

City of Seldovia

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Annual Budget

FISCAL YEAR 2025

Adopted: May 29, 2024

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City of Seldovia

The City of Seldovia was originally incorporated as a second-class municipality on May 7, 1945 and reclassified as a first-class municipality on September 20, 1962 with a city manager/city council form of government. Elected officials consist of six city council members and the mayor. Seldovia is part of the Kenai Peninsula Borough.

Mission Statement: It is the mission of the City of Seldovia to provide leadership and cost-effective services in support of a stable economy, a healthy and safe community, and a quality lifestyle respectful of the natural environment and community character, while promoting maximum citizen participation in local governance.

City Council:

Jeremiah Campbell, Mayor

Vivian Rojas

Harmony Payton

Jennifer Swick

John Kennedy

Ashley Keithley

Meggie Langvardt

City Administration:

Heidi Geagel, City Manager

Jan Yaeger, Finance Officer

Liz Diament, City Clerk

Dianne Gruber, Executive Administrative Assistant

Jordan Cameron, Public Works

Layla Jandt-Pedersen, Harbormaster

OVERVIEW OF GOVERNMENTAL FUNCTIONS

The City of Seldovia provides a range of public services. When reviewing the City's budget, it is important to understand the funding mechanism and financial relationship of funding public services. The City budgets for public services on a fiscal year basis starting on July 1 and ending on June 30 of each year. The Council is responsible for hiring the City Manager. The City Manager is responsible for the administration of the City's public service functions.

The City budgets for the expenditure of services in cost centers referred to as “funds." In some cases, multiple service departments can be accounted for within a single fund, such as the General Fund. The services provided by the City can be divided into three areas: general governmental functions (the General Fund), business-type functions (special revenue funds) and capital projects. The general governmental functions are either solely or significantly funded with general tax levies (property and sales tax). The General Fund, within the category of general governmental, is used to fund unrestricted areawide general public services. Special Revenue Funds (business-type functions like water and sewer utilities) are mainly funded through user fees. Projects with costs at or exceeding $5,000 represent general tax and special tax levies and general operating funds used for capital projects.

General Fund

Administration
Council
Police
Fire
EMS
Public Works
Multipurpose Building

Special Revenue Funds

Water
Wastewater (sewer)
Municipal Dock
Boat Harbor/Jakolof Dock
Boat Haul Out/Storage
Senior Meals

Capital Projects:

(See Page 72)

City of Seldovia

Organizational Chart

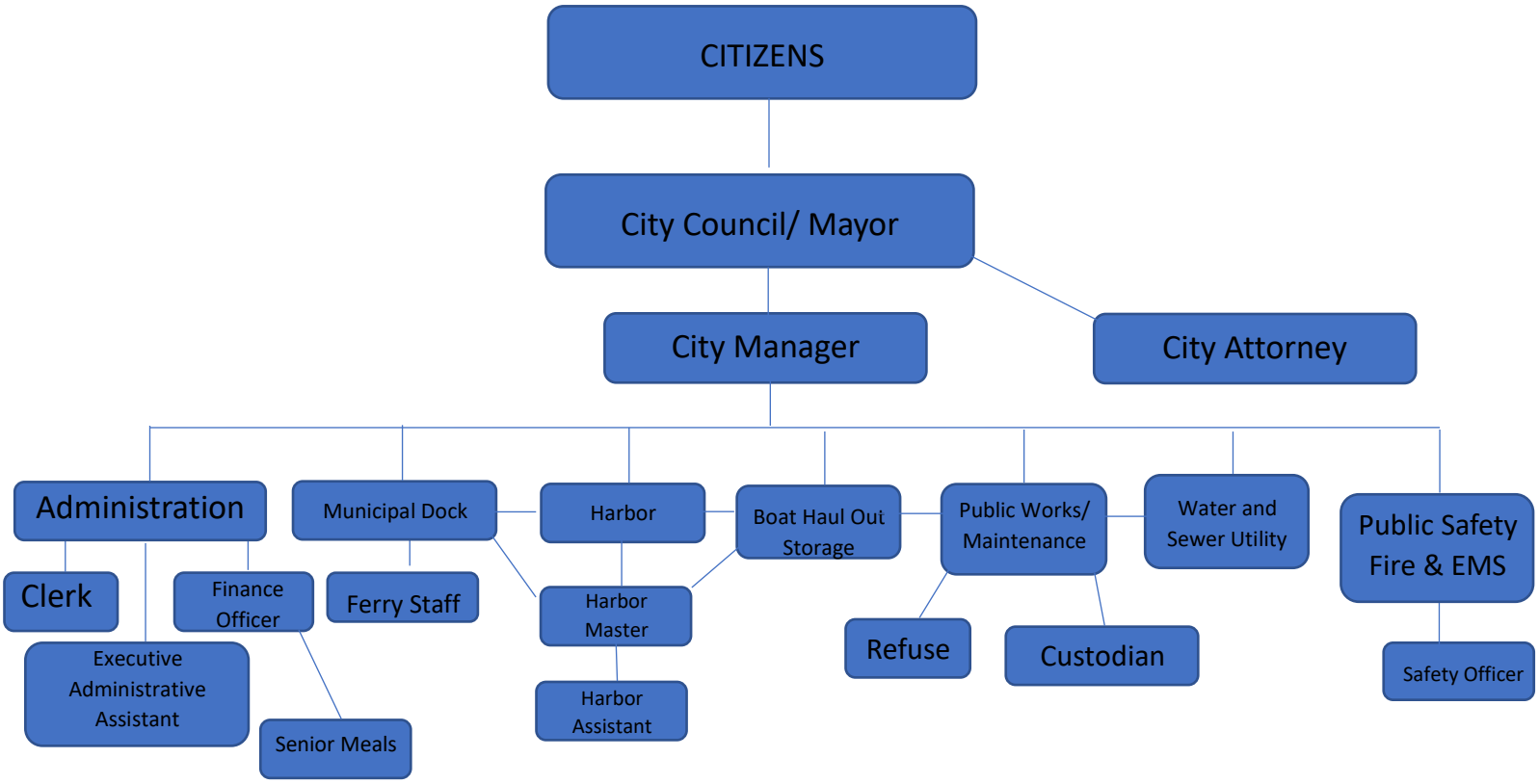


Table of Contents

I. Introduction
City of Seldovia……pg. 3
Overview of Governmental Functions……..pg. 4
Organizational Chart……pg. 5
Table of Contents……..pg. 6
City Manager's Message……...pg. 7
Budget Process and Fund Structure……pg. 10
Fee Schedule and Budget Ordinances……pg. 13
Mill Rate Resolution……pg. 16
Seldovia Municipal Code 3.01 Budget Procedure and Fiscal Year……pg. 17
Seldovia Municipal Code 12.04 Seldovia Permanent Fund……pg. 19
2024 Seldovia City Council Priorities……pg. 23

II. General Fund Revenue and Overview……pg. 24
Administration Expense……..pg. 28
Council Expense……..pg. 32
Police Expense……pg. 35
Fire Expense……pg. 38
EMS Expense……...pg. 41
Public Works Expense……pg. 43
Multipurpose Building Expense……..pg. 46
Sea Otter Community Center Revenues and Expenses……...pg. 47

III. Special Revenue Funds……pg. 49
Water Special Revenue Fund……pg. 51
Wastewater Special Revenue Fund……..pg. 54
Municipal Dock Special Revenue Fund……pg. 57
Boat Harbor/Jakolof Bay Dock Special Revenue Fund……..pg. 61
Boat Haul Out Storage Special Revenue Fund……pg. 66
Senior Meals Revenues and Expenses……pg. 70

IV. Capital Projects and Reserve Funds……pg. 72
V. Existing Fleet and Equipment Inventory……..pg. 79
VI. Public Facilities and Capital Assets Inventory……pg. 86
VII. Budget Definitions ……....pg. 95

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Manager's Message

May 9, 2024

Honorable Mayor Campbell and Seldovia City Councilmembers,

In accordance with the provisions of Seldovia Municipal Code, Chapter 3.01, Budget Procedure and Fiscal Year, I present for your consideration the FY2025 Budget. This budget maintains current service levels for City operations and sets forth the means for providing for these essential services while remaining cognizant of the initiatives and goals set forth by the City Council and city departments for the upcoming year.

Quick Budget Overview and Trends FY2025

FY2025 is presented as a balanced budget that includes consideration of small projects and improvements as revenue allows to address deferred infrastructure maintenance needs and planning for future Capital Improvement Program priorities as outlined in the City of Seldovia 2024-2029 Capital Improvement Program and prioritized annually by the Seldovia City Council.

It should be noted that with the conclusion of the FY23 Audit the General Fund and Small Boat Harbor Special Revenue Fund are no longer in a deficit and all funds are trending in the positive. FY23 audit actuals are included in the FY25 Budget.

Additionally, the FY24 budget is amended with the adoption of the FY25 budget. Amendments include a reallocation to the audit expense based on fund size, an increase in ferry revenues and expenses for the Dock Special Revenue Fund, and the inclusion of Sea Otter Community Center expenses in the GF- Administration Department.

Significant Citywide Budgetary Items and Trends

Personnel

A significant change in public safety funding was implemented at the end of FY23 with the establishment of a MOA and partnership with Aleutian Pribilof Islands Association for the placement of two Village Public Safety Officers in the community, this placement continues through FY2025. In FY24 the Seldovia City Council elected to continue to budget for the placement of a Chief of Police in the event it was necessary to re-stand up the Seldovia Police Department. In FY25, funds are no longer allocated to public safety for this purpose and $50,000 is assigned to a "Police/Public Safety Reserve Fund" instead.

Other personnel changes include a 1.7% cost of living adjustment for employees, with the exception of staff wages determined through third-party contract, AMHS and Sea-Otter Community Center. Senior Meals staff will also receive an additional 2% wage increase in an effort to better align with the wage market.

Considerations for future staffing include hiring and training for public works personnel and the implementation of a wage scale per personnel policy.

Health Insurance

A 10% increase was included in the budget for the FY2025 health insurance renewal.

General Liability Insurance

A 22% increase with a $25,000 deductible was included in the budget for general fund liability insurance per the recommendations of the City's insurer Alaska Municipal League Joint Insurance Association (AMLJIA).

Audit Expenses
For FY24 and FY25 audit expenses were reallocated/allocated based on fund size by revenue. This method considers funds size per audit workload. Major Funds include the general fund and special revenue funds, Water, Sewer, and Harbor. Dock, BHO, and Senior Meals special revenue funds are considered non-major funds and the share of audit cost is decreased based on their overall fund size.

General Fund Revenues
The FY2025 budget does not propose any change to the property tax mill levy or City sales tax rate. A 2% summer seasonal sales tax increase was passed in October 2021 and implemented in April 2022. In FY23 the lease to purchase of a new road grader was included as an asset through the general fund and for FY23-FY25 an annual payment for the road grader lease is included under the public works department. Additional revenues received through the 2% sales tax increase are reserved for the purchase of the road grader and later public works, as an assigned fund. FY25 anticipates an increase of $30,000 to the assigned fund.

FY2025 property tax assumes a 2% decrease based on preliminary figures provided by the Kenai Peninsula Borough.

FY2025 State revenue sharing through the Community Assistance Program to the general fund to assist with general liability insurance and audit expense.

Remaining American Rescue Plant Act (ARPA) funds are allocated to senior meals to cover an anticipated funding gap with a $4000 cut to state program funding and no additional funding sources for FY25 and to the general fund as revenue replacement. ARPA funds need to be expended by December 2024.

A department page is included for the Sea Otter Community Center pass-through account.

The FY25 general fund review page includes an overview of funds assigned payable to the general fund; Major Maintenance and Repair Fund, a new Capital Improvement fund for the Fuel Retail Facility, 2% sales tax fund, Seldovia Permanent Fund (AMLIP account), a new Police/Public Safety Reserve Fund, and other assigned funds (Lake Susan and Vehicle Replacement Fund). While the general fund is no longer in a deficit as of the FY23 ending fund balance, ending fund balance continues to exceed assigned funds payable to the general fund. Fund balance revenue target considers two months revenue $133,280+ assigned fund total $530,006= $663,286 for a healthy ending fund balance.

Special Revenue Funds
A 1.7% Consumer Price Index (CPI) Increase was included in Appendix A, Seldovia Fee Schedule, for FY2025 SRF service rates. It is a best practice of the City of Seldovia to annually evaluate service rates with the utilization of the February Anchorage Consumer Price Index.

Water and Wastewater (sewer)- includes a small increase for training with the anticipation of new staff. The biannual dam periodic inspection report, purchase of two new geotube bags for the discharge of the clarifier, and new sensors for the water treatment plant are include as capital projects.

Dock- 85 AMHS service stops were estimated in revenue and $5000 was budgeted from the MMRF for the dock slab repair capital project. 5% of the fuel retail facility monthly rent is budgeted towards the dock as revenue and power was decreased by 6%.

Harbor- 1.7% CPI was implemented for moorage fees with the exception of the daily moorage fee, which is left unchanged from FY2023. The daily moorage fee is approximately $43.80 + admin fee for a 32-foot slip. Fish and Game license pass-through is decreased, travel is increased $400, $3000 is budgeted for a trailer for the harbor skiff, and $14000 in harbor improvements is included as capital projects through the Port Fee.

Boat Haul Out and Storage- Remains steady with a decrease to audit expenses per the fund size allocation method.

Reserve Funds/Capital Projects
Seldovia Permanent Fund- no changes to long-term goals were anticipated in the FY2025 budget; further discussion is scheduled prior to the end of fiscal year.

Major Maintenance and Repair Fund- designated by Resolution 22-11 and included in the FY2023 budget, the FY2024 budget further allocated the MMRF by fund per previous budget and audit figures.

Fuel Retail Facility CIP Fund- is established, 20% of monthly rents received through tenant lease is allocated to the fund for the future repair of the building.

Police/Public Safety Reserve Fund- is established in the event the Seldovia Police Department needs to be restood up or other public safety needs.

Vehicle Replacement Fund- the Vehicle Replacement Fund decreased in FY24 with the purchase of a new refuse truck.

Conclusion
Thanks to the leadership of the City Council and Mayor, the City has seen a positive trend in the improvement of City finances over the past several fiscal years. Improving City finances has been a top priority for the Seldovia City Council for the previous three fiscal years and a large focus of discussion. City staff will continue to work with Council to bringing forward ideas and scenarios to improve City finances overall.

Other future considerations for City finances may include; dependence on the Community Assistance Program, further review of the mill rate and personal property tax structures, and establishing a ten-year strategic plan across all departments.

The following pages contain detailed information regarding every department and fund of the City of Seldovia. I sincerely believe that the City of Seldovia is continuing to move forward in a positive financial direction and look forward to continuing to work with the City Council, Mayor, and staff on this endeavor.

Respectfully Submitted,

Heidi Geagel

Heidi Geagel
City Manager

Budget Process Overview

The fiscal year of the City of Seldovia commences on the first day of July and terminates on the last day of the following June. The City Manager is responsible for presenting a budget proposal for each fiscal year that includes recommendations for and an analysis of the anticipated income and expenditures, along with corresponding amounts for the current year and previous year. Per SMC 3.01.020 the proposed expenditures set forth in the budget proposal shall not exceed revenues of the City and unencumbered funds remaining at the end of the current fiscal year may be reallocated for purposes set forth in the budget proposal.

The City Council shall set a date for a public hearing on the budget proposal, and not less than 20 days prior to the end of fiscal year, the City Council shall adopt a budget for the following year and make an appropriation of the money needed. If a budget is not adopted the proposal shall become the budget and appropriation for the fiscal year without further Council action.

The FY2023 budget was the first budget to be developed with a performance measures narrative framework. The performance measure narrative is intended to promote understanding and transparency of City services and their impact on City finances. The budget includes details such as background municipal information and fund overview pages with mission/objectives, functions and responsibilities, future considerations, past accomplishments, and future goals and objectives. Fund balance estimates are provided at the end of each major fund, and inventories are included for the 'existing fleet and equipment' and 'public facilities and capital assets'.

Fund Overview

The City of Seldovia has four main types of government funds: the General Fund, Special Revenue Funds, the Permanent Fund, and Capital Projects Fund or reserve funds. The City of Seldovia utilizes accrual accounting per Generally Accepted Accounting Principles (GAAP). Accrual accounting recognizes costs and expenses when they occur rather than when actual cash is exchanged.

The General Fund is the primary operating fund of the City of Seldovia and consists of assets and liabilities used to finance the daily and long-term operations of the City as a whole. General Fund activities constitute the core administrative and operational tasks of the government entity.

General fund revenues include tax revenues (real, personal, and property tax), intergovernmental revenue (Community Assistance Program, etc.), and fees for services (refuse, rents, administrative fees etc.). General Fund revenues received are allocated to the overall General Fund; expenditures are allocated across General Fund departments.

General Fund departments:
Administration
Council
Seldovia Police Department
Seldovia Volunteer Fire Department (SVFD)
Seldovia EMS (Emergency Medical Services)
Public Works
Seldovia Cemetery
Multipurpose Building

Special Revenue Funds are accounts used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. Special Revenue Fund revenues can only be used for fund expenses, such as operations and maintenance.

The City of Seldovia has six Special Revenue Funds.

Special Revenue Funds:
Water Special Revenue Fund
Wastewater (Sewer) Special Revenue Fund
Municipal Dock Special Revenue Fund
Small Boat Harbor/Jakolof Bay Dock Special Revenue Fund
Boat Haul Out and Storage Special Revenue Fund
Senior Meals Special Revenue Fund

The Seldovia Permanent Fund was established in FY1996 to preserve in trust assets of the City for the benefit of present and future generations of Seldovia residents. Permanent Funds are accounts for resources that are legally restricted to the extent that only earnings, and not principal, may be used for the benefit of the City and its citizenry. The goal of the Seldovia Permanent Fund shall be to preserve principal and maintain purchasing power of the fund.

The first deposit to the Fund was $500,000 that the City received from the Seldovia Native Association ANCSA 14(c)(3) settlement. The Council may, from time to time, make deposits to the Fund in the same manner as it makes other appropriations. Fund principal may only be appropriated for land acquisition only by ordinance.

In FY2022, through Resolution 22-10 the Seldovia City Council formally recognized the Seldovia Permanent Fund principal balance as $540,144.00. Resolution 22-10 also noted that at a later date the City of Seldovia needs to repay the Seldovia Permanent Fund $30,000, which was used to fund the Harbor Kiosk capital project. In FY2022, Resolution 22-36 designated Charles Schwab as the City of Seldovia's Custodian of the Seldovia Permanent Fund and on March 14, 2022 the Seldovia City Council approved a transfer of $500,000 in Seldovia Permanent Funds (SPF) to the Charles Schwab account, with the remainder of the SPF to remain in Alaska Municipal League Local Investment Pool (AMLIP).

Reserve Funds (Capital Projects Fund) are funds earmarked for large projects. Reserve fund accounts for the City of Seldovia include the Major Maintenance and Repair Fund and the Vehicle Replacement Fund. Both accounts are held in the Alaska Municipal League Local Investment Pool (AMLIP).

The **Major Maintenance and Repair Fund** was designated by Resolution 22-11 as $225,648.17 in unencumbered funds left in AMLIP after the recognition and transfer of the Seldovia Permanent Fund balance. Per SMC 3.03 the Seldovia Major Maintenance and Repair Fund (MMRF) is created to account for revenues and expenditures of major capital projects, repairs, and replacement needs. Revenues and expenditures will be accounted for separately within the fund for the General Funds, Capital Projects Fund, Water Fund, Wastewater (Sewer) Fund, Dock Fund, Small Boat Harbor Fund, and Boat Haul Out Fund. The MMRF is created for the purpose of accumulating reserve funds to finance scheduled facility and equipment repair and replacement needs. The Council will make appropriations and distribution in the same manner it does for other funds. The Council may, from time to time, make additional deposits into the MMRF. Any funds received by the City from any source may be deposited into the Fund.

Ordinance 23-07 amended the FY2023 Operating Budget to include funds in the amount of $15,089.23 for the purpose of committing funds towards the purchase of a new-to-Seldovia refuse truck in AMLIP. A **Vehicle Replacement Fund was established** in AMLIP for these funds and the new refuse truck was purchased in FY2024. Additional funds remain in the account and the account title was amended from "Refuse Truck" to Vehicle Replacement Fund in order to utilize the account more

fully as a reserve account for vehicle replacement capital projects as funding becomes available, and specified funding amounts can be tracked through the budget for individual projects if allocated.

A **fund balance target** of two months revenue is established for the General Fund, Special Revenue Funds, Seldovia Permanent Fund, and reserve fund accounts. The FY2025 budget includes a two-month revenue target for Special Revenue Funds based on a three-year audited average and a two-month revenue target +assigned fund total for the General Fund. Per the FY2025 budget, the General Fund and Small Boat Harbor Special Revenue Fund did not meet their ending fund balance revenue target.

Future Considerations

Establish a **ten-year strategic plan** for each fund and department that includes deferred maintenance needs and overall goals for the Fund. A ten-year strategic plan can help assist the City with long-term planning, vision, and goals that include scheduled vehicle replacement and a maintenance schedule for infrastructure such as water, sewer, roads, and buildings, as well as plan for future grant opportunities for projects as needed.

Further implementation of a **Capital Project Budget**. As funds continue to trend in the positive the capital project budget should be further developed for short- and long-term planning and project implementation.

Introduced by:	City Manager
Date:	05/13/2024
Public Hearing:	05/29/2024
Action:	Enacted
Vote:	6 Yes, 0 No

CITY OF SELDOVIA
ORDINANCE 24-08(A)

A NON-CODE ORDINANCE OF THE CITY OF SELDOVIA, ALASKA, ACCEPTING FY 2025 FEE SCHEDULE, APPENDIX A, OF THE FISCAL YEAR 2025 BUDGET
SECTION 4. Rates, Fees, Charges Established

WHEREAS, during or prior to the eight weeks preceding the first day of the fiscal year, the City Manager shall present to the Council a budget proposal for the next fiscal year of the City; and

WHEREAS, annually multiple discussions are held pertaining to the next fiscal year budget including rates, fees, and charges established in the fee schedule prior to the presentation of the budget; and

WHEREAS, amendments to the FY25 fee schedule include a 1.7% Anchorage Consumer Price Index (CPI) for water, sewer, boat haul out, and some harbor user fees, and additional language updates as needed.

NOW, THEREFORE, BE IT ORDAINED that the Seldovia City Council hereby accepts and incorporates Appendix A, the City of Seldovia's FY2025 Fee Schedule, as part of the Fiscal Year 2025 Budget.

SECTION 1. Non-Code Ordinance. This is a Non-Code Ordinance.

SECTION 2. Appropriation. Appendix B, Annual Budget for FY2025.

SECTION 3. Budget Incorporation. This Ordinance 24-08(A) will be incorporated in the FY2025 annual budget of the City of Seldovia, together with its Appendix A, a schedule of Rates, Fees, and Charges, as approved by the Council.

SECTION 4. Repealer. Any portion or any section of any existing, effective Ordinance which conflicts with the actions of Ordinance 24-08(A) is hereby repealed and reenacted to comply with Ordinance 24-08(A) until specifically repealed by the future motion of the City Council.

SECTION 5. Effective Date. This Ordinance shall become effective July 1, 2024.

ADOPTED by a duly constituted quorum of the City Council of the City of Seldovia, Alaska this 29th day of May, 2024.

ATTEST:

Liz Diament, City Clerk

APPROVED:

Jeremiah Campbell (Jun 7, 2024 06:43 AKDT)
Jeremiah Campbell, Mayor

Yes: Keithley, Payton, Rojas, Kennedy, Langvardt, Swick
No:

Introduced by:	City Manager
Date:	05/13/2024
Public Hearing:	05/29/2024
Action:	Enacted
Vote:	6 Yes, 0 No

CITY OF SELDOVIA
ORDINANCE 24-08(B)

A NON-CODE ORDINANCE OF THE CITY OF SELDOVIA, ALASKA, APPROPRIATING FUNDS, APPENDIX B, ANNUAL BUDGET, FOR FISCAL YEAR ENDING JUNE 30, 2025, AND AMENDING APPROPRIATIONS FOR FISCAL YEAR ENDING JUNE 30, 2024.

THE CITY OF SELDOVIA ORDAINS:

SECTION 1. Pursuant to the authority of Alaska Statutes Title 29 and Seldovia Municipal Code, the following appropriations are made for the fiscal year ending June 30, 2024, thereby amending the FY24 Budget originally adopted through Ord. 23-15(B) as follows:

General Fund	$817,107
Water Special Revenue Fund	$233,104
Wastewater Special Revenue Fund	$102,359
Dock Special Revenue Fund	$74,526
Boathaul Out Special Revenue Fund	$45,064
Harbor Special Revenue Fund	$227,197
Senior Meals Special Revenue Fund	$58,257
Total Expenditures	$1,557,614

SECTION 2. Pursuant to the authority of Alaska Statutes Title 29 and Seldovia Municipal Code, the following appropriations are made for the fiscal year ending June 30, 2025, as follows:

General Fund	$840,594
Water Special Revenue Fund	$246,356
Wastewater Special Revenue Fund	$106,740
Dock Special Revenue Fund	$71,989
Boathaul Out Special Revenue Fund	$36,460
Harbor Special Revenue Fund	$219,428
Senior Meals Special Revenue Fund	$57,404
Total Expenditures	$1,678,971

SECTION 3. The amounts appropriated by this ordinance are appropriated to the objects and purposes stated in the amended budget.

SECTION 4. The supporting Line-Item Budget as presented by the Administration and reviewed by the Seldovia City Council is incorporated as part of this Budget Ordinance.

SECTION 5. Budget Incorporation. The FY2025 annual budget of the City of Seldovia, together with its Appendix B, Annual Budget, as approved by the Council, is incorporated as a part of this Ordinance, which sets forth the appropriations assigned to the various accounts and Department Budgets. The FY2024 annual budget of the City of Seldovia is also amended through this ordinance.

SECTION 5. Rates, Fees, Charges Established. There is attached to this Ordinance 24-08(A) as Appendix A, a schedule of Rates, Fees, and Charges, which shall become effective, at the times stated therein and remain effective until duly changed by action of the City Council.

SECTION 6. Any portion or any section of existing, effective Ordinances which conflicts with the actions of Ordinance 24-08(B) are hereby repealed and re-enacted to comport with Ordinance 24-08(B) until specifically repealed by the future motion of the City Council. This Ordinance is limited to approval of the Budget and appropriations for the fiscal years ending June 30, 2025, and June 30, 2024, and is a non-code Ordinance.

SECTION 7. Effective Date. This Ordinance shall become effective July 1, 2024.

ADOPTED by a duly constituted quorum of the City Council of the City of Seldovia, Alaska this 29th day of May, 2024.

ATTEST:

Liz Diament, City Clerk

APPROVED:

Jeremiah Campbell (Jun 7, 2024 06:43 AKDT)

Jeremiah Campbell, Mayor

Yes: Keithley, Payton, Rojas, Langvardt, Kennedy, Swick
No:

Introduced by: City Manager
Date: 05/13/2024
Action: Approved
Vote: 5 Yes, 1 Absent

CITY OF SELDOVIA
RESOLUTION 24-35

A RESOLUTION OF THE CITY COUNCIL OF SELDOVIA, ALASKA ESTABLISHING THE CITY OF SELDOVIA PROPERTY TAX MILL RATE AT 7.5 MILS FOR FISCAL YEAR 2025

WHEREAS, per Seldovia Municipal Code (SMC) 3.04.010, all real and personal property located within the corporate limits of the City that is not exempt from taxation by state law or city code is subject and liable for an annual tax for city purposes; and

WHEREAS, per SMC 3.04.020 assessments, levy, collection of taxes, and foreclosures of tax liens shall be in accordance with AS Chapter 29.45; and

WHEREAS, per SMC 3.04.040 the City Council shall establish the rate of the annual levy by resolution; and

WHEREAS, per Kenai Peninsula Borough municipality mill rates need to be established before June 15th of each year; and

WHEREAS, the City of Seldovia provides basic services to the citizens of Seldovia through revenue generated by the property tax mill levy; and

WHEREAS, in FY17, the City Council set the mill rate at 7.5 mills with the adoption of Resolution 16-12; and

WHEREAS, the 7.5 property tax mill rate established by Resolution 16-12 will be maintained for the 2025 fiscal year.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Seldovia hereby establishes the City of Seldovia property tax mill levy rate at 7.5 for FY25 and authorizes the City Manager to so inform the Kenai Peninsula Borough.

PASSED AND APPROVED by a duly constituted quorum of the City Council of Seldovia, Alaska, on this 13th day of May, 2024.

ATTEST:

Liz Diament, City Clerk

APPROVED:

Jeremiah Campbell (May 15, 2024 10:34 AKDT)

Jeremiah Campbell, Mayor

Chapter 3.01
Budget Procedure and Fiscal Year

Sections:

3.01.010 Fiscal year designated.
3.01.020 Budget proposal--Presented when--Contents--City Manager responsibility.
3.01.030 Budget proposal--Council review and public inspection required.
3.01.040 Budget proposal--Public hearing—Notices required.
3.01.050 Budget proposal--Adoption required when-- Appropriation authority.
3.01.060 Budget proposal--Council authority--Effect of non-adoption.
3.01.070 Emergency appropriations.
3.01.080 Supplemental appropriations.
3.01.090 Transfer of funds--Authority of Manager and Council.

3.01.010 Fiscal year designated. The fiscal year of the City of Seldovia commences on the first day of July and terminates on the last day of the following June. (Ord. 82-3, 1982)

3.01.020 Budget proposal--Presented when--Contents--City Manager responsibility. During or prior to the eight week preceding the first day of the fiscal year, the City Manager shall present to the Council a budget proposal for the next fiscal year of the City. Such budget proposal shall set forth the City Manager's recommendations for and an analysis of the anticipated income and expenditures of the City during the next fiscal year, together with figures showing the estimated corresponding amounts for the current year and the previous year. The proposed expenditures set forth in the budget proposal shall not exceed revenues of the City. Unencumbered funds remaining at the end of the current fiscal year may be reallocated for purposes set forth in the budget proposal. (Ord. 82-3, 1982)

3.01.030 Budget proposal--Council review and public inspection required. The budget proposal shall be reviewed by the Council and be available for public inspection at the city office. (Ord. 82-3, 1982)

3.01.040 Budget proposal--Public hearing--Notices required. The Council shall set a date for a public hearing on the budget proposal. Notice of the hearing shall be posted not less than 5 days before the hearing. The City Clerk shall cause the notice to be posted. (Ord. 82-3, 1982)

3.01.050 Budget proposal--Adoption required when--Appropriation authority. After the public hearing, on the same day or another day following the hearing, and not less than 20 days prior to the end of the fiscal year, the Council in regular or special meeting shall adopt a budget for the following year and make an appropriation of the money needed therefore. (Ord. 82-3, 1982)

3.01.060 Budget proposal--Council authority--Effect of non-adoption. If the Manager does not submit a budget proposal as required in Section 3.01.020 the Council may prepare the budget proposal. If the Council does not adopt a budget prior to the twentieth day preceding the beginning of the next fiscal year, the budget proposal shall become the budget and appropriation for the fiscal year without further Council action. (Ord. 82-3, 1982)

3.01.070 Emergency appropriations. The Council may make emergency appropriations to meet public emergencies affecting life, health, welfare or property, by resolution, without public hearing. The emergency shall be clearly stated in the preamble of the resolution. An emergency appropriation resolution is effective upon adoption. (Ord. 82-3, 1982)

3.01.080 Supplemental appropriations. Supplemental appropriations, except emergency appropriations, may be made only after hearing as provided in this section for the budget. (Ord. 82-3, 1982)

3.01.090 Transfer of funds--Authority of Manager and Council. A. The Council may, by resolution, transfer unencumbered balances between major budget classifications or departments.

B. The City Manager may transfer unencumbered balances between line items within a major classification or department. Such transfer shall be reported to the next regular or special meeting of the Council. (Ord. 82-3, 1982)

Title 12
Seldovia Permanent Fund

Chapters:

12.04 Seldovia Permanent Fund

Chapter 12.04
Seldovia Permanent Fund

Sections:

12.04.010 Seldovia Permanent Fund established.
12.04.020 Purpose.
12.04.030 Deposits to the fund.
12.04.040 Management of fund.
12.04.050 Income and distribution.
12.04.060 Principal.

12.04.010 Seldovia Permanent Fund established. There is established as a separate fund within the finances of the City a fund to be known as the Seldovia Permanent Fund (hereinafter referred to as "the fund"). The fund shall be administered in accordance with the provisions of this chapter. (Ord. 96-13)

12.04.020 Purpose. The purpose for establishment of the fund is to preserve in trust, assets of the City for the benefit of present and future generations of Seldovia residents. The goal shall be to preserve principal and maintain purchasing power of the fund. A portion of the fund principal may be designated and set aside by the City Council in an account accessible on short-notice that is not managed by the Investment Manager. This portion of the fund principal may be used for the purpose of either covering expenses associated with critical failure of City infrastructure or as a source of funds to cover outstanding payments if there are budgetary shortfalls. (Ord. 96-13) (Ord. 23-01)

12.04.030 Deposits to the fund. A. The first deposit to the fund shall be the $500,000 that the City received from the Seldovia Native Association for the ANCSA 14 c (3) settlement.

B. The Council may, from time to time, make deposits to the fund in the same manner as it makes other appropriations. Any funds received by the City from any source may be deposited into the fund. (Ord. 96-13; 98-01)

12.04.040 Management of fund. A. The fund principal shall be managed by the Prudent Man Rule. The Prudent Man Rule provides that in making investments, the same judgment and care under the circumstances then prevailing shall be exercised which an institutional investor of ordinary prudence, discretion and intelligence exercises in the management of large investments entrusted to it, not in regard to speculation, but in regard to the permanent disposition of funds, considering probable safety of capital, as well as probable income.

1. An investment policy consistent with the Prudent Man Rule shall be adopted by the City Council by resolution, and may be amended as necessary by resolution. The City Investment Manager or City Treasurer shall follow the investment policy adopted by the City Council for investment and management of the principal of the fund.

2. Custodian bank. The Council shall retain a bank custodian to hold all investment cash and securities in the name of the city's permanent fund. The custodian shall render monthly reports to the city regarding assets held at both book and market values, and individual transactions which have taken place. The bank shall have adequate fidelity insurance. A written contract will be entered into between the city and the custodian bank.

3. Investment managers. The Council shall retain one or more professional investment managers to design portfolios and invest funds in accordance with investment policies adopted by the Council. The investment managers must be registered financial advisers with both the United States Securities and Exchange Commission and the state and may not serve in any multiple role as investment manager or securities broker custodian. They must agree to serve as a fiduciary to the fund and carry professional liability insurance in the minimum amount of $5,000,000.00. A written contract must be entered into between the Council and the investment managers. On an annual basis, the investment manager will provide the Council with a fund performance evaluation. The City may also retain a performance measurement consultant whose contractual purpose will be to provide objective measurement of the performance of investment managers and the portfolio against appropriate indices, universes and/or benchmarks as recommended by the consultant and adopted by the Council.

B. Investments of the Permanent Fund are limited to those detailed in the resolution adopted by the Council to set the investment policy of the Permanent Fund and may be amended as necessary by resolution. Additionally, investments must adhere to the following guidelines:

1. Asset Allocation Guidelines. The asset allocation contained within the investment policy resolution guides the investment manager in creating a portfolio that best reflects the risk posture, expected return, and other investment parameters described in this Investment Policy. In addition, the allocation constraints allow the investment manager to rebalance the

portfolio at strategically advantageous times without administrative burdens. The allocation ranges also allow the investment manager to obtain higher investment returns and/or lower investment risks (within the constraints) in response to market conditions.

2. Fund Level Investment Guidelines. The Fund will use low cost, efficient investment vehicles (index mutual funds and/or ETPs - Exchange Traded Products) for all equity exposure. For the fixed-income portion of the portfolio, the investment manager may use both mutual funds/ETPs or individual fixed income securities. The Fund will achieve its objective via long-only, unlevered investments. The Fund is prohibited from engaging in direct short sales or margin transactions.

3. Investment Vehicle Guidelines. The Council will take a conservative posture on derivative securities in order to maintain a risk averse nature. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited from investment, rather it will form a general policy on derivatives. The Council recognizes that derivatives may be utilized within investment vehicles as a portfolio management tool. Derivative use within a product is permissible when utilized for the purpose of creating or enhancing exposure to an asset class or implementation strategy. Due to the inherent characteristics of derivatives, embedded leverage is permissible when fully collateralized. Net exposure exceeding the asset value of the investment vehicle is prohibited. Exposure must be net long at all times.

C. All investments purchased which have been issued in negotiable, bearer form shall be maintained in a customer-segregated safekeeping account in a financial institution which otherwise qualifies for investment under the provisions of subsection (B) of this section, or which is a member of and is regulated by the Securities and Exchange Commission.

D. Each year the distribution rate or an amount equal to the inflation rate, whichever is greater, must be reinvested in the Permanent Fund to influence long-term growth of the Fund. (Ord. 97-04)

E. If a transaction involving Permanent Fund principal results in an actual dollar loss of principal and prior years retained earnings, the loss shall be reimbursed in full from fund income before any additional income may be expended. (Ord. 96-13) (Ord. 23-01)

12.04.050 Income and distribution. A. A. The Asset Allocation Plan for the Seldovia Permanent Fund sets the Investment Policy and Distribution Policy for the fund and the fund’s net income.

B. The net income of the fund shall be determined annually as of the last day of the fiscal year in accordance with this section and utilizing generally accepted accounting principles.

C. For the purposes of determining the net income of the fund, net income shall be defined as the total income yielded from investment of the principal of the fund, less any amounts needed;

1. To reimburse the fund principal in the event a transaction results in an actual dollar loss in principal;

2. To offset any reduction in fund principal due to administrative costs;

3. To offset any depletive effect of inflation on the fund principal during the fiscal year, as may be determined by a nationally recognized inflation index.

D. Income derived from investment of Permanent Fund principal, not otherwise reinvested in the Permanent Fund as required by City Code, may be used to provide funding for capital outlays and grant matching funds as designated by the City Council after consideration of public input. (Ord. 96-13) (Ord. 23-01)

12.04.060 Principal. A. Fund principal may only be appropriated for land acquisition only by ordinance. The procedure for passage of any such ordinance shall be governed by subsection B of this section.

B. No ordinance to appropriate principal from the fund shall be passed, except upon a favorable roll call vote of the City Council members as mandated by City Code, the results of which shall be entered in the minutes of the meeting. (Ord. 96-13, Ord. 18-05)

2024 Seldovia City Council Priorities & Goals

Improving City Finances	Capital Improvement Plan Priorities and Goals	Community Development
Improving City finances is an overarching priority that impacts all facets of City operations. The following are 2024 financial goals that promote long-term resiliency and planning for the future of Seldovia: 1. Closing the General Fund and Small Boat Harbor Deficit 2. Establish Fund Reserves 3. Return kiosk funds $30,900 to Seldovia Permanent Fund 4. Develop Capital Budget (when funds available)	The City's Capital Improvement Program (CIP) is a long-term guide for planning and prioritizing capital project expenditures. While meeting the needs identified in the CIP is an overall council priority, the following projects are recognized as a high priority for 2024: 1. Raw Water Transmission Line Replacement Project and Funding Gap 2. VSW Water and Infrastructure Projects 3. Jakolof Bay Dock Replacement Project 4. Increase Digital Equity through Access to Broadband 5. Fuel Retail and Distribution Facility Roof Improvements.	Strengthening community resources and development through advocacy, planning, and local and state partnerships: 1. Continued AMHS Advocacy/Tustumena Replacement Vessel 2. Continue strengthening local and state partnerships and collaborations. 3. Land Use Management Plan (LUMP) 4. Housing

CITY OF SELDOVIA

GENERAL FUND

GENERAL FUND FY2025 PROPOSED BUDGET

	Revenue Description	FY2021 Audited Actual	FY2022 Audited Actual	FY2023 Audited Actual	FY2024 Budget Amended	FY2025 Proposed
Tax Revenue						
	Personal Property Tax	18,974	14,087	12,946	13,410	14,805
	Real Property Tax	300,598	296,163	308,759	339,317	332,531
	Sales Tax Revenue	148,280	197,567	304,456	275,505	280,189
	Penalty & Interest on Taxes	1,167	1,755	1,329	1,500	900
	Motor VehicleTax	2,620	2,644	2,666	2,600	2,600
	Tax Revenue Other	-	-	-		
	Remote Sellers Salex Tax	-	26,963	70,597	52,779	49,360
	TOTAL TAX GENERATED REVENUE	**471,639**	**539,179**	**700,753**	**685,111**	**680,385**
Intergovernmental Revenue						
	State Revenue Sharing/Community Assistance	75,076	40,873	81,108	*78,372*	75,047
	Liquor License (AMCO - Alcohol Shared Revenu	1,250	-	-	3,350	-
	Public Safety Assistance	20,000	20,000	40,000	-	-
	PERS Relief	10,108	9,216	3,121	1,000	1,000
	Shared Fisheries (Raw Fish) Tax	-	-		-	-
	Miscellaneous Revenue	1155			-	
	Electric & Telephone Share (Electric Cooperativ	-	-	-	1,000	-
	ARPA Grant Funds - Revenue Replacement	-	-	-	-	9,892
	TOTAL INTERGOVERNMENTAL REVENUE	**107,589**	**70,089**	**124,229**	**83,722**	**85,939**
Charges for Services Revenue						
	Serving Papers	-	-		-	-
	Fingerprinting	-	184	425	-	-
	Administration fees	7,754	1,439	1,840	1,200	
	Rents and Leases	43,785	24,136	32,959	42,415	47,900
	RV revenues	60	200	435	450	200
	Equipment rental	550	1,200	150	100	500
	Garbage services	10,665	14,030	12,510	13,380	14,000
	Licenses, permits, and fines	3,463	11,325	10,759	2,500	3,000
	TOTAL CHARGES FOR SERVICES REVENUE	**66,277**	**52,514**	**59,078**	**60,045**	**65,600**
Other Revenue						
	Miscellaneous	35,473	37,235	10,373	1,500	1,500
	Donations	1,405	440	440	-	-
	Investment Income	1,535	176	10,370	*12,251*	10,000
	SOCC	24,608	17,812	24,802	29,497	42,188
	Lease Interest Income		21,590	21,432		
	Grant Revenue - Seldovia Cemetery (Rasmusor	-		-	-	-
	Late Fees	-		-	150	200
	TOTAL OTHER REVENUE	**63,021**	**77,253**	**67,417**	**44,398**	**53,888**
Total General Fund Revenues		**708,526**	**739,035**	**951,477**	***873,276***	**885,812**
Total GF Expenditures	**% of General Fund - FY2025**					
Admin	20%	**243,443**	**99,154**	**103,288**	***148,938***	**167,647**
Council	18%	**80,576**	**128,876**	**116,744**	***131,630***	**149,346**
SPD	3%	**70,771**	**111,547**	**72,448**	***19,570***	**27,612**
SVFD	3%	**20,548**	**6,618**	**10,015**	**18,116**	**22,464**
EMS	3%	**21,009**	**7,428**	**9,496**	**17,603**	**22,160**
Multipurpose Building	7%	**-**	**42,779**	**60,402**	**61,327**	**56,278**
Public Works	47%	**239,211**	**213,486**	**554,423**	**418,323**	**395,087**
Library	0%	**3,556**	**-**		**-**	
Seldovia Space	0%	**10,277**	**-**		**-**	
SOCC	0%					
Seldovia Cemetery	0%	**-**	**9,799**	**1,249**	**1,600**	**-**
Parks and Rec	**-**	**6,349**	**-**		**-**	
Total GF Expenditures	**100%**	**695,740**	**619,687**	**928,065**	**817,107**	**840,594**
Net Effect	Total GF Revenues-Budget	-			$873,276	$885,812
	Total GF Revenues-Audited	$708,526	$739,035	$951,477		
	Total GF Expenditures-Budget	-			$817,107	$840,594
	Total GF Expenditures-Audited (FY23 includes lease for grader)	$695,740	$619,687	$987,796		
	Net Effect for GF Fund-Budget	-			$56,169	$45,218
	Net Effect for GF Fund-Audited	$12,786	$119,348	-$36,319		
	Transfer out of General Fund into Seldovia Perm. Fund portion managed by APCM- Dedicated Revenue from Remote Sellers Sales Tax-	-		-$1,000	-$1,000	-$1,000
	Total Debt Service (grader lease)			$59,731	$59,731	$59,731
	Proceeds from financing agreement (road grader)			$297,867		

Transfer from Boat Haul Out Special Revenue Fund Fund Balance into General Fund Fund Balance	-	$100,000		-		
Transfer out of General Fund to payback Seldovia Permanent Fund for Harbor Kiosks- $30,900				$30,900	-	
Audited Ending Fund Balance	**-$374,052**	**-$183,704**	**$76,844**	-		
Estimated Ending Fund Balance	-			**$132,013**	**$176,231**	
Assigned Funds- MMRF			240,620	280,863	280,863	
Assigned Funds- Fuel Retail Facility CIP Fund					2,328	
Assigned Funds- 2%Sales tax for PW, excluding grader payment (audit-capital overlay)			44,466	83,824	113,824	
Assigned funds- Seldovia Permanent Fund, AMLIP Account			41,721	42,500	74,977	
Assigned funds- Police/Public Safety Reserve Fund			-	-	50,000	
Assigned funds- other (Lake Susan, Vehicle Replacement Fund)			16,529	16,961	8,014	
Assigned funds total-			343,336	424,148	530,006	
Difference			(343,336)	(292,135)	(353,775)	

Fund Balance Target - 2 Months of Revenue

3 year avg. of audited revenue: $799,679/12 months = $66,640
2 Months of Revenue Target: $133,280
While 2025 Estimated Ending Fund Balance does meet the fund balance target, there are several assigned funds payable to the general fund. It is estimated that the assigned funds total at the end of FY2025 is $530,006.

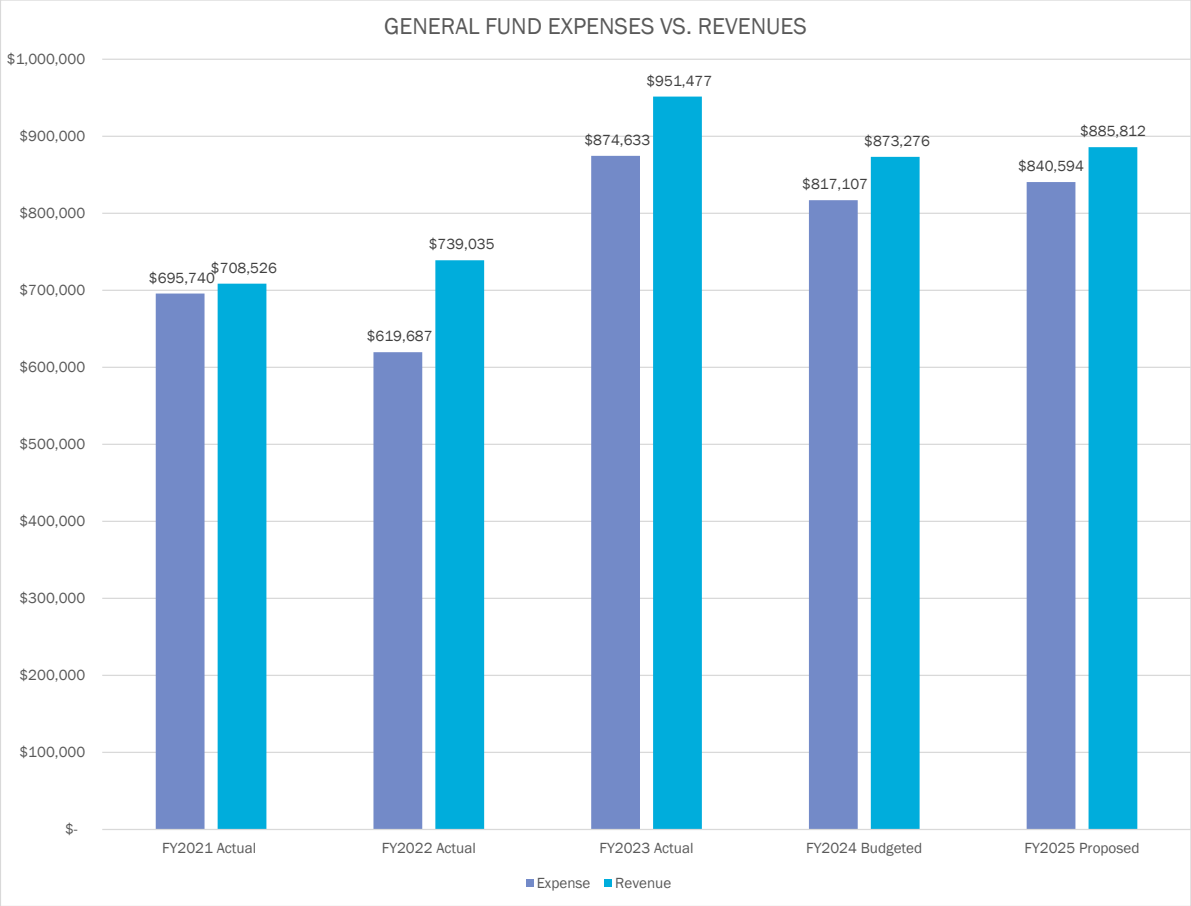
Fund Balance Revenue target $133,280+ Assigned Fund Total $530,006= $663,286 target needed for healthy ending fund balance.

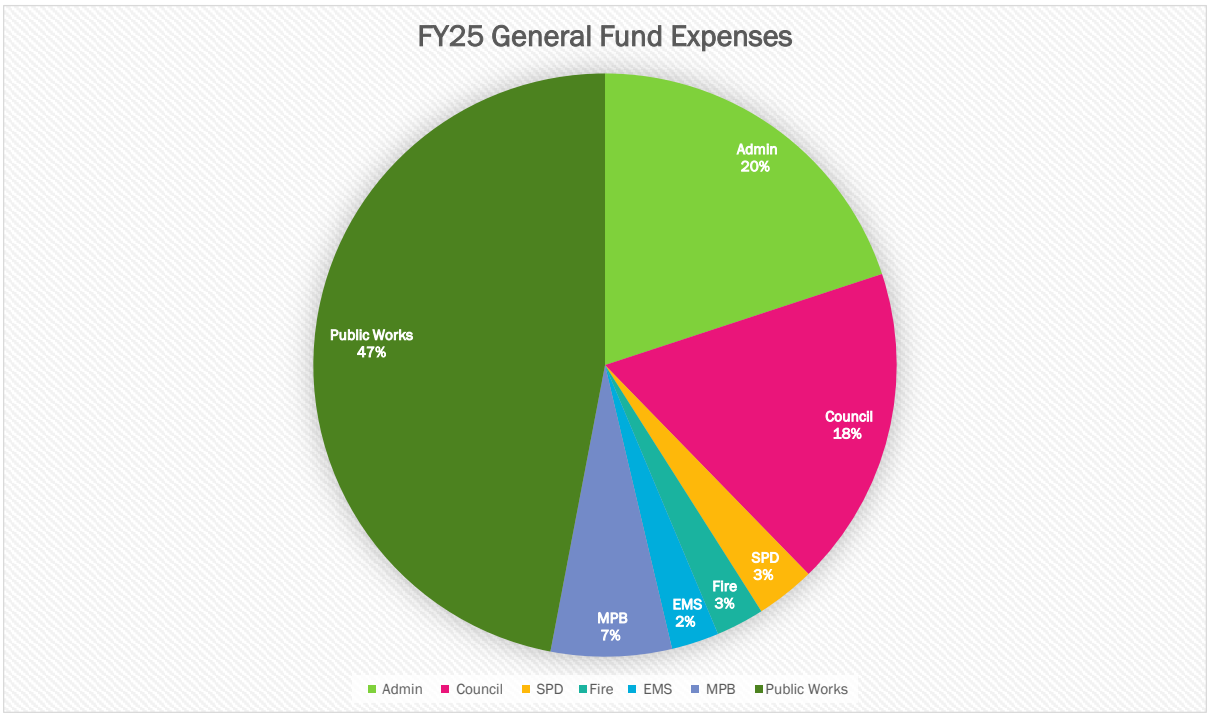
Notes:
Prelim Figures for Real and Personal Property Tax (Provided 3/08/24)

Real	**Assessed**	**Taxable**	**Estimated Revenue**
FY25	$84,542,300	$45,826,700	$332,531 minus assumption 2% not received in FY24
FY24	$89,264,500	$47,127,400	
Personal			
FY25	$ 1,000,733	$ 1,000,733	$14,805 minus assumption 2% not received in FY24
FY24	$ 1,086,109	$ 1,086,109	

(Personal Property Tax is comprised of water and aircrafts and equipment and supplies)

Sales Tax: FY24 Sales Tax is on target, FY25 includes a 1.7% increase. Remote Sellers Sales Tax is below target, FY25 target was decreased by $4000. 2% of sales tax is committed to public works through ordinance and is shown as an assigned fund.
Police/Public Safety Reserve Fund: Assigned in FY25 as a reserve fund for the reinstatement of the Seldovia Police Department if needed.
Community Assistance Program funding: City continues to balance budget with CAP funds. FY25 allocated CAP funds to the General Fund for insurance and audit expense.
Rents and Leases: Includes longterm leases; CISPRI with washdown building, Seldovia Fuel and Lube with a small increase per contract, Seldovia Space longterm tenants, and shortterm rents for harbor kiosks, pavilion rentals etc.
RV revenues: Includes RVs and campsite rentals. Harbor is the main location for RV/campsite fee payment.
SOCC: SRSA contributes funding to the city for the cost of 3 SOCC employees. Administration budgets for 3% Admin fee in FY25 on top of revenue received to cover SOCC employees.
Investment Income: FY24 and FY25 forcast an increase to interest income received from funds held in AMLIP.
Miscellaneous (Other Revenue):
Licenses, permits, and fines: Includes building permit, variance permit, conditional use permit, firewood permits, city vending license, city business license, dog licenses, and fines
Liquor Licenses - Alcohol Shared Revenue (AMCO): The shared revenue is paid in January and July of each year for the funds the State received in the 6 months prior for liquor licenses. It's possible the City will not get funds during each payout; it depends on how many licenses Seldovia has, when they are up for renewal, and when the licensee pays the fees. The City of Seldovia would receive the funds from the license fees that were paid and the City is able to do what it would like with the funds. The City is not required to report where the funds are spent. The amount can vary, it's based on how many licenses and the license type, but the City of Seldovia would have received $2,750 for the period of July – December.
ARPA: For FY25 the Seldovia City Council elected to allocate remaining ARPA funds to senior meals to cover the program's funding gap and additional remaining ARPA funds to the general fund for revenue replacements. Funds need to be expended by December 31, 2024.
Seldovia Permanent Fund: a $1000 annual transfer continues to be allocated from the general fund. In FY24 $30,900 was paid back to the SPF AMLIP account for the purchase of the Harbor Kiosks.
Total Debt Service: is included FY23-FY25 for the annual payment of the grader lease. The last payment is anticipated December 2029.


GENERAL FUND EXPENSES VS. REVENUES
$1,000,000
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
$695,740
$708,526
$619,687
$739,035
$874,633
$951,477
$817,107
$873,276
$840,594
$885,812
FY2021 Actual
FY2022 Actual
FY2023 Actual
FY2024 Budgeted
FY2025 Proposed
Expense
Revenue


FY25 General Fund Expenses
Admin 20%
Council 18%
SPD 3%
Fire 3%
EMS 2%
MPB 7%
Public Works 47%
Admin
Council
SPD
Fire
EMS
MPB
Public Works

General Fund
Administration, City Manager

Mission/ Objective: The City Manager is responsible for the implementation, progress, and completion of the goals and policy directions set by Seldovia City Council. The City Manager is also responsible for administering and overseeing the day-to-day functions, activities, and public services provided by the City and ensures that the City's delivery of these services is provided in an efficient and cost-effective manner.

Functions and Responsibilities:

Operating under Alaska Statute Title 29 as a first-class city, manager-form of government, the City Manager serves as the chief executive officer of the City on behalf of Seldovia City Council.

The City Manager's Office is responsible for many of the City's centralized functions.

Future Considerations:

Please see the FY25 Budget Manager's Message

FY24 Accomplishments

- Completed the Community Development Block Grant for the multipurpose building improvement project.
- Received an intent to award a PIDP construction grant for the Jakolof Bay Dock Replacement Project
- Continued progress on the ACWA drainage map and stormwater management project/grant
- Signed Cooperative Agreements for the VSW planning project- City Water and Sewer Overview, Slough Sewer Improvements Project, and design of the Sewer Treatment Facility Improvements Project.
- Submitted four individual CDS requests for community building improvements and included a request for heavy equipment in a group submission.
- Received a 2022 State and Local Cybersecurity Grant Program (SLCGP) for a cybersecurity risk assessment.
- Updated and implemented the City of Seldovia Personnel Policy
- Continued progress on KPB for Safe Streets and Roads For All Action Plan Grant
- Continue partnerships with Seldovia Village Tribe and City of Homer
- Establish 2024-2029 Capital Improvement Plan
- Completed the FY23 audit.

FY25 Goals and Objectives:

- Facilitate the incorporation and completion of the City of Seldovia within the KPB Hazard Mitigation Plan.
- Complete the Jakolof Bay Dock Replacement Project pre-award activities, negotiate grant contract, and begin construction.
- Complete the ACWA drainage map and stormwater management project/grant.
- Complete Septic Lift Station Repair Project and address major inflow and infiltration issues.
- Complete Raw Water Transmission Line Replacement Project Non-competitive Community Grant Application and initiate construction project.
- Receive funding for materials for road resurfacing and initiate project.
- Apply for funding for the unfunded portion of the Seldovia Slough Sewer Improvement Project.
- Continue seeking funding for public building improvements.
- Work with KPBOEM for the installment of a second community warning siren.
- Continue progress towards the implementation of a capital project budget.
- Plan for and complete various small infrastructure projects- crane and dock maintenance, dam inspection and maintenance, BHO updates and maintenance, including boat impound and collections policy, harbor repairs, public buildings.
- Review Seldovia Municipal Code Title 13 regarding water regulations.
- Continue developing capital assets/public facilities inventory with Public Works staff and City Clerk
- Continue establishing HR onboarding and offboarding policies.
- Develop 10-year strategic plan for City Departments to guide funding, budget, and pursuit of grants.
- Continue coordinating with VSW on water and sewer projects.
- Continue Development of CIP for future funding opportunities
- Continue partnership with the Seldovia Chamber of Commerce on various initiatives (ie. beautification and marketing)
- Continue to promote a culture of safety as championed by the Alaska Municipal League-Joint Insurance Association

Performance Measures	FY2020	FY2021	FY2022	FY2023	FY2024
Grant Application Funded/Written	7	4	5	6/12	5/5
Leases maintained				7	8
MOA/MOU/Contracts managed				17	21
Staff hired	12	12	14	11+	7

General Fund
Administration, Finance

Mission/ Objective: To promote excellence in governmental finance, protect the public trust, promote transparency in management of public funds, and safeguard the integrity of the local government.

Functions and Responsibilities:
To support the City's administration, functions and services to its residents through sound financial management of accounts receivable, utility management, accounts payable, payroll, financial management/analysis, budget reporting, and grant management.

Future Considerations:
- FY25 Budget mid-year adjustment and FY24 audit preparation
- Change in % allocation of staff time

FY24 Accomplishments:
- FY2022 audit and FY2023 audit complete
- Senior Meals Grant Management
- Harbor Personnel Management
- Assisted with administering ACWA Grant for Stormwater Management Plan
- Completed FEMA Grant for SVFD Stryker Power Load System

FY25 Goals and Objectives:
- Continue to resolve delinquent accounts
- Improve report formatting to make financial information clearer and easier to understand
- Complete updated instruction manual for critical position functions to protect continuity of government functions
- Pursue training opportunities
- Obtain outside accounting firm to assist in Audit Prep

Performance Measures	FY2020	FY2021	FY2022	FY2023	FY2024*
Grants Applied/Awarded		4	6	5	4
Grants Managed	4	5	8	8	9
Senior Meals Served	2250	2578	2663	2753	2749

*FY2024 is still in progress and will be available in the FY2025 budget.

City of Seldovia

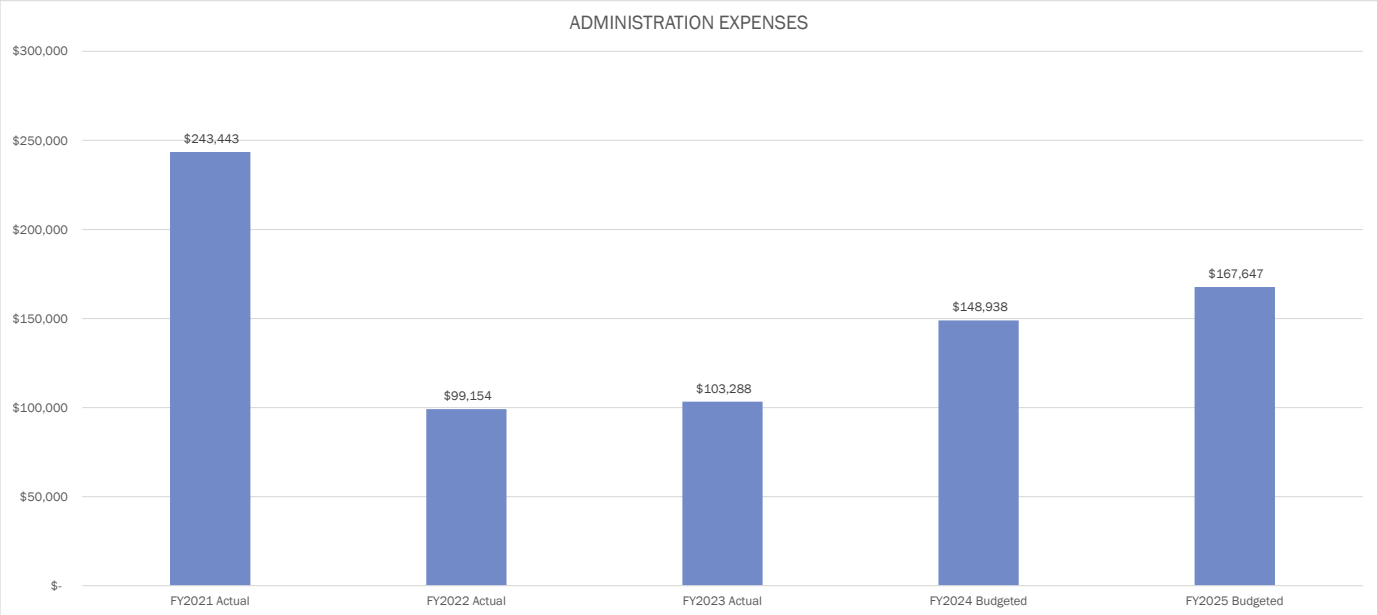
FY2025 Operating Budget

110 Administration Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Salaries and Wages	**$114,914**	**$56,640**	**$65,641**	**$85,517**	**$92,278**
7010	Administration Fees				*$38,986*	$39,649
7020	Wages & Salaries				*$46,531*	$52,129
	Employee Appreciation					*$500*
	Employee Benefits	**$26,231**	**$19,589**	**$4,702**	**$20,680**	**$26,600**
7290	ESC				*$964*	$1,000
7910	Social Security				*$6,107*	$6,250
7920	Medicare				*$1,429*	$1,500
7270	Worker's Comp				*$1,543*	$1,697
7210	Health Insurance				*$5,256*	$5,782
7280	Retirement				$2,591	$4,798
7280	PERS Liability				$2,490	$5,123
	Cell Phone Allowance				$300	$450
	Travel	**$2,388**	**$2,251**	**$955**	**$3,000**	**$3,750**
8740	Travel/Per Diem				$3,000	$3,750
	Training	**$85**	**$1,659**	**$1,943**	**$1,000**	**$3,000**
8160	Training				$1,000	$3,000
	Supplies	**$5,352**	**$1,265**	**$2,153**	**$2,000**	**$3,500**
8630	Office Supplies				$2,000	$2,500
	Marketing				$0	$1,000
	Contract Services/Leases	**$9,133**	**$2,964**	**$10,325**	**$6,500**	**$5,000**
8110	Contract Services/Leases				$6,500	$5,000
	Repairs and Maintenance	**$0**	**$87**	**$0**	**$500**	**$500**
8710	Repairs/Maintenance				$500	$500
	Equipment	**$0**	**$531**	**$268**	**$500**	**$1,000**
8240	Equipment Purchases				$500	$1,000
	Utilities	**$26,722**	**$7,781**	**$6,583**	**$11,000**	**$10,000**
8720	Telephone/Internet				$1,000	$1,000
8760	Heating Fuel				$7,500	$6,000
8770	Power				$2,500	$3,000
	Insurance	**$11,745**	**$0**	**$1,227**	**$2,303**	**$2,817**
9520	Insurance-Liability		$0		*$2,303*	$2,817
	Professional Services	**$12,028**	**$0**	**$0**	**$12,138**	**$12,138**
8310	Audit Fees		$0		*$12,138*	$12,138
8410	Legal		$0		$0	$0
	Postage/Freight	**$613**	**$276**	**$227**	**$300**	**$325**
8220	Freight		$140	$83	$150	$150
8690	Postage		$136	$144	$150	$175
	Dues & Fees	**$16,753**	**$5,721**	**$2,324**	**$3,500**	**$6,339**
8150	Dues & Reference Materials				$1,000	$1,000
8550	Software Fee				$2,400	$5,139

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
7090	Payroll Expenses				$100	$100
8610	Financial Institution Fee				$0	$100
	Other	**$17,479**	**$390**	**$6,940**	**$0**	**$0**
Total Expenses		**$243,443**	**$99,154**	**$103,288**	**$148,938**	**$167,647**

Notes:
Wages & Salaries: Includes partial labor provided by the City Clerk, Finance Officer, City Manager, Local IT support, and Exec. Admin. Assistant
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
Employee Appreciation: $500 included for employee appreciation incentives in FY25 (annual employee gathering).
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Training: Finance Officer, City Manager, City Clerk
Travel/Per Diem: Alaska Municipal League Summer Conference (City Manager) and Winter Conference (City Manager, Finance Officer, City Clerk)
Marketing: $1000 budgeted for annual marketing contributions to the Seldovia Chamber of Commerce and additional marketing materials.
Dues & Reference Materials: Includes GFOA membership for Finance Officer, AMMA membership and ICMA membership for City Manager
Contract Services and Leases: Alaska Tech, Xerox, Office Tech
Equipment Purchases: Computer and electronics replacement per maintenance schedule.
Software Fee: Caselle is $200 per month ($2,400), Quickbooks/Intuit, Office 365, Homestead website, Zoom, Adobe, Archive Social, split amongst GF/water/sewer/harbor/boat haul out/dock. Also
Insurance-Liability: Allocated by fund size for the FY24 and Fy25 budget and split across admin, council, public works for the allocation to the general fund. Insurance/Liability: 22% Increase per AMLJIA, after the three year agreement ended the City among other customers actualized a significant market increase.
Audit Fees: GF contribution is split 50/50 Administration/Council/Public Works budget
Legal: Accounted for under Council budget
Power and Heating Fuel: City Hall Office (includes Public Works warehouse space)
Financial Institution Fees: No longer reflected in General Fund and instead captured by Water, Wastewater, and Boat Haulout Special Revenue Funds (Ord. 22-10)
Repairs/Maintenance: Includes fire extinguisher annual maintenance
FY24 and FY25 Budget: Includes SOCC expenditures.



General Fund
Administration, City Clerk

Mission/ Objective: It is the mission of the City Clerk's Office to promote transparency, connect citizens to their government, and provide support to the City Council, City Commissions, and City Departments through the administration of municipal elections, the preservation and management of the City's official records, and the provision of service to residents, staff, and visitors with the highest standards of integrity and professionalism.

Functions and Responsibilities:

Maintain and to make available for public inspection City records, to give notice of public meetings, arrange public notices, to provide support and create record of City Meetings, and to perform the duties of Elections Administrator.

Future Considerations:

- The continuing need for the time and ability to manage and digitalize permanent records
- Complex building/development applications and how the city can process the applications with outside, contracted support
- Seldovia Planning Commission recruitment and support

FY24 Accomplishments:

- The City Clerks Office updated municipal election codes, assisted with the Kenai Peninsula Borough Election and Administered the City of Seldovia Municipal Election.
- Annual Codification
- Annual Records Destruction
- Attended AAMC conference and professional development
- Update of Election Procedures
- Assisted the Planning Commission with the Commercial Business District Subcommittee
- Assisted Administrative Office with multiple RFPs and Expressions of Interest
- Annual Surplus auction held
- Oversaw digitalizing of Building Permit records
- Assisted with the review and update of the snow removal policy
- Assisted HEA with updating Street Light Map

FY25 Goals and Objectives:

- Continued Education and training for City Clerk
- Continued implementation of a long-term-file digitalization and digital records management
- Completion of archive records storage and inventory
- Assist with an update for Susan Lake Ordinances
- Assist with the continued update of Title 18,
- Complete Clerk's Standard Operating Procedures
- Establish Seldovia Cemetery Regulations
- Assist the State of Alaska with absentee in-person voting for Primary and General Elections
- Continued education in Emergency Preparedness and Response
- Ongoing updates to Customer and Employee Forms

Performance Measures	FY2020	FY2021	FY2022	FY2023	FY2024
Number of public meetings (Council, Planning Commission)	45	44	58	48	49
Resolutions	31	41	54	37+	36
Ordinances	13	14	16	15+	8
Action Memorandums	5	14	9	4	4
Building Permits	1	7	5	8	8
Other Permits (tidelands, utility)					2

City of Seldovia

FY2025 Operating Budget

120 Council Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Salaries and Wages	**$44,785**	**$56,721**	**$47,465**	**$48,704**	**$52,129**
7010	Administration Fees				$0	$0
7020	Wages & Salaries				$48,704	$52,129
	Employee Benefits	**$19,071**	**$15,211**	**$14,995**	**$22,876**	**$23,886**
7290	ESC				$495	$400
7910	Social Security				$3,070	$3,268
7920	Medicare				$718	$750
7270	Worker's Comp				*$601*	$661
7210	Health Insurance				$8,146	$8,961
7280	Retirement				$3,413	$3,413
7280	PERS Liability				$5,833	$5,833
	Cell Phone Allowance				$600	$600
	Travel	**$60**	**$1,197**	**$2,536**	**$7,000**	**$10,050**
8740	Travel/Per Diem				*$7,000*	$10,050
	Training	**$150**	**$998**	**$575**	**$4,500**	**$2,500**
8420	Training				*$4,500*	$2,500
	Supplies	**$794**	**$1,228**	**$1,288**	**$1,500**	**$1,000**
8630	Office Supplies				$1,500	$1,000
	Contract Services/Leases	**$1,124**	**$4,840**	**$7,959**	**$5,000**	**$5,000**
8110	Contract Services/Leases				$5,000	$5,000
	Outside Labor				$0	$0
	Repairs and Maintenance	**$150**	**$87**	**$0**	**$300**	**$300**
8710	Repairs/Maintenance				$300	$300
	Equipment	**$500**	**$3,221**	**$1,098**	**$3,000**	**$3,000**
8240	Equipment Purchases				$3,000	$3,000
	Utilities	**$4,349**	**$0**	**$0**	**$0**	**$2,700**
8720	Telephone/Internet				$0	$2,700
8820	Heating Fuel				$0	$0
8770	Power				$0	$0
	Insurance	**$187**	**$17,217**	**$6,807**	**$8,628**	**$10,554**
9520	Insurance-Liability				$8,628	$10,554
	Professional Services	**$7,835**	**$25,739**	**$32,115**	**$26,372**	**$32,138**
8310	Audit Fees				*$12,138*	$12,138
8410	Legal				*$14,234*	$20,000
	Postage/Freight	**$139**	**$904**	**$202**	**$1,000**	**$750**
8220	Freight		$488		*$500*	$500
8690	Postage		$416	$202	$500	$250
	Dues & Fees	**$1,432**	**$1,513**	**$1,704**	**$2,750**	**$5,339**
7090	Payroll Expense				$100	$100
8150	Dues & Reference Materials				$2,500	$2,500
8550	Software Fee		$0		$150	$2,739
	Other	**$0**	**$0**	**$0**	**$0**	**$0**
Total Expenses		**$80,576**	**$128,876**	**$116,744**	**$131,630**	**$149,346**

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget

Notes:
Wages & Salaries: Includes labor provided by the City Clerk, Finance Officer, City Manager, Election Workers, MPB Custodian, Local IT support, and Exec. Admin. Assistant
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Travel/Per Diem: Alaska Municipal League Summer Conference (Mayor and City Manager), AML Winter Conference (Two Council Members, City Manager, City Clerk, Finance Officer), City Clerk training, Ballot security testing and ballot pickup.
Training: Includes City Clerk training AAMC
Office Supplies: Includes KPB Election Ballots, toliet paper, printer paper
Contract Services/Leases: Includes annual $500 rental of KPB Ballot Machines, digitizing city records for State Archives, Alaska Tech Internet Services for all GF, Xerox for all GF
Outside Labor: No anticipated outside labor.
Equipment Purchases: Computer and electronics replacement per maintenance schedule.
Telephone/Internet: Council Chambers internet service.
Insurance/Liability: 22% Increase per AMLJIA, after the three year agreement ended the City among other customers actualized a significant market increase.
Audit Fees: GF contribution is split 50/50 Administration/Council/Public Works budget
Legal: Legal fees for all GF
Dues & Reference Materials: Includes Alaska Municipal League, sat phone annual subscription for KBBI communication, AAMC and IMC membership, Seldovia Chamber of Commerce membership, Amazon Prime, AMMA membership, and ICMA membership for City Manager
Software: Includes Zoom, Archive Social, Homestead Website, Mircosoft Office 365, Adobe, and Quickbooks Intuit split amongst GF/water/sewer/harbor/boat haul out/dock
Contract Services and Leases: Includes Alaska Tech, Xerox, Office Tech
Repairs/Maintenance: Includes fire extinguisher annual maintenance
Future Consideration:



General Fund
Police Department

Mission/Objective: Seldovia Police's fundamental duty is to serve the community in a variety of capacities, especially through public safety initiatives and response. We are actively engaged in improving the quality of life for everyone in the Seldovia area.

Functions and Responsibilities:

To promote and ensure public safety for the Seldovia community.

Future Considerations:

- Support of the Public Safety Model as a whole including the Village Public Safety Officer Program, Fire, and EMS.
- Consider Public Safety Budget moving forward
- Continue fostering positive partnership with APIA

FY24 Accomplishments:

- Continued partnership with Aleutian Pribilof Islands Association (APIA) for the placement of VPSOs in Seldovia
- Received a second VPSO placement from APIA
- Supported the VPSO program through living stipends, use of police truck, fuel, and office space

FY25 Goals and Objectives:

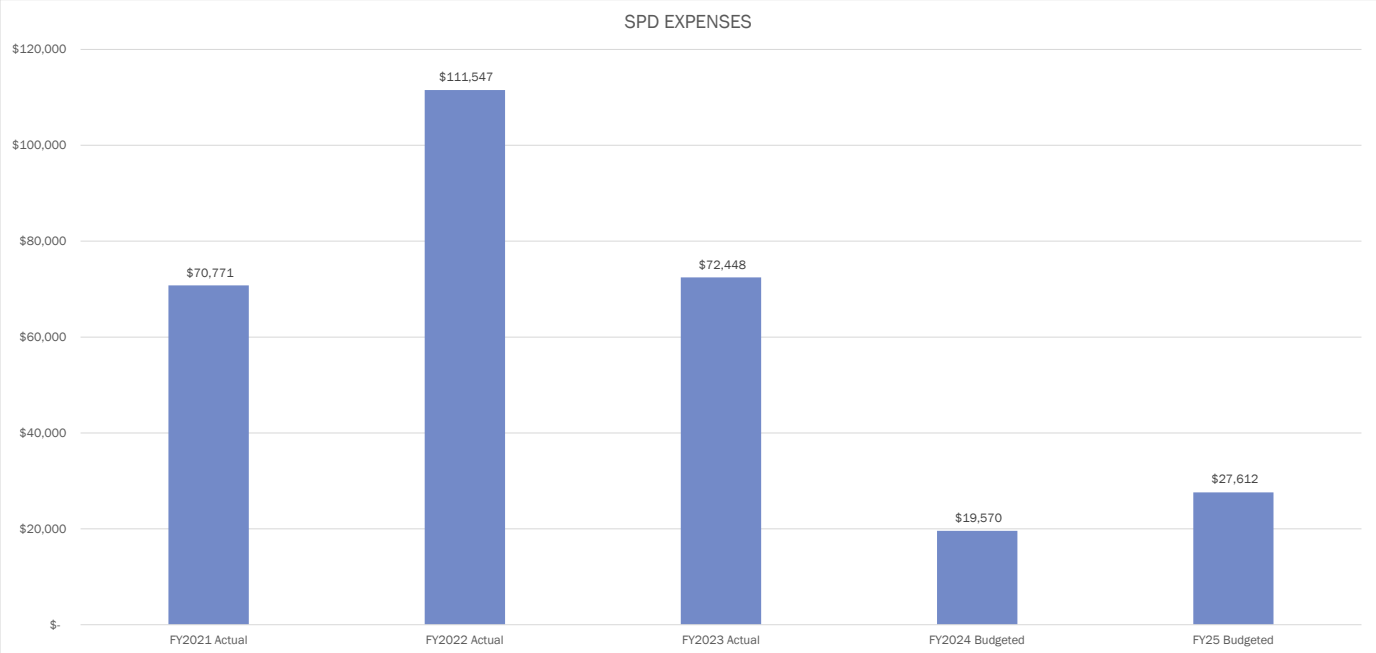
- Establish Assigned Fund and transfer $50,000 if the City stands the department back up
- Continue to provide support for the VPSO program, Fire, and EMS
- Review and verify that the City's Minor Offense Table is current with the Alaska Court System

130 Seldovia Police Department Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Salaries and Wages	**$24,313**	**$75,321**	**$42,578**	**$0**	**$0**
7010	Administration Fees				$0	$0
7020	Wages & Salaries				$0	$0
	Employee Benefits	**$18,215**	**$17,605**	**$22,483**	**$12,000**	**$12,000**
7290	ESC				$0	$0
7910	Social Security				$0	$0
7920	Medicare				$0	$0
7270	Worker's Comp				$0	$0
7210	Health Insurance				$0	$0
7280	Retirement				$0	$0
	Living Stipend				$12,000	$12,000
	Cell Phone Allowance				$0	$0
	Travel	**$4,174**	**$993**	**$300**	**$0**	**$0**
8740	Travel/Per Diem				$0	$0
	Training	**$3,010**	**$0**	**$50**	**$0**	**$0**
8160	Training				$0	$0
	Supplies	**$990**	**$46**	**$47**	**$0**	**$0**
8640	Operating Supplies				$0	$0
8630	Office Supplies				$0	$0
8680	Police Equipment				$0	$0
	Contract Services/Leases	**$3,941**	**$0**	**$57**	**$0**	**$100**
8110	Contract Services/Leases		$0		$0	$100
	Repairs and Maintenance	**$284**	**$1,944**	**$2,016**	**$1,500**	**$1,000**
8710	Repairs/Maintenance				$1,500	$1,000
	Equipment	**$1,719**	**$4,595**	**$0**	**$5,100**	**$10,800**
8240	Equipment Purchases				*$600*	$800
9110	Vehicle Expense				$0	$0
9114	Vehicle Expense- C2				$0	$0
9112	Vehicle Expense- Ford Truck				*$4,500*	$10,000
	Utilities	**$5,977**	**$0**	**$0**	**$0**	**$2,600**
8720	Telephone/Internet				$0	$2,600
8820	Heating Fuel				$0	$0
8770	Power				$0	$0
	Insurance	**$2,150**	**$10,938**	**$4,633**	**$920**	**$1,012**
9520	Insurance-Liability				*$920*	$1,125
	Professional Services	**$4,998**	**$0**	**$0**	**$0**	**$0**
8310	Audit Fees				$0	$0
8410	Legal				$0	$0
	Postage/Freight	**$86**	**$5**	**$284**	**$50**	**$100**
8220	Freight		$5	$216	*$50*	$100
8690	Postage			$68	$0	$0
	Dues & Fees	**$914**	**$100**	**$0**	**$0**	**$0**

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
8150	Dues & Reference Materials				$0	$0
8550	Software Fee				$0	$0
7090	Payroll Expense - Other				$0	$0
	Other	**$0**	**$0**	**$0**	***$0***	**$0**
Total Expenses		**$70,771**	**$111,547**	**$72,448**	**$19,570**	**$27,612**

Notes:
The City of Seldovia entered into an MOA with Aleutian Pribilof Islands Association for the placement of a Village Public Safety Officer in FY23. After careful deliberation and months of discussion the Seldovia City Council moved to request a second VPSO be placed in the community and stand down the Seldovia Police Department/hiring of a Chief of Police.
Wages & Salaries: $50,000 is assigned in the general fund under Police/Public Safety Reserve Fund in the event that the City needs to stand the police department back up and hire a Chief of Police.
Living Stipend: $12,000 is allocatedfor a monthly living stipend of $500 for two VPSO officers.
Vehicle Expense-Ford Truck: Fuel and routine maintenance; truck is available to support the VPSO program and AST. Evaluated annually.
Equipment Purchases: $800 for unanticipated purchases.
Telephone and Internet: phone and internet service for the police department.
Other considerations: $7000 was allocated to Fire and EMS for training, $6000 for a membership incentive program, and Safety Officer hours were increased from 10 hours a week to 15 hours a week.
Future considerations:



General Fund
Seldovia Volunteer Fire Department and Emergency Medical Service

Mission/ Objective: The Department is committed to protecting lives, reducing suffering and preventing property losses through pre-emergency public education and (post) emergency response efforts at a level sustainable by this community and the Department.

Functions and Responsibilities:

The Seldovia Volunteer Fire and Emergency Medical Services Department is organized under the authority of the City of Seldovia to serve the people of Seldovia as the principal provider of fire protection, pre-hospital emergency medical services and other related services. Our services and programs are designed to prevent or mitigate the loss of life, limb and property. The Department is dedicated to excellence and professionalism in all of its activities and strives to be flexible and innovative in meeting the needs our community and the citizens we serve and protect.

All response activities are provided by an all-volunteer membership. The Department is overseen by a Volunteer Executive Board that meets bi-monthly. The department is staffed by one part-time paid employee.

Future Considerations:

- Updating Radios and Communications System
- Retention and Recruitment of Volunteers

FY24 Accomplishments:

- Fire Chief and Assistant Fire Chief positions filled.
- Generated charitable gaming proceeds for purchase of EMS supplies
- Updated Department bylaws
- Power Load for Medic1 stretcher installed
- EMT to Advanced EMT Class for two members
- Partnership with VPSO and Homer VFD
- Shower in Firehall completed

FY25 Goals and Objectives:

- Conduct more fundraising (gaming and non-gaming)
- Continue to promote Fire Responder and EMS training
- Continue working on Volunteer Incentives
- Recruitment of new volunteers in Fire and EMS
- Continue working with City Administration on emergency preparedness and response

Performance Measures	2019	2020	2021	2022	2023	2024
Service Calls Total	46	42	37			32
Fire Calls	2	1	0			4
EMS Calls	44	41	37	48	43	28

*SVFD is staffed by a part-time administrative assistant/safety officer and is a volunteer department

City of Seldovia

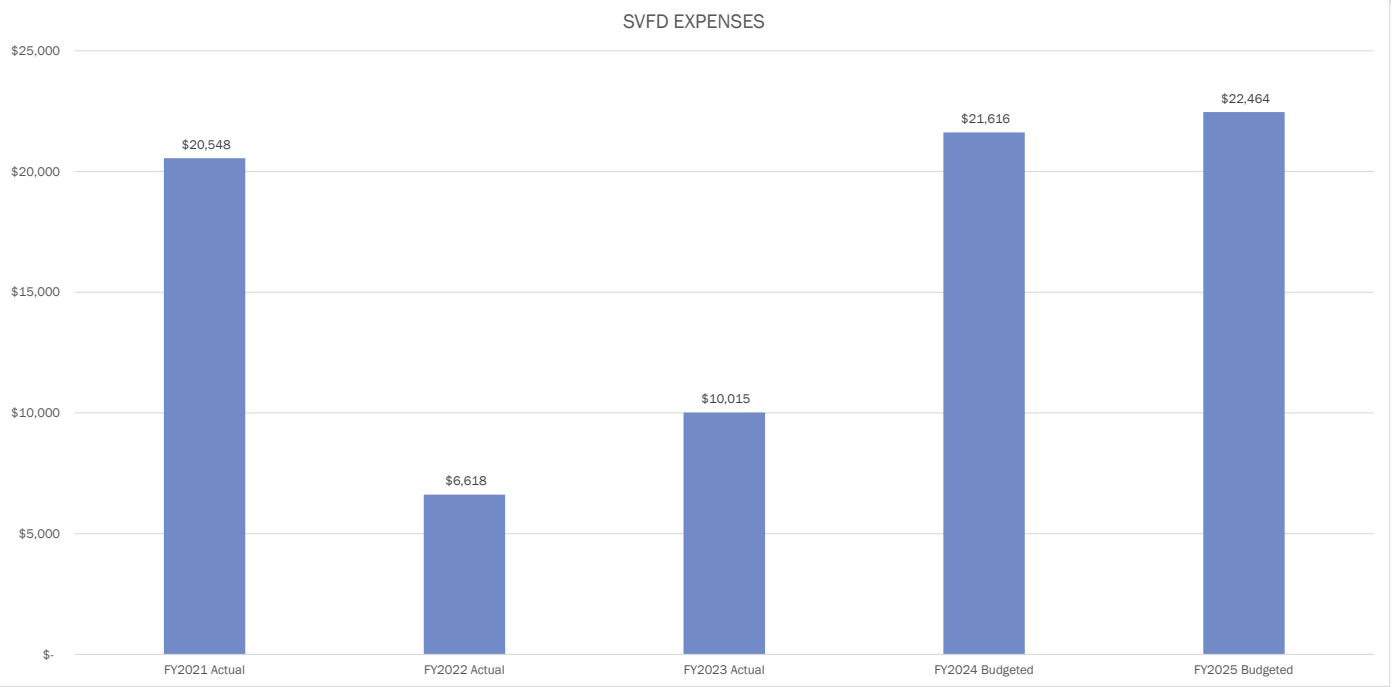
FY2025 Operating Budget

140 Seldovia Volunteer Fire Department Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed Budget
	Salaries and Wages	**$3,002**	**$4,765**	**$4,563**	**$7,696**	**$7,696**
7010	Administration Fees				$0	$0
7020	Wages & Salaries				$7,696	$7,696
	Employee Benefits	**$5,654**	**$650**	**$2,878**	**$3,372**	**$3,647**
7290	ESC				$72	$72
7910	Social Security				$446	$446
7920	Medicare				$104	$104
7270	Worker's Comp				$2,750	$3,025
7210	Insurance				$0	$0
7280	Retirement				$0	$0
	Cell Phone Allowance				$0	$0
	Travel	**$7**	**$0**	**$0**	**$0**	**$0**
8740	Travel/Per Diem				$0	$0
	Training	**$0**	**$0**	**$0**	**$3,500**	**$3,500**
8160	Training				$3,500	$3,500
	Supplies	**$245**	**$0**	**$39**	**$250**	**$250**
8640	Operating Supplies				$200	$200
8630	Office Supplies				$50	$50
	Contract Services/Leases	**$1,119**	**$0**	**$510**	**$520**	**$520**
8110	Contract Services/Leases				$520	$520
	Repairs and Maintenance	**$971**	**$320**	**$0**	**$475**	**$475**
8710	Repairs/Maintenance				$475	$475
	Equipment	**$14**	**$208**	**$477**	**$950**	**$950**
8240	Equipment Purchases				$500	$500
9118	Vehicle Expense- Fire Engine				$150	$150
9122	Vehicle Expense- Tanker				$150	$150
9121	Vehicle Expense- Rescue 1				$150	$150
	Utilities	**$6,877**	**$675**	**$675**	**$750**	**$1,200**
8720	Telephone/Internet				$750	$1,200
8820	Heating Fuel				$0	$0
8770	Power				$0	$0
	Insurance	**$841**	**$0**	**$683**	**$873**	**$1,096**
9520	Insurance-Liability				$873	$1,096
	Professional Services	**$1,047**	**$0**	**$0**	**$3,000**	**$3,000**
	Membership Incentive Program				$3,000	$3,000
8310	Audit Fees				$0	$0
	Postage/Freight	**$150**	**$0**	**$190**	**$200**	**$100**
8670	Freight			$190	$200	$100
8690	Postage				$0	$0
	Dues & Fees	**$621**	**$0**	**$0**	**$30**	**$30**
8150	Dues & Reference Materials				$0	$0

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed Budget
8550	Software Fee				$0	$0
7090	Payroll Expenses - Other				$30	$30
	Other	**$0**	**$0**	**$0**	**$0**	**$0**
Total Expenses		**$20,548**	**$6,618**	**$10,015**	**$21,616**	**$22,464**

Notes:
Wages & Salaries: Includes labor provided by the Safety Officer (50%). Hours increased to 15 a week instead of 10 in FY24. Also includes labor for maintenance and repair.
Training: FY24 and FY25 included $3500 to support member training.
Membership incentive program: FY24 and FY25 included $3000 to support a membership incentive program.
City: City maintains vehicles, covers utilities, maintenance of building. Equipment/material purchases are secured/managed by the SVFD/EMS Board.
Repairs/Maintenance: Includes fire extinguisher annual maintenance
Utilities: Phone for dispatch services (dispatch line located at school)



City of Seldovia

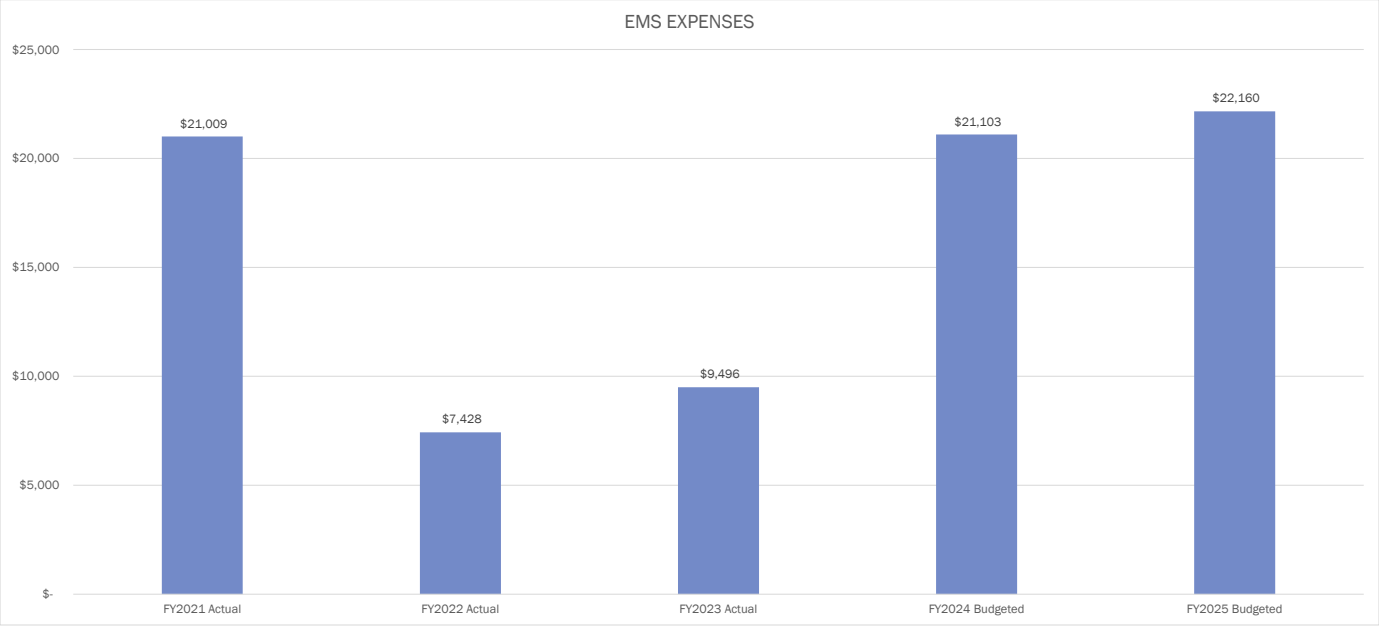
FY2025 Operating Budget

150 Emergency Medical Services Department Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed Budget
	Salaries and Wages	**$4,817**	**$4,969**	**$4,429**	**$7,696**	**$7,696**
7010	Administration Fees				$0	$0
7020	Wages & Salaries				$7,696	$7,696
	Employee Benefits	**$5,660**	**$730**	**$1,488**	**$1,502**	**$1,591**
7290	ESC				$72	$73
7910	Social Security				$446	$446
7290	Medicare				$104	$104
7270	Worker's Comp				$880	$968
	Cell Phone Allowance				$0	$0
7280	Retirement				$0	$0
7210	Health Insurance				$0	$0
	Travel	**$7**	**$0**	**$0**	**$0**	**$0**
8740	Travel/Per Diem				$0	$0
	Training	**$25**	**$0**	**$0**	**$3,500**	**$3,500**
8420	Training				$3,500	$3,500
	Supplies	**$220**	**$25**	**$99**	**$250**	**$250**
8640	Operating Supplies				$200	$200
8630	Office Supplies				$50	$50
	Contract Services/Leases	**$1,429**	**$0**	**$9**	**$0**	**$50**
8110	Contract Services/Leases				$0	$50
	Repairs and Maintenance	**$857**	**$632**	**$0**	**$700**	**$500**
8710	Repairs/Maintenance				$700	$500
	Equipment	**$66**	**$396**	**$731**	**$900**	**$1,750**
8240	Equipment Purchases				$200	$100
8350	Vehicle Expense- Rescue 1				$200	$150
8350	Ambulance Medic 1				$500	$1,500
9110	Vehicle Expense				$0	$0
	Utilities	**$5,079**	**$676**	**$675**	**$750**	**$750**
8720	Telephone/Internet				$750	$1,200
8760	Heating Fuel				$0	$0
8770	Power				$0	$0
	Insurance	**$935**	**$0**	**$2,050**	**$2,675**	**$2,943**
9520	Insurance-Liability				$2,675	$3,272
	Professional Services	**$1,047**	**$0**	**$0**	**$3,000**	**$3,000**
	Membership Incentive Program				$3,000	$3,000
8310	Audit Fees				$0	$0
	Postage/Freight	**$0**	**$0**	**$15**	**$100**	**$100**
8220	Freight			$15	$100	$100
8690	Postage				$0	$0
	Dues & Fees	**$867**	**$0**	**$0**	**$30**	**$30**
8150	Dues & Reference Materials				$0	$0
8550	Software Fee				$0	$0

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed Budget
7090	Payroll Expense - Other				$30	$30
	Other	**$0**	**$0**	**$0**	**$0**	**$0**
Total Expenses		**$21,009**	**$7,428**	**$9,496**	**$21,103**	**$22,160**

Notes:
Wages & Salaries: Includes labor provided by the Safety Officer (50%). Hours increased to 15 a week instead of 10 in FY24. Also includes labor for equipment maintenance and repair.
Training: FY24 and FY25 included $3500 to support member training.
Membership incentive program: FY24 and FY25 includesd $3000 to support a membership incentive program.
City: City maintains vehicles, covers utilities, maintenance of building. Equipment/material purchases are secured/managed by the SVFD/EMS Board.
Repairs/Maintenance: Includes fire extinguisher annual maintenance
Ambulance Medic 1: Includes purchase of new tires for the ambulance.



General Fund
Public Works and Maintenance

Mission/ Objective: It is the mission of the City of Seldovia Maintenance and Public Works Department to provide and maintain reliable and cost-effective public works facilities and systems in a manner that emphasizes customer satisfaction, public service, and the long-term best interest of the community.

Functions and Responsibilities:

- General Maintenance of City facilities and assets
- Maintains City Equipment and Machinery
- Provides maintenance, cleaning, ditching, and snow removal of roadways within City limits
- Provides maintenance and support in enhancing parks, cemeteries, campgrounds, and trails
- Maintains and provides support for the Harbormaster Office, harbor, and boat haul out; including launching and hauling out boats for customers
- Operates the water and sewer system and is funded by Water and Sewer Special Revenue Funds

Future Considerations:

- Fund reserves for equipment and infrastructure upgrades; including heavy equipment and water and sewer infrastructure
- Optimal year-round staff capacity is three individuals to provide all city Public Works/Maintenance/and Water and Sewer related services
- Budget forecast for fuel expenses – how to ensure fuel prices for the following year
- Costs to maintain aging equipment

FY24 Accomplishments:

- Roof Repaired on Seldovia Fuel and Lube Rental Building
- Seasonal Groundskeeper hired for maintenance of City grounds and facilities.
- Roof awning repair on City Office building
- CDBG Grant for multipurpose building; renovations completed.
- CDS request for dirt material included in STIP
- Signed an MOA with KPB to participate in KPB Safe Roads for All Program
- New Refuse Truck purchased
- Water Main leak repaired on Dock Street

FY25 Goals and Objectives:

- Roof Repair for dock building
- Roof Repair for additional portion of City Office awning
- Resurfacing of dirt roads
- Continually updating asset inventory and management
- Continued Right of way alder and brush clearing maintenance
- Continued Ground's beautification and sign rehab
- Organization and upkeep of city facilities and equipment
- Boardwalk Repair and contract for snow maintenance
- Street repair after water leak repairs

Performance Measures	2020	2021	2022	2023	2024
Work Orders for Public Works (facility and public maintenance)			45	14	
Snow Removal (hours)	376	450.25	484.5	680.5	

City of Seldovia

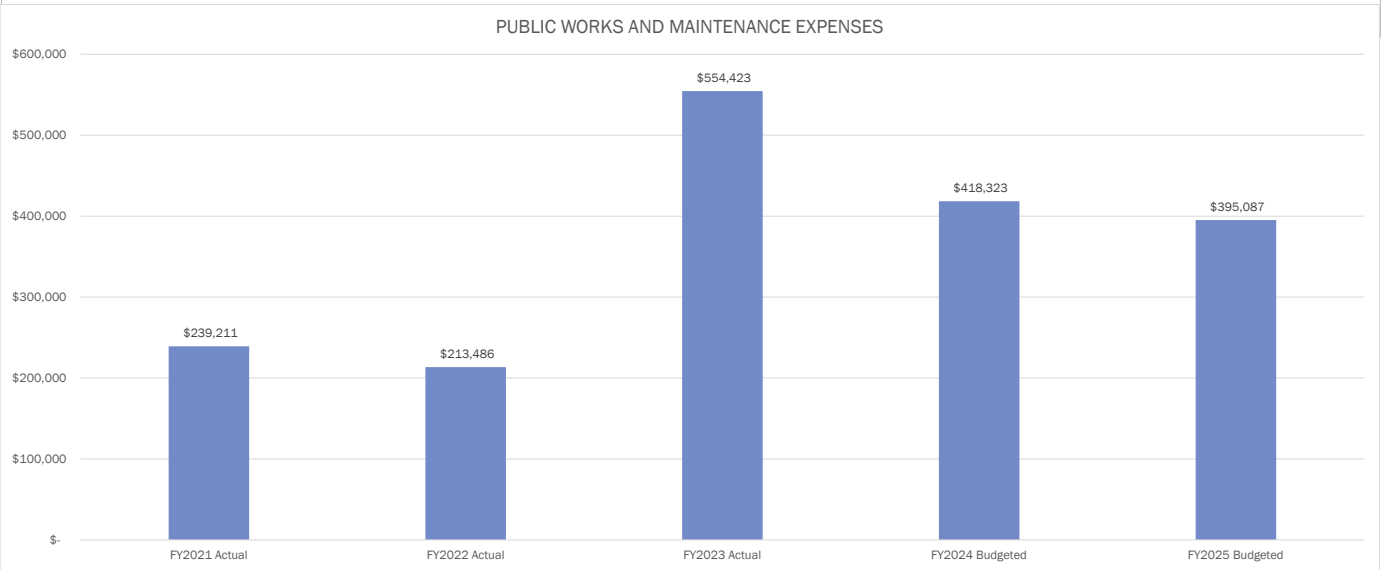
FY2025 Operating Budget

180 Public Works and Maintenance Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed
	Salaries and Wages	**$78,916**	**$110,510**	**$103,309**	**$123,607**	**$129,010**
7010	Administration Fees				$23,683	$24,086
7020	Wages & Salaries				$89,924	$89,924
	Snow Removal				$10,000	$15,000
	Employee Benefits	**$39,148**	**$24,508**	**$34,868**	**$47,146**	**$49,367**
7290	ESC				$1,176	$1,176
7910	Social Security				$7,291	$7,415
7920	Medicare				$1,705	$1,705
7270	Worker's Comp.				*$8,996*	$9,896
7210	Health Insurance				$6,295	$6,925
7280	Retirement				*$18,493*	$18,819
7280	PERS Liability				$2,390	$2,431
	Cell Phone Allowance				*$800*	$1,000
	Travel	**$1,336**	**$0**	**$0**	**$0**	**$1,000**
8740	Travel/Per Diem				$0	$1,000
	Training	**$0**	**$0**	**$0**	**$0**	**$6,000**
8160	Training				$0	$6,000
	Supplies	**$2,353**	**$2,385**	**$6,988**	**$5,150**	**$9,100**
8640	Operating Supplies				*$5,000*	$8,950
8630	Office Supplies				$150	$150
	Contract Services	**$27,095**	**$16,018**	**$5,188**	**$5,000**	**$6,000**
8670	Outside Labor Services				$1,000	$1,000
8110	Contract Services/Leases				*$4,000*	$5,000
	Repairs and Maintenance	**$11,130**	**$7,168**	**$3,610**	**$28,400**	**$33,550**
8710	Repairs/Maintenance				$4,000	$3,500
9110	Vehicle Expense- Other-Expedition				$1,000	$1,000
9117	Vehicle Expense--Loader				$4,500	$9,200
9119	Vehicle Expense-Grader 120 (1984)				$6,000	$4,500
	Vehicle Expense- Grader 140 (2022)				$5,000	$5,000
9113	Vehicle Expense-Backhoe				$3,000	$4,000
9120	Vehicle Expense-Grey Truck				$1,000	$100
9115	Vehicle Expense-Chevy Flatbed				$2,600	$3,100
9111	Vehicle Expense-Chevy Colorado				$1,000	$1,000
	Vehicle Expense- Ford 550					$2,000
	Vehicle Expense-Sander				$300	$150
	Equipment	**$37,144**	**$18,126**	**$32,850**	**$36,650**	**$6,200**
8240	Equipment Purchases				$36,200	$6,200
	Equipment Expense-Fuel				$450	$0
	Utilities	**$29,825**	**$32,769**	**$45,478**	**$50,000**	**$50,600**
8760	Heating Fuel				$15,000	$15,000
8720	Telephone/Internet				$0	$0
8770	Power				$35,000	$35,600

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed
	Insurance	**$1,683**	**$0**	**$20,497**	**$31,095**	**$38,035**
9520	Insurance-Liability				*$31,095*	$38,035
	Professional Services	**$4,177**	**$0**	**$0**	**$12,138**	**$12,138**
8310	Audit Fees				*$12,138*	$12,138
	Postage/Freight	**$5,211**	**$0**	**$0**	**$2,200**	**$2,100**
8220	Freight				$2,000	$2,000
8690	Postage				$200	$100
	Dues & Fees	**$1,193**	**$250**	**$750**	**$400**	**$450**
7090	Payroll Expense-Other				$150	$200
8150	Dues & Reference Materials				$0	$0
8450	Licenses/Permits				$250	$250
8550	Software Fee				$0	$0
	Other	**$0**	**$1,752**	**$0**	**$0**	**$0**
	Capital Projects	**$0**	**$0**	**$300,885**	**$76,537**	**$51,537**
	Seldovia Fuel and Lube Roof Repair				*$0*	$0
	City Building Repair				*$25,000*	$0
	Road Grader Financial Obligation Payment				$51,537	$51,537
Total Expenses		**$239,211**	**$213,486**	**$554,423**	**$418,323**	**$395,087**

Notes:
Unlike other positions at the City that have automatic payroll allocations, Public Works labor is coded to budget classifications for work incurred. This means that staff do their best to forecast where public works will spend their time for the upcoming fiscal year, however projects may pull staff in different directions that are different than what was forecasted.
Admin fees: Includes services provided by the City Clerk, Finance Officer, Executive Administrative Assistant, and City Manager
Wages & Salaries: Include labor provided by Public Works and Maintenance Departments, Harbormaster, and Refuse. Public Works and Maintenance services include General Fund, Snow Removal, Maintenance (Multipurpose Building), and Parks and Rec
Travel/Training: $1000/$6000 new employee training opportunities
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Insurance/Liability: 22% Increase per AMLJIA, after the three year agreement ended the City among other customers actualized a significant market increase.
Audit Fees: GF contribution is split 50/50 Administration/Council/Public Works budget
Contract Services: FY24 and FY25, $10,000 removed for contract for snow removal maintenance of the boardwalk. Equipment rental for roof repair, testing of heavy equipment.
Power: Includes all power not accounted for in other departments/funds; covers costs such as street lights.
Vehicle Expense- Regular maintenance and upkeep, including tires, chains, oil changes/sampling, etc.
Equipment Purchases: FY25 decreases $30,000 from FY24 budget from purchase of refuse truck.
Repairs/Maintenance: Includes fire extinguisher annual maintenance. FY25 Loader expense high in order to equipt loader with new chains. Annual loader and gradder purchases includes new cutting edges, filters, and exhaust fluid.
Operating Supplies: FY25 $1,700 budgeted for material to repair boardwalk, tools, and regular annual expenses.
Capital Projects: Per the amoritization schedule dated 2/11/22 by NC Machinery, the financing of the road grader with Catepillar will entail 7 annual payments with one stub payment during the 8th year. Total annual payment estimated at $51,6537, to be paid by 2% sales tax collected from April - September.
Future consideration: Insulation of Public Works shop as an energy cost savings measure. Heaters and doors for City Office and Maintenance. Replace backhoe.



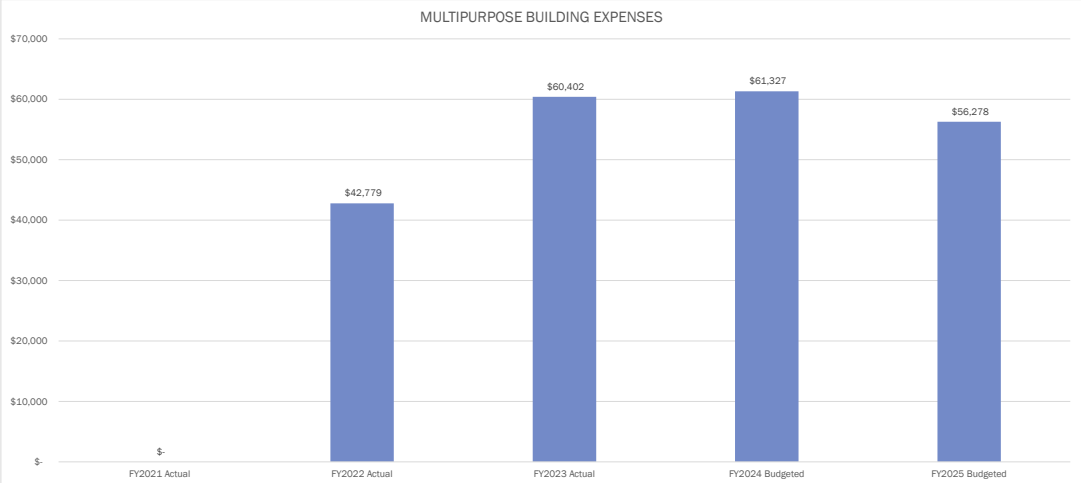
City of Seldovia

FY2025 Operating Budget

Multipurpose Building

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY25 Proposed Budget
	Salaries and Wages	**$0**	**$212**	**$526**		**$800**
7010	Administration Fees					$0
7020	Wages & Salaries					$800
	Employee Benefits	**$0**	**$18**	**$45**		**$395**
7290	ESC					$20
7910	Social Security					$60
7920	Medicare					$20
7270	Worker's Comp					$0
7210	Insurance					$45
7280	Retirement					$200
	Cell Phone Allowance					$50
	Supplies	**$0**	**$586**	**$771**	**$550**	**$550**
8640	Operating Supplies				$550	$550
	Repairs and Maintenance	**$0**	**$1,421**	**$1,450**	**$1,500**	**$500**
8710	Repairs/Maintenance				$1,500	$500
	Equipment	**$0**	**$209**	**$1,000**	**$1,995**	**$500**
8240	Equipment Purchases				$1,995	$500
	Contract Services	**$0**	**$855**	**$1,006**	**$950**	**$2,000**
	Contract Services and Leases				$950	$2,000
	Utilities	**$0**	**$39,470**	**$41,094**	**$38,800**	**$32,000**
8720	Telephone/Internet				$8,800	$2,000
8760	Heating Fuel				$20,000	$22,000
8770	Power				$10,000	$8,000
	Insurance	**$935**	**$0**	**$14,348**	**$16,782**	**$20,528**
9520	Insurance-Liability		$0		$16,782	$20,528
	Postage/Freight	**$0**	**$8**	**$162**	**$750**	**$200**
8220	Freight				$750	$200
Total Expenses		**$0**	**$42,779**	**$60,402**	**$61,327**	**$56,278**

Notes:
Multipurpose Building serves Seldovia Space (paying tenants), Library (no cost), multipurpose room which includes Senior Meals and council chambers, SPD, EMS/SVFD, Library
Utilities: There are no individual meters in the building; to get total cost of MPB, add these totals with the Senior Meals utility total. City formerly used a % methodology to allocate utility costs.
Equipment Purchases/Contract Services/Repairs and Maintenance: FY25 budgets for regular and unanticipated purchases and includes fire extinguisher annual maintenance
Telephone/Internet: Council and SPD services removed from MPB department and allocated to Council and SPD.
Insurance/Liability: 22% Increase per AMLJIA, after the three year agreement ended the City among other customers actualized a significant market increase.
Future consideration: New siding and paint, entire paint of main lobby and bathrooms, plumbing under Seldovia Space.



700 Seldovia Sea Otter Community Center

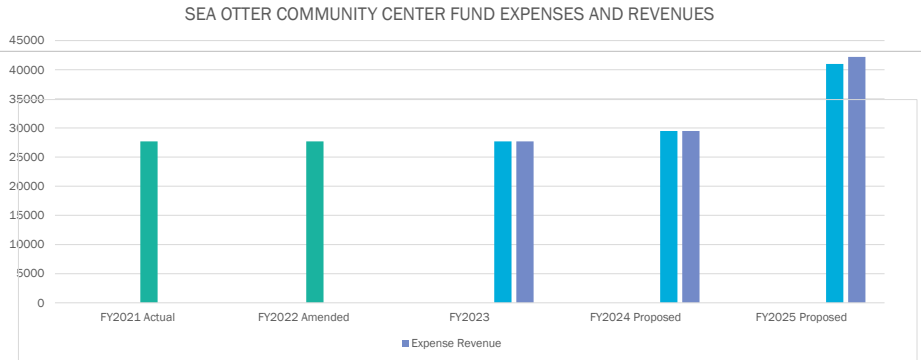
Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023	FY2024 Budget	FY2025 Proposed Budget
	Salaries and Wages			**$24,469**	**$25,081**	**$36,400**
7010	Administration Fees			$0	$0	$0
7020	Wages & Salaries			$24,469	$25,081	$36,400
	Employee Benefits			**$3,090**	**$3,173**	**$3,975**
7290	ESC			$223	$229	$375
7910	Social Security			$1,518	$1,556	$2,500
7920	Medicare			$355	$364	$500
7270	Worker's Comp			$994	$1,024	$600
	Professional Services			**$0**	**$0**	**$0**
	Audit Fees			$0	$0	$0
	Contract Services			**$0**	**$0**	**$0**
8110	Contract Services/Leases			$0	$0	$0
	Insurance			**$0**	**$1,093**	**$452**
9520	Insurance-Liability			$0	$1,093	$452
	Other			**$150**	**$150**	**$150**
	Payroll Expense- Other			$150	$150	$150
Total Expenses				**$27,709**	**$29,497**	**$40,977**

700 Seldovia Sea Otter Community Center Revenue

Account Number	Revenue Descriptions	FY2021 Actual	FY2022 Actual	FY2023	FY2024 Budget	FY2025 Proposed Budget
	Intergovernmental			**$27,709**	**$29,497**	**$42,188**
	Admin Fee office			$720	$738	$1,211
	Wages			$24,027	$24,629	$40,375
	Insurance/Liabilities			$2,962	$4,130	$602
Total Revenue				**$27,709**	**$29,497**	**$42,188**

Net Effect						
	Total SOCC Revenues-Budget			$27,709	$29,497	$42,188
	Total SOCC Revenues-Audited				-	
	Total SOCC Expenditures-Budget			$27,709	$29,497	$40,977
	Total SOCC Expenditures-Audited				-	
	Net Effect for SOCC Fund-Budget			$0	$0	$1,211
	Net Effect for SOCC Fund-Audited				-	
	Audited Ending Fund Balance				-	
	Estimated Ending Fund Balance			**$0**	**$0**	

Notes: SOCC is wage pass through account through an MOA with the Kenai Peninsula Borough for Sea Otter Community Center personnel including director, assistant, and custodian.



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CITY OF SELDOVIA

SPECIAL REVENUE FUNDS

Special Revenue Fund
Water and Sewer Utility

Mission/ Objective: To provide high quality water and sewer services to the community.

Functions and Responsibilities:

Operate and maintain the City's water and sewer infrastructure, including: the Water Treatment Plant, two lift stations, the Upper Reservoir and dam, and piping/distribution infrastructure.

Future Considerations:

- Wastewater treatment plant/Septic tank maintenance
- Aging equipment and infrastructure
- Refinement of Water Treatment Plant (WTP) operations consistent with original WTP Design
- WTP access (road) washing out- needs continuous maintenance
- Address additional 2022 dam Periodic Safety Inspection (PSI) report deficiencies. Next (PSI) due August 2025
- Improving contingency plan for future filtration issues at WTP
- Budget reserves for Water and Sewer Utility Systems
- Update fire hydrant records
- Seldovia Slough Sewer Lift maintenance
- Mapping of water and sewer infrastructure
- Continued evaluation of infrastructure needs
- PFAS monitoring

FY24 Accomplishments:

- Continued documentation of water and sewer infrastructure/keyboxes
- Best Practices Score increased from a 72 to 97
- Primary WTP Operator renewed Level I Certification; training completed for Level II
- Backup Operator obtained Provisional Water and Distribution Certifications
- Completed documentation: Dam Operations and Maintenance (O&M) manual, Quality Assurance Project Plan (QAPP) and Best Management Practices Plan (BMP)
- Preliminary Service Line Inventory submitted

FY25 Goals and Objectives:

- Dam and spillway repairs
- Ongoing Leak Detection and Repairs
- Level I/II Water Operator certifications and other trainings
- Update Title 13 Utility Ordinances for Water Utility
- Annual inspection Bloch Street, manhole in HEA yard
- Annual sewer inspection of Inlet Street
- Implement hydrant exercise/maintenance policy
- Plan Initial PFAS monitoring to satisfy EPA requirements
- Chlorine/pH instrument refurbishment
- Complete Service Line Inventory
- Septic Lift Station Project

Performance Measures (Water)	**2020***	**2021***	**2022***	**2023***	**2024**
Gallons of Water Produced	43,319,038	27,559,603	33,542,463	27,322,684	
Expenses	192,560	193,855	229,349		
Cost per Gallon	.00444	.007034	.006838		
Feet of water main	15,840	15,840	15,840	15,840	15,840
Fire Hydrants	51	51	50	50	50
Performance Measures (Sewer)	**2020**	**2021**	**2022**	**2023**	**2024**
Number of manholes	104	104	104	104	104
Number of cleanouts	21	21	21	21	21
Linear feet of sewer mains	11,000	11,000	11,000	11,000	11,000
Lift Pump Stations	2	2	2	2	2
Lift Pumps working (4 Units installed for redundancy)	2	2	2	2	2

***** These figures are by calendar year.

Staffing: The Water and Sewer Department is supported by Public Works and Maintenance Staff.

City of Seldovia

FY2025 Operating Budget

510 Water Special Revenue Fund Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Salaries and Wages	**$58,961**	**$108,409**	**$93,053**	**$106,193**	**$99,550**
7010	Administration				$46,307	$38,646
7015	WTP Wages				$34,067	$34,646
7020	Wages & Salaries				$25,819	$26,258
	Employee Benefits	**$26,004**	**$27,566**	**$23,709**	**$36,435**	**$37,779**
7290	ESC				$931	$931
7910	Social Security				$5,774	$6,061
7920	Medicare				$1,350	$1,418
7270	Worker's Comp				$0	$0
7210	Health Insurance				$11,330	$12,463
7280	Retirement				*$13,151*	$12,866
7280	PERS Liability				$2,989	$3,040
7610	Cell Phone Allowance				$910	$1,000
	Travel	**$1,926**	**$14**	**$541**	**$500**	**$500**
8740	Travel/Per Diem				$500	$500
	Training	**$1,000**	**$400**	**$1,137**	**$550**	**$1,000**
8160	Training				$550	$1,000
	Supplies	**$6,742**	**$13,213**	**$16,313**	**$8,315**	**$12,200**
8640	Operating Supplies				*$8,115*	$12,000
8630	Office Supplies				$200	$200
	Contract Services	**$6,895**	**$2,389**	**$5,327**	**$15,600**	**$16,000**
9124	Contract Monitoring & Testing				*$10,600*	$12,000
8110	Contract Services & Leases				*$4,000*	$3,000
8670	Outside Labor Services				$1,000	$1,000
	Repairs and Maintenance	**$1,180**	**$2,312**	**$2,183**	**$2,000**	**$2,000**
8710	Repairs/Maintenance				$2,000	$2,000
	Equipment	**$0**	**$575**	**$790**	**$5,560**	**$5,000**
8240	Equipment Purchases				$2,540	$2,600
	Vehicle-Vac Truck				$250	$250
9117	Vehicle- Grader				$0	$0
	Vehicle-Loader				$400	$400
9113	Vehicle-Backhoe				$950	$500
9115	Vehicle-Chevy Flatbed				$470	$250
9111	Vechicle- Chevy Colorado				$350	$0
	Vehicle- Expedition				$600	$1,000
9244	Small tools				$0	$0
	Utilities	**$20,912**	**$23,171**	**$25,581**	**$24,700**	**$25,600**
8760	Heating Fuel				$8,200	$14,000
8720	Telephone/Internet				$2,000	$1,600

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
8770	Power				$14,500	$10,000
	Insurance	**$9,271**	**$12,117**	**$8,286**	**$10,553**	**$12,908**
9520	Insurance-Liability				$10,553	$12,908
	Professional Services	**$10,846**	**$8,200**	**$7,603**	**$10,789**	**$10,789**
8310	Audit Fees				*$10,789*	$10,789
	Legal				$0	$0
	Postage/Freight	**$1,402**	**$2,616**	**$5,806**	**$3,600**	**$3,200**
8220	Freight		$2,164	$5,177	$3,000	$2,500
8690	Postage		$452	$629	$600	$700
	Dues & Fees	**$1,117**	**$6,442**	**$7,424**	**$8,309**	**$7,790**
7090	Payroll Expense - Other				$100	$150
8150	Dues & Reference Materials				$250	$500
8450	Licenses/Permits				$300	$0
	Financial Institution Fee				$5,940	$5,940
8550	Software Fee				$1,719	$1,200
	Other	**$4,655**	**$1,894**	**$747**	**$0**	**$0**
8260	**Capital Projects**	**$0**	**$7,746**	**$15,339**	**$0**	**$12,040**
	Dam Periodic Safety Inspection Report, Assessments, Estimate Preparation				$0	$3,500
8710	WTP Replacement Parts				$0	$8,540
Total Expenses		**$150,911**	**$217,064**	**$213,839**	**$233,104**	**$246,356**

Water Special Revenue Fund Revenues

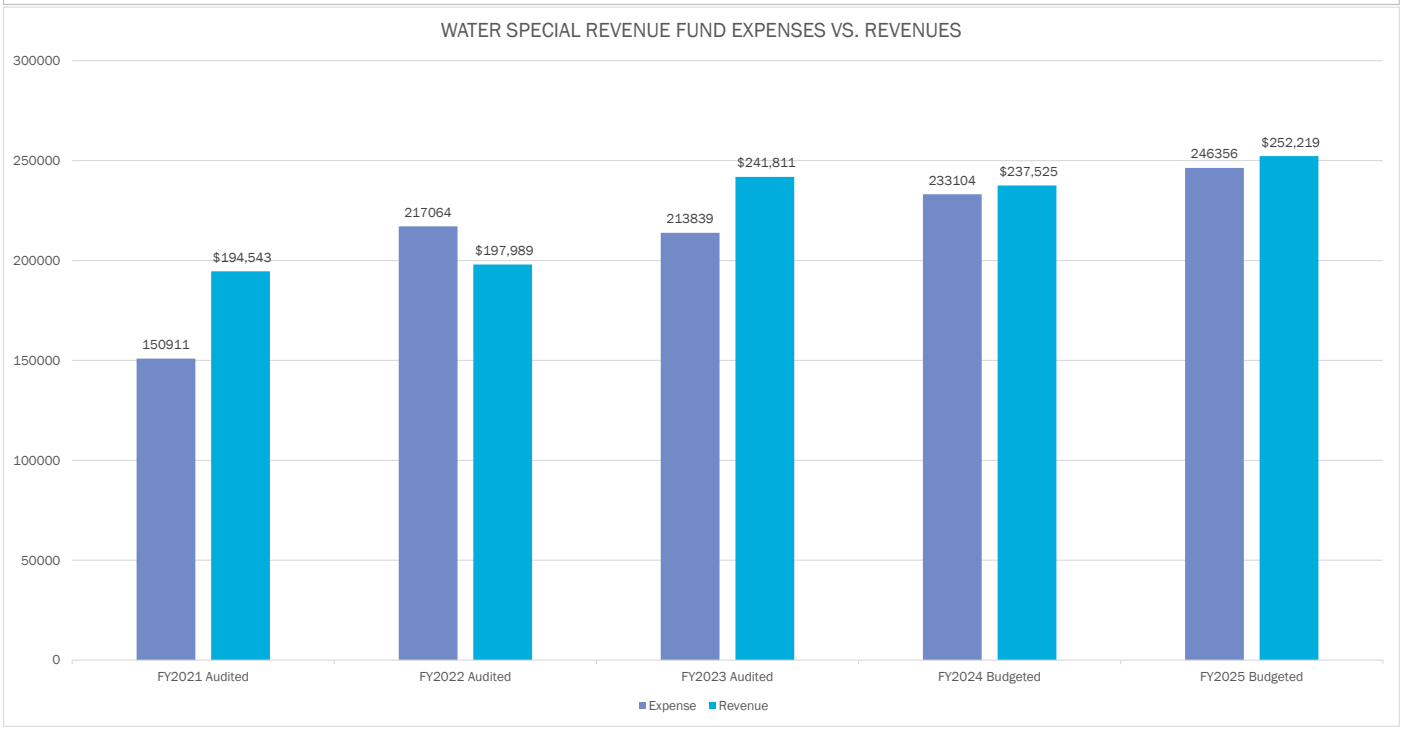
Account Number	Revenue Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Charges for Services	**$194,543**	**$192,443**	**$236,626**	**$220,000**	**$224,379**
1040	Usage Charge				*$220,000*	$224,379
	Other	**$0**	**$546**	**$5,185**	**$17,525**	**$15,800**
1051	Water Connect Fee				$75	$100
	Water Turn On/Turn Off Fee				*$2,500*	$3,000
1001	AMHS Water				*$12,750*	$10,500
	Water Tokens				*$700*	$700
	Equipment Rental				$0	$0
1045	Late Fees				*$1,500*	$1,500
	Credit Card Fee				*$0*	$0
	Miscellanous				$0	$0
	State Revenue Sharing/Community Assistance		**$5,000**	**$0**	***$0***	**$0**
	MMRF- Water Transfer					**$12,040**
Total Revenue		**$194,543**	**$197,989**	**$241,811**	**$237,525**	**$252,219**

Net Effect						
	Total Water Revenues-Budget	-			$237,525	$252,219
	Total Water Revenues-Audited	$194,543	$197,989	$241,811		
	Total Water Expenditures-Budget	-			$233,104	$246,356
	Total Water Expenditures-Audited	$150,911	$217,064	$213,839		
	Net Effect for Water Fund-Budget	-			$4,421	$5,863

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Net Effect for Water Fund-Audited	$43,632	-$19,075	$27,972		
	Revenue Fund into AMLIP - MMRF for Water Reserves	-	(500)			
	Audited Ending Fund Balance	**$201,774**	**$182,199**	**$210,171**		
	Estimated Ending Fund Balance				**$214,592**	**$220,455**

Fund Balance Target - 2 Months of Revenue
3 year avg. of audited revenue: $211,448/12 months = $17,621
2 Months of Revenue Target: $35,241
2025 Estimated Ending Fund Balance meets target

Notes:
Admin fees include services provided by City Clerk, Finance Officer, Admin Assistant, and City Manager
Wages & Salaries include labor provided by Public Works and Maintenance Departments and Harbormaster. 1.7% COLA increase for wages and salaries included in FY25 budget.
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Insurance Liability: Assumes a 22% increase per AMLJIA split amongst GF/water/sewer/harbor/boat haul out/dock. Three year agreement ended at the end of FY24 and the City among other customers actualized a significant market increase.
Travel: Associated with training, split 50/50 between water and sewer.
Training: Associated with anticipation of new employees and continued education for backup water operator.
Operating Supplies: WTP chemicals, replacing equipment at WTP, testing supplies, water utility system needs, fuel for generator
Contract monitoring and testing: City has contractual agreement with Alaska Water Labs for water and wastewater sampling associated with the operations of the WTP. The contract only covers helping the City automate its sampling and the lab tests; it does not include freight expenses getting the samples to Alaska Water Labs from Seldovia.
Outside Labor Services: Contractual labor and equipment (ie. fixing water leaks).
Audit Fees: FY24 audit split amongst GF/water/sewer/harbor/boat haul out/dock through fund size allocation method.
Dues & Reference Materials: Includes Alaska Rural Water Association membership ($450) split between water and sewer, Amazon Prime
Licenses/Permits: Through agreement with DOT&PF, utility digging permit at no cost to City.
Software Fee: Caselle is $200 per month ($2,400), Quickbooks/Intuit, Office 365, Homestead website, Zoom, Adobe, Archive Social, split amongst GF/water/sewer/harbor/boat haul out/dock.
Power: WTP estimated use of $1,000 per month, heat tracer ($250 per month for 7 months), and contingency.
Equipt Vehicles: Details routine maintenance and fuel expenses
Contract Services and Leases: Includes Alaska Tech, Xerox, Office Tech
Repairs/Maintenance: Includes fire extinguisher annual maintenance
AMHS Water: City receives $150 per stop for water. City assumes 85 stops needing water.
Usage Charge: FY25 took into account 5% of customers do not pay the fiscal year they are charged for services and a 1.7% CPI rate adjustment.
Capital Project - Dam PSI is renewed every two years and is due next by August 2025. WTP Replacement Parts includes two new geotube bags for wastewater discharge and new sensors for WTP.



City of Seldovia

FY2025 Operating Budget

520 Wastewater Special Revenue Fund (Sewer Utility) Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Salaries and Wages	**$27,449**	**$49,292**	**$47,081**	**$41,321**	**$43,858**
7010	Administration				$29,474	$25,425
7020	Wages & Salaries				$11,847	$18,433
	Employee Benefits	**$16,709**	**$13,576**	**$12,899**	**$17,576**	**$18,880**
7290	ESC				$589	$589
7910	Social Security				$3,544	$3,604
7920	Medicare				$830	$844
7270	Worker's Comp				$0	$0
7210	Health Insurance				$5,361	$5,897
7280	Retirement				$3,851	$4,186
7280	PERS Liability				$2,989	$3,310
7610	Cell Phone Allowance				$412	$450
	Travel	**$517**	**$0**	**$500**	**$500**	**$500**
8740	Travel/Per Diem				$500	$500
	Training	**$0**	**$0**	**$416**	**$550**	**$500**
8160	Training				$550	$500
	Supplies	**$204**	**$4,300**	**$6,556**	**$1,400**	**$1,100**
8640	Operating Supplies				$1,250	$1,000
8630	Office Supplies				$150	$100
	Contract Services	**$3,018**	**$4,642**	**$2,912**	**$4,000**	**$3,000**
8110	Contract Services and Leases				$4,000	$3,000
8670	Outside Labor Services				$0	$0
	Repairs and Maintenance	**$24,742**	**$1,576**	**$756**	**$2,000**	**$2,000**
8710	Repairs/Maintenance				$1,000	$2,000
8260	Major Maintenance and Repairs				$0	
	Equipment	**$0**	**$404**	**$1,238**	**$3,070**	**$2,500**
8240	Equipment Purchases				$1,250	$1,000
9113	Vehicle Expense- Backhoe				$500	$500
	Vehicle Expense- Vac Truck				$250	$500
	Vehicle Expense-Loader				$400	$250
9115	Vehicle Expense- Chevy Flatbed				$470	$0
	Vehicle Expense- Expedition				$100	$250
9111	Vehicle Expense- Chevy Colorado				$100	$0
9110	Vehicle Expense-Fuel				$0	$0
	Utilities	**$4,446**	**$4,380**	**$9,935**	**$14,500**	**$15,000**
8760	Heating Fuel				$5,000	$5,500
8720	Phone/Internet				$1,000	$1,000
8770	Power				$8,500	$8,500
	Insurance	**$9,271**	**$12,117**	**$5,553**	**$6,403**	**$7,832**
9520	Insurance-Liability				$6,403	$7,832
	Professional Services	**$10,846**	**$8,200**	**$6,953**	**$4,720**	**$4,720**
8310	Audit Fees				*$4,720*	$4,720

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Postage/Freight	**$979**	**$902**	**$684**	**$1,000**	**$1,000**
8220	Freight		$450	$350	$500	$500
8690	Postage		$452	$334	$500	$500
	Dues & Fees	**$1,061**	**$4,073**	**$4,104**	**$5,319**	**$4,050**
7090	Payroll Expense-Other				$50	$100
8150	Dues & Reference Materials				$250	$200
	Financial Institution Fees				$3,300	$3,000
8550	Software Fee				$1,719	$750
	Capital Projects	**$0**	**$0**	**$1,788**	**$0**	**$1,800**
	Dam Periodic Safety Inpsection Report, Assessments, Estimate Preparation				$0	$1,800
8710	WTP Replacement Parts				$0	$0
	Other	**$5,048**	**$1,061**	**$419**	**$0**	**$0**
Total Expenses		**$104,290**	**$104,523**	**$101,794**	**$102,359**	**$106,740**

Wastewater Special Revenue Fund (Sewer Utility) Revenues

Account Number	Revenue Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed
	Charges for Services	**$85,912**	**$89,243**	**$103,993**	**$102,659**	**$104,404**
1030	Usage Charge				$102,659	$104,404
	Other	**$0**	**$2,485**	**$77**	**$1,000**	**$700**
1041	Misc. Revenue				$0	$0
1029	Rents				$0	$0
1045	Late Fees				$1,000	$700
	Credit Card Fee				$0	$0
	State Revenue Sharing/Community Assistance		**$5,000**	**$0**	**$0**	**$0**
	MMRF- Sewer Transfer					**$1,800**
Total Revenue		**$85,912**	**$96,728**	**$104,070**	**$103,659**	**$106,904**

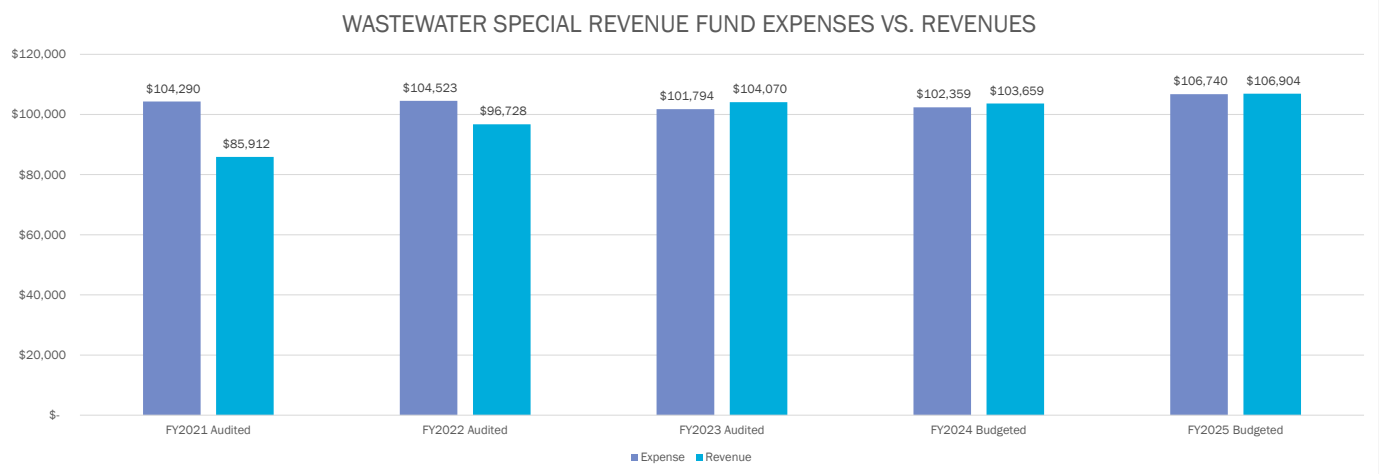
Net Effect						
	Total Sewer Revenues-Budget	-			$103,659	$106,904
	Total Sewer Revenues-Audited	$85,912	$96,728	$104,070		
	Total Sewer Expenditures-Budget	-			$102,359	$106,740
	Total Sewer Expenditures-Audited	$104,290	$104,523	$101,794		
	Net Effect for Sewer Fund-Budget	-			$1,300	$164
	Net Effect for Sewer Fund-Audited	-$18,378	-$7,795	$2,276		
	Special Revenue Fund into AMLIP - MMRF for Wastewater	-	(500)			-
	Audited Ending Fund Balance	**$118,770**	**$110,475**	**$112,751**		
	Estimated Ending Fund Balance				**$114,051**	**$114,215**

Fund Balance Target - 2 Months of Revenue
3 year avg. of audited revenue: $95,570/12 months = $7,964
2 Months of Revenue Target: $15,928
2025 Estimated Ending Fund Balance meets target

Notes:
Admin fees include services provided by City Clerk, Finance Officer, Admin Assistant, and City Manager
Wages & Salaries include labor provided by Public Works and Maintenance Departments and Harbormaster. 1.7% COLA increase for wages and salaries included in FY25 budget.
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Insurance Liability: Assumes a 22% increase per AMLJIA split amongst GF/water/sewer/harbor/boat haul out/dock. Three year agreement ended at the end of FY24 and the City among other customers actualized a significant market increase.
Travel: Associated with training, split 70/30 between water and sewer.
Training: Associated with anticipation of new employees and continued education for backup water operator.
Operating Supplies:
Audit Fees: FY24 audit split amongst GF/water/sewer/harbor/boat haul out/dock through fund size allocation method.
Dues & Reference Materials: Includes Alaska Rural Water Association membership ($450) split between water and sewer, Amazon Prime
Licenses/Permits: Through agreement with DOT&PF, utility digging permit at no cost to City

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget

Licenses/Permits: Through agreement with DOT&PF, utility digging permit at no cost to City.
Software Fee: Caselle is $200 per month ($2,400), Quickbooks/Intuit, Office 365, Homestead website, Zoom, Adobe, Archive Social, split amongst GF/water/sewer/harbor/boat haul out/dock.
Power: WTP estimated use of $1,000 per month, heat tracer ($250 per month for 7 months), and contingency.
Equipt Vehicles: Details routine maintenance and fuel expenses
Contract Services and Leases: Includes Alaska Tech, Xerox, Office Tech
Repairs/Maintenance: Includes fire extinguisher annual maintenance
AMHS Water: City receives $150 per stop for water. City assumes 85 stops needing water.
Usage Charge: FY25 took into account 5% of customers do not pay the fiscal year they are charged for services and a 1.7% CPI rate adjustment.
Capital Project - Dam PSI is renewed every two years and is due next by August 2025.



Special Revenue Fund
Municipal Dock

Mission/ Objective: Provide deep water services for large vessels outside of the harbor in support of marine related commerce, fisheries, recreation and visitors.

Functions and Responsibilities:

Dock Facility for the Alaska Marine Highway System and the unloading and loading of vessels via crane equipment.

Future Considerations:

- Decreasing AMHS Stops – this is currently the main revenue source for the dock
- Kennicott will no longer serve Seldovia
- Crane maintenance needs
- NOAA tidal gauge partnership and maintenance
- Training for AMHS staff
- City Dock Inspection and maintenance plan (pilings and ladders)
- Approach slab needs repaired
- Ladder repairs

FY24 Accomplishments:

- City CIP includes municipal dock approach slab replacement
- AMHS contract amended; increasing reimbursement for linehandler wages and increasing dock fee per stop
- Updated crane user policy
- Dock Inspection
- Cabinets for life rings installed

FY25 Goals and Objectives:

- Making repairs as outlined in the state inspection report; including approach slab
- Securing more commercial use of the dock
- Improve dock beautification; needs paint
- Reviewing and improving safety protocols
- Continue improving crane user policy, upkeep, and management
- Crane maintenance
- Supplemental Service for when M/V Tustumena does not serve Seldovia

Performance Measures	FY2020	FY2021	FY2022	FY2023	FY2024
Alaska Marine Highway Service Stops	68	71	48	104	85*
Ferry Line Handlers and agent (employees)	4	7	7	5	6
Crane User Agreements	4	6			3

*Does not include last quarter of FY2024

City of Seldovia

FY2025 Proposed Budget

610 Municipal Dock Special Revenue Fund Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed
	Salaries and Wages	**$24,334**	**$27,170**	**$36,766**	**$40,994**	**$41,734**
7010	Administration				$6,606	$6,718
7020	Wages & Salaries				*$34,388*	$35,016
	Employee Benefits	**$10,082**	**$6,148**	**$4,857**	**$6,967**	**$7,222**
7290	ESC				*$350*	$453
7910	Social Security				*$2,300*	$2,743
7920	Medicare				*$600*	$680
7270	Worker's Comp				$0	$0
7210	Health Insurance				$1,133	$1,246
7280	Retirement				$2,000	$1,500
7280	PERS Liability				$450	$450
7610	Cell Phone Allowance				$134	$150
	SPD Living Stipend				$0	$0
	Travel	**$29**	**$0**	**$391**	**$650**	**$650**
8740	Travel/Per Diem				$650	$650
	Supplies	**$82**	**$75**	**$1,235**	**$1,150**	**$650**
8640	Operating Supplies				$1,000	$500
8630	Office Supplies				$150	$150
	Contract Services	**$391**	**$973**	**$705**	**$1,800**	**$800**
8110	Contract Services and Leases				$800	$800
8670	Outside Labor Services				$1,000	$0
	Repairs and Maintenance	**$724**	**$69**	**$533**	**$5,800**	**$6,000**
8710	Repairs/Maintenance				$800	$1,000
	Major Maintenance & Repairs				$5,000	$5,000
	Equipment	**$96**	**$500**	**$202**	**$1,050**	**$500**
8240	Equipment Purchases				$450	$500
	Utilities	**$8,504**	**$7,286**	**$6,561**	**$8,850**	**$7,700**
8720	Telephone/Internet				$750	$700
8760	Heating Fuel				$0	$0
8770	Power				$8,100	$7,000
	Insurance	**$9,271**	**$12,117**	**$2,137**	**$2,373**	**$2,610**
9520	Insurance-Liability				$2,373	$2,903
	Professional Services	**$1,568**	**$7,542**	**$6,177**	**$2,023**	**$2,023**
8310	Audit Fees				*$2,023*	$2,023
	Postage/Freight	**$175**	**$217**	**$243**	**$750**	**$550**
8220	Freight			$20	$500	$250
8690	Postage		$217	$223	$250	$300

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed
	Dues & Fees	**$866**	**$0**	**$1,237**	**$2,119**	**$1,550**
7090	Payroll Expense-Other				$200	$250
8150	Dues & Reference Materials				$200	$200
8550	Software Fee				$1,719	$1,100
	Other	**$6,490**	**$0**	**$129**	**$0**	**$0**
Total Expenses		**$62,612**	**$62,097**	**$61,173**	**$74,526**	**$71,989**

610 Municipal Dock Special Revenue Fund Revenues

Account Number	Revenue Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY25 Proposed Budget
	Charges for Services	**$50,417**	**$14,080**	**$30,965**	**$28,140**	**$33,320**
1015	Ferry Stops (Office Rent)				*$20,200*	$25,500
	Ferry Garbage				*$6,640*	$6,800
	Ferry Telephone				$600	$720
1019	Crane Use				$700	$300
	Other	**$7,718**	**$11,799**	**$27,749**	**$33,533**	**$39,492**
1057	Raw Fish Tax (Shared Fisheries Business Tax Program)				$1,201	$200
1016	Ferry Wages				*$27,232*	$32,895
	Rents and Lease					$1,397
	Credit Card Fee				$100	$0
	Dock MMRF (AMLIP)				$5,000	$5,000
	State Revenue Sharing/Community		**$5,000**	**$0**	**$0**	**$0**
Total Revenue		**$58,135**	**$30,879**	**$58,714**	**$61,673**	**$72,812**

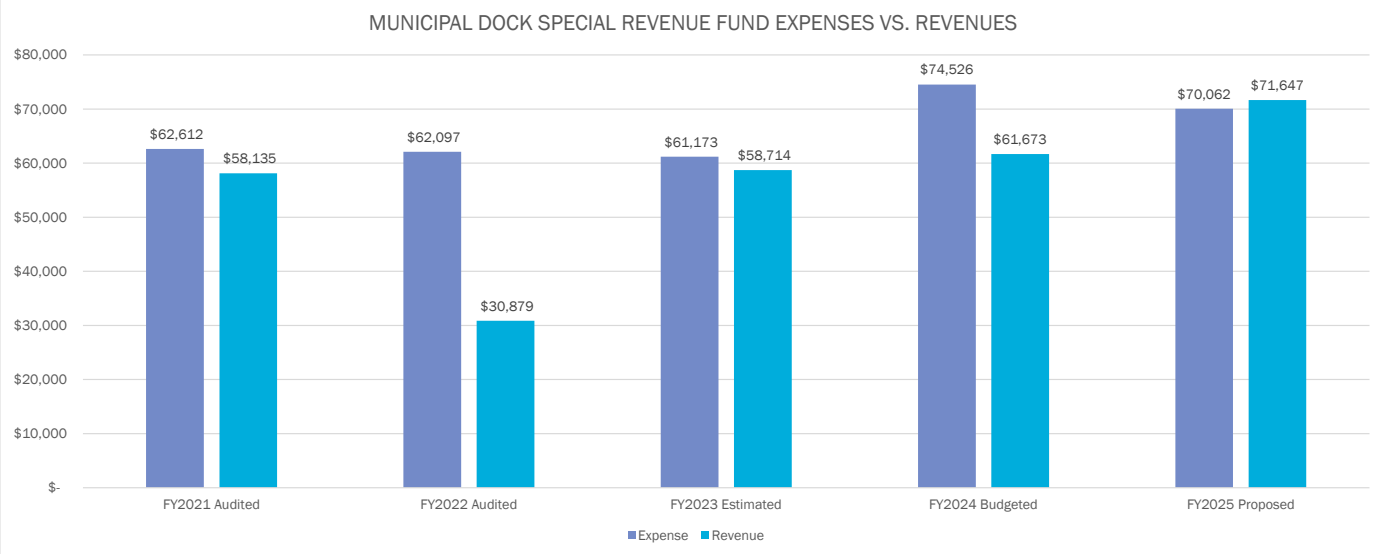
Net Effect						
	Total Dock Revenues-Budget	-			$61,673	$72,812
	Total Dock Revenues-Audited	$58,135	$30,879	$58,714		
	Total Dock Expenditures-Budget	-			$74,526	$71,989
	Total Dock Expenditures-Audited	$62,612	$62,097	$61,173		
	Net Effect for Dock Fund-Budget	-			-$12,853	$823
	Net Effect for Dock Fund-Audited	-$4,477	-$31,218	-$2,459		
	Prior period adjustment					
	Audited Ending Fund Balance	**$62,757**	**$31,539**	**$29,080**		
	Estimated Ending Fund Balance				**$16,227**	**$17,050**

Fund Balance Target - 2 Months of Revenue
3 year avg. of audited revenue: $49,243/12 months = $4,104
2 Months of Revenue Target: $8,208
2025 Estimated Ending Fund Balance meets target

Notes:
Admin fees include services provided by Finance Officer, Admin Assistant, and City Manager.
Wages & Salaries: Includes Harbormaster, AMHS Ticketing Agent and Linehandlers (100%), Public Works and Maintenance Departments. 1.7% COLA increase for wages and salaries included in FY25 budget with the exception of AMHS crew under AMHS MOA.
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Audit Fees: FY24 audit split amongst GF/water/sewer/harbor/boat haul out/dock through fund size allocation method.
Travel: Harbormaster attendance to conference split amongst harbor/dock/boat haul out, linehandler training

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed

Operating Supplies: Linehandler safety equipment (life jackets, gloves), hydraulic oil, paint/primer, hydraulic hose for crane
Dues & Reference Materials: Harbormaster membership/conference fee to AAHPA and PCHA split amongst harbor/dock/boat haul out; Amazon Prime.
Insurance/Liability: Assumes a 22% increase per AMLJIA split amongst GF/water/sewer/harbor/boat haul out/dock. Three year agreement ended at the end of FY24 and the City among other customers actualized a significant market increase.
Contract Services: safety equipment repair (ladders), disposal of old paint, fire extinguisher refresh; includes Alaska Tech, Xerox, Office Tech
Software Fee: Caselle is $200 per month ($2,400), Quickbooks/Intuit Annual Cost =$2,629, Office 365 ($200 per license @6 licenses=$1200, Homestead website hosting ($285), Zoom ($633), Adobe ($15 per month=$180), Archive Social ($3,137 annually) total- split amongst GF/water/sewer/harbor/boat haul out/dock
Repairs/Maintenance: Includes fire extinguisher annual maintenance
Ferry Telephone: City receives $60 per month as of FY24 AMHS MOA
Ferry Stop: City receives $300 a ferry stop as of April 2024. City assumes 85 stops in FY25 which accounts for ferry cancellatoins.
Ferry Garbage: City receives $80 a stop for garbage collection however not every stop receives garbage service. City assumes 85 stops.
Crane Use: City assumes 3 crane users at $100 a season for use
Raw Fish Tax Revenue: Applied to Dock for crane maintenance.
Rents and Leases: 5% fuel retail building monthly rent allocated to dock.
Power: The meter that services the Muncipal Dock is the same meter that services the City Office. FY25 power reduced by 6% and reallocated to public works and administration.
Capital Projects: $5000 included in FY24 and FY25 for the repair of the approach slab per the 2022 state inspection of the municipal dock.
Future considerations: For next contract, increeas in ticketing agent wages, ensure employee benefits are factored. It would benefit the City greatly to secure additional users of the dock. Also, Seldovia continuely loses months of AMHS service and cannot rely on receiving service as scheduled.



Special Revenue Fund
Small Boat Harbor

Mission/ Objective: Provide services and facilities to support marine related commerce, fisheries, recreation and visitors.

Functions and Responsibilities:

Operate and manage harbor facilities, including: the small boat harbor, Jakolof Bay Dock, and providing support for the Boat Haul Out Storage Yard. The Harbormaster also assists as a support staff for special projects for the public works department.

Future Considerations:

- Jakolof Dock management and maintenance
- Phase II Harbor Repairs as identified by the Army Corps of Engineers/Denali Commission
- Visitor Information (Chamber of Commerce) most time-consuming task is time spent providing information to visitors
- Replace toilets in women's restroom

FY24 Accomplishments:

- All new life ring cabinets installed
- 5 finger float hinges repaired; impacting 10 slips
- 2024 PIDP construction grant awarded for Jakolof Bay Dock Replacement Project
- Assisted with RFP review for Professional Consultants for PIDP Pre-Award Grant
- Established a Fishing Rod Loaner Program
- Boat Yard Phase II- Alder removal & clean up
- Completed Boat Yard Impoundment Policy; one vessel has been removed
- Annual trainings, attended Seward Tsunami Operations Workshop, and AAHPA Conference in Anchorage
- Harbor signage; Parking lot, launch ramp signage completed

FY25 Goals and Objectives:

- Jakolof Bay Management Plan
- More training
- Full Seasonal Staff- Office hours 8-8
- Install No Wake signs
- Order and install more finger float pins
- Hire part time carpenter for seasonal work
- Install water bottle refill station
- Waste Oil Building Improvements

Performance Measures	**FY2020**	**FY2021**	**FY2022**	**FY2023**	**FY2024**
Annuals (feet)	3926	3748	4212	4091	*
6-month Transient (feet)	324	880	828	531	*
Monthly Transient (feet)	1402	2115	2567	1329	*
Daily Transient (feet)	11506	12434	16841	16688	*
Port Fee Count	11697	4215	12472	13151	*
The following figures are by calendar year:	**2020**	**2021**	**2022**	**2023**	**2024**
Day use only - Vessel	657	839	1086	1205	*
Day use only- passenger	2114	3337	4729	4766	*
Harbor Summer Hours- Weekly	40	80	84	84	84

*FY24 figures are not available until the end of the Fiscal Year

**Please Note: Fiscal year ending June 30 and beginning July 1 splits the summer season across two fiscal years.

City of Seldovia

FY2025 Operating Budget

620 Seldovia Small Boat Harbor Special Revenue Fund Expenses (Includes Jakolof Bay Dock)

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY24 Budget Amended	FY2025 Proposed Budget
	Salaries and Wages	**$59,847**	**$93,136**	**$68,633**	**$73,575**	**$75,480**
7010	Administration				$16,043	$16,316
7020	Wages & Salaries				$57,532	$59,164
	Employee Benefits	**$33,780**	**$24,265**	**$24,247**	**$30,512**	**$34,775**
7290	ESC				$749	$750
7910	Social Security				$4,641	$4,826
7920	Medicare				$1,085	$1,129
7270	Worker's Comp				$5,339	$8,073
7210	Health Insurance				$5,849	$6,434
7280	Retirement				$10,983	$11,430
7280	PERS Liability				$1,016	$1,283
7610	Cell Phone Allowance				$850	$850
	Travel	**$360**	**$404**	**$489**	**$1,050**	**$1,050**
8740	Travel/Per Diem				*$1,050*	$1,050
	Training	**$0**	**$35**	**$250**	**$250**	**$250**
8160	Training				$250	$250
	Supplies	**$1,321**	**$1,968**	**$2,676**	**$3,650**	**$4,650**
8640	Operating Supplies				$2,000	$3,000
8630	Office Supplies				$150	$150
9530	Safety Equipment				$1,500	$1,500
	Contract Services	**$11,061**	**$2,613**	**$3,847**	**$5,500**	**$5,000**
8110	Contract Services and Leases				*$4,500*	$4,000
8670	Outside Labor Services				$1,000	$1,000
	Repairs and Maintenance	**$1,203**	**$618**	**$1,007**	**$1,200**	**$1,200**
8710	Repairs/Maintenance				$1,200	$1,200
8260	Major Maintenance & Repairs				$0	$0
	Equipment	**$485**	**$3,777**	**$3,692**	**$2,650**	**$5,600**
8240	Equipment Purchases				*$2,500*	$2,500
9110	Vehicle Expense				$150	$3,100
	Utilities	**$38,863**	**$38,308**	**$45,984**	**$40,600**	**$43,200**
8720	Telephone/Internet				$1,200	$1,200
8760	Heating Fuel				*$3,200*	$4,000
8771	Power Floats				$34,000	$35,000
8772	Power Harbor Bldg. and Jakolof Dock				*$2,200*	$3,000
	Insurance	**$5,467**	**$17,988**	**$10,237**	**$11,731**	**$14,349**
9520	Insurance-Liability				$11,731	$14,349
	Professional Services	**$4,177**	**$5,856**	**$8,553**	**$11,964**	**$11,464**

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY24 Budget Amended	FY2025 Proposed Budget
8310	Audit Fees				*$11,464*	$11,464
8410	Legal				$500	$0
	Postage/Freight	**$265**	**$394**	**$440**	**$700**	**$700**
8220	Freight		$175	$215	$400	$400
8690	Postage		$219	$225	$300	$300
	Dues & Fees	**$6,403**	**$10,827**	**$11,896**	**$12,740**	**$6,410**
8150	Dues & Reference Materials				*$750*	$750
8550	Software Fee				$2,800	$2,000
8610	Financial Institution Fees				*$1,040*	$1,000
7090	Payroll Expenses				$150	$160
8180	Fish and Game Licenses				$8,000	$2,500
	Capital Projects	**$0**	**$6,145**	**$9,966**	**$18,000**	**$14,000**
	Harbor Repair/Maintenance				*$18,000*	$14,000
	Jakolof Dock Repair/Maintenance				$0	$0
	Leased Equipment		**$16,938**	**$227**	***$200***	**$200**
	Interest Expense- Lease		**$1,067**	**$1,053**	**$1,100**	**$1,100**
	Other	**$9,532**	**$995**	**$9,126**	***$11,775***	**$0**
Total Expenses		**$172,764**	**$225,334**	**$202,323**	**$227,197**	**$219,428**

Seldovia Small Boat Harbor Special Revenue Fund Revenues (Includes Jakolof Bay Dock)

Account Number	Revenue Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Charges for Services	**$172,871**	**$163,135**	**$186,567**	**$188,518**	**$187,750**
1004	Stall Rental				$170,404	$170,000
	Facility Rentals				$0	$0
1006	Grid Usage				$300	$300
1010	Electric Usage				$12,500	$12,500
1013	Electric connect/base rate				$4,700	$4,700
1003	Float Plane				$600	$250
	Harbor Garbage				$14	$0
	Other	**$45,685**	**$59,252**	**$63,034**	**$41,945**	**$32,650**
1018	Waiting List				$150	$100
1008	Misc. Rentals				$100	$0
1035	Equipment Rental				$50	$50
9530	Late Fees				$5,000	$5,000
1020	Fish and Game Licenses				$8,000	$3,000
	Admin Fee				$9,645	$6,500
1021	Port Fee				$18,000	$18,000
	Credit Card Fee				$1,000	$0
1041	Misc. Revenue				$0	$0
	State Revenue Sharing/Community Assistance		**$15,000**	**$0**	**$0**	**$0**
	Other Financing Sources			**$0**	**$0**	**$0**

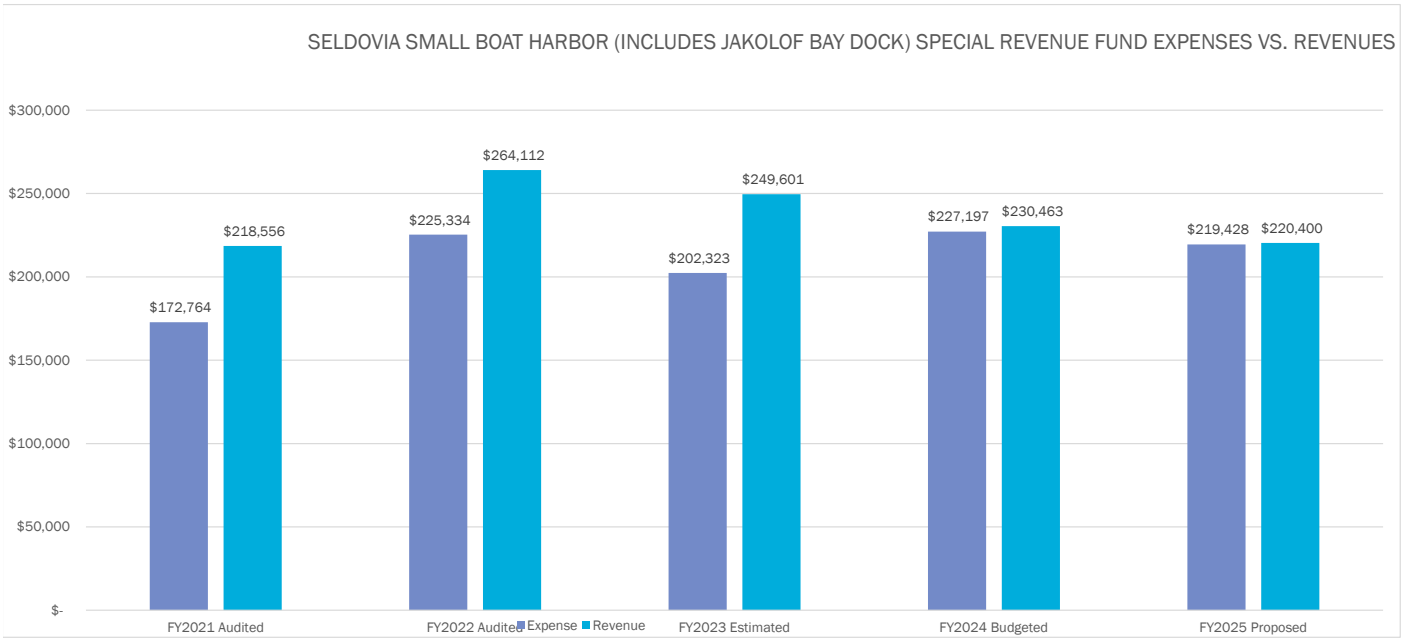
Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY24 Budget Amended	FY2025 Proposed Budget
	Jakolof Bay Dock Deferred Revenue		$10,000	$0	$0	$0
	Proceeds for lease		$16,725	$0	$0	$0
Total Revenue		$218,556	$264,112	$249,601	$230,463	$220,400
Seldovia Small Boat Harbor Net Effect	Total Harbor Revenues-Budget	-			$230,463	$220,400
	Total Harbor Revenues-Audited	$218,556	$264,112	$249,601		
	Total Harbor Expenditures-Budget	-			$227,197	$219,428
	Total Harbor Expenditures-Audited	$172,764	$225,334	$202,323		
	Net Effect for Harbor Fund-Budget	-			$3,267	$972
	Net Effect for Harbor Fund-Audited	$45,792	$38,778	$47,278		
	Audited Ending Fund Balance	-$81,289	-$42,511	$4,767		
	Estimated Ending Fund Balance				$8,034	$9,006
	Assigned Funds Port Fee				$1,610	$4,432

	Revenue Descriptions	FY2021 Actual	FY2022 Budget Amended			
	Interest on Jakolof Deferred Revenue				$4,000	$4,000
Jakolof Bay Dock Deferred Revenue (Harbor Improvements Capital Project Fund)	Total Expenditures-Budget	-	$10,000	$0	$0	$0
	Total Expenditures-Audited	$20,000	-	-		
	Audited Ending Fund Balance	$156,235	-	-		
	Estimated Ending Fund Balance		$146,235	$146,235	$134,875	$134,875

Fund Balance Target - 2 Months of Revenue
3 year avg. of audited revenue: $244,090/12 months = $20,341
2 Months of Revenue Target: $40,682
2025 Estimated Ending Fund Balance does not meet target

Notes:
Administration includes services provided by Finance Officer, Admin Assistant, and City Manager
Wages & Salaries include labor provided by Harbormaster, Harbor Assistants (100%), Refuse Collectors, Public Works and Maintenance Departments. 1.7% COLA increase for wages and salaries included in FY25 budget.
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Travel: Harbormaster attendance to conference split amongst harbor/dock/boat haul out
Training: Online classes, hazmat
Audit Fees: FY24 audit including audit prep work- split amongst GF/water/sewer/harbor/boat haul out/dock through fund size allocation method.
Insurance/Liability: Assumes a 22% increase per AMLJIA split amongst GF/water/sewer/harbor/boat haul out/dock. Three year agreement ended at the end of FY24 and the City among other customers actualized a significant market increase. Harbor general liability also includes insurance for the marina
Software Fee: Caselle is $200 per month ($2,400), Quickbooks/Intuit, Office 365, Homestead website, Zoom, Adobe, Archive Social- split amongst GF/water/sewer/harbor/boat haul out/dock.
Dues & Reference Materials: Harbormaster membership/conference fee to AAHPA and PCHA split amongst harbor/dock/boat haul out; Amazon Prime.
Outside Labor Services: Hardware on floats are failing (ie. hinges), requires reoccuring maintenance
Contract Services and Leases: Includes Alaska Tech, Xerox, Office Tech
Vehicle Expense: $3000 included for new trailer for harbor skiff.
Repairs/Maintenance: Includes fire extinguisher annual maintenance
Float Plane: Assumes 2 seasonal pass holders
Fish and Game Licenses: Pass through revenue however City makes small commission based on type of license sales. Decreased from previous years due for online purchases.
Harbor Repair/Maintenance: Basic repair and maintenance. More significant harbor improvements are noted under capital projects section of budget and includes the replacement of five additional finger and harbor float plank replacement. FY24 included the repair of water lines to floats, the beginning of harbor plank replacement, improvements to harbor sheds,the installation of bike racks, and the installation of a water bottle refilling station.
Admin Fee: Revenue based on 2/14/22 worksession, revenue source for the harbor offseting administrative expenses.
Port Fee: Increase went into effect 1/1/23. Port fee increased from $1 to $2. This fee is to create and maintain improvements to the Small Boat Harbor, thus defraying costs to the city that result from the transportation of disembarking passengers into the Port of Seldovia by commercial tour boat operators. Port fee increase was not actualized until FY24 since revenue is received in the fall. Previous and planned harbor improvements are actualized through Port Fee revenue.
Misc Revenue (Harbor Credit Card Revenue): Harbor and City Office have two separate Quickbooks programs. When customers pay for their slip usage or other fees at the Harbor, that falls under"Harbor Credit Card Revenue." When customers pay at the City Office, staff can separate out that revenue into the appropriate accounts. With the shift to new accounting software in fall of 2024 revenue account decreases for FY24 and FY25 and increases for stall rentals

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY24 Budget Amended	FY2025 Proposed Budget



Special Revenue Fund
Boat Haul Out

Mission/ Objective: Provide boat launch/haul out services and boat storage yard facilities to support marine related commerce, fisheries, recreation and visitors.

Functions and Responsibilities:

The Boat Haul Out account reflects the City of Seldovia's vessel storage yard. It is available year-round for vessel owners to use. The City offers boat haul outs and launches for storage yard users for a fee. This account also reflects some expenses associated with the wash down building.

Future Considerations:

- Electric services and installation for the boat yard
- More blocking and stands
- Boat Haul Out Ramps inspection, maintenance plan, and repairs
- Strap Replacement for Sling Trailer

FY24 Accomplishments:

- Phase II- alder clean up and brush removal
- Pay Fee boxes and signage were implemented at both boat launch ramps
- Council implemented snow removal policy to include minimal snow maintenance in the boat storage yard for access
- Completed Boat Yard Impound Policy; Guskimo has been removed
  Implement vessel storage and impoundment policy

FY25 Goals and Objectives:

- Move forward on addressing remaining derelict/abandoned vessels
- Install and repair electric meters
- Clean sand off ramps
- Replace blocking at small boat harbor ramp

Performance Measures (calendar year)	**2020**	**2021**	**2022**	**2023**
Boat Haul Out and Launches	18	20	32	24
Boats in Storage Yard (December Count)	40	42	48	53

Staffing: The BHO Department is supported by the Harbormaster and the Public Works and Maintenance Staff.

City of Seldovia

FY2025 Operating Budget

630 Boat Haul Out and Storage Special Revenue Fund Expenses

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Salaries and Wages	**$9,082**	**$13,411**	**$14,439**	**$19,858**	**$15,166**
7010	Administration				$6,606	$7,646
7020	Wages & Salaries				$13,252	$7,520
	Employee Benefits	**$10,333**	**$3,320**	**$3,805**	**$5,650**	**$5,874**
7290	ESC				$170	$175
7910	Social Security				$1,082	$1,100
7920	Medicare				$253	$257
7270	Worker's Comp				$0	$0
7210	Health Insurance				$1,545	$1,700
7280	Retirement				$2,301	$2,340
7280	PERS Liability				$149	$152
	Living Stipend				$0	$0
7610	Cell Phone Allowance				$150	$150
	Travel	**$7**	**$650**	**$391**	**$650**	**$1,000**
8740	Travel/Per Diem				$650	$1,000
	Supplies	**$150**	**$407**	**$214**	**$650**	**$500**
8640	Operating Supplies				$500	$250
8630	Office Supplies				$150	$250
	Contract Services	**$1,084**	**$1,459**	**$1,793**	**$1,500**	**$1,500**
8670	Outside Labor Services				$0	$0
8110	Contract Services and Leases				$1,500	$1,500
	Repairs and Maintenance	**$1,889**	**$604**	**$0**	**$500**	**$500**
8710	Repairs/Maintenance				$500	$500
8260	Major Maintenance and Repairs				$0	$0
	Equipment	**$0**	**$196**	**$1,776**	**$500**	**$1,250**
8240	Equipment Purchases				$0	$500
	Vehicle Expense - Loader				$500	$750
9110	Vehicle Expense - Other-Expedition				$0	$0
	Utilities	**$663**	**$343**	**$319**	**$515**	**$515**
8760	Heating Fuel				$0	$0
8770	Power				$0	$0
	Telephone/Internet				$515	$515
	Insurance	**$9,271**	**$12,117**	**$2,820**	**$7,699**	**$3,632**
9520	Insurance-Liability				$7,699	$3,632
	Professional Services	**$2,130**	**$6,384**	**$6,653**	**$2,523**	**$2,023**
8310	Audit Fees				$2,023	$2,023
8410	Legal				$500	$0
	Postage/Freight	**$175**	**$278**	**$436**	**$350**	**$450**
8220	Freight		$59	$211	$150	$150
8690	Postage		$219	$225	$200	$300
	Dues & Fees	**$868**	**$3,043**	**$9,106**	**$4,669**	**$4,050**

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
8550	Software Fee				$1,719	$1,100
7090	Payroll Expense - Other				$50	$50
	Financial Institution Fees				$2,750	$2,750
8150	Dues & Reference Materials				$150	$150
	Other	**$5,000**	**$833**	**$7,511**	**$0**	**$0**
	Capital Projects					$0
Total Expenses		**$40,652**	**$43,045**	**$49,263**	**$45,064**	**$36,460**

Boat Haul Out and Storage Special Revenue Fund Revenue

Account Number	Revenue Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget
	Charges for Services	**$41,165**	**$38,207**	**$28,508**	**$38,750**	**$40,500**
1023	Storage Fees				$30,000	$32,000
1024	Lifts-Haul Outs & Launches				$5,000	$5,000
1017	Ramp Fees				$2,500	$2,000
1026	Blocking				$1,000	$1,000
1028	Delivery Charges				$250	$500
	Other	**$0**	**$7,022**	**$0**	**$8,899**	**$4,000**
1013	Electric				$0	$0
1045	Late Fees				$4,500	$4,000
	Credit Card Fees				$700	$0
	Auction				$1,000	$0
	State Revenue Sharing/Community		**$5,000**	**$0**	**$2,699**	**$0**
Total Revenue		**$41,165**	**$50,229**	**$28,508**	**$47,649**	**$44,500**

Net Effect

Total BHO Revenues-Budget	-			$47,649	$44,500
Total BHO Revenues-Audited	$41,165	$50,229	$28,508		
Total BHO Expenditures-Budget	-			$45,064	$36,460
Total BHO Expenditures-Audited	$40,652	$43,045	$49,263		
Net Effect for BHO Fund-Budget	-			$2,585	$8,040
Net Effect for BHO Fund-Audited	$513	$7,184	-$20,755		
Audited Ending Fund Balance	**$176,304**	**$183,488**	**$62,733**		
Estimated Ending Fund Balance				**$65,318**	**$73,358**
InnerGov Fund Transfer to GF		**-$100,000**			
Audited Ending Fund Balance		**$83,488**			

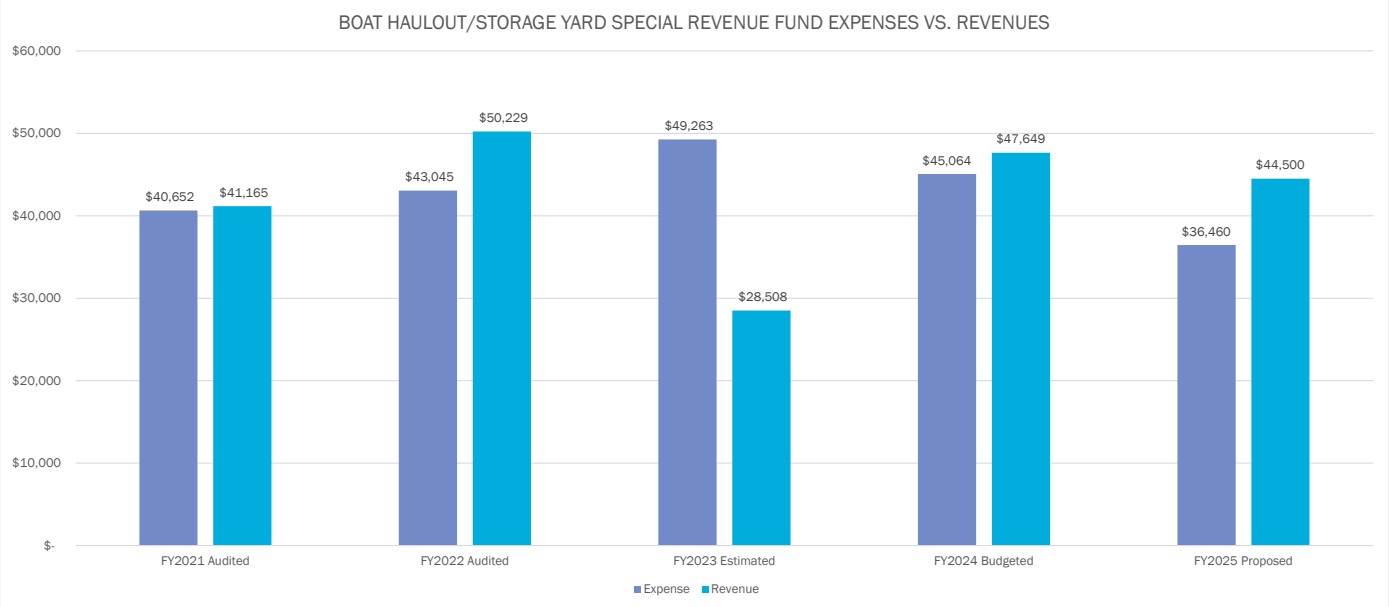
Fund Balance Target - 2 Months of Revenue
3 year avg. of audited revenue: $39,967/12 months = $3,331
2 Months of Revenue Target: $6,662
2025 Estimated Ending Fund Balance meets target

Notes:
Administration include services provided by Finance Officer, Admin Assistant, and City Manager
Wages & Salaries include labor provided by Harbormaster, Public Works and Maintenance Departments. 1.7% COLA increase for wages and salaries included in FY25 budget.
Retirement: Includes ICMA contribution (13%) and PERS contribution (5%)
PERS Liability: Required by the State, based on Finance Officer/City Clerk wages (17%)
Audit Fees: FY24 audit including audit prep work- split amongst GF/water/sewer/harbor/boat haul out/dock through fund size allocation method.
Insurance/Liability: Assumes a 22% increase per AMLJIA split amongst GF/water/sewer/harbor/boat haul out/dock. Three year agreement ended at the end of FY24 and the City among other customers actualized a significant market increase.
Software Fee: Caselle is $200 per month ($2,400), Quickbooks/Intuit, Office 365, Homestead website, Zoom, Adobe, Archive Social- split amongst GF/water/sewer/harbor/boat haul out/dock.

Notes:
Travel: Harbormaster attendance to conference split amongst harbor/dock/boat haul out
Dues & Reference Materials: Harbormaster membership/conference fee to AAHPA and PCHA split amongst harbor/dock/boat haul out; Amazon Prime.

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget Amended	FY2025 Proposed Budget

Legal: Assit in derelict vessel removal and Impound Yard Policies and Procedures. None anticipated for FY25.
Contract Services and Leases: Includes Alaska Tech, Xerox, Office Tech
Equipment Purchases:
Vehicle expense: Includes fuel for equipment used for boat haul out services.
Freight:
Repairs and Maintenance: Operating supplies: Includes cleaning supplies for boat wash down building, yard/brush maintenance. Pump for pressure washer budgeted for replacement in FY23.
Repairs/Maintenance: Includes fire extinguisher annual maintenance
Electric (power): City currently does not charge users electricity-few access points; electrician work needed before this can happen. HEA provided City with data for meter #68898. From April 2015 – February 2022, the boat yard has incurred a little over $21,000 in electric. CY 2021 usage for this meter totaled $2,884. For FY22 and FY23 minimimal power was consumed in the boat yard.
Future Consideration: Use of storage yard weather dependent. High snow years may increae yard usage. Outside Labor Services, Equipment purchases, Freight have minimal or no budget for FY25, however boat trailers may be in need of maintenance and replacement of hydraulics and for the future an electrician could be hired to improve electric for boat yard users.



200 Senior Meals Special Revenue Fund

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed Budget
	Salaries and Wages	**$26,272**	**$24,042**	**$22,870**	**$26,516**	**$28,551**
7010	Administration Fees				$3,062	$3,500
7020	Wages & Salaries				$23,454	$25,051
	Employee Benefits	**$3,855**	**$2,886**	**$3,432**	**$4,331**	**$3,863**
7290	ESC				$28	$240
7910	Social Security				$1,732	$1,700
7920	Medicare				$405	$405
7270	Worker's Comp				$1,337	$533
7210	Health Insurance				$499	$600
7280	Retirement				$150	$200
7280	PERS Liability				$150	$150
7610	Cell Phone Allowance				$30	$35
	Professional Services	**$1,088**	**$759**	**$0**	**$0**	**$0**
	Audit Fees				$0	$0
	Contract Services	**$442**	**$2,224**	**$0**	**$300**	**$0**
8110	Contract Services/Leases				$300	$0
	Supplies	**$24,050**	**$21,971**	**$19,080**	**$20,000**	**$20,000**
8640	Operating Supplies				$20,000	$22,000
	Equipment	**$0**	**$5,180**	**$0**	**$0**	**$0**
8240	Equipment				$0	$0
	Utilities	**$4,242**	**$5,442**	**$5,049**	**$5,160**	**$3,040**
8720	Telephone/Internet				$460	$540
8760	Heating Fuel				$3,200	$1,600
8770	Power				$1,500	$900
	Dues and Fees	**$256**	**$0**	**$0**	**$150**	**$150**
8150	Dues & Reference Materials		$0		$0	$0
	Payroll Expense - Other		$0		$150	$150
	Repairs and Maintenance	**$274**	**$0**	**$0**	**$300**	**$300**
8710	Repairs and Maintenance				$300	$300
	Freight/Postage	**$2,772**	**$2,520**	**$2,529**	**$1,500**	**$1,500**
8220	Freight				$1,500	$1,500
	Insurance	**$187**	**$0**	**$0**	**$0**	**$0**
9520	Insurance-Liability				$0	$0
	Other	**$0**	**$0**	**$0**	**$0**	**$0**
Total Expenses		**$63,438**	**$65,024**	**$52,960**	**$58,257**	**$57,404**

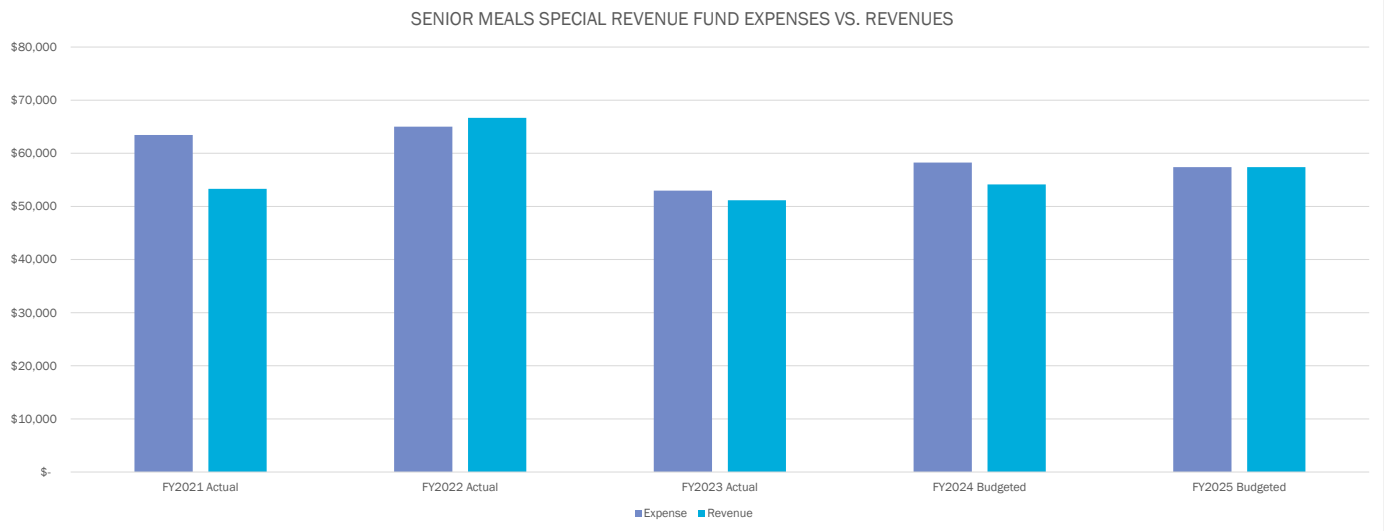
Senior Meals Special Revenue Fund Revenue

Account Number	Revenue Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed Budget
	Intergovernmental	**$50,798**	**$62,426**	**$38,851**	**$47,652**	**$48,800**
	Federal sources passed through the SOA	$28,416	$8,426	$19,557	$0	$0
	State of Alaska	$11,612	$43,230	$7,447	$26,461	$22,036
	NSIP at .7 per meal					$1,400
	Kenai Peninsula Borough	$10,770	$10,770	$11,847	$11,191	$11,847
	Healthy and Equitable Communities			-	$10,000	

Account Number	Expenditure Descriptions	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed Budget
	Homer Foundation			$5,000	$0	
	American Rescue Plan Act					$13,517
	Other	**$2,514**	**$4,242**	**$7,314**	**$6,491**	**$8,604**
	COS required match (10% SOA)				$1,491	$2,204
	Charges for services	$2,514	$4,242	$7,314	$5,000	$6,400
Total Revenue		**$53,312**	**$66,668**	**$51,165**	**$54,143**	**$57,404**
Net Effect	**Total Senior Meals Revenues-Budget**	-			$54,143	$57,404
	Total Senior Meals Revenues-Audited	$53,312	$66,668	$51,165		
	Total Senior Meals Expenditures-Budge	-			$58,257	$57,404
	Total Senior Meals Expenditures-Audit	$63,438	$65,024	$52,960		
	Net Effect for Senior Meals Fund-Budg	-			-$4,114	$0
	Net Effect for Senior Meals Fund-Audit	-$10,126	$1,644	-$1,795		
	Audited Ending Fund Balance	**$7,719**	**$9,363**	**$7,568**		
	Estimated Ending Fund Balance				**-$4,114**	**-$4,114**

Fund Balance Target - 2 Months of Revenue
3 year avg. of audited revenue: $57,048/12 months = $4,754
2 Months of Revenue Target: $9,508
2025 Estimated Ending Fund Balance does not meet target

Notes:Admin fees: Include services provided by Finance Officer (5%)
Wages & Salaries: Senior Meals Head Cook (100%) and Assistant Cook (100%). Wages 2% increase and 1.7% COLA for FY25 budget.
Revenues: Federal sources passed through the SOA: Includes CARES Act funding and NSIP payments
State of Alaska and Kenai Peninsula Borough Revenue: These are grants the City receives for administering this program. For the state grant, City is required to match a certain portion of expenses which is accomplish through utility expenses and staff related costs to support the program's operations at the multipurpose building.
In FY25, the City of Seldovia anticipates a $4000 decrease in SOA funding and no additional funding from sources such as HEC and Homer Foundation. The Seldovia City Council elected to allocate $13,517 in remaining ARPA funds to senior meals to cover the program's funding gap.
FY26 is a competitive grant application year for SOA senior meals funding and will reevaluate funding distributions per applicants.
Heating Fuel and Power decrease to 7% each per building usage by seven areas and split with council chambers.



CITY OF SELDOVIA

CAPITAL PROJECTS &

RESERVE FUNDS

RESERVES - FUNDS HELD WITHIN CHARLES SCHWAB AND THE ALASKA MUNICIPAL LEAGUE LOCAL INVESTMENT POOL (AMLIP)

	Revenue Description	FY2022 Amended	FY2023 Amended	FY2024 Budget	FY2025 Proposed Budget
Charles Schwab					
	Seldovia Permanent Fund Principal managed by Alaska Permanent Capital Management Company (APCM)	-	$ 500,500.00	$ 571,839.00	$ 607,586.00
	TOTAL CHARLES SCHWAB REVENUE	**-**	**$ 500,500.00**	**$ 525,000.00**	
Alaska Municipal League Local Investment Pool (AMLIP) - Key Bank					
	Seldovia Permanent Fund Principal	$ 541,221.00	$ 41,721.00	$ 73,400.00	$ 75,290.00
	Major Maintenance and Repair Fund (MMRF)	$ 217,487.00	$ 201,487.00	$ 220,647.00	$ 282,101.00
	MMRF- General Fund	*$ 4,513.00*	*$ 4,513.00*	*$ 4,513.00*	*$ 4,513.00*
	MMRF- Water	*$ 57,540.00*	*$ 57,540.00*	*$ 57,540.00*	*$ 57,540.00*
	MMRF- Sewer	*$ 25,498.00*	*$ 25,498.00*	*$ 25,498.00*	*$ 25,498.00*
	MMRF- Dock	*$ 20,083.00*	*$ 20,083.00*	*$ 15,083.00*	*$ 15,083.00*
	MMRF- Harbor	*$ 26,400.00*	*$ 26,400.00*	*$ 26,400.00*	*$ 26,400.00*
	MMRF- BHO	*$ 91,613.00*	*$ 91,613.00*	*$ 91,613.00*	*$ 91,613.00*
	Jakolof Bay Dock Deferred Revenue (Harbor CIP Fund)			$ 135,470.00	$ 135,470.00
	American Rescue Plan Act (ARPA) Grant Funds	$ 29,785.61	$ 8,093.00	$ 2,147.00	
	Fuel Retail Facility CIP				$ 2,328.00
	Police/Public Safety Reserve Fund				$ 50,000.00
	Lake Susan Access (trail improvements)	$ -	$ 1,440.00	$ 1,440.00	$ 1,536.00
	Vehicle Replacement Fund		$ 15,089.00	$ 15,089.00	$ 6,531.00
	2021 Ballot Proposition 1: Financing Acquisition of Road Grader (2% sales tax from April 1 - Sept. 30 earmarked for grader less the grader payment of 51,537 from PW)		$ 44,466.00	$ 83,824.00	$ 113,824.00
	TOTAL AMLIP REVENUE	**$ 793,493.61**	**$ 267,830.00**	**$ 310,576.00**	**$ 365,458.00**

Notes:
Totals reflected are to demonstrate estimated balances for that fiscal year.

City Council set policy regarding the City's use of AMLIP through Res. 22-37.

Please note per Key Bank: Interest rates of AMLIP follow federal interest rates and change frequently. $30,900 was returned to SPF from general fund in FY24 from the purchase of the Harbor Kiosks.

Major Maintennace and Repair Fund (MMRF): Currently the MMRF Fund Balance is included in the General Fund. In FY22 $22,283 in Remote Sellers Sales Tax revenue along with a $1,000 transfer from the water and wastewater special revenue funds was incorporated into MMRF making the new balance of the MMRF $217,487. This is why this total is different than the total stated through Res. 22-11 ($225,648.17). FY24 and FY25 include $5000 for dock approach slab repairs.

Seldovia Permanent Fund: In FY23 the City transfered of $500,000 of Seldovia Perm. Fund into Charles Schwab for management by Alaska Permanent Capital Management Company. $1000 from the revenue the City receives from Remote Sellers Sales Tax will be the permanent revenue stream into the Seldovia Permanent Fund in FY24 and FY25. The remaining $71,121 of the Seldovia Permanent Fund will be held in AMLIP. The Seldovia Perm. Fund portion held in AMLIP will be reviewed annually to determine if it should be incorporated into the APCM managed account (per Council motion from 3/14/22 meeting). At this time, the City is assuming no withdrawals will be made on the Perm. Fund managed by APCM. Interest income will be reflected at a later date once APCM (the City's Investment Manager) and the Seldovia City Council pass legislation at a future date. The purpose for the establishment of the Seldovia Permanent Fund is to preserve, in trust, assets of the City for the benefit of present and future generations of Seldovia residents (SMC 12.04.020).

American Rescue Plan Act Funds: Were expended out in FY23 for water and sewer grant writing services and the ineligible portion of renovations that occured on the multipurpose building. Remaining funds allocated to revenue replacement in the general fund and senior meals.

2021 Ballot Proposition: From April through September each month, the City will transfer 2% of sales tax revenue into an account held in AMLIP for the acquisition and financing of the road grader. Once the road grader is paid off, the 2% sales tax revenue will then support the operations of the Public Works and Maintenance Department. The City estimates a similar transfer of $30,000 for FY25.

Provided for Reference - Ballot Proposition Language: "Shall the rate of the City sales tax be increased from 4.5% in the 2nd and 3rd quarter (April 1 – September 30) to 6.5% to provide for the purpose of

FY25 City of Seldovia Capital Projects and Reserve Funds

Seldovia Permanent Fund - accounts for, and preserves in a separate account, assets of the City for the benefit of present and future generations of Seldovia residents. The principal of the fund has limited approved uses and requires City Council approval. The City has elected to classify the AMLIP Permanent Fund account as a permanent fund although the principal may be used with legal action for specific programs. The AMLIP SPF is located in the General Fund.

Harbor Improvements Capital Project Fund - accounts for improvements to the harbor. Deferred revenue received from the State of Alaska for Jakolof harbor improvement is accounted for in this fund.

Reserve Funds: Those portions of the fund balance that are segregated for a specific future use are reserve funds. These funds are appropriable for expenditures with the approval of the City Council during the budget process or on an individual basis as situations arise which are addressed by the City Council.

There are six reserve funds being used by the City now.

- Public Works Improvements Capital Project Fund- 2% sales tax approved by Ballot Proposition 21-01. Assigned for Public Works within the General Fund.
- Major, Maintenance, and Repair Fund- The MMRF fund is created to account for revenues and expenditures of major capital projects, repairs, and replacement needs. Revenues and expenditures will be accounted for separately within the fund for the General Fund, Capital Projects Fund, Water Fund, Sewer Fund, Dock Fund, Small Boat Harbor Fund, and Boat Haul Out Fund. The MMRF Fund is created for the purpose of accumulating reserve funds to finance scheduled facility and equipment repair and replacement needs.
- Replacement Vehicle Fund- Within the General Fund.
- Trails Improvement Fund (Susan Lake)- Within the General Fund.
- Fuel Retail Facility CIP- 20% monthly revenue from tenant lease for future facility improvements.
- Police/Public Safety Reserve Fund- funds reserved in the event the Seldovia Police Department needs to be restood up.

Capital Project Budget

SELDOVIA PERMANENT FUND					
Fund Name	FY24 Transferred Funds	FY25 Beginning Balance	Assigned/ Committed Funds	FY25 Requests	Available Balance
APCM	$1000	$571,839	$571,839	0	0

AMLIP	$30,900	$73,400	0	0	$73,400

HARBOR IMPROVEMENTS CAPITAL PROJECT FUND					
Fund Name	Transferred Funds	FY25 Beginning Balance	Assigned/ Committed Funds	FY25 Requests	Available Balance
Jakolof		$135,470		$135,470	$0
Assigned Funds- as of					
Description	Requestor		Ord #	Amount Remaining	
Jakolof Bay Dock Replacement Project	Harbor		Res. 24-03	$135,470 committed to Jakolof Bay Dock Replacement Project	

Public Works Improvements Capital Project Fund					
Fund Name	Transferred Funds	FY25 Beginning Balance	Assigned/ Committed Funds	FY25 Requests	Available Balance
Public Works Improvements	$39,358	$83,824	$83,824	0	0
Assigned Funds- as of					
Description	Requestor		Ord #	Amount Remaining	
Road Grader Lease	Public Works/Seldovia City Council		Res. 23-12	$177,311	
Requested Projects					
Description	Requestor		Fiscal Year	Requested Amount	
Capital Improvement Projects- Unfunded					
Project Name			Priority Level	Fund Name	Projected Total Cost
Seldovia Safe Roads Program- Resurface Existing Community Roads and Identify Next Steps for Unimproved, Platted Rights-of-Way- Unfunded			2	GF-PW	$88,000
Heavy Equipment Complex and Archive Storage out of the inundation zone			2	GF-PW	
Multipurpose Building Improvements Project			2	GF-PW	
Value-added building Industrial or Small Business Complex Completion			3	GF-PW	
Harbor Parking Lot Improvements Project			1	GF-PW	$20,000

Historic Boardwalk Improvements and Waterfront Expansion Project	3	GF-PW	
Spillum and Malcolm Subdivision Platted ROW Development Project	4	GF-PW	$800,000

Major, Maintenance, and Repair Fund					
Fund Name	Transferred Funds	FY25 Beginning Balance	Assigned/ Committed Funds	FY25 Requests	Available Balance
General Fund		$4,513			$4,513
Water		$57,540		$12,040	$45,500
Sewer		$25,498		$1,800	$23,698
Dock		$20,083		$5000	15,083
Harbor		$26,400			$26,400
BHO		$91,613			$91,613
Unassigned		$61,454			$61,454

Assigned Funds- as of			
Description	Fund Name	Ord #	Amount Remaining
Dock Slab Repair	Dock Special Revenue Fund	24-08(B)	$5,000
Dam Periodic Inspection	Water/Sewer	24-08(B)	$5,300
New sensors (WTP)	Water	24-08(B)	$8,540

Requested Projects			
Description	Requested From	Fiscal Year	Requested Amount

Capital Improvement Projects- Unfunded			
Project Name	Priority Level	Fund Name	Projected Total Cost
All Hazard Mitigation Plan Update	1		
Seldovia Ten Year Collaborative Economic Strategy Plan	2		
Comprehensive Plan and Zoning Code Update and Review	3		
Water and Sewer Utility System Mapping	3		
Municipal Dock Improvements and Pedestal Crane Maintenance	1		
Boat Launch Repairs	2		
Boat Storage Yard Electric Meter Installation and Improvements	3		
Airport Avenue Main Maintenance- Depth Correction	1	MMRF- Water	$50,000
Seldovia Upper Dam & Reservoir Improvements	1	MMRF- Water	$550,000
Vista Avenue Water Line Replacement	2	MMRF- Water	$840,000
Dock Street Main and Water Connection Line Improvements for freeze	2		
Winifred Avenue – Anderson Way – Shoreline Drive Water Line Replacement	3		

Spillum and Malcolm Subdivision Water Main Extension	4	MMRF-Water	$800,000
Frank Raby Water Main Extension	4		
Bloch Street Sewer Line Replacement	1	MMRF-Sewer	$1,243,000
Vista Avenue Sewer Line Replacement	2		
Evaluation of Inlet Street, Illiamna Street, and Main Street Sewer Lines	3		
Spillum and Malcolm Subdivision Sewer Main Extension	4	MMRF- Sewer	$1,118,000
Frank Raby Sewer Main Extension	4		

Replacement Vehicle Fund					
Fund Name	Transferred Funds	FY25 Beginning Balance	Assigned/ Committed Funds	FY25 Requests	Available Balance
Replacement Vehicle Fund:	-$8,558 (purchase of refuse truck)	$6,531			$6,531
Assigned Funds- as of					
Description	Requestor		Ord #	Amount Remaining	
Requested Projects					
Description	Requestor		Fiscal Year	Requested Amount	
Capital Improvement Projects- Unfunded					
Project Name			Priority Level	Fund Name	Projected Total Cost
Backhoe Replacement Project			1	PW	$150,000
Skid Steer with forklift and brush hog			1	PW	$89,500
Vacuum Truck- Super Sucker/dry vac with jetter			2	Water/WW	

Trails Improvement Fund (Susan Lake)					
Fund Name	Transferred Funds	FY25 Beginning Balance	Assigned/ Committed Funds	FY25 Requests	Available Balance
Lake Susan Access		$1440			$1440
Assigned Funds- as of					
Description	Requestor		Ord #	Amount Remaining	

Requested Projects			
Description	Requestor	Fiscal Year	Requested Amount

Capital Improvement Projects- Unfunded			
Project Name	Priority Level	Fund	Projected Total Cost
Improved Access to Lake Susan Pavilion Project	4	Lake Susan Access	$30,000
Seldovia Wilderness RV Park and Outside Beach Campground Improvements Project	4	None (PW-Parks)	

CITY OF SELDOVIA
EXISTING FLEET AND EQUIPMENT INVENTORY &
PUBLIC FACILITIES AND CAPITAL ASSETS INVENTORY

Existing Fleet and Equipment Inventory

Fleet Item (Make, Model and year)	Expected Life	Condition (Excellent, Good, Poor)	City Depts.	Notes	FY25 Budget
2011 Ford F55 Dump Truck		Good	Public Works, Maintenance	Purchased in FY24 as a new refuse truck.	
1982 Ford L8000 Vac Truck		Fair	Sewer, Water	Pumps sewage from outhouses, public restrooms, and the City's sewer system. Needs minimal maintenance	
1993 Chevrolet Pickup		Poor	Public Works	Removed for refuse collection FY22. Repaired and reinstated temporarily for use in FY23. Currently decommissioned with the purchase of new refuse truck in FY24.	
1997 Ford Pickup		Excellent	Fire and EMS	Rescue. Used for public safety and welfare services	
2002 Ford Ambulance		Good	EMS, SVFD	Used for public safety and welfare services. Improvements to equipment to be considered by SVFD board, overall vehicle maintenance provided by the City of Seldovia.	New tires funded FY25 through EMS dept.
2002 Ford Expedition		Good	Company Vehicle	General transportation - used for all departments	Vehicle Expense-Expedition
2003 Ford Expedition		Fair	Company Vehicle	General transportation - used for all departments	
2003 Freightliner		Excellent	EMS, SVFD	Used for public safety and welfare services. Needs routine maintenance.	Vehicle Expense-Fire Truck

Existing Fleet and Equipment Inventory

Fleet Item (Make, Model and year)	Expected Life	Condition (Excellent, Good, Poor)	City Depts.	Notes	FY25 Budget
FL70 Fire Truck					
2007 Chevrolet Silverado		Good	Public Works, Water, Sewer	Flat Bed, altered in 2023 to better fit sander	Funded in FY25 through GF/W/S
2008 Chevrolet Colorado		Good	Public Works, Water, Sewer	General transportation - used for public works with tool box bed	Funded in FY25 through GF/W/S
2014 Ford F150 Crew Cab		Good	SPD	Regularly used, on loan to assist Village Public Safety Officer Program in the community.	Funded in FY25 through SPD dept.
2022 Caterpillar 140 M (Grader)		Excellent	Public Works, Water, Sewer	Annual maintenance is budgeted at $5000	Funded in FY25 through PW
1984 Caterpillar 120 G (Grader)		Poor	Public Works, Water, Sewer	Hydraulics in need of inspection/repair. Grader remains an asset and backup for 2022 grader.	Cutting edge, tire chains, small maintenance funded through FY25 budget
1998 Caterpillar 416C (Backhoe)		Fair	Public Works, Water, Sewer	Valves rebuilt in FY24. Continue maintenance and repair needed.	Funded in FY25 through GF/W/S

Existing Fleet and Equipment Inventory

Fleet Item (Make, Model and year)	Expected Life	Condition (Excellent, Good, Poor)	City Depts.	Notes	FY25 Budget
2012 Caterpillar 938K (Loader)		Good	Public Works, Water, Sewer		Funded in FY25 through GF/W/S
2012 Kropf Con-O-Lift SL-10		Good	Boat Haul Out, Harbor	Sling trailer for BHO. Small Sling Trailer. Consider new hydraulic hoses in the near future.	Funded in FY25 through BHO Equipment Purchases
1993 Clemare Hydraulic Boat Trailer		Good	Boat Haul Out, Harbor	Sling trailer for BHO. Big Sling Trailer, check wheel bearings for grease	Funded in FY25 through BHO Equipment Purchases
1987 Mack Truck		Fair	Public Works	Bought with the intent to be fixed up to be a tool truck. Roof repair completed in FY24.	
1978 L9000 Ford (tanker)		Poor	Public Works, Water, Sewer	Water tanker truck, could be useful for a road project, or could surplus out	
1993 Honda 300 Four-Wheeler 4x4		Fair	Public Works, Water, Sewer	Used on dam projects and for Water Treatment Plant	

Existing Fleet and Equipment Inventory

Fleet Item (Make, Model and year)	Expected Life	Condition (Excellent, Good, Poor)	City Depts.	Notes	FY25 Budget
2000 Seine Skiff		Good	Harbor, Fire and EMS	Assists with fish clean up at Harbor, emergency response, other city uses	$3000 in FY25 for trailer
60 HP Honda Outboard		Good	Harbor, Fire and EMS	For the Seine Skiff, needs replaced regularly	
Sander		Poor	Public Works	Sits on flat bed during the winter season	
1982 Aquatech SJ600 Jetter		Fair	Public Works, Water, Sewer		
2019 Honda Snow Blower		Excellent	Harbor/ Public Works	Snow Removal Purchased in FY19 primarily for Harbor	
See Snake with Camera		Poor	Sewer	Est. $9,000 if replaced	
Portable Miller Welder		Good	Public Works		
Pressure Washer		Poor	Harbor and Public Works		
Light Tower:		Good	Public Works	Work Site Lighting	
Crane 1		Fair	Dock, Harbor	Large Crane, some parts for valve and repair on hand	Funded in FY25 through Municipal Dock

Existing Fleet and Equipment Inventory

Fleet Item (Make, Model and year)	Expected Life	Condition (Excellent, Good, Poor)	City Depts.	Notes	FY25 Budget
					Operating Supplies
Crane 2		Fair	Dock, Harbor	Small Crane	Funded in FY25 through Municipal Dock Operating Supplies
Fire Hydrants		Good	Water, SVFD	Public safety, welfare, and flushing water system	
Shipping Container (storage yard and water treatment plant)		Good	Multi-departments	Storage -4-6 Conex's	
1998 Incident Command System Trailer		Good	SVFD/EMS/SPD	Incident Command Trailer stored at SBE in case of emergency	
ALMR Radios			SVFD/EMS Emergency Management/SPD	Communication with Homer/state/surrounding communities. 4 ALMR radios for incident command and emergency management. Borough shared one ALMR radio can cost $6,000	

Existing Fleet and Equipment Inventory

Fleet Item (Make, Model and year)	Expected Life	Condition (Excellent, Good, Poor)	City Depts.	Notes	FY25 Budget

Please note: This list does not include all City fleet items. It is recommended City Administration and Council annually review this inventory and provide updates/more detailed assessments of these City fleet items and needs in future budget documents. Please consider this a "living document" to be changed regularly.

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
Boat Wash Facility 2000	Fair	Boat haul Out/ Storage, Harbor	Annual maintenance and winterization of the pressure washer. Continued maintenance of pressure washer and evaluation of building electric.	$500.00	Provide a wash down of the public's boats and cars and is currently leased by CISPRI. CISPRI maintains the building and the City maintains the pressure washer	
City Office and Warehouses 1967	Fair	Admin, Public Works General Fund, Water, Sewer, Harbor	• Roof repair; metal roof panels are coming off the building • Insulation • Overhead door • Water Service Repair	Needs Further Assessment (~$10,500 for SFL)	Work/meeting space for staff & customer service, lease space for SOS and Seldovia Fuel and Lube. Portion of roof overhang is a safety hazard	$30,000 for roof repair
Gateway Pavilion 2014	New	Admin, Council	Oil every two to three years		Rental space for community, economic development. Bi-annual oiling of the pavilion	Oil purchased in FY23
Outside Beach Pavilion	Poor	Parks, Public Works	Paint	$200.00	Recreational asset. Poles need to be painted, need to assess cement pad.	

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
Harbor Office 1975	Fair	Harbor	Paint, replace gutters		Work/meeting space for staff, customer service	Exterior Painting
Harbor Floats	Fair	Harbor	• A Float needs repairs • Phase II		Major asset critical to the formation of a harbor. Denali Commission/Army Corps Feb. 2011 analysis provides detailed cost needs for harbor needs. Float improvements alone total $6.2M in 2011.	5 float finger pins replaced in FY23, 5 more scheduled for FY24 and FY25. New life rings purchased and installed FY23. Water line temporary replacement in FY23, permanent replacement in FY24.
Harbor Lights /Pedestals	Fair	Harbor	• Plug replacements • Hinge replacements • Housing replacements	$4,250	Supplies electricity and lighting to harbor users. Harbor has 60 pedestals, 120 meters	
Jakolof Dock	Poor	Harbor	• Main flotation		State estimates costs for dock	Jakolof Bay Dock deferred revenue

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
					repair/replacement at $125 a square ft. Engineering estimate $1.5million next 3-5yrs	
Boat Yard and Boat Ramps	Fair/Poor	BHO, Harbor	• Harbor Boat Ramp needs repaired • Brush cutting • Possible Electric Work	Needs further assessment	Storage, access	
Multipurpose Building 1981	Fair	Admin, Council, Senior Meals, Public Works, EMS, SVFD, SPD	• Insulation • Windows replaced • Paint • One boiler connected • Lockset maintenance and rekey	Needs further assessment	Work/meeting space for staff and Councill, lease space for Seldovia Space tenants, the Seldovia Public Library, and the Seldovia Chamber of Commerce. The Multipurpose Building supports numerous critical services to the community. There are natural hazard risks posed to the building as it is in the tsunami inundation zone. In 2018, City staff tried to upgrade the windows and energy efficiency of the building through a community	Received FY22 CDBG grant for $645,568.96 to be complete August 2023.

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
					block grant however funding was not awarded. The building is one of the most expensive facilities in terms of utilities for the City.	
Multipurpose Building Generator 8/06	Fair	Admin, Council, Senior Meals, Public Works, EMS, SVFD, SPD	• Generator Transfer Switch	$4,600.00	Provides source of electricity during power outages to critical departments (EMS/SVFD/ SPD) and building tenants	Council may consider the use of American Relief funds for this improvement; currently not budgeted for

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
Value Added Processing Plant 2014	Unfinished	Admin, Council	• Flooring, electrician work, insulation	Needs further assessment	Grant application stated building would be used for value-added processing plant and ice house. Currently used as storage for city materials/equipment. Possible contract with realtor or public-private partnership opportunity may help secure a tenant for the building. Building has restricted uses due to the use of grant funds to construct the facility.	
Water Treatment Facility and Tank 2017	New	Water, Sewer	• Turbidimeters • Filter Renewal ($30,000 every 7 years approx.) • Regular Chemical Purchases: ○ Phosphate ($365 per 50lbs, use at least 6 a year)	• $10,000 • $10,000 • $3,000 • $4,285 • $1,400	City will need to purchase 4 more turbidimeters the future. Current turbidimeters will be obsolete and these are critical pieces of equipment to operate the WTP. State DEC	

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
			○ Chlorine ($52 a bucket, $1428.57 for 25 buckets with freight) ○ Polymer ($2800 for 2 drums, route a purchasing 1 or 2 drums a year, use at least 80 gallons annually) • Snow Stoppers/eaves for snow		rep. cautioned staff equipment at WTP is aging and plan for replacement of essential equipment should be made.	
Filter Building	Fair	Public Works	None	None	Pipes removed, storage building	
Lower Dam Pumphouse	Fair	Public Works	None	None	Pipes removed, storage building (Spare tire storage)	
Harbor Kiosks 2020/2021	New	Harbor, Council	• Foundation • ADA Accessibility	Needs further assessment	Economic development/support for businesses. Council allocated $30,000 from AMLIP in FY21 to finish this capital project. Project may have additional	

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
					expenses that exceed this original appropriation. If this is the case, this will hit the general fund fund balance. In the future, city should consider contracting labor since fall/winter is prime time for staff to complete other city projects.	
Road to the Water Treatment Plant	Poor	Water	• Cap and ditch	Needs further assessment	City needs to ensure immediate, safe access to the WTP. Road is currently being washed out.	Capital project for dam inspection and sensor parts for WTP.
Seldovia Wilderness RV Park	Fair	Public Works	• Water pump maintenance • Regular lawn upkeep and brush cutting	Needs further assessment	Recreational asset. City should examine ways to market this community asset in partnership with Chamber.	Routine maintenance for RV park accounted for

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
			• Outhouse upkeep and oiling			under Public Works wages and salaries
Septic Tank	Unknown	Sewer, Public Works, Administration	• Brush Removal • Sludge Sucking		Essential asset to wastewater/sewer utility system. Needs further assessment. Assistance needed in reviewing need to remove sludge from tank.	City signed cooperative agreement with VSW for the design of a new sewer treatment facility.
Retail and Distribution Building (SF&L) Fuel Tank Farm	Fair-Unknown		• Roof Repair- skylight replacement	Needs further assessment	Long-term lease with Seldovia Fuel and Lube	Roof Repair needed for retail and dock building. Full replacement.
Light Poles (street and dock lights)	Fair	Public Works, Dock	Dock Street lights need maintenance- purchase three new lights	$900.00	Public Safety and Welfare. Street lights are serviced and maintained by HEA, dock lights and lights on Dock Street are the responsibility of the City	
Municipal Dock	Fair	Public Works, Dock	2022 State inspection evaluated the condition of the dock as fair and called out the need for repair to the approach slab Ladders need replaced Equipment needs painted. Cranes need maintained	Needs further assessment		$5000 budgeted in FY24 and FY25 for approach slab repair.

Public Facilities and Capital Assets Inventory

Public Facility (Year Constructed)	Condition (New, Good, Fair, Poor)*	City Depts. Involved	Maintenance Needs for the Upcoming 2-year Period	Staff Estimated Cost of Repair	Staff Comments	FY 25 Budget
Boardwalk/ Bay Street	Good	Public Works	Annual maintenance and snow removal Boards need replaced regularly	$1700 budgeted in FY23		

*The assessment of the condition of these facilities is provided by the City's insurer, AMLJIA**.** Per AMLJIA, "these condition assessments are not used with specific rating factors. They are more of an information only item."

Please note: This list does not include all major City assets (for example the City reservoir/dam). It is recommended City Administration and Council annually review this inventory and provide updates/more detailed assessments of these City assets and needs in future budget documents. Please consider this a "living document" to be changed regularly.

CITY OF SELDOVIA
BUDGET DEFINITIONS

Expense Definitions

Administration Fees- Fees collected by the department to pay a portion of the costs for administering services.

Audit Fees- Costs incurred to pay a public accounting firm to audit the City's financial statements as required.

Cell Phone Allotment- Eligible employees receive a cell phone allowance based on job responsibilities (Chief of Police, Harbormaster, Public Works Employees, City Manager, Finance Officer, City Clerk)

Contract Services/Leases- Services provided through agreement with another agency, organization, or individual. A lease is a contract by which one party conveys land, property, services, etc. to another for a specified time usually in return for periodic payment.

Dues & Fees- Dues & Reference Materials, licenses/permits, and software fee.

Dues & Reference Materials- Fees or cost for professional memberships and materials directly related to the profession.

Employee Benefits- Health insurance, living stipend, worker's compensation, retirement, ESC, cell phone allotment, social security, and Medicare.

Equipment Purchases- Tangible equipment that is more permanent and longer lasting than supplies. Equipment includes but is not limited to: machinery, furniture, fixtures, vehicles, computers, electronic devices, and office machines.

ESC- State of Alaska unemployment tax and is a typical payroll expense.

Freight- Goods transported in bulk by truck, train, ship, or aircraft.

Garbage Pickup- The collection and removal of garbage.

Health Insurance- Insurance coverage that typically pays for medical, surgical, prescription drug and sometimes dental and vision expenses incurred by the insured.

Heating Fuel- Heating oil, kerosene, or other dyed diesel fuel that is not used to propel a motor vehicle and which is typically used to heat a structure.

Insurance-Liability- An insurance policy providing protection to the City against claims resulting from injuries and damage to other people or property.

Legal- A fee for services of a legal counsel, attorney, paralegal and/or law clerk.

Licenses/Permits- A document granting permission to do something or use something.

Living Stipend- A payment made to an eligible employee to help offset living expenses such as housing.
Misc.- Miscellaneous, any expense that does not fit into another category and is a small infrequent transaction.

Medicare- A U.S. federal government health insurance program that subsidizes healthcare services and is a typical payroll expense.

Office Supplies- Items purchased for short-term use and typically used up during the year. Office supplies includes but is not limited to: staplers, sticky notes, highlighter pens, paper, ink and supplies to run copiers and other office machines.

Operating Supplies- Supplies needed in order to provide services.

Other- An expense that is different or distinct from already defined and known expenses.

Outside Labor Services- A physical performance of labor for the City performed by an independent contractor.

Police Equipment- Basic equipment specific for the use of the police department and/or for police services.

Postage- Fee or cost for the sending or conveying of letters and parcels by mail.

Power – electric, fee or cost associated with the rate, per unit time, at which electrical energy is transferred by an electric circuit.

Power Floats- electric, fee or cost associated with the rate, per unit time, at which electrical energy is transferred by an electric circuit, pertaining to the harbor floats.

Power Harbor Building- electric, fee or cost associated with the rate, per unit time, at which electrical energy is transferred by an electric circuit, pertaining to the harbor building.

Repairs and Maintenance- Expenses the city incurs to restore an asset to a previous operating condition or to keep an asset in its current operating condition.

Safety Equipment- Protection or personal protective equipment used by employees to avoid injuries, casualties, life threatening situations, etc.

Social Security- A U.S. federal insurance program that provides benefits to retired people and those who are unemployed or disabled and is a typical payroll expense.

Software Fee- Costs associated with procuring software, software maintenance, software upgrades and other software costs needed (e.g. Caselle, Intuit, Microsoft Office, QuickBooks.)

Training- Curriculum for the professional development of an employee to teach or develop a particular skill.

Travel/Per Diem- Travel is the cost or fee associated with an employee leaving or coming to Seldovia for a work-related activity. Per Diem is the daily allowance an employee is allotted per day to cover living expenses when traveling and is defined under SMC 02.52.095 Official Travel.

Vehicle Expense – Expenses associated with City fleet vehicles.

Wages & Salaries- Wages, employee compensation that is based on the number of hours worked and multiplied by an hourly rate of pay. Salary, employee compensation based on the work agreed upon between an employee and the City under a contract of employment.

WTP Wages- Wages specifically associated with the operation of the Water Treatment Plant.

Worker's Compensation- A system of insurance that reimburses an employer for damages that must be paid to an employee for injury occurring in the course of employment.

Revenue Definitions

Administration Fees Income- Income received for the costs associated with administering services, including but not limited to: copies, fax, and email.

AMHS Water- Revenue from water drawn by AMHS while stopped at the City Dock per contract.

AMLIP Withdrawal/Investment Income- Withdrawal of funds, principal or interest, from the Seldovia Permanent fund.

Blocking- A fee for the service and material (blocks) used to stand boats in the boat storage yard.

Boat Ramp Fees/Ramp Fees- Fees associated with individuals utilizing the City Boat Ramps (harbor and Church Beach) for launching and hauling boats in and out of the bay.

Charges for Services (local) Revenue- Serving Papers, Administration fees, Rents and Leases, RV revenues, Equipment rental, Garbage services, licenses, permits, and fines

Crane Use- Revenue for crane use on City Dock.

Delivery Charges- Revenue for the delivery of boats to individual or commercial property outside of the City Boat Storage Yard.

Electric/Electric Usage- Revenue for electric service provided by the City based on kilowatts used, e.g. harbor float electric, Boat Storage Yard

Electric connect/base rate- Revenue, base rate charge for electric service provided by the City, e.g. harbor float electric

Electric & Telephone Share- Electric Cooperative Tax, Alaska levies an electric cooperative tax on kilowatt hours furnished by electric cooperatives recognized under AS 10.25, The Tax Division collects the tax from the cooperatives.

Equipment Rental- Revenue received for City of Seldovia equipment rentals, including but not limited to: sewer snake, and heavy equipment (with operator).

Ferry Garbage- Revenue per AMHS contract based on garbage service provided for AMHS stops in Seldovia at the Seldovia Dock.

Ferry Stops- Revenue per AMHS contract based on AMHS stops in Seldovia at the Seldovia Dock.

Ferry Telephone- Monthly revenue per AMHS contract for Seldovia Terminal Telephone service.

Ferry Ticket Sales- Pass through account for AMHS Ferry ticket sales collected and remitted to AMHS.

Ferry Wages- Revenue per AMHS contract based on hourly wages per AMHS stop in Seldovia at the Seldovia Dock.

Fish and Game Licensing- Pass through account with Alaska Department of Fish and Game for the sale of Fish and Game Licenses with a small commission earned based on type of license sold.

Float Plane- Revenue for float plane seasonal and daily moorage in the Seldovia Small Boat Harbor.

Garbage Services- Revenue received for refuse collection and disposal within the City subject to and in accordance with the provisions of SMC 8.12 Garbage Disposal.

Grid Usage- Revenue for use of the harbor gridiron.

Harbor Garbage- Fees collected for garbage collection in the harbor garbage shed by non-harbor users/stall renters.

Intergovernmental Revenue- State Revenue Sharing/Community Assistance, CARES Act, Electric & Telephone Share, Liquor License, Raw Fish Tax, Public Safety Assistance, and PERS Relief.

Late Fees- Fees established by code and set by the Seldovia Fee Schedule for payments made after the date they are due.

Lifts - Haul Outs & Launches- Revenue for boat haul outs and launches services provided by the City of Seldovia.

Liquor License- Fees associated with obtaining a liquor licenses in the City of Seldovia.

Licenses, permits, and fines- (Building Permit, Business License, Conditional Use, Dog License, Variance Permits, Vending License)- Revenue associated with the administration for permitting and licensing within the City of Seldovia.

Miscellaneous/Miscellaneous Revenue- any revenue that does not fit into another category and is a small infrequent transaction

Motor Vehicle Tax- Motor Vehicle Registration Tax collected by the Alaska Division of Motor Vehicles (DMV) for personal property registered through the DMV within the City of Seldovia.

Other Revenue- Miscellaneous, Investment Income, SOCC, AMLIP Withdrawal

Penalty & Interest on Taxes- Late penalties and interest are assessed by the Kenai Peninsula Borough for any statement filed after the required filing due date.

PERS Relief/liability- The City of Seldovia is required to participate in PERS, with two employees currently participating, and the City contributing 17% of the employee's income into PERS liability.

Personal Property Tax- A tax on personal property. Personal property is not permanently attached to land and in most cases is moveable and does not last as long as real property. Personal property includes but is not limited to: commercial and personal use watercraft and aircraft, farm equipment,

items not resale used to operate a business (desk, tools, fishing gear, and restaurant equipment), cars, trucks, motorhomes, snowmobiles, and ATV's.

Port Fee- A fee of $1.00 per disembarking passenger ages 13 and over will be assessed on all commercial passenger vessels carrying passengers for transport from another port into Seldovia City Limits. The Port Fees intended purpose is to create and maintain improvements to the Small Boat Harbor, thus defraying costs to the City that result from the transportation of disembarking passengers into the Port of Seldovia by commercial tour boats. (COS Ord. 14-01, Amending Ord. 07-05, Ord. 19-10(A))

Public Safety Assistance- Revenue for a special services agreement between the Alaska Department of Public Safety and the City of Seldovia.

Raw Fish Tax- Revenue from the Shared Fisheries Business Tax Program. The City agrees to the distribution of income on an annual basis based on a rate recommended by the Program.

Real Property Tax- A tax on real property. Real property consists of the land and everything placed on the land; these are called improvements and may be such things as: houses, mobile homes, outbuildings, barns, sheds, etc.

Remote Sellers Sales Tax- Tax on remote (online) sales within the jurisdiction of the City of Seldovia collected by the Alaska Remote Seller Sales Tax Commission on behalf of the City of Seldovia; this includes sellers selling goods that are shipped to a Seldovia address/PO box within City limits.

Rents and leases- Revenue for the rental and lease of City property, including but not limited to: facility rentals, such as the Harbor Gateway Pavilion, Outside Beach Pavilion, RV Park Lawn, the multipurpose room and kitchen, Seldovia Space, SOS Office Space, CISPRI Sea Otter Recovery Center and wash down building, and Seldovia Fuel and Lube.

RV Revenues- Revenue collected for the rental of the Seldovia Wilderness Park RV Lawn, as well as, RV and campsite rentals (including Outside Beach campsite rentals).

Sales Tax Revenue- A tax of all retail sales, rents, and services rendered within the City of Seldovia.

Serving Papers – A service provided by the Seldovia Chief of Police.

SOCC (other revenue)- SRSA contributes funding to the City for the full cost of SOCC employees. Current contract states SRSA contributes 6% admin fee to City.

Stall Rental- Harbor Revenue received for rental of stalls (slips in the harbor), this includes, daily, monthly, 6 month, and annual stall rentals.

State Revenue Sharing/Community Assistance- The Community Assistance Program provides funding to municipalities, unincorporated communities, and Alaska Native Village councils in the State of Alaska to support local government activities.

Storage Fees- Revenue for the rental of space in the boat storage yard.

Tax Generated Revenue- Personal Property Tax, Real Property Tax, Sales Tax Revenue, Penalty & Interest on Taxes, Motor Vehicle Tax, Sales Tax Revenue Penalty, Tax Revenue Other - Refunds for overpayment

Tax Revenue Other - Refunds for overpayment, IRS, Unemployment, etc.

Usage Charge (water, sewer)- Revenue for water and sewer utility services provided and established annual by the Seldovia Fee Schedule

Waiting List- Revenue for harbor stall rental waitlist.

Water Connect Fees- Revenue received from connection of water services determined on an actual cost basis, i.e. administrative, labor, material costs, +20% surcharge. Service connection will include tapping the main, installing the saddle, and the inspection.

Water Tokens- Revenue received from water token sales within the City of Seldovia.

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 City Council 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.

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.

Available Fund Balance - The difference between fund assets and fund liabilities of governmental and proprietary fund types that is not reserved for specific purposes.

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.

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 Definitions and Descriptions

Budget Document - The official written statement prepared by the City's administrative staff to present a comprehensive financial program to the City Council. 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 Projects - Projects which purchase or construct fixed assets over $5,000. 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).

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 City administration is divided into departments. While a department may refer to a single activity, it usually indicates a grouping of related activities.

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 City administration is divided into departments. While a department may refer to a single activity, it usually indicates a grouping of related activities.

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 City'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.

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.

General Fund - A type of governmental fund used to account for revenues and expenditures for regular day to-day operations of the City, 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 (state community assistance program).

Investment - Securities held for the production of income in the form of interest in compliance with the policies set out by the City code of ordinances.

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.

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.
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.

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.

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.

Permanent Fund- An established separate fund to preserve in trust, assets of the City for the benefit of present and future generations of Seldovia residents. Fund principal may only be appropriated for land acquisition only be ordinance. Administration of the City of Seldovia permanent fund is articulated in Title 12 of the Seldovia Municipal Code.

Personnel Services - Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees, including employee benefit costs such as the City'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.

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.

Resolution- Legislation that serves as the official expression of the opinion of will of Seldovia City Council. Resolutions are not laws however under certain circumstances, resolutions can have the effect of law.

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.

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.

Title 29- Alaska Statute, Title 29, governs the organization and operations of local government.

Thank you
Seldovia!