Mechanics I/II, 1 Lead Energy Systems Mechanic/ Plumber (Homer), 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 Lead Water treatment Operator, 1 Water treatment Operator, 2 Carpenters-General Maintenance, 2 GM Utility Technician, 1 Safety Coordinator, 1 Administrative Assistant, .75 Admin. Assistant-Dispatcher (Homer), 1 Admin Assistant-Dispatcher.

Increased Director position to full-time from 60%

Added 1 FT Control Systems Technician

Added 2 FT Maintenance Utility Technician

40120 Temporary Wages. Requesting bids to contract landscaping. If competitive will request to transfer landscaping crew wages to Contract Services. Remaining temporary wages will cover employees hired in the summer to assist with painting and general maintenance. If bids are not competitive will perform landscaping with temporary employees.

42210 Operating Supplies. One time increase by \$10,900 to acquire Arc Flash protective equipment to be in compliance with NEC code.

42230 Fuels, Oils & Lubricants. Increased by \$34,000 to account for increase in fuel costs that are expected to remain at elevated levels throughout this coming fiscal year.

42310 Repair and Maintenance Supplies. Increase of \$14,718 to meet anticipated increase to cost of repair and maintenance supplies for facilities.

42410 Small Tools. One time \$4,500 increase to provide tools for new employees and upgrade battery system for small tools at Seward shop.

43011 Contractual Services. One time \$6,000 increase to provide for data transfer from School Dude's Maintenance Direct CMMS to their Asset Essentials CMMS. Background employee checks (\$2,300), Janitorial services (\$12,600), Fire alarm monitoring (\$14,000), contracted stage rigging training (\$15,514), contracted Onguard trailing (\$10,800), landscaping services (\$205,000), and various small contractual services (\$11,086.)

43019 Software Licensing. Increase of \$20,400 for FY2023 and future years to cover the addition of School Dude's Event Manager module for School District use in scheduling facilities for community use, and upgrade the maintenance modules to Asset Essentials to allow ties between equipment and warehouse inventory.

43260 Training. Increased to provide training for predictive maintenance tools (infrared, eddy current, and vibration analyses) and VFD training.

43812 Equipment Replacement Payments. Payment to the Equipment Replacement Fund for vehicles and equipment. Increased to cover the costs for 3 replacement pickups.

48311 Machinery and Equipment. Budgeted to purchase predictive maintenance tools; infrared (\$8,000), eddy current with probes (\$12,000), and vibration analysis (\$14,000).

48710 Minor Office Equipment. Scheduled replacement of 2 desktop computers (\$800 ea.), 2 Surface Pros (\$1,900 ea.), and 12 new tablets (\$650 ea.).

For capital projects information on this department - See the Capital Project section - Pages 348-349, 350-351, 358 & 373-388.

Kenai Peninsula Borough Budget Detail

Fund 241

Department 94910 - School Fund Non-Departmental

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43012	Audit Services	\$ 95,790	\$ 97,134	\$ 97,132	\$ 97,132	\$ 100,773	\$ 3,641	3.75%
43510	Insurance Premium	2,970,178	3,280,215	3,131,278	3,131,278	3,824,600	693,322	22.14%
43610	Utilities	74,070	73,108	80,000	80,000	81,600	1,600	2.00%
Total: Services		3,140,038	3,450,457	3,308,410	3,308,410	4,006,973	698,563	21.11%
Transfers								
50241	School District Operations	41,440,829	38,637,268	36,537,314	38,537,314	39,741,388	3,204,074	8.77%
50400	School Capital Projects	1,000,000	-	-	-	-	-	-
Total: Transfers		42,440,829	38,637,268	36,537,314	38,537,314	39,741,388	3,204,074	8.77%
Department Total		\$ 45,580,867	\$ 42,087,725	\$ 39,845,724	\$ 41,845,724	\$ 43,748,361	\$ 3,902,637	9.79%

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**

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 2,875,307	\$ 2,805,480	\$ 3,455,305	\$ 3,013,183	\$ 3,654,976	\$ 199,671	5.78%
40120	Temporary Wages	416,266	407,353	396,836	396,836	240,217.00	(156,619)	-39.47%
40130	Overtime Wages	40,447	21,916	21,683	21,683	26,489.00	4,806	22.16%
40210	FICA	281,667	280,414	335,880	335,880	328,873.00	(7,007)	-2.09%
40221	PERS	943,358	955,372	781,354	781,354	837,121.00	55,767	7.14%
40321	Health Insurance	1,019,545	972,351	1,169,900	1,169,900	1,335,600.00	165,700	14.16%
40322	Life Insurance	4,325	4,325	8,643	8,643	5,707.00	(2,936)	-33.97%
40410	Leave	474,688	521,030	455,729	455,729	458,712.00	2,983	0.65%
40511	Other Benefits	16,471	12,536	30,000	30,000	30,000.00	-	0.00%
Total: Personnel		6,072,074	5,980,777	6,655,330	6,213,208	6,917,695	262,365	3.94%
Supplies								
42120	Computer Software	180	781	500	3,000	510	10	2.00%
42210	Operating Supplies	32,415	43,410	45,125	45,125	56,035	10,910	24.18%
42230	Fuel, Oils and Lubricants	76,775	70,314	100,000	130,000	130,000	30,000	30.00%
42250	Uniforms	5,176	10,406	10,312	13,312	10,512	200	1.94%
42263	Training Supplies	-	-	500	500	510	10	2.00%
42310	Repair/Maint Supplies	691,418	688,782	736,010	791,192	750,728	14,718	2.00%
42360	Motor Vehicle Supplies	44,533	41,978	45,000	45,000	45,900	900	2.00%
42410	Small Tools & Equipment	38,839	36,805	25,400	25,400	29,900	4,500	17.72%
Total: Supplies		889,336	892,476	962,847	1,053,529	1,024,095	61,248	6.36%
Services								
43011	Contractual Services	53,447	70,956	65,975	65,975	278,275	212,300	321.79%
43012	Audit Services	95,790	97,134	97,132	97,132	100,773	3,641	3.75%
43014	Physical Examinations	1,034	2,955	6,000	6,000	6,120	120	2.00%
43015	Water/Air Sample Test	11,163	11,085	13,000	13,000	13,260	260	2.00%
43019	Software Licensing	20,961	28,292	20,000	20,000	40,400	20,400	102.00%
43050	Solid Waste Fees	1,109	427	1,000	1,000	1,020	20	2.00%
43110	Communications	34,257	36,337	36,120	36,120	37,750	1,630	4.51%
43140	Postage and Freight	18,105	12,641	18,000	18,000	18,360	360	2.00%
43210	Transportation/Subsistence	149,439	143,689	165,060	165,060	165,060	-	0.00%
43220	Car Allowance	-	912	-	622	-	-	-
43260	Training	7,291	8,921	15,000	15,000	25,000	10,000	66.67%
43310	Advertising	538	829	1,000	1,000	1,020	20	2.00%
43410	Printing	236	116	195	195	199	4	2.05%
43510	Insurance Premium	2,970,178	3,280,215	3,131,278	3,131,278	3,824,600	693,322	22.14%
43610	Utilities	176,877	167,578	185,905	185,905	189,605	3,700	1.99%
43720	Equipment Maintenance	1,471	1,481	2,600	2,600	2,650	50	1.92%
43750	Vehicle Maintenance	3,022	2,500	4,000	4,000	4,080	80	2.00%
43764	Snow Removal	430,666	525,839	350,000	750,000	357,000	7,000	2.00%
43780	Building/Grounds Maintenance	207,389	118,171	200,000	260,000	204,000	4,000	2.00%
43810	Rents	16,424	4,621	13,000	13,000	13,260	260	2.00%
43812	Equipment Replacement Pymt.	59,243	41,822	51,046	51,046	74,437	23,391	45.82%
43920	Dues and Subscriptions	3,067	5,090	3,500	3,500	3,740	240	6.86%
Total: Services		4,261,707	4,561,611	4,379,811	4,840,433	5,360,609	980,798	22.39%
Capital Outlay								
48311	Machinery & Equipment	88,583	17,689	-	73,681	34,000	34,000	-
48710	Minor Office Equipment	7,292	14,065	7,866	15,516	13,800	5,934	75.44%
48720	Minor Office Furniture	-	90	1,000	2,540	1,000	-	0.00%
48740	Minor Machines & Equipment	21,704	29,401	15,300	23,247	15,300	-	0.00%
49433	Plan Reviews/Permit Fees	-	-	750	750	750	-	0.00%
Total: Capital Outlay		117,579	61,245	24,916	115,734	64,850	39,934	160.27%

**Kenai Peninsula Borough
Budget Detail**

**Fund 241 School Fund
Expenditure Summary By Line Item - Continued**

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Transfers								
50241	School District Operations	\$ 41,440,829	\$ 38,637,268	\$ 36,537,314	\$ 38,537,314	\$ 39,741,388	\$ 3,204,074	8.77%
50400	School Capital Projects	1,000,000	-	-	-	-	-	-
	Total: Transfers	42,440,829	38,637,268	36,537,314	38,537,314	39,741,388	3,204,074	8.77%
Interdepartmental Charges								
60001	Charges (To) From Purchasing	217,913	227,255	239,782	239,782	255,647	15,865	6.62%
60002	Charges (To) From Other Depts.	(308,763)	(308,480)	(300,000)	(300,000)	(300,000)	-	-
60003	Charges (To) From Capital Projects	(425,661)	(292,128)	(500,000)	(500,000)	(500,000)	-	-
	Total: Interdepartmental Charges	(516,511)	(373,353)	(560,218)	(560,218)	(544,353)	15,865	-
Department Total		\$ 53,265,014	\$ 49,760,024	\$ 48,000,000	\$ 50,200,000	\$ 52,564,284	\$ 4,564,284	9.51%

**Kenai Peninsula Borough
Budget Detail**

**Fund 241 School Fund
Total Summary**

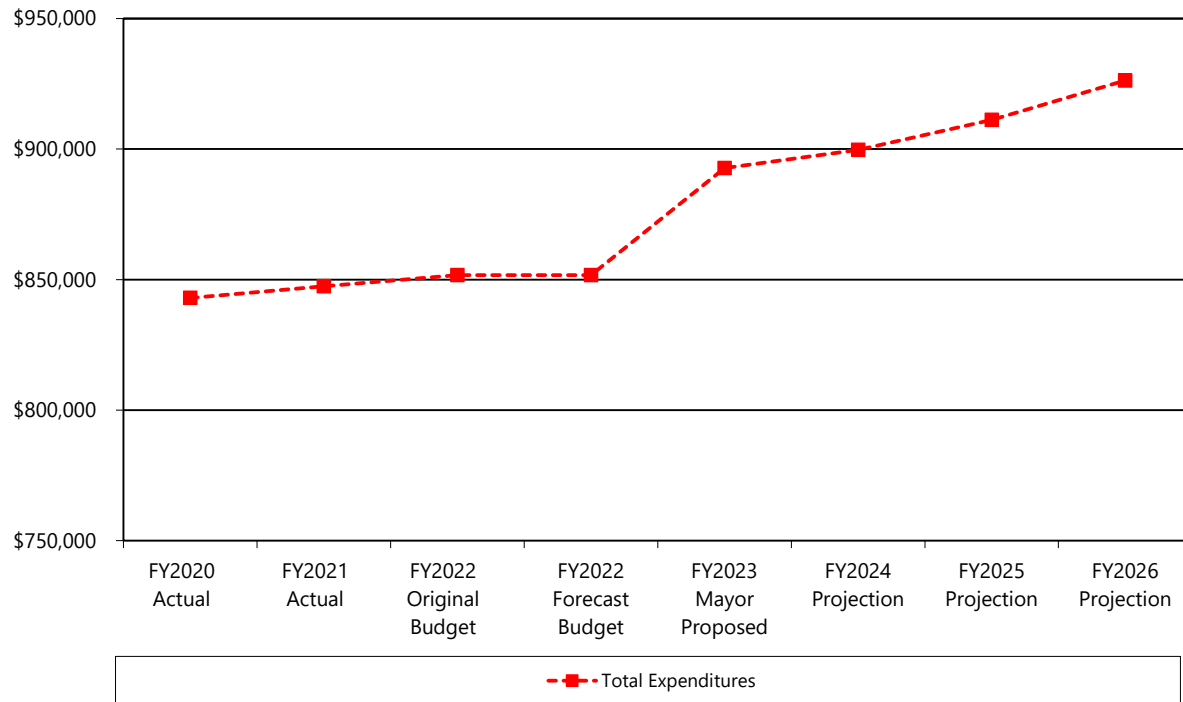
		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
40XXX	Total Personnel	\$ 6,072,074	\$ 5,980,777	\$ 6,655,330	\$ 6,213,208	\$ 6,917,695	262,365	3.94%
42XXX	Total Supplies	889,336	892,476	962,847	1,053,529	1,024,095	61,248	6.36%
43XXX	Total Services	4,261,707	4,561,611	4,379,811	4,840,433	5,360,609	980,798	22.39%
48XXX	Total Capital Outlay	117,579	61,245	24,916	115,734	64,850	39,934	160.27%
50XXX	Total Transfers	42,440,829	38,637,268	36,537,314	38,537,314	39,741,388	3,204,074	8.77%
6XXXX	Total Interdepartmental Charges	(516,511)	(373,353)	(560,218)	(560,218)	(544,353)	15,865	-
Fund Totals		<u>\$ 53,265,014</u>	<u>\$ 49,760,024</u>	<u>\$ 48,000,000</u>	<u>\$ 50,200,000</u>	<u>\$ 52,564,284</u>	<u>\$ 4,564,284</u>	<u>9.51%</u>

Fund: 242 Postsecondary Education - Budget Projection

Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Revenues:								
Operating Transfers From:								
General Fund	\$ 842,963	\$ 847,440	\$ 851,747	\$ 851,747	\$ 892,732	\$ 899,727	\$ 911,155	\$ 926,289
Total Operating Transfers								
Total Revenues and Other Financing Sources	842,963	847,440	851,747	851,747	892,732	899,727	911,155	926,289
Expenditures:								
Services	842,963	847,440	851,747	851,747	892,732	899,727	911,155	926,289
Total Expenditures	842,963	847,440	851,747	851,747	892,732	899,727	911,155	926,289
Total Expenditures and Operating Transfers	842,963	847,440	851,747	851,747	892,732	899,727	911,155	926,289
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
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Post Secondary Education Expenditures



Kenai Peninsula Borough Budget Detail

Fund 242 Postsecondary Education Department 78090 - Kenai Peninsula College

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43023	Kenai Peninsula College	\$ 842,963	\$ 847,440	\$ 851,747	\$ 851,747	\$ 892,732	\$ 40,985	4.81%
	Total: Services	842,963	847,440	851,747	851,747	892,732	40,985	4.81%
Department Total								
		\$ 842,963	\$ 847,440	\$ 851,747	\$ 851,747	\$ 892,732	\$ 40,985	4.81%

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) (\$237,500).

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 (\$144,775)

Kenai River Campus Outreach	\$90,750
Kachemak Bay Campus Outreach	\$54,025

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 (\$31,659).

Safety Officer/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 60% of this full time position. The night coordinator is trained in CPR, first aid, and AED operations. This position is also trained in directing lock down/active shooter drills, emergency management team coordination, campus safety briefings, evacuation drills, and proper handling of hazardous materials in our numerous labs (\$53,702).

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 (\$28,314).

Kenai River Campus	\$12,226
Kachemak Bay Campus	\$16,088

Academic Programming- Firefighter I Preparation. Funding provides support to ensure academic programming continues for firefighter preparation courses at Kenai River Campus (\$40,000).

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 (\$47,950).

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 (\$24,543).

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 (\$89,237).

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 (\$34,135).

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 (\$40,890).

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 (\$88,653).

Disability Accomodations Coordinator. This position develops the appropriate academic and programmatic accomodations for KRC students who experience disabilities. This includes providing students with support in the testing center administering and procering exams to ensure both academic integrity and ADA/Rehabilitation ACT 504 compliance. The coordinator also creates and delivers ongoing disability awareness programs and professional development activities for faculty and staff to promote a greater sensitivity towards disabilities. Duties also include the coordination of service delivery with community disability support partners. This is a part time nine-month position (\$30,389).

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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.

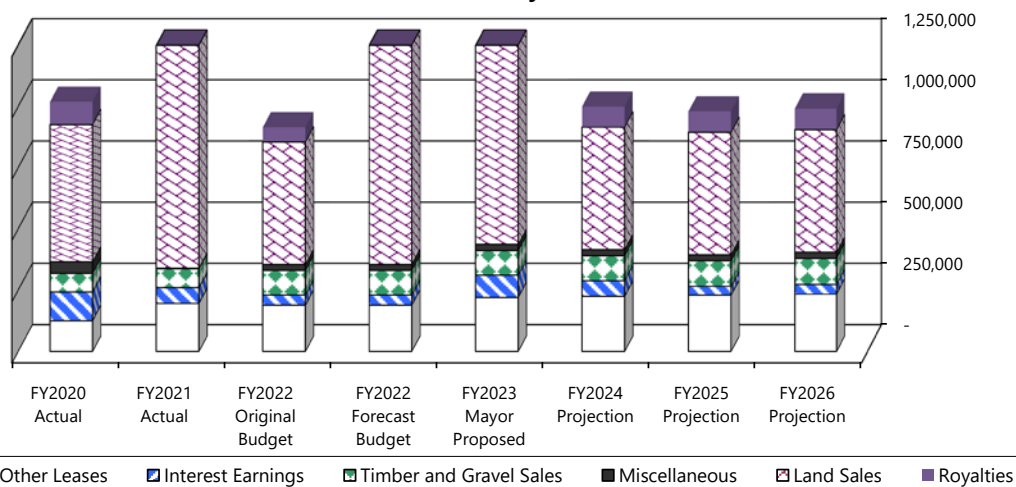
Land Trust Fund – this fund was established to account for all moneys accruing to the Borough in lieu of lands or from the use or sale of lands and to manage all Borough owned and municipal entitlement lands. The major sources of revenues are from land sales and interest earnings.

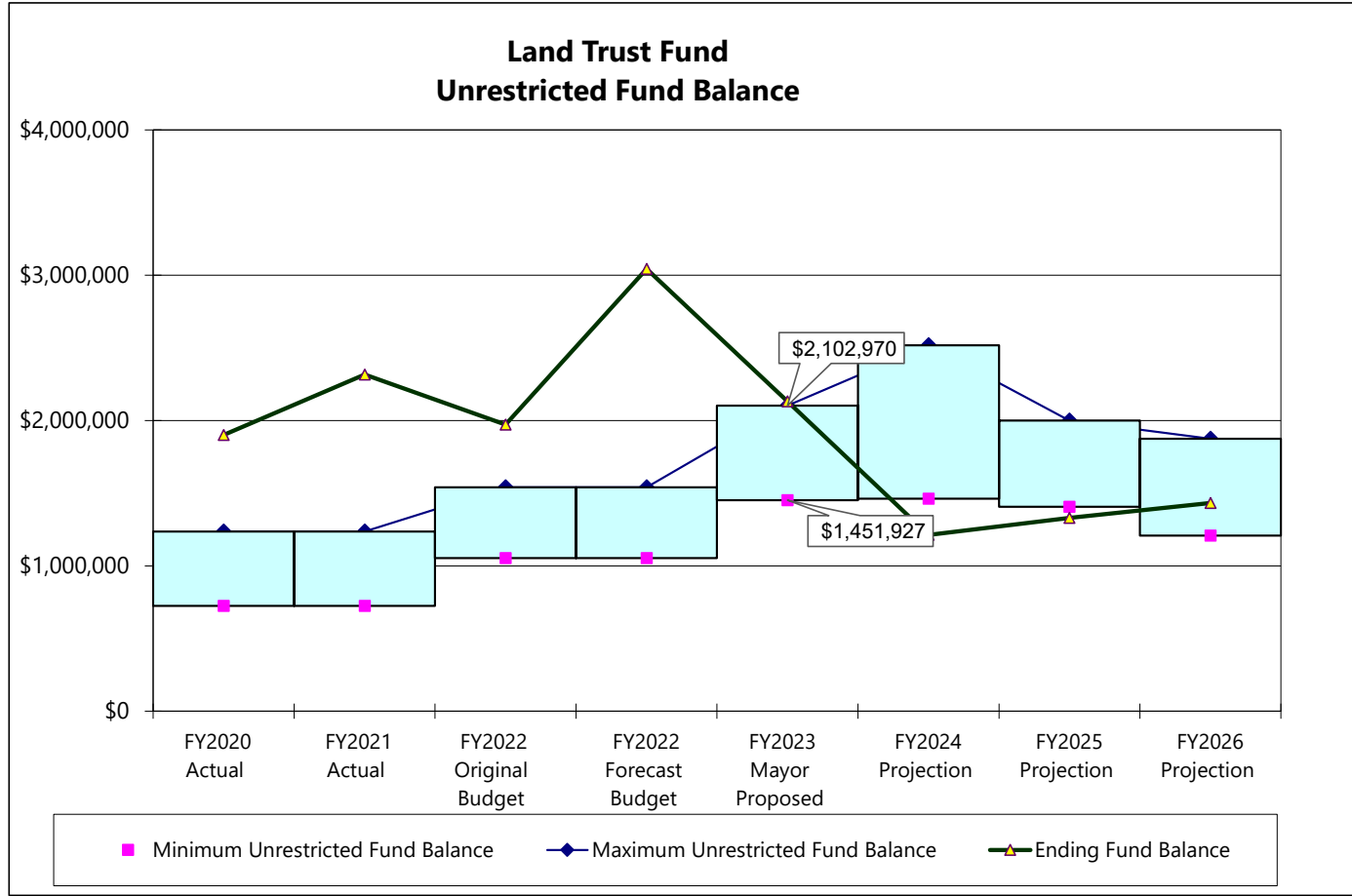
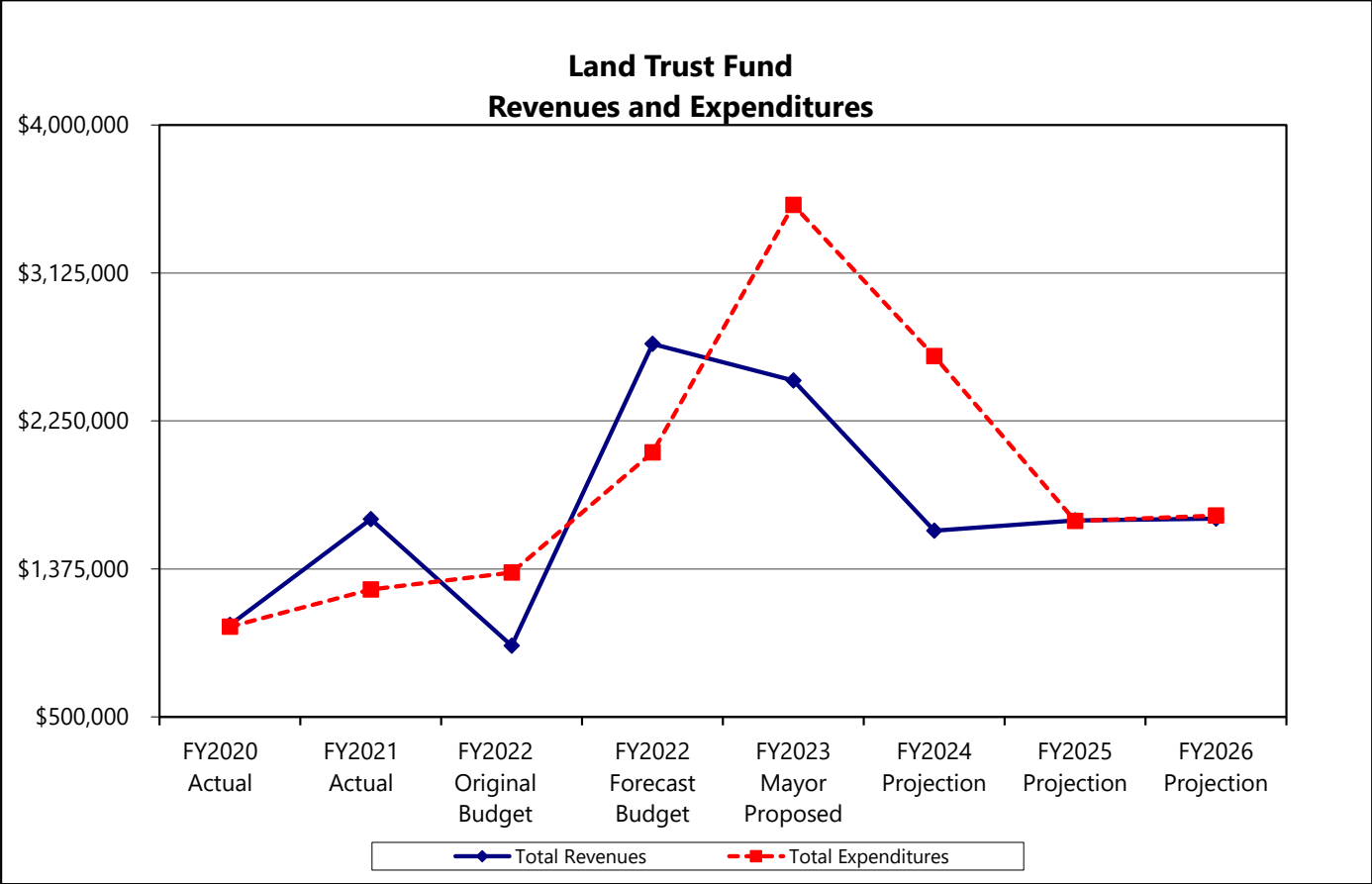
Nikiski Senior Service Area – the voters in the Nikiski and Tyonek area in 1993 created this service area. The purpose of the service area is to provide programs and services to seniors who live in the service area. The service area provides funding to the Native Village of Tyonek for Tyonek Senior Citizen 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.

Fund: 250 Land Trust Fund - Budget Projection

Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Revenues:								
State Revenue	\$ 24,325	\$ 34,334	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue:								
Land Sales	560,868	1,213,701	500,000	2,267,130	1,500,000	500,000	500,000	500,000
Land & Other Leases	125,174	195,393	188,000	188,000	220,000	224,400	228,888	233,466
Timber and Gravel Sales	75,898	77,061	100,000	100,000	100,000	102,000	104,040	106,121
Interest Earnings	116,944	64,343	41,636	41,636	91,306	63,959	36,384	39,925
Royalties	92,392	81,940	60,000	77,500	82,000	83,640	85,313	87,019
Site Reclamation	-	-	6,078	6,078	6,078	6,200	6,324	6,450
Miscellaneous	47,468	2,999	25,000	25,000	25,000	25,000	25,000	25,000
Total Revenues	1,043,069	1,669,771	920,714	2,705,344	2,024,384	1,005,199	985,949	997,981
Operating Transfers From:								
Land Trust Investment Fund	-	-	-	-	464,850	595,000	675,000	675,000
Total Operating Transfers	-	-	-	-	464,850	595,000	675,000	675,000
Total Revenues and Other Financing Sources	1,043,069	1,669,771	920,714	2,705,344	2,489,234	1,600,199	1,660,949	1,672,981
Expenditures:								
Personnel	582,942	511,499	607,555	607,555	798,552	814,523	834,886	859,933
Supplies	1,861	6,458	7,200	7,200	9,900	10,098	10,300	10,506
Services	141,757	102,564	213,594	220,516	284,505	249,395	254,383	259,471
Capital Outlay	4,791	4,524	4,570	4,570	135,970	30,970	30,970	30,970
Interdepartmental Charges	16,305	15,626	20,823	20,823	30,723	27,625	28,263	29,022
Total Expenditures	747,656	640,671	853,742	860,664	1,259,650	1,132,611	1,158,802	1,189,902
Operating Transfers To:								
Land Trust Investment Fund	285,505	612,341	500,000	1,203,960	2,267,130	1,500,000	500,000	500,000
Total Operating Transfers	285,505	612,341	500,000	1,203,960	2,267,130	1,500,000	500,000	500,000
Total Expenditures and Operating Transfers	1,033,161	1,253,012	1,353,742	2,064,624	3,526,780	2,632,611	1,658,802	1,689,902
Net Results From Operations	9,908	416,759	(433,028)	640,720	(1,037,546)	(1,032,412)	2,147	(16,921)
Projected Lapse	-	-	87,649	86,066	125,965	113,261	115,880	118,990
Change in Fund Balance	9,908	416,759	(345,379)	726,786	(911,581)	(919,151)	118,027	102,069
Beginning Fund Balance	1,890,081	1,899,989	2,316,748	2,316,748	3,043,534	2,131,953	1,212,802	1,330,829
Ending Fund Balance	\$ 1,899,989	\$ 2,316,748	\$ 1,971,369	\$ 3,043,534	\$ 2,131,953	\$ 1,212,802	\$ 1,330,829	\$ 1,432,898

**Land Trust Fund
Historical and Projected Revenues**





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.
- Revision of the land classification system to be concise and understandable in its meaning towards land management.
- Development of a land management plan including classification of all KPB land, a prioritized multi-year work plan with classification-based management plans, forecasted acquisitions to support all operations of KPB, KPBSD and Service Areas, and other operational objectives.
- Establishing productive, healthy, and sustainable soil, water, and forest management methods.
- Staffing succession and capacity to serve mission.
- Establishment of revenue program goals and strategies.
- Funding for Agriculture Initiative Program delivery.

FY2022 Accomplishments

- Packaged and conducted Outcry Auction General Land Sale and OTC sale of 19 parcels producing a land sale volume in excess of \$3.48M to grow the Land Trust Investment Fund and connected with at least 2 local business projects.

- Conducted 2021 Tax foreclosure sale including 33 parcels recapturing \$125,572 in back taxes, penalties and fees; and \$623,578 in excess proceeds available to prior owners.
- Supported Sterling Highway MP 45-60 DOT project through access, Unit 395 cooperative management, timber management, use authorizations, and preparing for ROW acquisition from KPB.
- Acquired 2 properties on behalf of South Peninsula Hospital Service Area.
- Amended Moose Pass Community Land Use Plan to satisfy conditions for approval of municipal entitlement lands.
- Delivered purchase offerings to facilitate potential acquisition of Land for CES Station 1 project; ongoing.
- Structured a Spruce Bark Beetle response strategy and applied for federal and \$15.95M in state funding, with continuation fund seeking efforts going forward.
- Administered start-up of \$106,385 USDA Community Compost grant-funded and community volunteer project in cooperation with the Kenai Local Food Network.
- Provided administrative support to the KPB Resilience and Security Advisory Commission and its 3 subcommittees.
- Generated 8 new communication infrastructure leases including lease revenues benefitting NFSA, BCFSa, WESA, and the Land Trust Fund, and no-cost communication services to the general fund in working with IT department.

FY2023 New Initiatives:

- Land Planning of 1000-acre Unit 395, aka Juneau Bench, to identify transportation routes, areas for land disposal, materials and other resource values, other land uses and community interests and vision.
- Record 40 years of Municipal Entitlement Final Decision documents leading to the parcelization of all KPB management authority lands.
- Continue with acquisition of properties for CES Station 1 Replacement Project.
- Assist Western Emergency Services with real property acquisitions to support the Anchor Point Station.
- Assist South Peninsula Hospital with real property acquisitions under their campus master planning efforts and evaluate land exchange options with the City of Homer.
- Assist KPB Solid Waste with their master planning efforts, next generation Homer C&D facility location, and initiate planning for next generation CPL location.
- Assist with acquisition of K-Selo School Site pending architect initial design results.
- Rewrite KPB 17.10 Land Management Code with public engagement.
- Initiate Spruce Bark Beetle response efforts with public engagement by conducting timber sales and temporary hire of Forester through Spruce Bark Beetle interest money.

Department Function

Fund 250

Land Management Administration - Continued

Dept 21210

- | | |
|---|---|
| <ul style="list-style-type: none"> • Develop a new 5-year Land Disposal Plan and land nomination process for general land sale, agriculture land lease, agriculture land sale, and general land lease. • Establish an agricultural lease offering program. • Establish an Agricultural Reserve zoning framework and conduct agricultural land sales. • Establish a general lease offering program. • Initiate material site development of Spring Beauty Material Site (North Road Extension) and Suneva Lake (North Road). • Form a Committee and Host a 2-day statewide Land Management Conference in November 2022. • Initiate Survey Instructions on 3 priority approved lands and Municipal Entitlement Patent requests on priority surveyed lands. • Stand up surveying position and prioritize backlog of surveying work to support land acquisition, land sale, trespass enforcement, material site management and GIS spatial control. • Stand up surveying position and prioritize backlog of surveying work to support land acquisition, land sale, trespass enforcement, material site management and GIS spatial control. | <ul style="list-style-type: none"> • Consult with natural resource asset management information systems developer to determine information management needs and strategies for KPB land records. • Increase reoccurring land revenue by \$25k/year through commercial infrastructure leasing opportunities. • Process land classification and land use authorization applications for the HEA Grant Lake Hydro project. • Work with the USFS to implement ADL 228209-G easements for the Vagt Lake Trailhead and portions of the Iditarod National Historic Trail. • Work with DOT and Solid Waste to plan for the development of a frontage road to the Sterling Highway in the Quart Creek area for traffic safety, commercial, recreational, and local transportation benefits. • Work with DOT to facilitate Right-of-Way transfers for the Sterling Highway MP45-60 project in Cooper Landing with attention to KPB's land interests and public process. |
|---|---|

Performance Measures

Measures:

Staffing	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing history	5	4.75	4.75	5.75
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	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Projected
Parcels acquired for KPB Purposes	N/A	0	0	2	10
Properties leased by KPB	N/A	14	17	17	17
Municipal entitlement acres received	2,350	0	3.75	0	10

Department Function

Fund 250

Land Management Administration - Continued

Dept 21210

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:

	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Projected
Tax foreclosure parcels sold/retained	28/10	0/0	34/58	0/0
Parcels sold at market value	4	26	19	15
Deeds of trust in Escrow #/\$value	30/ NA	31/ NA	32 / \$1,809,907	35 / \$1,900,000

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:

	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Projected
Active land leases & rent agreements	31	38	48	52
Land use permits	33	32	28	30
Right-of-way utility permits	128	138	149	140
Easements granted	2	4	3	3
Small quantity gravel permits	12	13	12	14
Gravel volume all sites (cubic yards)	15,406	30,139	38,650	35,000
Hard rock volume (cubic yards)	3,003	500	1,935	2,500

Priority/Goal: To create capacity for KPB's Land Management operations and objectives.

Goal: To contribute to the Land Trust Investment Fund (LTIF) and the goals of the fund established in Ordinance 2018-29

Objective:

1. To build the LTIF to a level which can sustain KPB Land needs via POMV and land investments.
2. To fill the gap in the Land Management Division organizational model with a Land Planner.
3. To further build the LTIF to a self-sustaining level which can endow KPB with additional financial tools and benefits described in Ordinance 2018-29.

Measures:

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Projected	FY2024 Projected
Land Sale Earnings Deposit	\$5,275,000	\$139,975	\$285,505	\$612,341	\$1,203,960	\$2,267,130	\$1,500,000
Fund Value as of FY End	NA	\$5,413,204	\$5,796,046	\$7,794,134	\$9,297,033	\$11,901,440	\$13,546,512

**Kenai Peninsula Borough
Budget Detail**

Fund 250

Department 21210 - Land Management Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 299,565	\$ 266,030	\$ 324,131	\$ 324,131	\$ 409,525	\$ 85,394	26.35%
40120	Temporary Wages	-	-	8,960	8,960	11,522	2,562	28.59%
40130	Overtime Wages	2,477	3,366	5,746	5,746	11,141	5,395	93.89%
40210	FICA	26,046	22,387	29,766	29,766	37,990	8,224	27.63%
40221	PERS	95,805	86,735	74,791	74,791	95,508	20,717	27.70%
40321	Health Insurance	114,471	98,876	125,875	125,875	182,850	56,975	45.26%
40322	Life Insurance	445	385	810	810	638	(172)	-21.23%
40410	Leave	43,645	33,720	37,476	37,476	49,378	11,902	31.76%
40511	Other Benefits	488	-	-	-	-	-	-
	Total: Personnel	582,942	511,499	607,555	607,555	798,552	190,997	31.44%
Supplies								
42020	Signage Supplies	-	1,780	2,000	3,305	2,000	-	0.00%
42120	Computer Software	-	26	500	500	400	(100)	-20.00%
42210	Operating Supplies	652	4,092	2,000	2,000	4,000	2,000	100.00%
42230	Fuel, Oils and Lubricants	463	464	500	395	500	-	0.00%
42310	Repair/Maintenance Supplies	201	-	500	500	500	-	0.00%
42360	Vehicle Repair/Maintenance Supplies	-	-	500	500	500	-	0.00%
42410	Small Tools & Equipment	545	96	1,200	-	2,000	800	66.67%
	Total: Supplies	1,861	6,458	7,200	7,200	9,900	2,700	37.50%
Services								
43011	Contractual Services	91,549	63,445	136,078	134,578	213,325	77,247	56.77%
43019	Software Licensing	-	695	-	-	1,500	1,500	-
43050	Solid Waste Fees	-	-	500	500	500	-	0.00%
43100	Land Management Program Services	-	7,500	15,000	15,000	15,000	-	0.00%
43110	Communications	2,501	2,261	3,000	3,000	3,000	-	0.00%
43140	Postage and Freight	245	1,350	700	2,200	4,500	3,800	542.86%
43210	Transportation/Subsistence	2,180	558	8,302	5,902	8,482	180	2.17%
43220	Car Allowance	3,612	2,708	2,700	2,700	6,300	3,600	133.33%
43260	Training	1,328	740	3,250	3,250	3,250	-	0.00%
43310	Advertising	3,241	5,646	5,000	7,400	8,000	3,000	60.00%
43410	Printing	379	133	500	500	500	-	0.00%
43510	Insurance Premium	3,156	3,392	3,392	3,392	3,933	541	15.95%
43610	Utilities	4,930	4,787	5,995	5,995	5,995	-	0.00%
43720	Equipment Maintenance	183	178	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	-	100	1,000	1,000	1,000	-	0.00%
43810	Rents and Operating Leases	1,111	-	1,200	1,200	1,200	-	0.00%
43812	Equipment Replacement Pymt.	2,302	2,302	2,302	2,302	-	(2,302)	-100.00%
43920	Dues and Subscriptions	2,206	762	1,175	1,175	1,020	(155)	-13.19%
43931	Recording Fees	1,096	379	1,000	1,000	4,500	3,500	350.00%
43933	Collection Fees	-	(100)	500	500	500	-	0.00%
43936	USAD Assessments	-	5,728	-	-	-	-	-
45110	Land Sale Property Tax	21,738	-	20,000	26,922	-	(20,000)	-100.00%
	Total: Services	141,757	102,564	213,594	220,516	284,505	70,911	33.20%
Capital Outlay								
48311	Machinery and Equipment	-	-	-	-	105,000	105,000	-
48525	Software and Intellectual Property	-	-	-	-	12,000	12,000	-
48710	Minor Office Equipment	2,599	4,524	1,600	1,600	4,000	2,400	150.00%
48720	Minor Office Furniture	627	-	1,000	1,000	1,000	-	0.00%
48740	Minor Machinery & Equipment	95	-	500	500	4,000	3,500	700.00%
49433	Plan Review/Permit Fees	1,470	-	1,470	1,470	9,970	8,500	578.23%
	Total: Capital Outlay	4,791	4,524	4,570	4,570	135,970	131,400	2875.27%
Transfers								
50252	Land Trust Investment Fund	285,505	612,341	500,000	1,203,960	2,267,130	1,767,130	353.43%
	Total: Transfers	285,505	612,341	500,000	1,203,960	2,267,130	1,767,130	353.43%

Kenai Peninsula Borough

Budget Detail

Fund 250

Department 21210 - Land Management Administration - Continued

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Department Proposed	Difference Between Department Proposed & Original Budget %	
Interdepartmental Charges							
61990 Administrative Service Fee	16,305	15,626	20,823	20,823	30,723	9,900	47.54%
Total: Interdepartmental Charges	16,305	15,626	20,823	20,823	30,723	9,900	47.54%
Department Total	\$ 1,033,161	\$ 1,253,012	\$ 1,353,742	\$ 2,064,624	\$ 3,526,780	\$ 2,173,038	160.52%

Line-Item Explanations

40110 Regular Wages. Staff includes: .75 Land Management Officer, 2 Land Management Agents, 1 Land Management Technician III, 1 Planner/Surveyor, and 1 Administrative Assistant.

Added: 1 FT Planner/Surveyor

42210 Operating Supplies. Line item increase to stand up surveyor and forester positions. Field supplies including stakes, grass seed and barrier fencing (\$1,200). Surveying supplies including rebar flagging, paint, nails, rebar, monuments, field books (\$1,800). Forestry supplies including loggers tape, and flagging, field books (\$1,000).

42410 Small Tools & Equipment. Office tools and replacement phones. (\$1,200) Surveyor PPE/Safety Equipment, Forester PPE/Safety Equipment, rebar driver, machete, sledges, shovels, survey bag (one-time \$1,000). Line item increase to stand up surveyor and forester positions.

43011 Contractual Services. Natural resource assets information management consultant (\$40,000 (1x)) Auctioneering services for land sales (\$35,000), 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), 1-acre reclamation at Eagle Lake Material Site (\$8,325).

43019 Software Licensing: Docusign (\$1,500) for land management contracting and sales.

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; reimbursed by customer at time of acquisition.

43140 Postage and Freight: Increase to anticipated public notice mailings, increase in monthly contract statements, and new courtesy noticing of forestry activities.

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 recertification's.

43310 Advertising. Publication and mailing of public notices and advertisements for land classifications, land sales and timber sales. Increase due to new and expanded advertising for land & timber sales.

43931 Recording Fees. Increase due to Municipal Entitlement Final Decision recording project.

48311 Machinery & Equipment. RTK GPS Survey receiver (\$60,000), Total Station (\$25,000), data collector (\$12,000), Survey Box (\$8,000): one-time start-up to equip for surveying-all items.

48525 Computer Software. AutoDesk 3D / Carlson software for surveying (\$6000), Atterbury Super Ace forestry software (\$6,000),

48710 Minor Office Equipment. 1 new laptop for surveyor (\$2,000) and 1 new laptop for forester (\$2,000).

48720 Minor Office Furniture. Replacement chair (\$500), and office drawers (\$500).

48740 Minor Machinery & Equipment. 2 Chainsaws w/tools (\$1,000), range finder, clinometer, increment borer, desktop (\$3,000) one-time start-up to equip forester all items.

49433 Plan Review/Permit Fees. ADEC storm water pollution prevention plan permit fees (\$730 each plan review), Material Site permitting (\$1,000), Municipal Entitlement Survey Instruction Fees for 3 surveys (\$7,500).

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 for FY2023 is 2.5% of the personnel, supplies, services, and capital outlay budgets..

Equipment Replacement Payment Schedule

Items	Prior Years	FY2022 Estimated	FY2023 Projected	Projected Payments FY2024-2026
** 2016 SUV (replacement)	\$ 14,208	\$ 2,302	\$ -	\$ -

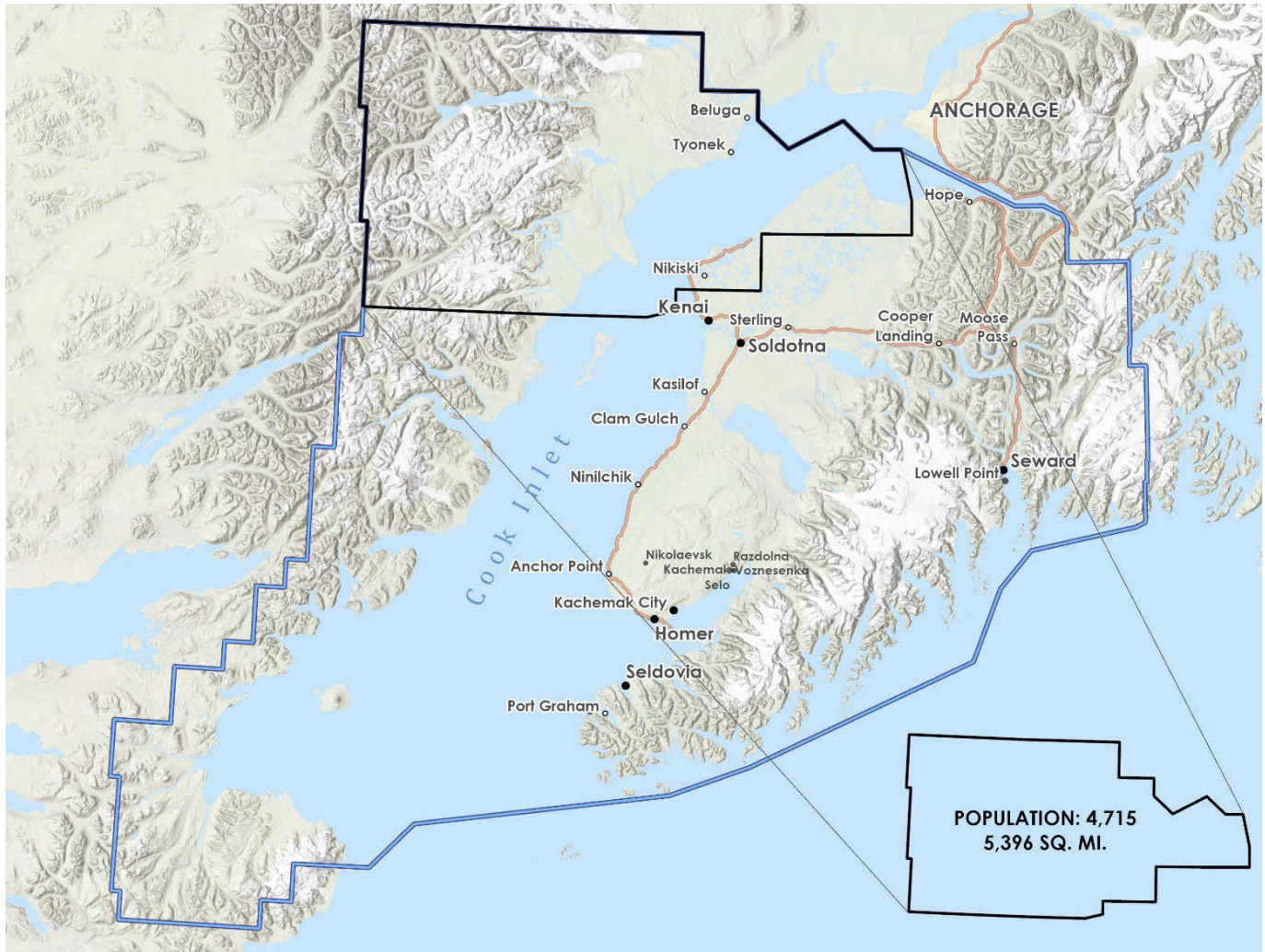
** Note an equal amount is being billed to Planning for this vehicle.

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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 2023 is set at .20 mills.



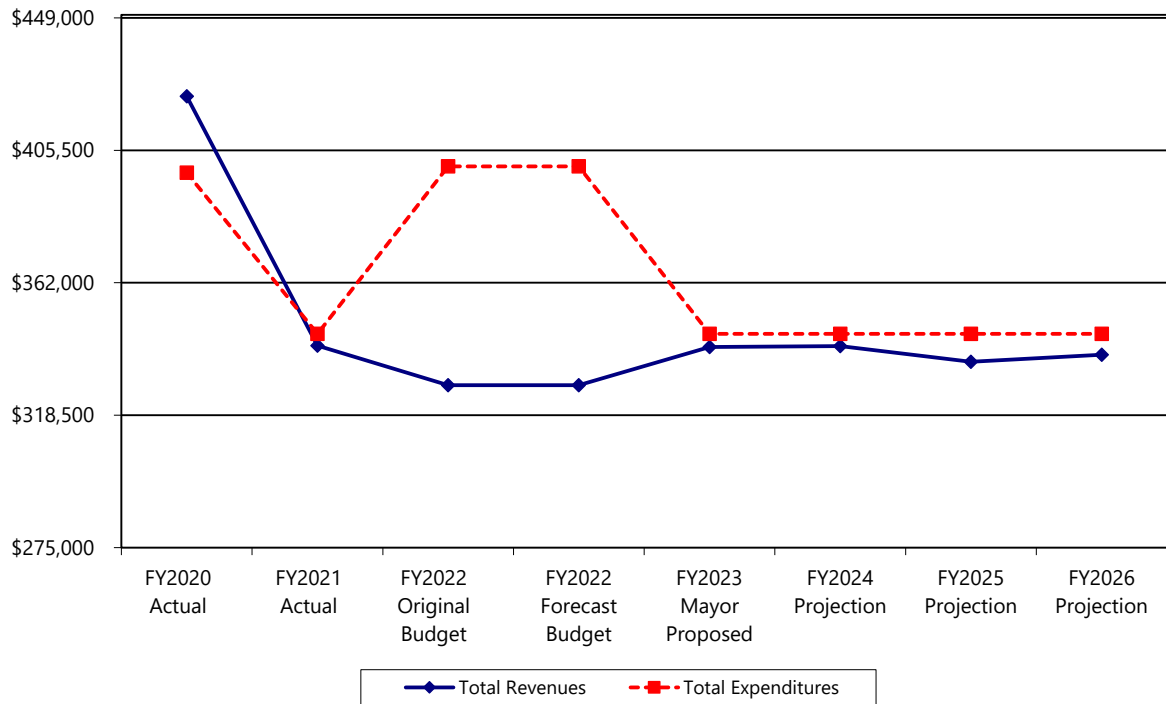
Board Members

Julie Ware
Bill Hartline
Ray Tauriainen
Vacant
Lois Solmonson

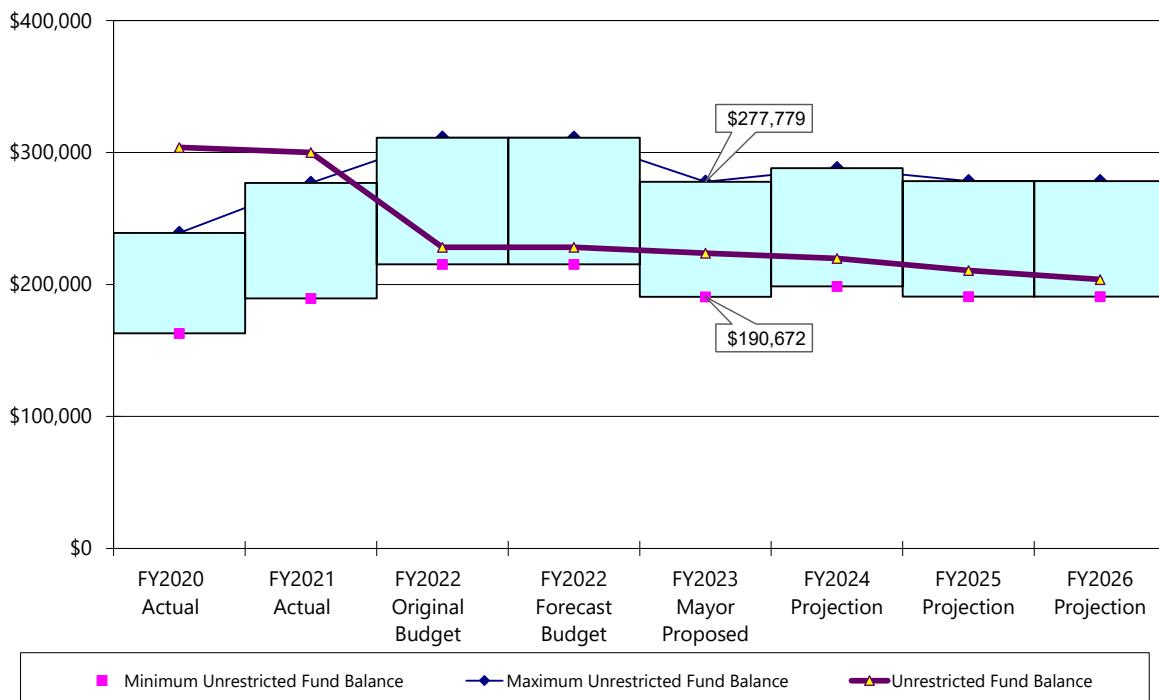
Fund: 280 Nikiski Seniors Service Area - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original	Forecast	Mayor	Projection	Projection	Projection
			Budget	Budget	Proposed			
Taxable Value (000's)								
Real	598,668	603,446	570,036	570,036	577,432	583,206	589,038	600,819
Personal	35,335	33,368	33,150	33,150	33,482	33,817	34,155	34,497
Oil & Gas (AS 43.56)	1,121,080	1,050,644	993,524	993,524	1,056,721	1,056,721	1,025,019	1,025,019
	1,755,083	1,687,458	1,596,710	1,596,710	1,667,635	1,673,744	1,648,212	1,660,335
Mill Rate	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Revenues:								
Property Taxes								
Real	\$ 119,645	\$ 119,011	\$ 114,007	\$ 114,007	\$ 115,486	\$ 116,641	\$ 117,808	\$ 120,164
Personal	7,428	6,884	5,907	5,907	5,972	6,026	6,080	6,135
Oil & Gas (AS 43.56)	224,216	210,339	198,705	198,705	211,344	211,344	205,004	205,004
Interest	388	534	272	272	272	277	283	289
Flat Tax	701	678	590	590	590	602	614	626
Motor Vehicle Tax	2,635	2,682	2,839	2,839	2,659	1,856	1,893	1,931
Total Property Taxes	355,013	340,128	322,320	322,320	336,323	336,746	331,682	334,149
Interest Earnings	15,253	1,203	6,035	6,035	4,563	4,476	4,396	4,214
Total Revenues	370,266	341,331	328,355	328,355	340,886	341,222	336,078	338,363
Operating Transfers From:								
General Fund	52,981	-	-	-	-	-	-	-
Total Operating Transfers	52,981	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	423,247	341,331	328,355	328,355	340,886	341,222	336,078	338,363
Expenditures:								
Services	398,200	345,219	355,219	355,219	345,219	345,219	345,219	345,219
Capital Outlay	-	-	45,000	45,000	-	-	-	-
Total Expenditures	398,200	345,219	400,219	400,219	345,219	345,219	345,219	345,219
Change in fund balance	25,047	(3,888)	(71,864)	(71,864)	(4,333)	(3,997)	(9,141)	(6,856)
Beginning Fund Balance	278,858	303,905	300,017	300,017	228,153	223,820	219,823	210,682
Ending Fund Balance	\$ 303,905	\$ 300,017	\$ 228,153	\$ 228,153	\$ 223,820	\$ 219,823	\$ 210,682	\$ 203,826

Nikiski Senior Service Area Revenues and Expenditures



Nikiski Senior Service Area 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

- Maintain sustainable services and operations with the increased cost of providing services.
- Continue to integrate into a long-range plan to provide the needed level of services and activities available to area seniors.
- Develop plans for providing services collaboratively with local businesses and facilities for seniors in our area.
- As our community changes, we continue to be aware of the demographic changes and adapt accordingly.
- Replacement of boiler system in Nikiski Senior Citizens Inc. facility.

Contractual Services, Village of Tyonek. The Service Area "Reimbursement Program" provides \$25,000 in annual funding to the Village of Tyonek for meal delivery to the elders served Monday through Friday. As well as transportation to congregate meals.

Contractual Services, Nikiski Senior Services, Inc. The Service Area provides annual funding to Nikiski Senior Services, Inc. (NSC); the following was accomplished in FY2022:

- 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. Reopened successfully March 1, 2021.
- Gradually in FY2022 we have reinstated our senior activities. All activities offered at the Center are currently up and running. These include Daily Food Pantry, Monday Senior Silver & Fit Exercise, Tuesday afternoon Freezer Meal Workshop, Wednesday Yoga Class Remotely, afternoon Coloring Club and Crafts by local artists, Thursday & Saturday Card playing, Friday Night Movie Night, and Saturday Night Bingo.

- At NSC expense on available weekends, we give a yearly free rental for seniors' personal parties and memorials.
- Update and certify employees Food Workers Cards and CPR certifications.
- Re-design and enhance NSC Website and Newsletter to be user friendly and reach more seniors in our community.
- Purchased ADA Van to provide wheel chair accessible transportation in-house with grant funds.
- Developed in-house transportation for area seniors.
- Constructed a computer lab with Surface Pro computers and AT&T access. Computer check out available.
- Added remote services to seniors such as Yoga, Book Club, activities, and resource presentations.
- Improved food quality and nutrition provided by our kitchen for Congregate and Meals on Wheels service.
- Increased congregate meal attendance
- Alaska Department of Environmental Conservation (ADEC) inspection rated our kitchen 100%.
- Voted "Best Senior Center on the Peninsula with a beautiful facility, welcoming staff and an active and involved Director" by the Alaska Commission on Aging.

FY2023 New Initiatives for Nikiski Senior Services, Inc.

With the funding provided, the Nikiski Senior Services, Inc. plans the following in FY2023:

- Continue to provide transportation services with grant funded ADA Van. Continue development and fine-tuning of our in-house transportation program for seniors in the area.
- Research and development of in-house social services to provide Medicare for the well-being of seniors.
- Develop and implement additional computer training classes for seniors.
- Increase availability and continue to build delivery of remote services and activity options.
- Research developing outdoor senior friendly activities, and develop an ADA outdoor recreation area.
- Continue to flourish relationships with local Care Coordinators to expand the Meals on Wheels, Transportation, and other services offered through waiver services.
- Introduce new services or programs as often as possible.
- Continue to offer free meals to benefit our low-income seniors during celebrations and holidays.
- Develop volunteer recruitment for increased activities and programs.

Department Function**Fund 280****Nikiski Senior Service Area - Continued****Dept 63190****Performance Measures**

Priority/Goal: Contain operational costs associated with increased senior participation at Nikiski Senior Services, Inc. Meeting the needs of seniors' increasing services through staffing and operational changes.

Measures:

DELIVERED MEALS (Nikiski Senior Services, Inc.)	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Congregate and Home delivered meals	13,965	11,035	16,225	18,000
Miles driven for meals delivery	9,804	8,128	10,000	11,000

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 (Nikiski Senior Services, Inc.)	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Costs of Goods	\$171,935	\$76,100	\$115,300	\$120,000

**Kenai Peninsula Borough
Budget Detail**

Fund 280

Department 63190 - Nikiski Seniors Service Area

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services							
43011 Contractual Services	\$ 398,200	\$ 345,219	\$ 345,219	\$ 345,219	\$ 345,219	\$ -	0.00%
43012 Audit Services	-	-	10,000	10,000	-	(10,000)	-100.00%
Total: Services	398,200	345,219	355,219	355,219	345,219	(10,000)	-2.82%
Capital Outlay							
48310 Vehicles	-	-	45,000	45,000	-	(45,000)	-100.00%
Total: Capital Outlay	-	-	45,000	45,000	-	(45,000)	-100.00%
Department Total	\$ 398,200	\$ 345,219	\$ 400,219	\$ 400,219	\$ 345,219	\$ (55,000)	-13.74%

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).

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.

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 self-operated by KPB management onsite.

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

	FY2020 <u>Actual</u>	FY2021 <u>Actual</u>	FY2022 <u>Projected</u>	FY2023 <u>Proposed</u>
Staffing History	15.50	15.50	20	21
Summary for All Areas: (Tons)	FY2020 <u>Actual</u>	FY2021 <u>Actual</u>	FY2022 <u>Projected</u>	FY2023 <u>Estimated</u>
Asbestos	66	27	150	150
Construction Debris	29,835	37,448	36,142	36,300
Mixed Solid Waste	43,357	43,980	42,421	43,325
Recycle	<u>2,529</u>	<u>1,956</u>	<u>2,865</u>	<u>2,775</u>
Total All Waste	75,787	83,411	81,578	82,550
Hazardous Waste (drums/boxes)	398	515	565	565
Used Oil Energy Recovery (gal)	18,671	17,972	18,120	18,120

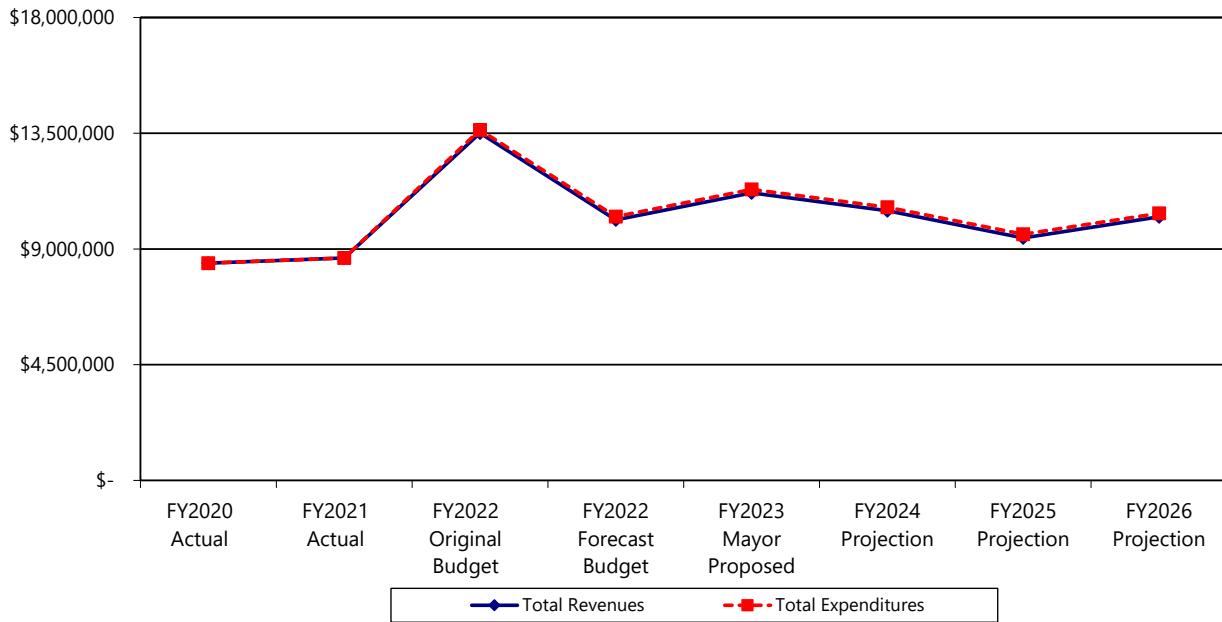
Fund: 290 Solid Waste - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original	Forecast	Mayor	Projection	Projection	Projection
			Budget	Budget	Proposed			
Revenues:								
Federal Revenues	\$ -	\$ 9,532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Revenues	81,027	90,803	-	-	-	-	-	-
Interest Earnings	2,550	1,135	2,000	2,000	2,000	2,000	2,000	2,000
Other Revenue	574,889	585,022	800,000	800,000	600,000	612,000	624,240	636,725
Total Revenues	658,466	686,492	802,000	802,000	602,000	614,000	626,240	638,725
Operating Transfers From:								
General Fund	7,790,207	7,963,425	12,704,857	9,328,744	10,578,990	9,874,585	8,805,995	9,606,654
Total Operating Transfers	7,790,207	7,963,425	12,704,857	9,328,744	10,578,990	9,874,585	8,805,995	9,606,654
Total Revenues and Operating Transfers	8,448,673	8,649,917	13,506,857	10,130,744	11,180,990	10,488,585	9,432,235	10,245,379
Expenditures:								
Personnel	2,028,013	2,001,655	2,172,715	2,215,861	2,961,556	3,020,787	3,096,307	3,189,196
Supplies	319,630	304,496	440,950	451,036	501,400	511,428	521,657	532,090
Services	4,754,124	5,001,538	5,523,466	6,230,554	5,510,096	5,510,096	5,620,298	5,732,704
Capital Outlay	33,406	32,239	28,460	30,763	31,760	32,395	33,043	33,704
Total Expenditures	7,135,173	7,339,928	8,165,591	8,928,214	9,004,812	9,074,706	9,271,305	9,487,694
Operating Transfers To:								
Debt Service Fund - Solid Waste	1,063,500	1,064,750	1,063,750	1,063,750	1,061,250	-	-	600,000
Capital Projects Fund - Solid Waste	250,000	245,239	4,400,000	262,000	1,250,000	1,550,000	300,000	300,000
Total Operating Transfers	1,313,500	1,309,989	5,463,750	1,325,750	2,311,250	1,550,000	300,000	900,000
Total Expenditures and Operating Transfers	8,448,673	8,649,917	13,629,341	10,253,964	11,316,062	10,624,706	9,571,305	10,387,694
Net Results From Operations	-	-	(122,484)	(123,220)	(135,072)	(136,121)	(139,070)	(142,315)
Projected Lapse	-	-	122,484	123,220	135,072	136,121	139,070	142,315
Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

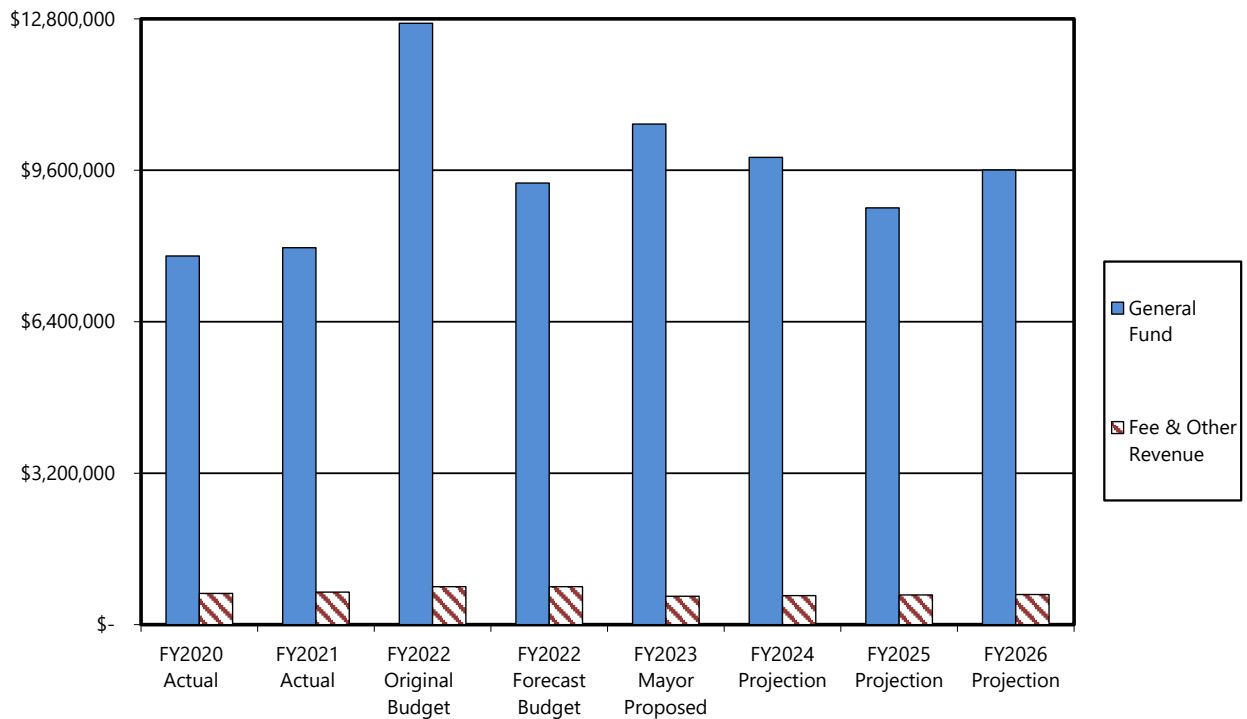
Mill Rate Equivalency for Operating Transfer from the General Fund	0.92	0.94	1.50	1.10	1.17	1.09	0.96	1.05
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This fund was established to account for activities of the Borough's solid waste program and is included in the Borough's General Fund for financial 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

FY2020 Actual	FY2021 Actual	FY2022 Original	FY2022 Forecast	FY2023 Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
.92	.94	1.50	1.10	1.17	1.09	.96	1.05

Fund 290	Department Function
Dept 32010	Solid Waste Fund
	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 rural landfills, two inert waste monofill/landfills, one lined landfill/inert waste 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.

FY2022 Accomplishments:

- No loss time accidents.
- Started Leachate Management Design and Construction Project

FY2023 New Initiatives:

- No loss time accidents.
- Central Peninsula Landfill Master Plan
- Initiate South Peninsula Inert Waste Management Plan
- Revise Solid Waste Ordinance and Rate Schedule
- Develop design to utilize landfill gas

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	2023 Projected available airspace remaining	2024 Projected available airspace remaining	2025 Projected available airspace remaining
Central Peninsula	24 years	23 years	22 years

Measure:

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing History	5	5	5	5

**Kenai Peninsula Borough
Budget Detail**

Fund 290

Department 32010 - Solid Waste Administration

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	Original Budget %
				Budget	Budget	Proposed		
Personnel								
40110	Regular Wages	\$ 344,116	\$ 349,281	\$ 394,744	\$ 394,744	\$ 397,441	\$ 2,697	0.68%
40120	Temporary Wages	1,050	-	1,200	1,200	1,201	1	0.08%
40130	Overtime Wages	825	414	7,305	7,305	7,613	308	4.22%
40210	FICA	31,249	27,219	35,680	35,680	36,272	592	1.66%
40221	PERS	106,262	106,205	90,112	90,112	90,830	718	0.80%
40321	Health Insurance	109,947	111,947	132,500	132,500	159,000	26,500	20.00%
40322	Life Insurance	491	495	968	968	605	(363)	-37.50%
40410	Leave	44,079	42,351	48,410	48,410	49,282	872	1.80%
40511	Other Benefits	315	583	-	-	-	-	-
Total: Personnel		638,334	638,495	710,919	710,919	742,244	31,325	4.41%
Supplies								
42120	Computer Software	-	-	-	803	-	-	-
42210	Operating Supplies	1,919	664	3,000	1,876	3,000	-	0.00%
42230	Fuel, Oils and Lubricants	2,056	2,863	3,500	3,500	4,500	1,000	28.57%
42250	Uniforms	-	152	200	200	200	-	0.00%
42310	Repair/Maintenance Supplies	-	107	250	250	250	-	0.00%
42360	Vehicle Repair Supplies	609	43	350	350	350	-	0.00%
42410	Small Tools & Equipment	551	-	-	321	-	-	-
Total: Supplies		5,135	3,829	7,300	7,300	8,300	1,000	13.70%
Services								
43011	Contractual Services	4,669	4,666	8,700	8,700	8,700	-	0.00%
43019	Software Licensing	56	59	55	55	56	1	1.82%
43110	Communications	9,470	6,238	8,560	8,560	8,560	-	0.00%
43140	Postage and Freight	821	794	905	905	905	-	0.00%
43210	Transportation/Subsistence	5,187	3,262	7,005	7,005	7,005	-	0.00%
43220	Car Allowance	4,301	7,222	7,200	7,200	7,200	-	0.00%
43260	Training	349	1,486	1,600	1,419	1,600	-	0.00%
43310	Advertising	106	186	200	200	200	-	0.00%
43410	Printing	-	-	-	181	200	200	-
43510	Insurance Premium	4,080	4,080	2,376	2,376	3,302	926	38.97%
43600	Project Management	-	-	4,000	4,000	4,000	-	0.00%
43610	Utilities	3,553	3,275	3,851	3,851	4,236	385	10.00%
43720	Equipment Maintenance	525	575	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	367	85	400	400	400	-	0.00%
43780	Building/Grounds Maintenance	-	-	1,253	1,253	1,250	(3)	-0.24%
43920	Dues and Subscriptions	1,031	845	825	825	825	-	0.00%
Total: Services		34,515	32,773	48,930	48,930	50,439	1,509	3.08%
Capital Outlay								
48710	Minor Office Equipment	1,609	1,418	500	500	5,000	4,500	900.00%
49311	Design Services	1,200	-	-	-	-	-	-
Total: Capital Outlay		2,809	1,418	500	500	5,000	4,500	900.00%
Transfers								
50340	Solid Waste Debt Service	1,063,500	1,064,750	1,063,750	1,063,750	1,061,250	(2,500)	-0.24%
50411	Solid Waste Capital Projects	250,000	245,239	4,400,000	262,000	1,250,000	(3,150,000)	-71.59%
Total: Transfers		1,313,500	1,309,989	5,463,750	1,325,750	2,311,250	(3,152,500)	-57.70%
Department Total		\$ 1,994,293	\$ 1,986,504	\$ 6,231,399	\$ 2,093,399	\$ 3,117,233	\$ (3,114,166)	-49.98%

**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 (\$4,500); SWD portion of Poppy Lane office custodial services (\$4,200).

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 regulatory/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. Solid Waste Department portion to pay for replacement printer/copier at Poppy Lane building (\$5,000).

For capital projects information on this department - See the Capital Projects Section - Pages 348-349, 352, 360 & 392-394

Fund 290	Department Function
Dept 32122	Solid Waste Fund
	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.
- Baler replacement plan.

FY2022 Accomplishments:

- Excavated 40,000 yards of Phase III inert waste cell
- Equipment operator safety training
- Leachate storage tank inspection and repair
- All staff completed 24 hour HAZWOPER training
- Managed bark beetle infestation woody debris

FY2023 New Initiatives:

- No lost time accidents.
- Complete all safety training
- Excavate 40,000 yards of inert waste cell expansion
- Manage bark beetle infestation woody debris.
- Leachate management improvements construction.
- Master Plan for Landfill and adjacent properties.
- Install avian vector controls

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	FY2020 435	FY2021 435	FY2022 440	FY2023 440
Annual Site Inspection Score	90% – 100%	429/435 98.6%	No Inspection	431/440 98%	>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:

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing History	10.5	10.5	11	12

Fund 290
Dept 32122

Department Function
Solid Waste Fund
Central Peninsula Landfill - Continued

Key Measures

	FY2020 Actual		FY2021 Actual		FY2022 Projected		FY2023 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Total Waste Accepted	171,470	59,981	177,196	61,543	182,000	59,301	182,000	60,415
Hazardous Waste (drums/boxes)		292		282		350		350
Used Oil Energy Recovery (gal)		5,543		5,142		5,500		5,500
Leachate Generated (gal)		2,973,788		2,544,563		2,900,000		3,200,000

Major Materials Accepted (% of total tonnage)

	FY2020 Actual		FY2021 Actual		FY2022 Projected		FY2023 Estimated	
	Tons	%	Tons	%	Tons	%	Tons	%
Municipal Solid Waste	42,032	70.0%	42,655	69.3%	41,096	69.3%	42,000	69.5%
Construction Debris	16,657	27.8%	17,723	28.8%	16,770	28.3%	16,965	28.1%
Recycle	1,226	2.0%	1,138	1.8%	1,285	2.2%	1,300	2.2%
Asbestos	66	0.01%	27	<1.0%	150	<1.0%	150	<1.0%
Total	59,981		61,543		59,301		60,415	

**Kenai Peninsula Borough
Budget Detail**

Fund 290

Department 32122 - Central Peninsula Landfill

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	
				Budget	Budget	Proposed	Original Budget	%
Personnel								
40110	Regular Wages	\$ 625,324	\$ 595,837	\$ 699,548	\$ 697,892	\$ 781,498	\$ 81,950	11.71%
40120	Temporary Wages	60,415	85,900	88,740	88,740	88,741	1	0.00%
40130	Overtime Wages	48,861	47,969	64,821	64,821	68,159	3,338	5.15%
40210	FICA	61,061	61,144	73,749	73,749	81,190	7,441	10.09%
40221	PERS	216,546	212,216	173,521	173,521	193,017	19,496	11.24%
40321	Health Insurance	261,953	249,536	265,000	265,000	381,600	116,600	44.00%
40322	Life Insurance	961	896	1,760	1,760	1,232	(528)	-30.00%
40410	Leave	110,899	96,191	86,577	86,577	100,644	14,067	16.25%
40511	Other Benefits	3,429	12,433	-	1,656	-	-	-
Total: Personnel		1,389,449	1,362,122	1,453,716	1,453,716	1,696,081	242,365	16.67%
Supplies								
42210	Operating Supplies	51,532	62,683	64,250	86,250	71,500	7,250	11.28%
42230	Fuel, Oils and Lubricants	112,282	107,922	125,000	125,000	135,000	10,000	8.00%
42250	Uniforms	2,113	3,769	3,500	3,500	3,800	300	8.57%
42310	Repair/Maintenance Supplies	59,521	43,385	77,000	46,300	80,000	3,000	3.90%
42360	Motor Vehicle Repair Supplies	54,140	53,174	55,250	72,250	55,250	-	0.00%
42410	Small Tools & Equipment	8,382	11,857	5,000	6,200	5,400	400	8.00%
Total: Supplies		287,970	282,790	330,000	339,500	350,950	20,950	6.35%
Services								
43011	Contractual Services	169,168	121,824	208,425	446,348	210,925	2,500	1.20%
43014	Physical Examinations	1,615	1,842	2,800	2,800	5,000	2,200	78.57%
43015	Water/Air Sample Testing	33,792	39,362	47,210	47,210	53,160	5,950	12.60%
43019	Software Licensing	2,869	2,908	3,200	3,200	3,200	-	0.00%
43095	SW Closure/Post Closure	519,149	568,928	547,812	547,812	559,889	12,077	2.20%
43110	Communications	1,937	5,883	2,500	6,100	6,000	3,500	140.00%
43140	Postage and Freight	453	380	850	1,350	1,700	850	100.00%
43210	Transportation/Subsistence	1,375	229	1,500	1,500	1,500	-	0.00%
43220	Car Allowance	-	100	-	-	-	-	-
43260	Training	250	-	3,750	3,750	3,750	-	0.00%
43310	Advertising	489	-	-	186	500	500	-
43410	Printing	-	-	250	250	250	-	0.00%
43510	Insurance Premium	85,238	93,637	104,973	104,973	129,895	24,922	23.74%
43600	Project Management	-	-	2,000	2,000	-	(2,000)	-100.00%
43610	Utilities	436,058	525,532	480,000	480,000	528,000	48,000	10.00%
43750	Vehicle Maintenance	20,308	19,688	15,000	39,700	16,000	1,000	6.67%
43780	Buildings/Grounds Maintenance	36,921	27,753	51,500	82,700	51,500	-	0.00%
43810	Rents and Operating Leases	5,555	19,128	15,000	15,000	15,000	-	0.00%
43812	Equipment Replacement Pymt.	219,199	204,700	212,020	212,020	216,024	4,004	1.89%
43920	Dues and Subscriptions	1,868	800	1,850	2,068	2,300	450	24.32%
Total: Services		1,536,244	1,632,694	1,700,640	1,998,967	1,804,593	103,953	6.11%
Capital Outlay								
48311	Machinery & Equipment	10,771	5,183	-	-	-	-	-
48710	Minor Office Equipment	2,801	5,485	10,200	7,401	8,000	(2,200)	-21.57%
48740	Minor Machines & Equipment	-	-	-	5,102	-	-	-
49433	Plan Reviews	10,770	10,770	10,770	10,770	10,770	-	0.00%
Total: Capital Outlay		24,342	21,438	20,970	23,273	18,770	(2,200)	-10.49%
Department Total		\$ 3,238,005	\$ 3,299,044	\$ 3,505,326	\$ 3,815,456	\$ 3,870,394	\$ 365,068	9.57%

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, 2 Landfill Operator/Mechanic, 2 Landfill laborer/operator, and 1 Scale Attendant Clerk.

Added: One Landfill Operator/Mechanic

42210 Operating Supplies. Purchase of antifoaming agent related to leachate evaporator operations (\$42,500), miscellaneous items and supplies (\$24,000), Avian vector control devices (\$5,000)

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 (\$63,500), repair supplies including welding, painting, building supplies (\$16,500).

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 (\$3,000), recycle hauling (\$5,575), maintenance, and diagnostic analysis of instrument data equipment, leachate management systems, leachate analysis, baler, and rolling stock, monitor well survey (\$45,000), truck scale recertification and repair (\$12,000), professional services for ADEC annual geotechnical stability analysis of waste mass (\$8,500); lined cell topographic capacity survey (\$8,000), new employee HR screening (\$1,000), engineering/consulting services (\$6,250), monitoring equipment maintenance (\$1,600).

43014 Physical Examinations. Increase due to change in Safety Program at the Landfill to include medical evaluation for respiratory fit testing, and pulmonary function. Bi-ennial medical evaluations for landfill staff (\$2,800), Respiratory fit testing evaluations (\$2,200)

43015 Water/Air Sample Testing. Water monitoring for CPL (\$39,910) and leachate, stormwater and special waste samples (\$13,250).

43095 Solid Waste Closure/Post-Closure. Annual amount funded toward landfill closure and post-closure activities (\$559,889).

43610 Utilities. Energy needs associated with the anticipated evaporation of approximately 3,500,000 gallons and facility utilities (\$503,520).

43750 Vehicle Maintenance Trouble shooting and repair of heavy equipment and rolling stock (\$16,000).

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 (\$8,000).

43812 Equipment Replacement. Payment on solid waste equipment. See payment schedule below.

49433 Plan Reviews. ADEC permitting and plan review fees (\$10,770).

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-26</u>
Loader	\$ 172,975	\$ 32,349	\$ 40,440	\$ 121,320
Excavator	129,480	19,614	19,614	58,842
Komatsu wheel loader	86,455	15,428	15,428	30,856
Dozer	-	20,110	20,110	60,330
1/2 ton pickup	12,321	4,107	-	-
2016 Pickup, 4x4 3/4 ton ext cab	8,116	4,058	-	-
FY2020 Roll-off Truck	31,214	15,607	19,685	59,055
FY2020 Wheeled scrapper	220,774	100,747	100,747	302,241
Total	\$ 661,335	\$ 212,020	\$ 216,024	\$ 632,644

Fund 290	Department Function
Dept 32150	Solid Waste Fund
	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

FY2022 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.

FY2023 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.

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								
	FY2020 Actual		FY2021 Actual		FY2022 Projected		FY2023 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Mixed Solid Waste	264	4,253	249	3,948	257	4,251	257	4,251
Recycle	n/a	718	n/a	86	n/a	905	n/a	800
Total	264	4,971	249	4,034	257	5,156	257	5,051
Hazardous Waste (drums/boxes)	35		81		78		78	
Used Oil Energy Recovery (gal)	884		410		580		580	

Kenai Peninsula Borough

Budget Detail

Fund 290

Department 32150 - Seward Transfer Facility

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ -	\$ 644	\$ -	\$ -	\$ -	\$ -	-
40210	FICA	7	50	-	-	-	-	-
40221	PERS	31	143	-	-	-	-	-
40321	Health Insurance	44	146	-	-	-	-	-
40322	Life Insurance	-	1	-	-	-	-	-
40410	Leave	-	43	-	-	-	-	-
	Total: Personnel	82	1,027	-	-	-	-	-
Supplies								
42020	Signage Supplies	-	-	1,000	1,000	1,000	-	0.00%
42210	Operating Supplies	-	197	250	250	250	-	0.00%
42310	Repair/Maintenance Supplies	573	997	2,000	2,000	2,000	-	0.00%
42410	Small Tools & Equipment	199	744	500	500	500	-	0.00%
	Total: Supplies	772	1,938	3,750	3,750	3,750	-	0.00%
Services								
43011	Contractual Services	578,248	516,262	544,850	618,737	581,475	36,625	6.72%
43015	Water/Air Sample Testing	7,864	7,866	10,300	11,550	13,305	3,005	29.17%
43019	Software Licensing	-	-	332	332	332	-	0.00%
43095	SW Closure/Post Closure	45,924	56,268	48,217	48,217	50,290	2,073	4.30%
43110	Communications	623	619	690	690	690	-	0.00%
43140	Postage and Freight	7	-	100	100	100	-	0.00%
43210	Transportation/Subsistence	105	134	400	400	400	-	0.00%
43220	Car Allowance	-	26	-	-	-	-	-
43310	Advertising	-	-	600	600	600	-	0.00%
43410	Printing	251	-	200	200	200	-	0.00%
43510	Insurance Premium	4,528	4,717	5,620	5,620	7,161	1,541	27.42%
43610	Utilities	4,623	4,085	5,000	5,000	5,500	500	10.00%
43780	Buildings/Grounds Maintenance	6,177	12,240	38,000	36,750	38,000	-	0.00%
	Total: Services	648,350	602,217	654,309	728,196	698,053	43,744	6.69%
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		\$ 651,429	\$ 607,407	\$ 660,284	\$ 734,171	\$ 704,028	\$ 43,744	6.63%

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 (\$556,500), additional services /transport recycle container from Harbor (\$2,110), monitoring well survey (\$3,000), volume survey (\$5,000), facility wastewater disposal (\$8,000), boiler certification (\$165), signs (\$1,200), monitoring of wells (\$5,000), and fire system monitoring (\$500).

43015 Water / Air Sample Testing. Water and air sampling / testing needed to comply with ADEC mandated ground water sampling requirements (\$13,305).

43095 Solid Waste Closure/Post-Closure. Annual funding required for closure and postclosure cost (\$50,290).

43780 Building / Grounds Maintenance. Dimond Blvd road maintenance and repair (\$10,000), fire system/security camera maintenance (\$5,000), miscellaneous facility maintenance and lighting repair (\$23,000).

49433 Plan Reviews. ADEC fee structure (\$2,225).

Fund 290	Department Function
Dept 32310	Solid Waste Fund
	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.

FY2022 Accomplishments:

- Completed Phase II Closure Project.
- Major facility maintenance projects completed.
- Migrated from a facility contracted out with KPB management oversight to a self-operated facility.

FY2023 New Initiatives:

- Additional monitoring for new stormwater permit.
- 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, stormwater, and landfill gases.
 2. Continue to monitor and manage slopes and subsurface vegetation.

Measures:

Key Measures								
	FY2020 Actual		FY2021 Actual		FY2022 Projected		FY2023 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Mixed Solid Waste	344	8,266	376	8,585	375	8,335	375	8,335
Recycle	n/a	585	n/a	732	n/a	675	n/a	675
Total	344	8,851	376	9,317	375	9,010	375	9,010
Hazardous Waste (drums/boxes)	57		130		120		120	
Used Oil Energy Recovery (gal)	3,123		2,779		3,200		3,200	

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:

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Proposed
Staffing History	-	-	4	4

**Kenai Peninsula Borough
Budget Detail**

Fund 290

Department 32310 - Homer Transfer Facility

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ -	\$ -	\$ -	\$ 40,860	\$ 232,510	\$ 232,510	-
40120	Temporary Wages	-	-	-	-	22,880	22,880	-
40130	Overtime Wages	-	-	-	1,210	23,475	23,475	-
40210	FICA	11	2	-	226	24,057	24,057	-
40221	PERS	48	5	-	675	58,362	58,362	-
40321	Health Insurance	66	4	-	-	127,200	127,200	-
40322	Life Insurance	-	-	-	1	372	372	-
40410	Leave	-	-	-	174	26,294	26,294	-
40511	Other Benefits	-	-	-	-	-	-	-
Total: Personnel		125	11	-	43,146	515,150	515,150	-
Supplies								
42020	Signage Supplies	96	-	250	250	250	-	0.00%
42210	Operating Supplies	20,581	1,250	27,000	21,479	7,500	(19,500)	-72.22%
42230	Fuel, Oils and Lubricants	425	-	1,000	10,000	50,000	49,000	4900.00%
42310	Repair/Maintenance Supplies	1,755	1,358	55,000	34,086	40,000	(15,000)	-27.27%
42360	Motor Vehicle Repair Supplies	-	-	-	10,000	20,000	20,000	-
42410	Small Tools & Equipment	-	120	-	8,021	4,000	4,000	-
Total: Supplies		22,857	2,728	83,250	83,836	121,750	38,500	46.25%
Services								
43011	Contractual Services	597,172	605,446	778,928	1,053,207	560,600	(218,328)	-28.03%
43015	Water/Air Sample Testing	28,113	27,562	38,386	38,386	52,026	13,640	35.53%
43019	Software Licensing	1,813	1,841	2,160	2,160	1,802	(358)	-16.57%
43095	SW Closure/Post Closure	175,992	212,042	183,931	183,931	58,802	(125,129)	-68.03%
43110	Communications	3,634	3,851	4,000	4,008	4,000	-	0.00%
43140	Postage and Freight	-	-	350	350	200	(150)	-42.86%
43210	Transportation/Subsistence	165	1,872	4,252	5,119	1,120	(3,132)	-73.66%
43310	Advertising	-	943	1,000	200	1,000	-	0.00%
43410	Printing	-	-	200	200	200	-	0.00%
43510	Insurance Premium	19,050	19,968	27,898	27,898	47,623	19,725	70.70%
43610	Utilities	71,370	81,185	71,000	71,000	78,100	7,100	10.00%
43750	Vehicle Maintenance	155	-	500	500	500	-	0.00%
43780	Buildings/Grounds Maintenance	5,597	1,792	44,000	91,950	60,000	16,000	36.36%
43810	Rents and Operating Leases	125	125	500	10,200	500	-	0.00%
43812	Equipment Replacement Pymt.	-	-	-	-	59,643	59,643	-
Total: Services		903,186	956,627	1,157,105	1,489,109	926,116	(230,989)	-19.96%
Capital Outlay								
48710	Minor Office Equipment	-	1,427	-	-	1,000	1,000	-
49433	Plan Reviews	2,780	3,515	3,515	3,515	3,515	-	0.00%
Total: Capital Outlay		2,780	4,942	3,515	3,515	4,515	1,000	28.45%
Department Total		\$ 928,948	\$ 964,308	\$ 1,243,870	\$ 1,619,606	\$ 1,567,531	\$ 323,661	26.02%

**Kenai Peninsula Borough
Budget Detail**

Fund 290

Department 32310 - Homer Transfer Facility - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Lead Landfill Operator , 3 Landfill laborer/operators. (Added through Reso 2022-19)

42210 Operating Supplies. Increased due to stormwater management supplies in FY2022 of (\$5,000), miscellaneous supplies (\$2,500).

42310 Repair/Maintenance Supplies. Increased to cover supplies needed to provide required contractual maintenance at site (\$50,000).

43011 Contractual Services. Increase required and inert waste study (\$100,100), Hauling contract (\$290,000) Brush, surveying, litter pickup (\$33,500), stormwater management (\$5,000), scale PM (\$5,000), facility wastewater disposal (\$12,000), monitoring of wells (\$5,500), and C&D Operations and cover material (\$115,000).

43015 Water / Air Sample Testing. Needed to support wastewater, stormwater, groundwater and air sampling/testing required to comply with EPA and DEC guidelines (\$46,526).

43019 Software Licensing. Required annual technical support relating to weigh system software (\$1,200) and security camera licensing (\$602).

43095 Solid Waste Closure/Post-Closure. Annual funding required for closure and postclosure cost (\$58,802).

43780 Building / Grounds Maintenance Miscellaneous building maintenance, fire suppression system, fire alarm system, surveillance system, emergency generator maintenance, road maintenance and building overhead door replacement (\$60,000).

43812 Equipment Replacement. Payment on solid waste equipment. See payment schedule below.

49433 Plan Reviews. ADEC permitting and plan review fees (\$3,515).

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>	<u>Projected Payments FY2024-26</u>
23 Wheeled Loader	\$ -	\$ -	\$ 49,596	\$ 185,868
23 Skid	-	-	10,047	4,752
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 59,643</u>	<u>\$ 190,620</u>

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.

FY2022 Accomplishments:

- Awarded Port Graham Operation Contract
- Expanded footprint of Beluga Landfill for increased lifespan

FY2023 New Initiatives:

- Acquisition difficult to source cover material at the Rocky Ridge Landfill.
- Advance proposed expansion of the Port Graham 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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Central Peninsula Landfill	6	7	7	7
Homer Landfill	3	4	4	4
Seward Transfer Facility	3	4	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

	FY2020 Actual		FY2021 Actual		FY2022 Projected		FY2023 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
<u>Hauling Area 1</u>								
Mixed solid waste total	1,837	3,601	1,894	3,822	1,840	3,667	1,840	3,667
Recycle total	156	117	130	102	153	120	153	120
<u>Hauling Area 2</u>								
Mixed solid waste total	1,192	2,680	1,228	2,663	1,197	2,680	1,197	2,680
Recycle total	157	136	183	144	170	141	170	141
<u>Transfer Facilities</u>								
Mixed solid waste total	808	5,686	861	5,939	834	5,656	834	5,656
Construction debris total	1,072	2,591	1,013	2,409	1,037	2,513	1,037	2,513
Recycle total	196	219	205	211	195	217	195	217
Used oil energy recovery total gallons		9,121		9,641		8,840		8,840
<u>Miscellaneous Landfills</u>								
Mixed solid waste total		1,325		1,325		1,325		1,325
Hazardous waste total drums/boxes		14		22		17		17

Kenai Peninsula Borough Budget Detail

Fund 290

Department 32570 - Landfills, Hauling, and Waste Programs

		FY2020	FY2021	FY2022	FY2022	FY2023	Difference Between	
		Actual	Actual	Original	Forecast	Mayor	Mayor Proposed &	
				Budget	Budget	Proposed	Original Budget	%
Personnel								
40110	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
40120	Temporary Wages	-	-	7,506	7,506	7,507	1	0.01%
40130	Overtime Wages	-	-	-	-	-	-	-
40210	FICA	2	-	574	574	574	-	0.00%
40221	PERS	9	-	-	-	-	-	-
40321	Health Insurance	12	-	-	-	-	-	-
Total: Personnel		23	-	8,080	8,080	8,081	1	0.01%
Supplies								
42020	Signage Supplies	-	89	5,000	5,000	5,000	-	0.00%
42210	Operating Supplies	250	342	4,000	3,800	4,000	-	0.00%
42230	Fuel, Oils and Lubricants	421	-	1,000	1,000	1,000	-	0.00%
42250	Uniforms	252	-	-	-	-	-	-
42310	Repair/Maintenance Supplies	524	1,060	6,000	6,000	6,000	-	0.00%
42360	Motor Vehicle Repair Supplies	672	48	400	400	400	-	0.00%
42410	Small Tools & Equipment	777	11,672	250	450	250	-	0.00%
Total: Supplies		2,896	13,211	16,650	16,650	16,650	-	0.00%
Services								
43011	Contractual Services	1,460,619	1,583,627	1,739,602	1,742,472	1,794,555	54,953	3.16%
43015	Water/Air Sample Testing	13,232	25,902	30,000	30,000	35,430	5,430	18.10%
43019	Software Licensing	409	427	810	835	853	43	5.31%
43095	SW Closure/Post Closure	109,543	110,702	93,380	93,380	96,469	3,089	3.31%
43110	Communications	2,087	2,086	2,250	2,250	2,250	-	0.00%
43140	Postage and Freight	202	-	300	300	300	-	0.00%
43210	Transportation/Subsistence	1,812	413	8,500	8,500	8,500	-	0.00%
43310	Advertising	537	139	500	500	500	-	0.00%
43410	Printing	29	53	150	150	150	-	0.00%
43510	Insurance Premium	2,849	3,111	2,490	2,490	4,738	2,248	90.28%
43610	Utilities	21,276	22,460	24,000	24,000	26,400	2,400	10.00%
43720	Equipment Maintenance	63	-	-	-	-	-	-
43765	Policing Sites	-	-	7,000	7,000	7,000	-	0.00%
43780	Buildings/Grounds Maintenance	18,986	28,307	53,500	53,475	53,500	-	0.00%
43810	Rents and Operating Leases	185	-	-	-	250	250	-
Total: Services		1,631,829	1,777,227	1,962,482	1,965,352	2,030,895	68,413	3.49%
Capital Outlay								
48710	Minor Office Equipment	-	966	-	-	-	-	-
49433	Plan Reviews	1,250	1,250	1,250	1,250	1,250	-	0.00%
Total: Capital Outlay		1,250	2,216	1,250	1,250	1,250	-	0.00%
Department Total		\$ 1,635,998	\$ 1,792,654	\$ 1,988,462	\$ 1,991,332	\$ 2,056,876	\$ 68,414	3.44%

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 with code revisions (\$5,000)

43011 Contractual Services. Increased to cover contractual increases related to operations, maintenance and improvements at three (3) transfer facilities (\$558,550), operations, maintenance and improvements at five (5) rural landfills (\$409,117), operations, maintenance and improvements at eight (8) drop-box / transfer sites (\$551,268), household hazardous waste collection program, used oil program, and wastewater disposal (\$274,600), Guardian Security (\$420) and sewer line thawing (\$600).

43015 Water/Air Sampling. Increased cost for water monitoring contract at Rocky Ridge Landfill (\$35,430).

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 (\$96,468).

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), 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**

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	\$ 969,440	\$ 945,762	\$ 1,094,292	\$ 1,133,496	\$ 1,411,449	\$ 317,157	28.98%
40120	Temporary Wages	61,465	85,900	97,446	97,446	120,329	22,883	23.48%
40130	Overtime Wages	49,686	48,383	72,126	73,336	99,247	27,121	37.60%
40210	FICA	92,330	88,415	110,003	110,229	142,093	32,090	29.17%
40221	PERS	322,896	318,569	263,633	264,308	342,209	78,576	29.81%
40321	Health Insurance	372,022	361,633	397,500	397,500	667,800	270,300	68.00%
40322	Life Insurance	1,452	1,392	2,728	2,729	2,209	(519)	-19.02%
40410	Leave	154,978	138,585	134,987	135,161	176,220	41,233	30.55%
40511	Other Benefits	3,744	13,016	-	1,656	-	-	-
	Total: Personnel	2,028,013	2,001,655	2,172,715	2,215,861	2,961,556	788,841	36.31%
Supplies								
42020	Signage Supplies	96	89	6,250	6,250	6,250	-	0.00%
42210	Operating Supplies	74,282	65,136	98,500	113,655	86,250	(12,250)	-12.44%
42230	Fuel, Oils and Lubricants	115,184	110,785	130,500	139,500	190,500	60,000	45.98%
42250	Uniforms	2,365	3,921	3,700	3,700	4,000	300	8.11%
42310	Repair/Maintenance Supplies	62,373	46,907	140,250	88,636	128,250	(12,000)	-8.56%
42360	Vehicle Repair Supplies	55,421	53,265	56,000	83,000	76,000	20,000	35.71%
42410	Small Tools & Equipment	9,909	24,393	5,750	15,492	10,150	4,400	76.52%
	Total: Supplies	319,630	304,496	440,950	451,036	501,400	60,450	13.71%
Services								
43011	Contractual Services	2,809,876	2,831,825	3,280,505	3,869,464	3,156,255	(124,250)	-3.79%
43014	Physical Examinations	1,615	1,842	2,800	2,800	5,000	2,200	78.57%
43015	Water/Air Sample Testing	83,001	100,692	125,896	127,146	153,921	28,025	22.26%
43019	Software Licensing	5,147	5,235	6,557	6,582	6,243	(314)	-4.79%
43095	SW Closure/Post Closure	850,608	947,940	873,340	873,340	765,450	(107,890)	-12.35%
43110	Communications	17,751	18,677	18,000	21,608	21,500	3,500	19.44%
43140	Postage and Freight	1,483	1,174	2,505	3,005	3,205	700	27.94%
43210	Transportation/Subsistence	8,644	5,910	21,657	22,524	18,525	(3,132)	-14.46%
43220	Car Allowance	4,301	7,348	7,200	7,200	7,200	-	-
43260	Training	599	1,486	5,350	5,169	5,350	-	0.00%
43310	Advertising	1,132	1,268	2,300	1,686	2,800	500	21.74%
43410	Printing	280	53	800	981	1,000	200	25.00%
43510	Insurance Premium	115,745	125,513	143,357	143,357	192,719	49,362	34.43%
43600	Project Management	-	-	6,000	6,000	4,000	(2,000)	-33.33%
43610	Utilities	536,880	636,537	583,851	583,851	642,236	58,385	10.00%
43720	Equipment Maintenance	588	575	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	20,830	19,773	15,900	40,600	16,900	1,000	6.29%
43765	Policing Sites	-	-	7,000	7,000	7,000	-	0.00%
43780	Buildings/Grounds Maintenance	67,681	70,092	188,253	266,128	204,250	15,997	8.50%
43810	Rents and Operating Leases	5,865	19,253	15,500	25,200	15,750	250	1.61%
43812	Equipment Replacement Pymt.	219,199	204,700	212,020	212,020	275,667	63,647	30.02%
43920	Dues and Subscriptions	2,899	1,645	2,675	2,893	3,125	450	16.82%
	Total: Services	4,754,124	5,001,538	5,523,466	6,230,554	5,510,096	(13,370)	-0.24%
Capital Outlay								
48311	Machinery & Equipment	10,771	5,183	-	-	-	-	-
48710	Minor Office Equipment	4,410	9,296	10,700	7,901	14,000	3,300	30.84%
49311	Design Services	1,200	-	-	-	-	-	-
49433	Plan Reviews	17,025	17,760	17,760	17,760	17,760	-	0.00%
	Total: Capital Outlay	33,406	32,239	28,460	30,763	31,760	3,300	11.60%
Transfers								
50340	Solid Waste Debt Service	1,063,500	1,064,750	1,063,750	1,063,750	1,061,250	(2,500)	-0.24%
50411	Solid Waste Capital Projects	250,000	245,239	4,400,000	262,000	1,250,000	(3,150,000)	-71.59%
	Total: Transfers	1,313,500	1,309,989	5,463,750	1,325,750	2,311,250	(3,152,500)	-57.70%
Department Total								
		\$ 8,448,673	\$ 8,649,917	\$ 13,629,341	\$ 10,253,964	\$ 11,316,062	\$ (2,313,279)	-16.97%

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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 annual comprehensive 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.

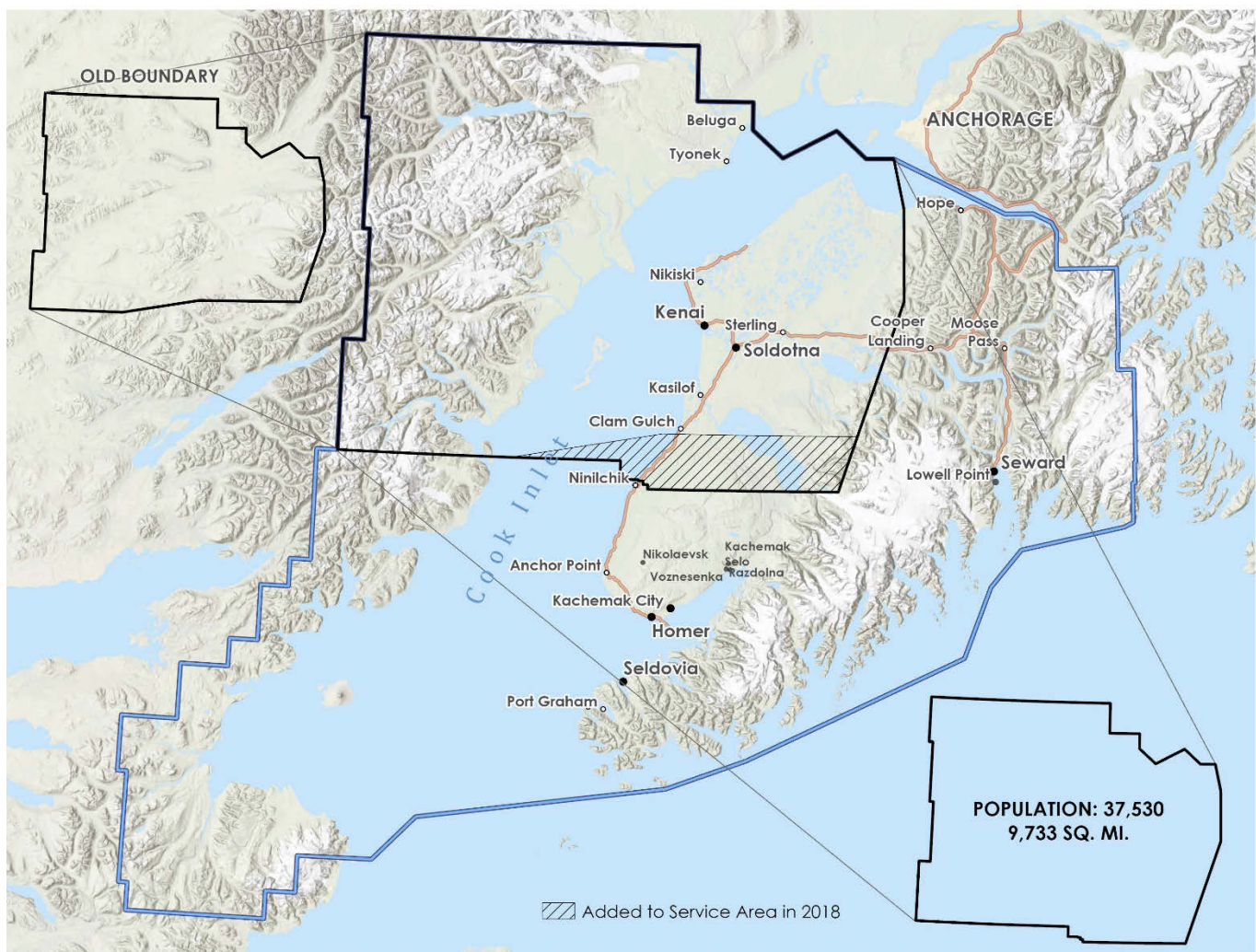
Central Kenai Peninsula Hospital Service Area

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.

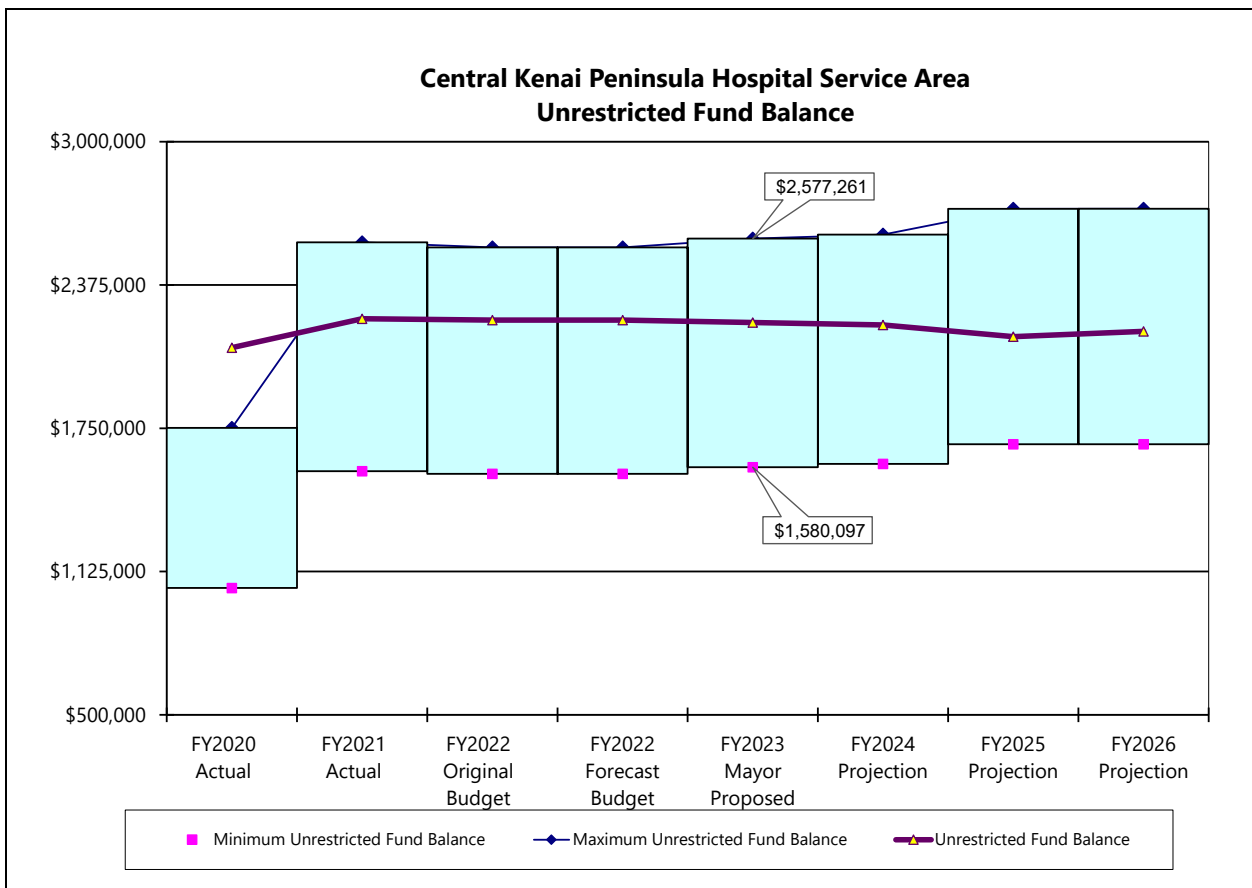
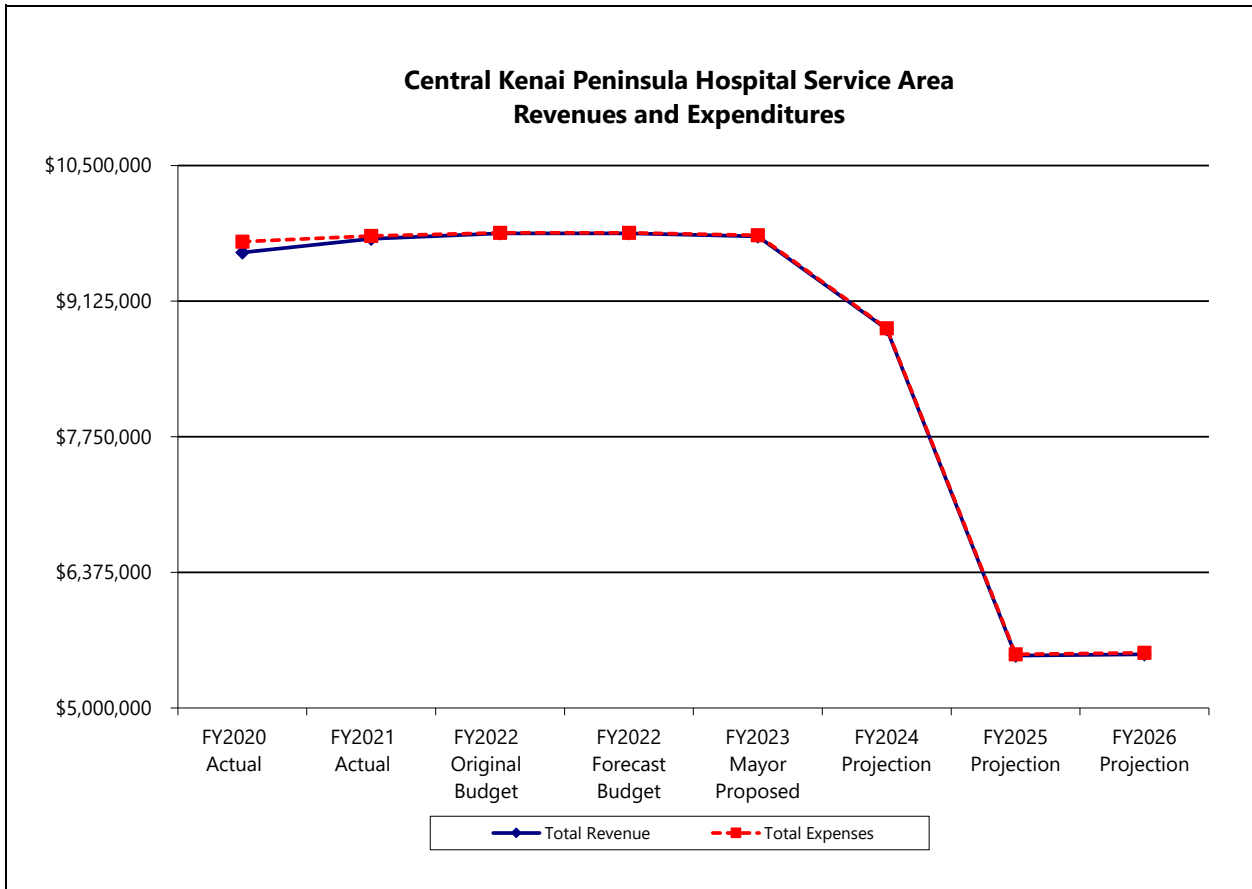
In the October 2018 election, voters from the southern peninsula approved moving the service area boundaries. This created the requirement to continue to assess a mill rate against parcels that were a part of the previous service area boundaries for both the Central Peninsula Hospital Service Area and 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 2023 is 0.01 mills.



Fund: 600 Central Kenai Peninsula Hospital Service Area

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	4,182,224	4,257,969	4,259,162	4,259,162	4,533,895	4,579,234	4,625,026	4,717,527
Personal	192,659	185,399	187,271	187,271	189,144	191,035	192,945	194,874
Oil & Gas (AS 43.56)	1,364,185	1,295,955	1,244,544	1,244,544	1,314,754	1,275,311	1,237,052	1,237,052
Total Taxable Value:	5,739,068	5,739,323	5,690,977	5,690,977	6,037,793	6,045,580	6,055,023	6,149,453
Mill Rate:	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01
Revenues:								
Property Taxes								
Real	\$ 41,404	\$ 42,215	\$ 42,592	\$ 42,592	\$ 45,339	\$ 45,792	\$ 46,250	\$ 47,175
Personal	2,478	1,916	1,835	1,835	1,854	1,872	1,891	1,910
Oil & Gas (AS 43.56)	13,633	12,970	12,445	12,445	13,148	12,753	12,371	12,371
Interest	176	125	114	114	121	121	121	123
Flat Tax	480	455	1,068	1,068	1,068	1,089	1,111	1,133
Motor Vehicle Tax	867	882	936	936	875	893	911	929
Total Property Taxes	59,038	58,563	58,990	58,990	62,405	62,520	62,655	63,641
Interest Earnings	88,794	6,567	45,305	45,305	44,442	44,231	44,017	43,755
CPH - Bond Payment/Other	9,469,874	9,685,792	9,708,001	9,708,001	9,675,199	8,733,563	5,424,299	5,436,569
Other Revenue	1,481	5,311	-	-	-	-	-	-
Total Revenues	9,619,187	9,756,233	9,812,296	9,812,296	9,782,046	8,840,314	5,530,971	5,543,965
Total Revenues and Operating Transfers	9,619,187	9,756,233	9,812,296	9,812,296	9,782,046	8,840,314	5,530,971	5,543,965
Expenditures:								
Services	257,237	307,446	336,214	336,214	504,112	504,112	514,194	524,478
InterDepartmental Charges	-	7,686	8,405	8,405	12,603	12,603	12,855	13,112
Total Expenditures:	257,237	315,132	344,619	344,619	516,715	516,715	527,049	537,590
Operating Transfers To:								
Debt Service Fund	9,471,999	9,471,850	9,473,351	9,473,351	9,275,924	8,334,288	5,017,038	5,021,163
Total Operating Transfers:	9,471,999	9,471,850	9,473,351	9,473,351	9,275,924	8,334,288	5,017,038	5,021,163
Total Expenditures and Operating Transfers	9,729,236	9,786,982	9,817,970	9,817,970	9,792,639	8,851,003	5,544,087	5,558,753
Net Results From Operations	(110,049)	(30,749)	(5,674)	(5,674)	(10,593)	(10,689)	(13,116)	(14,788)
Beginning Fund Balance	2,368,596	2,258,547	2,227,798	2,227,798	2,222,124	2,211,531	2,200,842	2,187,726
Ending Fund Balance	\$ 2,258,547	\$ 2,227,798	\$ 2,222,124	\$ 2,222,124	\$ 2,211,531	\$ 2,200,842	\$ 2,187,726	\$ 2,172,938



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.

FY2022 Accomplishments:

- Substantially completed the \$1,500,000 Mountain Tower ADA Parking and Access Upgrade Project. This project was funded by the Hospital Plant Replacement and Expansion Fund.

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:

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Mill rate	.01	.01	.01	.01
Property tax revenue	\$59,038	\$58,563	\$58,990	\$61,700

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:

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 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	\$9,469,874	\$9,685,792	\$9,708,001	\$9,675,199

Kenai Peninsula Borough

Budget Detail

Fund 600

Department 81110 - Central Kenai Peninsula Hospital Service Area Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43011	Contractual Services	\$ -	\$ 6,188	\$ 4,250	\$ 4,250	\$ 4,250	\$ -	0.00%
43012	Audit Services	86,150	87,316	97,314	97,314	100,587	3,273	3.36%
43510	Insurance Premium	171,087	213,942	234,650	234,650	399,275	164,625	70.16%
Total: Services		257,237	307,446	336,214	336,214	504,112	167,898	49.94%
Transfers								
50360	Debt Service	9,471,999	9,471,850	9,473,351	9,473,351	9,275,924	(197,427)	-2.08%
Total: Transfers		9,471,999	9,471,850	9,473,351	9,473,351	9,275,924	(197,427)	-2.08%
Interdepartmental Charges								
61990	Administrative Service Fee	-	7,686	8,405	8,405	12,603	4,198	49.95%
Total: Interdepartmental Charges		-	7,686	8,405	8,405	12,603	4,198	49.95%
Department Total		\$ 9,729,236	\$ 9,786,982	\$ 9,817,970	\$ 9,817,970	\$ 9,792,639	\$ (25,331)	-0.26%

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 contractual increases and anticipated single audit cost associated with receipts of federal coronavirus 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 FY2023 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 348-349 & 370.

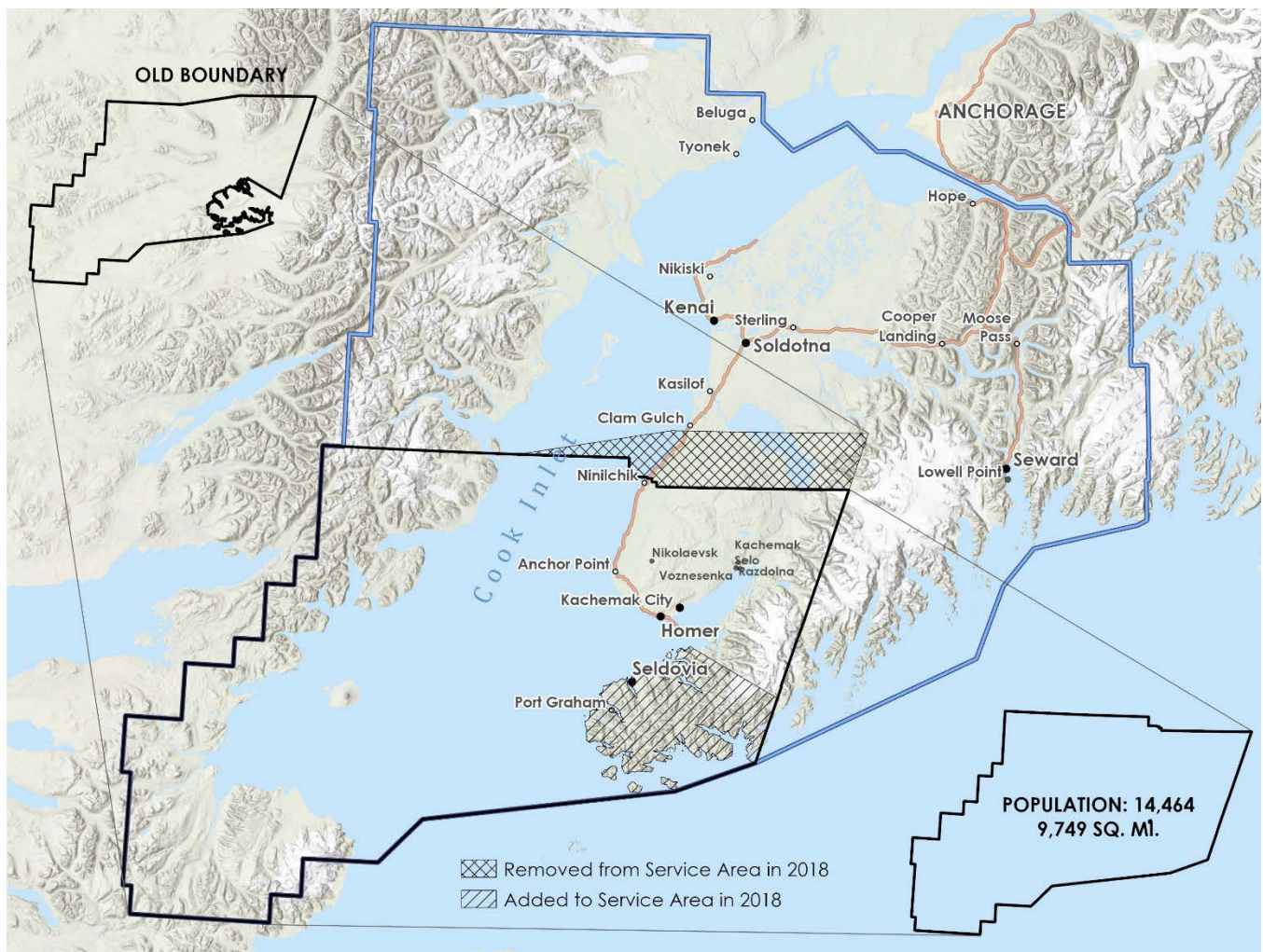
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South Kenai Peninsula Hospital Service Area

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 2023 is 2.24.



Board Members

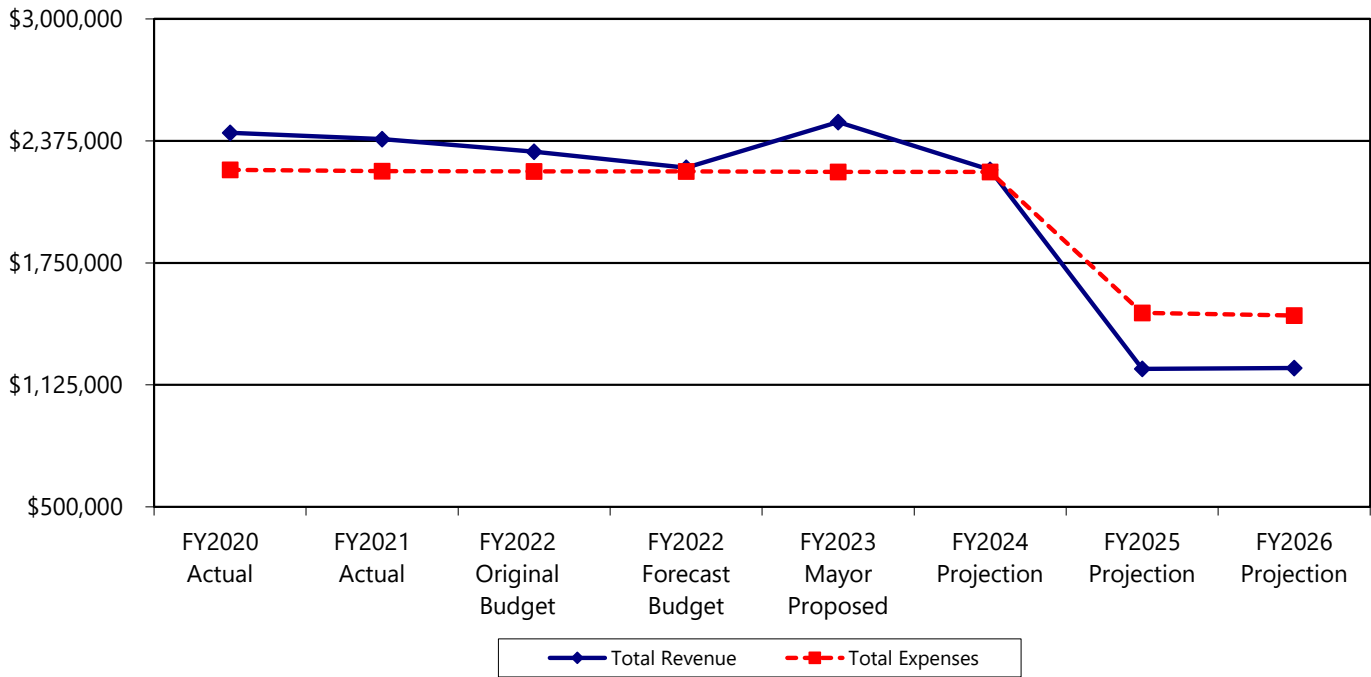
Kathryn Ault
Helen Armstrong
Willy Dunne
Roberta Highland

Judith Lund
Timothy Whip
Tim Daugharty
Amber Cabana
Ralph Broshe

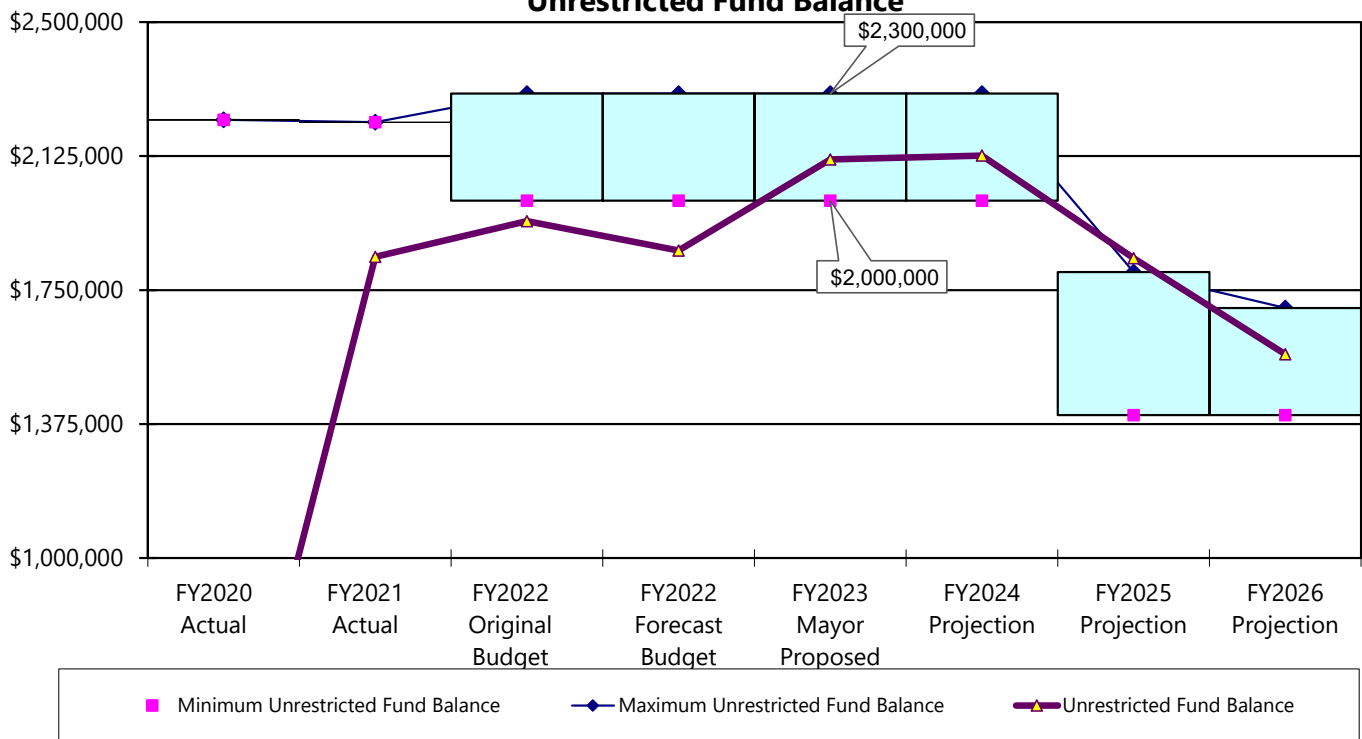
Fund: 601 South Kenai Peninsula Hospital Service Area (Debt issued prior to 7/1/19)

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	1,649,393	1,692,039	1,701,620	1,701,620	1,819,338	1,837,531	1,855,906	1,874,465
Personal	93,773	96,051	94,973	94,973	95,923	96,882	97,851	98,830
Oil & Gas (AS 43.56)	244,744	259,396	242,439	242,439	255,985	248,305	240,856	240,856
Total Taxable Value:	1,987,910	2,047,486	2,039,032	2,039,032	2,171,246	2,182,718	2,194,613	2,214,151
Mill Rate:	1.12	1.12	1.12	1.12	1.12	1.00	0.53	0.53
Revenues:								
Property Taxes								
Real	\$ 1,865,708	\$ 1,892,671	\$ 1,905,814	\$ 1,821,597	\$ 2,037,659	\$ 1,837,531	\$ 983,630	\$ 993,466
Personal	108,215	154,855	104,242	106,328	105,285	94,944	50,823	51,331
Oil & Gas (AS 43.56)	274,147	290,524	271,532	271,532	286,703	248,305	127,654	127,654
Interest	12,159	7,238	4,563	4,399	4,859	4,362	2,324	2,345
Flat Tax	47,798	2,233	-	-	-	-	-	-
Motor Vehicle Tax	-	30,404	-	-	-	-	-	-
Total Property Taxes	2,308,027	2,377,925	2,286,151	2,203,856	2,434,506	2,185,142	1,164,431	1,174,796
Interest Earnings	107,723	4,738	33,396	33,396	37,212	42,312	42,525	36,781
Other Revenue	627	1,112	-	-	-	-	-	-
Total Revenues:	2,416,377	2,383,775	2,319,547	2,237,252	2,471,718	2,227,454	1,206,956	1,211,577
Operating Transfers From:								
SPH Operating Fund	-	1,489,045	-	-	-	-	-	-
Total Revenues and Operating Transfers	2,416,377	3,872,820	2,319,547	2,237,252	2,471,718	2,227,454	1,206,956	1,211,577
Operating Transfers To:								
Debt Service Fund - Bonds	2,226,694	2,219,794	2,219,369	2,219,369	2,216,719	2,216,794	1,494,169	1,480,419
Total Operating Transfers:	2,226,694	2,219,794	2,219,369	2,219,369	2,216,719	2,216,794	1,494,169	1,480,419
Total Expenditures and Operating Transfers	2,226,694	2,219,794	2,219,369	2,219,369	2,216,719	2,216,794	1,494,169	1,480,419
Net Results From Operations	189,683	1,653,026	100,178	17,883	254,999	10,660	(287,213)	(268,842)
Beginning Fund Balance	-	189,683	1,842,709	1,842,709	1,860,592	2,115,591	2,126,251	1,839,038
Ending Fund Balance	\$ 189,683	\$ 1,842,709	\$ 1,942,887	\$ 1,860,592	\$ 2,115,591	\$ 2,126,251	\$ 1,839,038	\$ 1,570,196

South Kenai Peninsula Hospital Service Area Revenues and Expenditures (Debt issued prior 7/1/19)



South Kenai Peninsula Hospital Service Area (Debt Issued Prior to 7/1/19) Unrestricted Fund Balance



**Kenai Peninsula Borough
Budget Detail**

Fund 601

Department 81210 - South Kenai Peninsula Hospital Service Area (Debt issued prior to 7/1/19)

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Transfers							
50361 SKPH-Debt Service Fund	2,226,694	2,220,169	2,219,369	2,219,369	2,216,719	(2,650)	-0.12%
Total: Transfers	2,226,694	2,220,169	2,219,369	2,219,369	2,216,719	(2,650)	-0.12%
Department Total	<u>\$ 2,226,694</u>	<u>\$ 2,220,169</u>	<u>\$ 2,219,369</u>	<u>\$ 2,219,369</u>	<u>\$ 2,216,719</u>	<u>(2,650)</u>	<u>\$ (0)</u>

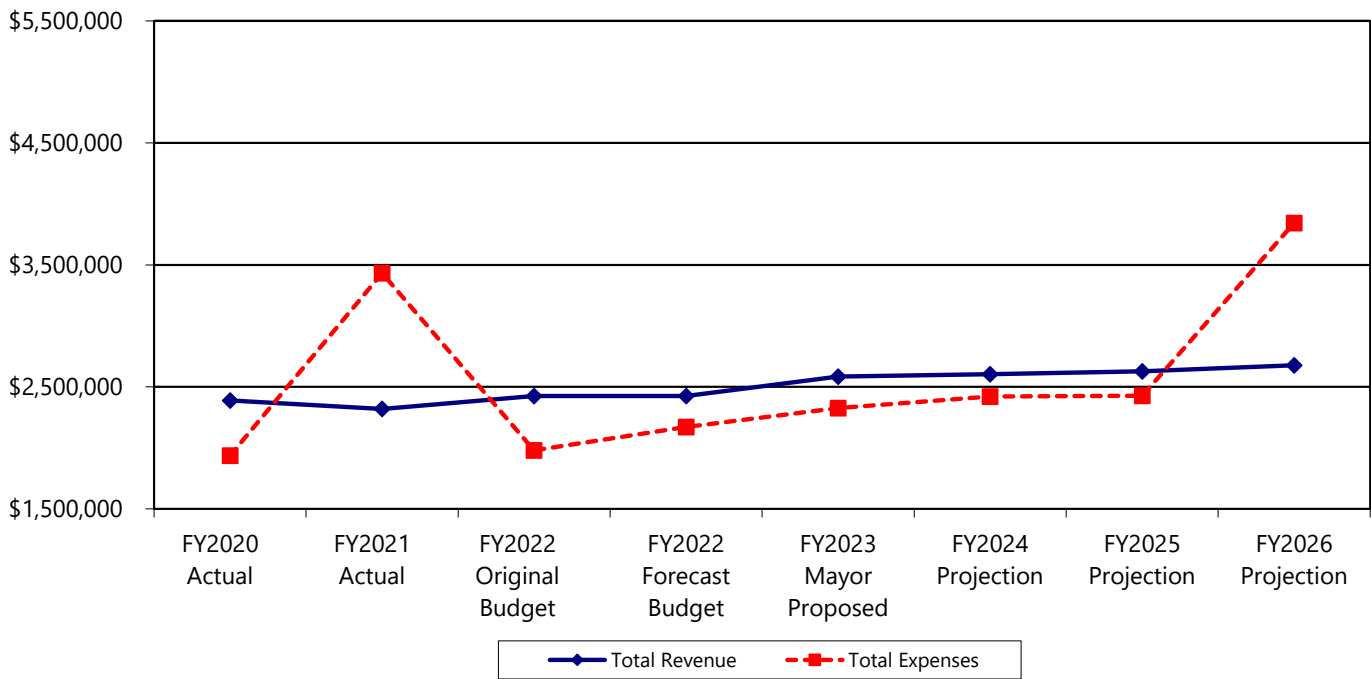
Line-Item Explanations

50361 Transfer to Debt Service Fund. For debt on hospital expansion project phase II (\$722,000); for debt on hospital expansion project phase III (\$1,092,800), Homer Medical Center expansion and hospital HVAC improvements (\$400,419), and debt fees (\$1,500).

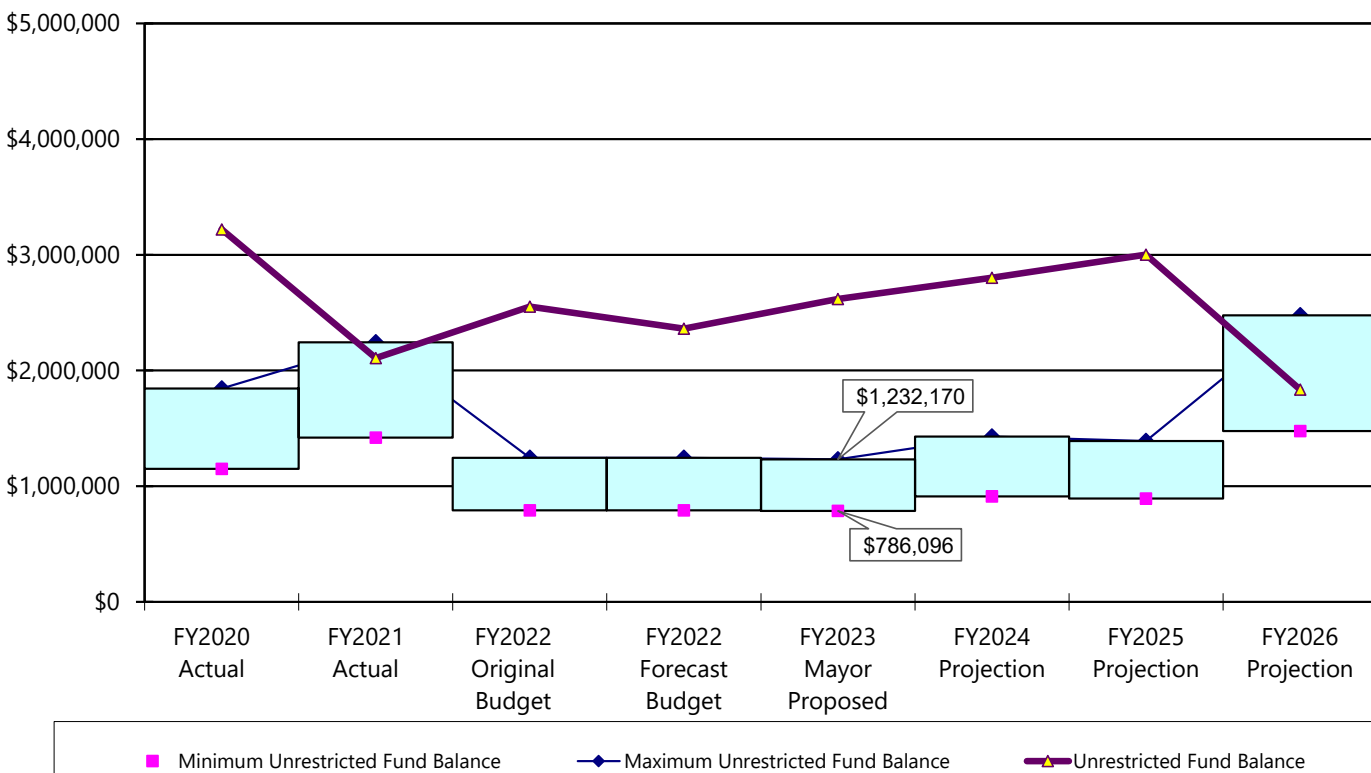
Fund: 602 South Kenai Peninsula Hospital Service Area

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Taxable Value (000's)								
Real	1,661,086	1,707,524	1,716,055	1,716,055	1,836,897	1,855,266	1,873,819	1,911,295
Personal	93,642	96,275	95,192	95,192	96,144	97,105	98,076	99,057
Oil & Gas (AS 43.56)	192,199	197,759	176,766	176,766	186,419	180,826	175,401	175,401
Total Taxable Value:	1,946,927	2,001,558	1,988,013	1,988,013	2,119,460	2,133,197	2,147,296	2,185,753
Mill Rate:	1.18	1.12	1.12	1.12	1.12	1.12	1.12	1.12
Revenues:								
Property Taxes								
Real	\$ 1,916,759	\$ 1,898,255	\$ 1,921,982	\$ 1,921,982	\$ 2,057,325	\$ 2,077,898	\$ 2,098,677	\$ 2,140,650
Personal	110,167	154,435	104,483	104,483	105,528	106,582	107,648	108,725
Oil & Gas (AS 43.56)	226,794	221,490	197,978	197,978	208,789	202,525	196,449	196,449
Interest	2,710	5,291	4,449	4,449	4,743	4,774	4,806	4,892
Flat Tax	49,093	2,237	87,464	87,464	89,213	90,997	92,817	94,673
Motor Vehicle Tax	61,625	30,677	66,195	66,195	67,519	68,869	70,246	71,651
Total Property Taxes	2,367,148	2,312,385	2,382,551	2,382,551	2,533,117	2,551,645	2,570,643	2,617,040
Interest Earnings	21,199	6,331	42,846	42,846	51,754	52,371	56,043	60,040
Other Revenue	1	155	-	-	-	-	-	-
Total Revenues:	2,388,348	2,318,871	2,425,397	2,425,397	2,584,871	2,604,016	2,626,686	2,677,080
Expenditures:								
Supplies	-	3,750	-	-	-	-	-	-
Services	236,901	233,241	274,361	274,361	306,488	312,618	318,870	325,247
InterDepartmental Charges	-	5,925	6,859	6,859	7,662	7,815	7,972	8,131
Total Expenditures	236,901	242,916	281,220	281,220	314,150	320,433	326,842	333,378
Operating Transfers To:								
Debt Service Fund - Bonds	-	-	-	-	-	-	-	1,410,500
Special Revenue Fund - SPH Debt	-	1,489,045	-	-	-	-	-	-
Capital Projects Fund	1,700,000	1,700,000	1,698,768	1,890,698	2,012,929	2,100,000	2,100,000	2,100,000
Total Operating Transfers:	1,700,000	3,189,045	1,698,768	1,890,698	2,012,929	2,100,000	2,100,000	3,510,500
Total Expenditures and Operating Transfers	1,936,901	3,431,961	1,979,988	2,171,918	2,327,079	2,420,433	2,426,842	3,843,878
Net Results From Operations	451,447	(1,113,090)	445,409	253,479	257,792	183,583	199,844	(1,166,798)
Beginning Fund Balance	2,768,928	3,220,375	2,107,285	2,107,285	2,360,764	2,618,556	2,802,139	3,001,983
Ending Fund Balance	\$ 3,220,375	\$ 2,107,285	\$ 2,552,694	\$ 2,360,764	\$ 2,618,556	\$ 2,802,139	\$ 3,001,983	\$ 1,835,185

South Kenai Peninsula Hospital Service Area Revenues and Expenditures



South Kenai Peninsula Hospital Service Area Unrestricted Fund Balance



Department Function

Funds 601 and 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:

- Aging demographic on the Southern Kenai Peninsula will place pressure on the healthcare system, requiring more long-term care beds, assisted living, and geriatric services.
- Capital Facilities require upgrade and expansion to facilitate increased demand for long-term care beds, parking, and family medicine services.

FY2022 Accomplishments:

- Funding provided for \$1.7 million in capital expenditures.
- Funding provided for Community STD testing and addiction awareness and treatment.

FY2023 New Initiatives:

- Capital funding for \$2.1 million in capital expenditures.
- Support and develop addiction services and community resilience.

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:

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Mill rate – Operations and debt issued after July 1, 2019	1.18	1.12	1.12	1.12
Total Revenues	\$2,388,348	2,318,871	\$2,425,397	\$2,584,871
Mill rate – Debt issued prior to July 1, 2019	1.12	\$1.12	1.12	1.12
Total Revenues	\$2,416,377	\$2,383,775	\$2,237,252	\$2,471,718

* 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:

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Service Area funds used for payment of debt service, capital purchases, and other related hospital expenses	\$4,163,595	\$4,162,710	\$4,409,170	\$4,543,798
Hospital PREF used for payment of capital purchases	\$755,100	\$1,781,000	\$3,151,265	\$343,207

Kenai Peninsula Borough

Budget Detail

Fund 602

Department 81210 - South Kenai Peninsula Hospital Service Area Administration

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40120	Temporary Wages	\$ -	\$ 1,816	\$ -	\$ -	\$ -	-	-
40130	Overtime Wages	-	116	-	-	-	-	-
40210	FICA	-	137	-	-	-	-	-
40321	Health Insurance	-	1,681	-	-	-	-	-
	Total: Supplies	-	3,750	-	-	-	-	-
Services								
43011	Contractual Services	103,993	79,269	107,000	107,000	107,000	-	0.00%
43012	Audit Services	52,000	52,797	56,796	56,796	64,775	7,979	14.05%
43210	Transportation/Subsistence	-	-	2,000	2,000	7,000	5,000	250.00%
43260	Training	-	-	2,000	2,000	3,000	1,000	50.00%
43410	Printing	-	-	7,000	7,000	1,000	(6,000)	-85.71%
43510	Insurance Premium	80,908	101,175	99,565	99,565	123,713	24,148	24.25%
	Total: Services	236,901	233,241	274,361	274,361	306,488	32,127	11.71%
Transfers								
50491	SKPH-Capital Projects Fund	1,700,000	1,700,000	1,698,768	1,890,698	2,012,929	314,161	18.49%
50601	SKPH-Special Revenue Fund-Debt	-	1,489,045	-	-	-	-	-
	Total: Transfers	1,700,000	3,189,045	1,698,768	1,890,698	2,012,929	314,161	18.49%
Interdepartmental Charges								
61990	Administrative Service Fee	5,979	5,925	6,859	6,859	7,662	803	11.71%
	Total: Interdepartmental Charges	5,979	5,925	6,859	6,859	7,662	803	11.71%
Department Total		\$ 1,942,880	\$ 3,431,961	\$ 1,979,988	\$ 2,171,918	\$ 2,327,079	\$ 347,091	17.53%

Line-Item Explanations

43011 Contractual Services. MAPP (Administered by G-Squared) - Community Health Coalition (\$45,000), All Things Addiction (previously known as Opioid Task Force) (\$30,000), Kachemak Bay Family Planning (\$20,000), and secretarial services (\$12,000).

43012 Audit Service. As required by Alaska Administrative Code 45.010 and in conformance with Alaska State Statute 29.35.120.

43210 Transportation/Subsistence. Fees for transportation and subsistence (meals) for Service Area Board Members to attend training (\$7,000).

43260 Training. Fees for Service Area Board Members to attend training and board member education (\$3,000).

43410 Printing. Printing of service area documents (\$1,000).

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 FY2023 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 348-349, 355-357, & 371-372.

Debt Service Funds

The Borough's Debt Service Funds, pages 341-344, 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, 2022 is \$900,000.
- 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, 2022 is \$7,625,000.
- 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, 2022 is \$16,115,000.

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, 2022 is \$1,010,000.

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, 2022 is \$650,000.
- 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, 2022 is \$1,460,000.
- 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, 2022 is \$1,215,000.

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, 2022 is \$6,335,000.
- 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, 2022 is \$17,235,000 (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, 2022 is \$425,000.
- 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, 2022 is \$475,000.
- 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, 2022 is \$25,080,000.

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, 2022 is \$1,375,000.
- 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, 2022 is \$5,560,000.
- 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, 2022 is \$3,315,000.

Bear Creek Fire Service Area Debt Service Fund

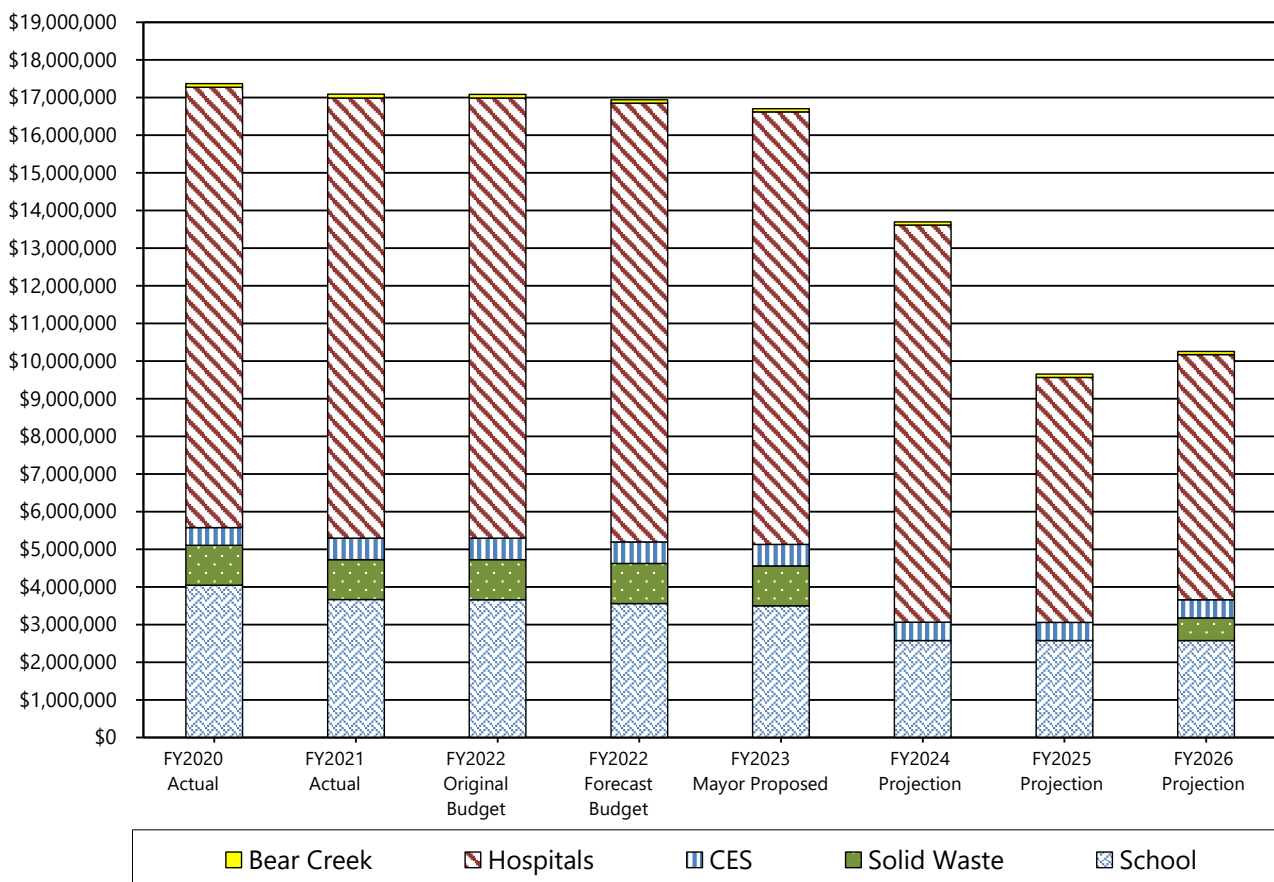
This fund was set up to account for debt issued for planning and design, property acquisition, construction, capital improvement, and equipping of the Bear Creek Fire Service Area Public Safety Building. Bond payments are paid from the Bear Creek Service Area tax levy. The current outstanding issue is 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, 2022 is \$865,000.

Total Debt Service Funds - Budget Projection

Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Revenues								
Federal Interest Subsidy	\$ 260,745	\$ 94,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	260,745	94,115	-	-	-	-	-	-
Operating Transfer From:								
General Fund	3,783,855	3,568,735	3,660,125	3,660,125	3,498,733	2,577,027	2,575,201	2,574,827
Special Revenue Fund	13,327,755	13,426,607	13,422,853	13,422,853	13,209,779	11,121,701	7,077,773	7,681,875
Total Operating Transfer	17,111,610	16,995,342	17,082,978	17,082,978	16,708,512	13,698,728	9,652,974	10,256,702
Total Revenue and Operating Transfers	17,372,355	17,089,457	17,082,978	17,082,978	16,708,512	13,698,728	9,652,974	10,256,702
Expenditures:								
Services	17,372,355	17,089,457	17,082,978	17,082,978	16,708,512	13,698,728	9,652,974	10,256,702
Total Expenditures	17,372,355	17,089,457	17,082,978	17,082,978	16,708,512	13,698,728	9,652,974	10,256,702
Net Results from Operations	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

General Government Debt Requirements FY2020 To FY2026



Kenai Peninsula Borough
Summary of Debt Service Requirements FY2023 - FY2042

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028-2032	FY 2033-2037	FY 2038-2042	TOTAL
School Debt									
Principal	2,795,000	1,980,000	2,045,000	2,095,000	2,145,000	10,635,000	2,945,000	-	24,640,000
Interest & Fees	703,733	597,027	530,201	479,827	424,333	1,123,909	88,733	-	3,947,763
Total	\$ 3,498,733	\$ 2,577,027	\$ 2,575,201	\$ 2,574,827	\$ 2,569,333	\$ 11,758,909	\$ 3,033,733	\$ -	\$ 28,587,763
Solid Waste Debt									
Principal	1,010,000	-	-	310,000	310,000	1,550,000	1,550,000	880,000	5,610,000
Interest & Fees	50,500	-	-	290,000	290,000	1,450,000	1,450,000	870,000	4,400,500
Total	\$ 1,060,500	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 3,000,000	\$ 3,000,000	\$ 1,750,000	\$ 10,010,500
Bear Creek Fire Service Area Debt									
Principal	70,000	75,000	75,000	75,000	80,000	405,000	85,000	-	865,000
Interest & Fees	14,323	11,931	11,503	10,855	9,995	30,171	944	-	89,722
Total	\$ 84,323	\$ 86,931	\$ 86,503	\$ 85,855	\$ 89,995	\$ 435,171	\$ 85,944	\$ -	\$ 954,722
Central Emergency Services Debt									
Principal	430,000	365,000	380,000	405,000	240,000	1,150,000	355,000	-	3,325,000
Interest & Fees	140,063	120,188	101,563	81,938	68,138	193,383	27,375	-	732,648
Total	\$ 570,063	\$ 485,188	\$ 481,563	\$ 486,938	\$ 308,138	\$ 1,343,383	\$ 382,375	\$ -	\$ 4,057,648
Central Kenai Peninsula Hospital Service Area Debt									
Principal	7,230,000	6,635,000	3,570,000	3,710,000	3,895,000	13,255,000	9,230,000	2,025,000	49,550,000
Interest & Fees	2,045,924	1,699,288	1,447,038	1,311,163	1,124,038	2,961,290	1,068,477	32,907	11,690,125
Total	\$ 9,275,924	\$ 8,334,288	\$ 5,017,038	\$ 5,021,163	\$ 5,019,038	\$ 16,216,290	\$ 10,298,477	\$ 2,057,907	\$ 61,240,125
South Kenai Peninsula Hospital Service Area Debt									
Principal	1,785,000	1,850,000	1,195,000	1,250,000	2,030,478	6,696,074	4,574,499	5,447,968	24,829,019
Interest & Fees	430,219	365,294	297,669	237,919	859,941	3,400,669	2,435,686	1,562,217	9,589,614
Total	\$ 2,215,219	\$ 2,215,294	\$ 1,492,669	\$ 1,487,919	\$ 2,890,419	\$ 10,096,743	\$ 7,010,185	\$ 7,010,185	\$ 34,418,633

Authorized but Not-Issued Debt as of June 30, 2022:

Principal	Anticipated Issue Date	Anticipated Payment Date
Solid Waste	Fiscal Year 2026	Fiscal Year 2026
\$4,600,000		

Projected but Not-Authorized or Issued Debt as of June 30, 2022:

Principal	Anticipated Issue Date	Anticipated Payment Date
South Kenai Peninsula Hospital Service Area	Fiscal Year 2026	Fiscal Year 2027
\$20,000,000		

**Kenai Peninsula Borough
Budget Detail**

**Funds 308-361
Debt Service Fund**

Acct	Description	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
308.79000	School 2012 (2004) Issue	\$ 1,005,850	\$ 967,375	\$ 958,750	\$ 958,750	\$ -	(958,750)	-100.00%
308.79000	School 2022 (2004/2012) Issue	-	-	-	-	922,500	922,500	-
308.79000	School 2011 Issue	1,411,775	-	-	-	-	-	-
308.79000	School 2021 (2011) Issue	-	1,066,650	1,062,875	1,062,875	1,058,875	(4,000)	-0.38%
308.79000	School 2014 Issue	1,626,600	1,627,325	1,628,500	1,628,500	996,875	(631,625)	-38.79%
308.79000	School 2021 (2014) Issue	-	-	-	-	510,483	510,483	-
349.94910	School Bond Issue Expense	375	1,500	10,000	10,000	10,000	-	0.00%
340.32000	Solid Waste 2017 Issue	1,063,500	1,064,750	1,063,750	1,063,750	1,061,250	(2,500)	-0.24%
342.51210	Bear Creek 2013 Issue	94,520	97,520	95,320	95,320	57,200	(38,120)	-39.99%
342.51210	Bear Creek 2021 (2013) Issue	-	-	-	-	27,123	27,123	-
358.51610	CES Debt 2015 (2006) Issue	180,000	183,250	181,125	181,125	178,750	(2,375)	-1.31%
358.51610	CES 2016 Issue	266,938	267,438	262,563	262,563	263,813	1,250	0.48%
358.51610	CES 2020 Issue	24,104	120,375	127,375	127,375	129,000	1,625	1.28%
360.81110	CPGH 2012 (2004) Issue	3,521,000	3,525,500	3,528,625	3,528,625	-	(3,528,625)	-100.00%
360.81110	CPGH 2021 (2004/2012) Issue	-	-	-	-	3,334,375	3,334,375	-
360.81110	CPGH 2014 Issue	2,962,187	2,961,603	2,955,849	2,955,849	2,957,500	1,651	0.06%
360.81110	CPGH 2015 Issue	435,555	436,061	435,129	435,129	436,123	994	0.23%
360.81110	CPGH 2016 Issue	491,595	492,028	491,335	491,335	489,013	(2,322)	-0.47%
360.81110	CPGH 2018 Issue	2,061,662	2,058,288	2,062,413	2,062,413	2,058,913	(3,500)	-0.17%
361.81210	SPH 2012 (2004) Issue	612,000	-	-	-	-	-	-
361.81210	SPH 2016 (2004) Issue	119,350	726,950	726,650	726,650	723,500	(3,150)	-0.43%
361.81210	SPH 2015 (2008) Issue	1,097,300	1,090,800	1,092,800	1,092,800	1,092,800	-	0.00%
361.81210	SPH Homer Medical Clinic/HVAC	398,044	402,044	399,919	399,919	400,419	500	0.13%
Total Current Debt Service		\$ 17,372,355	\$ 17,089,457	\$ 17,082,978	\$ 17,082,978	\$ 16,708,512	\$ (374,466)	-2.19%

**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 (Remaining)	Maturity Dates FY	Annual Installments (Remaining)	Principal Outstanding 6/30/22
<u>School:</u>						
8/7/2003	\$ 14,700,000	up to 70%	5.00	2004-2023	\$922,500	\$ 900,000
12/9/2010	16,865,000	up to 70%	5.00	2011-2031	\$1,040,125 to \$1,058,875	7,625,000
11/14/2013	20,860,000	up to 70%	.343 - 5.00	2014-2034	\$509,402 to \$1,509,326	16,115,000
	<u>\$ 52,425,000</u>					<u>\$ 24,640,000</u>
<u>Solid Waste:</u>						
4/27/2017	<u>\$ 5,405,000</u>		5.00	2018-2023	\$1,060,500	<u>\$ 1,010,000</u>
<u>Bear Creek Fire Service Area:</u>						
3/12/2013	<u>\$ 1,215,000</u>		.343 - 5.00	2014-2033	\$27,123 to \$89,995	<u>\$ 865,000</u>
<u>Central Emergency Service Area:</u>						
6/21/2006	\$ 2,500,000		5.00	2006-2026	\$177,875 to \$181,000	\$ 650,000
2/2/2016	2,465,000		2.00 - 6.00	2017-2031	\$176,813 to \$262,313	1,460,000
11/21/2019	1,335,000		5.00	2020-2035	\$125,000 - \$129,500	1,215,000
	<u>\$ 4,965,000</u>					<u>\$ 3,325,000</u>
<u>Central Kenai Peninsula Hospital Debt:</u>						
12/10/2003	\$ 47,985,000		5.00	2005-2024	\$3,321,000 to \$3,334,375	\$ 6,335,000
2/20/2014	32,490,000		3.125-5.00	2015-2029	\$2,955,500 to \$2,960,000	17,235,000
6/4/2015	3,200,000		2.617	2016-2023	\$436,123	425,000
6/7/2016	3,050,000		2.95	2016-2023	\$489,013	475,000
11/29/2017	28,955,000		3.00 - 5.00	2018-2038	\$2,057,663 to \$2,062,538	25,080,000
	<u>\$ 80,475,000</u>					<u>\$ 49,550,000</u>
<u>South Kenai Peninsula Hospital Debt:</u>						
9/30/2003	\$ 10,290,000		5.00	2004-2024	\$722,000 to \$722,625	\$ 1,375,000
8/28/2007	14,555,000		2.00 - 5.00	2008-2028	\$1,086,750 to \$1,093,250	5,560,000
4/27/2017	4,500,000		2.50 - 5.00	2018-2032	\$397,919 to \$402,719	3,315,000
	<u>\$ 24,845,000</u>					<u>\$ 10,250,000</u>

* In FY2021, the Borough received \$0 reimbursement from the State of Alaska. In FY2022, the Borough is forecasted to receive 1,277,544 in reimbursement from the State of Alaska. In FY2023, the Borough anticipates receiving 50% of allowable reimbursement from the State of Alaska.

Capital Projects Funds

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Kenai Peninsula Borough

FY2023 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 2023 through 2027 and is on page 349. The fourth section is a listing of the projects being funded for the current fiscal year and starts on page 350. 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.

Total Capital Project Funds - Budget Projection

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
Funds Provided:						
Interest revenue	21,454	124,466	154,762	160,468	160,257	178,599
Operating Transfers In From:						
General Fund	4,300,000	5,750,000	3,250,000	3,250,000	3,250,000	3,250,000
General Fund - PILT grant	987,500	875,000	-	-	-	-
Solid Waste Fund	262,000	1,250,000	1,550,000	300,000	300,000	250,000
911 Communication (1)	-	624,000	178,538	300,000	300,000	300,000
Closure/Post Closure Liability Funds	1,122,659	-	-	4,000,000	-	-
Nikiski Fire	300,000	300,000	260,000	260,000	260,000	260,000
Bear Creek	250,000	290,000	190,000	190,000	150,000	100,000
Western Emergency Service Area	434,221	165,000	100,000	100,000	100,000	100,000
Central Emergency Services	1,200,000	1,100,000	700,000	700,000	700,000	900,000
Kachemak Emergency	150,000	400,000	120,000	120,000	100,000	50,000
North Peninsula Recreation	250,000	700,000	450,000	425,000	425,000	300,000
Roads	3,800,000	2,300,000	2,200,000	2,200,000	2,200,000	2,200,000
* CPH Plant Replacement and Expansion Fund	3,091,311	18,744,900	19,966,525	30,017,000	21,458,000	20,780,000
South Kenai Peninsula Hospital Service Area	1,890,698	2,012,929	2,100,000	2,100,000	2,100,000	2,100,000
SPH Plant Replacement and Expansion Fund	3,151,265	343,207	-	225,000	-	-
Other Financing Sources						
Grants and Authorized Debt Issuance	19,808,638	-	-	-	4,600,000	-
Other Funds Provided	409,252	-	-	-	-	-
* Equipment Replacement Fund	-	140,001	452,000	1,119,080	1,075,000	1,090,000
Unsecured Revenue Sources Unapproved Projects	-	-	44,998,000	8,450,000	34,550,000	3,500,000
Total Funds Provided	41,428,998	35,119,503	76,669,825	53,916,548	71,728,257	35,358,599
General Government:						
* School Revenue (1)	\$ 19,083,064	\$ 5,390,001	\$ 8,508,000	\$ 9,140,000	\$ 5,390,000	\$ 5,140,000
* General Government (1)	632,430	887,702	27,000	79,000	40,000	500,000
911 Communication	-	129,652	38,841	34,572	23,307	8,289
* Solid Waste (1)	8,345,549	630,000	2,815,525	4,900,080	6,115,000	1,010,000
Service Areas:						
Nikiski Fire	1,090,702	390,000	150,000	650,000	300,000	200,000
Bear Creek	604,662	442,500	500,000	20,000	20,000	-
Western Emergency Service Area	924,522	345,000	450,000	300,000	500,000	-
Central Emergency Services	3,104,052	1,525,000	15,100,000	1,200,000	615,000	1,315,000
Kachemak Emergency	398,504	662,500	3,075,000	930,000	1,050,000	-
North Peninsula Recreation	710,308	779,000	240,000	175,000	165,000	1,785,000
Roads	9,100,003	2,565,550	23,603,950	2,373,400	2,438,100	2,132,900
* Central Kenai Peninsula Hospital (2)	3,208,116	18,744,900	19,966,525	30,017,000	21,458,000	20,780,000
South Kenai Peninsula Hospital	6,152,483	2,356,136	1,917,887	2,587,205	31,750,000	2,225,000
Total Expenditures	\$ 53,354,395	\$ 34,847,941	\$ 76,392,728	\$ 52,406,257	\$ 69,864,407	35,096,189
Funded through Equipment Replacement Fund (1)	-	(140,001)	(452,000)	(1,119,080)	(1,075,000)	(1,090,000)
Less Central Peninsula Hospital (2)	-	(18,744,900)	(19,966,525)	(30,017,000)	(21,458,000)	(20,780,000)
Less Unsecured / Unapproved Projects	-	-	(44,998,000)	(8,450,000)	(34,550,000)	(3,500,000)
Total Appropriations	\$ 53,354,395	\$ 15,963,040	\$ 10,976,203	\$ 12,820,177	\$ 12,781,407	\$ 9,726,189
Net Results From Operations	(11,925,397)	271,562	277,097	1,510,291	1,863,850	262,410
Beginning Fund Balance	23,837,437	11,912,040	12,183,602	12,460,699	13,970,990	15,834,840
Ending Fund Balance	\$ 11,912,040	\$ 12,183,602	\$ 12,460,699	\$ 13,970,990	\$ 15,834,840	\$ 16,097,250

* (1) Expenditures for these funds include an appropriation in the Equipment Replacement Fund. This is being shown for informational purposes only. See pages 358-361 and 445 for additional information.

* (2) Expenditures for these funds are not being appropriated through the budget process and are being shown for informational purposes only. See the individual worksheets for additional information.

Kenai Peninsula Borough Capital Project Funds
Expenditure Summary
Fiscal Years 2023 Through 2027

	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>General Government:</u>					
* School Revenue (1)	\$ 5,390,001	\$ 8,508,000	\$ 9,090,000	\$ 5,340,000	\$ 5,090,000
* General Government (1)	887,702	27,000	79,000	40,000	500,000
* 911 Communication (1)	129,652	38,841	34,572	23,307	8,289
* Solid Waste (1)	630,000	2,815,525	4,900,080	6,115,000	1,010,000
<u>Service Areas:</u>					
Nikiski Fire	390,000	150,000	650,000	300,000	200,000
Bear Creek	442,500	500,000	20,000	20,000	-
Western Emergency Service Area	345,000	450,000	300,000	500,000	-
Central Emergency Services	1,525,000	15,100,000	1,200,000	615,000	1,315,000
Kachemak Emergency	662,500	3,075,000	930,000	1,050,000	-
North Peninsula Recreation	779,000	240,000	175,000	165,000	1,785,000
Roads	2,565,550	23,603,950	2,373,400	2,438,100	2,132,900
* Central Kenai Peninsula Hospital (2)	18,744,900	19,966,525	30,017,000	21,458,000	20,780,000
South Kenai Peninsula Hospital	2,356,136	2,356,136	1,917,887	2,587,205	2,225,000
Total Expenditures	\$ 34,847,941	\$ 76,830,977	\$ 51,686,939	\$ 40,651,612	35,046,189
* Funded through Equipment Replacement Fund (1)	(140,001)	(452,000)	(1,119,080)	(1,075,000)	(1,090,000)
Less Central Kenai Peninsula Hospital (2)	(18,744,900)	(19,966,525)	(30,017,000)	(21,458,000)	(20,780,000)
Total Appropriations	\$ 15,963,040	\$ 56,412,452	\$ 20,550,859	\$ 18,118,612	\$ 13,176,189
<p>* (1) Expenditures for these funds include an appropriation in the Equipment Replacement Fund. This is being shown for informational purposes only. See pages 358-361,384, and 433 for additional information.</p> <p>* (2) Expenditures for these funds are not being appropriated through the budget process and are being shown for informational purposes only. See the individual worksheets for additional information.</p>					

Kenai Peninsula Borough Capital Project Funds Detailed Project Descriptions

School Revenue Capital Projects

Area-wide asphalt and sidewalk repair (project cost \$155,000)

These funds will be used to seal, repair and/or replace asphalt parking lots and sidewalks at various schools. This project will extend the life of the current asphalt. Project #400.78050.23802.49999.

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 #400.78050.23861.49999.

Area wide bleacher replacements (project cost \$60,000)

Funds are intended to replace bleacher systems and auditorium seating at facilities district wide. Priority is based on condition and need. Project #400.78050.23727.49999.

Area-wide assessment/design needs (project cost \$100,000)

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 #400.78050.23DSG.49999.

Area-wide electrical and lighting upgrades (project cost \$65,000)

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 #400.78050.23758.49999.

Area-wide elevator upgrades (project cost \$50,000)

These funds are required to upgrade elevators throughout the district. Will primarily be utilized to replace or upgrade door openers and main controls on elevators that are having operation issues due to age and available repair parts. Project #400.78050.23803.49999

Area-wide flooring replacement upgrades (project cost \$100,000)

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 #400.78050.23755.49999.

Area-wide generator and associated hardware upgrades (project cost \$50,000)

These funds are required in order to continue replacing and upgrading the generators, transfer switches and switch gear for district use. These projects will allow the Maintenance department to experience fewer call outs and repairs to antiquated equipment that has outlived their useful life. Project #400.78050.23860.49999.

Area-wide HVAC/DDC upgrades and repairs (project cost \$400,000)

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 #400.78050.23801.49999.

Area-wide locker upgrades (project cost \$250,000)

These funds will be used to purchase and install hall and locker room lockers throughout the Borough. Project decision is based on priority relating to condition and need. Project #400.78050.23855.49999.

Area-wide playground upgrades (project cost \$25,000)

These funds will be used to remove old and damaged play structures at schools and replace with new. Funds would also be utilized to make improvements to resilient materials. Priority is based on condition and need, as determined by area wide inspections. Project #400.78050.23780.49999.

Area-wide portables and outbuildings (project cost \$350,000)

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 #400.78010.23851.49999

Area-wide security and safety improvements (project cost \$150,000)

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 #400.78050.23856.49999.

Area-wide water quality improvements (project cost \$40,000)

Replacement of water/waste-water treatment/conditioning systems at various location and installation of water conservation fixtures. This project will improve water quality and reduce water consumption. Project #400.78050.23759.49999.

Area-wide building envelope upgrade/replacement (project cost \$155,000)

These funds would be made available to focus on the highest priority issues related to weather intrusion, operability of hardware systems and security. Project #400.78050.23714.49999.

Vehicle/pickup/ for Maintenance (project cost \$140,001)

These funds will purchase 3 pickups for use on the maintenance of school facilities and grounds by the Maintenance department. These items are funded through the Equipment Replacement Fund. Project #705.94910.23E01-23E03.49999

Match for Kachemak-Selo School Facility Construction Project (project cost \$3,000,000)

Match grants funds and support the planning, land acquisition, designing, site preparation, construction, acquiring, renovating, installing, equipping, and other project related expenditures of the Kachemak-Selo School Construction project. Project #400.71065.KSELO.49999.

General Government

Emergency Response Center (ERC) Uninterruptible Power Supply for building (project cost \$57,702)

Replace the emergency backup power for the Emergency Response Center (ERC), consists of a diesel generator and the 40KVa Uninterruptible Power System (UPS), installation and other project related expenditures. Project #407.11250.23471.49999

Borough Admin Bldg. Roof replacement (project cost \$700,000)

To install new roofing for the Borough Administration Building, to include preliminary assessment, design, construction and other project related expenditures. Project #407.94910.23472.49999

Borough Admin Bldg. HVAC Design/Upgrade (total project cost \$120,000)

To cover review of design options, purchase, install a replacement back-up chiller for the Borough Administration Building's network servers and other project related expenditures. Project # 407.94910.23473.49999.

Human Resources Portable Building - Foundation Repair Project (project cost \$10,000)

To cover costs associated with the foundation repair, to include preliminary assessment, design, construction and other project related expenditures. Project #407.11230.23474.49999.

911 Communications

Emergency Response Center (ERC) Uninterruptible Power Supply for building (project cost \$57,702)

Replace the emergency backup power for the Emergency Response Center (ERC), consists of a diesel generator and the 40KVa Uninterruptible Power System (UPS), installation and other project related expenditures. Project #455.11255.23431.49999

Cisco Router/Switch replacement (project cost \$18,000)

This project is to replace end of life router/switch for 911 Communications, to include installation, parts, licensing, and other project related expenditures. Project #455.11255.23432.49999

Workstation, Monitor and Network equipment (project cost \$12,950)

This project is to replace end of life workstations, monitors, and other network equipment for 911 Communications, to include installation, parts, licensing, and other project related expenditures. Project #455.11255.23433.49999

Cisco distribution switches (project cost \$28,000)

This project is to replace end of life distribution switches for 911 Communications, to include installation, parts, licensing, and other project related expenditures. Project #455.11255.23434.49999

Dell host servers (project cost \$13,000)

This project is to replace end of life host servers for 911 Communications, to include installation, parts, licensing, and other project related expenditures. Project #455.11255.23435.49999

Solid Waste

Solid Waste Department Master Plan (project cost \$300,000)

This project will produce a master plan for the Solid Waste Department that analyzes projections of municipal solid waste (MSW) and construction and demolition (C&D) wastes across the peninsula to determine expected closure dates of existing landfills to begin permitting process for new landfills as appropriate. Project # 411.32122.23491.49999.

CPL Landfill Gas and Leachate Collection Materials (project cost \$150,000)

The purpose of this project is the installation of landfill gas and leachate collection piping in cells 2 & 3 as per design criteria, to cover installation and other project related expenditures. Project # 411.32122.23492.49999.

CPL Landfill Gas Collection Design (project cost \$100,000)

This project provides for design of a landfill gas collection system for use with the leachate evaporation system and to cover other project related expenditures. The Borough intends to use completed design and cost estimate to seek grant funds for construction of system. Project # 411.32122.23493.49999.

CPL Overhead Door Replacement (project cost \$40,000)

This project is to replace end of life overhead door at Central Peninsula Landfill (CPL), to include installation, parts, and other project related expenditures. Project # 411.32122.23494.49999.

CPL Used Oil Burner Replacement (project cost \$25,000)

This project is to replace end of life oil-burner equipment at Central Peninsula Landfill (CPL), to include installation, parts, and other project related expenditures. Project # 411.32122.23495.49999.

CPL Rotary Brush Cutter (project cost \$15,000)

This project is to replace end of life rotary brush cutting equipment at Central Peninsula Landfill (CPL), to include installation, parts, and other project related expenditures. Project # 411.32122.23496.49999.

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 # 441.51110.23411.49999.

Lighting Upgrade Station #2 Phase 2 (project cost \$60,000)

This project is intended to finish the lighting repairs and upgrades to LED light fixtures at Nikiski Fire Station 2, to cover installation, parts and other project related expenditures. Project # 441.51110.23412.49999.

Snow machines (2) (project cost \$30,000)

This project is to replace end of life snow machines for multi-station use, to include needed permitting and other project related expenditures. Project # 441.51110.23413.49999.

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 # 442.51210.23421.49999.

Ambulance (project cost \$250,000)

To replace end of life 20 year-old Ford ambulance and upgrade the associated equipment to current medical and industry practice. To include apparatus, equipment, title, registration, and other related project costs. Project # 442.51210.23422.49999.

Western Emergency Service Area

SCBA / Radio Communications – PILT grant and local match (project cost \$220,000)

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 # 444.51410.23441.49999.

Heavy Duty Truck Lift (project cost \$65,000)

This project will provide for the purchase of a mobile heavy-duty truck lift to be used by the service area mechanic to perform repairs and maintenance on apparatus that currently cannot be performed. Project # 444.51410.23442.49999.

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 # 444.51410.23443.49999.

Central Emergency Services

SCBA / Radio Communications – PILT grant and local match (project cost \$575,000)

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 # 443.51610.23461.49999.

Stations 5 & 6 interior LED Lighting Project (project cost \$125,000)

The project will include design, purchase and installation of LED lighting fixtures- bulbs, accessories to the apparatus bays, living quarters in Funny River and the living areas, office, community room and bedrooms at the Kasilof station. Project #443.51610.23462.49999.

Station 5 Air & Electrical Ceiling Reels Project \$50,000)

This project would design, purchase, including air compressor, air-lines and accessories, install ceiling mounted electric cord and air hose reels over each apparatus bay for vehicle, and various equipment and wiring to complete the project. Project #443.51610.23463.49999.

Station 1 relocation design/construction (project cost \$250,000)

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 phase II design, engineering, construction, permitting, additional land, and needs for a new CES Soldotna Fire Station. This \$250,000 appropriation is in addition to \$1,000,000 originally appropriated in FY2022. Project #443.51610.23464.49999.

Security Door Upgrades Multi-Station Project (project cost \$175,000)

This project would design, purchase software/equipment and install new electronic combination exterior door locks to all CES stations. This will improve reliability in cold weather as well as enhancing management, operations with passcodes for employees, volunteer responders as well as public access. Project #443.51610.23465.49999.

Station 4 & 6 Bay Floors resurfacing Project (project cost \$200,000)

This project will provide for design, prepping and application of an appropriate concrete floor sealant. Project #443.51610.23466.49999.

Station Interior/Flooring Upgrades Multi-Station Project (project cost \$50,000)

The project will repair, replace flooring both linoleum and carpeted in the living areas, kitchen, training rooms, bedrooms and offices. Project may include interior painting as needed. This project includes Stations 3, 4, 5 and 6. Project #443.51610.23467.49999.

Training Site Phase 3 Project (project cost \$100,000)

This project will finish the security fencing around the perimeter of the training site as well as upgrade the current gate, and add an additional roller type gate(s) for increase security. The project may include additional lighting, and electrical outlets as needed for illumination during training sessions in dark settings. This \$100,000 appropriation is in addition to \$489,950 originally appropriated in FY2012 and FY2019. Project #443.51610.23469.49999.

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 #446.51810.23485.49999.

Ambulance Type I-Medic 2 (project cost \$270,000)

Project will replace aging 2007 Class 1A Ambulance, to include installation, parts, title, registration, and other project related expenditures. Project #446.51810.23481.49999.

Two Powerlift Systems with Gurney (project cost \$100,000)

Project will provide for unfitting 2013 Braun Northwest Ambulance and 2023 Ambulance to accommodate a Patient Power Load System, to include 2 replacement cots compatible with the load system installation, parts, title, registration, and other project related expenditures. Project #446.51810.23482.49999.

2 Lucas Devices (project cost \$40,000)

Project will provide for two aging lucas device units, to include equipment, and other project related expenditures. Project #446.51810.23483.49999.

E-Draulic Tools (project cost \$30,000)

Project will provide for e-draulic tools, to include tools, and other project related expenditures. Project #446.51810.23484.49999.

Snow Machine/SnowBulance (project cost \$30,000)

This project is to purchase a snow machine/snowBulance for multi-station use, to include needed permitting, registration and other project related expenditures. Project #446.51810.23486.49999.

North Peninsula Recreation Service Area

Truck with Plow (project cost \$65,000)

Replacement of 2012 truck and snowplow, to include equipment, title, registration, and other related project costs. Project #459.61110.23451.49999.

Re-Surface Skate Park Asphalt/Multi Purpose Court Project (project cost \$62,000)

The current skatepark and multi-purpose court are uneven and in need of repair. The proposed repairs will lead to a safer more welcoming park for riders and playground visitors. This project will include design, asphalt repair, repaving, project management and other project related expenditures. Project #459.61110.23452.49999.

Replace Pool Sidewalks Project (project cost \$150,000)

The current sidewalks at the Nikiski Pool have large uneven cracks throughout. This project is a high priority for the safety of our patrons and employees. This project will include design, repair, construction, project management and other project related expenditures. Project #459.61110.23453.49999.

Pool Boilers Replacement Project (project cost \$476,000)

The boilers at the Nikiski Pool need to be replaced and updated to boilers that are more efficient. This project will include design, equipment, installation, project management and other project related expenditures. Project #459.61110.23454.49999.

Replacement of Trail Groomer Project (project cost \$26,000)

Project will replace aging trail grooming equipment, to include equipment, parts, and other project related expenditures. Project #459.61110.23455.49999.

Road Service Area

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 #434.33950.23GRV.49999

Borough-wide Bridge Project (overall project cost: \$300,000)

The bridge CIP allows us to address bridges that have increased maintenance cost due to poor conditions and general age of the assets. These bridges are not bad enough to need a full CIP/replacement. The bridge CIP allows us to do remediation repairs which extend the life of the bridge. Project #434.33950.23BRG.49999

Borough-wide Road Improvements (overall cost to FY2023 projects \$1,965,550)

Parkway Ave, Sylvan Cir, and Northern Lights Blvd (estimated individual project cost \$366,660)

This project includes Northern Lights Blvd from the intersection with Parkway Ave to the top of the hill, Parkway Ave from the intersection with Northern Lights Blvd to the top of the hill, and Sylvan Cir. All these roads have major drainage issues and will need proper ditching, culverts, and possibly drainage galleries. Proper turnarounds need to be constructed. Gravel will be needed to raise the road so drainage can be achieved. Parkway Ave was impassable during break-up due to poor subbase material that will need to be removed and replaced with proper material. Project #434.33950.C5PAR.49999.

Lisburn Ave (estimated individual project cost \$453,700)

Lisburn Ave 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.N3LIS.49999.

Goodrich St, Center Ave, Retirement Ave (estimated individual project cost \$507,000)

These roads are all connected and have drainage issues. Roads need to be raised so ditches can be established and proper drainage can be achieved. Roads will need to be widened in areas, and proper turnarounds will need to be constructed at the end of each road. Project#434.33950.W6GOO.49999.

Griffing Ct, Griffing Way, Territorial Dr (estimated individual project cost \$263,250)

This project includes Griffing Way, Griffing Ct, and Territorial Rd. These roads all have drainage issues. Roads need to be ditched, raised, culverts installed, and capped. Project #434.33950.W1GRI.49999.

McGahan Dr (estimated individual project cost \$375,000)

McGahan Dr 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.N4MCG.49999.

South Peninsula Hospital Service Area – Service Area Funds

Imaging Nuc Med System Part II (project cost \$625,000)

These funds will be added to the previously budgeted FY21 Nuc Med System costs of \$303,673. Current systems costs for a SPEC/CT which can perform nuclear medicine studies. This is a new service line which will enable South Kenai Peninsula Residents to receive services closer to home. Project #491.81210.23SHA.48516.

Imaging Nuc Med Renovations Part II (project cost \$400,000)

These funds will be added to the previously budgeted FY21 Nuc Med Renovation costs of \$606,000. Current renovations estimated for bringing this service line inside of the Hospital are estimated at just over \$1 million. Project #491.81210.23SHB.48516.

Infant Security System (project cost \$231,625)

These funds will be used to provide an infant security to protect against infant abduction and is the result of an entity-wide security assessment. Project #491.81210.23SHC.48516.

Pre-Op PACU Patient Monitor Replacement (project cost \$168,579)

These funds will be used to replace the current patient monitors in the Pre-operative and Recovery (PACU) rooms that are over 10 years old. The monitors are compatible with the GE monitors which were replaced in other clinical areas in 2019. Project #491.81210.23SHD.48516.

Chemistry Analyzer (project cost \$165,000)

These funds will be used to replace our primary chemistry analyzer which is at end of life. Project #491.81210.23SHE.48516.

Lobby Door Replacement (project cost \$110,000)

These funds will be used to replace the lobby doors at our ER entrance to improve patient access and flow. Project #491.81210.23SHF.48516.

OR Suite Surgical Light Replacement (project cost \$97,573)

These funds will be used to replace the existing surgical lights in both operating rooms which are now obsolete, improving the surgeon experience and patient care. Project #491.81210.23SHG.48516.

Mammography Tracking/Reporting Software (project cost \$88,500)

These funds will be used to replace the existing reporting and tracking system for mammography. The new software will improve patient care and portal access for patient health history as well as staff productivity and time savings. Project #491.81210.23SHH.48516.

Network Switch Refresh (project cost \$66,000)

Funds to be utilized to replace three out of six network switches which require replacement every three to five years. These switches support the hospital network for all areas. Project #491.81210.23SHK.48516.

Minor Hospital Equipment (project cost (\$60,652) Project #491.81210.23SHL.48516.

Newborn Safe Sleep Bassinets (project cost \$20,389)

These funds will be used to replace four newborn bassinets for our Obstetrics unit to allow for greater infection control processes and promote safe sleep behaviors.

Patient Simulator Devices (project cost \$17,315)

These funds will be used to purchase a second patient simulator device which allows our biomed technicians to perform timely preventative maintenance and repairs on patient equipment.

Tub Room Overhead Lift (project cost \$15,448)

These funds will be used to purchase a patient lift for the Obstetrics tub room, enabling safe entry and exit of the birthing tub for laboring moms and staff.

Shower Chair (project cost \$7,500)

These funds will be used to replace a 10-year old shower chair in our Longterm Care Unit which allows for safe resident showering.

South Peninsula Hospital – Plant Replacement & Expansion Fund

Ultrasound Software/Hardware (project cost \$65,000)

These funds will be used to purchase ultrasound software which will provide more imaging capabilities for breast, liver, and hearts on our ultrasound machines. Project #491.81210.23SHM.48516.

Apollo Anesthesia Machine (project cost \$64,599)

These funds will be used to replace an existing anesthesia machine in our endoscopy room. This is the final of three replacements for the anesthesia equipment. Project #491.81210.23SHN.48516.

MRI AI (project cost \$51,000)

These funds will be used to purchase software that uses artificial intelligence (AI) technology in order to screen patients for dementia. The software can be applied toward the current MRI and PACS system to assist physicians in treatment planning. Project #491.81210.23SHO.48516.

Hospital Vehicles (project cost (\$55,000) Project #491.81210.23SHP.48516.

Truck with plow (project cost \$30,000)

These funds will be used to purchase a used truck with a plow. The maintenance fleet does not currently have a truck with an open bed to enable certain work. Further, the high snow fall in Homer has made it difficult to keep up with the demand for offsite and extraneous plowing.

Security Vehicle (project cost \$25,000)

These funds will be used to purchase a vehicle for our new in-house security team to perform rounds on the hospital campus. The campus is spread out and walking between buildings is not efficient.

Minor Hospital Equipment (project cost (\$107,608) Project #491.81210.23SHQ.48516.

Storage Area Network Replacement (project cost \$36,000)

These funds will be used to replace our Storage Area Network (SAN) which holds back up data. Due to the age of this SAN it is not compatible with our new SAN.

Convection oven (project cost \$25,000)

These funds will be used to replace one of our convection ovens which is at end of life and is no longer serviceable. This will ensure there is no disruption in the timely preparation of patient and resident meals.

Phone Gateway Upgrade (project cost \$14,494)

These funds will be used to upgrade the nursing phone system and accommodate more extensions and cover all staff working on the floor in both long-term care and acute.

PT Entrance Door (project cost \$13,025)

These funds will be used to replace the hardware and openers for the PT entrance doors which were first installed in 1999 and in need of upgrade.

Replace -40F Freezer (project cost \$11,000)

These funds will be used to replace our laboratories -40F freezer that is nearly twenty years old. Continued maintenance and repair of the old freezer are not cost effective.

SciFit Pro2 Total Body (project cost \$8,089)

These funds will be used to replace two different pieces of equipment in our rehabilitation department, a lower body bike and an upper body bike. This piece of equipment will support use by bariatric patients and will meet the needs of both obsolete units.

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 400

Department 78050 - School Revenue Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Operating Transfers In From:						
General Fund	\$ 4,050,000	\$ 5,250,000	\$ 2,750,000	\$ 2,750,000	\$ 2,750,000	\$ 2,750,000
Other Financing Sources						
Grants and Debt Issuance	12,213,341	-	-	-	-	-
Other Funds Provided	299,783	-	-	-	-	-
Equipment Replacement Fund	-	140,001	140,000	140,000	140,000	140,000
Unsecured Revenue Sources Unapproved Projects	-	-	6,118,000	6,750,000	3,000,000	2,750,000
Total Funds Provided	16,563,124	5,390,001	9,008,000	9,640,000	5,890,000	5,640,000
<u>Funds Applied:</u>						
Areawide ADA upgrades	172,597	-	30,000	30,000	30,000	30,000
Areawide asbestos abatement	118,675	-	30,000	30,000	30,000	30,000
Areawide asphalt/sidewalk/curb repairs	348,610	155,000	175,000	175,000	175,000	175,000
Areawide auditorium lighting upgrades	309,322	300,000	50,000	50,000	50,000	50,000
Areawide design improvements	300,000	100,000	100,000	100,000	100,000	100,000
Areawide assessment/design needs (SD)	144,674	-	-	-	-	-
Areawide bleacher replacement	22,675	60,000	40,000	40,000	40,000	40,000
Areawide doors & entries	142,794	-	50,000	50,000	50,000	50,000
Areawide electrical & lighting upgrades	154,656	65,000	125,000	125,000	125,000	125,000
Areawide elevator upgrades	175,000	50,000	220,000	30,000	30,000	30,000
Areawide flooring replacement/upgrades	305,289	100,000	175,000	175,000	175,000	175,000
Areawide generator upgrades/replacements	144,029	50,000	50,000	50,000	50,000	50,000
Areawide HVAC/DDC/boiler upgrades	1,243,159	400,000	350,000	350,000	350,000	350,000
Areawide locker replacement	162,164	250,000	30,000	30,000	30,000	30,000
Areawide playground upgrades	82,421	25,000	25,000	25,000	25,000	25,000
Areawide portables & outbuildings	207,679	350,000	30,000	30,000	30,000	30,000
Areawide roof replacements/ upgrades	-	-	395,000	595,000	610,000	585,000
Areawide security & safety improvements	298,465	150,000	125,000	115,000	100,000	125,000
Areawide water quality upgrades	120,951	40,000	50,000	50,000	50,000	50,000
Areawide window/siding repair/replacement	228,227	-	-	-	-	-
Areawide building envelope upgrade/replacement	200,000	155,000	200,000	200,000	200,000	200,000
Admin Building flooring (GF)	5,109	-	-	-	-	-
Chapman Remodel/Homer High School DDC	177,838	-	-	-	-	-
Homer High School boiler replacement	5,389	-	-	-	-	-
K-Selo new school construction (grant)	10,010,000	3,000,000	-	-	-	-
Homer High School Roof Phase II and III	4,003,341	-	-	-	-	-
Vehicles	-	140,001	140,000	140,000	140,000	140,000
<u>Unfunded Capital Projects</u>						
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	19,083,064	5,390,001	8,508,000	9,140,000	5,390,000	5,140,000
Net Results From Operations	(2,519,940)	-	500,000	500,000	500,000	500,000
Beginning Fund Balance	2,696,484	176,544	176,544	676,544	1,176,544	1,676,544
Ending Fund Balance	\$ 176,544	\$ 176,544	\$ 676,544	\$ 1,176,544	\$ 1,676,544	\$ 2,176,544
(G) Grant funded						

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 407

Department 94910 - General Government Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Operating Transfers In From:						
General Fund	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
General Fund - PILT grant	112,500	-	-	-	-	-
Equipment Replacement Fund	-	-	27,000	79,000	40,000	-
Total Funds Provided	362,500	500,000	527,000	579,000	540,000	500,000
<u>Funds Applied:</u>						
Manatron Software Upgrade	73,800	-	-	-	-	-
Tax Software Upgrade	64,364	-	-	-	-	-
Card Entry Security System	9,266	-	-	-	-	-
OEM-ERC Server Room A/C Unit	25,000	-	-	-	-	-
OEM-Radio Communications	125,000	-	-	-	-	-
Poppy Ln Building Entry Remodel	155,000	-	-	-	-	-
B/W Access Cntrl Improvements	180,000	-	-	-	-	-
ERC Uninterruptible Power Supply for bldg (1)	-	57,702	-	-	-	-
Borough Admin Bldg Roof replacement	-	700,000	-	-	-	-
Borough Admin Bldg Cooler	-	120,000	-	-	-	-
HR Portable Building - Foundation Repair	-	10,000	-	-	-	-
* Off-Road Utlility Vehicle - Assessing	-	-	27,000	-	-	-
* OEM - Staff Vehicle	-	-	-	40,000	-	-
* OEM - Motorola Radio Replacement Phase 2	-	-	-	39,000	-	-
* OEM - EOC Update Phase 2	-	-	-	-	40,000	-
* OEM - Mobile Command Vehicle	-	-	-	-	-	500,000
Total Funds Applied	632,430	887,702	27,000	79,000	40,000	500,000
Net Results From Operations	(269,930)	(387,702)	500,000	500,000	500,000	-
Beginning Fund Balance	963,336	693,406	305,704	805,704	1,305,704	1,805,704
Ending Fund Balance	\$ 693,406	\$ 305,704	\$ 805,704	\$ 1,305,704	\$ 1,805,704	\$ 1,805,704
* Funding from Equipment Replacement fund (1) Purchase split between E911 and General Gvernment- OEM						

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 411

Department 32XXX - Solid Waste Capital Projects Fund

	FY2022 Current Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
Funds Provided:						
Operating Transfers In From:						
Solid Waste Fund	\$ 262,000	\$ 1,250,000	\$ 1,550,000	\$ 300,000	\$ 300,000	\$ 250,000
Interest earnings	(14,188)	-	-	-	-	-
AARPA Recovery Funds - Grant	6,000,000	-	-	-	-	-
Equipment Replacement Fund	-	-	285,000	900,080	895,000	950,000
Closure/Post Closure Liability Funds	1,122,659	-	-	4,000,000	-	-
Other Financing Sources						
Authorized Solid Waste debt issuance	-	-	-	-	4,600,000	-
Total Funds and Other Financing Sources Provided	7,370,471	1,250,000	1,835,000	5,200,080	5,795,000	1,200,000
Funds Applied:						
SW CPL Equip/Plan/Design/Construction (BND)	497,443	-	-	-	-	-
FY18 C&D Cell Expansion	3,527	-	-	-	-	-
Landfill Gas to Energy Project	29,400	-	-	-	-	-
FY19 SW-Homer Landfill Closure - Phase 2 (CLOSURE)	1,122,659	-	-	-	-	-
Funny River Transfer site expansion	48,074	-	-	-	-	-
Dumpster Replacement	8,000	-	-	-	-	-
Demolition of Obsolete Facilities	110,000	-	-	-	-	-
Transfer Sites Surveillance Improvements	100,000	-	-	-	-	-
CPL Building Fire detection system rebuild	40,000	-	-	-	-	-
SSWS Monitoring Well Decommissioning	60,000	-	-	-	-	-
Leachate Improvements Construction and Implementation	6,000,000	-	-	-	-	-
Homer Monofill Cut/Fill Project	326,446	-	-	-	-	-
Solid Waste Department Master Plan	-	300,000	-	-	-	-
CPL Landfill Gas and Leachate Collection Materials	-	150,000	-	-	-	-
CPL Landfill Gas Collection Design	-	100,000	-	-	-	-
CPL Overhead Door Replacement	-	40,000	-	-	-	-
CPL Used Oil Burner Replacement	-	25,000	-	-	-	-
CPL Rotary Brush Cutter	-	15,000	-	-	-	-
Hope Transfer Site Relocation	-	-	670,525	-	-	-
* Peterbuilt Roll-off Truck	-	-	195,000	-	-	-
CPL Perimeter fencing	-	-	160,000	-	-	-
CPL Cell 4 Design	-	-	200,000	-	-	-
* Flatbed pickup	-	-	60,000	-	-	-
* Pickup	-	-	30,000	30,000	30,000	-
CPL Landfill Gas Collection Network	-	-	1,500,000	-	-	-
* 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	-	-
Cell 4 Development	-	-	-	-	4,600,000	-
* CAT D8T Tracked Dozer	-	-	-	-	865,000	-
* CAT 966M Wheeled Loader	-	-	-	-	620,000	-
Seward Transfer Facility Sprinkler Replacement	-	-	-	-	-	60,000
* CAT Wheeled Compactor	-	-	-	-	-	950,000
Total Funds Applied	8,345,549	630,000	2,815,525	4,900,080	6,115,000	1,010,000
Net Results From Operations	(975,078)	620,000	(980,525)	300,000	(320,000)	190,000
Beginning Fund Balance	1,368,793	393,715	1,013,715	33,190	333,190	13,190
Ending Fund Balance	393,715	\$ 1,013,715	\$ 33,190	\$ 333,190	\$ 13,190	\$ 203,190
* Funding from Equipment Replacement fund (G) Grant funded						

**Kenai Peninsula Borough
Projected Revenues and Appropriations**

Fund 455

Department 11255 - 911 Communications Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Operating Transfers In From:						
911 Communications Fund	\$ -	\$ 624,000	\$ 178,538	\$ 300,000	\$ 300,000	\$ 300,000
Equipment Replacement Fund:	-	-	-	-	-	-
Other Financing Sources						
Grants and Debt Issuance	-	-	-	-	-	-
Total Funds Provided	-	624,000	178,538	300,000	300,000	300,000
<u>Funds Applied:</u>						
* Logger	-	-	-	-	-	-
ERC Uninterruptible Power Supply for bldg (1)	-	57,702	-	-	-	-
Cisco Router/Switch replacement	-	18,000	1,872	1,872	3,910	2,038
Workstation, Monitor and Network equipment	-	12,950	2,969	1,700	2,438	1,700
Cisco distribution switches	-	28,000	-	-	-	-
Dell host server	-	13,000	-	13,000	13,000	-
Uninterruptible Power Supply	-	-	9,000	9,000	-	-
Data Storage	-	-	25,000	-	-	-
HVAC	-	-	-	9,000	-	-
Voice Gateway	-	-	-	-	3,959	4,551
Total Funds Applied	-	129,652	38,841	34,572	23,307	8,289
Net Results From Operations	-	494,348	139,697	265,428	276,693	291,711
Beginning Fund Balance	-	-	494,348	634,045	899,473	1,176,166
Ending Fund Balance	\$ -	\$ 494,348	\$ 634,045	\$ 899,473	\$ 1,176,166	\$ 1,467,877
* Funding from Equipment Replacement fund (1) Purchase split between E911 and General Gvernement- OEM						

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 441

Department 51110 - Nikiski Fire Service Area Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 2,076	\$ 11,469	\$ 13,639	\$ 16,421	\$ 8,015	\$ 7,296
Operating Transfers In From:						
Nikiski Fire Service Area	300,000	300,000	260,000	260,000	260,000	260,000
General Fund - PILT grant	175,000	175,000	-	-	-	-
Total Funds Provided	477,076	486,469	273,639	276,421	268,015	267,296
<u>Funds Applied:</u>						
Station 1 Repairs/Maintenance (FY18)	18,878	-	-	-	-	-
Station 1 Exhaust Removal System (FY18)	191,443	-	-	-	-	-
Fire Station 3 New Construction Holt-Lamplight	81,923	-	-	-	-	-
Station 1 & 2 Parking Lot Paving	7,750	-	-	-	-	-
Emergency Response Vehicle	2,213	-	-	-	-	-
Enclosed Conex Carport Vehicle/Equipment Storage	6,922	-	-	-	-	-
Unit 9 Plow Truck Station 2 (2000)	29,151	-	-	-	-	-
Medic #5 AVE F350 Ambulance (Beluga)	300,000	-	-	-	-	-
Unit #5 Ford F250 Utility Plow truck (Station #2)	75,000	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	300,000	300,000	-	-	-	-
Station 2 Lighting Repair and Upgrades	77,422	60,000	-	-	-	-
Yamaha Snow Machine 1 (Station #2)	-	30,000	-	-	-	-
Unit #7 F250 P/U Plow Truck (Station #2)	-	-	75,000	-	-	-
Unit #8 F350 P/U (Beluga)	-	-	75,000	-	-	-
Tanker #6 Ferrara 3000 Gallons (Tyonek)	-	-	-	500,000	-	-
Safety-1 Chevy Truck Command (Station #2)	-	-	-	75,000	-	-
Unit # 6 Ford F250 for Wildland (Tyonek)	-	-	-	75,000	-	-
Medic #6 TaylorMade F450 Ambulance (Tyonek)	-	-	-	-	300,000	-
Rescue #1 International/E-One 4900 (Station #2)	-	-	-	-	-	200,000
Total Funds Applied	1,090,702	390,000	150,000	650,000	300,000	200,000
Net Results From Operations	(613,626)	96,469	123,639	(373,579)	(31,985)	67,296
Beginning Fund Balance	1,123,338	509,712	606,181	729,820	356,241	324,256
Ending Fund Balance	\$ 509,712	\$ 606,181	\$ 729,820	\$ 356,241	\$ 324,256	\$ 391,552

**Kenai Peninsula Borough
Projected Revenues and Appropriations**

Fund 442

Department 51210 - Bear Creek Fire Service Area Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 1,053	\$ 8,723	\$ 9,426	\$ 2,663	\$ 6,548	\$ 9,620
Operating Transfers In From:						
Bear Creek Fire Service Area	250,000	290,000	190,000	190,000	150,000	100,000
General Fund - PILT grant	175,000	175,000	-	-	-	-
Total Funds Provided	426,053	473,723	199,426	192,663	156,548	109,620
<u>Funds Applied:</u>						
Dispatch/communications equipment	1,342	-	-	-	-	-
Turnout gear/boots/helmet (replacements)	10,820	-	-	-	-	-
Type III/Wildland/Heavy Rescue	400,000	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	192,500	192,500	-	-	-	-
Ambulance (Unit 139)	-	250,000	-	-	-	-
Replace 1986 Tanker (Unit 125)	-	-	450,000	-	-	-
Replace Breathing Air Compressor	-	-	50,000	-	-	-
Replace Snow Machine (1)	-	-	-	20,000	-	-
ATV 4-Wheelers	-	-	-	-	20,000	-
Total Funds Applied	604,662	442,500	500,000	20,000	20,000	-
Net Results From Operations	(178,609)	31,223	(300,574)	172,663	136,548	109,620
Beginning Fund Balance	566,304	387,695	418,918	118,344	291,007	427,555
Ending Fund Balance	\$ 387,695	\$ 418,918	\$ 118,344	\$ 291,007	\$ 427,555	\$ 537,175

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 444

Department 51410 - Western Emergency Service Area Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 688	\$ 161	\$ 52	\$ 2,303	\$ 4,605	\$ 6,959
Operating Transfers In From:						
Western Emergency Service Area	434,221	165,000	100,000	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	609,909	340,161	550,052	402,303	604,605	106,959
<u>Funds Applied:</u>						
Emergency water fill site - tank project (FY11)	16,438	-	-	-	-	-
Emergency water fill site - tank project (FY18)	9,122	-	-	-	-	-
Emergency water fill site - tank project (FY19)	53,741	-	-	-	-	-
Emergency water fill site - FY21	125,000	-	-	-	-	-
Heart monitor replacement	142,000	-	-	-	-	-
Emergency Water Fill Site - FY22	34,981	-	-	-	-	-
Firefighter Resouce Equipment	24,240	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	459,000	220,000	-	-	-	-
Utility vehicle(s)	60,000	60,000	-	-	-	-
Heavy Duty Truck Lift	-	65,000	-	-	-	-
<u>Unfunded Capital Projects</u>						
Tanker	-	-	450,000	-	-	-
Ambulance	-	-	-	300,000	-	-
4 wheel drive pumper engine	-	-	-	-	500,000	-
Total Funds Applied	924,522	345,000	450,000	300,000	500,000	-
Net Results From Operations	(314,613)	(4,839)	100,052	102,303	104,605	106,959
Beginning Fund Balance	321,763	7,150	2,311	102,363	204,666	309,271
Ending Fund Balance	\$ 7,150	\$ 2,311	\$ 102,363	\$ 204,666	\$ 309,271	\$ 416,230

**Kenai Peninsula Borough
Projected Revenues and Appropriations**

Fund 443

Department 51610 - Central Emergency Service Area Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 4,111	\$ 13,168	\$ 7,839	\$ 10,266	\$ 10,497	\$ 12,645
Operating Transfers In From:						
Central Emergency Service Area	1,200,000	1,100,000	700,000	700,000	700,000	900,000
General Fund - PILT grant	175,000	175,000	-	-	-	-
Other Financing Sources - Insurance proceeds	109,469	-	-	-	-	-
Unsecured Revenue Sources Unapproved Projects	-	-	14,500,000	500,000	-	-
Total Funds Provided	1,488,580	1,288,168	15,207,839	1,210,266	710,497	912,645
<u>Funds Applied:</u>						
Emergency Response Vehicles	13,118	-	-	-	-	-
SCBA Compressor	147,605	-	-	-	-	-
Training Site Phase 2 Expansion	150,000	-	-	-	-	-
Station 1 Land Acquisition	887,787	-	-	-	-	-
Emergency Response Vehicles	864	-	-	-	-	-
Staff Vehicle	60,000	-	-	-	-	-
Ambulance Medic #935 Ins Claim	30,000	-	-	-	-	-
EMS Advanced Training Simulators	130,000	-	-	-	-	-
Utility Vehicle	60,000	-	-	-	-	-
Ambulance	280,000	-	-	-	-	-
Station 1 Relocation	1,000,000	250,000	-	-	-	-
SCBA/Radio Communications - PILT Grant	192,500	575,000	-	-	-	-
Vehicle repair/maintenance (insurance)	100,000	-	-	-	-	-
Training Facility Relocation	52,178	100,000	-	-	-	-
Stations 5 and 6 Interior LED Lighting Proj.	-	125,000	-	-	-	-
Station 5 Air and Electrical Ceiling Reels	-	50,000	-	-	-	-
Security Door Upgrades All Stations	-	175,000	-	-	-	-
Station 4 & 6 Bayfloors resurface	-	200,000	-	-	-	-
Station Interior Upgrades/Flooring (3,4,5&6)	-	50,000	-	-	-	-
Station Vehicle Exhaust 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	-
Squad/Utility Replacement	-	-	-	-	-	65,000
Station 3 Baydoor Replacement	-	-	-	-	-	250,000
Tanker Replace 923	-	-	-	-	-	700,000
Ambulance Replace 936	-	-	-	-	-	300,000
<u>Unfunded Capital Projects</u>						
Station 1 Relocation Design/Construction	-	-	14,000,000	-	-	-
Training Site Building/Water Pump Facility	-	-	500,000	500,000	-	-
Ambulance Replace 935	-	-	-	-	-	-
Total Funds Applied	3,104,052	1,525,000	15,100,000	1,200,000	615,000	1,315,000
Net Results From Operations	(1,615,472)	(236,832)	107,839	10,266	95,497	(402,355)
Beginning Fund Balance	2,200,714	585,242	348,410	456,249	466,515	562,012
Ending Fund Balance	\$ 585,242	\$ 348,410	\$ 456,249	\$ 466,515	\$ 562,012	\$ 159,657

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 446

Department 51810 - Kachemak Emergency Service Area Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 319	\$ 2,175	\$ 255	\$ 1,049	\$ 3,097	\$ 5,417
Operating Transfers In From:						
Kachemak Emergency Service Area	150,000	400,000	120,000	120,000	100,000	50,000
General Fund - PILT grant	175,000	175,000	-	-	-	-
Other Financing Sources						
Unsecured Revenue Sources Unapproved Projects	-	-	2,990,000	900,000	1,050,000	-
Total Funds Provided	325,319	577,175	3,110,255	1,021,049	1,153,097	55,417
<u>Funds Applied:</u>						
Fire Station 2 Water Tank install	6,962	-	-	-	-	-
Station 2 generator	35,000	-	-	-	-	-
Command/Paramedic Vehicle	23,097	-	-	-	-	-
Repeater upgrade	25,445	-	-	-	-	-
Station 1 Well Replacement/Paving	35,000	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	273,000	192,500	-	-	-	-
Ambulance Type 1 - Medic 2	-	270,000	-	-	-	-
2 Powerlift Systems with Gurney	-	100,000	-	-	-	-
2 Lucas Devices	-	40,000	-	-	-	-
eDraulic Tools	-	30,000	-	-	-	-
Snow Machine/SnowBalance	-	30,000	-	-	-	-
Command/Rapid Intervention Ford F250	-	-	85,000	-	-	-
Rescue brush unit - ATV	-	-	-	30,000	-	-
<u>Unfunded Capital Projects</u>						
Command/Paramedic Vehicle	-	-	90,000	-	-	-
Stations 1 & 2 Expansion	-	-	2,400,000	-	-	-
Brush Truck (2)	-	-	500,000	-	-	-
Tanker/Pumper	-	-	-	650,000	-	-
Ambulance Type 1 - Medic 1	-	-	-	250,000	-	-
International Wildland Interface/Class A	-	-	-	-	600,000	-
Air/Rehab/Rescue/Lighting Walk-in Rescue	-	-	-	-	450,000	-
Total Funds Applied	398,504	662,500	3,075,000	930,000	1,050,000	-
Net Results From Operations	(73,185)	(85,325)	35,255	91,049	103,097	55,417
Beginning Fund Balance	169,865	96,680	11,355	46,610	137,659	240,756
Ending Fund Balance	\$ 96,680	\$ 11,355	\$ 46,610	\$ 137,659	\$ 240,756	\$ 296,173

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 459

Department 61110 - North Peninsula Recreation Service Area Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 1,099	\$ 2,624	\$ 971	\$ 4,412	\$ 8,737	\$ 11,740
Operating Transfers In From:						
North Peninsula Recreation Operations	250,000	700,000	450,000	425,000	425,000	300,000
Other Financing Sources						
Unsecured Revenue Sources Unapproved Projects	-	-	-	-	-	750,000
Total Funds Provided	251,099	702,624	450,971	429,412	433,737	1,061,740
<u>Funds Applied:</u>						
Pool Admin Roof Replacement	302,839	-	-	-	-	-
Pool HVAC/BAS System	10,469	-	-	-	-	-
Ice Resurfacer	140,000	-	-	-	-	-
Utility Loader	75,000	-	-	-	-	-
Supply/Return Header Replacement	182,000	-	-	-	-	-
Truck w/Plow	-	65,000	-	-	-	-
Re-Surface Skate Park Asphalt/Multi Purpose Court	-	62,000	-	-	-	-
Replace Pool Sidewalks	-	150,000	-	-	-	-
Pool Boilers-Replace	-	476,000	-	-	-	-
Replace Banquet Room Skylights	-	26,000	-	-	-	-
Snow Machine & Groomer Equip.	-	-	30,000	-	-	-
Pool- Replace Flooring in Admin Area	-	-	100,000	-	-	-
Replace Pool Pumps	-	-	60,000	-	-	-
Replace John Deere UTV/Groomer	-	-	50,000	-	-	-
Pool Room Renovations	-	-	-	175,000	-	-
Replace NCRC Commercial Ovens	-	-	-	-	50,000	-
Replace Truck w/Snow Plow	-	-	-	-	65,000	-
Replace Zero Turn Mower	-	-	-	-	50,000	-
NCRC Remodel/Fitness Equip/Furnishings	-	-	-	-	-	610,000
Skate Park Equipment	-	-	-	-	-	75,000
NCRC-Carpet Replacement	-	-	-	-	-	100,000
NCRC Kitchen Appliances Replacement	-	-	-	-	-	100,000
NCRC Lighting Replacement	-	-	-	-	-	150,000
<u>Unfunded Capital Projects</u>						
Maintenance Building	-	-	-	-	-	750,000
Total Funds Applied	710,308	779,000	240,000	175,000	165,000	1,785,000
Net Results From Operations	(459,209)	(76,376)	210,971	254,412	268,737	(723,260)
Beginning Fund Balance	584,147	124,938	48,562	259,533	513,945	782,682
Ending Fund Balance	\$ 124,938	\$ 48,562	\$ 259,533	\$ 513,945	\$ 782,682	\$ 59,422

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 434

Department 33950 - Road Service Area Capital Projects Fund

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 18,187	\$ 60,327	\$ 58,275	\$ 54,218	\$ 53,027	\$ 51,176
Operating Transfers In From: Road Service Area Fund	3,800,000	2,300,000	2,200,000	2,200,000	2,200,000	2,200,000
Other Financing Sources Grants and Debt Issuance	1,590,171	-	-	-	-	-
Unsecured Revenue Sources Unapproved Projects	-	-	20,940,000	-	-	-
Total Funds Provided	5,408,358	2,360,327	23,198,275	2,254,218	2,253,027	2,251,176
<u>Funds Applied:</u>						
District & Project						
<u>Grant funded:</u>						
North Road Extension	32,613	-	-	-	-	-
Jacobs Ladder Repair	1,407,394	-	-	-	-	-
Fish Passage/Old Exit Glacier	155,000	-	-	-	-	-
<u>Service Area funded:</u>						
Borough Wide FY19 CIPs (Unallocated)	404,877	-	-	-	-	-
C Diane St/Glacier Ave (warranty)	10,000	-	-	-	-	-
S Hutler Road	790,617	-	-	-	-	-
W Tern Circle, JacNJil Circle, Jitney Circle	79,385	-	-	-	-	-
Borough Wide FY20 CIPs (Unallocated)	63,626	-	-	-	-	-
FY20 Warranty funding	20,000	-	-	-	-	-
S8 Basargin Rd (7,000')	308,684	-	-	-	-	-
S7 Walters St, Wilderness Ln, Sarah St, Frontier Ln (6,100')	934,461	-	-	-	-	-
W6 Roosevelt Cir (1,375')	947	-	-	-	-	-
Replacement pickup truck	293	-	-	-	-	-
C2 Moose River Dr/River Ridge Rd	148,358	-	-	-	-	-
E2 Ferrin Road	217,977	-	-	-	-	-
S7 Mansfield Ave	577,806	-	-	-	-	-
S8 Basargin Road	802,397	-	-	-	-	-
W2 Creary Circle	147,308	-	-	-	-	-
Vehicle Purchase (2 vehicles in FY2022)	80,000	-	-	50,000	-	50,000
Borough Wide Gravel Projects	337,260	300,000	300,000	300,000	300,000	300,000
Borough Wide Bridge Repair/Replacements	-	300,000	300,000	300,000	-	300,000
Borough Wide FY22 CIPs						
S8 Basargin Rd (6,800') \$1,122,000 est	1,122,000	-	-	-	-	-
N3 Duke St (2,765') \$276,500 est	276,500	-	-	-	-	-
W7 St Andrews Rd (1,750') \$175,000 est	175,000	-	-	-	-	-
C5 Sports Lake Rd, Hakala Dr, Cotman Ct (3,525') \$352,500 est	352,500	-	-	-	-	-
N3 Poolside Ave (1,900 Paved) \$300,000 est	300,000	-	-	-	-	-
W6 Skyline Drive (2,000 Paved) \$275,000 est	275,000	-	-	-	-	-
W1 Chinulna Ct (600 Paved) \$80,000 est	80,000	-	-	-	-	-
Borough Wide FY23 CIPs Estimate *		1,965,550	-	-	-	-
C5 Parkway Ave, Sylvan Cir, Northern Lights Blvd (2,820') \$366,660 est.						
N3 Lisburn Ave (3,490') \$453,700 est.						
W6 Goodrich St, Center Ave, Retirement St (3,900') \$507,000 est.						
W1 Griffing Way, Griffing Ct, Territorial Dr (2,025') \$263,250 est.						
N4 McGahan Dr (2,000' Paved) \$375,000 est.						
Borough Wide FY24 CIPs Estimate *	-	-	2,063,950	-	-	-
S8 Basargin Rd (2,640') \$488,400 est.						
C3 Seclusion St, Robin Ave, Lourdes Ave, Robert Ave (9,235') \$1,200,550 est.						
W7 Murwood Ave (2,850' paved) Back Half \$375,000 est.						
Borough Wide FY25 CIPs Estimate *	-	-	-	1,723,400	-	-
S8 Basargin Rd (2,640') \$488,400 est.						
N3 Lighthouse St, Rozella Dr (2,250') \$292,500 est.						
E3 Beach Dr (1,700') \$221,000 est.						
C1 Patty Ave, Southwind Cir, Merkes Rd (3,050') \$396,500 est.						
W2 Lakeside Ave (2,500) \$325,000 est.						
Borough Wide FY26 CIPs Estimate *	-	-	-	-	2,138,100	-
S8 Basargin Rd (2,640') \$488,400 est.						
N2 Bastein Dr (3,115') \$404,950 est.						
W2 Independence Ave, Anushka St, Carlene St (3,825') \$497,250 est.						
C4 Delcie Dr, Brenda Way, Kendanemken Rd (5,750') \$747,500 est.						

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 434

Department 33950 - Road Service Area Capital Projects Fund- Continued

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
Borough Wide FY27 CIPs	Estimate *		-	-	-	1,482,900
S8 Basargin Rd (2,640') \$488,400 est.						
C10 Fontaine Ave, Fontaine Ct (2,650') \$344,500 est.						
N5 Neighbors Rd (3,500') \$455,000 est.						
W4 Carol Rd (1500') Nita St (250') \$195,000 est.						
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	-	-	-
Cabin Lake Dr, Bastien Dr, Lake Marie, Bruno rd, Stoney						
Priority Bridge Replacements	Estimate *	-	4,300,000	-	-	-
Running Water Ave, Brody Ln, Tall Tree Ave, Chakok Rd,						
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, approx. 67 miles						
Total Funds Applied	9,100,003	2,565,550	23,603,950	2,373,400	2,438,100	2,132,900
Net Results From Operations	(3,691,645)	(205,223)	(405,675)	(119,182)	(185,073)	118,276
Beginning Fund Balance	9,724,382	6,032,737	5,827,514	5,421,840	5,302,658	5,117,584
Ending Fund Balance	\$ 6,032,737	\$ 5,827,514	\$ 5,421,840	\$ 5,302,658	\$ 5,117,584	\$ 5,235,860
Districts: C - Central; N - North; S - South; W - West; E - East						

* If project exceeds estimate by more than 20%, 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

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 4,820	\$ 17,864	\$ 56,201	\$ 57,465	\$ 58,758	\$ 60,080
Other Financing Sources						
Grants and Debt Issuance	5,126	-	-	-	-	-
CPH Plant Replacement and Expansion Fund	3,091,311	18,744,900	19,966,525	30,017,000	21,458,000	20,780,000
Total Funds Provided	3,101,257	18,762,764	20,022,726	30,074,465	21,516,758	20,840,080
<u>Funds Applied:</u>						
Specialty Clinic Building (Bond proceeds)	93,027	-	-	-	-	-
OB Renovation/Cath Lab (Bond proceeds)	23,778	-	-	-	-	-
OB Cardiac Cath Lab	726,498	-	-	-	-	-
CPH Parking Lot	1,495,035	-	-	-	-	-
FY22 Hot Lab Upgrade	869,778	-	-	-	-	-
Kenai expansion	-	8,500,000	8,500,000	-	-	-
Operating Room 4K Video Integration with EPIC Interface	-	850,000	-	-	-	-
ROSA Total Knee Arthroplasty Robotic System	-	850,000	-	-	-	-
Primary Data Center Replacement	-	800,000	-	-	-	-
Replace 1st Half of Storage Area Network (Critical Data)	-	800,000	-	-	-	-
IT equipment replacement (end of life/service)	-	750,000	715,000	736,000	758,000	780,000
Central building mechanical upgrade	-	700,000	700,000	700,000	700,000	-
Replace X-ray rooms 1 & 2	-	644,000	-	-	-	-
Fire alarm system replacement	-	600,000	700,000	-	-	-
Med/Surg patient room and bathroom remodels	-	547,250	563,750	581,000	-	-
Laundry department remodel	-	500,000	-	-	-	-
Server Room HVAC Replacement and Heat Recovery Loop	-	500,000	-	-	-	-
Microscope - Operating Room	-	400,000	-	-	-	-
Windows 10 Workstations - VDI platform	-	337,500	-	-	-	-
Autoclaves for instrument sterilization	-	325,000	-	-	-	-
Operationalize 2nd endoscopy suite	-	301,902	-	-	-	-
Wireless network modernization	-	300,000	-	-	-	-
D.A. Tank replacement	-	275,000	-	-	-	-
Full-size C-Arm, OEC Elite	-	258,248	-	-	-	-
Network Access Control	-	256,000	-	-	-	-
Elevator #4 Modernization	-	250,000	-	-	-	-
IV pump replacement (entire hospital)	-	-	1,500,000	-	-	-
Negative pressure chemo storage room - MOB Pharmacy	-	-	800,000	-	-	-
Replace 2nd Half of Storage Area Network (Non-Critical Data)	-	-	800,000	-	-	-
Replace Spacelabs monitoring equipment (entire hospital)	-	-	800,000	-	-	-
Secondary data center expansion	-	-	800,000	-	-	-
Core Network Hardware Replacement	-	-	320,000	-	-	-
Bruker MALDI-TOF Rapid ID Typer for Microbiology	-	-	267,775	-	-	-
Emergency department expansion	-	-	2,500,000	-	-	-
OB/Gyn clinic	-	-	1,000,000	-	-	-
Phase VII hospital exp. - OR + Tower (inc. bd. capacity)	-	-	-	24,000,000	-	-
Renovate former OB area for observation patients	-	-	-	4,000,000	-	-
Medical office expansion	-	-	-	-	20,000,000	-
Heritage Place Expansion	-	-	-	-	-	20,000,000
Total Funds Applied	3,208,116	18,744,900	19,966,525	30,017,000	21,458,000	20,780,000
Net Results From Operations	(106,859)	17,864	56,201	57,465	58,758	60,080
Beginning Fund Balance	2,586,812	2,479,953	2,497,817	2,554,018	2,611,483	2,670,241
Ending Fund Balance	\$ 2,479,953	\$ 2,497,817	\$ 2,554,018	\$ 2,611,483	\$ 2,670,241	\$ 2,730,321

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

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Provided:</u>						
Interest Revenue	\$ 3,289	\$ 7,955	\$ 8,104	\$ 11,671	\$ 6,973	\$ 13,666
Operating Transfers In From:						
South Peninsula Hospital Service Area Fund	1,890,698	2,012,929	2,100,000	2,100,000	2,100,000	2,100,000
SPH Plant Replacement and Expansion Fund	3,151,265	343,207	-	225,000	-	-
Other Financing Sources						
Unsecured Revenue Sources Unapproved Projects	-	-	-	-	30,000,000	-
Total Funds Provided	5,045,252	2,364,091	2,108,104	2,336,671	32,106,973	2,113,666
<u>Funds Applied:</u>						
Funds Provided by Local Funds						
Homer Medical Center Remodel	2,063	-	-	-	-	-
Patient Monitoring System Upgrades	122,800	-	-	-	-	-
Elevator Upgrade	27,633	-	-	-	-	-
Access Control/Security Cameras	14,271	-	-	-	-	-
CT Scanner	17,233	-	-	-	-	-
Roof Replacement	278,412	-	-	-	-	-
Nuclear Medicine System	303,673	-	-	-	-	-
Staff Locator Badge System	20,251	-	-	-	-	-
X-Ray Machine Specialty Clinic	190,637	-	-	-	-	-
SPH Wi-Fi System	48,604	-	-	-	-	-
Video Bronchoscope	35,784	-	-	-	-	-
Homer Medical Clinic Lobby Remodel	30,500	-	-	-	-	-
Various Minor Hospital Equip/Software	18,658	-	-	-	-	-
Pharmacy Remodel	555,000	-	-	-	-	-
A/C Unit - Long Term Care/Rehab	450,000	-	-	-	-	-
MRI Chiller Replacement	170,000	-	-	-	-	-
Therapeutic Surfaces - Long Term Care	87,511	-	-	-	-	-
Bariatric Beds for Long Term Care	85,497	-	-	-	-	-
Incident Management Software	81,760	-	-	-	-	-
Imaging Technology	60,000	-	-	-	-	-
Anesthesia Machine	60,000	-	-	-	-	-
Coagulation Analyzer	58,000	-	-	-	-	-
Storage Area Network	38,000	-	-	-	-	-
Virtual Host	27,000	-	-	-	-	-
Glucose Meter	26,000	-	-	-	-	-
Pulmonary Function Diagnostic Equipment	86,930	-	-	-	-	-
Security Upgrade Phase I	105,000	-	-	-	-	-
Imaging Nuc Med System Part II (Spect CT)	-	625,000	-	-	-	-
Imaging Nuc Med Rennovations Part II	-	400,000	-	-	-	-
Infant Security System & LTC Wander Guard	-	231,625	-	-	-	-
Pre-Op PACU Patient Monitor Replacement	-	168,579	-	-	-	-
Replace Chemistry Analyzer	-	165,000	-	-	-	-
Main Lobby Door Replacement	-	110,000	-	-	-	-
OR Suite Surgical Light Replacement	-	97,573	-	-	-	-
Mammo Tracking/Reporting Software	-	88,500	-	-	-	-
Network Switches Refresh	-	66,000	-	-	-	-
Minor Hospital Equipment	-	60,652	-	-	-	-
Spine Table	-	-	150,000	-	-	-
Ultrasonic washer	-	-	60,000	-	-	-
Telemedicine Cart	-	-	16,347	-	-	-
Water Distiller & holding tank	-	-	10,852	-	-	-
Microscope	-	-	9,400	-	-	-
Diagnostic Monitors (2)	-	-	60,000	-	-	-
Hematology Analyzer	-	-	120,000	-	-	-
Upgrade Endoscopy	-	-	90,000	-	-	-
DEXA unit	-	-	65,000	-	-	-
Rehab carpet Replacement in main rehab area	-	-	48,719	-	-	-
Blood Bank Plasma Freezer Replacement	-	-	6,000	-	-	-
Ascom/GE Phone Alerts	-	-	68,242	-	-	-
OBIX BeCA and Freedom Wireless Monitor with Cart	-	-	25,530	-	-	-
Imaging Reception/Dexa Remodel	-	-	45,000	-	-	-

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 491


Department 81210 - South Kenai Peninsula Hospital Service Area Capital Projects Fund-Continued

	FY2022 Active Projects	FY2023 Mayor Proposed	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected
<u>Funds Applied - continued</u>						
Funds Provided by Local Funds - Continued						
Barium Chair for Geriatric Patients	-	-	15,000	-	-	-
New CMMS Program	-	-	50,000	-	-	-
Patient Room Window Upgrade	-	-	50,000	-	-	-
OB Corometrics Fetal Monitoring Unit Replacement (2)	-	-	44,406	-	-	-
Airisana Mattresses	-	-	95,000	-	-	-
Surgical Back Hall Doorway Installation	-	-	30,000	-	-	-
Neurostar TMS Depression Therapy Treatment	-	-	70,039	-	-	-
Ultrasound Unit for Family Care Clinic	-	-	27,170	-	-	-
Bladder Scanner	-	-	10,535	-	-	-
Trophon Unit (vaginal probe) for West Wing	-	-	17,898	-	-	-
Plusoptix Pediatric Vision Screener	-	-	7,750	-	-	-
Virtual Machine Host	-	-	25,000	-	-	-
Dining Room Expansion	-	-	300,000	-	-	-
Replace 1985 Emergence Power Electric Generator	-	-	300,000	-	-	-
Flooring Replacement clinical	-	-	100,000	-	-	-
** MRI	-	-	-	1,500,000	-	-
Hillrom Beds	-	-	-	80,000	-	-
Electrical Surgical Analyzer	-	-	-	7,205	-	-
** Develop Shelled Space	-	-	-	1,000,000	-	-
Oxygen System Upgrade	-	-	-	-	250,000	-
** Parking Lot Expansion	-	-	-	-	1,500,000	-
** CT Replacement	-	-	-	-	-	2,000,000
Anesthesia System replacement	-	-	-	-	-	225,000
Funds Provided by Hospital Plant Replacement Fund						
* Patient Monitors	80,050	-	-	-	-	-
* Homer Medical Clinic Roof	78,730	-	-	-	-	-
* Nuclear Medicine Renovations	606,000	-	-	-	-	-
* Remodel Kachemak Prof Building	456,871	-	-	-	-	-
* Property Purchase - 4135 Hohe Street	10,917	-	-	-	-	-
* EMG Testing Equip for Neuro Clinic	25,234	-	-	-	-	-
* Roof Replacement	578,695	-	-	-	-	-
* Flooring for Long Term Care	103,199	-	-	-	-	-
* BACT Alert Blood Culture Incubator	31,000	-	-	-	-	-
* Airisana Mattress	25,036	-	-	-	-	-
* Biomed Testing Simulator	13,200	-	-	-	-	-
* Bayor Power Injector Software	11,500	-	-	-	-	-
* Sara Stedy Plus	8,333	-	-	-	-	-
* Pioneer Property	975,000	-	-	-	-	-
* Pioneer Property repair/upgrades	147,500	-	-	-	-	-
* Ultrasound Software hardware to increase exam capabilities	-	65,000	-	-	-	-
* Apollo Anesthesia machine for Endoscopy Room	-	64,599	-	-	-	-
* MRI AI for Dementia Screening	-	51,000	-	-	-	-
* Hospital Vehicles	-	55,000	-	-	-	-
* Minor Hospital Equipment	-	107,608	-	-	-	-
** Medical Office Building	-	-	-	-	30,000,000	-
Total Funds Applied	6,152,483	2,356,136	1,917,887	2,587,205	31,750,000	2,225,000
Net Results From Operations	(1,107,230)	7,955	190,217	(250,534)	356,973	(111,334)
Beginning Fund Balance	1,531,499	424,269	432,224	622,440	371,906	728,879
Ending Fund Balance	\$ 424,269	\$ 432,224	\$ 622,440	\$ 371,906	\$ 728,879	\$ 617,545

* 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	Asphalt/Sidewalk Repairs	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$155,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23802.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 155,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 855,000
Other (Specify)						
Total	\$ 155,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 855,000

Description (Justification and Explanation)

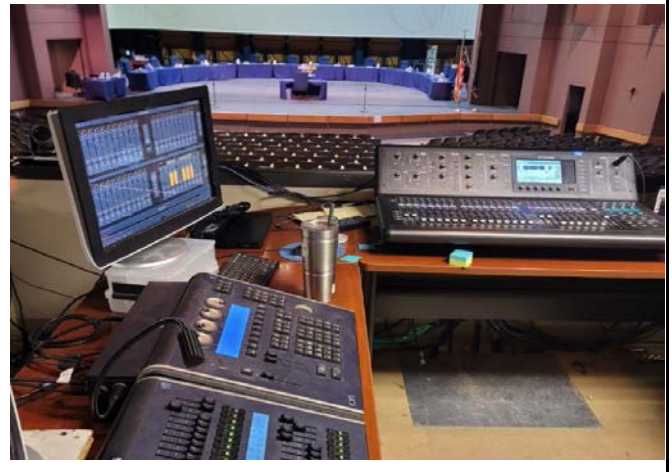
Sidewalks, parking lots and other paved areas at sites throughout the district are showing their age. This funding will allow the department to continue the ongoing replacement and improvement of deteriorating paving and concrete at facilities throughout the district. Issues are: the condition/state of lot areas district-wide, and design of parent drop-off/pick-up areas at a large number of District facilities. Improvements may range from repair, replacement, or contracted crack sealing and coating. Are currently planning a number of summer '20 contracted sidewalk projects and continuation of crack sealing.

Impact on Annual Operating Budget

Personnel		Upgrades to asphalt and sidewalks will produce a slight reduction in maintenance cost, resulting from diminished need for patching repairs.
Operating		
Capital Outlay		
Other		
Total	\$ -	

School Revenue Fund Capital Improvement Project

Project Name	School Auditorium Lighting Upgrades
Priority	High
Department - Service Area	School Maintenance
Total Funding	\$300,000
Project Manager	Maintenance Director
Project Location	KPB schools - area wide
Funding Source/ Project Number	Local 400.78050.23861.49999



	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
Other (Specify)						
Total	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000

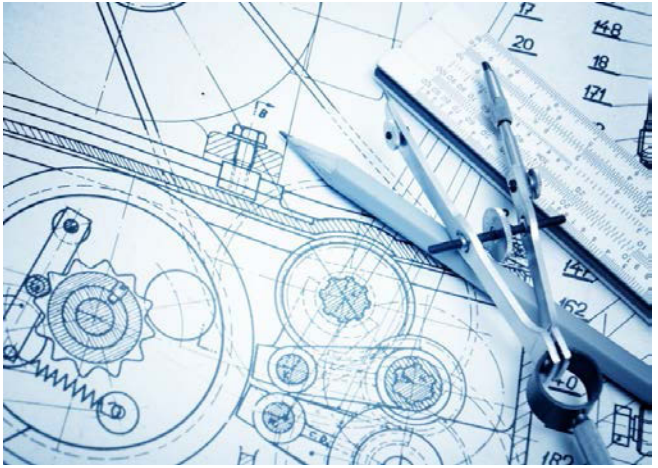
Description (Justification and Explanation)

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	\$100,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23DSG.49999	

	FY 2023	FY 2024	FY 2025	FY 2025	FY 2026	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Other (Specify)						
Total	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Description (Justification and Explanation)

Funds to be utilized to develop engineering/design solutions for known project needs. This effort is intended to produce plan modeling adequate to progress to in house construction, contracted bidding, and/or to support the 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 entirety of the identified project scope. Additionally, a legislative appropriation processes, not supported by an assessment/design component, may not be a proper representation of actual project need, placing the governing body in a compromising position of making a funding decision based on unknown variables. These unknowns contribute to under informed funding decisions, construction phase 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	Bleacher Replacement	
Priority	Medium	
Department - Service Area	School Maintenance	
Total Funding	\$60,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source	Local 400.78050.23727.4999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	60,000	40,000	40,000	40,000	40,000	\$ 220,000
Other (Specify)						
Total	\$ 60,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 220,000

Description (Justification and Explanation)

Funds are intended to replace bleacher systems and auditorium seating at facilities district wide. The Kenai Alternative school's bleachers have failed open, won't retract, and are currently the priority for replacement.

Impact on Annual Operating Budget

Personnel		These projects will result in a reduction in maintenance costs and provide a slight energy savings for the KPB School District.
Operating		
Capital Outlay		
Other		
Total	\$ -	

School Revenue Fund Capital Improvement Project

Project Name	School Electrical & Lighting Upgrades	 <p style="text-align: center;">LED Fixture replacements at Soldotna High Pool</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$65,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23758.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 65,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 565,000
Other (Specify)						
Total	\$ 65,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 565,000

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	Elevator Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$50,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23803.49999	

	FY 2023	FY 2024	FY 2025	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 50,000	\$ 220,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 360,000
Other (Specify)						
Total	\$ 50,000	\$ 220,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 360,000


Description (Justification and Explanation)

These funds are required to upgrade elevators throughout the district. This funds will primarily be utilized to replace or upgrade door openers and main controls on various elevators that are having operation issues due to age and available repair parts.

Impact on Annual Operating Budget

Personnel		Projects will provide value related to a reduction in maintenance demand and increase to system reliability.
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	\$100,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23755.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 100,000	\$ 175,000	\$ 125,000	\$ 175,000	\$ 175,000	\$ 750,000
Other (Specify)						
Total	\$ 100,000	\$ 175,000	\$ 125,000	\$ 175,000	\$ 175,000	\$ 750,000


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 Generator Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$50,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23860.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Other (Specify)						
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Description (Justification and Explanation)

Of the various sites that the Borough Maintenance Department oversees, there are sixty-five electrical generation systems which are serviced by Borough Maintenance staff. Forty-five of these systems are housed at school sites with the remainder at service area, law enforcement facilities or locations related to emergency notification. Most of the systems are defined as "stand-by", but some carry the higher classification of "emergency" systems. In either case the generators produce crucial power, providing for the protection of facility (building heating and control, egress lighting and safety monitoring systems). Additionally many of the facilities are utilized as shelter sites in emergencies. The use of these funds are intended for the replacement of systems that supply power to School District facilities. There are several factors that necessitate the replacement of these generation systems such as cooling system corrosion, wear and, most commonly, obsolescence. The most prevalent issue faced, when maintaining these systems, is obsolescence. Most maintenance repair concerns can be met if there is availability of parts. In some cases we are facing the need to replace a well maintained and operational genset due to the critical nature of the system, in combination with an inability to repair if the equipment were to fail. A new factor results from the supply of gas to the South Peninsula. Replacement decisions will still be primarily based on state of repair and obsolescence. The KBPM Electrical Department in cooperation with the Automotive Department, have built a prioritized system replacement list. The goal is to replace two systems annually until the borough arrives at a state where none of its school facility gensets are in obsolescence. Continuation of these replacement funds is very important to maintain readiness of these critical power systems.

Impact on Annual Operating Budget

Personnel		Upgrades to facility generation systems will provide savings to the Borough, relating to system efficiency, and costs associated with maintenance/repair.
Operating		
Capital Outlay		
Other		
Total	\$ -	

School Revenue Fund Capital Improvement Project

Project Name	School HVAC/DDC & Boiler Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$400,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23801.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 400,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,800,000
Other (Specify)						
Total	\$ 400,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,800,000


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	School Locker Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$250,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23855.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 250,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 370,000
Other (Specify)						
Total	\$ 250,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 370,000

Description (Justification and Explanation)

These funds will be used to purchase and install hall and locker room lockers throughout the Borough. The current priorities are replacement of lockers in athletic spaces. This is due to a combination of factors. Most prevalent is degradation, but additionally some safety concerns. Emphasis will likely continue to be on athletic spaces, but will be shifting back to completion of hallway/academic space lockers once PE/Pool need is stabilized.

Impact on Annual Operating Budget

Personnel		Projects performed of these funds are expected to have little impact on the annual operating budget.
Operating		
Capital Outlay		
Other		
Total	\$ -	

School Revenue Fund Capital Improvement Project

Project Name	Playground Upgrades	
Priority	Medium	
Department - Service Area	School Maintenance	
Total Funding	\$25,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/	Local 400.78050.23780.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Other (Specify)						
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000


Description (Justification and Explanation)

Funds provide for area wide improvements to outdoor play areas, relating to safety, code and simple replacement of end of useful life equipment. Priority considerations recently have been to focus on improvements to resilient surfaces surrounding existing equipment (code defined, low impact surfaces). Additionally, based on condition and need, some play elements may need to be replaced as well. Decisions are made based on quarterly inspections of individual site equipment.

Impact on Annual Operating Budget

Personnel		These projects will not result in any substantial savings to annual operational cost
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	\$350,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78010.23851.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 350,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 470,000
Other (Specify)						
Total	\$ 350,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 470,000

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		If utilized for improvements, resulting projects would result in the reduction of both maintenance cost and utility spend related to energy efficiency.
Operating		
Capital Outlay		
Other		
Total	\$ -	

School Revenue Fund Capital Improvement Project

Project Name	Safety and Security Improvements	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$150,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23856.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 150,000	\$ 125,000	\$ 115,000	\$ 100,000	\$ 125,000	\$ 615,000
Other (Specify)						
Total	\$ 150,000	\$ 125,000	\$ 115,000	\$ 100,000	\$ 125,000	\$ 615,000


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		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.
Operating		
Capital Outlay		
Other		
Total	\$ -	

School Revenue Fund Capital Improvement Project

Project Name	School Water Quality Upgrades	 <p style="text-align: center;">Treatment equipment & fixtures at Sterling Elementary</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$40,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.23759.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000
Other (Specify)						
Total	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000

Description (Justification and Explanation)

Throughout the Borough the majority of school facilities receive their water supply from an onsite well sources. Due to the number of users served by these systems, they are formally regulated by the DEC. Some of the sites have a contaminant presence at the "point of use" which surpasses the "maximum contaminant level" (MCL) allowable by federal regulation. In some instances the contaminant is directly from the source water. Others sites may have clean source water with a PH issue that causes corrosion in the piping system. This can result in the tested presence of lead or copper that must be dealt with. In these instances, the source water must be treated in order to maintain a safe drinking water supply to occupants. Depending on the type of treatment required the process can be quite costly. For this reason the Borough has also begun to implement conservation measures that better limit consumption of plant treated and metered city water sources. This has primarily been accomplished by the replacement of use fixtures, that both use less water and have improved reliability. Continuation of these funds is important in order to achieve a reliable level of safe water supply to school facility occupants and to deal with what is forecast as pending compliance challenges forward. Funds will be utilized for both design solutions and project implementation.

Impact on Annual Operating Budget

Personnel		These projects will result in a reduction in maintenance costs while providing a slight energy and public utility savings to the KPB School District.
Operating		
Capital Outlay		
Other		
Total	\$ -	

School Revenue Fund Capital Improvement Project

Project Name	Building Envelope Upgrade/Replacement	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$155,000	
Project Manager	Maintenance Director	
Project Location	KPB schools - area wide	
Funding Source	Local 400.78050.23714.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 155,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 955,000
Other (Specify)						
Total	\$ 155,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 955,000

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		Upgrades to facility window and siding 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	Kachemak Selo K-12 School Construction Proj	<div style="text-align: center; font-size: 48px; font-weight: bold; opacity: 0.5;">New School Facility</div>
Priority	High	
Department - Service Area	Capital Projects	
Total Funding	\$3,000,000	
Project Manager	Purchasing and Contracting Director	
Project Location	Kachemak Selo	
Funding Source/ Project Number	Grant/Local 400.71065.KSELO.49999	

	FY 2020	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Construction/Equipment (DEED Grant funds)	\$ 10,010,000	\$ -	\$ -	\$ -	\$ -	\$ 10,010,000
Construction/Equipment (local funds)	-	3,000,000	-	-	-	3,000,000
Other (Specify)						
Total	\$ 10,010,000	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 13,010,000


Description (Justification and Explanation)

Funds are utilized to support the planning, land acquisition, designing, site preparation, construction, acquiring, renovating, installing, equipping, and other project related expenditures of the Kachemak-Selo New K-12 School Construction project

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total	\$ -	

General Government and 911 Communications Capital Improvement Project

Project Name	Uninterruptible Power System (UPS) Upgrade	
Priority	High	
Department - Service Area	OEM - 911 - CES	
Total Funding	\$115,404	
Project Manager	Brenda Ahlberg	
Project Location	Emergency Response Center	
Funding Source	Local - Split 911 and Gen Gov't	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		-	-	-	-	-
Equipment	115,404.00	-	-	-	-	115,404.00
Other (Specify)	-	-	-	-	-	-
Total	\$ 115,404.00	\$ -	\$ -	\$ -	\$ -	\$ 115,404.00


Description (Justification and Explanation)

The emergency backup power for the Emergency Response Center (ERC) consists of a diesel generator and the 40KVa Uninterruptible Power System (UPS) that provision clean power whenever the local power company is experiencing power blackouts or fluctuations (brownouts). The existing UPS system, originally installed in 2005 has performed beyond useful life and cannot be repaired. All of the UPS system components are aging and replacement parts are getting difficult to find. Replacing the aged UPS is necessary to ensure the critical public safety functions housed at the ERC will remain available during power events. NOTE: The borough is applying for grant funds in FY23 to supplement the cost of this project. The cost of the UPS will be split 50/50 between General Gov't and E911 Communications at \$57,702 each.

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total		

General Government Capital Improvement Project

Project Name	BAB Roofing	 <p style="text-align: center;">Generic image of a bubbled roof</p>
Priority	High	
Department - Service Area	Borough Administration	
Total Funding	\$700,000	
Project Manager	Purchasing & Projects Department	
Project Location	Borough Administration	
Funding Source/ Project Number	Local 407.94910.23472.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Other (Specify)						
Total	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000

Description (Justification and Explanation)

The Borough Administration Building roof is aged and in need of replacement. Existing roofing is separating, bubbled, heavily worn, and brittle. Several leaks are evident from moisture signs inside the building.

This project would install new roofing, extending the life of the building and eliminating further moisture damage to other building components.

Impact on Annual Operating Budget

Personnel		Roof replacement would reduce maintenance expenses currently incurred in dealing with an aged roof.
Operating		
Capital Outlay		
Other		
Total	\$ -	

General Government Capital Improvement Project

Project Name	BAB HVAC Design and Upgrade	
Priority	High	
Department - Service Area	Borough Administration	
Total Funding	\$120,000	
Project Manager	Maintenance Director	
Project Location	Borough Administration	
Funding Source/ Project Number	Local 407.94910.23473.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Other (Specify)						
Total	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Description (Justification and Explanation)

The IT Server room and associated equipment requires a climate controlled atmosphere, and existing primary and secondary chillers are in service to control the server room temperature. The existing secondary chiller has suffered an internal failure, leaving it functioning at 50% capacity. As such it can no longer truly support the IT Server room as a backup unit. Due to the criticality of systems dependant on our network servers a backup chiller is needed to provide the required reliability. Given the unit's age and cost to repair, wholesale replacement of the unit is recommended. A drop in replacement back-up chiller may not be the most efficient approach, and design engineering is recommended as part of this project.

This project will review design options, purchase and install a replacement back-up chiller for the Borough's network servers.

Impact on Annual Operating Budget

Personnel		Restoring full capacity to the backup chiller is necessary to maintain resilience of the Borough's server and network infrastructure.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Solid Waste Capital Improvement Project

Project Name	Solid Waste Master Plan	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	\$300,000	
Project Manager	Solid Waste	
Project Location	Central Peninsula Landfill	
Funding Source/ Project Number	Local 411.32122.23491.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ 300,000					
Construction/Equipment						\$ -
KPB 2% Admin Fee						
Project Management						
Total	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -

Description (Justification and Explanation)

Produce a master plan for the Solid Waste Department that analyzes projections of MSW and C&D wastes across the peninsula to determine expected closure dates of existing landfills to begin permitting process for new landfills as appropriate. Study expected to develop a plan for major capital improvements needed within the next 30 years including review of facilities and transfer station locations. Study should include a review of the existing CPL property to produce a phased plan for best use of remaining available land for MSW and C&D landfills to include a grading map showing final closure of the property. Project will maximize space at CPL and minimize relocation of existing infrastructure through future projects.

Impact on Annual Operating Budget

Personnel		This project is not expected to have any increase on the annual operating budget.
Operating	\$ -	
Capital Outlay	\$ 300,000	
Other / Utilities		
Total	\$ 300,000	

Solid Waste Capital Improvement Project

Project Name	Landfill Gas and Leachate Collection Materials	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	\$150,000	
Project Manager	Solid Waste	
Project Location	Central Peninsula Landfill	
Funding Source/ Project Number	Local	411.32122.23492.49999



	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)						
Construction/Equipment	150,000					\$ 150,000
KPB 2% Admin Fee						
Project Management						
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Description (Justification and Explanation)

The purpose of this project is the installation of landfill gas and leachate collection piping in cells 2 & 3 as per design criteria.

Impact on Annual Operating Budget

Personnel		This project is not expected to have any increase on the annual operating budget.
Operating	\$ -	
Capital Outlay	\$ 150,000	
Other / Utilities		
Total	\$ 150,000	

Solid Waste Capital Improvement Project

Project Name	Landfill Gas Collection Design	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	\$100,000	
Project Manager	Solid Waste	
Project Location	Central Peninsula Landfill	
Funding Source/ Project Number	Local 411.32122.23493.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ 100,000					
Construction/Equipment						\$ -
KPB 2% Admin Fee						
Project Management						
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -


Description (Justification and Explanation)

Design a landfill gas collection system for use with the leachate evaporation system. Use completed design and cost estimate to seek grant funds for construction of system.

Impact on Annual Operating Budget

Personnel		This project is not expected to have any increase on the annual operating budget.
Operating	\$ -	
Capital Outlay	\$ 100,000	
Other / Utilities		
Total	\$ 100,000	

Nikiski Fire Service Area Capital Improvement Project

Project Name	SCBA & Radio Replacement	
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 441.51110.22411.49999	

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment and installation/SCBAs & components*	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 600,000
						-
						-
						-
Total	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 600,000

Description (Justification and Explanation)

This project is intended to complete the replacement of 40 plus aging 20 year old emergency response portable handheld/mobile radios and all accessories (This was started in FY22). 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 repair. 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 compatible to the new SCOTT Airpacks integrated communications.

*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. There is a 10% local service area match required for each year's proposed funding.

Impact on Annual Operating Budget

Personnel		This is a one time Capital Projects expenditure from the FY2023 budget for emergency response portable handheld radios. Portable radios and associated equipment are on an annual preventative maintenance inspection schedule which requires calibration for secure operations for ALMR requirements.
Operating	\$ 5,000	
Capital Outlay		
Other		
Total	\$ 5,000	

Nikiski Fire Service Area Capital Improvement Project

Project Name	Lighting Upgrade Station #2 Phase 2	
Priority	High (Priority #2)	
Department - Service Area	Nikiski Fire Service Area	
Total Funding	\$60,000	
Project Manager	Nikiski Fire Chief	
Project Location	Nikiski Fire Service Area	
Funding Source/ Project Number	Local 441.51110.23412.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction						-
Equipment	60,000					60,000
						-
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Description (Justification and Explanation)

This project is intended to finish the lighting repairs and upgrades to LED light fixtures at Nikiski Fire Station 2. The current lighting in the station is 10 years old and has 10 plus different styles of fixtures. With the unavailability of replacement bulbs for the current fixtures the station is very dark at night. The estimate cost to finish this project is \$60,000.

Impact on Annual Operating Budget

Personnel		This is a one time Capital Projects expenditure within the FY23 budget to finish upgrading the interior and exterior lights at Station #2.
Operating		
Capital Outlay		
Other		
Total		

Bear Creek Fire Service Area Capital Improvement Project

Project Name	Ambulance Replacement (Unit 139)	
Priority	Priority 2	
Department - Service Area	Bear Creek Fire Service	
Total FY20 Funding	\$250,000	
Project Manager	Bear Creek Fire Service Area Chief	
Project Location	Bear Creek Fire Service	
Funding Source/ Project Number	Local 442.351210.23422.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Equipment	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Description (Justification and Explanation)

Bear Creek Fire Service Area has a need to replace our 20 year old Ford ambulance and upgrade the associated equipment to current medical and industry practice. The replacement of this ambulance is part of the 20 year replacement schedule. Bear Creek has applied for a Code Blue grant, if awarded, \$45,000 would go toward the purchase of a new ambulance. Lowering Bear Creek's financial responsibility to \$205,000. The anticipated replacement value of an ambulance in 20 years would be approximately \$350,000. Bear Creek annually allocates \$12,500 transferred to the Capital Projects fund for ambulance replacement. To meet the \$350,000 replacement in 20 year, an additional \$5,000.00 will be transferred to Capital Projects annually for a total of \$17,500. Bear Creek intends to retain the current ambulance as a reserve.

Impact on Annual Operating Budget

Personnel	\$ -	The transfers to the Capital Projects Fund will increase by \$5,000.00 annually to compensate for the anticipated replacement cost in FY43.
Operating	5,000	
Capital Outlay		
Other		
Total	\$ 5,000	

Bear Creek Fire Service Area Capital Improvement Project

Project Name	SCBA / Radio Replacement	
Priority	High (Priority 1)	
Department - Service Area	Bear Creek Fire Service	
Total Funding	\$192,500	
Project Manager	Bear Creek Fire Service Fire Chief	
Project Location	Bear Creek Fire Service	
Funding Source/ Project Number	Local/PILT	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 communication radios to replace current radio equipment. The State of Alaska is undergoing an upgrade to it's Alaska Land Mobile Radio(ALMR) sites that will no longer allow access to Bear Creek Fire's existing radio equipment. This request is to utilize funding from PILT funds to supplement \$175,000 toward the replacement costs of radio equipment to include hand-held and mobile radios, and a repeater system with the necessary accessories and installation. The Bear Creek Fire Service Area will be providing \$17,500 towards the project. The life expectancy of this equipment is 15 years with an anticipated replacement cost of \$250,000.

*Up to \$175,000 from FY22 and FY23 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 FY38.
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	\$220,000	
Project Manager	Jon Marsh	
Project Location	Western Emergency Services	
Funding Source/ Project Number	Local/PILT	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 upgrades 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 Services Capital Improvement Project

Project Name	Mobile Heavy Duty Truck Lifts	
Priority	High	
Department - Service Area	Western Emergency Services	
Total Funding	\$65,000	
Project Manager	Jon Marsh	
Project Location	Western Emergency Services	
Funding Source	Local 444.51410.23442.49999	


	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction						-
Equipment	65,000	-				65,000
Other (Specify)		.				-
Total	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Description (Justification and Explanation)

These mobile heavy duty truck lifts will be used by the service area mechanic to perform repairs and maintenance on apparatus that currently cannot be performed. All repairs and maintenance that require the lifting of a vehicle are currently performed by outside vendors. Purchase of these lifts should result in long term savings of funds budgeted for vehicle maintenance and repairs to outside vendors.

Personnel	\$ -	
Operating	\$ -	
Capital Outlay	\$ -	
Other	\$ -	
Total	\$ -	

Western Emergency Services Capital Improvement Project

Project Name	Utility Vehicle	
Priority	High	
Department - Service Area	Western Emergency Services	
Total Funding	\$60,000	
Project Manager	Jon Marsh	
Project Location	Western Emergency Services	
Funding Source	Local 444.51410.23443.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction						-
Equipment	60,000	-				60,000
Other (Specify)						-
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Description (Justification and Explanation)

This utility vehicle purchase will be used at Station 1 for emergency response and for transportation of members between stations for training. This vehicle will also be equipped with a plow in the event one is required to provide access for other responding emergency apparatus. This is the fourth and final phase in replacing Western Emergency Services aging utility vehicle's.

Personnel	\$ -	Fuel and maintenance
Operating	\$ 1,000	
Capital Outlay	\$ -	
Other	\$ -	
Total	\$ 1,000	

Central Emergency Services Capital Improvement Project

Project Name	Soldotna Sta. #1 Replacment Project Design/Engineering and Construction	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$250,000	
Project Manager	Capital Projects & CES Fire Chief	
Project Location	Central Emergency Service Area	
Funding Source	Local 443.51610.23464.49999	

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)	\$ 1,000,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,250,000
Construction			-	-	-	-
Equipment	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-
Total	\$ 1,000,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,250,000

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.

Impact on Annual Operating Budget

Personnel		
Operating	\$ -	
Capital Outlay		
Other		
Total	\$ -	

Central Emergency Services Capital Improvement Project

Project Name	SCBA / Radio Replacement	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$575,000	
Project Manager	CES 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	\$ 575,000	\$ -	\$ -	\$ -	\$ 767,500
Total	\$ 192,500	\$ 575,000	\$ -	\$ -	\$ -	\$ 767,500

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 FY22 and FY23 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	LED Lighting Project Stations 5 and 6
Priority	High
Department - Service Area	Central Emergency Service Area
Total Funding	\$125,000
Project Manager	Capital Projects
Project Location	Funny River-Kasilof
Funding Source	Local 443.51610.23462.49999



	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	-	-	-	-	-
Equipment	125,000.00	-	-	-	-	125,000.00
Other (Specify)	-	-	-	-	-	-
Total	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00



Description (Justification and Explanation)

This project will continue station upgrades to LED lighting which was started in FY 2017, funds were expended before the last two stations could be completed. This project is for Stations 5-Funny River and Station 6-Kasilof. The project will include design, purchase and installation of LED lighting fixtures- bulbs, accessories to the apparatus bays, living quarters in Funny River and the living areas, office, community room and bedrooms at the Kasilof station.

Impact on Annual Operating Budget

Personnel	\$ -	Reduce annual light bulb replacement, savings in energy costs, rental of lifts
Operating	(1000.00)	
Capital Outlay	0.00	
Other	0.00	
Total	\$ (1,000.00)	

Central Emergency Services Capital Improvement Project

Project Name	Station 5 Ceiling Air & Electric Cord Reels	 
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$50,000	
Project Manager	Capital Projects	
Project Location	Funny River- Station 5	
Funding Source	Local 443.51610.23463.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	-	-	-	-	-
Equipment	50,000	-	-	-	-	50,000
Other (Specify)	-	-	-	-	-	-
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000


Description (Justification and Explanation)

Station 5 in Funny River does not have appropriate electrical outlets, air hoses for fire trucks and ambulances. All of the emergency vehicles require electrical plug in to power, charge and operate internal equipment. The fire trucks also need air hose connections to provide air to the air brake system, which allows for an appropriate response time. This project would design, purchase, including air compressor, air lines and accessories, install ceiling mounted electric cord and air hose reels over each apparatus bay for vehicle, and various equipment and wiring to complete the project. This improves safety by eliminating the use of ground extension cords and air hoses as tripping hazards, as well as off the bay floor where there is always an accumulation of water creating an electrical hazard.

Impact on Annual Operating Budget

Personnel		This project could save \$500/yr on extension cords, air hose replacements
Operating	\$ 250.00	
Capital Outlay		
Other		
Total	\$ 250.00	

Central Emergency Services Capital Improvement Project

Project Name	CES-Training Site Phase 3	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$100,000	
Project Manager	Capital Projects	
Project Location	Central Emergency Service Area	
Funding Source	Local 443.51610.23469.49999	

	FY 2012	FY 2019	FY 2023	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	339,950	150,000	100,000	-	-	589,950
Equipment	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-
Total	\$ 339,950	\$ 150,000	\$ 100,000	\$ -	\$ -	\$ 589,950

Description (Justification and Explanation)

The Training Site needs additional upgrades to increase safety, security and reduce liability. In FY 2019 funds were appropriated to clear additional land, extend the gravel pad, add an additional driveway, and security gates. This project will finish the security fencing around the perimeter of the training site as well as upgrade the current gate, and add an additional roller type gate(s) for increase security. The project may include additional lighting, and electrical outlets as needed for illumination during training sessions in dark settings.

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total		

Central Emergency Services Capital Improvement Project

Project Name	Security Upgrades All Stations	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$175,000	
Project Manager	Capital Projects/ & CES Fire Chief	
Project Location	CES All Fire Stations/Sub Stations	
Funding Source	Local 443.51610.43465.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	-	-	-	-	-
Equipment	175,000	-	-	-	-	175,000
Other (Specify)	-	-	-	-	-	-
Total	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

Description (Justification and Explanation)

CES has constantly had issues with our mechanical/Cypher locks in cold weather, making them inoperable to open exterior doors to stations, especially during an emergency response. Also, for reasons of security, the combination locks to facilities need to be changed periodically. This requires a locksmith to manually change all of the doors of the seven (7) facilities. This project would design, purchase software/equipment and install new electronic combination exterior door locks to all CES stations. This will improve reliability in cold weather as well as enhancing management, operations with passcodes for employees, volunteer responders as well as public access.

Impact on Annual Operating Budget

Personnel	\$ -	Reduced labor charges, shared services with Borough software ID/Pass card costs
Operating	(2,500.00)	
Capital Outlay	-	
Other	-	
Total	\$ (2,500.00)	

Central Emergency Services Capital Improvement Project

Project Name	Station 4 & 6 Bay Floor Concrete Resurface	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$200,000	
Project Manager	Capital Projects	
Project Location	K-Beach and Kasilof	
Funding Source	Local 443.51610.23466.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	200,000	-	-	-	-	200,000
Equipment	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Description (Justification and Explanation)

The K-Beach and Kasilof station apparatus bays are in need of concrete resurface sealant to maintain the longevity of the floors. This project will be for design, prepping and application of an appropriate concrete floor sealant. This will also improve personnel safety as the department will pursue a surface that is slip resistant when wet. May include painting of walls or trim.

Impact on Annual Operating Budget

Personnel		Reduce injuries with a new slip resistant floor coating in the apparatus bays.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Central Emergency Services Capital Improvement Project

Project Name	Station Interior upgrades, Flooring, Kitchen
Priority	High
Department - Service Area	Central Emergency Service Area
Total Funding	\$50,000
Project Manager	CES Fire Chief
Project Location	Central Emergency Service Area
Funding Source	Local 443.51610.23467.49999



	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	50,000	-	-	-	-	50,000
Equipment	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Description (Justification and Explanation)

Multiple stations require replacement of flooring, and/or carpeting in the office, training and living areas of the fire stations. The project will repair, replace flooring both linoleum and carpeted in the living areas, kitchen, training rooms, bedrooms and offices. Project may include interior painting as needed. This project includes Stations 3, 4, 5 and 6.

Impact on Annual Operating Budget

Personnel		Reduce costs associated with repair of flooring/carpet in operations budget
Operating		
Capital Outlay		
Other		
Total	\$ -	

Kachemak Emergency Service Area Capital Improvement Project

Project Name	SCBA & Radio Replacement	
Priority	High	
Department - Service Area	Kachemak Emergency Service Area	
Total Funding	\$192,500	
Project Manager	KESA Fire Chief	
Project Location	Kachemak Emergency Service Area	
Funding Source/ Project Number	Local/PILT	446.51810.22485.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment and installation/SCBAs & components *	\$ 273,000	\$ 192,500				\$ 465,500
						-
Total	\$ 273,000	\$ 192,500	\$ -	\$ -	\$ -	\$ 465,500

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 upgrades 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	\$ -	

Kachemak Emergency Service Area Capital Improvement Project

Project Name	KESA Ambulance Type I-Medic 2	
Priority	High	
Department - Service Area	Kachemak Emergency Service Area	
Total Funding	\$270,000	
Project Manager	KESA Fire Chief	
Project Location	Kachemak Emergency Service Area	
Funding Source	Local	446.51810.23481.49999



	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction						
Equipment	270,000					270,000
Other (Specify)						
Total	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000


Description (Justification and Explanation)

KESA is in need to replace aging rolling stock of a 2007 Class 1A Ambulance. The Ambulance will be a Braun Northwest with a Dodge 4500 Chasis with a Cummins Engine. Project to include installation, parts, title, registration, and other project related expenditures

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total		

Kachemak Emergency Service Area Capital Improvement Project

Project Name	Two Powerlift Systems with Gurney	
Priority	High	
Department - Service Area	KESA	
Total Funding	\$100,000	
Project Manager	KESA Fire Chief	
Project Location	KESA	
Funding Source	Local 446.51810.23482.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction						
Equipment	100,000					100,000
Other (Specify)						
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000


Description (Justification and Explanation)

KESA is unfitting our 2013 Braun Northwest Ambulance to accommodate a Patient Power Load System. The Power Load System will also be installed in the New Ambulance slated for FY23. This system will be beneficial to responders as we have difficult access to patients and sometimes need to transport them a long distance to the ambulance. Responders then have to place the patient on a gurney and lift that weight uphill into the ambulance while on an incline. This puts an unnecessary strain on responder's backs and they become susceptible to injury. This purchase also includes 2 replacement cots compatible with the load system.

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total		

North Peninsula Recreational Service Area Capital Improvement Project

Project Name	Truck w/ Snow Plow	
Priority	High	
Department - Service Area	North Peninsula Recreational Service Area	
Total Funding	\$65,000	
Project Manager	Capital Projects	
Project Location	North Peninsula Recreational Service Area	
Funding Source	Local 459.61110.23451.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	-	-	-	-	-
Equipment	65,000	-	-	-	-	65,000
Other (Specify)	-	-	-	-	-	-
Total	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Description (Justification and Explanation)

Replacement of our 2012 truck and snow plow. NPRSA vehicles are used everyday and have excessive wear and tear on them. We are responsible for snow removal for all North Peninsula Recreation Service Area facilities and all summer grounds maintenance. Replacement every 10 years keeps the cost of vehicle maintenance down.

Impact on Annual Operating Budget

Personnel		This is a one time project 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	Skate Park/Multi-Purpose Court Re-Paving	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	\$62,000	
Project Manager	Recreation Director & Capital Projects	
Project Location	Nikiski Community Recreation Center	
Funding Source	Local 459.61110.23452.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ 8,350	\$ -	\$ -	\$ -	\$ -	\$ 8,350
Construction	52,250	-	-	-	-	52,250
Equipment	-	-	-	-	-	-
Other (Specify)	1,400	-	-	-	-	1,400
Total	\$ 62,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000

Description (Justification and Explanation)

The current skatepark and multi-purpose court are uneven and in need of repair. The proposed repairs will lead to a safer more welcoming park for riders and playground visitors. No repairs have been made to this area since the service area took over the Nikiski Elementary School in 2004. This project will include design, asphalt repair, repaving, project management and other project related expenditures

Personnel		This is a one time project 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	Nikiski Pool Sidewalk Repair/Replacement	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	\$150,000	
Project Manager	Recreation Director & Capital Projects	
Project Location	Nikiski Pool	
Funding Source	Local 459.61110.23453.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ 19,549	\$ -	\$ -	\$ -	\$ -	\$ 19,549
Construction	130,451	-	-	-	-	130,451
Equipment	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Description (Justification and Explanation)

The current sidewalks at the Nikiski Pool have large uneven cracks throughout. The edges are crumbling and beginning to fall apart. This project is a high priority for the safety of our patrons and employees. This project will include design, repair, construction, project management and other project related expenditures.

Personnel		This is a one time project 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	Nikiski Pool Boilers Replacement	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	\$476,000	
Project Manager	Recreation Director/Capital Projects	
Project Location	Nikiski Pool	
Funding Source	Local 459.61110.23454.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ 41,000
Construction	435,000	-	-	-	-	435,000
Equipment	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-
Total	\$ 476,000	\$ -	\$ -	\$ -	\$ -	\$ 476,000

Description (Justification and Explanation)

The boilers at the Nikiski Pool need to be replaced and updated to more efficient boilers. This project will include design, equipment, installation, project management and other project related expenditures

Personnel		This is a one time project and not expected to have a financial impact on the operating budget in subsequent years.
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	Roads Director	
Project Location	KPB Road Service Area	
Funding Source/ Project Number	Local 434.33950.23GRV.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	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	Borough Wide Bridges Projects	
Priority	High	
Department - Service Area	Road Service Area	
Total Funding	\$300,000	
Project Manager	Roads Director	
Project Location	KPB Road Service Area	
Funding Source/ Project Number	Local 434.33950.23BRG.49999	

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ 37,500	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	\$ 150,000
Construction/Equipment	262,500	262,500	262,500	-	262,500	1,050,000
Other (Specify)						
Total	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ 1,200,000

Description (Justification and Explanation)

A number of bridges became the Kenai Peninsula Borough's responsibility upon its formation in 1964, but there was no coherent mechanism in place to address bridge rehabilitation or replacement.

In the early days, there were no established construction standards, yet there were many miles of bridges earmarked for maintenance. Not surprisingly, aging bridges initially taken on by the RSA will require rehabilitation and/or replacement to ensure they are pass-able year round. Many bridges "grandfathered" into the maintenance system need minor rehabilitation, major rehabilitation, and replacement. Without these improvements, it is a serious challenge for the RSA to keep these bridges safe and passable for residents (and tourists visiting our communities each year). The expense required to maintain a substandard bridge is far higher than for bridges meeting borough construction standards.

The RSA will perform a bridge assessment with the assistance of historic state bridge inspections to identify and prioritize rehabilitation/replacement projects for rebuilding and upgrading as many bridges as possible with available funding. These projects range from basic rehabilitation to complete replacement.

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total	\$ -	

Road Service Area Capital Improvement Project

Project Name	Road Improvement Projects	BEFORE	AFTER
Priority	High		
Department - Service Area	Road Service Area		
Total Funding	\$1,965,550		
Project Manager	Purchasing and Contracting		
Project Location	KPB Roads - Area Wide		
Funding Source	Local		

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Five Year Total
Design (Engineering)	\$ 245,694	\$ 257,994	\$ 215,425	\$ 267,263	\$ 185,363	\$ 1,171,738
Construction/Equipment	1,719,856	1,805,956	1,507,975	1,870,838	1,297,538	8,202,163
Other (Specify)						
Total	\$ 1,965,550	\$ 2,063,950	\$ 1,723,400	\$ 2,138,100	\$ 1,482,900	\$ 9,373,900

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.

Impact on Annual Operating Budget

Personnel		Savings generated due to lower maintenance costs.
Operating		
Capital Outlay		
Other		
Total	\$ -	

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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:

	<u>Page #</u>
Total Internal Service Funds Budget Projection	423
Combined Revenues and Expenses	425
Insurance and Litigation Reserve Fund	426

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	438
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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	442
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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.

Total Internal Service Funds - Budget Projection

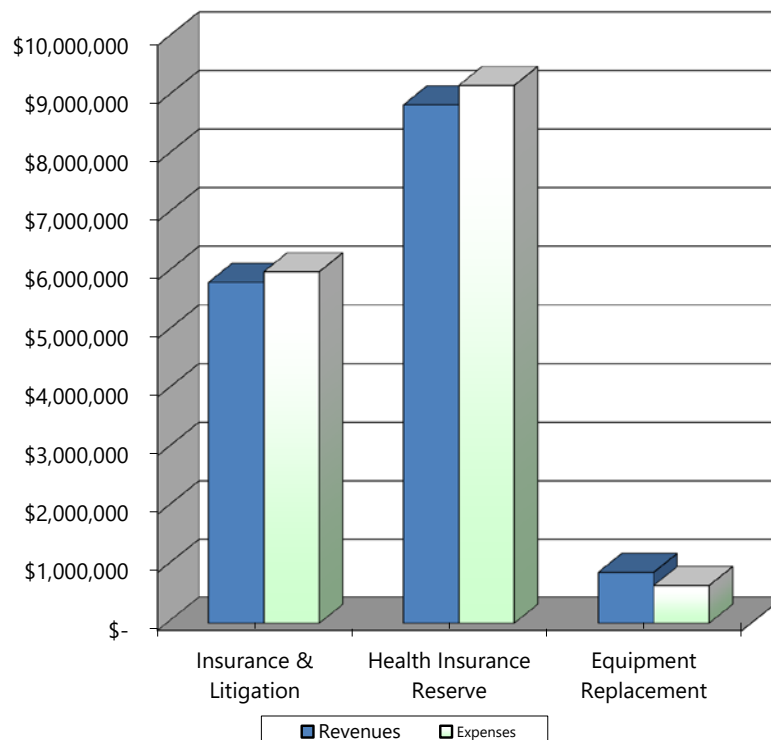
Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Revenues:								
Interest Revenue	\$ 472,702	\$ 35,610	\$ 156,252	\$ 156,252	\$ 125,122	\$ 122,160	\$ 124,839	\$ 134,800
State Revenues	21,464	31,826	-	-	-	-	-	-
Charges to Other Depts.	11,138,790	11,919,765	12,481,960	12,481,960	14,639,398	15,842,990	16,789,852	17,809,027
Employee Insurance Premiums	985,591	843,724	755,400	755,400	755,400	755,400	755,400	755,400
Sales of Fixed Assets	(66,234)	-	50,000	50,000	50,000	47,500	45,125	42,869
other revenue	32,745	-	740,646	740,646	878,185	826,474	790,191	762,307
Total Revenues:	12,585,058	12,830,925	13,443,612	13,443,612	15,569,920	16,768,050	17,715,216	18,742,096
Expenses:								
Personnel	521,601	524,940	589,593	589,593	889,270	907,055	925,196	943,700
Supplies	2,222	4,097	4,225	4,225	4,700	4,794	4,890	4,988
Services	9,976,208	13,418,236	13,349,211	14,438,580	14,951,038	15,594,107	16,220,539	16,834,973
Capital Outlay	35,025	4,379	5,000	5,000	10,526	10,631	10,737	10,844
Interdepartmental Charges	-	-	-	-	-	-	-	-
Total Expenses:	10,535,056	13,951,652	13,948,029	15,037,398	15,855,534	16,516,587	17,161,362	17,794,505
Total Expenses and Operating Transfers	10,535,056	13,951,652	13,948,029	15,037,398	15,855,534	16,516,587	17,161,362	17,794,505
Net Results From Operations	2,050,002	(1,120,727)	(504,417)	(1,593,786)	(285,614)	251,463	553,855	947,591
Beginning Retained Earnings	11,274,367	13,324,369	12,203,642	12,203,642	10,609,856	10,324,242	10,575,705	11,129,560
Ending Retained Earnings	<u>\$ 13,324,369</u>	<u>\$ 12,203,642</u>	<u>\$ 11,699,225</u>	<u>\$ 10,609,856</u>	<u>\$ 10,324,242</u>	<u>\$ 10,575,705</u>	<u>\$ 11,129,560</u>	<u>\$ 12,077,151</u>

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**Kenai Peninsula Borough
Combined Revenues and Expenses
Internal Service Funds
Fiscal Year 2023**

<u>Revenues</u>	Insurance & Litigation	Health Insurance Reserve	Equipment Replacement	Total
Interest Revenue	\$ 57,755	\$ -	\$ 67,367	\$ 125,122
Charges To Other Depts	5,774,000	8,104,580	760,818	14,639,398
Miscellaneous Revenue	-	755,400	50,000	805,400
Total Revenues	\$ 5,831,755	\$ 8,859,980	\$ 878,185	\$ 15,569,920
<u>Expenses</u>				
Personnel	889,270	-	-	889,270
Supplies	4,700	-	-	4,700
Services	5,109,098	9,191,940	650,000	14,951,038
Capital Outlay	10,526	-	-	10,526
Total Expenses	6,013,594	9,191,940	650,000	15,855,534
Total Expenses and Operating Transfers	6,013,594	9,191,940	650,000	15,855,534
Net Results From Operations	(181,839)	(331,960)	228,185	(285,614)
Beginning Retained Earnings	2,887,769	2,332,742	5,389,345	10,609,856
Ending Retained Earnings	\$ 2,705,930	\$ 2,000,782	\$ 5,617,530	\$ 10,324,242

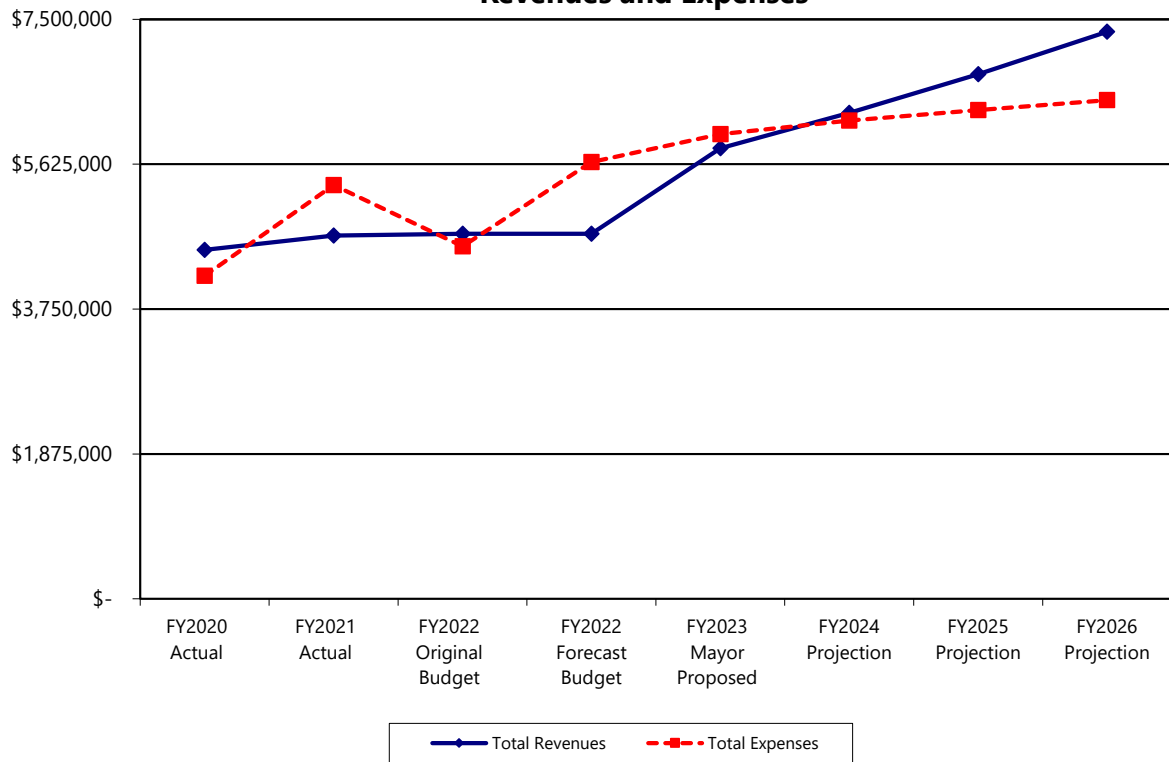
Revenues & Expenses



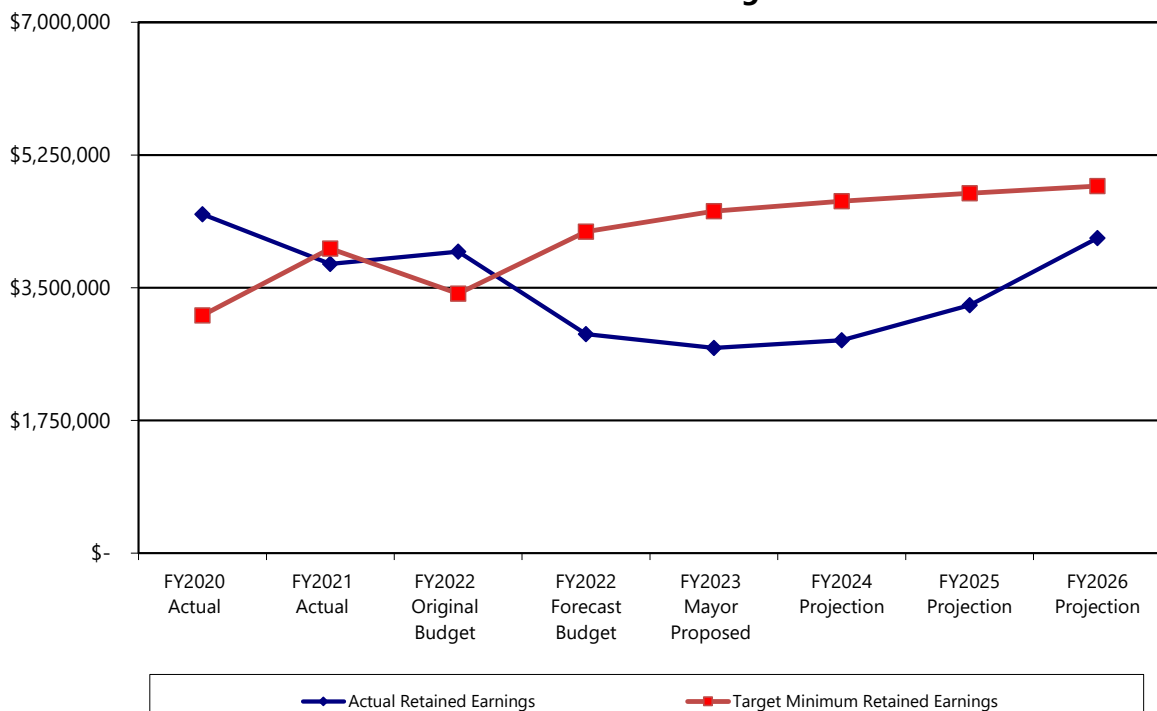
Fund: 700 Insurance and Litigation Fund - Budget Projection

Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original Budget	Forecast Budget	Mayor Proposed	Projection	Projection	Projection
Revenues:								
Interest Revenue	\$ 258,423	\$ 16,065	\$ 90,085	\$ 90,085	\$ 57,755	\$ 54,119	\$ 56,118	\$ 65,392
State Revenues	21,464	31,826	-	-	-	-	-	-
Other Revenue	32,745	-	-	-	-	-	-	-
Charges to Other Depts.	4,203,761	4,652,940	4,634,569	4,634,569	5,774,000	6,235,920	6,734,794	7,273,577
Total Revenues:	4,516,393	4,700,831	4,724,654	4,724,654	5,831,755	6,290,039	6,790,912	7,338,969
Expenses:								
Personnel	521,601	524,940	589,593	589,593	889,270	907,055	925,196	943,700
Supplies	2,222	4,097	4,225	4,225	4,700	4,794	4,890	4,988
Services	3,622,605	4,821,737	3,963,248	5,052,617	5,109,098	5,267,570	5,386,425	5,494,153
Capital Outlay	35,025	4,379	5,000	5,000	10,526	10,631	10,737	10,844
Interdepartmental Charges	-	-	-	-	-	-	-	-
Total Expenses:	4,181,453	5,355,153	4,562,066	5,651,435	6,013,594	6,190,050	6,327,248	6,453,685
Net Results From Operations	334,940	(654,322)	162,588	(926,781)	(181,839)	99,989	463,664	885,284
Beginning Retained Earnings	4,133,932	4,468,872	3,814,550	3,814,550	2,887,769	2,705,930	2,805,919	3,269,583
Ending Retained Earnings	\$ 4,468,872	\$ 3,814,550	\$ 3,977,138	\$ 2,887,769	\$ 2,705,930	\$ 2,805,919	\$ 3,269,583	\$ 4,154,867

Insurance and Litigation Fund Revenues and Expenses



Insurance and Litigation Fund 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:

- Insurance market conditions and statutory/regulatory changes will continue to present challenges for insurance procurement and funding claim reserves.
- Employee retention issues may be creating long-term financial impacts (direct or indirect) which may be reflected in claim costs or frequency.
- Changes in employee benefits may be driving increases in workers' comp claims across both the KPB&SD.

FY2022 Accomplishments

- Reviewed and updated Risk Management's records retention schedule that captured previously unmanaged categories.
- Closed the South Peninsula Hospital (SPH) 2006 Expansion Report with the ADEC.
- Created consistent metrics for tracking Department Function data that Risk will follow in the future.
- Created consistent metrics for projecting upcoming insurance reserves.

FY2023 New Initiatives:

- Continue building the Risk Management team to help support FY23 initiatives.
- Update the KPB Borough Admin Building (BAB) Emergency Action Plan that includes training and implementation of quarterly drills.
- Begin a systematic implementation of policies, procedures and guidelines across the Borough.
- Define Risk Management's Key Performance Indicators.
- Reassess the approach and effectiveness of the Employee Safety Committee and Director's Safety Committee.
- Simplify the SOAR BBS Program and begin rollout of the updated training materials and goals.
- Establish goals and expectations for leadership engagement through a Management By Walking Around (MBWA) program.
- Begin offering additional classroom-based training opportunities rather than a focus on Computer-based Training.
- Identify the scope and approach to an organization-wide Job Hazard Analysis (JHA) process and begin implementation.

Performance Measures

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Number of Insurance Policies Purchased	13	16	15	15
Number of Insurance Certificates Reviewed	404	346	215	488
Number of Contracts Reviewed for Insurance Purposes	183	354	396	481
Loss Control Incentive Program (LCIP) Inspection	202	202	114	114
Tax Foreclosure Environmental Reviews	100	100	115	115

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Proposed
Staffing History	4	4	4	6

**Kenai Peninsula Borough
Budget Detail**

Fund 700

Department 11234 - Risk Management - Administration

	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel							
40110 Regular Wages	\$ 296,767	\$ 287,372	\$ 334,584	\$ 334,584	\$ 492,239	\$ 157,655	47.12%
40130 Overtime Wages	-	-	480	480	2,182	1,702	354.58%
40210 FICA	25,338	24,396	29,980	29,980	42,646	12,666	42.25%
40221 PERS	84,996	96,751	74,278	74,278	109,996	35,718	48.09%
40321 Health Insurance	75,370	75,648	106,000	106,000	190,800	84,800	80.00%
40322 Life Insurance	434	430	808	808	743	(65)	-8.04%
40410 Leave	38,630	34,280	43,463	43,463	50,664	7,201	16.57%
40511 Other Benefits	66	6,063	-	-	-	-	-
Total: Personnel	521,601	524,940	589,593	589,593	889,270	299,677	50.83%
Supplies							
42120 Computer Software	367	-	-	-	900	900	-
42210 Operating Supplies	1,138	1,774	1,500	1,500	1,500	-	0.00%
42250 Uniforms	126	-	500	500	500	-	0.00%
42263 Training Supplies	60	493	425	425	-	(425)	-100.00%
42310 Repair/Maintenance Supplies	394	43	300	300	300	-	0.00%
42410 Small Tools & Equipment	137	1,787	1,500	1,500	1,500	-	0.00%
Total: Supplies	2,222	4,097	4,225	4,225	4,700	475	11.24%
Services							
43011 Contractual Services	126,358	78,206	116,500	116,500	117,725	1,225	1.05%
43019 Software Licensing	102	25,700	133	133	1,038	905	680.45%
43110 Communications	3,949	3,897	3,940	3,940	4,800	860	21.83%
43140 Postage & Freight	121	57	100	100	100	-	0.00%
43210 Transportation/Subsistence	5,046	2,544	15,100	15,100	21,185	6,085	40.30%
43220 Car Allowance	10,916	9,191	10,800	10,800	18,000	7,200	66.67%
43260 Training	1,725	457	1,075	1,075	3,280	2,205	205.12%
43310 Advertising	634	-	300	300	300	-	0.00%
43410 Printing	41	42	60	60	60	-	0.00%
43510 Insurance Premium	10,692	15,687	-	-	12,117	12,117	-
43610 Utilities	6,503	2,312	7,072	7,072	7,213	141	1.99%
43619 Equipment Depreciation	-	6,529	-	-	-	-	-
43720 Equipment Maintenance	1,023	447	800	800	800	-	0.00%
43780 Building/Grounds Maintenance	411	-	-	-	-	-	-
43920 Dues and Subscriptions	3,790	4,217	5,568	5,568	5,428	(140)	-2.51%
Total: Services	171,311	149,286	161,448	161,448	192,046	30,598	18.95%
Capital Outlay							
48525 Computer Software	32,645	-	-	-	-	-	-
48710 Minor Office Equipment	2,285	2,592	5,000	5,000	3,476	(1,524)	-30.48%
48720 Minor Office Furniture	-	169	-	-	7,050	7,050	-
48740 Minor Office Furniture	95	1,618	-	-	-	-	-
Total: Capital Outlay	35,025	4,379	5,000	5,000	10,526	5,526	110.52%
Interdepartmental Charges							
60000 Charge (To) From Other Depts	(730,159)	(682,702)	(760,266)	(760,266)	(1,096,542)	(336,276)	-
Total: Interdepartmental Charges	(730,159)	(682,702)	(760,266)	(760,266)	(1,096,542)	(336,276)	-
Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Line-Item Explanations

40110 Regular Wages. Staff includes: Risk Manager, Claims Manager, Safety Manager & Specialist, Environmental Manager, and Administrative Assistant.

Added: 1 Safety Specialist
1 Claims Manager

43011 Contractual Services. Marsh and McLennan (\$68,500), Intellex EHS software (\$25,700), MSDS online program (\$11,225), SPCC plan update (\$5,000), and other small contracts (\$7,300).

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. Regulatory training materials, NFPA 101 training course and materials, BCSP OHST training and materials, ARM training and materials, RIMS Annual Conference.

48710 Minor Office Equipment. Purchase two (2) standard desktops and four (4) monitors.

48720 Minor Office Furniture. Purchase three (3) height-adjustable desks and and three (3) HON Ignition Chairs or similar.

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.

Fund 700	Department Function
Dept 11236	Risk Management
	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.

Mission

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.

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.
- Expansion of presumptive disability statutes continue to impact risk avoidance for emergency services organizations.

FY2022 Accomplishments

- Automated monthly incident summary reports to each Director or Chief as well as the Administration.
- Customized the Intellex Dashboard to display up-to-date incident data for each Director for the current fiscal year.
- An 11% decrease in overall injury and illness reports and a decrease in all CY2021 estimates with the exception of total Recordable Incidents.

FY2023 New Initiatives:

- Continue to improve our use of Intellex to identify high-risk areas (e.g. locations, causes of injuries, nature of injury, etc.).
- Improve Intellex functionality to minimize the time spent on administrative tasks.

Performance Measures

	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Estimated
Total Incidents for the KPB	26	38	27	31
Total Incidents for the KPBSD	110	72	71	64
Total Incidents for Year (KPB & KPBSD)	136	110	98	95
Number of No Treatment Incidents	72	65	50	60
Number of First Aid Treatment Incidents	26	10	5	8
Number of Recordable Incidents	38	35	43	37

	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Estimated
KPB Total Recordable Incident Rate (TRIR)	2.97	6.05	4.17	3.56
KPBSD Total Recordable Incident Rate (TRIR)	3.06	2.18	3.46	2.79

	CY2019 Actual	CY2020 Actual	CY2021 Actual	CY2022 Estimated
KPB Days Away, Restricted or Transferred (DART)	2.64	2.35	3.21	2.11
KPBSD Days Away, Restricted or Transferred (DART)	1.64	1.26	2.30	1.64

**Kenai Peninsula Borough
Budget Detail**

Fund 700

Department 11236 - Risk Management - Workers' Compensation

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43210	Transportation/Subsistence	\$ 127	\$ -	\$ 1,925	\$ 1,925	\$ 2,020	\$ 95	4.94%
43260	Training	150	-	200	200	230	30	15.00%
43508	Workers Compensation	627,622	618,651	801,980	781,455	768,770	(33,210)	-4.14%
43530	Disability Coverage	-	7,159	7,159	7,159	7,875	716	10.00%
43999	Claim Reserves	1,202,658	2,380,584	771,229	1,137,841	1,303,000	531,771	68.95%
	Total: Services	1,830,557	3,006,394	1,582,493	1,928,580	2,081,895	499,402	31.56%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	365,079	341,351	380,133	380,133	548,271	168,138	44.23%
	Total: Interdepartmental Charges	365,079	341,351	380,133	380,133	548,271	168,138	44.23%
Department Total								
		\$ 2,195,636	\$ 3,347,745	\$ 1,962,626	\$ 2,308,713	\$ 2,630,166	\$ 667,540	34.01%

Line-Item Explanations

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 (\$705,895), Firefighters ADD premium (\$7,875) and anticipated payroll audit for both the KPB and KPBSD (\$55,000).

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.

Fund 700	Department Function
Dept 11237	Risk Management
	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.
- Drastic and continuous increases to appraisal amounts as well as replacement costs.
- Efficient and accurate management of facilities across the KPB and KPBSD including purchasing, inspections, maintenance, remodels, appraisals, etc.

FY2022 Accomplishments

- Updated facility database with new appraisal data into the new EHS Software database.
- Updated the KPB's equipment database and migrated data into the new EHS Software database.
- Created a single equipment list and a single facility list within Intellex than can be used by across the organization. These were reviewed by each Director or Chief to ensure accuracy and can be maintained throughout the year.

FY2023 New Initiatives

- Work with Finance and IT to modify and migrate risk allocation spreadsheet to a multi-user platform.
- Work with Finance, IT, and Purchasing to develop a process to manage capital purchases (e.g. equipment or facilities) from purchase to surplus.

Performance Measures

	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Total Number of Claims	31	27	27	28
Average Claim Cost (Including Auto, Property & Vandalism)	\$2,903	\$1,552	\$1,822	\$7,900

**Kenai Peninsula Borough
Budget Detail**

**Fund 700
Department 11237 - Risk Management - Property**

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43511	Fire and Extended Coverage	\$ 771,929	\$ 774,555	\$ 813,587	\$ 1,488,437	\$ 1,337,856	\$ 524,269	64.44%
43999	Claim Reserves	77,012	127,844	340,000	171,042	221,215	(118,785)	-34.94%
	Total: Services	848,941	902,399	1,153,587	1,659,479	1,559,071	405,484	35.15%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	146,032	136,540	152,053	152,053	328,963	176,910	116.35%
	Total: Interdepartmental Charges	146,032	136,540	152,053	152,053	328,963	176,910	116.35%
Department Total		\$ 994,973	\$ 1,038,939	\$ 1,305,640	\$ 1,811,532	\$ 1,888,034	\$ 582,394	44.61%

Line-Item Explanations

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.
- Continued rise of "nuclear verdicts" across the nation. These are verdicts that have an exceptionally high jury award that surpasses what should be a reasonable or rational amount.

FY2022 Accomplishments

- Worked with the Legal Department to standardize insurance requirements across all workgroups
- Working with the District to review all Building Use Application for the first time in over five (5) years.

FY2023 New Initiatives:

- Continue to work with Purchasing and IT to develop or purchase tools 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	FY2020 Actual	FY2021 Actual	FY2022 Projected	FY2023 Estimated
Total Number of Claims	6	6	3	6
Average Claim Cost (Liability Only)	\$1,866	\$7,968	\$89,015	\$58,691

**Kenai Peninsula Borough
Budget Detail**

Fund 700

Department 11238 - Risk Management - Liability

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43515	CGL Excess Liability	\$ 491,925	\$ 614,325	\$ 645,073	\$ 660,073	\$ 783,344	\$ 138,271	21.43%
43519	Finance Officer Bond	-	-	3,000	3,000	3,000	-	0.00%
43520	Employee Bond	400	350	650	650	650	-	0.00%
43521	Other Bonds	320	405	520	520	520	-	0.00%
43525	Travel Accident Coverage	-	-	7,159	7,159	7,159	-	0.00%
43528	Aviation Liability	14,174	21,161	21,161	24,562	29,036	7,875	37.21%
43529	Other Miscellaneous Coverage	63,236	68,473	73,157	75,639	100,233	27,076	37.01%
43999	Claim Reserves	201,741	58,944	315,000	531,507	352,144	37,144	11.79%
Total: Services		771,796	763,658	1,065,720	1,303,110	1,276,086	210,366	19.74%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	219,048	204,811	228,080	228,080	219,308	(8,772)	-3.85%
Total: Interdepartmental Charges		219,048	204,811	228,080	228,080	219,308	(8,772)	-3.85%
Department Total		\$ 990,844	\$ 968,469	\$ 1,293,800	\$ 1,531,190	\$ 1,495,394	\$ 201,594	13.17%

Line-Item Explanations

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.

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

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Personnel								
40110	Regular Wages	\$ 296,767	\$ 287,372	\$ 334,584	\$ 334,584	\$ 492,239	\$ 157,655	47.12%
40130	Overtime Wages	-	-	480	480	2,182	1,702	354.58%
40210	FICA	25,338	24,396	29,980	29,980	42,646	12,666	42.25%
40221	PERS	84,996	96,751	74,278	74,278	109,996	35,718	48.09%
40321	Health Insurance	75,370	75,648	106,000	106,000	190,800	84,800	80.00%
40322	Life Insurance	434	430	808	808	743	(65)	-8.04%
40410	Leave	38,630	34,280	43,463	43,463	50,664	7,201	16.57%
40511	Other Benefits	66	6,063	-	-	-	-	-
Total: Personnel		521,601	524,940	589,593	589,593	889,270	299,677	50.83%
Supplies								
42120	Computer Software	367	-	-	-	900	900	-
42210	Operating Supplies	1,138	1,774	1,500	1,500	1,500	-	0.00%
42250	Uniforms	126	-	500	500	500	-	0.00%
42263	Training Supplies	60	493	425	425	-	(425)	-100.00%
42310	Repair/Maintenance Supplies	394	43	300	300	300	-	0.00%
42410	Small Tools	137	1,787	1,500	1,500	1,500	-	0.00%
Total: Supplies		2,222	4,097	4,225	4,225	4,700	475	11.24%
Services								
43011	Contractual Services	126,358	78,206	116,500	116,500	117,725	1,225	1.05%
43019	Software Licensing	102	25,700	133	133	1,038	905	680.45%
43110	Communications	3,949	3,897	3,940	3,940	4,800	860	21.83%
43140	Postage	121	57	100	100	100	-	0.00%
43210	Transportation/Subsistence	5,173	2,544	17,025	17,025	23,205	6,180	36.30%
43220	Car Allowance	10,916	9,191	10,800	10,800	18,000	7,200	66.67%
43260	Training	1,875	457	1,275	1,275	3,510	2,235	175.29%
43310	Advertising	634	-	300	300	300	-	0.00%
43410	Printing	41	42	60	60	60	-	0.00%
43508	Workers Compensation	627,622	618,651	801,980	781,455	768,770	(33,210)	-4.14%
43510	Insurance Premium	10,692	15,687	-	-	12,117	12,117	-
43511	Fire and Extended Coverage	771,929	774,555	813,587	1,488,437	1,337,856	524,269	64.44%
43515	CGL Liability	491,925	614,325	645,073	660,073	783,344	138,271	21.43%
43519	Finance Officer Bond	-	-	3,000	3,000	3,000	-	0.00%
43520	Employee Bond	400	350	650	650	650	-	0.00%
43521	Other Bonds	320	405	520	520	520	-	0.00%
43525	Travel Accident Coverage	-	-	7,159	7,159	7,159	-	0.00%
43528	Aviation Liability	14,174	21,161	21,161	24,562	29,036	7,875	37.21%
43529	Other Misc Coverage	63,236	68,473	73,157	75,639	100,233	27,076	37.01%
43530	Disability Coverage	-	7,159	7,159	7,159	7,875	716	10.00%
43610	Utilities	6,503	2,312	7,072	7,072	7,213	141	1.99%
43619	Equipment Depreciation	-	6,529	-	-	-	-	-
43720	Equipment Maintenance	1,023	447	800	800	800	-	0.00%
43780	Building/Grounds Maintenance	411	-	-	-	-	-	-
43920	Dues and Subscriptions	3,790	4,217	5,568	5,568	5,428	(140)	-2.51%
43999	Claim Reserves	1,481,411	2,567,372	1,426,229	1,840,390	1,876,359	450,130	31.56%
Total: Services		3,622,605	4,821,737	3,963,248	5,052,617	5,109,098	1,145,850	28.91%
Capital Outlay								
48525	Computer Software	32,645	-	-	-	-	-	-
48710	Minor Office Equipment	2,285	2,592	5,000	5,000	3,476	(1,524)	-30.48%
48720	Minor Office Furniture	-	169	-	-	7,050	7,050	-
48740	Minor Office Furniture	95	1,618	-	-	-	-	-
Total: Capital Outlay		35,025	4,379	5,000	5,000	10,526	5,526	110.52%
Interdepartmental Charges								
60000	Charge (To) From Other Depts.	-	-	-	-	-	-	-
60004	Mileage Ticket Credits	-	-	-	-	-	-	-
Total: Interdepartmental Charges		-	-	-	-	-	-	-
Department Total		\$ 4,181,453	\$ 5,355,153	\$ 4,562,066	\$ 5,651,435	\$ 6,013,594	\$ 1,451,528	31.82%

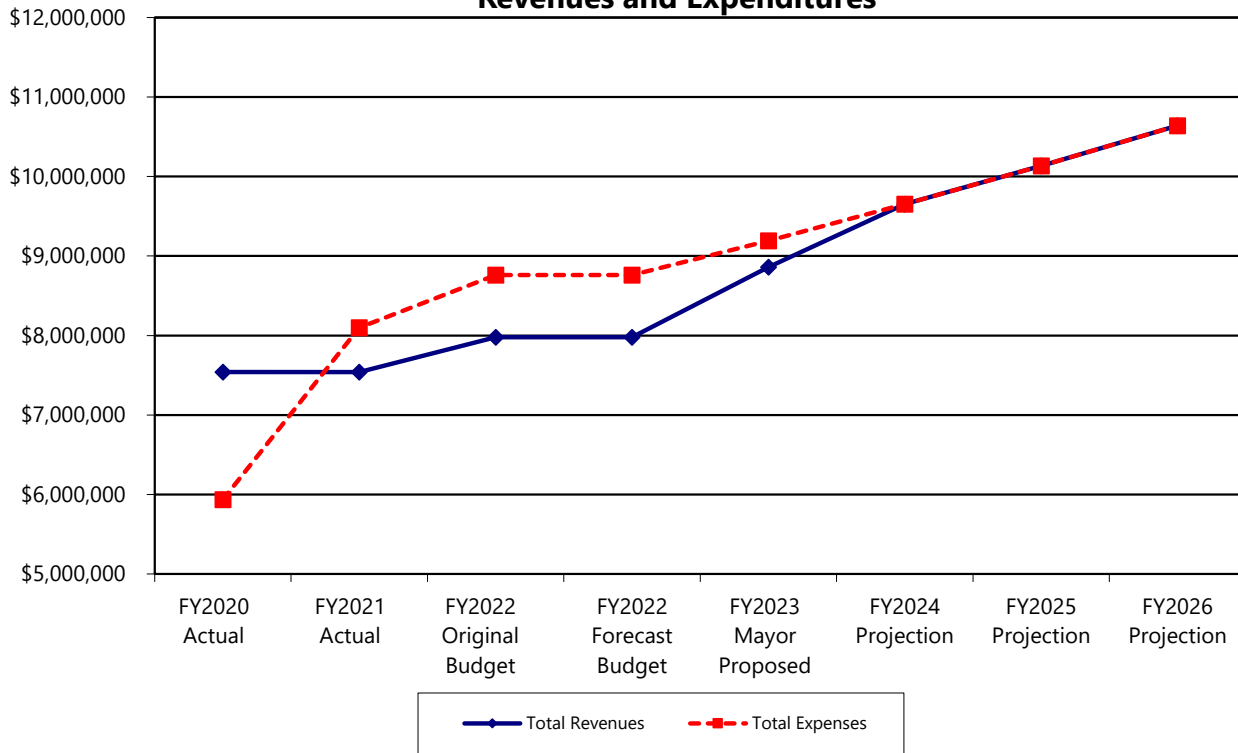
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Fund: 701 Health Insurance Reserve Fund - Budget Projection

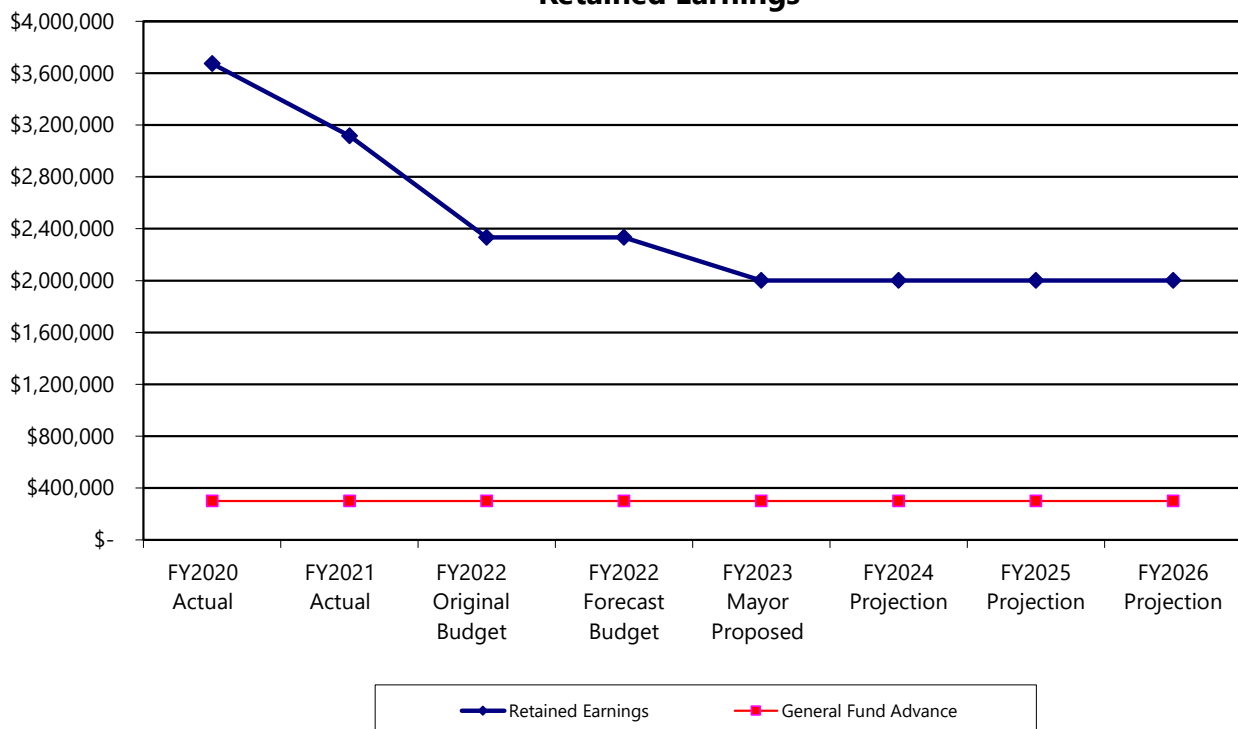
Fund Budget:	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Original	Forecast	Mayor	Projection	Projection	Projection
			Budget	Budget	Proposed			
Revenues:								
Interest Revenue	\$ 116,326	\$ 11,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Insurance Premiums	985,591	843,724	755,400	755,400	755,400	755,400	755,400	755,400
Charges From Other Depts	6,440,144	6,684,105	7,222,912	7,222,912	8,104,580	8,896,137	9,378,714	9,885,420
Other Revenue	-	-	-	-	-	-	-	-
Total Revenues:	7,542,061	7,539,654	7,978,312	7,978,312	8,859,980	9,651,537	10,134,114	10,640,820
Expenses:								
Services	5,935,649	8,097,617	8,761,484	8,761,484	9,191,940	9,651,537	10,134,114	10,640,820
Total Expenses:	5,935,649	8,097,617	8,761,484	8,761,484	9,191,940	9,651,537	10,134,114	10,640,820
Net Results From Operations	1,606,412	(557,963)	(783,172)	(783,172)	(331,960)	-	-	-
Beginning Retained Earnings	2,067,465	3,673,877	3,115,914	3,115,914	2,332,742	2,000,782	2,000,782	2,000,782
Ending Retained Earnings *	\$ 3,673,877	\$ 3,115,914	\$ 2,332,742	\$ 2,332,742	\$ 2,000,782	\$ 2,000,782	\$ 2,000,782	\$ 2,000,782

* Includes \$300,000 advance from the General Fund.

Health Insurance Reserve Fund Revenues and Expenditures



Health Insurance Reserve Fund Retained Earnings



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, federal and state changing compliance issues and administrative requirements.
- Continued rise in pharmaceutical costs on the national market.
- High cost of health care services in Alaska.

FY2022 Accomplishments

- Held open enrollment in fall 2021, provided online presentations of the plan structure, options, and transitioned to a new self-insured plan administrator to provide a Qualifying High Deductible Healthcare Plan with HSA and HRA effective January 1, 2022.
- 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.

FY2023 New Initiatives:

- Increase communications through web portal and other means of communications to employees on improved benefit services and cost savings programs provided through new plan administrator.

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	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Projected	FY2023 Projected
Monthly Cost per Employee (net of employee contributions)	\$1,976	\$1,557	\$2,281	\$2,518	\$2,653

**Kenai Peninsula Borough
Budget Detail**

Fund 701

Department 11240 - Health Insurance Reserve - Medical, Dental & Vision

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43011	Contractual Services	\$ 330,372	\$ 220,725	\$ 330,000	\$ 330,000	\$ 304,000	\$ (26,000)	-7.88%
43501	Medical, Dental and Vision Coverage	4,818,982	6,259,141	7,092,864	7,092,864	7,380,780	287,916	4.06%
43502	Medical Stop Loss Coverage	810,201	810,390	823,620	823,620	992,160	168,540	20.46%
43503	Healthcare Savings Account	(23,906)	807,361	515,000	515,000	515,000	-	0.00%
Total: Services		5,935,649	8,097,617	8,761,484	8,761,484	9,191,940	430,456	4.91%
Department Total		\$ 5,935,649	\$ 8,097,617	\$ 8,761,484	\$ 8,761,484	\$ 9,191,940	\$ 430,456	4.91%

Line-Item Explanations

43011 Contract Services. Claims administrator services. Reduction due to transition to new third party administrator.

43502 Medical Stop Loss Coverage. Coverage purchase to limit plan payments to no more than \$200,000 per covered incident per year.

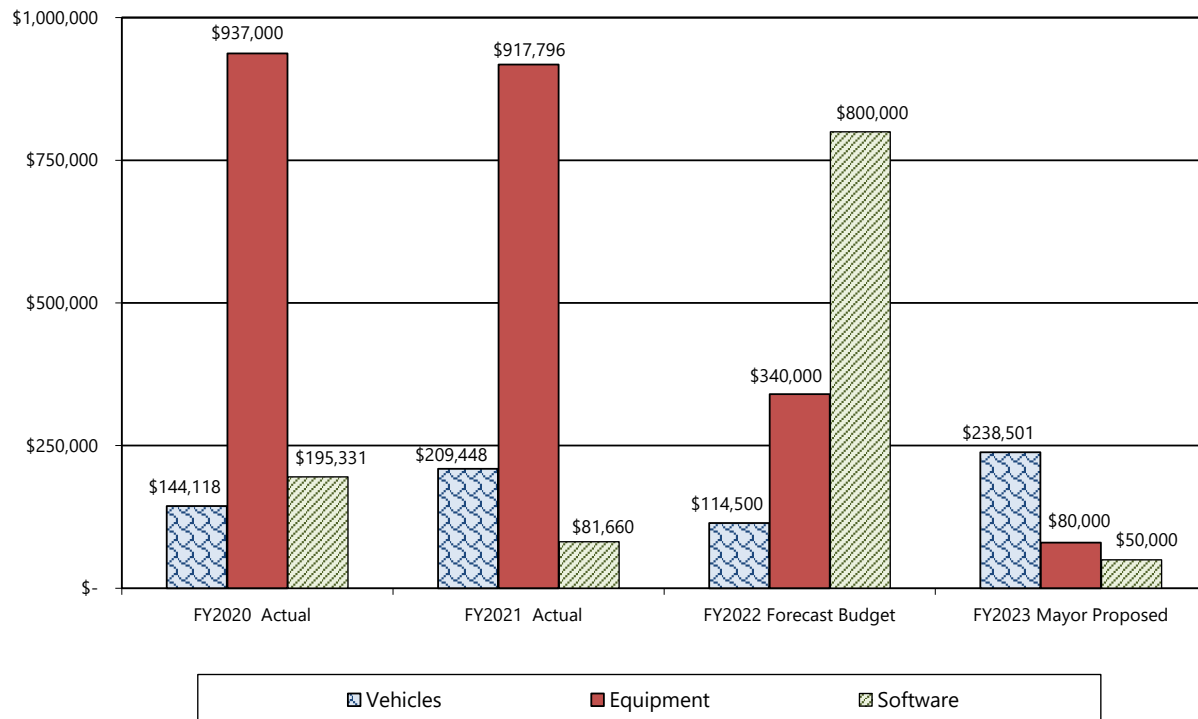
43501 Medical, Dental, & Vision Coverage. Payments made for actual medical, dental, and vision claims by plan participants.

Fund: 705 Equipment Replacement Fund - Budget Projection

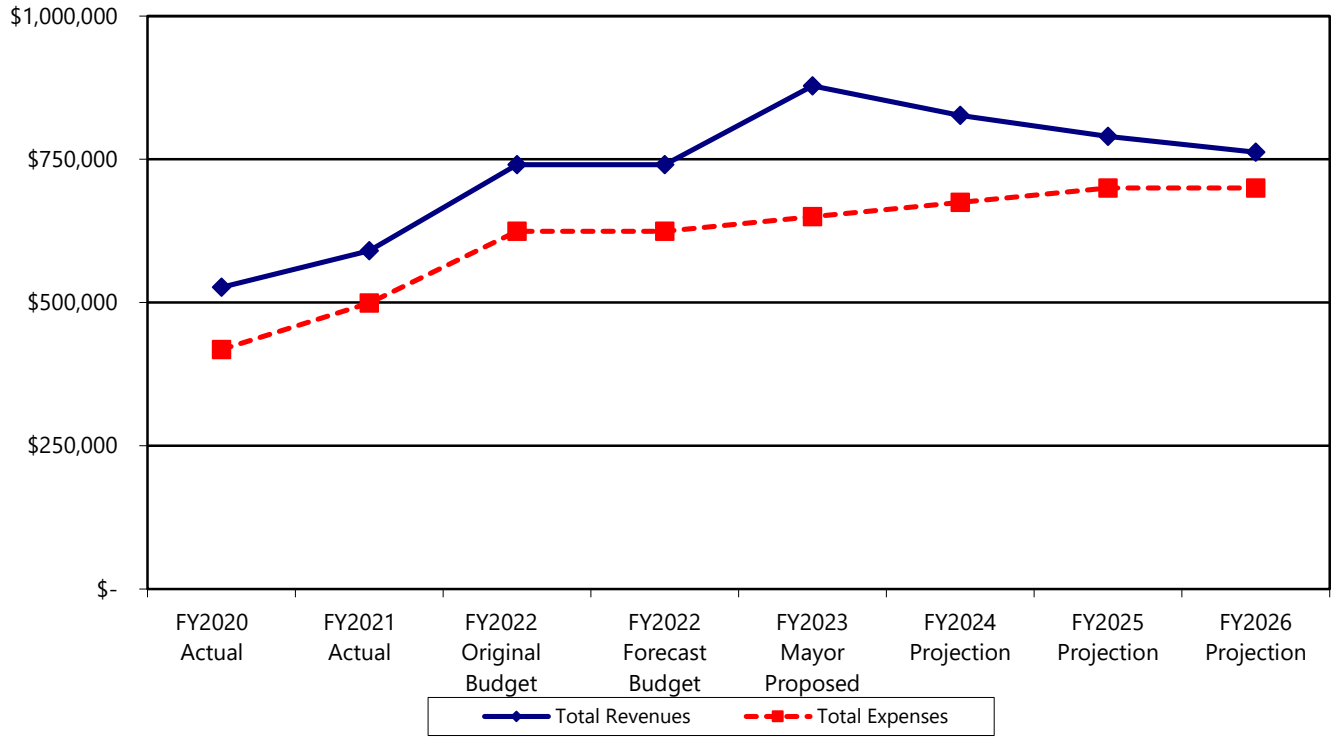
Fund Budget:	FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	FY2024 Projection	FY2025 Projection	FY2026 Projection
Revenues:								
Interest Revenue	\$ 97,953	\$ 7,720	\$ 66,167	\$ 66,167	\$ 67,367	\$ 68,041	\$ 68,721	\$ 69,408
Charges from Other Depts.	494,885	582,720	624,479	624,479	760,818	710,933	676,345	650,030
Sale of Fixed Assets	(66,234)	-	50,000	50,000	50,000	47,500	45,125	42,869
Total Revenues:	526,604	590,440	740,646	740,646	878,185	826,474	790,191	762,307
Expenses								
Services	417,954	498,882	624,479	624,479	650,000	675,000	700,000	700,000
Total Expenses:	417,954	498,882	624,479	624,479	650,000	675,000	700,000	700,000
Total Expenses and Operating Transfers	417,954	498,882	624,479	624,479	650,000	675,000	700,000	700,000
Net Results From Operations	108,650	91,558	116,167	116,167	228,185	151,474	90,191	62,307
Beginning Retained Earnings	5,072,970	5,181,620	5,273,178	5,273,178	5,389,345	5,617,530	5,769,004	5,859,195
Ending Retained Earnings	\$ 5,181,620	\$ 5,273,178	\$ 5,389,345	\$ 5,389,345	\$ 5,617,530	\$ 5,769,004	\$ 5,859,195	\$ 5,921,502

Retained Earnings Committed								
Retained Earnings estimated to be committed to future depreciation expense	\$ 2,400,148	\$ 3,110,170	\$ 3,820,192	\$ 3,820,192	\$ 4,450,213	\$ 4,168,714	\$ 4,043,714	\$ 4,573,714
Retained Earnings committed to unexpended authorized expenses	2,781,472	2,163,008	1,544,563	1,544,563	368,501	550,000	1,230,000	1,105,000
Uncommitted Retained Earnings	\$ -	\$ -	\$ 24,590	\$ 24,590	\$ 798,816	\$ 1,050,290	\$ 585,481	\$ 242,788

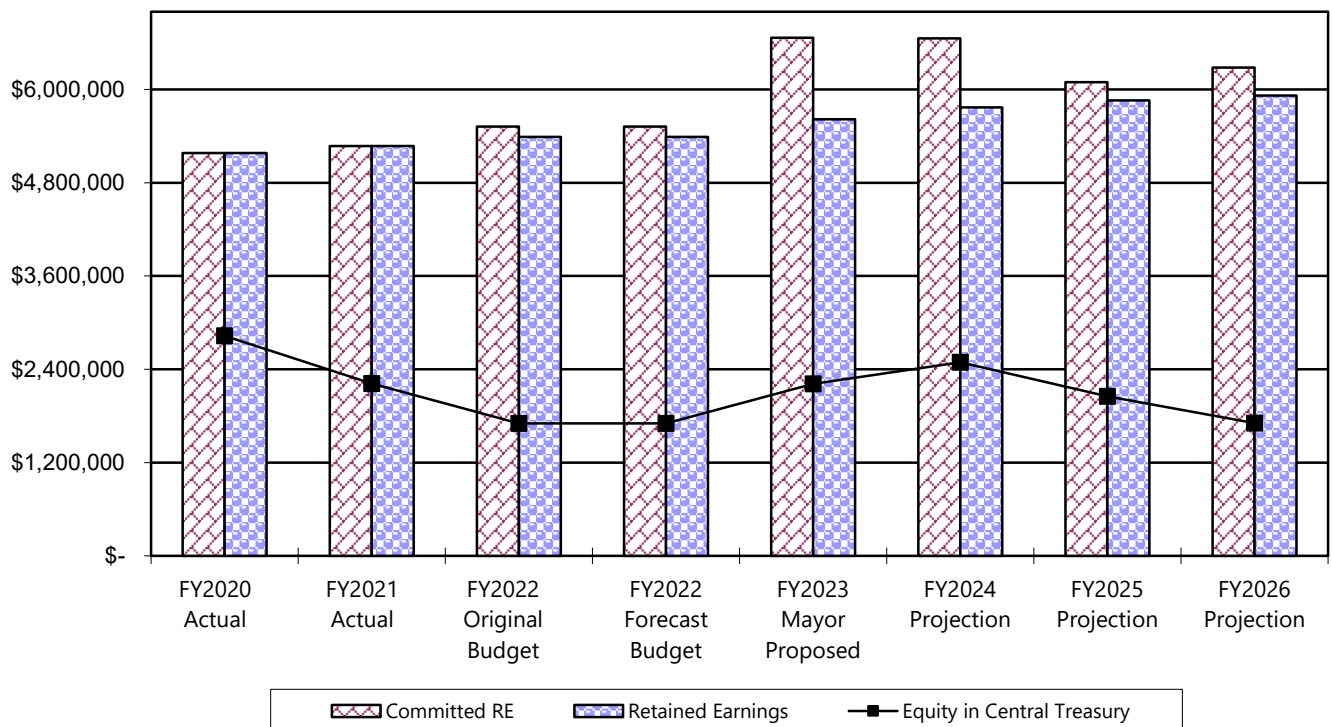
Vehicle, Equipment & Software Purchases



Equipment Replacement Fund Revenues



Equipment Replacement Fund Retained Earnings



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.

FY2022 Accomplishments

- Purchase vehicles and equipment for various departments within the borough.

FY2023 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	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Proposed
Vehicle purchases	4 / \$ 144,118	2 / \$ 209,448	3 / \$ 114,500	5 / \$ 238,501
Equipment/Imagery purchases	11 / \$ 937,000	8 / \$ 917,796	2 / \$ 340,000	4 / \$ 80,000
Software purchases	2 / \$ 195,331	- / \$ 81,660	1 / \$ 800,000	1 / \$ 50,000

**Kenai Peninsula Borough
Budget Detail**

Fund 705

Department 94910 - Non-Departmental

		FY2020 Actual	FY2021 Actual	FY2022 Original Budget	FY2022 Forecast Budget	FY2023 Mayor Proposed	Difference Between Mayor Proposed & Original Budget %	
Services								
43916	Equipment Depreciation	\$ 417,954	\$ 498,882	\$ 624,479	\$ 624,479	\$ 650,000	\$ 25,521	4.09%
	Total: Services	417,954	498,882	624,479	624,479	650,000	25,521	4.09%
Department Total		\$ 417,954	\$ 498,882	\$ 624,479	\$ 624,479	\$ 650,000	\$ 25,521	4.09%

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	3	Vehicle/pickup/van/small tractor	\$ 46,667	\$ 140,001
Information Technology	1	Security Software	50,000	50,000
Records	1	Vehicle	48,500	48,500
	1	Copier	10,000	10,000
Planning Administration	1	Copier	10,000	10,000
River Center	1	Vehicle	50,000	50,000
Human Resources - Print Shop	2	Copier	30,000	60,000
	10		Grand Total	\$ 368,501

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Appendix

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**Kenai Peninsula Borough
Salary Schedule
Effective July 1, 2022**

Classified

40 hour

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>
G	18.47	19.16	19.86	20.25	20.66	21.07	21.49	21.92	22.36	22.81	23.27	23.73
H	19.76	20.50	21.25	21.67	22.11	22.55	23.00	23.46	23.93	24.41	24.89	25.39
I	21.14	21.94	22.73	23.19	23.65	24.13	24.61	25.10	25.60	26.11	26.64	27.17
J	22.62	23.47	24.33	24.81	25.31	25.81	26.33	26.86	27.39	27.94	28.50	29.07
K	24.21	25.12	26.03	26.55	27.08	27.62	28.17	28.74	29.31	29.90	30.49	31.10
L	25.90	26.87	27.85	28.41	28.97	29.55	30.14	30.75	31.36	31.99	32.63	33.28
M	27.71	28.76	29.80	30.39	31.00	31.62	32.25	32.90	33.56	34.23	34.91	35.61
N	29.65	30.77	31.88	32.52	33.17	33.83	34.51	35.20	35.91	36.62	37.36	38.10
O	31.73	32.92	34.12	34.80	35.49	36.20	36.93	37.67	38.42	39.19	39.97	40.77
P	33.95	35.23	36.50	37.23	37.98	38.74	39.51	40.30	41.11	41.93	42.77	43.62
Q	36.32	37.69	39.06	39.84	40.64	41.45	42.28	43.12	43.98	44.86	45.76	46.68
R	38.87	40.33	41.79	42.63	43.48	44.35	45.24	46.14	47.06	48.00	48.96	49.94

56 hour

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>
K	17.00	17.64	18.28	18.65	19.02	19.40	19.79	20.19	20.59	21.00	21.42	21.85
L	18.19	18.88	19.56	19.95	20.35	20.76	21.17	21.60	22.03	22.47	22.92	23.38
M	19.47	20.20	20.93	21.35	21.78	22.21	22.66	23.11	23.57	24.04	24.52	25.01
N	20.83	21.61	22.40	22.84	23.30	23.77	24.24	24.73	25.22	25.73	26.24	26.76
O	22.29	23.12	23.96	24.44	24.93	25.43	25.94	26.46	26.99	27.53	28.08	28.64
P	23.85	24.74	25.64	26.15	26.68	27.21	27.75	28.31	28.87	29.45	30.04	30.64
Q	25.51	26.47	27.43	27.98	28.54	29.11	29.70	30.29	30.90	31.51	32.14	32.79
R	27.30	28.33	29.36	29.94	30.54	31.15	31.77	32.41	33.06	33.72	34.39	35.08

Management

The amounts below were authorized through Ordinance 2021-19 June 1, 2021

<u>Level</u>	<u>Minimum</u>	<u>Mid point</u>	<u>Maximum</u>
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 - FY2023 and Last Ten Fiscal Years

	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Change between FY2022 & FY2023	Change between FY2014 & FY2023
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	0.00
Records Management	1.83	1.83	1.83	1.83	1.83	1.83	1.83	2.33	2.33	2.33	0.00	0.50
Department Total	5.50	5.50	5.50	5.50	5.50	5.50	5.50	6.00	6.00	6.00	0.00	0.50
Mayor	5.00	6.00	6.00	6.00	5.00	4.50	4.50	4.25	4.25	6.00	1.75	1.00
Purchasing, Contracting and Capital Projects*	12.00	14.00	14.00	10.00	9.00	8.00	8.00	8.00	8.00	9.00	1.00	-3.00
Office of Emergency Mgmt	4.25	4.25	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	-0.25
General Services												
Administration/Human Resources	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.25	0.25	0.25
Printing/Mail	1.25	1.25	1.25	1.25	1.25	1.25	0.75	1.25	1.50	1.50	0.00	0.25
Custodial Maintenance	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	0.00	0.00
Department Total	7.50	7.50	7.50	7.50	7.50	7.50	7.00	7.50	7.75	8.00	0.25	0.50
IT	11.50	11.50	11.50	11.50	11.50	11.50	11.50	12.00	12.00	13.00	1.00	1.50
Legal	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00	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	0.00
Financial Services	8.00	8.00	8.00	8.00	8.00	7.50	7.50	7.50	7.50	8.00	0.50	0.00
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	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	0.00
Department Total	22.00	22.00	22.00	22.00	22.00	21.50	21.50	21.50	21.50	22.00	0.50	0.00
Assessing												
Administration	10.00	10.00	10.00	10.00	10.00	10.00	10.00	9.00	9.00	9.00	0.00	-1.00
Appraisal	12.00	12.00	12.00	12.00	12.00	14.00	14.00	14.00	12.00	12.00	0.00	0.00
Department Total	22.00	22.00	22.00	22.00	22.00	24.00	24.00	23.00	21.00	21.00	0.00	-1.00
Resource Planning												
Administration	9.00	9.00	9.00	9.00	9.00	8.75	8.75	8.00	8.00	8.00	0.00	-1.00
GIS	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.25	3.25	3.25	0.00	-0.75
River Center	6.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	4.00	4.00	0.00	-2.00
Department Total	19.00	18.00	18.00	18.00	18.00	17.75	17.75	15.25	15.25	15.25	0.00	-3.75
Total General Government	113.75	115.75	115.50	111.50	109.50	109.25	108.75	106.50	104.75	109.25	4.50	-4.50

*Capital Projects was combined into Purchasing and Contracting in 2016

Kenai Peninsula Borough

Full-time Equivalent Employees by Function - FY2023 and Last Ten Fiscal Years

Other Funds:		FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Change between FY2022 & FY2023	Change between FY2014 & FY2023
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	0.00
Maintenance Department		45.00	45.00	45.00	45.00	45.00	44.60	43.50	44.50	45.35	48.75	3.40	3.75
Department Total		46.25	46.25	46.25	46.25	46.25	45.85	44.75	45.75	46.60	50.00	3.40	3.75
Nikiski Fire Service Area		20.00	20.75	21.75	21.75	21.75	21.25	21.00	21.00	25.00	25.00	0.00	5.00
Bear Creek Fire Service Area		1.50	1.50	1.50	1.50	1.50	2.00	2.00	2.00	2.00	3.00	1.00	1.50
Western Emergency Service Area ¹		2.50	3.50	4.00	4.00	4.00	5.00	5.00	10.00	10.00	10.00	0.00	7.50
Central Emergency Service Area		42.00	41.00	39.00	41.00	41.00	44.00	44.00	44.00	48.00	48.00	0.00	6.00
Kachemak Emergency Service Area		4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00	7.00	8.00	1.00	4.00
911 Communication		11.75	12.25	12.50	12.50	13.00	13.00	16.00	16.00	23.00	23.00	0.00	11.25
Seward-Bear Creek Flood Service Area		0.75	0.75	0.75	0.75	1.50	1.50	1.50	1.50	1.50	1.50	0.00	0.75
North Peninsula Recreation Service Area		16.30	16.70	16.65	16.65	16.65	16.50	16.50	16.50	17.00	17.00	0.00	0.70
Roads Service Area		8.00	8.00	8.00	8.00	8.00	7.40	6.50	6.50	6.15	6.75	0.60	-1.25
Land Trust		5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.75	4.75	5.75	1.00	0.75
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	0.00
Central Peninsula Landfill		12.00	12.00	12.00	10.50	10.50	10.50	10.50	10.50	11.00	12.00	1.00	0.00
Homer Baler		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	4.00
Department Total		17.00	17.00	17.00	15.50	15.50	15.50	15.50	15.50	20.00	21.00	1.00	4.00
Insurance and Litigation		4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	6.00	2.00	2.00
Total Other Funds		179.05	180.70	180.40	180.90	182.15	186.00	186.75	192.50	215.00	225.00	10.00	45.95
Total - All Funds		292.80	296.45	295.90	292.40	291.65	295.25	295.50	299.00	319.75	334.25	14.50	41.45

¹ Formerly Anchor Point Fire & Emergency Service Area, change in February 2021

¹ Staffing increased from 5 to 10 per Resolution 2021-010

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

	FY2022 fee	FY2023 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	\$ - Remove for FY2023
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	\$353.75
Basic Life Support Emergency (BLS-E)	\$568.00	\$589.58
Advanced Life Support (ALS)	\$454.40	\$471.67
Advanced Life Support (ALS 1)	\$681.60	\$707.50
Advanced Life Support (ALS 2)	\$908.80	\$943.33
Mileage	\$12.50	\$12.98
Mileage in excess of 17	\$7.95	\$8.25
Ambulance billing - air transport (if needed)	\$3,500 per hour + fuel charge	\$3,633.00
Rates increased by 2020 and 2021 net change of CPI		
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	
Publication fee for Real property tax delinquency	\$0.00	\$5.00
Publication fee for Personnel property tax delinquency	\$0.00	\$3.00
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	\$3.00
11 x 17 "color" map	\$3.00	\$4.00
11 x 17 b&w map	\$1.00	
18 x 24 "b&w" map	\$1.00	\$12.00
18 x 24 color map	\$6.00	
24 x 36 "b&w" map	\$2.00	\$24.00

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

	FY2022 fee	FY2023 Proposed fee change
"24 x 36," 34 x 44 "color" map	\$12.00	\$30.00
Digital DVD map books (complete set)	\$25.00	\$30.00
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	\$200.00
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	\$25.00 each + \$10.00 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	\$25.00 each + \$10.00 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	\$200.00	
Platting - Time extensions	no charge	
Platting - Building setback exception	\$100.00	
Platting - Easement vacation not requiring public hearing	\$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	\$0.00	
Platting - Abbreviated plat	\$400.00	
Over the counter permit (material extraction less than 2.5 acres)	\$50.00	\$250.00
Conditional (material site) land use permit (CLUP)	\$400.00	\$1,000.00
Modification of CLUP (material sites)	\$300.00	\$1,000.00
Variance to CLUP (material sites)	\$300.00	\$1,000.00
Local option zoning petition	\$300.00	\$1,000.00

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

	FY2022 fee	FY2023 Proposed fee change
Correctional community residential center (CCRC)	\$300.00	\$1,000.00
Concentrated animal feeding operation (CAFO)	\$0.20 per animal	\$1,000 plus price per animal \$.20
Appeal to BOA	\$300.00	-
Appeal of the Directors Decision		\$500.00
Appeal to Office of Administrative Hearing (OAH) (administrative management/appeal record/verbatim transcript/staff attendance)		\$300.00
Recording Fee - 1 page plus recording fee	\$23.00 first page	\$20.00 first page plus e-recording charges
Recording Fee - each additional page plus e-recording charges	\$5.00 each addl page	\$5.00 first page plus e-recording charges
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)	\$50.00	
Floodplain development permit (staff)	\$50.00	
Floodway development permit (staff)	\$300.00	
Floodplain variance (PC)	\$300.00	
Habitat protection permit (staff)	\$50.00	
Habitat protection prior existing permit (staff)	\$50.00	
Habitat protection limited commercial permit (PC)	\$300.00	
Habitat protection conditional use permit (PC)	\$300.00	
Habitat protection variance (PC)	\$300.00	
Conference room rental (rate for full day, partial days will be prorated)	\$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:		
Vehicle towing	actual cost	
Impound fee (per day up to a maximum of 30 days)	\$25.00/day	
Administrative fee (DMV search, certified mail, advertising)	\$35.00*	
*Per vehicle owner/lienholder		
Disposal fee	\$300.00	
Solid Waste		
Non commercial waste (residential)		
Asbestos (1 ton minimum charge)	\$200.00 per ton	
Automobiles	\$200.00 each	
Household small batteries	No charge	
Misc (animal carcasses, ashes, etc)	No charge	
Refrigerators and freezers	No charge	
Used oil (limits apply)	No charge	
Vehicle batteries (limits apply)	No charge	

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

	FY2022 fee	FY2023 Proposed fee change
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	
Cruise Ship Waste		\$60.00 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	\$200.00	
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	\$5.00	
General admission - Service Area member	no charge	
General admission -punch card (10 punches)	\$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	\$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 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	\$8.00
Water fitness punch card (10 punches)	\$45.00	\$75.00
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	\$150.00
Pre-School Aquatic Play	\$2.00	
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	

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

	FY2022 fee	FY2023 Proposed fee change
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	\$8.00
Senior fitness class (60+)		\$5.00
Spinning fitness class punch card (10 punches)	\$45.00	\$75.00
Senior fitness (60+) punch card (10 punches)		\$45.00
Fitness on demand class		\$8.00
Fitness on demand class punch card (10 punches)		\$75.00
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	\$300.00	
Summer pass, eight weeks (2nd child)	\$275.00	
Summer pass, eight weeks (3rd child+)	\$250.00	
Daily rate	\$30.00	
Punch Card (day punches - good for 6 camp days)	\$75.00	
Sports Leagues		

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

	FY2022 fee	FY2023 Proposed fee change
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	Replacement Price (Deposit)	
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	
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	

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

	FY2022 fee	FY2023 Proposed fee change
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	
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 offsite 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		
Pickle Ball		
Pickle Ball Set (4 paddles & 6 balls)	\$40.00	\$10.00
Pickle Ball Net	\$140.00	\$10.00
Pickle Ball Bundle (net, 4 paddles & 3 balls)	\$160.00	\$15.00
Tennis		
Wilson Jr. Tennis Racket x2	\$23.00	\$2.00
Wilson Tennis Racket x2	\$22.00	\$2.00
Wilson Tennis Racket (no cover)	\$29.00	\$2.00
Volleyball		
Volleyball Net (no stand)	\$15.00	\$2.00
Volleyball - Size 5 x2	\$18.00	\$2.00
Baden Net - Volleyball/Badminton (4 rackets = 1 set)		\$15.00
Badminton		
Badminton Rackets (set of 6)	\$59.00	\$5.00
Goose Feather Shuttlecocks (set of 12)	\$10.00	4 included in net rental
Softball/Baseball/Tball		
Softball Bat	\$30.00	\$2.00

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2022**

		FY2022 fee	FY2023 Proposed fee change
Baseball Glove - Kid	\$29.00	Included in rental	
Baseball Glove - 13inch	\$29.00	\$2.00 each or 6 for \$10.00	
T-Ball balls (set of 3)	\$12.00	Included in rental	
T-Ball Bat	\$30.00	\$2.00	
T-Ball Stand	\$80.00	\$5.00	
T-Ball Bundle (ball, bat, stand 1 glove)	\$122.00	\$5.00	
Soccer			
Soccer Goals x2	\$49.00	\$5.00	
Soccer Ball - Size 5 x2	\$13.00	\$2.00	
Soccer Ball - Size 4 x2	\$17.00	\$2.00	
Football			
Football	\$19.00	\$2.00	
Lawn Darts			
Lawn Darts x2	\$38.00	\$5.00	
Basketball			
Basketball - Men's	\$19.00	Just Deposit	
Basketball - Mini	\$14.00	Just Deposit	
Basketball - Juniors	\$19.00	Just Deposit	
Disk Golf			
Dynamic Disks	\$38.00	\$5 each or 8 for \$15	
Disk Golf Goals	\$130.00	\$10 each or 6 for \$50	
Frisbees	\$40.00	Just Deposit	
Ladder Ball			
Ladder Ball Set	\$36.00	\$5.00	
Ladder Ball Balls	\$13.00	\$5.00	
Other			
Giant Bubble Wands	\$15.00	Just Deposit	
Lawn Game Bundle (ladder ball, lawn darts, 1 disk golf goal & 2 sets of disks, badminton set & 6 rackets, volley ball net& 1 ball.)	\$52.00	\$35.00	

CHART OF ACCOUNTS (FY2023)

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.

CHART OF ACCOUNTS (FY2023)

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| <p>43021 Peninsula Promotion: Services purchased for the promotion of the Borough at various community functions. Mayor approval required.</p> <p>43023 Kenai Peninsula College: Funding provided to the Kenai Peninsula College for funding of post secondary education.</p> <p>43031 Litigation: Fees paid for process server services, court and execution related costs.</p> <p>43034 Legal Services: For the hiring of outside counsel in situations where a conflict of interest may exist.</p> <p>43050 Solid Waste Fees: Fees for the disposal of refuse.</p> <p>43095 Solid Waste Closure: Costs associated with closing out landfills and Post Closure and monitoring those landfills after closure.</p> <p>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).</p> <p>43110 Communications: Telephone and long distance phone charges, data plans, autodial-up services and satellite.</p> <p>43140 Postage: Stamps, certified mail, registered letters and cost of delivering purchases.</p> <p>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.</p> <p>43215 Travel Out of State – Assembly Members only: Airfare, cab fare, hotel bills for travel out of state by Assembly members.</p> <p>43216 Travel in State – Assembly Members only: Airfare, cab fare, hotel bills for travel in state by Assembly Members.</p> <p>43220 Car Allowance: For those employees who receive car allowance.</p> <p>43221 Car Allowance – Planning Commissioners: For planning commissioners who receive car allowance.</p> <p>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.</p> <p>43270 Employee Development: Per employees' contract, Borough-related training through career development grants.</p> | <p>43310 Advertising: Newspaper and radio advertising.</p> <p>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.</p> <p>43500 Insurance Premiums: All insurance premiums.</p> <p>43501 Medical/Dental/Vision Coverage: Medical, dental and vision expenses for employees of the Borough, School District or services areas.</p> <p>43503 Worker's Compensation: Premium for coverage on occupational injuries or illnesses.</p> <p>43510 Insurance and Litigation Fund Premiums: Premiums paid to the Borough Self-insurance fund.</p> <p>43520 Employee Bond: Fidelity bonds for all Kenai Peninsula Borough and School district employees except for the Borough finance Director.</p> <p>43521 Other Bonds: Notaries fees</p> <p>43600 Project Management: Fees charged by the Borough's Major Projects department for the management of capital projects.</p> <p>43610 Utilities: Electricity, gas, water, sewer, heating fuel, trash removal.</p> <p>43720 Equipment Maintenance: Maintenance of office and other equipment. Does not include maintenance of vehicles, buildings and grounds.</p> <p>43750 Vehicle Maintenance: Repair and maintenance of motorized vehicles, heavy equipment and bailer equipment. To include all items that move on wheels or tracks.</p> <p>43765 Security and Surveillance: Services related to providing security and surveillance for all facilities.</p> <p>43780 Building and Grounds Maintenance: All contracted repairs and Maintenance. To also include sanding, snowplowing and sweeping.</p> <p>43810 Rents and Operating Leases: Includes rents and operating lease payments on land, buildings, machinery, post office boxes and equipment.</p> |
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CHART OF ACCOUNTS (FY2023)

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.

CHART OF ACCOUNTS (FY2023)

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.

GLOSSARY OF KEY TERMS

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.

Annual Comprehensive Financial Report (ACFR) - 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

A-B

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

C-D

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

E-F

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

G-H

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

I-J

IAAO	International Association of Assessing Officers
IIMC	International Institute of Municipal Clerks
IT	Information Technology Department

K-L

KES	Kachemak Emergency Services
KPB	Kenai Peninsula Borough
KPTMC	Kenai Peninsula Tourism Marketing Council
LEPC	Local Emergency Planning Committee
LNG	Liquid Natural Gas

M-N

NACO	National Association of Counties
NFSA	Nikiski Fire Service Area
NPRSA	North Peninsula Recreation Service Area

O-P

OEM	Office of Emergency Management
PACS	Picture Archiving and Communication System
PALS	Pediatric Advanced Life Support
PERS	Public Employees Retirement System

Q-R

RIAD	Road Improvement Assessment District
RIM	Records and Information Management Program
RC	River Center
ROW	Right-of-Way

S-T

SBA	Small Business Administration
SBCFSA	Seward Bear Creek Flood Service Area
SPH	South Peninsula Hospital
TFR	Transfer

U-Z

USGS	United States Geological Survey
VFA	Volunteer Fire Assistance

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 and the City of Soldotna exempt the remainder. If a disabled veteran lives inside city boundaries, the city (except City of Soldotna) 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 April 2022 is estimated at 58,799, a 3.6% increase from the 2013 Census.

Median Age

The KPB's median age increased from 40.6 years, as of the 2010 census, to 41.7 years as of the 2020 preliminary census. Alaska's median age was 33.8 years while the U.S. was 37.2, per the 2010 Census.

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 \$61,116 and the KPB per capita personal income was \$54,576, while the U.S. per capita personal income was \$64,247.

Unemployment Rate

The KPB's annual average employment data for calendar year 2021 is as follows: average labor force 26,932; average number employed 25,004; the average number unemployed 1,928 for an unemployment rate of 7.2%. The average unemployment rate is a better indication of the economy due to the vast number of seasonal employment.

Calendar Year	Average labor force	Average number employed	Average unemployed	Unemployment rate
2019	26,617	25,014	1,602	6.05%
2020	26,348	23,926	2,422	9.19%
2021	26,932	25,004	1,928	7.2%

Education

The Kenai Peninsula Borough School District consists of 42 schools in a variety of configurations: There are 42 schools; estimated enrollment for FY23 is 8,429 students, operated in 21 communities ranging in size from approximately 10 students to some with more than 500. Our communities are culturally diverse, including three Native communities, and four Russian-speaking communities. We have urban schools as well as remote, with some locations accessible only by air or boat. Schools on the peninsula can be found in almost any conceivable formation serving pre-kindergarten through 12th grades. 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)											
Fiscal Year	General Fund		City of Homer		City of Kachemak		City of Kenai		City of Seldovia		City of Seward		City of Soldotna	
	Maximum	Approved	Special		Special		Special		Special		Special		Special	
	rate (1)	rate (1)	Operating	Districts	Operating	Districts	Operating	Districts	Operating	Districts	Operating	Districts	Operating	Districts
2012	8.40	4.50	4.50	(3)	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	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	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	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	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	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	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	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	8.45	4.70	4.50	2.24	1.00	2.30	4.35	0.01	7.50	0.75	3.84	0.75	0.50	2.86
2021	8.56	4.70	4.50	2.24	2.00	2.24	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.

Sources:

(3) Data provided from Kenai Peninsula Borough's resolution approving the mill rates for each respective year.

(4) 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					General Bonded Debt Per Capita (1)				
					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 Bonded Debt as a Percentage of Total Personal Income (3)	General Bonded Debt as a Percentage of Estimated Actual Value of Taxable Property (4)(area wide)	Area-Wide	Central Emergency Services	Bear Creek Fire Service	Area	
	\$	\$							Total
2012	32,016,568	1,975,000	1.29%	0.48%	568	88	-	-	
2013	27,899,830	3,279,111	1.13%	0.43%	492	83	793	793	
2014	48,107,552	3,124,283	1.86%	0.68%	846	78	770	770	
2015	44,631,585	3,102,979	1.60%	0.61%	781	68	744	744	
2016	41,928,618	5,671,350	1.56%	0.58%	726	158	714	714	
2017	45,138,506	5,367,557	1.70%	0.58%	777	150	685	685	
2018	41,706,478	4,978,766	1.57%	0.51%	719	138	656	656	
2019	38,159,450	4,569,975	1.46%	0.46%	653	126	623	623	
2020	33,949,621	5,624,485	1.23%	0.42%	579	168	590	590	
2021	31,199,379	5,092,289	1.13%	0.38%	529	152	610	610	

Note: Details regarding the Borough's outstanding debt can be found in the notes to the financial statements.
(1) Other Governmental Fund-type debt is for the Central Emergency Services Service Area and is debt of the Service Area not the Primary Government.
(2) 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.
(3) Personal income data is provided by the Bureau of Economic Analysis, <http://www.bea.gov>.
(4) 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)

Fiscal Year	Total estimated actual value of property less mandatory federal and state	Assessed Values (1)				Tax Exempt Values (1)				Total Taxable Assessed Value	Total Direct Tax Rate	Assessed Value as a Percentage of Actual Value
		Real		Personal		Real		Personal				
2012	\$ 7,137,074	\$ 6,180,464	\$ 698,991	\$ 257,619	\$ 472,878	\$ 30,955	\$ 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	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	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	32,999	826,802	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	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	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	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	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	1,055,143	34,914	8,433,676	4.70	88.55%	
2021	9,614,464	7,762,088	1,493,429	358,947	1,094,461	35,444	1,094,461	35,444	8,484,559	4.70	88.25%	

(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 residential 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

Taxpayer	2021			2012		
	Taxable	Rank	Percentage	Taxable	Rank	Percentage
	Assessed Value		of Total Taxable Assessed Value	Assessed Value		of Total Taxable Assessed Value
	(1)			(1)		
Hilcorp	\$ 871,702,280	1	10.27%	\$ -	-	-
Tesoro Alaska	198,226,623	2	2.34%	321,276,064	1	4.84%
Harvest Alaska	191,459,960	3	2.26%	-	-	-
Bluecrest Energy, Inc	135,632,260	4	1.60%	-	-	-
Cook Inlet Natural Gas Storage Alaska, LLC	100,281,225	5	1.18%	-	-	-
Furie Operating Alaska, LLC	96,097,570	6	1.13%	-	-	-
Alaska Pipeline	70,236,131	7	0.83%	23,538,862	9	0.35%
Cook Inlet Energy	67,171,790	8	0.79%	-	-	-
ACS	60,238,564	9	0.71%	83,432,332	5	1.26%
Enstar Natural Gas	47,669,663	10	0.56%	-	-	-
Unocal	-	-	-	195,968,980	2	2.95%
Conoco Phillips	-	-	-	179,561,870	3	2.71%
Marathon Oil	-	-	-	138,887,280	4	2.09%
XTO Energy Inc	-	-	-	51,626,800	6	0.78%
Kenai Kachemak Pipeline	-	-	-	28,577,530	7	0.43%
WAL-Mart Real Estate Business Trust	-	-	-	27,056,400	8	0.41%
BP Exploration	-	-	-	23,297,413	10	0.35%
	<u>\$ 1,838,716,066</u>		<u>21.67%</u>	<u>\$ 1,073,223,531</u>		<u>16.17%</u>

(1) **Source:** Data is provided by the Kenai Peninsula Borough's Assessing Department.

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)
2012	56,369	\$ 2,627,069	\$ 46,600	\$ 51,405	40.6	8,922	9.70%	24,675
2013	56,756	2,770,353	48,636	52,638	41.4	8,886	8.80%	25,003
2014	56,862	2,759,412	48,351	51,416	40.0	8,756	8.10%	25,592
2015	57,147	2,981,871	51,734	54,582	40.5	8,826	7.70%	25,759
2016	57,763	3,056,190	52,639	56,147	40.0	8,788	7.60%	25,480
2017	58,060	2,965,755	49,544	55,674	40.6	8,785	8.20%	24,811
2018	58,024	2,965,755	49,697	56,042	41.4	8,712	7.70%	24,551
2019	58,471	2,919,104	52,015	57,179	41.0	8,680	6.90%	24,384
2020	58,671	3,221,300	54,870	64,780	41.8	8,535	6.00%	24,383
2021	58,934	3,221,300 (4)	54,870 (4)	64,780 (4)	41.8	7,756	9.10%	23,948

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:	05/03/22
Hearing:	05/17/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-10**

**AN ORDINANCE AUTHORIZING A THREE-PARTY AGREEMENT AND REAL
PROPERTY LEASE WITH VERIZON WIRELESS AND ALASKA PIPELINE
COMPANY**

WHEREAS, Verizon Wireless (“VZN”) is proposing to install cellular communication equipment on an existing microwave tower owned by Alaska Pipeline Company (“APC”); and

WHEREAS, APC is grantee of BLM Right-of -Way Grant 051647 dated April 25, 1963 for the specific permitted use being “Plant site for microwave relay station necessary to the operation of approved Right-of-Way, Anchorage 051647”; and

WHEREAS, the Kenai Peninsula Borough (“KPB”) through Municipal Entitlement selection, received fee patent from the State of Alaska on July 16, 2003, of the property subject to “A right-of-way easement for microwave relay station, ADL 223553”; and

WHEREAS, APC has expressed specific interest in preserving its authority as granted under the right-of-way grant without modification; and

WHEREAS, KPB is identified as the fee simple owner subject to the right-of-way grant wherein APC is the owner of the established microwave tower and supporting infrastructure requiring a three-party agreement and real property lease necessary to establish the various relationships between KPB and VZN, ACP and VZN, and KPB and APC under the proposed agreement; and

WHEREAS, the proposed Three-Party Agreement and Real Property Lease have been negotiated on terms which would provide monthly lease revenue to both KPB and APC, while preserving the existing terms of the initial grant of right-of-way to APC; and

WHEREAS, the Kenai Peninsula Borough Planning Commission at its regularly scheduled meeting of May 9, 2022, recommended _____;

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

SECTION 1. That the assembly finds that entering into a three-party agreement and real property lease with APC, and VZN, pursuant to KPB 17.10.100(I), authorizing the negotiated lease of KPB lands, is in the best interest of KPB at the following location:

N½NE¼NE¼ of Section 1, Township 4 North, Range 12 West, Seward Meridian, Kenai Recording District, State of Alaska.

This finding is based on the following facts:

1. The KPB will receive a fair market rent, in the initial amount of \$1,499.00 per month with an annual escalator of 3%.
2. The lease terms provide for an initial 5-year term with an option to renew for five additional 5-year terms.
3. The land will be used to provide communication services that will improve connectivity for the residents of the KPB.
4. That the communication improvements are compatible with the site, existing improvements and uses.

SECTION 2. The terms of the agreement between KPB and VZN, KPB and APC are approved and consented with respect to the terms between APC and VZN.

SECTION 3. The terms of the agreement are exclusive to VZN, their successors and or assigns and does not expand or diminish APC's interest in the real property

SECTION 4. Pursuant to KPB 17.10.230, the assembly authorizes an exception to the requirements of KPB 17.10.080, KPB 17.10.090 and KPB 17.10.110 governing classification, disposition, and notice with respect to leasing of borough lands, based on the following facts:

1. That special circumstances or conditions exist.
 - a. The proposed Three-Party Agreement and Real Property Lease incorporates lease terms solely with APC and VZN, for the purpose of installing new cellular communication equipment on an existing microwave relay tower, wherein said tower is authorized by right-of-way grant conveyed prior to KPB ownership.
 - b. The proposed agreement does not expand the encumbered area outside that to which APC has received an existing right-of-way grant.

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 chapter.
 - a. The notice requirement is intended to make the public aware of an opportunity to purchase KPB property, which is unnecessary since the intent of the disposal is to enter into a three-party agreement and real property lease with APC and VZN.
 - b. The communication uses are not primary factors in the land classification system.
3. That the granting of this exception will not be detrimental to the public welfare or injurious to other property in the area.
 - a. Terms of the Three-Party Agreement and Real Property Lease, are compatible with the existing land uses and surrounding land uses.
 - b. The addition of VZN installed communication equipment on the existing microwave tower will benefit the residents of the KPB.

SECTION 5. Based on the foregoing, the mayor is hereby authorized pursuant to KPB 17.10.100(I) to negotiate and enter into a three-party agreement and real property lease upon the property identified in Section 1. The authorization shall be for an agreement with APC and VZN for the installation of cellular communication equipment by VZN on an existing microwave tower owned by APC with terms and conditions substantially similar to the agreement accompanying this resolution.

SECTION 6. VZN and APC shall have 120 days from the date of enactment of this ordinance to execute the Three-Party Agreement and Real Property Lease.

SECTION 7. That rent revenue for the benefit of KPB shall be submitted to the KPB Finance Department and deposited as follows:

Land Trust Account: 250.00000.00000.36317.

SECTION 8. That this ordinance shall be effective immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF * 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Planning Department – Land Management Division

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*
Melanie Aeschliman, Planning Director *MA*
Marcus Mueller, Land Management Officer *[Signature]*

FROM: Aaron Hughes, Land Management Agent *AH*

DATE: April 21, 2022

RE: Ordinance 2022-10, Authorizing a Three-Party Agreement and Real Property Lease with Alaska Pipeline Company and Verizon Wireless (Mayor)

Verizon Wireless (VZN) has proposed to install cellular communication equipment on an existing microwave tower owned and managed by Alaska Pipeline Company (APC). The existing tower is located on Kenai Peninsula Borough (KPB) fee-owned property and authorized under right-of-way grant 051647, conveyed from the Bureau of Land Management to APC on April 25, 1963. The right-of-way grant was issued prior to KPB receiving title and was identified in language on the State of Alaska Patent.

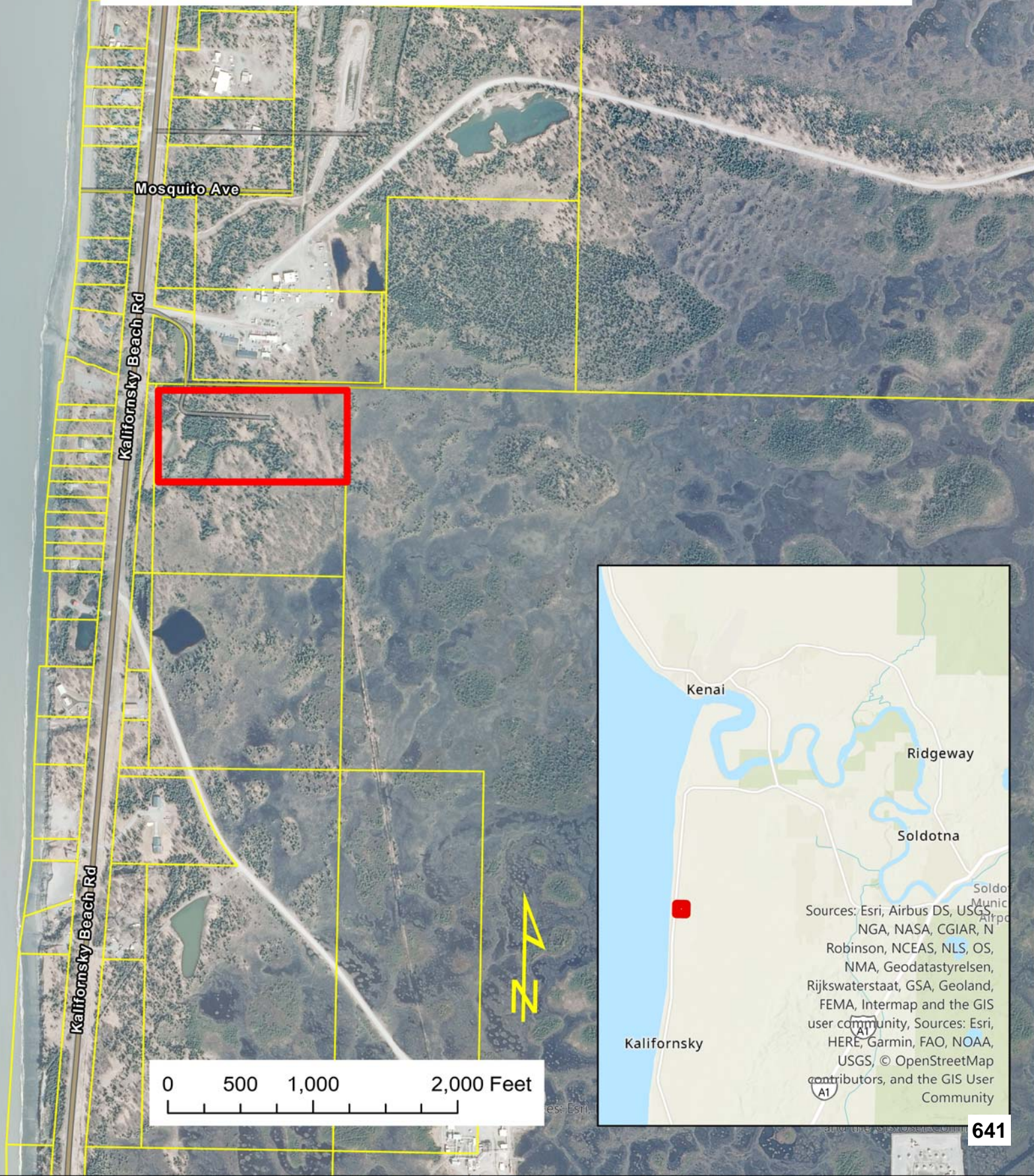
In order to properly document the required relationships between KPB and VZN, APC and VZN, and KPB and APC, a three-party agreement and real property lease is necessary.

The terms of the Three-Party Agreement and Real Property Lease will result in the fair market rental amount split between KPB and APC, as follows:

- The initial monthly lease revenue to KPB in the amount of \$1,499.00 per month with an annual escalator of 3%.
- The initial monthly lease revenue to APC in the amount of \$1,500.00 with an annual escalator of 3%.
- A 5-year initial lease term is provided, with five additional 5-year renewal options.

Your consideration of this ordinance is appreciated.

Three Party Agreement Lease Location



THREE PARTY AGREEMENT AND REAL PROPERTY LEASE

KPBL# XX-XXXX-XX

For good and valuable consideration, and pursuant to Ordinance 2022-____, enacted May 17, 2022, this Three-Party Agreement and Real Property Lease (hereinafter called "Agreement"), is made and entered into by and between the Kenai Peninsula Borough, an Alaska municipal corporation, whose address is 144 N. Binkley Street, Soldotna, AK 99669, as Real Property Owner and Lessor ("KPB"), Cellco Partnership, dba Verizon Wireless whose address is 180 Washington Valley Road, Bedminster, NJ 07921, as Lessee ("VZN") and Alaska Pipeline Company, a subsidiary of SEMCO Energy, Inc., whose address is P.O. Box 190288, Anchorage, Alaska 99519-0288, as grantee of BLM Right-of-Way Grant dated April 25, 1963 and owner of improvements referred to as the Kalifornsky Tower ("APC").

This Agreement is intended to be the sole agreement to authorize VZN to place equipment on the Kalifornsky microwave tower and on ground space near the base of the tower as defined in the attached site plan.

PART ONE: Terms defining the relationship of this Agreement between KPB and VZN.

DESCRIPTION OF REAL PROPERTY

This Agreement grants VZN non-exclusive use of a portion of the following- described parcel of real property, located in the Kenai Recording District, Third Judicial District, State of Alaska:

Section 01, Township 04 North, Range 12 West, Seward Meridian

Located within the N $\frac{1}{2}$ NE $\frac{1}{4}$ NE $\frac{1}{4}$, consisting of approximately 20 acres of land, and as further identified on Exhibit F ("Property").

APC owns a microwave relay tower station ("Kalifornsky Tower"), located on the property as authorized under BLM Right-of-Way Grant dated April 25, 1963 ("Right-of-Way Grant"), attached as Exhibit D.

Ingress and egress to the Property is from Bypass Road along an existing traveled way to the Kalifornsky Tower.

PURPOSE OF LEASE

1. Authority. Pursuant to Ordinance 2022-XX, the purpose of this lease is for the co-location and maintenance by VZN of three (3) cellular panel antennas, one (1) four-foot diameter parabolic dish, three (3) eight-foot panel antennas, along with all cables, mounts and necessary equipment on the Kalifornsky Tower.

Additionally, for the construction and maintenance by VZN of a 16' x 12' fenced-in equipment area adjacent to APC's existing microwave relay tower station, containing one (1) utility H-Frame with multi-gang meter base, one (1) primary cabinet, one (1) ILC, one (1) equipment platform, one (1) 30kW generator, and an 11' x 2.5' ice bridge area to the existing microwave relay tower ("Activities"). KPB makes no guarantee that the real property is suitable for VZN's purpose, and shall have no responsibility for the condition of the Property nor any damage suffered by VZN or any other person due to such condition. VZN is solely responsible for installing separate meters for utility use and payment, as applicable.

2. Site Plan. The Site Plan, entitled Verizon Wireless Final Construction Drawings Marathon and dated June 25, 2021, attached hereto as Exhibit A, illustrates the type and location of improvements, basic design and construction standards, landscaping features, location of utilities, and the nature of uses, authorized by this Agreement.
3. Purpose. The purpose of this Agreement is to lease to VZN a portion of the property for the colocation of certain communications equipment on the Kalifornsky Tower. The Property shall be utilized for the purposes of the development, management, and maintenance of improvements/facilities to support a communications site operation within the scope of the terms and conditions of the LEASE, and/or site plan. Utilization or development for other than the allowed uses shall constitute a violation of the Agreement and will become subject to cancellation.

Failure on the part of VZN to substantially complete the site plan or to be inconsistent with the proposed use and terms and conditions of the Agreement within two (2) years of the anniversary date of said lease shall constitute grounds for cancellation.

TERMS AND CONDITIONS

1.1. Lease Term. This lease is for a term of five (5) years commencing _____, 2022, and includes an option to renew the lease for five (5) additional five-year terms upon the same terms and conditions unless VZN notifies KPБ in writing of VZN's intention not to renew this lease at least ninety (90) days prior to the expiration of the Agreement.

1.2. Lease Rental. The monthly lease rental for this Agreement from VZN to KPБ is \$1,499.00, plus any applicable sales taxes as may otherwise be required by law, which shall be due with each monthly lease payment. The first monthly lease rental payment shall be due within 30 days of the execution of this Agreement. Thereafter, the monthly lease payment is due and payable on or before 15th of each month. Rent shall be increased each year by 3 percent over the previous year's rent, as shown on Exhibit B, attached hereto. Rent will be prorated for any partial month.

1.3 Memorandum. A short-form Memorandum of Lease may be recorded at KPБ's or VZN's option in the form depicted in Exhibit C, attached hereto. KPБ will promptly execute any Memorandum of Lease or corrective amendments thereto, upon written request of VZN.

1.4 Defense and Indemnification. VZN shall indemnify, defend, save and hold KPБ, its elected and appointed officers, agents and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character including costs, expenses, and attorney's fees resulting from VZN's performance or failure to perform in accord with the terms of this Agreement in any way whatsoever. VZN shall be responsible under this clause for any and all claims of any character resulting from VZN or VZN's officers, agents, employees, partners, attorneys, suppliers, and subcontractor's performance or failure to perform this Agreement in any way whatsoever. This defense and indemnification responsibility include claims alleging acts or omissions by KPБ or its agents which are said to have contributed to the losses, failure, violations, or damage. However, VZN shall not be responsible for any damages or claims arising from the sole negligence or willful misconduct of KPБ, its agents or employees.

1. Insurance. Insurance coverage required under this Agreement shall be primary and exclusive of any other insurance carried by KPБ. Minimum levels of insurance coverage required under this Agreement shall remain in effect for the life of this Agreement and shall be a part of the contract price. If VZN's policies contain higher limits, KPБ shall be entitled to coverage to the extent of such higher limits. There shall be no cancellation or material change of the insurance coverages, or intent not to renew the insurance coverages as specified in this Agreement, without thirty

(30) calendar days' prior written notice to KPB. Certificates of Insurance, reasonably acceptable in form and content, will be delivered to KPB at the time of submission of the signed Agreement and updated certificates shall be provided upon insurance coverage renewal, where applicable.

VZN shall provide and maintain Commercial General Liability Insurance (CGL). The CGL Policy shall be written on an occurrence basis and with a limit of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) each occurrence and aggregate. CGL insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, broad form property damage, independent lessees, products-completed operations, personal injury and advertising injury, explosion, collapse, underground hazards, and liability assumed under a contract including the tort liability of another assumed in a business contract. If necessary to provide the required limits, the CGL policy's limits may be layered with a Commercial Umbrella or Excess Liability policy. This policy shall name KPB as Additional Insured. To the extent damages are covered by CGL, subrogation shall be waived.

VZN shall provide and maintain Auto Liability Insurance (AL). The AL Policy shall include a Combined Single Limit of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00); Underinsured and Uninsured Motorists limit of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00); Coverage shall include Non-Owned and Hired Car coverage. This policy shall name KPB as Additional Insured. To the extent damages are covered by AL, subrogation shall be waived.

If necessary to provide the required limits, required policy limits may be layered with a Commercial Umbrella or Excess Liability policy or policies. This policy shall name KPB as Additional Insured and waiver of subrogation language shall be included.

- 1.5 Assignments.** The property lease may be assigned with prior approval by KPB and APC of Notice of Assignment.
- 1.6 Subleasing.** VZN may not sublease the Property or any part thereof.
- 1.7 Waste.** VZN shall not commit waste upon or injury to the lands leased herein.

1.8 Fire Protection. VZN shall take all reasonable precautions to prevent, and take all reasonable actions to suppress destructive and uncontrolled grass, brush, and forest fires on the Property, and comply with all laws, regulations, and rules promulgated and enforced by the protection agency responsible for forest protection within the area wherein the Property is located.

1.9 Safety. VZN shall be solely responsible for maintaining the premises in a safe and fit condition, including without limitation snow and ice removal from all improvements and areas on the Property as needed for VZN's use of the Property. VZN is responsible for the safety of all persons conducting activities on the Property under this Agreement.

1.10 Sanitation. VZN shall comply with all laws, regulations or ordinances promulgated for the promotion of sanitation. The Property shall be kept in a clean and sanitary condition and every effort shall be made to prevent pollution of the waters and lands. Sanitary facilities shall be in accordance with the State of Alaska, Department of Environmental Conservation regulations.

1.11 Hazardous Materials and Hazardous Waste. Storage, handling, and disposal of hazardous waste shall not be allowed on Property. VZN shall comply with all applicable laws and regulations concerning hazardous chemicals and other hazardous materials, and shall properly store, transfer and use all hazardous chemicals and other hazardous materials and not create any environmental hazards on the Property. In no event may VZN utilize underground storage tanks for the storage or use of hazardous chemicals or other hazardous materials.

Should any hazardous chemicals or hazardous materials of any kind or nature whatsoever, or hazardous wastes be released upon the Property during the term of this Agreement, VZN shall IMMEDIATELY report such release to KPB and any other agency as may be required by law, and VZN shall, at its own cost, assess, contain, and clean up such spilled materials in the most expedient manner allowable by law.

As used herein, "hazardous chemical" means a chemical that is a physical hazard or a health hazard.

As used herein, "hazardous material" means a material or substance, as defined in 49 CFR 171.8, and any other substance determined by the federal government, the State of Alaska or KPB, to pose a significant health and/or safety hazard. The covenants and obligations described in this article shall survive the termination of this Agreement.

As used herein, "hazardous waste" means a hazardous waste as identified by the

Environmental Protection Agency under 40 C.F.R. 261, and any other hazardous waste as defined by the federal government, the state of Alaska or KPB.

1.12 Compliance with Laws. VZN shall abide by all applicable federal, state, city, and KPB statutes, ordinances, rules, and regulations. VZN is responsible for obtaining all federal, state, and local permits applicable to licensee's activities and shall keep such permits in good standing.

1.13 Easements and Rights-of-Way. This Agreement is subject to all easements, rights-of-way, covenants and restrictions of which VZN has actual or constructive notice.

1.14 Inspections. VZN shall allow KPB, through its duly authorized representative(s), to enter and inspect the Property at any reasonable time, with sufficient notice to VZN and APC, to ensure compliance with the terms and conditions of this lease.

1.15 Property Taxes. VZN shall timely pay all real property taxes, assessments and other debts or obligations owed to KPB. Pursuant to KPB Code, Section 17.10.120(F) this Agreement will terminate automatically should VZN become delinquent in the payment of any such obligations.

1.16 Cancellation. At any time that this Agreement is in good standing it may be canceled in whole or in part upon mutual agreement by VZN and KPB with notice to APC, so long as VZN pays KPB a cancellation fee equal to six (6) months' rent, at the then current rate.

1.17 Termination. Upon termination of this Agreement, VZN covenants and agrees to return the Property to KPB in the condition which existed immediately prior to entry on the Property by VZN, and to immediately remove all items of personal property subject to the conditions of Section 2.26 below. All terms and conditions set out herein are considered to be material and applicable to the use of the Property under this Lease. Subject to the following, in the event of VZN's default in the performance or observance of any of the Agreement terms, conditions, covenants and stipulations thereto, and such default continues for thirty (30) calendar days after written notice of the default, KPB may cancel this Agreement, or take any legal action for damages or recovery of the Property. No improvements may be removed during the time in which the Agreement is in default.

In the event VZN breaches any provisions prohibiting the release of hazardous chemicals, hazardous materials, or hazardous waste on the Property, and fails to immediately terminate the operation causing such release upon notice from KPB, then KPB may immediately terminate this Agreement without notice to VZN.

1.18 Violation. Violation of any of the terms of this Agreement may expose VZN to

appropriate legal action including forfeiture of lease interest, termination, or cancellation of its interest in accordance with state law.

1.19 Notice of Default. Notice of the default, where required, will be in writing and as provided in Section 1.23 of this Agreement.

1.20 Entry or Re-entry. In the event that this Agreement is terminated, canceled or forfeited, or in the event that the demised lands, or any part thereof, should be abandoned by VZN during the Agreement term, KPB or its agents, servants, or representatives, may immediately or any time thereafter, with sufficient notice to APC, enter or re-enter and resume possession of the Property or such part thereof, and remove all persons and property therefrom either without judicial action where appropriate, by summary proceedings, or by a suitable action or proceeding at law or equity without being liable for any damages therefor. Entry or re-entry by KPB shall not be deemed an acceptance of surrender of the contract.

1.21 Removal or Reversion of Improvements Upon Termination of Lease. Improvements on the Property owned by VZN shall, within sixty (60) calendar days after the termination of the Agreement, be removed by VZN; provided such removal will not cause injury or damage to the Property or Kalifornsky Tower; and further provided that KPB may extend the time for removing such improvements in cases where hardship is proven.

If VZN fails to remove improvements or chattels upon KPB's request, with sufficient notice to APC, KPB may do so at the expense of VZN.

1.22 Rental for Improvements or Chattels Not Removed. Any improvements and/or chattels belonging to VZN or placed on the Property during its tenure with or without its permission and remaining upon the Property after the termination of the Agreement shall entitle KPB to charge a reasonable rent therefor unless they have become the property of APC under Section 2.26 of this Agreement.

1.23 Notice. Any notice or demand, which under the terms of this Agreement must be given or made by the parties thereto, shall be in writing, and be given or made by registered or certified mail, addressed to the other party at the address shown on the contract. However, either party may designate in writing such other address to which such notice of demand shall thereafter be so given, made or mailed. A notice given hereunder shall be deemed received when deposited in a U.S. general or branch post office by the addressor.

All notices shall be sent to both parties as follows:

LESSOR:

Attn: Land Management Officer
Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, AK 99669

LESSEE:

Cellco Partnership,
d/b/aVerizon Wireless
180 Washington Valley Road
Bedminster, NJ 07921

1.24 Responsibility of Location. It shall be the responsibility of VZN to properly locate itself and its improvements on the Property.

1.25 Liens and Mortgages. VZN shall not cause or allow any liens of any kind or nature whatsoever to attach to the Property during the term of this Agreement. In the event that any prohibited lien is placed against the Property, VZN shall immediately cause the lien to be released. VZN shall immediately refund to KPB any monies that KPB may, at its sole discretion, pay in order to discharge any such lien, including all related costs and a reasonable sum for attorney's fees.

For the purpose of interim financing or refinancing of the improvements to be placed upon the Property, and for no other purpose, VZN may, upon written approval of KPB, encumber by mortgage, deed of trust, assignment or other appropriate instrument, VZN's interest in the Property and in and to the Agreement, provided said encumbrance pertains only to the leasehold interest. Any such encumbrance shall be entirely subordinate to KPB's rights and interest in the Property.

A leasehold mortgagee, beneficiary of a deed of trust or security assignee shall have and be subrogated to any and all rights of VZN with respect to the curing of any default hereunder by VZN.

1.26 Non-Waiver Provision. The receipt of payment by KPB, regardless of KPB's knowledge of any breach by VZN, or of any default on the part of VZN in observance or performance of any of the conditions or covenants of this Agreement, shall not be deemed to be a waiver of any provision of the Agreement. Failure of KPB to enforce any covenant or provision herein contained shall not discharge or invalidate such covenant or provision or affect the right of KPB to enforce the same in the event of any subsequent breach or default. The receipt by KPB of any payment of any other sum of money after notice of termination or after the termination of the Agreement for any reason, shall not reinstate, continue or extend the Agreement, nor shall it destroy nor in any manner impair the efficacy of any such notice of termination unless the sole reason for the notice was nonpayment of money due and the payment fully satisfies the breach.

1.27 Jurisdiction. Any lawsuits filed in connection with the terms and conditions of this Agreement, and of the rights and duties of the parties, shall be filed and prosecuted in

the State of Alaska, Third Judicial District at Kenai, and shall be governed by Alaska law, without regard to conflict of law principles.

1.28 Savings Clause. Should any provision of this Agreement fail or be declared null or void in any respect, or otherwise unenforceable, it shall not affect the validity of any other provision of this Agreement nor constitute any cause of action in favor of either party as against the other.

1.29 Binding Effect. It is agreed that all covenants, terms, and conditions of this Agreement shall be binding upon the parties hereto.

1.30 Full and Final Agreement. This Agreement constitutes the full and final agreement of the parties hereto and supersedes any prior or contemporaneous agreements. This Agreement may not be modified orally, or in any manner other than by an agreement in writing and signed by both parties in interest. VZN avers and warrants that no representations not contained within this Agreement have been made with the intention of inducing execution of this Agreement.

1.31 Warranty of Authority. VZN warrants that the person executing this Agreement is authorized to do so on behalf of VZN.

PART TWO: Terms defining the relationship of this Agreement between APC and VZN.

WHEREAS, APC operates several microwave radio towers and related ground facilities that are located on both the Kenai Peninsula and in Anchorage, Alaska;

WHEREAS, APC is Grantee of an existing Right-of-Way Grant initially conveyed under authority of the Bureau of Land Management and now administered by the Kenai Peninsula Borough;

WHEREAS, VZN owns and operates a cellular telephone system in south central Alaska and the lower 48 states;

WHEREAS, APC desires to lease a portion of APC's existing Kalifornsky microwave radio tower and related ground facilities for use in VZN's cellular telephone System;

IN CONSIDERATION OF THE ABOVE, APC and VZN agree as follows:

2.1. Agreement. APC does hereby consent to and authorize VZN the nonexclusive use of a portion of APC's existing Kalifornsky microwave radio tower for placement of three cellular antennas to be located at a height between 101 feet and 121 feet, one four-foot diameter parabolic dish to be located at a height of 100 feet, three 8-foot panel antennas at a height of 115 feet and all cables, mounts and equipment as shown in Exhibit "A" which is attached hereto and made a part hereof by this reference. APC shall additionally authorize VZN use of exterior ground space for access, utilities, and ground space near the base of the radio tower measuring 16 feet by 12 feet for the cellular carrier equipment described in Exhibit "A", which is attached hereto and made a part hereof by this reference. The Kalifornsky tower and related ground facilities are more fully described in Exhibit "A".

2.2. Equipment. VZN's antennas, parabolic dishes and cables shall be firmly anchored to the radio tower. All cellular carrier equipment must be distinctly marked with Lessee's name, call sign and frequency. During the term of this Agreement, VZN shall not alter, add to, replace or improve equipment without the prior written consent of APC, which consent shall not be unreasonably withheld. VZN covenants and agrees that the installation, operation and maintenance of equipment will:

Not damage, as determined in APC's sole discretion, APC's buildings, tower structures, or related facilities;

Not interfere with, as determined in APC's sole discretion, the operation and maintenance of APC's microwave radio communication system or other utility operations;

Comply with all applicable federal and state laws, rules, codes and regulations applicable to VZN's operations (as may currently exist or may hereinafter be adopted) including, but not limited to, those of the FCC, FAA, OSHA, MIOSHA and the Regulatory Commission of Alaska; and

Comply with the electrical codes and zoning ordinances of the Kenai Peninsula Borough (as now exist or may hereinafter be enacted or adopted).

2.3. Access. APC agrees that, during the term of this Agreement, VZN shall have 24/7 access to their ground equipment at the Kalifornsky facility for the purpose of maintenance, operation and repair of VZN equipment. VZN shall provide APC with a current list of employees authorized to work on VZN equipment. VZN shall maintain a log of entry and exit onto APC's facility and provide that data upon request. VZN shall contact ENSTAR Natural Gas Company Gas Communications ("ENSTAR") at (907) 334-

7750 prior to entering and upon exiting the Kalifornsky facility; provided, however, VZN shall not be required to give telephone notices to ENSTAR in the event of an emergency in VZN's sole discretion. Notwithstanding the foregoing, the parties agree that only qualified contractors approved by APC, under APC's direct supervision, will be permitted to install or remove antenna or coaxial cable or access the tower structure.

2.4. Term. The term of this Agreement shall be concurrent with the terms referenced in Part One, including the election and execution of renewals. VZN's notice of renewal shall include notice to APC. Each Extended Term shall be on the same terms and conditions as set forth herein except that the rent shall be adjusted as described in Paragraph 2.5.

2.5. Rent. VZN shall pay rent to APC in advance on the 1st day of each month during the first year of the Initial Term in the amount of \$1,500 per month. If VZN exercises its options to extend this Agreement, the rent shall be increased 15% at the beginning of each Extended Term. Rental payments that are past due by more than twenty days will incur interest at the rate of nine percent (9%) per annum. VZN shall pay all collection costs, including reasonable, actual attorney fees and court costs.

2.6. Surveys and Testing. During the first six months of the Initial Term, VZN shall have the right to perform surveys, structural, soils and environmental tests and other engineering tests and procedures on, under and over the facilities described in Paragraph 2.1. Any and all surface and subsurface testing by VZN will require the prior notice and approval of APC and KPB as provided in Part one of this Agreement. If during the first six months of the Initial Term defects are shown by such survey or tests which, in the opinion of VZN, may adversely affect VZN's use of Lessee Equipment, VZN shall have the right to terminate this portion of the Agreement between APC and VZN upon 60 days notice to APC and have no further obligation to APC.

2.7. Licensing. VZN shall obtain and maintain at its expense all licenses required by the FCC for VZN Equipment. A copy of VZN's FCC license shall be furnished to APC and KPB on or before the first effective day of this Agreement. Notwithstanding any other term or provision in this Agreement to the contrary, in the event that any license required by the FCC for either the APC or VZN is terminated or revoked (or the FCC threatens to terminate APC's license because of this Agreement), APC may, upon five days written notice, terminate this portion of the Agreement and APC shall have no further obligation to VZN hereunder.

2.8. Interference. VZN shall not use, nor shall VZN permit its employees, invitees, or agents to use VZN equipment in any way that interferes with (as determined by APC in its sole discretion) the operations of APC's microwave radio communication system or other utility operations. Upon notice from APC, VZN shall take all actions necessary to correct and eliminate said interference at VZN's cost and expense. The parties acknowledge that continuing interference will cause irreparable injury to APC, and APC shall have the right, in addition to any other rights that it may have at law or in equity, to bring action to enjoin such interference. APC agrees that VZN will be permitted to install only such radio and other equipment that is of the type and frequency which will not cause interference to APC. In the event of termination, APC shall have no further obligation to VZN.

2.9. Utilities. VZN, at their sole expense, shall arrange for its own supply of electrical power to VZN's equipment. APC will not be responsible for any power interruption or outage, regardless of the cause of such interruption or outage. With prior written consent of KPB and APC, VZN may, at VZN's sole expense, add new utilities and/or install an emergency power generator at the Kalifornsky location.

2.10. Taxes. VZN shall pay any personal property taxes assessed on VZN equipment. APC shall pay when due all real property taxes. However, upon notice from APC, VZN shall pay as additional rent any increase in real property taxes levied against the Kalifornsky property, which increase is directly attributable to VZN's use of said property.

2.11. Insurance. VZN shall, at its expense, procure and maintain insurance on all of its operations, with carriers reasonably acceptable to APC, including the following coverages:

Workers' Compensation in compliance with the statutory requirement of the state(s) of operation and Employer's Liability insurance with a limit of (\$1,000,000) each accident/disease/policy limit;

Commercial General Liability insurance with a limit of \$1,000,000 per occurrence from bodily injury and property damage and \$1,000,000 general aggregate covering all operations; and

Commercial Automobile Liability insurance in an amount of \$1,000,000 combined single limit each accident for bodily injury and property damage, covering all owned, hired and non-owned automobiles.

VZN shall include APC as additional insured as their interest may appear under this

Agreement under the Commercial General Liability policy and provide APC with a Certificate of Insurance, including a blanket waiver of subrogation endorsement as required by Paragraph 2.13 below before commencing operations under this Agreement. Upon receipt of notice from its insurer(s), VZN shall use commercially reasonable efforts to provide APC with thirty (30) days' prior written notice of cancellation of any required coverage.

2.12. Indemnification. Except as otherwise provided in Paragraph 2.17 below, to the fullest extent permitted by law, VZN agrees to indemnify, defend and hold APC harmless from and against any and all claims, liabilities, or causes of action (including, without limitation, court costs and reasonable attorney's fees) that may arise directly or indirectly from VZN's occupancy of APC buildings or other facilities and/or the installation, maintenance and operation of VZN equipment. Except as otherwise provided in Paragraph 2.17 below, to the fullest extent permitted by law, VZN agrees to indemnify, defend and hold APC harmless from and against any and all claims, liabilities, or causes of action (including, without limitation, court costs and reasonable attorney's fees) that may arise directly or indirectly from the installation, maintenance and operation by APC of APC's microwave radio communication system. The indemnity obligations under this paragraph shall survive termination of this Agreement. APC agrees to indemnify and hold VZN harmless from and against any and all claims, liabilities, or causes of action (including, without limitation, court costs and reasonable attorney's fees) that may arise directly or indirectly from any hazardous substance, pollutant or contaminant attributable to APC's personal property interest or APC's use of the premises hereunder. The parties recognize that VZN is only leasing a small portion of the Property, and that VZN shall not be responsible for any environmental condition except to the extent caused by VZN.

2.13. Waiver of Subrogation. To the extent it does not void either party's insurance coverage, the parties release each other and their respective authorized representatives from any claims for damage to any person or the premises and to the fixtures and personal property that are caused by or result from risks insured against under any insurance policies carried by the parties and in force at the time of any such damage. If available, each party shall cause each insurance policy obtained by it to provide that the insurance carrier waives all right of recovery by way of subrogation against either party in connection with any damage covered by any policy.

2.14. Notices. Notices shall be given by hand delivery, mail, or email to the following

addresses:

VZN:

Cellco Partnership
d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, New Jersey 07921
Attention: Network Real Estate

APC:

Alaska Pipeline Company
401 E. International Airport Road
Anchorage, Alaska 99519
Telephone: 907-334-7983
Email: matt.bendis@enstarnaturalgas.com

2.15. No Warranty. Neither APC nor VZN make any representation (except as stated herein) or warranty of any kind or nature, directly or indirectly, express or implied, as to any matter whatsoever, including merchantability or fitness for a particular purpose.

2.16. Waiver and Consent. Neither party shall be deemed to have waived any rights under this Agreement unless such waiver is in writing and signed by the party claimed to have waived a provision of this Agreement. No delay or omission on the part of either party in exercising any right shall operate as a waiver of such right or any other right. A waiver by either party of a provision of this Agreement shall not prejudice the party's right to demand strict compliance with that provision in the future.

2.17. Waiver of Certain Damages. Neither party shall be liable to the other for exemplary, punitive, incidental or consequential damages resulting from or arising out of this Agreement, whether the claim is based in contract, tort or strict liability.

2.18. Destruction of or Damage to Premises. If the premises that are the subject matter of this Agreement become substantially unusable, as determined in APC's sole discretion, due to fire, flood, earthquake or other cause, APC is not obligated to repair or restore the premises. VZN's sole remedy is to terminate this Agreement with APC. If the premises are damaged but are not rendered substantially unusable, as determined in APC's sole discretion, APC shall endeavor to repair such damage within 24 hours, subject however to the provisions of Paragraph 2.19 below.

2.19. Force Majeure.

Force Majeure Event. "Force Majeure Event" shall mean any act, event or circumstance that (a) renders it impracticable for the affected party to perform its obligations under this Agreement, (b) is beyond the affected party's reasonable control, (c) is not due to the affected party's fault or negligence and (d) cannot be avoided by the exercise of due diligence, including the expenditure of any reasonable sum of money and insurance proceeds available to the parties. The term "Force Majeure Event" shall include by way of example and not limitation, acts of God, natural catastrophes, acts of the public enemy or terrorists, strikes, lockouts or industrial disputes or disturbances, breakage or accident to equipment, interference or regulation by public bodies or officers acting under claim of authority, or any other cause whether or not similar to the foregoing, beyond the reasonable control of the party so unable to perform. Force Majeure.

APC's obligations under this Agreement shall be suspended insofar as the performance of its obligations is rendered impracticable by a Force Majeure Event, and any delay or failure that is directly and proximately caused by such Force Majeure Event shall not constitute a default under this Agreement.

(ii) A Force Majeure Event shall be effective upon its occurrence. APC shall promptly, and in any event not later than two days from such occurrence, deliver to VZN and KPB a notice declaring that a Force Majeure Event has occurred. Such notice shall set forth in reasonable detail (i) the events, conditions, circumstances or occurrences that constitute the Force Majeure Event, (ii) whether the Force Majeure Event is continuing, and (iii) the date and time on which such Force Majeure Event first occurred. Promptly thereafter, APC shall deliver to VZN a statement describing in reasonable detail all material facts and events with respect to the measures taken or proposed to be taken by it to resume APC's obligations under this Agreement.

(iii) APC shall use due diligence and reasonable commercial efforts and shall take reasonable precautions or pursue reasonable alternative measures available to it to prevent the occurrence or continuation of a Force Majeure Event, or to mitigate the effects thereof.

2.20. Independent Entities. For all purposes under this Agreement, APC and VZN are independent entities and are not the agent, partner or employee of the other.

2.21. Outside Beneficiary. Nothing in this Agreement is intended to benefit any party

not a signatory hereto.

2.22. No Parties as Draftsperson. The parties recognize that this Agreement is the product of the joint efforts of all parties and agree that it shall not be construed against one party or the other as a result of the preparation, submittal or other event of negotiation, drafting or execution hereof.

2.23. Assignment. Without approval or consent of APC, the interests of APC and VZN as defined under this section of the Agreement may be sold, assigned or transferred by either APC or VZN to (i) any entity in which the Party directly or indirectly holds an equity or similar interest; (ii) any entity which directly or indirectly holds an equity or similar interest in the Party; or (iii) any entity directly or indirectly under common control with the Party. It is expressly understood that this consent applies only to the relationship between APC and VZN as defined under this Agreement. Approval of above referenced transfers will require consent and approval of KPB. VZN may assign this Agreement to any entity which acquires all or substantially all of VZN's assets in the market defined by the FCC in which the improvements are located by reason of a merger, acquisition or other business reorganization without approval or consent of APC. VZN will not directly or indirectly sell, assign, sublet or otherwise transfer all or a portion of its interest under this Agreement, without the prior written consent of KPB and APC, which consent shall not be unreasonably withheld. The foregoing notwithstanding, VZN may, upon written notice to KPB and APC, and in accordance with Section 1.25 above, mortgage or grant a security interest in this Agreement and VZN's telecommunications facilities and may assign this Agreement and VZN's telecommunications facilities to any such mortgagees or holders of security interest including their successors or assigns (collectively, the "Mortgagees").

2.24. Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

2.25. Governing Law. The laws of the State of Alaska shall govern the jurisdiction, venue, interpretation and construction of this Agreement, excluding any choice of law rules that may direct jurisdiction, venue, interpretation or construction of this Agreement to other jurisdictions.

2.26. Condition of Leased Premises following Termination. Within 60 days following termination of this Lease Agreement, VZN, at VZN's sole cost, will remove from the leased premises all personal property including antennas, dishes and other equipment, unless

APC consents in writing to VZN leaving equipment in place on the property. Any equipment remaining on or attached to the personal property interest of APC with APC's consent will become the property of APC at no cost or charge.

2.27. Miscellaneous. This Agreement constitutes the entire agreement between APC and VZN and supersedes any and all previous agreements between them. This Agreement will not be amended, altered, or changed except by written agreement signed by all parties.

2.28. Termination. This Agreement may be terminated, without penalty or further liability, on thirty (30) days' written notice as follows:

by either party, upon a default of any covenant or term thereof by the other party, if such default is not cured within sixty (60) days (except for the payment of rent which must be cured within ten (10) days) from receipt of written notice of default (without limiting any other rights available to the parties pursuant to any other provisions hereof);

by VZN, if it is unable to obtain or maintain any license, permit or other governmental authority necessary for the construction and/or operation of the VZN's telecommunications facilities or VZN's business;

by VZN, upon the annual anniversary of the Commencement Date, following the expiration of the Agreement's initial five (5) year term, upon three (3) months' prior notice to KPB and APC, notwithstanding anything to the contrary contained herein, provided VZN is not in default hereunder beyond applicable notice and cure periods;

by APC, if it is unable to obtain or maintain any license, permit or other governmental authority necessary for the operation and maintenance of the APC's microwave radio communication system;

by APC, if a change in technology or change in law or other governmental regulation makes it necessary or desirable to cease operation and maintenance of the APC Kalifornsky tower.

This Lease Agreement may be terminated by either party for any reason or no reason, without penalty or further liability, on six months' written notice.

2.29. Cellco Partnership Identity. Cellco Partnership d/b/a Verizon Wireless is a general partnership formed under the laws of the State of Delaware. A disclosure statement

regarding Cellco Partnership identity is attached as Exhibit G and incorporated herein by reference.

PART THREE: Terms defining the relationship of this Agreement between KPB and APC.

3.1 Mutual Consent to Colocation. KPB as Fee Owner and Lessor hereby consents to the colocation of wireless apparatus, necessary components and improvements as they may specifically relate VZN's proposed use as defined in this Agreement. The KPB-approved colocation is to be confined to the existing tower and ground improvement locations as they may currently exist or as proposed on the site plan attached as Exhibit A. The approved colocation is exclusive to VZN. No future or additional colocation or expansion of the original use is allowed without approval from KPB. APC consents to the colocation and use by VZN as defined in this Agreement. KPB consents to the terms of the Agreement between APC and VZN, notwithstanding the rights and limitations of the 1963 Right-of-Way Grant attached hereto as Exhibit D, and to the extent it does not conflict with the terms of the agreement between VZN and KPB and APC and KPB.

3.2 Only Agreement. This Agreement, including all referenced Exhibits shall be the sole governing document authorizing the lease terms of the Property by VZN. APC may not enter into, modify, amend, assign or otherwise redefine the above stated relationship without KPB's written approval.

3.3 No Alteration of BLM 1963 Right-of-Way Grant to APC. APC is the grantee of that BLM Right-of-Way grant filed December 16, 1960 as BLM Serial Number 0535888 (Attached as Exhibit D). It is expressly understood and the intention of KPB and APC that the existence of this Agreement in no way modifies, alters, or implies changes to the rights of APC or KPB as provided under the Right-of-Way Grant. Acquisition of personal property as provided for under Section 2.26, shall in no way imply consent by KPB of expanded use by APC under the original Right-of-Way Grant. Notwithstanding any provisions in this Agreement to the contrary, this Agreement does not amend or supersede the BLM Right-of-Way Grant to APC.

PART FOUR: Three party provisions between KPB, VZN and APC.

4.1. Three Party Provisions. The provisions in this Agreement shall apply to one or all parties as defined.

4.2. No Modifications. No modifications shall be made to any part of this Agreement without the specific involvement of all parties. Any changes to this Agreement must be in writing and must bear the signature of all parties regardless of the relationship or specific part of the Agreement being addressed.

4.3. Counterparts. This Agreement may be executed in counterpart, and may be executed by electronic signature in compliance with AS 09.43 and 15 USC 7002, each of which when so executed and delivered shall be considered an original and all of which when taken together will constitute one and the same instrument.

4.4. Memorandum. A short-form Memorandum of Lease may be recorded in the form as depicted in Exhibit C, attached hereto. KPB will promptly execute any Memorandum of Three-Party Agreement and Real Property Lease, or corrective amendments thereto, upon written request of APC or VZN.

4.5 Sole Agreement: This Agreement and Exhibits, appendices or incorporated attachments hereto, constitute the only documentation memorializing the relationship of the parties and providing the authority and consent required for the proposed uses by VZN.

4.6 Entire Agreement. This Agreement its sections, parts, Exhibits, appendices or incorporated attachments hereto, constitute the entire "Agreement" and will supersede all prior offers, negotiations and agreements with respect to the subject matter of this Agreement.

4.7 Conflicting Terms. In the event conflicting terms are discovered at any point during the term of the Agreement, all parties agree to endeavor to resolve the conflict by incorporating mutually approved language and; those changes may be addressed by way of addendum to the Agreement executed by all parties.

4.8 No Parties as Draftsperson. The parties recognize that this Agreement is the product of the joint efforts of all parties and agree that it shall not be construed against one party or the other as a result of the preparation, submittal or other event of negotiation, drafting or execution hereof.

LESSEE:
CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS

Dated: _____

STATE OF WASHINGTON)
County of King) ss.

On this ____ of _____, 2022, before me, a Notary Public in and for the State of Washington, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the _____ of Cellco Partnership d/b/a Verizon Wireless, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in this instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

Notary Public in and for Alaska
Commission Expires: _____

SO AGREED.

OWNER OF KALIFORNSKY TOWER:

ALASKA PIPELINE COMPANY, A Subsidiary of SEMCO Energy, Inc.

By: _____ (Print Name)

Its: _____ (Title)

Dated: _____

APC ACKNOWLEDGMENT

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by _____, as _____ of ALASKA PIPELINE COMPANY, A Subsidiary of SEMCO Energy, Inc., on behalf of the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

Notary Public in and for Alaska
Commission expires: _____

SO AGREED.

LESSOR:

KENAI PENINSULA BOROUGH, a Municipal Corporation

By: Charlie Pierce

Its: Mayor (Title)

Dated: _____

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY BY:

Johni Blankenship
Borough Clerk

A. Walker Steinhage
Deputy Borough Attorney

KPB ACKNOWLEDGMENT

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Charlie Pierce, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, on behalf of the corporation.

Notary Public in and for Alaska
Commission expires: _____

EXHIBIT A
SITE PLAN

[See attached]

DRAFT



VERIZON WIRELESS MARATHON

CONTACT INFORMATION

NEW HORIZONS TELECOM, INC.

901 COPE INDUSTRIAL WAY
PALMER, ALASKA 99645
PHONE - (907) 761-6000
LICENSE # AECC610

CIVIL ENGINEER

DALE R. BROWNING, PE
PHONE - (907) 761-6069

DRAWING INDEX

SHEET # TITLE

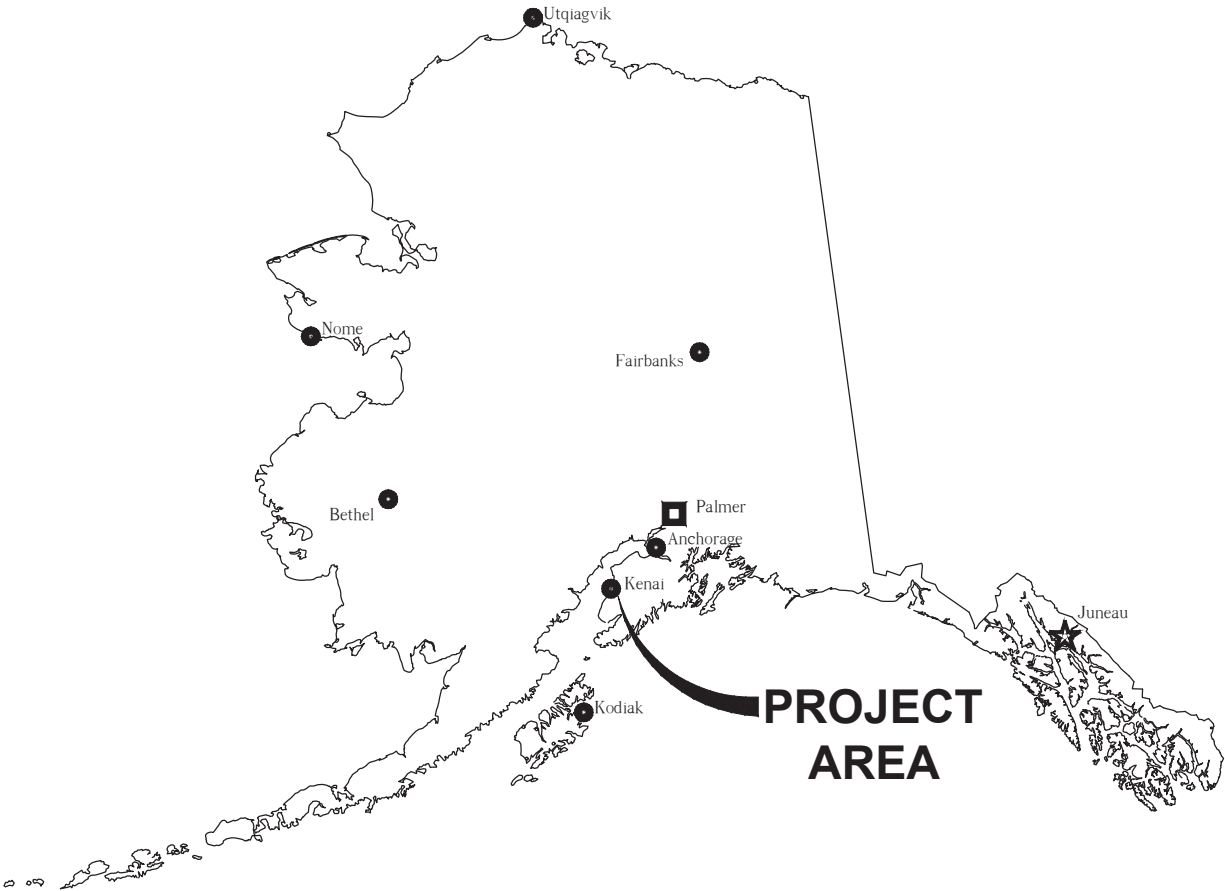
T1.0	COVER SHEET
C1.0	SITE PLAN
C2.0	TOWER ELEVATION

REV

B	A
B	
A	

PROJECT INFORMATION

NHTI PROJECT NUMBER:	19-0142-20-04
SITE ADDRESS:	MP 11 KALIFORNSKY BEACH ROAD/UNOCAL AIRPORT ROAD KENAI, AK 99611
LATITUDE:	60° 28' 21.72" N
LONGITUDE:	151° 16' 27.44" W
SITE OWNER:	ENSTAR NATURAL GAS COMPANY
OWNER SITE NAME:	K-BEACH
OWNER SITE NUMBER:	N/A
FCC TOWER ID:	N/A
PS LOCATION CODE:	392745



LEASE EXHIBIT

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	200811
B	ISSUE FOR REVIEW	210217

COVER
SHEET

T1.0



NOTES:

1. DRAWINGS ARE APPROXIMATE BASED ON 07/16/20 SITE VISIT. NOT ALL EXISTING STRUCTURES AND EQUIPMENT ARE REPRESENTED.
2. UNDERGROUND UTILITY ROUTING IS PRELIMINARY AND SUBJECT TO CHANGE UPON COMPLETION OF THE UTILITY COORDINATION REPORT AND UTILITY LOCATING SURVEY.

LEGEND:

UP PROPOSED UNDERGROUND POWER



COPYRIGHT NOTICE
THIS LAYOUT/DESIGN IS AN UNPUBLISHED WORK, AND NEW HORIZON'S TELECOM, INC. HEREBY RESERVES ITS COMMON LAW RIGHT, PURSUANT TO TITLE 17 SECTION 2 OF THE USA CODE TO PREVENT ANY UNAUTHORIZED COPYING, PUBLICATION OR USE OF THIS DESIGN AND TO OBTAIN DAMAGES THEREFORE.

NOT FOR CONSTRUCTION

LEASE EXHIBIT

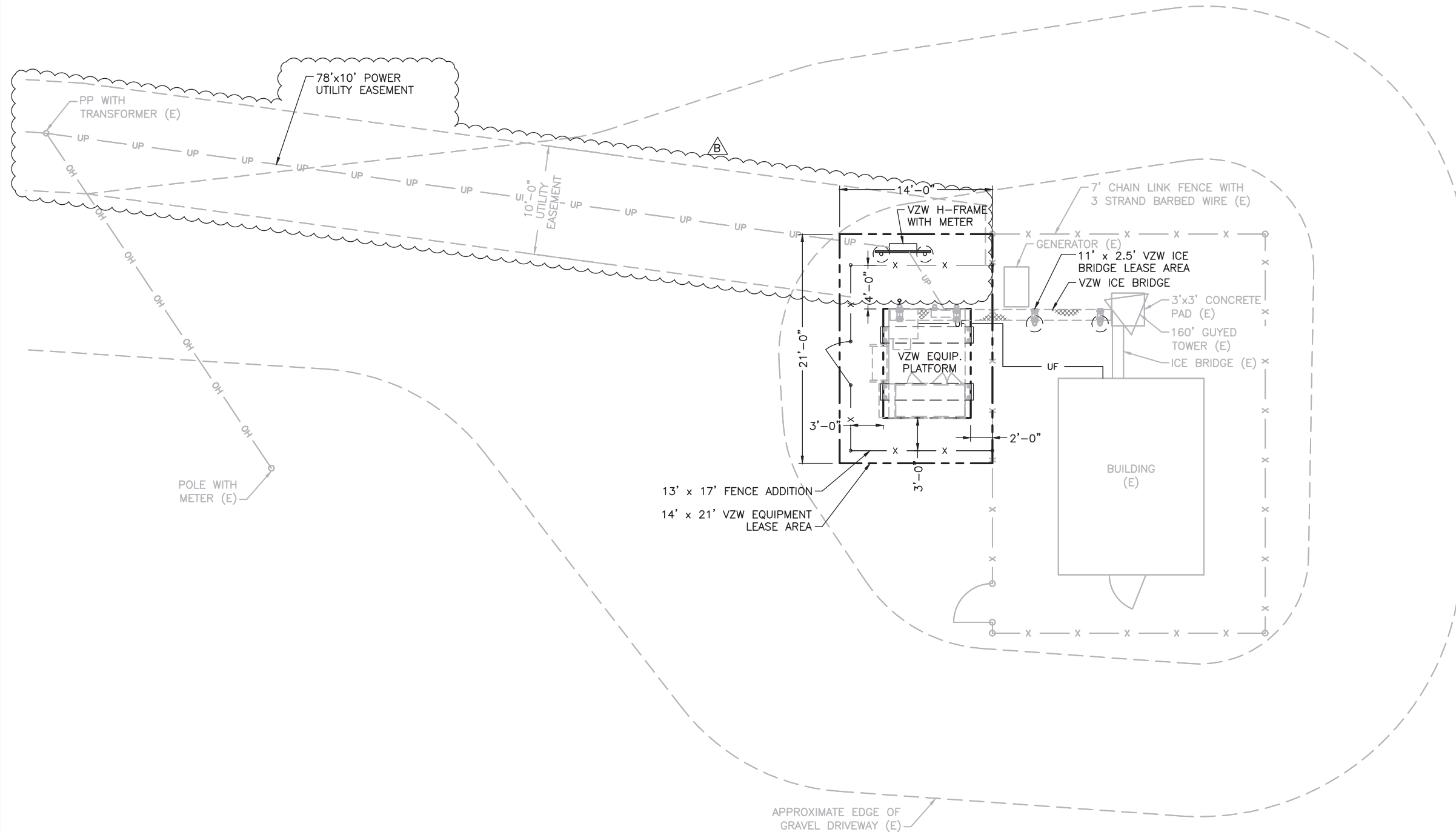
REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	200811
B	ISSUE FOR REVIEW	210217

VERIZON
WIRELESS
MARATHON

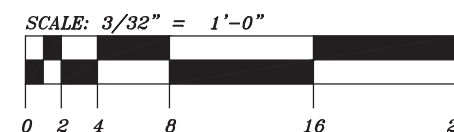
DWN: NLF	DSN: DRB	APP: DRB	REV B
JOB #: 19-0142-20-04			DATE: 210217

SITE
PLAN

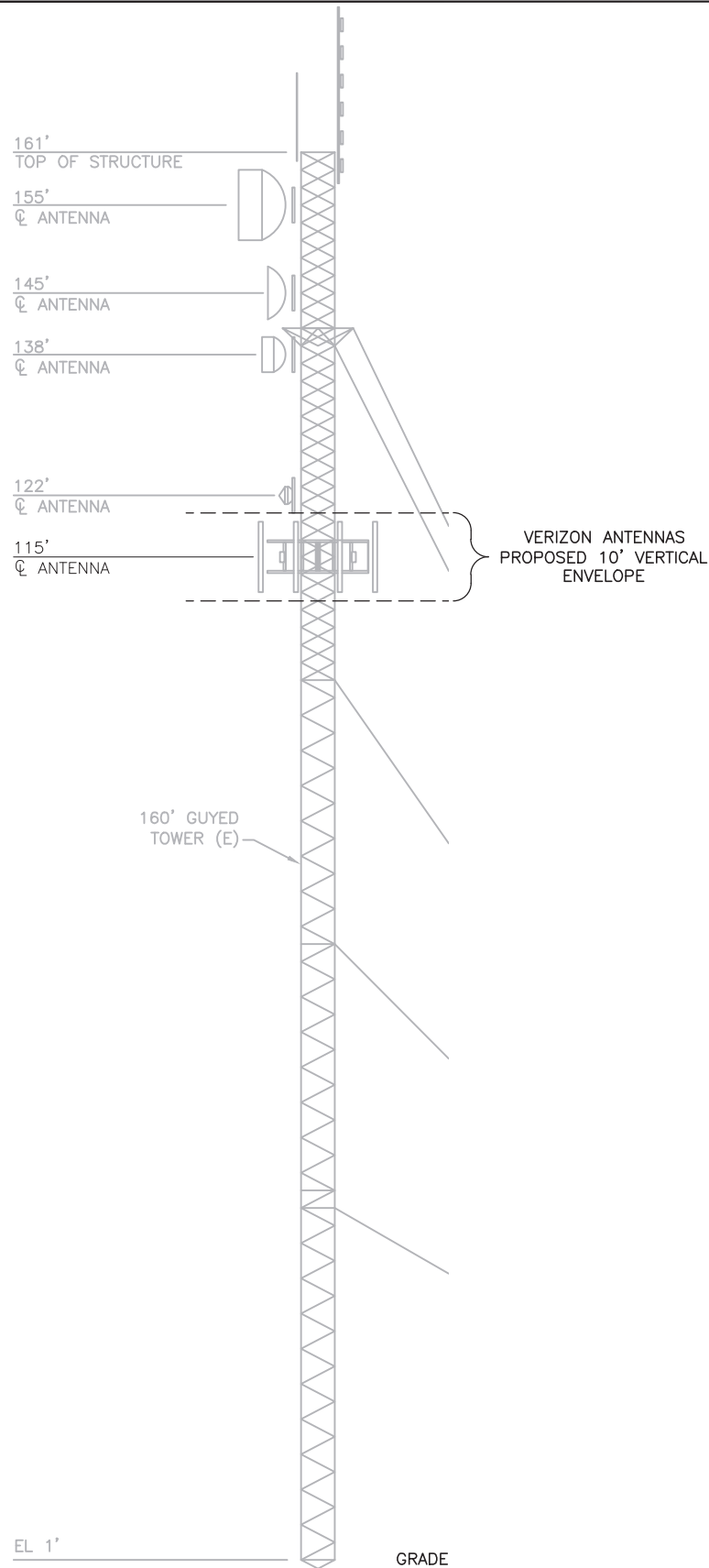
C1.0



1
C1.0 SITE PLAN
SCALE: 3/32"=1'-0"



FILE: X:\19 JOBS\19-0142-20 VZW - SITE PERMITTING & DESIGN\05-ENGR\CADD\04 - MARATHON\LEASE EXHIBIT\C1.0 SITE PLAN.DWG | PLOT DATE: 210217



1
C2.0 **TOWER ELEVATION**
SCALE: NONE



2
C2.0 **EXISTING TOWER PHOTO**
SCALE: NONE (PHOTO DATE 07/17/2020)

NOTES:
1. TOWER ELEVATION DRAWING BASED ON SITE VISIT
OBSERVATIONS AND ASHJIAN TOWERS CORPORATION
STRUCTURAL ANALYSIS REPORT NUMBER 3825, DATED
07/14/2020.



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NOT FOR CONSTRUCTION

LEASE EXHIBIT

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	200811

VERIZON
WIRELESS
MARATHON

DWN: NLF	DSN: DRB	APP: DRB	REV A
JOB #: 19-0142-20-04			DATE: 210217

TOWER
ELEVATION

C2.0

FILE: X:\19 JOBS\19-0142-20 VZW - SITE PERMITTING & DESIGN\05-ENGR\CADD\04 - MARATHON\LEASE EXHIBIT\C2.0 TOWER ELEVATION.DWG | PLOT DATE: 210217

EXHIBIT B**RENTAL SCHEDULE KPB - VZN**

Paid Monthly and Subject to Increase 3% annually

Year	Monthly Amount Due
1	\$1,499.00
2	\$1,543.97
3	\$1,590.29
4	\$1,638.00
5	\$1,687.14
6	\$1,737.75
7	\$1,789.88
8	\$1,843.58
9	\$1,898.89
10	\$1,955.86
11	\$2,014.53
12	\$2,074.97
13	\$2,137.22
14	\$2,201.33
15	\$2,267.37
16	\$2,335.39
17	\$2,405.45
18	\$2,477.62
19	\$2,551.95
20	\$2,628.51
21	\$2,707.36
22	\$2,788.58
23	\$2,872.24
24	\$2,958.41
25	\$3,047.16
26	\$3,138.57
27	\$3,232.73
28	\$3,329.71
29	\$3,429.60
30	\$3,532.49

EXHIBIT C

Memorandum of Lease

[See attached]

DRAFT

MEMORANDUM OF THREE-PARTY AGREEMENT AND REAL PROPERTY LEASE

This Memorandum of Three-Party Agreement and Real Property Lease is made and entered into this ____ day of _____, 2022 by and between the Kenai Peninsula Borough, an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, AK 99669 (as real property owner and Lessor), and Cellco Partnership, dba Verizon Wireless whose address is 180 Washington Valley Road, Bedminster, NJ 07921 ("VZN") and Alaska Pipeline Company, a subsidiary of SEMCO Energy, Inc., whose address is P.O. Box 190288, Anchorage, Alaska 99519-0288, (as grantee of BLM Right-of-Way Grant dated April 25, 1963 and owner of improvements referred to as the Kalifornsky Tower).

Pursuant to the terms of that certain Three-Party Agreement and Real Property Lease ("Agreement") by and between Kenai Peninsula Borough (KPB), Cellco Partnership, dba Verizon Wireless (VZN), and Alaska Pipeline Company, a subsidiary of SEMCO Energy, Inc. (APC) dated XX/XX/XX, and for the consideration therein stated, Parties have hereby agreed to a Third-Party Lease Agreement and leased unto VZN, and VZN has thereby hired and taken from KPB and APC certain real property, personal property and authorized rights located within Section 01, Township 04 North, Range 12 West, Seward Meridian, Third Judicial District, State of Alaska, and more particularly described as follows:

Located within the N1/2NE1/4NE1/4 and adjacent to an existing microwave relay tower station owned by the Alaska Pipeline Company and authorized under a Right-of-Way Grant dated April 25, 1963, and amended on December 27, 1972, from the United States Department of the Interior and serialized as Anchorage 053588.

The term of the Agreement as provided therein is for 5 years, commencing XX/XX/XX, and VZN has the option to extend the term of the Agreement for 5 additional five-year terms, according to the terms and conditions thereof.

All of the terms, conditions, warranties, covenants, and agreements pertaining to the rights granted and as set forth in the executed Agreement are unchanged hereby and incorporated herein by this reference. True and correct copies of the Agreement has been retained by all parties to be used for any legal purpose, including but not limited to disclosure to purchasers or lenders entitled to a security interest in the Agreement or any portion thereof or any person having a lawful right to know the content and details thereof.

IN WITNESS WHEREOF, the Parties to the Agreement have executed this instrument as of the date first above written.

KENAI PENINSULA BOROUGH

CELLCO PARTNERSHIP, DBA
VERIZON WIRELESS

By: Charlie Pierce, Mayor

Dated: _____

By: _____ (Name, Title)

Dated: _____

Alaska Pipeline Company,
a subsidiary of SEMCO Energy, Inc

By: _____ (Name, Title)

Dated: _____

Record in the Kenai Recording District

Return to:

KPB Land Management Division
144 North Binkley Street
Soldotna, AK 99669

EXHIBIT D
1963 Right-of-Way Grant

DRAFT



ALO-244-31
March 62

Bureau of Land Management
RECEIVED
COMMUNICATIONS SECTION
APR 24 1963

AM 7:00 PM 11:00
11/21/12/14/15/16

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Land Office
Cordova Building
6th and Cordova
Anchorage, Alaska

IN REPLY REFER TO:
ALO:17
Serial number below

Date: April 25, 1963

DECISION

RIGHT-OF-WAY GRANTED

Details of Grant

Serial number of grant

Anchorage 053588

Name of grantee

Alaska Pipeline Company

Map showing the location
and dimensions of grant:

Map designations

Alaska Pipeline Co., Anchorage
Alaska - Delta Engineering Co.
Houston, Texas

Date filed

December 16, 1960

Permitted use by grantee

Plant site for microwave relay
station necessary to the
operation of approved Right-
of-Way Anchorage 051647

Authority for grant

Section 28 of the Act of
February 25, 1920 (41 Stat.
449), as amended.

Regulations applicable to grant:

43 CFR 244, Subparts A & I

Code reference

Circular numbers

1915, 2004, 2012, 2069, 2084

Date of grant

April 25, 1963

Expiration date of grant

None

Rental:

Amount

\$1300 for 5 year period
April 25, 1963 through April:
1968. The rental is subject
to review prior to the end of
each 5 year period.

~~When payable by grantee~~

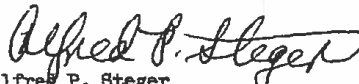
1

Terms and Conditions of Grant

Pursuant to the authority vested in the undersigned by Order No. 684 of the Director, Bureau of Land Management, dated August 28, 1961 (26 F.R. 8216), as amended, a right-of-way, the details of which are shown above, is hereby granted for the public lands involved 1/, subject to the following terms and conditions:

1. All valid rights existing on the date of the grant.
2. All regulations in the circulars specified herein.
3. Filing of proof of construction within five years from date of the grant.
4. Other:

None


Alfred P. Steger
Chief, Lands Section

Attachment: Map
Acknowledgment
cc: Director

1/ For the purpose of this grant, public domain lands include those reserved or withdrawn for specific purposes, entered, selected, occupied and/or settled, and leased. Questions of priorities and/or damages are questions for the courts to determine.

ACKNOWLEDGMENT

UNITED STATES OF AMERICA }

STATE OF ALASKA }

ss.:

THIS IS TO CERTIFY that on this 25th day of April, 1963,
before me, the undersigned, a Notary Public in and for the State of
Alaska, duly commissioned and sworn as such, personally appeared
Alfred P. Steger, known to me and to me known to be the
Chief, Lands Section of the United States Department of the
Interior, Bureau of Land Management, Anchorage Land Office, who
acknowledged to me that he signed the foregoing instrument in his said
capacity for the uses and purposes therein stated.

Dolores B. Watson
Notary Public in and for Alaska
My Commission Expires: February 8, 1966

2800 (931)
A-053588

ES
12/12/72
JAB
12/19

State Office
555 Cordova Street
Anchorage, Alaska 99501

DEC 27 1972

DECISION

Alaska Pipeline Company	:	A-053588
P.O. Box 6288	:	
Anchorage, Alaska 99502	:	Right-of-Way

Partial Relinquishment Accepted

On May 4, 1972, Alaska Pipeline Company filed a partial relinquishment for the above-identified right-of-way which was granted for a plant site for a microwave relay station necessary to the operation of approved right-of-way A-051647 under Section 28 of the Act of February 25, 1920 (41 Stat. 449), as amended, (43 CFR 244, Subparts A & I). The land involved in the relinquishment is the S $\frac{1}{4}$ NE $\frac{1}{4}$ section 1, T. 4 N., R. 12 W., Seward Meridian with 20 acres remaining in the right-of-way grant designated as the N $\frac{1}{4}$ NE $\frac{1}{4}$ section 1, T. 4 N., R. 12 W., Seward Meridian.

The lands covered by the partial relinquishment have been examined, and it has been determined that the lands are suitable for return to the public domain. Therefore, the relinquishment filed May 4, 1972 is hereby accepted.

In view of the acceptance of the partial relinquishment, the advance rental as submitted is sufficient to cover the 5-year rental period.

Sincerely yours,

/s/ J. A. Hagans

J. A. Hagans
Chief Adjudicator

CSHobe:cad 12/12/72

540.00 (Record)

Found 1/2" Brass Capped AP;
Marked 1/4 116

Surveyed Dec. 2, 1960, under the direction
of Carl H. Steeby, Registered Professional
Civil Engineer.



BUREAU OF LAND MANAGEMENT
JAN 13 1962 2-35

ALASKA PIPELINE COMPANY ANCHORAGE, ALASKA			
DELTA ENGINEERING CORP. HOUSTON, TEXAS			
Drawn by R. H. Burtz	Certified C.H.S.	Approved W. L. Spence	Approved

BOOFC h PAGE 74
Kenai Recording District

EXHIBIT E

Entity Authority Documentation

[attached]

DRAFT

EXHIBIT F

Property Description

Section 01, Township 04 North, Range 12 West, Seward Meridian

Located within the N $\frac{1}{2}$ NE $\frac{1}{4}$ NE $\frac{1}{4}$, consisting of approximately 20 acres of land, and as further identified on Exhibit F (hereinafter called "Property").

APC owns a microwave relay tower station (hereinafter "Kalifornsky Tower"), located on the property as authorized under BLM Right-of-Way Grant dated April 25, 1963 (hereinafter "Right-Of-Way Grant"), attached as Exhibit D.

Ingress and egress to the Property is from Bypass Road along an existing traveled way to the Kalifornsky Tower.

Introduced by:	Mayor
Date:	05/03/22
Hearing:	05/17/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-11**

**AN ORDINANCE AUTHORIZING EMERGENCY HARVEST OF SPRUCE BARK
BEETLE IMPACTED FORESTLANDS INCLUDING SPRUCE WHICH ARE DYING,
OR SUSCEPTIBLE TO DYING, AND ESTABLISHING A FRAMEWORK TO GUIDE
FOREST TREATMENTS**

- WHEREAS,** Southcentral Alaska is experiencing a severe Spruce Bark Beetle outbreak with more than 1.6 million acres infested during the past 6 years; and
- WHEREAS,** the Kenai Peninsula Borough (“KPB”) Land Management Division has identified 21,000 acres of KPB -managed forested lands impacted by Spruce Bark Beetle; and
- WHEREAS,** Spruce Bark Beetle is killing White and Lutz Spruce, generally five-inch diameter-at-breast-height and greater, which then create hazards in the forest in the form of falling, jackstrawing, fuel loading, and leading to invasion of grasses that present a new fire risk and a significant vegetation shift; and
- WHEREAS,** in combination with increased hazards, KPB is losing a valuable timber resource which could be utilized for fuelwood, fiber wood, lumber, or house logs for building which could stimulate the local economy by providing forest products to the marketplace; and
- WHEREAS,** the 21,000 identified KPB acres are a high priority for planning and implementing forest management treatments, and additional areas are anticipated to become mapped as the infestation progresses; and
- WHEREAS,** timber harvest via selective thinning, sanitation cuts, and/or salvage harvests can be an economical means to mitigate fire hazard and prevent further degradation of resources, and could promote utilization of timber with commercial value; and
- WHEREAS,** the KPB Code of Ordinances provides for the disposition of KPB-owned forest resources by competitive bidding and for the over-the-counter sale of forest resources when a competitive bidding process results in no bids; and

- WHEREAS,** vegetation management treatments are needed regardless of how the land is classified and land classifications are used to inform the most appropriate types and methods of treatment; and
- WHEREAS,** the forest conditions are anticipated to rapidly deteriorate, as will the quality and value of the timber, generating an urgent need to take action; and
- WHEREAS,** competition with *Calamagrotis canadensis* (Canada Bluejoint Grass) occurs rapidly, often within three years, and impacts spruce regeneration by creating thick root and litter mats that prevent spruce germination and recruitment thereby lowering natural regeneration success, without intervention; and
- WHEREAS,** site preparation and/or reforestation practices with resilient tree species are necessary management steps to conserve forest values, ecosystem services, and functions, and will provide important forest resources for future generations; and
- WHEREAS,** treatments will establish and preserve logging infrastructure such as roads, resource management access, and recreational trails, along with methods to close out temporary forest access; and
- WHEREAS,** allocating revenue generated from timber sales to reforestation efforts would support a responsible timber program; and
- WHEREAS,** forest management sale reports are the form which timber units are described, including location, unit size, access, harvest treatments, prescriptions, reforestation techniques, post-harvest treatments, and maps, and plans for compliance with the Alaska Forest Resource and Practices Act; and
- WHEREAS,** forest management sale reports designed for a given unit may exceed the standards of the Alaska Forest Resource and Practices Act, especially in areas determined to be sensitive, susceptible to damage, and in need of additional protection; and
- WHEREAS,** KPB’s Planning Commission at its regularly scheduled meeting of May 9, 2022, recommended _____;

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

- SECTION 1.** That in addition to the authority under KPB 17.08.010 for the salvage or other harvest of dead and mature timber upon KPB-owned or KPB-managed lands, and notwithstanding KPB 17.08.020(J), the mayor is authorized to conduct salvage or other harvest of dying spruce and spruce susceptible to dying, due to Spruce Bark Beetle tree mortality in accordance with the provisions of this ordinance and KPB Chapter 17. Clear cutting practices are not authorized by this ordinance.

- SECTION 2.** That the mayor shall publish a map showing the location of forestlands dominated by White or Lutz Spruce that are affected by or susceptible to Spruce Bark Beetle infestation subject to this ordinance.
- SECTION 3.** That the KPB Land Management office will notify, solicit comments, and, when requested, consult with private landowners that share a border with a unit of borough land to be managed for forestry activities, before a forest management sale report for that unit is finalized.
- SECTION 4.** That the salvage or other harvest of dead, dying, or susceptible to dying spruce, due to Spruce Bark Beetle tree mortality, and mature timber subject to this ordinance, shall not have a classification requirement. Treatment types, means and methods shall be consistent with the purposes of any parcel's classification.
- SECTION 5.** That for the disposition of above-described timber resources, the mayor is hereby authorized to prepare a single forest management sale report for each unit. The forest management sale report shall be subject to review by the advisory planning commissions, where applicable, the KPB Planning Commission and approval through resolution by the assembly in accordance with KPB 17.50.035.
- SECTION 6.** That detailed plans of operations for all timber units shall be submitted to the Alaska Department of Natural Resources, Division of Forestry for review and approval prior to any salvage or other harvest.
- SECTION 7.** That the mayor shall provide the assembly with quarterly reports on the status of such timber activities and revenues as of December 31, March 31, June 30 and September 30, along with any changes to the map described in Section 2.
- SECTION 8.** That all timber sale receipts shall be deposited in account 250.00000.22SBB.37130 and will be available for appropriation for reforestation.
- SECTION 9.** That reforestation methods shall be prescribed, planned and implemented within three years of harvest, subject to appropriation and procurement requirements.
- SECTION 10.** That Sections 1 through 9 shall be subject to annual review and shall be automatically repealed on June 21, 2025, unless the assembly, by ordinance, extends that date.
- SECTION 11.** That the mayor is authorized to sign any documents necessary to effectuate this ordinance.
- SECTION 12.** That this ordinance shall be effective immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF * 2022.**

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Planning Department – Land Management Division

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*
Melanie Aeschliman, Planning Director *MA*
Marcus A Mueller, Land Management Officer *[Signature]*

FROM: Dakota Truitt, Land Management Agent *[Signature]*

DATE: April 21, 2022

RE: Ordinance 2022-11, Authorizing Emergency Harvest of Spruce Bark Beetle Impacted Forestlands Including Spruce which are Dying, or Susceptible to Dying, and Establishing a Framework to Guide Forest Treatments (Mayor)

KPB Land Management has been working to develop management framework for a coordinated Spruce Bark Beetle (SBB) mitigation response in light of the progressing SBB outbreak that began in 2016. The estimated 195,000 acres severely impacted on the Kenai Peninsula are closely monitored and surveyed by the AK Division of Forestry Forest Health Program. These forests are experiencing high rates of spruce mortality averaging 60-70%, and up to 90% mortality, in highly impacted areas.

Implementing a KPB SBB mitigation response will depend upon authorization of necessary measures for emergency harvest on affected parcels of land, regardless of land classification. Framework for guidance would account for existing classifications, adjacent landowner notification, community meetings, and management best practices, through a defined process to guide forest treatments that incorporate public input.

The proposed program outlines forest management sale reports as the central format that include treatment prescriptions and harvest practices to reduce wildland fire hazard and encourage utilization of economically viable forest product values. Environmental protections and practices are enumerated in KPB 17.08, 17.10, 17.50, 21.18, and the Alaska Forest Resources and Practices Act. Practices will be adapted and applied for site-specific conditions for harvest and post-harvest treatments that include site preparation, reforestation practices, and harvesting infrastructure retainment or closure methods.

The project timeline includes hiring a temporary Forester position by July 2022 to produce SBB mitigation projects, analysis of forest inventory and prioritization of

Page -2-
April 21, 2022
RE: O2022- 11

initial forest management units, with the goal of releasing SBB timber sales at the beginning of 2023.

The ordinance includes a proposed sunset date of June 2025, with an annual comprehensive review. The ordinance sunset could be extended by future action of the assembly.

A project page has been developed online at www.kpb.us/forestmanagement.

Your consideration is appreciated.

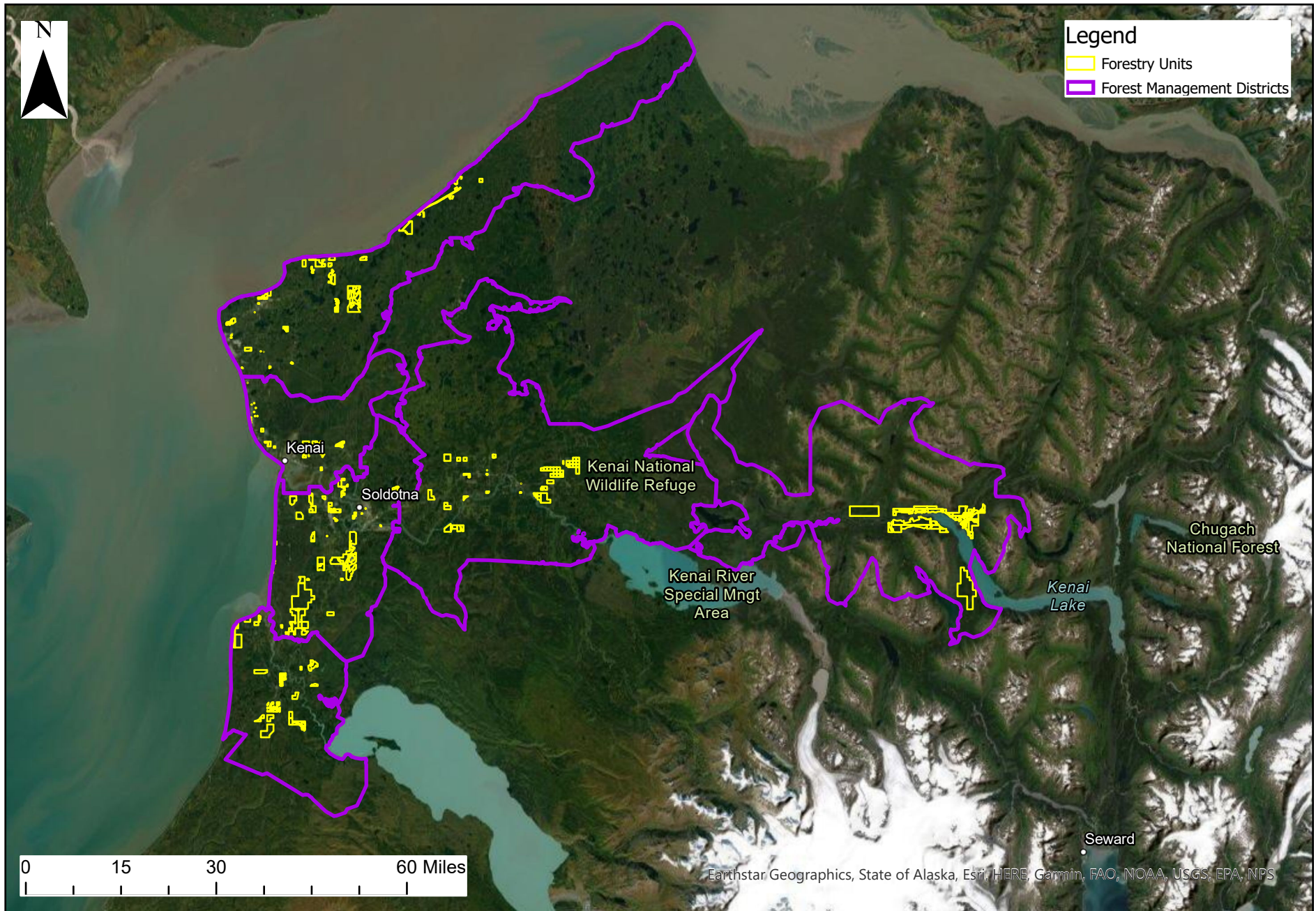


Exhibit One.

Kenai Peninsula Borough Forest Management Districts

Areas in yellow indicate forested land with White/Lutz Spruce component that is Affected by or susceptible to Spruce Bark Beetle. Forestry units are parcels with gross acreage. The net acreage considered for management activities will be determined through unit inventory and analysis presented through the Forest management sale report.

Official map is available at www.kpb.us/forestmanagement

April 2022
Dakota Truitt, Land Management Agent
Kenai Peninsula Borough



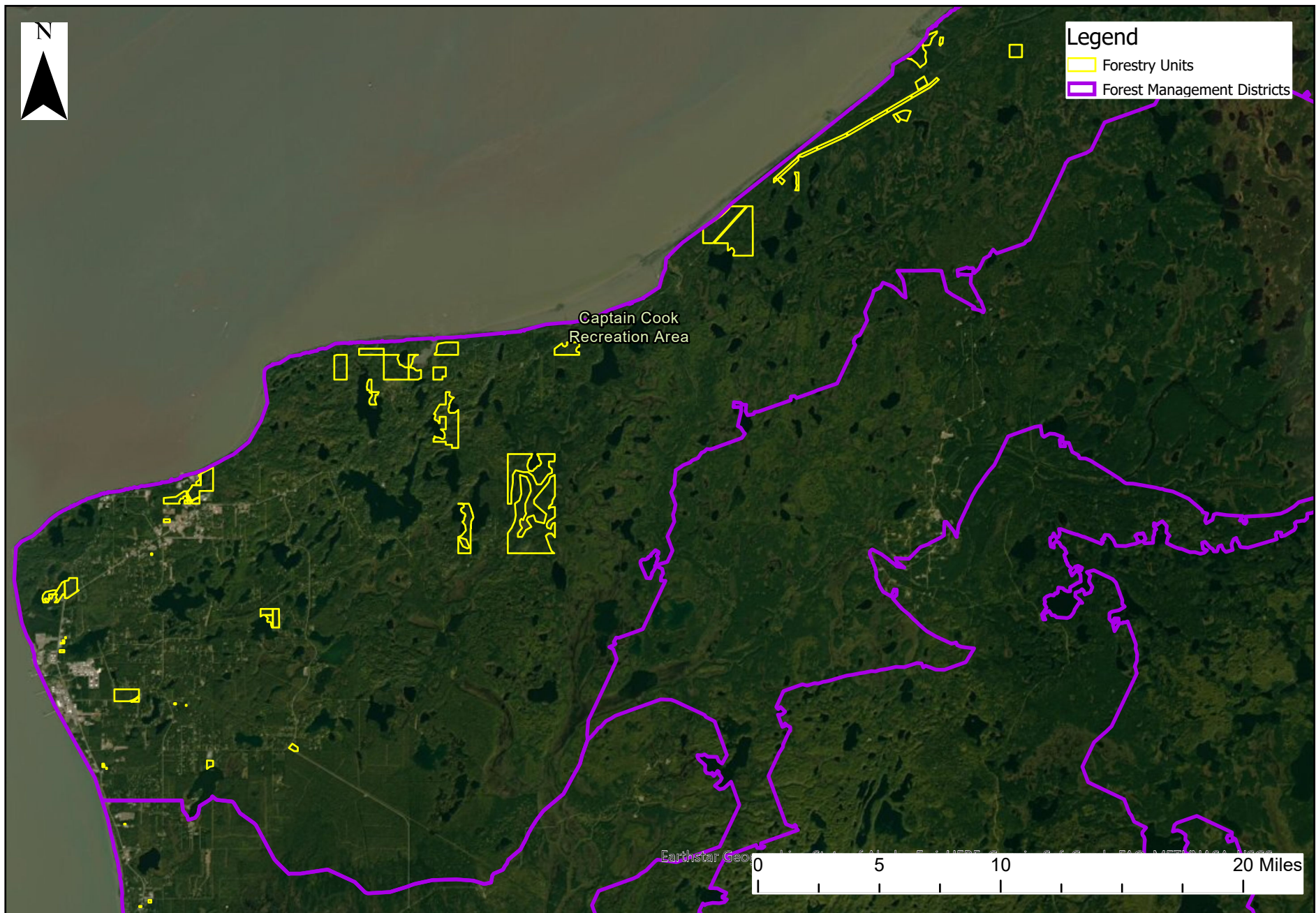


Exhibit A. Kenai Peninsula Borough Forest Management District
Nikiski/ Point Possession

Areas in yellow indicate forested land with White/Lutz Spruce component that is Affected by or susceptible to Spruce Bark Beetle

April 2022
Dakota Truitt, Land Management Agent
Kenai Peninsula Borough



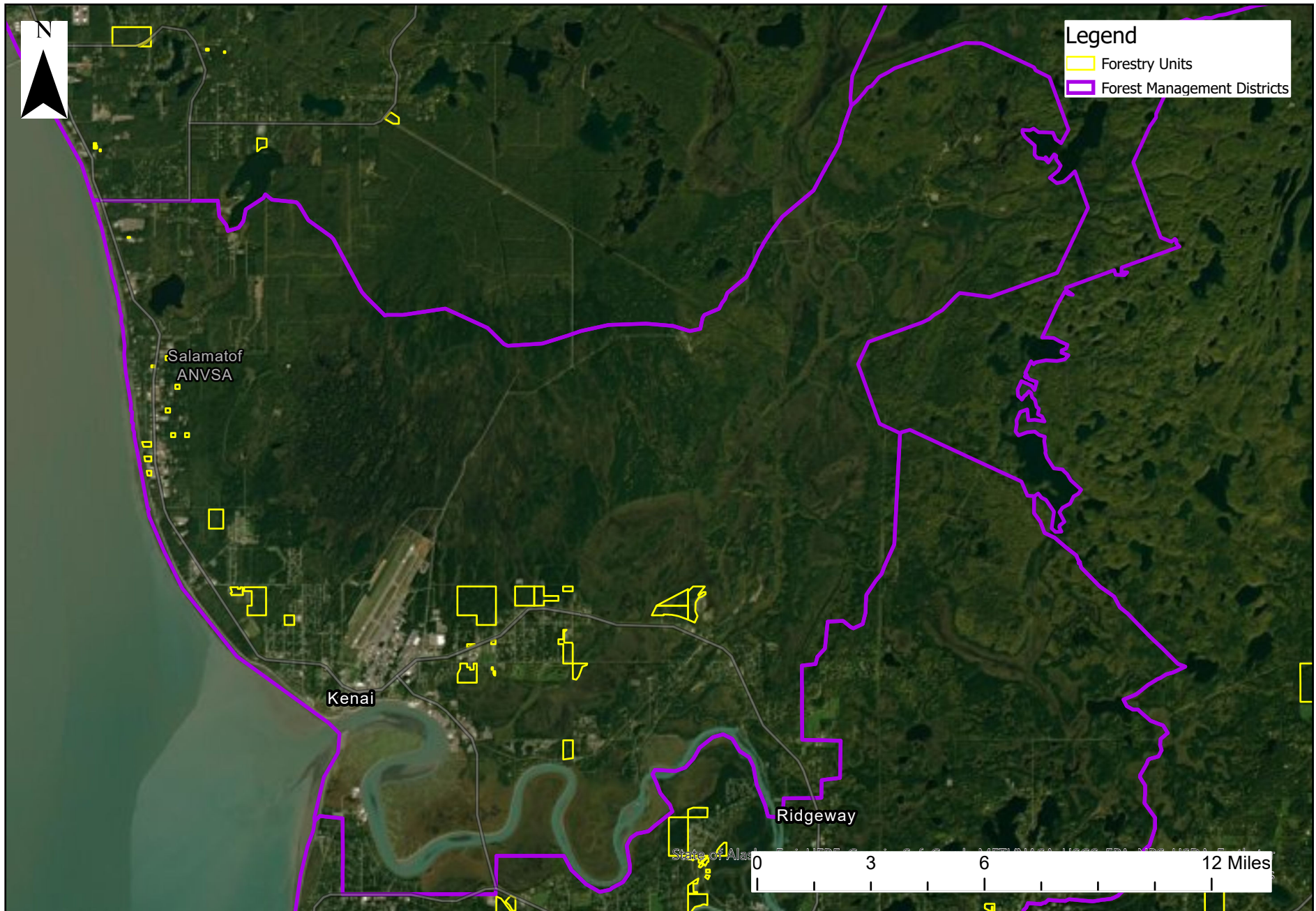


Exhibit B. Kenai Peninsula Borough Forest Management District
Kenai

Areas in yellow indicate forested land with White/Lutz Spruce component that is Affected by or susceptible to Spruce Bark Beetle

April 2022
Dakota Truitt, Land Management Agent
Kenai Peninsula Borough



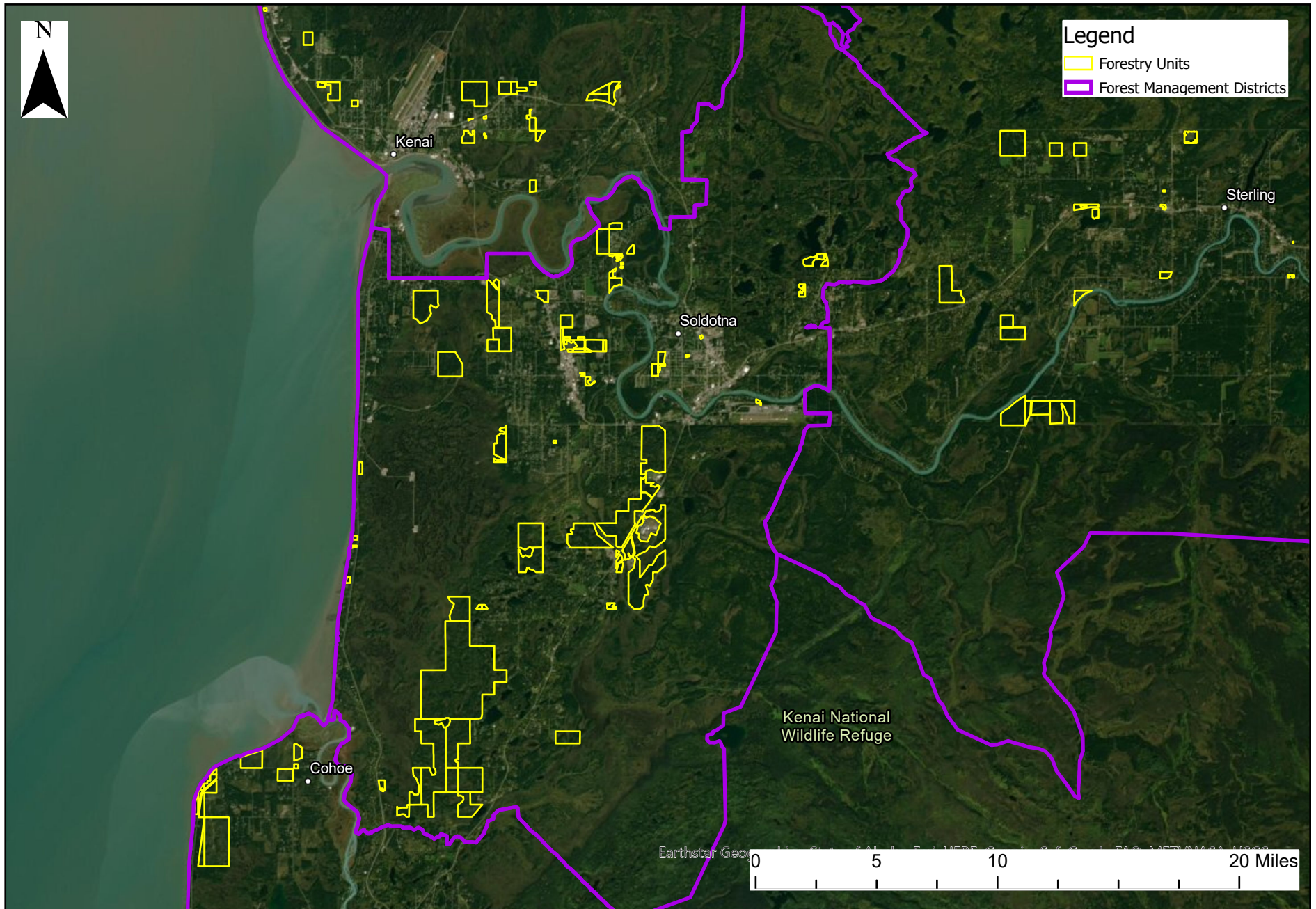


Exhibit C. Kenai Peninsula Borough Forest Management District Soldotna

Areas in yellow indicate forested land with White/Lutz Spruce component that is Affected by or susceptible to Spruce Bark Beetle

April 2022
Dakota Truitt, Land Management Agent
Kenai Peninsula Borough



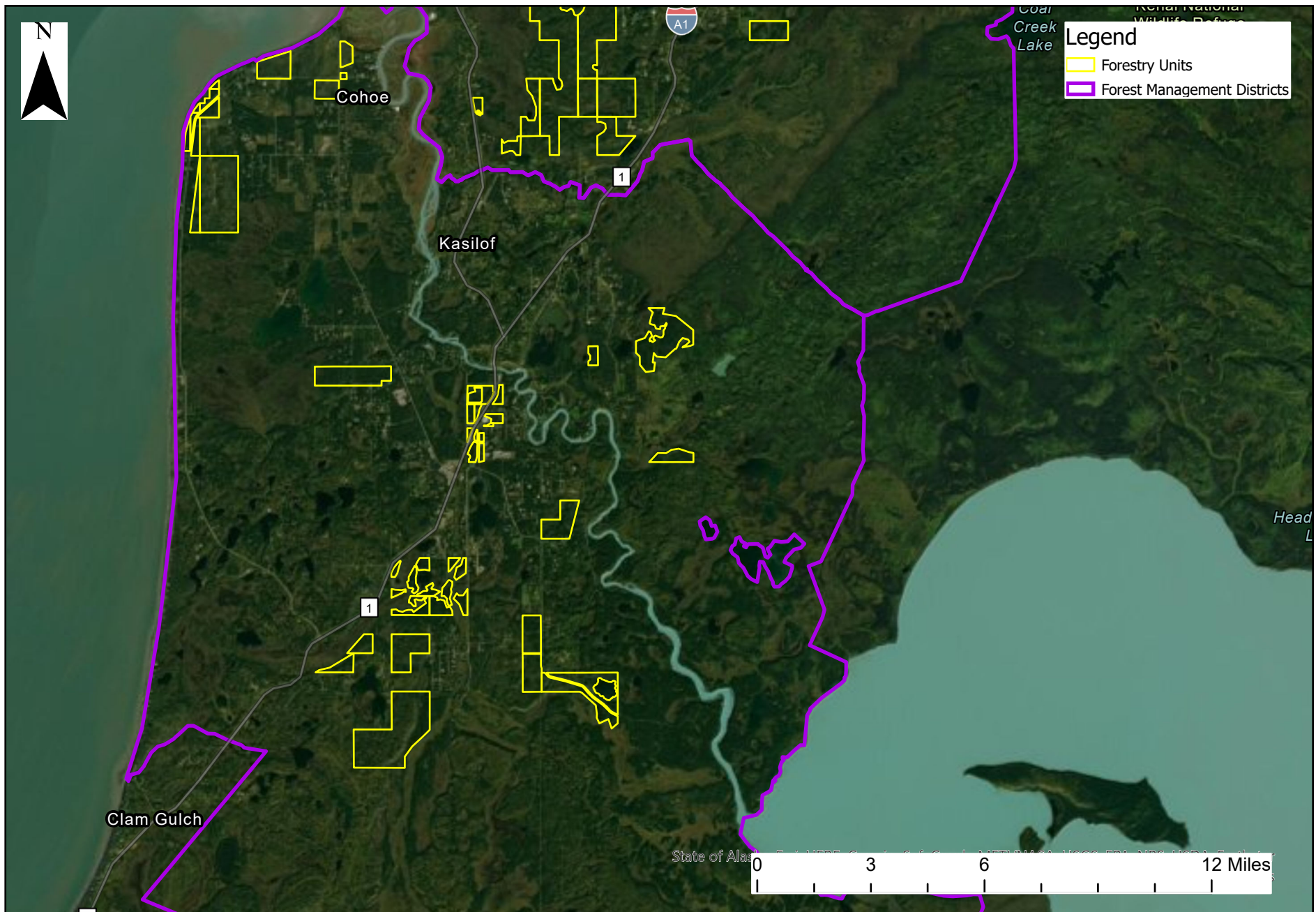


Exhibit D. Kenai Peninsula Borough Forest Management District
Kasilof/ Cohoe

Areas in yellow indicate forested land with White/Lutz Spruce component that is Affected by or susceptible to Spruce Bark Beetle

April 2022
Dakota Truitt, Land Management Agent
Kenai Peninsula Borough



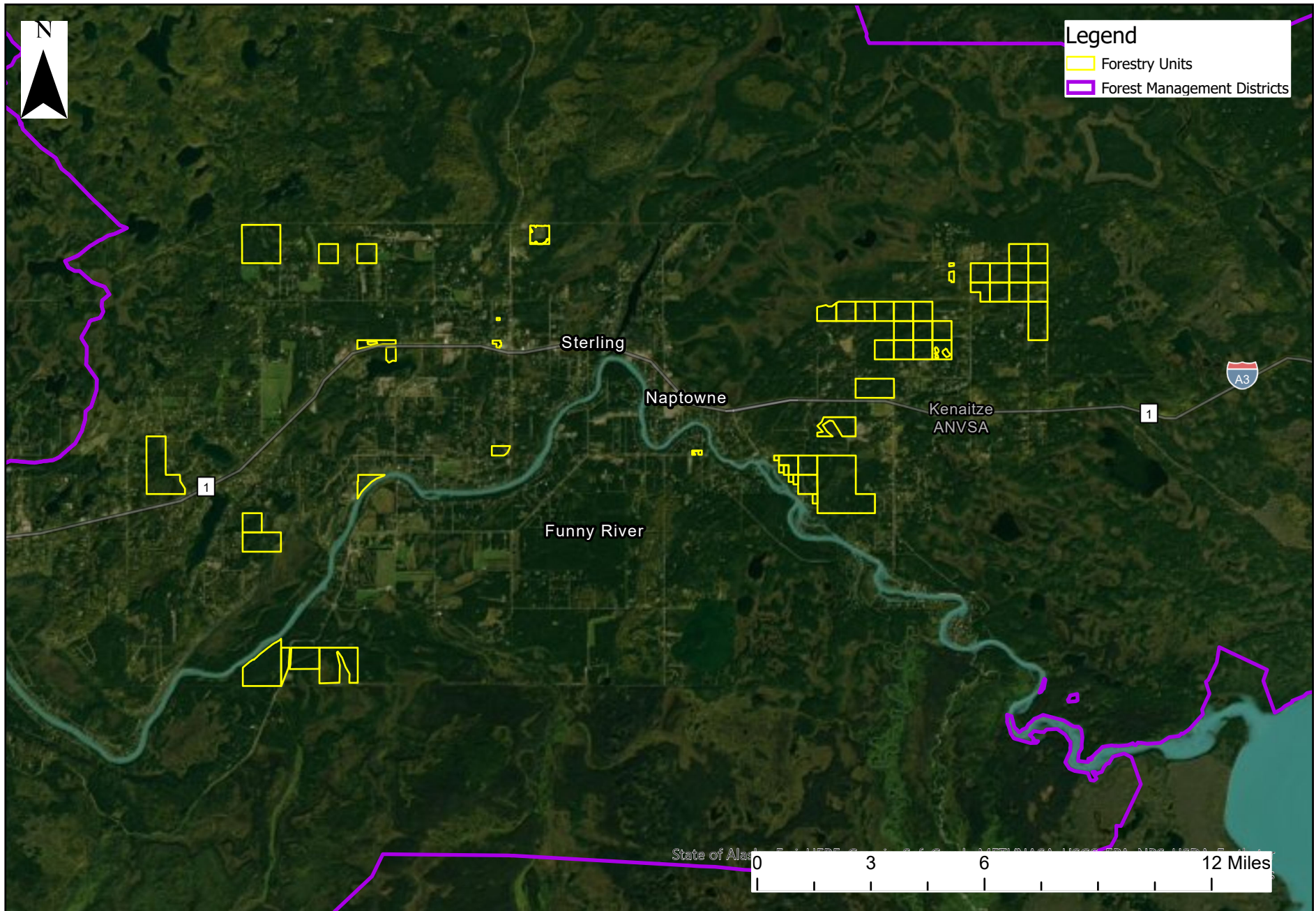


Exhibit E. Kenai Peninsula Borough Forest Management District Sterling/ Funny River

Areas in yellow indicate forested land with White/Lutz Spruce component that is Affected by or susceptible to Spruce Bark Beetle

April 2022
Dakota Truitt, Land Management Agent
Kenai Peninsula Borough



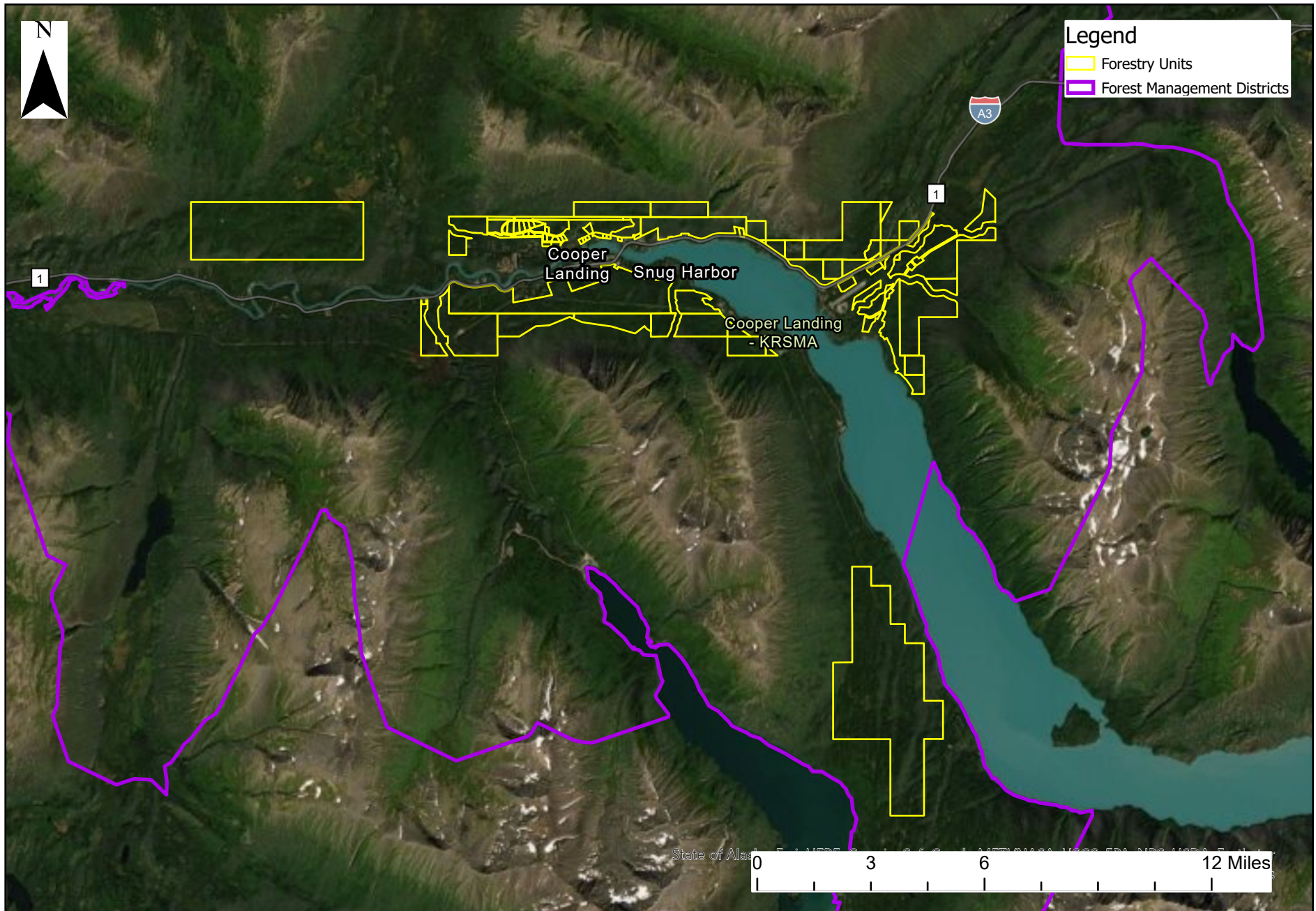


Exhibit E. Kenai Peninsula Borough Forest Management District Sterling/ Funny River

Areas in yellow indicate forested land with White/Lutz Spruce component that is Affected by or susceptible to Spruce Bark Beetle

April 2022
Dakota Truitt, Land Management Agent
Kenai Peninsula Borough



Public Comment on Kenai Peninsula Borough Management of Forested Lands in Response to Spruce Bark Beetle

Thank you for the opportunity to provide public comment. I have outlined my comments by subtopic as the proposed management plan and ordinance change covers a wide breadth of content that is important to address. These comments are specific to the proposed management activities in Cooper Landing.

Agency and Organization Coordination:

There is a glaring omission of two groups that are integral to managing a project of this scope within the Upper Kenai River watershed. These groups should have a place at the table throughout this process: Kenai Watershed Forum and The Kenai River Special Management Area Advisory Board.

New Ordinance Authorizing Forest Management

Land Classifications- All land classifications should be authorized to be treated; however, there needs to be a distinction made regarding what treatments shall be carried out in each land classification type. Lands that are designated for preservation *should not* be treated in a way that removes the live (susceptible) trees. It should be outlined in the ordinance that only diseased and dead timber shall be removed in the parcels classified for preservation.

Borough Responsibility Requirements for the Authorization of Timber Sales- Any proposed ordinance that fails to outline the Borough's specific responsibilities and timeline for deliverables is deficient and should be rejected. The ordinance should not be a carte blanche blank check to authorize a timber sale with out any controls in place. The following responsibilities of the Borough should be acknowledged and outlined within the ordinance:

Monitoring, minimizing, and mitigating ecologic impacts: The management of a timber sale and related logging activities within as sensitive a watershed as the Upper Kenai River should involve crucial controls that provide for limiting ecologic impacts to the Upper Kenai River. It is imperative that the Borough land managers recognize that any activities anywhere within a catchment affect the entire watershed ecosystem. Proposed best management practices need to be developed for the entire catchment, not simply for a 300 foot buffer of protection near flowing waters. Within the ordinance, the Borough must declare responsibility for minimizing watershed-wide impacts, and recognize their duty to hold any contractor responsible for such, in these specific categories:

Catchment sediment yield: Turbidity of the Upper Kenai River and each tributary stream should be monitored prior to commencement of forestry management activities for baseline measurement and throughout any treatment periods to monitor impacts of sediment transport caused by the management activities. The same climate change that has created the spruce beetle infestation has also created large rain events, even unseasonably during winter months, that threaten to increase sediment transport to the Upper Kenai River. Contractors should also be required to install sediment barriers at any downslope point and in the riparian areas of all tributary streams within the treatment areas of the watershed in order to prevent increased sediment transport to the Upper Kenai River.

Slope stability: There already exist slope stability issues along the Sterling Highway Corridor in Cooper Landing. There have been landslides occurring after large rain events, as recently as October 2021. The Borough should outline their responsibility for preserving slope stability throughout the forestry management project within the ordinance. The parcels which have identified large slopes and runoff/erosion limitations should be managed in a way that only removes diseased and dead timber but preserves the live standing (susceptible) trees in order to limit impacts to slope stability. In these parcels, contractors should be required to immediately plant willow and alder after treatment in the downslope areas to improve slope stability.

Wildlife: A full survey of wildlife resources within the treatment parcels should be conducted prior to commencement of any management activities. All trees containing eagle nests should be identified and given an appropriate buffer to management activities. All activities should be halted by spring in order to minimize impacts to calving moose and bears coming out of winter hibernation.

Closing any new roads or paths created by management activities: The Borough should declare responsibility for closing access to all roads and paths created by the management activities within the ordinance. Logging roads open up access that is easily utilized by UTV's and ATV's which further leads to increased anthropogenic impacts including land degradation, garbage and human feces, and wildfire threats to the community by the related increase of campfires. These impacts are already currently occurring on Borough lands in Cooper Landing without any enforcement.

Commitment to Reforestation Efforts: The ordinance should contain written commitment that the Borough will follow through with all proposed reforestation efforts within the 3 year timeline of commencement of the timber sale.

Project Economics

Overvaluation of Timber Assets: The Borough should recognize that there is a good possibility that the timber assets within the lands intended for treatment are overvalued and perform due diligence to create a contingency plan for much lower values than have been previously determined.

Cost to Contractors: The Borough should also recognize that there will be a great cost to any contractor who bids this project and that the economic viability of the project for a contractor could be much lower than expected, particularly with recent rises in costs of fuel and difficulty finding and retaining workers in the current economic environment. This could lead to corners being cut by the contractors. Again, the Borough needs to declare responsibility for oversight of the project forester as well as the contractors awarded the sales within the ordinance.

Project Budget and Allocations: The Borough should outline in the ordinance specifically how each step of the project will be funded. For example, if revenues fall below forecasts, the Borough needs to ensure that the most important deliverables i.e. mitigation and reforestation are accomplished before funds are allocated to formulating a forestry management plan.

In conclusion, I think the Borough recognizes that it is important that we do not trade one ecological disaster for another. However, we must recognize that verbal guarantees represent

a shortcoming and everything outlined above needs to be put in writing, in the ordinance, so that we can be ensured that the Borough will deliver what is promised and our resources, residents, and stakeholders will be protected. I appreciate your good faith effort to involve the Community in this process, and I hope you value the input provided and allow it to steer the project accordingly.

Sincerely,

Heather Pearson
Cooper Landing Resident

CC: (via email)

Marcus Mueller, Kenai Peninsula Borough Land Manager
Branden Bornemann, Kenai Watershed Forum Executive Director
Tel Wellman, Kenai River Special Management Area Advisory Board President
Janette Cadieux, Cooper Landing Advisory Planning Commission Chair
Cindy Ecklund, Kenai Peninsula Borough Assembly District 6- Eastern Peninsula Representative
Virginia Morgan, Kenai Peninsula Borough Planning Commission Representative
Brent Hibbert, Kenai Peninsula Borough Assembly Vice President
Richard Derkevorkian, Kenai Peninsula Borough Assembly Representative
Jesse Bjorkman, Kenai Peninsula Borough Assembly Representative
Tyson Cox, Kenai Peninsula Borough Assembly Representative
Bill Elam, Kenai Peninsula Borough Assembly Representative
Brent Johnson, Kenai Peninsula Borough Assembly President
Lane Chesley, Kenai Peninsula Borough Assembly Representative
Mike Tupper, Kenai Peninsula Borough Assembly Representative
Kenai Peninsula Borough Planning Commission

March 20, 2022

Kenai Peninsula Borough Land Management
Attn: Dakota Truitt, Land Agent
144 N. Binkley St.
Soldotna, AK 99669-7520

Dear Ms. Truitt:

I am writing to express my thoughts about the Kenai Peninsula Borough (KPB) Spruce Bark Beetle (SBB) Forest Management Project (FMP). I am using email to submit my comments because the online forum limits input to 4000 characters and my letter went beyond those constraints. I trust that you will incorporate my letter into public comment gathered by KPB on this timber harvest plan.

Our forests have significantly changed for a second time in 40-50 years. It is clear that some areas of the KPB will be getting removal of the SBB killed trees to hopefully protect communities from fire and to allow regeneration to move forward more rapidly. The clear message that comes forth so far from the Land Management materials online and from the presentation to the Cooper Landing Advisory Planning Commission (CLAPC) has been that the main goal is to avoid costs to KPB by developing a money-making timber harvest program. With financial constraints taking such a high level of priority, there is reason for concern about forest ecology and habitat for all animals and especially salmon/fish in the highly sensitive lands of the KPB encompassing communities such as my own, Cooper Landing. For this reason, I believe the crafting of an ordinance allowing this action to move forward should include specific language and not remain broad, generalized, and without assurances for the care that is otherwise warranted.

The following are some main points the ordinance should include:

1. Language in the ordinance should specifically state how sensitive and "Preservation" classification lands will be treated with extra care. If "best practices" are cited, they should be outlined and references given as to why they apply.
2. If regeneration is the goal then the ordinance should indicate how replanting is clearly funded and sources of seedlings identified before cutting begins. Live stands must be left standing.
3. If forest regeneration is not the end purpose for a specific parcel or forest stand then the ordinance should state specifically what those other "best uses" will be and where this will occur.
4. The ordinance must state that the KPB Forester will make the decisions for specific parcel prescriptions in conjunction with local land management plans, communities, neighborhoods, and adjacent land owners. Decision-making for forest prescriptions must not be left to timber harvest contractors.
5. Grassland conversion is difficult but avoidable and the ordinance must state clearly how KPB plans to prevent this from happening. Planting and tending are the keys.

6. Cooperation with other land managers such as USFS must be outlined in the ordinance so that prescriptions are best suited for individual communities, neighborhoods, and adjacent land owners through land manager cooperation.
7. Mitigation measures must be clearly outlined in the ordinance to assure communities and adjacent land owners that forestry cuts/roads will not become FWD and OHV mud-bogging routes that degrade habitat, bring down property values, create spaces for illicit camping increasing fire risk from untended campfires, and provide backdoor routes for home invasion.

Point #1:

Within many communities of KPB there are streams, trickles, seeps, and wetlands that support the health of the Kenai River Watershed, (KRW) and other anadromous waters by filtering and feeding them. The proposed KPB FMP has huge potential to negatively impact the uplands that surround and protect the Kenai River and other watersheds. The language of the ordinance should specifically state how those waters and surrounding uplands will be protected and which ones will be targeted at all. Chapter 17 of the KPB Code of Ordinances refers to limiting timber harvest 300' from anadromous streams and 100-300' of any riparian water body. The ordinance should specifically state how all of the small seeps, bogs, and wetlands are considered water bodies because we know of their high importance within the Kenai watershed system. Chapter 17 language should be recognized to include streams/seeps/bogs/wetlands/trickles that flow into anadromous waters and are vital to the health of the anadromous system. There should be a very clear statement within the ordinance that delineates how timber harvesting will be carried out in sensitive areas, both because of wet status and because of land designation as "Preservation" to protect them.

Points 2, 3, and 4:

The plan to cut all SBB killed trees plus any that "might" be susceptible and to take additional birches is incongruous with best practice in sensitive areas such as those listed above. It also is seemingly contradicting to the KPB statement that selective harvesting will be done to have mother trees that can both provide spruce seeds and support the very important mycorrhizal networks important to forest regeneration. Additionally, taking some of the oldest birches in these stands could also be detrimental to mycorrhizal networks within an area. (See Simard research.) For this reason, some work by the proposed Forester position with KPB may need to occur prior to the drafting and passing of a timber harvest ordinance. It should be made clear in the ordinance that the KPB Forester will make the determinations, in cooperation with local communities and adjacent property owners, of which stands of forest will be cut the most and which are sensitive and should be cut the least or not cut at all. It should not be left up to the timber harvest contractor no matter what the language of the contract stipulates. Where there are stands of spruce that are not impacted by SBB they should be allowed to stand. This language must be clear in the ordinance.

Points 2 and 3:

It may be reasonable to expect spruce forests to regenerate in the coming 50-100 years despite climate change and future possible SBB outbreaks. It is also possible that between SBB activity

and timber harvesting that our forests could convert to grasslands as they did with the timber harvest treatment on the southern peninsula during the last big SBB outbreak. On the one hand the KPB SBB FMP states that planting is a part of the planning and that will be necessary to avoid the worst grassland conversions but then it speaks about other “best uses.” Any ordinance that is developed should specifically outline which lands are to be reforested. Funding and plans must be in place for replanting before timber is cut. The ordinance must state which forest stands or parcels are to be assigned other, “best uses.” Explanation/reasoning for other “best uses” vs reforestation must be clear and have support of local land management plans, local communities, neighborhoods, and adjacent property owners. This must occur within the ordinance, not after.

Points 2 and 5:

Grassland fires travel very swiftly. There is some evidence that they are a greater risk than leaving SBB killed trees in place. Greater effort than that seen in the past must be made to avoid development of grasslands where forests previously existed. Past United States Forest Service (USFS) fire mitigation and moose browse enhancement projects in the areas surrounding Cooper Landing have had some success and some failure with regards to bluejoint grass invasion. The best work left stands of trees intact to provide seeds, mycorrhizal networks, and habitat support. These small isolated stands also tend to be more resistant to SBB kill. Additionally, there has been less blow-down in areas where stands of trees were left together. This should be an approach taken by KPB and language stating such should be in the ordinance. This is going to require tending of the parcels and funding for this should be in place before trees are cut.

Points 6 and 7:

KPB and USFS are already working together on the SBB problem in places where lands are adjacent. This of course exists in Cooper Landing where I live. The USFS did a large fire mitigation and moose browse enhancement project on the benchlands between Devil’s Creek and Dena’ina Creek in the 80s and 90s. Much of this effort is still working as a fuel break and line of defense from fire progress. KPB should work with USFS in this particular area to establish fire or fuel breaks that can protect the Russian Gap neighborhood and the community from wind-driven fire from the east. Revision of the project on USFS lands may mean that less harvesting will be needed on sensitive KPB lands. Since the USFS lands in this area are largely not immediately adjacent to the neighborhood and private property lines, efforts here will be less impactful and invasive to private property owners. This example is likely true for other specific locations across the peninsula.

Point #1:

The benchlands between Devil’s and Dena’ina Creeks are wet with seeps, small creeks, and wetlands dotted throughout. Special care will need to be taken to protect these areas if they are treated with tree removal. Dena’ina Creek is anadromous so the branched headwaters of it must be treated especially carefully. Where stands of trees are unaffected by SBB they should certainly not be harvested. The creek needs shade and materials that provide nutrients that not only support the Dolly Varden in the upper creek but the spawning red salmon in the lower

creek. This creek formerly supported silver salmon. The habitat for silver salmon fry remains good in the upper reaches of Dena'ina Creek according to former ADF&G biologist, Patty Berkhahn. Just because silvers are not currently using the habitat doesn't mean we are free to change the habitat and ensure that they cannot return.

Point #7:

The idea that all forests should be walkable is laudable. Studies have shown that bike/pedestrian pathways and trails adjacent to neighborhoods can improve property values. Studies also prove that torn-up terrain from four-wheel drive (FWD) and off-highway vehicle (OHV) activity can reduce property values. In some cases leaving backdoor routes to neighborhoods can also provide backdoor routes for home invasion and illicit camping with untended fires. The Russian Gap neighborhood of Cooper Landing used to have open trails surrounding it both on KPB and USFS lands. When this was the case my husband and I often found untended fires and a lot of garbage that we had to clean up from folks who didn't want to pay for one of the campsites in town. Since the alders have grown in on these tracks and they are no longer readily traveled on wheeled vehicles we have found no fires burning. This does not mean there are less people using the land since an ever-increasing number of people use the trails to access hunting areas and hiking into the mountains. So yes, forests should be walkable but they should not be rideable by motorized vehicles. The ordinance should provide plans for how the forestry work will be mitigated once it is complete. Simply dropping a few large rocks or downing a large tree is frequently not enough to deter motorized incursion. Gates may be needed and posts used to widen the gate to block vehicles from just going around the gates.

Point #7:

Studies done by State Forestry have shown that winter forestry trails become avenues for OHV to run and the result has been torn up and degraded habitat. The ordinance for this timber harvest plan should be specific about how it will prevent habitat degradation from 4WD and OHV from happening. I have in the past and again will advocate for working with USFS where trails start on KPB lands and go onto USFS lands. Have one common gate that blocks motorized vehicle passage except in some cases over snow in winter. That gate should be at the start of the trail on KPB lands, not part way up the trail where USFS lands begin. There's a reason people destroy gates and break locks. Once they've gone the distance, they don't want to turn around. If the gate is at the beginning the message is clear. Any breaking of locks or gates are more easily seen and quickly addressed. Since KPB largely does not have enforcement powers then USFS as a partner can make enforcement possible. Human activity causes the most fires. If enforcement is not possible then means must be developed to control access in a way so as to avoid putting properties at higher risk from campfires left burning, creation of home invasion routes, or mud-bogging routes that degrade habitat, lower property values, and change the quality of life for adjacent property owners. "Shared resources without strong management often fall victim to selfish acts by individuals." (Craig Welch, National Geographic, April 2017).

The Kenai Peninsula forests are changing due to spruce bark beetle infestation. This is a big change to adapt to for us all. Timber harvesting has the potential to worsen that change or

speed the recovery of the forests. KPB must work carefully to avoid negative consequences to their work, prescribe treatments specific to areas and land classifications, include language in the ordinance that acknowledges sensitive areas that will be treated differently than other borough lands, and include language in the ordinance that commits KPB to working with other agencies, communities, neighborhoods, and adjacent property owners to develop prescriptions for stands of forest.

Thank you for allowing me to express my thoughts on this complex issue. I hope I have contributed some ideas that can be incorporated into the language of the ordinance and guide future actions taken with regard to spruce bark beetle infestation on the Kenai Peninsula.

Sincerely,

Janette Cadieux
Cooper Landing

Cc: Marcus Mueller, KPB Land Manager
Cc: Cindy Eklund, KPB Assembly Representative
Cc: Virginia Morgan, KPB Planning Commission Representative
Cc: Johni Blankenship, KPB Clerk
Cc: Ann Shirnberg, Administrative Assistant KPB Planning Department
Cc: Ted Wellman, Chair, Kenai River Special Management Area Board
Cc: Branden Bornemann, ED, Kenai Watershed Forum

Theo Lexmond
P.O. Box 873
35925 Denaina Circle
Cooper Landing, AK 99572

Dakota Truitt, Land Management Agent
Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, Alaska 99669

March 14, 2022

Dear Ms. Truitt,

I am writing to offer comment on the Kenai Peninsula Borough's proposed plan for harvesting forest products from areas in the borough affected by spruce bark beetle infestation. I have reviewed the entire KPB Spruce Bark Beetle Forest Management Project descriptions online as well as the slide show that you developed, Ms. Truitt, and delivered to the Cooper Landing Land Use Advisory Planning Commission. I have also studied the project maps provided for the Cooper Landing area. Thank you for providing this information. My wife and I own a home in the Russian Gap neighborhood of Cooper Landing. Our home borders 425 feet of borough land. Because our property lies on a steep hillside, it was necessary to build our home right up against our property line with the borough, where the only relatively flat piece of our property is located. Our neighbors on either side of us were in the same situation and built their homes near their property line with the borough as well. Our property will be heavily impacted by any forest harvesting that occurs on the borough's side of our shared property line. The borough's forest harvesting plan, as currently proposed, may yield several unintended consequences that I wish to point out.

1) The Impact of Mechanized "Clearcutting" or Near-Clearcutting on the Kenai Peninsula Borough's Private Landowner Neighbors Needs to be Addressed. A Tree Harvest Buffer Zone Between Borough Land and Private Land is Needed and/or, an Objection and Dispute Resolution Process is Needed for Landowners Who Object to the Borough "Clearcutting" or Near-Clearcutting up to Their Property Lines.

It is my understanding that the proposed Kenai Peninsula Borough forest harvesting plan calls for using heavy machinery to mechanically cut nearly all of the spruce trees of medium to large diameter, whether they are beetle infested or not, as well as nearly all of the medium to large birch trees on forest lands designated for timber harvest. If this proves to be so, it essentially equates to "clearcutting" of the forests on borough land. More specifically, if such a harvest occurs on the borough's forest, just thirty feet from my home, it will vastly degrade the ecology and aesthetics of the forest that surrounds us in the Russian Gap Neighborhood. **The borough's forest harvest plan should include a provision to ensure that only beetle killed trees are removed from borough lands that lie within fifty yards of a private property owner's property line.** Maintaining the integrity of the forest near private property lines is a neighborly

responsibility that the borough has toward private property owners around the borough. "Clearcutting" this borough forest would destroy the ecology and aesthetics of the forest that surrounds these private homes that the borough, in fact, encouraged private citizens to build (by offering these lands for sale). **The borough's harvest of timber within a buffer of 50 yards along private property lines should be selective in nature, culling by hand, only beetle infected spruce trees, not other tree species, and not a mechanical "clearcut."** If the borough planning department and assembly find that a 50 yard no "clearcut" buffer zone along all private property lines is not feasible, then the ordinance implementing the borough's timber harvest plan should include a formal process for property owners to file a written objection to "clearcutting" or near-clearcutting up to the borough's property line. The borough ordinance should specify that for residents who file a formal objection, the borough land management department will work with the property owner to find a reasonable solution to resolve the property owner's objection. Property owners would not have the right to veto the borough's intent to harvest timber on its land, but neither would the borough have the right to force mechanized "clearcutting" or near-clearcutting, up to the property line, on its private property owners. A solution between these extremes would be the goal to be sought by the borough and its private landowner neighbors. As an example of such a solution, the borough and a private property owner might agree to keep mechanized logging equipment out of an area within 10 or 20 or 50 yards or so of the private property owner's property line if the private property owner agrees to hand-harvest any dead spruce trees that emerge on that portion of the borough's property. This would ensure effective removal of fuel materials while preserving the integrity of the unlogged forest and understory surrounding the property of nearby private landowners.

2) Mechanized "Clearcutting" or Near-Clearcutting of Borough Lands Around Cooper Landing May Increase Fire Danger.

Mechanized "Clearcutting," or cutting nearly all of the trees on the borough property behind our home, will create roads or other incursions into the forest that do not exist there now. If these incursions are left open by the borough they will be used by the public to access these lands for illicit, free-of-charge camping activity, particularly during the busiest periods of the summer. **The single greatest threat from wildfire to the homes in the Russian Gap neighborhood, is from fires left abandoned and smoldering by illicit campers.** When we moved into our home twelve years ago there existed a partially open road, from an old U.S. Forest Service logging cut, directly behind the Russian Gap neighborhood. My wife and I, on multiple occasions, while walking this old road, encountered abandoned camping sites with fires still smoldering. We have put out fires and cleaned up substantial trash left behind by illicit campers who do not wish to use paid camping facilities in the area when free camping can be had by accessing unregulated, unblocked incursions into the borough and federal forest near our homes. Over the past twelve years the old forest road to which I am referring became overgrown with alders and campers stopped using it because it became impassable, even to four wheelers. During the forest fire of 2019 this road was partially reopened by the U.S. Forest Service in order to provide a fire break to the neighborhood. After the danger had passed, however, the U.S. Forest Service "rehabilitated" this newly reopened incursion into the forest, by pulling tree stumps and brush back into the roadway, making it impassable once again. This

was done, in part, at our insistence, for the reasons specified above, to prevent future illicit camping activity that would, once again, put our neighborhood at risk of burning due to human-caused fire in the forest. The “rehabilitation” of this incursion into the forest has been successful. We have not had problems with illicit camping activity behind our neighborhood as a consequence of the Forest Service’s activity. I believe that the borough’s current forestry management proposal threatens our neighborhood once again if new roads are put in and old roads opened up by timber harvesters that will be left unblocked and unattended by the borough. Illicit campers will soon be back and the risk to our neighborhood from abandoned campfires will again be high. **The Kenai Peninsula Borough’s forest harvesting plan should include funds to “rehabilitate” new incursions into the forest so as to leave these roads in a state that make them impassable to four wheel drive vehicles.** If this is not done, illicit camping will increase dramatically in the forests around Cooper Landing wherever timber harvesting occurs. Forest fires, not to mention trash and other problems like occurred in the well-publicized, unregulated Jim Creek area of the Mat-Su Borough, will surely follow. This would be a travesty for Cooper Landing. Camping should only occur in the numerous designated campgrounds in the Cooper Landing area where human-caused fire risks can be observed, managed and controlled.

3) The Impacts of Mechanized “Clearcutting” or Near-Clearcutting on Water Quality in the Kenai River Valley Watershed. A Highly Selective Tree Harvest Buffer Zone Around Creeks and Wetlands is Needed. There are many small creeks and wetlands that wind through the mountains around Cooper Landing. These small creeks and wetlands form the high ground of the entire Kenai River watershed. Indiscriminate mechanized “clearcut” or near-clearcut logging along these creeks and wetlands will have a highly detrimental effect on their quality. This degrading effect will impact the overall quality of the whole Kenai River watershed. As an example, Denaina Creek runs several hundred feet behind the homes of the Russian Gap neighborhood in Cooper Landing. The east fork of this creek emerges fully formed from the ground about a half mile from our home. It flows through the forest, collecting water from many small wetlands and mountain seeps as it tumbles along toward the Sterling Highway. It crosses under the highway, through a long underground culvert, just southwest of Russian Gap Road. Most people never notice that a large creek crosses there as it is unmarked and unnamed at the highway. Yet, this creek makes a substantial contribution of water flow where it enters Quartz Creek a short distance beyond its crossing beneath the Sterling Highway. Quartz Creek, of course, is a major salmon spawning stream and home to a robust fall trout fishery. Quartz Creek feeds into Kenai Lake, which a short while later, becomes the headwaters of the Kenai River in Cooper Landing. Mechanized “Clearcut” or near-clearcut logging of the land on top of and around creeks and wetlands like Denaina Creek, in the Kenai River watershed, should never, ever happen. **The Kenai Peninsula Borough’s forest harvesting plan should include the identification of Kenai River Watershed headwaters, like Denaina Creek, and protection of the forest around these headwaters from “clearcutting” or near-clearcutting by creating a 25 yard buffer zone on both sides of these waters where only carefully selected harvesting of beetle infested spruce trees will be allowed to occur. Heavy equipment should not be allowed to cross and damage these creeks.** The permanent degradation of these waters through the siltation and loss of vegetative protection that mechanized near-clearcutting would cause should never be allowed to happen. It is contrary to

all of the efforts that the borough has made to protect the Kenai River. There is a real danger that the borough's forest harvesting plan, as currently proposed, implemented on many parcels over a short period of time, could result in an unintended, large scale degradation of wetlands and streams that are the bedrock of a healthy Kenai River watershed.

4) **The Dangers of Invasive grass.** My wife and I have observed that, wherever "clearcutting" of timber has occurred around Cooper Landing, the previously forested lands are frequently replaced, not by the former mosses, shrubs and small trees that formed the understory of a mature forest, but by knee to waist high grass that quickly covers nearly all the ground. This grass, known as Blue-Joint, dies off and regrows each year, eventually forming a thick mat of very dry grass through which fire might easily travel in the future, especially in dry windy conditions, like often occur in late spring and early summer, before summer green-up occurs. Mechanized "clearcutting" or near-clearcutting of forest on borough lands is likely to result, in a few years, in large swaths of dense, dry grass creating a new kind of fire danger to replace the danger posed by beetle killed spruce trees that the "clearcutting" was designed to fix. The proposed KPB forest harvesting plan speaks to the dangers posed by Blue-Joint grass if it is allowed to proliferate. **The Kenai Peninsula Borough's forest harvesting plan should ensure, with absolute clarity, that replanting of cut areas will be financially guaranteed and that specific measures will be taken to prevent invasive grass from overtaking large swaths of the borough's Cooper Landing area forests.**

Ms. Truitt, I look forward to hearing your thoughts regarding my concerns. Given the impact that this project will have on the ecology of the Kenai River watershed and on private properties that border borough lands, it may be wise for the borough to form a stakeholder/citizen's advisory committee to assist the borough in developing the details of this Spruce Bark Beetle Forest Management Project. If such a group is formed please know that I would be happy to serve.

Sincerely,

Theo Lexmond

cc: Marcus Mueller, Kenai Peninsula Borough Land Management Officer

KPB Planning Commission Testimony Delivered on 4-12-22
Re: KPB Spruce Bark Beetle Forest Management Project Ordinance

Theo Lexmond
P.O. Box 873 35925 Denaina Circle (Russian Gap Neighborhood)
Cooper Landing, AK 99572

Mr. Chairman and Commission Members,

I am here to address the borough's Spruce Bark Beetle Forest Management Project, which is being introduced as a general draft ordinance this evening. I will likely be travelling when the Planning Commission meets two weeks from now, when the ordinance may be up for adoption, so I wanted to provide my comments on the subject to you this evening.

I have spent considerable time studying the borough's Forest Management Project website for information and studying pertinent borough ordinances and state regulations. I have attended a public meeting with borough land managers, I have written to the borough's Spruce Bark Beetle Forest Management project leaders regarding my concerns, and I have spoken with the Alaska Division of Forestry's Area Forester. Borough land managers have allayed some concerns with explanations of how the project is expected to unfold, and this I appreciate. But because these explanations remain oral, and are not yet reflected in the proposed general project ordinance that was unveiled to you this evening, I feel the need to express my concerns to you directly as well.

Briefly, my concerns are as follows:

- For private landowners whose homes are very close to borough property lines, next to units to be logged, how can this project be managed to avoid the worst impacts of mechanized logging on those home owners.
- How will logging roads that are put in behind neighborhoods be treated when logging is done? Logging roads left indefinitely open as four-wheel-drive accessible routes will invite unregulated camping activity with attendant drinking, shooting, trash and abandoned, smoldering campfires. This kind of unregulated camping, behind and close to existing neighborhoods, threatens the security of nearby homes by setting the stage for break-ins, property damage and worse. Smoldering campfires abandoned by unregulated campers represent a prime source for forest fires in the future. Most wildfires, after all, are human caused.
- Will there be an appeals process for homeowners who disagree with the borough's plan for mechanized logging on a borough parcel next to their home?
- How will delicate streams and wetlands that form the uplands of the Kenai River Watershed be protected under this ordinance? With multiple loggers operating at once over large swaths of land, and only one borough forester on staff, the potential for miscues and damage to the watershed seems high. I understand that the Kenai Watershed Forum is expected to be partnering with the borough on this project. This is hopeful. What role will the Watershed Forum play?

Since the borough ordinance that sets this project in motion is to be general in nature, I would like to offer two general concepts, for your consideration, to be added:

First: **Whereas,** It is deemed inevitable that riparian areas (streams and wetlands) within the Kenai River Watershed will be impacted by logging activities carried out through this ordinance, the Kenai Peninsula Borough Land Management Department will make every effort to ensure that “Best Management Practices for Timber Harvest Operations,” as specified in the Alaska Forest Resources and Practices Act (FRPA), will be followed. In addition, the borough may require within the “forest management sale report,” for a given unit, that specific FRPA standards may be exceeded, under this ordinance, in riparian areas deemed, by the borough’s forester, to be especially sensitive, susceptible to damage, and in need of additional protection.

Second: **Whereas,** KPB lands to be logged frequently share a property line with private landowners, it is acknowledged that the value of private property and the security of neighborhood residents may be adversely affected by logging and the long term impacts of logging roads constructed to carry out logging activity under this ordinance, particularly where logging is occurring very close to established neighborhoods. The KPB Land Management Office will notify, solicit comments, and when requested, consult with private landowners who share a border with a unit of KPB land to be logged, before a “forest management sale report” for that land is finalized. For landowners who object to the conditions specified within a final “forest management sale report,” a process whereby that objection can be registered and appealed will be developed.

Title 17 of Borough Ordinance addressing the use and disposal of Borough Lands and Resources notes in Chapter 17.10.010 (A 6) that, “It is the policy of the Kenai Peninsula Borough to manage all borough owned and municipal entitlement lands and resources to provide for, the orderly disposal of lands and resources in a manner which is fair to all.”

Through my testimony, this evening, I am hoping to secure explicit acknowledgement of the need to make extra effort to protect the Kenai River Watershed. I am also invoking the borough’s stated intention to treat myself and other neighboring landowners, who stand to be heavily impacted by the logging actions proposed in this ordinance, fairly.

Thank you very much for taking my comments at the end of such a long meeting.

Introduced by:	Mayor
Date:	05/03/22
Hearing:	06/07/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-12**

**AN ORDINANCE AMENDING KPB 2.60.040 RELATED TO THE EMERGENCY
SERVICES COMMUNICATIONS CENTER ADVISORY BOARD AND
REACTIVATING THE ADVISORY BOARD**

WHEREAS, the Emergency Services Communications Systems Advisory Board (the “board”) has been inactive for several years; and

WHEREAS, recently, as part of a restructuring of Borough operations related to the Borough’s Soldotna Public Safety Communications Center, a request was made to reactivate the board; and

WHEREAS, the proposed amendments establish the size of the board, the membership makeup of the board, the board’s scope, the autonomy of interagency members to make board appointments, and quorum;

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

SECTION 1. That KPB 2.60.040 is amended as follows:

2.60.040. Emergency services communications system [CENTER] advisory board.

- A. A [NINE] eight-member 9-1-1 interagency advisory board is hereby established to govern the emergency services communication system including providing long-range planning for [ENHANCED] 9-1-1 emergency services call taking system. The board [SHALL] may advise the borough assembly and administration regarding the [LEVEL OF SERVICE, TRAINING, NEW EQUIPMENT, OR BUDGETING NEEDED TO PROPERLY] infrastructure needs to efficiently operate the [ENHANCED] 9-1-1 emergency services [COMMUNICATION CENTERS] call taking system. Subject to the provisions of this chapter and other applicable law, an interagency agreement may be entered between the borough and affected agencies within the borough which shall govern the membership and operation of this board.

- B. Membership on the board shall include representatives from the Central Emergency Service Area, the Nikiski Fire Service Area, the City of Homer Police Department, the City of Seward Police Department, the City of Kenai Police Department, the City of Soldotna Police Department, the Alaska State Troopers, and the borough's 9-1-1 dispatch center [LOCATED IN THE VICINITY OF SOLDOTNA]. The mayor shall appoint and the assembly shall confirm by motion or resolution individual appointments from the borough to this board, including those from the service areas and the 9-1-1 dispatch center. The mayor shall consider recommendations of the applicable service area boards when appointing representatives from service areas. City members shall be [EACH CITY'S CHIEF OF POLICE, UNLESS ANOTHER MEMBER OF EACH POLICE DEPARTMENT IS] appointed by each city's appointing authority in accordance with the law and any applicable interagency agreement. The State of Alaska Department of Public Safety will designate the Alaska State Trooper representative [SHALL BE THE COMMANDER OF THE ALASKA STATE TROOPERS ON THE KENAI PENINSULA OR HIS DESIGNEE, AND IN ACCORDANCE WITH ANY APPLICABLE INTERAGENCY AGREEMENT] on the board. One or more alternate members may also be appointed for each listed service area and agency in the same manner described above for each board member. The borough mayor, or a designee, may serve as an additional ex officio member and shall have the privilege of the floor but may only vote in order to break a tie.
- C. Appointments shall be for an indefinite term, provided that the appointing authority may terminate an appointment at any time, with or without cause, in the sole discretion of the appointing authority.
- D. The board shall be governed by the most current version of Robert's Rules of Order and shall be responsible for annually electing a chair and vice-chair. Five members shall constitute a quorum[; HOWEVER, ANY ACTION SHALL REQUIRE THE AFFIRMATIVE VOTE OF FIVE OR MORE BOARD MEMBERS]. Members may attend via teleconference in accordance with applicable provisions of law. The board may adopt by-laws governing its procedures consistent with the provisions of this chapter.
- E. A vacancy shall occur if a board member:
1. Is removed from office by the appointing authority;
 2. Is no longer employed by the agency, service area or department holding a seat on the board as described above;
 3. Is physically or mentally unable to perform the duties of office;

4. Misses three consecutive regular board meetings unless excused;
 5. Resigns and the resignation is accepted; or
 6. Is convicted of a felony while a member of the board.
- F. Vacancies in borough seats on the board shall be filled by mayoral appointment and confirmation of the assembly. Vacancies in non-borough seats shall be filled in the manner provided above for city and state members.
- G. Board members shall serve without compensation but are entitled to per diem and travel expenses pursuant to Alaska Statutes from their respective employers.

SECTION 2. That the Kenai Peninsula Borough's Emergency Services Communications Center Advisory Board is hereby reactivated and that it is respectfully requested that the Clerk's Office seek appointments from the applicable service areas, state and city agencies.

SECTION 3. Upon restarting the Emergency Services Communications Center Advisory Board meetings, the 911 Emergency Communications Coordinator will run the first meeting and at the first meeting the advisory board will elect a chair and vice-chair, adopt a meeting schedule to include meeting time, location, and meeting format. The Borough Clerk's office will publicize notice of board meetings on the Borough's website and in accordance with the Open Meetings Act. Newspaper publication of meetings is not required.

SECTION 4. That this ordinance shall be effective immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Soldotna Public Safety Communications Center

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*

FROM: Tammy Goggia-Cockrell, 911 Emergency Communications *TGC*
Coordinator

DATE: April 21, 2022

RE: Ordinance 2022-12, Amending KPB 2.60.040 Related to the
Emergency Services Communications Center Advisory Board and
Reactivating the Advisory Board (Mayor)

The Emergency Services Communications Systems Advisory Board has been inactive for several years. The Soldotna Public Safety Communications Center (SPSCC) was restructured in 2021 in response to changes initiated by the State of Alaska. An end result was the center, which had historically been staffed by both borough and state employees, changed to borough employees only. The other government agency and volunteer EMS users of SPSCC services entered into dispatch services agreements. As part of this process, a request was made to reactivate the advisory board.

Reactivating the advisory board also provides an opportunity to amend this section of code. The proposed amendments establish the size of the board, the membership makeup of the board, the board's scope, the autonomy of interagency members to make board appointments, and quorum.

Your consideration of this ordinance is appreciated.

Introduced by:	Mayor
Date:	05/03/22
Hearing:	06/07/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-13**

**AN ORDINANCE AMENDING KPB 21.46.040 TO REPEAL THE KALIFORNSKY
CENTER SINGLE FAMILY RESIDENTIAL (R-1) LOCAL OPTION ZONING
DISTRICT**

WHEREAS, the Kenai Peninsula Borough (Borough) has created several local option zoning districts under KPB 21.44 in conjunction with the platting and sale of subdivision lots; and

WHEREAS, on April 2, 2019, the assembly adopted Resolution 2019-020 classifying an approximately 55-acre Borough-owned parcel off Kalifornsky Beach as residential; and

WHEREAS, following classification of the parcel, the assembly enacted Ordinance 2019-34 amending KPB 21.46.040 to create the Kalifornsky Center Single Family Residential R-1 Local Option Zoning District on the approximately 55-acre Borough-owned parcel; and

WHEREAS, Goal 2, Focus Area: Land Use, Objective A of the KPB Comprehensive Plan is to establish policies that better guide land use to minimize land use conflicts, maintain property values, protect natural systems and support individual land use freedoms; and

WHEREAS, Goal 3, Focus Area: Housing, Objective A, Strategy 1 of the KPB Comprehensive Plan is, in part, to identify Borough lands that are most suitable for residential development; and

WHEREAS, the KPB Comprehensive Plan identified Kalifornsky Beach as the fastest growing population in the Borough; and

WHEREAS, the KPB Comprehensive Plan identified Kalifornsky Beach as a good candidate for land use controls to mitigate the downsides of “strip commercial” development; and

WHEREAS, the Kalifornsky Advisory Planning Commission reviewed Ordinance 2019-34 at its regularly scheduled meeting of December 2, 2019 and recommended approval; and

WHEREAS, the Borough’s Planning Commission reviewed Ordinance 2019-34 at its regularly-scheduled meeting of December 16, 2019, and recommended approval by unanimous consent; and

WHEREAS, on January 22, 2021, Trimark Earth Reserve LLC entered into an agreement with the Borough during the 2020 Over-the-Counter Land Sale to purchase the approximately 55-acre parcel with agreement that the property was being sold for the purpose of the R-1 allowed uses and subject to the Single-Family Residential R-1 Local Option Zoning; and

WHEREAS, on January 26, 2021, notice of Kenai Peninsula Borough Local Option Zoning District (LOZD) (R-1) was recorded within the Kenai Recording District, Third Judicial District, State of Alaska; and

WHEREAS, on February 08, 2022, Trimark Earth Reserve LLC submitted an application for a Conditional Land Use Permit (CLUP) to use parcel as a material site, wherein the Borough’s Planning Department notified Trimark Earth Reserve LLC that the CLUP application was on hold until the LOZD status for the parcel could be resolved; and

WHEREAS, on February 22, 2022, Trimark Earth Reserve LLC submitted an application to repeal the R-1 LOZD designation; and

WHEREAS, public notice of the application was mailed on April 6, 2022, to the six landowners or leaseholders of the parcels within 300 feet of the subject parcel pursuant to KPB 21.44.040(C), 21.44.050 and 21.11.020; and

WHEREAS, public notice was sent to the postmaster covering the Kalifornsky area requesting that it be posted at the Soldotna Post Office; and

WHEREAS, public notice of the application was published in the April 14, 2022, and March 21 2022, issues of the Peninsula Clarion; and

WHEREAS, the Borough’s Planning Department objects to the repeal of the Kalifornsky Center LOZD because the repeal does not align with the KPB Comprehensive Plan and does not address conflicting land issues; and

WHEREAS, a community meeting was held on April 21, 2022 at the Donald E. Gilman River Center; and

WHEREAS, a public hearing was held at the _____, meeting of the Kenai Peninsula Borough Planning Commission; and

WHEREAS, the Borough's Planning Commission at its regularly scheduled meeting on _____, 2022, recommended _____;

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

SECTION 1. That the Assembly approves repeal of the of the Kalifornsky Center Local Option Zoning District (LOZD). The zoning district for the property within the repealed Kalifornsky Center LOZD is the rural district under KPB 21.04.010(B).

SECTION 2. That KPB 21.46.040 is hereby amended as follows:

A. The following Single-Family Residential (R-1) districts and official maps are hereby adopted:

...

[13. KALIFORNSKY CENTER IS DESCRIBED AS FOLLOWS:

TRACT A, KALIFORNSKY CENTER SUBDIVISION, ACCORDING TO PLAT 2020-18, KENAI RECORDING DISTRICT.

A. THE LOCAL OPTION ZONING APPLIES TO ANY FURTHER REPLATS WITHIN THE KALIFORNSKY CENTER LOZD.]

SECTION 3. That this repeal of the LOZD shall be recorded in the proper recording district.

SECTION 4. That this ordinance shall be effective immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Planning Department

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *AK for CP*
Melanie Aeschliman, Planning Director *MA*
Samantha Lopez, Planning & River Center Manager *SL*

FROM: Ryan Raidmae, Planner *RR*

DATE: April 21, 2022

RE: Ordinance 2022-13, Amending KPB 21.46.040 to Repeal the Kalifornsky Center Single Family Residential (R1) Local Option Zoning District (Mayor)

Trimark Earth Reserve, LLC is requesting to repeal the Kalifornsky Center Local Option Zoning District (LOZD), an R-1 single-family residential zone, from their property. Per KPB 21.44.040, amendments to an LOZD may be initiated to repeal a zone, change the type of zone or modify the boundaries of the zoning district.

The only property within the Kalifornsky center LOZD is a 55-acre parcel located off of Kalifornsky Beach Road that was previously owned by the Kenai Peninsula Borough (KPB). The parcel was identified by the KPB Comprehensive Plan as a suitable location for residential development. Through Ordinance 2019-34 and prior to its sale, KPB placed a single-family residential LOZD on the property to ensure it would be developed for residential use.

KPB Land Management then listed and sold the parcel via live auction as a residentially-zoned parcel. After the auction, Trimark Earth Reserve, LLC signed an agreement acknowledging that the property was residentially-zoned.

Contemporaneous to its application to repeal the R-1 LOZD designation, Trimark Earth Reserve, LLC submitted an application for a Conditional Land Use Permit (CLUP) to use this parcel for material extraction and processing pursuant to KPB 21.25 and KPB 21.29. At this time, the CLUP cannot be processed until the status of the Kalifornsky Center LOZD is resolved.

The Planning Department finds that repealing the Kalifornsky Center LOZD does not align with the KPB Comprehensive Plan and does not address conflicting land issues. Staff does not support the repeal of the Kalifornsky Center LOZD, and recommends that the petition to repeal be denied.

Your consideration of this ordinance is appreciated.

Aerial Map: Kalifornsky Center (055-072-73)





THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

March 15, 2022

Kenai Peninsula Borough

VIA Email: mjenkins@kpb.us; jvanhooose@kpb.us; maldridge@kpb.us; ncarver@kpb.us; slopez@kpb.us
jblankenship@kpb.us; cjackinsky@kpb.us; assemblyclerk@kpb.us

License Type:	Outdoor Recreation Lodge-Seasonal	License Number:	6038
Licensee:	Jimmie Jack's Lodge LLC		
Doing Business As:	Jimmie Jack's Alaska SeaScape Lodge		
Premises Address:	37025 Kalifornsky Beach Road		

☒ **New Application**

☐ **Transfer of Ownership Application**

☐ **Transfer of Location Application**

☐ **Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Glen Klinkhart, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensee:	Jimmie Jack's Lodge LLC				
License Type:	Outdoor Recreational Lodge <i>Seasonal</i>	Statutory Reference:	Sec. 04.11.225		
Doing Business As:	Jimmie Jack's Alaska SeaScape Lodge				
Premises Address:	37025 Kalifornsky Beach Road				
City:	Kenai	State:	Alaska	ZIP:	99611
Local Governing Body:	Kenai Peninsula Borough				
Community Council:	NONE				

Mailing Address:	PO Box 4326				
City:	Soldotna	State:	Alaska	ZIP:	99669

Designated Licensee:	James William Drath				
Contact Phone:	907-420-4849	Business Phone:	907-262-5561		
Contact Email:	manager@jimmiejackfishing.com				

Seasonal License? ☒ Yes ☐ No If "Yes", write your six-month operating period: May 1 to October 31

OFFICE USE ONLY					
Complete Date:	<i>3-15-2022</i>	License Years:		License #:	<i>L6038</i>
Board Meeting Date:	<i>4-12-2022</i>	Transaction #:	<i>100349034</i>		
Issue Date:		BRE:	<i>KKG</i>		



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:

☒

an existing facility

☐

a new building

☐

a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

N/A

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

N/A

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:

☐

applicant

☐

affiliate

Name:	N/A				
Address:					
City:		State:		ZIP:	

This individual is an:

☐

applicant

☐

affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	James William Drath				
Title(s):	Manager / Member	Phone:	907-420-4849	% Owned:	100
Address:	PO Box 4326				
City:	Soldotna	State:	Alaska	ZIP:	99669

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	131874	AK Formed Date:	12/03/2010	Home State:	Alaska
Registered Agent:	James William Drath	Agent's Phone:	907-420-4849		
Agent's Mailing Address:	45773 Big Eddy Road				
City:	Soldotna	State:	Alaska	ZIP:	99669

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒☐

Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 6 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Abbigayle Hyder - She is the Assistant Manager at Jimmie Jack's Alaska Fishing Lodges.



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

JWD

I certify that all proposed licensees have been listed with the Division of Corporations.

JWD

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

JWD

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

JWD

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

JWD

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

[Signature]

Signature of licensee

James Drath

Printed name of licensee

[Signature]

Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: June 03, 2023



Subscribed and sworn to before me this 11th day of February, 2022.



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.



Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Jimmie Jack's Lodge LLC	License Number:	
License Type:	Outdoor Recreation Lodge License - <i>Seasonal</i>		
Doing Business As:	Jimmie Jack's Alaska SeaScape Lodge		
Premises Address:	37025 Kalifornsky Beach Rd.		
City:	Kenai	State:	AK
		ZIP:	99611



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

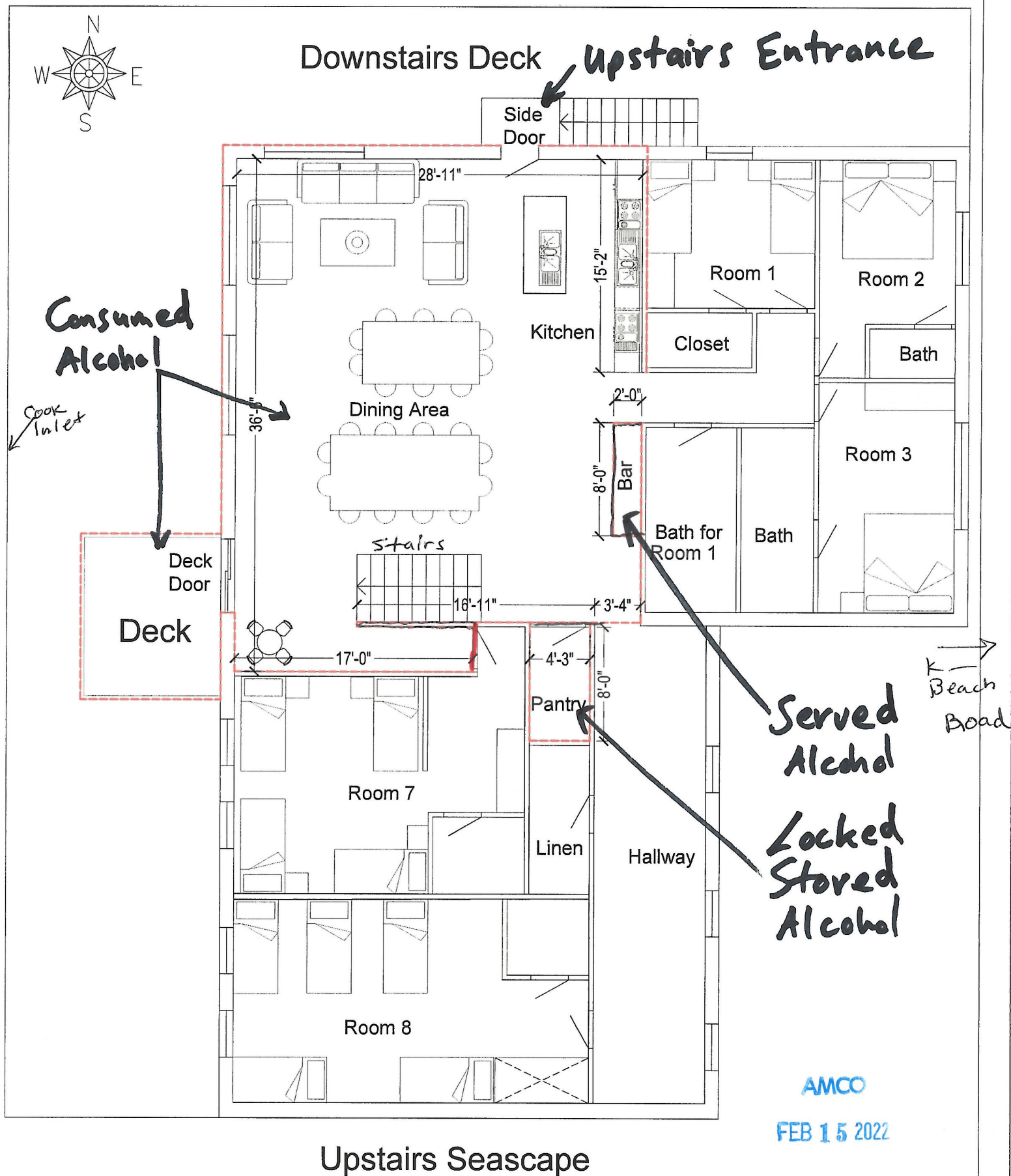
alcohol.licensing@alaska.gov

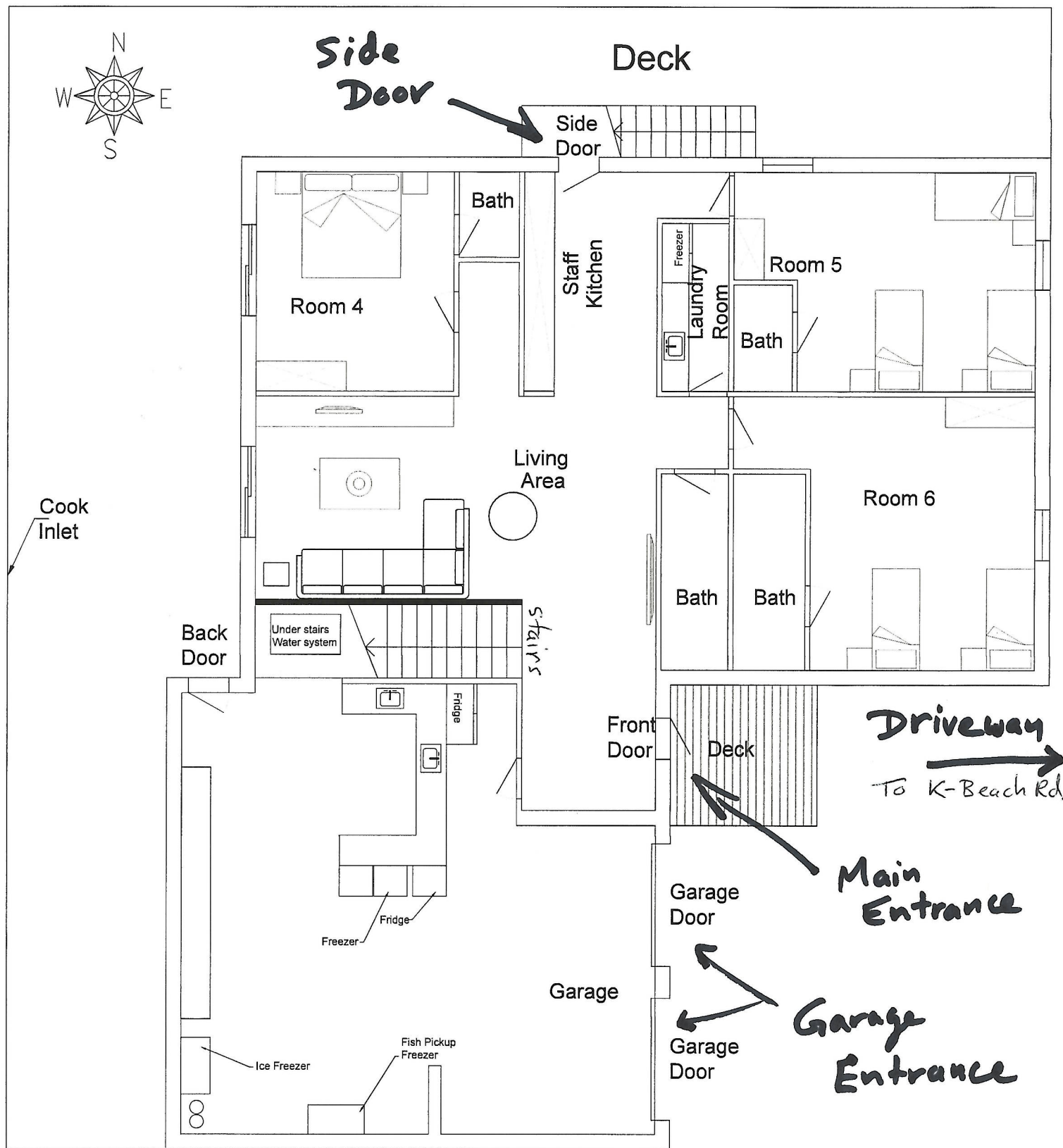
<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.





Downstairs Seascope

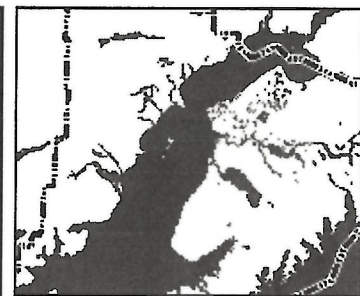
AMCO
FEB 15 2022



Geographic Information Systems

144 North Binkley Street, Soldotna, Alaska 99669

Map title goes here.



Legend

- Mileposts
- City Limits
- Highways
- Major Roads

Roads

- Town Medium Volume
- Town Low/Seasonal; Other
- Proposed

Parcels

Image

- Red: Band_1
- Green: Band_2
- Blue: Band_3

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. It is not to be used for navigation.

Notes
Type any notes here.

DATE PRINTED: 2/1/2022

AMCO
FEB 15 2022

Security Plan – SeaScape Lodge Alcohol

In the evening when alcohol is served, there is an onsite Manager, and a Head of House that monitor the consumption of alcohol. Employees serving and monitoring alcohol consumption will have a current TAPS/TIP Card. Minors will be directly monitored by this staff in the area of consumption. There is a small deck to the outside on the top level where alcohol can be consumed. The deck has 36" tall railings on all 3 sides that act as a barrier. This deck is easily monitored by this staff as it is just outside the second story oceanside door, and the deck has no other entrance or exit. Hours of consumption at the lodge are limited to 4:30pm to 9:00pm, after that the bar area is closed, and no more alcohol is served. There is also a posted sign at the bar. This sign explains the rules of the bar: the bar hours, the zero tolerance for drunkenness, and rules for minors. After the bar is closed, the alcohol is then stored in the locked pantry. The pantry has a combination lock. Only the Chef, Manager, and Head of House have the Combination to this lock. Inside the Pantry is a wine cooler which locks with a key, and an alcohol cabinet which also locks with a key. Only the Manager and Head of House have the keys to the wine cooler, and alcohol cabinet.

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Johni Blankenship, Borough Clerk (JB)

DATE: Tuesday, May 3, 2022

RE: New Outdoor Recreation Seasonal Liquor License Application –
Jimmie Jack's Alaska SeaScape Lodge – License 6038

Kenai Peninsula Borough Code § 7.10.010 provides for a mandatory Assembly review of applications for new license applications at locations within the Borough. Accordingly, the attached application for a new outdoor recreation seasonal liquor license as filed by Jimmie Jack's Lodge LLC dba Jimmie Jack's Alaska SeaScape Lodge located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

RECOMMENDATION: That the Assembly approve the issuance of a letter of non-objection to the license as requested by Jimmie Jack's Lodge LLC dba Jimmie Jack's Alaska SeaScape Lodge.

cc: Jimmie Jack's Lodge LLC

OK

Liquor License Review

Municipality:

Borough

Accts Ck'd by: Cindy Jackinsky

Date: March 15, 2022

License Years:

2022-2023 #6038

Date Rec'd:

March 15, 2022

Council/Assbly Meeting:

May 3, 2022

Renewal ____

Continuance ____

Date Due:

May 14, 2022

New App __X__

Relocate ____

Date back to Clerk:

April 21, 2022

Corporation __X__

Partnership ____

License Type

Registration Type: Individual ____

Business Name:

Outdoor Rec Lodge - Seasonal

Jimmie Jack's Alaska SeaScape Lodge

Applicant Name:

James William Drath/ 907-420-4849

Entity # 131874

Bus Lic # 952358

Members James W Drath

Physical Address:

37025 Kalifornsky Beach Rd, Soldotna 99669

Mailing Address:

PO Box 4326, soldotna 99669

Email: manager@jimmiejackfishing.com

Phone: 907-262-5561

Sales Tax Accounts

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
104992	Jimmie Jack's Lodge LLC Opened: 01/2007 Closed:	Feb-22 Quarterly	-	\$ -
104994	Jimmie Jack's Fishing Inc Opened: 04/2012 Closed:	Feb-22 Quarterly	-	\$ -
104991	Jimmie Jack's Equipment LLC Opened: 07/2011 Closed:	Feb-22 Quarterly	-	\$ -
203751	Red Boat Club Opened: 06/2017 Closed:	Feb-22 Quarterly	-	\$ -
105339	Sundog Ventures LLC Opened: 01/2012 Closed:	Feb-22 Quarterly	-	\$ -

Account #

Real Property Account Name

BD

Last Yr Pd Thru

05536004	Premise: Jimmie Jacks Lodge LLC	\$ -	2021
05554022	Jimmie Jacks Lodge LLC	\$ -	2021
		\$ -	2021
		\$ -	2021

Account #

Personal Property Account Name

BD

Last Yr Pd Thru

94075	Jimmie Jack's Equipment LLC	\$ -	2021
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Kenai Peninsula Borough

Planning Department

MEMORANDUM

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

THRU: Melanie Aeschliman, Planning Director *MA*
Samantha Lopez, Planning/River Center Manager *SL*

FROM: Nancy Carver, Planner *NC*

DATE: April 15, 2022

RE: Application for New Premises Seasonal Liquor License; **Application:** Jimmie Jacks Alaska SeaScape Lodge; **Landowner of New Premises:** Jimmie Jacks Lodge, LLC; **Parcel #:** 055-360-04; **Property Description:** Lot 1, Block 1, Cook Inlet View Subdivision Replat Lots 1A & 1B, Block 1; **Location:** 37025 Kalifornsky Beach Road, Kenai Area

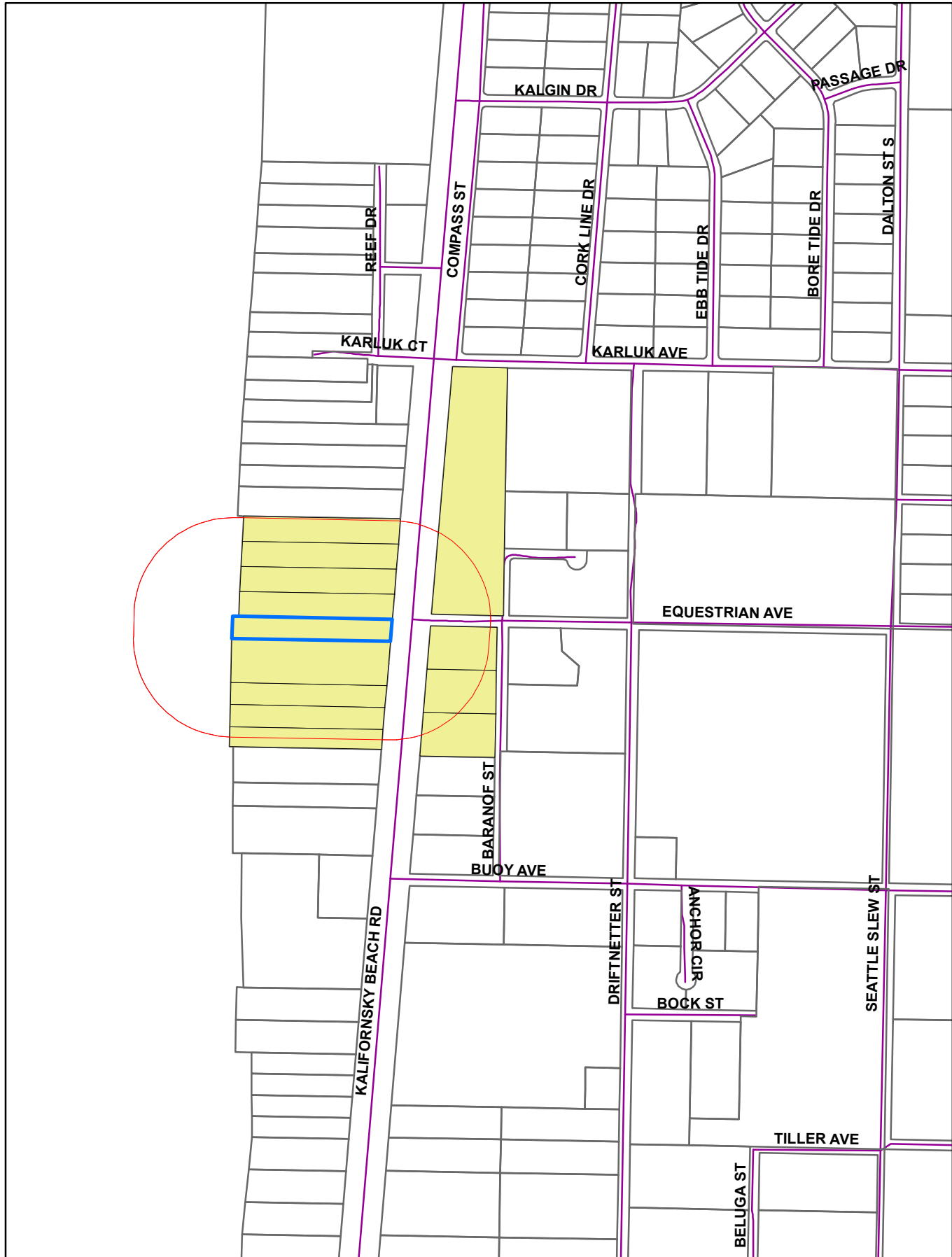
As requested, the Planning Department reviewed the above application for a new seasonal liquor license that will be operated from 37025 Kalifornsky Beach Road in Kenai, AK, to determine if there are any churches or schools within 500 feet (KPB 7.10.020).

A radius search identified no churches or schools within 500-feet of KPB Parcel #055-360-04, 37025 Kalifornsky Beach Road, Kenai, AK.

There is one driveway from the proposed premises from Kalifornsky Beach Road, which is a state maintained right-of-way, with sufficient ingress and egress for the purposes of KPB 7.10.020(A)(2)(a).

The property complies with all the requirements of KPB 7.10.020(A)(2)(a-e).

Liquor License: #6038
Jimmie Jacks Alaska SeaScape Lodge
Property Owner: James W. Drath
37025 Kalifornsky Beach Road, Kenai, AK
KPB Parcel #055-360-04



500 Ft. Radius



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

March 15, 2022

Kenai Peninsula Borough

VIA Email: mjenkins@kpb.us; jvanhooose@kpb.us; maldridge@kpb.us; ncarver@kpb.us; slopez@kpb.us
jblankenship@kpb.us; cjackinsky@kpb.us; assemblyclerk@kpb.us

License Type:	Outdoor Recreation Lodge-Seasonal	License Number:	6042
Licensee:	Deep Creek Fishing Club Inc		
Doing Business As:	Deep Creek Fishing Club		
Premises Address:	67480 Halibut Road		

☒ **New Application**

☐ **Transfer of Ownership Application**

☐ **Transfer of Location Application**

☐ **Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Glen Klinkhart, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensee:	DEEP CREEK FISHING CLUB, INC				
License Type:	OUTDOOR RECREATION LODGE - Seasonal	Statutory Reference:	04.11.225		
Doing Business As:	DEEP CREEK FISHING CLUB #6042				
Premises Address:	67480 HALIBUT RD				
City:	NINILCHIK	State:	AK	ZIP:	99639
Local Governing Body:	KENAI PENINSULA BOROUGH				
Community Council:	N/A				

Mailing Address:	P O BOX 39410				
City:	NINILCHIK	State:	AK	ZIP:	99639

Designated Licensee:	DEEP CREEK FISHING CLUB				
Contact Phone:	907 567-7373	Business Phone:	907 567-7373		
Contact Email:	CAPTAINCRUSTY@AOL.COM				

Seasonal License? ☒ Yes ☐ No If "Yes", write your six-month operating period: MAY-OCTOBER

OFFICE USE ONLY					
Complete Date:	3-15-2022	License Years:		License #:	6042
Board Meeting Date:	4-12-2022	Transaction #:	100349555		
Issue Date:		BRE:	KRS		



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:



an existing facility



a new building



a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

APPROX 2 MILES

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

APPROX 1 MILE

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:



applicant



affiliate

Name:	N/A				
Address:					
City:		State:		ZIP:	

This individual is an:



applicant



affiliate

Name:	N/A				
Address:					
City:		State:		ZIP:	



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	STEVEN C MOE				
Title(s):	PRESIDENT, VP, Sec	Phone:	907 299-8039	% Owned:	100
Address:	P O BOX 39410				
City:	NINILCHIK	State:	AK	ZIP:	99639

Entity Official:	N/A				
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:	N/A				
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:	N/A				
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	85068D	AK Formed Date:	02.17.2004	Home State:	ALASKA
Registered Agent:	STEVEN MOE		Agent's Phone:	907 299-8039	
Agent's Mailing Address:	P O BOX 39410				
City:	NINILCHIK	State:	ALASKA	ZIP:	99639

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐

Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐ ☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

N/A

Section 6 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒ ☐

If "Yes", disclose the name of the individual and the reason for this authorization:

STEVE MOE (PRESIDENT)
 VIVIAN MOE (MANAGER)



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

SM

I certify that all proposed licensees have been listed with the Division of Corporations.

SH

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

SH

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

SM

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

SM

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

[Signature]
Signature of licensee

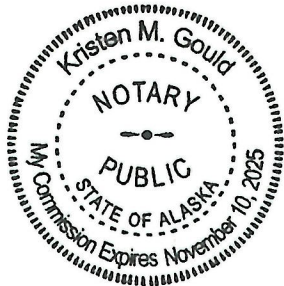
Steven Mac
Printed name of licensee

[Signature]
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 11/10/2025

Subscribed and sworn to before me this 30th day of December, 2021.





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.



Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	DEEP CREEK FISHING CLUB, INC	License Number:	AS 04.11.225		
License Type:	OUTDOOR RECREATION LODGE – Seasonal				
Doing Business As:	DEEP CREEK FISHING CLUB				
Premises Address:	67480 HALIBUT RD				
City:	NINILCHIK	State:	AK	ZIP:	99639



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

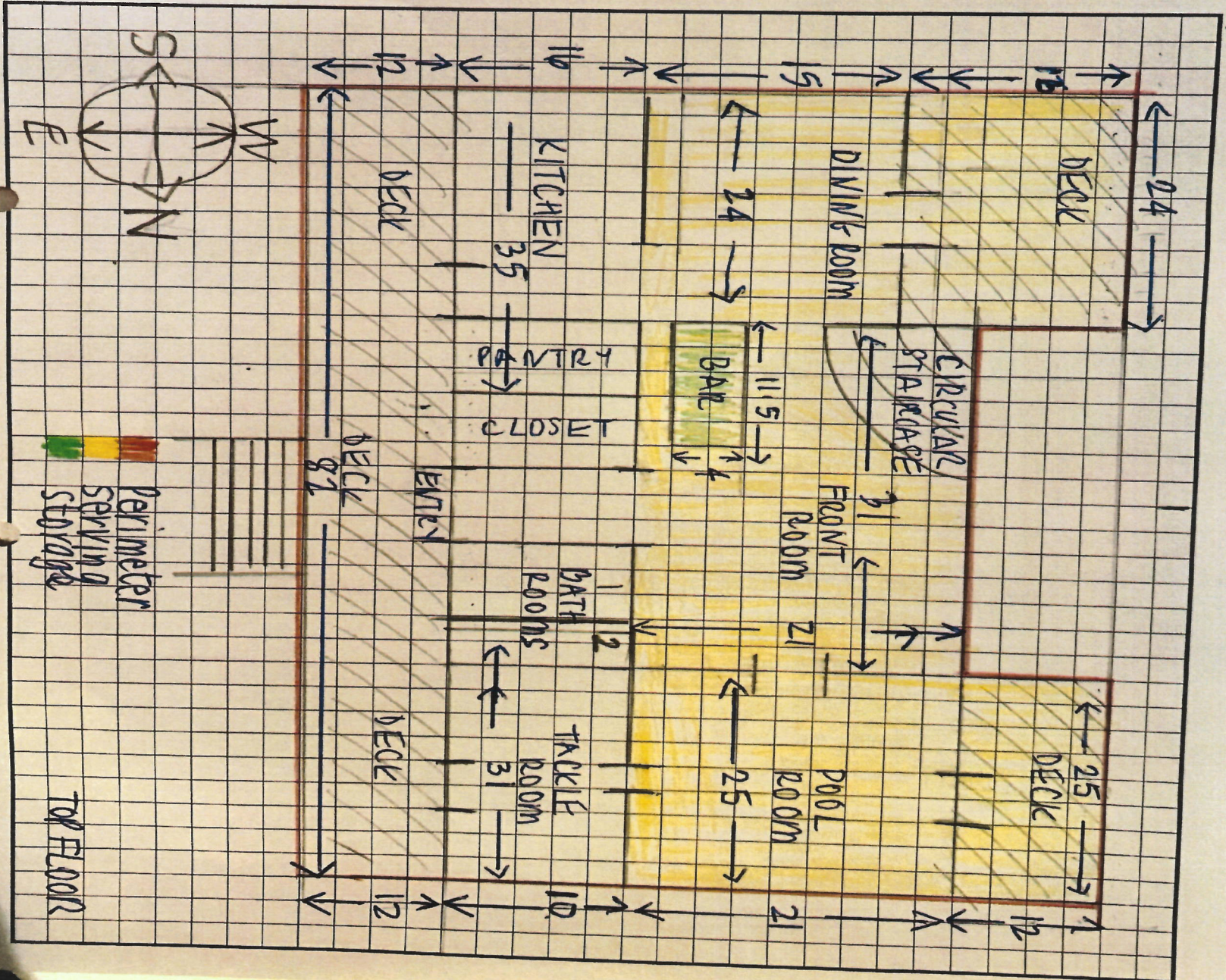
<https://www.commerce.alaska.gov/web/amco>

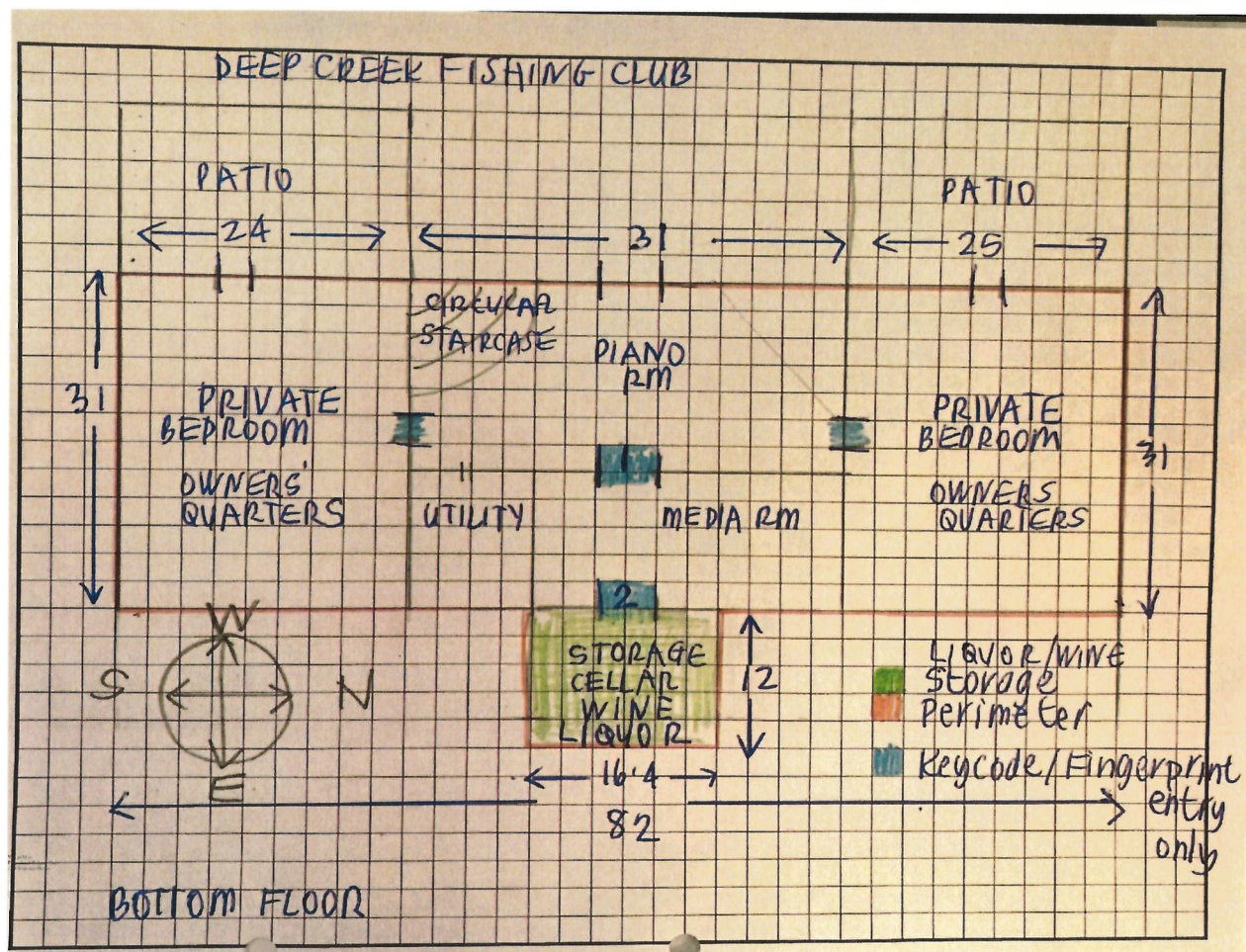
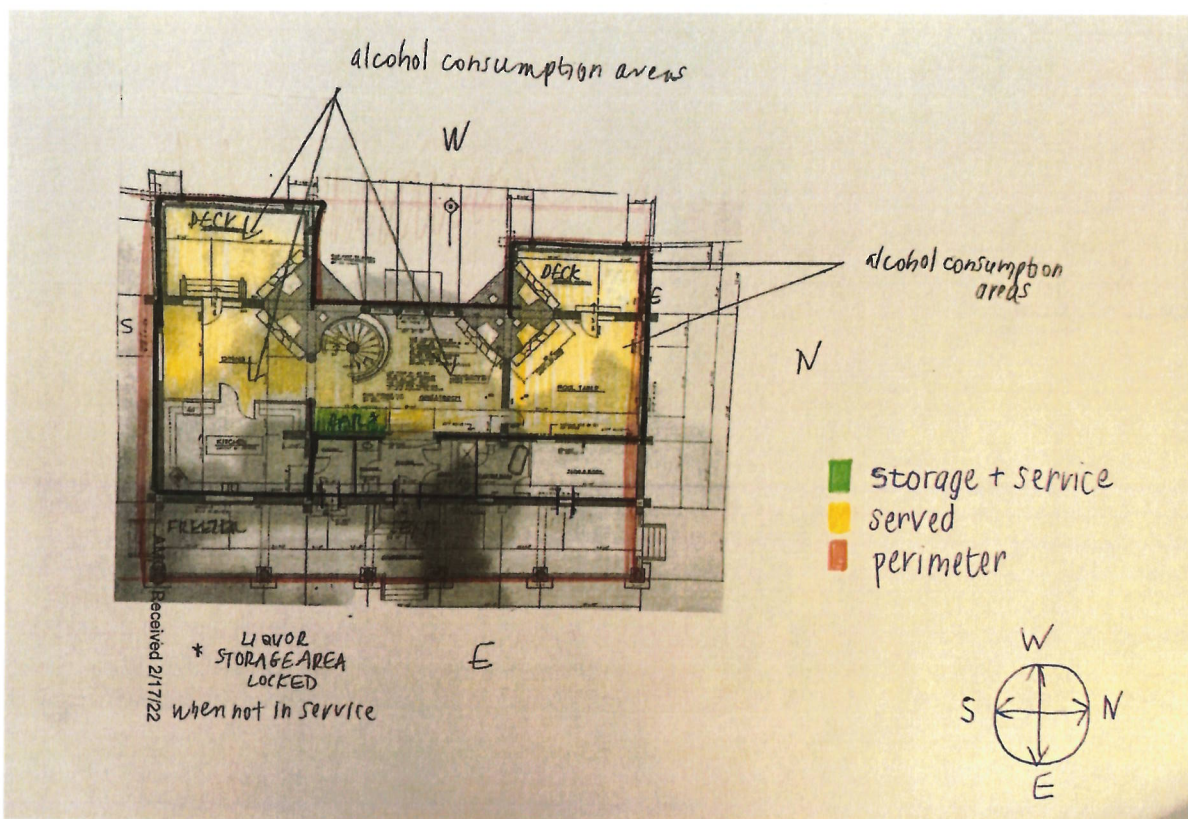
Phone: 907.269.0350

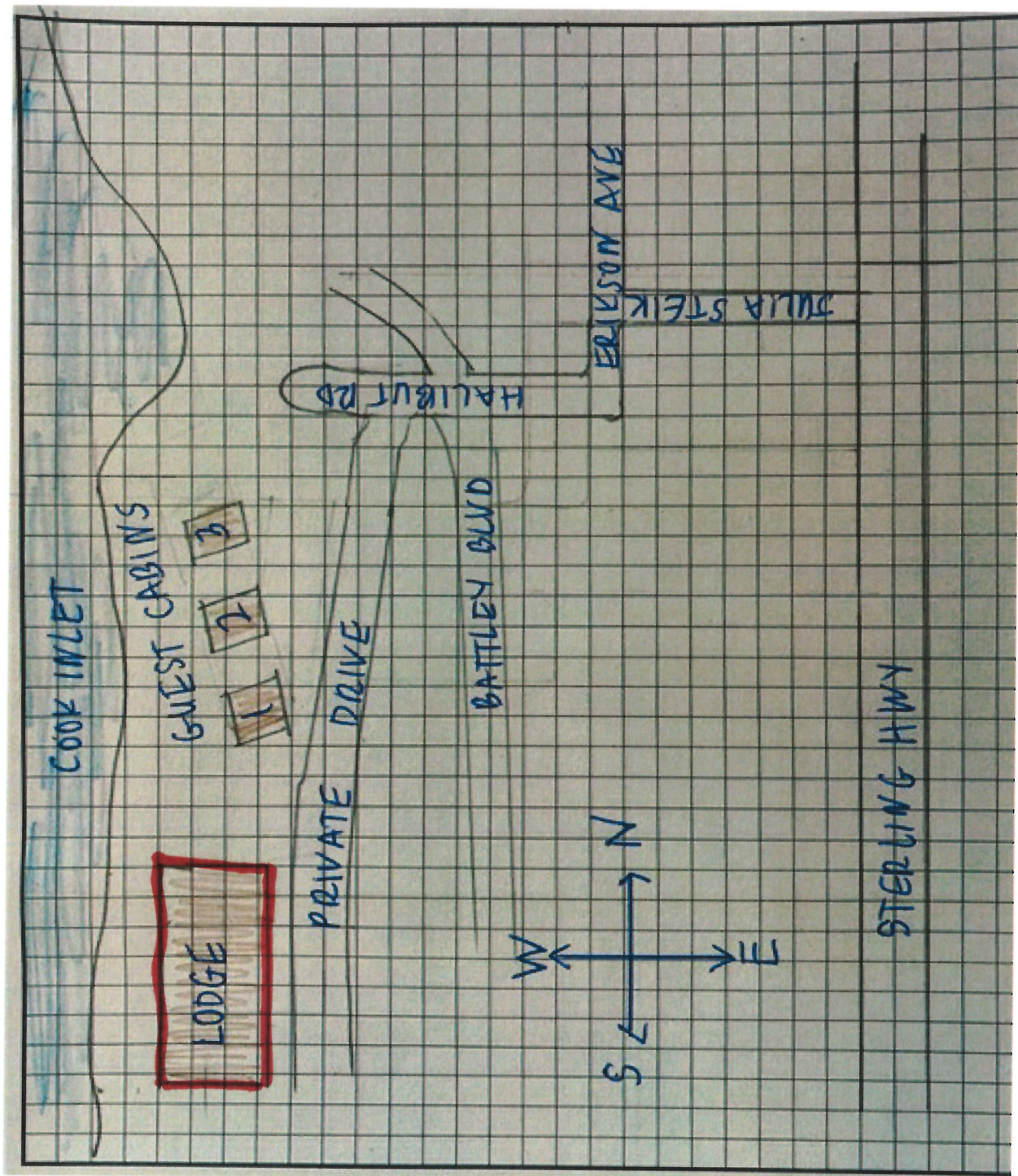
Section 2 – Detailed Premises Diagram

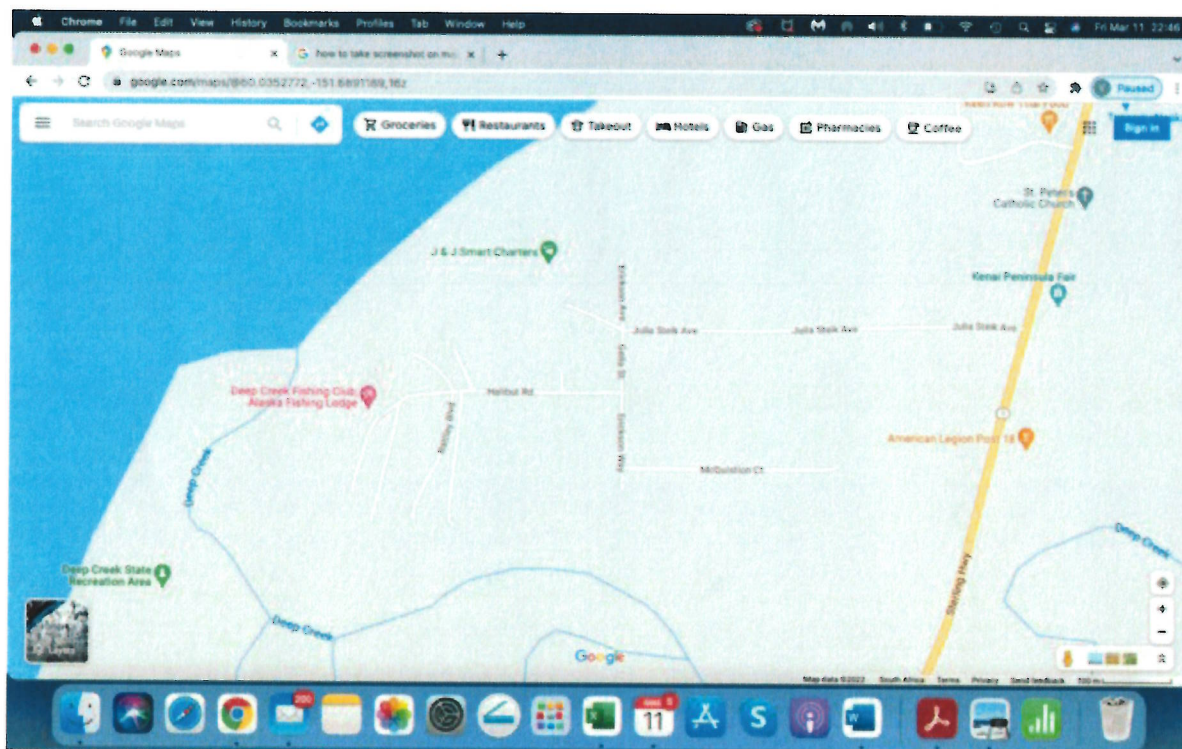
Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

SEE ATTACHED









On Mar 10, 2022, at 21:34, Alcohol Licensing, CED ABC (CED sponsored) <alcohol.licensing@alaska.gov> wrote:

Hello,

I have received and reviewed the liquor license application. At this time, the application is considered incomplete. Please review the attached documents for instructions on how to complete the application.

Completed documents (with the exception of fingerprint cards or payments) may be scanned and emailed, and questions or concerns may be sent to alcohol.licensing@alaska.gov. For planning purposes, please note that the deadline for complete applications to be scheduled for the April 12, 2022 ABC Board meeting is close of business **March 25, 2022**.

DEEP CREEK FISHING CLUB
Outdoor/Indoor Serving Security Plan

1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.
2. All new patrons are carded upon ordering alcohol.
3. All staff is trained in the identification of fake IDs.
4. A wooden railing at a height of approximately 3.5 ft is around the outdoor servicing area.
5. Underaged persons will be monitored closely by our professionally trained alcohol servers.
6. Proper egress from the outdoor service area will always remain unobstructed.
7. ABC mandated posters as required by law are posted inside Deep Creek Fishing Club and at the entrances of the outdoor seating area.
8. All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.
9. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol WILL continue to be a part of our training for our staff.
10. All safety related operations for our current liquor service will additionally be enforced in the new service area.
11. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.
12. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.
13. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.
14. Servers will be present in the outdoor area to monitor consumption.

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Johni Blankenship, Borough Clerk (JB)

DATE: Tuesday, May 3, 2022

RE: New Outdoor Recreation Seasonal Liquor License Application –
Deep Creek Fishing Club, Inc. – License 6042

Kenai Peninsula Borough Code § 7.10.010 provides for a mandatory Assembly review of applications for new liquor license at locations within the Borough. Accordingly, the attached application for a new outdoor recreation seasonal liquor license as filed by Deep Creek Fishing Club dba Deep Creek Fishing Club, Inc. located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

RECOMMENDATION: That the Assembly approve the issuance of a letter of non-objection to the license as requested by Deep Creek Fishing Club dba Deep Creek Fishing Club, Inc..

cc: Deep Creek Fishing Club

OK

Liquor License Review

Municipality:

Borough

Accts Ck'd by: Cindy Jackinsky

Date: March 15, 2022

License Years:

2022-2023 #6042

Date Rec'd:

March 15, 2022

Council/Assbly Meeting:

May 3, 2022

Renewal _____

Continuance _____

Date Due:

May 14, 2022

New App ___X___

Relocate _____

Date back to Clerk:

April 21, 2022

Corporation ___X___

Partnership _____

License Type

Registration Type: Individual _____

Business Name:

Outdoor Rec Lodge - Seasonal

Deep Creek Fishing Club, Inc

Applicant Name:

Steven C Moe/907-299-8039

Entity # 85068D

Bus Lic # 720928

Members Steven C Moe

Physical Address:

67480 Halibut Rd, Ninilchik 99639

Mailing Address:

PO Box 39410, Ninilchik 99639

Email: captaincrusty@aol.com

Phone: 907-567-7373

Sales Tax Accounts

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
038432	Deep Creek Fishing Club Inc Opened: 05/2004 Closed:	Feb-22 Monthly	- \$	-
	Opened: Closed:		- \$	-
	Opened: Closed:			

Account #

Real Property Account Name

BD

Last Yr Pd Thru

15940026	Premise: Moe, Steven C	\$ -	2021
15940022	Moe, Steven C & Vivian Y	\$ -	2021
22118009	Moe, Steven C & Vivian Y	\$ -	2021
		\$ -	
		\$ -	

Account #

Personal Property Account Name

BD

Last Yr Pd Thru

75846	Deep Creek Fishing Club Inc	\$ -	2021
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Kenai Peninsula Borough

Planning Department

MEMORANDUM

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

THRU: Melanie Aeschliman, Planning Director *MA*
Samantha Lopez, Planning/River Center Manager *SL*

FROM: Nancy Carver, Planner *NC*

DATE: April 15, 2022

RE: Application for New Premises Seasonal Liquor License; **Application:** Deep Creek Fishing Club; **Landowner of New Premises:** Steven C. Moe; **Parcel #:** 159-400-26; **Property Description:** Tract 3 Deep Creek Subdivision Moe Addition; **Location:** 67480 Halibut Road, Ninilchik Area

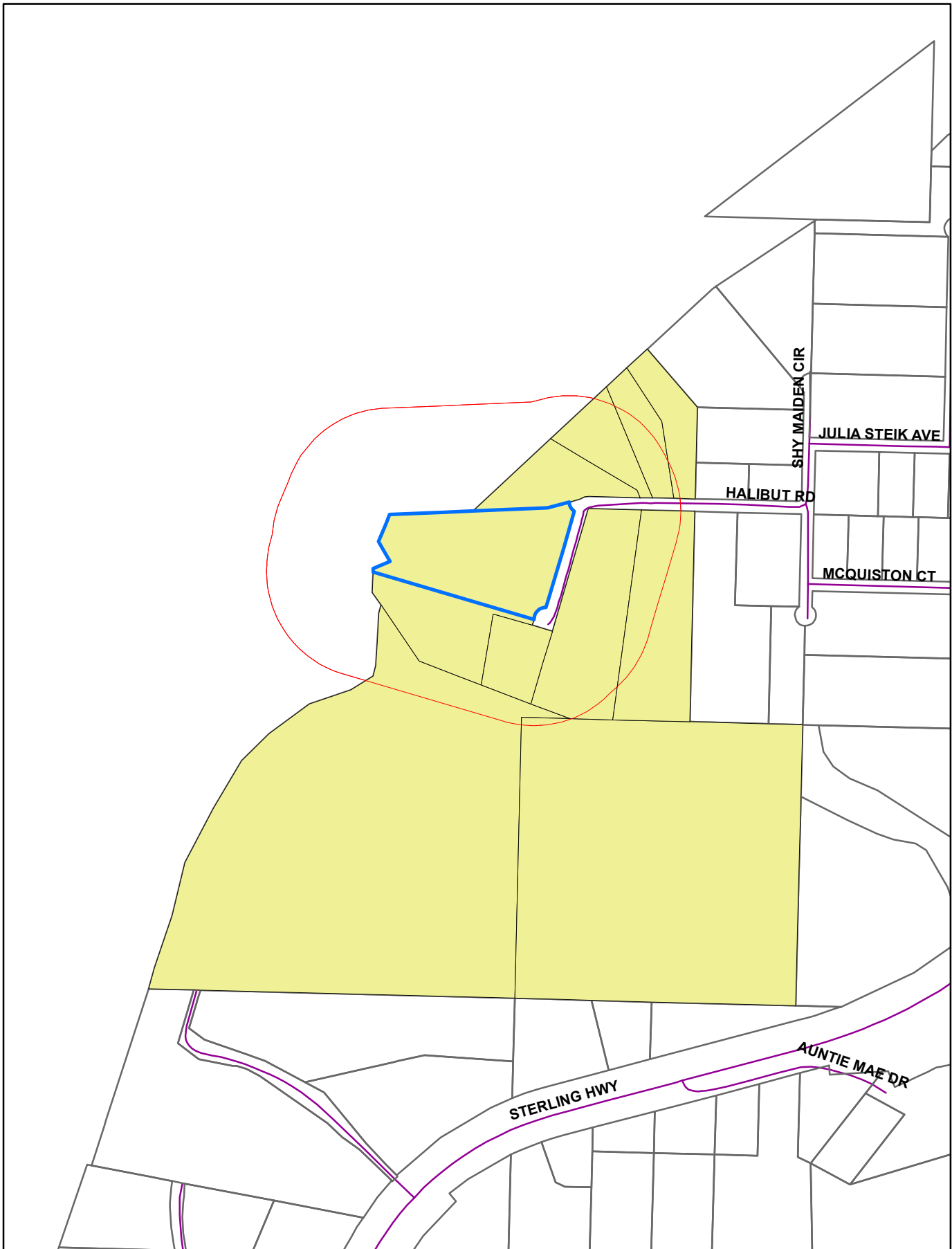
As requested, the Planning Department reviewed the above application for a new seasonal liquor license that will be operated from 67480 Halibut Road in Ninilchik, AK, to determine if there are any churches or schools within 500 feet (KPB 7.10.020).

A radius search identified no churches or schools within 500-feet of KPB Parcel #159-400-26, 67480 Halibut Road, Ninilchik, AK.

There are two driveways from the proposed premises from Halibut Road, which is a borough maintained road, with sufficient ingress and egress for the purposes of KPB 7.10.020(A)(2)(a).

The property complies with all the requirements of KPB 7.10.020(A)(2)(a-e).

Liquor License #6042
Deep Creek Fishing Club
Property Owner: Steven C. Moe
67480 Halibut Road, Ninilchik, AK
KPB Parcel #159-400-26




500 Ft. Radius

Kenai Peninsula Borough

Planning Department

MEMORANDUM

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

FROM: Melanie Aeschliman, Planning Director 

DATE: April 15, 2022

RE: Right-of-way Vacation: Vacating a portion of Symphony Lane associated with C.I Hatton Subdivision Eagle's Crest Addition.

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 11, 2022 the Kenai Peninsula Borough Planning Commission granted approval of the above proposed vacation of by unanimous vote based on the means of evaluating public necessity established by KPB 20.65 (10-Yes, 1-Absent, 3-Vacant). This petition is being sent to you for your consideration and action.

A draft copy of the unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

April 11, 2022 Planning Commission Draft Meeting Minutes
April 11, 2022 Agenda Item E3 Meeting Packet Materials

E1 – Right-of-way Vacation**Vacate a Portion of Symphony Lane associated with C.L. Hatton Subdivision Eagle's Crest Addition**

KPB File No.	2022-027V
Planning Commission Meeting:	April 11, 2022
Applicant / Owner:	Mathew Byler of Ninilchik, Alaska No More FYI LLC of Kenai, Alaska Kenneth Noonan of Willington, Connecticut
Surveyor:	Jason Schollenberg / Peninsula Surveying, Inc
General Location:	Symphony Lane near mile 132.5 of Sterling Highway, Ninilchik
Legal Description:	Tracts B-5, B-6, and B-7 of C.L Hatton Subdivision Eagle's Crest Addition, Section 23, Township 1 South, Range 14 West, Seward Meridian.

Staff report given by Julie Hindman.

Chair Martin opened the meeting for public comment.

Naomi Heneage; 181 Cascade Dr., Spring Creek, NV 89815: Ms. Heneage is the owner for Tract B of My View Subdivision 2021 Replat. She wanted to make sure that the vacation of any of the utility easements would not negatively affect her property. Ms. Hindman replied 150' portion of Symphony Land is being vacated and being moved to the west and will dedicate a new full 60' right-of-way. She also noted that the utility easements being vacated are the ones along the current right-of-way where the house encroaches. New utility easements will be dedicated on the western side of the new right-of-way and the surveyor will be working with the utility companies regarding easement along the eastern side. All existing and new utility easements will be noted on the new plat.

Commissioner Ruffner asked staff to clarify that no existing utility services will be abandoned by this platting action. Ms. Hindman replied that no utility services will be abandoned and that they have reached out to all the area utilities for comment and those comments will be taken into consideration.

Hearing no one else wishing to comment, public comment was closed and discussion was open among the commission.

MOTION: Commissioner Ruffner moved, seconded by Commissioner Gillham to approve the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.65, subject to staff recommendations and compliance to borough code.

Commissioner Ruffner stated that right-of-way vacations are something the commission struggles with from time to time. He noted the last right-of-way vacation the commission approved, which was similar to this request in that a house was encroaching into the right-of-way, was overturned by the Assembly. Code does not have a great way to resolve these types of encroachment issues. He then noted that the request before the commission right now is different than the other one in that the applicants are not gaining any land as they are basically moving the right-of-way over. This platting action will result in access and utility easements being maintained. As he sees it this right-of-way vacation has no adverse effects to the public. He stated that he will be supporting this request.

Commissioner Stutzer asked how can the applicant dedicate a full 60' right-of-way in the proposed location. He does not own enough land to do so. Ms. Hindman replied that the applicant has worked with his neighbor to resolve the issue and they have come to an agreement. She then noted that the plat cannot be finalized without the neighboring landowner's signature on the plat.

Hearing no objection or further discussion, the motion was carried by the following vote:

MOTION PASSED BY UNANIMOUS VOTE:

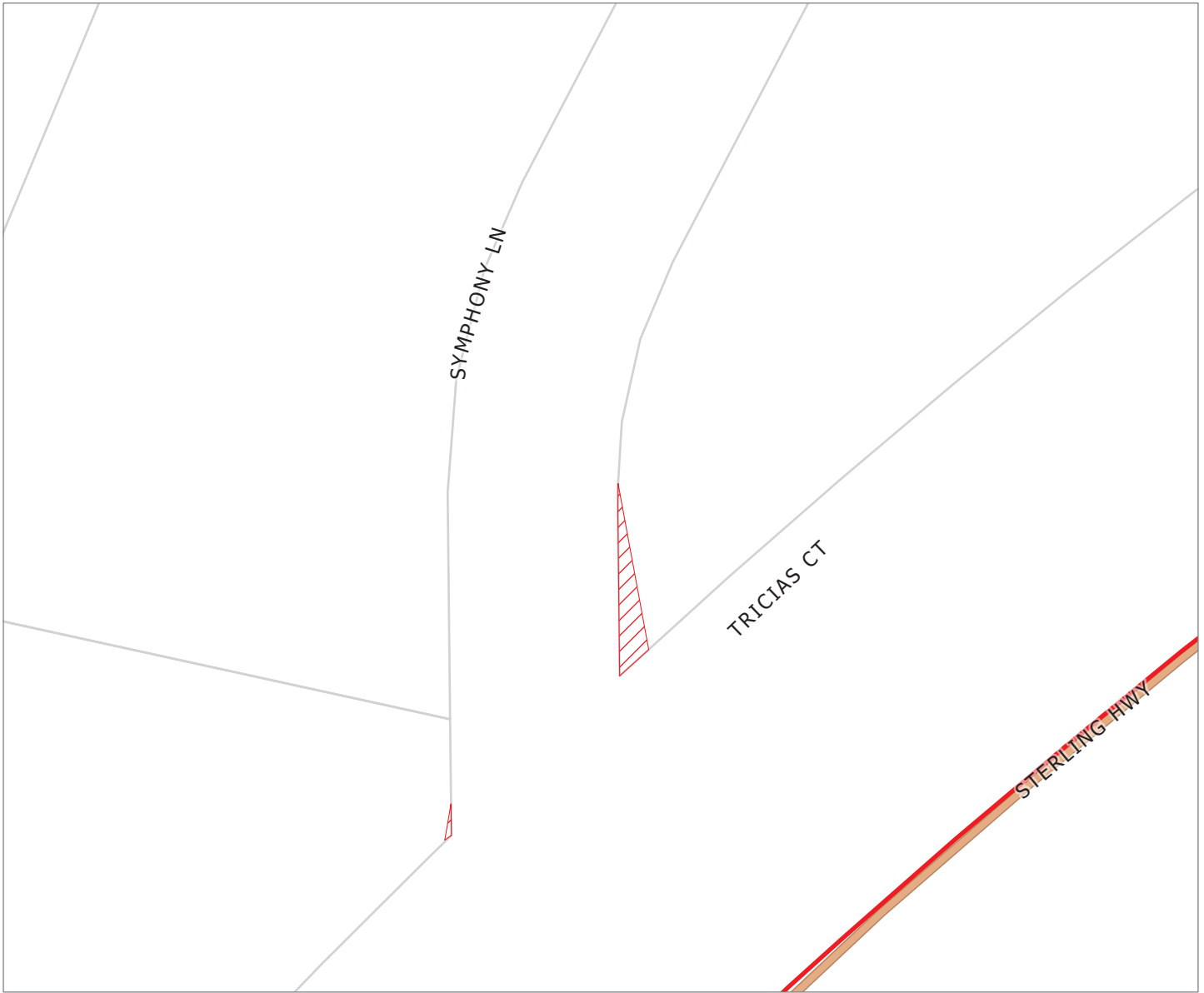
Yes	10	No	0	Absent	1	1
Yes	Bentz, Brantley, Fikes, Gillham, Hooper, Martin, Morgan, Ruffner, Stutzer, Venuti					
No						
Absent	Horton					

E. NEW BUSINESS

**ITEM E1 - RIGHT OF WAY VACATION
VACATE A PORTION OF SYMPHONY LANE ASSOCIATED
WITH C.L. HATTON SUBDIVISION EAGLE'S CREST ADDITION**



Vicinity Map

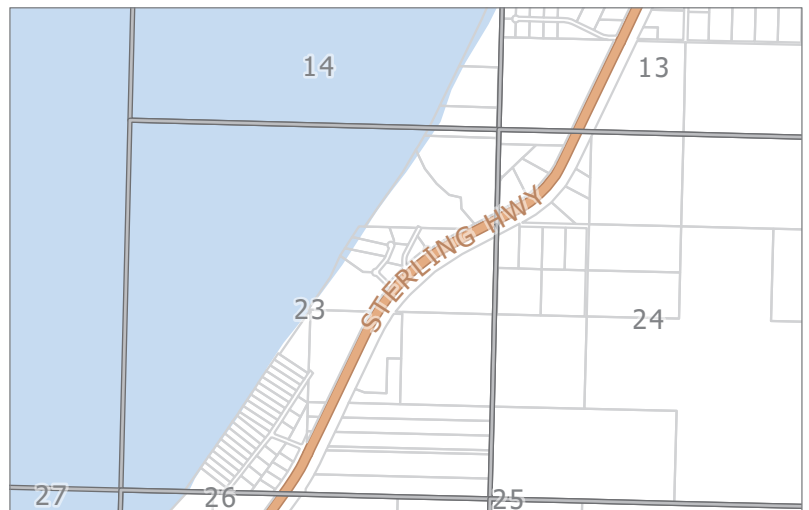


KPB File # 2022-027V

S23-T01S-R14W

Ninilchik

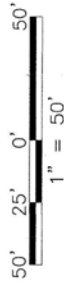
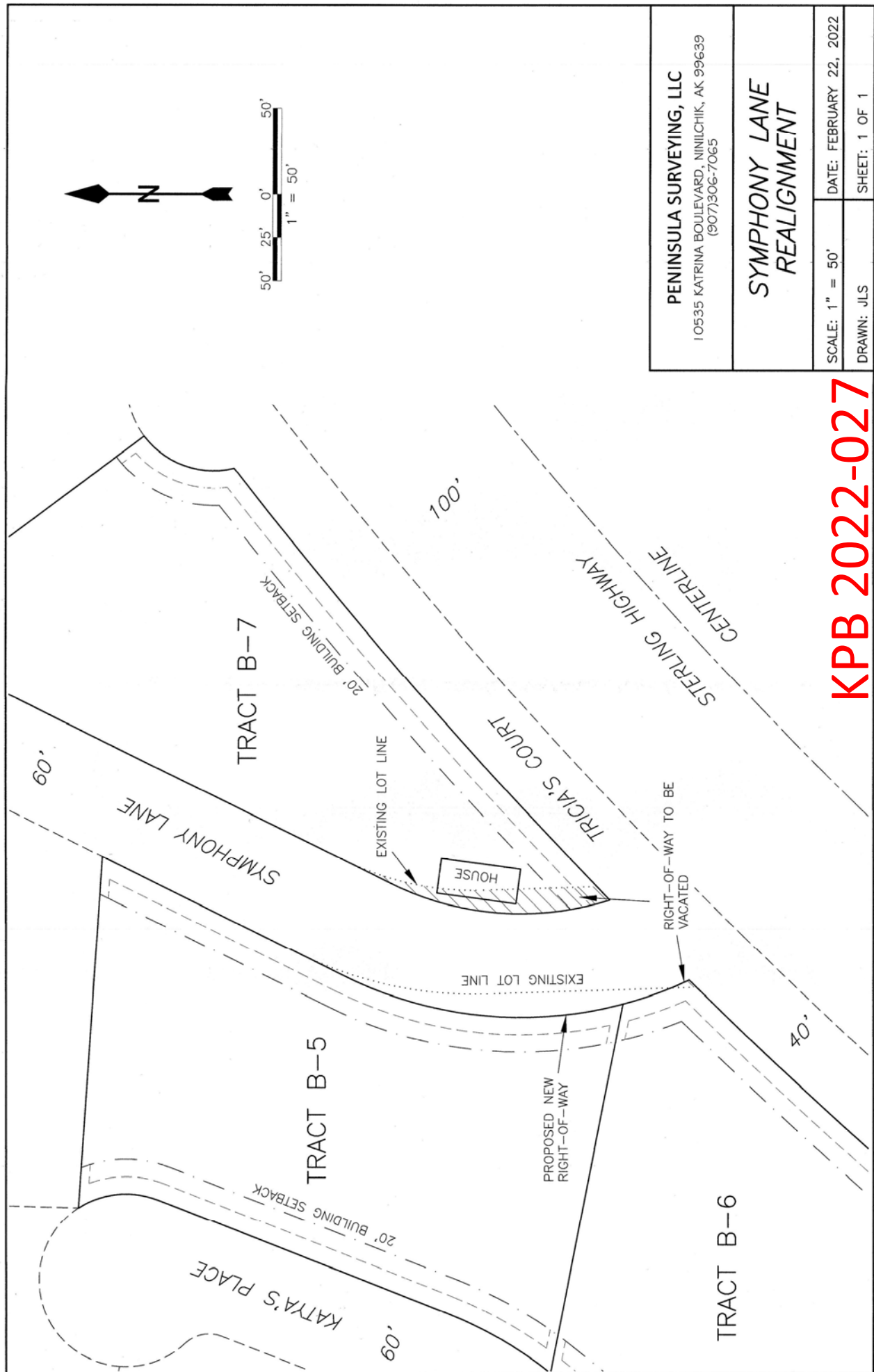
3/9/2022





Aerial View





PENINSULA SURVEYING, LLC
 10535 KATRINA BOULEVARD, NINILCHIK, AK 99639
 (907)306-7065

**SYMPHONY LANE
 REALIGNMENT**

SCALE: 1" = 50'	DATE: FEBRUARY 22, 2022
DRAWN: JLS	SHEET: 1 OF 1

KPB 2022-027

AGENDA ITEM E. NEW BUSINESS

**ITEM 1 - RIGHT OF WAY VACATION
VACATE A PORTION OF SYMPHONY LANE ASSOCIATED WITH C.L. HATTON SUBDIVISION EAGLE'S
CREST ADDITION**

KPB File No.	2022-027V
Planning Commission Meeting:	April 11, 2022
Applicant / Owner:	Mathew Byler of Ninilchik, Alaska No More FYI LLC of Kenai, Alaska Kenneth Noonan of Willington, Connecticut
Surveyor:	Jason Schollenberg / Peninsula Surveying, Inc
General Location:	Symphony Lane near mile 132.5 of Sterling Highway, Ninilchik
Legal Description:	Tracts B-5, B-6, and B-7 of C.L Hatton Subdivision Eagle's Crest Addition, Section 23, Township 1 South, Range 14 West, Seward Meridian.

STAFF REPORT

Specific Request / Purpose as stated in the petition: We would like to realign Symphony Lane where it meets Tricia's Court. The adjustment would add a curve to Symphony Lane, which moves the right-of-way to the west. The change to the right-of-way at the largest point will be 15 feet. We would also like to vacate the 10 foot utility easements along the section of Symphony Lane that is being realigned.

The main reason for this petition is to solve an encroachment issue. There is a single-family residence built in the right-of-way. The existing road is already built in the west side of the right-of-way, so this realignment will not affect access. The new alignment will also provide an intersection that is closer to a right angle in accordance with KPB 20.30.150.

Notification: Public notice appeared in the March 31, 2022 issue of the Homer Daily News as a separate ad. The public hearing notice was published in the April 7, 2022 issue of the Homer Daily News as part of the Commission's tentative agenda.

The public notice was posted on the Planning Commission bulletin board at the Kenai Peninsula Borough George A. Navarre Administration building. Additional notices were mailed to the following with the request to be posted for public viewing.

Library of Ninilchik

Post Office of Ninilchik

Eight certified mailings were sent to owners of property within 300 feet of the proposed vacation. Zero receipts had been returned when the staff report was prepared.

Public hearing notices were sent by regular mail to five owners within 600 feet of the proposed vacation.

Nineteen public hearing notices were emailed to agencies and interested parties as shown below;

State of Alaska Dept. of Fish and Game
State of Alaska DNR
State of Alaska DOT
State of Alaska DNR Forestry
Emergency Services of Ninilchik

Ninilchik Traditional Council
Alaska Communication Systems (ACS)
ENSTAR Natural Gas
General Communications Inc, (GCI)
Homer Electric Association (HEA)

Legal Access (existing and proposed): Symphony Lane is a 60 foot wide dedicated right of way located near mile 132.5 of the Sterling Highway in the Ninilchik area. Tricias Court is a frontage road to provide a single point

access to the Sterling Highway from Symphony Lane and Katyas Place, a dedication located to the southwest of Symphony Lane. The roads all appear to be partially constructed or cleared but are not maintained.

The proposal is to vacate a portion of Symphony Lane to resolve an encroachment issue and provide a road realignment to accommodate the structure. The eastern portion to be vacated will be added to Tract B-7, which is the lot with the encroachment. A small portion of the vacation located along the western side of the right of way will be added to Tract B-6. The new road to be dedicated will have the area taken from Tract B-5 and Tract B-6.

The block is not compliant or closed. Due to the location along the Cook Inlet, Katyas Place is a cul-de-sac, and a 20 acre lot to the north, dedications have not occurred to provide a closed block or bring the block closer to length requirements. Staff would note that the realignment would not affect the block. It will neither improve nor worsen the existing block.

KPB Roads Dept. comments	Out of Jurisdiction: No Roads Director: Uhlin, Dil Comments: RSA has no objection at this time
SOA DOT comments	No comment

Site Investigation: The area is between the Cook Inlet and the Sterling Highway. There do not appear to be any low wet areas within the existing right of way or the proposed dedication. The area proposed for vacation and dedication is relatively flat. Some steeper slopes appear present within the northeastern portion of the dedication.

A house was constructed within the right of way. The house was to be within the boundaries of Tract B-7. There are other structures located on the property that do not appear to cause any issues. Tract B-5 and Tract B-6, per KPB GIS Imagery and Assessing Data, are currently vacant.

KPB River Center review	A. Floodplain Reviewer: Carver, Nancy Floodplain Status: Not within flood hazard area Comments: No comments B. Habitat Protection Reviewer: Aldridge, Morgan Habitat Protection District Status: Is NOT within HPD Comments: No comments C. State Parks Reviewer: Russell, Pam Comments: No Comments
State of Alaska Fish and Game	No objections

Staff Analysis: Symphony Lane was dedicated as a 60 foot wide right of way by C.L. Hatton Subdivision Eagle's Crest Addition, Plat HM 93-51. The plat also created a 20 foot building setback along the right of ways with the front 10 feet granted as utility easements.

The encroachment was brought to the attention of the KPB Roads Department and the KPB Code Compliance Officer. An as-built was performed that verified the structure was within the right of way. The KPB began working with the owners for a resolution. The right of way vacation and realignment will provide a resolution for the encroachment. Per the statement from the surveyor, the constructed portion of the right of way will still be within the dedicated area.

The right of way is partially constructed but is not maintained by the borough or state. The right of way provides access to the 20 acre parcel located to the north. The large acreage lot does have approximately 152 feet of Sterling

Highway frontage. In addition to some steeper terrain, there is a drainage way within the portion along the highway. Symphony Lane provides additional access and for portions of the lot the best access.

The vacation is including the 10 foot utility easements along the right of way. Utility easement will be granted along the new portion of the right of way. Staff is agreeable to the vacation of the utility easement and not granting along the new eastern boundary of the right of way if all utility providers agree.

Per the sketch provided it does not appear the structure will be clear of the 20 foot building setback. If the proposed design is approved and the building would in fact be within the setback, the plat will need to provide a plat note that explains the building is exempt of the setback but there will still be one in place on the lot.

Staff would like to note the GIS data is off from the imagery. While aerial maps are provided for reference, the as-built contains the actual encroachment depiction.

20.65.050 – Action on vacation application

- D. The planning commission shall consider the merits of each vacation request and in all cases the planning commission shall deem the area being vacated to be of value to the public. It shall be incumbent upon the applicant to show that the area proposed for vacation is no longer practical for the uses or purposes authorized, or that other provisions have been made which are more beneficial to the public. In evaluating the merits of the proposed vacation, the planning commission shall consider whether:
1. The right-of-way or public easement to be vacated is being used;
Staff comments: The right of way is constructed but not maintained. Per the surveyor, the constructed portion will still be within the new dedication.
 2. A road is impossible or impractical to construct, and alternative access has been provided;
Staff comments: The proposal is to provide new right of way to shift the dedication to the west.
 3. The surrounding area is fully developed and all planned or needed rights-of-way and utilities are constructed;
Staff comments: There are no other improvements along Symphony Lane at this time. Comments from utility companies will be considered in the planning and granting of new utility easements.
 4. The vacation of a public right-of-way provides access to a lake, river, or other area with public interest or value, and if so, whether equal or superior access is provided;
Staff comments: The right of way does not provide access to an area with public interest.
 5. The proposed vacation would limit opportunities for interconnectivity with adjacent parcels, whether developed or undeveloped;
Staff comments: The proposal will still provide for a 60 foot wide right of way to allow access to the lot to the north.
 6. Other public access, other than general road use, exist or are feasible for the right-of-way;
Staff comments: limited due to encroachment.
 7. All existing and future utility requirements are met. Rights-of-way which are utilized by a utility, or which logically would be required by a utility, shall not be vacated, unless it can be demonstrated that equal or superior access is or will be available. Where an easement would satisfactorily serve the utility interests, and no other public need for the right-of-way exists, the commission may approve the vacation and require that a utility easement be granted in place of the right-of-way.
Staff comments: Utility easements will be granted along the new right of way along the western boundary. The sketch and application do not specify the intention along the eastern boundary. The owner will be required to receive approval from all utility providers.

8. Any other factors that are relevant to the vacation application or the area proposed to be vacated.

Staff comments: A single family home has been constructed within the right of way.

A KPB Planning Commission decision denying a vacation application is final. A KPB Planning Commission decision to approve the vacation application is subject to consent or veto by the KPB Assembly or City Council if located within City boundaries. The KPB Assembly or City Council must hear the vacation within thirty days of the Planning Commission decision.

The Assembly will hear the vacation at their scheduled May 3, 2022 meeting.

If approved, a subdivision plat will be required to finalize the proposed right of way vacation and dedicate the new right of way. A preliminary plat application has not been received. Once a completed application in accordance with KPB Code 20.25 is received, the plat will be scheduled for a hearing with the Plat Committee.

KPB department / agency review:

Planner	Comments not received when staff report was prepared
Code Compliance	No comment
Addressing	Reviewer: Haws, Derek Affected Addresses: 13330 TRICIAS CT 13378 TRICIAS CT 13338 KATYAS PL Existing Street Names are Correct: Yes List of Correct Street Names: TRICIAS CT SYMPHONY LN KATYAS PL Existing Street Name Corrections Needed: All New Street Names are Approved: No List of Approved Street Names: List of Street Names Denied: Comments: 13330 TRICIAS CT will remain with Tract B-7 13378 TRICIAS CT will remain with Tract B-7 13338 KATYAS PL will remain with Tract B-5
Assessing	Reviewer: Wilcox, Adeena Comments: No Comment

Utility provider review:

HEA	Plat 93-51 HRD granted 10 foot utility easements adjoining the dedicated right of way. HEA approves the vacation of the 10 foot utility easement where adjoining the vacation of the portion of Symphony Lane. HEA approves that no utility easement be granted adjoining the new alignment of Symphony Lane where the house is located. Depict and label the area of the associated utility easement that will be vacated with the approval of the right of way vacation. Depict and label the remaining 10 foot utility easement within Tract B-7 that adjoins Symphony Lane.
ENSTAR	No comment

ACS	No objection
GCI	Approved as shown

RECOMMENDATION:

Based on consideration of the merits as per KPB 20.65.050(D) as outlined by Staff comments, Staff recommends APPROVAL as petitioned, subject to:

1. Consent by the KPB Assembly.
2. Compliance with the requirements for preliminary plats per Chapter 20 of the KPB Code.
3. Grant utility easements requested by the utility providers.
4. 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).

KPB 20.65.050 – Action on vacation application

- H. A planning commission decision to approve a vacation is not effective without the consent of the city council, if the vacated area to be vacated is within a city, or by the assembly in all other cases. The council or assembly shall have 30 days from the date of the planning commission approval to either consent to or veto the vacation. Notice of veto of the vacation shall be immediately given to the planning commission. Failure to act on the vacation within 30 days shall be considered to be consent to the vacation. This provision does not apply to alterations of utility easements under KPB 20.65.070 which do not require the consent of the assembly or city council unless city code specifically provides otherwise.**
- I. Upon approval of the vacation request by the planning commission and no veto by the city council or assembly, where applicable, the applicant shall have a surveyor prepare and submit a plat including the entire area approved for vacation in conformance with KPB 20.10.080. Only the area approved for vacation by the assembly or council may be included on the plat. The final plat must be recorded within one year of the vacation consent.**
- J. A planning commission decision denying a vacation application is final. 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.**
- K. An appeal of the planning commission, city council or assembly vacation action under this chapter must be filed in the superior court in accordance with the Alaska Rules of Appellate Procedure.**

The 2019 Kenai Peninsula Borough Comprehensive Plan adopted November 2019 by Ordinance No. 2019-25. The relevant objectives are listed.

Goal 3. Preserve and improve quality of life on the Kenai Peninsula Borough through increased access to local and regional facilities, activities, programs and services.

- *Focus Area: Energy and Utilities*
 - o *Objective A - Encourage coordination or residential, commercial, and industrial development with extension of utilities and other infrastructure.*
 - *Strategy 1. Near – Term: Maintain existing easements (especially section line easements) in addition to establishing adequate utility rights of way or easements to serve existing and future utility needs.*
 - *Strategy 2. Near – Term: Maintain regular contact with utility operators to coordinate and review utility easement requests that are part of subdivision plat approval.*

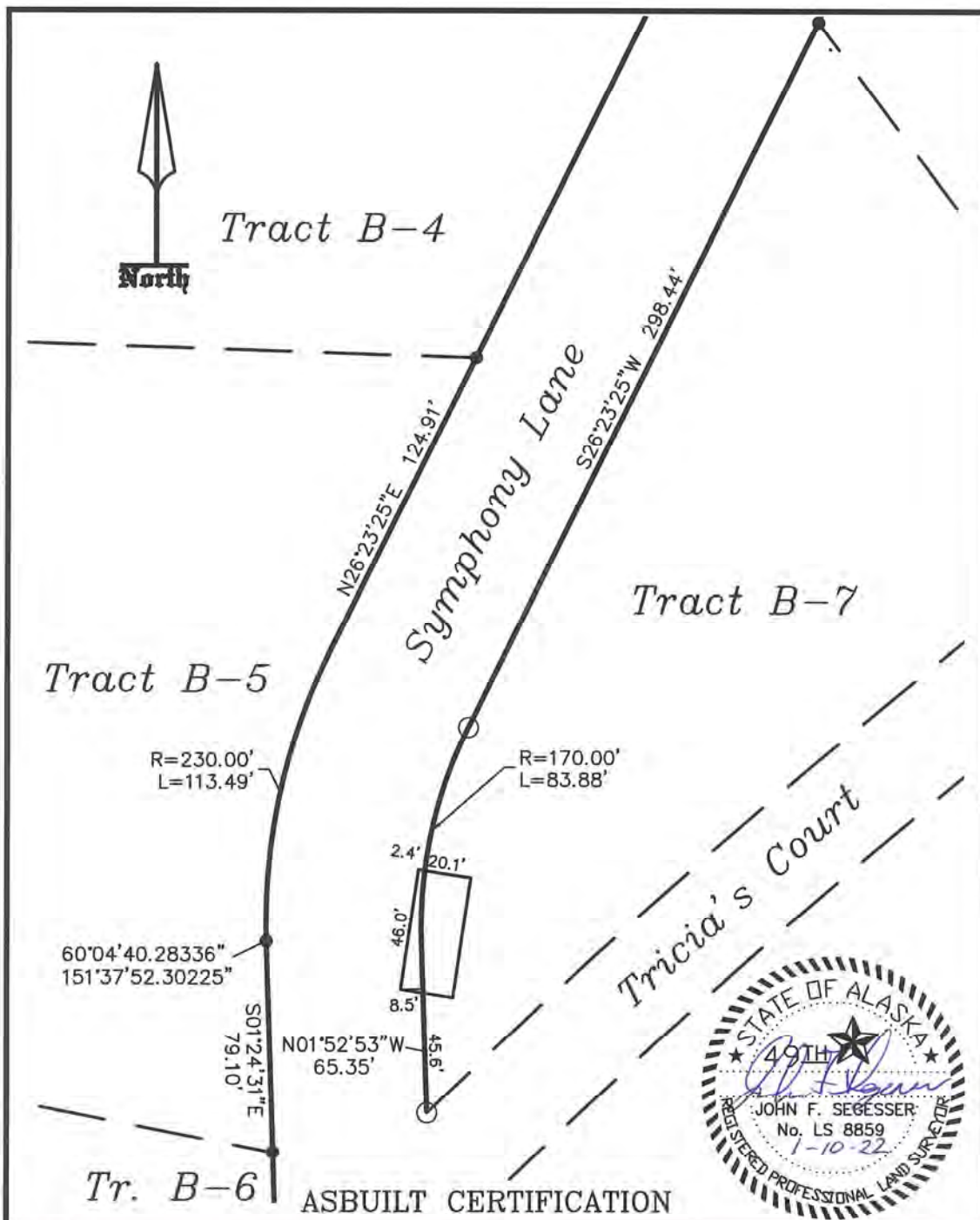
Page 5 of 6

- *Strategy 3. Near – Term: Identify potential utility routes on Borough lands.*
 - *Housing*
 - *Objective D. Encourage efficient use of land, infrastructure and services outside incorporated cities by prioritizing future growth in the most suitable areas.*
 - *Strategy 1. Near – Term: Collaborate with the AK Department of Transportation, incorporated cities within the borough, utility providers, other agencies overseeing local services, and existing communities located adjacent to the undeveloped areas that are appropriate for future growth, to align plans for future expansion of services to serve future residential development and manage growth.*

Goal 4. Improve access to, from and connectivity within the Kenai Peninsula Borough

- *Focus Area: Transportation*
 - *Objective B. Ensure new roads are developed in alignment with existing and planned growth and development.*
 - *Strategy 2. Near – Term: Establish subdivision codes that dictate road construction standards to accommodate future interconnectivity and/or public safety.*
 - *Strategy 3. Near – Term: Identify areas of anticipated growth to determine future access needs.*

END OF STAFF REPORT



LEGEND

- Found Rebar
- Set Rebar

KENAI RECORDING DISTRICT		Plat: 93-51
Date: 1-2-22	Scale: 1"=50'	Drawn: JFS
Job: 21363	Book: 21-6	

SEGESSER SURVEYS
 30485 ROSLAND ST.
 SOLDOTNA, AK 99669
 (907) 262-3909

I hereby certify that I have surveyed the following described property:

Symphony Lane Right-of-Way

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.

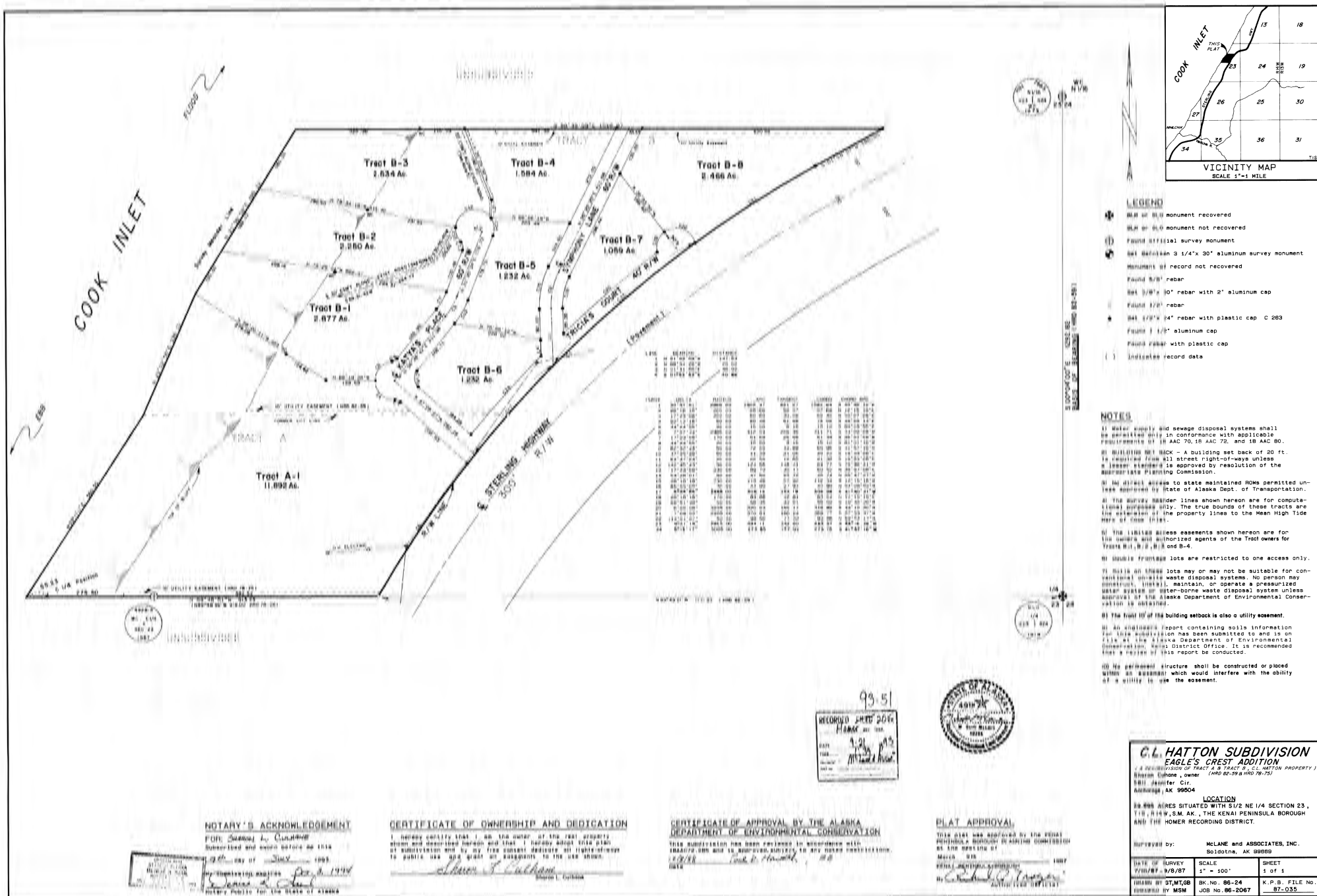


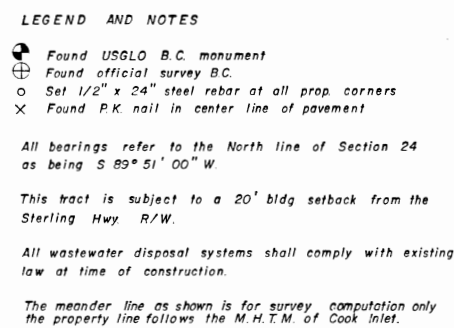
SYMPHONY LANE

JUSTIFICATION FOR VACATING RIGHT-OF-WAY

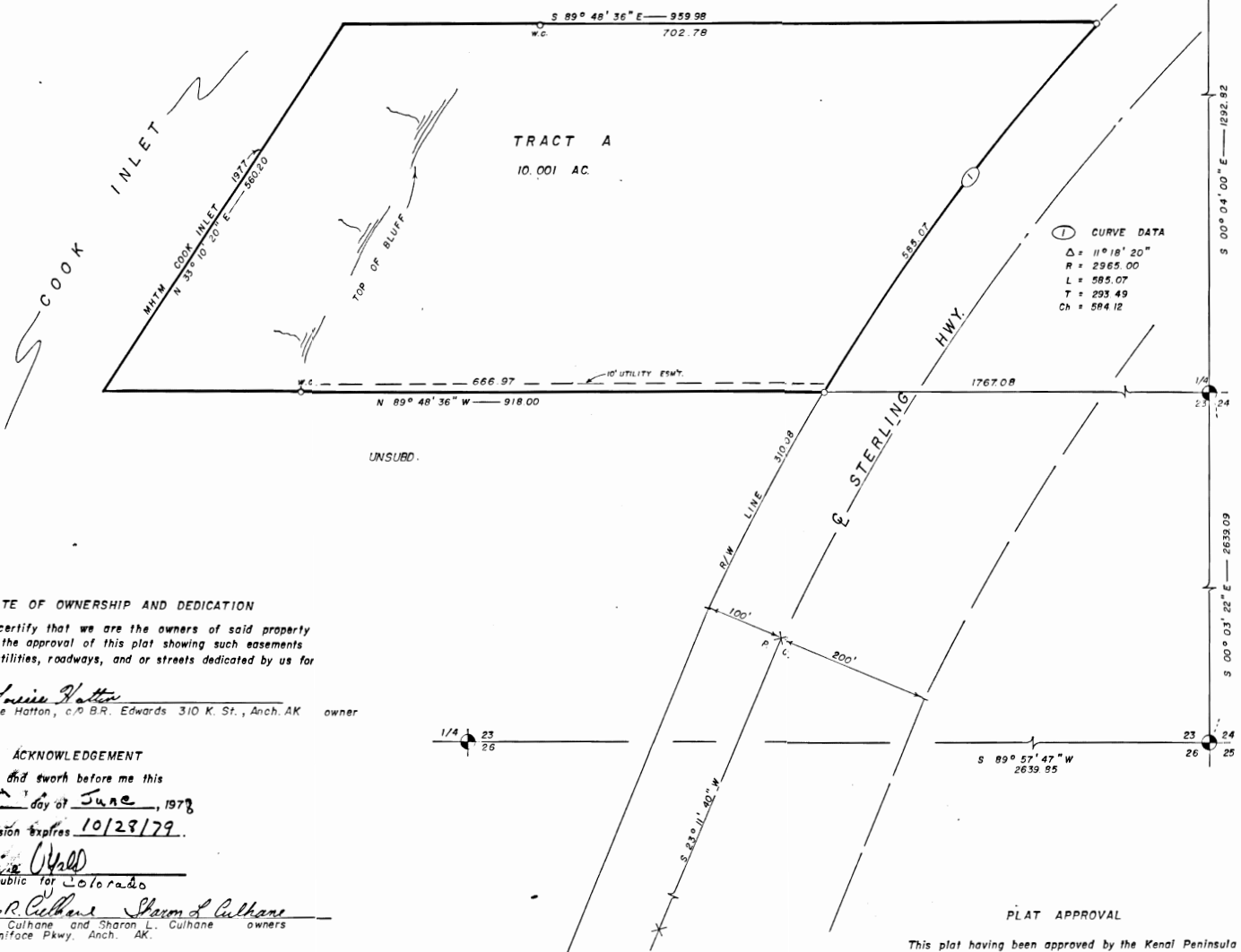
We would like to realign Symphony Lane where it meets Tricia's Court. The adjustment would add a curve to Symphony Lane, which moves the right-of-way to the west. The change to the right-of-way at the largest point will be 15 feet. We would also like to vacate the 10 foot utility easements along the section of Symphony Lane that is being realigned.

The main reason for this petition is to solve an encroachment issue. There is a single-family residence built in the right-of-way. The existing road is already built in the west side of the right-of-way, so this realignment will not affect access. The new alignment will also provide an intersection that is closer to a right angle in accordance with KPB 20.30.150.





(1) CURVE DATA
 $\Delta = 11^\circ 18' 20''$
 $R = 2965.00$
 $L = 585.07$
 $T = 293.49$
 $Ch = 584.12$



Clara Louise Hutton
Clara Louise Hutton, c/o B.R. Edwards 310 K. St., Anch. AK owner

Notary Public for Colorado
Thomas R. Culhane Sharon L. Culhane
 Thomas R. Culhane and Sharon L. Culhane owners
 3609 Bonafide Pkwy. Anch. AK.

My commission expires 2017-06-01
M. L. Blais
 notary public for Alaska

This plat having been approved by the Kenal Peninsula Borough Planning Commission as recorded in the official minutes of the meeting of July 11, 1972, is hereby acknowledged and accepted as the official plat, subject to any and all conditions and requirements of ordinances and law appertaining thereto.

KENAI PENINSULA BOROUGH
By: Philip Waring

<p align="center">DESCRIPTION</p> <p>10.001 ACRES SITUATED IN GOV'T. LOT 2 SEC. 23, T1S, R14W S.M. AK. AND THE KENAI PENINSULA BOROUGH.</p>		
<p>Surveyed by: McLane & Associates Soldotna, Alaska</p>		
<p>Date of survey</p> <p>5/12/77</p>	<p>Scale</p> <p>1" = 100'</p>	<p>Bk. No.</p> <p>76-17</p>

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

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

THRU: Charlie Pierce, Kenai Peninsula Borough Mayor *AK for CP*

DATE: May 3, 2022

RE: Appointment to the KPB Resilience and Security Advisory Commission

Pursuant to the enactment of Ordinance 2020-25, I hereby submit my recommendations for confirmation by the Assembly, of the following appointment to the Kenai Peninsula Borough Resilience and Security Advisory Commission. The Application is attached for your review:

Central Peninsula (areas of Sterling, Kenai, Soldotna, Kalifornsky)

Kenneth Swazer

Expires September 30, 2022

Cc: Melanie Aeschliman, Planning Director
Marcus Mueller, Land Management

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
THRU: Johni Blankenship, Borough Clerk (M) for JB
FROM: Michele Turner, Deputy Borough Clerk (M)
DATE: April 14, 2022
RE: Verification of Resilience and Security Advisory Commission Applicants

Due to a resignation on the advisory commission, a notice of vacancy for a Central Peninsula Seat on the Resilience and Security Advisory Commission was posted in the Borough Administration Building, KPB's Facebook page and KPB's website. The filing period for this seat closed on April 11, 2022.

Per Ordinance 2020-25, appointed members shall have experience in at least one of the ten areas defining the scope of the commission. Sustainability commissioners shall submit a resume with their application to be appointed by the mayor and approved by the assembly.

The attached applications are submitted herewith for your consideration.







CENTRAL PENINSULA (areas of Sterling, Kenai, Soldotna, Kalifornsky)

- Kenneth Swazer Resident Address listed in Sterling
- ✓ Jeremy Spring Flynn Resident Address listed in Soldotna

cc: Land Management



Planning Department

 HOME	 EMERGENCY SERVICES	 SERVICES	 COMMUNITY	 OPPORTUNITIES	 RESEARCH
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Resilience & Security Advisory Commission Application

Select the seat you want to apply for: * ☒ Central Peninsula (Sterling, Kenai, Soldotna, Kalifornsky) Term Expires 09/30/2022

Name: * Kenneth Swazer

Mailing Address: * PO Box 324

City: * Sterling

State: * AK

Zip Code: * 99672

☒ My Residence Address is DIFFERENT from my Mailing Address

Residence Address: * 37875 Eagleson Avenue

City: * Sterling

State: * AK

Zip Code: * 99672

Email: *

swazer@gci.net

Work Phone: -

Home Phone: -

Mobile Phone: 907-350-6348

Occupation or place of employment: * Central Peninsula Hospital

How long have you lived in the area served by this Resilience & Security Advisory Commission? * 6 months

In which of the 10 areas defining the scope of the commission do you have experience? * I have experience in 8) Actively engage and communicate with borough communities to develop and institute sustainable resource initiatives through community workgroups, task-forces, online media, etc.; While serving on The Advisory Board on Alcoholism and Drug Abuse (ABADA) and the Alaska Mental Health Board (AMHB) are the state agencies charged with planning and coordinating behavioral health services funded by the State of Alaska.

A copy of your resume must be included with your application.

You may upload your resume in .pdf, .doc or .docx format below.

Comments (areas of interest, additional experience or qualifications, etc.): *

Upload your resume: * KSwazer Resume 03.22

KENNETH SWAZER

PO Box 324 Sterling, AK 99672

T. 907 350-6348

Email: swazer@gci.net

EDUCATION & SKILLS

University of Alaska Fairbanks – Associates in Arts (Attending)	January 2022
Substance Use Disorder Registered Counselor (SUDRC #10518)	March 2020
Chemical Dependency Counselor I (CDCI) Certification	June 2017
Behavioral Health Counselor (BHCI) Certification	June 2017

RELEVANT WORK EXPERIENCE

- Helping Hearts California LLC – Program Director** 08/2020 – 04/2021
- Educate and train the Direct Care (BHT-1) and BHT Staff (BHT-2) on all issues related to client treatment including changes in the treatment plan, concerns or additional monitoring or tracking they deem necessary for clinical purposes. While providing documentation of specific plans of supervision and that staff provides support to clients in planning, preparing, and serving of meals and cleaning of facility.
 - Support Agency Administrator, Clinical Coordinator and Head of Service in client-related issues and case management including treatment team meetings, as well as notifications and coordination for attendance for clients and their representatives to participate in their assessment and treatment plans.
 - Follow the Helping Hearts Internal Medication Policy which covers general duties, controlled medications, storage, and documentation, medication policy for new admits, disposal of medications, and remain on premises of assigned home the number of hours necessary to manage and administer the treatment program of the facility in compliance with California Code of Regulations.
 - Oversee and carry out the overall treatment program and management of the facility (as authorized by the licensee) and under the direction of the Clinical Coordinator.
- Foothill AIDS Project San Bernardino – Substance Abuse Counselor** 04/2020 – 08/2020
- Provided Crisis Intervention as well as a variety of evidenced-based and direct clinical psychological interventions to adults with co-occurring disorders, including a mental health diagnosis and substance use diagnosis, ensuring that each client meets his or her treatment goals.
 - Provides treatment modalities including individual, family, and/or group therapy to HIV-positive individuals with co-occurring disorders.
 - Implementation of treatment services, treatments, and care plans for each particular client, while assisting in assessing individual needs and maintaining specific goals and objectives.
 - Documentation: Maintains all files, charts, and notes in current, and accurate manner.
- RurAL CAP – Case Management Specialist, Supportive Housing Division** 12/2018 – 1/2020
- Provided culturally competent intensive case management services to a caseload of 20 supportive housing clients presenting with mental illness, physical disabilities, chronic health conditions, and substance use.
 - Evaluated program effectiveness and used results to improve operational procedures, treatment plans, and behavioral contracts.
 - Collaborating with and providing referrals to outside agencies and assisting participants with permanent housing and obtaining self-sufficiency by coordination and implementation of necessary supportive services.
- Cook Inlet Tribal Council – Drug Court Case Manager, Recovery Services** 6/2018 – 12/2018
- Provided evidence-based, trauma-informed case management services to help individuals access community support services including addiction treatment, mental health, housing support, employment services and healthcare.
 - Administered and interpreted the Alaska Screening Tool and the Biopsychosocial Substance Use assessments to determine substance use treatment recommendations based on American Society of Addiction Medicine criteria.
 - Developed client-centered treatment goals and coordinated with referral sources, family members, community agencies, and other treatment providers to offer best case management options.
 - Participated in weekly court hearings at Municipal Wellness Court and bi-weekly hearings at federal court.
- The Salvation Army – Intake Coordinator, Adult Rehabilitation Center** 5/2017 – 6/2018
- Designed and implemented a screening process for admission to a 6-month long program designed to combat co-occurring disorders, including mental health and addiction, build employment and social skills to assist them in regaining health and stability for adult men.
 - Formed partnerships and managed relationships with 10+ community referral sources, connecting prospective and current clients to services to ensure continuity of care.
 - Facilitated a 15-participant chemical dependency relapse prevention process group designed to increase moral reasoning, enhance self-image, and promote positive identity growth.

Choices Inc. – Lead Recovery Coordinator

2/2015 – 5/2017

- Utilized the harm reduction approach to provide case management services to a caseload of up to 25 individuals experiencing severe and persistent mental illness and co-occurring substance use disorders
- Supervised team of four staff, supporting their ongoing development and overseeing their provision of services
- Revamped and implemented IT policies, client screening process and client assignment process for programs and groups to increase efficiency and promote a positive client experience and outcome
- Collaborated with a multidisciplinary Housing First – Assertive Community Treatment Team to provide wrap-around services to clients.

North Star Behavioral Health – Mental Health Specialist II Lead

1/2011 – 1/2015

- Planned and implemented individually prescribed care for allocated clients.
- Supervised a team of mental health specialists, supporting their ongoing development and overseeing their provision of services.
- Implemented Handle with Care situational de-escalation techniques to promote client safety and prevent physical injury.

Alaska Psychiatric Institute – Psychiatric Nursing Assistant I

8/2011 – 1/2014

- Recorded and maintained all patient information including vital signs, eating habits, behavior, progress notes, treatments, and discharge plans.
- Worked as part of a multidisciplinary team to provide mentally impaired or emotionally disturbed adult and adolescent patients with routine physical, emotional, psychological or rehabilitation care under direction of relevant staff.
- Restrained or aided patients to prevent injury when necessary

Kenai Peninsula Borough
Office of the Borough Mayor

MAYOR'S REPORT TO THE ASSEMBLY

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

FROM: Charlie Pierce, Kenai Peninsula Borough Mayor

DATE: May 3, 2022

Assembly Request / Response

None

Agreements and Contracts

- A. Authorization to Award a Contract for ITB22—035 Grounds Maintenance Lawn Care – Central Area 1 to Steam on Wheels, LLC., Soldotna, AK.
- B. Authorization to Award a Contract for ITB22-036 Grounds Maintenance Lawn Care – North area 2 to Get Plowed Sno-Removal, Soldotna, AK.
- C. Authorization to Award a Contract for ITB22-037 Grounds Maintenance Lawn Care – Seward / Moose Pass Area 3 to Steam on Wheels, LLC., Soldotna, AK.
- D. Authorization to Award a Contract for ITB22-038 Grounds Maintenance Lawn Care – Homer Area 4 to Overdorf Landscaping.
- E. Authorization to Award a Contract for ITB22-047 Homer Transfer Facility Hauling Term Contract to Alaska Waste Kenai Peninsula LLC., Soldotna, AK.

Other

- Tax Adjustment Request Approval
- Budget Revisions – March 2022
- Revenue-Expenditure Report – March 2022
- Litigation Status Report – Quarter Ending 03/31/22

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Thomas Nelson, Maintenance Director *TN*

DATE: March 29, 2022

RE: Authorization to Award a Contract for ITB22-035 Grounds Maintenance Lawn Care – Central Area 1

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-035 Grounds Maintenance Lawn Care – Central Area 1. Bid packets were released on February 22, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on February 22, 2022.

The project consists of the contractor providing all labor and material for mowing and weed whacking including the removal and disposal of lawn waste and garbage. No aeration and fertilizing of the lawns will be done this first year of the contract.

On the due date of March 9, 2022, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$131,300 was submitted by Steam on Wheels, LLC, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.43780.

Charlie Pierce for CP
Charlie Pierce, Mayor

4/13/2022

Date

FINANCE DEPARTMENT FUNDS VERIFIED

Acct. No. 241.41010.00000.43780

Amount \$20,325.00 FY22

By: *CP JH* Date: 4/12/2022

FY22 - \$20,325.00

FY23 - \$84,475.00

For Summer of 2022, no aeration or fertilization will be done. First year contract will be for the total amount of \$104,800.00

NA

BID TAB FOR: ITB22-035 Grounds Maintenance - Area 1 Central Region

CONTRACTOR	LOCATION	Borough Admin Bldg	K-Beech Elementary School	Redoubt Elementary School	School District Warehouse / Media Center / Records Bldg	Skyview Middle School	Soldotna Elementary School	Soldotna High School	Soldotna Prep School	Starling Elementary School	Tastumena Elementary School	TOTALS
Steam on Wheels, LLC	Mowing & Weed Wacking	\$2,400.00	\$9,800.00	\$8,400.00	\$2,400.00	\$40,000.00	\$8,400.00	\$9,800.00	\$13,600.00	\$5,600.00	\$8,800.00	\$104,800.00
	Fertilization	\$500.00	\$1,750.00	\$1,250.00	\$500.00	\$6,500.00	\$1,500.00	\$2,000.00	\$3,000.00	\$1,250.00	\$1,750.00	\$20,000.00
	Aeration	\$150.00	\$600.00	\$400.00	\$150.00	\$2,500.00	\$400.00	\$600.00	\$850.00	\$350.00	\$500.00	\$6,500.00
Get Plowed Sno-Removal	Mowing & Weed Wacking	\$3,600.00	\$9,840.00	\$6,320.00	\$3,600.00	\$23,800.00	\$7,760.00	\$22,080.00	\$8,720.00	\$8,080.00	\$11,040.00	\$104,840.00
	Fertilization	\$742.50	\$3,090.00	\$1,940.00	\$740.00	\$10,105.00	\$1,855.00	\$7,170.00	\$2,598.00	\$1,735.00	\$2,970.00	\$32,945.50
	Aeration	\$225.50	\$935.00	\$600.00	\$225.00	\$3,635.00	\$595.00	\$2,325.00	\$785.00	\$525.00	\$900.00	\$10,750.50
Todaly Unlimited, Inc.	Mowing & Weed Wacking	\$4,178.00	\$16,976.00	\$9,440.00	\$4,178.00	\$66,800.00	\$9,680.00	\$39,840.00	\$13,680.00	\$9,780.00	\$16,720.00	\$191,248.00
	Fertilization	\$475.28	\$1,980.34	\$1,235.73	\$475.28	\$7,683.71	\$1,251.58	\$4,911.24	\$1,683.48	\$1,108.98	\$1,901.12	\$22,686.75
	Aeration	\$218.00	\$875.00	\$545.00	\$218.00	\$3,380.00	\$550.00	\$2,160.00	\$735.00	\$490.00	\$840.00	\$10,011.00
												\$223,945.75

DUE DATE: March 9, 2022

KPB OFFICIAL:

John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Thomas Nelson, Maintenance Director *TN*

DATE: March 29, 2022

RE: Authorization to Award a Contract for ITB22-036 Grounds Maintenance Lawn Care – North Area 2

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-036 Grounds Maintenance Lawn Care – North Area 2. Bid packets were released on February 22, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on February 22, 2022.

The project consists of the contractor providing all labor and material for mowing and weed whacking including the removal and disposal of lawn waste and garbage. No aeration and fertilizing of the lawns will be done this first year of the contract.

On the due date of March 9, 2022, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$116,155 was submitted by Get Plowed Sno-Removal, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.43780.

Charlie Pierce for CP
Charlie Pierce, Mayor

4/13/2022
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>241.41010.00000.43780</u>
Amount	<u>\$14,610.00</u> FY22
By: <i>CP</i> <i>BH</i>	Date: <u>4/12/2022</u>
FY22 - \$14,610.00	
FY23 - \$63,310.00	
For Summer of 2022, no aeration or fertilization will be done. First year contract will be for the total amount of \$77,920.	

NA

BID TAB FOR: ITB22-036 Grounds Maintenance - Area 2 North Region

CONTRACTOR	LOCATION	Kaleidoscope Elementary School	Kenal Central High School	Kenal Elementary School	Kenal Middle School	Mountain View Elementary School	Nikiski Middle / High School	Nikiski North Star Elementary School	TOTALS
Steam on Wheels, LLC	Mowing & Weed Wacking	\$6,400.00	\$32,000.00	\$2,400.00	\$24,000.00	\$12,000.00	\$32,000.00	\$9,600.00	\$118,400.00
	Fertilization	\$1,250.00	\$4,500.00	\$250.00	\$3,500.00	\$2,000.00	\$4,500.00	\$1,750.00	\$17,750.00
	Aeration	\$400.00	\$2,000.00	\$150.00	\$1,500.00	\$750.00	\$2,000.00	\$800.00	\$7,400.00
Get Plowed Sno-Removal	Mowing & Weed Wacking	\$6,480.00	\$16,800.00	\$3,600.00	\$11,760.00	\$8,480.00	\$23,200.00	\$7,600.00	\$77,920.00
	Fertilization	\$1,855.00	\$7,070.00	\$440.00	\$6,185.00	\$3,090.00	\$7,795.00	\$2,725.00	\$29,180.00
	Aeration	\$560.00	\$2,325.00	\$225.00	\$1,875.00	\$940.00	\$2,325.00	\$825.00	\$9,075.00
Totally Unlimited, Inc.	Mowing & Weed Wacking	\$11,780.00	\$48,720.00	\$2,608.00	\$41,200.00	\$20,000.00	\$85,840.00	\$21,600.00	\$211,728.00
	Fertilization	\$1,188.20	\$4,911.23	\$237.64	\$3,980.67	\$1,980.33	\$4,990.45	\$1,742.69	\$19,011.21
	Aeration	\$850.00	\$2,385.00	\$125.00	\$1,905.00	\$850.00	\$2,875.00	\$975.00	\$9,845.00

DUE DATE: March 9, 2022**KPB OFFICIAL:**

John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Thomas Nelson, Maintenance Director *TN*

DATE: March 29, 2022

RE: Authorization to Award a Contract for ITB22-037 Grounds Maintenance Lawn Care – Seward / Moose Pass Area 3

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-037 Grounds Maintenance Lawn Care – Seward / Moose Pass Area 3. Bid packets were released on February 22, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on February 22, 2022.

The project consists of the contractor providing all labor and material for mowing and weed whacking including the removal and disposal of lawn waste and garbage. No aeration and fertilizing of the lawns will be done this first year of the contract.

On the due date of March 9, 2022, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$63,250 was submitted by Steam on Wheels, LLC.

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.43780.

Charlie Pierce for CP
Charlie Pierce, Mayor

4/13/2022
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>241.41010.00000.43780</u>
Amount	<u>\$10,200.00</u> FY22
By: <i>CF BH</i>	Date: <u>4/12/2022</u>
FY22 - \$10,200.00	
FY23 - \$44,200.00	
For Summer of 2022, no aeration or fertilization will be done. First year contract will be for the total amount of \$54,400.	

NA

LA BOROUGH PURCHASING & CONTRACTING**BID TAB FOR: ITB22-037 Grounds Maintenance - Area 3 Seward / Moose Pass**

CONTRACTOR	LOCATION	Moose Pass Elementary School	Seward Elementary School	Seward High School	Seward Middle School	TOTALS	
Steam on Wheels, LLC	Mowing & Weed Wacking	\$4,800.00	\$13,800.00	\$24,000.00	\$12,000.00	\$54,400.00	
	Fertilization	\$500.00	\$1,750.00	\$2,500.00	\$1,000.00	\$5,750.00	
	Aeration	\$250.00	\$850.00	\$1,500.00	\$500.00	\$3,100.00	\$63,250.00
Metco Alaska, LLC	Mowing & Weed Wacking	\$12,320.00	\$14,080.00	\$20,800.00	\$10,560.00	\$57,760.00	
	Fertilization	\$1,045.00	\$2,420.00	\$3,850.00	\$1,540.00	\$8,855.00	
	Aeration	\$500.00	\$550.00	\$880.00	\$440.00	\$2,370.00	\$88,985.00

DUE DATE: March 9, 2022**KPB OFFICIAL:**
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director JH

FROM: Thomas Nelson, Maintenance Director TN

DATE: March 29, 2022

RE: Authorization to Award a Contract for ITB22-038 Grounds Maintenance Lawn Care – Homer Area 4

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-038 Grounds Maintenance Lawn Care – Homer Area 4. Bid packets were released on February 22, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on February 22, 2022.

The project consists of the contractor providing all labor and material for mowing and weed whacking including the removal and disposal of lawn waste and garbage. No aeration and fertilizing of the lawns will be done this first year of the contract.

On the due date of March 9, 2022, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$47,400 was submitted by Overdorf Landscaping

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.43780.

Charlie Pierce for CP
Charlie Pierce, Mayor

4/13/2022

Date

NA

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	241.41010.00000.43780
Amount	\$7,200.00 FY22
By: <u>CF BH</u>	Date: 4/12/2022
FY22 - \$7,200.00	
FY23 - \$31,200.00	
For Summer of 2022, no aeration or fertilization will be done. First year contract will be for the total amount of \$38,400.	

LA BOROUGH PURCHASING & CONTRACTING

BID TAB FOR: ITB22-038 Grounds Maintenance - Area 4 Homer

CONTRACTOR	LOCATION	Chapman Elementary School	Homer Flax School	Homer High School	Homer Middle School	McNeil Canyon Elementary School	Nikolaevsk School	Ninilichik School	Paul Banks Elementary School	West Homer Elementary School	TOTALS
Overdorf Landscaping	Mowing & Weed Wacking	\$4,800.00	\$1,800.00	\$8,400.00	\$4,800.00	\$3,200.00	\$4,800.00	\$4,800.00	\$4,000.00	\$4,000.00	\$38,400.00
	Fertilization	\$500.00	\$250.00	\$750.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$4,500.00
	Aeration	\$500.00	\$250.00	\$750.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$4,500.00
Fetterhoff Lawn Care	Mowing & Weed Wacking	\$3,200.00	\$1,040.00	\$12,800.00	\$13,600.00	\$5,800.00	\$8,800.00	\$7,200.00	\$2,880.00	\$8,000.00	\$81,120.00
	Fertilization	\$900.00	\$150.00	\$2,900.00	\$3,400.00	\$1,550.00	\$1,900.00	\$1,800.00	\$750.00	\$1,850.00	\$15,000.00
	Aeration	\$885.00	\$125.00	\$2,250.00	\$2,800.00	\$1,250.00	\$1,500.00	\$1,250.00	\$550.00	\$1,450.00	\$11,880.00
Alaska Hardy LLC DBA DutchBoy Landscaping	Mowing & Weed Wacking	\$8,900.00	\$2,848.00	\$35,516.48	\$28,400.00	\$28,400.00	\$28,400.00	\$38,016.00	\$18,800.00	\$28,580.00	\$213,860.48
	Fertilization	\$1,980.00	\$540.00	\$8,579.00	\$7,675.00	\$3,289.00	\$4,203.00	\$3,545.00	\$1,845.00	\$4,203.00	\$33,859.00
	Aeration	\$400.00	\$200.00	\$1,200.00	\$1,000.00	\$800.00	\$800.00	\$1,000.00	\$800.00	\$800.00	\$7,000.00
											\$254,519.48

DUE DATE: March 9, 2022

KPB OFFICIAL:

John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Thomas Nelson, Maintenance Director *TN*

DATE: March 29, 2022

RE: Authorization to Award a Contract for ITB22-036 Grounds Maintenance Lawn Care – North Area 2

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-036 Grounds Maintenance Lawn Care – North Area 2. Bid packets were released on February 22, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on February 22, 2022.

The project consists of the contractor providing all labor and material for mowing and weed whacking including the removal and disposal of lawn waste and garbage. No aeration and fertilizing of the lawns will be done this first year of the contract.

On the due date of March 9, 2022, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$116,155 was submitted by Get Plowed Sno-Removal, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.43780.

Charlie Pierce for CP
Charlie Pierce, Mayor

4/13/2022
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>241.41010.00000.43780</u>
Amount	<u>\$14,610.00</u> FY22
By: <i>CP</i> <i>BH</i>	Date: <u>4/12/2022</u>
FY22 - \$14,610.00	
FY23 - \$63,310.00	
For Summer of 2022, no aeration or fertilization will be done. First year contract will be for the total amount of \$77,920.	

NA

BID TAB FOR: ITB22-036 Grounds Maintenance - Area 2 North Region

CONTRACTOR	LOCATION	Kaleidoscope Elementary School	Kenal Central High School	Kenal Elementary School	Kenal Middle School	Mountain View Elementary School	Nikiski Middle / High School	Nikiski North Star Elementary School	TOTALS
Steam on Wheels, LLC	Mowing & Weed Wacking	\$6,400.00	\$32,000.00	\$2,400.00	\$24,000.00	\$12,000.00	\$32,000.00	\$9,600.00	\$118,400.00
	Fertilization	\$1,250.00	\$4,500.00	\$250.00	\$3,500.00	\$2,000.00	\$4,500.00	\$1,750.00	\$17,750.00
	Aeration	\$400.00	\$2,000.00	\$150.00	\$1,500.00	\$750.00	\$2,000.00	\$800.00	\$7,400.00
Get Plowed Sno-Removal	Mowing & Weed Wacking	\$6,480.00	\$16,800.00	\$3,600.00	\$11,760.00	\$8,480.00	\$23,200.00	\$7,600.00	\$77,920.00
	Fertilization	\$1,855.00	\$7,070.00	\$440.00	\$6,185.00	\$3,090.00	\$7,795.00	\$2,725.00	\$29,180.00
	Aeration	\$560.00	\$2,325.00	\$225.00	\$1,875.00	\$940.00	\$2,325.00	\$825.00	\$9,075.00
Totally Unlimited, Inc.	Mowing & Weed Wacking	\$11,780.00	\$48,720.00	\$2,608.00	\$41,200.00	\$20,000.00	\$85,840.00	\$21,600.00	\$211,728.00
	Fertilization	\$1,188.20	\$4,911.23	\$237.64	\$3,980.67	\$1,980.33	\$4,990.45	\$1,742.69	\$19,011.21
	Aeration	\$850.00	\$2,385.00	\$125.00	\$1,905.00	\$850.00	\$2,875.00	\$975.00	\$9,845.00

DUE DATE: March 9, 2022**KPB OFFICIAL:**

John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Thomas Nelson, Maintenance Director *TN*

DATE: March 29, 2022

RE: Authorization to Award a Contract for ITB22-037 Grounds Maintenance Lawn Care – Seward / Moose Pass Area 3

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-037 Grounds Maintenance Lawn Care – Seward / Moose Pass Area 3. Bid packets were released on February 22, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on February 22, 2022.

The project consists of the contractor providing all labor and material for mowing and weed whacking including the removal and disposal of lawn waste and garbage. No aeration and fertilizing of the lawns will be done this first year of the contract.

On the due date of March 9, 2022, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$63,250 was submitted by Steam on Wheels, LLC.

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.43780.

Charlie Pierce for CP
Charlie Pierce, Mayor

4/13/2022
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>241.41010.00000.43780</u>
Amount	<u>\$10,200.00</u> FY22
By: <i>CF BH</i>	Date: <u>4/12/2022</u>
FY22 - \$10,200.00	
FY23 - \$44,200.00	
For Summer of 2022, no aeration or fertilization will be done. First year contract will be for the total amount of \$54,400.	

NA

LA BOROUGH PURCHASING & CONTRACTING**BID TAB FOR: ITB22-037 Grounds Maintenance - Area 3 Seward / Moose Pass**

CONTRACTOR	LOCATION	Moose Pass Elementary School	Seward Elementary School	Seward High School	Seward Middle School	TOTALS	
Steam on Wheels, LLC	Mowing & Weed Wacking	\$4,800.00	\$13,800.00	\$24,000.00	\$12,000.00	\$54,400.00	
	Fertilization	\$500.00	\$1,750.00	\$2,500.00	\$1,000.00	\$5,750.00	
	Aeration	\$250.00	\$850.00	\$1,500.00	\$500.00	\$3,100.00	\$63,250.00
Metco Alaska, LLC	Mowing & Weed Wacking	\$12,320.00	\$14,080.00	\$20,800.00	\$10,560.00	\$57,760.00	
	Fertilization	\$1,045.00	\$2,420.00	\$3,850.00	\$1,540.00	\$8,855.00	
	Aeration	\$500.00	\$550.00	\$880.00	\$440.00	\$2,370.00	\$88,985.00

DUE DATE: March 9, 2022**KPB OFFICIAL:**
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Thomas Nelson, Maintenance Director *TN*

DATE: March 29, 2022

RE: Authorization to Award a Contract for ITB22-038 Grounds Maintenance Lawn Care – Homer Area 4

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-038 Grounds Maintenance Lawn Care – Homer Area 4. Bid packets were released on February 22, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on February 22, 2022.

The project consists of the contractor providing all labor and material for mowing and weed whacking including the removal and disposal of lawn waste and garbage. No aeration and fertilizing of the lawns will be done this first year of the contract.

On the due date of March 9, 2022, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$47,400 was submitted by Overdorf Landscaping

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.43780.

Charlie Pierce for CP

 Charlie Pierce, Mayor

4/13/2022

 Date

FINANCE DEPARTMENT FUNDS VERIFIED

Acct. No. 241.41010.00000.43780

Amount \$7,200.00 FY22

By: *CF BH* Date: 4/12/2022

FY22 - \$7,200.00

FY23 - \$31,200.00

For Summer of 2022, no aeration or fertilization will be done. First year contract will be for the total amount of \$38,400.

NA

LA BOROUGH PURCHASING & CONTRACTING

BID TAB FOR: ITB22-038 Grounds Maintenance - Area 4 Homer

CONTRACTOR	LOCATION	Chapman Elementary School	Homer Flax School	Homer High School	Homer Middle School	McNeil Canyon Elementary School	Nikolaevsk School	Ninilichik School	Paul Banks Elementary School	West Homer Elementary School	TOTALS
Overdorf Landscaping	Mowing & Weed Wacking	\$4,800.00	\$1,800.00	\$8,400.00	\$4,800.00	\$3,200.00	\$4,800.00	\$4,800.00	\$4,000.00	\$4,000.00	\$38,400.00
	Fertilization	\$500.00	\$250.00	\$750.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$4,500.00
	Aeration	\$500.00	\$250.00	\$750.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$4,500.00
Fetterhoff Lawn Care	Mowing & Weed Wacking	\$3,200.00	\$1,040.00	\$12,800.00	\$13,600.00	\$5,800.00	\$8,800.00	\$7,200.00	\$2,880.00	\$8,000.00	\$81,120.00
	Fertilization	\$900.00	\$150.00	\$2,900.00	\$3,400.00	\$1,550.00	\$1,900.00	\$1,800.00	\$750.00	\$1,850.00	\$15,000.00
	Aeration	\$885.00	\$125.00	\$2,250.00	\$2,800.00	\$1,250.00	\$1,500.00	\$1,250.00	\$550.00	\$1,450.00	\$11,880.00
Alaska Hardy LLC DBA DutchBoy Landscaping	Mowing & Weed Wacking	\$8,900.00	\$2,848.00	\$35,516.48	\$28,400.00	\$28,400.00	\$28,400.00	\$38,016.00	\$18,800.00	\$28,580.00	\$213,860.48
	Fertilization	\$1,980.00	\$540.00	\$8,579.00	\$7,675.00	\$3,289.00	\$4,203.00	\$3,545.00	\$1,845.00	\$4,203.00	\$33,859.00
	Aeration	\$400.00	\$200.00	\$1,200.00	\$1,000.00	\$800.00	\$800.00	\$1,000.00	\$800.00	\$800.00	\$7,000.00
											\$254,519.48

DUE DATE: March 9, 2022

KPB OFFICIAL:

John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough
Solid Waste Department

MEMORANDUM

TO: Charlie Pierce, Mayor
THRU: John Hedges, Purchasing & Contracting Director *JH*
FROM: Lee Frey, Solid Waste Director *DLFL*
DATE: April 8, 2022
RE: Authorization to Award a Contract for ITB22-047 Homer Transfer Facility Hauling Term Contract

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-047 Homer Transfer Facility Hauling Term Contract. Bid packets were released on March 11, 2022, and the Invitation to Bid was advertised in the Peninsula Clarion on March 11, 2022.

The project consists of hauling MSW from Homer TF to CPL for daily operations and hauling recycles from Homer TF to Anchorage on an as-needed basis.

On the due date of March 31, 2022, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$289,580.00 was submitted by Alaska Waste – Kenai Peninsula, LLC at 47323 Merrywood Ave., Soldotna, Alaska 99669.

Your approval for this bid award is hereby requested. Funding for this project is in account number 290.32310.00000.43011.

Charlie Pierce for CP
Charlie Pierce, Mayor

4/13/2022

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>290.32310.00000.43011</u>
Amount	<u>\$289,580.00</u>
By: <i>CSJ BH</i>	Date: <u>4/8/2022</u>
NOTES: Contingent upon approval of FY2023 budget.	

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**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB22-047 Homer Transfer Facility Hauling Term Contract

CONTRACTOR	LOCATION	BASE BID
Alaska Waste - Kenai Peninsula, LLC	Soldotna, Alaska	\$289,580.00
D&L Construction Co., Inc.	Cooper Landing, Alaska	\$613,800.00

DUE DATE: March 31, 2022

KPB OFFICIAL:

 FOR J.H.
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough
Assessing Department

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
FROM: Adeena Wilcox, Director of Assessing *AW*
DATE: April 14, 2022
RE: Tax Adjustment Request Approval

Attached is a spreadsheet of tax adjustment requests required by changes to the assessment roll. These adjustments are being submitted to the Finance Department for processing.

Borough code 5.12.119 (D) authorizes the mayor to approve tax adjustment requests prepared by the borough assessor.

I hereby certify that I have reviewed the tax adjustment requests submitted for your signature and I find them to be proper and correct.

DATED: April 14, 2022

Adeena Wilcox
Director of Assessing

APPROVED



Charlie Pierce
Borough Mayor

APRIL TARS

	2021	2020	2019	2018	2017
TAG 10 (assessed)					
(taxable)					
TAG 11 (assessed)					
(taxable)					
TAG 20 (assessed)					
(taxable)					
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)	\$7,576	\$9,067			
(taxable)	(\$44,177)	(\$42,628)			
TAG 40 (assessed)					
(taxable)					
TAG 41 (assessed)					
(taxable)					
TAG 42 (assessed)					
(taxable)					
TAG 43 (assessed)					
(taxable)					
TAG 52 (assessed)					
(taxable)					
TAG 53 (assessed)					
(taxable)					
TAG 54 (assessed)					
(taxable)					
TAG 55 (assessed)					
(taxable)					
TAG 57 (assessed)					
(taxable)					
TAG 58 (assessed)	\$282,044	\$355,097	\$408,891		
(taxable)	\$237,097	\$316,144	\$381,247		
TAG 61 (assessed)					
(taxable)					
TAG 63 (assessed)					
(taxable)					
TAG 64 (assessed)					
(taxable)					
TAG 65 (assessed)					
(taxable)					
TAG 67 (assessed)					
(taxable)					
TAG 68 (assessed)					
(taxable)					
TAG 70 (assessed)					
(taxable)					
TAG 80 (assessed)					
(taxable)					
TAG 81 (assessed)					
(taxable)					
TOTAL ASSESSED	\$289,620	\$364,164	\$408,891	\$0	\$0
TOTAL TAXABLE	\$192,920	\$273,516	\$381,247	\$0	\$0
KPB FLAT TAX	(\$400)				

APRIL TARS CITY VALUES

	2021	2020	2019	2018
TAG 10 (assessed)				
(taxable)				
Seldovia Flat Tax				
TAG 20 (assessed)				
(taxable)				
Homer Flat Tax	(\$30)			
TAG 21 (assessed)				
(taxable)				
TAG 30 (assessed)	\$7,576	\$9,067		
(taxable)	\$7,576	\$9,067		
Disability Tax Credit				
TAG 40 (assessed)	(\$15,000)			
(taxable)	(\$15,000)			
TAG 41 (assessed)				
(taxable)				
TAG 70 (assessed)				
(taxable)				
Soldotna Flat Tax				
TAG 80 (assessed)				
(taxable)				

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 40-21-005

PARCEL ID 79519

PRIMARY OWNER WOLFLEY FRED

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>40</u>	<u>40</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-0</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u>\$15,000</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$15,000</u>	<u>\$0</u>

EXPLANATION MANIFEST CLERICAL ERROR. SUPP ROLLOVER FOR 2021. BOAT LOCATED IN

WHITTIER FROM 9/2020 TO PRESENT. NO KPB SITUS FOR 2021. ACCOUNT SHOULD HAVE BEEN

CLOSED FOR 2021.

		CHANGE SUMMARY
DATE	<u>01/12/22</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>(\$15,000)</u>
		CITY TAXABLE <u>(\$15,000)</u>
		KPB FLAT TAX <u>(\$250)</u>
		CITY FLAT TAX <u>\$0</u>

Cadastre Values		Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group							
Appraised	Best Personal Class 2 Count					1.00	
	Improvement Market Value					\$15,000.00	
Assessed	IAG					40.00	
	TACID					40.00	
	Best Assessed Value					\$15,000.00	
	Best Personal Class 5					\$15,000.00	
	Personal Property Assessed Value					0	
	Total Assessed Value - City					\$15,000.00	
Taxable	Total City Optional Exempt Value					0	
	Total Assessed Value - Borough					0	
	City Taxable Value			40 - SEWARD CITY		\$15,000.00	
	Taxable Value - Borough					0	
	Exemption Value City			40 - SEWARD CITY		0	
	OP PP Bar \$100K Exa Value					0	
	OP PPV 100K Exemption					\$100,000.00	\$100,000.00
	OP PPV Borough \$100K Exemption					\$100,000.00	\$100,000.00
	OP PPV City \$100K Exemption					\$100,000.00	\$100,000.00
	OP PPV City \$100K Exemption			40 - SEWARD CITY		\$1.00	\$1.00
Date	Penalty Flag					0	
	Exemption Value Borough					0	
	Year of Cadastre					2021.0000000000	
Effective date of value change						20210101.0000000000	

MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 00079519

X Typographical, computational or other similar error?
Identify & Describe:
MANIFEST CLERICAL ERROR. SUPP ROLLOVER FOR 2021. BOAT LOCATED IN WHITTIER FROM 9/2020 TO PRESENT. SUPPORTING DOCUMENTATION PROVIDED. NO KPB SITUS FOR 2021. ACCOUNT SHOULD HAVE BEEN CLOSED FOR 2021.

X Readily apparent from the assessment notice, tax statement or other borough tax record?
Identify & Describe:
MANIFEST CLERICAL ERROR. SUPP ROLLOVER FOR 2021. BOAT LOCATED IN WHITTIER FROM 9/2020 TO PRESENT. SUPPORTING DOCUMENTATION PROVIDED. NO KPB SITUS FOR 2021. ACCOUNT SHOULD HAVE BEEN CLOSED FOR 2021.

X Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?
Identify & Describe:
MANIFEST CLERICAL ERROR. SUPP ROLLOVER FOR 2021. BOAT LOCATED IN WHITTIER FROM 9/2020 TO PRESENT. SUPPORTING DOCUMENTATION PROVIDED. NO KPB SITUS FOR 2021. ACCOUNT SHOULD HAVE BEEN CLOSED FOR 2021.

Certified Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Adjusted Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Prepared by Clyde Johnson 1/12/2022

Date

Approved by *[Signature]* 1/12/2022

Department Director

Date

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2019 TAR NUMBER 58-19-041

PARCEL ID 97104

PRIMARY OWNER IRINI INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$39,835</u>	<u>\$448,726</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$381,247</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION SUPPLEMENTAL FILER 2019; AUDIT 2019, 2020 & 2021. UNREPORTED ASSETS IN

TAG 58 ADDED TO PIN 97104 ONLY, NOT 97101 FOR ALL YEARS; CREATE NEW ACCT TAG 30 2019-2021.

\$100K PRORATION: NO CHNG ON 97101, REMAINING BAL PRORATED BETWEEN 97104 & 101470 (NEW)

		CHANGE SUMMARY
DATE	<u>01/11/22</u>	KPB ASSESSED <u>\$408,891</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$381,247</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u>\$0</u>

Personal Property

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2020 TAR NUMBER 58-20-052

PARCEL ID 97104

PRIMARY OWNER IRINI INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$33,078</u>	<u>\$388,175</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$316,144</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION SUPPLEMENTAL FILER 2020; AUDIT 2019, 2020 & 2021. UNREPORTED ASSETS IN

TAG 58 ADDED TO PIN 97104 ONLY, NOT 97101 FOR ALL YEARS; CREATE NEW ACCT TAG 30 2019-2021.

\$100K PRORATION: NO CHNG ON 97101, REMAINING BAL PRORATED BETWEEN 97104 & 101470 (NEW)

CHANGE SUMMARY

DATE	<u>01/11/22</u>	KPB ASSESSED	<u>\$355,097</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE	<u>\$316,144</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u>\$0</u>

Cadastral Values		Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Expanded to Filter Values Amount
Site	Default - Default Value Group	Appraised	Improvement Market value			\$33,078.00	\$396,175.00
			TAG			\$0.00	\$0.00
			140.14			\$0.00	\$0.00
		Assessed	Furniture, Fixtures & Equipment			\$33,078.00	\$396,175.00
			Personal Property Assessed Value			\$33,078.00	\$396,175.00
			Total Assessed Value - City			0	0
			Total Borough Optional Exempt Value			\$33,078.00	\$72,031.00
			Total City Optional Exempt Value			0	0
			Total Assessed Value - Borough			\$33,078.00	\$396,175.00
		Taxable	City Taxable Value	58 - CENTRAL EMERGENCY SERVICES		0	\$316,144.00
			Taxable Value - Borough			0	0
		Exemption	Exemption Value City	58 - CENTRAL EMERGENCY SERVICES		0	0
			OP PP Bor \$100K Fw Value			\$33,078.00	\$72,031.00
			UP PPY 100% Borough Contig Exemption			\$55,732.00	
			OP PPY Borough \$100K Exemption			\$55,732.00	
			Penalty Flag			\$1.00	\$1.00
			PP Boro Contig Flag			1.00	1.00
			PP Contiguous Boro Parcel Group			2000014.00	
			PP Contiguous Boro Parcel Sequence In Group			1.00	
			Exemption Value Borough			\$33,078.00	\$72,031.00
		Date	Year of Cadastre			2020.0000000000	2020.0000000000
			Effective date of value change			20200101.0000000000	20200101.0000000000

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-29
 PARCEL ID 97104
 PRIMARY OWNER IRINI INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$29,558</u>	<u>\$311,602</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$237,097</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION SUPPLEMENTAL FILER 2021; AUDIT 2019, 2020 & 2021. UNREPORTED ASSETS IN
TAG 58 ADDED TO PIN 97104 ONLY, NOT 97101 FOR ALL YEARS; CREATE NEW ACCT TAG 30 2019-2021.
\$100K PRORATION: NO CHNG ON 97101, REMAINING BAL PRORATED BETWEEN 97104 & 101470 (NEW)

		CHANGE SUMMARY
DATE	<u>01/11/22</u>	KPB ASSESSED <u>\$282,044</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$237,097</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u>\$0</u>

Credentia Values		Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Exposed to Filter Values
Site	Default - Default Value Group	Appraised	Improvement Market value			\$29,558.00	\$211,602.00
			LAG			\$8.00	\$8.00
			LAG Id			\$8.00	\$8.00
	Assessed		Furniture, Fixtures & Equipment			\$29,558.00	\$211,602.00
			Personal Property Assessed Value			\$29,558.00	\$211,602.00
			Total Assessed Value - City			0	0
			Total Borough Optional Exempt Value			\$29,558.00	\$74,505.00
			Total City Optional Exempt Value			0	0
			Total Assessed Value - Borough			\$29,558.00	\$211,602.00
	Taxable		City Taxable Value	38 - CENTRAL EMERGENCY SERVICES		0	\$237,097.00
			Taxable Value - Borough			0	0
	Exemption		Exemption Value City	38 - CENTRAL EMERGENCY SERVICES		0	0
			OP PP Bor \$100K Frs Value			\$29,558.00	\$74,505.00
			UP PPV 100K Borough Lending Exemption			\$55,456.00	
			OP PPV Borough \$100K Exemption			\$55,456.00	
			Penalty Flag			\$1.00	\$1.00
			PP Bore Contig Flag			1.00	1.00
			PP Contiguous Boro Parcel Group			2000014.00	
			PP Contiguous Boro Parcel Sequence In Group			1.00	
			Exemption Value Borough			\$29,558.00	\$74,505.00
Date			Year of Cadastre			2021.0000000000	2021.0000000000
			Effective date of value change			20210101.0000000000	20210101.0000000000

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-022

PARCEL ID 101067

PRIMARY OWNER ZANDER PHILIP M

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-0</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MANIFEST CLERICAL ERROR. BOAT ON ACCOUNT WAS REPORTED TO BRISTOL

BAY BOROUGH AND TAXED TO BRISTOL BAY BOROUGH FOR 2021.

		CHANGE SUMMARY
DATE	<u>03/07/22</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>CLYDE JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$150)</u>
		CITY FLAT TAX <u>(\$30)</u>

Cadastral Values		Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Expend to Filter Values Amount
Default - Default Value Group							
Appraised			Best Personal Class 4 Count			1.00	
			Improvement Market Value			\$11,250.00	
			IAU			20.00	
			TAG:IA			20.00	
Assessed			Best Assessed Value			\$11,250.00	
			Best Personal Class 4			\$11,250.00	
			Personal Property Assessed Value			0	
			Total Assessed Value - City			0	
			Total City Optional Exempt Value			0	
Taxable			Total Assessed Value - Borough			0	
			City Taxable Value	20 - HOMER CITY		0	
			Taxable Value - Borough			0	
			Exemption Value City	20 - HOMER CITY		0	
			OP PP Bor \$100K Ex Value			0	
Exemption			OP PPV \$100K Exemption			\$100,000.00	\$100,000.00
			OP PPV Borough \$100K Exemption			\$100,000.00	\$100,000.00
			OP PPV City \$100K Exemption			\$100,000.00	\$100,000.00
			OP PPV City \$100K Exemption	20 - HOMER CITY		0	
			Exemption Value Borough			0	
Date			Year of Cadastre			2021.000000000000	
			Effective date of value change			2021.01.01.000000000000	

MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 00101067

X _____ Typographical, computational or other similar error?

Identify & Describe:

MANIFEST CLERICAL ERROR. BOAT ON ACCOUNT WAS REPORTED TO BRISTOL BAY BOROUGH AND TAXED TO BRISTOL BAY BOROUGH FOR 2021.

X _____ Readily apparent from the assessment notice, tax statement or other borough tax record?

Identify & Describe:

MANIFEST CLERICAL ERROR. BOAT ON ACCOUNT WAS REPORTED TO BRISTOL BAY BOROUGH AND TAXED TO BRISTOL BAY BOROUGH FOR 2021.

X _____ Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?

Identify & Describe:


MANIFEST CLERICAL ERROR. BOAT ON ACCOUNT WAS REPORTED TO BRISTOL BAY BOROUGH AND TAXED TO BRISTOL BAY BOROUGH FOR 2021.

Certified Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	\$0

Adjusted Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	\$0

Prepared by Clyde Johnson 3/7/2022

Approved by


 Department Director Date 3/7/2022

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2020 TAR NUMBER 30-20-009
 PARCEL ID 101407
 PRIMARY OWNER IRINI INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$0</u>	<u>\$9,067</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$7,372</u>
CITY ASSESSED (VT 1011)	<u>\$0</u>	<u>\$9,067</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$9,067</u>

EXPLANATION SUPPLEMENTAL FILER 2020; AUDIT 2019, 2020 & 2021. UNREPORTED ASSETS
FOUND IN TAG 30; CREATE NEW ACCT TAG 30 - 2019-2021.
\$100K PRORATION: NO CHNG ON 97101, REMAINING BAL PRORATED BETWEEN 97104 & 101470 (NEW)

		CHANGE SUMMARY
DATE	<u>01/11/22</u>	KPB ASSESSED <u>\$9,067</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$7,372</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$9,067</u>
		CITY TAXABLE <u>\$9,067</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u>\$0</u>

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 30-21-004
 PARCEL ID 101407
 PRIMARY OWNER IRINI INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$0</u>	<u>\$7,576</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$5,823</u>
CITY ASSESSED (VT 1011)	<u>\$0</u>	<u>\$7,576</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$7,576</u>

EXPLANATION SUPPLEMENTAL FILER 2021; AUDIT 2019, 2020 & 2021. UNREPORTED ASSETS
FOUND IN TAG 30; CREATE NEW ACCT TAG 30 - 2019-2021.
\$100K PRORATION: NO CHNG ON 97101, REMAINING BAL PRORATED BETWEEN 97104 & 101470 (NEW)

		CHANGE SUMMARY
DATE	<u>01/11/22</u>	KPB ASSESSED <u>\$7,576</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$5,823</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$7,576</u>
		CITY TAXABLE <u>\$7,576</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u>\$0</u>

Real Property

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2020 TAR NUMBER 30-20-010

PARCEL ID 043-250-45

PRIMARY OWNER SMITH, JENNIFER

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>19,300</u>	<u>19,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>174,800</u>	<u>174,800</u>
KPB ASSESSED (VT 1001)	<u>194,100</u>	<u>194,100</u>
KPB TAXABLE (VT 1003)	<u>194,100</u>	<u>144,100</u>
CITY ASSESSED (VT 1011)	<u>194,100</u>	<u>194,100</u>
CITY TAXABLE (VT 1013)	<u>194,100</u>	<u>194,100</u>

EXPLANATION MANIFEST CLERICAL ERROR - 50K WAS REMOVED IN ERROR FOR YEAR 2020

CHANGE SUMMARY

DATE	<u>03/18/22</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE	<u>(\$50,000)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 04325045

YES Typographical, computational or other similar error?

Identify & Describe:

YES, EXEMPTION WAS REMOVED IN ERROR

YES Readily apparent from the assessment notice, tax statement or other borough tax record?

Identify & Describe:

YES, EXEMPTION DID NOT APPEAR ON BOROUGH TAX DOCUMENTS

YES Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?

Identify & Describe:

YES, EXEMPTION EXAMINER REMOVED 50K IN ERROR

Certified Value	Land	<u>\$19,300</u>
	Improvements	<u>\$174,800</u>
	Personal Property	<u></u>
	Total	<u>\$194,100</u>

Adjusted Value	Land	<u>\$19,300</u>
	Improvements	<u>\$174,800</u>
	Personal Property	<u></u>
	Total	<u>\$194,100</u>

Prepared by SUSAN GUZMAN 3/18/2022

Date

Approved by

Adrian Dwyer
Department Director

3/18/22
Date

Real Property

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 30-21-005

PARCEL ID 043-250-45

PRIMARY OWNER SMITH, JENNIFER

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>21,600</u>	<u>21,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>167,600</u>	<u>167,600</u>
KPB ASSESSED (VT 1001)	<u>189,200</u>	<u>189,200</u>
KPB TAXABLE (VT 1003)	<u>189,200</u>	<u>139,200</u>
CITY ASSESSED (VT 1011)	<u>189,200</u>	<u>189,200</u>
CITY TAXABLE (VT 1013)	<u>189,200</u>	<u>189,200</u>

EXPLANATION MANIFEST CLERICAL ERROR - 50K REMOVED IN ERROR

CHANGE SUMMARY

DATE	<u>03/18/22</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE	<u>(\$50,000)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

Calculate Value		Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	Expend to Filter Values
Default	Default Value Group	Assessed	Legal Area			33 Acres		
			Improvement Market Value			\$167,600.00	\$167,600.00	
			Land Market Value			\$21,400.00	\$21,400.00	
			TAG			30.00	30.00	
			TAG.Ld			30.00	30.00	
		Assessed	Improvements			\$167,600.00	\$167,600.00	
			Land			\$21,400.00	\$21,400.00	
			Parcel Assessed Value			\$189,200.00	\$189,200.00	
			Personal Property Assessed Value			0	0	
			Qualified for Exemption			\$189,200.00	\$189,200.00	
			Total Assessed Value - City			\$189,200.00	\$189,200.00	
			Total Borough Optional Exempt Value			0	\$50,000.00	
			Total City Optional Exempt Value			0	0	
			Land Assessed Value			\$21,400.00	\$21,400.00	
			Improvement Assessed Value			\$167,600.00	\$167,600.00	
			Total Assessed Value - Borough			\$189,200.00	\$189,200.00	
		Taxable	City Taxable Value		30 - KENAI CITY	\$189,200.00	\$189,200.00	
			Taxable Value - Borough			\$189,200.00	\$189,200.00	
		Exemption	Exemption Value City		30 - KENAI CITY	0	0	
			OP Residential Boro Exemption			0	\$50,000.00	
			Residential Exemption			0	\$50,000.00	
			Working Improvement Assessed Value			\$167,600.00	\$167,600.00	
			Exemption Value Borough			0	\$50,000.00	
		Date	Year of Calculation			2021.0000000000	2021.0000000000	
			Effective date of value change			20210101.0000000000	20210101.0000000000	

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Johnson, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor *AR for CP*

THRU: Brandi Harbaugh, Finance Director *Ba*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: April 8, 2022

RE: Budget Revisions – March 2022

Attached is a budget revision listing for March 2022. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.

MARCH 2022**INCREASE****DECREASE****CENTRAL EMERGENCY SERVICES**

To reverse a budget adjustment from last month's report, which was to purchase 7 modems for Lifepak units to interface with iPads.

211-51610-00000-43720 (Equipment Maintenance)		\$10,057.95
211-51610-00000-48740 (Minor Machines & Equipment)	\$10,057.95	

CENTRAL EMERGENCY SERVICES - CAPITAL PROJECTS

Transfer budget between Capital Projects per Borough Code.

443-51610-22462-48515 (Medical Equipment)		\$994.50
443-51610-J026C-49999 (Contingency)	\$994.50	

FINANCE - PROPERTY TAX & CASH MANAGEMENT

To cover unexpected software licensing costs and required end of redemption legal ad.

100-11440-00000-40110 (Regular Wages)		\$822.65
100-11440-00000-43310 (Advertising)	\$822.65	

KACHEMAK EMERGENCY SERVICES

To cover training materials purchases.

212-51810-00000-43260 (Training)		\$400.00
212-51810-00000-42263 (Training Supplies)	\$400.00	

KACHEMAK EMERGENCY SERVICES

Moving funds to cover software purchase.

212-51810-00000-43019 (Software Licensing)		\$408.93
212-51810-00000-42120 (Computer Software)	\$408.93	

LEGAL DEPARTMENT

To upgrade new hire workstations for correct ergonomics.

100-11310-00000-40110 (Regular Wages)		\$3,528.00
100-11310-00000-48720 (Minor Office Furniture)	\$3,528.00	

SOLID WASTE - ADMINISTRATION

To replace an old computer.

290-32010-00000-48720 (Minor Office Furniture)		\$500.00
290-32010-00000-43720 (Equipment Maintenance)		\$908.00
290-32010-00000-48710 (Minor Office Equipment)	\$1,408.00	

MARCH 2022 CONTINUED**INCREASE DECREASE****SOLID WASTE - HOMER TRANSFER FACILITY**

To purchase a pressure washer for daily operations.

290-32310-00000-43011 (Contract Services)		\$4,948.99
290-32310-00000-48740 (Minor Machines & Equipment)	\$4,948.99	

SOLID WASTE - HOMER TRANSFER FACILITY

To replace an old computer.

290-32310-00000-43011 (Contract Services)		\$779.00
290-32310-00000-48710 (Minor Office Equipment)	\$779.00	

SOLID WASTE - HOMER TRANSFER FACILITY

To clean up payroll accounts now that the facility isn't handled through contract services.

290-32310-00000-43011 (Contract Services)		\$187,402.85
290-32310-00000-40110 (Regular Wages)	\$96,445.08	
290-32310-00000-40210 (FICA)	\$5,130.80	
290-32310-00000-40120 (Temporary Wages)	\$57,198.68	
290-32310-00000-40221 (PERS)	\$7,021.17	
290-32310-00000-40322 (Life Insurance)	\$41.40	
290-32310-00000-40321 (Health Insurance)	\$8,867.05	
290-32310-00000-40130 (Overtime Wages)	\$7,682.54	
290-32310-00000-40410 (Leave)	\$5,016.13	

SOLID WASTE - LANDFILL

To purchase leachate process chemicals for evaporation.

290-32122-00000-43011 (Contract Services)		\$8,000.00
290-32122-00000-42210 (Operating Supplies)	\$8,000.00	

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Johnson, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor *AR for CP*

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: April 8, 2022

RE: Revenue-Expenditure Report – March 2022

Attached is the Revenue-Expenditure Report of the General Fund for the month of March 2022. Please note that 75.00% of the year has elapsed, 81.26% of budgeted revenues have been collected, and 67.49% of budgeted expenditures have been made.

KENAI PENINSULA BOROUGH
Revenue Report
For the Period
March 1 through March 31, 2022

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 31,078,028	\$ 31,195,325	\$ 283,355	\$ 117,297	100.38%
31200	Personal Property Tax	1,928,769	2,207,185	16,918	278,416	114.43%
31300	Oil Tax	6,680,655	6,680,656	-	1	100.00%
31400	Motor Vehicle Tax	642,580	296,309	53,596	(346,271)	46.11%
31510	Property Tax Penalty & Interest	697,431	570,964	70,513	(126,467)	81.87%
31610	Sales Tax	36,100,000	25,923,596	1,056,896	(10,176,404)	71.81%
33110	In Lieu Property Tax	3,100,000	-	-	(3,100,000)	0.00%
33117	Other Federal Revenue	164,700	170,795	-	6,095	103.70%
33220	Forestry Receipts	500,000	-	-	(500,000)	0.00%
34110	School Debt Reimbursement	1,277,544	799,192	-	(478,352)	62.56%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	28,482	2,957	(471,518)	5.70%
34210	Revenue Sharing	300,000	-	-	(300,000)	0.00%
37350	Interest on Investments	289,673	69,136	32,467	(220,537)	23.87%
39000	Other Local Revenue	279,791	326,836	53,260	47,045	116.81%
290	Solid Waste	802,000	392,758	3,639	(409,242)	48.97%
Total Revenues		\$ 84,496,171	\$ 68,661,235	\$ 1,573,601	\$ (15,834,936)	81.26%

KENAI PENINSULA BOROUGH
Expenditure Report
For the Period
March 1 through March 31, 2022

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
Assembly:						
Administration	\$ 495,116	\$ 352,091	\$ 20,213	\$ 7,846	\$ 135,179	71.11%
Clerk	585,302	372,227	40,817	8,134	204,941	63.60%
Elections	242,758	107,685	169	4,013	131,061	44.36%
Records Management	339,057	221,028	22,874	16,118	101,911	65.19%
Mayor Administration	807,292	435,687	51,696	532	371,073	53.97%
Purch/Contracting/Cap Proj	650,877	359,619	33,659	6,623	284,635	55.25%
Human Resources:						
Administration	759,927	465,549	38,928	2,599	291,779	61.26%
Print/Mail	194,590	115,830	11,009	15,976	62,783	59.53%
Custodial Maintenance	125,045	84,093	9,929	43	40,909	67.25%
Information Technology	2,136,877	1,183,755	130,107	105,006	848,117	55.40%
Emergency Management	1,031,534	547,469	52,686	83,814	400,251	53.07%
Legal Administration	1,443,741	541,273	65,820	310,773	591,695	37.49%
Finance:						
Administration	520,870	377,542	39,364	2,430	140,898	72.48%
Services	1,160,504	740,785	61,126	1,487	418,232	63.83%
Property Tax	1,144,165	669,679	65,546	105,452	369,033	58.53%
Sales Tax	1,005,193	743,147	76,987	1,155	260,892	73.93%
Assessing:						
Administration	1,384,355	926,986	90,541	15,384	441,986	66.96%
Appraisal	1,750,966	944,289	97,666	11,470	795,207	53.93%
Resource Planning:						
Administration	1,274,860	688,820	69,401	28,338	557,702	54.03%
GIS	690,573	397,655	34,173	14,282	278,636	57.58%
River Center	721,192	455,925	48,917	22,925	242,342	63.22%
Senior Citizens Grant Program	719,494	416,978	-	302,516	-	57.95%
School District Operations	55,710,125	41,446,288	4,000,000	-	14,263,837	74.40%
Solid Waste Operations	10,253,964	4,971,293	624,430	1,464,998	3,817,673	48.48%
Economic Development	400,000	98,729	25,058	263,192	38,079	24.68%
Non-Departmental	3,239,081	2,256,397	30,129	89,251	893,434	69.66%
Total Expenditures	\$ 88,787,459	\$ 59,920,818	\$ 5,741,248	\$ 2,884,356	\$ 25,982,285	67.49%



Legal Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2120 • (907) 714-2379 Fax

Charlie Pierce
Borough Mayor

LITIGATION STATUS REPORT

TO: Brent Johnson, Assembly President
Zen Kelly, President, Board of Education
Members, Kenai Peninsula Borough Assembly
Members, Kenai Peninsula Borough School District

THRU: Charlie Pierce, Mayor *AK for CP*

FROM: Sean Kelley, Borough Attorney *SK*

DATE: April 21, 2022

RE: Litigation Status Report – Quarter Ending 03/31/22

This report includes brief descriptions of pending non-routine court cases, as well as administrative appeals and code compliance enforcement actions set for hearing before the administrative hearing officer.

A. The following is a summary of the non-routine litigation in which the borough and school district are involved. This list does not include the real property tax foreclosures and numerous standard tax collection cases pursued by the borough:

1. Halstead v. Jeremy T. Anderson and Kenai Peninsula School District, Case No. 3KN-18-00744CI. Plaintiff has sued Mr. Anderson and the Kenai Peninsula Borough School District for damages relating to Mr. Anderson's alleged sexual abuse of her as a minor. The complaint against the school district claims it failed to protect her from Mr. Anderson and seeks damages and actual attorney fees. Trial is scheduled for the week of October 17, 2022. Discovery is ongoing.
2. Kenai Peninsula Borough School District v. Fischer, Case No. 3KN-19-00185CI. This case was filed against a school district employee to recover substantial health care costs paid by the health care plan ("Plan"). The Plan requires that employees reimburse the Plan for Plan-paid medical costs incurred for treatment of injuries caused by a third-party when the employee receives

Page -2-
April 21, 2022
Re: Litigation Status Report

reimbursement from the at-fault party. Defendant failed to pay the amount when he was reimbursed by the third-party's insurer. Plaintiff filed for summary judgment on the issue of breach of contract and to preclude the defendant's use of the "made-whole" doctrine. The court entered an order on February 17, 2022, finding that Fischer breached the contract by failing to reimburse the plan, and further ruled that he may rely on the "made-whole" doctrine to reduce the District's claim. The court also found that the District filed its complaint timely as the appropriate statute of limitations is six years. Trial is rescheduled to the week of September 5, 2022. Discovery is continuing.

3. Fischer v. KPBSD, Case No. 3KN-20-00495CI. This case was filed by Matthew Fischer on behalf of his minor child. The complaint alleges the minor sustained damages while using the pull-up bars at Skyview Middle School on November 13, 2015. An offer of judgment was extended to the plaintiff. The plaintiff did not accept the offer. Defendant filed a motion to extend the unelapsed pretrial dates and to move the trial date. A status conference is set for May 4, 2022.
4. Bilben, et al. v. KPB PC, Beachcomber LLC, et al., Case No. 3KN-20-00034CI. This case involved an appeal to the Superior Court of a planning commission conditional land use permit (CLUP) approval. The borough did not participate in this appeal because only private interests were at stake. The superior court issued its decision remanding the matter back to the planning commission for additional findings. Subsequently, Beachcomber, LLC filed an appeal to the Alaska Supreme Court. The Supreme Court denied the petition for review and the matter went before the planning commission on remand. In January 2022, the planning commission determined not to reopen the record for new evidence or public comment, and to deliberate in adjudicative session. On April 11, 2022, the planning commission voted to deny the CLUP on remand.
5. Furie Operating Alaska, LLC. v. State of Alaska, Department of Revenue, and State Assessment Review Board, Case No. 3AN-21-06462CI. The owner of oil and gas production property appealed the State Assessment Review Board's decision upholding the tax assessment of the property performed by the State of Alaska, Department of Revenue pursuant to AS 43.56. The borough entered an appearance in this matter and has engaged Jessica Dillon a partner at the firm Dillon & Findley in Anchorage to act as lead counsel in this matter. The borough served its initial mandatory disclosure documents and information on the parties to this case. Discovery is on ongoing. There are no pending motions or upcoming hearings at this time. A non-jury trial is currently scheduled in this matter for the week of October 10, 2022.

Page -3-
April 21, 2022
Re: Litigation Status Report

- B. The following is a summary of open or recently resolved administrative appeals from Planning Commission decisions:
1. Case No. 2020-01 PCA, Beachcomber. Neighboring property owners appealed a planning commission's decision approving a modification of a conditional use material site permit. The borough filed a notice of non-participation in the matter and is not a party to the appeal. This case is stayed currently.
 2. Case No. 3KN-22-00026CI, TLR Adventures v. Kenai Peninsula Borough. The owner of a bed and breakfast located in a local option zoning district (LOZD) appealed the planning commission's decision reversing and modifying the planning director's reconsideration decision on the owner/applicant's nonconforming use application. The planning commission's decision was upheld. The owners have now filed this appeal in the superior court. The appellant requested a routine extension of time to file its initial brief. The borough did not oppose. Assuming the court grants the appellant's request, the appellant's brief will be due May 2, 2022. The borough will then have thirty days to file its initial brief.
 3. Case No. 2022-02 PCA and 2022-03 PCA, Rosenberg & Schielbein v CIRI. Neighboring property owners appealed the planning commission's decision in 2021-03 PCA, Rosenberg v. CIRI, approving a modification of a conditional land use permit which was subsequently upheld by the planning commission. Mr. Rosenberg and Mr. Schiefelbien have now appealed the decision in 2021-03 PCA. Both appeals have been assigned to the Office of Administrative Hearings where they will be consolidated into one appeal. The parties are awaiting certification of the record and issuance of the briefing schedule.
 4. Case No. 2022-01 PCA, McBride v. River Resources, LLC. This appeal was filed on December 20, 2021, following the planning commission's decision on remand of the River Resources appeal. All briefs have been filed and the appeal hearing has been scheduled for May 4, 2022.

Introduced by:	Mayor, Johnson
Date:	12/07/21
Hearing:	01/18/22
Action:	Postponed as Amended to 02/01/22
Vote:	5 Yes, 3 No, 1 Absent
Date:	02/01/22
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-41**

**AN ORDINANCE AMENDING KPB 21.29, KPB 21.25, AND KPB 21.50.055
REGARDING MATERIAL SITE PERMITS, APPLICATIONS, CONDITIONS, AND
PROCEDURES**

- WHEREAS,** Goal 2, Focus Area: Land Use and Changing Climate, Objective A of the 2019 Kenai Peninsula Borough Comprehensive Plan is to establish policies that better guide land use to minimize land use conflicts, maintain property values, protect natural systems and support individual land use freedoms; and
- WHEREAS,** Goal 2, Focus Area: Land Use and Changing Climate, Objective A, Strategy 1 of the 2019 Comprehensive Plan is to adopt limited development standards for specific areas and uses to reduce potential off site impacts of development on adjoining uses and the natural environment; and
- WHEREAS,** Goal 2, Focus Area: Land Use and Changing Climate, Objective A, Strategy 2 of the 2019 Comprehensive Plan is to update the Borough’s existing conditional use regulations for gravel extraction and other uses to better address reoccurring land use conflicts; and
- WHEREAS,** Goal 2, Focus Area: Land Use and Changing Climate, Objective A, Strategy 2a of the 2019 Comprehensive Plan is to clarify the broad purpose of the conditional use process and clear parameters for allowable conditional uses that include reasonable, project-specific conditions that reduce impacts on surrounding uses, and if/when a conditional use permit can be denied and consider establishing conditions that require larger setbacks, safety and visual screening, control on access routes, control on hours of operation, and address environmental concerns; and
- WHEREAS,** Goal 2, Focus Area: Land Use and Changing Climate, Objective A, Strategy 2d of the 2019 Comprehensive Plan is to complete improvements to the rules guiding gravel extraction, with the goal of providing an appropriate balance between providing access to affordable materials for development and protecting quality of life for borough residents; and

- WHEREAS,** Goal 1 of the Mining and Minerals Processing section of the 1990 Kenai Peninsula Borough Coastal Management Program is to provide opportunities to explore, extract and process minerals, sand and gravel resources, while protecting environmental quality and other resource users; and
- WHEREAS,** an assembly subcommittee was formed in 2005 to review the material site code; and
- WHEREAS,** Ordinance 2006-01 (Substitute) codified as KPB 21.29 was adopted in 2006 after consideration of the subcommittee's report; and
- WHEREAS,** the planning department has been administering Ordinance 2006-01 (Substitute), codified as KPB 21.29 for 13 years; and
- WHEREAS,** KPB 21.25.040 requires a permit for the commencement of certain land uses within the rural district of the Kenai Peninsula Borough; and
- WHEREAS,** the planning department has recognized that certain provisions of the material site ordinance could be better clarified for the operators, public, and staff; and
- WHEREAS,** the planning commission and planning department received comments expressing concerns about dust, noise, safety, and aesthetics; and
- WHEREAS,** approximately 253 registered prior existing use material sites and approximately 99 conditional land use permits for material sites have been granted since 1996;
- WHEREAS,** the planning department receives numerous complaints regarding unreclaimed parcels registered as nonconforming prior existing material sites which have not been regulated by KPB; and
- WHEREAS,** the assembly established a material site work group by adoption of Resolution 2018-004 (Substitute) to engage in a collaborative discussion involving the public and industry to make recommendations regarding the material site code; and
- WHEREAS,** assembly Resolution 2018-025 extended the deadline for the final report to be submitted to the assembly, administration and planning commission to April 30, 2019; and
- WHEREAS,** certain additional conditions placed on material site permits would facilitate a reduction in the negative secondary impacts of material sites, e.g. dust, noise, safety, and unsightliness of material sites; and
- WHEREAS,** at its regularly scheduled meeting of November 12, 2019, the planning commission recommended approval by unanimous consent;

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

SECTION 1. That KPB 21.25.030 is hereby amended, as follows:

21.25.030. - Definitions.

Unless the context requires otherwise, the following definitions apply to CLUPs:

Abandon means to cease or discontinue a use without intent to resume, but excluding short-term interruptions to use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility or during normal periods of vacation or seasonal closure. An "intent to resume" can be shown through continuous operation of a portion of the facility, maintenance of utilities, or outside proof of continuance, e.g., bills of lading or delivery records. Abandonment also means the cessation of use, regardless of voluntariness, for a specified period of time.

Animal feeding operation means a lot or facility (other than an aquatic animal production facility) where animals (other than aquatic animals) have been, are, or will be stabled or confined and fed or maintained for a total of 45 days or more in any 12-month period.

- a. The same animals need not remain on the lot for 45 days or more; rather, some animals are fed or maintained on the lot 45 days out of any 12-month period, and
- b. Animals are "maintained" for purposes of this ordinance when they are confined in an area where waste is generated and/or concentrated or are watered, cleaned, groomed, or medicated in a confined area, even if the confinement is temporary.
- c. Two or more animal feeding operations under common ownership are considered, for the purposes of these regulations, to be a single animal feeding operation if they adjoin each other.
- d. Slaughterhouses are animal feeding operations.

Animal unit means a unit of measurement for any animal feeding operation calculated by adding the following numbers: the number of slaughter and feeder cattle multiplied by 1.0, plus the number of mature dairy cattle multiplied by 1.4, plus the number of swine weighting [weighing] over 25 kilograms (approximately 55 pounds) multiplied by 0.4, plus the number of sheep multiplied by 0.1, plus the number of horses multiplied by 2.0.

Animal waste means animal excrement, animal carcasses, feed wasted, process wastewaters or any other waste associated with the confinement of animals from an animal feeding operation.

Animal waste management system means a combination of structures and nonstructural practices serving an animal feeding operation that provides for the collection, treatment, disposal, distribution, storage and land application of animal waste.

Aquifer means a subsurface formation that contains sufficient water-saturated permeable material to yield economical quantities of water to wells and springs.

Aquifer-confining layer means that layer of relatively impermeable soil below an aquifer, typically clay, which confines water.

Assisted living home means a residential facility that serves three or more adults who are not related to the owner by blood or marriage, or that receives state or federal payment for service of the number of adults served. The services and activities may include, but are not limited to, housing and food services to its residents, assistance with activities of daily living, and personal assistance, and that complies with Alaska Statutes 47.32.0101 – 47.60.900, as amended.

Child care facility means a place where child care is regularly provided for children under the age of 12 for periods of time that are less than 24 hours in duration and that is licensed pursuant to AS 47.35.005 et seq., excluding child care homes and child care group homes, as currently written or hereafter amended.

Commercial means any provision of services, sale of goods, or use operated for production of income whether or not income is derived, including sales, barter, rental, or trade of goods and services.

Concentrated animal feeding operation (CAFO) means an animal feeding operation confining at least: (1) 1,000 swine weighing at least approximately 55 pounds; (2) 1,000 slaughter and feeder cattle; (3) 700 mature dairy cattle; (4) 500 horses; (5) 10,000 sheep or lambs; (6) 55,000 turkeys; (7) 100,000 laying hens or broilers (if the facility has continuous overflow watering); (8) 30,000 laying hens or broilers (if the facility has a liquid manure system); (9) 5,000 ducks; (10) 1,000 animal units; or (11) a combination of the above resulting in at least 1,000 animal units. Each individual parcel upon which a CAFO is located is a separate CAFO unless they adjoin each other.

Conditioning or processing material means a value-added process including batch plants, asphalt plants, screening, washing, and crushing by use of machinery.

Correctional community residential center (CCRC) means a community residential center, other than a correctional institution, for the short-term or temporary detention of prisoners in transition from a correctional institution, performing restitution, or undergoing rehabilitation or recovery from a legal infirmity. CCRCs may not be used for detention of prisoners who pose a threat or danger to the public for violent or sexual misconduct without imprisonment or physical confinement under guard or twenty-four-hour physical supervision. The determination of whether a prisoner poses a threat or danger to the public for violent or sexual misconduct without imprisonment or physical confinement under guard or twenty-four-hour physical supervision shall be made by the commissioner of corrections for state prisoners and the United States Attorney General, or the U.S. Director of Bureau of Prisons for federal prisoners.

Correctional institution means a facility other than a correctional community residential center providing for the imprisonment or physical confinement or detention of prisoners under guard or twenty-four-hour physical supervision, such as prisons, prison farms, jails, reformatories, penitentiaries, houses of detention, detention centers, honor camps, and similar facilities.

Development plan means a plan created to describe a proposed development on a specific building site excluding material sites under KPB 21.29.020.

Disturbed includes active excavation and all areas necessary to use a parcel as a material site including but not limited to berms, stockpiles, and excavated areas excluding all areas reclaimed for alternate post mining land uses.

[EXHAUSTED MEANS THAT ALL MATERIAL OF A COMMERCIAL QUALITY IN A SAND, GRAVEL, OR MATERIAL SITE HAS BEEN REMOVED.]

Federal prisoners means offenders in the custody or control or under the care or supervision of the United States Attorney General or the Bureau of Prisons.

Groundwater means, in the broadest sense, all subsurface water, more commonly that part of the subsurface water in the saturated zone.

Haul route includes the roads used to haul materials from the permit area to a roadway designated as collector, arterial or interstate by the Alaska Department of Transportation & Public Facilities.

Liquid manure or liquid animal waste system means any animal waste management system which uses water as the primary carrier of such waste into a primary retention structure.

Multi-purpose senior center is a facility where persons 60 years of age or older are provided with services and activities suited to their particular needs. The

services and activities may include, but are not limited to, health examinations, legal assistance, recreation programs, general social activities, telephone reassurance programs, nutrition classes, meals at minimum cost, counseling, protective services, programs for shut-ins and education programs, and that complies with Alaska Statutes 47.60.010—47.60.090, as currently written or hereafter amended.

Permit area includes all excavation, processing, buffer and haul route areas of a CLUP or counter permit.

Person shall include any individual, firm, partnership, association, corporation, cooperative, or state or local government.

Prisoner means:

- a. a person held under authority of state law in official detention as defined in AS 11.81.900;
- b. includes a juvenile committed to the custody of the Alaska Department of Corrections Commissioner when the juvenile has been charged, prosecuted, or convicted as an adult.

Private school is a school comprised of kindergarten through 12th grade, or any combination of those grades, that does not receive direct state or federal funding and that complies with either Alaska Statute 14.45.030 or 14.45.100—14.45.130, as currently written or hereafter amended.

Public school is a school comprised of kindergarten through 12th grade, or any combination of those grades, that is operated by the State of Alaska or any political subdivision of the state.

Sand, gravel or material site means an area used for extracting, quarrying, or conditioning gravel or substances from the ground that are not subject to permits through the state location (mining claim) system (e.g., gold, silver, and other metals), nor energy minerals including but not limited to coal, oil, and gas.

Seasonal high groundwater table means the highest level to which the groundwater rises on an annual basis.

Senior housing project means senior housing as defined for purposes of construction or operation in 15 Alaska Administrative Code 151.950(c), as currently written or hereafter amended.

Stable condition means the rehabilitation, where feasible, of the physical environment of the site to a condition that allows for the reestablishment of

renewable resources on the site within a reasonable period of time by natural processes.

Surface water means water on the earth's surface exposed to the atmosphere such as rivers, lakes, and creeks.

Topsoil means material suitable for vegetative growth.

Vicinity means the same as the area of notification.

Waterbody means any lake, pond, stream, riparian wetland, or groundwater into which storm water runoff is directed.

Water source means a well, spring or other similar source that provides water for human consumptive use.

SECTION 2. That KPB 21.29 is hereby amended, as follows:

CHAPTER 21.29. MATERIAL SITE PERMITS

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.
- D. Material extraction incidental to site development does not require a permit when an approved site development plan is on file with the planning department. Site development plans are approved by the planning director and are valid for one year. The site development plan may be renewed on an annual basis subject to the planning director's approval.

21.29.020. Material extraction and activities requiring a permit.

- A. *Counter permit.* A counter permit is required for material extraction which disturbs no more than 2.5 cumulative acres and does not enter the water table. Counter permits are approved by the planning director, and are not subject to the notice requirements or planning commission approval of KPB 21.25.060. A counter permit is valid for a period of 12 months, with a possible 12-month extension.
- B. *Conditional land use permit.* A conditional land use permit (CLUP) is required for material extraction which disturbs more than 2.5 cumulative acres, or material extraction of any size that enters the water table. A CLUP is required for materials processing. A CLUP is valid for a period of five years. The provisions of KPB Chapter 21.25 are applicable to material site CLUPS and the provisions of KPB 21.25 and 21.29 are read in harmony. If there is a conflict between the provisions of KPB 21.25 and 21.29, the provisions of KPB 21.29 are controlling.

21.29.030. Application procedure.

- A. In order to obtain a counter permit or CLUP, an applicant shall first complete and submit to the borough planning department a permit application, along with the fee listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees. The planning director may determine that certain contiguous parcels are eligible for a single permit. The application shall include the following items:
 - 1. Legal description of the parcel, KPB tax parcel ID number, and identification of whether the permit is for the entire parcel, or a specific location within a parcel;
 - 2. Expected life span of the material site;
 - 3. A buffer plan consistent with KPB 21.29.050(A)(2);
 - 4. Reclamation plan consistent with KPB 21.29.060;
 - 5. The depth of excavation;
 - 6. Type of material to be extracted and type of equipment to be used;
 - 7. Any voluntary permit conditions the applicant proposes. Failure to include a proposed voluntary permit condition in the application does not preclude the applicant from proposing or agreeing to voluntary permit conditions at a later time;

8. Surface water protection measures, if any, for adjacent properties designed by a civil engineer, including the use of diversion channels, interception ditches, on-site collection ditches, sediment ponds and traps, and silt fence;
9. A site plan and field verification prepared by a professional surveyor licensed and registered in the State of Alaska, including the following information:
 - a. Location of excavation, and, if the site is to be developed in phases, the life span and expected reclamation date for each phase;
 - b. Proposed buffers consistent with KPB 21.29.050(A)(2), or alternate buffer plan;
 - c. Identification of all encumbrances, including, but not limited to easements;
 - d. Points of ingress and egress. Driveway permits must be acquired from either the state or borough as appropriate prior to the issuance of the material site permit;
 - e. Anticipated haul routes;
 - f. Location and [DEPTH] elevation of test holes, and depth of groundwater, if encountered between May and December. At least one test hole per ten acres of excavated area is required to be dug. The test holes shall be at least four feet below the proposed depth of excavation;
 - g. Location of wells of adjacent property owners within 300 feet of the proposed parcel boundary;
 - h. Location of any water body on the parcel, including the location of any riparian wetland as determined by ["WETLAND MAPPING AND CLASSIFICATION OF THE KENAI LOWLAND, ALASKA" MAPS CREATED BY THE KENAI WATERSHED FORUM] best available data;
 - [I. SURFACE WATER PROTECTION MEASURES FOR ADJACENT PROPERTIES, INCLUDING THE USE OF DIVERSION CHANNELS, INTERCEPTION DITCHES, ON-SITE COLLECTION DITCHES, SEDIMENT PONDS AND TRAPS, AND SILT FENCE; PROVIDE DESIGNS FOR SUBSTANTIAL STRUCTURES; INDICATE WHICH

STRUCTURES WILL REMAIN AS PERMANENT FEATURES AT THE CONCLUSION OF OPERATIONS, IF ANY;]

[J]i. Location of any processing areas on parcel, if applicable;

[K]j. North arrow;

[L]k. The scale to which the site plan is drawn;

[M]l. Preparer's name, date and seal;

[N]m. Field verification shall include staking the boundary of the parcel at sequentially visible intervals. The planning director may grant an exemption in writing to the staking requirements if the parcel boundaries are obvious or staking is unnecessary.

B. In order to aid the planning commission or planning director's decision-making process, the planning director shall provide vicinity, aerial, land use, and ownership maps for each application and may include additional information.

21.29.040. Standards for sand, gravel or material sites.

A. These material site regulations are intended to protect against aquifer disturbance, road damage, physical damage to adjacent properties, dust, noise, and visual impacts. Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:

1. Protects against the lowering of water sources serving other properties;
2. Protects against physical damage to [OTHER] adjacent properties;
3. [MINIMIZES] Protects against off-site movement of dust;
4. [MINIMIZES] Protects against noise disturbance to other properties;
5. [MINIMIZES] Protects against visual impacts of the material site; [AND]
6. Provides for alternate post-mining land uses[.];
7. Protects Receiving Waters against adverse effects to fish and wildlife habitat;
8. Protects against traffic impacts; and

9. Provides consistency with the objectives of the Kenai Peninsula Borough Comprehensive Plan and other applicable planning documents.

21.29.050. Permit conditions.

- A. The following mandatory conditions apply to counter permits and CLUPs issued for sand, gravel or material sites:

1. [PARCEL]Permit boundaries. [ALL BOUNDARIES OF THE SUBJECT PARCEL] The buffers and any easements or right-of-way abutting the proposed permit area shall be staked at sequentially visible intervals where parcel boundaries are within 300 feet of the excavation perimeter. Field verification and staking will require the services of a professional land surveyor. Stakes shall be in place [AT TIME OF APPLICATION] prior to issuance of the permit.

- [2. *BUFFER ZONE.* A BUFFER ZONE SHALL BE MAINTAINED AROUND THE EXCAVATION PERIMETER OR PARCEL BOUNDARIES. WHERE AN EASEMENT EXISTS, A BUFFER SHALL NOT OVERLAP THE EASEMENT, UNLESS OTHERWISE CONDITIONED BY THE PLANNING DIRECTOR OR PLANNING COMMISSION.

- A. THE BUFFER ZONE SHALL PROVIDE AND RETAIN A BASIC BUFFER OF:

- I. 50 FEET OF UNDISTURBED NATURAL VEGETATION, OR

- II. A MINIMUM SIX-FOOT EARTHEN BERM WITH AT LEAST A 2:1 SLOPE, OR

- III. A MINIMUM SIX-FOOT FENCE.

- B. A 2:1 SLOPE SHALL BE MAINTAINED BETWEEN THE BUFFER ZONE AND EXCAVATION FLOOR ON ALL INACTIVE SITE WALLS. MATERIAL FROM THE AREA DESIGNATED FOR THE 2:1 SLOPE MAY BE REMOVED IF SUITABLE, STABILIZING MATERIAL IS REPLACED WITHIN 30 DAYS FROM THE TIME OF REMOVAL.

- C. THE PLANNING COMMISSION OR PLANNING DIRECTOR SHALL DESIGNATE ONE OR A COMBINATION OF THE ABOVE AS IT DEEMS APPROPRIATE. THE VEGETATION AND FENCE SHALL BE OF SUFFICIENT HEIGHT AND DENSITY TO PROVIDE VISUAL AND NOISE SCREENING OF THE PROPOSED USE AS DEEMED

APPROPRIATE BY THE PLANNING COMMISSION OR PLANNING DIRECTOR.

- D. BUFFERS SHALL NOT CAUSE SURFACE WATER DIVERSION WHICH NEGATIVELY IMPACTS ADJACENT PROPERTIES OR WATER BODIES. SPECIFIC FINDINGS ARE REQUIRED TO ALTER THE BUFFER REQUIREMENTS OF KPB 21.29.050(A)(2)(A) IN ORDER TO MINIMIZE NEGATIVE IMPACTS FROM SURFACE WATER DIVERSION. FOR PURPOSES OF THIS SECTION, SURFACE WATER DIVERSION IS DEFINED AS EROSION, FLOODING, DEHYDRATION OR DRAINING, OR CHANNELING. NOT ALL SURFACE WATER DIVERSION RESULTS IN A NEGATIVE IMPACT.
- E. AT ITS DISCRETION, THE PLANNING COMMISSION MAY WAIVE BUFFER REQUIREMENTS WHERE THE TOPOGRAPHY OF THE PROPERTY OR THE PLACEMENT OF NATURAL BARRIERS MAKES SCREENING NOT FEASIBLE OR NOT NECESSARY. BUFFER REQUIREMENTS SHALL BE MADE IN CONSIDERATION OF AND IN ACCORDANCE WITH EXISTING USES OF ADJACENT PROPERTY AT THE TIME OF APPROVAL OF THE PERMIT. THERE IS NO REQUIREMENT TO BUFFER THE MATERIAL SITE FROM USES WHICH COMMENCE AFTER THE APPROVAL OF THE PERMIT.]

2. *Buffer Area.* Material sites shall maintain buffer areas in accord with this section.

- a. A buffer area of a maximum of 100 feet shall be established between the area of excavation and the parcel boundaries. The buffer area may include one or more of the following: undisturbed natural vegetation, a minimum six-foot fence, a minimum six-foot earthen berm with at least a 2/1 slope or a combination thereof.
- b. A 2:1 slope shall be maintained between the buffer zone and excavation floor on all inactive site walls. Material from the area designated for the 2:1 slope may be removed if suitable, stabilizing material is replaced within 30 days from the time of removal.
- c. Where an easement exists, a buffer shall not overlap the easement, unless otherwise conditioned by the planning commission or planning director, as applicable.
- d. The vegetation and fence shall be of sufficient height and density to provide visual and noise screening of the proposed

use as deemed appropriate by the planning commission or the planning director.

- e. The buffer area may be reduced where the planning commission or planning director, as applicable, has approved an alternate buffer plan. The alternate buffer plan must consist of natural undisturbed vegetation, a minimum six-foot berm, or a minimum six-foot fence or a combination thereof; unless the permittee proposes another solution approved by the planning commission or planning director, as applicable, to meet this condition.
- f. The buffer requirements may be waived by the planning commission or planning director, as applicable, where the topography of the property or the placement of natural barriers makes screening not feasible or unnecessary.
- g. There is no requirement to buffer a material site from uses that commence after approval of the permit.
- h. When a buffer area has been denuded prior to review of the application by the planning commission or planning director revegetation may be required.

- 3. *Processing.* In the case of a CLUP, any equipment which conditions or processes material must be operated at least 300 feet from the parcel boundaries. At its discretion, the planning commission may waive the 300-foot processing distance requirement, or allow a lesser distance in consideration of and in accordance with existing uses of [OF ADJACENT PROPERTY AT THE TIME] the properties in the vicinity at the time of approval of the permit.

4. *Water source separation.*

- a. All permits shall be issued with a condition which prohibits any material extraction within 100 horizontal feet of any water source existing prior to original permit issuance.
- b. All counter permits shall be issued with a condition which requires that a four-foot vertical separation [FROM]between extraction operations and the seasonal high water table be maintained.
- c. All CLUPS shall be issued with a condition which requires that a [TWO] four-foot vertical separation [FROM]between

extraction operations and the seasonal high water table be maintained.

- d. There shall be no dewatering either by pumping, ditching or some other form of draining unless an exemption is granted by the planning commission. The exemption for dewatering may be granted if the operator provides a statement under seal and supporting data from a duly licensed and qualified impartial civil engineer, that the dewatering will not lower any of the surrounding property's water systems and the contractor posts a bond for liability for potential accrued damages.
5. *Excavation in the water table.* Excavation in the water table greater than 300 horizontal feet of a water source may be permitted with the approval of the planning commission based on the following:
- a. Certification by a qualified independent civil engineer or professional hydrogeologist that the excavation plan will not negatively impact the quantity of an aquifer serving existing water sources.
 - b. The installation of a minimum of three water monitoring tubes or well casings as recommended by a qualified independent civil engineer or professional hydrogeologist adequate to determine flow direction, flow rate, and water elevation.
 - c. Groundwater elevation, flow direction, and flow rate for the subject parcel, measured in three-month intervals by a qualified independent civil engineer or professional hydrogeologist, for at least one year prior to application. Monitoring tubes or wells must be kept in place, and measurements taken, for the duration of any excavation in the water table.
 - d. Operations shall not breach an aquifer-confining layer.
6. *Waterbodies.*
- a. An undisturbed buffer shall be left and no earth material extraction activities shall take place within [100] 200 linear feet from excavation limits and the ordinary high water level of surface water bodies such as a lake, river, stream, [OR OTHER WATER BODY, INCLUDING] riparian wetlands and mapped floodplains as defined in KPB 21.06. This regulation shall not apply to man-made waterbodies being constructed during the course of the materials extraction activities. In order to prevent

discharge, diversion, or capture of surface water, an additional setback from lakes, rivers, anadromous streams, and riparian wetlands may be required.

- b. Counter permits and CLUPS may contain additional conditions addressing surface water diversion.
7. *Fuel storage.* Fuel storage for containers larger than 50 gallons shall be contained in impermeable berms and basins capable of retaining 110 percent of storage capacity to minimize the potential for uncontained spills or leaks. Fuel storage containers 50 gallons or smaller shall not be placed directly on the ground, but shall be stored on a stable impermeable surface.
8. *Roads.* Operations shall be conducted in a manner so as not to damage borough roads as required by KPB 14.40.175 and will be subject to the remedies set forth in KPB 14.40 for violation of this condition.
9. *Subdivision.* Any further subdivision or return to acreage of a parcel subject to a conditional land use or counter permit requires the permittee to amend their permit. The planning director may issue a written exemption from the amendment requirement if it is determined that the subdivision is consistent with the use of the parcel as a material site and all original permit conditions can be met.
10. *Dust control.* Dust suppression is required on haul roads within the boundaries of the material site by application of water or calcium chloride.
11. *Hours of operation.* [ROCK CRUSHING EQUIPMENT SHALL NOT BE OPERATED BETWEEN 10:00 P.M. AND 6:00 A.M.]
 - a. Processing equipment shall not be operated between 7:00 p.m. and 6:00 a.m.
 - b. The planning commission may grant exceptions to increase the hours of operation and processing based on surrounding land uses, topography, screening the material site from properties in the vicinity and conditions placed on the permit by the planning commission to mitigate the noise, dust and visual impacts caused by the material site.

12. *Reclamation.*

- a. Reclamation shall be consistent with the reclamation plan approved by the planning commission or planning director as appropriate in accord with KPB 21.29.060.
- b. [AS A CONDITION OF ISSUING THE PERMIT, THE APPLICANT SHALL SUBMIT A RECLAMATION PLAN AND POST A BOND TO COVER THE ANTICIPATED RECLAMATION COSTS IN AN AMOUNT TO BE DETERMINED BY THE PLANNING DIRECTOR. THIS BONDING REQUIREMENT SHALL NOT APPLY TO SAND, GRAVEL OR MATERIAL SITES FOR WHICH AN EXEMPTION FROM STATE BOND REQUIREMENTS FOR SMALL OPERATIONS IS APPLICABLE PURSUANT TO AS 27.19.050.] The applicant shall operate the material site consistent with the approved reclamation plan and provide bonding pursuant to 21.29.060(B). This bonding requirement shall not apply to sand, gravel or material sites for which an exemption from state bond requirements for small operations is applicable pursuant to AS 27.19.050.

13. *Other permits.* Permittee is responsible for complying with all other federal, state and local laws applicable to the material site operation, and abiding by related permits. These laws and permits include, but are not limited to, the borough's flood plain, coastal zone, and habitat protection regulations, those state laws applicable to material sites individually, reclamation, storm water pollution and other applicable Environmental Protection Agency (EPA) regulations, clean water act and any other U.S. Army Corp of Engineer permits, any EPA air quality regulations, EPA and ADEC air and water quality regulations, EPA hazardous material regulations, U.S. Dept. of Labor Mine Safety and Health Administration (MSHA) regulations (including but not limited to noise and safety standards), and Federal Bureau of Alcohol, Tobacco and Firearm regulations regarding using and storing explosives. Any violation of these regulations or permits reported to or observed by borough personnel will be forwarded to the appropriate agency for enforcement.

14. [~~VOLUNTARY~~]Volunteered *permit conditions.* Conditions may be included in the permit upon agreement of the permittee and approval of the planning commission for CLUPs or the planning director for counter permits. Such conditions must be consistent with the standards set forth in KPB 21.29.040(A). Planning commission approval of such conditions shall be contingent upon a finding that the conditions will be in the best interest of the borough and the surrounding property owners. [~~VOLUNTARY~~] Volunteered permit

conditions apply to the subject parcel and operation, regardless of a change in ownership. A change in [VOLUNTARY] volunteered permit conditions may be proposed [AT] by permit [RENEWAL OR AMENDMENT] modification.

15. *Signage.* For permitted parcels on which the permittee does not intend to begin operations for at least 12 months after being granted a conditional land use permit, the permittee shall post notice of intent on parcel corners or access, whichever is more visible. Sign dimensions shall be no more than 15" by 15" and must contain the following information: the phrase "Permitted Material Site" along with the permittee's business name and a contact phone number.
16. *Appeal.* No clearing of vegetation shall occur within the 100-foot maximum buffer area from the permit boundary nor shall the permit be issued or operable until the deadline for the appeal, pursuant to KPB 21.20, has expired.
17. *Sound level.*
 - a. No sound resulting from the materials extraction activities shall create a sound level, when measured at or within the property boundary of the adjacent land, that exceeds 75 dB(A).
 - b. For any sound that is of short duration between the hours of 7 a.m. and 7 p.m. the levels may be increased by:
 - i. Five dB(A) for a total of 15 minutes in any one hour; or
 - ii. Ten dB(A) for a total of five minutes in any hour; or
 - iii. Fifteen db(A) for a total of one and one-half minutes in any one-hour period.
 - c. At its discretion, the planning commission or planning director, as applicable, may reduce or waive the sound level requirements on any or all property boundaries. Sound level requirements shall be made in consideration of and in accordance with existing uses of the properties in the vicinity at the time of approval of the permit.
 - d. Mandatory condition KPB 21.29.050(A)(17) shall expire 365 days from adoption of KPB 21.29.050(A)(17) unless extended or modified by the assembly.

18. Reverse signal alarms. Reverse signal alarms, used at the material site on loaders, excavators, and other earthmoving equipment shall be more technically advanced devices; such as, a multi-frequency “white noise” alarms rather than the common, single (high-pitch) tone alarms. At its discretion, the planning commission or planning director, as applicable, may waive this requirement or a portion of this requirement. The waiver of this requirement shall be made in consideration of and in accordance with existing uses of the properties in the vicinity at the time of approval of the permit.
19. Ingress and egress. The planning commission or planning director may determine the points of ingress and egress for the material site. The permittee is not required to construct haul routes outside the parcel boundaries of the material site. Driveway authorization must be acquired, from either the state through an “Approval to Construct” or a borough road service area as appropriate, prior to issuance of a material site permit when accessing a public right-of-way.
20. Dust suppression. Dust suppression shall be required when natural precipitation is not adequate to suppress the dust generated by the material site traffic on haul routes. Based on surrounding land uses the planning commission or planning director, as applicable, may waive or reduce the requirement for dust suppression on haul routes.
21. Surface water protection. Use of surface water protection measures as specified in KPB 21.29.030(A)(8) must be approved by a licensed civil engineer.
22. Groundwater elevation. All material sites must maintain one monitoring tube per ten acres of excavated area four feet below the proposed excavation.
23. Setback. Material site excavation areas shall be 250-feet from the property boundaries of any local option zoning district, existing public school ground, private school ground, college campus, child care facility, multi-purpose senior center, assisted living home, and licensed health care facility. If overlapping, the buffer areas of the excavation shall be included in the 250-foot setback.

21.29.055. Decision.

The planning commission or planning director, as applicable, shall approve permit applications meeting the mandatory conditions or shall disapprove permit applications that do not meet the mandatory conditions. The decision shall include written findings supporting the decision, and when applicable, there shall be written findings supporting any site-specific alterations to the mandatory condition as

specifically allowed by KPB 21.29.050(A)(2)(a), (2)(c), (2)(d), (2)(e), (2)(g), (3), (4)(d), (5), (11)(b), (12), (14), (17)(c), (18), (19), and (20) and as allowed for the KPB 21.29.060 reclamation plan.

21.29.060. Reclamation plan.

- A. All material site permit applications require an overall reclamation plan along with a five-year reclamation plan. A site plan for reclamation shall be required including a scaled drawing with finished contours. A five-year reclamation plan must be submitted with a permit extension request.
- B. The applicant shall revegetate with a non-invasive plant species and reclaim all disturbed land [UPON EXHAUSTING THE MATERIAL ON-SITE, OR WITHIN A PRE-DETERMINED TIME PERIOD FOR LONG-TERM ACTIVITIES, SO AS TO LEAVE THE LAND IN A STABLE CONDITION. RECLAMATION MUST OCCUR FOR ALL EXHAUSTED AREAS OF THE SITE EXCEEDING FIVE ACRES BEFORE A FIVE-YEAR RENEWAL PERMIT IS ISSUED, UNLESS OTHERWISE REQUIRED BY THE PLANNING COMMISSION. IF THE MATERIAL SITE IS ONE ACRE OR LESS IN SIZE AND HAS BEEN GRANTED A CLUP DUE TO EXCAVATION IN THE WATER TABLE, RECLAMATION MUST BE PERFORMED AS SPECIFIED BY THE PLANNING COMMISSION OR PLANNING DIRECTOR IN THE CONDITIONAL USE OR COUNTER PERMIT] within the time period approved with the reclamation plan so as to leave the land in a stable condition. Bonding shall be required at \$2,000.00 per acre for all acreage included in the current five-year reclamation plan. In the alternative, the planning director may accept a civil engineer's estimate for determining the amount of bonding. If the applicant is bonded with the state, the borough's bonding requirement is waived. Compliance with reclamation plans shall be enforced under KPB 21.50.
- C. The following measures must be considered in the [PREPARING] preparation, approval and [IMPLEMENTING] implementation of the reclamation plan, although not all will be applicable to every reclamation plan.
 - 1. Topsoil that is not promptly redistributed to an area being reclaimed will be separated and stockpiled for future use. [THIS MATERIAL WILL BE PROTECTED FROM EROSION AND CONTAMINATION BY ACIDIC OR TOXIC MATERIALS AND PRESERVED IN A CONDITION SUITABLE FOR LATER USE.]
 - 2. The area will be backfilled, graded and recontoured using strippings, overburden, and topsoil [TO A CONDITION THAT ALLOWS FOR THE REESTABLISHMENT OF RENEWABLE RESOURCES ON THE SITE WITHIN A REASONABLE PERIOD OF TIME. IT WILL BE STABILIZED TO A CONDITION THAT WILL ALLOW SUFFICIENT MOISTURE FOR

REVEGETATION] so that it will be stabilized to a condition that will allow for the revegetation as required by KPB 21.29.060(B).

3. [SUFFICIENT QUANTITIES OF STOCKPILED OR IMPORTED TOPSOIL WILL BE SPREAD OVER THE RECLAIMED AREA TO A DEPTH OF FOUR INCHES TO PROMOTE NATURAL PLANT GROWTH THAT CAN REASONABLY BE EXPECTED TO REVEGETATE THE AREA WITHIN FIVE YEARS. THE APPLICANT MAY USE THE EXISTING NATURAL ORGANIC BLANKET REPRESENTATIVE OF THE PROJECT AREA IF THE SOIL IS FOUND TO HAVE AN ORGANIC CONTENT OF 5% OR MORE AND MEETS THE SPECIFICATION OF CLASS B TOPSOIL REQUIREMENTS AS SET BY ALASKA TEST METHOD (ATM) T-6.] The [MATERIAL] topsoil used for reclamation shall be reasonably free from roots, clods, sticks, and branches greater than 3 inches in diameter. Areas having slopes greater than 2:1 require special consideration and design for stabilization by a licensed engineer.
4. Exploration trenches or pits will be backfilled. Brush piles and unwanted vegetation shall be removed from the site, buried or burned. Topsoil and other organics will be spread on the backfilled surface to inhibit erosion and promote natural revegetation.
5. [PEAT AND T]Topsoil mine operations shall ensure a minimum of [TWO] four inches of suitable growing medium is left or replaced on the site upon completion of the reclamation activity (unless otherwise authorized).
6. Ponding may be used as a reclamation method as approved by the planning commission.

- D. The five-year reclamation plan shall describe the total acreage to be reclaimed [EACH YEAR, A LIST OF EQUIPMENT (TYPE AND QUANTITY) TO BE USED IN RECLAMATION, AND A TIME SCHEDULE OF RECLAMATION MEASURES] relative to the total excavation plan.

21.29.070. Permit extension and revocation.

- A. Conditional land use permittees must submit a request in writing for permit extension every five years after the permit is issued. Requests for permit extension must be made at least 30 days prior to permit expiration. Counter permittees must submit any request for a 12-month extension at least 30 days prior to the expiration of the original 12-month permit period.
- B. A permit extension certificate for a CLUP may be granted by the planning director after 5 years, and after one year for a counter permit where no modification to operations or conditions are proposed.

- C. Permit extension may be denied if: (1) reclamation required by this chapter and the original permit has not been performed; (2) the permittee is otherwise in noncompliance with the original permit conditions; or (3) the permittee has had a permit violation in the last two years and has not fulfilled compliance requests.
- D. A modification application shall be processed pursuant to KPB 21.29.030-050 with public notice given as provided by KPB 21.25.060 when operators request modification of their permit conditions based on changes in operations set forth in the modification application.
- E. There shall be no fee for permit extensions approved by the planning director. The fee for a permit modification processed under KPB 21.29.070(D) will be the same as an original permit application in the amount listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees.
- F. Failure to submit a request for extension will result in the expiration of the permit. The borough may issue a permit termination document upon expiration pursuant to KPB 21.29.080. Once a permit has expired, a new permit application approval process is required in order to operate the material site.
- G. Permits may be revoked pursuant to KPB 21.50. 21.29.080. - Permit termination.

When a permit expires, is revoked, or a permittee requests termination of their permit, a review of permit conditions and site inspections will be conducted by the planning department to ensure code compliance and verify site reclamation prior to termination. When the planning director determines that a site qualifies for termination, a termination document shall be issued to the permittee.

21.29.090. Permit modifications.

If a permittee revises or intends to revise operations (at a time other than permit extension) so that they are no longer consistent with the original application, a permit modification is required. The planning director shall determine whether the revision to operations requires a modification. Permit modification shall be processed in the same manner as original permits.

21.29.100. Recordation.

All permits, permit extensions, modified permits, prior existing uses, and terminations shall be recorded. Failure to record a material site document does not affect the validity of the documents.

21.29.110. Violations.

- A. Violations of this chapter shall be governed by KPB 21.50.
- B. In addition to the remedies provided in KPB 21.50, the planning director may require bonding in a form and amount adequate to protect the borough's interests for an owner or operator who has been cited for three violations of KPB 21.50, 21.25, and 21.29 within a three-year period. The violations need not be committed at the same material site. Failure to provide requested bonding may result in permit revocation proceedings.

21.29.120. Prior existing uses.

- A. Material sites are not held to the standards and conditions of a CLUP if a prior existing use (PEU) determination was granted for the parcel in accordance with KPB 21.29.120(B). To qualify as a PEU, a parcel's use as a material site must have commenced or have been operated after May 21, 1986, and prior to May 21, 1996, provided that the subject use continues in the same location. In no event shall a prior existing use be expanded beyond the smaller of the lot, block, or tract lines as they existed on May 21, 1996. If a parcel is further subdivided after May 21, 1996, the pre-existing use may not be expanded to any lot, tract, or parcel where extraction had not occurred before or on February 16, 1999. If a parcel is subdivided where extraction has already occurred, the prior existing use is considered abandoned, and a CLUP must be obtained for each parcel intended for further material site operations. The parcel owner may overcome this presumption of abandonment by showing that the subdivision is not inconsistent with material site operation. If a parcel subject to a prior existing use is conveyed, the prior existing use survives the conveyance.
- B. Owners of sites must have applied to be registered as a prior existing use prior to January 1, 2001.
- C. [ANY PRIOR EXISTING USE THAT HAS NOT OPERATED AS A MATERIAL SITE BETWEEN MAY 21, 1996, AND MAY 21, 2011, IS CONSIDERED ABANDONED AND MUST THEREAFTER COMPLY WITH THE PERMIT REQUIREMENTS OF THIS CHAPTER. THE PLANNING DIRECTOR SHALL DETERMINE WHETHER A PRIOR EXISTING USE HAS BEEN ABANDONED. AFTER GIVING NOTICE TO THE PARCEL OWNER THAT A PEU IS CONSIDERED ABANDONED, A PARCEL OWNER MAY

PROTEST THE TERMINATION OF THE PEU BY FILING WRITTEN NOTICE WITH THE PLANNING DIRECTOR ON A FORM PROVIDED BY THE PLANNING DEPARTMENT. WHEN A PROTEST BY A PARCEL OWNER IS FILED, NOTICE AND AN OPPORTUNITY TO MAKE WRITTEN COMMENTS REGARDING PRIOR EXISTING USE STATUS SHALL BE ISSUED TO OWNERS OF PROPERTY WITHIN A ONE-HALF MILE RADIUS OF THE PARCEL BOUNDARIES OF THE SITE. THE OWNER OF THE PARCEL SUBJECT TO THE PRIOR EXISTING USE MAY SUBMIT WRITTEN INFORMATION, AND THE PLANNING DIRECTOR MAY GATHER AND CONSIDER ANY INFORMATION RELEVANT TO WHETHER A MATERIAL SITE HAS OPERATED. THE PLANNING DIRECTOR MAY CONDUCT A HEARING IF HE OR SHE BELIEVES IT WOULD ASSIST THE DECISION-MAKING PROCESS. THE PLANNING DIRECTOR SHALL ISSUE A WRITTEN DETERMINATION WHICH SHALL BE DISTRIBUTED TO ALL PERSONS MAKING WRITTEN COMMENTS. THE PLANNING DIRECTOR'S DECISION REGARDING TERMINATION OF THE PRIOR EXISTING USE STATUS MAY BE APPEALED TO THE PLANNING COMMISSION WITHIN 15 DAYS OF THE DATE OF THE NOTICE OF DECISION.]

The owner of a material site that has been granted a PEU determination shall provide proof of compliance with AS 27.19.030 – 050 concerning reclamation to the planning department no later than July 1, 2022. The proof shall consist of an Alaska Department of Natural Resources (DNR) approved reclamation plan and receipt for bonding or a letter of intent filed with DNR.

1. The planning department may request proof of continued compliance with AS 27.19.030 – 050 on an annual basis.
2. Pursuant to KPB 21.29.110 the enforcement process and remedies set forth in KPB 21.50 shall govern if the proof that the statutory requirements contained in AS 27.19.030-050 is not provided to the planning department.

SECTION 3. That KPB 21.50.055 is hereby amended, as follows:

21.50.055. Fines.

- A. Following are the fines for violations of this title. Each day a violation occurs is a separate violation. Violations begin to accrue the date the enforcement notice is issued and continue to the date the enforcement is initially set for hearing. The fine for a violation may not be reduced by the hearing officer to less than the equivalent of one day's fine for each type of violation.

CODE CHAPTER & SECTION	VIOLATION DESCRIPTION	DAILY FINE
KPB 20.10.030(A)	Offering land for sale without final plat approval	\$300.00
KPB 20.10.030(B)	Filing/recording unapproved subdivision/plat	\$300.00
KPB 20.10.030(C)	Violation of subdivision code or condition	\$300.00
KPB 21.05.040(C)	Violation of variance conditions	\$300.00
KPB 21.06.030(D)	Structure or activity prohibited by KPB 21.06	\$300.00
KPB 21.06.040	Failure to obtain a Development Permit/Floodplain Management	\$300.00
KPB 21.06.045	Failure to obtain a SMFDA Development Permit/Violation of SMFDA permit conditions/Floodplain Management	\$300.00
KPB 21.06.050	Violation of permit conditions/Floodplain Management	\$300.00
KPB 21.18.071	Failure to obtain staff permit/Violation of staff permit/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.072	Failure to obtain limited commercial activity permit/Violation of permit conditions/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.075	Prohibited use or structure/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.081	Failure to obtain Conditional Use Permit/Violation of Conditional Use Permit Condition/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.090	Failure to obtain prior existing use/structure permit/Violation of permit conditions/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.135(C)	Violation of emergency permit conditions/anadromous stream habitat protection	\$300.00

CODE CHAPTER & SECTION	VIOLATION DESCRIPTION	DAILY FINE
KPB 21.25.040	Failure to Obtain a Permit/Material Site/Correctional community residential center/Concentrated Animal Feeding Operation	\$300.00
KPB 21.28.030	Violation of permit conditions/Concentrated Animal Feeding Operations	\$300.00
KPB 21.29.020	Failure to Obtain a counter permit/Material Site Permits	\$300.00
KPB 21.29.050	Violation of Conditional Land Use Permit Conditions/Material Site Permits Also applies to KPB 21.26 material site permits	\$300.00
KPB 21.29.060	Violation of Reclamation Plan/Material Site Permits Also applies to KPB 21.26 material site permits	\$300.00
<u>KPB 21.29.120</u>	<u>Failure to Provide Reclamation Plan and Proof of Bonding or Letter of Intent</u>	<u>\$300.00</u>
KPB 21.44.100	Violation of Pre-existing structures/Local Option Zoning	\$300.00
KPB 21.44.110(D)	Prohibited expansion of nonconforming use/Local Option Zoning	\$300.00
KPB 21.44.110(E)	Prohibited Change in Use/Local Option Zoning	\$300.00
KPB 21.44.110(G)	Violation of Conditions on Nonconforming Use/Local Option Zoning	\$300.00
KPB 21.44.130(C)(D)	Violation of Home Occupation Standards and Conditions/Local Option Zoning	\$300.00
KPB 21.44.130(F)	Disallowed Home Occupation/Local Option Zoning	\$300.00
KPB 21.44.135	Failure to file development notice	\$300.00
KPB 21.44.160(A)(B)	Prohibited use	\$300.00

CODE CHAPTER & SECTION	VIOLATION DESCRIPTION	DAILY FINE
KPB 21.44.160(C)	Violation of Development Standards/Single Family Zoning/Local Option Zoning	\$300.00
KPB 21.44.165(A)(B)	Prohibited use	\$300.00
KPB 21.44.165(C)	Violation of Development Standards/Small Lot Residential Zoning/Local Option Zoning	\$300.00
KPB 21.44.170(A)(B)	Prohibited use	\$300.00
KPB 21.44.170(C)	Violation of Development Standards/Rural Residential District/Local Option Zoning	\$300.00
KPB 21.44.175(B)(C)	Prohibited Use	\$300.00
KPB 21.44.175(D)	Violation of Development Standards/Residential Waterfront	\$300.00
KPB 21.44.180(A)(B)	Prohibited Use	\$300.00
KPB 21.44.180(C)	Violation of Development Standards/Multi-Family Residential District/Local Option Zoning	\$300.00
KPB 21.44.190(A)(B)	Prohibited Use	\$300.00
KPB 21.44.190(C)	Violation of Development Standards/Industrial District/Local Option Zoning	\$300.00
KPB 21.46.030(b)	Failure to maintain bear-resistant garbage cans/Local option zone/Birch and Grove Ridge subdivisions Rural Residential District	\$300.00
KPB 21.50.100(F)	Removal of posted enforcement notice	\$300.00
KPB 21.50.100(G)	Violation of enforcement notice	\$1,000.00
KPB 21.50.130(I)	Violation of an enforcement order	\$1,000.00

SECTION 4. That this ordinance shall become effective upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2022.**

Brent Johnson, Assembly President

ATTEST:

Johani Blankenship, MMC, Borough Clerk

Yes: Bjorkman, Derkevorkian, Elam, Tupper, Johnson

No: Chesley, Cox, Ecklund

Absent: Hibbert

[Clerk's Note: At the 01/18/22 meeting this amendment failed 4 Yes, 4 No, 1 Absent. Notice of reconsideration was given by Mr. Elam.]

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Bill Elam, Assembly Member *BE*

DATE: January 18, 2022

SUBJECT: Elam Amendment #2 to Ordinance 2021-41, Amending KPB 21.29, KPB 21.25, and KPB 21.50.055 Regarding Material Site Permits, Applications, Conditions, and Procedures (Johnson, Mayor)

[Please note the bold underlined language is new and the strikeout bold language in brackets is to be deleted.]

- Amend Section 2, KPB 21.29.040(A), as follows:

21.29.040. Standards for sand, gravel or material sites.

- A. These material site regulations are intended to protect against aquifer disturbance, road damage, physical damage to adjacent properties, dust, noise, and visual impacts. ~~**[Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:]**~~ **The mandatory conditions of 21.29.050 are express conditions precedent to the granting of any conditional land use permit and after a public hearing, the planning commission must find, in writing, that through imposition of all the mandatory conditions under KPB 21.29.050 that the following standards are met:**
1. ~~**[Protects against the lowering of water sources serving other properties;]**~~ **The use is not inconsistent with the applicable comprehensive plan;**
 2. ~~**[Protects against physical damage to [other] adjacent properties;]**~~ **The use will preserve the value, spirit, character, and integrity of the surrounding area;**

Page 2 of 2

Date: January 18, 2022

RE: Elam Amendment #2 to O2021-41

3. ~~[[Minimizes] Protects against off-site movement of dust;]~~
The applicant has met all other requirements of this chapter pertaining to the use in question;
4. ~~[[Minimizes] Protects against noise disturbance to other properties;]]~~
That granting the permit will not be harmful to the public health, safety and general welfare; and
5. ~~[[Minimizes] Protects against visual impacts of the material site; [and]]~~
The sufficient setbacks, lot area, buffers or other safeguards are being provided to meet the conditions listed in KPB 21.29.050.
- ~~[6. Provides for alternate post-mining land uses[.];]~~
- ~~[7. Protects Receiving Waters against adverse effects to fish and wildlife habitat;]~~
- ~~[8. Protects against traffic impacts; and]~~
- ~~[9. Provides consistency with the objectives of the Kenai Peninsula Borough Comprehensive Plan and other applicable planning documents.]~~

Your consideration of this amendment is appreciated.

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Cindy Ecklund, Assembly Memk ^{1st}
Mike Tupper, Assembly Member ^{MT}

DATE: January 18, 2022

SUBJECT: Amendment to Ordinance 2021-41, Amending KPB 21.29, KPB 21.25,
and KPB 21.50.055 Regarding Material Site Permits, Applications,
Conditions, and Procedures (Johnson, Mayor)

[Please note the bold underlined language is new and the strikeout bold language in brackets is to be deleted.]

- Amend Section 2, KPB 21.29.050(A)(2)(a), as follows:

21.29.050. Permit conditions.

- A. The following mandatory conditions apply to counter permits and CLUPs issued for sand, gravel, or material sites:

...

2. Buffer Area. Material sites shall maintain buffer areas in accord with this section.

- a. A buffer area of a maximum of 100 feet shall be established between the area of excavation and the parcel boundaries. The buffer area may include one or more of the following: undisturbed natural vegetation, a minimum six-foot fence, ~~a minimum six-foot berm~~ **a minimum six-foot earthen berm with at least a 2/1 slope** or a combination thereof.

Clerk's Note: This amendment was approved at the 01/18/22 meeting. 8 Yes, 0 No, 1 Absent

Page 2 of 3

January 18, 2021

Re: Ecklund and Tupper Amendments to O2021-41

- Amend Section 2, KPB Section 21.29.050(A)(2)(c), as follows:

21.29.050. Permit conditions.

- A. The following mandatory conditions apply to counter permits and CLUPs issued for sand, gravel, or material sites:

...

2. Buffer Area. Material sites shall maintain buffer areas in accord with this section.

Clerk's Note: This amendment was approved at the 01/18/22 meeting. 5 Yes, 3 No, 1 Absent

- c. Where an easement exists, a buffer shall not overlap the easement, unless otherwise conditioned by the planning commission or planning director, as applicable. **d. The vegetation and fence shall be of sufficient height and density to provide visual and noise screening of the proposed use as deemed appropriate by the planning commission or the planning director.**

- Amend Section 2, KPB Section 21.29.050(A)(2)(d), as follows:

- A. The following mandatory conditions apply to counter permits and CLUPs issued for sand, gravel, or material sites:

...

2. Buffer Area. Material sites shall maintain buffer areas in accord with this section.

...

- d. The buffer area may be reduced where the planning commission or planning director, as applicable, has approved an alternate buffer plan. The alternate buffer plan must consist of natural undisturbed vegetation, ~~[a minimum six-foot berm]~~, **a minimum six-foot earthen berm with at least a 2/1 slope** or a minimum six-foot fence or a combination thereof; unless the permittee proposes another solution approved by the planning

Page 3 of 3

January 18, 2021

Re: Ecklund and Tupper Amendments to O2021-41

commission or planning director, as applicable, to meet this condition.

➤ Amend Section 2, KPB 21.29.055, as follows:

21.29.055. Decision.

~~[The planning commission or planning director, as applicable, shall approve permit applications meeting the mandatory conditions or shall disapprove permit applications that do not meet the mandatory conditions. The decision shall include written findings supporting the decision, and when applicable, there shall be written findings supporting any site-specific alterations to the mandatory condition as specifically allowed by KPB 21.29.050(A)(2)(a), (2)(c), (2)(d), (2)(e), (2)(g), (3), (4)(d), (5), (11)(b), (12), (14), (17)(c), (18), (19), and (20) and as allowed for the KPB 21.29.060 reclamation plan.]~~

The planning commission or planning director, as applicable, shall approve permit applications whereby mandatory standards under KPB 21.29.040 have been met through implementation of imposed and volunteered conditions set forth in KPB 21.29.050, or shall disapprove permit applications when the imposed and volunteered conditions do not meet the mandatory standards in KPB 21.29.040.

The decision shall include written findings detailing how the imposed and volunteered condition under KPB 21.29.050 meet, or do not meet the mandatory standards set forth in KPB 21.29.040, and evidence to support those findings. When applicable, there shall be written findings supporting any site-specific alterations to the mandatory condition as specifically allowed by KPB 21.29.050(A)(2)(a), (2)(c), (2)(d), (2)(e), (2)(g), (3), (4)(d), (5), (11)(b), (12), (14), (17)(c), (18), (19), and (20) and as allowed for the KPB 21.29.060 reclamation plan.

Your consideration of these amendments is appreciated.

Introduced by: Elam, Derkevorkian
Substitute Introduced: 02/01/22
O2021-41 (Mayor, Johnson) See Original Ordinance for Prior History
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-41
(ELAM, DERKEVORKIAN) SUBSTITUTE**

**AN ORDINANCE AMENDING KPB 21.29, KPB 21.25, AND KPB 21.50.055
REGARDING MATERIAL SITE PERMITS, APPLICATIONS, CONDITIONS, AND
PROCEDURES**

- WHEREAS,** Goal 2, Focus Area: Land Use, Objective A of the 2019 Kenai Peninsula Borough Comprehensive Plan is to establish policies to minimize land use conflicts, protect natural systems, and support individual land use freedoms; and
- WHEREAS,** Goal 2, Focus Area: Land Use, Objective A, Strategy 2 of the 2019 Comprehensive Plan is to update the Borough's existing conditional use regulations for material extraction to better address reoccurring land use conflicts; and
- WHEREAS,** Goal 2, Focus Area: Land Use, Objective A, Strategy 2a of the 2019 Comprehensive Plan is to clarify the broad purpose of the conditional use process and clear parameters for allowable conditional uses that include reasonable, project-specific conditions that reduce impacts on surrounding use; and
- WHEREAS,** Goal 2, Focus Area: Land Use, Objective A, Strategy 2d of the 2019 Comprehensive Plan is to complete improvements to the rules guiding gravel extraction, with the goal of providing an appropriate balance between providing access to affordable materials for development and quality of life for borough residents; and
- WHEREAS,** Goal 1 of the Mining and Minerals Processing section of the 1990 Kenai Peninsula Borough Coastal Management Program is to provide opportunities to explore, extract and process minerals, sand and gravel resources, while protecting environmental quality and other resource users; and
- WHEREAS,** an assembly subcommittee was formed in 2005 to review the material site code; and
- WHEREAS,** Ordinance 2006-01 (Substitute) codified as KPB 21.29 was adopted in 2006 after consideration of the subcommittee's report; and
- WHEREAS,** the planning department has been administering Ordinance 2006-01 (Substitute), codified as KPB 21.29 for 13 years; and

WHEREAS, KPB 21.25.040 requires a permit for the commencement of certain land uses within the rural district of the Kenai Peninsula Borough; and

WHEREAS, the planning department has recognized that certain provisions of the material site ordinance could be better clarified for the operators, public, and staff; and

WHEREAS, the planning commission and planning department received comments expressing concerns about dust, noise, safety; and

WHEREAS, approximately 253 registered prior existing use material sites and approximately 99 conditional land use permits for material sites have been granted since 1996;

WHEREAS, the planning department receives numerous complaints regarding unreclaimed parcels registered as nonconforming prior existing material sites which have not been regulated by KPB; and

WHEREAS, the assembly established a material site work group by adoption of resolution 2018-004 (Substitute) to engage in a collaborative discussion involving the public and industry to make recommendations regarding the material site code; and

WHEREAS, at its regularly scheduled meeting of November 12, 2019, the planning commission recommended approval by unanimous consent;

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

SECTION 1. That KPB 21.25.030 is hereby amended, as follows:

21.25.030. Definitions.

Unless the context requires otherwise, the following definitions apply to CLUPs:

Abandon means to cease or discontinue a use without intent to resume, but excluding short-term interruptions to use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility or during normal periods of vacation or seasonal closure. An "intent to resume" can be shown through continuous operation of a portion of the facility, maintenance of utilities, or outside proof of continuance, e.g., bills of lading or delivery records. Abandonment also means the cessation of use, regardless of voluntariness, for a specified period of time.

Animal feeding operation means a lot or facility (other than an aquatic animal production facility) where animals (other than aquatic animals) have been, are, or will be stabled or confined and fed or maintained for a total of 45 days or more in any 12-month period.

- a. The same animals need not remain on the lot for 45 days or more; rather, some animals are fed or maintained on the lot 45 days out of any 12-month period, and
- b. Animals are "maintained" for purposes of this ordinance when they are confined in an area where waste is generated and/or concentrated or are watered, cleaned, groomed, or medicated in a confined area, even if the confinement is temporary.
- c. Two or more animal feeding operations under common ownership are considered, for the purposes of these regulations, to be a single animal feeding operation if they adjoin each other.
- d. Slaughterhouses are animal feeding operations.

Animal unit means a unit of measurement for any animal feeding operation calculated by adding the following numbers: the number of slaughter and feeder cattle multiplied by 1.0, plus the number of mature dairy cattle multiplied by 1.4, plus the number of swine weighting [weighing] over 25 kilograms (approximately 55 pounds) multiplied by 0.4, plus the number of sheep multiplied by 0.1, plus the number of horses multiplied by 2.0.

Animal waste means animal excrement, animal carcasses, feed wasted, process wastewaters or any other waste associated with the confinement of animals from an animal feeding operation.

Animal waste management system means a combination of structures and nonstructural practices serving an animal feeding operation that provides for the collection, treatment, disposal, distribution, storage and land application of animal waste.

Aquifer means a subsurface formation that contains sufficient water-saturated permeable material to yield economical quantities of water to wells and springs.

Aquifer-confining layer means that layer of relatively impermeable soil below an aquifer, typically clay, which confines water.

Assisted living home means a residential facility that serves three or more adults who are not related to the owner by blood or marriage, or that receives state or that receives state or federal payment for service of the number of adults served. The services and activities may include, but are not limited to, housing and food services to its residents, assistance with activities of daily living, and personal assistance, and that complies with Alaska Statutes 47.32.0101 – 47.60.900, as amended.

Child care facility means a place where child care is regularly provided for children under the age of 12 for periods of time that are less than 24 hours in duration and that is licensed pursuant to AS 47.35.005 et seq., excluding child care homes and child care group homes, as currently written or hereafter amended.

Commercial means any provision of services, sale of goods, or use operated for production of income whether or not income is derived, including sales, barter, rental, or trade of goods and services.

Concentrated animal feeding operation (CAFO) means an animal feeding operation confining at least: (1) 1,000 swine weighing at least approximately 55 pounds; (2) 1,000 slaughter and feeder cattle; (3) 700 mature dairy cattle; (4) 500 horses; (5) 10,000 sheep or lambs; (6) 55,000 turkeys; (7) 100,000 laying hens or broilers (if the facility has continuous overflow watering); (8) 30,000 laying hens or broilers (if the facility has a liquid manure system); (9) 5,000 ducks; (10) 1,000 animal units; or (11) a combination of the above resulting in at least 1,000 animal units. Each individual parcel upon which a CAFO is located is a separate CAFO unless they adjoin each other.

Conditioning or processing material means a value-added process including batch plants, asphalt plants, screening, washing, and crushing by use of machinery.

Correctional community residential center (CCRC) means a community residential center, other than a correctional institution, for the short-term or temporary detention of prisoners in transition from a correctional institution, performing restitution, or undergoing rehabilitation or recovery from a legal infirmity. CCRCs may not be used for detention of prisoners who pose a threat or danger to the public for violent or sexual misconduct without imprisonment or physical confinement under guard or twenty-four-hour physical supervision. The determination of whether a prisoner poses a threat or danger to the public for violent or sexual misconduct without imprisonment or physical confinement under guard or twenty-four-hour physical supervision shall be made by the commissioner of corrections for state prisoners and the United States Attorney General, or the U.S. Director of Bureau of Prisons for federal prisoners.

Correctional institution means a facility other than a correctional community residential center providing for the imprisonment or physical confinement or detention of prisoners under guard or twenty-four-hour physical supervision, such as prisons, prison farms, jails, reformatories, penitentiaries, houses of detention, detention centers, honor camps, and similar facilities.

Development plan means a plan created to describe a proposed development on a specific building site excluding material sites under KPB 21.29.020.

Disturbed includes active excavation and all areas necessary to use a parcel as a material site including but not limited to berms, stockpiles, and excavated areas excluding all areas reclaimed for alternate post mining land uses.

[*EXHAUSTED* MEANS THAT ALL MATERIAL OF A COMMERCIAL QUALITY IN A SAND, GRAVEL, OR MATERIAL SITE HAS BEEN REMOVED.]

Federal prisoners means offenders in the custody or control or under the care or supervision of the United States Attorney General or the Bureau of Prisons.

Groundwater means, in the broadest sense, all subsurface water, more commonly that part of the subsurface water in the saturated zone.

Liquid manure or liquid animal waste system means any animal waste management system which uses water as the primary carrier of such waste into a primary retention structure.

Multi-purpose senior center is a facility where persons 60 years of age or older are provided with services and activities suited to their particular needs. The services and activities may include, but are not limited to, health examinations, legal assistance, recreation programs, general social activities, telephone reassurance programs, nutrition classes, meals at minimum cost, counseling, protective services, programs for shut-ins and education programs, and that complies with Alaska Statutes 47.60.010—47.60.090, as currently written or hereafter amended.

Permit area includes all excavation, processing, buffer and haul route areas of a CLUP or counter permit.

Person shall include any individual, firm, partnership, association, corporation, cooperative, or state or local government.

Prisoner means:

- a. a person held under authority of state law in official detention as defined in AS 11.81.900;
- b. includes a juvenile committed to the custody of the Alaska Department of Corrections Commissioner when the juvenile has been charged, prosecuted, or convicted as an adult.

Private school is a school comprised of kindergarten through 12th grade, or any combination of those grades, that does not receive direct state or federal funding and that complies with either Alaska Statute 14.45.030 or 14.45.100—14.45.130, as currently written or hereafter amended.

Public school is a school comprised of kindergarten through 12th grade, or any combination of those grades, that is operated by the State of Alaska or any political subdivision of the state.

Sand, gravel or material site means an area used for extracting, quarrying, or conditioning gravel or substances from the ground that are not subject to permits through the state location (mining claim) system (e.g., gold, silver, and other metals), nor energy minerals including but not limited to coal, oil, and gas.

Seasonal high groundwater table means the highest level to which the groundwater rises on an annual basis.

Senior housing project means senior housing as defined for purposes of construction or operation in 15 Alaska Administrative Code 151.950(c), as currently written or hereafter amended.

Stable condition means the rehabilitation, where feasible, of the physical environment of the site to a condition that allows for the reestablishment of renewable resources on the site within a reasonable period of time by natural processes.

Surface water means water on the earth's surface exposed to the atmosphere such as rivers, lakes, and creeks.

Topsoil means material suitable for vegetative growth.

Waterbody means any lake, pond, stream, riparian wetland, or groundwater into which storm water runoff is directed.

Water source means a well, spring or other similar source that provides water for human consumptive use.

SECTION 2. That KPB 21.29 is hereby amended, as follows:

CHAPTER 21.29. MATERIAL SITE PERMITS

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.
- D. Material extraction incidental to site development does not require a permit when an approved site development plan is on file with the planning department. Site development plans are approved by the planning director and are valid for one year. The site development plan may be renewed on an annual basis subject to the planning director's approval.

21.29.020. Material extraction and activities requiring a permit.

- A. *Counter permit.* A counter permit is required for material extraction which disturbs no more than 2.5 cumulative acres and does not enter the water table. Counter permits are approved by the planning director, and are not subject to the notice requirements or planning commission approval of KPB 21.25.060. A counter permit is valid for a period of 12 months, with a possible 12-month extension.
- B. *Conditional land use permit.* A conditional land use permit (CLUP) is required for material extraction which disturbs more than 2.5 cumulative acres, or material extraction of any size that enters the water table. [A CLUP IS REQUIRED FOR MATERIALS PROCESSING.] A CLUP is valid for a period of five years. The provisions of KPB Chapter 21.25 are applicable to material site CLUPS and the provisions of KPB 21.25 and 21.29 are read in harmony. If there is a conflict between the provisions of KPB 21.25 and 21.29, the provisions of KPB 21.29 are controlling

21.29.030. Application procedure.

- A. In order to obtain a counter permit or CLUP, an applicant shall first complete and submit to the borough planning department a permit application, along with the fee listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees. The planning director may determine that certain contiguous parcels are eligible for a single permit. The application shall include the following items:
 - 1. Legal description of the parcel, KPB tax parcel ID number, and identification of whether the permit is for the entire parcel, or a specific location within a parcel;

2. Expected life span of the material site;
3. A buffer plan consistent with KPB 21.29.050(A)(2);
4. Reclamation plan consistent with KPB 21.29.060;
5. The depth of excavation;
6. Type of material to be extracted and type of equipment to be used;
7. Any voluntary permit conditions the applicant proposes. Failure to include a proposed voluntary permit condition in the application does not preclude the applicant from proposing or agreeing to voluntary permit conditions at a later time;
8. Surface water protection measures, if any, for adjacent properties designed by a SWPPP certified individual, including the use of diversion channels, interception ditches, on-site collection ditches, sediment ponds and traps, and silt fence;
9. A site plan prepared by the site operator and field verification prepared by a professional surveyor licensed and registered in the State of Alaska, including the following information:
 - a. Location of excavation, and, if the site is to be developed in phases, the life span and expected reclamation date for each phase;
 - b. Proposed buffers consistent with KPB 21.29.050(A)(2), or alternate buffer plan;
 - c. Identification of all encumbrances, including, but not limited to easements;
 - d. Points of ingress and egress. Driveway permits must be acquired from either the state or borough as appropriate prior to the issuance of the material site permit;
 - e. Anticipated haul routes;
 - f. Location and [DEPTH] elevation of test holes, and depth of groundwater, if encountered between May and December. At least one test hole per ten acres of excavated area is required to be dug.

- g. Location of wells of adjacent property owners within [300]
200 feet of the proposed parcel boundary;
- h. Location of any water body on the parcel,
- [I. SURFACE WATER PROTECTION MEASURES FOR ADJACENT PROPERTIES, INCLUDING THE USE OF DIVERSION CHANNELS, INTERCEPTION DITCHES, ON-SITE COLLECTION DITCHES, SEDIMENT PONDS AND TRAPS, AND SILT FENCE; PROVIDE DESIGNS FOR SUBSTANTIAL STRUCTURES; INDICATE WHICH STRUCTURES WILL REMAIN AS PERMANENT FEATURES AT THE CONCLUSION OF OPERATIONS, IF ANY;]
- [J]i. Location of any processing areas on parcel, if applicable;
- [K]j. North arrow;
- [L]k. The scale to which the site plan is drawn;
- [M]l. Preparer's name, date
- [N]m. Field verification shall include staking the boundary of the parcel at sequentially visible intervals. The planning director may grant an exemption in writing to the staking requirements if the parcel boundaries are obvious or staking is unnecessary.

- B. In order to aid the planning commission or planning director's decision-making process, the planning director shall provide vicinity, aerial, land use, and ownership maps for each application and may include additional information.

21.29.040. Standards for sand, gravel or material sites.

- A. These material site regulations are intended to Minimize aquifer disturbance, road damage, physical damage to adjacent properties, dust, and noise. Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:
 - 1. [PROTECTS AGAINST] Minimizes the lowering of water sources serving other properties;
 - 2. [PROTECTS AGAINST] Minimizes physical damage to [OTHER] adjacent properties;

3. Minimizes off-site movement of dust;
4. Minimizes noise disturbance to other properties;
5. [MINIMIZES VISUAL IMPACTS] Provides for alternate post-mining land uses.

21.29.050. Permit conditions.

A. The following mandatory conditions apply to counter permits and CLUPs issued for sand, gravel or material sites:

1. [~~PARCEL~~]Permit boundaries. [ALL BOUNDARIES OF THE SUBJECT PARCEL] The buffers and any easements or right-of-way abutting the proposed permit area shall be staked at sequentially visible intervals where parcel boundaries are within 300 feet of the excavation perimeter. Field verification and staking will require the services of a professional land surveyor. Stakes shall be in place [AT TIME OF APPLICATION] prior to issuance of the permit.

[2. BUFFER ZONE. A BUFFER ZONE SHALL BE MAINTAINED AROUND THE EXCAVATION PERIMETER OR PARCEL BOUNDARIES. WHERE AN EASEMENT EXISTS, A BUFFER SHALL NOT OVERLAP THE EASEMENT, UNLESS OTHERWISE CONDITIONED BY THE PLANNING DIRECTOR OR PLANNING COMMISSION.

A. THE BUFFER ZONE SHALL PROVIDE AND RETAIN A BASIC BUFFER OF:

I. 50 FEET OF UNDISTURBED NATURAL VEGETATION, OR

II. A MINIMUM TEN FOOT EARTHEN BERM WITH AT LEAST A 2:1 SLOPE, OR

III. A MINIMUM SIX-FOOT FENCE.

B. A 2:1 SLOPE SHALL BE MAINTAINED BETWEEN THE BUFFER ZONE AND EXCAVATION FLOOR ON ALL INACTIVE SITE WALLS. MATERIAL FROM THE AREA DESIGNATED FOR THE 2:1 SLOPE MAY BE REMOVED IF SUITABLE, STABILIZING MATERIAL IS REPLACED WITHIN 90 DAYS FROM THE TIME OF REMOVAL.

C. THE PLANNING COMMISSION OR PLANNING DIRECTOR SHALL DESIGNATE ONE OR A COMBINATION OF THE ABOVE AS IT DEEMS APPROPRIATE. THE VEGETATION AND FENCE SHALL BE OF SUFFICIENT HEIGHT AND DENSITY TO PROVIDE VISUAL AND NOISE SCREENING OF THE PROPOSED USE AS DEEMED

APPROPRIATE BY THE PLANNING COMMISSION OR PLANNING DIRECTOR.

- D. BUFFERS SHALL NOT CAUSE SURFACE WATER DIVERSION WHICH NEGATIVELY IMPACTS ADJACENT PROPERTIES OR WATER BODIES. SPECIFIC FINDINGS ARE REQUIRED TO ALTER THE BUFFER REQUIREMENTS OF KPB 21.29.050(A)(2)(A) IN ORDER TO MINIMIZE NEGATIVE IMPACTS FROM SURFACE WATER DIVERSION. FOR PURPOSES OF THIS SECTION, SURFACE WATER DIVERSION IS DEFINED AS EROSION, FLOODING, DEHYDRATION OR DRAINING, OR CHANNELING. NOT ALL SURFACE WATER DIVERSION RESULTS IN A NEGATIVE IMPACT.
- E. AT ITS DISCRETION, THE PLANNING COMMISSION MAY WAIVE BUFFER REQUIREMENTS WHERE THE TOPOGRAPHY OF THE PROPERTY OR THE PLACEMENT OF NATURAL BARRIERS MAKES SCREENING NOT FEASIBLE OR NOT NECESSARY. BUFFER REQUIREMENTS SHALL BE MADE IN CONSIDERATION OF AND IN ACCORDANCE WITH EXISTING USES OF ADJACENT PROPERTY AT THE TIME OF APPROVAL OF THE PERMIT. THERE IS NO REQUIREMENT TO BUFFER THE MATERIAL SITE FROM USES WHICH COMMENCE AFTER THE APPROVAL OF THE PERMIT.]

2. *Buffer Area.*

- a. A 2:1 slope shall be maintained between the buffer zone and excavation floor on all inactive site walls. Material from the area designated for the 2:1 slope may be removed if suitable, stabilizing material is replaced within 90 days from the time of removal.
- b. The buffer area may be reduced where the planning commission or planning director, as applicable, has approved an alternate buffer plan introduced by the applicant. The alternate buffer plan must consist of natural undisturbed vegetation, or a minimum ten foot berm, or a minimum six-foot fence or a combination thereof, consisting of only one option in a single geographical location; unless the permittee proposes another solution approved by the planning commission or planning director, as applicable, to meet this condition.
- c. The buffer requirements may be waived by the planning commission or planning director, as applicable, where the topography of the property or the placement of natural barriers makes screening not feasible or unnecessary.

- d. There is no requirement to buffer a material site from uses that commence after approval of the permit.
- 3. *Processing.* In the case of a CLUP, any equipment which conditions or processes material must be operated at least 300 feet from the parcel boundaries. At its discretion, the planning commission may waive the 300-foot processing distance requirement, or allow a lesser distance in consideration of and in accordance with existing uses of adjacent properties at the time.
- 4. *Water source separation.*
 - a. All permits shall be issued with a condition which prohibits any material extraction within 100 horizontal feet of any water source existing prior to original permit issuance.
 - b. All counter permits shall be issued with a condition which requires that a four-foot vertical separation [FROM THE SEASONAL HIGH WATER TABLE BE MAINTAINED] an excavation distance a maximum of 15 feet below the seasonal high-water table must be maintained under these conditions:
 - 1. No dewatering is allowed.
 - 2. The edge of any water body must be 200 feet from any DEC septic or well.
 - 3. A spill response kit must be maintained onsite.
 - 4. Operations shall stay 2 foot above an aquifer-confining layer.
 - 5. A 200-foot separation from any water body and any stored hazardous material.
 - [C. ALL CLUPS SHALL BE ISSUED WITH A CONDITION WHICH REQUIRES THAT A TWO-FOOT VERTICAL SEPARATION FROM THE SEASONAL HIGH WATER TABLE BE MAINTAINED.]
 - c. There shall be no dewatering either by pumping, ditching or some other form of draining unless an exemption is granted by the planning commission. The exemption for dewatering may be granted if the operator provides a statement under seal and supporting data from a duly licensed and qualified impartial civil engineer, that the dewatering will not lower any of the surrounding property's water systems and the contractor posts a bond for liability for potential accrued damages.

5. *Excavation in the water table.* Excavation in the water table greater than ~~[300]~~200 horizontal feet of a water source and 15 feet below water table may be permitted with the approval of the planning commission based on the following:
 - a. Certification by a qualified independent civil engineer or professional hydrogeologist that the excavation plan will not negatively impact the quantity of an aquifer serving existing water sources.
 - b. The installation of a minimum of three water monitoring tubes or well casings as recommended by a qualified independent civil engineer or professional hydrogeologist adequate to determine flow direction, flow rate, and water elevation.
 - c. Groundwater elevation, flow direction, and flow rate for the subject parcel, measured in three-month intervals by a qualified independent civil engineer or professional hydrogeologist, for at least one year prior to application. Monitoring tubes or wells must be kept in place, and measurements taken, for the duration of any excavation in the water table.
 - d. Operations shall not breach an aquifer-confining layer.
6. *Waterbodies.*
 - a. An undisturbed buffer shall be left and no earth material extraction activities shall take place within 100 linear feet [FROM] of excavation limits and the ordinary high water level of surface water bodies such as a lake, river, stream, [OR OTHER WATER BODY, INCLUDING] riparian wetlands [AND MAPPED FLOODPLAINS AS DEFINED IN KPB 21.06]. This regulation shall not apply to ponds less than one acre on private land, man-made waterbodies being constructed during the course of the materials extraction activities. In order to prevent discharge, diversion, or capture of surface water, an additional setback from lakes, rivers, anadromous streams, and riparian wetlands may be required.
 - b. Counter permits and CLUPS may contain additional conditions addressing surface water diversion.
7. *Fuel storage.* Fuel storage for containers larger than 50 gallons shall be contained in impermeable berms and basins capable of retaining 110 percent of storage capacity to minimize the potential for

uncontained spills or leaks. Fuel storage containers 50 gallons or smaller shall not be placed directly on the ground, but shall be stored on a stable impermeable surface. Double wall tanks are also acceptable.

8. *Roads.* Operations shall be conducted in a manner so as not to damage borough roads as required by KPB 14.40.175 and will be subject to the remedies set forth in KPB 14.40 for violation of this condition.
9. *Subdivision.* Any further subdivision or return to acreage of a parcel subject to a conditional land use or counter permit requires the permittee to amend their permit. The planning director may issue a written exemption from the amendment requirement if it is determined that the subdivision is consistent with the use of the parcel as a material site and all original permit conditions can be met.
10. *Dust control.* Dust suppression is required on haul roads within the boundaries of the material site by application of water or calcium chloride.
11. *Hours of operation.* [ROCK CRUSHING EQUIPMENT SHALL NOT BE OPERATED BETWEEN 10:00 P.M. AND 6:00 A.M.]
 - a. Processing equipment shall not be operated between 10:00 p.m. and 6:00 a.m.
 - b. The planning commission may grant exceptions to increase the hours of operation and processing based on surrounding land uses, topography, screening the material site from properties in the vicinity and conditions placed on the permit by the planning commission to mitigate the noise, dust and ~~visual impacts~~ caused by the material site.
12. *Reclamation.*
 - a. Reclamation shall be consistent with the reclamation plan approved by the planning commission or planning director as appropriate in accord with KPB 21.29.060.
 - b. [AS A CONDITION OF ISSUING THE PERMIT, THE APPLICANT SHALL SUBMIT A RECLAMATION PLAN AND POST A BOND TO COVER THE ANTICIPATED RECLAMATION COSTS IN AN AMOUNT TO BE DETERMINED BY THE PLANNING DIRECTOR. THIS BONDING REQUIREMENT SHALL NOT APPLY TO SAND, GRAVEL OR MATERIAL SITES FOR WHICH AN EXEMPTION FROM STATE BOND REQUIREMENTS FOR SMALL OPERATIONS IS APPLICABLE

PURSUANT TO AS 27.19.050.] The applicant shall operate the material site consistent with the approved reclamation plan and provide bonding pursuant to 21.29.060(B). This bonding requirement shall not apply to sand, gravel or material sites for which an exemption from state bond requirements for small operations is applicable pursuant to AS 27.19.050.

13. *Other permits.* Permittee is responsible for complying with all other federal, state and local laws applicable to the material site operation, and abiding by related permits. These laws and permits include, but are not limited to, the borough's flood plain, coastal zone, and habitat protection regulations, those state laws applicable to material sites individually, reclamation, storm water pollution and other applicable Environmental Protection Agency (EPA) regulations, clean water act and any other U.S. Army Corp of Engineer permits, any EPA air quality regulations, EPA and ADEC air and water quality regulations, EPA hazardous material regulations, U.S. Dept. of Labor Mine Safety and Health Administration (MSHA) regulations (including but not limited to noise and safety standards), and Federal Bureau of Alcohol, Tobacco and Firearm regulations regarding using and storing explosives. Any violation of these regulations or permits reported to or observed by borough personnel will be forwarded to the appropriate agency for enforcement.
14. [VOLUNTARY]Volunteered permit conditions. Conditions may be included in the permit upon agreement of the permittee and approval of the planning commission for CLUPs or the planning director for counter permits. Such conditions must be consistent with the standards set forth in KPB 21.29.040(A). Planning commission approval of such conditions shall be contingent upon a finding that the conditions will be in the best interest of the borough and the surrounding property owners. [VOLUNTARY] Volunteered permit conditions apply to the subject parcel and operation, regardless of a change in ownership. A change in [VOLUNTARY] volunteered permit conditions may be proposed [AT] by permit [RENEWAL OR AMENDMENT] modification.
15. *Signage.* For permitted parcels on which the permittee does not intend to begin operations for at least 12 months after being granted a conditional land use permit, the permittee shall post notice of intent on parcel corners or access, whichever is more visible. Sign dimensions shall be no more than 15" by 15" and must contain the following information: the phrase "Permitted Material Site" along with the permittee's business name and a contact phone number.

16. Appeal. No clearing of vegetation shall occur within the 50 ~~100~~-foot maximum buffer area from the permit boundary nor shall the permit be issued or operable until the deadline for the appeal, pursuant to KPB 21.20, has expired.
17. Reverse signal alarms. Reverse signal alarms, used at the material site on loaders, excavators, and other earthmoving equipment may be more technically advanced devices; such as, a multi-frequency “white noise” alarms rather than the common, single (high-pitch) tone alarms. At its discretion, the planning commission or planning director, as applicable, may waive this requirement or a portion of this requirement. The waiver of this requirement shall be made in consideration of and in accordance with existing uses of the properties in the vicinity at the time of approval of the permit.
19. Dust suppression. Dust suppression may ~~shall~~ be required when natural precipitation is not adequate to suppress the dust generated by the material site traffic on haul routes within property boundaries. Based on surrounding land uses the planning commission or planning director, as applicable, may waive or reduce the requirement for dust suppression on haul routes within property boundaries.
21. Surface water protection. Use of surface water protection measures as specified in KPB 21.29.030(A)(8) must be approved by a licensed civil engineer or SWPPP certified individual.
22. Setback. Material site excavation areas shall be 250-feet from the property boundaries of any local option zoning district, existing public school ground, private school ground, college campus, child care facility, multi-purpose senior center, assisted living home, and licensed health care facility. If overlapping, the buffer areas of the excavation shall be included in the 250-foot setback. At the time of application.

21.29.060. Reclamation plan.

- A. All material site permit applications require an overall reclamation plan.
- B. The applicant may revegetate with a non-invasive plant species and reclaim all disturbed land [UPON EXHAUSTING THE MATERIAL ON-SITE, OR WITHIN A PRE-DETERMINED TIME PERIOD FOR LONG-TERM ACTIVITIES, SO AS TO LEAVE THE LAND IN A STABLE CONDITION. RECLAMATION MUST OCCUR FOR ALL EXHAUSTED AREAS OF THE SITE EXCEEDING FIVE ACRES BEFORE A FIVE-YEAR RENEWAL PERMIT IS ISSUED, UNLESS OTHERWISE REQUIRED BY THE PLANNING COMMISSION. IF THE MATERIAL SITE IS ONE ACRE OR LESS IN SIZE AND HAS BEEN GRANTED A CLUP DUE TO EXCAVATION IN THE WATER TABLE,

RECLAMATION MUST BE PERFORMED AS SPECIFIED BY THE PLANNING COMMISSION OR PLANNING DIRECTOR IN THE CONDITIONAL USE OR COUNTER PERMIT] within the time period approved with the reclamation plan so as to leave the land in a stable condition. Bonding shall be required at \$750.00 per acre for all acreage included in the current five-year reclamation plan. In the alternative, the planning director shall accept a civil engineer's estimate for determining the amount of bonding. If the applicant is bonded with the state, the borough's bonding requirement is waived. Compliance with reclamation plans shall be enforced under KPB 21.50.

- C. The following measures must be considered in the [PREPARING] preparation, approval and [IMPLEMENTING] implementation of the reclamation plan, although not all will be applicable to every reclamation plan.
1. The area will be backfilled, graded and recontoured using strippings, overburden, and topsoil [TO A CONDITION THAT ALLOWS FOR THE REESTABLISHMENT OF RENEWABLE RESOURCES ON THE SITE WITHIN A REASONABLE PERIOD OF TIME. IT WILL BE STABILIZED TO A CONDITION THAT WILL ALLOW SUFFICIENT MOISTURE FOR REVEGETATION] so that it will be stabilized to a condition that will allow for the revegetation as required by KPB 21.29.060(B).
 2. [SUFFICIENT QUANTITIES OF STOCKPILED OR IMPORTED TOPSOIL WILL BE SPREAD OVER THE RECLAIMED AREA TO A DEPTH OF FOUR INCHES TO PROMOTE NATURAL PLANT GROWTH THAT CAN REASONABLY BE EXPECTED TO REVEGETATE THE AREA WITHIN FIVE YEARS. THE APPLICANT MAY USE THE EXISTING NATURAL ORGANIC BLANKET REPRESENTATIVE OF THE PROJECT AREA IF THE SOIL IS FOUND TO HAVE AN ORGANIC CONTENT OF 5% OR MORE AND MEETS THE SPECIFICATION OF CLASS B TOPSOIL REQUIREMENTS AS SET BY ALASKA TEST METHOD (ATM) T-6.] The [MATERIAL] topsoil used for reclamation shall be reasonably free from roots, clods, sticks, and branches greater than 3 inches in diameter. Areas having slopes greater than 2:1 require special consideration and design for stabilization by a licensed engineer.
 4. Exploration trenches or pits will be backfilled. Brush piles and unwanted vegetation shall be removed from the site, buried or burned. Topsoil and other organics will be spread on the backfilled surface to inhibit erosion and promote natural revegetation.
 5. [PEAT AND T] Topsoil mine operations shall ensure a minimum of [TWO] four inches of suitable growing medium is left or replaced on the site upon completion of the reclamation activity (unless otherwise authorized).

6. Ponding may be used as a reclamation method as approved by the planning commission.

[D. THE PLAN SHALL DESCRIBE THE TOTAL ACREAGE TO BE RECLAIMED EACH YEAR, A LIST OF EQUIPMENT (TYPE AND QUANTITY) TO BE USED IN RECLAMATION, AND A TIME SCHEDULE OF RECLAMATION MEASURES.]

21.29.070. Permit extension and revocation.

- A. Conditional land use permittees must submit a request in writing for permit extension every five years after the permit is issued. Requests for permit extension must be made at least 30 days prior to permit expiration. Counter permittees must submit any request for a 12-month extension at least 30 days prior to the expiration of the original 12-month permit period.
- B. A permit extension certificate for a CLUP may be granted by the planning director after 5 years, and after one year for a counter permit where no modification to operations or conditions are proposed.
- C. Permit extension may be denied if: (1) reclamation required by this chapter and the original permit has not been performed; (2) the permittee is otherwise in noncompliance with the original permit conditions; or (3) the permittee has had a permit violation in the last two years and has not fulfilled compliance requests.
- D. A modification application shall be processed pursuant to KP.B 21.29.030-050 with public notice given as provided by KP.B 21.25.060 when operators request modification of their permit conditions based on changes in operations set forth in the modification application.
- E. There shall be no fee for permit extensions approved by the planning director. The fee for a permit modification processed under KP.B 21.29.070(D) will be the same as an original permit application in the amount listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees.
- F. Failure to submit a request for extension will result in the expiration of the permit. The borough may issue a permit termination document upon expiration pursuant to KP.B 21.29.080. Once a permit has expired, a new permit application approval process is required in order to operate the material site.
- G. Permits may be revoked pursuant to KP.B 21.50.

21.29.080. Permit termination.

When a permit expires, is revoked, or a permittee requests termination of their permit, a review of permit conditions and site inspections will be conducted by the planning department to ensure code compliance and verify site reclamation prior to termination. When the planning director determines that a site qualifies for termination, a termination document shall be issued to the permittee.

21.29.090. Permit modifications.

If a permittee revises or intends to revise operations (at a time other than permit extension) so that they are no longer consistent with the original application, a permit modification is required. The planning director shall determine whether the revision to operations requires a modification. Permit modification shall be processed in the same manner as original permits.

21.29.100. Recordation.

All permits, permit extensions, modified permits, prior existing uses, and terminations shall be recorded. Failure to record a material site document does not affect the validity of the documents.

21.29.110. Violations.

- A. Violations of this chapter shall be governed by KPB 21.50.
- B. In addition to the remedies provided in KPB 21.50, the planning director may require bonding in a form and amount adequate to protect the borough's interests for an owner or operator who has been cited for three violations of KPB 21.50, 21.25, and 21.29 within a three-year period. The violations need not be committed at the same material site. Failure to provide requested bonding may result in permit revocation proceedings.

21.29.120. Prior existing uses.

- A. Material sites are not held to the standards and conditions of a CLUP if a prior existing use (PEU) determination was granted for the parcel in accordance with KPB 21.29.120(B). To qualify as a PEU, a parcel's use as a material site must have commenced or have been operated after May 21, 1986, and prior to May 21, 1996, provided that the subject use continues in the same location. In no event shall a prior existing use be expanded beyond the smaller of the lot, block, or tract lines as they existed on May 21, 1996. If a parcel is further subdivided after May 21, 1996, the pre-existing use may not be expanded to any lot, tract, or parcel where extraction had not occurred before or on February 16, 1999. If a parcel is subdivided where extraction has already occurred, the prior existing use is considered

abandoned, and a CLUP must be obtained for each parcel intended for further material site operations. The parcel owner may overcome this presumption of abandonment by showing that the subdivision is not inconsistent with material site operation. If a parcel subject to a prior existing use is conveyed, the prior existing use survives the conveyance.

- B. Owners of sites must have applied to be registered as a prior existing use prior to January 1, 2001.
- C. [ANY PRIOR EXISTING USE THAT HAS NOT OPERATED AS A MATERIAL SITE BETWEEN MAY 21, 1996, AND MAY 21, 2011, IS CONSIDERED ABANDONED AND MUST THEREAFTER COMPLY WITH THE PERMIT REQUIREMENTS OF THIS CHAPTER. THE PLANNING DIRECTOR SHALL DETERMINE WHETHER A PRIOR EXISTING USE HAS BEEN ABANDONED. AFTER GIVING NOTICE TO THE PARCEL OWNER THAT A PEU IS CONSIDERED ABANDONED, A PARCEL OWNER MAY PROTEST THE TERMINATION OF THE PEU BY FILING WRITTEN NOTICE WITH THE PLANNING DIRECTOR ON A FORM PROVIDED BY THE PLANNING DEPARTMENT. WHEN A PROTEST BY A PARCEL OWNER IS FILED, NOTICE AND AN OPPORTUNITY TO MAKE WRITTEN COMMENTS REGARDING PRIOR EXISTING USE STATUS SHALL BE ISSUED TO OWNERS OF PROPERTY WITHIN A ONE-HALF MILE RADIUS OF THE PARCEL BOUNDARIES OF THE SITE. THE OWNER OF THE PARCEL SUBJECT TO THE PRIOR EXISTING USE MAY SUBMIT WRITTEN INFORMATION, AND THE PLANNING DIRECTOR MAY GATHER AND CONSIDER ANY INFORMATION RELEVANT TO WHETHER A MATERIAL SITE HAS OPERATED. THE PLANNING DIRECTOR MAY CONDUCT A HEARING IF HE OR SHE BELIEVES IT WOULD ASSIST THE DECISION-MAKING PROCESS. THE PLANNING DIRECTOR SHALL ISSUE A WRITTEN DETERMINATION WHICH SHALL BE DISTRIBUTED TO ALL PERSONS MAKING WRITTEN COMMENTS. THE PLANNING DIRECTOR'S DECISION REGARDING TERMINATION OF THE PRIOR EXISTING USE STATUS MAY BE APPEALED TO THE PLANNING COMMISSION WITHIN 15 DAYS OF THE DATE OF THE NOTICE OF DECISION.]

The owner of a material site that has been granted a PEU determination shall provide proof of compliance with AS 27.19.030 – 050 concerning reclamation to the planning department no later than July 1, 2021. The proof shall consist of an Alaska Department of Natural Resources (DNR) approved reclamation plan and receipt for bonding or a letter of intent filed with DNR.

- 1. The planning department may request proof of continued compliance with AS 27.19.030 – 050 on an annual basis.
- 2. Pursuant to KPB 21.29.110 the enforcement process and remedies set forth in KPB 21.50 shall govern if the proof that the statutory requirements contained in AS 27.19.030-050 is not provided to the planning department.

SECTION 3. That KPB 21.50.055 is hereby amended, as follows:

21.50.055. Fines.

- A. Following are the fines for violations of this title. Each day a violation occurs is a separate violation. Violations begin to accrue the date the enforcement notice is issued and continue to the date the enforcement is initially set for hearing. The fine for a violation may not be reduced by the hearing officer to less than the equivalent of one day's fine for each type of violation.

CODE CHAPTER & SECTION	VIOLATION DESCRIPTION	DAILY FINE
KPB 20.10.030(A)	Offering land for sale without final plat approval	\$300.00
KPB 20.10.030(B)	Filing/recording unapproved subdivision/plat	\$300.00
KPB 20.10.030(C)	Violation of subdivision code or condition	\$300.00
KPB 21.05.040(C)	Violation of variance conditions	\$300.00
KPB 21.06.030(D)	Structure or activity prohibited by KPB 21.06	\$300.00
KPB 21.06.040	Failure to obtain a Development Permit/Floodplain Management	\$300.00
KPB 21.06.045	Failure to obtain a SMFDA Development Permit/Violation of SMFDA permit conditions/Floodplain Management	\$300.00
KPB 21.06.050	Violation of permit conditions/Floodplain Management	\$300.00
KPB 21.18.071	Failure to obtain staff permit/Violation of staff permit/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.072	Failure to obtain limited commercial activity permit/Violation of permit conditions/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.075	Prohibited use or structure/Anadromous Streams Habitat Protection	\$300.00

CODE CHAPTER & SECTION	VIOLATION DESCRIPTION	DAILY FINE
KPB 21.18.081	Failure to obtain Conditional Use Permit/Violation of Conditional Use Permit Condition/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.090	Failure to obtain prior existing use/structure permit/Violation of permit conditions/Anadromous Streams Habitat Protection	\$300.00
KPB 21.18.135(C)	Violation of emergency permit conditions/anadromous stream habitat protection	\$300.00
KPB 21.25.040	Failure to Obtain a Permit/Material Site/Correctional community residential center/Concentrated Animal Feeding Operation	\$300.00
KPB 21.28.030	Violation of permit conditions/Concentrated Animal Feeding Operations	\$300.00
KPB 21.29.020	Failure to Obtain a counter permit/Material Site Permits	\$300.00
KPB 21.29.050	Violation of Conditional Land Use Permit Conditions/Material Site Permits Also applies to KPB 21.26 material site permits	\$300.00
KPB 21.29.060	Violation of Reclamation Plan/Material Site Permits Also applies to KPB 21.26 material site permits	\$300.00
<u>KPB 21.29.120</u>	<u>Failure to Provide Reclamation Plan and Proof of Bonding or Letter of Intent</u>	<u>\$300.00</u>
KPB 21.44.100	Violation of Pre-existing structures/Local Option Zoning	\$300.00
KPB 21.44.110(D)	Prohibited expansion of nonconforming use/Local Option Zoning	\$300.00
KPB 21.44.110(E)	Prohibited Change in Use/Local Option Zoning	\$300.00
KPB 21.44.110(G)	Violation of Conditions on Nonconforming Use/Local Option Zoning	\$300.00

CODE CHAPTER & SECTION	VIOLATION DESCRIPTION	DAILY FINE
KPB 21.44.130(C)(D)	Violation of Home Occupation Standards and Conditions/Local Option Zoning	\$300.00
KPB 21.44.130(F)	Disallowed Home Occupation/Local Option Zoning	\$300.00
KPB 21.44.135	Failure to file development notice	\$300.00
KPB 21.44.160(A)(B)	Prohibited use	\$300.00
KPB 21.44.160(C)	Violation of Development Standards/Single Family Zoning/Local Option Zoning	\$300.00
KPB 21.44.165(A)(B)	Prohibited use	\$300.00
KPB 21.44.165(C)	Violation of Development Standards/Small Lot Residential Zoning/Local Option Zoning	\$300.00
KPB 21.44.170(A)(B)	Prohibited use	\$300.00
KPB 21.44.170(C)	Violation of Development Standards/Rural Residential District/Local Option Zoning	\$300.00
KPB 21.44.175(B)(C)	Prohibited Use	\$300.00
KPB 21.44.175(D)	Violation of Development Standards/Residential Waterfront	\$300.00
KPB 21.44.180(A)(B)	Prohibited Use	\$300.00
KPB 21.44.180(C)	Violation of Development Standards/Multi-Family Residential District/Local Option Zoning	\$300.00
KPB 21.44.190(A)(B)	Prohibited Use	\$300.00
KPB 21.44.190(C)	Violation of Development Standards/Industrial District/Local Option Zoning	\$300.00

CODE CHAPTER & SECTION	VIOLATION DESCRIPTION	DAILY FINE
KPB 21.46.030(b)	Failure to maintain bear-resistant garbage cans/Local option zone/Birch and Grove Ridge subdivisions Rural Residential District	\$300.00
KPB 21.50.100(F)	Removal of posted enforcement notice	\$300.00
KPB 21.50.100(G)	Violation of enforcement notice	\$1,000.00
KPB 21.50.130(I)	Violation of an enforcement order	\$1,000.00

SECTION 4. That this ordinance shall become effective upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2022.

Brent Johnson, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Planning Department

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *CP*

FROM: Melanie Aeschliman, Planning Director *MA*

DATE: November 23, 2021

SUBJECT: Ordinance 2021-41 Amending KPB 21.29, KPB 21.25, and KPB 21.50.055 Regarding Material Site Permits, Applications, Conditions, and Procedures (Mayor)

On December 13, 2019, the assembly failed to enact Ordinance 2019-30(SUB). As requested, this proposed ordinance reintroduces, word for word, O2019-30(SUB). Any amendments to this proposed ordinance will be proposed as separate amendment memorandums.

A timeline regarding the material site work group recommendations, planning commission recommendations, and the history of O2019-30(SUB) is attached.

Your consideration of these amendments is appreciated.

MEMORANDUM

TO: Blair Martin, Planning Commission Chair
Members, Kenai Peninsula Borough Planning Commission

THRU: Melanie Aeschliman, Planning Director *MA*
Samantha Lopez, River Center Manager *SL*

FROM: Bryan Taylor, Planner *BT*

DATE: November 17, 2021

RE: Reintroduction of Ordinance 2019-30 SUB; An Ordinance Amending KPB 21.29, KPB 21.25, and KPB 21.50.055 Regarding Material Site Permits, Applications, Conditions, and Procedures

The mayor would like to reintroduce the above ordinance at the December 7, 2021, Assembly meeting. The Planning Commission reviewed the original ordinance at its regularly scheduled November 12, 2019 meeting. Prior to that, the Planning Commission reviewed an ordinance proposed by the Material Site Work Group and recommended amendments. Ordinance 2019-30 Substitute incorporates all changes recommended by the Planning Commission. Below is a timeline of the ordinance's development and legislative history.

- **January 16, 2018:** KPB Assembly established a Material Site Work Group (MSWG) through Resolution 2018-004 Substitute.
- **January 31, 2018 through April 30, 2019:** The MSWG held work session meetings and took public comment. (Meetings were not held between May 23 and October 10, 2018, to avoid overlapping with the construction season when operators would not be available to participate.) At its second meeting on February 14, 2018, the MSWG adopted the following mission statement: *"To evaluate our existing KPB codes with respect to material sites (gravel extraction) to ensure that we collectively believe the appropriate balance exists to meet the need for affordable development while also protecting quality of life for our residents."*
- **May 15, 2018:** Through Resolution 2018-25, the Assembly extended the deadline for the MSWG to produce a report until April 30, 2019.
- **April 30, 2019:** At its final meeting, the MSWG forwarded a proposed ordinance to the Planning Commission for review.
- **May 13, 2019:** The Planning Commission held a regular meeting and the MSWG's proposed ordinance was placed on the Planning Commission's agenda under "Pending Items for Future Action". There was some commission discussion of the item. The minutes noted that the commission would consider it at its June 24, 2019, meeting when

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Date: November 17, 2021

To: Blair Martin, Planning Commission Chair
Members, Kenai Peninsula Borough Planning Commission

RE: Reintroduction of Ordinance 2019-30 SUB; An Ordinance Amending KPB 21.29, KPB 21.25, and KPB 21.50.055 Regarding Material Site Permits, Applications, Conditions, and Procedures

key staff and commissioners could be present.

- **June 18, 2019:** The chair of the MSWG, Robert Ruffner, gave a presentation to the Assembly during its regularly scheduled meeting.
- **June 24, 2019:** The Planning Commission held a public hearing on the unnumbered ordinance proposed by the MSWG entitled "An Ordinance Amending KPB Chapter 21.25, Conditional Land Use Permits and Amending KPB Chapter 21.29, Material Site Permits".
- **July 15, 2019:** The Planning Commission held a work session on the ordinance proposed by the MSWG.
- **August 26, 2019:** The Planning Commission held a public hearing on the ordinance proposed by the MSWG. The commission voted to postpone further consideration until its September 9, 2019, regular meeting.
- **September 9, 2019:** The Planning Commission continued deliberation on the ordinance proposed by the MSWG. After voting on a number of proposed amendments to the ordinance, the commission requested staff arrange a work session with the Assembly and postponed further deliberation.
- **October 24, 2019:** A memo providing a sectional analysis of proposed amendments was sent from Sean Kelly, Deputy Borough Attorney, and Max Best, Planning Director, to KPB Assembly. The memo outlined amendments to the MSWG ordinance proposed by the Planning Commission. All amendments outlined within the memo were later included within Ordinance 2019-30 Substitute.
- **November 5, 2019:** A joint work session between the Assembly and the Planning Commission was held regarding Ordinance 2019-30. At its regularly scheduled meeting, Ordinance 2019-30 was introduced and the Assembly set a public hearing for December 3, 2019.
- **November 12, 2019:** At its regular meeting, the Planning Commission recommended approval of Ordinance 2019-30 and several amendments.
- **November 20, 2019:** In a memo to the KPB Assembly, Max Best, Planning Director, notified the Assembly of the Planning Commission's recommendation of approval and outlined recommended amendments proposed by the Planning Commission at its November 12, 2019, meeting. All amendments outlined within the memo were included within Ordinance 2019-30 Substitute.
- **December 3, 2019:** The Assembly held a public hearing on Ordinance 2019-30. A motion to amend by substitute was carried but the motion to enact the substitute ordinance failed. Assembly member Bjorkman gave notice of reconsideration of Ordinance 2019-30 Substitute.
- **January 7, 2020:** At the Assembly's regularly scheduled meeting, a motion to reconsider Ordinance 2019-30 Substitute failed.

Kenai Peninsula Borough

Legal Department

MEMORANDUM

TO: Brent Johnson, Assembly president
Members, Kenai Peninsula Borough Assembly

FROM: A. Walker Steinhage, Deputy Borough Attorney *AW*
Sean Kelley, Borough Attorney *SK*

CC: Charlie Pierce, Mayor
Melanie Aeschliman, Planning Director

DATE: January 14, 2022

RE: Questions for the Assembly to consider regarding Ordinance 2021-41

Appeals from Planning Commission decisions approving or denying material site conditional land use permit (CLUP) applications, and remands to the Commission which sometimes follow such appeals, cost the Borough time, resources, and money.

In response to inquiries from KPB Assembly members, the purpose of this memo is to present some questions for the Assembly to consider as it reviews Ordinance 2021-41. If the Assembly is able to resolve some or all of these questions, the costs associated with appeals from the Commission's CLUP decisions may be alleviated. The questions are as follows:

1) Should the Planning Commission continue to have the discretion to deny a CLUP application?

Current Code: The Planning Commission is vested with discretion to deny a permit application. Under KPB 21.25.050(B) the Planning Commission shall either "approve, modify or disapprove the permit application."

O2021-41 as proposed: The new section KPB 21.29.055 provides that the Planning Commission shall approve permit applications that meet all the mandatory conditions under KPB 21.29.050 and shall disapprove a permit application that does not meet all the conditions under KPB 21.29.050.

2) If the Planning Commission has the discretion to deny a CLUP application, what is the scope of that discretion?

- a. Should the Planning Commission have the discretion to deny a CLUP application which otherwise meets or exceeds all the conditions under KPB 21.29.050 if the Commission finds that the application does not meet the standards established under KPB 21.29.040?
- b. Should the Planning Commission have the discretion to deny a CLUP application which otherwise meets or exceeds all the conditions under KPB 21.29.050 **and** even if the Commission finds that the application meets the standards established under KPB 21.29.040?

3) If the Assembly decides the Planning Commission should have the discretion to deny a CLUP application, how can the applicable KPB Code (specifically KPB 21.29.040 and 21.29.050) be improved to best equip the Commission to make findings of fact, based on substantial evidence in the record, to withstand scrutiny on appeal and thereby reduce remands after appellate review?

Several tables are appended to this memo comparing current KPB Code language and the language proposed in Ordinance 02021-41¹ with the language drawn from the analogous codes from other second-class boroughs; namely, the Matanuska-Susitna Borough (Appendix A), the Ketchikan Gateway Borough (Appendix B), the Kodiak Island Borough (Appendix C), and the Fairbanks North Star Borough (Appendix D).

4) If the Assembly decides to eliminate the Planning Commission's discretion to deny CLUP applications, then what is the purpose of the Planning Commission's review of CLUP applications?

- a. If the Planning Commission's discretion is eliminated, then should review of CLUP applications simply become an administrative process?
- b. What effect will eliminating the Planning Commission's discretion to deny CLUP applications have on the public's ability to be heard?

Enclosures:

- (1) Appendix A
- (2) Appendix B
- (3) Appendix C
- (4) Appendix D
- (5) Sectional Analysis provided when O2019-30 was originally considered

¹ New Text Underlined; [DELETED TEXT BRACKETED]

APPENDIX A

KPB/MATANUSKA-SUSITNA BOROUGH

KPB 21.29.040. Standards for sand, gravel or material sites. (As proposed in O2021-41)	MSB 17.30.060 General Standards for Approval
A. These material site regulations are intended to protect against aquifer disturbance, road damage, physical damage to adjacent properties, dust, noise, and visual impacts. Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:	(A) In granting an administrative permit or a conditional use permit, the director or commission must make the following findings:
1. Protects against the lowering of water sources serving other properties;	(1) that the use is not inconsistent with the applicable comprehensive plan;
2. Protects against physical damage to [OTHER] <u>adjacent</u> properties;	(2) that the use will preserve the value, spirit, character, and integrity of the surrounding area;
3. [MINIMIZES] <u>Protects against</u> off-site movement of dust;	(3) that the applicant has met all other requirements of this chapter pertaining to the use in question;
4. [MINIMIZES] <u>Protects against</u> noise disturbance to other properties;	(4) that granting the permit will not be harmful to the public health, safety and general welfare; and
5. [MINIMIZES] <u>Protects against</u> visual impacts of the material site; [AND]	(5) that the sufficient setbacks, lot area, buffers or other safeguards are being provided to meet the conditions listed in MSB 17.30.050 (B).
6. Provides for alternate post-mining land uses[.];	
<u>7. Protects Receiving Waters against adverse effects to fish and wildlife habitat;</u>	
<u>8. Protects against traffic impacts; and</u>	
<u>9. Provides consistency with the objectives of the Kenai Peninsula Borough Comprehensive Plan and other applicable planning documents.</u>	

APPENDIX B
KPB/KETCHIKAN GATEWAY BOROUGH

KPB 21.29.040. Standards for sand, gravel or material sites. (As proposed in O2021-41)	KGB Code 18.55.050
A. These material site regulations are intended to protect against aquifer disturbance, road damage, physical damage to adjacent properties, dust, noise, and visual impacts. Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:	(a) Purpose. A conditional use permit, issued hereunder, is a device which gives flexibility to the zoning ordinance in a uniform and controlled manner. It permits inclusion, in zones where it is permitted by the zoning ordinance (of which this chapter is part), of uses which are basically desirable to the community, but where the nature of the use will not permit its location at every location in the said zones without restrictions and conditions designed to fit the special problems which the use presents. A conditional use permit allows a landowner to put his property to a use which the zoning ordinance expressly permits: It does not allow a landowner to use his property in a manner forbidden by the zoning ordinance.
1. Protects against the lowering of water sources serving other properties;	(b) Standards. As express conditions precedent to the granting of any conditional use permit, a majority of the planning commission members (not merely a majority of the members present), after a public hearing, must find in writing that:
2. Protects against physical damage to [OTHER] <u>adjacent</u> properties;	(1) The requested conditional use is reasonably necessary for the public health, safety, and general welfare; and
3. [MINIMIZES] <u>Protects against</u> off-site movement of dust;	(2) The requested conditional use will not permanently or substantially injure the lawful use of neighboring uses; and
4. [MINIMIZES] <u>Protects against</u> noise disturbance to other properties;	(3) The requested conditional use will generally be in harmony with the comprehensive plan; and
5. [MINIMIZES] <u>Protects against</u> visual impacts of the material site; [AND]	(4) The requested conditional use is a conditional use expressly permitted by the zoning ordinance in the zone in which the conditional use permit is requested.
6. Provides for alternate post-mining land uses[.];	
<u>7. Protects Receiving Waters against adverse effects to fish and wildlife habitat;</u>	
<u>8. Protects against traffic impacts; and</u>	
<u>9. Provides consistency with the objectives of the Kenai Peninsula Borough Comprehensive Plan and other applicable planning documents.</u>	

APPENDIX C

KPB/KODIAK ISLAND BOROUGH

KPB 21.29.040. Standards for sand, gravel or material sites. (As proposed in O2021-41)	KIB 17.200.050 General Standards for Approval²
A. These material site regulations are intended to protect against aquifer disturbance, road damage, physical damage to adjacent properties, dust, noise, and visual impacts. Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:	A. <i>Approval.</i> If it is the finding of the commission, after consideration of staff's report and receipt of testimony at the public hearing, that the use proposed in the application, or under appropriate conditions or restrictions, meets all of the following, the conditional use permit shall be granted:
1. Protects against the lowering of water sources serving other properties;	1. That the conditional use will preserve the value, spirit, character and integrity of the surrounding area;
2. Protects against physical damage to [OTHER] <u>adjacent</u> properties;	2. That the conditional use fulfills all other requirements of this chapter pertaining to the conditional use in question;
3. [MINIMIZES] <u>Protects against</u> off-site movement of dust;	3. That granting the conditional use permit will not be harmful to the public health, safety, convenience and comfort;
4. [MINIMIZES] <u>Protects against</u> noise disturbance to other properties;	4. That the sufficient setbacks, lot area, buffers or other safeguards are being provided to meet the conditions listed in subsections <u>(A)(1)</u> through <u>(3)</u> of this section;
5. [MINIMIZES] <u>Protects against</u> visual impacts of the material site; [AND]	5. If the permit is for a public use or structure, the commission must find that the proposed use or structure is located in a manner which will maximize public benefits.
6. Provides for alternate post-mining land uses[.];	
<u>7. Protects Receiving Waters against adverse effects to fish and wildlife habitat;</u>	
<u>8. Protects against traffic impacts; and</u>	
<u>9. Provides consistency with the objectives of the Kenai Peninsula Borough Comprehensive Plan and other applicable planning documents.</u>	

² Interestingly, KIB Code 17.200.050 contains the following subsection: "B. Denial. If the commission finds, after consideration of staff's report and receipt of testimony at the public hearing, that it cannot make all of the required findings in subsection A of this section it shall deny the conditional use permit."

APPENDIX D
KPB/FAIRBANKS NORTH STAR BOROUGH

KPB 21.29.040. Standards for sand, gravel or material sites. (As proposed in O2021-41)	FNSB 18.104.050 Procedures for conditional uses.
A. These material site regulations are intended to protect against aquifer disturbance, road damage, physical damage to adjacent properties, dust, noise, and visual impacts. Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:	C. Hearing and Decision by the Planning Commission. The Planning Commission shall review, hear and decide whether or not to approve a request for a conditional use. The Planning Commission shall also consider and adopt findings in each of the following:
1. Protects against the lowering of water sources serving other properties;	1. Whether or not the proposed conditional use conforms to the intent and purpose of this title and of other ordinances and state statutes;
2. Protects against physical damage to [OTHER] <u>adjacent</u> properties;	2. Whether or not there are adequate existing sewage capacities, transportation facilities, energy and water supplies, and other public services to serve the proposed conditional use;
3. [MINIMIZES] <u>Protects against</u> off-site movement of dust;	3. Whether or not the proposed conditional use will protect the public health, safety and welfare.
4. [MINIMIZES] <u>Protects against</u> noise disturbance to other properties;	
5. [MINIMIZES] <u>Protects against</u> visual impacts of the material site; [AND]	
6. Provides for alternate post-mining land uses[.];	
7. <u>Protects Receiving Waters against adverse effects to fish and wildlife habitat;</u>	
8. <u>Protects against traffic impacts; and</u>	
9. <u>Provides consistency with the objectives of the Kenai Peninsula Borough Comprehensive Plan and other applicable planning documents.</u>	

Kenai Peninsula Borough

Legal Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Charlie Pierce, Mayor

FROM: Sean Kelley, Deputy Borough Attorney
Max Best, Planning Director

DATE: October 24, 2019

RE: Material Site Sectional Analysis

Please find following a sectional analysis of the amendments to the material site ordinance proposed by the Kenai Peninsula Borough Planning Commission.

1. In KPB 21.25.030. - Definitions.

A definition of "assisted living home" is added because a setback is proposed to be required from those facilities. A definition for "development plan" is added to support a new exemption from the material site ordinance that allows extraction for on-site development. A definition of "disturbed" is added and the definition of "exhausted" is eliminated. This change is made to avoid the situation where reclamation is delayed or avoided by asserting a material site is not yet exhausted, instead reclamation is in reference to disturbed areas. The term "disturbed" is also consistent with the state of Alaska reclamation language. A definition of "haul route" is added to support the proposed requirement for off-site dust suppression. A definition of "permit area" is added—this clarifies that a portion of a parcel, as opposed to an entire parcel, may be subject to a material site permit and defines what attributes will be considered part of the permitted area. A definition of "vicinity" is added to include all existing uses within the ½-mile notification area. This defines the area that should be considered when waiving or lessening the conditions on the permit.

Material Site Sectional Analysis
October 24, 2019
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2. KPB 21.29.010. -Material extraction exempt from obtaining a permit.

Subsection (D) adds a new exemption for parcels with a development plan on file with the planning department. This provision exempts from the ordinance short-term extraction that is incidental to site development for a building project.

3. KPB 21.29.030. -Application procedure.

Surface water protection measures are moved from the site plan section of the application to Paragraph (A)(8) because a surveyor is required to prepare the site plan, but an engineer is necessary to design the surface water protection measures.

Paragraph (A)(9)(f) is clarified to require more than 1 test hole placed anywhere on the parcel as that requirement allowed for taking the test hole at the highest elevation on a parcel which may not be the most accurate measurement of depth to groundwater. The proposed ordinance requires a test hole for every ten acres of excavated area and the test holes must be four feet below the proposed depth of excavation. This is consistent with the proposed increased requirement that excavation remain four feet above ground water which is consistent with Alaska DEC User's Manual Best Management Practices for Gravel/Rock Aggregate Extraction Projects – Protecting Surface Water & Groundwater Quality in Alaska (Sept. 2012) (hereinafter "Best Management Practices") and is also consistent with the current requirement for counter permits.

4. KPB 21.29.040. -Standards for sand, gravel or material sites.

Three new standards are added that either existing or proposed conditions will meet. Receiving waters are protected for fish and wildlife. This standard is consistent with mandatory condition #6 which requires a setback from waterbodies for material site extraction. Standard #8 is added to protect against traffic impacts which is consistent with the conditions regarding damage to borough roads, proposed ingress and egress, noise, and dust. Standard #9 is added because planning decisions should be consistent with the comprehensive plan.

Material Site Sectional Analysis

October 24, 2019

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5. KPB 21.20.050(A)(1) is changed to require staking the permit boundaries, rather than the parcel boundaries prior to issuance of the permit. (Staking the boundaries of the parcel is currently required at time of application.)
 6. KPB 21.20.050(A)(2) is changed to require a maximum buffer of 100 feet unless the operator can demonstrate to the planning commission that there are good reasons for a reduced buffer. A fence, vegetation, or berm or a combination thereof may be used as a buffer. Unlike the current code, the maximum vegetative buffer is not 50 feet but could be up to the entire 100 foot of buffer required. Another new requirement is that when a buffer area has been denuded prior to review of the application by the planning commission or planning director revegetation may be required. This is to avoid the practice of making application and then destroying the vegetation that could have served as a buffer. Finally, there is a new condition allowing the buffer to be reduced with an approved alternate buffer plan which may consist of a berm, vegetation, fence or other type of buffer solution. For example, a moveable wall that would screen noise and the visual impact of the material site could be allowed.
 7. Language is revised in KPB 21.29.050(A)(3) for consistency by using the term "vicinity" rather than the term "adjacent".
 8. In KPB 21.20.050(A)(6) the buffer from waterbodies is increased to 200 feet. This condition is consistent with the Alaska DEC User Manual Best Management Practices and the newly proposed standard regarding the protection of "receiving waters".
 9. Paragraph KPB 21.29.050(A)(11) is revised to prohibit processing from 7 p.m. to 6 a.m. The current prohibition is 10 p.m. to 6 a.m. for rock crushing. Paragraph (b) is added to allow the planning commission to grant exceptions to the restrictions on processing hours based on a variety of factors including surrounding land uses, topography, screening the material site from adjacent properties and conditions placed on the permit by the planning commission to mitigate the noise, dust, and visual impacts caused by the material site.
 10. Paragraph KPB 21.29.050(A)(12)(b) clarifies the requirement for a reclamation plan and bonding for material sites that are not exempt from the state bonding requirements. This condition is further detailed in KPB 21.29.060(B) addressing reclamation.

Material Site Sectional Analysis

October 24, 2019

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11. Air quality is added to the list of other regulations in condition KPB 21.29.050(A)(13) that a material site is responsible for following.
 12. Language is revised in KPB 21.29.050(A)(14) for consistency by using the term "volunteered" rather than the term "voluntary".
 13. In KPB 21.29.050(A)(16), a new condition clarifies that a material site permit shall not be issued until the 15-day appeal period has passed to avoid someone operating prior to an appeal being filed only to be required to cease because of the stay required by KPB 21.20.260.
 14. A new condition is added in KPB 21.29.050(A)(17), Sound Level. The condition requires that sounds levels from material site activities not exceed 75 dB(A), measured at or within the property boundary of the material site. Some exceptions are made to increase that limit for sound of a short duration between 7 a.m. and 7 p.m. The planning commission may reduce the sound level requirements in consideration of the existing land uses in the vicinity. This sound level requirement has a sunset clause of 365 days after adoption unless extended by the assembly in order to gather information on noise levels and ensure that this new requirement is workable for site operations. This condition meets the standard regarding reduction of noise impacts generated by a material site.
 15. KPB 21.29.050(A)(18) is a new requirement that white noise devices be used instead of high-pitched tone alarms. This requirement may be waived based on existing land uses in the vicinity of the material site. This condition meets the standard regarding reduction of noise impacts generated by a material site.
 16. KPB 21.29.050(A)(19) is a new condition allowing the planning commission or planning director as appropriate to determine the points of ingress and egress of a material site as concerns regarding the direction of haul route traffic are frequently raised. Driveway authorizations for access to public roads must be received prior to permit issuance. This condition meets the standards regarding traffic, noise, and dust.
 17. KPB 21.29.050(A)(20) is a new condition requiring dust suppression on haul routes. The condition can be relaxed based on surrounding land uses. This condition meets the standard regarding reduction of dust generated by material sites.

Material Site Sectional Analysis

October 24, 2019

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18. KPB 21.29.050(A)(21) provides that if surface water protection measures are to be provided as defined in KPB 21.29.030(A)(8), they must be approved by a licensed civil engineer.
 19. KPB 21.29.050(A)(22) is a new condition requiring material sites to maintain one monitoring tube per ten acres of excavated area four feet below the proposed excavation. This condition is consistent with the new requirement that excavation remain four feet above groundwater. This condition addresses the standard of protection of surrounding water sources.
 20. KPB 21.29.050(A)(23) is a new requirement for a setback from local option zoning districts, schools, child care facilities, senior centers, assisted living homes and licensed health care facilities.
 21. KPB 21.20.055, Decision, is added which clarifies the planning commission's authority to approve or disapprove a permit application and authority to modify permit conditions.
 22. KPB 21.29.060 is amended to clarify that reclamation plans last for five years consistent with the five-year renewal requirement for material site permits. Bonding is required at \$2000.00 per acre for all acreage included in the five-year reclamation plan, or the planning director may accept a civil engineer's estimate for determining the amount of the bond. If the applicant is bonded with the state, the applicant need not be bonded with the borough.
 23. KPB 21.29.120, Prior Existing Uses, is amended to delete the provision regarding terminating abandoned material site permits since it was only applicable to permits that did not operate between May 21, 1996 and May 21, 2011. New language is added requiring PEUs to provide proof of compliance with the state reclamation, bonding, and letter of intent requirements. Failure to file this documentation may result in an enforcement action.
 24. KPB 21.50.055, Fines, is amended to include a \$300.00 fine for failure to provide a reclamation plan and proof of bonding or letter of intent pursuant to KPB 21.29.120.

Broyles, Randi

From: Hans Bilben <catchalaska@alaska.net>
Sent: Tuesday, February 8, 2022 6:12 PM
To: Blankenship, Johni
Subject: <EXTERNAL-SENDER>Info for 2/15/22 Committee of the Whole (Material Site Ordinance)

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.

Date:
2/8/2022

To:
KPB Assembly Members

Subject:
KPB 21.29.050 (A)(2) Buffer Area/Zone

Assembly Members,

During the January 18th Assembly meeting Gina DeBardelaben of McLane Consulting spoke concerning the proposed material site ordinance revision. She followed up with a letter to the Assembly dated January 19th. While most of Gina's proposals have merit and should be considered, her proposal to allow an applicant to extract material from under and within the Buffer Zone is seriously flawed.

The Buffer Zone is just what the name implies, a buffer to protect neighboring property owners from noise, visual, and to some degree dust impacts. The buffer zone is designed in accordance with existing uses of neighboring properties, and may consist of fifty feet of undisturbed natural vegetation, a six foot earthen berm with a 2/1 slope, a six foot fence, or a combination of the three. In cases where there are no neighboring properties that will have negative impacts, the buffer zone can be minimal or nonexistent. When existing uses dictate the need for protections the Buffer Zone is designed accordingly. The reason for the entire CLUP ordinance is stated in **KPB 21.25.020 Purpose**. It says "...impose minimum standards for certain land uses which may be damaging to the public health, safety, and welfare..." Those minimum standards are spelled out in **KPB 21.29.040** and need to be adhered to during all aspects of the proposed use.

Gina's final statement that allowing excavation in the Buffer Zone will reduce need for additional material sites has no merit, as the need for additional sites will be totally demand driven. Another oversight in her proposal is just where is all of the material going to come from to replace and rebuild the Buffer Zone after excavating twenty feet or more in depth.

Allowing excavation in the Buffer Zone deprives borough residents of the protections spelled out in the ordinance, contradicts the stated Purpose of the entire ordinance, and should not be allowed under any circumstances.

Thank you for your service to the people of the Kenai Peninsula,

Broyles, Randi

From: Hans Bilben <catchalaska@alaska.net>
Sent: Wednesday, February 9, 2022 10:52 AM
To: Blankenship, Johni
Subject: <EXTERNAL-SENDER> Supporting Documents for proposed material site amendments.

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.

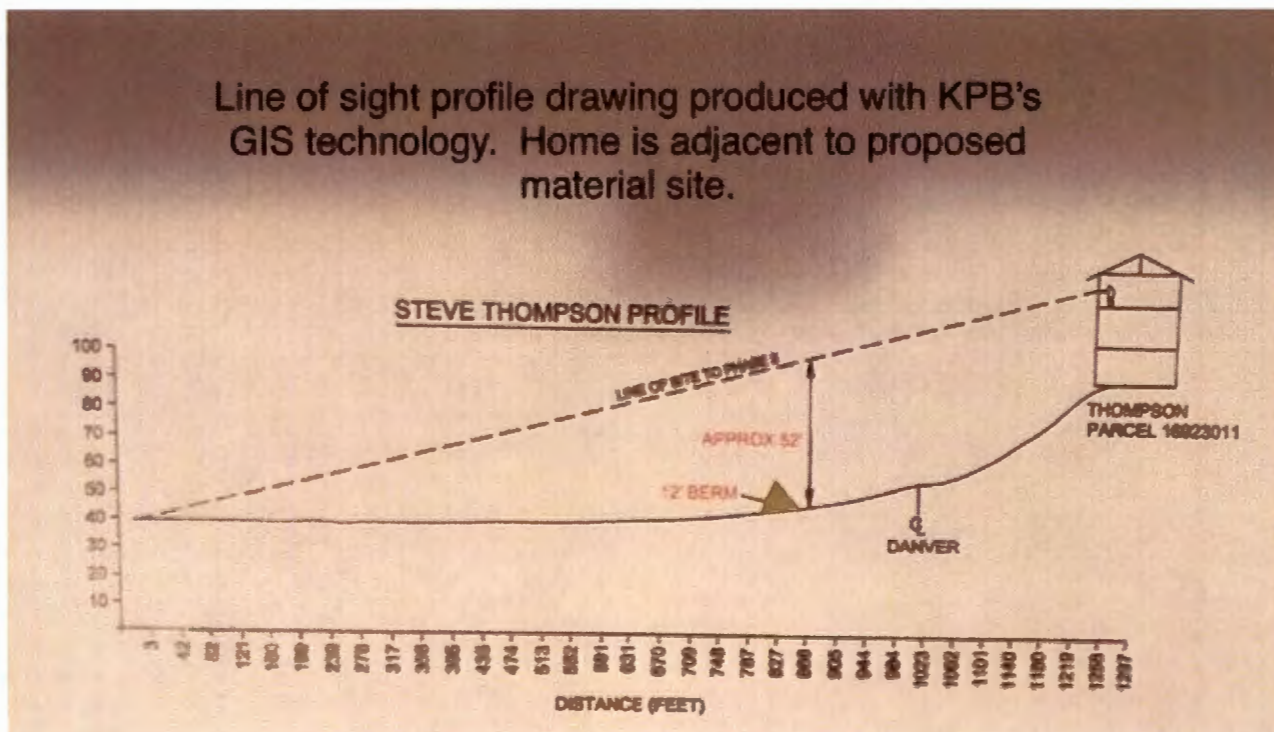
Hi Johni,

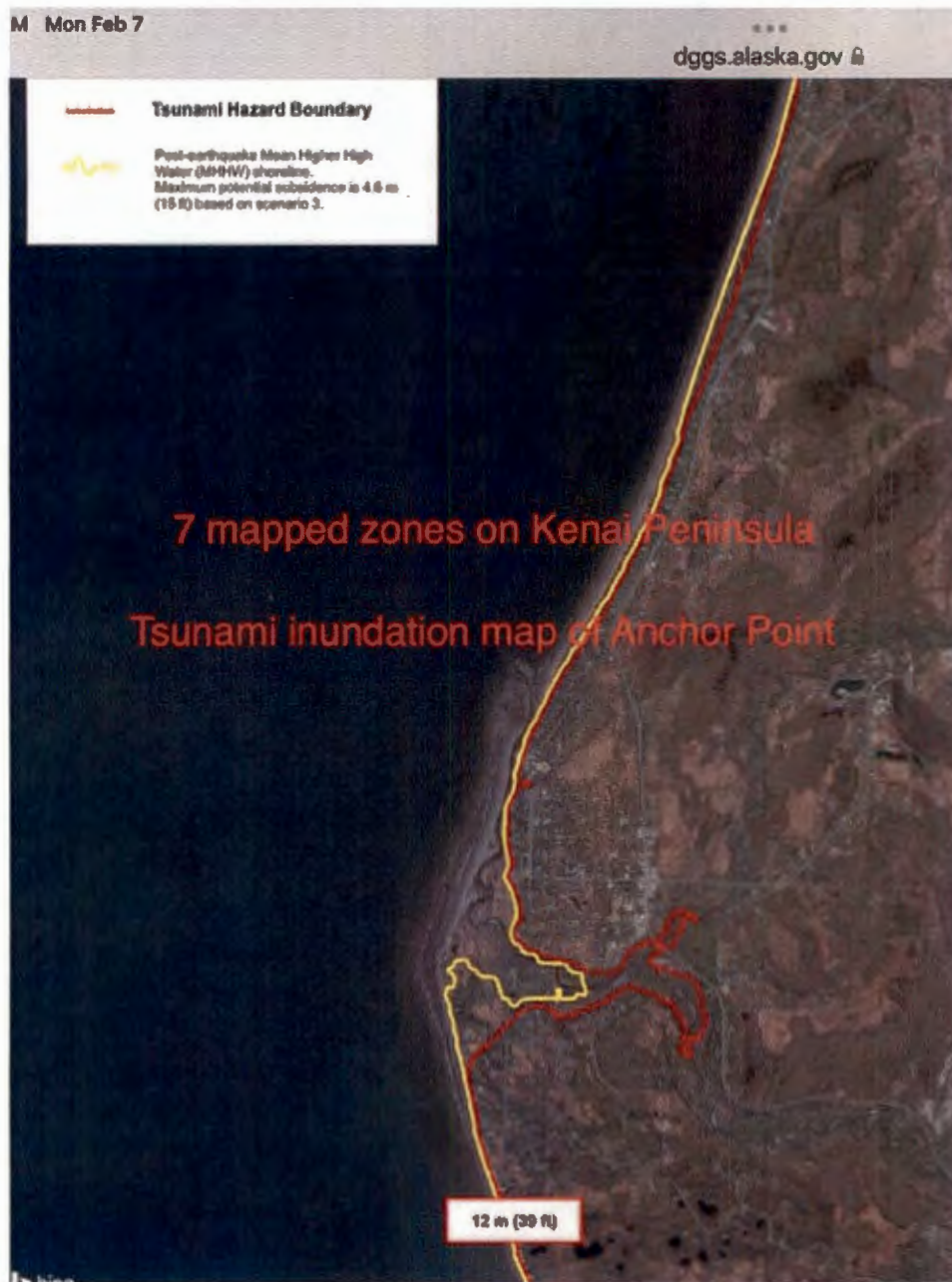
I should have sent these with the proposed amendments yesterday, but OOPS! If you could include these supporting documents with my proposed amendments to the material site ordinance for the Committee of the Whole session on 2/15/2022 that would be great!!

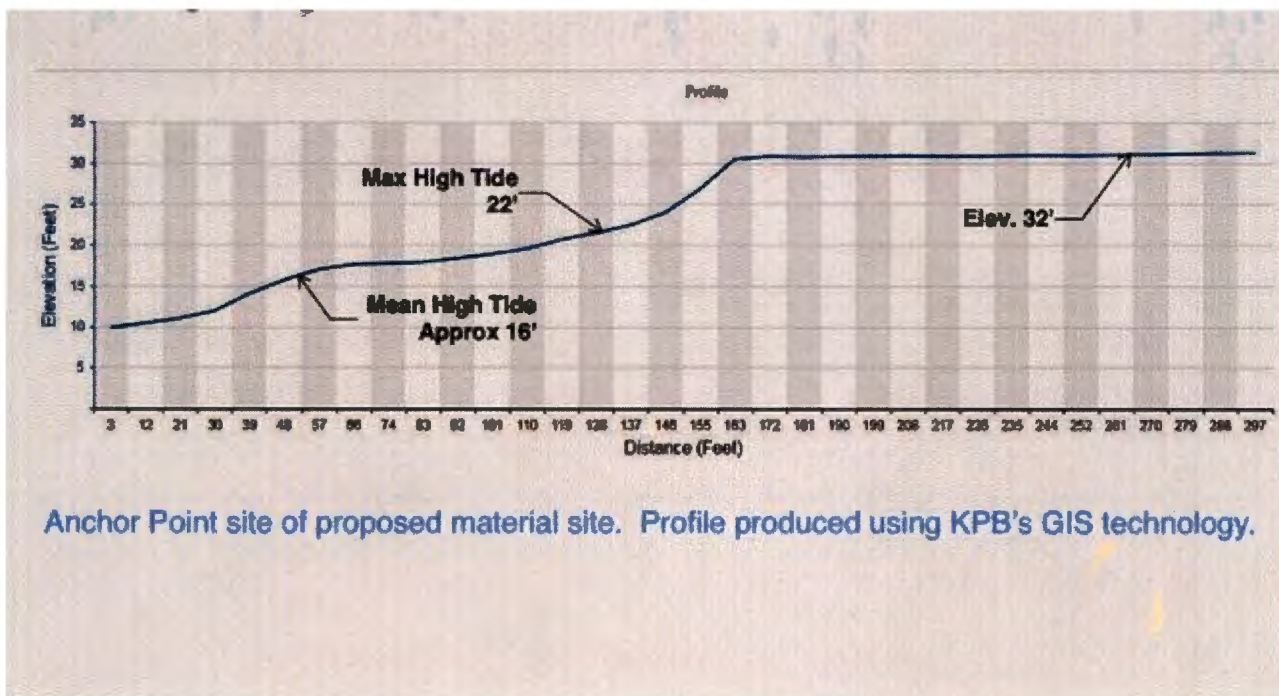
Thanks,

Hans Bilben

Document in support of proposed amendment 21.29.050 (A)(2)(b) Buffer Area.







8:37 AM Wed Feb 9

sms-tsunami-warning.com

100%

rebuilding and road reconstruction) are critical.



Image: Tsunami environmental impact

Combined with the issue of waste is that of hazardous materials and toxic substances that can be inadvertently mixed up with ordinary debris. These include asbestos, oil fuel, and other industrial raw materials and chemicals. Rapid clean-up of affected areas can result in inappropriate disposal methods, including air burning and open dumping, leading to secondary impacts on the environment.

Contamination of soil and water is the second key environmental impact of a tsunami. Salination of water bodies such as rivers, wells, inland lakes, and groundwater aquifers can occur in most cases. This also affects the soil fertility of agricultural lands due to salination and debris contamination, which will affect yields in the medium and long term. Sewage, septic tanks and toilets are damaged contaminating the water supply.

Last but not least, there may be radiation resulting from damage to nuclear plants, as it happened in Japan in March 2011. Since radiation exists for a long time, it has the capacity to inflict damage upon anything exposed to it. Radiation is most dangerous to animals and humans causing destruction as molecules lose their electrons. The damage caused by radiation to the DNA structure determines birth defects, cancers even death.

Cost

Massive costs hit communities and nations when a tsunami happens. Victims and survivors of the tsunami need immediate help from rescue teams.

Broyles, Randi

From: Hans Bilben <catchalaska@alaska.net>
Sent: Tuesday, February 8, 2022 6:00 PM
To: Blankenship, Johni
Cc: Aeschliman, Melanie; Kelley, Sean; Chesley, Lane
Subject: <EXTERNAL-SENDER>Material Site Ordinance Amendments
Attachments: Standard #1 Amendment.pages; CLUP Category Amendment.pages; Buffer Area amendments.pages; Waterbody Amendments.pages

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Hi Johni,

Please provide these proposed amendments to the Committee of the Whole dealing with the Material Site Ordinance on 2/15/2022. If there is any trouble opening these because of format, let me know and I'll adjust accordingly!

Thanks,

Hans Bilben

1. 21.29.050 (A)(2) Buffer Area (3 amendments)

Replace (a) with:

- a. A buffer area shall be established between the area of excavation and the parcel boundaries. The buffer area for a Class 1 (processing) CLUP shall consist of the following: A minimum fifty feet of undisturbed natural vegetation and a minimum twelve-foot earthen berm with a minimum 2/1 slope. The buffer area for a Class 2 (non-processing) CLUP shall consist of one or any combination of the following: Fifty feet of undisturbed natural vegetation, a minimum six-foot fence, a minimum six-foot earthen berm with a minimum 2/1 slope.
-

- 2. Add a new paragraph to 21.29.050 (A)(2) Buffer Area— maybe call it (b) and move remainder of letters down one?**

- b. KPB's Geographic Information System (GIS) technology will be utilized in the design of the buffer area when differing elevations exist between the proposed site and neighboring property owners. Using this technology, line of sight profile drawings from the uppermost inhabitable level of existing properties located within one thousand feet of the proposed parcel boundary shall be utilized in the determination of sufficiency of the buffer area.
-

3. In the revised proposal under Buffer Area (c) the word “**not**” is omitted from what the wording was in the current (**see 21.29.050 (A)(2) in original**) ordinance. This is a huge takeaway from borough residents and I believe that when it was discussed at the material site group they decided to keep the word “**not**”. As worded, the proposed revision would include any easements between a property owner and a gravel pit as part of the Buffer Area.

21.29.050 (A)(2)(c) Should be amended to read:

c. Where an easement exists, a buffer shall **not** overlap the easement, unless otherwise conditioned by the planning commission or planning director.

1. Three Amendments to create two Categories of CLUPs.

21.29.020 (B) Conditional Land Use Permit.

B. A conditional land use permit (CLUP) is required for material extraction which disturbs more than 2.5 cumulative acres, or material extraction of any size that enters the water table. [~~A CLUP IS REQUIRED FOR MATERIALS PROCESSING.~~] **CLUPs will be categorized at the time of application as: Class 1 (Processing), or Class 2 (Non-Processing).** A CLUP is valid for a period of five years. The provisions of KPB Chapter 21.25 are applicable to material site CLUPs and the provisions of 21.25 and 21.29 are read in harmony. If there is a conflict between the provisions of KPB 21.25 and 21.29, the provisions of 21.29 are controlling.

2. 21.29.050 (A) Permit Conditions.

A. The following mandatory conditions apply to counter permits, [~~CLUPs~~] **Class 1 CLUPs, and Class 2 CLUPs** issued for sand, gravel, or material sites:

3. 21.29.050 (A)(3) Permit Conditions

3. Processing. In the case of a [~~CLUP~~] **Class 1 (processing) CLUP**, any equipment which conditions or processes material must be operated at least [~~300~~] **500** feet from the parcel boundaries. At its discretion, the planning commission may waive the [~~300~~] **500** foot processing distance requirement, or allow a lesser distance in consideration of and in accordance with existing uses of adjacent property at the time.

Amendment to Standards

21.29.040 (A)(1) Standards for sand, gravel, or material sites.

1. Protects against the lowering and/or contamination of water sources serving other properties;

Add new paragraphs (c) and (d) to this section:

21.29.050 (A)(6) Waterbodies.

c. No material site extraction shall be allowed within the boundaries of a tsunami inundation area. These areas are mapped by the Alaska DNR, in partnership with the Alaska Earthquake Center and the Alaska Division of Homeland Security and Emergency Management.

d. When material sites are proposed near waterways and estuaries which support salmon rearing habitat existing ground water flow information shall be utilized to determine if standards will be met.

Mr. Brent Johnson, President,
Kenai Peninsula Borough Assembly
and Assembly members

Dear Mr. Johnson and Assembly Members,

Reading about the wish of the Assembly to review the Gravel Pit Ordinance, reminded me of my years of involvement with this.

Drew Scalzi wrote the first one, which the Gravel folks hated, they did not feel it was necessary to control their businesses, and deeply resented the efforts. I got involved thanks to Ann Byes of Anchor Point, who lives near a prime example of gravel pit abuse, where a house stands totally isolated by the deep extractions all around it. She and I were concerned that future extraction would not affect residents nearby, and had asked for at least a 300 ft. distance from a well and the proposed gravel pit. Before it was voted on, that was changed to 100 ft. At that time Committee meetings were behind closed doors and discussion at the meetings very limited. (During my tenure we changed that.)

So, during my tenure we took another look at it and rewrote it, again to the utter chagrin of the businesses. At that time, as you are now, we came up against a subdivision that faces a busy gravel pit just outside the quiet subdivision, and those folks are not happy about it. They can get local option zoning within the subdivision, but no protection outside the subdivision.

It is time for the Assembly to consider zoning certain areas as residential, that would not allow gravel pits, or commercial businesses. It is the only way to ensure established subdivisions will be protected from commercial disturbances.

In the past there has been a huge outcry against zoning, but I think the time has come. I see the planning committee listening to impassioned cries against proposed gravel pits, and I can empathize. It is impossible to create an ordinance that will protect them.

And somehow we have to recognize there is a need for gravel in order to build anything, roads, homes, etc. That is a vital business on the Peninsula.

I do not envy you what lies ahead. I wish you the best in your endeavors.

Sincerely,

Milli Martin
P.O. Box 2652
Homer, Alaska 99603

Broyles, Randi

From: Blankenship, Johni
Sent: Wednesday, January 26, 2022 11:54 AM
To: Broyles, Randi
Subject: FW: <EXTERNAL-SENDER>Fwd: KPB Ordinance 2021 - 41

From: Larry Smith <dlconst.smith@gmail.com>
Sent: Wednesday, January 26, 2022 11:52 AM
To: Blankenship, Johni <JBlankenship@kpb.us>
Subject: <EXTERNAL-SENDER>Fwd: KPB Ordinance 2021 - 41

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Please include this in the Assembly packet for the next meeting wherein KPB Ordinance 2021-41 is considered. Thank you.

----- Forwarded message -----

From: **Larry Smith** <dlconst.smith@gmail.com>
Date: Wed, Jan 26, 2022 at 11:47 AM
Subject: KPB Ordinance 2021 - 41
To: <bjohnson@kpb.us>, <bhibbert@kpb.us>, <rderkevorkian@kpb.us>, <bjorkman@kpb.us>, <tysoncox@kpb.us>, <belam@kpb.us>, <cecklund@kpb.us>, <lchesley@kpb.us>, <mtupper@kpb.us>, Pierce, Charlie <cpierce@kpb.us>, Kpac Association <kpacassociation@yahoo.com>

Ladies and Gentlemen,

I attended the KPB Assembly meeting on January 18, 2022 and testified against this Ordinance. I do not know how many emails you received in support of this Ordinance but seem to recall that everyone (at least a majority) who testified in person that evening testified against the Ordinance. And yet at the conclusion of the public testimony the Assembly introduced the Ordinance and offered a number of amendments; some of which were adopted and others rejected.

Therefore I wonder who it is that you are representing? Certainly not the public or your constituents since in my view they requested that you vote down the Ordinance. Are you representing the KPB Planning Commission or the KPB Administration? Why are you moving forward with this Ordinance?

--

Larry Smith

President
D & L Construction Co., Inc.
(907) 262-6160
(907) 262-6163 Fax
(907) 398-4284 Cell

--

Larry Smith

President

D & L Construction Co., Inc.

(907) 262-6160

(907) 262-6163 Fax

(907) 398-4284 Cell

Dibble Creek Rock Ltd.

January 20, 2022

Kenai Peninsula Borough
Borough Assembly
144 N. Binkley Street
Soldotna, AK 99669

RE: Review of Ordinance 2021-41

Dibble Creek Rock Ltd. (DCR) does not support the current proposed changes regarding KPB Ordinance 2021-41. We simply feel that the Borough needs to put more research into logical, effective changes to the ordinance that make sense. Not only economic sense, but changes that are geared towards efficiency, usefulness, and overall production for the operators and to stop acting upon the skewed emotions of landowners.

The proposed changes to the ordinance currently read very distorted. It is very misguided and will ultimately result in more complaints to the Borough, which is why the code was written in the first place, to reduce complaints. Wording within the code should be heavily modified, eliminating wording or phrases that have nothing to do with working within a material site or phrases that relay unattainable results. Wording such as "other uses, protects against, minimizes, vicinity" are just a few examples that are vague and subject to interpretation. Possibly more appropriate wording could be considered. It also appears there is potential for unnecessary overlap in regulation between the Borough and other State and Federal agencies.

As one of the larger gravel processors on the Kenai Peninsula, we are highly disappointed that no one from the KPB Material Site Work Group reached out to Dibble Creek Rock Ltd. in the past two years for our input or suggestions for modifications to the ordinance. What operators did they reach out to for input?

The growing need for **quality**, processed gravel throughout the Kenai Peninsula will become increasingly difficult to attain. Product specifications need to be met to ensure that aggregates of superior quality are produced for not only maintaining roads, but for home and building foundations on less than favorable land conditions. Quality aggregates are a big part of the ready-mix concrete and asphalt manufacturing process. Products that prove to be crucial components in the road building and general construction industry. Challenging demands put forth in the new ordinance would drive the cost of doing business through the roof. In turn, dramatically increasing the price of materials to the end user (State, Feds, Borough, Homeowners).

We do hope that our thoughts, along with others on the Kenai Peninsula are genuinely taken into consideration.

Respectfully,

Cap Shafer
President

Quality Washed Rock Products • Ready Mix Concrete

34481 North Fork Road • Anchor Point, AK 99556 • 907.235.7126 - Phone • 907.235.0682 - Fax



To the Kenai Peninsula Borough Assembly,

The Kenai Peninsula Aggregate and Contractors Association has received over a hundred phone calls from our members and the public in regard to the actions of the assembly at the meeting conducted on the 18th of January, 2022. All these calls asked us two things. What is going on?!? Why did the assembly go against the will of the people? Specifically, callers are concerned about the Assembly's decision to do so.

Several of our members have asked the Association to write a letter as a plea of communication and education, asking members of the assembly to contact them before any further amendments are considered. Most of our members and the public are concerned about what damage to the industry, economy, property rights, and equal protection any further amendments will do without industry input.

Many calls received have a consensus that further amendments without education of the industry will result in negative impacts. These impacts have varied from the closure of existing material sites, closure to the public, doubling or tripling of material costs, or significant increase in the cost of material. This will unnecessarily impact the economy of the Kenai peninsula and quite possibly affect the safety of the residents in many ways. Many worried that if the cost of sand increases dramatically, roads will receive less maintenance, causing potentially fatal accidents. That is just the most obvious concern, as we are in the season of slick roads and the residents have already experienced cutbacks in road maintenance during the Walker administration at the state level. We can see how voters responded when Government made decisions that affected basic needs and took advice from special interests. One might note the current situation and reaction of the trucking industry in Canada, due to adverse regulation.

As a plea for communication and education, these members of our association below have asked their names and phone numbers be included. Thank you for your full consideration in this matter.

Ed Martin III, President, KPACA 252-2554.

Cap Shafer, Dibble Creek Rock, 399-4550

Larry Smith, D&L Construction, 398-4284

Robert Peterkin, Northwind Properties LLC, 252-7482

Dave Yragui, 252-1891

Dan Michel, Valley View Gravel, 252-1833

Jake Denbrock, SND Enterprises, 252-0156

Glen Martin, Great Northern Construction and Management, 252-5326



Lou Oliva, L&J Enterprises, 252-1300

Marty Oberg, Peninsula Construction, 398-6331

Matt Letzring, Letzring Inc., 398-5263

Mark Rozak, Steam on Wheels, 252-2335

Troy Jones, East Road Services Inc., 235-6574, 399-1297

Terry Best, 398-1268

Chad Hammond, Hammond Trucking, 398-6715

Scott Foster, Foster Construction, 394-1977

Dennis Merkes, Merkes Builders, 398-3369

Richard Encelewski, Ninilchik Native Assoc., 348-0884, 567-3866

Cole Peterson, Metco Alaska llc, 362-7142

Randy Chumley, A&L Construction, 398-3048

Sean McKeown, Knik Construction, 907-545-3637

From: K, E, & E Martin <keeconstructionllc@yahoo.com>
Sent: Sunday, January 30, 2022 12:14 PM
To: Pierce, Charlie <CPierce@kpb.us>; Planning Dept, <planning@kpb.us>; Kelley, Sean <skelley@kpb.us>; Blankenship, Johni <JBlankenship@kpb.us>
Subject: Fw: <EXTERNAL-SENDER>The Doctrine of Estoppel

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KPB Assembly & Borough Mayor,
 Please consider a no vote on 2021-41 or any substitution.

Go back to square one, with a work group made up of 4 individuals from the Industry & 4 Concerned Property Owners only. Allow them to find consensus on the issues that the Government has powers to enforce **& only those powers (ie: ZONING or not under a second class Borough ?)**. Anything beyond lawful KPB Code & Enforcement powers needs to be resolved in Civil Court. The KPB Administration shouldn't become referee for conflicts ahead or after citizen civil controversies regarding Private Property Rights. .

The government should provide assistance (information) of Law, Jurisdiction & by what means to the KPB can Enforce Code! We feel this is the only equitable solution to this controversy now appearing currently before the Administration, Assembly & it's citizens.

As far as the requested "REMAND " on the civil cases , stay out of it entirely regardless of any demand of the Superior Court order(s). The only response should be "we did our job now do yours & we advise consideration of applying the Doctrine of ESTOPPEL.

It appears to us the time to defend the permits the KPB has issued has maybe long past! You failed to honestly do any defense for the Permit Holders. Why is that ? Being the party who issued the permit(s), you should defend it/them!

No Government should be the catalyst for controversy! Please consider our views.
 Ed & Kathleen Martin.

KEE Construction, LLC

January 6, 2022

Mr. Ed Martin III
President
Kenai Peninsula Aggregate and Contractors Association
via email: Kpac Association [kpacassociation@yahoo.com]

Re: Comments on KPB proposed material site ordinance amendments

Dear Mr. Martin:

You have requested that I review the recently proposed Kenai Peninsula Borough material site ordinance amendments introduced December 7, 2021, by the Mayor along with your suggested revisions to the amendments and provide comments. You and I have also discussed the process leading up to these proposed amendments. My comments are provided pro bono as a courtesy to your organization, as well as to the Kenai Peninsula Borough and all residents and businesses interested in this topic.

I do not have any current clients or projects in the Borough that I would consider a conflict of interest, however I do have more than 39 years of experience performing hydrogeologic work in Alaska with some of it on the Kenai Peninsula, as well as relevant experience being involved in the regulation and management of complex resource development issues from both government and private sector perspectives.

My comments are grouped into two areas: 1) the process of developing these amendments; and 2) technical considerations regarding gravel pits and groundwater resources.

Process

The draft ordinance amendments state that:

the assembly established a material site work group by adoption of resolution 2018-004 (Substitute) to engage in a collaborative discussion involving the public and industry to make recommendations regarding the material site code;

From our discussion, it is obvious that the material site work group did not operate on a level playing field, but rather produced its findings through majority vote. In my opinion, this is a fatal flaw of the process that resulted in the current proposals.

As background, I have been involved in two work groups regarding very complex and controversial topics that were highly successful as a result of operating on a level playing field. By this I mean that all decisions, large and small, were made by consensus, not majority rule.

In the 1980s, there was considerable concern over potential and actual groundwater and water well contamination issues on the Kenai Peninsula related to the oil and gas industry. The result was that I, as an employee of the Alaska Division of Geological and Geophysical Surveys, co-

5701 PENNY CIRCLE, ANCHORAGE, AK, 99516

jamunter@arctic.net

PHONE (907) 345-0165; FAX (907) 348-8592

chaired the Kenai Peninsula Groundwater Task Force. This task force obtained considerable funding from the oil and gas industry that was operating on the peninsula at the time to conduct groundwater studies to better understand groundwater resources and disposal sites such as the Sterling Special Waste Management Site. The condition placed on the task force by industry representatives in order to participate and provide funding was that of a "level playing field". While sometimes it took quite a bit of time to achieve consensus, the results were durable and not very controversial.

More recently, the Alaska Department of Environmental Conservation initiated a statewide effort to regulate the drilling of single-family domestic wells. A Stakeholders Working Group (SWG) was convened to explore the issues, and again, all work was conducted by consensus. The group was hugely successful in developing a set of Best Management Practices for drilling private single-family wells, in developing another document for properly decommissioning wells and in creating a new website with numerous resources for well owners:
<https://dec.alaska.gov/eh/dw/dwp/private-wells/>.

I bring these examples to your attention because, in reviewing the proposed amendments and your comments, it is apparent that these proposed amendments are complex and controversial, often interrelate to one another, and would benefit greatly from more work by a working group operating collaboratively by consensus prior to being considered for adoption.

It is worth noting that in our society ever-tightening environmental regulations are typically a one-way street. The long-term harm from over-regulating resource extraction is increasing costs and increasing scarcity of the resource on the open market. Sand and gravel resources are fundamentally important to the orderly economic development of the Kenai Peninsula Borough, are not highly transportable from other locations, and are dependent on time-limited extraction activities at most sites as a result of resource depletion. In south-central Alaska, there are many examples of reclaimed former gravel pits (some with ponds) that are important assets for long-term community development and wildlife.

A working group operating by consensus should be afforded whatever time it takes to achieve results. They should self-organize, with Chairs or Co-Chairs selected on the basis of impartial administration of the group. A potentially long timeframe should be considered for this important work because the KPB currently has a functional ordinance governing gravel resource extraction to serve in the interim. While many would likely consider the existing ordinances imperfect, it seems that it is far more important to get revisions right, rather than to get them fast.

In a nutshell, the existing proposed amendments should be scrapped and the whole process should start over with a level playing field amongst all stakeholders who agree to work in a collaborative and productive atmosphere towards improvements to the existing ordinances.

Technical considerations

There are many legitimate issues associated with gravel pits such as noise, dust, traffic, visual impacts, etc. which I will not address. One of the key concerns that commonly arises with gravel pits is impacts to groundwater or surface water resources. This is important, because while land

and gravel resources are typically privately owned, water resources in Alaska are reserved to the people for common use and responsibility for their management is delegated to agencies. Also, water has the uncanny habit of moving from place to place. So what happens to water at a gravel pit does not stay at the gravel pit.

The existing ordinance allows excavation into the water table under certain conditions. Proposed revisions by Kpac suggest loosening those restrictions and allowing more general mining of sand and gravel to a depth of up to 15 feet below the water table.

There is not a clear-cut answer to how mining of aggregate resources below the water table should be regulated. As described above, this should be subjected to deliberation by a stakeholder working group operating under consensus rules. Below, however are some considerations.

First, mining resources below the water table is not inherently "bad" or "not permissible" by agencies. The recently completed and approved Environmental Impact Statement for the proposed Donlin gold mine in southwest Alaska, for example, proposes digging an open pit about two miles long, one mile wide and more than 1/4 mile deep that would fill almost to the brim after mining to form a pit lake. With mining below the water table, however, precautions are warranted to protect nearby users of groundwater and potentially-affected surface water resources, wetlands and wildlife.

Throughout south-central Alaska, and notably in the Anchor Point area, numerous old gravel pits are now flooded to form small lakes or ponds. Some of these features provide wildlife habitat and potential visual and recreational enhancement for neighboring homes and businesses.

During gravel pit operations, one of the largest concerns about groundwater contamination comes from accidental fuel spills. All gravel pits should have rigorous and robust measures in place to prevent such spills and some degree of capacity to clean up spills if they occur.

The current ordinance calls for a two-foot vertical separation between the bottom of a pit and the seasonal high water table under most conditions. The rationale for this separation is not clear. In the event of a sizeable fuel spill, such a buffer would not be very useful in preventing fuel from reaching the water table. In a gravel pit, fuel would tend to infiltrate vertically downward from the spill point and "pancake" out on the surface of the water table two feet or more below the ground. The pore-space storage that would capture spilled fuel before reaching the water table could be as low as about 10 gallons. Once a spill encountered the water table, dissolved fuel components would begin to migrate in a downgradient direction along with the groundwater. To be most effective, cleanup should be rapid and may entail excavating a large quantity of contaminated sand and gravel. In contrast, if a fuel spill reached a gravel pit pond, the resulting sheen and/or floating product would likely be immediately obvious. Sorbents and/or booms stored on-site could be rapidly deployed to contain and mop up the bulk of the contamination.

Some perspective on regulatory requirements for two- or four-foot separation to the water table may be useful. It is a common regulatory requirement that the distance between the bottom of a septic system leachfield and the top of the seasonal high water table must be at least four feet.

The reason for this requirement is that wastewater percolating downward from leachfields needs to receive aerobic (i.e. oxygenated) subsurface treatment in the unsaturated zone between the bottom of the leachfield and the low-oxygen saturated sediments below the water table in order to treat and removed certain compounds and microorganisms from the wastewater. Such logic does not apply to gravel pits where no wastewater treatment occurs.

Part of Kpac's proposed revision to ordinances is that, in order to make wider and taller surrounding berms (10 ft high rather than 6 feet high) and simultaneously preserve the economic viability of extracting aggregate resources, excavation below the water table should be considered along with appropriate protective measures.

A consequence of extracting sand and gravel below the water table is that the total footprint of gravel pits in any given area may be reduced. This could occur because if there is a fixed market demand for aggregate the aggregate has to come from somewhere. If pits were able to extract an additional 17 vertical feet (two feet above and 15 feet below the water table) of aggregate resources from part of their operation, then it follows that fewer net acres of land surface would need to be disturbed to meet the market demand.

One useful protective measure for water table excavation would be the prohibited distance to surrounding water wells or even potential water well locations on nearby undeveloped property. A gravel pit should not "shadow" a potential well location on a nearby property such that the property is undevelopable using a well and a septic system. A large public water-supply well, for example, must be sited more than 200 feet from certain potential sources of contamination, and that distance should be considered as suitably applicable for private well distances from gravel pit ponds, as well.

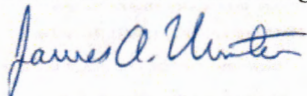
Another potential contaminant source from excavating below the water table is fine silt or clay that could become entrained in groundwater and travel some distance towards a well. Again, a protective distance to surrounding wells, especially if groundwater flow directions can be determined, would likely be the most practical way of reducing risk from entrained silt or clay in groundwater.

The concept of requiring the bottom of an excavation to be 15 feet above nearby private well intake openings is only marginally protective. This is because, if a contaminant plume should develop in groundwater, lateral and vertical dispersion (i.e. spreading) of the plume could readily exceed this amount. Also, the construction details of nearby wells are not always known.

Should you have any questions, please call me at 907-345-0165 or 907-727-6310 (cell).

Sincerely,

J. A. Munter Consulting, Inc.



James A. Munter, CPG

Certified Ground Water Professional No. 119481

Alaska Licensed Professional Geologist No. 568

Comments on KPB materials site revisions

Page 4 of 4

January 6, 2022

Turner, Michele

Subject: FW: <EXTERNAL-SENDER>Fw: DEC Drinking Water regulations related to gravel extraction
Attachments: image001.png

From: Kpac Association <kpacassociation@yahoo.com>
Sent: Thursday, January 20, 2022 2:08 PM
To: G_Notify_AssemblyClerk <G_Notify_AssemblyClerk@kpb.us>
Subject: <EXTERNAL-SENDER>Fw: DEC Drinking Water regulations related to gravel extraction

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Hi Johni,
Please forward to the assembly.
Ed Martin III
President
KPACA
252-2554

----- Forwarded Message -----

From: Palmer, Charley (DEC) <charley.palmer@alaska.gov>
To: kpacassociation@yahoo.com <kpacassociation@yahoo.com>
Cc: Rypkema, James (DEC) <james.rypkema@alaska.gov>; Miller, Christopher C (DEC) <chris.miller@alaska.gov>
Sent: Monday, January 10, 2022, 10:06:57 AM GMT-9
Subject: DEC Drinking Water regulations related to gravel extraction

Hi Ed Martin,

As mentioned before, we have little authority with respect to land use activities near a public water system in our current regulations, 18 AAC 80. For that reason, we did work with the Division of Water to update a Best Management Practices document found at <https://dec.alaska.gov/water/wastewater/stormwater/gravel/>, to include consideration of nearby public water systems. I've cc'd Jim Rypkema in case he has anything to add regarding the BMP document. I've also cc'd my supervisor, Chris Miller, just so he's aware of our communication.

As requested, below are relevant regulations that could apply:

18 AAC 80.015. Well protection, source water protection, and well decommissioning.

(a) A person may not

(1) cause pollution or contamination to enter a public water system; or

(2) create or maintain a condition that has a significant potential to cause or allow the pollution or contamination of a public water system.

(d) A person who owns or is responsible for a well, hole, or excavation into a water supply source or potential water supply source for a public water system shall use appropriate methods as follows to protect the water supply source as required under (a) of this section:

(1) if the well, hole, or excavation is either active or temporarily inactive, the person shall maintain the well, hole, or excavation using appropriate methods, including methods set out in (b) of this section;

(2) if the well, hole, or excavation is permanently inactive or abandoned, the person shall protect, seal, or fill the well, hole, or excavation using appropriate methods approved by the department as set out in (e) of this section;

(3) in this subsection “wells, holes, or excavations” include

(A) a well that may or may not be used for potable water;

(B) a hole drilled, augured, or jetted for the purpose of subsurface exploration or sampling;

(C) a cathodic protection well; or

(D) another form of excavation that might contaminate a public water supply source.

18 AAC 80.020. Minimum separation distances.

(a) A person may not construct, install, maintain, or operate a public water system unless the minimum separation distances in Table A, in this subsection, are maintained between a potential source of contamination and a drinking water source for the public water system.

TABLE A.
Minimum Separation Distances^a Between Drinking
Water Sources and Potential Sources of Contamination
(Measured horizontally in feet)

Type of Drinking Water System	
Potential Sources of Contamination	Community Water Systems, Non-transient Non-Community Water Systems, and Transient Non-Community Water Systems
Wastewater treatment works, ^b wastewater disposal system, ^b pit privy, ^b sewer manhole, lift station, cleanout	200
Community sewer line, holding tank, ^b other potential sources of contamination ^c	200
Private sewer line, petroleum lines and storage tanks, ^d drinking water treatment waste ^e	100

Notes to Table A:

^a These minimum distances will be expanded, or additional monitoring will be required under 18 AAC 80.020(b) and (e)(2).

^b Distance to a drinking water source is measured from the nearest edge of the drinking water source to the nearest edge of the potential source of contamination.

^c Other potential sources of contamination include [but are not limited to] sanitary landfills, domestic animal and agricultural waste, and industrial discharge lines.

^d The minimum separation distances for petroleum storage tanks do not apply to tanks that contain propane, or to above-ground storage tanks or drums that, in the aggregate, have a storage capacity of less than 500 gallons of petroleum products, and that store only petroleum products necessary for the operation and maintenance of pumps, power generation systems, or heating systems associated with a potable water source.

^e Drinking water treatment wastes include the backwash water from filters and water softeners, and the reject water from reverse osmosis units.

(b) The department will require a greater separation distance than that required by Table A in (a) of this section if the department determines that additional distance is necessary to protect surface water, groundwater, or a drinking water source. The department will make this decision after considering soil classifications, groundwater conditions, surface topography, geology, past experience, or other factors relevant to protection of surface water, groundwater, or drinking water.

Regards,



Charley Palmer

Hydrologist 3

FAA Certified sUAS (drone) Pilot

DEC-EH | Drinking Water Program

Drinking Water Source Protection

PHONE 907-269-0292

charley.palmer@alaska.gov

555 CORDOVA STREET

ANCHORAGE, AK 99501

Turner, Michele

Subject: FW: <EXTERNAL-SENDER>Fw: Gravel pits with waterbodies

From: Kpac Association <kpacassociation@yahoo.com>
Sent: Thursday, January 20, 2022 2:11 PM
To: G_Notify_AssemblyClerk <G_Notify_AssemblyClerk@kpb.us>
Subject: <EXTERNAL-SENDER>Fw: Gravel pits with waterbodies

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.

Hi Johni,
Please forward to the assembly as comment on 2021-41
Ed Martin III
President
KPACA
252-2554

----- Forwarded Message -----

From: Peterson, Ryan E (DEC) <ryan.peterson@alaska.gov>
To: Kpac Association <kpacassociation@yahoo.com>
Cc: Wilfong, David L (DEC) <david.wilfong@alaska.gov>; Bear, Tonya (DEC) <tonya.bear@alaska.gov>
Sent: Friday, January 7, 2022, 01:34:23 PM GMT-9
Subject: RE: Gravel pits with waterbodies

Good Afternoon Ed,

Thank you so much for the inquiry. In regards to your question of what applicable regulations of the wastewater disposal regulations 18 AAC 72 could apply during the development of a materials site resulting in the creation of surface water and/or steep slopes, the sections that come to mind are:

18 AAC 72.020(b) which goes over separation distances from a wastewater disposal system to surface water sources; and

18 AAC 72.035(9) which goes over separation distances from a conventional onsite system to a ground surface slope greater than 25 percent with a drop in the surface height greater than 10 feet.

These will cover most private residential systems. If the nearby property or development is a commercial facility, additional restrictions based on site specific considerations may apply.

Please let me know or the Soldotna wastewater review engineer Dave Wilfong, 262-3405, david.wilfong@alaska.gov, know if you have any additional questions. Thank you!

Ryan Peterson
Dept of Environmental Conservation / Division of Water
Engineering Support and Plan Review Section
43335 Kalifornsky Beach Road, STE 11 Soldotna AK 99669
ryan.peterson@alaska.gov
Phone: 907-262-3402 Fax: 907-262-2294
septic.alaska.gov

-----Original Message-----

From: Kpac Association <kpacassociation@yahoo.com>

Sent: Friday, January 7, 2022 7:24 AM
To: Peterson, Ryan E (DEC) <ryan.peterson@alaska.gov>
Subject: Gravel pits with waterbodies

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Hi Ryan. Per our conversation yesterday, could you write me back something referring to the DEC waste water divisions regulations regarding waterbodies and slopes that could occur in the development of a material site? Thanks, Ed.

Sent from my iPhone

02021-41

Turner, Michele

Subject: FW: <EXTERNAL-SENDER>Fw: [External Email]Info on gravel pit habitat
Attachments: Gravel Pit Ponds as Habitat Enhancement for Juvenile Coho Salmon pnw_gtr212.pdf;
Guidelines for Gravel-Pit Wetland Creation 0653-Prange.pdf; Nancy St Article.pdf; Nancy
St As-Built-lowres (002).pdf

From: Kpac Association <kpacassociation@yahoo.com>
Sent: Thursday, January 20, 2022 2:03 PM
To: G_Notify_AssemblyClerk <G_Notify_AssemblyClerk@kpb.us>
Subject: <EXTERNAL-SENDER>Fw: [External Email]Info on gravel pit habitat

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Hi Johni,

Could you send this to the assembly for comment on 2021-41? It is from the forest service about some amazing uses they have done with old gravel pits that have been excavated into the water table. Reclamation benefits and options.

Ed Martin III
President
KPACA
252-2554

----- Forwarded Message -----

From: Cross, Adam -FS <adam.cross@usda.gov>
To: Kpac Association <kpacassociation@yahoo.com>
Sent: Thursday, January 13, 2022, 02:40:43 PM GMT-9
Subject: RE: [External Email]Info on gravel pit habitat

Good Afternoon Ed,

I wanted to share some of the literature my co-workers located. Some of it is a bit older but still relevant. Unfortunately, the FS has not published much if anything about the work of transitioning gravel ponds into salmon habitat or even recreational areas in Portage Valley. The area is a great "show me" example for folks who may be interested.

I hope the attached will be helpful.

Best Regards,
Adam

Adam Cross
KPZ Aquatics Program Manager
Forest Service
Chugach National Forest, Kenai Peninsula Zone
p: 907-288-7715
f: 907-288-5111
adam.cross@usda.gov
33599 Ranger Station Spur
Seward, AK 99664
www.fs.fed.us

Caring for the land and serving people

-----Original Message-----

From: Kpac Association <kpacassociation@yahoo.com>
Sent: Thursday, January 6, 2022 10:52 AM
To: Cross, Adam -FS <adam.cross@usda.gov>
Subject: [External Email]Info on gravel pit habitat

[External Email]

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Great conversation with you today! Any info you have on any pits converted to habitat would be appreciated. A simple letter explaining your success in that area would be excellent to start a discussion in the presentation I'm producing for the KPB. Thank you so much! Ed Martin. 252-2554.

Sent from my iPhone

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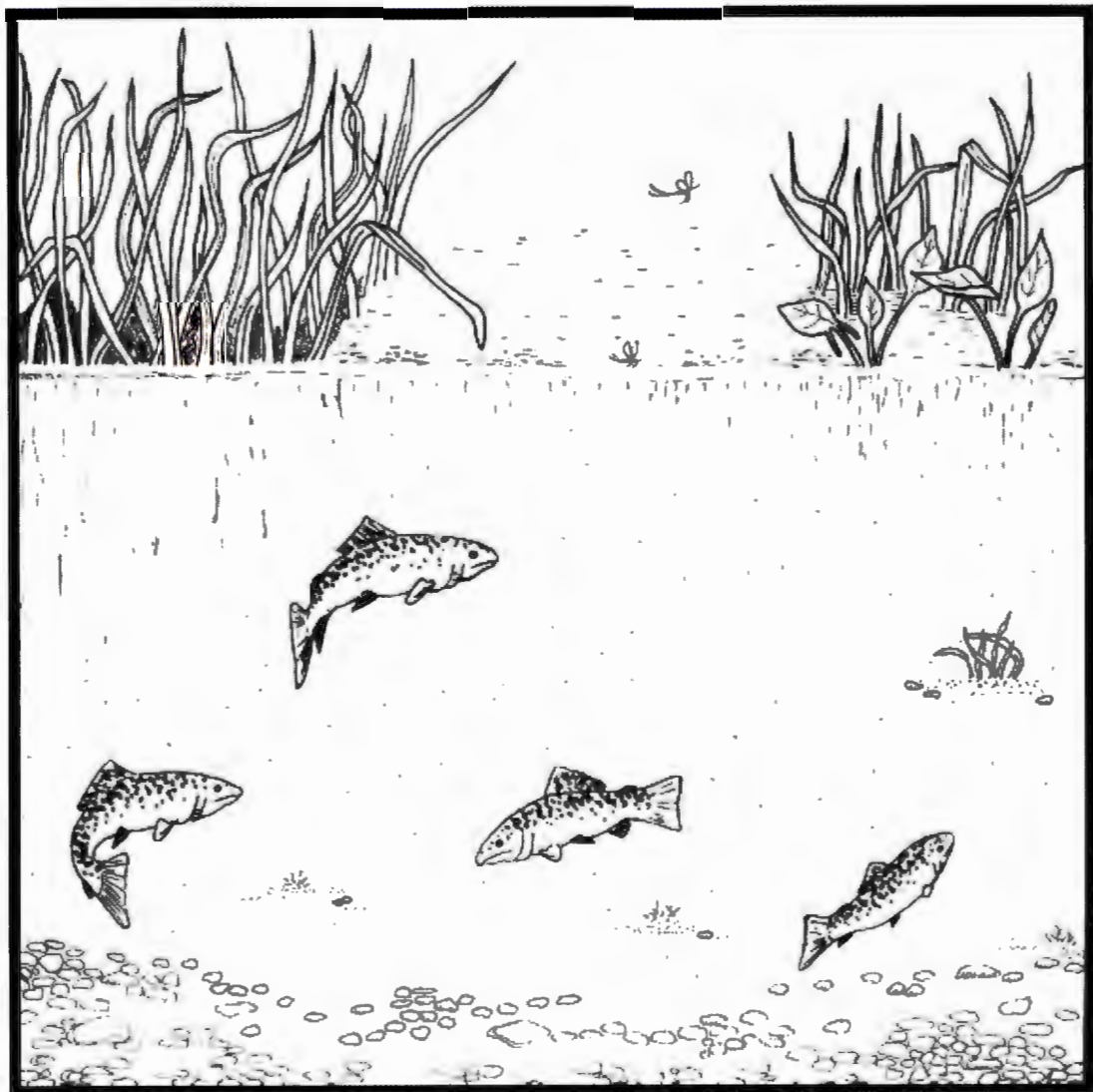
General Technical
Report

PNW-GTR-212



Gravel Pit Ponds as Habitat Enhancement for Juvenile Coho Salmon

Mason D. Bryant



Author

MASON D. BRYANT is a research fishery biologist, Forestry Science Laboratory, P.O. Box 20909, Juneau, Alaska 99802.

Abstract

Bryant, Mason D. 1988. Gravel pit ponds as habitat enhancement for juvenile coho salmon. General Technical Report PNW-GTR-212. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 10 p.

Gravel pits built during road construction in the early 1970's near Yakutat, Alaska, filled with water and were connected to nearby rivers to allow juvenile salmonids to enter. Seasonal changes in population size, length and weight, and length frequencies of the coho salmon population were evaluated over a 2-year period. Numbers of coho salmon fluctuated, but two of the ponds supported high populations, more than 2,000 fish, throughout the study. These ponds appeared to support coho salmon throughout the winter. The range of physical measurements of the ponds did not seem to account for differences in numbers of salmon, but low concentrations of dissolved oxygen were detected in all ponds near the bottom. Aquatic vegetation, water exchange rate, and access may have affected the number of coho salmon in the less-productive ponds.

Keywords: Fish habitat, salmonids, stream habitat management, southeast Alaska, Alaska (southeast).

Contents

1	Introduction
1	Methods
2	Results
8	Discussion
10	Literature Cited

Introduction

Road construction and forest development are commonly associated with detrimental effects on salmonid habitat; with proper planning, however, such effects can be avoided. In this paper, I discuss a method to improve salmonid production in conjunction with road construction.

Juvenile coho salmon (*Oncorhynchus kitsuch*) are aggressive, invasive, and mobile (Allee 1974, Chapman 1962, Skeesick 1970). Sheridan¹ suggested that the gravel pits, created during road construction on the glacial outwash of the Yakutat forelands (Alaska Department of Fish and Game 1984), would be exploited by juvenile coho salmon if the ponds were connected to river systems containing coho salmon. Several gravel pits that had filled with water were connected by artificial channels to nearby rivers during the 1970's. Coho salmon fry were observed in the ponds, but no systematic effort was undertaken to estimate the number of fish in the ponds or to evaluate their effectiveness as rearing habitat.

The purpose of this study was to determine if these ponds were suitable rearing habitat for juvenile coho salmon. Numbers of juvenile coho in four ponds were estimated over several seasons. Size and ages were determined. Selected chemical and physical measurements were taken on the ponds to identify factors that could account for differences in salmon populations.

Although ponds are not generally associated with coho salmon habitat, beaver ponds and riverine ponds have been identified as productive coho habitat in Alaska and in Washington in recent years² (Bryant 1984, Peterson 1982). Russell and Schramek (1984) found about 2,500 coho salmon fry and 500 fingerlings in a gravel pit associated with a beaver pond during the summer of 1977. They did not follow the populations through the winter, however. Both Peterson (1982) and Russell and Schramek (1984) reported seasonal migrations to and from the ponds. Although most of these studies were on natural ponds, their results indicate that ponds created by gravel borrow pits can support juvenile coho salmon; such ponds may be an inexpensive method to increase coho salmon production.

Methods

Four ponds-Nine-Mile, Green, Twenty-Two-Mile, and Beanbelly-were sampled monthly from July through October 1983 and during spring or early summer and autumn in 1984 and 1985. Minnow traps (mesh size = 6.3 mm) were baited with salmon eggs and distributed along the edge of the ponds, usually within a few meters of the bank, 1 to 2 m deep. A few were placed in the middle of the ponds. Between 26 and 30 traps were sufficient to sample each of the ponds. In 1984, Twenty-Two-Mile Pond was not sampled because of low coho salmon populations. Green Pond was not sampled in 1985 for the same reason. Traps were allowed to fish for 1 hour, long enough to capture a sufficient sample. Longer periods occasionally resulted in high mortalities. Mortalities incurred during handling were identified and removed from the experiment.

All fish were identified and measured (total length). Scales and weights were taken from a subsample of the salmonid population. Salmonids were marked by punching a hole in the caudal fin. In the fall of 1984, salmonids were marked by freeze branding (Bryant and Walkotten 1980).

¹ Sheridan, W.L. 1970. Coho salmon habitat improvement-on glacial outwash plains. U.S. Department of Agriculture, Forest Service, Region 10. Unpublished.

² Sanders, G.H. Movement and territoriality in juvenile coho salmon (*Oncorhynchus kisutch*) in a southeast Alaska pond. Alaska Department of Fish and Game, Juneau, AK. Unpublished report.

Population size was estimated either with the Schnabel multiple mark and recapture method or the Bailey modification of the Peterson estimate (Ricker 1975). The Schnabel method was used in all the 1983 samples. The method varied in later samples because of limited sampling time. The multiple mark and recapture experiments were conducted over a period of 5 days or less. Emigration and immigration were negligible during the summer. During of the summer sampling periods, water levels were low and streams into and out of the ponds were either not running or had small flows. Increased rainfall in the autumn resulted in higher flows, but mark and recapture samples were done over a period of 2 or 3 days to minimize the effect of fish moving into or out of the ponds.

All four ponds were surveyed to determine surface area. Depth profiles were not made, but maximum depths were determined during secchi disk and oxygen measurements. Temperature and oxygen were measured with a YSI³ oxygen meter in 1983 and 1984. Oxygen measurements in June 1985 were made with the Alsterburg modification of the Winkler method (U.S. Environmental Protection Agency 1974).

Results

The number of coho salmon in Nine-Mile and Beanbelly Ponds increased from July to October in 1983. Each pond supported more than 3,500 coho salmon in the fall of 1983 (fig. 1). Green and Twenty-Two-Mile Ponds were not sampled after October 1983 because few fish were captured. The number of coho salmon in Green Pond declined from an estimated 2,700 in August to a point where no estimate was possible in October (fig. 1). The number of coho salmon in Twenty-Two-Mile Pond was consistently low.

³ Use of trade names is for the information and convenience of the reader. Such use does not imply endorsement by the U.S. Department of Agriculture of any product or service to the exclusion of others that may be suitable.

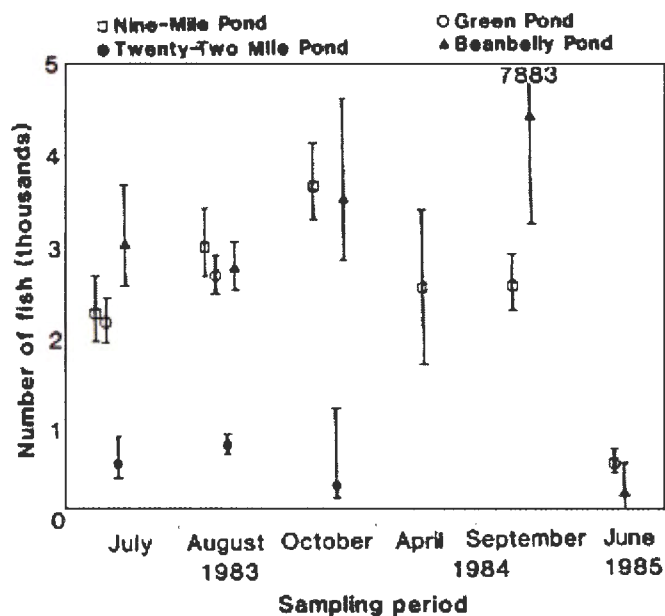


Figure 1—Population estimates of coho salmon captured in Nine-Mile, Green, Twenty-Two-Mile, and Beanbelly Ponds from 1983 to 1985.

Population estimates in Nine-Mile and Beanbelly Ponds were made October 1983, April 1984, September 1984, and June 1985 to assess overwinter use of the ponds. Beanbelly Pond was not sampled in April, 1984 because snow on the road made it inaccessible. In Nine-Mile Pond, the number of juvenile coho salmon decreased from 3,666 to 2,547 between October 1983 and April 1984. Fin punches applied in October were observed in the April sample; therefore, coho salmon overwintered in the pond, but emigration and immigration likely occurred between the sample periods. Because of heavy snow, the ponds were not sampled until the 1st week in June 1985. The low populations in both ponds in June may be attributed to smolt migration. Comparison of length frequencies in September 1984 and June 1985 in Beanbelly Pond corroborate this migration (fig. 2). In September 1984, the median length of coho salmon in Beanbelly Pond was 88 mm (total length), and more than 10 percent of the total catch was longer than 100 mm; in June 1985, the median length was 82 mm, and less than 2 percent of the total catch was longer than 100 mm.

A few coho salmon marked with freeze brands in September 1984 were recovered from both ponds in June 1985, but they numbered less than 1 percent of the total catch; therefore, overwinter survival cannot be estimated. Recovery of marked fish in June 1985 and the persistence in the ponds of coho salmon that were at least 1 year old in the spring and early summer of 1984 and 1985 indicate that the ponds are used over the winter.

Recruitment to the ponds appears to be the result of upstream migration of juvenile coho, except in Beanbelly Pond which is fed by a stream with spawnable habitat. Recruitment of fry into the ponds appears to begin in June. During May 1984, fewer than 5 percent of the coho salmon caught in Nine-Mile Pond were smaller than 62 mm (total length); by September, more than 16 percent were smaller than 62 mm (fig. 3). Between July and September, the percentage of smaller coho salmon increased slightly in Nine-Mile Pond, indicating that fry moved into the pond. In Beanbelly Pond, the percentage of smaller coho salmon decreased slightly from July to September in 1983, suggesting that smaller fish did not move into the pond and that the difference in size was the result of growth.

Significant differences occurred among the length-weight regressions computed for the coho salmon captured in the four ponds in July and August 1983 (table 1). Throughout the analysis, Nine-Mile Pond shows a consistently higher slope than the other ponds, indicating more robust fish and better growth. In September 1983, large differences appear in the slope of the regression for Twenty-Two-Mile Pond (2.2) compared to those of Nine-Mile and Beanbelly Ponds (2.8 and 2.7). The lack of significance in September 1983 may result from the smaller sample size in Twenty-Two-Mile Pond compared to that in the other two ponds.

Although depths of each pond varied, each had a relatively uniform profile tapering from a deep end to a shallow end with steep sides. The least productive pond, Twenty-Two-Mile, was also the shallowest. Green Pond and Nine-Mile Pond were similar in depth and shape (table 2); both are connected to the Situk River. Beanbelly, the largest and deepest of the four ponds, has an irregular shape and is more like a natural pond. It is fed by a perennial stream.

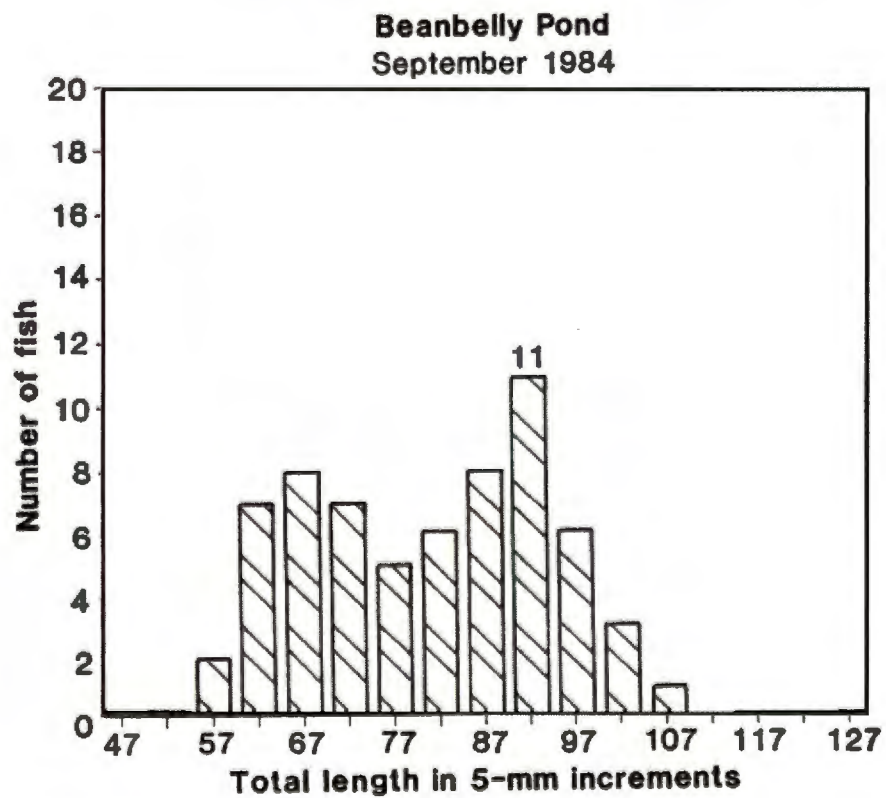
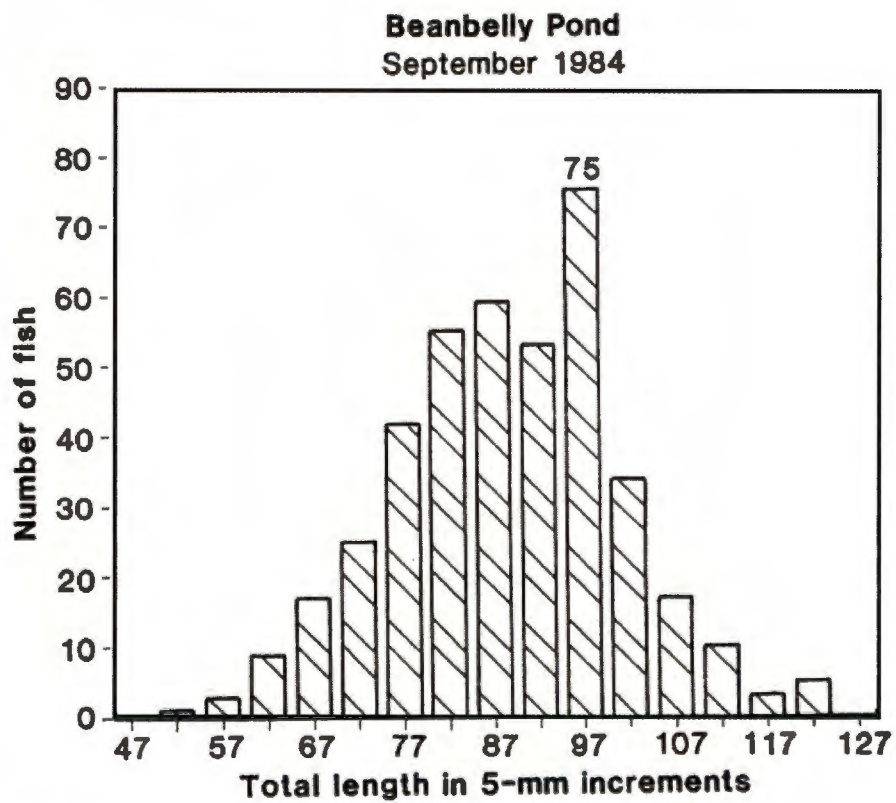


Figure 2—Length frequency distribution of coho salmon captured in Beanbelly Pond in September 1984 and June 1985.

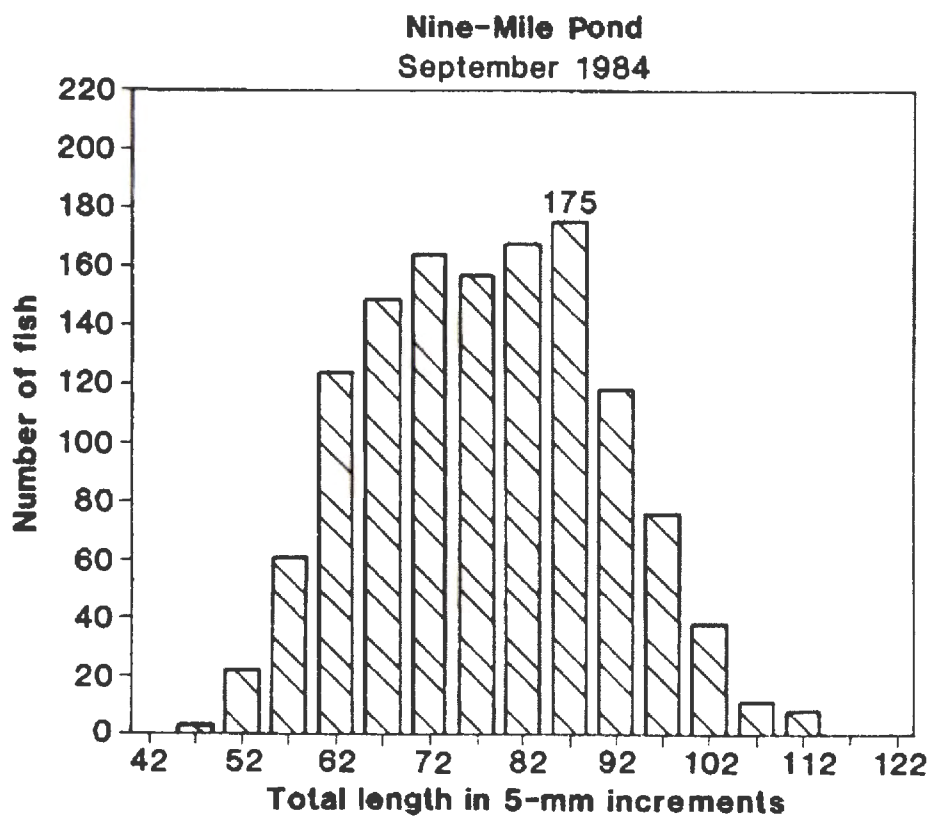
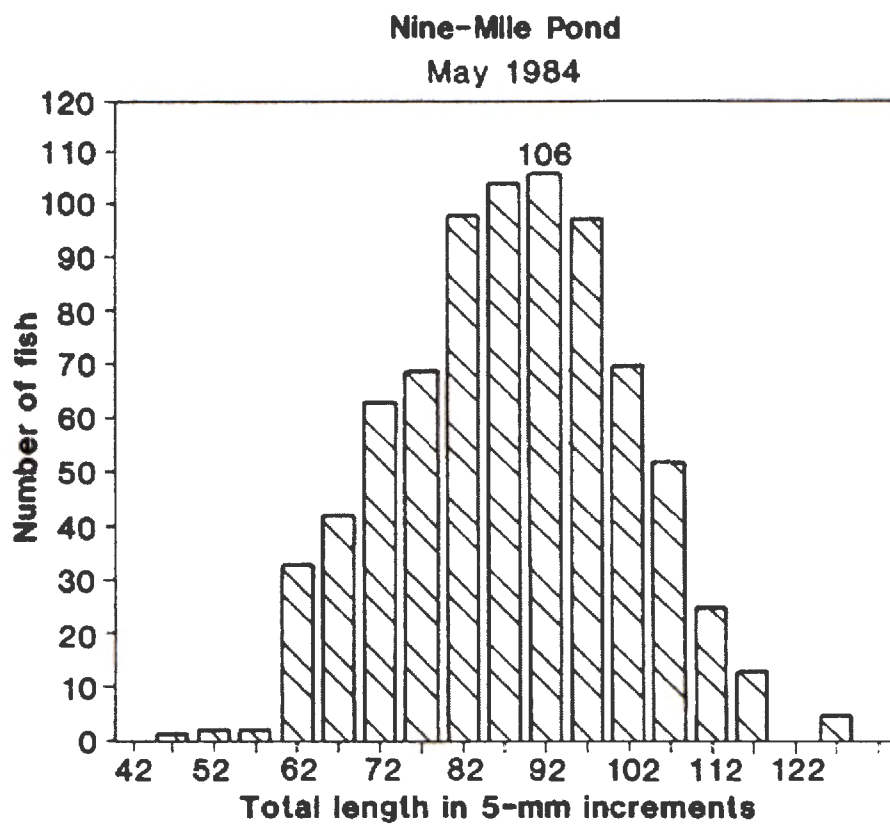


Figure 3—Length frequency distribution of coho salmon captured in Nine-Mile Pond in May and September 1984.

Table 1-Differences among ponds in length-weight regressions

Date and pond	Intercept	Slope	Significance	
	a	b	Level	Slope
July 1983:				
Nine-Mile	-5.3683	3.157		
Green	-4.0452	2.482	≤ .05	≥ .05
Twenty-Two-Mile	-4.1865	2.5663		
Beanbelly	-3.9622	2.4281		
August 1983:				
Nine-Mile	-5.1244	3.0233		
Green	-4.153	2.5325	≤ .05	≥ .05
Twenty-Two-mile	-4.844	2.867		
Beanbelly	-5.1789	3.0326		
Sept. 1983				
Nine-Mile	-4.783	2.8378		
Green	—	—		
Twenty-Two-Mile	-3.6585	2.2101	≤ .05	≥ .20 (NS)
Beanbelly	-4.5538	2.7266		
April 1984				
Nine-Mile	-5.1337	2.9813		
Green	-4.6439	2.7453	≤ .05	≥ .05
Twenty-Two-Mile	—	—		
Beanbelly	—	—		

— = no data: NS = not significant

Table 2—Yakutat gravel pit ponds morphology

	Area	Volume ^a	Maximum depth	Average depth ^b
	<u>Square meters</u>	<u>Cubic meters</u>	<u>-----Meters-----</u>	
Green	7,644	9,500	2.5	1.25
Nine-Mile	10,010	12,513	2.5	1.25
Twenty-Two-Mile	27,972	27,513	2.0	1.0
Beanbelly	34,954	61,170	3.5	1.75

^a Volume = area times average depth.

^b Average depth = maximum depth divided by 2

Temperature and oxygen were slightly stratified in all ponds during the summer and winter. The ponds were isothermal in the spring and fall (fig. 4). Oxygen supply depends partly on the water-exchange rate in each of the ponds during periodic thaws throughout the winter. Oxygen levels near the bottom of the ponds were lowest during December but were above 5 p/m at the surface in all four ponds. The dissolved oxygen supply may have become critically low later in the winter after a thick layer of ice formed.

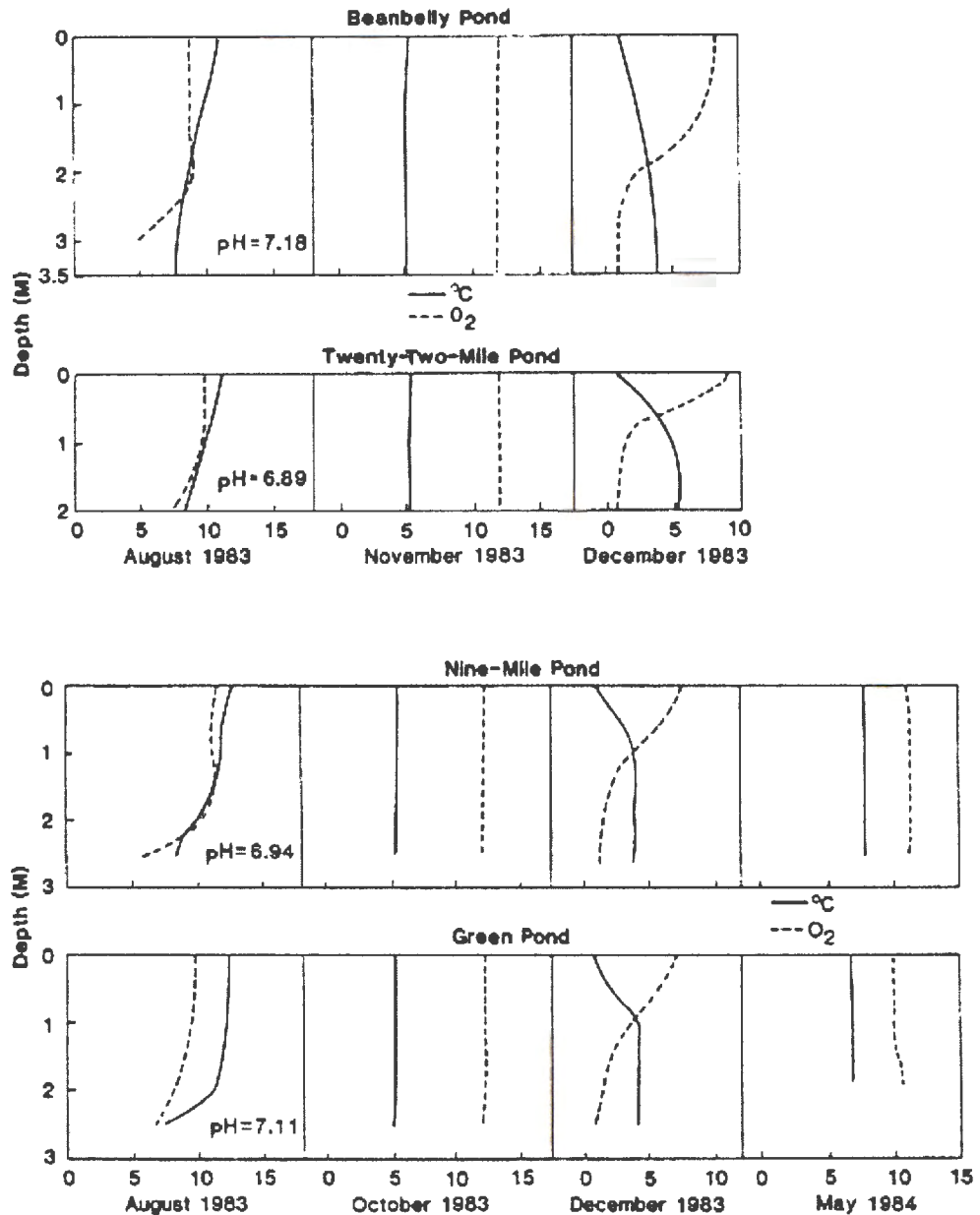


Figure 4—Seasonal temperature and oxygen profiles for Green, Nine-Mile, Twenty- Two-Mile, and Beanbelly Ponds.

Discussion

All four ponds were used to a greater or lesser extent by juvenile coho salmon during the study. Even over the short period of this study, populations fluctuated from year to year. In Green Pond, the salmonid population virtually disappeared after the fall of 1983. The population at Twenty-Two-Mile Pond was consistently low. Beanbelly and Nine-Mile Ponds consistently supported the highest populations of coho salmon.

None of the morphological or chemical features measured during the study appear to account for the differences and changes in the coho salmon population in the ponds. A more likely explanation may be the connection between the ponds and the river. Both Nine-Mile Pond and Beanbelly Pond had well-defined channels between the ponds and the river. The outlet to Twenty-Two-Mile Pond was poorly defined. Neither Twenty-Two-Mile Pond nor Green Pond had a defined inlet channel. Although ground water is an important source of water for the ponds, flow of surface water into and out of the ponds may be an important factor determining the water quality of the ponds as habitat for juvenile coho salmon.

Because all juvenile coho salmon immigrated into the ponds, the channel between the river and the ponds is critical to their use by coho salmon. All ponds were apparently accessible at high-flow periods (spring and fall) to juvenile coho salmon in the adjacent rivers, but the less well-defined channels connecting Twenty-Two-Mile Pond and Green Pond may have contributed to the low populations in these ponds. A poorly defined channel has lower velocity and is less likely to be found by the fish. Once found, it may not offer a clear path to the pond.

The coho salmon in the less productive ponds appeared to be less robust than those in the other two ponds. Where significant differences among length-weight regressions occurred, the lower values were associated with the ponds that had fewer coho salmon; therefore, factors other than access may be affecting productivity in the ponds. Among possible factors that were observed but not evaluated in this study are food and competition. Food may be a limiting factor and the differences in length-weight ratios may reflect fewer aquatic organisms available for food in these ponds. Large populations of threespine sticklebacks (*Gasterosteus aculeatus*) were observed in all the ponds. Beanbelly, Nine-Mile, and Twenty-Two-Mile Ponds had a dense cover of aquatic plants, and the bottom of Green Pond was covered with a dense mat of algae. The dense cover of aquatic vegetation would contribute to a large stickleback population by providing excellent habitat for reproduction and cover for newly hatched sticklebacks. The effect of competition for space and food between sticklebacks and coho salmon was not studied. Aquatic plants and algal growth would also contribute to low concentrations of benthic dissolved oxygen during fall and winter as the vegetation died and began to decompose. In addition, sticklebacks may be able to tolerate lower dissolved oxygen concentration than coho salmon.

Timber along the bank was apparently not a factor in any of the ponds. Twenty-Two-Mile Pond was the only one with large trees along the bank. These trees did not appear to influence the pond. Willow (*Salix* sp.) and alder (*Alnus* sp.) were the dominant vegetation along the banks of the other ponds. Based on observations of numbers of coho salmon captured near vegetation in the water, coho salmon do not appear to prefer brush habitat associated with these ponds. Nevertheless, shrubs along the bank may provide cover and a source of terrestrial insects to coho salmon.

Although the results of this study show differences among the ponds, specific factors controlling numbers of coho salmon in the ponds were not identified. The range of morphological and chemical differences measured in the ponds did not appear to affect numbers of coho salmon. The ponds apparently provide habitat for juvenile coho salmon although low dissolved oxygen sometimes may increase mortality. Coho salmon apparently remain in the ponds through winter.

The design of artificial ponds for juvenile coho salmon habitat should include several important morphological features. Adequate water quality is necessary throughout the year, particularly during the winter. A perennial flow of surface water into the pond may satisfy this requirement. The second requirement is access. An effective method for providing both these features is to construct an upstream inlet from the stream to the pond and a downstream outlet from the pond to the stream. Other favorable features include an average depth greater than 2 meters and bank vegetation for shade and cover.

Additional study on the effects of competitive interaction between salmonids and other species such as sticklebacks, the role of aquatic vegetation as cover and its effect on water quality, and the effects of pond morphology and water exchange rates could improve the design of artificial ponds. As projects are effectively evaluated, design criteria will be improved to increase the effectiveness of similar ponds. Ponds have not been extensively used as an enhancement tool for increasing coho salmon production, but they offer a promising and often low-cost enhancement method.

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Bryant, Mason D. 1988. Gravel pit ponds as habitat enhancement for juvenile coho salmon. General Technical Report PNW-GTR-212. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 10 p.

Gravel pits built during road construction in the early 1970's near Yakutat, Alaska, filled with water and were connected to nearby rivers to allow juvenile salmonids to enter. Seasonal changes in population size, length and weight, and length frequencies of the coho salmon population were evaluated over a 2-year period. Numbers of coho salmon fluctuated, but two of the ponds supported high populations, more than 2,000 fish, throughout the study. These ponds appeared to support coho salmon throughout the winter. The range of physical measurements of the ponds did not seem to account for differences in numbers of salmon, but low concentrations of dissolved oxygen were detected in all ponds near the bottom. Aquatic vegetation, water exchange rate, and access may have affected the number of coho salmon in the less-productive ponds.

Keywords: Fish habitat, salmonids, stream habitat management, southeast Alaska, Alaska (southeast).

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February 1988

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Recycled Soils Enhance Wetland Habitat in Juneau, Alaska

by Michele Elfers

IN disturbed ecosystems needing reclamation, excess materials from development projects offer new opportunities for wildlife habitat enhancement. The Nancy Street Wetland Enhancement Project pioneered a creative strategy to partner the development needs of a fill disposal site with desirable conservation goals. The project utilized clean native soils generated by a high school construction project in the Mendenhall Valley of Juneau, Alaska, to reclaim a 1950s era gravel pit into a functional wetland. Clean fill material was deposited and shaped to create mixed wetland topography, including a stream channel, deep and shallow water areas, and small islands. Plantings of emergent wetland, riparian, and upland vegetation improved habitat for fish and wildlife and water quality in what is part of a state designated impaired waterbody.

Located along Duck Creek in the Mendenhall Valley, the enhancement of the Nancy Street gravel pit was identified as a priority project in the Duck Creek Watershed Management Plan (National Marine Fisheries Service, 1999). Intense residential development over the past forty years in the Mendenhall Valley has impacted Duck Creek significantly. The increase of nonpoint source pollution, channelization, and above-grade stream crossings has degraded water quality and habitat. In 2002, the Alaska Biological Monitoring and Water Quality Assessment Program Report rated Duck Creek the lowest for habitat variables of all

streams studied in Southeast Alaska (Alaska Department of Environmental Conservation, 2003). Poor habitat quality has reduced anadromous fish populations such as coho and chum salmon, and has impacted habitat for the large number of mallards and other waterfowl that use these wetlands as refuge from nearby popular hunting zones.

In the 1950s and 1960s, gravel extraction created three adjacent, open water pits on the East Fork of Duck Creek. The most downstream pit is located at Nancy Street. Groundwater flowing into the pit carries dissolved iron from soil strata, which reacts with atmospheric oxygen upon reaching the surface. The resulting formation of iron oxide precipitate (iron "floc") decreases the concentration of dissolved oxygen in the water column, impacting aquatic inverte-

brates and fish. While not inherently toxic, iron floc also settles into the substrate, clogging gravel beds that might

The gravel pit at Nancy Street is located less than one mile from the high school construction site, and the enhancement project opportunity required a substantial amount of fill that had previously not been available.

otherwise provide good spawning habitat for fish.

The Engineering Department at the



Emergent wetlands are created along the perimeter of a deep water pool for juvenile coho salmon habitat.

City and Borough of Juneau (CBJ) initiated the wetland enhancement project in 2005 when designs for a new high school indicated a large amount of excess soil would be generated during construction. Transport of the fill for disposal would have required a three mile drive to a privately owned waste site. The gravel pit at Nancy Street is located less than one mile

Using the Nancy Street pit as a fill disposal site, the CBJ Engineering Department charged the high school construction contractor a lower rate for fill disposal and used the revenue to recover a portion of the land purchase cost.

from the high school construction site, and the enhancement project opportunity required a substantial amount of fill that had previously not been available. CBJ



The construction of a new high school contributed 64,000 cubic yards of clean fill to the wetland enhancement of the former gravel pit.

began coordinating with the U.S. Fish and Wildlife Service (USFWS) and the Natural Resources Conservation Service (NRCS) to use the clean native soil for wetland enhancement at the Nancy Street pit.

Consolidation of land ownership was the first step toward reclaiming the pit. CBJ owned most of the seven acre site, but a large parcel encompassing both open water wetland and upland areas was privately owned. The parcel was purchased for \$137,000. Using the Nancy Street pit as a fill disposal site, the CBJ Engineering Department charged the high

school construction contractor a lower rate for fill disposal and used the revenue to recover a portion of the land purchase cost. The cost to the CBJ of filling the Nancy Street site, including the land purchase, was \$319,000. The cost of the typical market alternative was \$572,000. By undertaking the wetland enhancement project partially funded by USFWS and NRCS cost share programs, the CBJ saved \$253,000 on the cost of the high school construction.

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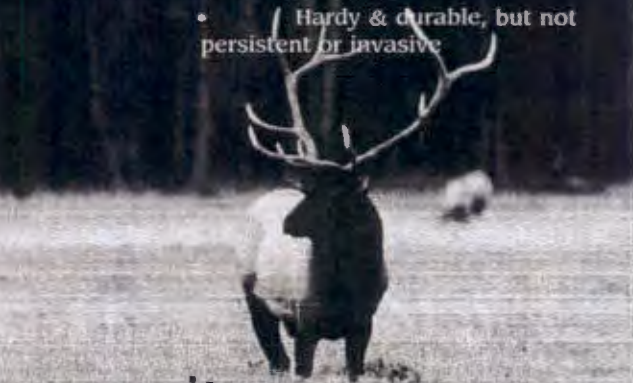
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and wetland enhancement project, the CBJ contracted the engineering firms Toner-Nordling Associates for the initial fill design and R&M Engineering, Inc. for the design development of the filling process. Glacier State Contractors, Inc. executed the design. To maintain flow through Duck Creek, a stream channel at a minimum of four feet deep was designed to meander through the wetland. From the perimeter of the wetland, shallow platforms, or marsh "fingers", were filled to allow for the planting of emergent marsh vegetation for fish and wildlife foraging and protective habitat. During construction, the fingers provided functional benefit by allowing access for dump trucks to the center of the wetland for filling. At each end of the wetland, two deep water areas were left in place to provide overwintering habitat for juvenile coho. After nine months of filling in 2005, 64,000 cubic yards were placed to create the wetland, resulting in increased savings for the CBJ.

An earthen dam was constructed to control water levels at the project site and in the two upstream pits. This occurred



Americorps workers, with a local youth agency, SAGA, transplanted over 5,000 native plants from nearby wetlands into the former gravel pit.

after the filling and revegetation phase to create more stable and drier conditions during construction and planting. A meandering outlet stream was excavated

to allow fish passage through the earthen dam. Both the dam and the outlet stream were constructed using an impermeable liner to prevent water loss. Layers of

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became an important component in gaining public approval and support of the project. Adjacent landowners initially viewed the enhancement project as disruptive, but through the process of filling, planting and trail construction, many neighbors and community members have expressed that the enhancement is an improvement to the neighborhood. It offers recreational opportunities for a neighborhood composed of streets and private property, and provides access to a successional landscape with a fantastic view of the Mendenhall Glacier.

To encourage neighborhood use of the site, CBJ and Trail Mix Inc, constructed a six foot wide gravel trail, and a deck was sited at the south end to capture a remarkable view across the wetland of the Mendenhall Glacier. The decking on the observation deck and boardwalk, railings, and benches were built with recycled plastic lumber. An island at the north end is accessed by a bridge and boardwalk and offers a bench and viewing point south. The 70' bridge is a steel gangway recycled from a CBJ Docks and Harbors improvement project.

Throughout the construction process, volunteers donated time, materials and money to the project. Neighbors began appearing during the summer construction to comment on how excited they were about the project. The CBJ Ports and Harbors Department donated the bridge and benches and the U.S. Coast Guard Engineering Division volunteered to construct the observation deck.

As a result of the success of this project, a similar process is planned for the Allison Pond upstream of the Nancy Street Wetland. The process will be improved based on the lessons learned and applied to the Allison Pond site needs. The strategy and process developed by the Engineering Department at the CBJ has saved the taxpayer's money by pioneering this alternative option to fill disposal. The support of resource agencies, local organizations, and citizen volunteers has enhanced habitat for fish and wildlife and reclaimed a valuable community resource. **LBW**

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cobbles and gravel for spawning were placed on top of the stream channel liner to create riffles and shallow pools.

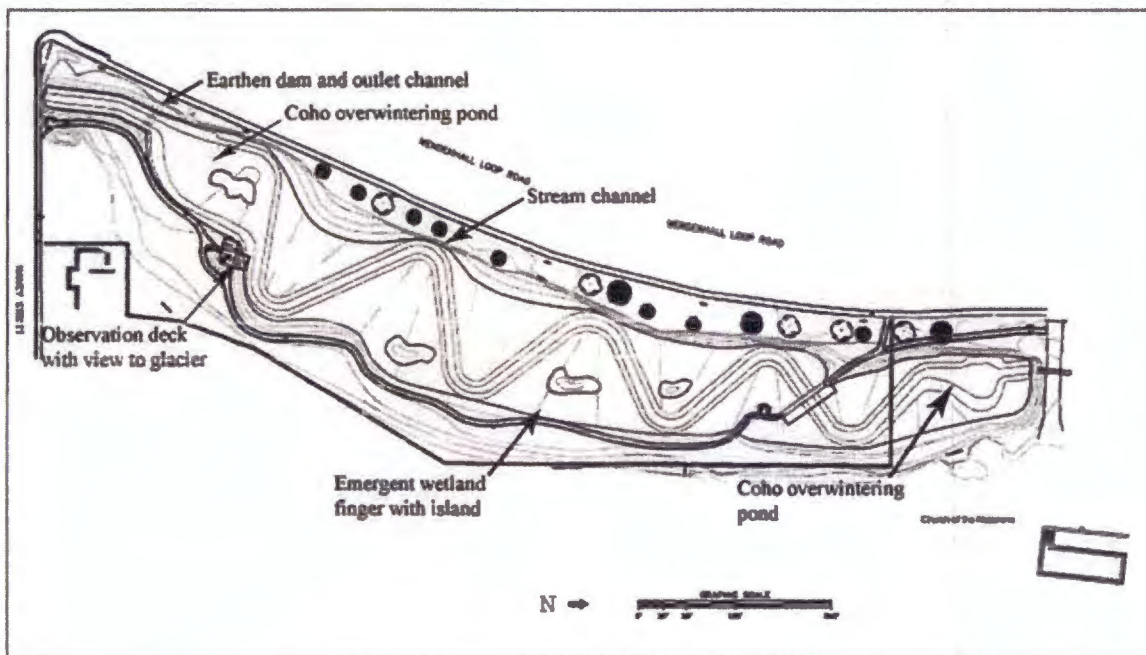
The site design and implementation plans of the filling process determined both habitat improvement and operational efficiency. By filling and completing

tritic zones based on the depth of water in which they grow. Although the Nancy Street Wetland is primarily ground water fed, precipitation and surface runoff influence the water level and will therefore affect the survival and composition of the site's wetland plant community.

Alaska and British Columbia. All plant work was done by hand using shovel bulb planters, and pulaskis.

Lessons Learned:

To improve the revegetation process for future projects, better planning for irrigation should be in place prior to transplanting. As mentioned earlier, the dam was constructed after the completion of the planting of the emergent vegetation. Revegetation occurred between the months of April and August when Juneau received thirty inches of rain. However, a two-week period of unusually warm, sunny weather desiccated the high marsh area. Watering was necessary, but difficult to accomplish on such a large site. Crews used buckets and a garden quality



each "finger" and section of the wetland individually, greater variety and attention to each landform was introduced. Initially the option of filling the entire site and then returning to dredge the stream channel had been considered, but would have resulted in less diversity of habitat and less attention to the design details. The chosen approach facilitated meeting the design elevations to within 3 inches to provide necessary habitat for emergent wetland plants—a difficult task on a large project where over 60,000 cubic yards of fill are being placed.

Revegetation planning began in early 2006 by researching and evaluating three locally constructed wetlands and interviewing local naturalists experienced in reclamation and revegetation projects. There was no previously documented information on constructed wetlands in Southeast Alaska, so this project is being carefully monitored to provide baseline information that can be used for development of future wetland enhancement projects. For the purpose of planting design, plants were divided into concen-

During the planting season of 2006, volunteers from the community and Americorps workers funded by USFWS planted over 5,000 emergent plugs and cuttings, and 150 lbs of grass and forb seeds. As there are no native plant nurseries in Juneau or Southeast Alaska, the workers transplanted plugs and cuttings from local wetlands to maintain native gene stock and minimize the possibility of importing invasive plants. Seeds were purchased or donated from sources in

gasoline-powered water pump to irrigate the wetland. Some plant mortality occurred, and it is likely that a prolonged period of hot, dry weather would have significantly impacted plant survival. To prevent this from happening on future projects, fill and topsoil with a higher organic content than what was used in this project would help retain moisture. Other strategies include controlling water levels to keep soil saturated while planting, or the delaying of planting until July when precipitation is more reliable and frequent in Juneau.

There is some concern that the water level is higher than the designed level. However, the rainfall was higher than average in 2006, so it is difficult to tell the water levels in the wetland will drop. For this reason, designing a dam with adjustability to account for the discrepancy in water level would improve the function and success of the project.

Recreational Use of the Site:

The design and development of a community trail through the wetland

There was no previously documented information on constructed wetlands in Southeast Alaska, so this project is being carefully monitored to provide baseline information that can be used for development of future wetland enhancement projects.

Guidelines for Gravel-Pit Wetland Creation

by

Bonnie Baldwin Prange

Abstract. The frequent colonization of the margins of abandoned and unreclaimed wet sand and gravel pits by typical marsh vegetation indicates the feasibility of a created wetlands component in gravel/sand reclamation planning. Using the natural pit wetlands as models and examining the pertinent literature, guidelines were developed for: (1) selecting promising sites, (2) planning with a regional perspective, and (3) construction and monitoring. Key concepts are: hydrological stability and adjacent land uses that will not have an adverse impact; consideration given to how a pit wetland will interact with adjacent ecosystems on a regional level; grading of pit perimeters to produce irregular contours and no more than a 0.6 m change of elevation within the proposed wetland; a combination of limited deliberate planting along with natural colonization whenever the reclamation permit can be adjusted to allow the 3 to 4 years commonly necessary for such colonization; the establishment of self-perpetuating marsh vegetation confirmed over a 3-year period of observation as a minimum requirement for determining permit compliance. Longer term monitoring of pits reclaimed under these guidelines could provide information that would increase and refine post-mining land-use options for wet sites. Research projects could focus on learning more about development of wetland functions within created systems, eventually providing standards for evaluation on a functional level.

Introduction

Wetland creation is still in its infancy as an applied science and is not yet capable of producing predictable results. It is, consequently, a subject of considerable controversy. To some it appears to be a relatively simple, repeatable process; to others a minefield of assumptions regarding ecosystem structure and function. The experimental nature of wetland-creation has made it less attractive for mine reclamation proposals, resulting in very little effort made to purposefully create gravel-pit wetlands, even where conditions are very favorable. The vast majority of wetlands and waterbodies on mined lands nationwide exist not because they were planned for, but by accident as a result of the mining of gravel for highway and other construction projects (Brooks, 1990). As examples

of natural regeneration, these sites can provide valuable information regarding the species composition, life-support functions, and long-term persistence that might be expected in future "successful" wetland creations.

Without substantial scientific evidence, which we do not have, there is no reason to assume that these volunteer wetlands function on the same level or provide the benefits of the long-established ecosystems which have been filled-in and lost to agriculture and development. It seems likely, however, that even disturbed and degraded wetland sites may have unknown value. Increasingly, studies indicate that these sites may be very significant for rare species, migratory birds, and regional hydrological functions (Josselyn and others, 1990). "Sites presumed to have little value may provide vital

refuge for species during storm events or support rare and endangered species due to lower interspecific competition within these marginal habitats" (Josselyn and others, 1990).

Scientists have now begun to study wetland creation and restoration in an effort to manage and accelerate processes which may take generations to occur naturally. From these experimental studies will come information which may ultimately allow true replacement of lost or damaged ecosystems. More research is needed, and sand/gravel pits are in many instances ideal as test sites. Excavations that expose the water table commonly create the hydrological features necessary for a wetland, and they eliminate the need for diking and high-maintenance pumping and drainage systems.

The gradual colonization of numerous abandoned wet pits by wetland species indicates both their suitability for subsequent use as a planned wetland and the potential to add to the wetland resource base. Innovative reclamation could supply valuable habitat, contribute to regional hydrological resources, and provide research opportunities to improve our understanding of artificial wetlands. Sand/gravel-pit wetlands offer benefits to society with which mining companies could be pleased to be associated and identified.

Minimum Site Requirements

Hydrology

Hydrology is the key to long-term functioning of wetland ecosystems (Kusler and Kentula, 1990). Since establishment of hydrophytic vegetation will depend on both the predictability and controlled fluctuation of water levels, wetland creation should be restricted to those sites for which seasonal water-level elevations have been determined and where some manipulation is possible. Freshwater gravel-pit wetlands not in river or stream beds will be dependent on ground water and variable surface water flows.

Ground water and surface runoff do not always provide dependable water sources, but in most situations they will satisfy the requirements of a wetland project (Van Egmond and Green, 1992).

Assessing the reclamation potential of sand or gravel excavations as wetlands should involve monitoring test pits for annual water-level fluctuations. The amount of fluctuation depends on the nature of the aquifer and on how much water mining operations and nearby users consume. Ranges of 2 meters per year are not uncommon in porous sand and gravel aquifers with local recharge zones (Michalski and others, 1987). Some gravel-pit sites may not be suitable for wetland development due to extreme variations of the water table. Suitability can not be determined until the expected range of the water-table elevation has been established with statistically sound data. Since a successful wetland design incorporates many site-specific variables, it is not possible to generalize acceptable range maximums or periodicity. A decision must be based on project goals and the requirements and tolerances of the wetland-plant communities that project designers want to establish (T. S. Miller, King County Services, oral commun., 1992). The widely varying flooding tolerances among wetland species can be used to advantage in increasing wetland creation options for a particular site. A flexible plan that can accommodate unexpected changes in plant community composition will have a greater chance of success, especially where ground water flows are seasonally unstable.

Potential Land-Use Conflicts

Social considerations may be just as important determinants of site suitability as physical ones. "Adjacent land use . . . could detrimentally impact functioning of wetlands or the wetlands may have detrimental impacts on current or planned uses of neighboring lands" (Hammer, 1992). Intensive agriculture or heavy industry adjacent to the site might produce sediment or chemical-loaded runoff that would prevent wetland establishment.

Wetlands themselves can be unwelcome neighbors. Although some new housing developments and office complexes are planned around preserved sections of wetlands, residents of established communities may well object when wetland alternatives are proposed. Neighborhood opposition often focuses on the prospect of public use, with fears of noise, traffic, and vandalism paramount. Several mining companies have shelved plans to donate lands to the public when faced with organized community opposition (Morris, 1982).

Planning Pit-to-Wetland Conversions

Pre-planning for Realistic Goals

Wetland conversion plans should be "integrated with mining operations and reclamation at the beginning of any project" (Brooks, 1990). This ideal should not preclude adding wetlands to an existing reclamation plan. Wetland creation could be added to a previously permitted proposal for a post-mining open-water pond, for instance, assuming the hydrologic conditions to support the pond had already been established. Reclamation designed around an aquatic ecosystem goal provides direction in the early planning stages, but the decision to attempt creation of specific wetland functions might best be left until mining is nearly complete. At that point the altered hydrology of the site could be re-evaluated, and objectives could be based on several seasons of hydrological data-gathering plus assessment of regional land-use trends over the same time-span. When objectives have been established, they should be clearly described and recorded, along with any subsequent amendments, because on-site modifications during construction and planting are commonly necessary (Hammer, 1992).

Michalski and others (1987) recommend detailed studies to determine surficial characteristics of the site before, during, and after extraction. If pumping of ground water is part of the extraction process, the output could be monitored to estimate in-flow rates and the potential

area of ground-water influence after mining (Michalski and others, 1987). Pre-mining planning could include provisions for hydrological monitoring and record-keeping at various stages over the life of the mine. This provides the database from which to determine the most feasible final configuration. The information would be useful for establishing other reclamation endpoints if it did not ultimately support the proposed wetland goal.

Regional Reference Wetlands as Guidelines

The most fundamental goal, regardless of the specific chosen objectives, is to develop self-maintaining systems that mimic natural ones in as many ways as possible. The study of local natural wetlands is important because artificial wetlands must closely imitate natural systems adapted to the region if a creation project is to succeed without continual operating and maintenance costs (Hammer, 1992). This means that design parameters must be appropriate to local hydrology, climate, and soil conditions. Measurements of elements of wetland structure at a natural site within the region or watershed that shares these conditions will provide insights into what is obtainable and how to evaluate progress at the constructed site (Hammer, 1992). In the context of comparisons of natural to artificial, the objectives for a created wetland must encompass "only a very early successional stage if the evaluation period is short (less than 10 years for a marsh)" (Hammer, 1992).

Landscape Considerations

Even if the physical parameters of a site are favorable for reclamation as wetland, the result will be counterproductive if it conflicts with regional land-use priorities or overall ecological balance. "Land managers need to establish their mitigation policies in the context of what changes are occurring in wetland types throughout a given physiographic region, not just on a particular mine site" (Brooks, 1990). Assessing these trends to determine regional need for specific wetland types requires coordination among

federal and state agencies. Cooperating agencies must then see that this information is transferred to those who will be planning wetland construction, including the mining industry (Brooks and others, 1988).

Constructing a Gravel-pit Wetland

Site-specific Considerations and Grading Plans

Since each site presents a particular combination of hydrology, topography, and substrate, only generalized instructions can be provided. There are no exact guidelines yet accepted in the very young science of wetland creation. Given favorable site hydrology, however, it is possible to proceed with assurance that the creation of gentle slopes at pit perimeters plus restoration of topsoil, or even moderately amended subsoil, will result in establishment of wetland vegetation. Many abandoned wet pits have, over time, acquired typical wetland vegetational characteristics with far less encouragement.

Although many mine reclamation plans are submitted in the initial permitting process, it may not be practical to plan the specifics of a post-mining pit wetland until the extraction is nearly complete. At that point it should be possible to draw up a detailed site grading plan which will take the site variables into account. The final hydrological parameters, in particular, may not be fully anticipated or understood until the alterations that mining imposes have actually been realized. The site grading plan is an essential element in engineering the site for wetlands because it will determine basin morphometry, which in turn determines vegetational composition (Garbisch, 1986). Because many wetland plants are sensitive to water depths within a low range of tolerance, the most useful plan would have contours of 1 foot or less at a scale of 1 inch equals 20 to 50 feet (Miller, 1987).

The precision grading required to bring the site to the final grade within the established tolerances may not be possible if water cannot

be excluded from the pit (Garbisch, 1986). In these instances, "the site grading plan should reflect this . . . and specify the scattered mounding of fill materials in order to diversify the wetland habitat" (Garbisch, 1986).

Shorelines and Slopes

A common recommendation for sand-or-gravel-mine wetland construction is to increase the area of the pit basin by creating an irregular shoreline. Bays, inlets, coves, peninsulas, and islands increase topographic heterogeneity and habitat diversity and provide more "edge" by increasing percentage of shoreline per unit area (Crawford and Rossiter, 1982). Pit floors should also have an irregular topography with mounds and depressions (Norman and Lingley, 1992; Van Egmond and Green, 1992; Michalski and others, 1987). Dumping overburden in irregularly spaced piles will create rough bottom contours and perimeter landforms (Van Egmond and Green, 1992).

Construction of some of these landforms can take place during mining to simplify post-mining reclamation. Overburden and waste materials (including boulders and tree debris) can be graded into landforms above and below the water line (Michalski and others, 1987). Islands for protection of waterfowl and general ecosystem diversity can be developed in undrained pits during operations (Michalski and others, 1987). They should be separated from the shore by a permanent water depth of 1-to-2 m and a width of 4-or-5 m, with tops at least 1 m above the estimated highwater mark (Van Egmond and Green, 1992).

Slopes for a true marsh community need to be almost flat — no more than a 0.6-m change of elevation between the deep and shallow marsh (Miller, 1987). Shallow slopes maximize flooding and minimize erosion (Kruczynski, 1990). Brooks (1990) and Crawford and Rossiter (1982) recommend gentle slopes at 10H:1V or 20H:1V; Kruczynski (1990) suggests that a range of 5H:1V to 15H:1V is acceptable. Since it is unlikely that efficient mining will be possible at

these angles, the cut-and-fill method can be used to create recommended slopes (Norman and Lingley, 1992).

Unless slopes have been left ungraded and unstabilized, gravel-pit waterbodies typically have two distinct habitats: the shoreline wetland and open water. Grading plans will determine how much area will be allotted for each. Fifty percent open water to 50% marsh or swamp is often cited as optimal for fish and wildlife habitat (Van Egmond and Green, 1992; Crawford and Rossiter, 1982). Norman and Lingley (1992) suggest 25% of the waterbody in shallow water less than 0.6 m deep, 25% in shallow water 0.6-2 m deep, and 50% in water greater than 3 m as a general guideline for use by fish and waterfowl. If wetland communities are the objective, however, "the higher percentage of shallow areas the better" (Norman and Lingley, 1992).

Water Level Adjustment

Gravel and sand pit-wetland creations are primarily ground water-fed and therefore may not require elaborate water-control mechanisms. According to Van Egmond and Green (1992), "natural cycles of drought and wet spells will sometimes provide adequate changes in water levels." An outlet with a controllable weir will increase management options, however, and will enable periodic partial drainage which helps re-establish wetland vegetation. Van Egmond and Green (1992) recommend that a water-level drawdown should occur every 3 to 10 years. Boule (1988) emphasizes the importance of simple systems which are more likely to be self-regulating and self-maintaining. He advocates relatively inexpensive weirs or other similar devices which are unlikely to fail and disrupt the entire system. Outlets should be identified on-site and recorded in plans so that they can be periodically inspected and protected from erosion (Norman and Lingley 1992).

Branch (1985) reported successful vegetation establishment on a 5-ha portion of an abandoned sand and gravel mine in Maryland using a

device with a removable weir plate which controlled the top 0.3 m of water in the basin. Removal of the weir plate exposed perimeter areas for planting; once this was complete, the plate was reinstalled to restore the project design water levels. Garbisch (1986) suggests that incorporation of an adjustable weir in the project design may compensate for less-than-precise grading.

Although periodic "drawdowns" are important for waterbodies that function as waterfowl habitat, many pit ponds lack surface drainage and "cannot be drawn down using standard dikes and weirs" (Michalski and others, 1987). For landlocked ponds receiving supplemental water from surface runoff, a partial drawdown can be engineered by periodically diverting this surface flow (Michalski and others, 1987). Unless there are concerns about contaminants in the surface water, it can be directed toward the pit-pond impoundments (Van Egmond and Green, 1992). The drainage channels "should have a natural sinuosity and gradient", should be stabilized with riprap or vegetation, and should be directed through upland "vegetated areas to slow runoffs and aid in water filtration" (Norman and Lingley, 1992).

Sealing and Lining

Since "most natural wetlands are perched above an impervious layer that reduces or prevents water loss", Hammer (1992) believes that there are few situations in which a basin can sustain a wetlands ecosystem without an impermeable lining. Brooks (1990), on the other hand, states that "basins constructed below the water table rarely need to be sealed." Wet pits have an advantage as wetland creation sites not only because they are filled primarily by ground water flow, but also because natural sealing is common. The material left behind after gravel mining usually has a fairly high percentage of clay or silt, especially if aggregate was washed on site (Bradshaw and Chadwick, 1980). These "fines" will contribute to the blocking of water movement, and over time additional fine sediments will be eroded or carried into the pit lake

with surface runoff (Evoy and Holland, 1989). The extent of this natural sealing will vary from site to site depending on the shape of the pit, bank materials, perimeter vegetation and water turbidity (Durbec and others, 1987). It seems likely, however, that even a partial lining of sediments within the pit would be beneficial from a wetland creation perspective.

Soils

An appropriate substrate for plant establishment can be created by placing topsoil on banks, islands, and submerged areas that have the recommended shallow grade. Norman and Lingley (1992) recommend a 15-to-20 cm layer of topsoil over a thicker layer of subsoil; Hammer (1992) suggests a 40-to-60 cm total soil layer (topsoil and subsoil) will be needed to provide adequate substrate for root growth. This soil layer should be placed on islands and down to 1.5 m below the expected highwater mark for the wetland perimeter (Van Egmond and Green, 1992). If grading-plan configurations are to remain accurate, the pre-final grades will have to be made lower than the final design elevations to allow room for the topsoil (Miller, 1987).

Stripping and stockpiling of topsoil before mining will reduce reclamation costs later on. To maximize efficient use of on-site materials, clean process-waste fines can be used to augment salvaged topsoil (Hart and Keammerer, 1992). Structural damage can be minimized if soil stripping and replacement is limited to dry periods and if proper machinery (e.g., wide-track crawler bulldozers) is used in re-application (Norman and Lingley, 1992). Any sort of unnecessary equipment movement over the soil should be avoided.

There are varied estimations of appropriate topsoil storage periods. Brooks (1990) specifies a maximum of 3 months. Garbisch (1986) says stockpile duration must be less than 4 weeks. Segmental reclamation is the only procedure that will be compatible with these storage times,

because it allows transfer of topsoil directly from an active mining segment to another segment which is in the process of being reclaimed. This reclamation approach is ideal for larger sites and long-term operations, but it is not always an option where deposit heterogeneity and market fluctuations prevent continual movement of the operation from one segment to the next (Norman and Lingley, 1992). Where longer storage periods are necessary, Michalski and others (1987) suggest seeding of the piles as a way to reduce loss of quality.

For mined sites that have no salvaged topsoil available, the partially weathered subsoil may be an acceptable substitute (Michalski and others, 1987). Garbisch (1986) goes so far as to say that most clean (uncontaminated) inorganic borrow and dredged fill materials will be satisfactory substrates for wetland establishment. Hammer (1992) agrees that "most common substrates are suitable for wetland establishment" and that "wetland plants thrive in a broad range of soil types", but adds that topsoil replacement may eliminate the need for soil amendments.

If subsoil or overburden material is the only planting medium available, then a controlled time-release fertilizer that performs in saturated soils should be put into the substrate together with the transplant (Garbisch, 1986). If the planting is occurring underwater, Garbisch (1986) suggests placing the fertilizer in burlap sacks underneath the transplant. Fertilizers should never be broadcast or spread on the soil surface of wetlands (Shapiro and Associates, 1991). The cost and additional labor necessary to apply these fertilizers would seem to argue for on-site salvaging or site-to-site transfer of topsoil whenever possible.

Straw or hay mulch is another option to consider for any reclaimed site where the substrate lacks organic matter (Brooks, 1990) and could be an inexpensive adjunct or alternative to commercial fertilizer for wetland applications. Street (1982) recommends 1 kg straw mulch per square meter.

Wetland Vegetation

For wetland creations, there are only two basic reasons for choosing managed revegetation over natural colonization: timing and species composition (Josselyn and others, 1990). Composition, especially, is a factor in many mitigation proposals. Revegetation by artificial means may be required, for example, if a specific wetland plant community is necessary to replace habitat for wildlife species that are losing habitat elsewhere. In these situations it may be advisable to salvage plants from wetland sites that are being destroyed and transfer them to a new site where their genetic diversity is likely to be preserved.

Managed revegetation programs are also generally more successful in controlling exotic species which commonly invade disturbed areas and become established first (Josselyn and others, 1990). These exotics usually have a competitive edge over native marsh species and may form extensive monotypic or low diversity stands that decrease the wildlife habitat or nutrient processing functions of the wetlands they take over. Reed canarygrass (*Phalaris arundinacea*) and purple loosestrife (*Lythrum salicaria*) are notorious local examples in freshwater wetlands.

There are also a few ubiquitous native wetland plants which may be considered undesirable due to their aggressive, weedy characteristics. Many wetland ecologists would advise control of dominants such as common cattail (*Typha latifolia*), willow (*Salix* spp.), and cottonwood (*Populus* spp.) because of their tendency to reduce system diversity and crowd out plants more valuable to wildlife (Hammer, 1992; Odum, 1988; Erwin and Best, 1985). These pioneer colonizers are adapted to invade disturbed sites, and "creation projects often behave like disturbed wetlands" (Odum, 1988). Nonetheless, dominant natives such as cattail, willows and cottonwoods remain popular components of revegetation projects and are found on many lists of suggested species for wetland plantings. As naturally occurring features on most disturbed

freshwater wetland sites, they would seem to be far preferable to weedy exotics and perhaps not worth great effort and expense to control unless their establishment would conflict with project goals.

If a natural seed source is nearby, or if the substrate contains a seedbank from another location, periodic manipulation of water levels in the constructed wetland basin can be sufficient to start germination and retard growth of terrestrial species. Miller (1987) suggests that a seed source can be obtained from mud removed from shorelines of existing ponds and marshes and spread in the shallows (water depth less than 10 cm) of the created site. Brooks (1990) mentions the possible transfer of seed-bearing hydric soils from wetlands scheduled to be altered or filled-in for development. The removal of plants or soil can be justified only when the destruction of the natural wetland is a legally sanctioned certainty and all relevant government regulations have been followed. If these conditions are met, salvaging of plants and hydric soils from nearby development sites or during segmental reclamation should be encouraged as a means of preserving what would otherwise be lost.

A post-reclamation study comparing treatments in a central Florida marshland reclaimed from a phosphate mine provides support for the use of relocated hydric soils. The study determined that topsoiling with a 2-to-10cm-thick layer of "mulch" containing seed and root material obtained from a wetland borrow site showed "distinct advantages over natural revegetation of overburden" (Erwin and Best, 1985). After two full growing seasons, the mulched areas had higher species diversity and more complete vegetative cover than the untreated overburden areas. More importantly, this topsoiling method "appears to encourage the accelerated establishment of late successional plants in sufficient quantities to compete with aggressive weedy species" (Erwin and Best, 1985).

Natural hydric soil seedbanks thus obtained should not be stockpiled for longer than 1 month to avoid desiccation and possible re-oxidation of

metals (Brooks, 1990). Hammer (1992) advises that any wetlands soil reserved for later use should be stored underwater to prevent release of bound metals.

If a legally and ecologically acceptable donor site is available, Hammer (1992) recommends an alternative to digging out and spreading a layer of wetland soils. This method involves collecting cores of wetland soil (10-12 cm diameter and 15-25 cm long) and inserting them in the substrate at the reclamation site. The cores contain seeds as well as roots, tubers and rhizomes and can rapidly develop into a complex wetland community. They are also a reservoir of propagules that may produce additional plant growth for several years after they are installed at the new site. Disadvantages center around labor costs involved in collecting, transporting, and installing the cumbersome and somewhat fragile cores.

If species composition for a particular mitigation purpose is not a concern, and if establishment within a limited time frame and budget is the priority, then a combination of natural colonization and deliberate planting may be the most effective way to establish vegetation on gravel-pit wetlands. Natural regeneration, while not "manageable" enough for situations where precise control over outcome is important (Garbisch, 1986), may provide the best long-term results because the plants will grow where they are best adapted (Clewell and Lea, 1990). The availability of natural seed sources adjacent to the project site or the possibility of seed transport into the site via flood waters needs to be evaluated if natural revegetation is part of the reclamation plan (Clewell and Lea, 1990). The amount of hand planting undertaken should depend on the proximity or reliability of a seed source, labor and materials costs, and time allotted to complete the project.

For those pit wetlands that can or must be hand planted, the best guide for species selection will be found in the vegetative composition of similar nearby wetlands (Hammer, 1992). Local native-plant nurseries, a few of which specialize in wetland vegetation, are sources of advice on

what species combinations will produce the most natural plant communities. The objectives of the reclamation plan, which might include wildlife habitat, aesthetic enhancement, and/or storm-water detention and purification, will also help determine appropriate plant species (McMullen, 1988). The limiting factors, however, will be the physical conditions at the site and the environmental tolerances of available nursery stock.

The type of plant stock chosen will influence timing of planting and vice versa. Spring is usually the best time to plant, with fall the next best choice (McMullen, 1988). Propagules planted in late spring may be less susceptible to wildlife damage due to the shorter time to be expected between planting and germination. These timing recommendations generally apply to the seeds, rhizomes, corms, and tubers of herbaceous species, as well as to the whole plants. Woody vegetation such as trees and shrubs should be planted in the dormant state which generally extends from November through March in the Pacific Northwest (Norman and Lingley, 1992).

A biologist familiar with local wetlands should review the proposed planting design. "The number of each plant species to be used will be based on the type of community, the plant's position in the community, and the required spacing between plants" (Miller, 1987). Miller (1987) generally recommends that trees planted on 4.6-to-7.6-m centers, shrubs on 0.9-to-2.4-m centers and groundcovers on 1.0-m centers would be appropriate for the emergent shorelines of created freshwater wetlands. Marshes created in standing water deeper than 10 cm are most easily established using sprigs (culms), tubers, or rhizomes (Miller, 1987). These propagules are pushed into the mud/mulch substrate on 0.3-to-1.5-meter centers (Brooks, 1990). Plantings should be irregularly spaced in clumps to mimic natural spacing as closely as possible.

The cost of managed revegetation with nursery stock and labor intensive hand planting can be substantial (Brooks and others, 1988). Miller (1987) estimates that approximately 27,000

transplants per hectare will be necessary to establish a created marsh wetland. Costs can be greatly reduced if time expectations and reclamation objectives allow at least partial natural colonization. If the hydrological aspects of a site are favorable to begin with, precise grading and substrate preparation should be enough to assure emergence of at least a few native and/or naturalized wetland species. On sites being created as a diversity-enhancing feature of a mine reclamation plan and not as mitigations for specific wetland losses, this may be all that is needed.

Buffer areas consisting of native upland vegetation and at least 30 meters wide will increase habitat diversity and protect the shoreline and should be planted/seeded on the higher ground surrounding the pit impoundment and created perimeter wetland (Norman and Lingley, 1992). According to Munro (1991), vegetated areas should be provided as buffers between wetlands and adjacent developed land or as transition zones between wetlands and adjacent natural areas even if not required by regulations.

Post-construction Monitoring

Evaluating Success

The construction process, if carefully planned and well executed, should produce a site on which the altered hydrologic conditions favor wetland development. The introduction of wetland plant species, whether by natural colonization or managed revegetation, is only the first step in that development. Wetland functions for which the project was designed might not develop for decades, if at all. According to Hammer (1992), it is "grossly unrealistic to expect to create even the simplest type of natural wetlands systems" within 2 or 3 years after construction. This makes it very difficult for regulators to determine whether a wetland reclamation has been "successful", particularly if the site is part of a mitigation effort to replace the functions of natural wetlands sacrificed to development.

The time limits for completion of revegetation that are specified by many surface-mine regulatory programs are inadequate for the evaluation of created wetlands. Washington State allows 2 years or "such later date as may be authorized by the department" (Chapter 332-18-050 WAC). The literature on wetland creation and restoration indicates that 2 years is not sufficient time for stabilization of new emergent marsh ecosystems. Boule (1988) suggests that establishment and natural perpetuation of plants in marsh and shrub-swamp systems would require 3 to 5 years. Brooks (1990) states that "there is some scientific evidence for the stabilization of emergent marsh systems after three years." Josselyn and others (1990) report their observations that many San Francisco Bay area wetland restoration projects which had been considered revegetation failures became fully vegetated when allowed a 3-to-4-year period of natural regeneration.

Past experience with restored or created wetlands also indicates that revegetation over 1 or 2 years is "no guarantee that the area will continue to function over time" (Kusler and Kentula, 1990). Active monitoring, with periodic review by qualified personnel, would provide some perspective on the direction that site development is following and would allow for timely mid-course corrections if necessary. Reports, submitted within 90 days following sampling, should document any vegetation changes including percent survival and cover of planted and/or volunteer species (Erwin, 1990). Monitoring reports should also document issues related to water levels, water quality, and sedimentation and discuss recommendations for improving the degree of success observed (Erwin, 1990).

Short-term vs. Long-term Monitoring

The evidence regarding the establishment of marsh vegetation seems to indicate a minimum 3-year monitoring program for wetland creation projects. Brooks (1990) suggests that expenses for a 3-year monitoring period be included in the cost projections for any mine reclamation plan

with a wetlands component. This allows for assessing of varying conditions over three growing seasons and should not result in unbearable economic burdens on the permittee (Brooks, 1990). Boule (1988) feels that annual monitoring of wetland creations over a 3-year period is the minimum acceptable term; 5 years would be more appropriate for some complex projects. Erwin (1990) agrees that post-construction monitoring should be conducted over a 5-year period, with a minimum of 3 years, and with annual inspections at the end of each wet season.

The short-term monitoring proposed here will not be sufficient for scientific research and data collection, and it will not help redirect evaluations toward establishment of wetland functions rather than appearance. Success in a 3-year time-frame may have to be measured in terms of survival and growth of plant species characteristic of a wetland community with no consideration of functional attributes.

Long-term research projects that will enhance our ability to predict the outcomes of mitigation policy should be encouraged and carried out whenever possible. These projects can focus on learning more about development of wetland functions within created systems and may eventually provide standards for evaluating function. Until such standards exist, personnel responsible for judging compliance with permit requirements will have to rely on the tools at hand. For wetlands created outside a mitigation context the establishment of self-perpetuating marsh vegetation, confirmed over a 3-year period of observation, seems a realistic and appropriately flexible reclamation objective.

Correcting Problems

In addition to verifying compliance with reclamation plan requirements, monitoring programs can also identify problems which might eventually lead to failure. Miller (1987)

and Garbisch (1986) list several reasons for poor results at some wetland creation projects: improper final grade, invasion or deliberate planting of nonnative plant species, poor planting techniques, inadequate water levels, vandalism, and wildlife predation. Mid-course corrections can often mitigate these problems before the project becomes a lost cause, but corrective measures are best determined by professionals qualified in fields such as wetland science or restoration ecology.

Some created wetlands need long-term management to survive and function as they were intended. This "may include water level manipulation, control of exotics, controlled burns, predator control, and periodic sediment removal" (Kusler and Kentula, 1990). Management of this type beyond a 3-to-5-year program coordinated with annual monitoring is probably not feasible for most reclaimed pit sites. Once the mine operator is released from further obligations under the reclamation permit, the site will have to be self-sustaining. This means that problems that are not correctable within the proposed 3-year monitoring period will continue to have a detrimental influence, perhaps a regional one.

This further emphasizes the importance of site-specific project designs developed from data gathered both before and during the mining operation. Although each site is an experiment within which complete control is never possible, development of a practical, self-sustaining design that uses knowledge of site characteristics is the best defense against the unexpected. Larson (1988) suggests that minimum data requirements for freshwater wetland creation projects include a baseline of information on land-use history, macrotopography, general surficial geology, streamflow, lake hydraulics, and ground water levels and quality. Hart and Keammerer (1992) stress the importance of accurate historical project records documenting the techniques used, including a detailed photographic record. "This information is of paramount importance relative to understanding successes or failures" (Hart and Keammerer, 1992).

Conclusions

The sand and gravel industry, increasingly under public scrutiny as its operations are encroached upon by suburban development, must now focus on the long-term regional implications of post-mining land-use decisions. It has been proven that worked-out pits lend themselves to a wide range of subsequent uses, but the majority of these uses have come about by accident rather than intent through planning. The natural regeneration that has occurred at many abandoned wet-pit sites indicates tremendous potential for increasing the nation's freshwater aquatic ecosystem resources, but this potential is not being fully used. Wetlands, in particular, have been neglected or overlooked in sand-and-gravel-mine reclamation planning.

Opportunities to balance use of an essential non-renewable resource with development of new resources may in time prove more valuable than the materials which have been extracted. Wetlands are in short supply and increasingly threatened. While creations are not a substitute for mature natural systems, they have the potential to initiate functional wetlands for future generations. For the immediate future, they can add to regional ecosystem diversity and provide habitat for many species of plants and animals. The hydrology of worked-out sand and gravel pits is typically ideal for wetland creation projects. What is needed is industry commitment, cooperation among government agencies, and support from an informed public.

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Nancy Street Wetland Enhancement: Assessment of Design and Construction

Prepared by the City and Borough of Juneau
Engineering Department
2006

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I. Introduction and Site Description

The Nancy Street Reclamation Project pioneers a creative strategy to partner development needs of a fill disposal site with conservation needs of wetland habitat and water quality enhancement. Six acres of wetlands along an impaired anadromous salmon stream became the site of fill disposal for a high school construction project in the Mendenhall Valley in Juneau, Alaska. The filling was designed to provide a platform for wetland emergent plantings and a meandering stream with riffles and deep water pools for juvenile salmon. For the City and Borough of Juneau (CBJ), the purchase of this parcel from a private landowner meant \$137,000 dollars to provide a disposal site only one mile from the construction site. Otherwise, the transport of the fill would require a three mile drive to Lemon Creek. The CBJ Engineering Department charged the contractor a lower rate for fill disposal and used this revenue to partially recover the cost of the land purchase (Appendix 3).

From the conservation perspective, this strategy met goals of a ten year old community watershed plan and the Juneau Wetland Management Plan to improve the habitat and water quality of the Nancy Street Wetland. In the 1950s and 1960s, the land was dredged to extract gravel deposits. The pit filled with groundwater that was high in iron and low in dissolved oxygen. The water from this system enters the Duck Creek system and ultimately flows into the valuable Mendenhall Wetlands. By filling to create an emergent wetland, the plants act as water filters and improve salmon and bird habitat.

The integration of a community participation component to the project raised support and enthusiasm for the creation of the wetland. Local volunteers planted willow and cottonwood in the wetland and various community groups donated time and money to the revegetation and the construction of a trail. Since the construction of the trail, nearby property owners have expressed approval and gratitude for the wetland reclamation.

This document summarizes the planning, design, and construction of the Nancy Street Wetland Reclamation Project. The site description presents the history and ecological problems found in the former gravel pit. Then the design and process of filling, revegetation and trail creation is discussed. Finally, a plan for monitoring and maintenance is proposed in order to measure the functionality and the success of the design and construction. Future plans to fill the Allison Pond as a wetland depend on the economic and ecological success of the reclamation as well as the public perception of the project. This document provides a guide to measure this success.

Site Description

The Nancy Street Wetland is located in the East Mendenhall Valley along Duck Creek, ten miles south of downtown Juneau. As part of a glacial valley, the land has been in flux for centuries, the most prominent example of this being glacial rebound. Only in the past century have people been continuously inhabiting this land. Juneau, as a gold rush town, formed in the late 19th century around two mines located near the downtown area. Prior to the arrival of the gold miners in Juneau, the Tlingit people had established a summer village a few miles north of the Mendenhall Valley. It is believed that the Tlingit only visited the valley occasionally. In 1885, the first record of land use in the valley identifies Daniel Foster as a homesteader. He raised animals and farmed the land at the mouth of the valley (Koski and Lorenz, 1999).

In the next 40 years, development of the valley occurred rapidly. A road was built to access a hydroelectric plant constructed near the glacier. Fox and mink farms, common in this part of Alaska in the 1920s, occupied much of the flat valley land. Salmon harvested from Duck Creek fed the animals. In the mid-1900s the Juneau airport was constructed on the land where Duck Creek flowed into the ocean. The creek was diverted to empty into the Mendenhall River. Along the creek bed, gravel pits were dug and homes, schools, and commercial areas were developed (Koski and Lorenz, 1999).

In the 1950s and 1960s the current Nancy Street wetland including land to the north and south of the site were dug for gravel extraction to support the rapid development of the city. After the mining was completed, the holes were left to fill with water. The pond then supported a stump dump and the neighborhood dumping of yard waste and many other household items. A private owner of the Nancy Street site sold the land to the City and Borough of Juneau to be used as a fill disposal site and reclaimed wetland. The northern portion of the site is still owned by the Church of the Nazarene

Photo from Koski and Lorenz, 1999.
Duck Creek, early 1900s



who has agreed to allow city access to the wetland for the reclamation project. From this early industrial history of the landscape, the only visible remnants are piles of gravel mining waste along the southern end of the Nancy Street Pond.

Currently, the Nancy Street Wetland is surrounded by dense suburban development with supporting infrastructure such as roads, schools, churches, and a commercial center. According to a study done by the Department of Parks and Recreation



Photo taken by Michele Elfers.

Nancy Street Pond 2005, prior to reclamation, Thunder Mountain is seen on the right

in Juneau, 11,000 people live in the East Mendenhall Valley with a higher than average density of 5 to 18 residential units per acre (1996). Immediately surrounding the Nancy Street Wetland is a church to the north, single family home developments to the east and south, and the collector road through the valley to the west that separates the wetland from a mobile home community. The dense development limits access to off street recreation for residents. It is difficult to move through this part of the valley without crossing streets or private property.

The Nancy Street Wetland site is seven acres of wetlands and uplands located on the East Fork of Duck Creek in the Mendenhall Valley in Juneau, Alaska. The East Fork drains 266 acres of land into the mainstem of Duck Creek. The entire Duck Creek Watershed drains 1.7 square miles of land into the Mendenhall River just upstream of the largest tidal wetland in Southeast Alaska. As part of this larger system, the water quality and habitat resources of this stream are vitally important to the ecosystem of Southeast Alaska. The Duck Creek Watershed has been recognized for its valuable habitat for salmon and its poor water quality. It is classified by the state as anadromous fish waters (Alaska Department of Fish and Game Catalog No. 111-50- 10500-2002) for its run of coho salmon. It is also designated an impaired water body by the Alaska 303(d) list of Impaired Waters, Alaska Department of Environmental Conservation. These two factors have motivated the city of Juneau and federal agencies to focus on the improvement of the stream system.

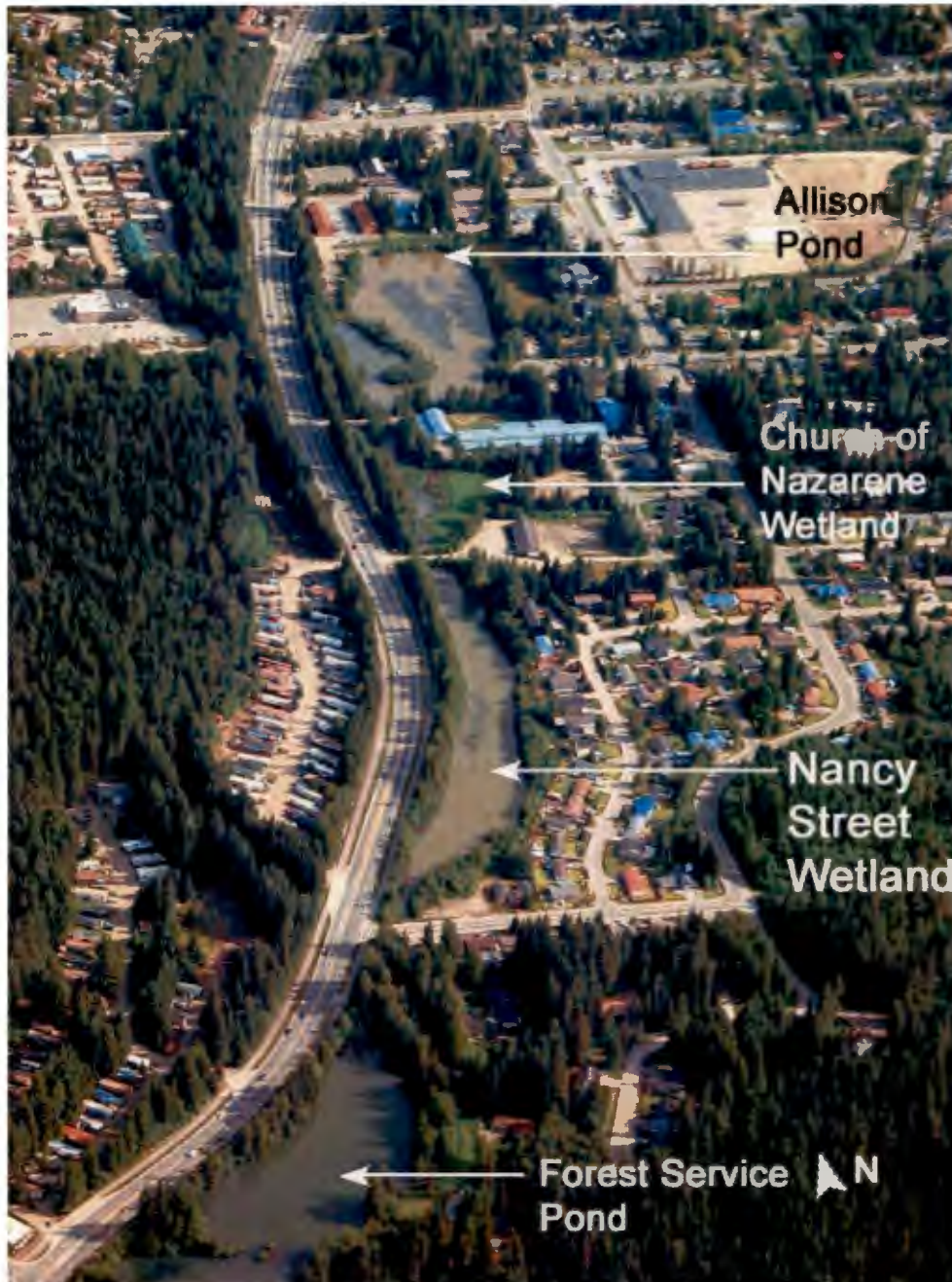


Photo from Koski and Lorenz, 1999.

The East Fork of Duck Creek flows through a chain of ponds and wetlands that were once gravel mines. Currently dense development crowds the ponds and wetlands into a narrow corridor along the main commuter road through the Mendenhall Valley.



Throughout its 250 year history as a watershed, the topography, stream flow and vegetation have massively changed due to glacial rebound, glacial succession and human influence. In its current state, the densely populated residential areas surrounding the wetland contribute to problems of turbidity, heavy metals, iron floc, fecal coliform and low dissolved oxygen rates within the watershed (Koski and Lorenz, 1999). However, many of the current water quality problems result from the geologic and cultural history within the Mendenhall Valley.

The known geologic history began during the Pleistocene Era 18,000 years ago. Metamorphosed igneous and sedimentary rock composed the Mesozoic bedrock under what is now the Mendenhall Valley. Glaciers advanced and covered the land with 4000-5000 feet of ice. When the glacier retreated, it carved out the depression that is now called the Mendenhall Valley. The glacial moraine deposited marine sediments, sand, gravel and organic materials in the valley. The most recent glacial advance in this valley began 700 years ago during the Wisconsin Age. The glacier advanced until 1750, and covered at least half of the current Duck Creek watershed. As the glacier retreated, Duck Creek gushed from the face and created an outwash plain as it flowed to the ocean. Several terminal moraines were deposited throughout the current watershed. As the glacier continued to melt, however, it formed a basin and a lake. The melt water from the glacier filled what is now Mendenhall Lake and spilled out into the Mendenhall River, cutting off the flow to Duck Creek. Today, groundwater is the primary source of the Duck Creek stream flow.

Since the retreat of the glacier, isostatic rebound has significantly impacted the landscape. In 1965, Hicks and Shofnos reported the rates of .05 feet/year uplift of land between 1936 and 1962. They believed the deglaciation of the land caused this uplift. The water table lowered relative to the surface of the land as a result of this process. Currently, low stream flow levels pose problems for fish habitat in Duck Creek. There is speculation that the isostatic rebound may contribute to this problem (Host and Neal, 2004).

In addition to isostatic rebound, the highly permeable soils in this area contribute to low flow. The soils characteristics of this flat landscape are common to alluvial plains and stream valleys: well to excessively well draining. The USDA, Soil Conservation Service, surveyed the soils in 1974 in the Juneau area and found along Duck Creek primarily soils in the He and Be series.

The He series of soils are composed of silty and sandy sediments that are generally waterlaid. For this reason, the soil is stratified. The stratification is generally 40 inches to 6 feet deep and is composed of silt, very fine sand, fine sand, deposits of organic matter, and coarse sand and pebbles. The depth to water table is usually greater than 4 feet, but can be less at times. HeA is the specific soil type in this series found along Duck Creek; this signifies slopes of 0 to 3 percent and a texture of Fine Sandy Loam.

The second series found in the Duck Creek watershed, the Be series, is also common on alluvial plains and terraces as well as hilly moraine landscapes. The gravelly sandy soils indicate an excessively well drained substrate. The first layer of the soil is very gravelly sand. The material 10 inches below the surface is 50 to 75 percent gravel and cobblestone by volume. Some large stones and boulders will be present. The water table, like the He series, is greater than 4 feet, but in some areas may be close to the surface. Flooding is rare in these soils; however, close to streams flooding may occur (Schoephorster and Furbush, 1974). Field testing close to the Nancy Street Wetland revealed a layer of approximately twenty inches of fine silt underlain by five feet of sand (Beilharz, 1998). This type of soil is highly permeable and contributes to the loss of stream flow to groundwater. In some reaches of Duck Creek, the stream goes dry or becomes puddles of standing water. Low flow destroys aquatic habitat and prevents aquatic life from moving through the stream.

The geologic conditions that create low flow in Duck Creek are compounded by the suburban land use within the watershed. The upper reaches of the stream flow through residential neighborhoods of primarily single family houses, while the lower sections abut commercial centers and the Juneau airport. According to studies done in the 1980s and 1990s, residential land use covers 540 acres of the watershed, commercial/industrial uses cover 282 acres, transportation 83 acres, and recreation/wetland cover 175 acres (TMDL, 2000). In 1969, the watershed was mapped to be 3.42 square miles. In 1988, it was estimated at 1.7 square miles. Riparian buffers and wetland areas have decreased as a result of the development (Koski and Lorenz, 1999). There is speculation that the moving of stream segments as a result of development may have moved the stream onto more permeable substrates. Stream flow is lost to groundwater when this occurs.

The water quality problems of turbidity, heavy metals, fecal coliform and low dissolved oxygen rates within the watershed in Duck Creek are largely caused by the suburbanization of the valley. Approximately 36 percent of the land cover is impervious surface and in 1997, there were a total of 39 road crossings over the creek. Stormwater runoff from the

impervious surface carries sediment, metals, oils and fluids from vehicles, and de-icing agents into the creek (Koski and Lorenz, 1999).

Within the Nancy Street Wetland, one of the most detrimental results of the gravel extraction is the increase in groundwater that is high in iron content seeping into the Nancy Street Pond and the other ponds along Duck Creek. Iron is commonly found in glacial outwash plains. While underground, it remains in a soluble form of Fe(II) because of the lack of oxygen in groundwater. When groundwater carries the iron to the surface, iron oxidizing bacteria are believed to oxidize the iron and create Fe(III). This oxidized form of iron is insoluble and settles on the ground surface as orange sediment known as iron floc (Megonigal, 2001). The process of conversion of Fe(II) to Fe(III) is detrimental to the Nancy Street Wetland because it robs the water of dissolved oxygen. Fish, macro invertebrates, and other animals require high levels of dissolved oxygen for survival. Additionally, the iron floc is small sediment that clogs interstitial spaces between gravel on the floor of the stream and prevents salmon eggs from accessing the oxygen and water flow they need to develop.

Wetland vegetation promotes the conversion of Fe(II) to Fe(III) and retains the iron floc in the roots of the plants. The roots of wetland plants leak oxygen into the soil. This zone surrounding the roots that contains oxygen is called the rhizosphere. Within the rhizosphere, Fe(II) is converted to Fe(III) by oxidizing bacteria. The Fe(III) precipitates to form a solid that sticks to the plant roots, called iron plaque (Megonigal, 2001). This characteristic of wetland plants creates the iron sink in the Church of Nazarene wetland. However, there may be some problems with this strategy in the long term. Wetland plants have been found to have high root turnover rates. Root turnover is the dying off of root hairs as part of a regular cycle of plant nutrient cycling and growth. Wetland plants are estimated to have 55% of their fine roots turnover annually (Gill and Jackson, 2000). If these roots are dislodged and carried downstream, the iron plaque may also be carried downstream, thereby negating the effects of the iron sink. Additionally, iron is known to diminish the uptake by plants of other metals or organic compounds. The iron plaque covers the root hairs, reduces oxygen in the rhizosphere, and minimizes the ability of microbes to interact with chemicals excreted by root hairs. This prevents the roots from uptaking other metals or organic compounds and reduces the phytoremediative effect of wetlands. The presence of iron could negate any other degradation of pollutants (Lanza lecture, 2005).

Historically, the Duck Creek Watershed was a rich habitat for coho, chum, and pink salmon. In its current state it provides limited habitat for coho spawning and overwintering as well as some habitat for birds and waterfowl (Koski and Lorenz, 1999). The Alaska Biological Monitoring and Water Quality Assessment Program Report rated Duck Creek the lowest of all streams studied in Southeast Alaska for habitat variables in 2003. The study measured dissolved oxygen, Ph, conductivity, temperature, taxa richness and stream structure characteristics. The mean habitat assessment value for urban streams was 157 and Duck Creek scored 96. Poor quality habitat resulting from an urban watershed with high erosion and low canopy cover combined with the geologic history have degraded habitat for the fish that once used the stream system.



Iron seepage in the Nancy Street Pond

The iron itself does not seem to harm fish and wildlife. However, the conversion process of Fe(II) to Fe(III) removes dissolved oxygen from the water. The photo is taken at Nancy Street Pond in July 2005.



Photos taken by Michele Elfers.

II. Design and Layout of Earthwork

The impetus for this partnership formed around the need for a waste disposal site for material extracted from the Mendenhall Valley high school construction project at Dimond Park. The initial design completed by Toner-Nordling Associates estimated the placement of 52,000 cubic yards of silty fill in the Nancy Street Pond. The proximity of the Nancy Street disposal site to Dimond Park ensured that this would be a cost effective fill site.

In 2004, Toner-Nordling worked with CBJ and the U.S. Fish & Wildlife Service to design the fill placement to achieve hydrologic, habitat and operational needs (See Figure 1 and 2). As part of a long-term plan to convert the upstream Allison Pond to a wetland through a similar filling process, this pond and the Church of the Nazarene water levels were designed to be controlled by an earthen dam at the southern end of the Nancy Street Wetland. The design of the Nancy Street fill and dam elevations were critical to the success of these three waterbodies. Additionally, the fill design determined habitat diversity. Low marsh and high marsh areas supported wetland emergent plants, deep water holes and the stream channel allowed for water flow and fish habitat, and the edge of the marsh maintained upland habitat. The need for efficient hauling of material required a haul road along the edge of the wetland and protruding fingers that would allow trucks access to the middle of the wetland to dump material. These access fingers became the low and high marsh habitat zones. The filling elevations below water surface elevation will be discussed in Chapter IV, Design and Layout of Vegetation.

In 2005, the design was revised by CBJ Engineering staff to enhance habitat and maximize fill placement (See Figure 3-7). As a former mining site, the extraction of gravel resulted in steep slopes at the edges of the pit. By modifying the design to increase the fill at the edges of the wetland, the slopes would be reduced to improve habitat and safety, as well as provide economic benefit through the disposal of fill. The modification reduced slopes on average from 30 to 60 percent to 7 to 15 percent throughout most of the wetland. Steep slopes were maintained where the stream channel curves at the edge of the pond to allow for overhanging vegetation that provides thermal protection for the water. The revegetation section discusses the variety of plant communities that are able to grow on the moderate slopes. The increase in fill along the slopes provided incentive for the expansion of the coho overwintering ponds by reducing the amount of fill added to these areas. The larger deep water areas benefit the juvenile coho salmon as well as providing more open water habitat for macro invertebrates.

To maintain the necessary water levels and provide a diversity of habitat, the U.S. Fish & Wildlife Service worked with R&M Engineering to design an earthen dam and outlet channel. The design of the dam called for an impermeable liner to wrap around the upstream side of the dam and fold back. The outlet stream design also included this liner to prevent water loss in the stream channel. The channel included a meander and two riffle sections for aeration. A combination of cobbles and gravel for spawning formed the streambed.

As an urban wetland, the heavy construction at the site required public meetings and compromises with adjacent property owners. The Church of Nazarene owns the northern portion of the wetland as well as the driveway needed to access the haul road (See Figure 1). To gain access to the wetland for filling, CBJ paved the Church's driveway and constructed the extension of their parking lot after construction along the northeast edge of the wetland. The property owners along the east edge of the wetland requested that the tree buffer be preserved along the Mendenhall Loop Road. For this reason, the haul road was built on the east edge of the wetland.

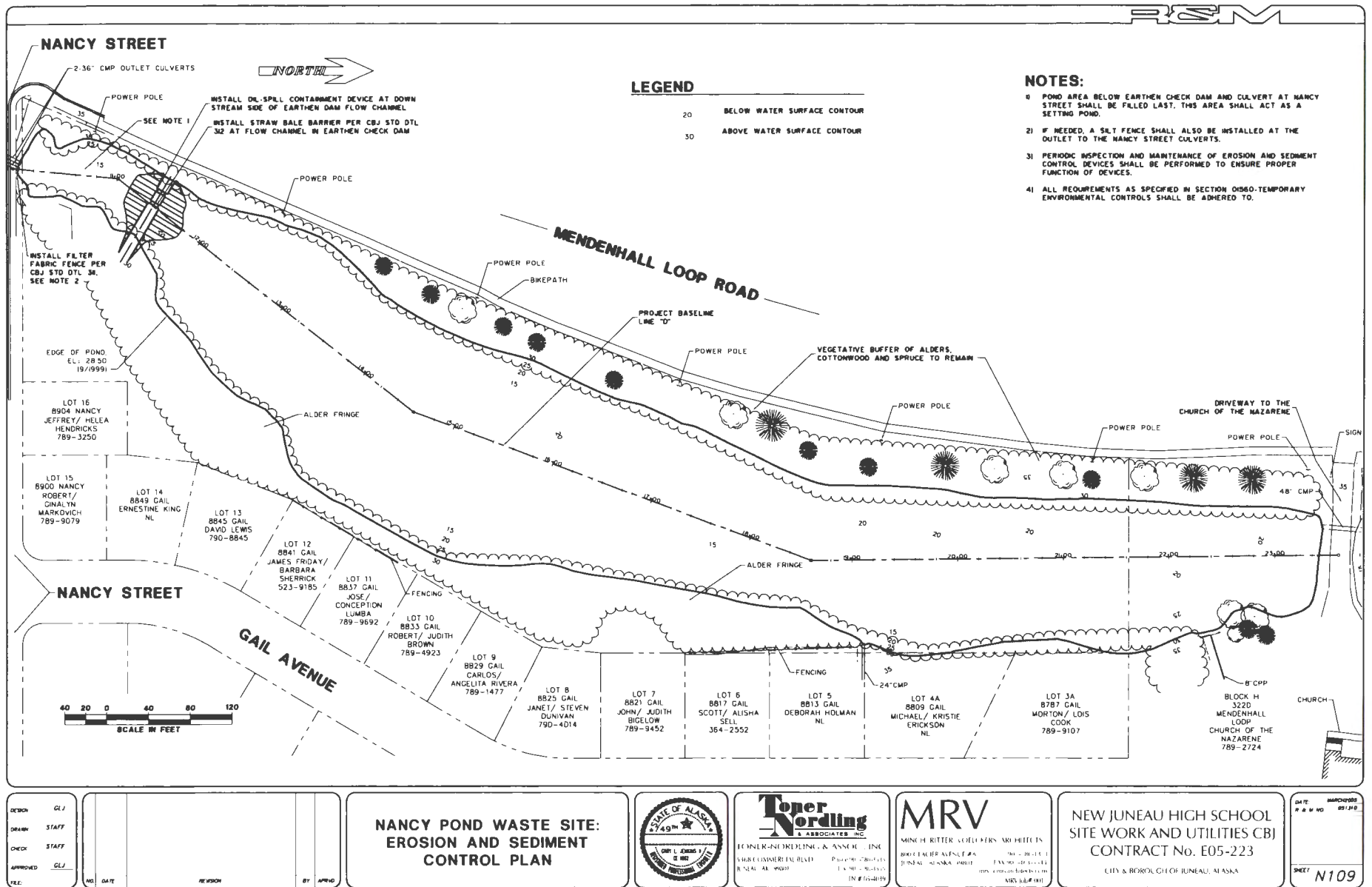


Figure 1. Existing Conditions for the Nancy Street Wetland

R&M Engineering and Toner Nordling Associates produced the existing plan for the Nancy Street Wetland Enhancement Project. The water surface elevation is approximately 28'. The plan shows a few holes that are 16' below the water's surface. Steep banks surround the pond and prevent wetland vegetation from growing.

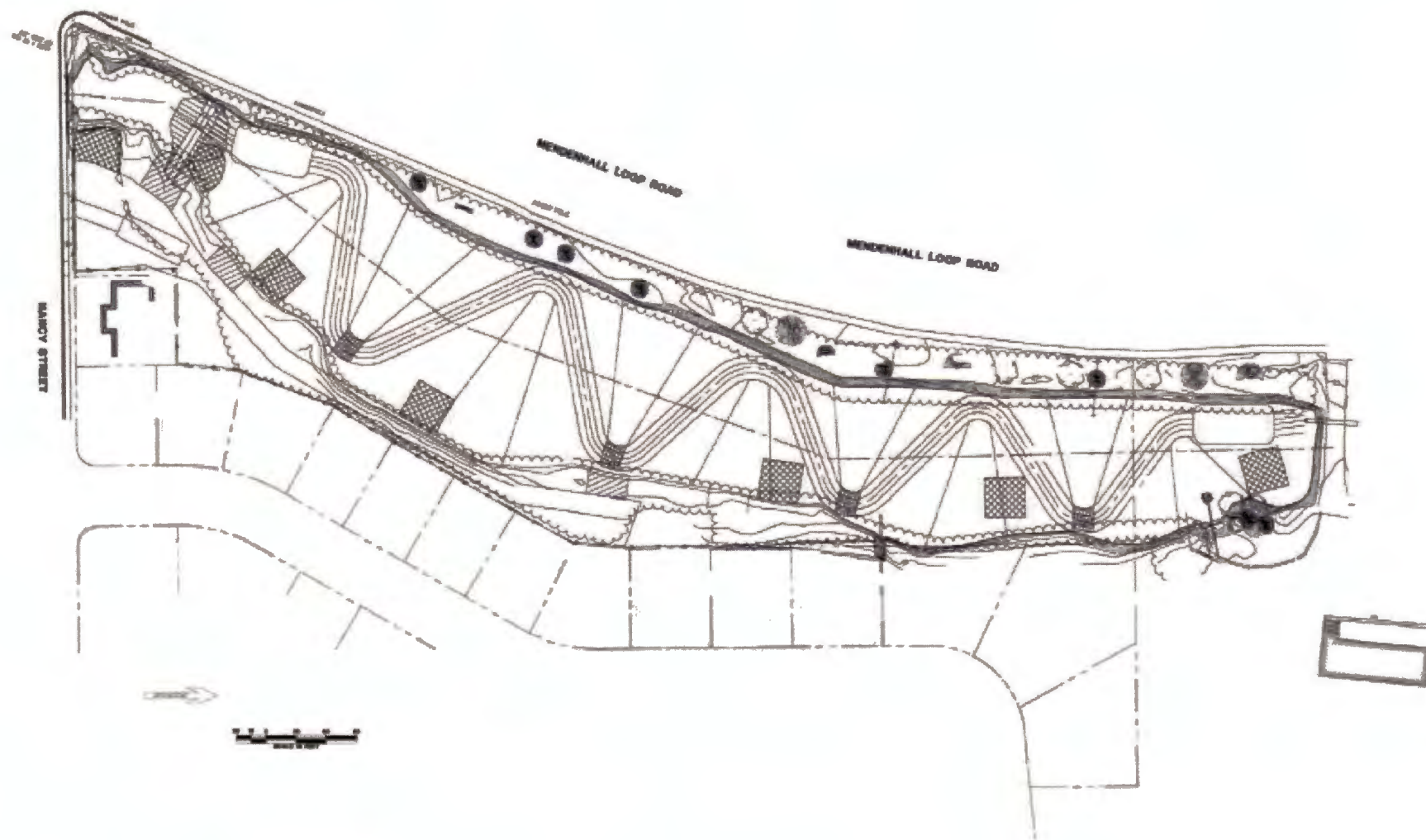


Figure 2. Initial Design for the Nancy Street Wetland Enhancement Project

R&M Engineering and Toner Nordling Associates worked with the U.S. Fish & Wildlife Service, the Natural Resource Conservation Service, and The Nature Conservancy to design the wetland enhancement. A meandering stream channel 4' deep flows from the North to the South through shallow marsh.

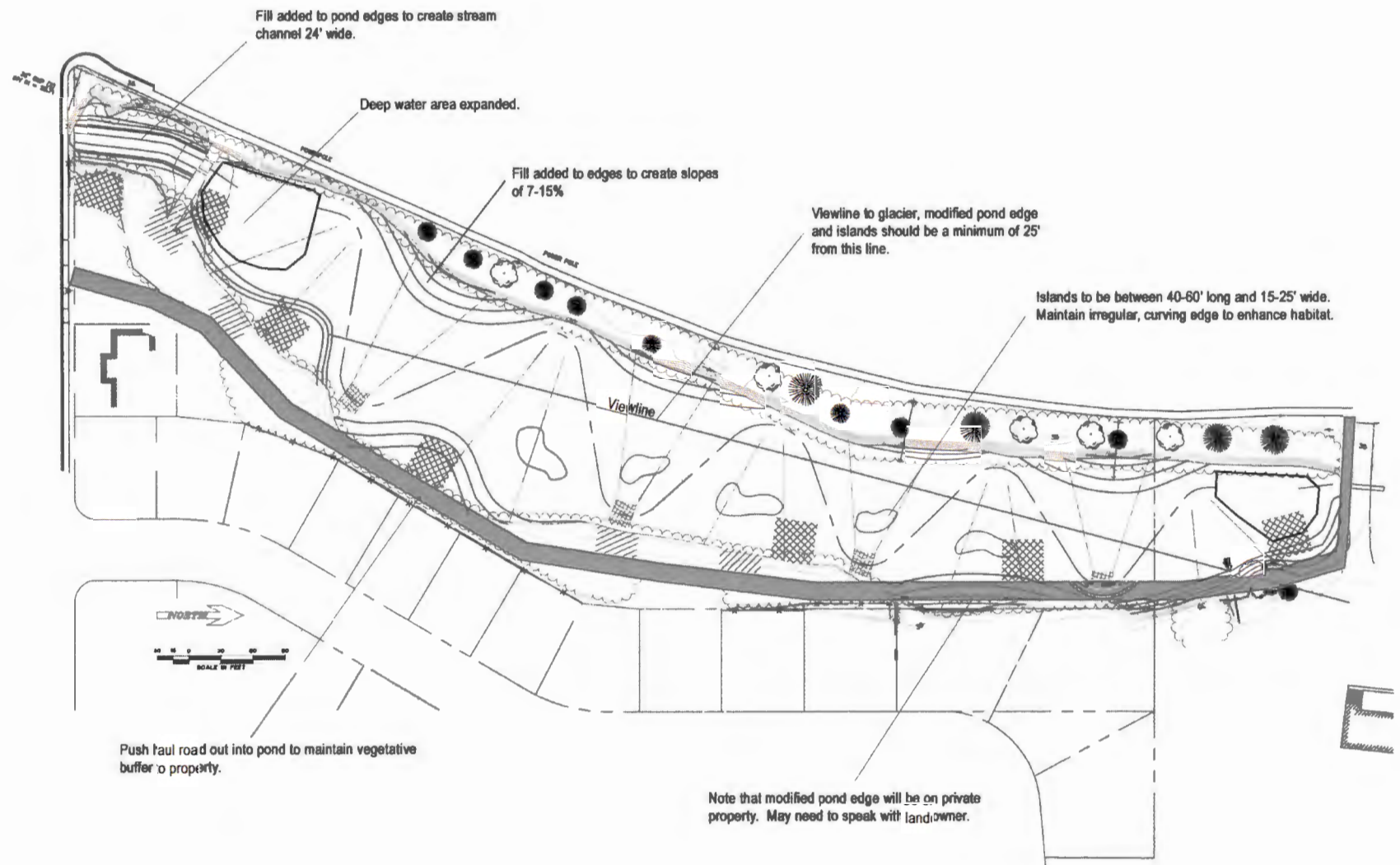


Figure 3. Modifications to the Nancy Street Wetland Design

In the summer of 2005, changes to the grading plan were proposed by CBJ to improve habitat by reducing the grade of the edges of the wetland. In anticipation of developing a trail plan, the islands were moved to allow for a view of the glacier.



Figure 4. Cross Section of the Coho Salmon Overwintering Pond

Fill is added to modify the steep wetland edge and cut is removed to allow the truck hauling road for the construction phase.



Figure 5. Cross Section of the Stream Channel, Marsh, and Island

Fill is added to create wetland emergent plant zones. The upland island will create protected bird nesting habitat.



Figure 6. Cross Section of the High marsh, Low Marsh, and Stream Channel

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Figure 7. Cross Section of the Outlet Stream Channel

Fill and gravel is added to create a stream channel with salmon spawning habitat.

III. Earthmoving Process and Commentary

Based upon discussions among Glacier State, R&M Engineering, CBJ, and the U.S. Fish & Wildlife Service, the process of filling was undertaken by shaping the fingers around the stream channel without filling in the stream channel or coho overwintering ponds. The alternative, to fill the entire pond and then dig out the stream channel and deep ponds would result in much less habitat diversity and variety in landform.

Glacier State began hauling and placing fill in September, 2005 and placed 64,000 cubic yards of fill by May. Ten cubic yard capacity dump trucks were used requiring approximately 6400 trips. One excavator operator worked filling and spreading the material. The material excavated from the highschool site varied from silty, to rocky mineral soil, to sandy depending on the area of excavation. At the Nancy Street pond, the excavator operator completed the filling by section, working and finishing one finger at a time. For this reason, the type of fill varies by section. After the completion of each finger, a 6-8" lift of topsoil was added for re-vegetation purposes. The unscreened topsoil came from Stabler's Quarry and was delivered at no cost to the project as part of an EPA mitigation penalty to a local company. The topsoil quality was low in organic content and high in cobble rock and woody debris content.

At the time of filling, the dam was not constructed. The fingers were filled to approximately 1-4 inches above the summer water level. The heavy rainfall received during the summer helped to compact the fingers. Usually within two weeks of shaping a finger, it would compact and solidify enough to walk easily on it. In many areas, the rocky silty fill would compact with the rains, dry out and harden to a cement like substance.

The dam and outlet channel construction began in early July, 2006 and required approximately 1-2 weeks of work. Fill was placed through the entire area where the stream channel would be located except for a narrow channel along the west edge of the wetland. This channel maintained water flow from the wetland to the culverts. After filling the area, the stream channel was excavated according to survey markers placed by Toner-Nordling Associates. The liner was secured in place under the streambed and the cobbles placed on top of it. The dam was shaped with fill, but the liner was never folded across the upstream face of the dam. It was determined by the Glacier State Contracting, R&M Engineering, CBJ, and the U.S. Fish & Wildlife Service that the fill was stable enough to maintain its integrity. The water flow in the wetland is minimal and so erosion is not a concern.

After completion of the initial dam and outlet structures, the area was given two weeks to rest. After this period, it was observed that the liner in the stream channel was surfacing due to upwelling of air and water from the substrate. Also, the established dam elevation was determined to be high relative to the elevations of the fingers. This resulted in high water levels in the wetland emergent area which could affect plant growth.

Glacier State Contracting went back into the wetland, lowered the dam level by removing fill from under the liner, re-layed the liner, added more cobbles and gravel to settle it, and reworked the stream channel meandering form. After this second effort, the liner is less visible and the effect is much more aesthetically pleasing. Due to high precipitation levels, it is unknown if the lowering of the dam will result in lowered water surface elevation.

Early stages of filling in November, 2005.
Logs are used to support machinery as the
fill the fingers.

Photo taken by Neil Stichert.



Early stages of filling in November, 2005. Photo looks south at the filling of the fingers.
Photo taken by Alan Steffert.



Photos taken in April, 2006 by Michele Elfers.

Hay bales and silt fence used to control sediment at downstream end of wetland.



In May, 2006 the channel sinuosity begins to take shape.

Photos taken by Michele Elfers.





Digging of outlet stream channel, laying of impermeable fabric and initial stream shaping in July 2006.



Glacier State returned to the outlet channel and dam 2 weeks after initial construction and added more cobble, lowered the dam elevation, and reshaped the channel.

Photos taken by Michele Elfers.

IV. Design and Layout of Vegetation

To plan for the process of revegetation, native plant communities that will thrive in the conditions at the Nancy Street Wetland must be understood. There is little to no documentation or literature on the revegetation of wetland reclamation projects in Southeast Alaska. Interviews and qualitative evaluations of three constructed wetlands during the summer of 2005 form the foundation for the planning of the revegetation process. The Church of the Nazarene Wetland, the Floyd Dryden Middle School Wetland, and Kingfisher Pond are studied to understand the successes and failures of native species and transplants within constructed wetlands. The results are applied to the planning for the revegetation of the Nancy Street Wetland.

1. Church of the Nazarene (CoN) Wetland, Mendenhall Valley

The Church of the Nazarene Wetland is located immediately upstream of the Nancy Street Wetland. The two wetlands are separated by a culvert. Similar to the Nancy Street Wetland, most of the water comes from groundwater seepages which carry iron into the surface water. The soils, geologic and human use are the same for both wetlands. The Church of the Nazarene wetland was part of the gravel pit and then filled in 1997 as part of a wetland reclamation project headed by K Koski of the Duck Creek Advisory Group. The reclamation utilized 20,000 cubic yards of fill composed mostly

Church of the Nazarene Wetland

Photo taken by Michele Elfers.



of sand and gravel from a stormwater improvement project in the floodplain of Duck Creek. Approximately 1000 cubic yards of peat were placed on top of the fill in a 6-10 inch lift. To accomplish the filling and planting, the water level in the pond was lowered using pumps. The fill was then added to allow for a stream channel 2-4 feet below the water surface elevation that covered 20 percent of the wetland. The remainder of the wetland was graded to allow for three different levels: 50 percent of the wetland is high marsh at 0-3 inches below water surface elevation, 15 percent of the wetland is mid-level marsh at 0-6 inches below water surface elevation, and 15 percent of the wetland is low marsh at 6-18 inches below water surface elevation. Plants were chosen for revegetation based on the established elevations.

Low Marsh 6-18" water depth

Nuphar luteum,
Yellow Pond Lily
Potamogeton gramineus,
Grass-Leaved Pondweed
Sparganium emersum,
Narrow-Leaved Burrweed

Mid-Level Marsh 0-6" water depth

Carex aquatilis,
Water sedge
Equisetum fluviatile,
Swamp Horsetail
Caltha palustris,
Yellow Marsh Marigold
Menyanthes trifoliata,
Buckbean
Beckmania syzigachne,
American Slough Grass

High Marsh 0-3" water depth

Carex aquatilis,
Water Sedge
Equisetum fluviatile,
Swamp Horsetail
Caltha palustris,
Yellow Marsh Marigold
Menyanthes trifoliata,
Buckbean
Beckmania syzigachne,
American Slough Grass
Carex sitchensis,
Sitka sedge
Calamagrostis canadensis,
Bluejoint Reed Grass

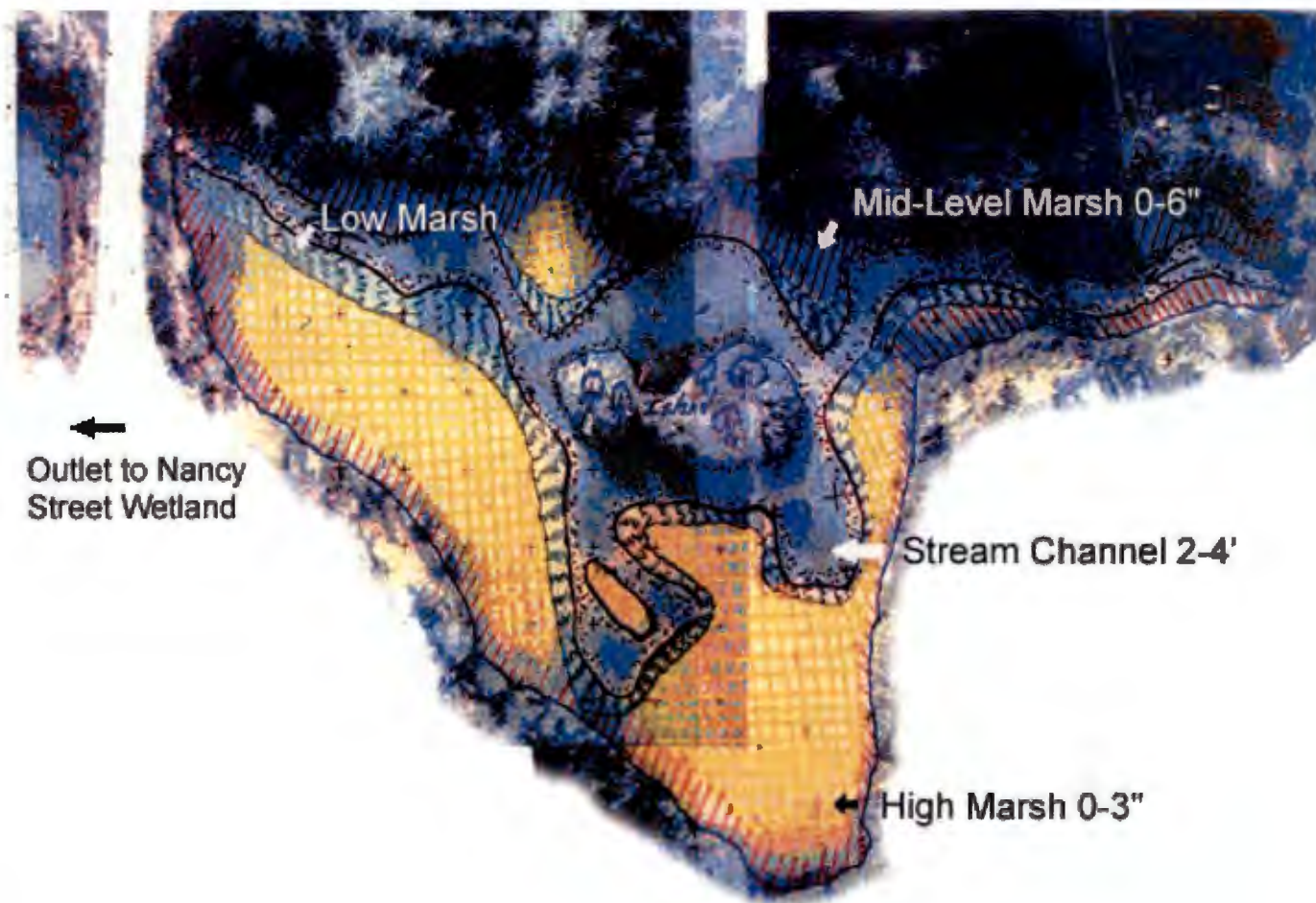


Figure 8. Church of the Nazarene Plan
Plan by K Koski.

The Wetland Enhancement Project for the Church of Nazarene Pond shows a grading plan that was developed to accomodate different plant communities. A meandering stream channel provides water to the marsh areas.

Table 1. Church of the Nazarene Plant Evaluation

site	water depth (cm)	% cover	live stems	description of quadrant	plant species
1a	7.5	90	57	saturated mud	horsetail, sitka sedge
1b	4	60	104	saturated mud	horsetail, sitka sedge
1c	3	95	14	saturated mud	horsetail, sitka sedge, blue joint grass
1d	14.5	35	17	standing water, iron oxide	horsetail, yellow marsh marigold
2a	5	75	50	saturated mud	horsetail, sitka sedge
2b	10.5	75	50	standing water	horsetail, sitka sedge
2c	6.5	35	37	saturated mud	horsetail, sitka sedge, western black willow, moss
2d	37.5	90	116	standing water, iron oxide	horsetail
3a	15	50	69	standing water	horsetail, sitka sedge, blue joint grass, bullrush
3b	35.5	95	89	standing water	horsetail, sitka sedge
3c	47.5	30	48	standing water	horsetail
3d	15.5	80	78	standing water	horsetail, sitka sedge
3e	12	20	9	standing water	sitka sedge
4a	13.5	40	90	standing water	carex, merten's sedge
4b	21.5	80	76	standing water	horsetail, sitka sedge
4c	22	40	32	standing water	horsetail

Table from "Inventory of Created Wetland and Baseline Data for Future Wetland Creation Sites". Hoferkamp, Lisa. Prepared for United States Fish and Wildlife Service, 2004-2005.

A combination of seeding, transplanting and planting of container grown stock were used for revegetation. During the transplanting, the plants that were dug from nearby wetlands were based more on availability and less on the planned species list. The plants were planted in rows four feet apart and with a spacing of two feet. Additionally, a local nursery planted upland species from container stock on a bank of the wetland (notes and plans from K Koski, 2005). Salix and Alder species were planted but did not survive. The wetland vegetation was counted and evaluated in 2004 by Lisa Hoferkamp, an assistant professor and a student at the University of Alaska, Southeast as part of a study of the water quality in the constructed wetland. Sixteen quadrants of .5 square meters were delineated within the saturated zone. Estimates of vegetative cover and an analysis of dominant species cover were performed.

The report estimates overall vegetative coverage of the wetland at 30-95 percent in 2004. This is an increase from an estimated 1 percent coverage in 1997 when it was first planted. The current plant community in the Church of Nazarene Wetland is dominated by Horsetail and Sitka Sedge with a few other species growing. According to the report by Lisa Hoferkamp, it is functioning as an iron sink and so the lack of diversity may not be a problem for this objective.

From the perspective that Nancy Street Wetland is part of ongoing experimentation and research into constructed wetlands in Southeast Alaska, expanding the diversity of the plant community may be beneficial to learn which types of plants colonize rapidly and if there are species that retain iron more efficiently. Species of Horsetail have long, thin root systems that may not be the most effective option for the trapping and retention of iron. Sedges, with dense fibrous root systems may be a better choice. Also, increasing the diversity of the plant community will allow for increased forage and habitat options for various species of birds and macro invertebrates.

2. Floyd Dryden Middle School Wetland, Mendenhall Valley

The Floyd Dryden Wetland is located north of the Nancy Street Wetland in the Mendenhall Valley. It occupies the post-glacial landscape but it does not have the same gravel extraction history. The constructed wetland is on school grounds and has been a wet area since the creation of the school. Surrounded by playfields and a building, it has become a detention



Photo taken by Michele Elfers.
View of the Floyd Dryden Wetland in July 2005

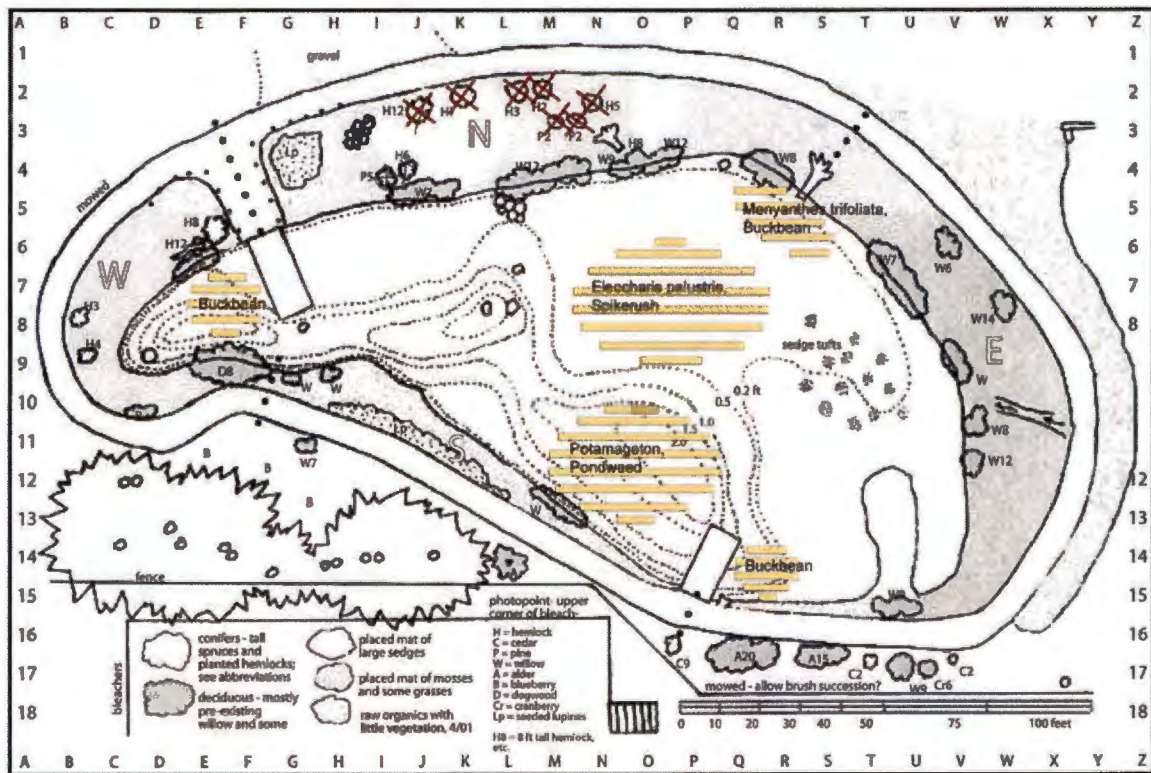


Figure 9. Floyd Dryden Pond

Original plan from Richard Carstensen of Discovery Southeast.

Observation of major species colonization in July 2005 shows that the Hemlocks and Pines did not survive, the Sedge, Spikerush, Buckbean, and Pondweed did very well.

area for stormwater. Between 1999 and 2001 the current wetland was graded and planted. The deepest area is roughly 450 square feet at a depth of 2 feet below water surface elevation and the grade rises to approximately 2.5 inches below water surface elevation within a large area of the wetland.

Richard Carstensen of Discovery Southeast, a nature education organization in Juneau, developed a vegetation plan for the wetland. Hemlock, Cedar, Pine, Willow, Alder, Blueberry, Dogwood, Cranberry, mats of Sedges, mats of Moss and Grasses, and Lupine seeds were used for the revegetation. Observation in August of 2005 showed that within the saturated zone the plants that are thriving are species of *Carex* (Sedge), *Equisetum* (Horsetail), *Eleocharis palustris* (Spikerush), *Menyanthes trifoliata* (Buckbean), and species of *Juncus* (Rush). Moving out of the saturated zone into the uplands, Willows, Alders, and Dogwood are thriving. The Hemlocks and Pines are either dying or are very small plants and there are very few Lupine plants. There is little open water in the wetland and a species of *Potamogeton* densely covers a significant amount of surface area in the deeper water areas.

The failure of the Hemlock and Pine trees may be due to the lack of adequate soil conditions. Hemlock requires a soil with a high organic content that is rare in the recently deglaciated Mendenhall Valley. Native Pine trees only grow in peat bogs in this part of Southeast Alaska. Sedges, Spikerush and Buckbean have thrived in this wetland at water depths of 2-6 inches for the Spikerush and Sedges and 2.5 inches for the Buckbean. These species are potential candidates for the Nancy Street Wetland.

It is important to note in this wetland that the deepest water is 2 feet and that there is little open water without vegetation. Potamogeton as well as other aquatic species such as Nuphar polysepalum are able to grow in 2 feet of water. In order to diversify habitat at Nancy Street and encourage the macro invertebrate population, open water is desired and the deep water levels must be greater than 2 feet deep. A study by Nelson, Roline, et al. shows that in constructed wetlands for wastewater treatment, the most productive habitat for invertebrates is open water with oxygen producing submerged plants. The least productive habitat is open water that has a continuous cover of duckweed and low dissolved oxygen levels (2000).

3. Kingfisher Pond at the Juneau Police Department, Lemon Creek

Kingfisher Pond at the Juneau Police Department is located at the mouth of a glacial valley, Lemon Creek. The primary source of water is groundwater supplemented by runoff as well as a small amount of brackish tidal water that enters through a faulty control structure at the outlet of the pond. As a reclaimed gravel pit, iron seepage is a problem in this wetland as well as pre-reclamation dumping of oil and other contaminants.



Photo taken by Michele Elfers.
View of Kingfisher Pond in July 2005

Between 2002 and 2003, the pond was filled and shaped to create a wetland and then planted with seeds, vegetative mats, and limited container stock plants. A section of the saturated zone was delineated to study the success of the seeding and the colonization of plants. The evaluation of the twelve study plots is recorded in Table 2. The evaluation is taken from observation in July 2005 of the plants growing compared to a seeding plan done at the time of revegetation. In the uplands area, Alder dominates, in some areas it is growing in dense thickets. There is also some Lupine, Dogwood, and

Highbush Cranberry in the upland areas. Both Tufted Hairgrass and Merten's Sedge have spread from saturated lowlands into well-draining upland areas. In the saturated areas to standing water, Small Leaf Bulrush, and Mare's Tail have colonized.

Table 2.
Kingfisher Pond
Plant Evaluation

Plot	Conditions	Seeded in 2000	Growing in 2005	Plot	Conditions	Seeded in 2000	Growing in 2005
1	Saturated	Merten's Rush	Merten's Rush	7	Moist ground, upslope	Hardtack Steeplebush	Merten's Sedge
			Merten's Sedge			Goat's Beard	Tufted Hairgrass
			Tufted Hairgrass				Lupine Alder
2	Saturated	Merten's Rush	Merten's Rush	8	Moist ground, upslope	Hardtack Steeplebush	Merten's Sedge
		Small Leaf Bulrush	Merten's Sedge				Tufted Hairgrass
			Tufted Hairgrass				Lupine Alder
3	Saturated	Control, no seeding	Merten's Rush	9	Moist ground, upslope	Control, no seeding	Merten's Sedge
			Merten's Sedge				Tufted Hairgrass
			Tufted Hairgrass				Lupine Alder
4	Saturated, beginning of upslope	Sawbeak Sedge	Merten's Sedge	10	Well-drained, upland	Tufted Hairgrass	Tufted Hairgrass
			Tufted Hairgrass				
5	Saturated, beginning of upslope	Control, no seeding	Merten's Sedge	11	Well-drained, upland	Tufted Hairgrass	Tufted Hairgrass
			Tufted Hairgrass			Meadow Barley	Meadow Barley
			Sawbeak Sedge				
6	Saturated, beginning of upslope	Merten's Sedge	Merten's Sedge	12	Well-drained, upland	Control, no seeding	Lupine
		Sawbeak Sedge					Alder

Data from observation in July 2005 and a Seeding Plan provided by the U.S. Fish & Wildlife Service.

A few species did not survive and many showed only one or two plants. *Spiraea douglasii*, or Hardtack Steeplebush was seeded but not growing on the site. This plant grows in southern Southeast Alaska, but it is not native to the northern part of the region. It will grow only in certain microclimates in this area and is therefore not hardy enough for a reclamation project. Meadow Barley, although native in this area, did not colonize successfully. The seeds may not have been viable, or the ground may have been too wet for the plants. This plant will not be recommended for revegetation of Nancy Street Wetland as literature suggests it is most successful in maritime areas (Pojar and Mackinnon, 1994). Sawbeak Sedge was only found in one area and may not be hardy enough to start from seed in a reclamation project.

By documenting the evaluation of these three constructed wetlands, interviews with local naturalists experienced in reclamation and revegetation projects, and literature pertinent to Southeast Alaskan plant communities, a table was created to document the successes, failures and potential for freshwater wetland species in reclamation wetlands. (See Appendix 1).

At the Nancy Street Wetland, plants have been selected based on the assessment and evaluation of their success in constructed wetlands in the region, experience of local naturalists, their ability to be transplanted or seeded, and their potential for the phytoremediation of iron. For the purpose of a planting design the plants were divided into zones based on the depth of water in which they grow. (See Table 3). The Nancy Street Wetland is designed with a water surface elevation of 28 feet. Although the Nancy Street Wetland is primarily ground water fed, runoff has been observed to affect water levels significantly in different seasons. However, the water level will fluctuate throughout the season with the rise and fall of precipitation rates. Rainfall increases between July and November and decreases between January and April. For this reason, the communities and water depths are general and meant as guidelines only. The zones are delineated on the wetland planting plan in Figures 10 and 11.

The deep water zone consists of the stream channel that flows from the inlet culvert to the outlet culvert as well as two deep pools at either end. This zone covers 55,000 square feet and is 28 percent of the total area to be revegetated. However, less than 5 percent of this area will be planted. Water will be 4 feet deep through most of this area with greater depths in each deep pool. This zone will be planted with *Potamogeton natans* (Floating Pondweed), *Sparganium angustifolium* (Narrow Leaved Burreed) , and *Nuphar polysepalum* (Yellow Pond Lily). The first two species were observed growing in the Nancy Street Pond prior to filling. Both are present upstream in the Church of the Nazarene



Figure 10. Planting Communities

The revegetation plan for the Nancy Street Wetland incorporates different plant communities based on elevation above the water surface. This revegetation plan was developed prior to the completion of the trail design.

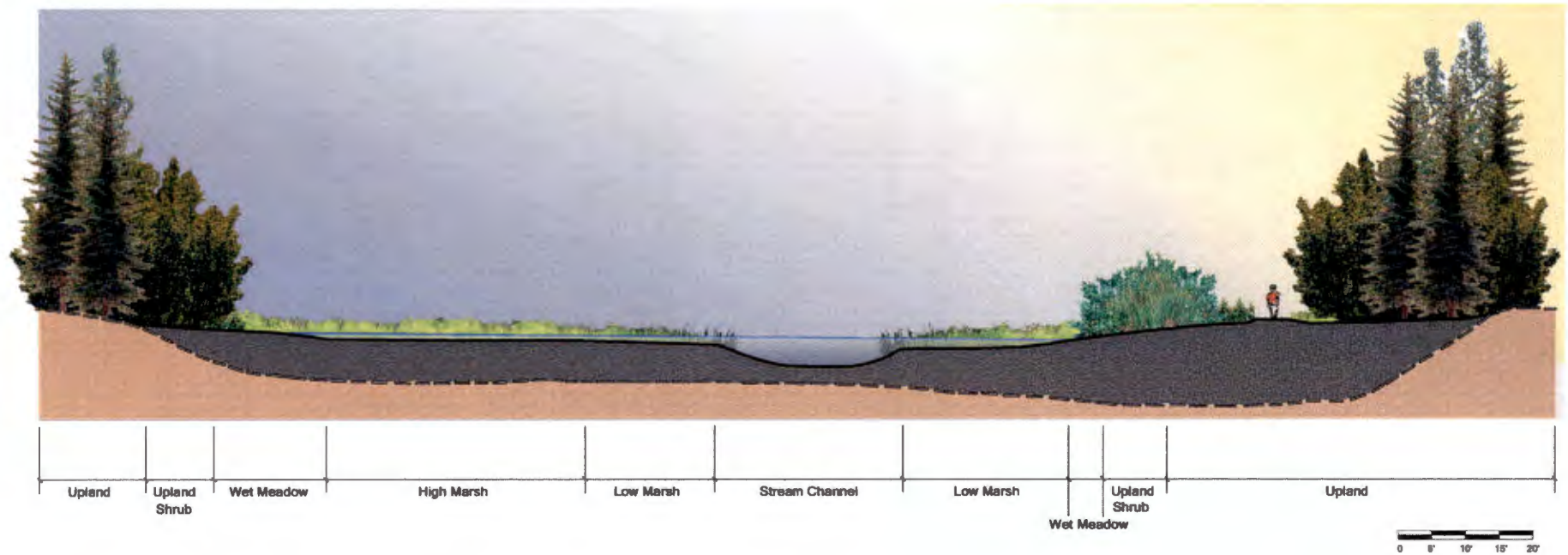


Figure 11. Typical Planting Zone Elevation

The revegetation plan for the Nancy Street Wetland is based on the elevation of the land above or below the water surface.

Pond. *Sparganium* is known to be a local food for muskrat. *Nuphar polysepalum* is found in a nearby pond downstream of the Nancy Street Wetland.

The low marsh zone covers 30,000 square feet and comprises 15 percent of the total area to be revegetated. The land between the stream channel and the high marsh ‘fingers’ is designed to the elevation of 27 feet to 27.5 feet. The plants in this zone include *Carex sitchensis* (Sitka Sedge), *Eleocharis palustris* (Spikerush), *Juncus mertensianus* (Merten’s Rush), and *Scirpus microcarpus* (Small Leaf Bulrush). All of these plants have been successful at colonizing constructed wetlands in Juneau and can be transplanted or started by seed. *Carex sitchensis* is one of the two dominant plants in the Church of the Nazarene Wetland. The dense root system of this plant may be capable of retaining large amounts of iron.

The stream channel winds around fingers of high marsh zone areas at an elevation of 27.5 feet to 28 feet. The high marsh zone encompasses 35,000 square feet and covers 18 percent of the total area to be revegetated. *Carex sitchensis* and *Eleocharis palustris* have exhibited the ability to survive in a variety of water levels. They will transition the communities from low marsh to high marsh zones. Other plants in this zone include *Carex mertensii* (Merten’s Sedge), *Juncus effusus* (Common Rush), *Lysichiton americanum* (Skunk Cabbage), *Deschampsia cespitosa* (Tufted Hairgrass), and *Menyanthes trifoliata* (Buckbean). All of these plants have been grown successfully in the constructed wetlands in Juneau. The *Lysichiton americanum* grows throughout Juneau in shaded wetland edges or stream banks. In the early spring it ‘blooms’ with a yellow spadex that is very attractive and provides food for animals. It has been transplanted successfully by naturalists in the region.

At the edge of the standing water zones is the transition zone of wet meadow. This zone is at an elevation of 28 feet to 29 feet and will be saturated most of the time and may flood during parts of the year. The wet meadow covers 12,000 square feet and comprises 6 percent of the total area to be revegetated. Many plants that can tolerate different water levels and periodic flooding are planted here. *Carex mertensii*, *Deschampsia cespitosa* ssp. *beringensis*, and *Juncus effusus* will all do well closer to the water’s edge. Moving up through this zone, grasses and flowering plants that do well in wet meadows are planted. *Calamagrostis canadensis* (Bluejoint Reedgrass), *Festuca rubra* (Red Fescue), *Viola palustris* (Marsh Violet), *Frittilaria camschatcensis* (Chocolate Lily), *Iris setosa* (Wild Flag), *Lupinus nootkatensis* (Lupine), and *Aquilegia formosa* (Columbine) thrive in saturated soils and provide color during the summer season.

The wet meadow zone and the upland shrub zone will be indistinguishable in many areas as many of these plants thrive in saturated to moist soils. The upland shrub zone is delineated from 29 feet to 30 feet and covers 11,500 square feet. It comprises 6 percent of the total area to be revegetated. Many grasses and flowering plants including *Deschampsia cespitosa* (Tufted Hairgrass), *Calamagrostis canadensis* (Bluejoint Reedgrass), *Festuca rubra* (Red Fescue), *Aquilegia Formosa* (Columbine), and *Lupinus nootkatensis* (Lupine) will form the transition from wet meadow to upland shrub. Also in this zone will be *Cornus stolonifera* (Dogwood), *Salix barclayii* (Barclay's Willow), *Salix sitchensis* (Sitka Willow), *Alnus viridus* (Sitka Alder), *Aruncus dioicus* (Goat's Beard), *Rubus spectabilis* (Salmonberry), and *Viburnum edule* (Highbush Cranberry). The *Salix*, *Alnus*, *Aruncus* and *Viburnum* species were all observed on this site prior to filling.

Above 30 feet elevation is the well-drained upland zone. The uplands to be revegetated cover 52,500 square feet and 27 percent of the total area to be revegetated. The plants include many of the shrubs from the upland shrub zone: *Aruncus dioicus*, *Cornus stolonifera*, *Rubus spectabilis*, *Viburnum edule*, *Alnus viridus*, *Salix barclayi*, and *Salix sitchensis*. Additional trees to be planted that exist elsewhere on the site are *Populus balsamifera* (Cottonwood), *Alnus rubra* (Red Alder) and *Picea sitchensis* (Sitka Spruce). An understory of grasses and herbaceous perennials include *Festuca rubra*, *Calamagrostis canadensis* and *Aquilegia formosa*.

From this general planting zone plan in Figure 10, a detailed planting design for the uplands and upland shrub zones was created. This allows for numbers of each species needed for transplant, purchase or seeding. The design strives to create diversity in plantings to allow for habitat diversity while also considering the experience of the visitor along the trail, and the relationship of the adjacent private property owners to the wetland and the trail. For example, Detail 5 in Appendix 5 shows clusters of *Rubus spectabilis*, *Cornus stolonifera*, and *Viburnum edule*. These shrubs fruit from mid summer into fall and provide food into the winter for birds and small animals. Also, a combination of *Picea sitchensis* groupings as well as deciduous trees of *Alnus* and *Populus balsamifera* allow for varied habitat for birds. Detail 3 in Appendix 3 shows a narrow buffer between the adjacent property owners and the trail and wetland. The large cluster of *Alnus* and *Picea* is in front of homes with fencing. This choice of trees will further separate the homes from the wetland and trail.

The diverse planting communities represent the ideal revegetation plan. However, the objective of using only native plants limits the availability and spectrum of species that can be obtained and planted in the wetland. Native plant

nurseries and native seed sources do not exist in Southeast Alaska. Small amounts of native seeds are available in the area from individuals who collect seed seasonally. A few native species of grasses are sold commercially in the northern part of Alaska. The best solution to the reclamation of wetlands in Juneau is to gather wetland seed in the years prior to the reclamation of the wetland and then start them in greenhouses based on the specific needs of the plants. This process works well if the reclamation of the wetland is planned at the time of the surface mining or land disturbance. However, the circumstances of the Nancy Street Enhancement Project do not allow for the gathering and starting of seed. Therefore, transplanting of plugs will be the major source of revegetation, with some hardwood cuttings and seeding.

V. Vegetation Process and Commentary

The planning and design of the revegetation process provided a guide for the actual implementation. However, the decision by the resource agencies to focus on transplanting of local plants to preserve local gene stock and minimize the purchase of plants largely determined the revegetation process. For a 6 acre revegetation, transplanting is feasible, but for a freshwater emergent wetland that is much larger, the limitations of transplanting may warrant a different strategy.

For the Nancy Street Wetland revegetation, the availability, accessibility, and diversity of source wetlands determined the process (See Tables 3,4). Source wetlands were selected in the Mendenhall Valley and Lemon Creek to minimize cost and driving time to Nancy Street. Additionally, only wetlands that were accessible for a crew with a vehicle were considered. The ownership of the wetlands ranged from CBJ land, U.S. Coast Guard land to private land. In all cases, permission for access and transplanting was granted. Another consideration in choosing source wetlands was the size of plant population present for the targeted species. The population had to be large enough to be able to remove a sizable quantity without decimating or affecting the source wetland population.

With all of these limitations, it was difficult to find appropriate wetlands to source plants. The majority of the Nancy Street wetland is freshwater marsh with emergent species, however in Juneau there is much more forested wetland habitat than emergent wetland. The revegetation of an emergent wetland much larger than Nancy Street would be very difficult using only transplants. The source wetlands used for Nancy Street should not be used again for at least two years and finding adequate populations of emergent species may be difficult. A potential source that exists for this type of wetland is along Department of Transportation (DOT) Right of Ways. There are many drainage ditches along Glacier Highway, particularly between Fred Meyer's and McDonald's in the Valley that are sedge and bulrush emergent wetlands. DOT utilizes SAGA crews for maintenance of Right of Ways to prune and remove shrubs and trees. An opportunity exists for a partnership to be formed with DOT where SAGA crews maintain and transplant simultaneously on future reclamation projects.

In addition to the transplanting of emergent wetland species, the revegetation included cuttings of willow and cottonwood, transplanting of berry shrubs and alder, and seeding. To accomplish these tasks, various sources of labor were used over a period of five months. Volunteers cut stakes in April and planted in June, paid SAGA workers transplanted emergent species and seeded in June and July, and paid Trail Mix workers transplanted trees and shrubs in August (See Table 4).

While the volunteers only worked for two days, their work in taking cuttings of willow, cottonwood and high bush cranberry was very important to the revegetation of the upland shrub and upland zones. Also, the involvement of community volunteers raised enthusiasm and support for the project. The volunteers were members of Full Circle Farms, a farm and distributor of organic produce in Juneau. The farm solicited volunteers through emails and donated \$5000 to the project. The cuttings were taken on April 8 with twenty volunteers. The group divided in three and went to sites near Back Loop Road. With pruners, 1000 Barclay's Willow stakes, 200 High Bush Cranberry stakes, and 75 Black Cottonwood stakes were cut. Full Circle Farms donated the use of their cold storage facility in Lemon Creek to hold the cuttings until planting. On June 7, fifteen volunteers planted the cuttings at Nancy Street. Many of the stakes were cut in half or thirds. Steel rods with mallets or sharp pointed shovels were used to plant single stakes or bouquets of 3-5 stakes. The High Bush Cranberry stakes all died in storage, however many of the willow and cottonwoods sent out roots and shoots.

For the next phase in planting, the U.S. Fish & Wildlife Service contracted a SAGA crew for 4 weeks. In 13 days, the crew worked approximately 650 labor hours. They accomplished 70% of the revegetation process by planting 3600 plugs, shrubs and small trees and seeding portions of the wetland. The crew developed efficient methods for transplanting and solved problems effectively throughout the four weeks. Each day, two workers stayed at the wetland and used an augur to dig holes in the soil for planting. The other six crew members went to the source wetland. To extract plants they found that a sharp shovel was most effective. Often they would take small mats and then cut them into plugs using a knife or sharp shovel. They suggested using a hand held shovel to cut the mats in the future. They found that bulb planters were time consuming and difficult to use in gravel or dense mud. To remove shrubs, pulaskis were the most efficient and shovels were used for trees. Despite the efficient work of the crew, the lack of proper gear and equipment at the start of the project slowed down progress. The crew needed shoulder length waterproof gloves, hip waders, rubber boots, and five gallon buckets for transporting plants. Additionally, throughout the four weeks, the augur would break down and slow progress. Better preparation and support for the crew is needed in the future.

SAGA accomplished most of the remaining revegetation work; however the grading and shaping of the outlet channel, earthen dam, and trail were not completed in time to finish the planting. Trail Mix crews transplanted alders and berry bushes into the upland and upland shrub areas and a small amount of sedges along the boardwalk and earthen dam using similar techniques as SAGA. Additionally, CBJ staff purchased and planted *Cornus stolonifera* plugs along the steep

northeast slope on the Church of the Nazarene property. These plants were purchased because of the significant benefit to the project and the lack of an appropriate population from which to take cuttings in Juneau. They grow rapidly in the Juneau climate, provide berries for birds, and control erosion with spreading rhizomes. CBJ also purchased and spread seed throughout the five month period of revegetation for erosion control and habitat enhancement.

To improve on the revegetation process for future projects, better planning for irrigation should be in place prior to transplanting. This summer in Juneau was very rainy with only a few periods of sunny dry weather. However, for two weeks in June, the sun came out and dried the high marsh area. During the revegetation period, the water level was approximately 1-3 inches below the high marsh elevation. The rocky and sandy topsoil combined with the silty fill dried in sunny conditions to form a cement like consistency. Watering was necessary to keep the plants alive during this period. SAGA crews used buckets and a garden quality gasoline powered water pump to irrigate the wetland. If the dry sunny weather persisted, these methods would not be able to keep the plants alive. To prevent this from happening on future projects a soil with a higher organic content would help to retain moisture better in dry conditions. Also, working with the Department of Public Works to obtain a permit for fire hydrant access would allow for an appropriate water source. Other strategies include the control of water levels to keep soil saturated while planting or the delay of planting until July when precipitation is more frequent.

Table 3: Recommended Plant Species

Actual Planted Species

Low and High Marsh		Low and High Marsh	
<i>Species</i>	<i>Common Name</i>	<i>Species</i>	<i>Common Name</i>
<i>Caltha palustris</i>	Marsh Marigold	<i>Caltha palustris</i>	Marsh Marigold
<i>Carex sitchensis</i>	Sitka Sedge	<i>Carex sitchensis</i>	Sitka Sedge
<i>Eleocharis palustris</i>	Spike Rush	<i>Eleocharis palustris</i>	Spike Rush
<i>Scirpus microcarpus</i>	Small Leaved Bulrush	<i>Scirpus microcarpus</i>	Small Leaved Bulrush
<i>Juncus mertensianus</i>	Merten's Rush	<i>Carex lyngbae</i>	Lyngby's Sedge
<i>Lysichiton americanum</i>	Skunk Cabbage		
<i>Menyanthes trifoliata</i>	Buckbean		
<i>Carex mertensii</i>	Merten's Sedge		
<i>Calamagrostis canadensis</i>	Blujoint Reedgrass		
<i>Deschampsia cespitosa</i>	Tufted Hairgrass		
Wet Meadow		Wet Meadow	
<i>Aquilegia formosa</i>	Western Columbine	<i>Aquilegia formosa</i>	Western Columbine
<i>Calamagrostis canadensis</i>	Bluejoint Reedgrass	<i>Calamagrostis canadensis</i>	Bluejoint Reedgrass
<i>Deschampsia cespitosa</i>	Tufted Hairgrass	<i>Deschampsia cespitosa</i>	Tufted Hairgrass
<i>Fritillaria camschatcensis</i>	Chocolate Lily	<i>Fritillaria camschatcensis</i>	Chocolate Lily
<i>Iris setosa</i>	Iris	<i>Iris setosa</i>	Iris
<i>Aconitum delphinifolium</i>	Monkshood	<i>Lupinus nootkatensis</i>	Lupine
<i>Dodecatheon pulchellum</i>	Shooting Star	<i>Hierchloe odoratum</i>	Sweet Grass
<i>Eriophorum angustifolium</i>	Cottongrass		
<i>Viola palustris</i>	Marsh Violet		
Upland Shrub		Upland Shrub	
<i>Alnus viridus</i>	Sitka Alder	<i>Alnus viridus</i>	Sitka Alder
<i>Aruncus dioicus</i>	Goat's Beard	<i>Aruncus dioicus</i>	Goat's Beard
<i>Cornus stolonifera</i>	Red Twig Dogwood	<i>Cornus stolonifera</i>	Red Twig Dogwood
<i>Rubus spectabilis</i>	Salmonberry	<i>Rubus spectabilis</i>	Salmonberry
<i>Salix barclayi</i>	Barclay's Willow	<i>Salix barclayi</i>	Barclay's Willow
<i>Salix sitchensis</i>	Sitka Willow	<i>Festuca rubra</i>	Red Fescue
<i>Viburnum edule</i>	High Bush Cranberry	<i>Rubus parviflorus</i>	Thimbleberry
		<i>Alnus rubra</i>	Red Alder
Upland		Upland	
<i>Alnus rubra</i>	Red Alder	<i>Alnus rubra</i>	Red Alder
<i>Alnus viridus</i>	Sitka Alder	<i>Alnus viridus</i>	Sitka Alder
<i>Cornus stolonifera</i>	Red Twig Dogwood	<i>Cornus stolonifera</i>	Red Twig Dogwood
<i>Picea sitchensis</i>	Sitka Spruce	<i>Picea sitchensis</i>	Sitka Spruce
<i>Populus balsamifera</i>	Black Cottonwood	<i>Populus balsamifera</i>	Black Cottonwood
<i>Rubus spectabilis</i>	Salmonberry	<i>Rubus spectabilis</i>	Salmonberry
<i>Salix barclayi</i>	Barclay's Willow	<i>Salix barclayi</i>	Barclay's Willow
<i>Salix sitchensis</i>	Sitka Sedge	<i>Rubus parviflorus</i>	Thimbleberry
<i>Viburnum edule</i>	High Bush Cranberry	<i>Festuca rubra</i>	Red Fescue

Table 4: Record of Planting Quantity, Source and Labor

Date	Species	Type	Quantity	Source	Labor
18-Apr	<i>Festuca rubra</i>	seed	10 lbs	Alaska Mill and Feed	USFWS
7-Jun	<i>Salix barclayi</i>	cutting	1500	Wren Drive/Back Loop Road	volunteer
7-Jun	<i>Populus balsamifera</i>	cutting	150	Behind Community Gardens	volunteer
13-Jun	<i>Carex lyngbae</i>	plug	130	Coast Guard Wetland	SAGA
14-Jun	<i>Carex sitchensis</i>	plug	450	Duck Creek by Superbear	SAGA
14-Jun	<i>Caltha palustris</i>	plug	40	Duck Creek by Superbear	SAGA
15-Jun	<i>Carex</i>	plug	300	Coast Guard Wetland	SAGA
15-Jun	<i>Carex sitchensis</i>	plug	375	Church of Nazarene Wetland	SAGA
15-Jun	<i>Carex sitchensis</i>	plug	200	Church of Nazarene Wetland	SAGA
19-Jun	<i>Calamagrostis/ Deschampsia</i>	plug	164	Lemon Creek Wetland	SAGA
19-Jun	<i>Fritillaria camschatensis</i>	plug	34	Lemon Creek Wetland	SAGA
19-Jun	<i>Hierchloe odoratum</i>	plug	31	Lemon Creek Wetland	SAGA
19-Jun	<i>Iris nootkatensis</i>	plug	31	Lemon Creek Wetland	SAGA
20-Jun	<i>Calamagrostis/Deschampsia</i>	plug	276	Lemon Creek Wetland	SAGA
20-Jun	<i>Fritillaria camschatensis</i>	plug	83	Lemon Creek Wetland	SAGA
20-Jun	<i>Hierchloe odoratum</i>	plug	49	Lemon Creek Wetland	SAGA
20-Jun	<i>Iris nootkatensis</i>	plug	60	Lemon Creek Wetland	SAGA
21-Jun	<i>Rubus spectabilis</i>	transplant	200	Duck Creek by Superbear	SAGA
22-Jun	<i>Carex sitchensis</i>	plug	20	Duck Creek by Superbear	SAGA
22-Jun	<i>Picea sitchensis</i>	transplant	8	DOT ROW Loop Rd	SAGA
23-Jun	<i>Lupinus nootkatensis</i>	seed	unweighed	US Forest Service, Ketchikan	NRCS
26-Jun	<i>Eleocharis palustris</i>	plug	100	Coast Guard Wetland	SAGA
26-Jun	<i>Scirpus microcarpus</i>	plug	100	Lemon Creek Wetland	SAGA
27-Jun	Thimbleberry	transplant	55	DOT land on channel by GCI	SAGA
27-Jun	<i>Rubus spectabilis</i>	transplant	35	Duck Creek by Superbear	SAGA
29-Jun	<i>Carex</i>	plug	175	DOT ROW north of SE Vet	SAGA
29-Jun	<i>Festuca rubra</i>	seed	20 lbs	Alaska Mill and Feed	SAGA
29-Jun	<i>Calamagrostis canadensis</i>	seed	10 lbs	Alaska Mill and Feed	SAGA
29-Jun	<i>Deschampsia cespitosa</i>	seed	10 lbs	Alaska Mill and Feed	SAGA
30-Jun	<i>Cornus sericea</i>	plug	216	Nat's Nursery, BC	CBJ
30-Jun	<i>Festuca rubra</i>	seed	10 lbs	Alaska Mill and Feed	CBJ
30-Jun	<i>Calamagrostis canadensis</i>	seed	10 lbs	Alaska Mill and Feed	CBJ
30-Jun	<i>Deschampsia cespitosa</i>	seed	8 lbs	Alaska Mill and Feed	CBJ
5-Jul	<i>Carex</i>	plug	490	DOT ROW north of SE Vet	SAGA
6-Jul	<i>Carex</i>	plug	245	DOT ROW north of SE Vet	SAGA
20-Jul	<i>Picea sitchensis</i>	transplant	?	DOT ROW Loop Rd	CBJ
20-Jul	<i>Festuca rubra</i>	seed	20 lbs	Alaska Mill and Feed	CBJ
20-Jul	<i>Calamagrostis canadensis</i>	seed	5 lbs	Alaska Mill and Feed	CBJ

cont. Table 4: Record of Planting Quantity, Source and Labor

Date	Species	Type	Quantity	Source	Labor
20-Jul	<i>Deschampsia cespitosa</i>	seed	5 lbs	Alaska Mill and Feed	CBJ
24-Jul	<i>Cornus stolonifera</i>	transplant	17	old Fred Meyer landscape	CBJ
26-Jul	<i>Rubus spectabilis</i>	transplant	24	Duck Creek by Superbear	Trail Mix
7-Aug	<i>Carex sitchensis</i>	plug	50	Church of Nazarene Wetland	Trail Mix
8-Aug	<i>Alnus</i>	transplant	100	Duck Creek by Superbear	Trail Mix
9-Aug	<i>Rubus spectabilis</i>	transplant	60	Duck Creek by Superbear	Trail Mix
15-Aug	<i>Festuca rubra</i>	seed	40 lbs	Alaska Mill and Feed	CBJ
15-Aug	<i>Deschampsia cespitosa</i>	seed	10 lbs	Alaska Mill and Feed	CBJ
		Total Quantity	4993		



Above: Volunteer planting of willow and cottonwood cuttings in June. Right: Cuttings send out leaves in August.



Above: SAGA extracts sedges from a wetland in Lemon Creek. Right: Transport of sedges and marsh marigold in buckets.



Above: SAGA plants wet meadow grasses.
Right: Low marsh and high marsh sedges
and bulrushes.



Left: Alders transplanted along
stream channel.

Photos taken by Michele Elfers.

VI. Trail Design and Construction

The design and development of a community trail through the wetland has become an important component to gaining public approval and support of the project. Adjacent landowners initially viewed the reclamation project as disruptive, but through the process of filling, planting and trail construction, many neighbors and community members have expressed that the reclamation is an improvement to the neighborhood. It offers recreational opportunities for a neighborhood of streets and private property and it allows access to a successional landscape with a fantastic view of the Mendenhall Glacier (See Figure 12-14).

CBJ applied for a Recreational Trails Grant through the Department of Natural Resources, Division of Parks and Outdoor Recreation. To administer the grant funds, the CBJ Engineering Department, the CBJ Department of Parks and Recreation, and Trail Mix formed a partnership to accomplish the administration, construction and management of the trail. The Engineering Department was responsible for the design, permitting and construction oversight, the Department of Parks and Recreation provided equipment, design review, and maintenance and management of the completed trail, and Trail Mix constructed the trail and administered the grant.

The trail construction began in July 2006 and continued through August. A few details will be completed in late fall and early spring such as the installation of trash cans and interpretive signage. Silty gravel forms a compact base for the six foot wide trail. A deck is sited at the south end to capture a remarkable view across the wetland of the Mendenhall Glacier. An island at the north end is accessed by a bridge and boardwalk and offers a bench and viewing point south. Eight steel pilings and a frame of treated lumber support the observation deck. The decking on the observation deck and boardwalk, railings, and benches are recycled plastic lumber. The 70' bridge is a steel gangway removed over the summer from a CBJ Ports and Harbors project.

Many of the materials and labor were donated to allow completion of the trail with only grant funding. The bridge and benches were donated by CBJ Ports and Harbors, the rough grading and shot rock placement on the trail was donated by Glacier State Contractors, and the construction of the observation deck was done by the U.S. Coast Guard Engineers in Juneau.



Figure 12. Trail Master Plan

The trail design includes the extension north of the trail to the Church of Nazarene Wetland. This extension was not constructed. Currently, the trail connects to the Mendenhall Bike Loop Path.

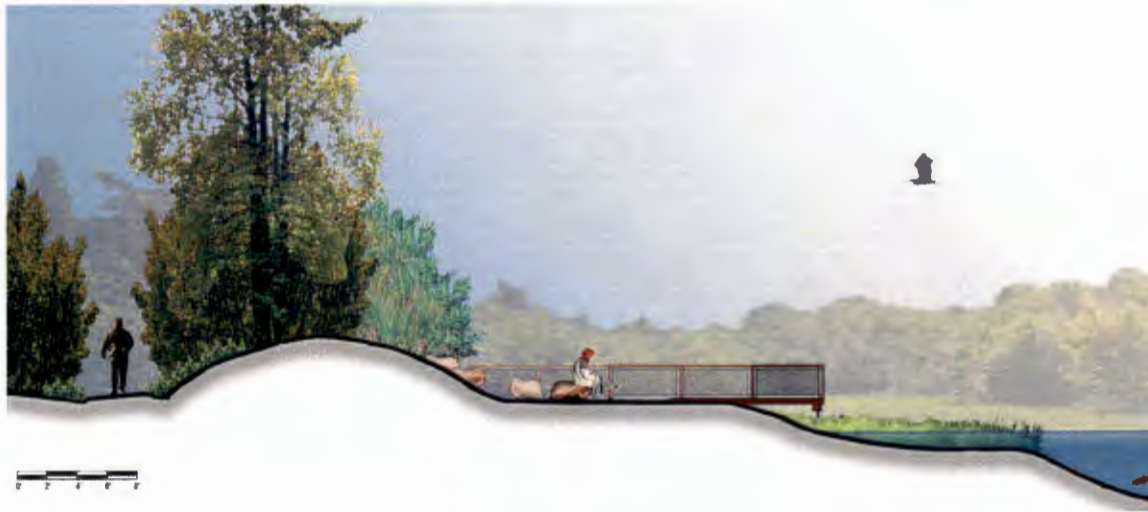


Figure 13. Cross Section of the Observation Deck

The deck is sited to allow for close viewing of open water and to capture a magnificent view of the Mendenhall Glacier as a backdrop to the wetlands.



Figure 14. Cross Section of the Bridges

The two bridges across the wetland are connected by an island. The first is a 25' wooden boardwalk across emergent wetlands, the second is a 70' steel bridge with metal grate decking across the stream channel. On the island, a gravel seating area with boulders allows for resting and wildlife viewing.

The constructed trail represents Phase I of the Duck Creek Greenway Trail that will extend through the Nancy Street Wetland and the upstream Church of Nazarene Wetland and the Allison Pond (See Figure 15). Ultimately, it will connect from the north and south to the Under Thunder trail to form a loop. The creation of a trail that links the three wetlands will raise awareness of the ecological connection for fish, birds and other wildlife among these stepping stone habitats.

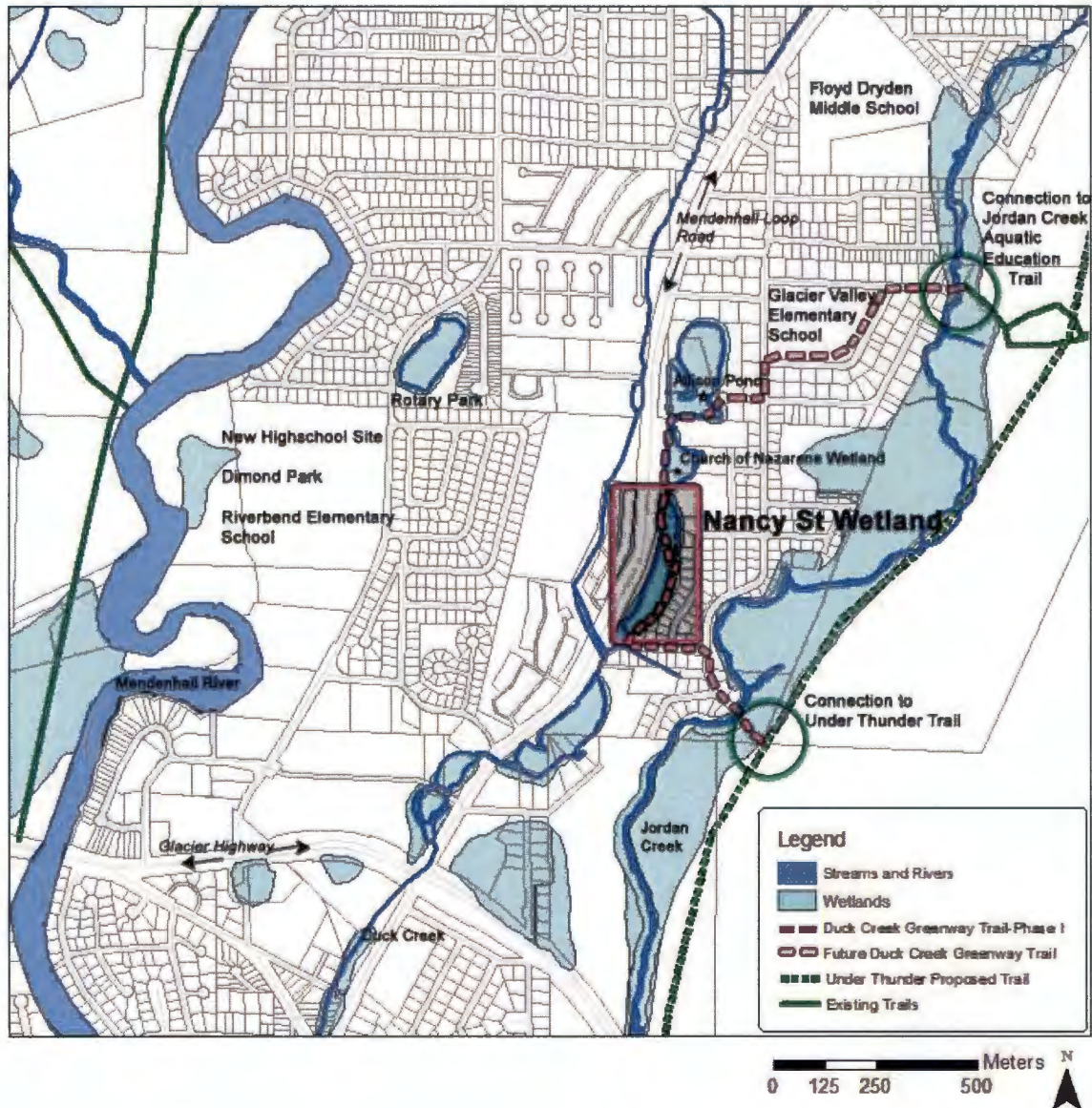


Figure 15. Duck Creek Greenway Trail Master Plan. The trail through Nancy Street will connect the three former gravel pits to provide neighborhood connections, recreational opportunities, and to increase awareness of the ecological connections among the enhanced wetlands.

Glacier State shaped the rough trail bed and placed shot rock in May.



Trail Mix hauls gravel to build the trail across the island in August.

Trail Mix drives pilings for the observation deck and shapes the gathering area.





The finished bridge and boardwalk cross the wetland to an island with a bench for viewing.

Right: The steel gangway donated by CBJ Ports and Harbors extends from the northwest end of the trail to the east side. Trail Mix built new cedar rails for safety.



Below: The finished observation deck and gathering area.



VII. Monitoring and Maintenance

The monitoring and maintenance plan for the Nancy Street Wetland addresses issues of survival and performance of wetland vegetation, changes in wetland composition, the control of invasive species, and the general upkeep of the trail and interpretive areas. The plan for monitoring of wetland vegetation is informed by a plan for wetland monitoring in Bellevue, Washington by Herrera Environmental Consultants, a guide to “Wetland Restoration, Creation, and Enhancement” written by various federal resource agencies, and research done by Elzinga, Salzer, and Willoughby in *Measuring and Monitoring Plant Populations*. The plan for trail maintenance is based on observations of wetland trail requirements over time in Juneau.

Monitoring Plan

It is proposed that this work be performed in conjunction with the existing UAS water and fish monitoring plan and the data be combined into one report.

1. Establish plots in different plant community zones to measure species composition, aerial cover, and vegetative density. Measure water level above ground surface. Take measurements once per year in late July from 2007 to 2012. See Appendix XX for plot locations.
 - a. Plot 1 Upland - monitor a 5 meter radius around stake.
 - b. Plot 2 Island – monitor the entire island.
 - c. Plot 3 Emergent – monitor a 1 meter radius around stake.
 - d. Plot 4 Emergent – monitor a 1 meter radius around stake.
2. Establish 4 photopoints that capture each plot and 2 photopoints that capture emergent wetland, one from the observation deck looking north to the glacier and the second from the bench on the island looking south to the observation. See Appendix 2b and 2c for photopoints and 2006 photographs.
3. Complete table of information and draw maps recording the location, density and cover of each plot. See Appendix 2a for baseline data and sample table.

Maintenance Plan

The Nancy Street Wetland will be transferred to the CBJ Parks and Recreation Department for management. This department and Trail Mix can coordinate to maintain the trail using the excess trail grant money.

1. Prune and clear shrubs and trees obstructing passage along the trail.
2. Empty garbage cans, refill doggy bag dispenser and remove garbage from the trail.
3. Clear drainage culverts along trail.

VIII. Conclusion

The Nancy Street Wetland Enhancement Project offers an economically feasible, ecologically beneficial, and socially supported model of wetland reclamation for municipalities. Based on the data and assessment of the design and construction presented in this report, the project has been successful in the aspects of earthwork, transplanting, cost benefit and public participation. However, areas of improvement include the refining of final water levels, soil quality, and irrigation strategies during transplanting.

The design and implementation of the filling process determined largely the improvement of habitat, the efficiency of operations, and the accuracy of the as-built site to the design. By filling and completing each finger and section of the wetland individually, greater variety and attention to each landform was introduced. The other option, filling the entire site and then returning to dredge the stream channel would have resulted in less diversity of habitat and less attention to the design details. There is some concern that the water level is higher than the designed level. However, the rainfall was higher than average in 2006, so it is difficult to tell if the water levels in the wetland will drop. Designing elevations to within 3 inches to allow for necessary habitat for plants and wildlife is very difficult on a project where over 60,000 CY of fill are being placed. For this reason, designing a dam with adjustability to account for the discrepancy in water level would improve the function and success of the project.

The high rainfall this summer maintained a moist planting substrate throughout most of the summer. In late June, a sunny period of two weeks revealed the problems that would have been encountered had it been a drier summer. The soil dried and cracked around the newly transplanted plants and a hasty irrigation plan of buckets and a garden pump with hose was used to keep the plants alive. An irrigation plan should be in place prior to the revegetation phase. Tapping into city water through fire hydrants, or a private source are two potential solutions. Also, improving the quality of topsoil will improve moisture retention. The mineral topsoil had little organic content and was full of rock and cobble. Plant survival in 2007 will reveal whether higher quality topsoil is needed. At the end of the 2006 planting season, there was approximately 70% survival rate of transplanted species. Based on this estimate, the revegetation effort was very successful.

In addition to the improvement of fish and wildlife habitat, the other measure of success of the Nancy Street Wetland Enhancement is the strong base of public support. Throughout the construction process, volunteers donated time,

materials and money to the project. Many neighbors began to come out during the summer construction and comment on how happy they were about the project.

As a result of the success of this project, a similar process is planned for the Allison Pond upstream of the Nancy Street Wetland. The process will be improved based on this assessment and applied to the Allison Pond site needs. The CBJ has saved the community money by pioneering this alternative option to fill disposal. The support of the U.S. Fish & Wildlife Service and the Natural Resource Conservation Service has enhanced habitat for fish and wildlife and reclaimed a valuable community resource.

Plant List for Freshwater Wetlands											
Scientific Name	Common Name	Recommendation by	Water Level	Height	Transplant Potential	Seed Potential	Wildlife Benefits	Human Benefits	Iron phytoremediation	Liabilities	Other Issues
Deep Water											
<i>Caltha natans</i>	Floating Marsh Marigold	Book	aquatic floating	1-3'				attractive flower			floats or creeps in mud, stolons root at nodes
<i>Nuphar polysepalum</i>	Yellow pond-lily	Patti Krosse, Ed Buyarski	3-4' average water depth, up to 6' stalk		successful, use fork or clam digger to dig up entire root, or monofilament tied to root with rock to get plant it.		food, habitat for fish, cover for ducklings, frog habitat	very attractive open water flower		Patti-very difficult to dig roots, often extensive, and hard to get roots back into the water completely	found in pond near Superbear, very shallow water, may be easy to remove
<i>Potamogeton natans</i>	Floating Pondweed	Observed at Nancy Street	aquatic floating from bottom 3-8'		yes		very valuable food source for mallards and other marsh birds		Existed in Nancy Street Pond so it is tolerant of iron	In CoN it forms a dense cover in open water areas, too much shade and it may limit macroinvertebrate population	present at Nancy Street Pond prior to filling, present at CoN, Floyd Dryden, becomes very dense in areas, keep deep water areas in pools if open water habitat is desired
<i>Sparganium angustifolium</i>	Narrow-Leaved Bur-reed	Observed at Nancy Street	aquatic floating	1-3'			nesting, cover, seeds, muskrats		Existed in Nancy Street Pond so it is tolerant of iron		present at Nancy Street Pond prior to filling
Marsh											
<i>Caltha palustris</i>	Yellow Marsh Marigold	Book	wet areas with slow running water	variable	divide rootball	seed direct sow in fall		attractive flower			limited survival at CoN
<i>Carex mertensii</i>	Mertens's Sedge	Patti Krosse	upland, more dry conditions, in transition zone	4'	one of the easiest types of carex to transplant	yes		attractive colorful, large spikes	dense root system may hold more iron	Carex more difficult to dig roots	germinates easily, some found in CoN, planted in Kingfisher Pond, growing very well in low saturated soil, but also growing on wet slopes.
<i>Carex sitchensis</i>	Sitka Sedge	Observed at CoN Wetland	emergent	1-5'	yes	yes	excellent waterfowl habitat		dense root system may hold more iron	hard to dig up because of root system	transplanted into CoN, excellent survival rate
<i>Carex stipata</i>	Sawbeak Sedge	Observed at Kingfisher Pond	marsh and bog	1-3'		yes		attractive seed head	dense root system may hold more iron		planted in Kingfisher Pond (seed), found only a few plants, did not do well
<i>Eleocharis palustris</i>	Spike Rush	Observed at Floyd Dryden Wetland	in shallow standing water, 1-2"	8-24"				attractive head			spread very well in Floyd Dryden Pond and has an attractive head and reddish hue to the stems
<i>Equisetum</i>	Horsetail sp.	Patti Krosse	aquatic to semi-aquatic		yes				the roots are small and probably do not trap much iron, roots do not hold much soil	Has shown invasive tendencies in the CoN wetland	probably easy to transplant some rhizomes, excellent survival rate in CoN(dominates wetland-maybe too aggressive), also abundant in Floyd Dryden
<i>Hordeum brachyantherum</i>	Meadow Barley	Observed at Kingfisher Pond	moist soils	3'		yes	food for blacktail deer			Primarily a maritime species, along beaches and meadows	planted in Kingfisher Pond (seed), found only one plant

Scientific Name	Common Name	Recommendation by	Water Level	Height	Transplant Potential	Seed Potential	Wildlife Benefits	Human Benefits	Iron phytoremediation	Liabilities	Other Issues
Juncus effusus	Common Rush	Patti Krosse	some water-a little drier, gravelly disturbed land	1-4'	Difficult	yes		less attractive, smaller			germinates easily
Juncus mertensianus	Merten's Rush	Observed at Kingfisher Pond	marsh and bog	1'		yes		attractive seed head			planted in Kingfisher Pond (seed), growing in saturated soil
Lysichiton americanum	Skunk Cabbage	Observed at CoN, Ed Buyarski	wet edges of water	1-4'	thick root, need to get down deep to dig it out	yes, direct sow in fall	food for deer, bear, and gnats	attractive flower, color		Shady, forested areas	present at edges of CoN
Menyanthes trifoliata	Buckbean	Patti Krosse	aquatic to semi-aquatic	1'	easy to dig up but difficult to establish in soil	yes	fruit is food for flies, beetles, bees, and birds	attractive flower		rhizomes	planted in past with water around it at all times, creeping rhizomes should be separated in fall or early spring. Transplanted into Floyd Dryden wetland, has spread and is doing well there
Scirpus Microcarpus	Small-Leaf Bulrush	Patti Krosse, Dave Maddix	water with a gradient	4'	very easy to dig roots and transplant successfully	yes	nesting, cover, seeds	attractive seed heads, medium height	root uptake potential		some bulrush present in CoN, believed to be this type, planted in Kingfisher Pond. It is doing very well and has spread
Wet Meadow											
Aconitum delphinifolium	Monkshood	Book	wet meadow, streambanks	3'				attractive flowers		poisonous	needs the drier upslope of wet meadow, often found at higher elevations
Aquilegia formosa	Columbine	Ed Buyarski	wet meadow, streambanks, often in rocky areas	2'	yes	yes	food for hummingbirds, cover for nesting species	attractive flower			prefers drier areas, well-drained, Ed Buyarski says seeding works very well
Calamagrostis canadensis	Bluejoint Reedgrass	Book, Dave Maddix	wet meadows and well-drained uplands	3'	yes with sprigs	limited, grassroots or sprigging plugs	bird seed, nesting, cover for small mammals		dense fibrous root system, slightly rhizomatous		forms overhanging banks, aggressive colonizer in disturbed areas
Deschampsia cespitosa ssp. beringensis	Tufted Hairgrass	Book	moist soils	1-4'		yes, but high demand	low to moderate fishery and habitat value			Must be careful with seed, none being collected in SE AK. DNA issues with new varieties.	adaptable to many conditions, tufted growth form, seeded in Kingfisher Pond did well from low saturated locations moving up on wet slopes
Dodecatheon pulchellum	Shooting Star	Patti Krosse, Ed Buyarski	moist soil but not standing water	1-1.5'	very easy	difficult, needs to be wet and cold through winter		attractive flower			challenging to start from seed

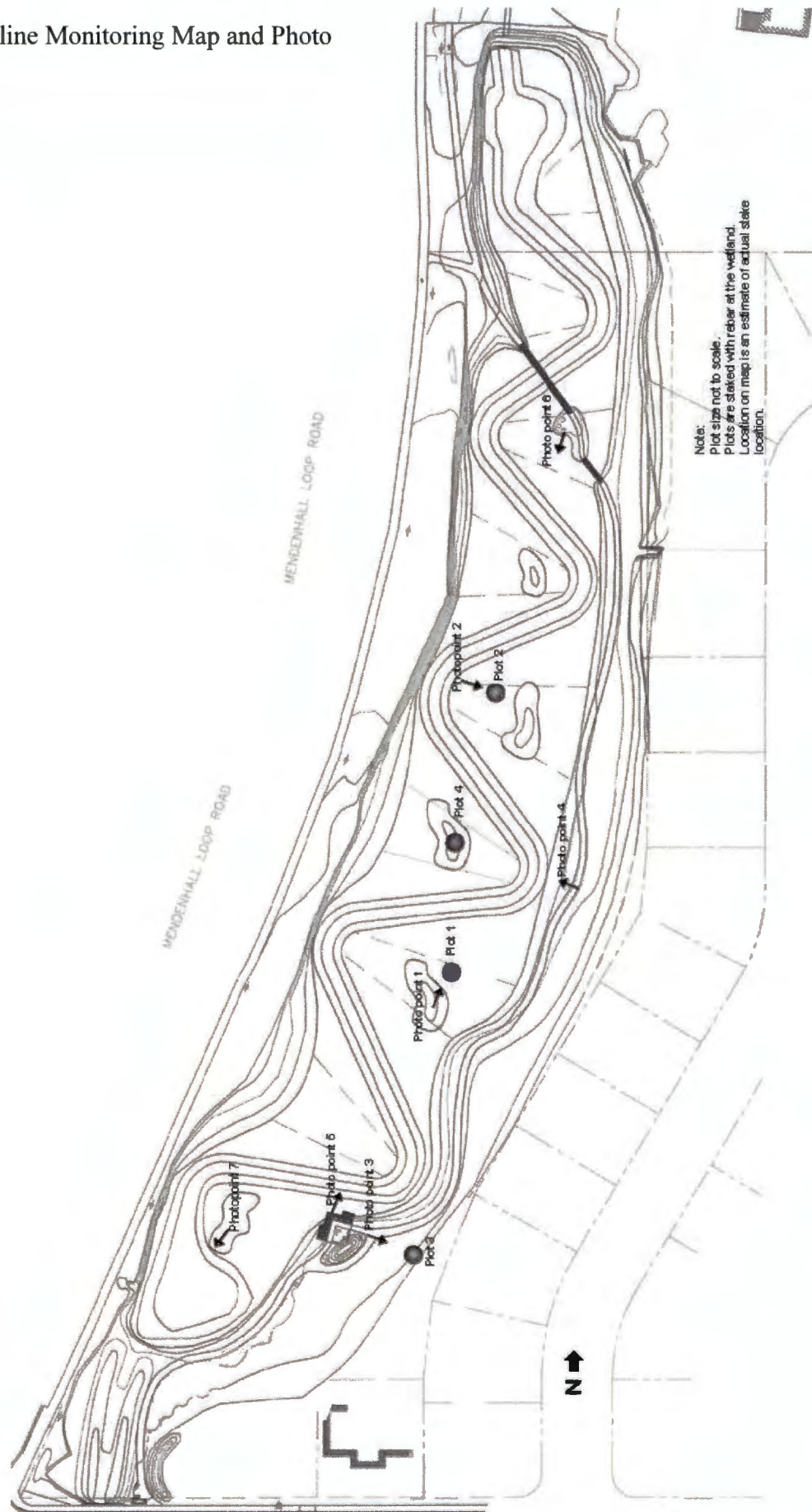
Scientific Name	Common Name	Recommendation by	Water Level	Height	Transplant Potential	Seed Potential	Wildlife Benefits	Human Benefits	Iron phytoremediation	Liabilities	Other Issues
Eriophorum angustifolium	Narrow-Leaved Cotton Grass	Book	wet, moist soil	2'				attractive seed head		rhizomes	
Festuca rubra	Red Fescue	Book	moist to well-drained	6"-40"		yes	low habitat and fishery value	reddish hue			very common in Alaska in low elevation meadows and mountain meadows, easy to seed, used for agriculture, horticulture, lawns, tolerates flooding
Fritillaria camschatcensis	Chocolate Lily	Patti Krosse	moist soil but not standing water	2.5'	Patti Krosse says it is very easy, and they take well (bulb form)			attractive flower			
Iris Setosa	Wild Flag	Book	moist soil	1-3'	easy			attractive flowers			Rhizomes can be divided and gathered in spring or in fall in mild areas
Lupinus nootkatensis	Nootka Lupine	Ed Buyarski	moist soils	2-3'	very difficult to transplant because of extensive root system	yes-gather in pods, dry out pods so they pop and capture the seeds	food for hummingbirds, cover for nesting species	attractive flowers		Needs mineral soil, likes gravel, well-drained	Fixes nitrogen, volunteered at Kingfisher Pond, seeded areas at Floyd Dryden did not take well, only a few plants
Rubus spectabilis	Salmonberry	Book	wet areas	3-9'	dig up rhizomes with many root off shoots, fairly easy		berries good for food	attractive flowers and berries, good screening		attracts bear	
Valeriana sitchensis	Sitka Valerian	Book	moist soil	1-3'				attractive flowers			
Viola palustris	Marsh Violet	Ed Buyarski	saturated soils	low	yes, easy			attractive flowers			
Tree/Shrub											
Acer glabrum	Douglas Maple		floodplain, moist, into uplands	30'	Seed, transplant, softwood cutting	yes	birds eat seeds, cover	attractive fall foliage, yellow-crimson		found mostly in Juneau on rocky coast	
Alnus rubra	Red Alder	Book	wet soils	75'	Hedge layer, transplant, seed, hardwood cutting	yes	food, cover				nitrogen fixing, good on steep slopes
Alnus viridus (Alnus sinuata)	Sitka Alder	Book	wet soils	18'	Hedge layer, transplant, seed, hardwood cutting	yes	food, cover				nitrogen fixing, longpointed teeth of two sizes
Arnica montana	Goat's Beard	Observed at Kingfisher Pond	wet soils to dry uplands	3-6'	yes	yes					Planted in Kingfisher Pond (seed), no mature plants found

Scientific Name	Common Name	Recommendation by	Water Level	Height	Transplant Potential	Seed Potential	Wildlife Benefits	Human Benefits	Iron phytoremediation	Liabilities	Other Issues
<i>Cornus stolonifera</i>	Red Osier Dogwood	Book	moist soils	3-18'	dormant cutting, live stakes, bundles, brush layer, hedge layering, rooted cuttings, transplants, seed	yes	berries provide winter food for deer	attractive white flowers, berries, and red twigs			2-4 specimens planted in Kingfisher Pond, looks like the original shoots died, but root base survived and is sending up new shoots.
<i>Picea sitchensis</i>	Sitka Spruce	Book	wet soils to dry uplands	200'	transplant, seed	yes	birds eat seed, habitat, winter nesting	evergreen, good screen			
<i>Populus balsamifera</i>	Black Cottonwood	Book	water edge	150'	dormant cuttings, live stakes, bundles, brush layer, hedge layering, rooted cuttings, transplants, seed	yes	birds eat seed, habitat				
<i>Salix barclayi</i>	Barclay's Willow	Ellen Anderson	water edge	6-8'		yes	habitat				often has 'willow roses' at end of twigs from deformed leaves and insects
<i>Salix sitchensis</i>	Sitka Willow	Book	water edge	3-24'	dormant cutting, live stakes, bundles, brush layer, live stiltation, hedge layering, rooted cuttings, transplants, seed	yes	habitat				
<i>Spirea douglasii</i>	Hardhack Steeplebush	Observed at Kingfisher Pond	wet soils							Juneau is north of its zone	Seeded in Kingfisher Pond, no plants found.
<i>Tsuga heterophylla</i>	Western Hemlock		wet soils	180'	transplant, seed	yes	habitat	evergreen, good screen			needs significant organic content on site to grow, does not do well in recently deglaciated areas, shade tolerant
<i>Viburnum edule</i>	Highbush Cranberry	Observed at Nancy Street in uplands	wet soils and streambanks to dry uplands	5-8'	cuttings possible		berries	attractive and edible berries			Ed Buysaki says its easy to take cuttings, similar to willow
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October 2006

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Appendix 2b. Baseline Monitoring Map and Photo Point Locations



Appendix 2c. Photo points
October 2006



Photo point 1



Photo point 2



Photo point 3

Photo point 4



Photo point 5



Photo point 6



Photo point 7



Appendix 3A. Budget - CBJ Cost Benefit for New High School Project

Option 1: Typical Cost for Filling at Lemon Creek					
	Price	per Unit	Quantity	Unit	Cost
<i>Filling Lemon Creek 52,000 cy</i>					
tipping fee	\$2.50	cy	52,000	cy	\$130,000
trucking fee	\$68	load (8 cy)	6,500	loads	\$442,000
				Total Cost for Lemon Creek Filling	\$572,000
Option 2: Nancy Street Wetland Filling					
	Price	per Unit	Quantity	Unit	Cost
<i>Filling Nancy Street 52,000 cy</i>					
tipping fee	\$1	cy	52,000	cy	\$52,000
trucking fee	\$20	load (8 cy)	6,500	loads	\$130,000
				Total Cost for Nancy Street Filling	\$182,000
				Total Cost for Lemon Creek Filling	\$572,000
				Total Cost for Nancy Street Filling	-\$182,000
				CBJ cost of land purchase of Nancy Street Wetland	-\$137,000
				Savings for CBJ after land purchase	\$253,000

The City and Borough of Juneau saved \$253,000 by purchasing, filling and enhancing the Nancy Street Wetland instead of following the following the typical process of fill disposal at Lemon Creek. The reasons for the savings include:

1. The distance from the construction site to the Nancy Street Wetland is approximately 3 miles shorter than the distance to the Lemon Creek disposal site. This reduces fuel and transportation costs.
2. The CBJ owned the disposal property and could reduce the tipping fees considerably, thereby saving the project money.
3. The process of enhancing the Nancy Street Wetland was funded entirely by the U.S. Fish & Wildlife Service, the Natural Resource Conservation Service, and other grants and donations. The involvement of the resource agencies at all stages of planning, design and construction facilitated the filling and enhancement process. See Appendix 3B for contribution details.

Appendix 3B. Budget - Contributions

	Entity	Program	Task	Amount
1.	Land Purchase			
	CBJ	Street Sales Tax	Land Purchase	\$137,000
			Total	\$137,000
2.	Earthwork			
	USFWS	Partners for Fish and Wildlife Program	Intern	\$9,000
			Earthwork	\$31,000
	NRCS	Wildlife Habitat Improvement Program	Fill placement and rough grading	\$75,000
			Total	\$115,000
3.	Planting, Final Grading, Outlet Channel and Control Structure			
	USFWS	Partners for Fish and Wildlife Program	Outlet Design, Final Grading	\$45,000
			SAGA-FWS Contract - Reveg	\$26,800
			Intern	\$10,000
	NRCS	Wildlife Habitat Improvement Program	Fish passage channel	\$6,000
			Structure for water control	\$3,750
			Final grading, topsoil placement, planting	\$42,000
	Full Circle Farms	Donation-Cash	Plant Materials	\$5,000
	Full Circle Farms	Donation-Labor	Collection and Planting	\$5,600
	Full Circle Farms	Donation-In Kind	Plant Storage	\$3,000
	Duran Construction Co.	Third Party EPA Mitigation Compliance	Topsoil Delivery, 5500cy	\$30,000
			Total	\$177,150
4.	Trail Construction			
	DNR	Recreational Trails Grant	Trail materials, construction	\$46,746
	Glacier State Contractors	Private Donor	Trail grading and gravel	\$14,000
	Juneau Docks and Harbors	Donation- In Kind	Bridge and Delivery	\$14,900
			Total	\$75,646
			GRAND TOTAL	\$504,796

Timeline for Purchase, Filling and Enhancement

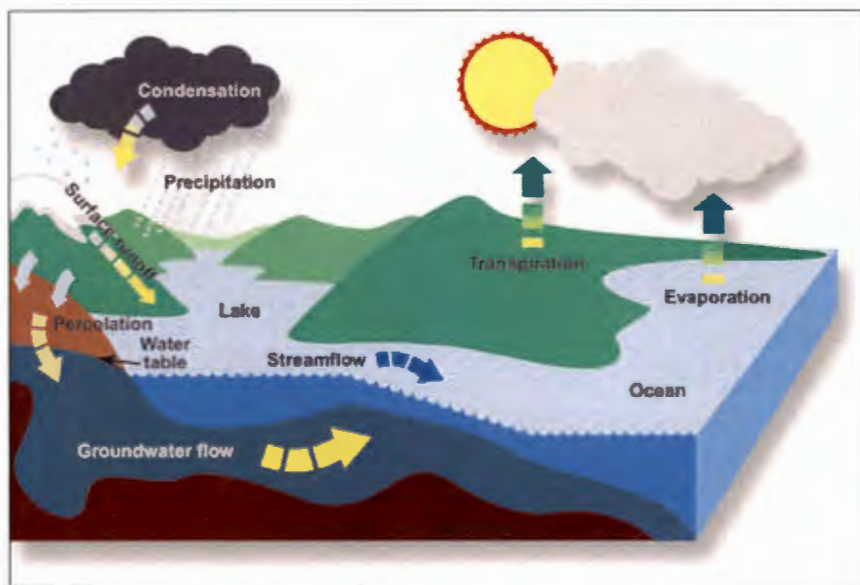
	2005															2006				
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Land Purchase																				
Planning and Design for Filling																				
Planning and Design for Revegetation																				
Earthwork and Filling																				
Outlet Channel and Control Structure																				
Planting																				
Trail Construction																				

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GROUNDWATER IN THE AGGREGATE INDUSTRY

Groundwater is a renewable resource that is in constant motion as part of the hydrologic cycle. Above-water pits and quarries have little or no effect on water levels or the flow of groundwater.



What is Groundwater?

Just as the name implies, groundwater is water contained in the pores and fissures of the earth. Groundwater is a renewable resource. It is in constant motion, part of the hydrologic cycle (see Hydrologic Cycle on the cover page). Rainfall and snowmelt infiltrate into the earth to recharge groundwater, which then flows as baseflow into streams and lakes. Evaporation from open water, and transpiration from plants, returns water to the atmosphere to complete the cycle.

A common misconception is that groundwater flows in underground rivers and lakes like surface water. Instead, groundwater seeps very slowly through the pore spaces and small fissures in the soil and rock. Materials such as clay have a low permeability, and hence very slow groundwater flow, while sand and gravel, or highly fractured rock, have high permeability and permit groundwater to flow faster. These more permeable layers are called aquifers.

The water table is the depth at which the soils or rock become completely saturated with groundwater. If a hole were dug, and left to stand for a while for groundwater to seep in, the water level in the hole would represent the water table. The water table elevation is not static, though, and it can fluctuate in different seasons and from year-to-year, depending on the amount of recharge. Natural depressions can intersect the water table to form lakes, ponds and wetlands.

Water Wells

Groundwater is a critical resource in Ontario - nearly one quarter of us rely on wells for our water supply. Some of these are municipal wells serving urban communities, but the vast majority are private water wells, mainly in the rural parts of the province. Two common types of wells are shallow dug wells which draw water from the water table, and bored or drilled wells which draw water from deeper aquifers.

The *Ontario Water Resources Act* and the *Environmental Protection Act* both serve to protect the quality and quantity of groundwater. They are administered by the Ontario Ministry of the Environment, which will respond to public complaints regarding interference with water wells. The Ministry has several excellent publications available to

Fact Sheet

Groundwater at Pits and Quarries

- Groundwater is a renewable resource.
- Water wells are protected under provincial legislation.
- Above-water pits and quarries can have a beneficial effect on groundwater and aquatic resources.
- Below-water pits and quarries can be operated without significant groundwater impacts if they are carefully designed and operated.
- Permits to Take Water ensure that aggregate wash plants do not harm water resources.

Aggregate extraction and processing is a clean industry that does not provide groundwater contaminants.

homeowners on subjects including proper water well construction and maintenance, protecting water quality in wells and managing water shortages (1-800-565-4923 or www.ene.gov.on.ca).

Wells and their associated equipment require ongoing maintenance. Even with the best maintenance, though, they still tend to degrade naturally over a period of years, through mechanical wear and clogging of the well screen, pump and pipes, .

Can Pits and Quarries Affect the Flow of Groundwater?

The answer depends on the type of pit or quarry.

Above-Water Pits and Quarries

Most of Ontario's sand and gravel pits, and a few of its rock quarries, are excavated entirely above the water table. This type of operation has little or no effect on water levels or the flow of groundwater because there is no direct, physical alteration of the water table or any aquifers. Monitoring programs at above-water pits and quarries across Ontario have confirmed that groundwater is unaffected.

In some ways, above-water pits and quarries can actually be beneficial to groundwater. They create a "bowl" that captures and infiltrates all rainfall and snowmelt rather than allowing some of it to run off across the ground surface. A study on the Oak Ridges Moraine documented a number of benefits related to this extra groundwater recharge (Hunter/Raven Beck,

1996). One of the important benefits is to reduce direct run-off to surface water streams and increase cold groundwater baseflow which is critical to fish habitat.

Below-Water Pits

Below-water pits usually use large excavators or draglines to dredge sand and gravel from the *pit ponds* that form below the water table level. Generally, this type of extraction does not have major impacts because most of the groundwater remains in the pit, or drains back into the pit. This type of pit also captures surface water run-off and promotes more groundwater recharge, but these benefits are offset by the increased evaporation that will occur from the surface of a pit pond. Minor water losses also occur due to residual moisture contained in the aggregate products that are shipped from the site. Finally, the removal of solid sand and gravel particles from below the water table has the effect of temporarily lowering the water level in a pit pond (imagine removing a rock from a bucket of water).

The water surface in very large below-water pit ponds will stabilize at a uniform level, whereas the groundwater table before extraction may have been irregular or sloping. Therefore, the water table around the pit will have to “adjust” to the water level in the pit pond, possibly resulting in slightly different groundwater flow patterns. Fortunately, there is a simple solution where this may be a problem – digging several smaller pit ponds rather than one large pond (Ostrander *et al.*, 1998).

When all of these factors are combined, the net effects of below-water extraction are normally minor and very localized. However, in certain circumstances they could still be significant if there are sensitive features such as wetlands or shallow wells in close proximity. As a result, a detailed and careful hydrogeological study is necessary when licencing this type of pit (Ministry of Natural Resources, 1997), and mitigation (solutions) to any negative impacts will be required. An ongoing groundwater monitoring program may be required.

Below-Water Quarries

Most quarries that extract from below the water table pump water out of the excavation so that the work of blasting and recovering the bedrock can be done on a dry floor. *Dewatering* usually does affect groundwater levels and flow patterns around the site, since it artificially lowers the water table to at least the base of the quarry. Hydrogeologists call the area around the quarry that is affected by the dewatering the *drawdown cone* or the *radius of influence*. Wells, streams, wetlands, or other sensitive features within

this area must be carefully studied to predict the impacts and devise mitigation measures before the quarry can be licenced (Ministry of Natural Resources, 1997) and a groundwater monitoring program will normally be required.

There are many locations in Ontario where below-water quarries are successfully operated while sensitive water uses continue nearby – it depends very much on the specific hydrogeological setting. Recently, some innovative technologies have been introduced in Ontario to lessen the effects of quarry dewatering, such as pumping the water from the quarry back into the groundwater system around the quarry to artificially recharge the water table. This has so far proven to be quite successful (Gartner Lee Limited, 2001).

Other Water Takings

Pits and quarries have uses for water, similar to other businesses, such as supplying offices and shops with drinking water, watering lawns and gardens, etc., but these tend to be relatively minor. Most types of aggregate processing, such as crushing and screening, are dry operations and do not require water supply.

However, to minimize dust (which is a byproduct of excavation in a pit or quarry) spray water is used on internal haul roads, processing equipment, stockpiles and trucks.

One exception is aggregate washing plants, which are used at some sites, and do require relatively large quantities of water. Most plants recycle wash water through a “closed loop” series of holding ponds and settling ponds (i.e., the water is re-circulated, with no off-site discharge), so that the amount of water actually consumed in the process is usually less than about 10%. This *make-up water* normally comes from local groundwater or surface water sources. A common configuration would be to have a well that would be used occasionally during the production season to “top up” the ponds.

These water takings are regulated separately from the pit licence under the *Ontario Water Resources Act*, and controlled through Permits to Take Water. The applications and related hydrogeological studies are carefully reviewed by the Ministry of the Environment, other government agencies, and the interested public through the Environmental Bill of Rights process to ensure there will be no unacceptable impacts from these water takings, before the permit is issued.

GROUNDWATER IN THE AGGREGATE INDUSTRY

Can a Pit or Quarry Contaminate Groundwater?

It surprises some people to learn that aggregate extraction is a clean industry. Processing aggregates is a purely mechanical process of crushing, screening, blending, and sometimes washing (with water), without the need for chemicals. At most sites, fuels and lubricants for the equipment are the only potential sources of groundwater contamination, and these are closely regulated under the *Technical Standards and Safety Act*. A spills contingency plan is a standard condition of every new aggregate licence.

Bacteriological contamination of the type responsible for the Walkerton tragedy comes from human and animal wastes. Aggregate extraction and processing is not a source of this type of contamination.

As a result, water quality in and around pits and quarries is not normally an issue. This was confirmed through a study in 1989 as part of the Ontario government's MISA program, where monitoring at a selected number of pits and quarries found good water quality, with only sporadic traces of organic compounds at some sites that might indicate the use of petroleum products (SENEC, 1989). In addition, there are many site specific monitoring programs in place at aggregate operations.

What About Water Temperature?

Water temperature concerns are occasionally raised in conjunction with below-water pits. A pit pond warmed through the summer months could result in a flow of warmer groundwater to nearby points of baseflow discharge and, in turn, affect cold water fisheries resources. An analysis conducted on behalf of the Credit

Valley Conservation Authority in 1998 concluded that pit ponds have minimal impact on groundwater temperatures, and that these minor effects are completely dissipated within a few hundred metres from a pit (Ostrander *et al*, 1998). Field monitoring has also confirmed that groundwater returns to its normal background temperature within tens of metres of pit ponds (Harden Environmental, 1995).

As a result of the research to-date, thermal effects of pits and quarries is not considered to be a major issue in most cases. However, where there are cold water fisheries close to a pit pond, appropriate investigations and studies are required, and the setbacks and buffer zones will be adjusted accordingly.

For further information, please contact the OSSGA Environment and Resources Manager, at (905) 507-0711 or visit the OSSGA website at www.ossga.com.

Prepared by Gartner Lee Limited in consultation with OSSGA's Environment Committee.

References

- Gartner Lee Limited, 2001. *2001 Groundwater and Surface Water Monitoring*, Kirkfield Quarry, Carden Township.
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- Ministry of Natural Resources, 1997. *Aggregate Resources of Ontario – Provincial Standards, Version 1.0.*
- Ostrander, M.D., Martin, P.J., Blackport, B. and Picotti, M., 1998. *Impact of Aggregate Extraction Activities on Cold Water Discharge. Groundwater in a Watershed Context.* Canadian Water Resources Association.
- SENEC Consultants Limited, 1989. *Aggregate Industry MISA Pre-regulation Monitoring Program Results.* May, 1989.

The "About Aggregates" series:

1. Aggregates and the Law
2. Bronze Plaque Award
3. Rehabilitation of Pits and Quarries
4. Being a Good Neighbour
5. Importance of Aggregates
6. Geology and Aggregate Extraction
7. Controlled Blasting at Quarries
8. Groundwater in the Aggregate Industry
9. Management of Abandoned Aggregate Properties (MAAP) Program



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January 17, 2022

Mr. Ed Martin III, President
Kenai Peninsula Aggregate and Contractors Association
Via email: Kpac (kpacassocoation@yahoo.c0m)

Subject: Comments on KPB proposed material site ordinance amendments

As requested, I have reviewed the ordinance proposed to amend KPB 21.25 and 21.50.055 regarding material site permits, applications, conditions and procedures and offer the following comments, observations and suggestions. These comments are provided pro bono as a courtesy to your organization as well as to the Kenai Peninsula Borough and its residents.

I have been retired, as a principal partner with the engineering firm of Wince-Corthell-Bryson in Kenai, for the past three years and therefore have no further interest in contracts or projects within the Borough. I have been a Kenai Peninsula resident since childhood when my parents homesteaded the Kasilof area in 1957 and have over 50 years of construction and engineering experience in the central, southcentral and southwestern regions of Alaska.

I have over 40 year's experience in the planning, design, and management of federally funded highway and airport projects where the National Environmental Protection Policy Act (NEPA) procedures are followed to evaluate and mitigate environmental impacts caused by construction and use of the resulting infrastructure.

All this being said I will offer my comments from a engineering prospective and as a good neighbor in the order of the documents you provided.

Whereas #1and2: Not clear to me what Climate Change has to do with this ordinance

Whereas #3: I assume "other uses" refers to material production. I.e.. Crushing, screening, asphalt and concrete supply.

Whereas #4: I agree larger setbacks are not the answer where a material barrier will address impacts off site.

Whereas #5: Protecting, maximizing, minimizing is not a very definitive word, perhaps mitigating should be considered.

Whereas #12: *Dust, noise, traffic and visual aesthetics appears to me to be the crux of this ongoing debate and as a good neighbor is a reasonable topic. Its how they are reasonably addressed is the issue to me.*

Whereas #17: I agree this catchall statement that additional requirements may be required casts uncertainty in the process and should be removed. The permit process should establish the conditions up front.

SECTION 1. KPB 21.25.030

21.25.030. – Definitions

Permit Area and Haul routes I think this is a valid issue that should be addressed in the permit process. While I agree all vehicles have the right to use the borough roads, most of the Borough roads are not designed and built to carry high numbers of heavy trucks on a daily basis. Alternate access and/or upgrading existing roads may be something to consider to mitigate damage to existing roads as well as other traffic concerns.

21.29.020 Material extraction and activities requiring a permit

B. Conditional land use permit (CLUP) I see no problem with including material processing in with the site plan as crushing and screening operations can be noisy and dusty and can be addressed with effective barrier plans such as earth berms. For the smaller pits processing is not usually not going on so would be a non applicable item on a checklist.

21.29.030 Application Procedure

9. Site Plan. The Site plan along with accompanying SWEPP, Traffic, and Environmental mitigation proposals should be prepared or at least reviewed and signed off on by a Alaska registered Civil Engineer. A checklist would be convenient with this process.

9f. Test Holes. Perhaps the mining plan should be limited to the depth of test holes with provisions to amend the plan later or utilize a drill rig to bore the test holes.

9h. Waterbodies and wetlands. The Borough GIS source provides good planning level information on wetlands. Definitive designations can easily be requested with a two-page application to the local Corp of Engineers office in Soldotna for little to no cost and only takes 2-4 weeks to obtain.

21.29.040. Standards for sand, gravel or material sites. This section addresses protecting or minimizing environmental conditions again perhaps mitigating would be an acceptable term. Regarding damage to adjacent properties, I believe that goes with out saying. Any damage to another person's property is protected under state law and pursuable in civil court.

21.29.050. Permit Conditions

2. Buffer Zone. A) I don't believe a 50-foot strip of trees affectively buffers adjacent property and ROW from visual, noise or dust impacts. A 10-foot minimum, neatly shaped and seeded, earth berm would affectively mitigate those three impacts and is readily available from site stripping as well as being available for reclamation activities. The buffer should not overlap ROW utility easements as those are dedicated for utility use.

I think it might be a good idea to establish some parameters to be achieves with the buffer such as visibility level which a 10-foot berm achieves. Noise levels which the borough proposes late at 75 decibels should be achievable considering FAA noise standards for airport noise is 65 decibels and easily measured with a decibel meter which I have can loan you. Airborne particulate is a difficult to measure without special equipment so maybe a visible standard could be used.

4. Water Source Separation b. I don't believe a few feet of gravel separation to the ground water protects it at all from fuel and oil spills, on the contrary. Minor spills that can be obscured by pit operations can build up over time and steadily leach into the water table not showing up for quite some time and well down gradient resulting in a long term impact.

Dredging operations below water table can be boomed off and if a spill occurs is immediately visible and can be quickly boomed in, skimmed and absorbed.

5. Excavation in the water table. Simply dredging into the water table should have little affect on its level or down gradient wells. I agree some horizontal separations is required and would think the 200-foot separation required by ADEC would be sufficient.

If dewatering is proposed, then the following requirements address those impacts .

6. Waterbodies. I believe a 100-foot buffer with appropriate SWEPP practices will adequately protect surface water and wetlands.

11. Hours of Operation. Over my career I have only been involved with a few double shifting projects and they were on airports well away from residential areas. From what I have observed most operations run about 12 hours a day 5-7 days a week. Perhaps a special use permit could be utilized for unusual working hours.

17. Sound Level. The 75 decibel limit may be impossible to meet during initial pit development until the clearing, stripping, berming and the pit is to a depth below grade. Perhaps the permit could allow the 1.5 increase during initial development. This should be achievable during the first season of operation.

The smaller pits (1-2.5 acres) should be exempt from this requiremen, as I don't believe they can ever meet the requirement and they are normally project specific, only operating for a few weeks to a few months.

19. Ingress and Egress. Should be addressed in the permit process to assure existing Borough roads are capable of accommodating the increase in heavy truck traffic.

I have no comments on the Decision and Reclamation sections as that is housekeeping between the operators and the Borough in m my mind.

I also think that the final product of this ordinance should be a result of a consensus of the stakeholders and not simply a mater of majority vote rule. In the end a Permit Checklist should be provided that addresses all the impacts, their limits and provides a template for proposed mitigation .

One last observation is that considering how important gravel borrow sites are to the long term development and economics of the Peninsula I think the Borough and State should be encouraged to set aside some suitable land in proximity to the road system but buffered from private holding for land lease or sale. Making land available that is more neighbor friendly would solve not only this current issue but insure the continued growth of our area.

I hope my comments provide some ideas for consideration and wish you and the Borough success with the continued process to address this matter

Sincerely

A handwritten signature in cursive script, reading "Casey Madden". The signature is written in dark ink and is positioned above a horizontal line.

Casey Madden, P.E.
Alaska Registered Civil Engineer No. 7235



Broyles, Randi

From: Blankenship, Johni
Sent: Monday, January 24, 2022 10:52 AM
To: Broyles, Randi
Subject: FW: New Public Comment to Assembly Members

Public comment

From: Kenai Peninsula Borough <webmaster@borough.kenai.ak.us>
Sent: Monday, January 24, 2022 10:48 AM
To: BoroughAssembly <Borough-Assembly@kpb.us>; Mayor's Department <MayorDepartmental@kpb.us>
Subject: New Public Comment to Assembly Members

Your Name: Joseph Ross

Your Email: smokeross@alaska.net

Subject: Gravel ordinance

Message:

No other industry in the borough is regulated to the extent that you are considering for our local gravel producers. Where are the regulations for the dirt burner? There was an immense amount of public outcry about it, but no task force was formed by KPB to address it. Homeless shelters? Same deal. Marijuana growers? Crickets. What you are attempting is spot zoning, and will cripple the gravel industry. One item you are considering in the new list of zoning is back up alarms. Will you be making rules about back up alarms for everyone, or just gravel producers? I hear back up alarms from Peak Construction every day. Sometimes even at night. How about the back up alarms on the graders out plowing snow at night?

Need to look @
18 AAC 80 SOA Drinking
Water Dept - there are
some source water provisions
80.015.

- differentiate Bt major
and minor extraction operations
and those in GWT that
stay above GWT

and are valid for one year. The site development plan may be renewed on an annual basis subject to the planning director's approval.

21.29.020. Material extraction and activities requiring a permit.

- A. *Counter permit.* A counter permit is required for material extraction which disturbs no more than 2.5 cumulative acres and does not enter the water table. Counter permits are approved by the planning director, and are not subject to the notice requirements or planning commission approval of KPB 21.25.060. A counter permit is valid for a period of 12 months, with a possible 12-month extension.
- B. *Conditional land use permit.* A conditional land use permit (CLUP) is required for material extraction which disturbs more than 2.5 cumulative acres, or material extraction of any size that enters the water table. A CLUP is required for materials processing. A CLUP is valid for a period of five years. The provisions of KPB Chapter 21.25 are applicable to material site CLUPS and the provisions of KPB 21.25 and 21.29 are read in harmony. If there is a conflict between the provisions of KPB 21.25 and 21.29, the provisions of KPB 21.29 are controlling. (Material processing occurs on every civil construction jobsite. This is a burden to the public at large to develop their property)

21.29.030. Application procedure.

- A. In order to obtain a counter permit or CLUP, an applicant shall first complete and submit to the borough planning department a permit application, along with the fee listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees. The planning director may determine that certain contiguous parcels are eligible for a single permit. The application shall include the following items:
 1. Legal description of the parcel, KPB tax parcel ID number, and identification of whether the permit is for the entire parcel, or a specific location within a parcel;
 2. Expected life span of the material site;
 3. A buffer plan consistent with KPB 21.29.050(A)(2);
 4. Reclamation plan consistent with KPB 21.29.060;
 5. The depth of excavation;

6. Type of material to be extracted and type of equipment to be used;
7. Any voluntary permit conditions the applicant proposes. Failure to include a proposed voluntary permit condition in the application does not preclude the applicant from proposing or agreeing to voluntary permit conditions at a later time;
8. Surface water protection measures, if any, for adjacent properties designed by a SWPPP certified individual civil engineer (many of the operators are certified), including the use of diversion channels, interception ditches, on-site collection ditches, sediment ponds and traps, and silt fence;

DEC Regs
on "Certified
Individual"
may not incl
Civil Engr

Don't know what this means

9. A site plan and field (verification) prepared by the site operator or a professional surveyor licensed and registered in the State of Alaska, including the following information: (surveyors don't offer this service, nor are qualified)

Should separate
site plan from other issues
calling it a "site plan" may
bring other state requirements
into play

- a. Location of excavation, and, if the site is to be developed in phases, the life span and expected reclamation date for each phase;
- b. Proposed buffers consistent with KPB 21.29.050(A)(2), or alternate buffer plan;
- c. Identification of all encumbrances, including, but not limited to easements;
- d. Points of ingress and egress. Driveway permits must be acquired from either the state or borough as appropriate prior to the issuance of the material site permit;
- e. Anticipated haul routes;
- f. Location and [DEPTH] elevation of test holes, and depth of groundwater, if encountered between May and December. At least one test hole per ten acres of excavated area is required to be dug. The test holes shall be at least four feet below the proposed depth of excavation; (can't dig that deep many times, if resource is deeper than conventional equipment can dig without stage excavation)
- g. Location of wells of adjacent property owners within 300 feet of the proposed parcel boundary;

may not be enough for
Public wells
- separate Private
From public sources

- h. Location of any water body on the parcel, including the location of any riparian wetland as determined by "Wetland Mapping and Classification of the Kenai Lowland, Alaska" maps created by the Kenai Watershed Forum; (wetland mapping by KWF under contestment and found unreliable)
- [I]. SURFACE WATER PROTECTION MEASURES FOR ADJACENT PROPERTIES, INCLUDING THE USE OF DIVERSION CHANNELS, INTERCEPTION DITCHES, ON-SITE COLLECTION DITCHES, SEDIMENT PONDS AND TRAPS, AND SILT FENCE; PROVIDE DESIGNS FOR SUBSTANTIAL STRUCTURES; INDICATE WHICH STRUCTURES WILL REMAIN AS PERMANENT FEATURES AT THE CONCLUSION OF OPERATIONS, IF ANY;]
- [J]i. Location of any processing areas on parcel, if applicable;
- [K]i. North arrow;
- [L]k. The scale to which the site plan is drawn;
- [M]l. Preparer's name, date and seal; (A site operator may not have a seal)
- [N]m. Field verification shall include staking the boundary of the parcel at sequentially visible intervals. The planning director may grant an exemption in writing to the staking requirements if the parcel boundaries are obvious or staking is unnecessary.

*Separate Site
Plan From other
Requirements*

- B. In order to aid the planning commission or planning director's decision-making process, the planning director shall provide vicinity, aerial, land use, and ownership maps for each application and may include additional information.

21.29.040. Standards for sand, gravel or material sites.

- A. These material site regulations are intended to protect against (protects against is an absolute term and most of the time is unobtainable) Minimize aquifer disturbance, road damage, physical damage to adjacent properties, dust, and, noise, and visual impacts. (See explanation below) Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:
 - 1. Protects against Minimizes the lowering of water sources serving other properties;

- properties;
2. Protects against Minimizes physical damage to [OTHER] adjacent
 3. [MINIMIZES] Protects against off-site movement of dust;
 4. [MINIMIZES] Protects against noise disturbance to other properties;
 5. [MINIMIZES] Protects against visual impacts of the material site; [AND] (visual impacts implies the taking of visual rights from one citizen and giving to another. I have done extensive research on this and found the KPB just doesn't have the authority. Keeping this language puts the KPB at risk of litigation.)
 6. Provides for alternate post-mining land uses[.];
 7. Protects Minimizes Receiving Waters against adverse effects to fish and wildlife habitat;
 8. Minimizes Protects against traffic impacts; and
 9. Provides consistency with the objectives of the Kenai Peninsula Borough Comprehensive Plan and other applicable planning documents. (Possible Zoning)

21.29.050. Permit conditions.

- A. The following mandatory conditions apply to counter permits and CLUPs issued for sand, gravel or material sites:

1. [PARCEL]Permit boundaries. [ALL BOUNDARIES OF THE SUBJECT PARCEL] The buffers and any easements or right-of-way abutting the proposed permit area shall be staked at sequentially visible intervals where parcel boundaries are within 300 feet of the excavation perimeter. Field verification and staking will require the services of a professional land surveyor or site operator. Stakes shall be in place [AT TIME OF APPLICATION] prior to issuance of the permit. (Many site operators have GPS capability accurate to +/- 1".)

2. BUFFER ZONE. A BUFFER ZONE SHALL BE MAINTAINED AROUND THE EXCAVATION PERIMETER OR PARCEL BOUNDARIES. WHERE AN EASEMENT EXISTS, A BUFFER SHALL NOT OVERLAP THE EASEMENT, UNLESS OTHERWISE CONDITIONED BY THE PLANNING DIRECTOR OR PLANNING COMMISSION.

A. THE BUFFER ZONE SHALL PROVIDE AND RETAIN A BASIC BUFFER OF:

I. 50 FEET OF UNDISTURBED NATURAL VEGETATION, OR

II. A MINIMUM TEN SIX-FOOT EARTHEN BERM WITH AT LEAST A 2:1 SLOPE, OR (THIS 10FT BERM IS CONTINGENT ON THE SETTLEMENT OF THE WATER TABLE ACCESS)

III. A MINIMUM SIX-FOOT FENCE.

B. A 2:1 SLOPE SHALL BE MAINTAINED BETWEEN THE BUFFER ZONE AND EXCAVATION FLOOR ON ALL INACTIVE SITE WALLS. MATERIAL FROM THE AREA DESIGNATED FOR THE 2:1 SLOPE MAY BE REMOVED IF SUITABLE. STABILIZING MATERIAL IS REPLACED WITHIN 90 DAYS FROM THE TIME OF REMOVAL.

C. THE PLANNING COMMISSION OR PLANNING DIRECTOR SHALL DESIGNATE ONE OR A COMBINATION OF THE ABOVE AS IT DEEMS APPROPRIATE. THE VEGETATION AND FENCE SHALL BE OF SUFFICIENT HEIGHT AND DENSITY TO PROVIDE VISUAL AND NOISE SCREENING OF THE PROPOSED USE AS DEEMED APPROPRIATE BY THE PLANNING COMMISSION OR PLANNING DIRECTOR.

D. BUFFERS SHALL NOT CAUSE SURFACE WATER DIVERSION WHICH NEGATIVELY IMPACTS ADJACENT PROPERTIES OR WATER BODIES. SPECIFIC FINDINGS ARE REQUIRED TO ALTER THE BUFFER REQUIREMENTS OF KPB 21.29.050(A)(2)(A) IN ORDER TO MINIMIZE NEGATIVE IMPACTS FROM SURFACE WATER DIVERSION. FOR PURPOSES OF THIS SECTION, SURFACE WATER DIVERSION IS DEFINED AS EROSION, FLOODING, DEHYDRATION OR DRAINING, OR CHANNELING. NOT ALL SURFACE WATER DIVERSION RESULTS IN A NEGATIVE IMPACT.

E. AT ITS DISCRETION, THE PLANNING COMMISSION MAY WAIVE BUFFER REQUIREMENTS WHERE THE TOPOGRAPHY OF THE PROPERTY OR THE PLACEMENT OF NATURAL BARRIERS MAKES SCREENING NOT FEASIBLE OR NOT NECESSARY. BUFFER REQUIREMENTS SHALL BE MADE IN CONSIDERATION OF AND IN ACCORDANCE WITH EXISTING USES OF ADJACENT PROPERTY AT THE TIME OF APPROVAL OF THE PERMIT. THERE IS NO REQUIREMENT TO BUFFER THE MATERIAL SITE FROM USES WHICH COMMENCE AFTER THE APPROVAL OF THE PERMIT.]

with a
steeper not steeper
than 2:1

Comply w/
18 AAC 70-50A
Water Quality
Regulations

2. Buffer Area. Material sites shall maintain buffer areas in accord with this section.

- a. A buffer area of a maximum of 100 feet shall be established between the area of excavation and the parcel boundaries. The buffer area may include one or more of the following: undisturbed natural vegetation. (Historically, choosing the natural vegetation buffer has almost always ended with both neighbors disappointed. The home owner doesn't realize that the forest isn't very dense and can see and hear the material operation.) a minimum six-foot fence, a minimum six-foot berm or a combination thereof. (The berms are historically the best tool. Does a great job of minimizing the dust and noise, as well as providing a visual screen. A ten-foot berm will add 280% more in size and reclaimable material stored for later use in reclamation.)
- b. A 2:1 slope shall be maintained between the buffer zone and excavation floor on all inactive site walls. Material from the area designated for the 2:1 slope may be removed if suitable, stabilizing material is replaced within 90 30days from the time of removal. (30 days may not be enough time to move the amount of material)
- c. Where an easement exists, a buffer shall not overlap the easement, unless otherwise conditioned by the planning commission or planning director, as applicable. (Basically, stacking buffers)
- d. The buffer area may be reduced where the planning commission or planning director, as applicable, has approved an alternate buffer plan introduced by the applicant. (This is necessary to clarify that the planning commission or director cannot make an alternate plan at will) The alternate buffer plan must consist of natural undisturbed vegetation, or a minimum ten six-foot berm, or a minimum six-foot fence or a combination thereof, consisting of only one option in a single geographical location; (prevents stacking of buffers, and provides consistency in permit requirements) unless the permittee proposes another solution approved by the planning commission or planning director, as applicable, to meet this condition.
- e. The buffer requirements may be waived by the planning commission or planning director, as applicable, where the

topography of the property or the placement of natural barriers makes screening not feasible or unnecessary.

f. There is no requirement to buffer a material site from uses that commence after approval of the permit.

g. When a buffer area has been denuded prior to review of the application by the planning commission or planning director revegetation may be required. (Could be a lot cleared years before or an old wildfire site)

3. *Processing.* In the case of a CLUP, any equipment which conditions or processes material must be operated at least 300 feet from the parcel boundaries. At its discretion, the planning commission may waive the 300-foot processing distance requirement, or allow a lesser distance in consideration of and in accordance with existing uses of [OF ADJACENT PROPERTY AT THE TIME] the properties in the vicinity at the time of approval of the permit. (Until vicinity is better defined, we can't consider this)

4. *Water source separation.*

a. All permits shall be issued with a condition which prohibits any material extraction within 100 horizontal feet of any water source existing prior to original permit issuance.

b. All counter permits shall be issued with a condition which requires that an excavation distance of 15 feet below the seasonal high-water table must be maintained under these conditions:

1. No dewatering is allowed.

2. The bottom of excavation must be 15 feet above the nearest, shallowest private wells intake, within 500 ft of operation.

3. A spill response kit.

4. Operations shall not breach an aquifer-confining layer.

A four-foot vertical separation [FROM] between extraction operations and the seasonal high-water table be maintained. (I

have talked with multiple hydrologists and engineers and have come to a conclusion that this is not only possible, but preferable in regard to reclamation, spill response and potential clean up. I will have letters of opinion in favor. The ponds or lakes created will be reclaimed upon existence, provide habitat for wetlands and wildlife, potentially raise property values as lake front property, etc.)

He above seems conflicting - Allows operator to excav. 15' into GWT but requires a 4' vert separation to GWT?

- c. All CLUPS shall be issued with a condition which requires that a [TWO] four-foot vertical separation [FROM] between extraction operations and the seasonal high-water table be maintained. (Null and void if minimum water table excavation regulation is considered)
- d. There shall be no dewatering either by pumping, ditching or some other form of draining unless an exemption is granted by the planning commission. The exemption for dewatering may be granted if the operator provides a statement under seal and supporting data from a duly licensed and qualified impartial civil engineer, that the dewatering will not lower any of the surrounding property's water systems and the contractor posts a bond for liability for potential accrued damages.

5. Excavation in the water table. Excavation in the water table greater than 15 vertical 300 horizontal feet of a water source may be permitted with the approval of the planning commission based on the following: (15 vertical feet is better measurement if minimum water table excavation regulation is considered)

- a. Certification by a qualified independent civil engineer or professional hydrogeologist that the excavation plan will not negatively impact the quantity of an aquifer serving existing water sources.
- b. The installation of a minimum of three water monitoring tubes or well casings as recommended by a qualified independent civil engineer or professional hydrogeologist adequate to determine flow direction, flow rate, and water elevation.
- c. Groundwater elevation, flow direction, and flow rate for the subject parcel, measured in three-month intervals by a qualified independent civil engineer or professional hydrogeologist, for at least one year prior to application. Monitoring tubes or wells must be kept in place, and measurements taken, for the duration of any excavation in the water table.
- d. Operations shall not breach an aquifer-confining layer.

6. Waterbodies.

- a. An undisturbed buffer shall be left and no earth material extraction activities shall take place within [100] 200 linear feet from excavation limits and the ordinary high water level

of surface water bodies such as a lake, river, stream, [OR OTHER WATER BODY, INCLUDING] riparian wetlands and mapped floodplains as defined in KPB 21.06. This regulation shall not apply to ponds less than one acre on private land, man-made waterbodies being constructed during the course of the materials extraction activities. In order to prevent discharge, diversion, or capture of surface water, an additional setback from lakes, rivers, anadromous streams, and riparian wetlands may be required. (Again, we can not trust the current adopted wetland mapping. It has been found incorrect. Also, we would like to manipulate and possibly enlarge waterbodies within private land. Promoting wetland expansion and environmental habitat.)

- b. Counter permits and CLUPS may contain additional conditions addressing surface water diversion.

Containment Areas
are problematic bk
they collect water
that will prob. stain
a sheep - then what?

7. *Fuel storage.* Fuel storage for containers larger than 50 gallons shall be contained in impermeable berms and basins capable of retaining 110 percent of storage capacity to minimize the potential for uncontained spills or leaks. Fuel storage containers 50 gallons or smaller shall not be placed directly on the ground, but shall be stored on a stable impermeable surface. Double wall tanks are also acceptable. (Double wall tanks are an acceptable standard for many other agencies)
8. *Roads.* Operations shall be conducted in a manner so as not to damage borough roads as required by KPB 14.40.175 and will be subject to the remedies set forth in KPB 14.40 for violation of this condition.
9. *Subdivision.* Any further subdivision or return to acreage of a parcel subject to a conditional land use or counter permit requires the permittee to amend their permit. The planning director may issue a written exemption from the amendment requirement if it is determined that the subdivision is consistent with the use of the parcel as a material site and all original permit conditions can be met.
10. *Dust-control.* Dust suppression is required on haul roads within the boundaries of the material site by application of water or calcium chloride.
11. *Hours of operation.* [ROCK CRUSHING EQUIPMENT SHALL NOT BE OPERATED BETWEEN 10:00 P.M. AND 6:00 A.M.]
- a. Processing equipment shall not be operated between 10:00 7:00 p.m. and 6:00 a.m. (Construction season is short and

processing operations are usually job specific. This puts a burden on development at all levels and can extend the length of days on a job that effects public safety.)

- b. The planning commission may grant exceptions to increase the hours of operation and processing based on surrounding land uses, topography, screening the material site from properties in the vicinity and conditions placed on the permit by the planning commission to mitigate the noise, dust and visual impacts caused by the material site.

12. *Reclamation.*

- a. Reclamation shall be consistent with the reclamation plan approved by the planning commission or planning director as appropriate in accord with KPB 21.29.060.
- b. [AS A CONDITION OF ISSUING THE PERMIT, THE APPLICANT SHALL SUBMIT A RECLAMATION PLAN AND POST A BOND TO COVER THE ANTICIPATED RECLAMATION COSTS IN AN AMOUNT TO BE DETERMINED BY THE PLANNING DIRECTOR. THIS BONDING REQUIREMENT SHALL NOT APPLY TO SAND, GRAVEL OR MATERIAL SITES FOR WHICH AN EXEMPTION FROM STATE BOND REQUIREMENTS FOR SMALL OPERATIONS IS APPLICABLE PURSUANT TO AS 27.19.050.] The applicant shall operate the material site consistent with the approved reclamation plan and provide bonding pursuant to 21.29.060(B). This bonding requirement shall not apply to sand, gravel or material sites for which an exemption from state bond requirements for small operations is applicable pursuant to AS 27.19.050.

13. *Other permits.* Permittee is responsible for complying with all other federal, state and local laws applicable to the material site operation, and abiding by related permits. These laws and permits include, but are not limited to, the borough's flood plain, coastal zone, and habitat protection regulations, those state laws applicable to material sites individually, reclamation, storm water pollution and other applicable Environmental Protection Agency (EPA) regulations, clean water act and any other U.S. Army Corp of Engineer permits, any EPA air quality regulations, EPA and ADEC air and water quality regulations, EPA hazardous material regulations, U.S. Dept. of Labor Mine Safety and Health Administration (MSHA) regulations (including but not limited to noise and safety standards), and Federal Bureau of Alcohol, Tobacco and Firearm regulations regarding using and storing explosives. Any violation of these regulations or permits reported to

or observed by borough personnel will be forwarded to the appropriate agency for enforcement.

14. ~~[VOLUNTARY]~~Volunteered permit conditions. Conditions may be included in the permit upon agreement of the permittee and approval of the planning commission for CLUPs or the planning director for counter permits. Such conditions must be consistent with the standards set forth in KPB 21.29.040(A). Planning commission approval of such conditions shall be contingent upon a finding that the conditions will be in the best interest of the borough and the surrounding property owners. ~~[VOLUNTARY]~~ Volunteered permit conditions apply to the subject parcel and operation, regardless of a change in ownership. A change in ~~[VOLUNTARY]~~ volunteered permit conditions may be proposed ~~[AT]~~ by permit ~~[RENEWAL OR AMENDMENT]~~ modification.
15. Signage. For permitted parcels on which the permittee does not intend to begin operations for at least 12 months after being granted a conditional land use permit, the permittee shall post notice of intent on parcel corners or access, whichever is more visible. Sign dimensions shall be no more than 15" by 15" and must contain the following information: the phrase "Permitted Material Site" along with the permittee's business name and a contact phone number.
16. Appeal. No clearing of vegetation shall occur within the 50 100-foot maximum buffer area from the permit boundary nor shall the permit be issued or operable until the deadline for the appeal, pursuant to KPB 21.20, has expired. (No need for this regulation as the natural vegetative buffer is not and should not be a best choice. If the need for additional buffing is required, the ten foot berm will suffice.)
17. Sound level.
 - a. No sound resulting from the materials extraction activities shall create a sound level, when measured at or within the property boundary of the adjacent land, that exceeds 75 dB(A).
 - b. For any sound that is of short duration between the hours of 7 a.m. and 7 p.m. the levels may be increased by:
 - i. Five dB(A) for a total of 15 minutes in any one hour; or
 - ii. Ten dB(A) for a total of five minutes in any hour; or
 - iii. Fifteen dB(A) for a total of one and one-half minutes in any one-hour period.

- c. At its discretion, the planning commission or planning director, as applicable, may reduce or waive the sound level requirements on any or all property boundaries. Sound level requirements shall be made in consideration of and in accordance with existing uses of the properties in the vicinity at the time of approval of the permit.
- d. Mandatory condition KPB 21.29.050(A)(17) shall expire 365 days from adoption of KPB 21.29.050(A)(17) unless extended or modified by the assembly.
(There is no science behind this. Almost every instance, it will be impossible to achieve with OSHA and MSHA standards. Also, will be further managed by the introduction of larger 10ft berms)
18. Reverse signal alarms. Reverse signal alarms, used at the material site on loaders, excavators, and other earthmoving equipment may shall be more technically advanced devices; such as, a multi-frequency "white noise" alarms rather than the common, single (high-pitch) tone alarms. At its discretion, the planning commission or planning director, as applicable, may waive this requirement or a portion of this requirement. The waiver of this requirement shall be made in consideration of and in accordance with existing uses of the properties in the vicinity at the time of approval of the permit. (May is the proper term and gives flexibility)
19. Ingress and egress. The planning commission or planning director may determine the points of ingress and egress for the material site. The permittee is not required to construct haul routes outside the parcel boundaries of the material site. Driveway authorization must be acquired, from either the state through an "Approval to Construct" or a borough road service area as appropriate, prior to issuance of a material site permit when accessing a public right-of-way. (This can only be instituted with strict standards and limitations of the planning commissions discretionary power. As written, it gives the planning commission discretion at will in an area of construction that they don't have the expertise.)
20. Dust suppression. Dust suppression may shall be required when natural precipitation is not adequate to suppress the dust generated by the material site traffic on haul routes within property boundaries. Based on surrounding land uses the planning commission or planning director, as applicable, may waive or reduce the requirement for dust suppression on haul routes within property boundaries. (As explained before)

21. Surface water protection. Use of surface water protection measures as specified in KPB 21.29.030(A)(8) must be approved by a licensed civil engineer or SWPPP certified individual.

22. Groundwater elevation. All material sites must maintain one monitoring tube per ten acres of excavated area four feet below the proposed excavation. (This will be unnecessary as the material site will be digging in the water table or unable to reach it and not effecting its formation.)

23. Setback. Material site excavation areas shall be 250-feet from the property boundaries of any local option zoning district, existing public school ground, private school ground, college campus, child care facility, multi-purpose senior center, assisted living home, and licensed health care facility. If overlapping, the buffer areas of the excavation shall be included in the 250-foot setback. At the time of application. (This gives consistency in the regulation)

21.29.055. Decision.

The planning commission or planning director, as applicable, shall approve permit applications meeting the mandatory conditions or shall disapprove permit applications that do not meet the mandatory conditions. The decision shall include written findings supporting the decision, and when applicable, there shall be written findings supporting any site-specific alterations to the mandatory condition as specifically allowed by KPB 21.29.050(A)(2)(a), (2)(c), (2)(d), (2)(e), (2)(g), (3), (4)(d), (5), (11)(b), (12), (14), (17)(c), (18), (19), and (20) and as allowed for the KPB 21.29.060 reclamation plan. (This is written that the planning commission will disapprove of applications that do not meet the mandatory conditions. It contradicts many previous languages that gives the planning commission discretion to approve applications that may need special modifications.)

21.29.060. Reclamation plan.

- A. All material site permit applications require an overall reclamation plan along with a five-year reclamation plan. A site plan for reclamation shall be required including a scaled drawing with finished contours. A five-year reclamation plan must be submitted with a permit extension request. (Why the need for a five-year reclamation plan? As site operators, we cannot foresee the market in a five-year span, therefore, cannot provide an accurate plan for five years.)
- B. The applicant may shall revegetate with a non-invasive plant species and reclaim all disturbed land (There are many ways to reclamation. This limits it to one method) [UPON EXHAUSTING THE MATERIAL ON-SITE, OR WITHIN A

What's the purpose of the monitoring well? Is it (are they?) down gradient? Testing?



To whom it may concern:

The Kenai Peninsula Aggregate and Contractors Association does not support ordinance 2021-41. We feel that it is flawed in many ways, and in some respects, impossible to follow.

The lack of all information or slanted information in the whereas is misleading. The use of Changing Climate has nothing to do with material extraction nor is scientifically proven without a doubt. The lack of mention that this exact document other than its previous designation of 2019-30 mayor substitute, was voted down, reconsidered, then voted down again, is important to note.

We feel the creation of this document was not done in a fair, well educated, and well represented way. The Material Site Work Group was formed using 8 members, and only 2 from the industry it would regulate. A 6 to 2 vote was all too common, as the majority of its members had limited experience if any at all. This ultimately created an ordinance that no one could support. That being said, we feel if such document should be created, this ordinance should not be considered as a guide whatsoever, as it would be counterproductive. Our reasoning is stated below.

The use of aesthetics, view, unsightliness, or any term that insinuates regulating view shed rights is not a power afforded to the KPB. After many hours of research, we have found that there are only 3 ways view shed rights have been regulated or transferred in the USA. The federal government regulates view shed on federal land containing historical sites and parks. Local first-class governments have zoning power. Some local governments have regulated through zoning, view shed rights over large zones containing all parcels of land within. There is no precedent of any government regulating view shed on singular parcels of land pertaining to one industry. The KPB is a second-class government with no zoning power. Last, we have found some instances where view shed rights have been transferred in the private sector through purchase.

This ordinance was founded by its initial goals. Those goals contained view shed language and concerns. Therefore, the ordinance was given wrong direction from its inception. All language concerning view must be stricken from its contents.

The definition of "disturbed" should not include "stockpiles" as it is used in 21.29.060 (b). The intent of reclamation is to put the land back to a suitable condition after operations have ceased. If operations have truly ceased, and the land has been put back to a suitable condition, there will be no stockpiles.

Eliminating the term "exhausted" was counterproductive in the intent of the original use of the land.

The definition of "haul route" and its use in the ordinance is unfairly singling out one industry as many others haul commercially in the KPB. Also, we are already regulated by KPB 21.29.050 (8), KPB 14.40.175, and subject to KPB 14.40.

The definition of "vicinity" is too broad and can give other residents not effected by operations by geographic and topographic locations the ability to diminish operations such as processing. Adjacent was a better term used.

21.29.030 (8) is already regulated by the federal government through SWPPP plans. This is unneeded, and a further burden to the KPB and the operator.

21.29.030 (9) (f) the timeframe from May to December does not coincide with construction season. Many bids come out before May for the upcoming season and a contractor will have to speculate and possibly apply for a permit before bidding a project. This will only burden the public to unnecessary costs and safety by denying the opportunity to obtain a close source of material.

21.29.040 (a) (3,4,5) the definition of “minimizes” and the inclusion of “protects against” is an unobtainable condition. “Minimizes” allowed the operator the ability to mitigate the situation. “Protects against” insinuates the absolute disbursements of, and is an impossible and unfair condition. It also contradicts other conditions levied in this ordinance. (3) is impossible as written, as dust moves naturally. It is not only unfair, because everyone creates dust, such as a parking lot on a windy day, or a homeowner mowing their lawn, but impossible to comply to because one particle across the property line defies the law. (4) is already regulated by the federal government agency MSHA. This is a further burden on the KPB and the operator. (5) is unlawful for the KPB to regulate as it insinuates the taking of view shed rights and the KPB is a second-class government with no zoning power.

(8) also includes the term “protects against” and is an impossible condition. As soon as an operator uses a public road to travel, they will impact traffic just by their presence. We have the right to travel by federal law, 5th amendment to the U.S. constitution.

21.29.050 (2) we feel the changes in the buffer zones were negotiated on incorrect information by KPB staff. Our representatives were misinformed as well as the rest of the MSWG and public as to the current distance and application of buffers conditioned to the applicant. As we read the current law, you may impose a combination of buffer requirements on an application, but only one in any geographical location. “Stacking” is prohibited. For instance, you may have a 50ft natural vegetative buffer on the north border and a minimum 6ft fence on the west, and a minimum 6ft berm on the east, but not all on one border. The word “or” in (2) (a) supports that. The KPB has already misused this law by asking for or requiring operators to comply with “stacking”. We feel the MSWG and the public did not receive the correct data to make an informed decision or to give public comment. A 100ft maximum buffer is an unnecessary burden to the applicant as it locks up a rare and high demanded commodity.

(2) (b) is in conflict with other conditions such as noise and undisturbed natural vegetation. How can we remove and replace material near or on the border of our site with heavy machinery if we cannot make noise, dust, or disturb vegetation?

(3) the use of “vicinity” is too broad. A property over a large hill, across a forest, on another road, may affect the use of processing even though they cannot see, hear, or be troubled in any way.

(4) we feel that the changes from 2 vertical ft. to 4ft is unnecessary. We don’t feel the MSWG was really given the option to go the other way and scientific data to make an informed decision. To our knowledge, there has been no conflict proven in the KPB with a 2ft separation. Many sites in Alaska mine in the water table. Some right here in the KPB. There is no precedent to support the taking of 2ft of resources away from an operator. We feel this section could have been abolished in its entirety and section (5) is sufficient.

(6) Again, we feel this is a product of lack of scientific data and there is no precedence to support the taking of 100ft of horizontal distance. State mining law is very different and allows for a much closer distance.

(17) this is also conceived by lack of scientific knowledge. Also, we are already regulated by the federal agency MSHA. This should be abolished in its entirety.

(18) this is unfairly enforcing a regulation on one industry. The KPB doesn't want to get involved in the type of safety equipment used. If an accident occurred, the KPB could be held liable. Also, we cannot control other possible members of the industry from outside the KPB who may not have these devices and come here to work for the season.

(19) this is unfair to the operator as we have the right to travel on any road. The possible burden to an operator could be massive because of topography and diminish the opportunity to access resources.

(20) this is unfair to the industry. We already supply dust suppression as good neighbors and stewards of the land. This is singling out one industry as almost all industries on the KPB are involved with a heavy truck creating dust on a road at some point. School busses create the same dust.

(21) Again, already regulated by federal SWPPP plans.

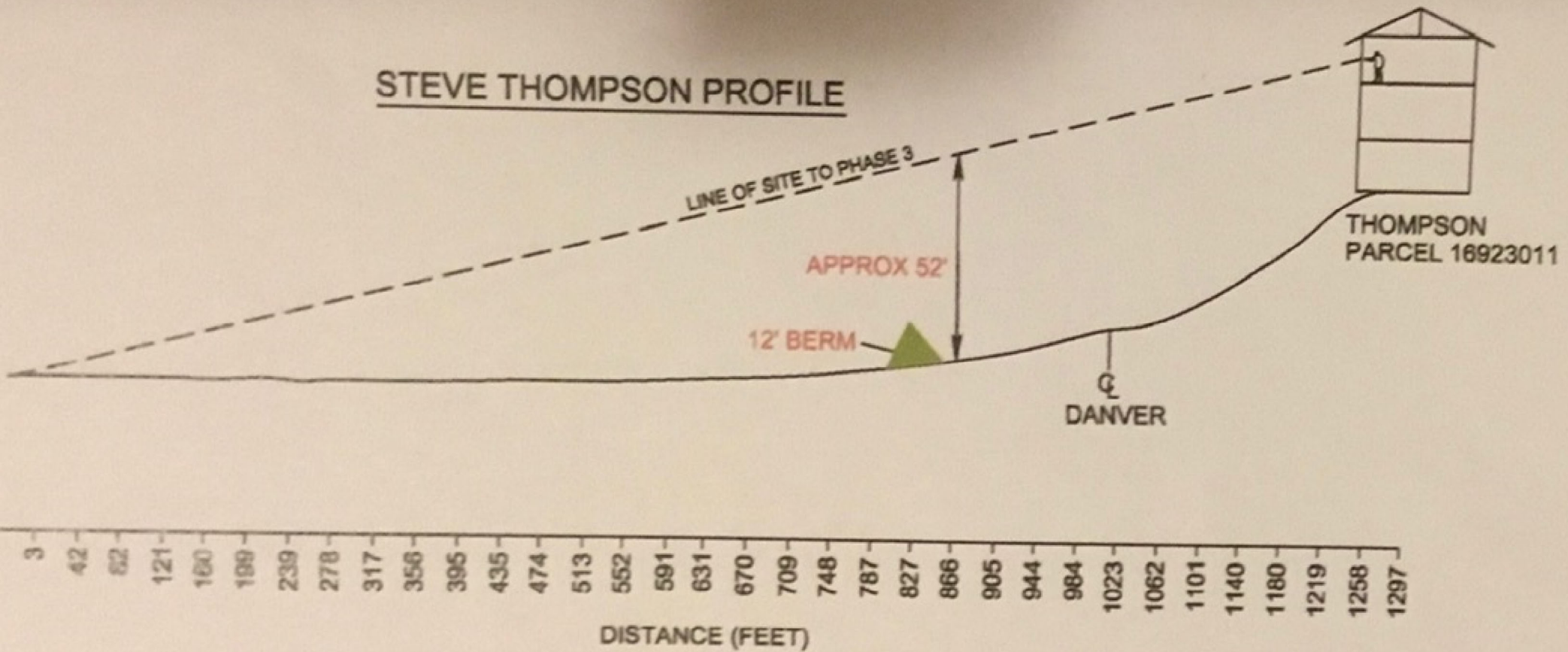
(22) unnecessary. Mining in the water table is common throughout Alaska.

21.29.060 (b) the use of "disturbed" includes basically, the whole site, including stockpiles. This is unrealistic. If there was more industry input, the MSWG would know that in general, the geology on the KPB is quite scarce of suitable topsoil. Every time you move it, you lose some. If we constantly reclamated our sites, we won't have the material to finish the job. Also, this doesn't have the provisions for other uses of the site such as a commercial property or parking lot needing no reclamation. The bonding requirement is also an undue burden as the State requires only \$750.

21.29.120 (c) we feel this is unjust to current operators. While to all it is reneging on the deal they agreed to at time of origin, some PEU's aren't required to submit a reclamation plan with the state and have no way of complying. This is just a way for government to not hold up their end of a deal struck with a citizen and harass them. It is not very becoming of the KPB to do so.

So, as you can see, the Kenai Peninsula Aggregate and Contractors Association and its members, families, and dependents, can find inconsistencies and faults in almost every aspect of this ordinance. It is inconsistent with industry standards, lacks scientific merit, isn't in harmony with other government agencies such as MSHA, OSHA, and DEC. This ordinance lacks an avenue for operators to complete discovery and reclamation that coincides with best management practices. In many areas it is based on false or inconsistent fact and overreach of regulatory power. Such as viewshed rights and wetland mapping. We consider this document as a form of a taking without just compensation and a form of zoning to a specific industry. We urge you to vote no on 2021-41 to save us all the conflict and burden it will surely cause.

Thank you for your consideration, Ed Martin III, President, KPACA.



Profile

Turner, Michele

From: Blankenship, Johni
Sent: Tuesday, January 18, 2022 4:23 PM
To: Turner, Michele
Subject: FW: <EXTERNAL-SENDER>Please provide to the Assembly for tonight's meeting on Ord. 2021-14

From: K, E, & E Martin <keeconstructionllc@yahoo.com>
Sent: Tuesday, January 18, 2022 4:02 PM
To: Blankenship, Johni <JBlankenship@kpb.us>
Subject: <EXTERNAL-SENDER>Please provide to the Assembly for tonight's meeting on Ord. 2021-14

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.

To all it may concern :

Below is a Opinion of Jim Valenine of Reno ,NV Posted last Sunday Jan.16th in the "Nevada Appeal " News paper serving Carson City , NV I could not better put one's Rights to Private Property & the Constitutional Rights of Ownership & Due Process unobstructed by Government or anyone else!

Please review all Whereas's for facts & truth before considering any Therefore(s) that don't meet constitutional muster!

This second Class Borough shouldn't legislate ZONING without the power to do so & then only if a" taking is warranted " for a public good , then be prepared to pay just compensation . As I have told several Assembly members " Have the courage" to introduce new Zoning Powers for a vote of the people of this Borough. Otherwise this appears as a " BACK DOOR " way to those means. Ed Martin Jr., 702 Lawton Drive , Kenai, Ak

The Fifth Amendment of the U.S. Constitution includes a provision known as the Takings Clause, which states that "private property (shall not) be taken for public use, without just compensation."

This is a very important component of our Constitution that effects all property owners. Some governmental agencies in recent years have implemented laws, rules, policies and procedures that have impacted the quiet enjoyment of the property and the owner's use of the property which is, in fact, an uncompensated taking. More are being proposed as efforts to redistribute wealth become more commonplace. These often include giving rights to tenants that are adverse to the interest of the property owner with no compensation for their loss(es). Richard B. Sanders, Washington State Supreme Court justice, wrote a treatise about the "Fifth Amendment" wherein he wrote, "Our State, and most other states, define property in an extremely broad sense." He continued, "Property in a thing consists not merely in its ownership and possession, but in the unrestricted right of use, enjoyment, and disposal. Anything which destroys any of the elements of property, to that extent, destroys the property itself. The substantial value of property lies in its use. If the right of use be denied, the value of the property is annihilated and ownership is rendered a barren right."

Two more statements we find relevant: Founding Father John Adams, "The moment the idea is admitted into society that property is not as sacred as the law of God, and that there is not a force of law and public justice to protect it, anarchy and tyranny commence."

From Nevada's own Wayne Hage, property rights activist, "If you don't have the right to own and control property then you are property."

It is so important to those of us living in the free world environment of the United States to understand that you can own real estate and you can enjoy all of the components of the bundle of rights of real estate ownership, as long as you don't willingly, or unwillingly, let them take them from you.

The bundle of rights affords the owner the right of possession, the right of control, the right of exclusion, the right of enjoyment and the right of disposition. We take it for granted that we have this with our property ownership because of the Fifth Amendment, but like all of the freedoms we enjoy in these United States, we must work to protect them.

.[One must be diligent in protecting private property rights for all of us.

If you willingly allow a governing body to make a change that adversely affects you, then you cannot claim an uncompensated taking. If a body such as a Local Planning Commission makes changes to which you don't agree that have a negative impact on your, your use of your property and ultimately the value of your property, then you may be the victim of a Fifth Amendment breach.] Other factors can come into play so it is best to do your best to avoid such actions gaining any traction.

Don't let others push their agenda to your detriment. Your real property is yours, yours to do what you want with, not what you are told to do with it. That's why you bought it and that's why others still aspire to experience the American dream of home ownership without it being given to them.

KEE Construction, LLC



DATE: January 19, 2022

TO: KPB Assembly Members

SUBJECT: KPB 2021-41 Version 1
Material Site Permits, Applications, Conditions and Procedures

RE: Assembly Mtg January 18th Testimony

I was asked by multiple Assembly Members to discuss or provide my testimony regarding KPB2021-41 V1. Below are the talking points that I prepared prior to the Assembly meeting. Not all this information was included in my testimony due to time constraints and/or the climate of the chambers.

21.29.030.A.9 (Application Requirements)

Requiring that the site plan be prepared by a licensed surveyor is outside the Surveyors' area of work. Surveyors don't offer site development plan services. The portion of the application that should require a licensed and registered surveyor should be limited to the boundary survey, encumbrances, location and elevation of test holes, adjacent well locations, and location of water bodies. Essentially, a property as-built and boundary survey.

If KPB wants to require a professional to prepare the CLUP site development plan, then the ordinance should specify that a licensed Civil Engineer prepare the remainder of the required items.

The ordinance should require that site elevations (including those of test holes and groundwater) tie to a published datum or benchmark. Otherwise, each site may reference an assumed elevation and not a real-world elevation.

21.29.030.A.9(m) says 'field verification shall include staking the boundary of the parcel as sequentially visible intervals'. This conflicts with 21.29.050.A.1 which says 'stakes shall be in place prior to the issuance of the permit'. It is my recommendation that staking the parcel should be part of the field verification process otherwise prior to application.

21.29.050.A (Permit Conditions)

21.29.050.A.2. Buffer Zones. I caution the Assembly on continuing to increase buffer width requirements without granting the Applicant a means to extract the material that is under or within the buffer zone. Gravel is a commodity that is utilized by all and will continue to be so. By providing the mechanisms for a material site to responsibly extract as much gravel as possible from said site, there becomes less need for additional material sites.

21.29.050.A.6 Waterbodies. The US Army Corps of Engineers no longer has jurisdiction on wetlands that are not connected to Waters of the US. Waterbody setbacks should not apply to these isolated wetlands. These isolated wetlands are often ideal locations of peat mining and often have marketable sand or gravel beneath the peat.

Page 1 of 2



21.29.050.A.21 Groundwater Elevation. Recommend adding that the groundwater monitoring tube be installed when excavation is within 10' or such of the groundwater elevation. Many of the area material sites exceed 20' of usable material and installing a monitoring tube to this depth is a major undertaking. As an example, installing a 25' deep monitoring tube would require an excavation of approximately 2,500 SF hole to gain that depth utilizing traditional excavation equipment.

21.29.050.A.13. Other Permits. Alaska Department of Natural Resources (Division of Land and Water) should be added to this list.

21.29.060 Reclamation Plan. ADNR updated their requirements for Material Sales Reclamation Plans in June 2021. This should be reviewed in context to KPB's reclamation requirements. ADNR has set per-acre bond amount at \$750/acre. ADNR allows for an operator to post bond with another government agency as allowed by a cooperative management agreement between that agency and ADNR Division of Land and Water. Does the Borough have a cooperative management agreement with ADNR? Otherwise, there is the potential for material site operators to have to 'double-bond' for reclamation.

Please feel free to contact me if you have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Gina DeBardelaben".

Gina DeBardelaben, P.E.
Vice President
McLane Consulting, Inc.

Introduced by:	Martin
Substitute Introduced:	03/14/06
O2006-01 (Long, Martin, Superman)	See Original Ord for Prior History
Hearing:	03/14/06
Action:	Substitute Introduced and Set for Public Hearings on 04/04/06 and 04/18/06
	Additional Hearing on 05/16/06
Action:	Postponed until 04/18/06
Action:	Time did not Allow for Action
Date:	05/02/06
Action:	Postponed until 05/16/06
Action:	Additional Hearing on 08/01/06
Date:	05/16/06
Action:	Postponed until 08/01/06
Action:	Enacted as Amended
Vote:	8 Yes, 0 No, 0 Absent, 1 Abstention

**KENAI PENINSULA BOROUGH
ORDINANCE 2006-01 (MARTIN) SUBSTITUTE**

**AN ORDINANCE REPEALING KPB CHAPTER 21.26 AND ENACTING KPB
CHAPTER 21.29, MATERIAL SITE PERMITS**

WHEREAS, Goal 6.5, Objective 1 of the 2005 Kenai Peninsula Borough Comprehensive Plan is to ensure that land use regulations adopted by the borough are necessary to control uses that affect public health and safety and address adverse impacts on the rights of adjacent property owners; and

WHEREAS, Goal 6.5, Objective 1, Implementation Action A, is to continue to periodically review and update existing regulations to reflect changing conditions and policies in the borough; and

WHEREAS, Goal 6.6 of the 2005 comprehensive plan is to reduce land use conflicts outside of the cities; and

WHEREAS, Goal 6.6, Objective 1, Implementation Action D, is to improve the land use regulations currently in existence including those related to material sites to minimize the impacts of erosion and flooding of neighboring properties and to minimize conflicts with surrounding land uses; and

WHEREAS, Goal 7.1, Objectives 1 and 2, of the 2005 comprehensive plan are to work with other agencies to protect public health and environment, to avoid duplications of other agencies' regulations, and to provide input to federal and state agencies on local conditions and opinions; and

WHEREAS, Goal 1 of the Mining and Minerals Processing section of the 1990 Kenai Peninsula Borough Coastal Management Program is to provide opportunities to explore, extract and process minerals, sand and gravel resources, while protecting environmental quality and other resource users; and

WHEREAS, a review of the material site ordinance was undertaken in 1998 after a citizen task force comprised of citizens and industry made recommendations; and

WHEREAS, the mayor sponsored Ordinance 98-33 after considering the task force recommendations and supplementing the same; and

WHEREAS, assembly members sponsored a substitute Ordinance 98-33 which was ultimately adopted in 1999; and

WHEREAS, the planning department has been administering Ordinance 98-33, codified as KPB 21.26 as amended, for six years; and

WHEREAS, KPB 21.25.040 requires a permit for the commencement of certain land uses within the rural district of the Kenai Peninsula Borough; and

WHEREAS, the planning department has recognized that certain provisions of the material site ordinance could be better clarified for the operators, public, and staff; and

WHEREAS, the planning department receives comments expressing concerns about dust, noise, and aesthetics which are minimally addressed by the current code; and

WHEREAS, there are parcels registered as nonconforming prior existing uses which have not been operated as material sites for a number of years; and

WHEREAS, certain additional conditions placed on material site permits would facilitate a reduction in the negative secondary impacts of material sites, e.g. dust, noise, and unsightliness; and

WHEREAS, an assembly subcommittee was formed in 2005 to review the material site code; and

WHEREAS, at its regularly scheduled meeting of July 17, 2006, the Planning Commission recommended enactment of the amended ordinance by unanimous consent.

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

SECTION 1. KPB 21.26 Material Site Permits is hereby repealed and KPB 21.29, Material Site Permits, is adopted as follows:

CHAPTER 21.29. MATERIAL SITE PERMITS

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 10 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 permit.

21.29.020. Material extraction and activities requiring a permit.

- A. Counter permit. A counter permit is required for material extraction which disturbs no more than 2.5 cumulative acres and does not enter the water table. Counter permits are approved by the planning director, and are not subject to the notice requirements or planning commission approval of KPB 21.25.060. A counter permit is valid for a period of 12 months, with a possible 12-month extension.
- B. Conditional land use permit. A conditional land use permit (CLUP) is required for material extraction which disturbs more than 2.5 cumulative acres, or material extraction of any size that enters the water table. A CLUP is required for materials processing. A CLUP is valid for a period of five years. The provisions of KPB Chapter 21.25 are applicable to material site CLUPS and the provisions of KPB 21.25 and 21.29 are read in harmony. If there is a conflict between the provisions of KPB 21.25 and 21.29, the provisions of KPB 21.29 are controlling.

21.29.030. Application procedure.

- A. In order to obtain a counter permit or CLUP, an applicant shall first complete and submit to the borough planning department a permit application, along with the appropriate fee as established by resolution of the planning commission and approved by the borough assembly. The planning director may determine that certain contiguous parcels are eligible for a single permit. The application shall include the following items:

1. Legal description of the parcel, KPB tax parcel ID number, and identification of whether the permit is for the entire parcel, or a specific location within a parcel;
2. Expected life span of the material site;
3. A buffer plan consistent with KPB 21.29.050(A)(2);
4. Reclamation plan consistent with KPB 21.29.060;
5. The depth of excavation;
6. Type of material to be extracted and type of equipment to be used;
7. Any voluntary permit conditions the applicant proposes. Failure to include a proposed voluntary permit condition in the application does not preclude the applicant from proposing or agreeing to voluntary permit conditions at a later time;
8. A site plan and field verification prepared by a professional surveyor licensed and registered in the State of Alaska, including the following information:
 - a. location of excavation, and, if the site is to be developed in phases, the life span and expected reclamation date for each phase;
 - b. proposed buffers consistent with KPB 21.29.050(A)(2), or alternate buffer plan;
 - c. identification of all encumbrances, including, but not limited to easements;
 - d. points of ingress and egress. Driveway permits must be acquired from either the state or borough as appropriate prior to the issuance of the material site permit.
 - e. anticipated haul routes;
 - f. location and depth of test holes, and depth of groundwater, if encountered;
 - g. location of wells of adjacent property owners within 300 feet of the proposed parcel boundary;

- h. location of any water body on the parcel, including the location of any riparian wetland as determined by “Wetland Mapping and Classification of the Kenai Lowland, Alaska” maps created by the Kenai Watershed Forum;
 - i. surface water protection measures for adjacent properties, including the use of diversion channels, interception ditches, on-site collection ditches, sediment ponds and traps, and silt fence; provide designs for substantial structures; indicate which structures will remain as permanent features at the conclusion of operations, if any;
 - j. location of any processing areas on parcel, if applicable;
 - k. north arrow;
 - l. the scale to which the site plan is drawn;
 - m. preparer's name, date and seal;
 - n. field verification shall include staking the boundary of the parcel at sequentially visible intervals. The planning director may grant an exemption in writing to the staking requirements if the parcel boundaries are obvious.
- B. In order to aid the planning commission or planning director’s decision-making process, the planning director shall provide vicinity, aerial, land use, and ownership maps for each application and may include additional information.

21.29.040. Standards for sand, gravel or material sites.

- A. These material site regulations are intended to protect against aquifer disturbance, road damage, physical damage to adjacent properties, dust, noise, and visual impacts. Only the conditions set forth in KPB 21.29.050 may be imposed to meet these standards:
- 1. protects against the lowering of water sources serving other properties;
 - 2. protects against physical damage to other properties;
 - 3. minimizes off-site movement of dust;
 - 4. minimizes noise disturbance to other properties;

5. minimizes visual impacts; and
6. provides for alternate post-mining land uses.

21.29.050. Permit conditions.

- A. The following mandatory conditions apply to counter permits and CLUPs issued for sand, gravel or material sites:
 1. **Parcel Boundaries.** All boundaries of the subject parcel shall be staked at sequentially visible intervals where parcel boundaries are within 300 feet of the excavation perimeter. Field verification and staking will require the services of a professional land surveyor. Stakes shall be in place at time of application.
 2. **Buffer Zone.** A buffer zone shall be maintained around the excavation perimeter or parcel boundaries. Where an easement exists, a buffer shall not overlap the easement, unless otherwise conditioned by the planning director or planning commission.
 - a. The buffer zone shall provide and retain a basic buffer of:
 - i. 50 feet of undisturbed natural vegetation, or
 - ii. A minimum six-foot earthen berm with at least a 2:1 slope, or
 - iii. A minimum six-foot fence.
 - b. A 2:1 slope shall be maintained between the buffer zone and excavation floor on all inactive site walls. Material from the area designated for the 2:1 slope may be removed if suitable, stabilizing material is replaced within 30 days from the time of removal.
 - c. The planning commission or planning director shall designate one or a combination of the above as it deems appropriate. The vegetation and fence shall be of sufficient height and density to provide visual and noise screening of the proposed use as deemed appropriate by the planning commission or planning director.
 - d. Buffers shall not cause surface water diversion which negatively impacts adjacent properties or water bodies. Specific findings are required to alter the buffer requirements of KPB 21.29.050(A)(2)(a) in order to minimize negative impacts from surface water diversion. For purposes of this section, surface

water diversion is defined as erosion, flooding, dehydration or draining, or channeling. Not all surface water diversion results in a negative impact.

- e. At its discretion, the planning commission may waive buffer requirements where the topography of the property or the placement of natural barriers makes screening not feasible or not necessary. Buffer requirements shall be made in consideration of and in accordance with existing uses of adjacent property at the time of approval of the permit. There is no requirement to buffer the material site from uses which commence after the approval of the permit.
- 3. Processing. In the case of a CLUP, any equipment which conditions or processes material must be operated at least 300 feet from the parcel boundaries. At its discretion, the planning commission may waive the 300-foot processing distance requirement, or allow a lesser distance in consideration of and in accordance with existing uses of adjacent property at the time.
 - 4. Water Source Separation.
 - a. All permits shall be issued with a condition which prohibits any material extraction within 100 horizontal feet of any water source existing prior to original permit issuance.
 - b. All counter permits shall be issued with a condition which requires that a four-foot vertical separation from the seasonal high water table be maintained.
 - c. All CLUPS shall be issued with a condition which requires that a two-foot vertical separation from the seasonal high water table be maintained.
 - d. There shall be no dewatering either by pumping, ditching or some other form of draining unless an exemption is granted by the planning commission. The exemption for dewatering may be granted if the operator provides a statement under seal and supporting data from a duly licensed and qualified impartial civil engineer, that the dewatering will not lower any of the surrounding property's water systems and the contractor posts a bond for liability for potential accrued damages.

5. Excavation in the Water Table. Excavation in the water table greater than 300 horizontal feet of a water source may be permitted with the approval of the planning commission based on the following:
 - a. certification by a qualified independent civil engineer or professional hydrogeologist that the excavation plan will not negatively impact the quantity of an aquifer serving existing water sources.
 - b. the installation of a minimum of three water monitoring tubes or well casings as recommended by a qualified independent civil engineer or professional hydrogeologist adequate to determine flow direction, flow rate, and water elevation.
 - c. groundwater elevation, flow direction, and flow rate for the subject parcel, measured in three-month intervals by a qualified independent civil engineer or professional hydrogeologist, for at least one year prior to application. Monitoring tubes or wells must be kept in place, and measurements taken, for the duration of any excavation in the water table.
 - d. operations shall not breach an aquifer-confining layer.
6. Waterbodies.
 - a. An undisturbed buffer shall be left and no earth material extraction activities shall take place within 100 linear feet from a lake, river, stream, or other water body, including riparian wetlands and mapped floodplains as defined in KPB 21.06. This regulation shall not apply to man-made waterbodies being constructed during the course of the materials extraction activities. In order to prevent discharge, diversion, or capture of surface water, an additional setback from lakes, rivers, anadromous streams, and riparian wetlands may be required.
 - b. Counter permits and CLUPS may contain additional conditions addressing surface water diversion.
7. Fuel Storage. Fuel storage for containers larger than 50 gallons shall be contained in impermeable berms and basins capable of retaining 110 percent of storage capacity to minimize the potential for uncontained spills or leaks. Fuel storage containers 50 gallons or smaller shall not be placed directly on the ground, but shall be stored on a stable impermeable surface.

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8. Roads. Operations shall be conducted in a manner so as not to damage borough roads as required by KPB 14.40.175 and will be subject to the remedies set forth in KPB 14.40 for violation of this condition.
9. Subdivision. Any further subdivision or return to acreage of a parcel subject to a conditional land use or counter permit requires the permittee to amend their permit. The planning director may issue a written exemption from the amendment requirement if it is determined that the subdivision is consistent with the use of the parcel as a material site and all original permit conditions can be met.
10. Dust control. Dust suppression is required on haul roads within the boundaries of the material site by application of water or calcium chloride.
11. Hours of Operation. Rock crushing equipment shall not be operated between 10 p.m. and 6 a.m.
12. Reclamation.
 - a. Reclamation shall be consistent with the reclamation plan approved by the planning commission or planning director as appropriate in accord with KPB 21.29.060.
 - b. As a condition of issuing the permit, the applicant shall submit a reclamation plan and post a bond to cover the anticipated reclamation costs in an amount to be determined by the planning director. This bonding requirement shall not apply to sand, gravel or material sites for which an exemption from state bond requirements for small operations is applicable pursuant to AS 27.19.050.
13. Other permits. Permittee is responsible for complying with all other federal, state and local laws applicable to the material site operation, and abiding by related permits. These laws and permits include, but are not limited to, the borough's flood plain, coastal zone, and habitat protection regulations, those state laws applicable to material sites individually, reclamation, storm water pollution and other applicable Environmental Protection Agency (EPA) regulations, clean water act and any other U.S. Army Corp of Engineer permits, any EPA air quality regulations, EPA and ADEC water quality regulations, EPA hazardous material regulations, U.S. Dept. of Labor Mine Safety and Health Administration (MSHA) regulations (including but not limited to noise and safety standards), and Federal Bureau of Alcohol, Tobacco and Firearm regulations regarding using and storing explosives. Any violation of these regulations or permits

reported to or observed by borough personnel will be forwarded to the appropriate agency for enforcement.

14. Voluntary permit conditions. Conditions may be included in the permit upon agreement of the permittee and approval of the planning commission for CLUPs or the planning director for counter permits. Such conditions must be consistent with the standards set forth in KPB 21.29.040(A). Planning commission approval of such conditions shall be contingent upon a finding that the conditions will be in the best interest of the borough and the surrounding property owners. Voluntary permit conditions apply to the subject parcel and operation, regardless of a change in ownership. A change in voluntary permit conditions may be proposed at permit renewal or amendment.
15. Signage. For permitted parcels on which the permittee does not intend to begin operations for at least 12 months after being granted a conditional land use permit, the permittee shall post notice of intent on parcel corners or access, whichever is more visible. Sign dimensions shall be no more than 15" by 15" and must contain the following information: the phrase "Permitted Material Site" along with the permittee's business name and a contact phone number.

21.29.060. Reclamation plan.

- A. All material site permit applications require a reclamation plan.
- B. The applicant shall revegetate with a non-invasive plant species and reclaim all disturbed land upon exhausting the material on-site, or within a pre-determined time period for long-term activities, so as to leave the land in a stable condition. Reclamation must occur for all exhausted areas of the site exceeding five acres before a five-year renewal permit is issued, unless otherwise required by the planning commission. If the material site is one acre or less in size and has been granted a CLUP due to excavation in the water table, reclamation must be performed as specified by the planning commission or planning director in the conditional use or counter permit.
- C. The following measures must be considered in preparing and implementing the reclamation plan, although not all will be applicable to every reclamation plan.
 1. Topsoil that is not promptly redistributed to an area being reclaimed will be separated and stockpiled for future use. This material will be protected from erosion and contamination by acidic or toxic materials and preserved in a condition suitable for later use.

2. The area will be backfilled, graded and recontoured using strippings, overburden, and topsoil to a condition that allows for the reestablishment of renewable resources on the site within a reasonable period of time. It will be stabilized to a condition that will allow sufficient moisture for revegetation.
 3. Sufficient quantities of stockpiled or imported topsoil will be spread over the reclaimed area to a depth of four inches to promote natural plant growth that can reasonably be expected to revegetate the area within five years. The applicant may use the existing natural organic blanket representative of the project area if the soil is found to have an organic content of 5% or more and meets the specification of Class B topsoil requirements as set by Alaska Test Method (ATM) T-6. The material shall be reasonably free from roots, clods, sticks, and branches greater than 3 inches in diameter. Areas having slopes greater than 2:1 require special consideration and design for stabilization by a licensed engineer.
 4. Exploration trenches or pits will be backfilled. Brush piles and unwanted vegetation shall be removed from the site, buried or burned. Topsoil and other organics will be spread on the backfilled surface to inhibit erosion and promote natural revegetation.
 5. Peat and topsoil mine operations shall ensure a minimum of two inches of suitable growing medium is left or replaced on the site upon completion of the reclamation activity (unless otherwise authorized).
 6. Ponding may be used as a reclamation method as approved by the planning commission.
- D. The plan shall describe the total acreage to be reclaimed each year, a list of equipment (type and quantity) to be used in reclamation, and a time schedule of reclamation measures.

21.29.070. Permit extension and revocation.

- A. Conditional land use permittees must submit a request in writing for permit extension every five years after the permit is issued. Requests for permit extension must be made at least 30 days prior to permit expiration. Counter permittees must submit any request for a 12-month extension at least 30 days prior to the expiration of the original 12-month permit period.
- B. A permit extension certificate for a CLUP may be granted by the planning director after 5 years, and after one year for a counter permit where no modification to operations or conditions are proposed.

- C. Permit extension may be denied if: (1) reclamation required by this chapter and the original permit has not been performed; (2) the permittee is otherwise in noncompliance with the original permit conditions; or (3) the permittee has had a permit violation in the last two years and has not fulfilled compliance requests.
- D. A modification application shall be processed pursuant to KPB 21.29.030-050 with public notice given as provided by KPB 21.25.060 when operators request modification of their permit conditions based on changes in operations set forth in the modification application.
- E. There shall be no fee for permit extensions approved by the planning director. The fee for a permit modification processed under KPB 21.29.070(D) will be the same as an original permit application.
- F. Failure to submit a request for extension will result in the expiration of the permit. The borough may issue a permit termination document upon expiration pursuant to KPB 21.29.080. Once a permit has expired, a new permit application approval process is required in order to operate the material site.
- G. Permits may be revoked pursuant to KPB 21.25.080.

21.29.080. Permit termination.

When a permit expires, is revoked, or a permittee requests termination of their permit, a review of permit conditions and site inspections will be conducted by the planning department to ensure code compliance and verify site reclamation prior to termination. When the planning director determines that a site qualifies for termination, a termination document shall be issued to the permittee.

21.29.090. Permit modifications.

If a permittee revises or intends to revise operations (at a time other than permit extension) so that they are no longer consistent with the original application, a permit modification is required. The planning director shall determine whether the revision to operations requires a modification. Permit modification shall be processed in the same manner as original permits.

21.29.100. Recordation.

All permits, permit extensions, modified permits, prior existing uses, and terminations shall be recorded. Failure to record a material site document does not affect the validity of the documents.

21.29.110. Violations.

- A. Violations of this chapter shall be governed by KPB 21.24.
- B. In addition to the remedies provided in KPB 21.24, the planning director may require bonding in a form and amount adequate to protect the borough's interests for an owner or operator who has been cited for three violations of KPB 21.24, 21.25, and 21.29 within a three-year period. The violations need not be committed at the same material site. Failure to provide requested bonding may result in permit revocation proceedings.

21.29.120. Prior existing uses.

- A. Material sites are not held to the standards and conditions of a CLUP if a prior existing use (PEU) determination was granted for the parcel in accordance with KPB 21.29.120(B). To qualify as a PEU, a parcel's use as a material site must have commenced or have been operated after May 21, 1986, and prior to May 21, 1996, provided that the subject use continues in the same location. In no event shall a prior existing use be expanded beyond the smaller of the lot, block, or tract lines as they existed on May 21, 1996. If a parcel is further subdivided after May 21, 1996, the pre-existing use may not be expanded to any lot, tract, or parcel where extraction had not occurred before or on February 16, 1999. If a parcel is subdivided where extraction has already occurred, the prior existing use is considered abandoned, and a CLUP must be obtained for each parcel intended for further material site operations. The parcel owner may overcome this presumption of abandonment by showing that the subdivision is not inconsistent with material site operation. If a parcel subject to a prior existing use is conveyed, the prior existing use survives the conveyance.
- B. Owners of sites must have applied to be registered as a prior existing use prior to January 1, 2001.
- C. Any prior existing use that has not operated as a material site between May 21, 1996, and May 21, 2011, is considered abandoned and must thereafter comply with the permit requirements of this chapter. The planning director shall determine whether a prior existing use has been abandoned. After giving notice to the parcel owner that a PEU is considered abandoned, a parcel owner may protest the termination of the PEU by filing written notice with the planning director on a form provided by the planning department. When a protest by a parcel owner is filed, notice and an opportunity to make written comments regarding prior existing use status shall be issued to owners of property within a one-half mile radius of the parcel boundaries of the site. The owner of the parcel subject to the prior existing use may submit written information, and the planning director may gather and consider any information relevant to whether a material site has operated. The planning director may conduct a hearing if he or she

believes it would assist the decision-making process. The planning director shall issue a written determination which shall be distributed to all persons making written comments. The planning director's decision regarding termination of the prior existing use status may be appealed to the planning commission within 15 days of the date of the notice of decision.

SECTION 2. That KPB 21.24.030(C) is hereby amended as follows:

- C. Fine Schedule. The following fines are the scheduled fines for violations. The scheduled fine for an offense may not be judicially reduced.

<i>Code Chapter Section Citation</i>	<i>Chapter / Section Title</i>	<i>Scheduled Fine</i>
KPB 21.06.040	Failure to obtain a development permit	\$75.00
KPB 21.09.060	Violation of nonconforming use/structure provisions	\$50.00
KPB 21.09.070	Prohibited use	\$100.00
KPB 21.09.080	Violation of development standards	\$50.00
KPB 21.09.090(A)	Violation of home occupation standards	\$100.00
KPB 21.09.090(B)	Sign size violation	\$50.00
KPB 21.09.090(C)	Prohibited home occupations	\$100.00
KPB 21.14.030	Failure to obtain a mobile home park permit	\$75.00
KPB 21.18.050(A)	Failure to obtain fuel storage/logging permit	\$75.00
KPB 21.18.060	Prohibited activity in habitat protection area	\$100.00
KPB 21.18.072	Failure to obtain commercial activity permit	\$75.00
KPB 21.18.080	Failure to obtain a conditional use permit	\$75.00
KPB 21.18.090(D)	Failure to obtain expansion/enlargement conditional use permit	\$100.00
KPB 21.24.050	Violation of or removal of an enforcement order	\$100.00
KPB 21.25.040	Failure to obtain land use permit	[\$75.00] <u>\$300.00</u>
<u>KPB 21.29.050</u>	<u>Violation of conditions</u>	<u>\$300.00</u>
KPB 21.42.060	Violation of nonconforming use/structure provisions	[\$75.00] <u>\$300.00</u>
KPB 21.42.090	Prohibited use	\$100.00
KPB 21.42.100	Violation of development standards	\$50.00
KPB 21.42.110(D)	Failure to obtain a home occupation permit	\$75.00
KPB 21.44.110	Violation of nonconforming use standards	\$75.00
KPB 21.44.130	Failure to obtain a home occupation permit	\$75.00
KPB 21.44.160(A)(B)	Prohibited use	\$100.00
KPB 21.44.160(C)	Violation of development standards	\$50.00
KPB 21.44.170(A)(B)	Prohibited use	\$100.00
KPB 21.44.170(C)	Violation of development standards	\$50.00
KPB 21.44.180(A)(B)	Prohibited use	\$100.00
KPB 21.44.180(C)	Violation of development standards	\$50.00
KPB 21.44.190(A)(B)	Prohibited use	\$100.00
KPB 21.44.190(C)	Violation of development standards	\$50.00

KPB 21.44.200(A)	Prohibited use	\$100.00
KPB 21.44.200(B)	Violation of development standards	\$50.00
KPB 21.44.210(B)(C)	Prohibited use	\$100.00
KPB 21.44.210(D)	Violation of development standards	\$50.00

SECTION 3. That KPB 21.24.070 is hereby amended as follows:

21.24.070. Civil fine.

The Borough code compliance officer may assess a [\$100.00] \$300.00 civil fine for each violation of this chapter. Notice of a fine shall be served personally or by certified mail on the property owner, lessee, operator, or occupant of the parcel upon which the violation occurs. The fine may be appealed to the Planning Commission pursuant to the terms of KPB 21.20. Each day a violation occurs is a separate violation. Citations for fines may be included in an enforcement order. Appeals from the planning commission's determination shall not be taken to the board of adjustment, but shall proceed to the superior court pursuant to the Alaska Rules of Appellate Procedure, Part 6.

SECTION 4. KPB 21.25.030, Definitions, is amended to add the following definitions in alphabetical order:

Abandon means to cease or discontinue a use without intent to resume, but excluding short-term interruptions to use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility or during normal periods of vacation or seasonal closure. An "intent to resume" can be shown through continuous operation of a portion of the facility, maintenance of utilities, or outside proof of continuance, e.g., bills of lading or delivery records. Abandonment also means the cessation of use, regardless of voluntariness, for a specified period of time.

Commercial means any [USE] provision of services, sale of goods, or use operated for production of income whether or not income is derived, including sales, barter, rental, or trade of goods and services[, AND INCLUDING ALL ACTIVITIES DIRECTLY SUBSIDIARY].

Conditioning or processing material means a value-added process including batch plants, asphalt plants, screening, washing, and crushing by use of machinery.

Groundwater means, in the broadest sense, all subsurface water, more commonly that part of the subsurface water in the saturated zone.

[ON-SITE USE MEANS MATERIAL USED ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL IT WAS EXTRACTED FROM, OR WHEN

DEVELOPMENT OF THE PARCEL REQUIRES DISPOSAL OF THE MATERIAL OFF-SITE THROUGH BARTERING.]

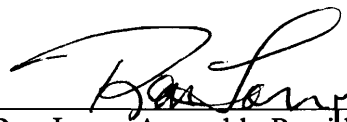
Surface Water means water on the earth's surface exposed to the atmosphere such as rivers, lakes, and creeks.

Topsoil means material suitable for vegetative growth.

Waterbody means any lake, pond, stream, riparian wetland, or groundwater into which stormwater runoff is directed.

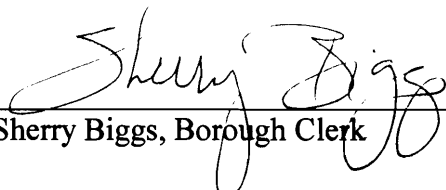
SECTION 5. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 1ST DAY OF AUGUST, 2006.

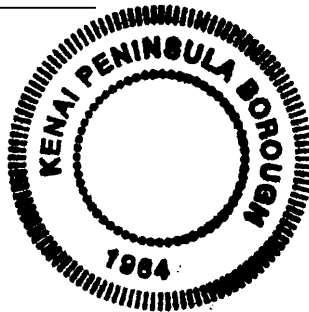


Ron Long, Assembly President

ATTEST:



Sherry Biggs, Borough Clerk



Yes: Chay, Fischer, Germano, Gilman, Martin, Sprague, Superman, Long
No: None
Absent: None
Abstained: Merkes

Introduced by:	Mayor
Substitute Introduced:	01/16/18
Resolution 2018-004 (Mayor)	See Original for Prior History
Action:	Adopted
Vote:	8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2018-004
(MAYOR) SUBSTITUTE**

A RESOLUTION ESTABLISHING A MATERIAL SITE WORK GROUP

WHEREAS, KPB 21.25.040(A)(2) requires a permit for the commencement of commercial sand, gravel or material sites within the rural district of the Kenai Peninsula Borough; and

WHEREAS, KPB 21.29 provides for a permit process to extract material from the ground; and

WHEREAS, with the exception of one minor change relating to floodplain permits, the material site code was last updated in 2006; and

WHEREAS, the assembly, administration, planning department and the planning commission have recognized that certain provisions of the material site ordinance can be clarified for the operators, public, and staff; and;

WHEREAS, the public has expressed many concerns about dust, noise, water, and negative secondary impacts of material sites; and

WHEREAS, it is the intent of the assembly and administration to involve the public and industry in a collaborative discussion designed to incorporate possible changes to the material site code;

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

SECTION 1. That a work group is established for the purpose of examining the current material site permit process and potentially recommending amendments to the material site code provisions.

SECTION 2. That the work group shall consist of at least two assembly members; two planning commissioners; two members of the public; and, two material site industry members. The group shall elect from among its members a chair and a vice-chair who may serve in the absence of the chair. The two members of the assembly shall be appointed by the assembly. The remaining members shall be appointed by the mayor.

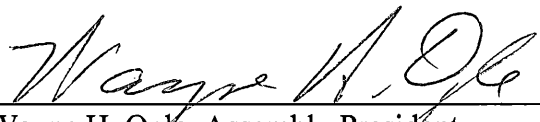
SECTION 3. That each meeting time and place shall be advertised, open to the public and subject to the Open Meetings Act.

SECTION 4. The material site 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 5. The work group shall provide a final report to the planning commission, administration and assembly by June 5, 2018, and then discontinue unless extended by the assembly.

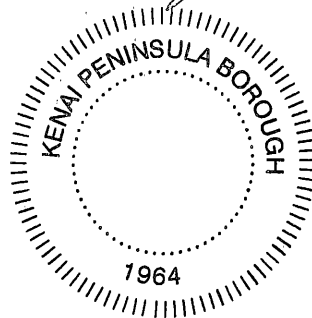
SECTION 6. That this resolution shall take effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 16TH DAY OF JANUARY, 2018.


Wayne H. Ogle, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bagley, Blakeley, Carpenter, Dunne, Fischer, Hibbert, Smalley, Ogle

No: None

Absent: Cooper

Introduced by:	Ogle
Date:	05/15/18
Action:	Adopted as Amended
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2018-025**

**A RESOLUTION EXTENDING THE DEADLINE FOR SUBMISSION OF THE
MATERIAL SITE WORKING GROUP'S FINAL REPORT**

WHEREAS, a material site working group ("MSWG") was formed by Resolution 2018-004 on January 16, 2018; and

WHEREAS, a final report is due to the administration, planning commission and assembly by June 5, 2018; and

WHEREAS, the MSWG needs additional time to consider proposed revisions to the material site code, explore additional revisions, and hear and consider public testimony regarding the same; and

WHEREAS, the summer months are the most active for material site operators who may not have time to be involved in the public process during that time frame; and

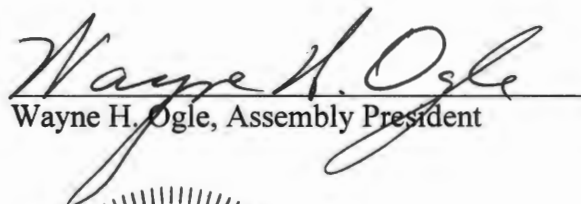
WHEREAS, the planning commission considered this resolution at its May 14, 2018 meeting and recommended approval by majority consent;

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

SECTION 1. The deadline for the final report of the MSWG is extended to April 30, 2019. Meetings of the MSWG are suspended from June 1, 2018 through September 30, 2018.

SECTION 2. That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS
15TH DAY OF MAY, 2018.**


Wayne H. Ogle, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bagley, Blakeley, Carpenter, Cooper, Dunne, Fischer, Hibbert, Smalley, Ogle
No: None
Absent: None

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Bill Elam, Assembly Member *BE*

DATE: January 18, 2022

SUBJECT: Elam Amendment #1 to Ordinance 2021-41, Amending KPB 21.29, KPB 21.25, and KPB 21.50.055 Regarding Material Site Permits, Applications, Conditions, and Procedures (Johnson, Mayor)

[Please note the bold underlined language is new and the strikeout bold language in brackets is to be deleted.]

➤ Amend Section 3, KPB 21.29.030(A)(9)(h), as follows:

21.29.030. Application procedure.

...

- h. Location of any water body on the parcel, including the location of any riparian wetland as determined by **best available data** [~~**"WETLAND MAPPING AND CLASSIFICATION OF THE KENAI LOWLAND, ALASKA" MAPS CREATED BY THE KENAI WATERSHED FORUM**~~];

Your consideration of this amendment is appreciated.