



Kenai City Council - Regular Meeting

June 01, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 4****

www.kenai.city

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment limited to three (3) minutes) per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED PUBLIC COMMENTS

(Public comment limited to ten (10) minutes per speaker)

C. UNSCHEDULED PUBLIC COMMENTS

(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)

D. PUBLIC HEARINGS

- 1. Ordinance No. 3289-2022** – Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023 and Committing \$3,986,107 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
- 2. Ordinance No. 3290-2022** – Authorizing the Return of Funds Remaining from Completed or Canceled Capital Projects to the General, Airport Special Revenue and Water and Sewer Special Revenue Funds. (Administration)
- 3. Ordinance No. 3291-2022** – Accepting and Appropriating Private Donations to the Kenai Community Library for the Purchase of Programming Equipment and Library Materials. (Administration)
- 4. Ordinance No. 3292-2022** – Increasing Estimated Revenues and Appropriations in the General Fund and Public Safety Capital Project Fund to Provide Supplemental Funding for the Fire Department Flooring Replacement Project. (Administration)

- 5. Ordinance No. 3293-2022** – Amending the Appendices to the Kenai Municipal Code to Delete Cemetery Regulations, Amending Title 24-Municipal Cemetery, to Include Certain Portions of the Appended Cemetery Regulations and Make Other Housekeeping Changes and Adopting a Kenai Municipal Cemetery Regulations Policy. (City Clerk)
- 6. Resolution No. 2022-37** – Removing the Moratorium on the Purchase of Standard Cemetery Plots for the Sole Purpose of Reserving a Cemetery Plot Not Being Used for Immediate Internment. (City Clerk)
- 7. Resolution No. 2022-38** – Fixing the Rate of Levy of Property Tax for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023. (Administration)
- 8. Resolution No. 2022-39** – Amending the Comprehensive Schedule of Rates, Charges, and Fees to Incorporate Changes Included in the FY2023 Budget to Include Adjusting Airport Fees, Animal Control Fees, Fire Department Ambulance Fees, Library Fees, Parks and Recreation Fees, City Dock Fees, Water Fees, Sewer Fees, Senior Center Fees, and Adjusting the Monthly Rental Rates at Vintage Pointe. (Administration)
- 9. Resolution No. 2022-40** – Approving the Divestment of the City’s Interest in the Deeded Thirty-Foot Public Use Easement Lying Along the North Boundary Of Lot 35, Section 6, Township Five North, Range Eleven West, Seward Meridian, Alaska, and Determining The Easement Is Not Needed For A Public Purpose. (Administration)
- 10. Resolution No. 2022-41** – Authorizing Renewal of the City’s Insurance Coverage with Alaska Municipal League Joint Insurance Association for July 1, 2022 Through June 30, 2023. (Administration)
- 11. Resolution No. 2022-42** – Authorizing Contracts for Employee Health Care and Other Benefits Effective July 1, 2022. (Administration)
- 12. Resolution No. 2022-43** – Authorizing the City Manager to Enter Into a Memorandum of Agreement with the State of Alaska Department of Natural Resources, Division of Forestry to Support Spruce Beetle Mitigation and Hazard Fuel Reduction. (Administration)
- 13. Resolution No. 2022-44** – Approving the Execution of a Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and Swanson Properties, LLC on Lot 6, Block 5, General Aviation Subdivision No. 1 Amended. (Administration)
- 14. Resolution No. 2022-45** – Supporting the Constitutional Right of Alaska Grand Juries to Investigate and Make Recommendations on Public Welfare and Safety Concerns. (Council Members Sounart and Pettey)

E. MINUTES

- 1.** *Budget Work Session of May 14, 2022. (City Clerk)

F. UNFINISHED BUSINESS

- 1. Ordinance No. 3287-2022** – Conditionally Donating Certain City Owned Property Described as Tract A Park View Subdivision (KPB Parcel No. 04701018) to the Boys and Girls Club of the Kenai Peninsula for Development of Facilities for Youth Sports, Recreation,

Education, After School Care and Other Youth Activities. (Mayor Gabriel and Council Member Baisden) *[Clerk's Note: At the May 18th Meeting, this Ordinance was Postponed to this Meeting; a Motion to Enact is On the Floor.]*

G. NEW BUSINESS

- 1. *Action/Approval** - Bills to be Ratified. (Administration)
- 2. *Ordinance No. 3294-2022** – Accepting and Appropriating Funding From the State of Alaska Department of Natural Resources, Division of Forestry, to Support Spruce Beetle Mitigation and Hazard Fuel Reduction. (Administration)
- 3. Action/Approval** – Executing an Amendment to the Facility Management Agreement with Kenai Chamber of Commerce and Visitor Center, Inc. to Extend the Current Agreement to June 30, 2023. (Administration)
- 4. Action/Approval** – Approving Official Bond Amounts for City Manager, City Clerk and Finance Director. (Administration)
- 5. Discussion** – Scheduling a Board of Adjustment Appeal Hearing. (City Clerk)

H. COMMISSION / COMMITTEE REPORTS

- 1.** Council on Aging
- 2.** Airport Commission
- 3.** Harbor Commission
- 4.** Parks and Recreation Commission
- 5.** Planning and Zoning Commission
- 6.** Beautification Committee
- 7.** Mini-Grant Steering Committee

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

- 1.** City Manager
- 2.** City Attorney
- 3.** City Clerk

K. ADDITIONAL PUBLIC COMMENT

- 1.** Citizens Comments *(Public comment limited to five (5) minutes per speaker)*
- 2.** Council Comments

- L. **EXECUTIVE SESSION**
- M. **PENDING ITEMS**
- N. **ADJOURNMENT**
- O. **INFORMATION ITEMS**

- 1. Purchase Orders Between \$2,500 and \$15,000

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/89499065354>

Meeting ID: 894 9906 5354 **Passcode:** 382673

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 894 9906 5354 **Passcode:** 382673



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3289-2022**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET, SALARY SCHEDULE AND EMPLOYEE CLASSIFICATION PLAN FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 AND COMMITTING \$3,986,107 OF GENERAL FUND, FUND BALANCE FOR FUTURE CAPITAL IMPROVEMENTS.

WHEREAS, it is a requirement of the Code of the City of Kenai, Alaska, that the City Council, not later than the tenth day of June, adopt a budget for the following fiscal year and make appropriation of the monies needed; and,

WHEREAS, pursuant to Kenai City Charter section 2-4, the City Council has the power to adopt a budget, raise revenue, and make appropriations; and regulate salaries and wages and all other fiscal affairs of the City; and,

WHEREAS, adoption of this Ordinance constitutes Council meeting its obligation to adopt a budget, raise revenue, and make appropriations; and,

WHEREAS, through adoption of the document entitled "Annual Budget for the City of Kenai, Alaska July 1, 2022 – June 30, 2023", which includes the City Manager's presented table of Authorized Personnel Staffing and Salary Schedules, Council meets its obligation to adopt the Salary Schedule of the City for fiscal year 2023; and,

WHEREAS, adoption of the document entitled "Annual Budget for the City of Kenai, Alaska July 1, 2022 – June 30, 2023", which includes the City Manager's presented Employee Classification Plan satisfies the requirement of KMC 23.50.010; and,

WHEREAS, committed fund balance represents resources whose use is constrained by Council's self-imposed limitations at its highest level of decision making, an Ordinance, and remains binding unless removed in the same manner; and,

WHEREAS, in recognition of deferred and ongoing maintenance needs of City facilities and in support of the City's Fiscal Year 2023 – 2027 Capital Improvement Plan (The Plan), Council commits \$3,986,107, towards funding of The Plan for fiscal years 2024-2025.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. That certain document entitled " Annual Budget for the City of Kenai, Alaska July 1, 2022 – June 30, 2023" which is available for examination by the public in the Office of the City Clerk, the City's website and is incorporated herein by reference is hereby adopted as the budget for the City of Kenai for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

Section 2. The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2022, and ending the 30th day of June, 2023, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund	\$ 19,458,349
Enterprise Fund – Congregate Housing Fund	650,904
Internal Service Funds:	
Equipment Replacement Fund	206,680
Fleet Replacement Fund	50,552
Employee Health Care Fund	<u>3,401,821</u>
Total Internal Service Funds	3,659,053
Special Revenue Funds:	
Personal Use Fishery Fund	562,111
Water & Sewer Fund	3,172,797
Airport Fund	3,750,596
Senior Citizen Fund	<u>1,010,032</u>
Total Special Revenue Funds	8,495,536
Permanent Funds:	
Airport Land Sale Permanent Fund	1,076,665
General Land Sale Permanent Fund	<u>160,109</u>
Total Permanent Revenue Funds	1,236,774
Capital Project Funds:	
Park Improvement	120,000
Kenai Recreation Center Improvement	280,000
Personal Use Fishery Improvement	50,000
Municipal Roadway Improvement	813,000
Municipal Facility Improvement	80,000
Kenai Public Safety Improvement	105,000
Congregate Housing Improvement	100,000
Airport Snow Removal Equipment	62,500
Airport Terminal Improvement	250,000
Airport Improvement	115,625
Water & Sewer Improvement	400,000
Waste Water Treatment Plant	<u>100,000</u>
Total Capital Project Funds	<u>2,476,125</u>
Debt Service Fund – Library Expansion Bonds	<u>130,250</u>
Total All Funds	<u>\$36,106,991</u>

Section 3. Council hereby commits \$3,986,107 of Unassigned General Fund, Fund Balance for future renovations and improvements to City facilities.

Section 4. Council hereby adopts the Salary Schedule presented by the City Manager and included in the “Annual Budget for the City of Kenai, Alaska July 1, 2022 – June 30, 2023”:

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$13.30	\$13.63	\$13.97	\$14.30	\$14.63	\$14.96	\$15.30	\$15.63	\$15.96
2	13.97	14.32	14.67	15.02	15.37	15.72	16.07	16.41	16.76
3	14.67	15.04	15.40	15.77	16.14	16.50	16.87	17.24	17.60
4	15.40	15.79	16.17	16.56	16.94	17.33	17.71	18.10	18.48
5	16.17	16.57	16.98	17.38	17.79	18.19	18.60	19.00	19.40
6	16.99	17.41	17.84	18.26	18.69	19.11	19.54	19.96	20.39
7	17.83	18.28	18.72	19.17	19.61	20.06	20.50	20.95	21.40
8	19.09	19.57	20.04	20.52	21.00	21.48	21.95	22.43	22.91
9	20.05	20.55	21.05	21.55	22.06	22.56	23.06	23.56	24.06
10	21.04	21.57	22.09	22.62	23.14	23.67	24.20	24.72	25.25
11	22.08	22.63	23.18	23.74	24.29	24.84	25.39	25.94	26.50
12	23.21	23.79	24.37	24.95	25.53	26.11	26.69	27.27	27.85
13	24.38	24.99	25.60	26.21	26.82	27.43	28.04	28.65	29.26
14	25.59	26.23	26.87	27.51	28.15	28.79	29.43	30.07	30.71
15	26.85	27.52	28.19	28.86	29.54	30.21	30.88	31.55	32.22
16	28.20	28.91	29.61	30.32	31.02	31.73	32.43	33.14	33.84
17	29.64	30.38	31.12	31.86	32.60	33.35	34.09	34.83	35.57
18	31.09	31.87	32.64	33.42	34.20	34.98	35.75	36.53	37.31
19	32.65	33.47	34.28	35.10	35.92	36.73	37.55	38.36	39.18
20	34.27	35.13	35.98	36.84	37.70	38.55	39.41	40.27	41.12
21	35.99	36.89	37.79	38.69	39.59	40.49	41.39	42.29	43.19
22	37.79	38.73	39.68	40.62	41.57	42.51	43.46	44.40	45.35
23	39.66	40.65	41.64	42.63	43.63	44.62	45.61	46.60	47.59
24	41.66	42.70	43.74	44.78	45.83	46.87	47.91	48.95	49.99
25	43.74	44.83	45.93	47.02	48.11	49.21	50.30	51.39	52.49
26	45.96	47.11	48.26	49.41	50.56	51.71	52.85	54.00	55.15
27	48.21	49.42	50.62	51.83	53.03	54.24	55.44	56.65	57.85
28	50.64	51.91	53.17	54.44	55.70	56.97	58.24	59.50	60.77
29	53.24	54.57	55.90	57.23	58.56	59.90	61.23	62.56	63.89

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
18	\$22.21	\$22.77	\$23.32	\$23.88	\$24.43	\$24.99	\$25.54	\$26.10	\$26.65
19	23.32	23.90	24.49	25.07	25.65	26.24	26.82	27.40	27.98
20	24.49	25.10	25.71	26.33	26.94	27.55	28.16	28.78	29.39
21	25.71	26.35	27.00	27.64	28.28	28.92	29.57	30.21	30.85
22	27.01	27.69	28.36	29.04	29.71	30.39	31.06	31.74	32.41

Department head service employees

Range	Minimum	Maximum
17	\$59,072	\$74,177
23	\$82,524	\$108,923
24	84,636	114,353
25	90,994	120,125
26	95,575	126,162
27	100,289	132,375
28	105,335	139,053

29 110,736 146,169

Temporary employees excluding those engaged in fire protection activities.

Range	A	B	C
	Step		
T1	\$13.30	\$13.63	\$13.97
T2	13.97	14.32	14.67
T3	14.67	15.04	15.40
T4	15.40	15.79	16.17
T5	16.17	16.57	16.98
T6	16.99	17.41	17.84
T7	17.83	18.28	18.72
T8	19.09	19.57	20.04
T9	20.05	20.55	21.05
T10	21.04	21.57	22.09
T11	22.08	22.63	23.18
T12	23.21	23.79	24.37
T13	24.38	24.99	25.60
T14	25.59	26.23	26.87
T15	26.85	27.52	28.19
T16	28.20	28.91	29.61
T17	29.64	30.38	31.12
T18	31.09	31.87	32.64
T19	32.65	33.47	34.28
T20	34.27	35.13	35.98
T21	35.99	36.89	37.79
T22	37.79	38.73	39.68
T23	39.66	40.65	41.64
T24	41.66	42.70	43.74
T25	43.74	44.83	45.93
T26	45.96	47.11	48.26
T27	48.21	49.42	50.62
T28	50.64	51.91	53.17
T29	53.24	54.57	55.90

Temporary employees engaged in fire protection activities.

Range	A	B	C
	Step		
T18	\$22.21	\$22.77	\$23.32
T19	23.32	23.90	24.49
T20	24.49	25.10	25.71
T21	25.71	26.35	27.00
T22	27.01	27.69	28.36

Section 5. Council hereby adopts the Employee Classification Plan presented by the City Manager and included in the “Annual Budget for the City of Kenai, Alaska July 1, 2022 – June 30, 2023”:

Class Code	Class Title	Range
<i>(A) Supervisory and Professional</i>		
101	City Manager**	NG
102	City Attorney**	NG
103	City Clerk**	NG

104	Finance Director*	29
105	Public Works Director*	28
106	Police Chief*	28
107	Fire Chief*	27
112	Airport Manager*	25
117	Planning Director*	23
118	Information Technology (IT) Manager	23
119	Assistant to City Manager/Special Projects Coordinator	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	23
123	Human Resources Director*	23

(B) Administrative Support

203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
206	Accountant	21
207	Desktop Support Technician	13
210	Administrative Assistant II	14
211	Administrative Assistant III	15
214	Library Assistant	11
218	Library Aide	8
219	Data Entry Clerk	1

(C) Public Safety

302	Fire Fighter	18
303	Police Lieutenant	27
304	Police Sergeant	24
305	Police Officer	21
306	Public Safety Dispatcher	14
307	Fire Engineer	20
311	Fire Captain	21
312	Fire Marshal	22
313	Communications Supervisor	17
314	Police Trainee	21/11
315	Deputy Fire Chief	25
316	Chief Animal Control Officer	17
317	Animal Control Officer	14

(D) Public Works/ Airport Operations

400	Capital Project Manager	23
401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
405	Utility Operator I/II	15/18 ²

407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
410	Utility Foreman I/II	21/22 ³
412	Building Maintenance Technician	17
413	Utility Lead Operator	19
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19

(E) General Services

502	Assistant Parks & Recreation Director	19
503	Recreation Center Worker	3
504	Parks and Recreation Maintenance Technician	14
505	Parks and Recreation Laborer	6
506	Cook	6
508	Meals Driver	6
509	Kitchen Assistant	2
511	Janitor	3
512	Data Entry Clerk	1
512	Driver	1

* Department Head Service

** City Manager, City Clerk, and City Attorney are Council-appointed administrative offices

¹ for work performed after February 21, 2009, while attending the Alaska Public Safety Academy, a Police Trainee shall be paid at a Range 1, Step F. Because of a fluctuating and unpredictable training schedule, the employee shall be considered to work twelve (12) hours per day from Monday through Saturday and eleven (11) hours on Sunday, or the actual number of hours worked, whichever is greater. The normal work schedule at the Academy shall be five (5) eight (8) hour shifts from Monday to Friday rather than four (4) ten (10) hour shifts as stated in KMC 23.30.050(B)(1).

² for work performed as a Utility Operator II, the employee must meet all requirements of Utility Operator I and possess additional certifications issued by the State of Alaska Department of Environmental Conservation and shall be paid at a Range 18.

³ for work performed as a Utility Foreman II, the employee must meet the minimum qualifications of Utility Foreman I and possess additional certifications issued by the State of Alaska Department of Environmental Conservation and shall be paid at a Range 22.

Section 6. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 7. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2022.


ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1st DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced: May 18, 2022
Enacted: June 1, 2022
Effective: July 1, 2022

Approved by Finance: 



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 9, 2022

SUBJECT: Ordinance 3289-2022 Adopting the FY2023 City of Kenai Budget

The purpose of this memo is to summarize the changes that have been proposed to the FY2023 Budget since disbursement of the draft budget on April 15th, and to communicate the impact of these changes on each of the City’s operating funds. The following are the recommended changes that have been incorporated into the appropriating ordinance. Amounts in brackets () are decreases and amounts without brackets are increases. New summary pages for the all funds, after incorporating the changes, are attached for your review.

Administration Recommended Amendments:

General Fund

Expenditures:

Buildings – Buildings	\$(15,000)
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The amount included for special projects was overstated by \$15,000.

Employee Health Care Fund

Expenditures:

Employee Health Care – Insurance	\$(197,189)
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10% was the assumed increase in premium which was included in the draft budget. The City has received a renewal quote from its provider with a 4% increase.

<u>Total Administration Recommended Expenditure Changes</u>	<u>\$(212,189)</u>
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City Council Recommended Amendments:

General Fund

Expenditures:

City Clerk – Salaries	\$6,985
City Clerk - Leave	268
City Clerk - Medicare	106
City Clerk – PERS	1,537
City Clerk – Unemployment Insurance	36

City Clerk – Workers Compensation	15
Legal – Salaries	11,562
Legal - Leave	445
Legal - Medicare	174
Legal – PERS	2,543
Legal – Unemployment Insurance	60
Legal – Workers Compensation	23
City Manager – Salaries	11,392
City Manager - Leave	438
City Manager - Medicare	171
City Manager – PERS	2,526
City Manager – Workers Compensation	25
Non-Departmental – PERS	<u>701</u>
	<u>\$39,007</u>

To incorporate compensation adjustments for Council contract employees based upon FY2022 performance evaluations.

Total City Council Recommended Expenditure Changes **\$39,007**

Total Expenditure Changes All Funds **\$(173,182)**



**City of Kenai
Fiscal Year 2023 Operating Budget**

**Fund: 011 - Employee Health Care Fund
Department: 18 - Health Care Fund Summary**

	Actual FY2020	Actual FY2021	Original Budget FY2022	Projection FY2022	Proposed FY2023
Revenues					
Charge for Services	\$ 2,436,201	\$ 2,636,734	\$ 2,823,679	\$ 2,823,679	\$ 3,046,664
Participant premiums	276,695	323,583	443,316	443,316	456,576
Transfer from Other Funds	-	-	-	-	-
Interest Earnings	21,806	1,262	6,000	6,000	6,000
Total Revenues	2,734,702	2,961,579	3,272,995	3,272,995	3,509,240
Expenses					
	2,411,828	2,607,327	3,508,398	3,508,398	3,401,821
Net Income (loss)	322,874	354,252	(235,403)	(235,403)	107,419
Beginning Retained Earnings	407,311	730,185	757,899	1,084,437	849,034
Available Retained Earnings	\$ 730,185	\$ 1,084,437	\$ 522,496	\$ 849,034	\$ 956,453
	FY2021	FY2022	FY2023	Difference	% Change
Employer cost per position:					
Full-time	\$ 24,700	\$ 26,676	\$ 28,810	\$ 2,134	8.00%
Part-time	12,350	13,338	14,405	1,067	8.00%
Employee monthly premiums:					
Employee only	\$ 123.00	\$ 155.00	\$ 173.00	\$ 18.00	11.61%
Employee with child(ren)	222.00	281.00	314.00	33.00	11.74%
Employee with spouse	244.00	309.00	345.00	36.00	11.65%
Employee with family	333.00	423.00	473.00	50.00	11.82%
Part-time employee only	519.00	622.00	651.00	29.00	4.66%
Part-time employee w/Children	1,325.00	1,574.00	1,636.00	62.00	3.94%
Part-time employee w/Spouse	1,523.00	1,808.00	1,879.00	71.00	3.93%
Part-time employee w/Family	2,331.00	2,762.00	2,864.00	102.00	3.69%



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Christine Cunningham, Human Resources Director
DATE: May 6, 2022
SUBJECT: **Ordinance 3289-2022 Revisions to Classification Plan Included in the FY2023 Budget**

Ordinance 3289-2022 adopting the City of Kenai Annual Budget for July 1, 2022 – June 30, 2023 includes the adoption of the City’s Employee Classification Plan. As part of the FY23 budget process, Human Resources worked with departments and the City Manager, in consultation with the Finance Director, to recommend the following revisions to the plan based on changing positions within the classified service.

New Positions:

502 Assistant Parks and Recreation Director Range 19
Add a new class title to accurately reflect the additional duties, responsibilities, and qualifications of the existing Parks and Recreation Administrative Assistant III position, including managing assigned temporary Parks and Rec Summer Maintenance and Personal Use Fishery employees

Removed Positions:

No positions were abolished within the classified service

Amended Positions:

119 Assistant to City Manager/ Special Projects Coordinator Range 23
Amend the class title from Assistant to City Manager/ Special Projects to Assistant to City Manager/ Special Projects Coordinator to accurately reflect the single position in this class

122 Parks and Recreation Director Range 23
Amend the range of the Parks and Recreation Director from 22 to 23 pursuant to Resolution 2021-71

123 Human Resources Director Range 23

Amend the range of the Human Resources Director from 26 to 23 pursuant to Resolution 2022-03

315 Deputy Fire Chief Range 25
Amend the class title for Deputy Chief to Deputy Fire Chief for consistency with other Public Safety class titles in the Fire Department

316 Chief Animal Control Officer Range 17
Amend the range from 16 to 17 to accurately reflect existing duties, responsibilities, and minimum qualifications

405 Utility Operator I/II Range 15/18
Amend class codes 404, 405, 406, and 415 to 405; class titles for Water and Sewer Operator I and II and Wastewater Treatment Plant Operator I and II to Utility Operator I/II; and amend the range from 15 and 18, respectively to 15/18 to accurately represent the classification of multiple positions and levels under the Operator I/II class and for consistency with other Public Works class titles

413 Utility Lead Operator Range 19
Amend class codes 413 and 420 to 413 and class titles for Water and Sewer and Wastewater Treatment Plant Lead Operator to Utility Lead Operator to accurately represent the classification of positions under the Utility Lead Operator class and for consistency with other Public Works class titles

504 Parks and Recreation Maintenance Technician Range 14
Amend the class title for Parks Beautification and Recreation Operator to Parks and Recreation Maintenance Technician to accurately reflect existing duties and responsibilities and for consistency with other General Services class titles in the Parks and Recreation Department

505 Parks and Recreation Laborer Range 6
Amend the class title for Parks Beautification and Recreation Laborer to Parks and Recreation Laborer for consistency with other General Services class titles in the Parks and Recreation Department

Consolidated Positions:

410 Utility Foreman I/II Range 21/22
Consolidate class codes 410 and 414 to 410; class titles for Water and Sewer Foreman and Wastewater Treatment Plant Foreman to Utility Foreman I/II; and amend the range from 21 to 21/22 pursuant to Resolution 2022-32, scheduled for the May 18, 2022 City Council meeting

The table below shows the adopted and recommended classification and range changes to the Employee Classification Plan since the adoption of the FY22 Annual Budget in legislative format (New Text Underlined; [DELETED TEXT BRACKETED]):

Class Code	Class Title	Range
(A) <i>Supervisory and Professional</i>		

101	City Manager	NG
102	City Attorney	NG
103	City Clerk	NG
104	Finance Director*	29
105	Public Works Director*	28
106	Police Chief*	28
107	Fire Chief*	27
112	Airport Manager*	25
117	Planning Director*	23
118	Information Technology (IT) Manager	23
119	Assistant to City Manager/Special Projects <u>Coordinator</u>	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	[22]23
123	Human Resources Director*	[26]23
 (B) <i>Administrative Support</i>		
203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
206	Accountant	21
207	Desktop Support Technician	13
210	Administrative Assistant II	14
211	Administrative Assistant III	15
214	Library Assistant	11
218	Library Aide	8
219	Data Entry Clerk	1
 (C) <i>Public Safety</i>		
302	Fire Fighter	18
303	Police Lieutenant	27
304	Police Sergeant	24
305	Police Officer	21
306	Public Safety Dispatcher	14
307	Fire Engineer	20
311	Fire Captain	21
312	Fire Marshal	22
313	Communications Supervisor	17
314	Police Trainee	21/1 ¹
315	Deputy <u>Fire</u> Chief	25
316	Chief Animal Control Officer	[16] 17
317	Animal Control Officer	14
 (D) <i>Public Works/ <u>Airport Operations</u></i>		
400	Capital Project Manager	23

401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
[404	WASTEWATER TREATMENT PLANT OPERATOR II	18]
405	[WATER AND SEWER] <u>Utility</u> Operator I/II	15/18 ²
[406	WATER AND SEWER OPERATOR I	15]
407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
410	[Water and Sewer] <u>Utility</u> Foreman I/II	21/22 ³
412	Building Maintenance Technician	17
413	[WASTEWATER TREATMENT PLANT] <u>Utility</u> Lead Operator	19
[414	WASTEWATER TREATMENT PLANT FOREMAN	21
415	WASTEWATER TREATMENT PLANT OPERATOR I	15]
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19
[420	WATER AND SEWER LEAD OPERATOR	19]

(E) General Services

<u>502</u>	<u>Assistant Parks and Recreation Director</u>	<u>19</u>
503	Recreation Center Worker	3
504	Parks[, BEAUTIFICATION] and Recreation [OPERATOR] <u>Maintenance Technician</u>	14
505	Parks[, BEAUTIFICATION] and Recreation Laborer	6
506	Cook	6
508	Meals Driver	6
509	Kitchen Assistant	2
511	Janitor	3
512	Driver	1

* Department Head Service

** City Manager, City Clerk, and City Attorney are Council-appointed administrative offices

¹ for work performed after February 21, 2009, while attending the Alaska Public Safety Academy, a Police Trainee shall be paid at a Range 1, Step F. Because of a fluctuating and unpredictable training schedule, the employee shall be considered to work twelve (12) hours per day from Monday through Saturday and eleven (11) hours on Sunday, or the actual number of hours worked, whichever is greater. The normal work schedule at the Academy shall be five (5) eight (8) hour shifts from Monday to Friday rather than four (4) ten (10) hour shifts as stated in KMC 23.30.050(B)(1).

² for work performed as a Utility Operator II, the employee must meet all requirements of Utility Operator I and possess additional certifications issued by the State of Alaska Department of Environmental Conservation and shall be paid at a Range 18.

³ for work performed as a Utility Foreman II, the employee must meet the minimum qualifications of Utility Foreman I and possess additional certifications issued by the State of Alaska Department of Environmental Conservation and shall be paid at a Range 22.

The recommended revisions reflect fairly the differences in duties and responsibilities within the City's compensation structure comparable to positions in other places of public employment. The ranges in the classification plan are reflected in the salary schedule to meet the City's objective to provide an appropriate compensation structure to recruit and retain an adequate supply of competent employees.

Revisions that had not been previously passed by resolution would be effective upon enactment by Council of the ordinance adopting the budget and position descriptions would be updated to reflect the changes.

Your consideration is appreciated.



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 24, 2022

SUBJECT: **Ordinance 3289-2022 Adoption of the FY2023 City of Kenai Annual Budget request for information by Councilor Winger.**

The purpose of this memo is to provide Council with information requested by Councilor Winger for possible amendment to the FY2023 City of Kenai Annual Budget prior to adoption. Councilor Winger requested the financial impact and needed amendment to Ordinance 3289-2022 to increase the Street Department staffing by one Equipment Operator.

The net financial impact to each fund is as follows:

General Fund	\$108,100
Personal Use Fishery Special Revenue Fund	(432)
Employee Health Care Internal Service Fund	<u>8,342</u>
	<u>\$116,010</u>

General Fund expenditures would increase \$109,783 and PERS On-behalf revenue would increase by \$1,683 for a net increase of \$108,100. Personal Use Fishery expenditures would decrease \$441 and PERS On-behalf revenue would increase by \$9 for a net decrease of \$432. Health Care Fund expenditures would increase by \$42,840, billings to City Departments would increase by \$28,822 and Participant Premium revenue would increase \$5,676 for a net increase of \$8,342.

The amendment needed during adoption of Ordinance 3289-2022 would be as follows:

Motion

Move to amend the Ordinance to add one addition street operator position by increasing General Fund expenditures by \$109,783, decreasing Personal Use Fishery Special Revenue Fund expenditures by \$441, and increasing Employee Health Care Internal Service Fund expenditures by \$42,840.



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 26, 2022

SUBJECT: **Ordinance 3289-2022 Requested Amendment**

The purpose of this memo is to request an amendment to Ordinance 3289-2022. On May 25th the City's Accountant announced her intentions to retire by providing her letter of resignation. While happy for her, this will create a vacancy in a critical position in the Finance Department. In an effort to address the changing needs of the department, a request to upgrade the position from an accountant to a controller is being proposed. A controller will possess a higher level of education and experience when compared to an accountant and will supervise the accounting technician positions of the department. The intent of this change is to create depth in the department in areas such as budget preparation and financial statement preparation which currently do not exist. A quality controller should also be a likely candidate to fill the role as Finance Director in the event that position becomes vacant, a benefit to the department's succession plan.

This request will provide funding for a position at Range 26 on the City's Salary Schedule and provide for two weeks of overlap with the Accountant for training and orientation. Due to the late notice of this change, the position is still being evaluated and graded by the City's Human Resources Director to establish its recommended pay range. Once grading is completed, a resolution will be brought before Council amending the City's Employee Classification Plan to officially create the position, likely at the June 15, 2022 council meeting. Should the position grade lower than a Range 26, the excess funds appropriated by this amendment will not be used and will lapse at the end of fiscal year 2023. This process is being proposed to expedite the recruitment process for this position.

The you for your consideration and following amendment is respectfully requested.

Motion

Move to amend the Ordinance to provide funding to increase the Accountant position in the Finance Department to a Controller position by increasing General Fund expenditures by \$18,436.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3290-2022**

AN ORDINANCE AUTHORIZING THE RETURN OF FUNDS REMAINING FROM COMPLETED OR CANCELED CAPITAL PROJECTS TO THE GENERAL, AIRPORT SPECIAL REVENUE AND WATER AND SEWER SPECIAL REVENUE FUNDS.

WHEREAS, residual funds remain in capital project funds which resulted from completed or canceled capital projects; and,

WHEREAS, return on these funds to the original operating fund provides a clearer picture on the available resources of the operating funds; and,

WHEREAS, within the Kenai Recreation Center Capital Project Fund there is \$77,500 remaining from a FY19 appropriation of \$27,500 for recreation center improvements and \$50,000 from an FY20 appropriation for drainage improvements; and,

WHEREAS, \$35,000 remains in the IT Capital Project Fund from the canceled IT Master Plan project. That is being canceled as funding was insufficient for the scope of services that was requested; and,

WHEREAS, \$766 remains in the Kenai Fine Arts Improvement Capital Project Fund after completion of renovations to the Kenai Fine Arts Building; and,

WHEREAS, \$4,539 remains in the Airport Terminal Improvement Capital Project Fund after completion of the Terminal Rehabilitation Project; and,

WHEREAS, \$143,878 remains in the Water & Sewer Improvement Capital Project Fund including \$12,048 from the Kenai Spur Highway watermain crossing, \$11,430 from an FY18 project for lift station upgrades, \$110,400 from an FY19 appropriation for Reservoir #1 telemetry upgrades, and \$10,000 from other completed capital projects; and,

WHEREAS, \$3,426 remains in the Waste Water Treatment Plant Improvements Capital Project Fund for other completed capital projects; and,

WHEREAS, return of the available funds to the fund from which they came provides a better accounting of reserves and the funds are available for re-appropriation by Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the return of funds from completed or canceled capital projects to the following funds is authorized:

General Fund from:

Recreation Center Improvement Capital Project Fund	\$ 77,500
Information Technology Improvement Capital Project Fund	35,000
Kenai Fine Arts Improvement Capital Project Fund	<u>766</u>
	<u>\$113,266</u>

Airport Special Revenue Fund from:

New Text Underlined: [DELETED TEXT BRACKETED]

Airport Snow Removal Equipment Capital Project Fund	\$ 803,196
Terminal Improvement Capital Project Fund	<u>4,539</u>
	<u>\$807,735</u>

Water & Sewer Special Revenue Fund from:	
Water & Sewer Improvement Capital Project Fund	\$143,878
Waste Water Treatment Plant Improvement Capital Project Fund	<u>3,426</u>
	<u>\$147,304</u>

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.


Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1st DAY OF JUNE, 2022.

 Brian Gabriel Sr., Mayor

ATTEST:

 Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced:	May 18, 2022
Enacted:	June 1, 2022
Effective:	June 1, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 10, 2022

SUBJECT: **Ordinance 3290-2022 Returning Unspent Capital Project Funds From Completed or Canceled Capital Project to the Originating Fund.**

The purpose of this memo is to recommend enactment of Ordinance 3290-2022. Ordinance 3290-2022 authorizes the return of funds from completed or canceled capital projects to the fund from which the funding originated. Return of these funds is important to avoid available funds from being in multiple funds making it more difficult to determine resources.

The Ordinance will return \$113,266 to the General Fund, \$807,735 to the Airport Special Revenue Fund, and \$147,304 to the Water and Sewer Special Revenue Fund. Your support for Ordinance 3290-2022 is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3291-2022**

AN ORDINANCE ACCEPTING AND APPROPRIATING PRIVATE DONATIONS TO THE KENAI COMMUNITY LIBRARY FOR THE PURCHASE OF PROGRAMMING EQUIPMENT AND LIBRARY MATERIALS.

WHEREAS, the Kenai Community Library received monetary donations from a number of individual donors totaling \$410; and,

WHEREAS, the Kenai Community Library received a \$1,000 grant for general support from Derek Kaufman Fund, a Hilcorp donor advised fund of the Alaska Community Foundation; and,

WHEREAS, \$1,250 will be used to purchase programming equipment for a media lab for teens and adults; and,

WHEREAS, \$160 will be used to purchase library materials; and,

WHEREAS, acceptance of these donations to further the mission of the Kenai Community Library is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept these donated funds and to expend them as authorized by this ordinance and in line with the intentions of the donors.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –	
Donations	<u>\$1,410</u>
Increase Appropriations –	
Books - Library	\$ 160
Small Tool/Minor Equipment - Library	<u>1,250</u>
	<u>\$1,410</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:

_____

Introduced:
Enacted:
Effective:

May 18, 2022
June 1, 2022
June 1, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Katja Wolfe, Library Director

DATE: May 9, 2022

SUBJECT: **Ordinance No. 3291-2022 Donations to the Kenai Community Library**

The Kenai Community Library received a number of donations totaling \$410, along with a \$1,000 grant for general support from the Derek Kaufman Fund, a Hilcorp donor advised fund of the Alaska Community Foundation. Library staff intend to use these donations to purchase library materials (\$160) and items for a mini media lab. The lab will include equipment for patrons to create and edit their own audio and visual content (\$1,250). We appreciate the generosity of the donors!

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3292-2022**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND AND PUBLIC SAFETY CAPITAL PROJECT FUND TO PROVIDE SUPPLEMENTAL FUNDING FOR THE FIRE DEPARTMENT FLOORING REPLACEMENT PROJECT.

WHEREAS, the FY22 Budget included Capital Project funding for flooring replacements at the Fire Department; and,

WHEREAS, the funds allocated within the Public Safety Capital Project Fund under activity code 289 total \$50,000; and,

WHEREAS, a hazardous material assessment was conducted by Engineering, Health & Safety Consultants, Inc., at a competitively quoted cost of \$4,112 to determine the potential presence and extent of asbestos containing materials within the project area; and,

WHEREAS, the assessment determined that there was asbestos containing materials that will require abatement prior to allowing the flooring replacements to take place; and,

WHEREAS, supplemental funding in the amount of \$20,000 is being requested to complete the necessary abatement work to allow the flooring work to be completed; and,

WHEREAS, completion of this work is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues -	
Appropriation of Fund Balance	<u>\$20,000</u>
Increase Appropriations –	
Transfer to Public Safety Capital Project Fund	<u>\$20,000</u>

Public Safety Capital Project Fund:

Increase Estimated Revenues -	
Transfer from General Fund	<u>\$20,000</u>
Increase Appropriations –	
Construction	<u>\$20,000</u>

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall

be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: May 18, 2022
Enacted: June 1, 2022
Effective: June 1, 2022



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Director of Public Works

DATE: May 11, 2022

SUBJECT: Ordinance No. 3292-2022 – Fire Department Flooring

The purpose of this memo is to request Council's approval to provide supplemental funding for the Fire Department Flooring Replacements project. Based on the age of the facility it has been known that asbestos containing materials have been found within both the Police and Fire sides of the building. As a result sampling was conducted within the project area and asbestos containing materials were identified within the drywall taping compound and the existing flooring mastic within the medical storage area of the station.

The drywall taping compound is the primary issue with the removal of over 600lf of cove base required. It should be noted the abatement is only removing a small section sufficient to complete the flooring project and is not being requested to remove all drywall to the ceiling at this time which would be a much larger and more intrusive construction effort. Council should know that additional abatement projects will be necessary as future remodel work is proposed within the Public Safety facility. The current Capital Improvement Plan has a project slated for FY2026 for \$750,000 to address abatement within the remaining areas of the facility.

As a result of these findings an additional \$20,000 is being requested to cover the costs of the abatement and to allow the project to be completed. This remains a priority project for the Fire Department. Abatement costs continue to rise annually. It is in the best interest of the City to resolve these issues sooner than later.

Council's approval is respectfully requested.



Sponsored by: City Clerk

**CITY OF KENAI
ORDINANCE NO. 3293-2022**

AN ORDINANCE AMENDING THE APPENDICES TO THE KENAI MUNICIPAL CODE TO DELETE CEMETERY REGULATIONS, AMENDING TITLE 24-MUNICIPAL CEMETERY, TO INCLUDE CERTAIN PORTIONS OF THE APPENDED CEMETERY REGULATIONS AND MAKE OTHER HOUSEKEEPING CHANGES AND ADOPTING A KENAI MUNICIPAL CEMETERY REGULATIONS POLICY.

WHEREAS, the City took over ownership and management of the original cemetery in 1985; and,

WHEREAS, the original section of the Kenai Municipal Cemetery (cemetery) is now ninety seven percent occupied/reserved; and,

WHEREAS, a new section of the cemetery was recently established to the west of the original cemetery; and,

WHEREAS, there are currently two separate parts of Kenai Municipal Code establishing laws and regulations for the cemetery; and,

WHEREAS, locating applicable laws for the cemetery in one municipal code title provides clarity for the public and administration; and,

WHEREAS, it is in the best interest of the City to adopt regulations through policy that are designed to effectively manage the cemetery on a long-term basis, strategically aligning with the City's overall goals; and,

WHEREAS, the policy is intended to be more user friendly and available for the public than municipal code; and,

WHEREAS, the City of Kenai Parks and Recreation Commission at their May 5, 2022 regular meeting recommended Council Approval of the Kenai Municipal Cemetery Regulations Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Deletion of Appended Cemetery Regulations of Kenai Municipal Code: That Kenai Municipal Code, Appendices, Cemetery Regulations is hereby deleted in its entirety as follows:

[CEMETERY REGULATIONS

* NOTE TO CEMETERY REGULATIONS: PURSUANT TO TITLE 24 OF THE KENAI MUNICIPAL CODE, THE FOLLOWING REGULATIONS ARE HEREBY PROMULGATED TO ENSURE THE CONTINUATION OF THE INTEGRITY OF THE KENAI MUNICIPAL CEMETERY AND THE PROTECTION OF THE HEALTH AND WELFARE OF THE COMMUNITY.

SECTION 1: PLOTS

- A. PLOTS SHALL BE PLATTED IN THOSE AREAS OF THE CEMETERY WHERE INTERMENTS HAVE NOT AS YET TAKEN PLACE IN FIVE-FOOT (5') BY TEN-FOOT (10') PLOTS, TWO-AND-ONE-HALF-FOOT (2-1/2') BY FIVE-FOOT (5') PLOTS FOR INFANTS, AND TWO FEET (2') BY TWO FEET (2') BY TWO FEET (2') FOR CREMAINS.

- B. THE CITY CLERK SHALL BE IN CHARGE AND HAVE ACCESS TO SAID PLATS FOR THE PURPOSE OF ASSIGNING PLOTS UPON REQUEST, AND HAVE CHARGE OF BURIAL RECORDS, FILES AND MAPS WHICH SHALL BE STORED BY THE CITY OF KENAI. THE CITY CLERK SHALL CHARGE A FEE FOR EACH PLOT, DEPENDING UPON THE SIZE OF THE PLOT (ADULT OR INFANT OR CREMAINS) AND THE SEASON DURING WHICH THE OPENING AND CLOSING OF THE GRAVE OCCURS. ALL FEES SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. PAYMENT IN FULL FOR THE PLOT IS REQUIRED AT THE TIME OF PURCHASE OF THE PLOT. PAYMENT FOR THE OPENING OR CLOSING OF THE GRAVE IS DUE PRIOR TO COMMENCEMENT OF WORK.
- C. THE PURCHASE OF A BURIAL PLOT, CREMAINS PLOT, OR COLUMBARIUM NICHE IN THE KENAI MUNICIPAL CEMETERY SHALL BE MADE THROUGH THE CITY CLERK'S OFFICE. THE PURCHASER WILL BE ASSIGNED A PLOT(S) OR NICHE(S) AFTER HAVING PAID THE APPROPRIATE FEE. IT IS PROHIBITED FOR THE PURCHASER OF SAID PLOT(S) OR NICHE(S) TO RE-SELL OR RE-ASSIGN EXCEPT TO THE CITY. ALL PAYMENTS FOR BURIAL PLOTS, CREMAINS PLOTS, OR COLUMBARIUM NICHES SHALL BE MADE DIRECTLY TO THE CITY OF KENAI. THE FEES FOR SUCH PURCHASE SHALL BE ESTABLISHED AND MAINTAINED IN THE CITY CLERK'S SCHEDULE OF RATES, CHARGES, AND FEES.

SECTION 2: INTERMENT AND DISINTERMENT OR NICHE OPENING AND CLOSING

- A. THE CITY CLERK SHALL BE PROVIDED WITH THE APPROPRIATE STATE BURIAL AND TRANSIT PERMITS BEFORE INTERMENT OR INURNMENT WILL BE PERMITTED. THE BURIAL PLOTS CAN BE USED FOR NO OTHER PURPOSE THAN INTERMENT AND CREMAINS PLOTS OR COLUMBARIUM NICHES CAN BE USED FOR NO OTHER PURPOSE BUT INURNMENT.
- B. INTERMENT OR DISINTERMENT SHALL BE MADE IN COMPLIANCE WITH ALL STATE AND CITY LAWS AND REGULATIONS.
- C. PRIOR TO INTERMENT OR INURNMENT A MARKER OR HEADSTONE DEPOSIT IS REQUIRED. SUCH DEPOSIT SHALL BE ESTABLISHED AND MAINTAINED IN THE CITY'S SCHEDULE OF RATES, CHARGES, AND FEES, AND MUST BE PAID TO THE CITY OF KENAI. DEPOSIT REFUNDS WILL BE ISSUED AFTER PROPER INSTALLATION OF MARKER OR HEADSTONE. IF AFTER EIGHTEEN (18) MONTHS (PLOTS) AND SIX (6) MONTHS (COLUMBARIUM'S) A PERMANENT MARKER OR HEADSTONE HAS NOT BEEN INSTALLED, THE CITY SHALL INSTALL A MARKER OR FLAT HEADSTONE UTILIZING THE DEPOSIT AS PAYMENT.
- D. MARKERS AND HEADSTONES FOR CEMETERY PLOTS MAY BE SET IN A CONCRETE BASE AND INSTALLED AT THE HEAD OF THE GRAVE, CENTERED AND INSIDE THE PLOT AREA. THE PARKS AND RECREATION DIRECTOR MUST BE NOTIFIED PRIOR TO ANY PLOT PREPARATION, CONSTRUCTION, OR PLACEMENT OF HEADSTONE OR MARKER. IF RELIGIOUS PRACTICES MAKE THE CONFORMANCE OF THIS REQUIREMENT IMPOSSIBLE, THE OLD SECTION OF THE CEMETERY MAY BE UTILIZED. THIS DECISION WILL BE AT THE DISCRETION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE.
- E. ALL NICHE OPENINGS AND CLOSINGS SHALL BE OVERSEEN BY THE PARKS AND RECREATION DEPARTMENT. A NICHE MAY BE OPENED ONLY AT THE REQUEST OF THE NICHE OWNER AS LISTED IN THE CEMETERY RECORDS OR AS DETERMINED BY THE CITY CLERK. THE INITIAL OPENING AND CLOSING (INURNMENT) OF THE NICHE IS INCLUDED IN THE ORIGINAL COST OF THE NICHE. ADDITIONAL OPENINGS AND CLOSINGS THEREAFTER ARE CHARGED AT A RATE PURSUANT TO THE CITY'S FEE STRUCTURE. MARKERS FOR COLUMBARIUM NICHES SHALL FOLLOW A STANDARD FORMAT, FONT, AND SIZE AS DETERMINED BY THE CITY AND SHALL INCLUDE THE FIRST AND LAST NAME OF THE DECEASED, YEAR OF BIRTH, AND YEAR OF DEATH.
- F. ONLY INTERMENT OR INURNMENT OF HUMAN REMAINS IS PERMITTED IN THE KENAI MUNICIPAL CEMETERY.
- G. NO MORE THAN ONE (1) GRAVE MARKER PER PLOT SHALL BE ALLOWED.

- H. ONE (1) CASKET AND UP TO TWO (2) CREMAINS MAY BE BURIED IN A STANDARD OR INFANT PLOT. UP TO THREE (3) CREMAINS MAY BE BURIED IN A STANDARD OR INFANT PLOT. ONLY ONE (1) CREMAIN MAY BE BURIED IN A CREMAIN PLOT. UP TO TWO (2) CREMAINS MAY BE INURNED IN A STANDARD NICHE.

SECTION 3: MAINTENANCE

- A. THE CITY OF KENAI SHALL TAKE REASONABLE PRECAUTION TO PROTECT ALL GRAVE MARKERS WITHIN THE KENAI MUNICIPAL CEMETERY FROM LOSS OR DAMAGE BUT EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR LOSS OR DAMAGE FROM CAUSES BEYOND SUCH REASONABLE PRECAUTIONS. DAMAGES INCURRED DIRECTLY OR COLLATERALLY AND CAUSED BY OR RESULTING FROM THIEVES, VANDALS, MALICIOUS MISCHIEF, OR UNAVOIDABLE ACCIDENTS SHALL BE EXCLUDED FROM THE CITY OF KENAI'S RESPONSIBILITIES.
- B. PLANTING OF TREES, SHRUBBERY, PLANTS OR TURF WITHIN THE KENAI MUNICIPAL CEMETERY SHALL BE WITH THE CONSENT OF THE PARKS AND RECREATION DIRECTOR OR DESIGNATED REPRESENTATIVE. FAILURE TO GET PRIOR AUTHORIZATION MAY RESULT IN REMOVAL OF PLANT MATERIAL. THE CITY WILL MAINTAIN THE DRIVEWAY IN WINTER AND CLEAR THE PATH TO THE GRAVE IF A FUNERAL IS SCHEDULED. THE CITY OF KENAI SHALL PROVIDE GRASS CUTTING AT REASONABLE INTERVALS, AS WELL AS RAKING, CLEANING, GRADING AND LANDSCAPING. SUGGESTED HEIGHT OF TREES IS NO MORE THAN EIGHT FEET (8').
- C. ENCLOSURES SUCH AS A PICKET FENCE OR A PERIMETER SHALL BE PERMITTED AROUND OR ABOUT ANY GRAVE OR BURIAL PLOT ONLY UPON EXPRESSED AUTHORIZATION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE. ENCLOSURES PLACED BEFORE AUTHORIZATION IS GRANTED ARE SUBJECT TO REMOVAL. ENCLOSURES NOT MAINTAINED OR THAT CREATE A SAFETY HAZARD MAY BE REMOVED AND DISCARDED WITHOUT PRIOR NOTICE AT THE DISCRETION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE.
- D. BOXES, SHELVES, TOYS AND OTHER SUCH ARTICLES UPON A GRAVE OR BURIAL LOT SHALL BE PERMITTED ONLY IF CONTAINED WITHIN THE PLOT AND MAINTAINED MONTHLY (APRIL 1 THROUGH SEPTEMBER 30). ARTICLES THAT ARE NOT MAINTAINED, IMPEDE MAINTENANCE EFFORTS, OR BECOME UNSIGHTLY WILL BE REMOVED AND DISCARDED WITHOUT PRIOR NOTICE AT THE DISCRETION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE.
- E. PLASTIC OR SILK FLOWERS AND ARTIFICIAL DECORATIONS ARE ONLY PERMITTED BETWEEN MAY 1 AND SEPTEMBER 30. BURIALS OCCURRING BETWEEN OCTOBER 1 AND APRIL 30 MAY HAVE DECORATIONS DISPLAYED BUT ARE SUBJECT TO REMOVAL THIRTY (30) DAYS AFTER BURIAL.
- F. ALL DECORATIONS (EXCEPT THOSE ON BURIALS LESS THAN THIRTY (30) DAYS) WILL BE REMOVED DURING A SELECTED SATURDAY IN THE MONTH OF MAY EACH YEAR DURING THE ANNUAL CEMETERY CLEAN UP. A TWENTY (20) DAY NOTICE WILL BE POSTED AT THE CEMETERY. FAMILY AND FRIENDS MAY EITHER REMOVE THEIR PROPERLY PLACED DECORATIONS BEFORE SATURDAY'S CLEAN UP AND REPLACE THEM LATER, OR REQUEST THE CEMETERY NOT TO REMOVE THEIR PROPERLY PLACED DECORATIONS BY CALLING OR WRITING THE PARKS AND RECREATION DIRECTOR. A FINAL CLEAN UP OF THE CEMETERY WILL ALSO OCCUR IN LATE SEPTEMBER.
- G. DECORATIONS SHALL NOT BE PLACED IN OR ATTACHED TO TREES, SHRUBS, OR FENCE. PLANTS, FLOWERS, DECORATIONS, OR ARTICLES NOT OTHERWISE REMOVED BY THE DEADLINES OR REGULATIONS SET FORTH HEREIN, OR HAVE BECOME WITHERED OR DISCOLORED, WILL BE REMOVED BY THE PARKS AND RECREATION DIRECTOR OR DESIGNEE WITHOUT PRIOR NOTICE. THE CEMETERY IS NOT RESPONSIBLE FOR DAMAGE OR LIABLE FOR THE RETURN OF SUCH ITEMS.
- H. NO MATERIAL SHALL BE ALLOWED TO REMAIN IN THE KENAI MUNICIPAL CEMETERY LONGER THAN IS REASONABLY NECESSARY FOR ANY CONSTRUCTION WORK. DURING PERIODS OF BREAK-UP, NO HEAVY HAULING WILL BE PERMITTED. WITHIN ONE (1) YEAR OF INTERMENT, GRAVES SHALL BE RESTORED TO GROUND LEVEL AND RE-SEEDED.

- I. A MORTUARY CONDUCTING A FUNERAL SERVICE MAY PROVIDE, PLACE, AND REMOVE GREENS, DECORATIONS OR SEATING USED FOR A BURIAL AND MUST PROVIDE NECESSARY LOWERING DEVICES.

SECTION 4: GENERAL

- A. THE CITY OF KENAI SHALL NOT BE LIABLE FOR ANY ORDER RECEIVED VERBALLY OR FOR ANY MISTAKE OCCURRING FROM THE WANT OF PRECISE AND PROPER INSTRUCTIONS AS TO THE PARTICULAR SPACE, SIZE OR LOCATION IN A TRACT WHERE INTERMENT IS DESIRED.
- B. NO PERSON SHALL ENTER THE KENAI MUNICIPAL CEMETERY EXCEPT THROUGH THE ESTABLISHED ACCESS ROUTES. THE VEHICLE GATE WILL BE OPEN DAILY FROM 6:00 A.M. TO 10:00 P.M., FROM MAY 1 TO SEPTEMBER 30 (SUMMER MONTHS) AND WILL REMAIN LOCKED FROM OCTOBER 1 TO APRIL 30 (WINTER MONTHS). THE CEMETERY IS OPEN YEAR-ROUND FOR PEDESTRIAN TRAFFIC. THE KENAI POLICE DEPARTMENT OR THE KENAI PARKS AND RECREATION DEPARTMENT MAY BE CONTACTED FOR EMERGENCY ACCESS DURING CLOSED HOURS.
- C. NO BURIALS SHALL BE WITHIN THE CITY LIMITS EXCEPT ON HOMESTEADS OWNED BY OR RESIDED ON BY THE DECEASED. SUCH HOMESTEADS MUST BE FIVE (5) ACRES OR LARGER. PRIVATE CEMETERIES WITHIN THE CITY LIMITS ON THE DATE OF PASSAGE OF ORDINANCE 1108 MAY CONTINUE IN USE BUT ARE LIMITED TO THEIR PLATTED SIZE. A BURIAL PERMIT IS STILL REQUIRED TO BE SUBMITTED TO THE CITY CLERK IF THE BURIAL IS TO BE ON A HOMESTEAD OR PRIVATE CEMETERY WITHIN THE CITY LIMITS.
- D. BICYCLES, SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, MOTOR BIKES, THREE (3) OR FOUR (4) WHEELERS ARE NOT ALLOWED ON THE CEMETERY GROUNDS.
- E. NO CHILD UNDER THE AGE OF TWELVE (12), UNACCOMPANIED BY A GUARDIAN OR PARENT OR OTHER ADULT, SHALL BE ALLOWED ON THE CEMETERY GROUNDS.
- F. FOOD, BEER OR OTHER INTOXICATING LIQUORS ARE STRICTLY PROHIBITED WITHIN THE CONFINES OF THE CEMETERY.]

Section 2. Amendment of Title 24 of Kenai Municipal Code: That Kenai Municipal Code, Title 24-Municipal Cemetery, is hereby amended as follows:

Title 24 - MUNICIPAL CEMETERY

**Chapter 24.05
CREATION**

24.05.010 Creation.

From and after the passage of the ordinance codified in this chapter, the municipal cemetery now owned and operated by the City of Kenai shall be known as the Kenai Municipal Cemetery, and shall be available, subject to the regulations established, to all persons, irrespective of race, creed or color.

**Chapter 24.10
ADMINISTRATION**

24.10.010 Administration.

The City Clerk shall be in charge and have access to plats for the purpose of assigning plots upon request, and have charge of burial records, files and maps which shall be stored by the City of Kenai. The City Clerk shall maintain necessary records, files, and maps as required by the State to protect the health and welfare of the community and to ensure continuity in operation. The City Clerk shall assign a plot number to a specific plot in advance of the preparation of a grave whenever an interment or disinterment is to be made.

24.10.020 Enforcement.

The Parks and Recreation Director or his designated representative shall enforce all cemetery regulations and shall exclude from the cemetery any person violating the cemetery regulations.

Chapter 24.15
REGULATIONS AND FEES

24.15.010 Adoption of regulations.

The City Clerk, with the assistance of the Parks and Recreation Commission and Director, shall establish regulations for the purchase of plots and use of the cemetery. [THESE REGULATIONS SHALL BE EFFECTIVE AFTER APPROVAL BY THE CITY COUNCIL. AMENDMENTS TO THE REGULATIONS SHALL BE SUBMITTED BY THE CITY CLERK TO THE CITY COUNCIL FOR APPROVAL.] All rules and regulations, including subsequent amendments to the rules and regulations not established within this Title may be adopted by resolution of the City Council. The rules and regulations will be available in the Office of the City Clerk and posted on the City Website.

24.15.020 Adoption of fees.

All fees shall be as set forth in the City's schedule of fees adopted by the City Council.

Chapter 24.20
CARE OF CEMETERY

24.20.010 Maintenance of cemetery.

The City of Kenai is responsible for the appearance of the Kenai Municipal Cemetery[.]. The maintenance of the cemetery shall be accomplished through a program administered by the Parks and Recreation Department. There is a cemetery donation fund account established for the purpose of providing funding for perpetual cemetery improvements. The City of Kenai shall maintain the driveways, gates, and fencing of the cemetery and may close access to such facilities and suspend interment services in periods of adverse conditions.

24.20.020 Operation of cemetery.

The City of Kenai reserves the right at any time to enlarge, reduce, replat or change the boundaries or grading of the City tracts in the Kenai Municipal Cemetery or any part thereof; to modify or change location of or move or regrade roads, drives, or walks, or any part thereof; to lay, maintain and operate or later to change pipelines or gutters or sprinkling systems, drainage or otherwise. The City of Kenai reserves for itself the perpetual right to ingress and egress over all plots for the purpose of maintenance, operations or any emergency work necessary to the operation of the cemetery.

24.20.030 [GRAVE] Plot specifications and preparation.

- A. Plots shall be platted in those areas of the cemetery where interments have not as yet taken place in five-foot (5') by ten-foot (10') plots, two-and-one-half-foot (2-1/2') by five-foot (5') plots for infants, and two-foot (2') by two-foot (2') for cremains.
- B. The City of Kenai shall not be liable for any order received verbally or for any mistakes occurring from the want of precise and proper instructions as to the particular space, size or location in a tract where interment is desired.
- C. All opening[s], closing[s], plot preparation[s], interment[s], disinterment[s], marker placement[s] and removal[s] shall be overseen by the City and under the supervision of the Parks and Recreation Director or [THEIR DESIGNATED REPRESENTATIVE] designee. Opening and closing of graves shall be conducted by a contractor or business licensed and insured in the State of Alaska as an embalmer, funeral director or mortuary establishment.

Chapter 24.25
Burials Generally

24.25.010 Burials not on City Lands.

No burials shall be within the City limits except on homesteads owned by or resided on by the deceased. Such homesteads must be five (5) acres or larger. Private cemeteries within the City limits on the date of passage of Ordinance 1108 (February 22, 1986) may continue in use but are limited to their platted size. A burial permit is required to be submitted to the City Clerk if the burial is to be on a homestead or private cemetery within the City limits.

**[CHAPTER 24.30
KENAI MUNICIPAL CEMETERY ADVISORY COMMITTEE**

24.30.010 DUTIES AND POWERS.

- (A) THERE IS ESTABLISHED A KENAI MUNICIPAL CEMETERY ADVISORY COMMITTEE, AS A SUBCOMMITTEE OF THE PARKS AND RECREATION COMMISSION, CONSISTING OF FIVE (5) MEMBERS. FOUR (4) MEMBERS SHALL REPRESENT THE OWNERS OF PRIVATE PLOTS AND/OR THE COMMUNITY AT LARGE. ONE (1) MEMBER SHALL BE A MEMBER OF THE FUNERAL HOME OR MORTUARY SERVICE SECTOR.
- (B) THE COMMITTEE SHALL ACT IN AN ADVISORY CAPACITY TO THE CITY IN MATTERS OF POLICY CONCERNING THE KENAI MUNICIPAL CEMETERY REGARDING THE FOLLOWING MATTERS:
 - (1) PLANNING AND DEVELOPMENT OF THE CEMETERY ADDITION AND ITS INTEGRATION INTO THE EXISTING CEMETERY;
 - (2) PRESERVATION OF THE HISTORY OF THE KENAI MUNICIPAL CEMETERY;
 - (3) PERFORMANCE OF OTHER DUTIES AS THE KENAI CITY COUNCIL OR CITY MANAGER MAY DESIGNATE FROM TIME TO TIME.
- (C) THE KENAI MUNICIPAL CEMETERY ADVISORY COMMITTEE SHALL SUNSET ON DECEMBER 31, 2010.]

Section 3. Amendment to City of Kenai Schedule of Rates, Charges and Fees: That the Kenai Schedule of Rates, Charges and Fees, City Clerk, Cemetery Fees is hereby amended as follows:

Cemetery Fees (All Cemetery Fees are Exempt from Sales Tax)

[APX – 1 TITLE 24 – CEMETERY REGULATIONS]

[SECTION 1: B.]	<u>24.15.020</u> Standard Plot	\$1,000.00
[SECTION 1: B.]	Veteran Plot	\$750.00
[SECTION 1: B.]	Infant Plot	\$150.00
[SECTION 1: B.]	Cremains	\$300.00
[SECTION 1: C.]	Columbarium Niche (up to two standard urns)	\$1,000.00
	Columbarium Niche - opening and/ closing fee for reasons other than inurnment	\$100.00
[SECTION 2:C.]	Marker/Headstone Deposit (applies to Cemetery Plots and Columbarium Niches)	\$400.00
	Cemetery Gazebo Marker Fees	Actual Cost

Section 4. Policy Adopted: That the attached Kenai Municipal Cemetery Regulations Policy is hereby adopted. Subsequent amendments to the Kenai Municipal Cemetery Regulations Policy may be approved by a resolution of the City Council in accordance with KMC 24.15.010.

Section 5. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall

be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 6. Effective Date: That Section four of this ordinance shall take effect immediately upon enactment; and pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF June, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	May 18, 2022
Enacted:	June 1, 2022
Effective:	July 1, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: May 10, 2022

SUBJECT: **Ordinance No. 3293-2022 – Amending Cemetery Regulations**

The proposed amendments would delete the cemetery regulations from the appendices of Kenai Municipal Code, and relocate portions those regulations into Title 24 and/or into the regulations policy adopted by the City Council.

The identifies prominent changes:

- ❖ Most portions of the Cemetery Regulations within KMC Appendices were relocated to the new Regulation/Policy. The following specific regulations were relocated to KMC Title 24:
 - Section 1: Plots, paragraph a. – Specifications for plot sizes.
 - Section 4: General, paragraph a. – Non-liable statement regarding plot size and location.
 - Section 4: General, paragraph c. – Burials with City Limits.
 - Various sections of the Regulations referenced the adoption of fees, the proposed amendment would add this to KMC 24.15.020.
- ❖ The following identifies regulations that will be changed in the transition to the new regulations/policy:
 - Section 2: Interment and Disinterment or Niche Opening and Closing, paragraph a. – The requirement for a State Burial Transit Permit was removed for inurnment, as they are not required for interment of ashes.
 - Section 3: Maintenance, paragraph b. – Planting of trees, shrubbery, plants and turf have been relocated to the new regulations as prohibited, they were previously permitted with the consent of the Parks and Recreation Director.
 - Section 3: Maintenance, paragraph c. – Enclosures around a grave has been relocated to the new regulations as prohibited, they were previously permitted when authorized by the Parks and Recreation Director.
- ❖ The following identifies other proposed amendments to KMC Title 24:
 - KMC 24.20.010 was expanded to further explain that in periods of adverse conditions interment services may be suspended.
 - KMC 24.30 would be deleted, the Kenai Municipal Cemetery Advisory Committee sunset on December 31, 2010; and should have been deleted at that time. This is a housekeeping deletion.

Kenai Municipal Cemetery Regulations and Fees

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Purpose

The City of Kenai has ordinances and regulations in place for the administration of the Kenai Municipal Cemetery. These regulations apply to all persons utilizing the Kenai Municipal Cemetery. This document has been prepared as an informational guide and is not inclusive of all ordinances and regulations. Administration and General Provisions

The Kenai City Clerk is charged with administration and maintains necessary records required by the State to ensure continuity in the operation of the cemetery. The Parks and Recreation Director enforces all cemetery regulations.

Administration and General Provisions

Hours of Operation: The Kenai Municipal Cemetery is open year-round for pedestrian traffic. No person shall enter the Kenai Municipal Cemetery except through the established access routes. Summer/Winter hours when vehicle access is permitted are as follows:

1. Summer Hours – 6:00 a.m. to 10:00 p.m. from May 1st to September 30th
2. Winter Hours – Closed from October 1st to April 30th

Fees: All fees shall be as set forth in the City's schedule of fees adopted by the City Council. The purchase of interment spaces, interment services or required deposits shall be made through the City Clerk or a professional service provider licensed by the State of Alaska and authorized by the City. At the time of purchase of an interment space, a designated interment space will be assigned upon receipt payment.

Re-sell or re-assign: It is prohibited for the purchaser of an interment space to re-sell or re-assign except to the City.

Records: The City Clerk shall maintain all records of interment or disinterment within the Kenai Municipal Cemetery. The record shall include all files, maps and burial records.

Interment and Disinterment

All interment or disinterment's shall be made in compliance with the laws and regulations of the City of Kenai and State of Alaska.

The City Clerk shall be provided with the appropriate State burial-transit permits before interment will be permitted; a burial-transit permit is not required when interring cremains. The burial plots can be used for no other purpose than interment of human remains and cremains plots or columbarium niches can be used for no other purpose but inurnment of human remains.

Interment Space Specifications: One (1) casket and up to two (2) cremains may be buried in a standard or infant plot. Up to three (3) cremains may be buried in a standard or infant plot. Only one (1) cremains may be buried in a cremains plot. Up to two cremains may be buried in a standard columbarium niche. (*Inner Niche dimensions* **??" x ??"**.)

All columbarium niche openings and closings shall be overseen by the City and under the supervision of the Parks and Recreation Director or designee. A niche may be opened only at the request of the niche owner as listed in the cemetery records or as determined by the City Clerk. The initial opening and closing (inurnment) of the niche is included in the original cost of the niche. Additional openings and closings thereafter, for a second interment or for other reasons are charged at a rate pursuant to the City's fee structure.

All plot preparations for interments or disinterment's shall be overseen by the City and under the supervision of the Parks and Recreation Director or designee. Opening and closing of graves shall be conducted by a professional licensed by the State of Alaska and authorized by the City to provide interment services within the Kenai Municipal Cemetery.

Maintenance and Landscaping

The City of Kenai shall take reasonable precaution to protect all interment markers within the Kenai Municipal Cemetery from loss or damage but expressly disclaims any responsibility for loss or damage from causes beyond such

reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, natural disaster or unavoidable accidents shall be excluded from the City of Kenai's responsibilities.

The City will if able to, clear a path to the interment site when an interment is scheduled during winter months; however, the City reserves the right to suspend interment services due to high snow levels, other severe weather conditions or natural disasters.

Plants and Decorations

Prohibited:

- Enclosures such as picket fences or establishing a perimeter around an interment site are prohibited.
- Planting of trees, shrubbery, plants or turf within the Kenai Municipal Cemetery is prohibited.
- Attaching decorations to trees, shrubs or fences is prohibited.

Permitted:

- Boxes, shelves, toys and other such articles upon a grave or burial lot shall be permitted only if contained within the plot and maintained monthly (April 1 through September 30). Articles that are not maintained, impede maintenance efforts, or become unsightly will be removed and discarded without prior notice at the discretion of the Parks and Recreation Director or designee.
- Plastic or silk flowers and artificial decorations are only permitted between May 1 and September 30. Burials occurring between October 1 and April 30 may have decorations displayed but are subject to removal thirty (30) days after burial.
- All decorations (except those on burials less than thirty (30) days) will be removed during a selected Saturday in the month of May each year during the annual cemetery clean up. A twenty (20) day notice will be posted at the cemetery. Family and friends may either remove their properly placed decorations before Saturday's clean up and replace them later, or request the cemetery not to remove their properly placed decorations by calling or writing the Parks and Recreation Director. A final cleanup of the cemetery will also occur in late September.
- A professional licensed by the State of Alaska and authorized by the City may provide, place and remove greens, decorations or seating used for an interment service and must provide necessary lowering devices.

Plants, flowers, decorations, or articles not otherwise removed by the deadlines or regulations set forth herein, or that have become withered or discolored, will be removed by the Parks and Recreation Director or designee without prior notice. The cemetery is not responsible for damage or liable for the return of such items.

No material shall be allowed to remain in the Kenai Municipal Cemetery longer than is reasonably necessary for any construction work. During periods of break-up, no heavy hauling will be permitted. Within one (1) year of interment, graves shall be restored to ground level and re-seeded.

Marker and Headstones

No more than one (1) marker or headstone per plot shall be allowed. All marker or headstone placement and removals shall be overseen by the City under the supervision of the Parks and Recreation Director or designee. Upright markers or headstones shall only be allowed in specific designated areas, all other areas shall be marked with flat markers or headstones that are flush with the ground and are maintained within the foot print of the plot.

The City will attempt to reasonably accommodate any religious practices that make conformance with the below requirements impossible.

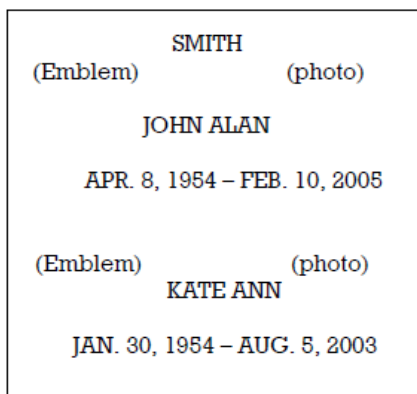
Marker Deposit: If at the time of interment, a marker or headstone is not ordered, the City will collect a deposit. Deposit refunds will be issued after proper installation of a marker or headstone. If after eighteen (18) months for a plot and six (6) months for a columbarium niche a permanent marker or headstone has not been installed, the City shall install a marker or headstone utilizing the deposit as payment.

Marker and Headstone Placement: Markers for cemetery plots may be set in a concrete base and installed at the head of the grave, centered and within the assigned plot. The Parks and Recreation Director must be notified prior to any plot preparation, construction, or placement of headstone or marker.

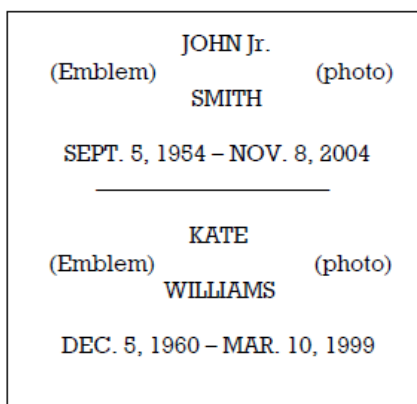
Columbarium Markers: These markers shall follow a standard format, font, and size as determined by the City and shall include the first and last name of the deceased, year of birth, and year of death.

Columbarium Inscriptions: An inscription is required to be inscribed directly onto the granite faceplate. The Kenai City Cemetery requires a specific format for unification of inscriptions that shall be followed according to the purchaser’s name designation. Emblems and/or photos will be allowed as space allows. When a suffix is needed (Jr., Sr., IV, etc.) they will be placed after the first name.

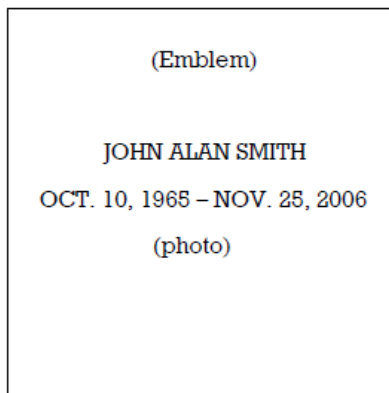
Two (2) Urns with Same Last Name



Two (2) Urns with Different Last Names



One (1) Urn – Single Inscription



Prohibited

Alcoholic beverages or controlled substances are strictly prohibited within the confines of the cemetery.

Motorized Vehicle: Trucks over one tone, buses, tractors, trailers and over sized vehicles are strictly prohibited from the cemetery unless approved in writing by the Parks and Recreation Director or designee.

Motorized-Off Road Vehicles: motor bikes, three and four wheelers are prohibited in the cemetery. It is unlawful for any person to operate any motorized off-road vehicles within the cemetery.

Non-Motorized transportation: Bicycles, skateboards, roller blades, roller skates or other such riding devices are prohibited within the cemetery.

Fee Schedule

Standard Plot.....	\$ 1,000.00
Veterans Plot.....	\$ 750.00
Infant Plot.....	\$ 150.00
Cremains Plot.....	\$ 300.00
Columbarium Niche	\$ 1,000.00
Marker / Headstone Deposit	\$ 400.00
Cemetery Gazebo Marker Fees.....	<i>Actual Cost</i>

DRAFT

CEMETERY REGULATIONS

* **Note to Cemetery Regulations:** Pursuant to Title 24 of the Kenai Municipal Code, the following regulations are hereby promulgated to ensure the continuation of the integrity of the Kenai Municipal Cemetery and the protection of the health and welfare of the community.

Section 1: Plots

a. Plots shall be platted in those areas of the cemetery where interments have not as yet taken place in five-foot (5') by ten-foot (10') plots, two-and-one-half-foot (2-1/2') by five-foot (5') plots for infants, and two feet (2') by two feet (2') by two feet (2') for cremains.

Commented [SS1]: Relocated to KMC 24.20.030

b. The City Clerk shall be in charge and have access to said plats for the purpose of assigning plots upon request, and have charge of burial records, files and maps which shall be stored by the City of Kenai. The City Clerk shall charge a fee for each plot, depending upon the size of the plot (adult or infant or cremains) and the season during which the opening and closing of the grave occurs. All fees shall be as set forth in the City's schedule of fees adopted by the City Council. Payment in full for the plot is required at the time of purchase of the plot. Payment for the opening or closing of the grave is due prior to commencement of work.

Commented [SS2]: Relocated to Policy, Administration and General Provisions Section, following paragraphs: Records Fees

c. The purchase of a burial plot, cremains plot, or columbarium niche in the Kenai Municipal Cemetery shall be made through the City Clerk's Office. The purchaser will be assigned a plot(s) or niche(s) after having paid the appropriate fee. It is prohibited for the purchaser of said plot(s) or niche(s) to re-sell or re-assign except to the City. All payments for burial plots, cremains plots, or columbarium niches shall be made directly to the City of Kenai. The fees for such purchase shall be established and maintained in the City Clerk's Schedule of Rates, Charges, and Fees.

Commented [SS3]: Relocated to Policy, Administration and General Provisions, Fees paragraph.

Section 2: Interment and Disinterment or Niche Opening and Closing

a. The City Clerk shall be provided with the appropriate State burial and transit permits before interment or inurnment will be permitted. The burial plots can be used for no other purpose than interment and cremains plots or columbarium niches can be used for no other purpose but inurnment.

Commented [SS4]: Relocated to Policy, Interment and Disinterment Section, second paragraph. Permit requirement for inurnment removed as it does not apply.

b. Interment or disinterment shall be made in compliance with all State and City laws and regulations.

Commented [SS5]: Relocated to Policy, Interment and Disinterment Section, first paragraph.

c. Prior to interment or inurnment a marker or headstone deposit is required. Such deposit shall be established and maintained in the City's Schedule of Rates, Charges, and Fees, and must be paid to the City of Kenai. Deposit refunds will be issued after proper installation of marker or headstone. If after eighteen (18) months (plots) and six (6) months (columbarium's) a permanent marker or headstone has not been installed, the City shall install a marker or flat headstone utilizing the deposit as payment.

Commented [SS6]: Relocated to the Policy, Marker and Headstone Section, third paragraph.

d. Markers and headstones for cemetery plots may be set in a concrete base and installed at the head of the grave, centered and inside the plot area. The Parks and Recreation Director must be notified prior to any plot preparation, construction, or placement of headstone or marker. If religious practices make the conformance of this requirement impossible, the old section of the cemetery may be utilized. This decision will be at the discretion of the Parks and Recreation Director or designee.

Commented [SS7]: Relocated to the Policy, Marker and Headstone Section, fourth paragraph.

e. All niche openings and closings shall be overseen by the Parks and Recreation Department. A niche may be opened only at the request of the niche owner as listed in the cemetery records or as determined by the City Clerk. The initial opening and closing (inurnment) of the niche is included in the original cost of the niche. Additional openings and closings thereafter are charged at a rate pursuant to the City's fee structure. Markers for columbarium niches shall follow a standard format, font, and size as determined by the City and shall include the first and last name of the deceased, year of birth, and year of death.

Commented [SS8]: Relocated to the Policy, Interment and Disinterment Section, fourth paragraph.

f. Only interment or inurnment of human remains is permitted in the Kenai Municipal Cemetery.

Commented [SS9]: Relocated to the Policy, Interment and Disinterment Section, second paragraph, second sentence.

g. No more than one (1) grave marker per plot shall be allowed.

Commented [SS10]: Relocated to Policy, Marker Section, first paragraph.

h. One (1) casket and up to two (2) cremains may be buried in a standard or infant plot. Up to three (3) cremains may be buried in a standard or infant plot. Only one (1) cremain may be buried in a cremain plot. Up to two (2) cremains may be inurned in a standard niche.

Commented [SS11]: Relocated to Policy, Interment and Disinterment Section, third paragraph.

Section 3: Maintenance

a. The City of Kenai shall take reasonable precaution to protect all grave markers within the Kenai Municipal Cemetery from loss or damage but expressly disclaims any responsibility for loss or damage from causes beyond such reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, or unavoidable accidents shall be excluded from the City of Kenai's responsibilities.

Commented [SS12]: Relocated to the Policy, Maintenance and Landscaping, first paragraph.

b. Planting of trees, shrubbery, plants or turf within the Kenai Municipal Cemetery shall be with the consent of the Parks and Recreation Director or designated representative. Failure to get prior authorization may result in removal of plant material. The City will maintain the driveway in winter and clear the path to the grave if a funeral is scheduled. The City of Kenai shall provide grass cutting at reasonable intervals, as well as raking, cleaning, grading and landscaping. Suggested height of trees is no more than eight feet (8').

Commented [SS13]: CHANGED – Relocated to the Policy, Plants and Decorations, PROHIBITED section.

c. Enclosures such as a picket fence or a perimeter shall be permitted around or about any grave or burial plot only upon expressed authorization of the Parks and Recreation Director or designee. Enclosures placed before authorization is granted are subject to removal. Enclosures not maintained or that create a safety hazard may be removed and discarded without prior notice at the discretion of the Parks and Recreation director or designee.

Commented [SS14]: CHANGED – Relocated to the Policy, Plants and Decorations, PROHIBITED section.

d. Boxes, shelves, toys and other such articles upon a grave or burial lot shall be permitted only if contained within the plot and maintained monthly (April 1 through September 30). Articles that are not maintained, impede maintenance efforts, or become unsightly will be removed and discarded without prior notice at the discretion of the Parks and Recreation Director or designee.

Commented [SS15]: Relocated to the Policy, Plants and Decorations, Permitted section.

e. Plastic or silk flowers and artificial decorations are only permitted between May 1 and September 30. Burials occurring between October 1 and April 30 may have decorations displayed but are subject to removal thirty (30) days after burial.

Commented [SS16]: Relocated to the Policy, Plants and Decorations, Permitted section.

f. All decorations (except those on burials less than thirty (30) days) will be removed during a selected Saturday in the month of May each year during the annual cemetery clean up. A twenty (20) day notice will be posted at the cemetery. Family and friends may either remove their properly placed decorations before Saturday's clean up and replace them later, or request the cemetery not to remove their properly placed decorations by calling or

Commented [SS17]: Relocated to the Policy, Plants and Decorations, Permitted section.

writing the Parks and Recreation Director. A final clean up of the cemetery will also occur in late September.

g. Decorations shall not be placed in or attached to trees, shrubs, or fence. Plants, flowers, decorations, or articles not otherwise removed by the deadlines or regulations set forth herein, or have become withered or discolored, will be removed by the Parks and Recreation Director or designee without prior notice. The cemetery is not responsible for damage or liable for the return of such items.

Commented [SS18]: Relocated to the Policy, Plants and Decorations, Prohibited section.

h. No material shall be allowed to remain in the Kenai Municipal Cemetery longer than is reasonably necessary for any construction work. During periods of break-up, no heavy hauling will be permitted. Within one (1) year of interment, graves shall be restored to ground level and re-seeded.

Commented [SS19]: Relocated to the Policy, Plants and Decorations, last paragraph

i. A mortuary conducting a funeral service may provide, place, and remove greens, decorations or seating used for a burial and must provide necessary lowering devices.

Commented [SS20]: Relocated to the Policy, Plants and Decorations, Permitted section.

Section 4: General

a. The City of Kenai shall not be liable for any order received verbally or for any mistake occurring from the want of precise and proper instructions as to the particular space, size or location in a tract where interment is desired.

Commented [SS21]: Relocated to KMC 24.20.030 (B)

b. No person shall enter the Kenai Municipal Cemetery except through the established access routes. The vehicle gate will be open daily from 6:00 a.m. to 10:00 p.m., from May 1 to September 30 (summer months) and will remain locked from October 1 to April 30 (winter months). The cemetery is open year-round for pedestrian traffic. The Kenai Police Department or the Kenai Parks and Recreation Department may be contacted for emergency access during closed hours.

Commented [SS22]: Relocated to Policy, Administration and General Provisions section, first paragraph.

c. No burials shall be within the City limits except on homesteads owned by or resided on by the deceased. Such homesteads must be five (5) acres or larger. Private cemeteries within the City limits on the date of passage of Ordinance [1108](#) may continue in use but are limited to their platted size. A burial permit is still required to be submitted to the City Clerk if the burial is to be on a homestead or private cemetery within the City limits.

Commented [SS23]: Relocated to KMC 24.25.010

d. Bicycles, skateboards, roller blades, roller skates, motor bikes, three (3) or four (4) wheelers are not allowed on the cemetery grounds.

e. No child under the age of twelve (12), unaccompanied by a guardian or parent or other adult, shall be allowed on the cemetery grounds.

f. Food, beer or other intoxicating liquors are strictly prohibited within the confines of the cemetery.

Commented [SS24]: d, e and f were added to the policy, in the prohibited section. More detail has been added.



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2022-37**

A RESOLUTION REMOVING THE MORATORIUM ON THE PURCHASE OF STANDARD CEMETERY PLOTS FOR THE SOLE PURPOSE OF RESERVING A CEMETERY PLOT NOT BEING USED FOR IMMEDIATE INTERMENT.

WHEREAS, the Council on March 15, 2017 adopted Resolution No. 2017-14 which established a moratorium on the purchase of standard plots for the sole purpose of reservation; and,

WHEREAS, the moratorium was established due to there no longer being any additional space within the cemetery to create and map out additional standard plots; and,

WHEREAS, there are now sixty-four new plots available in the cemetery expansion area to the west of the original cemetery; and,

WHEREAS, the new expansion area has additional space for future expansions, and the moratorium is no longer needed.

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

Section 1. That the City Council hereby removes the moratorium created by Resolution No. 2017-14 on the purchases of standard plots for the sole purpose of a reservation.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, City Clerk
DATE: June 1, 2022
SUBJECT: **Resolution No. 2022-37 – Lifting the Cemetery Moratorium**

The moratorium was placed in March of 2017 due to there no longer being enough space to create new standard plots. A new section of the cemetery was recently created to the west and there are now sixty-four (64) standard plots available as well as space to expand when necessary.

With the recent expansion the moratorium is no longer needed.

Your consideration is appreciated.



Sponsored by: City Clerk

CITY OF KENAI

RESOLUTION NO. 2017-14

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ESTABLISHING A MORATORIUM ON THE PURCHASE OF STANDARD CEMETERY PLOTS FOR THE SOLE PURPOSE OF RESERVING A CEMETERY PLOT NOT BEING USED FOR IMMEDIATE INTERMENT.

WHEREAS, the Kenai Cemetery located at 840 First Avenue, Kenai, is currently the only cemetery in Kenai; and,

WHEREAS, in recent years the City has had enough space in the cemetery to create and map out additional standard cemetery plots as needed; and,

WHEREAS, the City currently has no additional space in the cemetery to create and map out additional standard cemetery plots and has an extremely limited number of standard plots left to sell until the new cemetery is created, which may take up to three years; and,

WHEREAS, at its March 2, 2017 meeting, the Parks & Recreation Commission unanimously adopted Resolution PRC2017-01 recommending the Council establish a moratorium on the purchase of standard cemetery plots for the sole purpose of a reservation and that standard cemetery plots shall be purchased for internment only; and

WHEREAS, the City acknowledges that there may be certain circumstances creating an exception, whereby a reservation may be made for an immediate family member of the deceased.

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

Section 1. That City Council hereby establish a moratorium on the purchase of standard plots for the sole purpose of a reservation and that standard plots shall be purchased for internment only until such time as additional space is available; and that an exception may be granted for an immediate family member of the deceased to reserve a standard cemetery plot.

Section 2. That pursuant to KMC 1.15.070(f), this resolution shall take effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15 day of March, 2017.



BRIAN GABRIEL SR., MAYOR

ATTEST:



Sandra Modigh, City Clerk





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-38**

A RESOLUTION FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023.

WHEREAS, Kenai Municipal Code requires that the rate of levy of property tax be set annually not later than the tenth day of June; and,

WHEREAS, the Council has adopted the "City of Kenai 2023 Annual Budget," which estimates property tax revenue based upon a tax rate of 4.35 mills.

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

Section 1. That the rate of levy of property tax for the fiscal year commencing July 1, 2022 and ending June 30, 2023 be fixed at 4.35 mills.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 24, 2022

SUBJECT: **Resolution 2022-38 Establishing the City of Kenai FY2023 Property Tax Mill Rate**

Resolution 2022-38 will establish the rate of levy of property tax for FY2023, tax year 2022. The proposed rate of levy is 4.35 and will result in \$435 in taxes being paid for each \$100,000 of taxable assessed property value. The rate is unchanged and will generate the necessary property taxes to support the adopted FY23 budget. The last mill rate change for the City was in FY2015.

Your support is respectfully requested.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 24, 2022

SUBJECT: Information for potential amendment of Resolution 2022-38 Fixing the Rate of Levy of Property Tax for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023.

Councilor Baisden requested information for potential amendment of Resolution 2022-38 that fixes the mill rate for Fiscal Year 2023, Tax Year 2022. Councilor Baisden asked following questions (my responses are in **BLUE** following the question):

1. How much does a 0.10 mil rate decrease effect our annual budget? **Taxable assessed value for FY2023 is projected to be:**

Real Property	\$853,837,800
AS 43.56 Property	49,952,780
Personal Property	<u>49,147,279</u>
	<u>\$952,937,859</u>

A 0.10 mill change equates to a gross \$95,294 increase or decrease in taxes. After making a slight adjustment, because we do not collect 100% of taxes billed each year, the impact on the budget would be a \$93,390 increase or decrease in property tax revenue. The citizen tax payers of the Kenai would save \$88,494 and the remaining \$4,896, which is the tax on 43.56 property, would be a revenue gain for the State of Alaska.

2. How much savings would a property owner see from a 0.10 mill rate decrease for every \$100,000 of taxable assessed value. **0.10 mills produces \$10.00 in tax per year per \$100,000 of taxable assessed value on property.**



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-39**

A RESOLUTION AMENDING THE COMPREHENSIVE SCHEDULE OF RATES, CHARGES, AND FEES TO INCORPORATE CHANGES INCLUDED IN THE FY2023 BUDGET TO INCLUDE ADJUSTING AIRPORT FEES, ANIMAL CONTROL FEES, FIRE DEPARTMENT AMBULANCE FEES, LIBRARY FEES, PARKS AND RECREATION FEES, CITY DOCK FEES, WATER FEES, SEWER FEES, SENIOR CENTER FEES, AND ADJUSTING THE MONTHLY RENTAL RATES AT VINTAGE POINTE.

WHEREAS, the Administration negotiated and implemented a five-year Airline Operating Agreement which was effective July 1, 2020; and,

WHEREAS, this Airline Operating agreement included a 5% annual increase in terminal rents for exclusive and non-exclusive space, signatory landing fees, and signatory apron space; and,

WHEREAS, non-signatory landing fees are 30% higher than the signatory rate and will be impacted proportionally by its increase; and,

WHEREAS, increasing non-terminal apron rental fees commensurate with terminal apron rents, those increased by the negotiated Airline Operating Agreement, ensures equity amongst apron users; and,

WHEREAS, a review of general aviation tie-down fees indicated an increase was warranted and in line with other local airports; and,

WHEREAS, airport parking rates were last increased on July 1, 2014 and increased maintenance costs since then warrant an increase; and,

WHEREAS, currently no fee exists for late payment of vehicle parking fees at the airport resulting in difficulty collecting unpaid fees; and,

WHEREAS, institution of a \$50.00 late payment fee for those who are thirty-days late in payment of airport parking fees is intended to provide a financial incentive to ensure the prompt payment of parking fees; and,

WHEREAS, a review of fuel flowage fees indicated an increase is warranted for fees to be in line with other local airports; and,

WHEREAS, differential fuel flowage fees provides an additional incentive to invest in the airport and to assure that the costs to operate the airport are not disproportionately borne by signatory airport tenants; and,

WHEREAS, the proposed increase to Airport Reserve Land Annual Lease Rates is commensurate with the 2021 annual change in Consumer Price Index for Anchorage and is a required rate change under Kenai Municipal Code 21.10.090(b); and;

WHEREAS, increases in costs associated with microchipping animals and providing rabies shots necessitate an increase in these fees; and,

WHEREAS, in order to create parity in the animal waiver fees for dogs/puppies and cats/kittens, the fees for cats and kittens (3 or more) is being increased to the same amount as for dogs/puppies; and,

WHEREAS, implementation of higher fees for those users of the animal control shelter who are not residents of the City of Kenai or the City of Soldotna, for whom the City is under contract to provide animal shelter services lessens the financial subsidy provided by City property taxpayers to the non City of Kenai property tax paying customers; and,

WHEREAS, a review by the Fire Department's command showed the city rates for ambulance services were below that of comparable departments in the State of Alaska and an increase was warranted; and,

WHEREAS, because of the escalating costs to replace or repair lost, stolen or damage materials, the library director is recommending an increase in the fees for the default cost of items for which no retail value is available; and,

WHEREAS, with the implementation of radio frequency identification (RFID) at the library, a new fee of \$1.00 is recommended to replace tags that are damaged or removed by patrons; and,

WHEREAS, an increase of the proctoring fee from \$20.00 to \$25.00 is recommended to account for staff time needed to proctor exams; and,

WHEREAS, ice rental rates at the Kenai Multipurpose Facility last increased on July 1, 2016 and the increase in utility and maintenance fees since then necessitate an increase in rate from \$145.00 to \$165.00 per hour; and,

WHEREAS, the Parks and Recreation Department recommends the elimination of a number of fees that are no longer used in its operations, including individual and family ice rink passes, Kenai Recreation Center monthly and annual facility passes, and City League Basketball fees; and,

WHEREAS, the damage deposit fee for rental of the Kenai Recreation Center prohibits some individuals from being able to rent the facility and staff believe the facility can be adequately protected without the deposits; and,

WHEREAS, splitting the rental times for picnic shelters and gazebos will increase the availability to more customers and is inline with industry standard practices; and,

WHEREAS, the actual cost to purchase a bench for the City's Adopt-A-Bench program has significantly increased resulting in the need to increase the fees and to make freight a charge in addition to the purchase price of the bench; and,

WHEREAS, North and South Beach user fees for the Personal Use Fishery have not increases since July 1, 2014 and the fees for launching and parking at the Kenai City Dock have not increased since July 1, 2016; and,

WHEREAS, the City's costs to operate the fishery in a manner that is safe for participants and protects the community have increased and a planned 10% rate increase over two years, 5% in both FY23 and FY24, is warranted; and,

WHEREAS, the last water and sewer rate study performed by the City was in FY11 which called for annual adjustments by the Anchorage Alaska Annual Consumer Price Index (CPI) after a five-year period of rate increases in addition to CPI; and,

WHEREAS, annual adjustments by CPI reduces the likelihood of dramatic future increases upon the completion of a new rate study that is being performed; and,

WHEREAS, a rental rate study for Vintage Pointe was completed in 2020 and the City’s policy is to adjust rental rates each year by the Anchorage Alaska Annual Consumer Price Index (CPI) to a maximum of \$35.00 per month until the next study, 2025; and,

WHEREAS, because of the high, 4.88% Anchorage CPI for 2021 all units in Vintage Pointe will be below market after the proposed \$35.00 per month increase; and,

WHEREAS, the Senior Center Director recommends the addition of suggested donations for transportation services which are currently being charged to customers, and;

WHEREAS, the fee for Tulle & Flower Ceiling Sway at the Kenai Senior Center is no longer available and is recommended for removal; and,

WHEREAS, updating the City’s Schedule of Rates, Charges, and Fees to include changes made in formation of the annual budget is in the best interest of the City.

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

<u>AIRPORT FEES</u>			
21.05.085	Fuel Flowage Fee per gallon		[<u>\$0.02</u>]
	-Signatory		<u>\$0.035</u>
	-Non-signatory		<u>\$0.07</u>
APX - Airport Regulations			
Aircraft Parking Fees			
6.05.070 (c)	-transient, under 4,000 lbs. 0 - 4 hrs.		FREE
6.05.070 (c)	-transient, under 4,000 lbs. over 4 hrs.		\$5.00
6.05.070 (c)	-transient, 4,001 - 12,500 lbs. per day		\$50.00
6.05.070 (c)	-transient, 12,501 - 100,000 lbs. per day		\$100.00
6.05.070 (c)	-transient, 100,001 lbs. per day		\$250.00
Landing Fees			
14.05.010 (a)(2)	Signatory per thousand pounds	[<u>\$1.79</u>]	<u>\$1.88</u>
14.05.010 (b)(2)	Non-signatory per thousand pounds	[<u>\$2.33</u>]	<u>\$2.44</u>
	exempt -- float planes, test landings due to mechanical or weather, government aircraft		
Tie-down Fees, General Aviation			
Paved Areas			
	-wheels, per month	[<u>\$40.00</u>]	<u>\$45.00</u>
	-wheels, w/electric per month	[<u>\$60.00</u>]	<u>\$70.00</u>
Gravel Area			
	-wheels/skis, per month	[<u>\$40.00</u>]	<u>\$45.00</u>
Float Plane Basin, Private			
	-daily		\$5.00
	-monthly		\$40.00
	-season -- May to October		\$250.00
Float Plane Basin, Commercial			
	-daily		\$10.00
	-monthly		\$50.00
	-season -- May to October		\$300.00
	-monthly w/electric		\$75.00
Terminal Building Rent -- Exclusive Space			
	-signatory - per square foot per year	[<u>\$34.54</u>]	<u>\$37.32</u>
	-signatory -- arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	[<u>\$34.54</u>]	<u>\$37.32</u>
Terminal Building Rent -- Joint Use Space			
	-signatory -- baggage make up area (per square foot per year)	[<u>\$21.54</u>]	<u>\$22.62</u>
	-signatory -- baggage break down area (per square foot per year)	[<u>\$21.54</u>]	<u>\$22.62</u>
	-non-signatory terminal rates 30% higher		
Vehicle Parking Fees at Terminal			
	-short term 0 - 2 hours		FREE
	-24 hours	[<u>\$7.00</u>]	<u>\$8.00</u>
	-annual permit	[<u>\$700.00</u>]	<u>\$800.00</u>
	-annual parking permit w/electric	[<u>\$1,000.00</u>]	<u>\$1,140.00</u>

Section 1. That Airport Fees be amended as follows:

AIRPORT FEES - Continued			
	Vehicle Parking Fees		
	Greater Than 1/4 Mile From Terminal Building (at GA Lot)		
	-calendar day		\$3.00
	-annual permit		\$420.00
	Late Payment Vehicle Parking Fee		
	-late payment fee for unpaid parking after 30 days		\$50.00
	Business Activity & Airport Access Permit		
	-mechanic access (per each)		\$50.00
	-fueling access (annual)		\$100.00
	-dispensing fee (per gallon)		\$0.02
	-water extraction access (annual)		\$100.00
	-non-tenant use of basin parking apron		\$75.00
	-float plane parking apron (annual)		\$25.00
	-Deposit/replacement proximity card fee (each)		\$100.00
	-Catering/mobile food service		\$50.00
	Commercial Turn Fees		
	-turn fee (narrow body - (1 aisle)		\$200.00
	-turn fee (regional 50 - 99 seats)		\$150.00
	-turn fee (commuter - fewer than 50 seats)		\$100.00
	Helicopter Landing Fees		
	-Per Landing		\$25.00
	Conference Room Fees		
	- 0 - 2 hours		\$50.00
	- 2 - 4 hours		\$100.00
	- 4 - 6 hours		\$200.00
	-More than 8 hours (same day and no later than 10:00 pm)		\$300.00
	-Cleaning fee (if room is not cleaned)		\$100.00
	Other Fees		
	-Taxi cab per vehicle per pickup		\$1.00
	-Terminal building key replacement (per key)		\$10.00
	-Non-signatory airline airport apron rental rate per square foot	[\$1.21]	\$1.27
	-Signatory, airline, terminal apron parking and GSE storage space rent per square foot	[\$0.55]	\$0.58
21.10.090 (a)	Airport Reserve Land Annual Lease Rates		
		<u>KPB Parcel ID</u>	<u>FY2[2]3 Annual</u>
	<u>Legal Description of Property</u>	<u>No.</u>	<u>Rent</u>
	Lot 2, Block 2, FBO Subdivision	04336004	[\$6,456.24] <u>\$6,772.56</u>
	NW 1/4 NW 1/4 Sec, 33 lying W of Marathon Rd. excluding Baron Park 2007 Replat	04501056	Subject to Appraisal
	Lot 8, Block 2, Cook Inlet Industrial Air Park	04322008	[\$15,412.64] <u>\$16,167.84</u>
	Lot 3, Block 5, Cook Inlet Industrial Air Park	04322020	[\$5,856.80] <u>\$6,143.76</u>
	Lot 4, Block 5, Cook Inlet Industrial Air Park	04322021	[\$5,900.96] <u>\$6,190.08</u>
	Lot 9A, Block 5, General Aviation Apron No. 6	04324026	[\$13,700.56] <u>\$14,371.92</u>
	Lot 1, Block 2, FBO Subdivision	04336003	[\$6,720.80] <u>\$7,050.08</u>
	Lot 1, FBO Subdivision No. 7	04336034	[\$12,581.76] <u>\$13,193.24</u>
	Lot 3, FBO Subdivision No. 7	04336036	[\$17,824.08] <u>\$18,697.44</u>
	Lot 5, FBO Subdivision No. 9	04336043	Subject to Appraisal
	Tract A1, Baron Park 2007 Replat	04501031	[\$35,960.80] <u>\$37,722.88</u>
	Tract C-1, Gusty Subd. No. 8	04327034	[\$3,489.36] <u>\$3,660.32</u>
	Portion of W1/2 of Sec. 28 & SE1/4, Sec. 29, T6N, R11W	04101021	Subject to Appraisal
	Portion of SW1/4, Sec. 29, T6N, R11W Excluding Airport Float Basin Replat	04101022	Subject to Appraisal
	Portion of Tract A, Kenai Airport Float Plane Basin Replat	04318043	Subject to Appraisal
	Portion Sec. 32, T6N, R11W Excluding Subs. & Leased Areas & Float Plane Basin	04318044	Subject to Appraisal
	Tract A, FBO Subdivision	04336001	Subject to Appraisal
	Lot 5A, Block 1, FBO Subdivision	04336049	Subject to Appraisal
	Tract A2, General Aviation No. 7	04324030	\$ 24,000.00

Section 2. That Animal Control Fees be adjusted as follows:

<u>ANIMAL CONTROL</u>			
3.05.100 (a)	Kennel Facility - Non-refundable application fee		\$26.00
	Kennel Facility - Approved application fee		\$76.00
	<u>Livestock - Non-refundable application fee</u>		<u>\$26.00</u>
3.05.100 (a)(5)	Insertion of Microchip	[\$10.20]	<u>\$15.30</u>
3.05.100 (b)	Dog License - Sterilized Dog		\$10.20
	Dog License - Non-sterilized Dog		\$30.60
	Lost License Replacement		\$2.04
3.05.100 (c) (1)	First Impoundment within 12 months- Dog		\$51.00
	First Impoundment within 12 months- Cat		\$15.30
3.05.100 (c) (2)	Second Impoundment within 12 months- Dog		\$71.40
	Second Impoundment within 12 months- Cat		\$30.60
3.05.100 (c) (3)	Subsequent Impoundment within 12 months- Dog		\$102.00
	Subsequent Impoundment within 12 months- Cat		\$40.80
3.05.100 (c) (4)	Facility Use Fee - 15lbs or less - Per Day		\$20.40
	Facility Use Fee - more than 15lbs - Per Day		\$35.70
3.05.100 (c) (5)	Dangerous Animal Impoundment		\$102.00
3.25.060 (c)	Veterinary Services - Includes spaying, neutering, vaccinations, and other veterinary services.		actual cost
	Veterinary services transfer fee - per mile (Actual mileage excluding the first four miles of travel)		\$2.04
	<u>City of Kenai Resident</u>		
N/A	<u>_Animal Waiver Fee - Dog</u>		\$20.40
	<u>_Animal Waiver Fee - Puppy <3 months</u>		\$15.30
	<u>_Animal Waiver Fee - Kitten < 3 months</u>		\$10.20
	<u>_Animal Waiver Fee - Cat</u>	[\$15.30]	\$20.40
	<u>_Animal Waiver Fee - Bird/Rodent</u>		\$10.20
	<u>_Animal Waiver Fee - Litter (3 or more) - Kittens</u>	[\$25.50]	\$35.70
	<u>_Animal Waiver Fee - Litter (3 or more) - Puppies</u>		\$35.70
<u>Note: Pursuant to the contract for the City to provide animal shelter services to the City of Soldotna, Soldotna City residents shall pay City of Kenai resident fees for animal waivers.</u>			
	<u>Non-City Resident</u>		
N/A	<u>_Animal Waiver Fee - Dog</u>		\$40.80
	<u>_Animal Waiver Fee - Puppy <3 months</u>		\$30.60
	<u>_Animal Waiver Fee - Kitten < 3 months</u>		\$20.40
	<u>_Animal Waiver Fee - Cat</u>		\$40.80
	<u>_Animal Waiver Fee - Bird/Rodent</u>		\$20.40
	<u>_Animal Waiver Fee - Litter (3 or more) - Kittens</u>		\$71.40
	<u>_Animal Waiver Fee - Litter (3 or more) - Puppies</u>		\$71.40
N/A	Adoption Fee		\$20.40
N/A	Rabies Vaccination Clinic (per animal vaccinated)	[\$5.10]	\$10.20
Note: All Animal Control Fees are subject to a 2% discount for payment by means other than credit card.			

Section 3. That Fire Department Fees be adjusted as follows:

<u>FIRE DEPARTMENT</u>			
<u>AMBULANCE FEES</u>			
	BLS Non-emergency	[\$450.00]	<u>\$550.00</u>
	BLS Emergency	[\$575.00]	<u>\$675.00</u>
	ALS I (advanced life support)	[\$700.00]	<u>\$800.00</u>
	ALS II	[\$875.00]	<u>\$975.00</u>
	Mileage per mile		\$14.00

Section 4. That Library Fees be adjusted as follows:

<u>LIBRARY FEES</u>			
APX - Library Regulations and Policies			
1.	Default fees for lost, stolen or damaged materials when no retail value is available.		
a.	-Adult book (hardcover)	[\$30.00]	<u>\$33.00</u>
b.	-Adult large print	[\$35.00]	<u>\$40.00</u>
c.	-Adult audiobook		\$50.00
d.	-Youth board book		\$10.00
e.	-Youth book (hardcover) or picture book	[\$20.00]	<u>\$25.00</u>
f.	-Youth audiobook		\$25.00
g.	-Adult/youth trade paperbacks		\$15.00
h.	-Adult/youth mass market paperbacks	[\$8.00]	<u>\$10.00</u>
i.	-Magazines		\$5.00
j.	-Video/DVD/music CD	[\$25.00]	<u>\$30.00</u>
k.	-DVD set		\$50.00
l.	-Interlibrary loan item (fee or actual cost charged by lender)		\$30.00
m.	-Juvenile kits/Adult kits/Playaway launchpads	[\$120.00]	<u>\$150.00</u>
n.	-Microfilm reel or microfiche		\$35.00
o.	-Projector/screen kit		\$1,000.00
p.	-Chromebook kit	[\$350.00]	<u>\$370.00</u>
q.	-Laptop		\$800.00
r.	-Fishing rods and reels		\$59.00
2.	Proctoring per test	[\$20.00]	<u>\$25.00</u>
3.	Replacement Costs		
a.	-item barcode		\$1.00
b.	-RFID Tag		\$1.00
[b]c.	-replacement library card		\$1.00
[c]d.	-mylar book cover		\$1.00
[d]e.	-music DC or single disc DVD case		\$2.00
[e]f.	-multidisc DVD or audiobook case		\$5.00
[f]g.	-power cord		\$20.00
4.	Damages		
a.	-defaced or torn pages per page		\$2.00
5.	Photocopying and Printing		
a.	-Black & white prints or copies (per single-sided page)		\$0.25
	-Color - photocopies only (per single-sided page)		\$0.50
6.	Equipment check out		
a.	- refundable security deposit (credit card only)		\$50.00
b.	- rental fee per checkout period (3 days)		\$3.00
7.	Postage Fee		
a.	- shipping cost per item ordered and not picked up		\$2.00

Section 5. That Parks and Recreation Fees be adjusted as follows:

<u>PARKS AND RECREATION FEES</u>			
	Multipurpose Facility		
	-hourly rate (reservation)	[\$145.00]	\$165.00
	[ICE RINK PASS		
	-FAMILY PASS		\$45.00
	-ADULT PASS		\$30.00
	-YOUTH PASS		\$20.00
	-PUBLIC SKATE		\$1.00]
	Kenai Recreation Center		
	-Weights/Cardio/Sauna - includes weight/cardio room, shower, sauna and gym.		
	(must be 16 or older unless accompanied by guardian)		
	-Adults		\$5.00
	-College Students		\$2.50
	-High School Students and younger		FREE
	-Seniors (55 and older)		\$2.50
	-Adult 10 visit punch card		\$40.00
	-Adult Monthly Pass		\$50.00
	-College Student & Senior Monthly Pass		\$25.00
	-Basketball/Pickleball - includes basketball gym and showers		
	-Adults		\$3.00
	-College Students		\$3.00
	-High School Students and younger		FREE
	-Adult & College Student Monthly Pass (All Ages)		\$25.00
	-Gym Punch Card - 12 Visits (All ages)		\$25.00
	-Racquetball & Wallyball Court Rentals - per hour and includes showers for participants.		
	-Adult Racquetball		\$10.00
	-Racquetball Punch Card (10 hours all ages)		\$80.00
	-Adult Wallyball		\$12.00
	-Wallyball Punch Card (10 hours all ages)		\$100.00
	[<u>-FACILITY PASSES - INCLUDES WEIGHTS/CARDIO/SAUNA AND BASKETBALL/PICKLEBALL</u>		
	-ADULTS - MONTHLY		\$70.00
	-ADULTS - ANNUAL		\$700.00
	-COLLEGE STUDENTS & SENIORS (55 AND OLDER) - MONTHLY		\$45.00
	-COLLEGE STUDENTS & SENIORS (55 AND OLDER) - ANNUAL		\$450.00]
	-Facility Rental - per hour		
	[-DAMAGE DEPOSIT		\$100.00]
	-Gym		\$50.00
	-1/2 Gym		\$25.00
	-Non-profit Youth Athletic Programs		FREE
	[<u>-CITY LEAGUE BASKETBALL</u>		
	-PLAYER FEE		\$55.00
	-TEAM FEE		\$650.00]
	Parks/Gazebos/Gardens		
	-Picnic Shelter		[\$15.00]
	8:00am - 3:00pm		<u>\$20.00</u>
	4:00am - 11:00pm		<u>\$20.00</u>
	-Gazebo		[\$20.00]
	8:00am - 3:00pm		<u>\$25.00</u>
	4:00am - 11:00pm		<u>\$25.00</u>
	-Community Garden Plot (each)		\$20.00

<u>PARKS AND RECREATION FEES - continued</u>			
	-Adopt-A-Bench (Includes bench, installation and maintenance. Freight charges additional at actual cost.)	[\$450.00]	<u>\$595.00</u>
Personal Use Fishery			
	-Personal Use Fishery Day Use Parking 5 am to Midnight (vehicle or up to two atvs)	[\$20.00]	<u>\$21.00</u>
	-Personal Use Fishery Overnight Parking Before noon of the first day to noon of the second day (vehicle or up to two atvs and one tent)	[\$55.00]	<u>\$57.75</u>
	-After noon of the first day to noon of the second day (vehicle or up to two atvs and one tent)	[\$45.00]	<u>\$47.25</u>
	-Personal Use Fishery Camping (one tent)	[\$25.00]	<u>\$26.25</u>
	-Personal Use Fishery Vehicle Drop Off (vehicle or up to two atvs per day)	[\$10.00]	<u>\$10.50</u>

Section 6. That City Dock Fees be adjusted as follows:

<u>CITY DOCK FEES</u>			
	Boat Launch Ramp - Includes Parking with Trailer Excluding days of the personal use dip net fishery		
	Non-Commercial Users		NO FEES
	Commercial Users		
	- First 10 minutes on ramps or floats		\$25.00
	- Each minute over 10 on ramps or floats	\$	1/minute
	- Seasonal Boat Launch Pass per Commercial Vessel		\$150.00
	Personal Use Fishery Days - All Users		
	- First 10 minutes on ramps or floats		\$36.75
	- Each minute over 10 on ramps or floats	\$	1/minute
	Parking Only		
	-Excluding days of the personal use dip net fishery		
	Non-Commercial Users		NO FEES
	Commercial Users		
	-Per day (Vehicle with trailer must pay launch fee)		\$15.00
	- Personal Use Fishery Days - All Users		
	-Per day (Vehicle with trailer must pay launch fee)	[\$20.00]	<u>\$21.00</u>
	Vehicle Drop Offs		
	-Personal Use Fishery Days - All Users (vehicle per day)	[\$10.00]	<u>\$10.50</u>
	Forklift and/or crane with operator, mobilization & travel time to be charged (2 hour minimum) - per hour		\$100.00

Section 7. That Water Fees be adjusted as follows:

APX - Public Utility Regulations and Rates			
	Water & Sewer service deposit - refundable after two years of timely payments		\$100.00
1. Schedule A -	General Domestic Service Rates (non-metered)		
	-one or two family residence, per family unit	[\$37.09]	<u>\$38.90</u>
	-single or double unit apartment, per family unit	[\$37.09]	<u>\$38.90</u>
	-apartment, 3 or more units on a single parcel, per family unit		
	-single bill assumed by owner	[\$27.93]	<u>\$29.29</u>
	-separate bill	[\$37.09]	<u>\$38.90</u>
	-trailers, one or two on single lot, each	[\$37.09]	<u>\$38.90</u>
	-trailer, 3 or more on single lot		
	-single billing	[\$27.93]	<u>\$29.29</u>
	-separate billing	[\$37.09]	<u>\$38.90</u>
	-boarding houses, per available room	[\$9.87]	<u>\$10.35</u>
	-demand		
	-1.00 inch service	[\$37.61]	<u>\$39.45</u>
	-1.25 inch service	[\$57.29]	<u>\$60.09</u>
	-1.50 inch service	[\$94.88]	<u>\$99.51</u>
	-2.00 inch service	[\$143.21]	<u>\$150.20</u>
	-3.00 inch service	[\$214.84]	<u>\$225.32</u>
	-larger than 3.00 inch service	[\$322.23]	<u>\$337.95</u>
	-use charge		
	-bakery	[\$109.19]	<u>\$114.52</u>
	-bath house, tub or shower, each	[\$25.10]	<u>\$26.32</u>
	- bottling works, per bottling machine	[\$862.86]	<u>\$904.97</u>
	-bowling alleys, amusement parks, doctor	[\$103.81]	<u>\$108.88</u>
	-car lot, with car wash facilities	[\$51.93]	<u>\$54.46</u>
	-car wash, automatic, per facility	[\$465.42]	<u>\$488.13</u>
	-car wash, self-service, per stall	[\$69.80]	<u>\$73.21</u>
	-churches, lodges, clubs, banquet rooms, per seat	[\$0.40]	<u>\$0.42</u>
	-cleaners and commercial laundries, per facility	[\$298.96]	<u>\$313.55</u>
	-dairies, installation of water meter required		
	-day care center/preschool, per child, maximum capacity	[\$1.49]	<u>\$1.56</u>
	-doctor and dentist offices, per room or chair	[\$22.37]	<u>\$23.46</u>
	-garage, service stations	[\$44.76]	<u>\$46.94</u>
	-recreational vehicle dump facility (May - September)	[\$51.93]	<u>\$54.46</u>
	-hangar, airplane repair	[\$44.76]	<u>\$46.94</u>
	-with washing facilities	[\$51.91]	<u>\$54.44</u>
	-hospital, per bed	[\$29.56]	<u>\$31.00</u>
	-hotel, motel, resort, per room	[\$23.26]	<u>\$24.40</u>
	-laundry, self service, per machine	[\$42.11]	<u>\$44.16</u>
	-markets, meat	[\$57.29]	<u>\$60.09</u>
	-office building single bill assumed by owner, per business	[\$50.10]	<u>\$52.54</u>
	-office building, tenants are billed, per business	[\$57.29]	<u>\$60.09</u>

WATER FEES - Continued			
2. Schedule B - Commercial service (non-metered)			
-restaurants, cafes, taverns, bars, per seat		[\$3.22]	<u>\$3.38</u>
-public office building, per restroom		[\$12.90]	<u>\$13.53</u>
-recreation facility, per restroom, sauna, shower		[\$25.10]	<u>\$26.32</u>
-rv/camper park, per space		[\$25.10]	<u>\$26.32</u>
-schools, per seating capacity		[\$1.49]	<u>\$1.56</u>
-shopping center		[\$25.99]	<u>\$27.26</u>
-shops, beauty, per station or chair		[\$25.99]	<u>\$27.26</u>
-shops, misc. (includes barber), per shop		[\$25.99]	<u>\$27.26</u>
-sleeping room, per room		[\$9.87]	<u>\$10.35</u>
-studio, photo or photo lab		[\$122.64]	<u>\$128.62</u>
-supermarket		[\$294.50]	<u>\$308.87</u>
-theater, indoor, per seat		[\$0.17]	<u>\$0.18</u>
-theater, outdoor, per seat		[\$0.17]	<u>\$0.18</u>
-taverns, lounges, bars (without kitchens), per seat		[\$3.07]	<u>\$3.22</u>
-xray or lab office		[\$73.41]	<u>\$76.99</u>
3. Schedule C - Industrial Service (non-metered)			
-concrete mixing plant		[\$472.58]	<u>\$495.64</u>
-concrete products		[\$236.32]	<u>\$247.85</u>
-confectioner		[\$157.51]	<u>\$165.20</u>
-greenhouse, commercial		[\$157.51]	<u>\$165.20</u>
-ice cream plant		[\$236.32]	<u>\$247.85</u>
-cold storage plant or locker		[\$111.00]	<u>\$116.42</u>
-hydrant use (per day)		[\$96.10]	<u>\$100.79</u>
4. Schedule D - Fire Protection			
5. Schedule E - Metered Service			
-general usage, per thousand gallons		[\$3.58]	<u>\$3.75</u>
-hydrant use, per thousand gallons		[\$5.39]	<u>\$5.65</u>
-minimum monthly charge, general usage		[\$53.73]	<u>\$56.35</u>
6. Schedule F - Water Connection Permit Fee			
Hydrant Permit deposit			<u>\$200.00</u>
Unauthorized shut-off or turn-on of water service			<u>\$250.00</u>
Service shut-off or turn-on - during normal business hours			<u>\$50.00</u>
Service shut-off or turn-on - outside normal business hours & holidays			<u>\$150.00</u>
New construction service turn-on and shut off for system testing			<u>\$0.00</u>
New construction service turn-on for occupancy			<u>\$0.00</u>
Service valve & key box installation by City			Actual Cost
Key box location			Actual Cost
Note: All Water Fees are subject to a 2% discount for payment by means other than credit card.			

Section 8. That Sewer Fees be adjusted as follows:

SEWER FEES			
APX - Public Utility Regulations and Rates			
1. Schedule A - General Domestic Service Rates (non-metered)			
-one or two family residence, per family unit		[\$53.48]	<u>\$55.62</u>
-single or double unit apartment, per family unit		[\$53.48]	<u>\$55.62</u>
-apartment, 3 or more units on a single parcel, per family unit			
-single bill assumed by owner		[\$40.21]	<u>\$41.82</u>
-separate bill		[\$53.48]	<u>\$55.62</u>
-trailers, one or two on single lot, each		[\$53.48]	<u>\$55.62</u>
-trailer, 3 or more on single lot			
-single billing		[\$40.21]	<u>\$41.82</u>
-separate billing		[\$53.48]	<u>\$55.62</u>
-boarding houses, per available room		[\$14.44]	<u>\$15.02</u>
2. Schedule B - Commercial service (non-metered)			
-demand			
-1.00 inch service		[\$53.98]	<u>\$56.14</u>
-1.25 inch service		[\$80.05]	<u>\$83.25</u>
-1.50 inch service		[\$135.91]	<u>\$141.35</u>
-2.00 inch service		[\$202.92]	<u>\$211.04</u>
-3.00 inch service		[\$307.20]	<u>\$319.49</u>
-larger than 3.00 inch service		[\$461.72]	<u>\$480.19</u>
-use charge			
-bakery		[\$156.37]	<u>\$162.62</u>
-bath house, tub or shower, each		[\$35.36]	<u>\$36.77</u>
- bottling works, per bottling machine		[\$1,239.91]	<u>\$1,289.51</u>
-bowling alleys, amusement parks, doctor		[\$149.88]	<u>\$155.88</u>
-car lot, with car wash facilities		[\$74.47]	<u>\$77.45</u>
-car wash, automatic, per facility		[\$666.50]	<u>\$693.16</u>
-car wash, self-service, per stall		[\$99.59]	<u>\$103.57</u>
-churches, lodges, clubs, banquet rooms, per seat		[\$0.56]	<u>\$0.58</u>
-cleaners and commercial laundries, per facility		[\$428.20]	<u>\$445.33</u>
-dairies, installation of water meter required			
-day care center/preschool, per child, maximum capacity		[\$2.15]	<u>\$2.24</u>
-doctor and dentist offices, per room or chair		[\$32.13]	<u>\$33.42</u>
-garage, service stations		[\$65.17]	<u>\$67.78</u>
-recreational vehicle dump facility May - September)		[\$74.47]	<u>\$77.45</u>
-hangar, airplane repair		[\$64.69]	<u>\$67.28</u>
-with washing facilities		[\$74.47]	<u>\$77.45</u>
-hospital, per bed		[\$42.83]	<u>\$44.54</u>
-hotel, motel, resort, per room		[\$33.04]	<u>\$34.36</u>
-laundry, self service, per machine		[\$60.06]	<u>\$62.46</u>
-markets, meat		[\$81.92]	<u>\$85.20</u>
-office building single bill assumed by owner, per business		[\$70.76]	<u>\$73.59</u>
-office building, tenants are billed, per business		[\$81.92]	<u>\$85.20</u>
-restaurants, cafes, taverns, bars, per seat		[\$4.75]	<u>\$4.94</u>
-public office building, per restroom		[\$18.62]	<u>\$19.36</u>
-recreation facility, per restroom, sauna, shower		[\$35.84]	<u>\$37.27</u>
-rv/camper park, per space		[\$35.84]	<u>\$37.27</u>
-schools, per seating capacity		[\$2.15]	<u>\$2.24</u>
-shopping center		[\$37.23]	<u>\$38.72</u>
-shops, beauty, per station or chair		[\$37.23]	<u>\$38.72</u>
-shops, misc. (includes barber), per shop		[\$37.23]	<u>\$38.72</u>
-sleeping room, per room		[\$14.44]	<u>\$15.02</u>
-studio, photo or photo lab		[\$176.87]	<u>\$183.94</u>
-supermarket		[\$422.61]	<u>\$439.51</u>
-theater, indoor, per seat		[\$0.26]	<u>\$0.27</u>
-theater, outdoor, per seat		[\$0.26]	<u>\$0.27</u>
-taverns, lounges, bars (without kitchens), per seat		[\$4.46]	<u>\$4.64</u>
-xray or lab office		[\$105.19]	<u>\$109.40</u>

<u>SEWER FEES - Continued</u>			
3. Schedule C - Industrial Service (non-metered)			
-concrete mixing plant		[\$679.55]	\$706.73
-concrete products		[\$338.85]	\$352.40
-confectioner		[\$225.26]	\$234.27
-greenhouse, commercial		[\$225.26]	\$234.27
-ice cream plant		[\$338.85]	\$352.40
-cold storage plant or locker		[\$158.25]	\$164.58
4. Schedule D - Fire Protection			
			None
5. Schedule E - Metered Service			
-general usage, per thousand gallons		[\$5.30]	\$5.51
-hydrant use, per thousand gallons			
-minimum monthly charge, general usage		[\$79.54]	\$82.72
6. Schedule F - Permit fee			
		[\$214.07]	\$222.63
Note: All Sewer Fees are subject to a 2% discount for payment by means other than credit card.			

Section 9. That Senior Center Fees be adjusted as follows:

<u>SENIOR CENTER</u>			
<u>SENIOR CENTER MEALS</u>			
12 years and younger			\$7.00
Adult non-senior (13 years and older but less than 60 years)			\$14.35
60 years and older - Suggested Donation			\$7.00
<u>SENIOR CENTER TRANSPORTATION</u>			
Transportation within Kenai City Limits - Suggested Donation			\$5.00
Transportation outside Kenai City Limits - Suggested Donation			\$10.00
<u>SENIOR CENTER RENTAL</u>			
Main Dining Room and Kitchen Rental			
One Day Rental			\$800.00
Friday (1/2 day) and Saturday			\$1,200.00
Saturday and Sunday			\$1,500.00
Friday (1/2 day), Saturday and Sunday			\$2,100.00
Dishes (per place setting)			\$1.50
[TULLE & FLOWER CEILING SWAY (SETUP AND TEARDOWN INCLUDED)			\$250.00]
Security Deposit			\$1,000.00

Section 10. That Vintage Pointe Rental Fees be adjusted as follows:

VINTAGE POINTE RENTS			
FOR UNITS WITH RENTAL AGREEMENTS GRANDFATHERED PER THE CITY'S POLICY BEFORE JUNE 30, 202[0]1:			
1-A apartment=586 sq. ft. Ocean Side (8)			\$982.46
1-A apartment=586 sq. ft. Street Side (5)			\$935.98
1-B apartment=637 sq. ft. Street Side (4)			\$954.77
1-B apartment=637 sq. ft. Ocean Side (6)			\$1,002.24
1-C apartment=682 sq. ft. Ocean Side (4)			\$1,019.06
1-C apartment=682 sq. ft. Street Side (4)			\$971.58
2-A apartment=826 sq. ft. Ocean Side (3)		[\$1,105.20]	\$1,140.20
2-A apartment=826 sq. ft. Street Side (1)			\$1,089.27
2-B apartment=876 sq. ft. Ocean Side (2)		[\$1,115.17]	\$1,150.17
2-B apartment=876 sq. ft. Street Side (2)		[\$1,057.39]	\$1,092.39
2-C apartment=789 sq. ft. Ocean Side (1)			\$1,130.81
Monthly Automatic ACH Payment Fee			\$0.00
Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.			
FOR UNITS WITH MARKET RATE RENTAL AGREEMENTS:			
1-A apartment=586 sq. ft. Ocean Side (8)		[\$947.46]	\$993.70
1-A apartment=586 sq. ft. Street Side (5)		[\$900.98]	\$944.95
1-B apartment=637 sq. ft. Street Side (4)		[\$919.77]	\$964.65
1-B apartment=637 sq. ft. Ocean Side (6)		[\$967.24]	\$1,014.44
1-C apartment=682 sq. ft. Ocean Side (4)		[\$984.06]	\$1,032.08
1-C apartment=682 sq. ft. Street Side (4)		[\$936.58]	\$982.29
2-A apartment=826 sq. ft. Ocean Side (3)		[\$1,105.20]	\$1,162.77
2-A apartment=826 sq. ft. Street Side (1)		[\$1,057.39]	\$1,105.72
2-B apartment=876 sq. ft. Ocean Side (2)		[\$1,115.17]	\$1,179.37
2-B apartment=876 sq. ft. Street Side (2)		[\$1,057.39]	\$1,122.32
2-C apartment=789 sq. ft. Ocean Side (1)		[\$1,095.81]	\$1,149.29
Monthly Automatic ACH Payment Fee			\$0.00
Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.			
FEES			
Facility entrance access device - replacement (each)			\$10.00
Facility entrance access device - resident requested additional			\$10.00
Apartment Internal Move Fee			\$500.00

Section 11. That this Resolution takes effect July 1, 2022.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1st DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Eland Conway, Airport Manager

DATE: May 25, 2022

SUBJECT: Resolution 2022-39 Fee Schedule Changes

The Airport has reviewed the Airport Rates & Fees Schedule for fiscal year 2023 and respectfully requests the Kenai City Council's consideration of the Resolution amending the fee schedule.

The Airport is proposing the following changes:

In accordance with the Kenai Municipal Airport – Airline Operating Agreement, the following fees will increase by five-percent (5%):

Landing Fees

Signatory per one-thousand pounds	from \$1.79	to \$1.88
Non-signatory per one-thousand pounds	from \$2.33	to \$2.44

Terminal Building Rent – Exclusive Use Space

*Signatory – per square foot per year	from \$34.54	to \$37.32
*Signatory – arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	from \$34.54	to \$37.32

Terminal Building Rent – Joint Use Space

*Signatory – baggage make-up area (per square foot per year)	from \$21.54	to \$22.62
*Signatory – baggage breakdown area (per square foot per year)	from \$21.54	to \$22.62

*Non-signatory terminal rates are an additional 30%

The Airport has reviewed the rates and fees of local airports and the Alaska International Airport System and proposes modest increases to the following rates:

Fuel Flowage Fees per gallon

Signatory	from \$0.02	to \$0.035
Non-signatory		to \$0.07

Homer Airport has a published fuel flowage rate of \$0.05, Anchorage and Fairbanks International Airports have a published fuel flowage rate of \$0.027 for signatory tenants, and \$0.067 for non-signatory customers.

The Airport is proposing differential fuel flowage rates to align with the practice of differential rates established in the Airline Operating Agreement, to provide additional development incentive, and assure that the costs to operate the airport are not overwhelmingly borne by signatory tenants who have made substantial investments at the airport.

Tie-down Fees

The Airport is proposing an increase from \$40 to \$45 for general aviation tie-downs and \$60 to \$70 for general aviation tie-downs with electric.

Soldotna Airport tie-downs are published at \$45 per month, Homer Airport tie-downs are published at \$41 and \$48 per month. The International Airport's are published at \$55 per month at Anchorage and \$30 per month at Fairbanks—both airports charge an additional \$20 per month for tie-downs with electrical outlets.

Vehicle Parking Rates and Fees

The Airport is proposing an increase from \$7 per 24-hour period to \$8 per 24-hour period, an increase for annual parking permits from \$700 to \$800, and an increase for annual parking permits with electrical outlets from \$1,000 to \$1,140.

Soldotna and Homer Airports charge \$4 and \$5 per day respectively, and \$560 and \$500 respectively for annual parking permits. The international airports charge \$13-16 for daily parking, \$96 for weekly parking, and \$100 per month for Park-Ride-Fly.

The Airport is also proposing a \$50 late payment fee for parking fines not paid within 30 days. There is currently no additional cost for late or non-payment of parking fees.

Land Lease Rates

Subject to Kenai Municipal Code 21.10.090 – Principles and policy of lease rates., all land leases are adjusted by the annual Consumer Price Index (CPI) for Anchorage, Alaska. The annual CPI increased by 4.9% in 2021 for Anchorage, Alaska.





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross – Police Chief

DATE: May 19, 2022

SUBJECT: Resolution 2022-39 Fee Schedule Changes

The Animal Control Fee schedule was reviewed this year and a few changes are proposed in the new fee schedule. One new fee is proposed and that is for a livestock permit. The fee proposed is \$26.00, which is the same as the dog kennel facility license. The same basic process is used for both applications and this would establish the same fee for both.

The other fees that have been recommended for adjustment are:

- Microchip Insertion from \$10.20 to \$15.30
- Animal Fee Waiver – Cat from \$15.30 to \$20.40
- Animal Fee Waiver – Litter (3 or more) – Kittens from \$25.50 to \$35.70
- Rabies Vaccination Clinic from \$5.10 to \$10.20

A number of factors were considered for those adjustments including; rising costs of things like vaccinations and other supplies, comparison market prices, and work load comparison to other items in the animal control section of the fee schedule.

The other fee schedule change that has been put forward for the consideration of Council is a change to charging non-residents of the City a greater fee for waiving their animals over to the shelter than residents are charged. The proposal would double the fee for non-residents for all animals. It is anticipated that residents of a municipality that is under contract with the City of Kenai for animal shelter services would be charged the same as City residents. While the City of Kenai has in the past accepted animals from outside the City with no higher cost than City residents, it is common in other cities to not accept any animals from outside the jurisdiction at all.

I am respectfully requesting consideration of the Resolution amending the fee schedule for animal control fees.



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Tony Prior, Fire Chief
DATE: February 25, 2022
SUBJECT: Resolution 2022-39 Fee Schedule Changes

I have reached out to Systems Design West (SDW), the company that does ambulance billing for the City of Kenai to inquire about fee changes for our ambulance services. SDW provides ambulance billing services to 30 agencies in Alaska and many more in Washington, Oregon, Colorado and Idaho. In researching our billing, comparative to all other ambulance services in Alaska, we are currently below the average in all areas of services, i.e., Basic Life Support-Non-Emergent (BLS-NE), Basic Life Support-Emergent (BLS-E), Advanced Life Support 1 (ALS1-E), and Advanced Life Support 2 (ALS2). Of the average cost for services SDW bills for in other states, Alaska as a whole is well below other states.

Upon recommendation from SDW, I am proposing that they City of Kenai raise our fee in all 4 areas listed above by \$100 in each category. This will bring our BLS-NE from \$450 to \$550, our BLS-E from \$575 to \$675, our ALS1-E from \$700 to \$800, and our ALS2 from \$875 to \$975. In looking at the statewide comparison, after this recommended increase, we will still be below the overall Alaska averages as follows: \$127.60 below in BLS-NE, \$82.40 below in BLS-E, \$110.10 below in ALS1-E, and \$78.00 below in ALS2. I am not recommending an increase in per/mile cost as we are already at the average cost per mile with the rest of the services in comparison.

All of our medical supplies have been challenging to order this year and we have seen increases in costs for these supplies due to unreliable shipping, lack of medications/medical supplies availability and supply chain disruptions. We continue to look for efficiencies in how we track, order, stock and use medical supplies, but at current costs for items, coupled with increasing personnel costs, I believe the recommended billing increases are warranted.

Thank you for your consideration.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Katja Wolfe, Library Director

DATE: May 24, 2022

SUBJECT: **Resolution 2022-39 Fee Schedule Changes**

This memo is in reference to the Library Fees portion of the City of Kenai Schedule of Rates, Charges and Fees for FY2023. The following changes are proposed:

- Under *Section 1. Default fees for lost, stolen or damaged materials*, default fees for lost or destroyed items have been updated to more accurately reflect actual replacement costs. (The default fees in this schedule are used only when no retail value is available.)
- Under *Section 2, Proctoring*, we recommend an increase in the proctoring fee from \$20 to \$25 to account for staff time needed to proctor a test.
- Under *Section 3. Replacement Costs*, a fee of \$1 has been added to replace RFID tags that are damaged or removed by patrons. RFID tags are a new item as a result of the library's implementation of RFID technology.

Thank you for your consideration.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Brad Walker, Parks and Recreation Director

DATE: May 18, 2022

SUBJECT: Resolution No. 2022-39 Fee Schedule Changes

This memo is requesting Council's approval. The purpose of the proposed changes is to remove fees no longer relevant to fee collection of Parks and Recreation and to increase fees in accordance with present day costs.

The Ice Rink passes and the Kenai Recreation Center passes are not utilized and should be removed from our fee structure. I am also recommending the removal of deposits needed to rent shelters, gazebos and the Kenai Recreation Center gymnasium.

I am requesting a fee increase to the ice rink (Multipurpose Facility) hourly rate. The increase to this fee is adjusted for increase in utilities and maintenance. I am also requesting an increase to the shelter/gazebo rental fees. This increase better reflects present day pricing as well as structuring rental agreements for shelter/gazebos in two separate blocks of time, which is in line with industry standards.

Your consideration is appreciated.

Ice Rink (Multipurpose Facility) Fees proposed to remove

Family pass \$45.00
 Adult pass \$30.00
 Youth pass \$20.00
 Public Skate \$1.00

Kenai Recreation Center Facility Pass Fees proposed to remove:

Adult monthly pass \$70.00
 Adult annual pass \$700.00
 College Students & seniors (55 and older) monthly pass \$45.00
 College Students & seniors (55 and older) annual pass \$450.00
 City League Basketball Player Fee \$55.00
 City League Basketball Team Fee \$650.00

Parks and Recreation Damage Deposits Fees proposed to remove:

Gym Facility Rental Damage Deposit \$100.00

Picnic Shelter Deposit \$50.00

Gazebo Deposit \$200.00

Ice Rink (Multipurpose Facility) Fee proposed to increase:

Ice Rink hourly rate increase from \$145.00 an hour to \$165.00

Parks and Recreation Shelter/Gazebo Fee proposed to increase:

Picnic shelter fee increase from \$15 a day to \$20 from 8am to 3pm and \$20 from 4pm to 11pm

Gazebo fee increase from \$20 a day to \$25 from 8am to 3pm and \$25 from 4pm to 11pm





MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Director of Public Works

DATE: May 24, 2022

SUBJECT: **Resolution 2022-39 Fee Schedule Changes**

The purpose of this memo is request Council's approval of modest cost increases within the City Dock, Water and Sewer sections of the Fee Schedule. The increases proposed by the Finance Department account for minor inflation adjustments. The Public Works Department is in support of the requested increases and Council's support is also respectfully requested.

As Council is aware HDL Engineering will be starting work on a Rate Study for the Water Sewer Wastewater Utility which will result in recommendations being brought back to Council at a later date for consideration. These recommendations will likely affect water & sewer usage rate and connection fees, building permit fees, and other service related fees associated with the utility.

The Public Works Department will have more specific comments and requests for consideration when the Rate Study is presented to Council toward the end of the calendar year. Until then Council's support of this Resolution is appreciated.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: May 24, 2022

SUBJECT: Resolution 2022-39 Fee Schedule Changes

This MEMO is in support of Resolution No. 2022-39, adjusting rental rates for Vintage Pointe Manor, setting a suggested transportation donation for rides, and removing the Tulle and Flower Decoration Spray from the Senior Center Rentals options.

Vintage Pointe Manor was built with the intention of being an independent senior housing facility with rents to be based on market rates. The City instituted a plan to increase rents to market rates by increasing rents annually by a maximum of \$35.00 until the market rate was reached and then annually by the change in the Anchorage Consumer Price Index. Any future rental agreements will be at the market rate. This plan has worked well after the previous market studies.

The Council on Aging met in April and recommended adding a suggested donation amount for rides to the Fee Schedule. The suggested amounts would be \$5 for transportation within the Kenai City limits and \$10 for transportation outside of the Kenai City limits.

The Senior Center is recommending removing the option of a Tulle and Flower Decoration Spray from the Senior Center Rental options. This is a time-consuming process to set and remove and requires quite a bit of employee time. The materials used for this would also need to be replaced quite often at the expense of the Senior Center.

Thank you for your consideration.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2022-40

A RESOLUTION APPROVING THE DIVESTMENT OF THE CITY'S INTEREST IN THE DEEDED THIRTY-FOOT PUBLIC USE EASEMENT LYING ALONG THE NORTH BOUNDARY OF LOT 35, SECTION 6, TOWNSHIP FIVE NORTH, RANGE ELEVEN WEST, SEWARD MERIDIAN, ALASKA, AND DETERMINING THE EASEMENT IS NOT NEEDED FOR A PUBLIC PURPOSE.

WHEREAS, on January 26, 2022, by Resolution No. PZ2022-02 the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve of the preliminary plat of Kenaitze Government Lots Replat; and,

WHEREAS, on February 28, 2022, the Kenai Peninsula Borough Planning Commission granted conditional approval of the subject preliminary plat for the Kenaitze Government Lots Replat; and,

WHEREAS, on March 3, 2022, the surveyor for the Kenaitze Government Lots Replat requested a release of the 30' strip of land as stated on Deed recorded in book 47, page 150, Kenai Serial Number 67-1954; and,

WHEREAS, at their regular meeting on May 25, 2022, the Planning and Zoning Commission reviewed this draft Resolution and recommended approval by the City Council; and,

WHEREAS, there is no needed public use for the thirty-foot (30') public use easement; and,

WHEREAS, Kenai Municipal Code 22.05.110 - Determination as to need for public use, states City Council may vacate rights-of-way or easements by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. The 30' public use easement lying along the North boundary of Lot 35, Section 6, Township Five North, Range Eleven West, Seward Meridian, Alaska is not needed for a public purpose and the Council of the City of Kenai consents to the divestment of the City's interest in the deeded thirty-foot (30') public use easements.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Resolution No. 2022-40

Page 2 of 2

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: May 24, 2022

SUBJECT: **Resolution 2022-40 – Approve recording a resolution document divesting the City’s interest in the Deeded thirty foot (30’) strip public use easement lying along the North boundary of Lot 35, Section 6, Township Five North, Range Eleven West, Seward Meridian**

On January 26, 2022, by Resolution No. PZ2022-02 the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve of the preliminary plat of Kenaitze Government Lots Replat. On February 28, 2022, the Kenai Peninsula Borough Planning Commission granted conditional approval of the subject preliminary plat for the Kenaitze Government Lots Replat. Upon further review, it was determined that, while KPBC Planning Commission Resolution 2013-08 approved the vacation of the 30’ easement, that the 30’ public use easement was still deeded to the City of Kenai.

On March 3, 2022, the surveyor for the Kenaitze Government Lots Replat requested a release of the 30’ strip of land as stated on Deed recorded in book 47, page 150, Kenai Serial Number 67-1954. There is no needed public use for the thirty-foot (30’) public use easement.

In accordance with Alaska Statutes 29.40.140, no vacation of a City right-of-way and/or easement may be made without consent of the City Council. Kenai Municipal Code 22.05.110, Determination as to the need for public use the Kenai City Council may vacate rights-of-way or easements by resolution. At their regular meeting on May 25, 2022, the Planning and Zoning Commission reviewed the draft resolution and recommended approval by the City Council. Council approval of Resolution No. 2022-40 would approve the divestment of the City’s interest in the of the subject 30’ public use easement.

Thank you for your consideration.

Attachments

City of Kenai Planning and Zoning Commission Resolution PZ2022-02

Preliminary Plat of Kenaitze Government Lots Replat

Aerial Map

KPB Notice of Decision February 28, 2022

KPB Planning Commission Resolution 2013-08

Letter from surveyor on March 3, 2022

Deed recorded in book 47, page 150. Kenai Serial Number 67-1954





**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 2022-02**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI **RECOMMENDING** THAT KENAITZE GOVERNMENT LOTS REPLAT ATTACHED HERETO BE APPROVED

WHEREAS, the City of Kenai received the plat from Edge Survey and Design and,

WHEREAS, the plat meets Municipal Code requirements of the General Commercial (GC); and,

WHEREAS, street names are referenced correctly; and,

WHEREAS, access is provided via S Spruce Street, which is a paved, City maintained road; and

WHEREAS, City water and sewer lines are located along S Spruce Street; and,

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to Kenai Municipal Code 14.10.070 Subdivision design standards, the plat conforms to the minimum street widths, easements are sufficiently provided for utilities, the proposed lot would be arranged to provide satisfactory and desirable building sites, and the preliminary plat meets standards for water and wastewater.
2. Pursuant to Kenai Municipal Code 14.24.010 Minimum lot area requirements, the proposed lots meets City standards for minimum lot sizes.
3. Pursuant to Kenai Municipal Code 14.24.020 General Requirements, the proposed lots meet City standards for minimum lot width, maximum lot coverage, maximum height, and setbacks.

NOW, THEREFORE, BE IT RECOMMENDED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

Section 1. That the preliminary plat of Kenaitze Government Lots Replat be approved subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations.

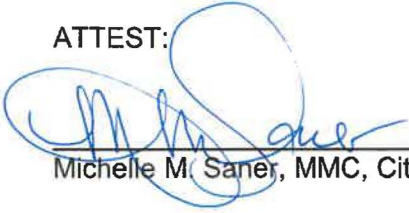
PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, this 26th day of January, 2022.

Resolution No. PZ2022-02
Page 2 of 2



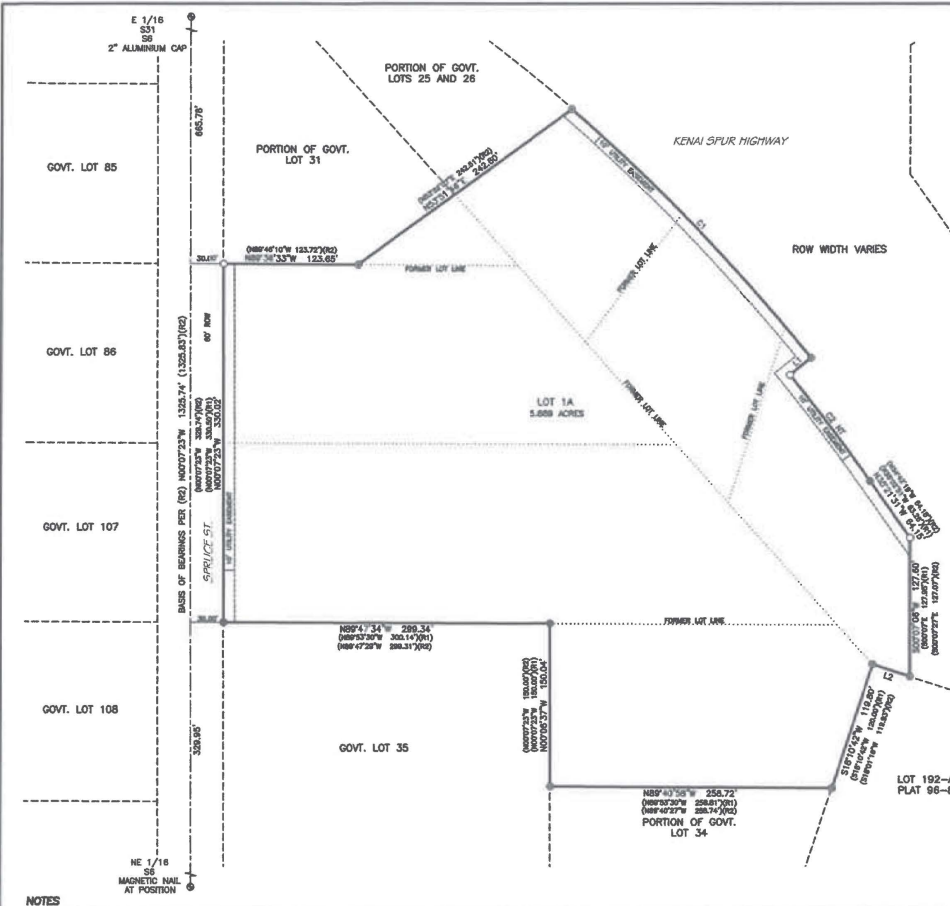
JEFF TWATT, CHAIRPERSON

ATTEST:



Michelle M. Saner, MMC, City Clerk





- NOTES**
- FURTHER DEVELOPMENT OF THE PROPERTY SHALL CONFORM TO ALL FEDERAL, STATE OF ALASKA AND LOCAL REGULATIONS.
 - DEVELOPMENT OF THIS PARCEL SUBJECT TO THE CITY OF KENAI ZONING REGULATIONS.
 - THE FRONT 10 FEET ADJACENT TO RIGHT OF WAY IS AN UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH COULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
 - GENERAL ELECTRIC AND TELEPHONE TRANSMISSION AND DISTRIBUTION LINES EASEMENT, LOCATION NOT DEFINED, GRANTED TO KENAI POWER CORPORATION, HAVING THE FOLLOWING RECORDING INFORMATION. RECORDED DECEMBER 31, 1943, VOLUME: 11, PAGE: 287. KRD. EFFECTING FORMER LOTS 27, 28, 29 AND 31.
 - GENERAL NATURAL GAS LINE EASEMENT, LOCATION NOT DEFINED, GRANTED TO KENAI UTILITY SERVICE CORPORATION, HAVING THE FOLLOWING RECORDING INFORMATION. RECORDED JULY 23, 1988, VOLUME: 32, PAGE: 79. KRD. EFFECTING FORMER LOT 31.
 - TERMS AND CONDITIONS CONTAINED IN THAT CERTAIN INSTRUMENT BY THE CITY OF KENAI TO KENAI ELECTRIC, INC., AND RECORDED: APRIL 1, 1977 VOLUME/PAGE: 106/456 AFFECTS FORMER LOT 31.
 - EASEMENT AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED HEREIN, AND INCIDENTAL PURPOSES THERETO: FOR: INGRESS AND EGRESS TO LOT 34 RECORDED: JANUARY 16, 2013. SERIAL NO.: 2013-000445-0.
 - EASEMENT AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED HEREIN, AND INCIDENTAL PURPOSES THERETO: FOR: TELEPHONE/TELECOMMUNICATION LINES AND RELATED PURPOSES IN FAVOR OF: ACS OF THE NORTHLAND, LLC RECORDED: APRIL 9, 2013, SERIAL NO.: 2013-003311-0.
 - RESERVATION OF EASEMENT FOR HIGHWAY PURPOSES, AND ANY ASSIGNMENTS OR USES THEREOF FOR RECREATIONAL, UTILITY OR OTHER PURPOSES, AS DISCLOSED BY PUBLIC LAND ORDER NO. 601, DATED AUGUST 10, 1949 AND AMENDED BY PUBLIC LAND ORDER NO. 757, DATED OCTOBER 10, 1958; PUBLIC LAND ORDER NO. 1813, DATED APRIL 7, 1958; AND DEPARTMENT OF THE INTERIOR ORDER NO. 2065, DATED OCTOBER 16, 1951, AMENDMENT NO. 1 THERETO, DATED JULY 17, 1952 AND AMENDMENT NO. 2 THERETO, DATED SEPTEMBER 15, 1956, FILED IN THE FEDERAL REGISTER.
 - EFFECTS OF KENAI PENINSULA BOROUGH PLANNING COMMISSION RESOLUTION 2013-08, INCLUDING THE TERMS AND CONDITIONS THEREIN. RECORDED: APRIL 28, 2013 SERIAL NO.: 2013-004082-0.
 - WASTEWATER DISPOSAL: CITY WATER AND SEWER ARE AVAILABLE TO SERVE THIS PARCEL. PLANS FOR WASTEWATER TREATMENT AND DISPOSAL, THAT MEET REGULATORY REQUIREMENTS ARE ON FILE AT THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

LEGEND

●	MONUMENT FOUND AS REFERENCED	—	PARCEL BOUNDARY
○	PROPERTY CORNER FOUND	-----	FORMER LOT LINE
○	PROPERTY CORNER FOUND 5/8" REBAR	-----	ADJACENT PROPERTY LINE
○	PROPERTY CORNER FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP	-----	EASEMENT
○	PROPERTY CORNER FOUND STAMPED HNU 288-5	-----	CENTERLINE
○	PROPERTY CORNER FOUND 5/8" REBAR WITH 1-1/2" ALUMINUM CAP	(R#)	RECORD DATA, SEE REFERENCE
○	PROPERTY CORNER FOUND STAMPED LS-5152	KRD	KENAI RECORDING DISTRICT
○	PROPERTY CORNER FOUND 5/8" REBAR WITH ORANGE PLASTIC CAP	NT	NON-TANGENTIAL
○	PROPERTY CORNER FOUND STAMPED LS-6101		

REFERENCES

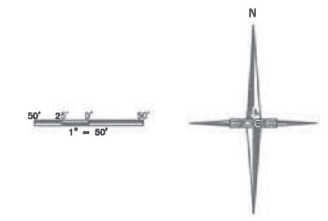
(R1) SELWAY - WILHELM DEED OF RECORD BOUNDARY SURVEY, PLAT 82-84BS, KENAI RECORDING DISTRICT
 (R2) RECORD OF SURVEY, PLAT 2021-34, KENAI RECORDING DISTRICT

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
CT	18.92	319.05	170.63°	N43°53'11" E	317.84
CT(R1)	18.92	117.55	170.63°	N43°59'27" E	317.84
CT(R2)	18.92	318.00	170.63°	N43°54'01" E	317.82
CT	17.44	174.41	173.42°	S46°50'51" E	172.09
CT(R1)	17.44	171.82	173.42°	S37°00'11" E	171.82
CT(R2)	17.44	174.39	173.42°	S46°50'22" E	172.35

LINE TABLE

LINE	BEARING	DISTANCE
L1	N51°12'11" E	24.82
L1(R1)	N51°12'11" E	24.82
L1(R2)	N51°13'30" E	2.87
L2	S72°22'47" W	55.16
L2(R1)	N71°47'00" W	55.16
L2(R2)	N71°57'50" W	35.42



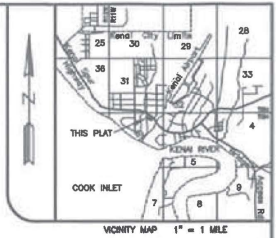
PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF FEBRUARY 28, 2022.
 KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL

CERTIFICATE OF SURVEYOR

I, MARK AMONETTI 13022-0, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT THE MONUMENTS SHOWN ON THIS SURVEY ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT KENAITZE INDIAN TRIBE IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HERE AND THAT ON BEHALF OF KENAITZE INDIAN TRIBE I HEREBY ADOPT THIS PLAN SUBMISSION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

CHELSEA HENDRICKS, INTERIM EXECUTIVE DIRECTOR
 PO BOX 988
 KENAI, ALASKA 99611
 KENAITZE INDIAN TRIBE IRA
 KENAITZE INDIAN TRIBE

NOTARY ACKNOWLEDGEMENT

FOR: CHELSEA HENDRICKS
 ACKNOWLEDGED BEFORE ME
 THIS _____ DAY OF _____, 2022

NOTARY PUBLIC SIGNATURE

NOTARY STAMP AREA

KPB FILE No. 2022-000

KENAITZE GOVERNMENT LOTS REPLAT

A REPLAT OF GOVERNMENT LOTS 27, 28, 29, 32, 33, THE NORTH 150' OF GOVERNMENT 34 AND THAT PORTION OF LOT 31 AS DESCRIBED IN BOOK 273, PAGE 847, KENAI RECORDING DISTRICT

OWNERS:
 KENAITZE INDIAN TRIBE IRA
 KENAITZE INDIAN TRIBE
 PO BOX 988
 KENAI, ALASKA 99611

LOCATED WITHIN NE 1/4, SECTION 6,
 T.5N., R.11W., S.4M.
 STATE OF ALASKA
 KENAI PENINSULA BOROUGH
 KENAI RECORDING DISTRICT
 CITY OF KENAI

CONTAINING 5.889 ACRES

EDDA SURVEY AND DESIGN, LLC
 12501 OLD SEWARD, D ANCHORAGE, AK 99515
 Phone (907) 344-2900 Fax (907) 344-7794
 REG.# 1382

OWNER BY: JZ	DATE: 11/22/2021	PROJECT: 21-034
CHECKED BY: MS	SCALE: 1" = 50'	SHEET: 1 OF 1



Kenaitze Government Lots Replat



Data Source: Kenai Peninsula Borough. Data is for graphic representation only. Imagery may not match true parcel boundaries.



Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

Charlie Pierce
Borough Mayor

March 9, 2022

**NOTICE OF DECISION
KENAI PENINSULA BOROUGH PLAT COMMITTEE
MEETING OF FEBRUARY 28, 2022**

Re: Kenaitze Government Lots Replat Preliminary Plat
KPB File Number: 2022-009

The Plat Committee reviewed and granted conditional approval of the subject preliminary plat during their regularly scheduled meeting of February 28, 2022 based on the findings that the preliminary plat meets the requirements of the Kenai Peninsula Borough Code 20.25, 20.30, 20.40 and must comply with 20.60.

AMENDMENT MOTION

An amendment motion to grant exception to KPB 20.30.030 – proposed street layout requirements, reasonable means of ingress for surrounding acreage tracts, , passed by unanimous vote based on the following findings of fact.

Findings

1. South half of Government Lot 34 and Government Lot 35 have same ownership. Lot 35 has dedicated access along Spruce St.
3. Majority of South half of Government Lot 34 contains steep slopes and not useable for development.
6. Neither the north 150 feet of Govt. Lot 34 or the remainder of Govt. Lot 34 have legal access.
7. The certificate to plat did not indicate any easements being present that provide access to the remainder of Govt. Lot 34.
11. Diocese of Sitka and Alaska Orthodox Church in America, Inc. own the lot to the east.

A party of record may request that a decision of the Plat Committee be reviewed by the Planning Commission by filing a written request within 15 days of notification of the decision in accordance with KPB 2.40.080.

For additional information please contact the Planning Department, 907-714-2200 (1-800-478-4441 toll free within the Kenai Peninsula Borough).

CC

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L
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S
K
A

2013-004092-0

Recording Dist: 302 - Kenai
4/29/2013 3:42 PM Pages: 1 of 2



**KENAI PENINSULA BOROUGH PLANNING COMMISSION
RESOLUTION 2013-08
KENAI RECORDING DISTRICT**

Vacate a public use right of way and access easements within Government Lots 33, 34 and 35. Vacate the 30-foot strip along the northerly boundary of Government Lot 34 as described and recorded in Book 38 Page 12; and vacate the 30-foot strip lying along the north boundary of Lot 35 as described and recorded in Book 38 Page 47; and vacate the 15-foot access easement along the south boundary of Government Lot 33 as described and recorded in Book 47 Page 150 within the Kenai Recording District; all within Section 6, Township 5 North, Range 11 West, Seward Meridian, Alaska; within the City of Kenai and the Kenai Peninsula Borough; KPB File 2013-033; Location: City of Kenai

WHEREAS, John J. Williams on behalf of the Archdiocese of Anchorage, and Sid Strauss for Strauss Capital Real Estate, LLC of Kenai, Alaska, have petitioned for vacation of the 30-foot strip along the northerly boundary of Government Lot 34 as described and recorded in Book 38 Page 12; and vacate the 30-foot strip lying along the north boundary of Lot 35 as described and recorded in Book 38 Page 47; and vacate the 15-foot access easement along the south boundary of Government Lot 33 as described and recorded in Book 47 Page 150, all within the Kenai Recording District; and

WHEREAS, it has been determined by the Planning Commission on March 25, 2013 that all requirements have been met; and

WHEREAS, the easement was granted by document without the underlying transfer of ownership as in a platted dedication; and

WHEREAS, ACS has an existing cable within the easement proposed to be vacated and has requested a 10-foot utility easement centered on their existing facilities; and

WHEREAS, KPB 20.28 provides for the vacation of public rights-of-way and other public areas; and

WHEREAS, the vacation does not require replatting of any vacated area, and may be accomplished by a resolution;

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

Section 1: That the 30-foot strip along the northerly boundary of Government Lot 34 as described and recorded in Book 38 Page 12; and vacate the 30-foot strip lying along the north boundary of Lot 35 as described and recorded in Book 38 Page 47; and vacate the 15-foot access easement along the south boundary of Government Lot 33 as described and recorded in Book 47 Page 150 within the Kenai Recording District;

Section 2: That a 10-foot utility easement was granted centered on the existing ACS cable as shown on the attachment provided by ACS, and recorded as Document # 2013 - 003311-0.

Section 3. That a sketch depicting the vacated easement submitted with the application shall be recorded with this resolution becoming page 2.

Section 4. That this resolution is void if not recorded in the appropriate Recording District within 90 days of adoption.

Section 5. That this resolution becomes effective upon being properly recorded.

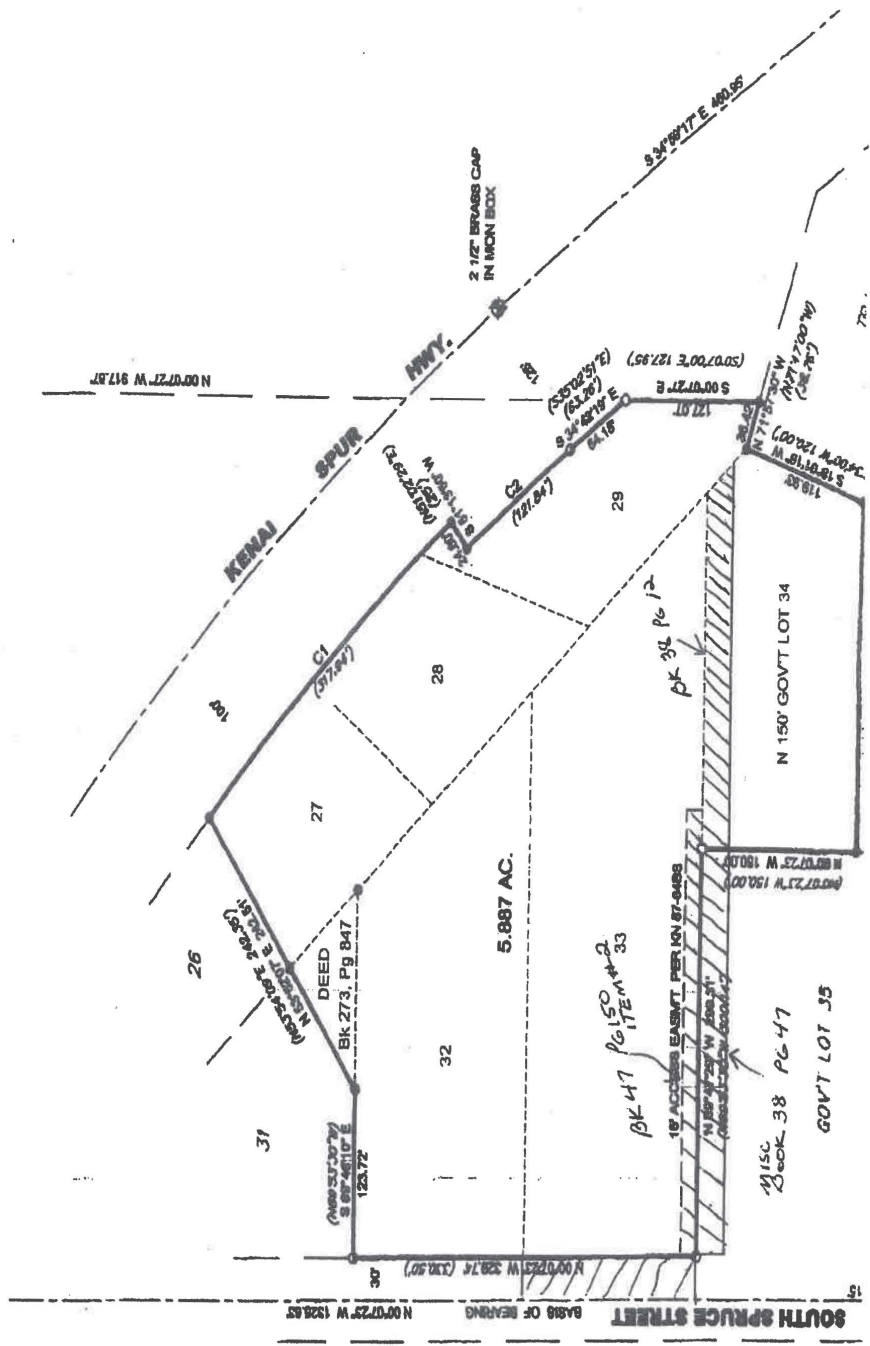
ADOPTED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH ON THIS 25
DAY OF March, 2013.

Philip Bryson, Chairperson
Planning Commission

ATTEST:

Patti Hartley
Administrative Assistant

Please return to:
Kenai Peninsula Borough Planning Department
144 N. Binkley Street
Soldotna, Alaska 99669-7520



Dear City of Kenai,

I am requesting a quick claim deed releasing the 30' strip of land as stated on quick claim deed from 1967. Deed recorded in book 47, page 150. Kenai Serial Number 67-1954.

Strip of land is located on Government Lot 33, Section 6, T5N R11W. The parcel is part of the current platting action in progress to combine several Government Lots owned by Kenaitze Indian Tribe.

Thanks,

Jason Young
Edge Survey
jason@edgesurvey.net
907-283-9047

THIS AGREEMENT, MADE THIS 2/6 DAY OF AUGUST, 1964,
by and between Lee Chambers, Moose Pass, Alaska
hereinafter called the Grantor, and the City of KENAI, a municipal corpora-
tion under the laws of the State of Alaska, hereinafter termed the City,

WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt whereof is hereby acknowledged, the Grantor does hereby grant, bargain, sell, convey and warrant to the City, its successors and assigns forever, a right of way and easement, with the right, privilege and authority to the City, its successors and assigns, for use as a public right of way, including the right to construct, operate and maintain public improvements of all kinds within said right of way described as follows: A 30 ft. strip along the Northerly boundary of the North $\frac{1}{2}$ of lot 34, located in the North East $\frac{1}{2}$ of Section 6, Township 5 North, Range 11 West of S.M. dated March 12, 1923. Said lot being located within the boundary of the City of Kenai, Alaska.

RECORDED - FILED	
<u>Kenai</u> REC. DIST.	
DATE	<u>7-17</u> 19 <u>70</u>
TIME	<u>11:40</u> A.M.
Requested by	<u>City of Kenai</u>
Address	<u>Box 570</u> <u>Kenai</u>

Together with the rights, easements, privileges and appurtenances in or to said lands which may be required for the full enjoyment of the rights herein granted.

IN WITNESS WHEREOF, _____ have _____ hereunto set
hand _____ and seal _____ the day and year first above written.

WITNESS:

Charlotte P. Kopman _____ Lee Chambers
_____ Lee Chambers

STATE OF ALASKA)
) ss:
THIRD JUDICIAL DISTRICT)

Before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, this day personally appeared _____

to me known and known to be the person _____ described in and who executed the above instrument, and _____ acknowledged to me that _____ signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

Witness my hand and notarial seal this 5 day of Oct, 1964.

Francis T. Whelan
Notary Public in and for the State of Alaska



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-41**

A RESOLUTION AUTHORIZING RENEWAL OF THE CITY'S INSURANCE COVERAGE WITH ALASKA MUNICIPAL LEAGUE JOINT INSURANCE ASSOCIATION FOR JULY 1, 2022 THROUGH JUNE 30, 2023.

WHEREAS, the City has been a member of Alaska Municipal League Joint Insurance Association (AMLJIA) since July 1, 2020 receiving competitive rates and quality insurance coverage for the City; and,

WHEREAS, the City entered into a three-year commitment with AMLJIA for insurance coverage for the period of July 1, 2020 through June 30, 2023; and,

WHEREAS, the three-year commitment allows the City to terminate the agreement should the City's net premium increase by more than 10% in any single year, exclusive of changes in scheduled values; and,

WHEREAS, the FY22 renewal quote shows a gross increase in insurance premiums of \$78,695 or 13.30%; and,

WHEREAS, after adjusting for changes in scheduled values the City's increase is net \$45,871 or 7.31% and is compliant with the three-year agreement; and,

WHEREAS, the three-year commitment with AMLJIA entitles the City to a 5% annual discount, \$35,264 for FY23, on renewal premiums; and,

WHEREAS, based upon the high-quality coverage, competitive premiums and credit totaling \$35,264 for FY23 it is in the City's best interest to retain coverage with AMLJIA for the City's insurance needs.

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

Section 1. That the City Council authorizes the City Manager to renew the City's insurance coverage for FY2023 with AMLJIA for an estimated annual premium of \$670,025.

Section 2. That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1st DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: *J. Lub*



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 24, 2022

SUBJECT: **Resolution 2022-41 Authorizing Renewal of the City's Property, Liability, Workers' Compensation, Airport and Other Ancillary Policies with the Alaska Municipal League Joint Insurance Association.**

Each year the City goes through a process of renewing its insurance coverages. The City has been a member of the Alaska Municipal League Joint Insurance Association (AMLJIA) since July 1, 2020 and has received quality insurance at competitive rates.

AMLJIA provides a 5% premium credit to members who enter into a three-year commitment for coverage with AMLJIA. The FY23 credit offered to the City is \$35,264. The three-year agreement required to receive the credit allows the City to terminate the agreement at any time should the net premium for coverage increase by more than 10% from one fiscal year to the next. Exclusion to this limit are increases in scheduled values, declared property values, vehicle counts or covered payroll. After consideration of the longevity credit and the three-year discount, the FY23 premium is \$78,695, 13.30% higher than FY22. Net of changes in scheduled values the increase is \$45,871, 7.31% and is within the limits of the City's three-year agreement.

Based upon the quality coverage, competitive rates, excellent service, and \$35,264 in credit offered to the City for renewing its coverage, I recommend renewing coverage with AMLJIA.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-42**

A RESOLUTION AUTHORIZING CONTRACTS FOR EMPLOYEE HEALTH CARE AND OTHER BENEFITS EFFECTIVE JULY 1, 2022.

WHEREAS, as part of a comprehensive employee benefit package and pursuant to KMC 23.40.120 the City provides group medical, dental, vision, life, and supplemental life insurance to its employees; and,

WHEREAS, the City's current provider for group medical, dental and vision is PREMERA Blue Cross Blue Shield of Alaska, and UNUM for both life and supplemental life insurance; and,

WHEREAS, PREMERA Blue Cross Blue Shield of Alaska has provided a renewal quote for continuing group medical and vision and dental coverage at a premium increase of 4.0%; and,

WHEREAS, the standard benefit cycle is on a calendar year basis; and,

WHEREAS, the City plans to seek ways to improve the benefit value to employees and the City by considering plan and provider changes that would be effective on January 1, 2023; and

WHEREAS, the City's contract with Unum was negotiated last year and included a two-year rate hold provision meaning there is no increase in FY2023; and,

WHEREAS, providing quality major medical, dental, vision, life, and supplemental life insurance is a component of a comprehensive compensation package which allows the City to recruit and retain quality employees to provide the services of the City for its residents.

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

Section 1. That the City Council authorizes the City Manager to execute a contract with PREMERA Blue Cross Blue Shield of Alaska to provide group medical insurance, group dental insurance and group vision insurance to the employees of the City of Kenai effective July 1, 2022 for an estimated annual premium of \$3,075,669, with an option to cancel after 6 months.

Section 2. That the City Council authorizes the City Manager to execute a contract with Unum to provide life and supplemental life insurance to the employees of the City of Kenai effective July 1, 2022 for an estimated annual premium of \$ 20,516.

Section 3. That the City Council authorizes funding of an employee only HRA at \$1,800 including \$1,650 for group medical deductible and prescription copay and \$150 for vision related expenses.

Section 4. That the City Council authorizes funding of an employee with dependent(s) HRA at \$3,600 including \$3,300 for group medical deductible and prescription copay and \$300 for vision related expenses.


Section 5. That this resolution takes effect July 1, 2022.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1st DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Christine Cunningham, Human Resources Director
Terry Eubank, Finance Director

DATE: May 24, 2022

SUBJECT: Resolution 2022-42 - Employee Health Insurance Renewal

Kenai Municipal Code 23.40.120 requires the City to provide life, major medical, dental, and vision coverage for eligible employees. Resolution 2022-42 authorizes the renewal of the City's employee health insurance plan with Premera Blue Cross Blue Shield of Alaska and life insurance with Unum Group. The Administration reviewed health and life insurance renewals, market options, plan design, and contribution strategies with our health and life insurance benefits consultant and recommend the following renewals, which represent no change to the current plan design at this time:

Medial/ Rx/ Vision

Direct renewal with Premera Blue Cross Blue Shield of Alaska with a 4% increase from FY22 plan costs resulting in an estimated plan year cost of \$2,957,083, aggregated through 12 months.

Dental

Direct renewal with Premera Blue Cross Blue Shield of Alaska with a 4% increase from FY22 plan costs resulting in an estimated plan year cost of \$118,586, aggregated through 12 months.

Life Insurance

Direct renewal with Unum Group for employer-provided basic life insurance at the same cost as FY22, \$20,516.

This renewal includes changes to the employee census and will result in an increase in Employee Health Care Fund reserves of \$107,419 from FY22. The City's share of the total cost of the health plan, including broker fees, HRA administration fees, and wellness program costs and fees, is estimated at \$3,046,664. The employee cost share will increase by 1%, from 12% to 13%, generating an estimated \$456,576 in employee health plan contributions.

There is no change to the basic life and Accidental Death & Dismemberment (AD&D) insurance coverage paid in full by the City. This coverage includes an Employee Assistance Program (EAP),

and employees are able to purchase a variety of voluntary additional life and supplemental insurance coverages under the plan, which are paid by the employee through payroll deduction.

In addition to the life, medical, dental, and vision insurance, as part of the health insurance plan, the City provides a wellness program and Health Reimbursement Arrangement (HRA), which reimburses employees for medical deductible and prescription copays. Resolution 2022-42 authorizes funding for the employee HRA in the amount of \$1,800 per employee, including \$1,650 for group medical deductible and prescription copay and \$150 for vision-related expenses for the employee-only; and \$3,600 per employee, including \$3,300 for group medical deductible and prescription copay and \$300 for vision-related expenses for employees with dependent coverage.

The Administration plans to work with the City's consultant to develop an improved plan design with potential changes in providers in an effort to find sustainable options for coverage beginning in the calendar year 2023.

Your support for the employee health insurance plan renewal is respectfully requested and will allow the Administration to move forward with FY23 benefits open enrollment for employees.





Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2022-43

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF FORESTRY TO SUPPORT SPRUCE BEETLE MITIGATION AND HAZARD FUEL REDUCTION.

WHEREAS, the city has received a State of Alaska Department of Natural Resources, Division of Forestry (AKDNR) grant in the amount of \$50,0000 per year for three years for the establishment of a slash disposal site that will support the City's goals included in the Community Wildfire Protection Plan; and,

WHEREAS, a tract of City owned land adjacent to the soccer fields has been identified as a safe location for the slash disposal site; and,

WHEREAS, the City and AKDNR have worked collaboratively to establish a plan for the slash disposal site for City residents as well as other bordering communities that will provide a means of disposal of woody biomass for Kenai area residents in a safe and effective manner; and,

WHEREAS, Ordinance 3294-2022, scheduled for introduction today with a public hearing on June 15, 2022 will appropriate funds from the AKDNR to support spruce beetle mitigation and hazard fuel reduction; and,

WHEREAS, it is the intent of the agreement that the potential for escaped debris burns will be reduced and the spread of the spruce beetle through hazard fuel reduction will be mitigated; and,

WHEREAS, the Memorandum of Agreement with AK DNR allows the reimbursement of any expenses incurred after June 1, including the period between June 2 and June 15, 2022 before money is appropriated by Ordinance 3294-2022; and,

WHEREAS, there are sufficient funds in the Parks and Recreation budget to cover the costs of operating the slash disposal site before money is appropriated for the project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. That the City Manager is authorized to execute the attached Memorandum of Agreement with the Department of Natural Resources, Division of Forestry for the establishment of slash disposal site that will support the City's goals included in the Community Wildfire Protection Plan.

Section 2. That this Resolution takes effect immediately upon passage.

Resolution No. 2022-43
Page 2 of 2

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:

_____



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

FROM: Paul Ostrander, City Manager

DATE: June 1, 2022

SUBJECT: **Resolution No. 2022-43 Authorizing the City Manager to Enter into a Memorandum of Agreement with the State of Alaska Department of Natural Resources, Division of Forestry to Support Spruce Beetle Mitigation and Hazard Fuel Reduction**

Resolution 2022-34 adopted the Borough wide Community Wildfire Protection Plan which included the establishment of a slash disposal site. A slash disposal site will provide City and neighboring residents a safe location to bring the hazardous fuels, woody biomass and beetle kill trees. The City is planning to open the slash disposal site on Thursday, June 2, with a weekly operating schedule of Thursday to Sunday from 10 a.m. to 6 p.m. We hope to operate the facility through the month of September. The City will continuously consolidate the slash throughout the year but due to the uncertainty surrounding the difficulty, cost, and time it will take to burn the slash pile at the end of the year, if the slash pile reaches 1.5 acres prior to the end of September, we will close the facility for the year. The facility will be open to all residents of the Borough but will not be made available for commercial operators.

The City of Kenai was successful in receiving a grant from the State of Alaska Department of Natural Resources, Division of Forestry (AKDNR) for the establishment of the slash disposal site. The grant allocates the amount of \$50,000 per year for three years, totaling \$150,000.

At tonight's meeting, Ordinance 3294-2022 appropriating the \$150,000 will be introduced and scheduled for public hearing on June 15, 2022. Although grant proceeds will not be appropriated until the June 15, 2022 meeting, Resolution 2022-43 will authorize the City Manager to sign the Memorandum of Agreement (MOA) between the City and AKDNR now, and any expenses incurred after June 1, 2022 including the period between June 2 and June 15, 2022 will be eligible for reimbursement once the appropriation is approved. There are sufficient funds in the Parks and Recreation Department to cover expenses until June 15, 2022.

Your consideration is appreciated.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2022-44

A RESOLUTION APPROVING THE EXECUTION OF A LEASE OF AIRPORT RESERVE LANDS USING THE STANDARD LEASE FORM BETWEEN THE CITY OF KENAI AND SWANSON PROPERTIES, LLC ON LOT 6, BLOCK 5, GENERAL AVIATION SUBDIVISION NO. 1 AMENDED.

WHEREAS, the lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended expires on June 30, 2022; and,

WHEREAS, on April 15, 2022, Swanson Properties, LLC submitted an application for a lease of City owned properties within the Airport Reserve, described as Lot 6, Block 5, General Aviation Subdivision No. 1 Amended; and,

WHEREAS, the Swanson Properties, LLC lease application states the intention to maintain current warehouse and office operations; and,

WHEREAS, the appraised value of existing improvements that allows a maximum lease term of 45 years according to the term table in Kenai Municipal Code 22.05.055 although a term of only 9 years is requested; and,

WHEREAS, the proposed development would be mutually beneficial and would conform with the Kenai Municipal Code for zoning and Kenai's Comprehensive Plan; and,

WHEREAS, the City of Kenai did not receive a competing lease application within thirty (30) days of publishing a public notice of the lease application from Swanson Properties, LLC; and,

WHEREAS, at their regular meeting on May 11, 2022, the Planning and Zoning Commission reviewed the lease application and recommended approval by the City Council; and,

WHEREAS, at their regular meeting on May 12, 2022, the Airport Commission reviewed the lease application and recommended approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. That a Lease of Airport Reserve Lands is approved and the City Manager is authorized to execute a lease between the City of Kenai, Lessor, and Swanson Properties, LLC, Lessee, as follows:

The lease term will be 9 years;

Lot developments will prevent unauthorized access to the airfield;

Structures will be built behind the 100 foot building restriction line;

Swanson Properties, LLC is responsible for all snow removal, and snow may not touch the perimeter security fence or be piled to a height that would allow access to the airport; and

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: May 24, 2022

SUBJECT: **Resolution No. 2022-44 - Approving the Execution of a Lease to Swanson Properties, LLC**

On April 4, 2014, Swanson Properties, LLC entered into an assignment of lease for Lot 6, Block 5, General Aviation Subdivision No. 1 with Jacqueline Ann Swanson. The lease term for an office and warehouse use was effective on April 14, 1967, for a term of 55 years and terminates on June 30, 2022.

Swanson Properties, LLC proposes to maintain the current office and warehouse operations; with the appraised value of existing improvements allowing a lease term of 45 years according to the term table in Kenai Municipal Code 22.05.055, though the applicant is requesting a shorter lease term to June 30, 2031, in order to align with another existing lease they have on the adjacent property at 149 N Willow Street. At that time, the lease for non-aeronautical uses with direct airfield access can be evaluated.

Pursuant to Kenai Municipal Code 21.10.060 Lease application review, notice of the lease application was posted in the Peninsula Clarion and stated competing applications may be submitted for the parcel within 30 -days to the City. The 30 -day window from publication ended on May 21, 2022, and no competing applications were submitted to the City.

The parcel is within the Airport Light Industrial (ALI) Zone. Pursuant to KMC 14.20.065, the purpose of the ALI Zone is to protect the viability of the Kenai Municipal Airport as a significant resource to the community by encouraging compatible land uses and reducing hazards that may endanger the lives and property of the public and aviation users. The proposed use, rental and equipment sales as an Airport Compatible Use, is a permitted and compatible use in the ALI Zone.

The Imagine Kenai 2030 Comprehensive Plan outlines goals, objectives, and action items for the City, including this one pertaining to the Kenai Municipal Airport:

Objective T- 1: Support future development near or adjacent to the airport when such development is in alignment with the Kenai Municipal Airport's primary mission, "To be the commercial air transportation gateway to the Kenai Peninsula Borough and Cook Inlet."

The proposed use complies with the Imagine Kenai 2030 Comprehensive Plan by supporting development on lease lots with development that is in alignment with the Kenai Municipal Airport's marketing strategy.

The Airport Land Use Plan was developed to identify the highest and best uses of Kenai Municipal Airport land. The Airport Land Use Plan discusses leasing land and enhancing opportunities for local economic development. The proposed use by Swanson Properties, LLC complies with the Airport Land Use Plan and would enhance local economic development.

At their regular meeting on May 11, 2022, the Planning and Zoning Commission reviewed the lease application and recommended approval by the City Council. At their regular meeting on May 12, 2022, the Airport Commission reviewed the lease application and recommended approval by the City Council.

Thank you for your consideration.

Attachments:

City of Kenai Land Lease Application from Swanson Properties, LLC

145 N Willow St Map





RECEIVED
 City of Kenai
 Land Lease Application
 DATE 4-15-22
 PLANNING DEPARTMENT

Application for:	<input type="checkbox"/> New Lease
<input type="checkbox"/> Amendment	<input checked="" type="checkbox"/> Extension
<input type="checkbox"/> Assignment	<input type="checkbox"/> Renewal
Application Date:	4-15-22

Applicant Information

Name of Applicant:	Ron's Rent-it Center, Inc. Jared Swanson						
Mailing Address:	145 N. Willow St.	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:		Work/ Message Phone: 907-283-4232				
E-mail: (Optional)	jareds@ronsrentit.com						
Name to Appear on Lease:	Ron's Rent-it Center, Inc.						
Mailing Address:		City:		State:		Zip Code:	
Phone Number(s):	Home Phone:		Work/ Message Phone:				
E-mail: (Optional)							
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____						

Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property):
 145 N. Willow St.

Does the property require subdivision? (if Yes, answer next questions) YES NO
 Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes:

1. Do you believe the proposed subdivision would serve other City purposes? YES NO

2. If determined it does not, applicant is responsible for all subdivision costs. Initials _____

If an appraisal is required to determine the minimum price on the land, applicant is responsible for the deposit to cover costs associated with appraisal. If a sale is approved, the cost of the appraisal will be either refunded or credited to the applicant. Initials _____

It is the responsibility of the applicant to cover recording costs associated with lease. Initials _____

Do you have or have you ever had a Lease with the City? (if Yes, answer next question) YES NO

1. Legal or brief description of property leased:
 149 & 145 N. Willow St.

Request a Lease with an Option to Purchase once development requirements are met? YES NO

Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years):

Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years): 9 yr ext.

Requested Starting Date:

Proposed Use and Improvements

Proposed Use (check one): | Aeronautical | Non-Aeronautical

Do you plan to construct new or additional improvements? (if Yes, answer next five questions) L YES NO

1. Will the improvement change or alter the use under an existing lease? YES NO

2. What is the proposed use of the improvement?

3. What is the estimated value of the improvement?

4. What is the nature and type of improvement?

5. What are the dates construction is estimated to commence and be completed?
(generally, construction must be completed within two years)

Estimated Start Date:

Estimated Completion Date:

Describe the proposed business or activity intended:

retail, equipment rental/sales

How does the proposed lease support a thriving business, residential, recreational, or cultural community?

Lease Assignment Only: What is the name of the individual or legal entity the lease is to be assigned?

Ron's Rent-it Center, Inc.

Lease Renewal Only

Renewal of an Existing Lease (at least one year of term remaining): Requires new development.

Lease Term based on: Estimated cost of new improvements and Purchase Price (optional)

Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.

Lease Term based on: Purchase Price Professional Estimate of Remaining Useful Life

Fair Market Value appraisal and/or Estimated cost of new improvements (optional)

Requested Term for Renewal Based on Term Table, not to exceed 45 Years: 9 yrs

Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City

Signature:	<i>Jared Swanson</i>	Date:	4-15-22
Print Name:	Jared Swanson	Title:	President

For City Use Only:

- General Fund
- Airport Reserve Land
- Airport Fund
- Outside Airport Reserve

Account Number:

Date Application Fee Received:

Date Application Determined Complete:

30-Day Notice Publication Date:

City Council Action/Resolution:

Broker's Opinion Of Value

145 N. Willow St., Lot 6 Blk.5 General Aviation Apron, Kenai, Ak., 99611

Prepared for Swanson Properties (STRUCTURE ONLY)—AS OF SEPT. 2021



Fred Braun
Jack White Real Estate Kenai
10419 Kenai Spur Highway #B
Kenai, AK 99611
907-395-0655
brauncom@ptialaska.net
<http://www.kenaipeninsularealestate.com>

COMMENTS

Subject metal fabricated retail/shop/office structure was constructed during the 1967 year and is situated on a 0.54 acre City Of Kenai Airport Leased parcel. The shop area measures 3,300 sq. ft. in size and the retail/office area measures 5,040 sq. ft. in size for a total interior gross usable area of 8,340 sq. ft.

The Fair Market Value of this Report shows structure value only and does not include the value of the City owned land. The 2021 Kenai Peninsula Borough Tax Assessed value was \$32,400 for the structure only.

Because of this being City Lease land the assessed value shows a significant annual decrease as the 30 year term with the City draws closer to it's expiration date.

The overall condition of the 54 year old building appears to be in average to poor condition with a Borough rating of an L meaning Low in a quality rating. (see attached chart & Assessment pages) Some of the most noted deferred maintenance items/issues include many stained ceiling tiles which indicates a roof leakage or a condensation issue. This appears to be from prior to current years of occupancy. Also noted were several open areas where there is a mold of some type as well as rotten wood in many locations.

The MLS Listed and Sold Commercial properties used in this Report include both the structure and the land values but an adjustment excluding the land value was deducted or subtracted from each listing and the total sq. ft. sale price of each.

The City of Kenai is bound by FAA Guidelines in that it does not allow or permit the sale of surrounding Airport parcels including this lot identified as Lot 6, Blk. 5 General Aviation Apron #1 Amd. This Guideline has been a major concern of investors or builders wishing to locate near the Airport in that Banks and Lenders are reluctant to loan or hold a mortgage on a structure that is not situated on a Fee Simple property. The overall likely hood of a potential buyer or tenant for a lease property or one on City lease land is seldom even a consideration.

The conclusion and determination of the Fair Market Value as of the date of SEPTEMBER 2021 is \$338,000

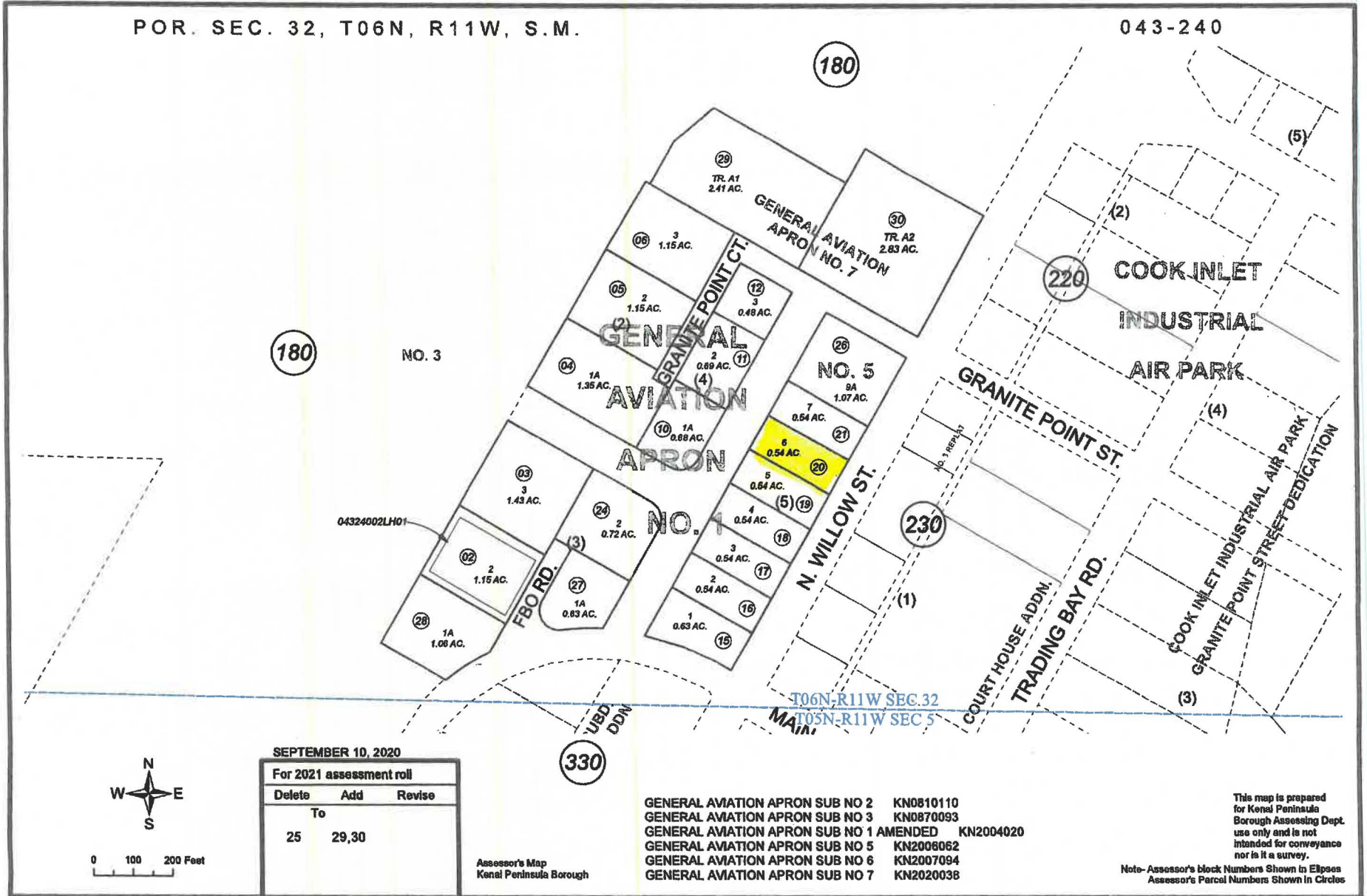
This report is not an appraisal and is not intended to meet the requirements set out in the Uniform Standards of Appraisal Practice. If an appraisal is desired, the services of a licensed appraiser should be obtained.

Subject

Address	145 North Willow (STRUCTURE ONLY) Lot 6, Blk. 5 General Aviation Apron #1 Amd., Kenai, AK 99611
Beds	N/A
Baths	2
SF-Res	8,340 total
SF-Lot	NOT INCLUDED IN PRICE - STRUCTURE ONLY
Garage #	3,300 Shop Ptn.
Year Built	1967
Construction Status	Fin. GRADE L per BOROUGH

POR. SEC. 32, T06N, R11W, S.M.

043-240



SEPTEMBER 10, 2020

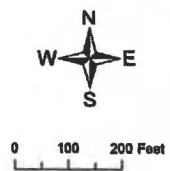
For 2021 assessment roll

Delete	Add	Revise
	To	
25	29,30	

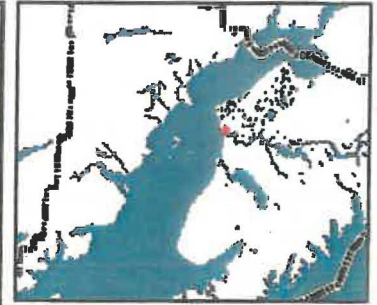
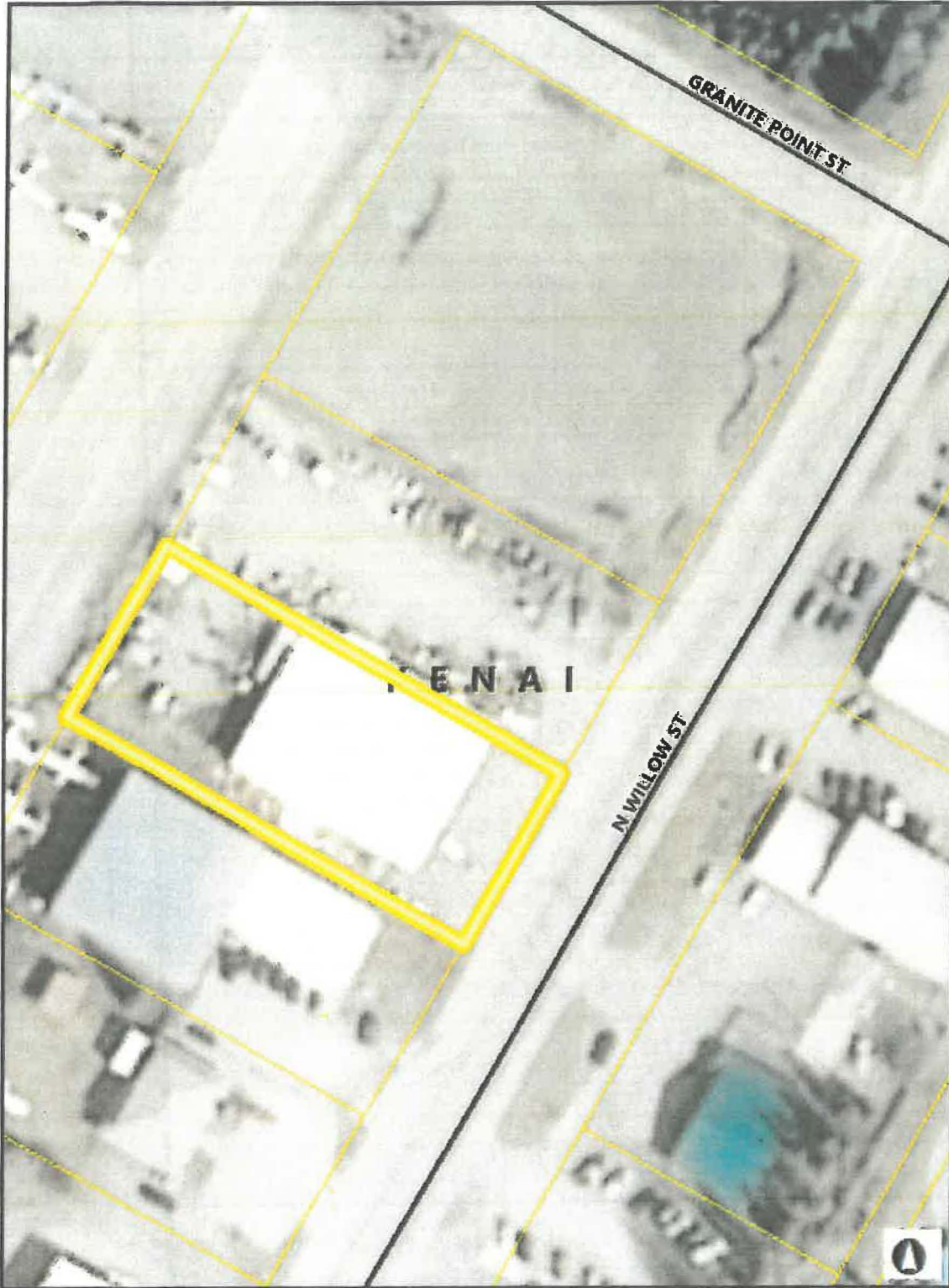
- GENERAL AVIATION APRON SUB NO 2 KN0810110
- GENERAL AVIATION APRON SUB NO 3 KN0870093
- GENERAL AVIATION APRON SUB NO 1 AMENDED KN2004020
- GENERAL AVIATION APRON SUB NO 5 KN2006062
- GENERAL AVIATION APRON SUB NO 6 KN2007094
- GENERAL AVIATION APRON SUB NO 7 KN2020038

This map is prepared for Kenai Peninsula Borough Assessing Dept. use only and is not intended for conveyance nor is it a survey.

Note- Assessor's block Numbers Shown in Ellipses
Assessor's Parcel Numbers Shown in Circles



Assessor's Map
Kenai Peninsula Borough



Legend

- Mileposts
- City Limits
- Highways
- Major Roads
- Roads
 - Town Medium Volume
 - Town Low/Seasonal; Other
 - Proposed
- Parcels
- Image
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. It is not to be used for navigation.

Notes

Type any notes here.

Borough Quality Ranking

Exe- Executive

Exc -Excellent

VG- Very Good

AVG- Average

F- Fair

L- Low

P- Poor

Cabin Quality

Comparable Properties

Subject

20-17657

20-1847

19-6409



**145 North Willow
(STRUCTURE ONLY) Lot 6,
Blk. 5 General Aviation
Apron #1 Amd.
Kenai AK 99611**

**33077 Sterling Highway
Sterling AK**

**36254 Kenai Spur Highway
Soldotna AK**

**50455 Onslow Avenue
Kenai AK**

		17.48	6.87	3.14
Distance From Subject				
List Price		\$199,500	\$265,000	\$295,000
Original List Price		\$199,500	\$299,000	\$295,000
Sold Price		\$183,000	\$235,000	\$271,000
Status		Closed	Closed	Closed
Status Date		01/06/2021	08/20/2021	03/25/2021
Agent Days on Market		28	505	642
Adjustment		+/-	+/-	+/-
Beds	N/A			
Baths	2			
SF-Res	8,340	3,456	3,648	3,430
SF-Lot		53,143	9,147.6	79,279.2
Garage #	3,300 Shop Ptn.			
Year Built	1967	1990	0	0
Construction Status	Fin. GRADE L per BOROUGH	Existing Structure	Existing Structure	Existing Structure
Adjusted Price	\$338,000	\$183,000	\$235,000	\$271,000
Price Per SF-Res	40.53	\$52.95	\$64.42	\$79.01

Subject

18-14639

18-578

15-14411



**145 North Willow
(STRUCTURE ONLY) Lot 6,
Blk. 5 General Aviation
Apron #1 Amd.
Kenai AK 99611**

**43637 Kalifornsky Beach
Road
Soldotna AK**

**34622 Kalifornsky Beach
Road
Kenai AK**

**34995 KUSTATAN Street
Soldotna AK**

Distance From Subject		5.94	6.59	5.45
List Price		\$1,500,000	\$339,900	\$315,000
Original List Price		\$1,500,000	\$345,000	\$429,000
Sold Price		\$1,300,000	\$300,000	\$275,000
Status		Closed	Closed	Closed
Status Date		12/14/2018	09/28/2018	04/13/2018
Agent Days on Market		71	243	614
Adjustment				
Beds	N/A			
Baths	2			
SF-Res	8,340	26,000	6,000	4,280
SF-Lot		108,900	56,628	190,357.2
Garage #	3,300 Shop Ptn.			
Year Built	1967	0	1981	0
Construction Status	Fin. GRADE L per BOROUGH	Existing Structure	Existing Structure	Existing Structure
Adjusted Price	\$338,000	\$1,300,000	\$300,000	\$275,000
Price Per SF-Res	40.53	\$50.00	\$50.00	\$64.25

Subject

17-6030

20-4192



**145 North Willow
(STRUCTURE ONLY) Lot 6,
Blk. 5 General Aviation
Apron #1 Amd.
Kenai AK 99611**

**11595 Kenai Spur Highway
Kenai AK**

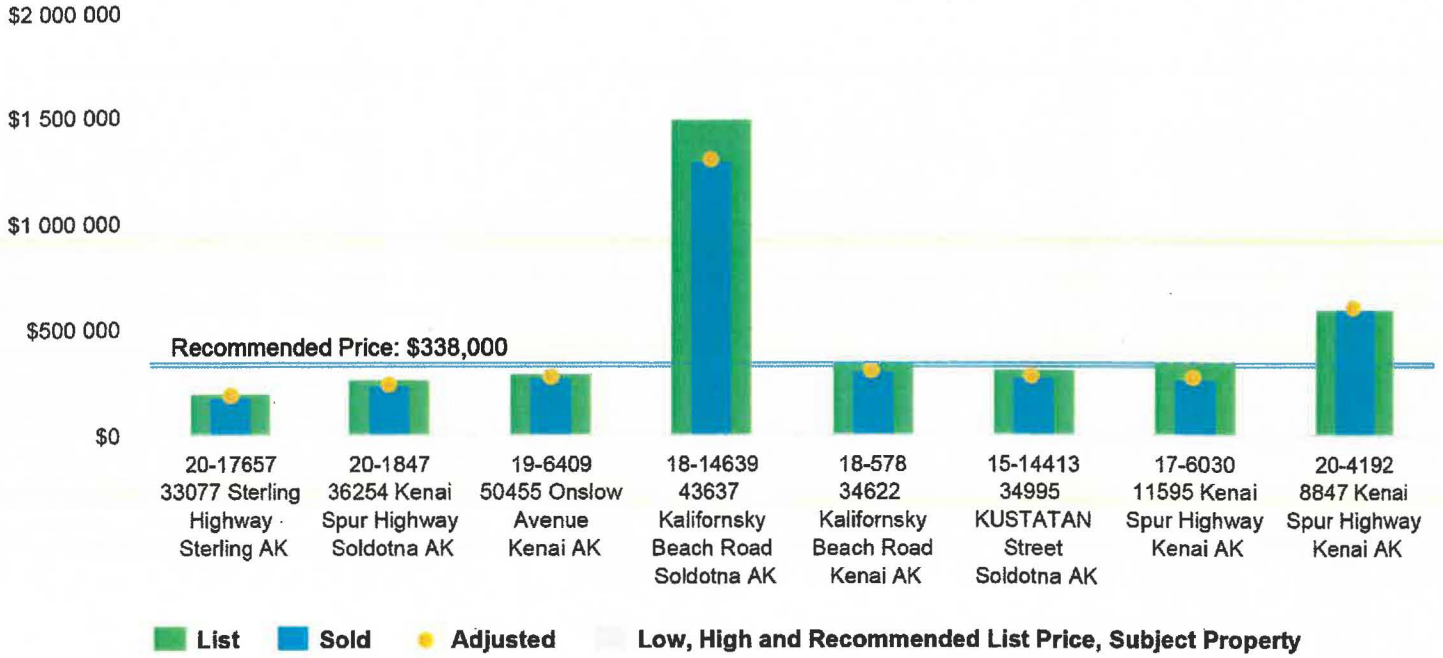
**8847 Kenai Spur Highway
Kenai AK**

Distance From Subject			0.58		2.01	
List Price			\$349,000		\$599,000	
Original List Price			\$529,000		\$599,000	
Sold Price			\$268,500		\$599,000	
Status			Closed		Closed	
Status Date			05/18/2018		03/05/2021	
Agent Days on Market			359		306	undefined
Adjustment			+/-		+/-	+/-
Beds	N/A					
Baths	2					
SF-Res	8,340		7,000		8,814	
SF-Lot			163,350		68,824.8	
Garage #	3,300 Shop Ptn.					
Year Built	1967		1962		0	
Construction Status	Fin. GRADE L per BOROUGH		Existing Structure		Existing Structure	
Adjusted Price	\$338,000		\$268,500		\$599,000	
Price Per SF-Res	40.53		\$38.36		\$67.96	

Price Analysis

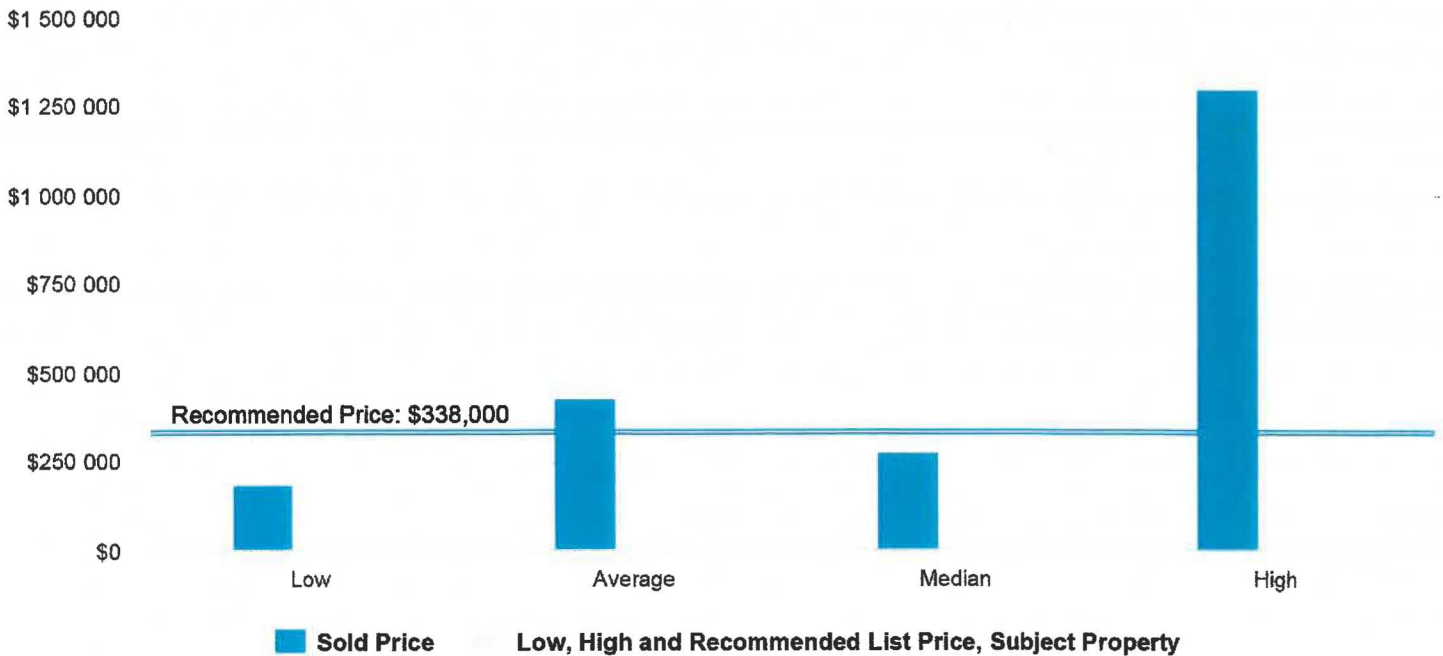
List, Sold and Adjusted Prices

Closed Listings



Low, Average, Median, and High Sold Prices

Closed Listings



Summary of Closed Listings

MLS #	Address	List Price	ADOM	Sold Date	Sold Price	Total Adjustments	Adjusted Price
20-17657	33077 Sterling Highway, Sterling AK	\$199,500	28	01/04/2021	\$183,000	-	\$183,000
20-1847	36254 Kenai Spur Highway, Soldotna AK	\$265,000	505	08/20/2021	\$235,000	-	\$235,000
19-6409	50455 Onslow Avenue, Kenai AK	\$295,000	642	03/25/2021	\$271,000	-	\$271,000
18-14639	43637 Kalifornsky Beach Road, Soldotna AK	\$1,500,000	71	12/14/2018	\$1,300,000	-	\$1,300,000
18-578	34622 Kalifornsky Beach Road, Kenai AK	\$339,900	243	09/28/2018	\$300,000	-	\$300,000
15-14413	34995 KUSTATAN Street, Soldotna AK	\$315,000	614	04/13/2018	\$275,000	-	\$275,000
17-6030	11595 Kenai Spur Highway, Kenai AK	\$349,000	359	05/16/2018	\$268,500	-	\$268,500
20-4192	8847 Kenai Spur Highway, Kenai AK	\$599,000	306	03/05/2021	\$599,000	-	\$599,000

Low, Average, Median, and High Comparisons

	Closed	Overall
Low	\$183,000	\$183,000
Average	\$428,938	\$428,938
Median	\$273,000	\$273,000
High	\$1,300,000	\$1,300,000

Overall Market Analysis (Unadjusted)

Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/List Price	Avg. SF-Res	Avg. List \$/SF-Res	Avg. Sold \$/SF-Res	Avg. ADOM
Closed	8	3,862,400	482,800	3,431,500	428,938	0.89	7,828	65.27	58.37	346
Overall	8	3,862,400	482,800	3,431,500	428,938	0.89	7,828	65.27	58.37	346

SELECTION CRITERIA FOR COMPARABLE PROPERTIES

Specified listings from the following search: Property type Commercial Sale; MLS # in 20-17657, 20-1847, 20-7684, 19-6409, 18-14639, 18-578, 15-14413, 17-6030, 20-4192.

Comparison Based on SF-Res

MLS #	Address	Adjusted Price	Price Per SF-Res
20-17657	33077 Sterling Highway , Sterling AK	\$183,000	\$52.95
20-1847	36254 Kenai Spur Highway , Soldotna AK	\$235,000	\$64.42
19-6409	50455 Onslow Avenue , Kenai AK	\$271,000	\$79.01
18-14639	43637 Kalifornsky Beach Road , Soldotna AK	\$1,300,000	\$50.00
18-578	34622 Kalifornsky Beach Road , Kenai AK	\$300,000	\$50.00
15-14413	34995 KUSTATAN Street , Soldotna AK	\$275,000	\$64.25
17-6030	11595 Kenai Spur Highway , Kenai AK	\$268,500	\$38.36
20-4192	8847 Kenai Spur Highway , Kenai AK	\$599,000	\$67.96
Average		\$428,938	\$58.37
Subject Has			8,340 total
Indicated Price			\$486,793.85

Listing Price Recommendation


Low	\$324,874
High	\$336,688
Recommended	\$338,000



**145 N Willow St
Lot 6, Block 5, General Aviation Subdivision No 1 Amended
Parcel 04324020**



LEGEND

 Subject Parcel

0 20 40 Feet

Date: 5/4/2022





Sponsored by: Council Member Pettey
and Council Member Sounart

**CITY OF KENAI
RESOLUTION NO. 2022-45**

A RESOLUTION SUPPORTING THE CONSTITUTIONAL RIGHT OF ALASKA GRAND JURIES TO INVESTIGATE AND MAKE RECOMMENDATIONS ON PUBLIC WELFARE AND SAFETY CONCERNS.

WHEREAS, Article 1, Section 8 of the Constitution of the State of Alaska states in relevant part, “the power of grand juries to investigate and make recommendations concerning the public welfare or safety shall never be suspended”; and,

WHEREAS, it is important that residents of Kenai have confidence in the criminal justice system; and,

WHEREAS, Alaska Statute 12.40.030 –Duty of inquiry into crimes and general powers, provides:

The grand jury shall inquire into all crimes committed or triable within the jurisdiction of the court and present them to the court. The grand jury shall have the power to investigate and make recommendations concerning the public welfare or safety; and,

WHEREAS, Alaska Statute 12.40.040 –Juror to disclose knowledge of crime– provides, “if an individual grand juror knows or has reason to believe that a crime has been committed that is triable by the court, the juror shall disclose it to the other jurors, who shall investigate it”; and,

WHEREAS, the Alaska Grand Jury Handbook, page 27, states that grand jury investigations can be initiated “by members of the grand jury”; and,

WHEREAS, concerns have been raised to this body alleging that Grand Juries have not been able to conduct independent investigations on issues not brought by the district attorney; and,

WHEREAS, it appears State law needs to be revised to create a mechanism for independent jury investigations; and,

WHEREAS, it is in the best interest of the residents of Kenai for the State of Alaska to enact laws and create process that assures grand juries are able to conduct investigations consistent with the State constitution, state laws and the jury handbook.

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

Section 1. That the Council supports the need for a mechanism for grand juries to investigate and make recommendations concerning the public welfare or safety pursuant to Article 1, Section 8 of the Constitution of the State of Alaska. The Council requests the legislature enact legislation that provides an adequate mechanism and procedure under state law to provide for independent grand jury investigations.

Section 2. That a copy of this resolution shall be provided to the Governor of the State of Alaska, the Alaska Legislature, the Alaska Attorney General, the Kenai and Anchorage District Attorneys, the presiding judges in both Kenai and Anchorage, and to the Alaska Supreme Court.

Section 3. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Council Member Pettey and Council Member Sounart
DATE: May 24, 2022
SUBJECT: **Supporting the Right of Alaska Grand Juries**

Article 1, Section 8 of the Constitution of the State of Alaska states in relevant part, “[t]he power of grand juries to investigate and make recommendations concerning the public welfare or safety shall never be suspended.” Alaska Statute also provides that grand juries have the power to investigate and make recommendations concerning public welfare. Further, the Alaska Grand Jury Handbook provides that individual members of a grand jury can initiate an investigation. Despite this language in the Constitution, Statute and Jury Handbook, it does not appear that there is a successful mechanism or procedure for grand juries to independently investigate matters of public welfare or safety independent of a district attorney supporting the investigation. Consistent with other municipal action on the Kenai Peninsula, this Resolution requests the state to develop laws and procedure to allow for independent grand jury investigations consistent with the Alaska Constitution, existing statutes, and the guidance provided for in the Grand Jury Handbook. While this is an issue of state law and requires a state remedy, it is an issue that affects Kenai residents similar to other state residents that should be remedied.

Your consideration is appreciated.

**KENAI CITY COUNCIL – WORK SESSION
FY2023 BUDGET
MAY 14, 2022 – 9:00 A.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

NOTES

Council present: B. Gabriel, H. Knackstedt, J. Baisden, T. Winger, J. Glendening, G. Pettay, D. Sounart

Others present: City Manager P. Ostrander, Finance Director T. Eubank, City Attorney S. Bloom, City Clerk S. Saner, Planning Director R. Foster, Public Works Director S. Curtin, Airport Director E. Conway, Parks & Recreation Director B. Walker, Senior Center Director K. Romain, Library Director K. Wolfe, Fire Chief T. Prior, Police Chief D. Ross

A. Call to Order

Mayor Gabriel called the work session to order at 9:00 a.m. and welcomed everyone.

B. Budget Introduction – P. Ostrander, City Manager

City Manager Ostrander provided an introduction on the FY23 Budget process, noting the proposed budget focuses on the needs of the community and the goals as established by the Council through Resolution 2022-05.

C. Budget Overview – T. Eubank, Finance Director

Director Eubank presented a general overview of the FY23 Budget, read the Broad Statement of Purpose as adopted by Council through Resolution 2022-05; he noted the budget included a 4.35% CPI; continued efforts to find a sustainable solution for medical plans; and reviewed the schedule of rates, charges and fees. There was discussion regarding how the CPI was measured.

D. Department Presentations

1. Airport Fund

a. General and Revenue Overview

Director Eubank presented an overview of the Airport fund, including revenue sources, the Airport Permanent fund, and special capital projects, noting a majority of funding came from the Airport Permanent Fund not user fees.

b. Airport Departments

Director Conway provided an overview of the five Airport Department proposed budgets, review of the FY22 Goals, FY23 Goals, capital projects and reported no staffing changes. There was discussion regarding airport properties, airport reserves and creating additional lease lots.

2. Senior Citizen Fund

a. General and Revenue Overview

Director Eubank provided an overview of revenue sources; he noted most funding came from state and other granting resources and fund balance supplements; and that funding from the Kenai Peninsula Borough was based on population.

b. Senior Citizen Fund Departments

Director Romain provided an overview of the Senior Citizen Fund Departments proposed budget, FY22 Goals, FY23 Goals and future considerations from the draft budget; she reported no staffing changes, an increase in activity at the Senior Center and tracking the hours of volunteers.

3. Congregate Housing Fund

a. General and Revenue Overview

Director Eubank provided an overview of revenue sources, market rental rates and capital projects related to the congregate housing fund; he noted savings to remodel kitchens and bathrooms; and summarized the Congregate Housing Enterprise Fund financial performance.

b. Senior Citizen Fund Departments

Director Romain provided an overview of the Senior Citizen fund Department proposed budget, FY22 Goals, FY23 Goals and Capital Improvement Projects. There was discussion regarding what services can be provided by the state for tenants who reside within the facility.

4. Personal Use Fishery Fund

a. General, Revenue and Department Overview

Director Eubank provided an overview of the Personal Use Fishery Fund proposed budget, proposed increases to the fees and noted the management of the Personal Use Fishery was transitioning to one department.

5. Water & Sewer Fund

a. General and Revenue Overview

Director Eubank provided an overview of the Water & Sewer Fund, Capital Improvement Projects; and noted revenues were primarily user fees; reported a pending utility rate study; and summarized details from the 2011 utility rate study.

b. Water & Sewer Departments

Director Curtin provided an overview of goals and projects; he noted personnel changes; completion of the condition assessments; and fulfilling a nationally required risk assessment. There was discussion regarding Water Testing requirements.

c. Sewer Treatment Plant

Director Curtin provided an overview of goals and projects, noting increased focus on training.

6. General Fund

a. General and Revenue Overview

Director Eubank provided an overview on general fund revenues, sales tax, property tax, health care expenses, and capital project funding; he reviewed total operating revenues and expenditures, the fund balance policy and the sustainability of the budget as presented.

b. Public Works Administration

Director Curtin provided an overview of the Public Works Administration proposed budget, reported no staffing changes, reviewed FY2022 Goals, FY2023 Goals, performance measures and future considerations from the draft budget.

Safety – an overview of the Safety Department proposed budget, FY22 Goals, FY23 Goals and future considerations from the draft budget was provided.

Shop – an overview of the Shop Department proposed budget, FY22 Goals, FY23 Goals, performance measures and future considerations from the draft budget was provided; he noted there were two new pieces of equipment that would be arriving soon.

Streets – an overview of the Street Department proposed budget, FY22 Goals, FY23 Goals, performance measures and future considerations from the draft budget; he noted proposed changes to the snow removal policy that will be brought forward to Council at a later date.

Buildings – an overview of the Buildings Department proposed budget, FY22 Goals, FY23 Goals and future considerations from the draft budget was provided; he noted updates to permit applications and process were underway.

Street Lighting – an overview of the Street Lighting proposed budget, FY22 Goals, FY23 Goals and future considerations from the draft budget; he noted transitioning from metal halide lights to LED.

Boating Facility – an overview of the Boating Facility proposed budget, FY22 Goals, FY23 Goals, performance measures and future considerations from the draft budget were provided; he referenced the federal requirements that must be met for dredging approval.

c. Planning and Zoning

Director Foster provided an overview of the Planning and Zoning proposed budget, FY22 Goals, FY23 Goals, performance measures, reported no changes to staffing and presented future consideration from the draft budget; he noted the need to review zoning code and use permits within certain zone. There was discussion regarding enforcement resources and appeal processes.

d. Legal

City Attorney Bloom highlighted the Legal Department proposed budget, FY22 Goals, FY23 Goals and noted there were no substantial changes to the Legal Department proposed budget; he identified certain situations where outside council may be needed. There was discussion regarding the time spent representing the City in court for fines and tickets.

[Clerk's Note: Legal Department Budget Presentation took place immediately following the Senior Citizen Fund Department Presentation.]

e. Police

Chief Ross provided an overview of the Police Department proposed budget, FY22 Goals, FY23 Goals, performance measures, future considerations from the draft budget, reported no changes to personnel; he noted the current challenges with replacing vehicles.

Communications – an overview of the Communications Department proposed budget, FY22 Goals, FY23 Goals, reported no changes to personnel, reviewed performance measures and future consideration from the draft budget.

Animal Control – an overview of the Animal Control proposed budget, FY22 Goals, FY23 Goals, reported no change in personnel, reviewed performance measures and future consideration from the draft budget.

f. Fire

Fire Chief Prior provided an overview of the Fire Department proposed budget, FY22 Goals, FY23 Goals, reported a reduction in personnel, a review of performance measures and future consideration from the draft budget were provided.

g. Library

Director Wolfe provided an overview of the Library Department proposed budget, FY22 Goals, FY23 Goals, reported no personnel changes, reviewed performance measures and future consideration from the draft budget; and she noted the successful implementation and use RFID Tracking System.

h. Parks, Recreation and Beautification

Director Walker provided an overview of the Parks, Recreation and Beautification Department proposed budgets, FY22 Goals, FY23 Goals, performance measures, fee schedule, reported changes in personnel and reviewed future considerations from the draft budget; he noted opportunities to connect existing trail systems and the benefits of software to track facility usage.

i. City Clerk

City Clerk Saner provided an overview of the City Clerk Department proposed budget, FY22 Goals, FY23 Goals and future considerations from the draft budget were provided; she noted needed equipment and supply replacement.

Legislative – an overview of the Legislative Department proposed budget, FY22 Goals, FY23 Goals and future consideration from the draft budget were provided.

j. City Manager

City Manager Ostrander provided an overview of the City Manager proposed budget, FY22 Goals, FY23 Goals, identified changes in staffing, reviewed performance measures and efficiencies, and future considerations from the draft budget were provided; he noted incentive programs for business that still need to be pursued.

Visitor Center – an overview of the Visitor Center proposed budget was provided and noted the strong relationship between the City and the Chamber.

Land Administration – an overview of the Land Administration proposed budget was provided noting there was no staff; however, a temporary staff member was hired during the development of the Land Management Plan Inventory.

k. Human Resources

City Manager Ostrander provided an overview of the Human Resource Department proposed budget.

l. Finance

Director Eubank provided an overview of the Finance Department proposed budget, FY22 Goals, FY23 Goals, reported no staffing changes and future considerations from the draft budget were provided; he noted the time involved for employee onboarding or exiting and the importance of documenting standard processes.

Non-Departmental – an overview of the Non-Departmental proposed budget was provided.

7. Employee Healthcare Fund

a. General, Revenue and Department Overview

Director Eubank provided an overview of the Employee Health Care Fund, which was an internal service fund, noting it was created to offset annual increases; projected revenue sources, the need for protecting the reserve; utilization and fund balance were discussed.

8. Permanent Funds

a. General, Revenue and Department Overview

Director Eubank provided an overview of the Airport and General Land Sale Permanent funds, noting how they could be utilized and reviewed projected revenues; he explained the earnings reserve procedures and reviewed the funds financial performances.

9. Debt Service

a. General, Revenue and Department Overview

Director Eubank provided an overview of the debt service noting the current debt is for the Library and that the Bluff Erosion Bonds reference within the budget document will be removed.

10. Equipment Replacement

a. General, Revenue and Department Overview

Director Eubank provided an overview of the Equipment Replacement Fund, clarified it funds equipment replacements for General Fund departments; and provided an overview of the amount the fund charged to departments.

11. Fleet Replacement

a. General, Revenue and Department Overview

Director Eubank provided an overview of the Fleet Replacement Fund; noted it was the same process as the Equipment Replacement fund only for fleet vehicles.

E. Public Comments

There was no one wishing to be heard.

F. Additional Council Comments

Vice Mayor Glendening thanked everyone, noted he was pleased with the work session.

Council Member Winger thanked everyone for their presentations.

Council Member Sounart thanked everyone.

Council Member Knackstedt thanked everyone and noted his appreciation for the process.

Council Member Petty appreciated all the detail that went into this and the efficiencies that are ongoing.

Council Member Baisden thanked everyone for the good discussion.

Mayor Gabriel stated his appreciation for the work and recognized the amount of time put into the budget process.

G. ADJOURNMENT

The work session adjourned at 7:37 p.m.

Notes were prepared by:

Michelle M. Saner, MMC
City Clerk



Sponsored by: Mayor Gabriel and Council Member Baisden

**CITY OF KENAI
ORDINANCE NO. 3287-2022**

AN ORDINANCE CONDITIONALLY DONATING CERTAIN CITY OWNED PROPERTY DESCRIBED AS TRACT A PARK VIEW SUBDIVISION (KPB PARCEL NO. 04701018) TO THE BOYS AND GIRLS CLUB OF THE KENAI PENINSULA FOR DEVELOPMENT OF FACILITIES FOR YOUTH SPORTS, RECREATION, EDUCATION, AFTER SCHOOL CARE AND OTHER YOUTH ACTIVITIES.

WHEREAS, KMC 22.05.095- Method of Sale or Disposal, provides in relevant part, in subsection (b)(iii), that the City may grant property by ordinance to a nonprofit corporation for an agreed upon sum when in the best interest of the City; and,

WHEREAS, the Boys and Girls Club of the Kenai Peninsula is a nonprofit corporation with a mission to enable all young people, especially those who need it most, to reach their full potential as productive caring and responsible citizens; and,

WHEREAS, the Boys and Girls Club of the Kenai Peninsula has over 1,000 members, and provides approximately 50,000 meals to youths per year, provides after-school and summer camps, after school and summer care, provides sports and recreational opportunities as well as other educational and youth activities; and,

WHEREAS, Tract A Park View Subdivision, a 2.09 acre parcel, has previously been determined as not needed for a public purpose by Ordinance No. 919-84, making the property eligible for sale or donation; and,

WHEREAS, there is a strong need in the community for the services provided by the Boys and Girls Club of the Kenai Peninsula; and,

WHEREAS, the City desires to support the mission of the Boys and Girls Club of the Kenai Peninsula; and,

WHEREAS, the subject parcel is uniquely situated adjacent to a facility to be acquired by the Boys and Girls Club of the Kenai Peninsula allowing them to create a campus to serve its mission inside Kenai; and,

WHEREAS, donating the subject parcel to the Boys and Girls of the Kenai Peninsula will allow them to expand services for youth and families in the City and is in the best interest of the City; and,

WHEREAS, certain conditions must be placed on the transfer to ensure the property is developed for its intended purpose, and in the event of a sale, to a for profit entity, the value shall be reimbursed to the City, if a sale occurs within twenty years after transfer to the Boys and Girls Club of the Kenai Peninsula.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Form: That this is a non-code ordinance.

Section 2. That the Kenai City Council hereby authorizes the City manager to execute the transfer of title of Tract A Park View Subdivision to the Boys and Girls Club of the Kenai Peninsula, on a form

approved by the City Attorney, for less than fair market value (\$1.00) for the sole purpose of developing facilities to further the stated mission of the Boys and Girls Club of the Kenai Peninsula.

Section 3. That the City Council finds that disposal of the subject parcel is in the best interest of the citizens of the City of Kenai and that the public interest is served by disposing of the land for less than the fair market value, in accordance with the recitals above which are incorporated herein.

Section 4. That the Boys and Girls Club of the Kenai Peninsula will pay all closing costs and fees associated with the transfer of title.

Section 5. That if the Boys and Girls Club of the Kenai Peninsula is unable to or otherwise does not obtain the adjacent parcel (KPB Parcel No. 04701028) within one year of the effective date of this Ordinance, the transfer of title of Tract A Park View Subdivision will not occur, without further Council action.

Section 6. That if no development occurs on Tract A Park View Subdivision within two years of the transfer of title of the subject property to the Boys and Girls Club of the Kenai Peninsula, ownership will revert to the City unless further Council action is taken.

Section 7. That in the event of a sale of the subject tract, or any future subdivided portion thereof, by the Boys and Girls Club of the Kenai Peninsula to a for profit entity, the then current market value of the entire parcel, or subdivided portion sold, whichever occurs, shall be reimbursed to the City, if a sale occurs within twenty years after transfer to the Boys and Girls Club of the Kenai Peninsula.

Section 8. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 9. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS DAY 18TH OF MAY, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced: May 4, 2022
Public Hearing: May 18, 2022
Enacted: June 1, 2022
Effective: July 1, 2022



MEMORANDUM

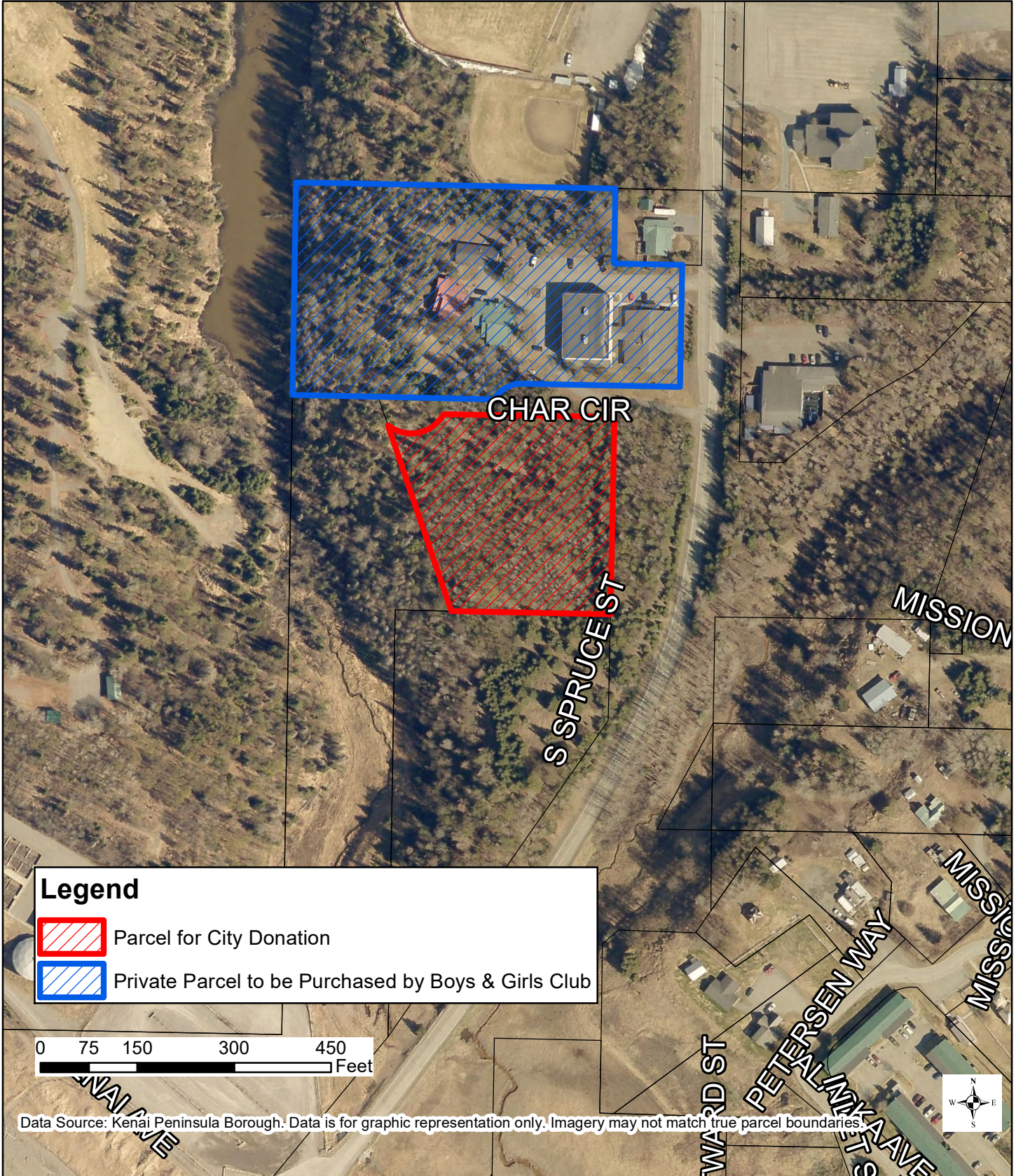
TO: Council Members
FROM: Mayor Gabriel and Council Member Baisden
DATE: March 28, 2022
SUBJECT: Ordinance 3287-2022 – Boys and Girls Club

The Boys and Girls Club of the Kenai Peninsula is interested in expanding and providing a campus to serve its mission in the City of Kenai. The Boys and Girls club has the opportunity to purchase an existing facility at located at 320 S. Spruce Street, (KPB Parcel No. 04701028) and approached the City requesting a donation of the adjacent City owned parcel, Tract A Park View Subdivision, to allow the organization enough space to complete its campus providing afterschool and summer care, and sports and recreational activities for youth. The Boys and Girls Club has stated it intends to utilize the City property for construction of a club house and parking as well as a potential green house and play ground. The campus as a whole is intended to provide administrative offices and areas for youth activities including sports, recreation, education and after school and summer activities.

Your consideration is appreciated.



Ordinance No. 3287-2022
Conditional Donation to Boys & Girls Club
KPB #04701018





Kenai Peninsula Borough GIS Division

PARCEL REPORT

4/6/2022 1:28

PARCEL ID: 04701028

Total Acreage: 4.26



LEGAL DESCRIPTION:

T 5N R 11W SEC 6 SEWARD MERIDIAN KN 2007146 CITY PARK SUB NO 2 TRACT A

ALL PHYSICAL ADDRESSES ON THIS PARCEL:

320 S SPRUCE ST

LAND VALUE:	\$69,900	ASSESSED VALUE:	\$2,498,900
IMPROVEMENT VALUE:	\$2,429,000	TAXABLE VALUE:	\$0

OWNER:

KPCCC GROUP INC
320 S SPRUCE ST
KENAI, AK 99611

The data displayed herein is neither a legally recorded map nor survey and should only be used for general reference purposes. Kenai Peninsula Borough assumes no liability as to the accuracy of any data displayed herein. Original source documents should be consulted for accuracy verification.



Kenai Peninsula Borough GIS Division

PARCEL REPORT

4/6/2022 1:29

PARCEL ID: 04701018

Total Acreage: 2.09



LEGAL DESCRIPTION:

T 5N R 11W SEC 6 SEWARD MERIDIAN KN 0790156 PARK VIEW SUB TRACT A

ALL PHYSICAL ADDRESSES ON THIS PARCEL:

330 S SPRUCE ST

LAND VALUE:	\$28,300	ASSESSED VALUE:	\$28,300
IMPROVEMENT VALUE:	\$0	TAXABLE VALUE:	\$0

OWNER:

KENAI CITY OF
210 FIDALGO AVE STE 200
KENAI, AK 99611

The data displayed herein is neither a legally recorded map nor survey and should only be used for general reference purposes. Kenai Peninsula Borough assumes no liability as to the accuracy of any data displayed herein. Original source documents should be consulted for accuracy verification.



SITE PLAN

BOYS AND GIRLS CLUB - CONCEPTUAL DESIGN

A1.0

K+A design studio
ARCHITECTURE + PLANNING
 120 TRAILING BLVD STE 200 DENALI ALASKA 99701
 T: 907.463.3468 WWW.KAARCHITECTURE.COM

DATE: 04/04/2022



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Paul Ostrander, City Manager
DATE: May 13, 2022
SUBJECT: **Ordinance No. 3287-2022 – Supporting Documentation**

Several documents provided by the Boys and Girls Club of the Kenai Peninsula are attached to this memo. The first document is specific to the Boys and Girls Club of the Kenai Peninsula and describes many of the programs that they provide to the Community and the second document is produced by the Boys and Girls Club of America and provides information on the impact that the Boys and Girls Club has in the communities that it serves.

**1,242 members served in 2021
and 45,599 Meals
provided to Youth**

**7 CLUBS IN 5 COMMUNITIES
KENAI, NIKISKI, SOLDOTNA,
SEWARD & KASILOF**

**BOYS & GIRLS CLUB OF THE KENAI
PENINSULA OFFERS
AFTER-SCHOOL, SUMMER,
WINTER & SPRING
BREAK CAMPS.**

Dates, times & fees for programs vary per site. Please visit our website or use the QR Code below for more information.



Find a Club in your community

Our Promise:

We show up every day to prove every kid has what it takes. Every child matters. They all deserve opportunity. We are here to elevate them and let them know that they are capable, worthy and important.

ADMINISTRATION OFFICE

907-283-2682
info@bgckp.com
**705 Frontage Rd Ste B
Kenai, AK 99611**



www.bgckp.com



GREAT FUTURES START

Page 137



**BOYS & GIRLS CLUBS
OF THE KENAI PENINSULA**



**OUR MISSION:
"TO ENABLE ALL YOUNG PEOPLE,
ESPECIALLY THOSE WHO NEED US
MOST TO REACH THEIR FULL
POTENTIAL AS PRODUCTIVE,
CARING AND RESPONSIBLE
CITIZENS"**

ATHLETICS

1ST-6TH GRADE

BASKETBALL

KINDERHOOPS

K-5TH

CO-ED VOLLEYBALL

1ST-6TH GRADE

SOCCER CAMP

PRE-K 8TH

INDOOR & OUTDOOR

SOCCER



SCAN THE QR CODE OR VISIT
[HTTPS://BGCKP.SPORTNGIN.COM](https://bgckp.sportngin.com)
FOR PRICES AND DATES



OUR PRIORITY OUTCOMES



ACADEMIC SUCCESS

We prepare kids and teens for high school graduation, college and careers by building the skills needed to succeed in today's globally competitive workforce.



GOOD CHARACTER & CITIZENSHIP

We teach kids and teens how to be responsible engaged citizens and innovative, resilient leaders through mentoring, being accountable and modeling good behavior.



HEALTHY LIFESTYLES

We are committed to helping kids and teens build habits for life by making sure they are physically active, engaged, and making healthy decisions.



WHY CHOOSE THE BOYS & GIRLS CLUB OF THE KENAI PENINSULA?

- Low student to staff ratio
- Caring & positive youth Development Leaders
- Safe & positive environment
- Evidence-based programming
- Low cost & affordable
 - Scholarships are available
- Transportation * at selected sites
- Free nutritious USDA meals
- Tutoring for afterschool programming and during summer camps for learning loss prevention
- We serve Kindergarten through 12th grade
- Commitment 2 Community Clubs
- Field trips
- Collaboration with community partners to better serve our youth
- AND we know FUN!

BGCKP Participates in the USDA food program.
This institution is an equal opportunity provider.



2020 NATIONAL OUTCOMES REPORT

Measuring the Impact of Boys & Girls Clubs



**BOYS & GIRLS CLUBS
OF AMERICA**



National Youth Outcomes Initiative

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2020 NATIONAL OUTCOMES REPORT

Measuring the Impact of Boys & Girls Clubs

Boys & Girls Clubs of America (BGCA) is committed to measuring how much our young people are achieving and how effectively our Club Experience is implemented. Our outcome measurement strategies are designed to support Boys & Girls Clubs in delivering high-quality programming and services, implementing continuous quality improvement processes, and demonstrating their positive impact to stakeholders. BGCA is proud to present this report summarizing our 2020 national youth outcomes findings.



Introduction

Over the past two decades, BGCA has worked with Club organizations to build their capacity to collect and use data to measure youth outcomes and demonstrate their impact to stakeholders. This data also enables Clubs to adjust their programming and practices and implement quality improvements to have a greater beneficial effect on young people.

In 2010, as part of long-range strategic planning for Boys & Girls Clubs collectively, Club leaders from across the nation worked together to articulate a new theory of change, called Formula for Impact. Based on external and internal youth development research and more than a century of Boys & Girls Clubs' own practices and experience, the Formula for Impact described how Clubs put our youth development mission in action.^{1,2}

As stated in our mission statement, Boys & Girls Clubs:

Enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Formula for Impact articulated who Clubs served, how they served, and the educational, character development and health outcomes they hoped young people would achieve as a result of participating in a Club.

In 2011, BGCA launched the National Youth Outcomes Initiative (NYOI), a system grounded in the Formula for Impact and built to measure the impact of Clubs using a common set of research-informed indicators of outcomes in the three priority areas.

Over the past decade, BGCA and Clubs have continued to respond to the ever-changing societal landscape in which young people are growing up. They have learned from the best new research and practice insights in the youth development, education and other related human services fields. As a result, BGCA has evolved and built upon the Formula for Impact to create a much stronger, more nuanced Boys & Girls Club approach to positive youth development.

In keeping with this evolution, BGCA also works to enhance the NYOI system as needed, providing training, resources and technical assistance to enable local Club organizations to use their data more effectively.

More About the National Youth Outcomes Initiative

In NYOI, Clubs collect data about their registered members' demographics, attendance and participation. Local systems feed data into the national system, allowing BGCA to compile data on the overall population served by Clubs.

NYOI features many tools for Clubs, but the principal tool for gathering outcomes data is a survey administered to members each spring. The NYOI Member Survey asks young people about their perceptions of the Club. Their responses allow BGCA to assess how well Clubs deliver a high-quality Club Experience that promotes positive youth development. The survey also measures indicators of youth achievement in BGCA's priority outcome areas. Some survey questions are asked of members of all ages, while others are only asked of teens ages 13 to 18.

BGCA processes Club member survey responses, furnishes each participating Club organization with its members' survey data, then aggregates and analyzes the data to render national results. In spring 2019, over 200,000 Club members completed the survey in more than 3,300 sites

By contrast, in spring 2020, over 70,000 Club members completed the survey in more than 1,660 Club sites. Because of the COVID-19 pandemic, nearly all Clubs were forced to close in March and April, significantly disrupting NYOI Member Survey administration. Although the 2020 survey sample is smaller than in the past, its size is still more than ample and well represents the national network of Boys & Girls Clubs and the youth and communities they serve.

The Boys & Girls Club Approach to Positive Youth Development

BGCA and Clubs believe that all young people deserve to thrive. BGCA imagines a world where the determinants necessary to thrive are fully accessible to every youth in America. Thriving reflects a significant sense of growth or success in and across many domains. Young people with access to more quality opportunities are more likely to thrive than their peers with similar adaptive skills.³

BGCA's approach to positive youth development, therefore, reflects the knowledge, anchored in extensive research, that a quality after-school environment can support the social, emotional, physical and cognitive⁴ needs of young people in important ways. Whether through a virtual or in-person Club setting, youth are able to learn and grow and ultimately become ready for life and work.

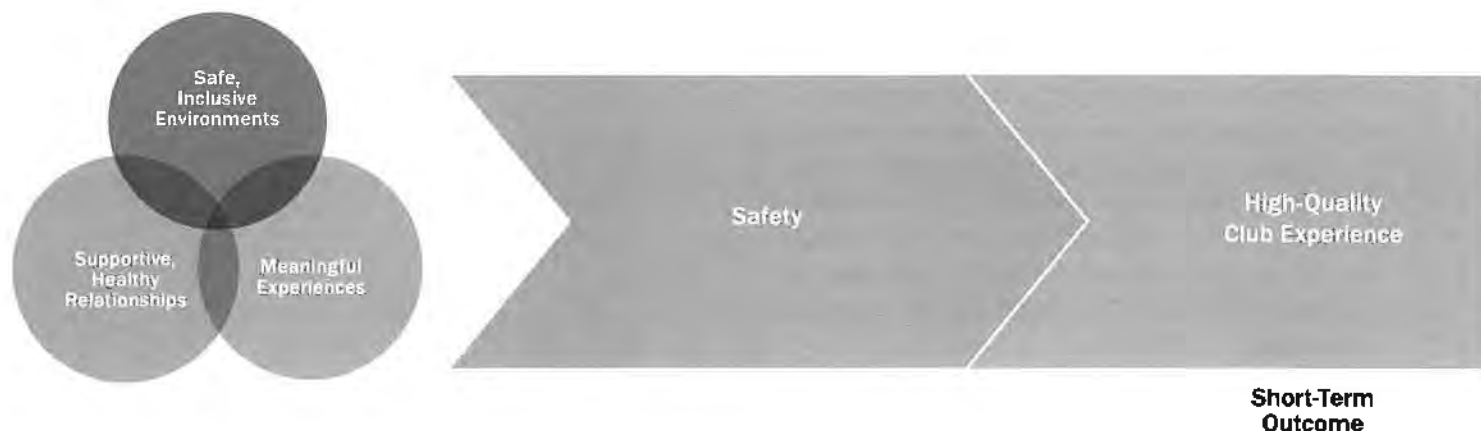
Boys & Girls Clubs support young people's development through these vehicles:

- ◆ **Environments** that are safe, positive and inclusive.
- ◆ **Relationships** in which youth forge supportive, meaningful and healthy connections with adults and peers.
- ◆ **Experiences** that build upon their strengths, foster a sense of belonging and purpose, and provide opportunities to lead and be heard.⁵

Club professionals' practices for ensuring safety, well-being, equity and inclusion are essential for creating a youth-centered Club Experience. In addition, as research by the Search Institute has clearly documented, "developmental relationships ... enable young people to discover who they are, cultivate abilities to shape their own lives, and learn how to engage with and contribute to the world around them."⁶ Built on a firm foundation of physical and emotional safety, the environments, relationships and experiences young people find in the Club help them achieve positive outcomes in the priority areas of Academic Success, Character and Leadership, and Healthy Lifestyles.

Club Guiding Principles for Positive Youth Development

Positive youth development is an intentional, pro-social approach that places youth at the center of their own learning, helping them to build and apply the skills needed for positive cognitive, social, emotional and physical development.⁷ This understanding of positive youth development forms the underpinning for three guiding principles that Clubs use to build a high-quality, outcome-driven Club experience:



- ◆ **Whole-Child Development:** Club professionals understand that all of a young person's areas of development work together.⁸ Staff must attend to all of them holistically and simultaneously, as they are interconnected. Clubs are set up to reflect and address this interdependence.
- ◆ **Developmentally Appropriate Experiences:** Clubs utilize programming and delivery methods that are suitable for and match the physical, emotional, social and cognitive characteristics of the age groups participating. Reaching life milestones in each area of development is encouraged, recognized and celebrated.
- ◆ **Program Quality:** Clubs engage in continuous quality improvement processes to understand youth needs, ensure staff have the capacity to implement high-quality practices that support youth needs, and make ongoing improvements to the Club Experience. In such a quality program context, a robust culture of learning and improvement supports a youth-centered environment.⁹

When a high-quality Club Experience is characterized by a safe, inclusive environment, supportive relationships with adults and peers, and enriching experiences rife with opportunities to build skills, exploration and learning are bound to happen. Because learning is social and

emotional,¹⁰ the Club day offers many moments to practice skills such as teamwork, communication and perseverance. Club professionals integrate certain practices in their interactions with young people to optimize these informal and formal social-emotional skill-building moments.

“ Club professionals’ practices for ensuring safety, well-being, equity and inclusion are essential for creating a youth-centered Club Experience.

As youth develop social-emotional skills in the Club, this facilitates their ability to develop other skills, such as inquiry, analysis and investigation, through specific programs and activities. By practicing their social-emotional skills over time with nurturing adults, young people become better able to use those skills to build other important knowledge and skills related to long-term outcomes in the priority areas of Academic Success, Character and Leadership, and Healthy Lifestyles.

Social-Emotional
Skills

**Intermediate
Outcomes**

Effective, Engaged,
Adaptive Learners

Motivational,
Collaborative Leaders

Positive, Healthy
Decision Makers

**Long-Term
Outcomes**

Importance of a High-Quality Club Experience

A High-Quality Club Experience Supports Social-Emotional Development

Since NYOI's inception, BGCA has used the data to examine the relationship between members' Club Experience and the outcomes they achieve. BGCA can determine the effects of the Club Experience on various youth outcomes by comparing Club members who report an optimal Club Experience to Club members who report a Club Experience that needs improvement.¹¹



On average, members who report an optimal Club Experience are almost twice as likely to report strong

social-emotional skills when compared to their peers who report their Club Experience needs improvement.



A High-Quality Club Experience Also Drives Long-Term Outcomes

BGCA also has found consistently that when members report having an optimal Club Experience, they are more likely to achieve positive outcomes in the priority areas of Academic Success, Character and Leadership, and Healthy Lifestyles. For example, members who report an optimal Club Experience are 32% less likely to consume alcohol or tobacco compared to their Club peers who report a Club Experience that needs improvement. Continued exposure to a high-quality Club Experience fosters a love for learning, enabling young people to grow into effective, engaged and adaptive learners. It builds young people's confidence and competence to motivate, collaborate and lead. And it equips young people with the ability to live as positive, healthy decision makers. As presented throughout this report, NYOI data shows that as young people develop various social-emotional skills, those, too, help to drive and reinforce these longer-term outcomes.



Members who report an optimal Club Experience are more likely to report positive outcomes in each of the three priority areas. They are:

Academic Success



35%

More likely to be on track to graduate on time (high school)

44%

More likely to believe that school work is meaningful

25%

Less likely to skip school

Character and Leadership



49%

More likely to volunteer on a monthly basis (teens)

36%

Less likely to get into a physical fight

Healthy Lifestyles



32%

Less likely to consume alcohol or tobacco

18%

More likely to be physically active five or more days per week

Clubs that provide a high-quality, outcome-driven Club Experience support young people in reaching their full potential and building knowledge, skills and habits that they can transfer beyond the Club walls.



“ With a keen focus on digital equity, Clubs work to ensure that all young people have the opportunity to build critical digital literacy skills.

Leveraging Technology to Expand Club Reach and Impact

The digital world is omnipresent in young people's lives, their education and the labor market they will enter. BGCA's digital strategy aims to ensure all young people can access and enjoy change-making digital opportunities and experiences at Clubs and beyond, and that its internal systems can evolve rapidly to meet the ever-changing demand.

With a keen focus on digital equity, Clubs work to ensure that all young people have the opportunity to build critical digital literacy skills such as online safety, digital etiquette, collaboration and technical know-how. BGCA and Clubs also establish key partnerships to ensure that young people have access to the technology they need in the Club and at home to thrive in this digital age.

Young people need and enjoy high-quality digital experiences. In 2017, BGCA launched the ever-growing MyFuture platform. Members can access this fun digital platform at the Club or at home to learn, play and socialize while participating in hundreds of self-directed activities spanning all three priority outcome areas.

On MyFuture, members can interact with each other, free from the danger of cyberbullying, and share their accomplishments locally and nationally.

MY FUTURE

By also building virtual Club Experiences at a national and local level, young people have access to high-quality youth development and environments, regardless of where they may be or what may be going on in the world. Clubs are no longer constrained to four walls. Whether it is a self-directed learning activity through MyFuture; a leadership Club video meeting; a staff-facilitated financial literacy workshop; or a live-streamed, youth-led panel on racial justice; the virtual Club provides high-quality experiences and programs at a distance.



“ Our foundation starts with our members feeling safe. If we can change their lives in the Club, it will ripple out and change the community. – Ricquel Archer, Boys & Girls Clubs of Greater Tarrant County



Club Creates a Home Away From Home With Youth

At the Eastside Branch of Boys & Girls Clubs of Greater Tarrant County, Director Ricquel Archer understands the importance of creating a community. “Our Club has a home vibe because we are a big family here.”

At this Club, located in the last historically black community in Fort Worth, Texas, young people come together for a Club-wide assembly every day.

Kids are placed into teams by grade level, such as the 1st Grade Alligators and 3rd Grade Cheetahs, and come up with their own team chant. Teams earn points for team spirit, their participation in competitions like races or trivia, and listening closely during announcements like the daily Safety Tip. “They love assembly so much. These meetings have become the foundation of our culture because they create a strong house,” said Archer.

That culture carries through the Club day. Young people at the Eastside Branch have a lot of input into the programming that is offered. “During assembly we sometimes have things they can vote on. Sometimes it is silly, like which staff do you want to pie, but they also vote on what programs they want,” said Archer. The Club has implemented programs such as a STEM Week in the education room and an in-Club internship for teens based on youth voting and feedback sessions. “We’ve created an environment where we have a chance to hear from them directly, paying attention to what they enjoy, and asking questions like, ‘Whet did you like about this activity?’”

Youth voice is also prominent in Eastside’s character and leadership programming. Staff facilitate the SMART Girls program for girls ages 8 to 18, which sees high participation and offers a variety of activities. For young men, Barber Shop Talk has become a powerful experience. Barbers from the community, guest speakers like school principals and members of the Fort Worth police department, and male Club staff meet with young men in the Club to talk about “hot topics” and create emotional connections through mentoring.

Youth who have come through the program found these relationships so impactful that they started their own peer mentoring program for younger boys. On Wednesdays, instead of basketball practice, mentors and mentees meet to talk, giving the peer mentors a chance to practice leadership and help others going through similar life situations.

Eastside's focus on community, youth voice and mentorship have led to what Archer called a "culture shift." Shortly after an organizational merger, the Eastside Branch experienced an influx of new youth who initially struggled to adjust to their new branch, and for it to feel like "home." They were brought into the mentoring program to help them to integrate into their new Club community. "When some of the kids would get upset or melt down, their mentors were the ones who would pull them aside, check in with them, and create that sense of accountability and emotional safety."

"We can't control what happens outside of these doors, or what happens at home or at school, but we can control the environment here in the Club. We want youth to know that we can't wait for them to get here every day. This is a caring, consistent place," said Archer. At Eastside, all young people who attend are part of the Club family.

Facing Down a Pandemic: Clubs Adapt to Meet Community Needs

In times of adversity, Clubs are part of the community response. For 160 years, Boys & Girls Clubs have navigated times of tragedy and crisis to provide safe places for kids and teens.

The COVID-19 pandemic exacerbated existing gaps in opportunity, with potentially long-term impacts on children and teens. This was especially true for communities grappling with systemic inequities, despite their strengths and resilience. From nutrition and learning loss, to safety and emotional well-being, the pandemic disrupted young people's development and well-being.¹²

The pandemic called on Clubs to yet again rise to the challenge around the country. Beginning in March 2020, most Clubs ceased offering traditional after-school programming. Clubs used this major disruption as an opportunity to reimagine and expand the ways in which they meet the needs of their youth, families and communities. They collectively pivoted, adapted and innovated.

Within a week of closures, Clubs started to offer a range of modified services intended to ensure that their members (and others) remained connected, safe and engaged. From spring to early fall:



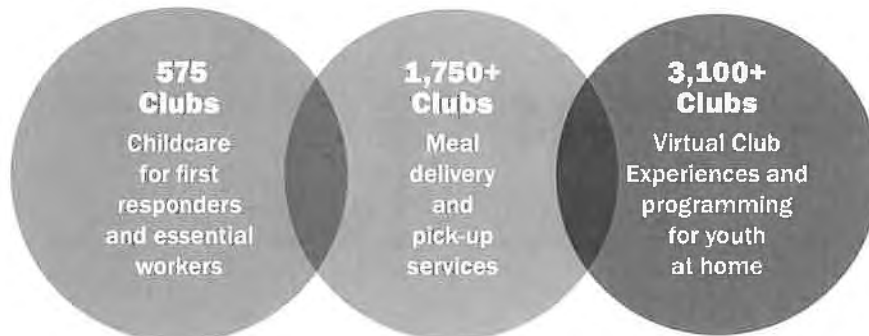
- ◆ **575 Clubs provided in-person childcare and youth development programming for children of first responders and essential workers.** These youth took part in fun learning and enrichment activities, as well as service-learning efforts that included crafting face masks, writing letters to front-line workers and seniors, and assembling care packages. Experiencing a sense of purpose and agency is especially important during difficult times.
- ◆ **More than 1,750 Clubs offered meal services through delivery and pick-up to help address growing levels of food insecurity,** especially among families who experienced lost and reduced income. Clubs partnered and coordinated with local schools, pantries and governments to secure resources and set up distribution processes. Clubs often provided activity packets alongside meals to support children’s learning and provide families with fun ways to engage and connect.
- ◆ **Over 3,100 Clubs delivered virtual Club Experiences and programming for youth at home.** Clubs used all the technology tools at their disposal and quickly mastered new ones.

Through video postings, social media streams and live online meetings, they sought to maintain continuity and connection. Thousands of young people took part in virtual read-alongs and STEM activities; virtual field trips and cooking lessons; dance battles, trivia contests and hang-outs; pop culture and social issues discussions; and adult- and youth-led panels on financial planning, career exploration, empowerment and racial justice. Clubs creatively celebrated young people’s milestones and accomplishments, especially for teens graduating from high school.

- ◆ **As schools started a new term in the fall, some 1,000 Clubs opened as virtual learning centers,** spaces in which young people participated in school online in a safe, conducive, supportive environment.

At the time of this report’s publication, no one knows what the future holds for this country regarding the pandemic. What is known, however, is that Boys & Girls Clubs will continue to rise to the challenge and innovate to ensure no young people are left behind.

Clubs rose to the challenge to meet the needs of youth and families.





Club Members Achieve Positive Outcomes



Developing Globally Competitive Graduates

When young people are academically successful, they graduate from high school on time, are motivated to learn, and have a plan to succeed in today's modern workforce. Clubs develop globally competitive graduates through programs, practices and experiences that enable youth to:

- ◆ **Build Foundational Social-Emotional Skills** – Youth practice and build social-emotional skills through participation in Club programming and interactions with caring adult staff. Essential skills include problem-solving, perseverance and key workforce skills.
- ◆ **Become Effective, Engaged Learners** – Youth love learning and are motivated to ask questions and connect previous experiences to learn from their successes and mistakes. Learning happens while building a robot and tinkering with it until it works, trying to solve a homework problem, or staying focused in order to graduate.
- ◆ **Develop a Postsecondary Plan** – Youth explore careers and link their experiences and interests to potential careers. They are exposed to employers in their fields of interest, obtain internships, and participate in programming that helps them visualize their goals and how to achieve them.

Promoting High School Graduation

THE BENEFITS OF AND BARRIERS TO GRADUATION

Youth who graduate from high school are more likely to achieve better financial, social and health outcomes.¹³ A high school diploma is an indicator that a young person is ready for their next step in life, whether that is the

workforce, military service or a postsecondary education. High school graduates have increased employment opportunities and higher lifelong earnings compared to those without a diploma. Their families and their communities are better off for their individual success.¹⁴

Certain key risk factors can contribute to high school students' failure to graduate, including inconsistent school attendance, unsatisfactory behavior or suspension, or failure to pass math or English classes.

Additionally, beyond the classroom, significant environmental factors affect the academic success of young people, with the most influential being socioeconomic status.¹⁵ Youth experiencing poverty, more than 50% of the U.S. public-school student population,¹⁶ are at a greater risk of not graduating from high school on time compared to their peers who are not experiencing poverty. The national graduation rate for economically disadvantaged students is 80%, while the overall national graduation rate is 85%.¹⁷ Why does poverty have this effect? Partially because the education students in low-income communities receive is inequitable compared to that of students in more affluent communities with well-funded, fully resourced schools. Schools serving low-income communities often have less experienced faculty, spend less per student on resources, and offer fewer advanced classes.¹⁸

CLUBS PROVIDE YOUTH WITH ACADEMIC ENRICHMENT AND SUPPORT

Clubs support the academic success of youth by encouraging them to pursue their passions and interests. Clubs encourage kids to fall in love with learning through activities such as building a bridge with LEGO pieces or developing a computer program. Young people apply



problem-solving and perseverance skills as they learn from the process, with their curiosity driving them to succeed.

Almost 3,000 Clubs implement Project Learn, an approach that leverages Club programming, staff practices, environment, and partnerships to reinforce what youth learn during the school day while creating experiences that spark inspiration and discovery. Youth choose to engage with staff and the informal learning opportunities available every day throughout their Club. Youth receive daily homework help and targeted tutoring if needed. They build academic skills by participating in fun activities such as word games with friends, group engineering projects or gamesroom competitions. Club staff use incentives and recognition to encourage and celebrate young people's academic efforts and achievements. Clubs collaborate with families, school personnel and other partners to support the education of youth. This approach has been found to be effective. A third-party evaluation showed that Project Learn participants had significantly better academic outcomes than Club youth who did not participate in Project Learn and non-Club youth.¹⁹

“75% of Club members ages 12 to 17 from low-income families report receiving mostly As and Bs, compared to 67% of their peers nationally.

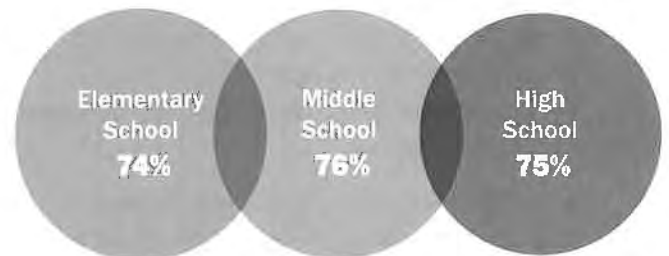
MAJORITY OF CLUB MEMBERS ARE ON TRACK TO GRADUATE ON TIME

BGCA places a high priority on ensuring Club members are on track to graduate from high school on time. Based on existing research and data on the key predictors of

graduation, BGCA developed an on-track-to-graduate measure made up of several NYOI education-related indicators. A young person is considered to be on track to graduate on time when they: 1) report grades of mostly As and Bs, 2) do not skip school, 3) expect to graduate from high school, and 4) progress to the next grade level in school within at least a year of the expected timing.

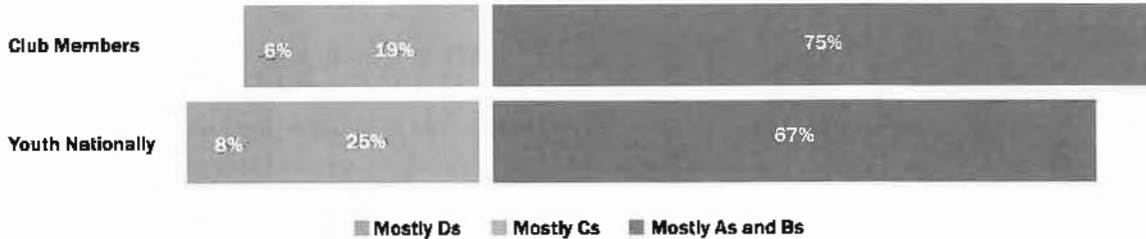
Overall, just over three-quarters of Club members (76%) are on track to graduate on time. This percentage remains relatively steady across grade levels.

Three-quarters of Club members are on track to graduate from high school on time.



Club members report higher grades than youth nationally.

Among low-income youth ages 12 to 17

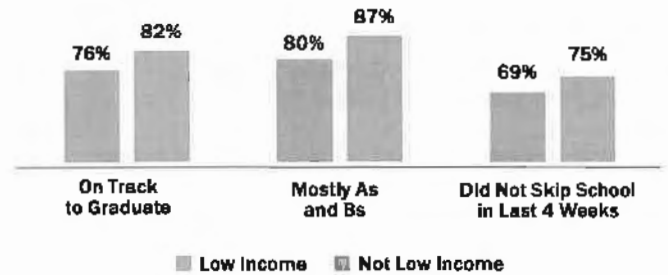


Clubs provide learning opportunities that can help address the academic inequities that exist among youth from families with a low income. A comparison of 2020 NYOI data on school grades to similar data from the 2016 National Survey on Drug Use and Health (the most current data available from that source) shows that 75% of Club members ages 12 to 17 from low-income families report receiving mostly As and Bs, compared to 67% of their peers nationally.²⁰

While this finding is encouraging, Clubs and BGCA must continue to find more ways to help combat educational inequities caused by poverty. Both Clubs and BGCA can more deeply analyze the yearly NYOI data to gauge members' progress on the on-track-to-graduate indicators by socioeconomic status and other important demographic variables. That data can then be used to adapt existing strategies or adopt new strategies for programming and partnerships. The 2020 NYOI data shows that Club members whose families have a low income fall behind on three of the on-track-to-graduate indicators when compared to Club members whose families do not have a low income.

This comparison highlights the persistent negative impact of poverty and challenges Clubs and BGCA to address educational equity by ensuring that all Club youth have the supports and resources they need to graduate on time.

Club members from low-income families are less likely to be on track to graduate on time.



Club academic enrichment and support programming also provides many opportunities for young people to develop foundational social-emotional skills. When youth practice and strengthen their social-emotional skills in the Club learning environment, this helps them stay on track to graduate from high school on time (see graph on next page). NYOI data shows that Club members with strong problem-solving skills are more likely to be on track to graduate compared to Club members with low problem-solving skills (78% vs. 69%). The difference is even more marked for Club members with strong perseverance skills compared to Club members with low perseverance skills (84% vs. 65%).



Perseverance and problem-solving help Club members stay on track to graduate.

% on track to graduate on time



Engaging Black, Latino and Female Youth in STEM

THE STEM WORKFORCE LACKS DIVERSITY

The fields of science, technology, engineering and mathematics (STEM) have an impact on every aspect of life, from how people communicate to the food they eat. STEM fosters technological innovation and scientific discoveries that connect people and help solve problems. STEM is also important for sustaining a stable and competitive economy, as innovation drives economic growth and raises wages.²¹

The STEM fields have long been plagued by a lack of diversity, with women, Black people and Latino people severely underrepresented in the workforce. Black and Latino people make up 11% and 16% of the overall U.S. workforce, respectively, but only hold 5% and 8% of engineering jobs²² and 7% each of computer science jobs. The situation is significantly worse for women, who account for nearly half of the overall workforce, but hold only 14% of engineering jobs.²³ Women's representation in computer

jobs, a field that includes computer scientists, software developers and programmers, has actually decreased, from 32% in 1990 to 25% in 2016.²⁴

The lack of diversity begins early on. A 2019 study conducted by Junior Achievement found that only 9% of girls ages 13 to 17 expressed an interest in STEM careers, down from 11% in a similar survey from 2018.²⁵ By comparison, interest among teen boys is three times higher at 27%.²⁶ Also, while white youth and youth of color express similar levels of interest in STEM, youth of color are more likely to transfer or drop out of postsecondary STEM programs.²⁷ In the Draw-A-Scientist tests, 70% of 6-year-old girls drew a woman scientist, but by age 16 this dropped to just 16%.²⁸ The portrayal of STEM professionals in the media often serves to reinforce stereotypes about the field. An analysis of STEM characters in popular films from 2002 to 2014 found that women were given half the number of speaking roles as men and often cast in subordinate roles such as research assistants.²⁹



A STEM workforce that includes female, Black and Latino professionals leads to increased perspectives, greater innovation and more effective problem-solving.³⁰

With an estimated 2.4 million jobs having gone unfilled in 2018 and STEM jobs expected to increase 8% by 2029, there is a desperate need for STEM workers.^{31,32} Misperceptions about the field, however, combined with a lack of interest, mentors and role models, and support from parents and teachers ultimately deter girls and youth of color from pursuing STEM careers.³³

STEM IN BOYS & GIRLS CLUBS

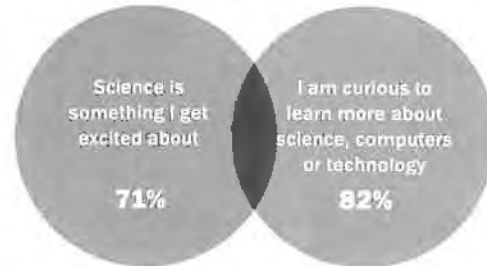
High-quality STEM programming in the afterschool space is an important strategy for addressing diversity and preparing youth for a future STEM career. More than 70% of students in afterschool STEM programs reported positive gains in STEM interest, career knowledge, and social-emotional skills such as perseverance and critical thinking.³⁴ Findings were significantly greater for youth participating in programs for four weeks or longer. These social-emotional skills are also important in a field that is not always welcoming to women, Black and Latino people. The ability to solve problems and persevere are especially crucial for youth in overcoming insufficient academic preparation, limited opportunities, and experiences of exclusion and isolation.³⁵

Clubs implement engaging STEM programming that builds skills and encourages youth to see a future in STEM. Family STEM nights and computer programming “hackathon” events encourage creativity and perseverance, and local field trips to planetariums expose youth to a variety of STEM experiences. In the DIY STEM program, youth engage in fun, hands-on activities that introduce them to science concepts with real-world applications. They collaborate and activate problem-solving skills in creating a homemade light bulb or developing a water filtration device. During Summer Brain Gain, a program to combat summer learning loss, Clubs help youth learn by exploring topics such as forensics, animation and food science. Clubs also provide members with mentors, networking opportunities and career days to pursue their STEM interests.

THE IMPACT OF STEM ON CLUB MEMBERS

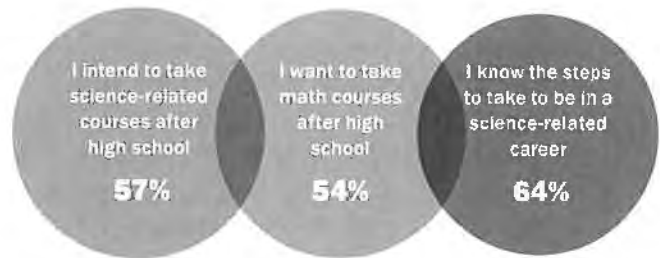
Club members show a strong interest in STEM programming. According to NYOI data, 71% of Club members report getting excited about science, and 82% are curious to learn more about science, computers or technology.

A majority of Club members express interest in STEM.



Additionally, more than half of surveyed high school Club members intend to take science-related courses after high school or want to take math courses after high school.

High school Club members are committed to STEM.

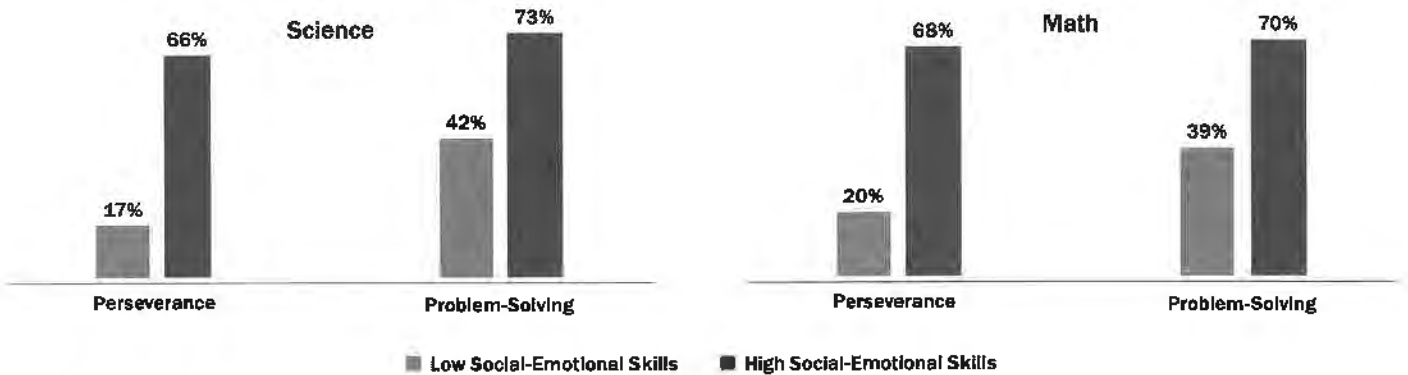


Club teens who report having strong problem-solving and perseverance skills are more likely to want to take science and math courses after high school, compared to Club teens reporting low social-emotional skills. For example, 66% with high perseverance indicated that they are likely to take a science class after high school compared to 17% of those with low perseverance (see graph on next page).



Club teens with strong social-emotional skills are more likely to plan to take STEM-related classes after high school.

% who intend to take science and math classes



Preparing Youth for Postsecondary Education

BARRIERS TO CONTINUING EDUCATION AFTER HIGH SCHOOL

Even though young people have more alternative routes to enter the workforce than they once did, postsecondary education still matters. Those with more formal postsecondary education benefit from greater opportunities, lower unemployment and higher earnings potential.³⁶ An estimated 5 million jobs requiring postsecondary education will go unfilled in 2020, and the Bureau of Labor Statistics predicts the greatest growth in employment from 2018 to 2028 will be among those occupations requiring some form of formal postsecondary education (whether a certificate, associates degree or higher degree).^{37,38}

Despite the increasing importance of a postsecondary education in preparing for a globally competitive workplace,

many young people are opting out. One of the biggest reasons is cost. In 2019, the average total price of tuition was \$33,000 for trade schools; \$50,880 for a public two-year institution; and \$87,800 for a public four-year institution at an in-state rate.^{39,40}

To help cover these costs, students can apply for financial aid, but many are unable to navigate the complex process. The Free Application for Federal Student Aid (FAFSA), which is completed by students to determine their eligibility for financial aid, has been criticized for being unwieldy and overly complicated. In fact, 43% of high school seniors didn't complete the application in 2019.⁴¹ This means that \$2.6 billion in available federal aid went unclaimed.⁴²

In addition to overcoming financial barriers, young people also have to prepare for entrance exams, apply for scholarships and navigate the application process. This can be especially challenging for first-generation students whose caregivers never attended postsecondary school and lack the firsthand experience to guide their children through these complex systems. While guidance counselors are charged with helping students plan for life post-high school, they are often stretched thin and overwhelmed with large

caseloads.⁴³ Slightly more than half of youth report that their school has helped them to understand the steps they needed to apply to college, and only about half report using support services to prepare them for future goals.⁴⁴

Even after being accepted, students need support registering for classes, applying for housing and submitting transcripts. Confused by the process, up to one-third of students with plans to attend college do not make it to classes in the fall, a phenomenon known as “summer melt.”⁴⁵ The melt rate for students from low-income families and those planning to attend community colleges can be as high as 40%.⁴⁶



For those who successfully clear the hurdles of preparing, applying and enrolling in postsecondary institutions, the challenges don't stop there. About 33% of first-generation students, the vast majority of whom are students of color, drop out by the third year.⁴⁷ The dropout rate at community colleges is even higher, with less than 40% graduating or transferring within six years.⁴⁸ Financial pressure and academic disqualification are the reasons most cited for dropping out, but many students, especially students of color, also feel unwelcome and unsupported on campus.⁴⁹

CLUBS PROVIDE YOUTH WITH POSTSECONDARY EDUCATION SUPPORT

Overcoming these barriers requires significant perseverance and problem-solving. Students need to persevere through difficulties and the obstacles placed before them. Social-emotional skills such as perseverance are positively correlated with academic performance, and their broader application can promote success outside of the classroom as well.⁵⁰

The work to prepare young people for educational options after high school starts from the moment they step inside a Club. Clubs integrate career exploration throughout all program areas, from arts to leadership to health and wellness, so that youth of all ages are exposed to different career options. Clubs also coordinate college tours and alumni visits, host career days, offer SAT and ACT prep courses, and provide guidance throughout the college application process.

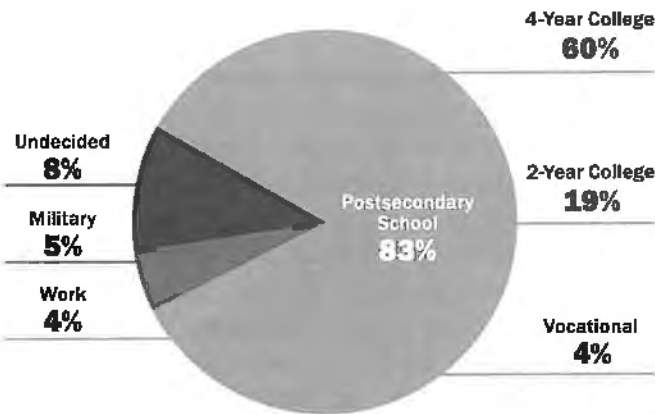
Skill-building programs provide teens with the opportunity to learn social-emotional and other skills and practice them within an educational context. In the Diplomas to Degrees program, teens inventory their potential career interests and map the steps to gain entry to a postsecondary institution that meets their needs and interests. The CareerLaunch program offers activities that help Club youth explore different careers and identify the skills and education needed for a specific career path. Teens gain financial literacy skills through the Money Matters: Make it Count program, which teaches youth how to plan for their future goals through budgeting, managing debt and saving for postsecondary education and beyond.



POSTSECONDARY EDUCATION READINESS AMONG CLUB MEMBERS

Across all age groups, 82% of Club members expect to complete some postsecondary education. Among Club members in 11th and 12th grades, 53% reported participating in a college preparation program at the Club, an opportunity that BGCA and Clubs are working to extend to all high school members. Of the Club teens who participated in one of these programs, over 93% agreed that they know what education or training they will need for the career they want, and 88% agreed that they know what costs to expect for the education or training they need after high school.

Most Club juniors and seniors who completed a college prep program are planning to pursue a postsecondary education.



“ 81% of Club juniors and seniors who completed a college prep program reported they are making immediate plans to enroll in postsecondary education, compared to 59% of high school students nationally.

Over three-quarters of these Club juniors and seniors (81%) also reported that they are making immediate plans to enroll in some type of postsecondary education, compared to 59% of high school students nationally.⁵¹ Additionally, 78% of the Club seniors reported submitting the FAFSA, compared to 61% of high school seniors nationally.⁵²



Club juniors and seniors are more likely to plan to enroll in a postsecondary education compared to peers nationally.*



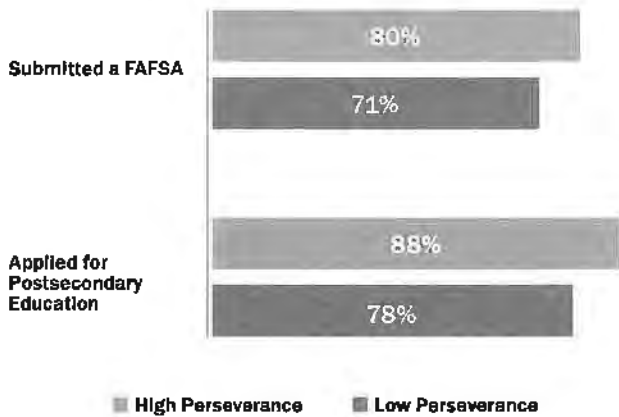
Club seniors are more like to have submitted a FAFSA compared to peers nationally.*



*Club member percentages based on those who participated in a college preparation program at the Club.

Club members in high school who report higher levels of perseverance are more likely to submit a FAFSA and apply for postsecondary education than their Club peers reporting lower levels of perseverance. This demonstrates the importance of including social-emotional skill development in college and career readiness programs.

Club high schoolers with high levels of perseverance are more likely to take steps toward a postsecondary education.



Priming Youth for Success in the Modern Workforce

“Early exposure to the working world is vital to future career choices. Young people start building their career expectations as early as age 11.

CLOSING SKILLS AND DIVERSITY GAPS IN THE WORKFORCE

Women and people of color account for the fastest-growing shares of the U.S. population, but only account for 47% and 36% of the overall U.S. workforce.⁵³ Industries that intentionally invest in these groups at an early age have the potential to increase their bottom line. Companies who are in the top quartile for racial and ethnic diversity are 33% more likely to have above average financial returns.⁵⁴ Equipping young people of all backgrounds, especially those who have been historically underrepresented,



with the knowledge, skills and experiences needed to be successful will help close gaps, expand the talent pool and increase productivity.

Traditionally, workforce development programs have targeted adults and high school students needing jobs. However, starting skill development much earlier increases the likelihood that young people will acquire the essential skills needed for workplace success that they can build upon throughout adulthood.⁵⁵ Early exposure to the working world is also vital to future career choices, and young people start building their career expectations as early as age 11.⁵⁶

CLUBS PREPARE YOUTH TO BE WORKFORCE READY

BGCA's approach features four pillars to guide Clubs in creating a workforce readiness culture in which young people can define and achieve their career plans. From the moment youth enter the Club, programs and experiences that integrate skill building and career exploration provide them with opportunities to connect their passions and talents to careers and apply those skills in real-life work experiences.

Workforce Readiness Pillars



Experts debate what to call the skills needed for workplace success. Common terms include soft skills, 21st century skills, social-emotional skills and employability skills. In its workforce readiness approach, BGCA uses the term “essential skills,” which combines social-emotional skills such as problem-solving and employability skills like dependability into one cluster.

Essential skills are critical in the workplace. In 2013 more than half of U.S. employers stated that their biggest obstacle to growth was finding qualified candidates with the interpersonal and self-regulation skills they needed the most.⁵⁷ Similarly, a 2017 Business Roundtable survey of employers found that although critical thinking, problem-solving and communication skills were highly relevant to positions within their companies, these were also the skills that were challenging to find in qualified job candidates.⁵⁸

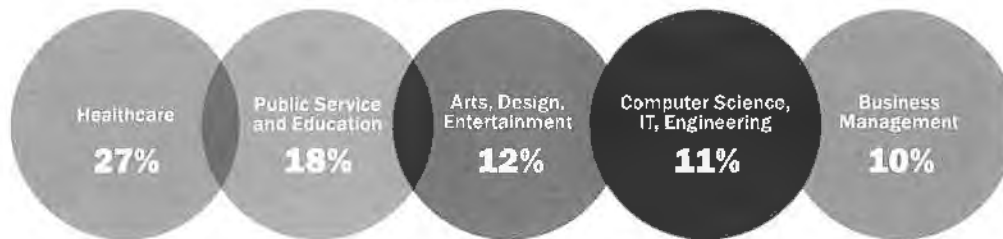
DEVELOPING ESSENTIAL SKILLS

Clubs provide multiple opportunities for youth to build and practice essential workforce skills. For example, youth may have assigned responsibilities such as assisting with serving snacks, co-facilitating activities or collecting sports equipment. Staff set expectations during program time to teach and reinforce workplace expectations such as punctuality, dependability and teamwork and recognize youth when they are demonstrating these behaviors.

EXPLORING CAREERS

Career exploration takes two forms: exposure and exploration. Exposure activities are for all ages, sparking young people's interest by exposing them to diverse career paths. Club staff integrate career exploration into all programs and activities, bring in guest speakers and take youth on workplace tours and career fairs. Clubs more

Club teens are interested in a wide range of careers.



deeply engage teens by dedicating time for them to discover careers that match their talents and interests and learning what it takes to be successful in those industries. Opportunities include job shadowing, mentorship and interviewing, where teens can view careers firsthand and meet professionals in those careers. See above for the top five career interests among teens participating in the Keystone Club program in 2019.⁵⁹

NYOI data reveals a link between career exploration programs and problem-solving and perseverance skills. Of Club teens who attended a career exploration program, 84% reported having strong problem-solving skills and 60% had strong perseverance skills, compared to 74% and 54% of Club teens who did not attend such a program, respectively.

BUILDING EMPLOYABILITY SKILLS AND EARNING CERTIFICATIONS

Clubs help young people gain the skills needed to seek, secure and sustain a job over time, and build job-specific technical skills. Partnerships with local employers, postsecondary and vocational training institutions and government agencies enable Clubs to offer older teens industry-specific training and certification programs in their areas of interest. Teens earn certifications in areas such as first aid/CPR, phlebotomy, information technology, welding and warehouse logistics. NYOI data shows Club teens need such opportunities, with only 28% of them reporting they have a job.

APPLYING SKILLS THROUGH WORK-BASED LEARNING

Clubs provide youth with structured learning experiences in which they can apply newly gained skills in real-world work environments. These experiences can include service-learning projects, first jobs, internships in the Club or with external companies, and pre-apprenticeships. BGCA's national partnership with Gap Inc. has enabled the company to significantly expand its This Way Ahead Internship program. The program builds a talent pipeline for the company and supports Club teens who traditionally have had barriers to securing their first job. Clubs partner with local Old Navy stores to provide teens with exposure to retail careers, job readiness preparation, opportunities to apply and interview for part-time and seasonal jobs, and coaching through the hiring process. In 2019, nearly 5,000 teens participated in these workforce readiness activities.





“ They look in their backyards and think that’s all they have. We can show them that there’s a world beyond by giving meaningful experiences that their schools can’t. – Jon Blodgett, Boys & Girls Club of Fitchburg & Leominster

Club Goes Full STEAM Ahead to Help Youth Prepare for Career Success

About 10 years ago, the Boys & Girls Club of Fitchburg & Leominster redefined itself as a STEAM out-of-school-time program. Seeing local schools’ resource constraints, the Club committed to infusing science, technology, engineering, the arts and mathematics into all of its programming.

“Our schools do a lot of sports programs, and the benefits of those are great, but you’ve got to also be able to practice technical skills and expose youth to all kinds of varied experiences,” said Teen Center Director Jon Blodgett. Staff tie everything young people do at the Club to the world of work.

Club staff use programs like First Robotics, Girls Who Code, App Inventor and even beekeeping to expose members to varied STEAM career pathways. Even programs that aren’t specifically science-focused such as CareerLaunch get the

STEAM treatment. Teens identify their career interests, research career paths, build basic employability skills, and complete internships and field experiences, focusing on STEAM-related careers. Club members have interned at hospitals, newspapers, art museums, and heating and air conditioning companies. Additionally, Club teens can participate in a Counselor in Training program during the summer, then become paid Junior Staff within the Club. Frequent guest speakers introduce youth to many career and Postsecondary education pathways.

A fun example of entrepreneurship that came out of this programming is BGCPrint, an apparel screen-printing enterprise. Club teens wanted to learn what it was like to own a business. Local Chamber of Commerce members coached them on how to develop a business plan, find prospective investors, and make a pitch. The teens generated \$20,000 to set up their business, and they now screen-print shirts for the Club and other customers.

Club leaders recognize that people of color and women are underrepresented in STEAM fields. Some opportunities, like Girls Who Code, are open to girls only. With the diversity in the surrounding community, the Club’s membership increasingly includes more youth of color. Being intentional about bringing in women and people of color as guest speakers helps youth to see themselves in a wider variety of careers. “Many youth may think their opportunities are limited,” said Blodgett. “But with what they are exposed to at the Club, they see many more opportunities.”

The Club also uses its STEAM and workforce readiness programming to teach social-emotional skills like perseverance and problem-solving. Club staff design activities so youth can work collaboratively and practice skills like public speaking and making business pitches.

“We help teens figure out what path they need to take to achieve their goals and how they should get started,” said Blodgett.

Youth are expected to follow strict guidelines to complete certifications and held accountable to follow through on their commitments. “We’ve had kids who failed to complete CareerLaunch multiple times, but we always allow them to keep coming back and try again. If they are willing to persevere, we will always give them support. We love creating opportunity.”

These opportunities have made a huge impact. The Club’s teen membership has risen from an average of 12 teens daily five years ago to now over 80. Youth are excited to explore their interests and plug into opportunities in their community, and community leaders have embraced the Club’s strategy.

“Local businesses are keenly interested in helping to develop the workforce of tomorrow,” said Club CEO Donata Martin.

At this Club, tomorrow is looking exceptionally bright.





Developing 21st Century Leaders

Young people, their families and communities are being confronted with numerous life-altering challenges: social and race-based injustice, climate change, economic upheaval as a result of COVID-19, and the widening fault lines caused by political division.

Youth voice, agency and mobilization have been central to driving positive, meaningful change within every movement throughout history.⁶⁰ Once again, youth are rising to the challenge as leaders to demand social, political and economic change. They are being called out to the streets to protest, serving as thought leaders, developing innovative and creative solutions, and demanding a voice in decisions that impact their current reality and future.⁶¹



As supportive facilitators, advocates and allies in their growth and development, Club staff partner with young people to create a safe, inclusive environment. Within this nurturing environment, youth can develop into future world leaders by following a character-building trajectory:

- ◆ **Build Foundational Social-Emotional Skills –** Youth practice and build social-emotional skills by participating in Club programming and interacting with caring adult staff. These essential skills include having healthy relationships with others, making sound decisions and communicating effectively.
- ◆ **Participate in Service-Learning Opportunities –** Youth take on developmentally appropriate leadership opportunities in programs such as SMART Girls in Action, Keystone Club, Torch Club and Youth of the Year Suite. Youth also participate in service-learning opportunities that allow them to explore their Club and community. By confronting familiar and unfamiliar challenges, youth see the world through a new lens and identify how they can create positive change. These experiences help young people build skills such as empathy, perspective-taking and problem-solving.
- ◆ **Lead Change –** Youth take on increasing leadership opportunities in and outside of the Club by identifying pressing issues affecting their peers, community and the world. They spotlight needs such as mental health, racial inequity and immigration by participating in National Keystone Conferences, local demonstrations addressing climate change and racial equity, civic activities, and youth-led efforts to build a positive Club environment. They galvanize their peers and partner with Club staff to develop responsive solutions.

Throughout this process, youth learn from and partner with peers and staff who model social-emotional skills that develop strong character. This growth is the necessary foundation for developing leaders and change agents.

Laying a Critical Character Development Foundation

As youth build and practice social-emotional skills, they develop key character traits that are then demonstrated or reflected in their behaviors. For example, when youth are respectful to others, they work together and

communicate effectively with one another even when there are disagreements. The social-emotional skills associated with showing respect include empathy, communication, perspective-taking and inclusion. Another example of character development is when youth demonstrate caring. When youth are caring, they appreciate and have compassion for the feelings, experiences and perspectives of others. Youth can better understand that their lived experiences⁶² are different from the lived experiences of others. In sharing with each other how they have previously encountered and interacted with police officers or other authority figures, for example, young people who are white might find that their own experiences differ markedly from those of their Black or Latino peers. Youth demonstrate compassion for others through ethically responsible actions. As with the character trait of respect, social-emotional skills form the foundation of these behaviors.

One way to facilitate young people's strong character development is by engaging them in service learning. Service learning refers to opportunities that actively engage youth in diverse experiences that aim to benefit others. The key difference between service learning and community service is that the former allows youth to gain a deeper understanding of their efforts, such as volunteering at a community food pantry or neighborhood cleanup, through meaningful reflection and perspective taking.^{63,64} In doing so, youth cultivate solidarity with those who may or may not have a shared lived experience and build compassion and critical social consciousness.⁶⁵

For many youth, service learning creates a pathway for moving from involvement in charity or school-mandated community service to social justice and positive change making.⁶⁶ As youth become more engaged in the important issues affecting their peers and community, they are more likely to develop a stronger sense of empathy and self-efficacy,⁶⁷ in addition to the ability to develop healthy relationships and effectively solve problems.⁶⁸



Building Leadership Skills at the Club

The demand for strong character and leadership skills is increasing in classrooms and workplaces. Being able to think critically, demonstrate empathy for others, communicate effectively, solve problems and collaborate well are necessary skills for young people to navigate the challenges of adolescence and adulthood.⁶⁹

By participating in diverse Club programs and activities that promote social-emotional skills, youth develop the strong character traits central to being effective leaders and agents of change among their peers and within their communities. Clubs provide progressive programming that evolves along with young people as they get older. This approach keeps youth engaged and challenged and builds on their existing knowledge and skills.⁷⁰ For example, the SMART Girls in Action program offers a series of sessions designed to build self-esteem, support positive identity formation and develop leadership skills among girls. It uses different types of small- and large-group activities that emphasize discussion and reflection and allow staff to adapt activities to support youth skill-building and interests.



Club staff engage youth by creating formal and informal roles that allow them to develop and practice leadership skills. Staff may give members the opportunity to manage a task or provide input into how they spend their time within a program space. For example, the youngest members may assist in surveying their peers about their interests and passions, which can inform the development of themed activities for the week. Older youth and teens are offered more autonomy, voice and choice to determine which skills they want to build, whether that is building employability skills, mastering a new art technique or participating in a robotics competition. They also assume leadership roles on Club youth councils that advise staff on programming or as officers in small-group leadership development programs such as Torch Club and Keystone Club.

Clubs also encourage young people's leadership and activism through Club programs such as the Youth of the Year Suite, Keystone Club, Torch Club and guided service-learning activities.⁷¹ The Youth of the Year Suite creates opportunities for youth to showcase their leadership ability and be recognized among their peers, within their Club and at state, regional and national levels. Youth take part in hands-on activities that explore topics such as identity, passion, personal branding, voice, teamwork and goal setting. Clubs offer additional service-learning opportunities through the Torch Club, Keystone Club and Million Members, Million Hours of Service programs. While designed for tweens and teens, these programs are adaptable for the youngest Club members. These fun and highly interactive experiences put youth at the center of their own learning, whether it is discovering personal passions, identifying community needs, designing and completing service projects, or engaging other youth to foster change.

The skills that young people develop within the safe, supportive and inclusive environment of the Club, in

partnership and collaboration with caring adult staff and peers, are strengthened and reinforced through practice, hands-on learning and application in their own lives. These skills are easily transferable as youth navigate their ecosystem. In doing so, young people will continue to make the institutions that shape their world, like schools, community organizations, governments and corporations, more accountable, effective, equitable and inclusive.

“ Club members in 8th, 10th and 12th grades volunteer at significantly higher rates than their peers nationally.



Club Youth Lead and Make Change

BGCA's NYOI survey data shows that members are building the social-emotional skills that lead to strong character and leadership through their Club participation.

Forbes defines leadership as "a process of social influence, which maximizes the efforts of others, toward the achievement of a goal."⁷² Club members report having the makings of leaders and change agents, such as being empathetic and confident in their own efficacy, who are ready to take transformative steps toward a great future for all.

For example, as shown below, 92% of Club youth actively try to help when they see others in need, and 86% think about how their decision-making will affect others. As leaders, 76% feel equipped to organize a team of their peers to complete a project, and when goals are set, 87% report taking action to achieve them.

As agents of change, 88% of Club members report that they feel like they can stand up for what they think is right, even if their peers disagree. Nearly three-quarters

(73%) of members spend their time with others to address community needs, and 81% believe that they can make a difference in their community. With this strong character and leadership foundation, Club youth are better equipped to help address the most pressing needs of their generation.

Regarding Club members' levels of volunteerism, when we compare Club teens to teens nationally who have participated in the Monitoring the Future study (MTF), the findings are especially positive. Conducted by the University of Michigan annually since 1975, MTF examines the behaviors, attitudes and values of U.S. students in eighth, 10th and 12th grades.⁷³

As shown on the next page, both NYOI and MTF data show that the rate of teens volunteering at least once a month increases with age. This makes sense given volunteering and community service requirements for high school graduation. But more importantly, the data show that Club members in eighth, 10th and 12th grades volunteer at significantly higher rates than their same-grade peers nationally. At each of these grade levels, almost twice as many Club members report that they volunteer at least monthly than their peers nationally.

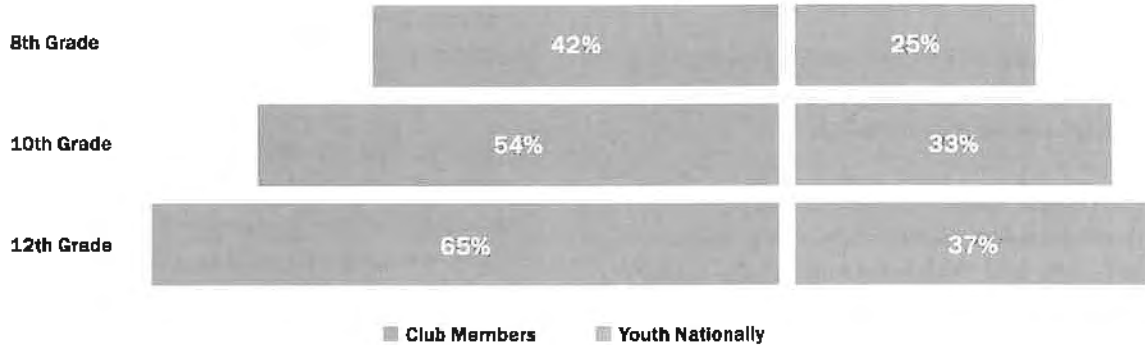
Club youth demonstrate leadership traits and behaviors.





More Club teens volunteer at least monthly compared to teens nationally.

% who volunteer at least once per month



“ Our teens see and believe they’re exceptional, and they can point to the real impact they have made in their Club and community. – Rich Barrows, Boys & Girls Clubs of Metro Denver

Club Builds Leaders and Change Agents – One Day, One Youth at a Time

“It’s not just about implementing certain programs,” said Rich Barrows, Denver Broncos Boys & Girls Club unit director. “Our philosophy is to demonstrate these kids are exceptional, to themselves and to others. This approach to everything we do in the Club is more impactful than just an individual program.”

The Club, part of the Boys & Girls Clubs of Metro

Denver, has been a valued community asset for over 17 years thanks to a continued partnership with the NFL’s Denver Broncos. The Club has worked with multiple generations of youth from many of the same families. With a teen center next to the original Clubhouse, the Club serves mostly Black and Latino youth ages 6 to 18. Club staff describe the surrounding neighborhood as “working class,” with 95% people of color with low incomes.

The staff know that building nurturing relationships with youth is essential for the Club’s programming to have a positive impact on them. “I love working with kids, building a connection with them, bringing them opportunities, seeing them grow,” said long-time staff member Lisa Ford. “I love to see the impact we’ve had on the ones people said wouldn’t make it, and they have made it.”

At the Club, staff set high expectations for youth and serve as role models. “I wanted to work for Clubs to be a good support for children, to show

them a good representation, someone who looks like them,” said staff member Ari Richardson. She likes “how excited youth get when they reach goals they didn’t think they could reach.”

Club staff develop young people’s character and leadership through progressive programming, which builds on their existing knowledge and skills and evolves as youth age. Younger members start out in the Cherish Club and the Boys Club, where they practice making decisions and taking on leadership roles.

At 10 years old, youth can graduate to the Torch Club to strengthen their leadership skills and continue developing the social-emotional skills of empathy and self-efficacy. Torch Club members elect officers and plan and execute their own projects. Staff advise, but the youth decide what they will do and how. “I help them work together to solve problems within our community, learn how they’re not the only ones who struggle, and look at their own actions and how they impact others,” said Richardson. The Denver Broncos Torch Club won a 2018-19 National Project Award for inspiring and recognizing kindness in their community. They made gift boxes for “Hometown Heroes” like firefighters, school janitors and nurses, and created a “Kind Tree” with students from a nearby school in which they wrote caring messages on the leaves.

Youth ages 14 and older can participate in the Keystone Club, leading activities and projects related to academic success, career exploration and community service. The Denver Broncos Keystone Club has a strong focus on service, with staff tracking high school members’ service

hours and offering incentives to encourage them to persevere. The Keystone Club has completed many projects, from organizing Club Family Nights and neighborhood events to reduce gun violence, to partnering with local agencies to promote physical and mental health, and working with school professionals to increase attendance.

The Club staff understand that their job is to help young people become confident, empowered leaders and change agents. “We’ve had a lot of success with our character and leadership programming,” said Barrows. “Our teens see and believe they’re exceptional, and they can point to the real impact they have made in their Club and community.”





Developing a Healthier Generation

When young people live healthy lifestyles, they are able to make decisions that result in their social, emotional and physical well-being.

Boys & Girls Clubs develop a healthier generation through programs, practices and experiences that support overall wellness and enable youth to:

- ◆ **Build Foundational Social-Emotional Skills** – Youth practice and build social-emotional skills through participation in Club programming and interactions with caring adult staff. Essential skills include healthy decision-making, stress management and perseverance.
- ◆ **Make Healthy Choices** – Youth make healthy choices such as participating in a healthy cooking competition, learning positive ways to manage stress, or preparing campaigns encouraging their peers to avoid unhealthy behaviors such as substance use.
- ◆ **Engage in Physical Activity** – Youth have opportunities throughout the Club day to engage in physical activity during check-in, transition times between activities, in the gym or outdoors, and within varied program sessions that encourage movement.

Promoting Physical Activity and Wellness

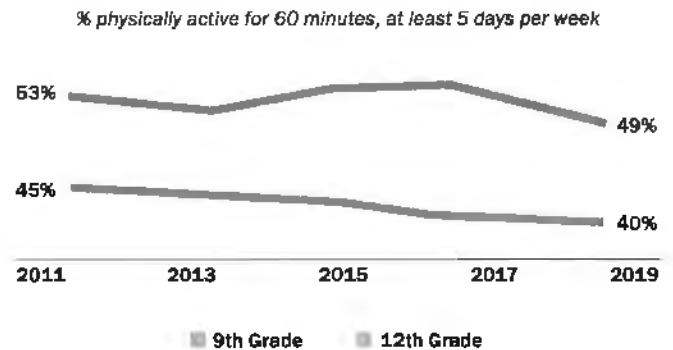
YOUTH AND TEENS DON'T GET ENOUGH PHYSICAL ACTIVITY

Regular physical activity is an important part of a healthy lifestyle, offering immediate and short-term health benefits for youth and protecting against long-term chronic health conditions into adulthood. Youth who are physically active have stronger hearts, bones and muscles than their

inactive peers and an increased ability to concentrate and pay attention. Being physically active in childhood also protects against developing chronic conditions such as heart disease or Type 2 diabetes as an adult.⁷⁴ It can also reduce or even eliminate symptoms of depression and anxiety in teens and adults.^{75,76,77} Young people who are physically active are more likely to remain active as they age, compounding these health benefits.⁷⁸

Yet despite the benefits, most youth do not get the amount of physical activity they need to thrive. The Centers for Disease Control and Prevention (CDC) recommends that youth ages 6 to 17 get 60 minutes of physical activity a day, seven days per week.⁷⁹ Unfortunately only 23% of high schoolers meet these recommendations, with 44% reporting 60 minutes of physical activity five days per week, and 17% reporting no physical activity at all. The data also shows that participation in physical activity declines as youth approach adulthood, with the number of older teens getting sufficient physical activity steadily declining since 2011.⁸⁰

Physical activity rates among teens have been declining since 2011, especially among older teens.



Several factors contribute to the declining rates of physical activity among children and teens. Youth are spending increasing amounts of time in front of a screen for reasons

other than schoolwork. The number of teens who report using a screen for three or more hours a day increased from 22% in 2003 to 46% in 2019 and is likely to keep rising.^{81,82} This is especially true as COVID-19 disrupted in-person activities and more schools offered online learning. Additionally, schools are offering fewer physical activity options during the day. Only half of school districts require or recommend daily recess for elementary-age youth, and fewer than one in 10 schools require daily physical education.⁸³

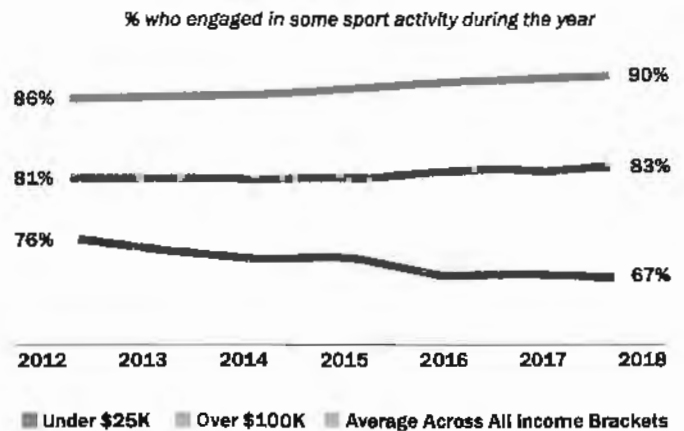
GENDER AND AGE DISPARITIES

Differences in physical activity exist between males and females. A high school male is twice as likely to meet physical activity recommendations compared to a high school female. Fewer females participate in daily physical activity as they age, so that by 12th grade, only 16% of females compared to 33% of males take part in the recommended amounts of physical activity. One explanation for these differences may be differing goals. Previous research has shown that males identified “becoming muscular” as their main motivation to participate in sports, whereas females prioritized friendships, fitness and sociability and did not often find these benefits by participating in physical activity.^{84,85,86}

SOCIOECONOMIC DISPARITIES

Youth sports also provide regular opportunities for physical activity. While participation in youth sports has increased overall in recent years, it has been unequally distributed. The percentage of youth participating in sports from families making \$100,000 or more a year increased from 86% in 2012 to 90% in 2018. Meanwhile, only 67% of youth from the lowest income bracket (families making \$25,000 or less a year) engaged in sport activities in 2018, a decrease from 76% in 2012.⁸⁷

Sports participation is on the decline among youth from the lowest income bracket.



These disparities may be due partly to the increasing costs of youth sports. A family can expect to pay an average of \$125 per year in registration fees for a single child for one sport. When equipment, uniforms and travel are added in, the total annual cost for one child playing a sport averages to more than \$600.⁸⁸

CLUBS REMOVE BARRIERS TO PARTICIPATING IN PHYSICAL ACTIVITY

Clubs provide youth with opportunities to be physically active throughout the Club day. These include offering free play upon check-in, incorporating physical activity breaks during assemblies and transitions between program sessions, and facilitating interactive community builders as part of programs. The “Play Breaks Guide” and “Transitions Playbook” from BGCA offer a variety of fun movement activities and games that can be implemented in any Club space. Most Clubs also have physical space devoted to physical activity or movement, such as a gym, outdoor field, multipurpose room, dance studio or gamesroom



where scheduled activities and events take place. All of these opportunities add up and help youth achieve the recommended amounts of daily physical activity.

Additionally, Clubs provide youth with access to sport leagues and organized sports programs. These programs ensure that all youth, regardless of gender, income or skill level, can experience high-quality youth sports. Partnerships with uniform and equipment suppliers provide free or discounted uniforms and gear required for practices and games. These offerings help decrease financial barriers that may prohibit families from participating in sports.

Clubs also intentionally address gender and age-related disparities. In the Takeover Thursday initiative, for example, Thursdays are dedicated to physical activity and sports for girls. Offerings include female-only open gym time, league games, or having a female athlete host a fitness class. Staff consult young people to design activities that meet their interests, such as escape rooms and step contests. Clubs are placing more emphasis on lifelong physical activities, such as yoga, dance and canoeing or hiking, to help youth find their favorite way to stay active beyond their years as a Club member.

PHYSICAL ACTIVITY SUPPORTS SOCIAL-EMOTIONAL SKILL BUILDING

Physical activity also enables youth to practice and build social-emotional skills such as perseverance, decision making and stress management.⁸⁹ Club members learn perseverance when they repeatedly practice a new or challenging skill, like jumping rope, and how to cope and keep on going if they lose a game. They also practice decision-making during games when they think about how to get around a defender or make a good pass to a teammate. Partnerships between BGCA and sports organizations like Jr. National Basketball Association and National Football League Flag Football provide Club staff

and volunteer coaches with practice plans for all ages and skill levels to ensure that every experience includes well-organized, progressive skill building.

The U.S. Soccer Foundation recently adapted its soccer curriculum for Clubs. The program introduces youth to the sport in a supportive environment by focusing on individual skill progression and social-emotional development. Each session teaches youth fundamental soccer skills while blending in nutrition education and social-emotional skills like decision making, impulse control and perseverance. These skills are integrated in program sessions through group agreements, emotional check-ins, youth-led pickup games, warm-ups and reflections. The health and nutrition information is integrated seamlessly during practice, with youth learning about healthy foods that will give them more energy without interrupting the physical activity.



“ 51% of Club teens report engaging in regular physical activity five days a week, compared to 44% of teens nationally.

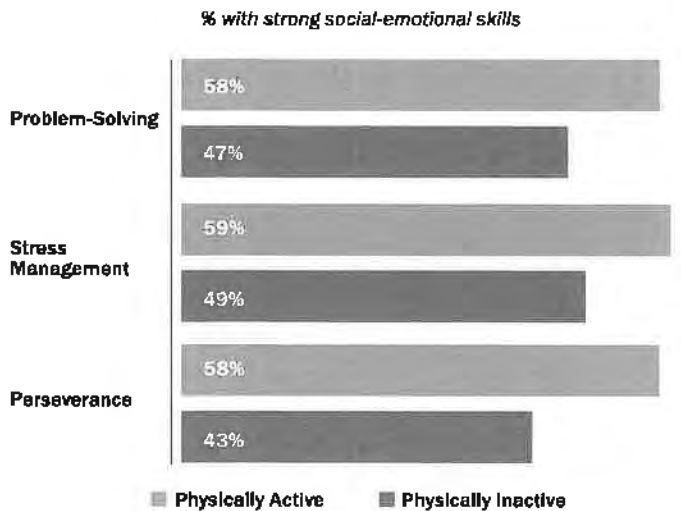
CLUB MEMBERS REAP THE BENEFITS OF PHYSICAL ACTIVITY

Club teens are more physically active than their national peers; 51% report engaging in regular physical activity five days a week, compared to 44% of teens nationally. Additionally, Club teen girls are more active than teen girls nationally, with 40% of Club females reporting regular physical activity, compared to 35% of their peers nationally (see graph below).

Participation in physical activity is also linked with stronger social-emotional skills in Club members. Members who report meeting physical activity guidelines have stronger social-emotional skills compared to Club peers who are less

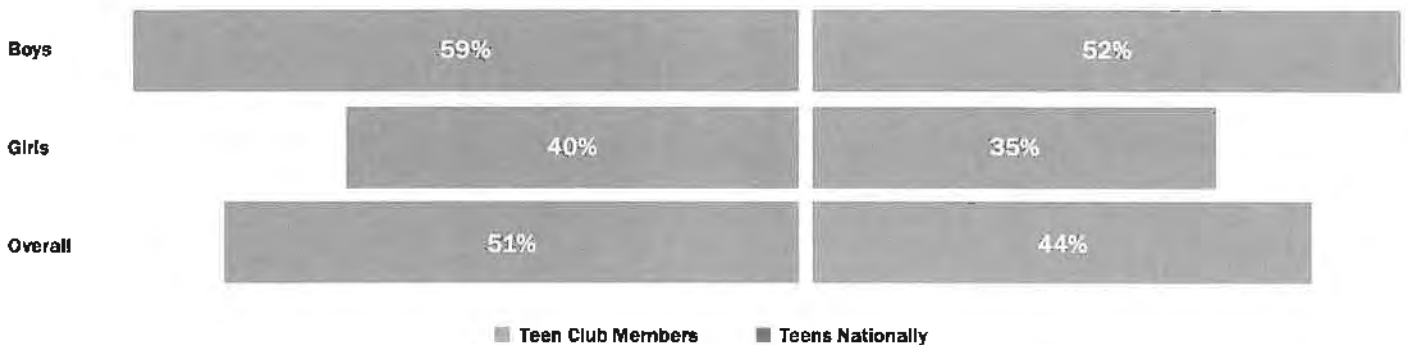
active. For example, 58% of members who are physically active five or more days a week report strong perseverance skills, but among members who are not physically active, only 43% report strong perseverance skills.

Club members who are physically active are more likely to display strong social-emotional skills.



Club teens are more likely to engage in physical activity regularly compared to teens nationally.

% physically active for 60 minutes, at least 5 days per week among high schoolers





“ What they’ll remember looking back are the fun times, the camaraderie with other players, and the supportive relationships with staff. – Jake Wilson, Boys & Girls Clubs of Central Wyoming

Club Provides Year-Round Sports and Fitness Opportunities for Youth

Neither age nor gender, family income nor skill level, rain nor snow nor gloom of winter night prevents young people from enjoying healthy physical activity at Boys & Girls Clubs of Central Wyoming. With year-round sports leagues, clinics featuring college athletes, and other fun activities, the Club makes sure of that.

The organization’s robust offerings, and its dedication to meeting the needs of the youth and families served by the organization, are crushing many of the barriers that keep young people from getting regular physical activity.

Club sports leagues – which include T-ball, flag football, summer basketball and indoor soccer – serve some 1,500 to 2,000 athletes, ages 6 to 18, per year. While girls often have fewer opportunities for sports participation, all of the organization’s leagues are co-ed. The organization has explored offering girls-only leagues, said CEO Ashley Bright,

but has found more community interest in co-ed sports. The Club keeps the cost to families low: generally a \$25 registration fee plus the \$10 annual Club membership dues. The Club waives fees for parents who volunteer to coach.

In most games no one keeps score. The focus is on having fun, said Athletic Coordinator Jake Wilson. “It’s about the kids and them having a good experience. What they’ll remember looking back are the fun times, the camaraderie with other players, and the supportive relationships with staff.”

When the Club was forced to close its facilities in March due to the COVID-19 pandemic, Wilson immediately began receiving frantic messages from teens. They wanted to know whether the annual 9-Foot All-Star Basketball Tournament was still on. The weekend-long spring event is a teen favorite. Hoops are lowered from the regulation 10 feet so youth b-ballers can play with the flair of the pros. Teens can take part in a slam dunk contest and a three-point shoot-out. (The Club will reschedule the event as soon as it’s safe, said Wilson.)

The Club’s winter basketball league is open to everyone, with an emphasis, like all the Club’s leagues, on the basic skills of the sport, fair play, teamwork, healthy lifestyles and fun. High school coaches contact the Club to refer youth who don’t make the school team. Club staff invite those players to join the Club’s league. No one warms the bench, either: In all sports, everyone gets a chance to play every position, regardless of skill level.

Staff also incorporate opportunities for youth to get active in the Club’s program day. In Workout Warrior,

for example, participants rotate through a series of workout stations, switching like musical chairs when the overhead music changes. Staff play fun, “old-school” songs in the gym to encourage more kids to join in, said Wilson. Staff serve healthy snacks and chat with youth about fitness, nutrition and their own power to make healthy choices.

Club offerings for teens help them beat the odds against staying active as they get older. The Club hosts late-night events like glow-in-the-dark dodgeball, and the adjacent city skate park stays open to 11 p.m. During the school year, the Club even provides P.E. classes for home-schooled youth twice a week. “It’s a recreational mecca,” said V.P. of Operations Derek DeBoer, and the Club works hard to make sure it offers something for everyone.



Preventing Substance Use

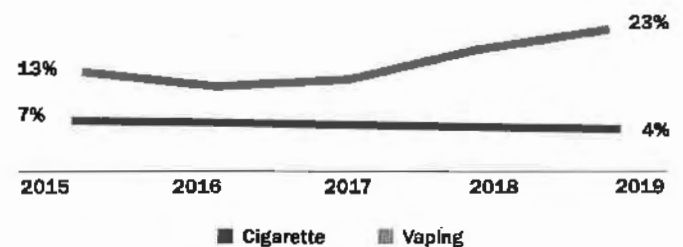
VAPING

TRENDS AMONG YOUTH

Vaping has been steadily growing as a major health concern for youth. Vaping is inhaling an aerosol containing nicotine, chemicals and other flavorings that are created by an electronic battery-operated cigarette.⁹⁰ From 2011 to 2019, past-30-day cigarette use decreased from 4% to 2% among middle school students and from 12% to 4% for high school students.^{91,92} Yet in just two years, from 2017 to 2019, the percentage of high schoolers reporting vaping in the past 30 days has almost doubled (12% vs. 23%).⁹³ This trend is especially concerning since vaping rates had decreased between 2015 and 2016.

Cigarette use is declining while vaping rates are rising among teens.

Current cigarette and vaping use rates among high school students



REASONS FOR VAPING AMONG TEENS

Rates of past-month vaping are higher than rates for the use of any other substance, including alcohol and marijuana.⁹⁴ The most common reasons given for vaping are “to experiment” (61%), “to relax or relieve tension” (38%), or “have a good time with my friends” (38%).⁹⁵ The percentage of students who stated that they are vaping to



“relax or relieve tension” has increased by nearly one-third since 2018,⁹⁶ indicating that more teens are choosing vaping as a coping strategy to relieve stress.

Alarming, the percentage of high school seniors who indicated that they are “hooked on vaping” from 2017 to 2019 has quadrupled. Most vaping aerosols contain a quantity of nicotine that can be addictive, although the exact amounts have been difficult to determine.⁹⁷ JUUL, a manufacturer of commonly used e-cigarettes, indicated that each of their vaping pods contain as much nicotine as 20 packs of cigarettes.⁹⁸ Decades of research has shown that nicotine is harmful to adolescent brain development and increases the risk of future addiction to other drugs.⁹⁹

CLUBS’ VAPING PREVENTION RESPONSE

BGCA’s “Vaping Prevention Resource Guide” identifies the key features of vaping, signs of use and tips on how to talk to youth about vaping. The updated SMART Moves substance use prevention suite of program resources utilizes a health promotion and trauma-informed approach that encourages healthy decision making, perseverance and coping skills. The suite includes a health promotion

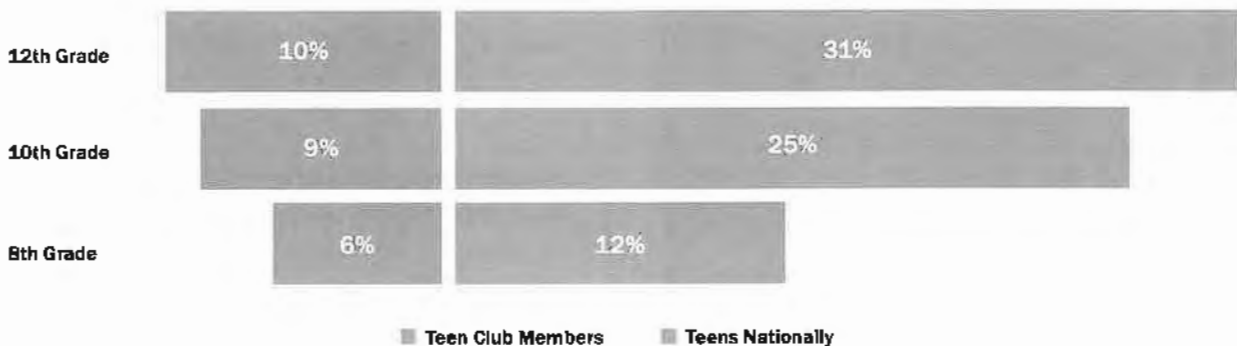
core program, an emotional wellness program, family engagement resources, and a vaping and nicotine prevention module that build these skills.

Clubs have partnered with schools, local organizations and state legislators to raise awareness of and make presentations about the harmful effects of vaping. Statewide anti-tobacco councils comprised of Club and non-Club teens have created tools and strategies for preventing vaping among youth. Several Clubs have also expanded their existing substance use prevention programs to explicitly address vaping and create more opportunities for youth to practice healthy decision-making.

“Nationally, 10th and 12th graders were three times as likely to have vaped in the past month compared to Club members in those grades.

Club teens are less likely to vape compared to teens nationally.

Current vaping use in the past 30 days among teens



CLUB MEMBERS ARE LESS LIKELY TO VAPE

Boys & Girls Club teens overall are more likely to have abstained from vaping compared to teens nationally.¹⁰⁰ Nationally, eighth graders were twice as likely, and 10th and 12th graders were three times as likely, to have vaped in the past month compared to Club members in those grades (see graph on previous page).



OPIOID MISUSE

THE IMPACT OF OPIOID MISUSE

The opioid epidemic has had a devastating impact on youth and families. Although the rates of prescription opioid misuse among youth have continued to decline significantly over the past five years,¹⁰¹ in 2016, 4% of youth ages 12 to 17 reported opioid misuse. This percentage doubled among young adults ages 18 to 25.¹⁰² In 2017, 11 million people ages 12 and older reported opioid misuse.¹⁰³ Youth stated that opioids have “become harder to obtain than in the past,”¹⁰⁴ which may have contributed to the declining rates of use.

Opioid-related deaths affect entire communities. In 2018, nearly 47,000 youth and adults died from opioid-related overdoses. The CDC estimates that for every overdose death, there have been 119 emergency room visits and 22 admissions into treatment facilities.¹⁰⁵ The number of opioid-related deaths is six times the number since 1999,¹⁰⁶ with the New England and Mid-Atlantic regions of the United States reporting the highest numbers of deaths.¹⁰⁷ Approximately 15% of all Boys & Girls Clubs are located in these regions, serving over 600,000 youth and their families.

Having a substance user in the home places adolescents at a greater risk for substance use.¹⁰⁸ Nearly 8 million youth under age 18 live with an adult who uses drugs.¹⁰⁹ Approximately half of youth ages 12 to 17 reporting opioid misuse indicated that they were given opioids by a relative or friend.¹¹⁰ These environments also tend to be unstable for youth, with adult substance users being three times more likely to neglect their children and abuse them physically or sexually. This trauma puts youth at an increased risk for depression, anxiety and other mental health issues.¹¹¹

CLUB OPIOID PREVENTION STRATEGIES

Clubs have utilized skill-building approaches from the “Opioid and Substance Use Prevention Resource Guide,” which includes emotional check-ins and activities that help youth identify and process their emotions. Additionally, Clubs have implemented programs for youth affected by opioid use in their home, such as witnessing an overdose or family separation. Youth are able to form support systems with peers who may be similarly affected. More Clubs are training their staff on topics such as adverse childhood experiences, mental health first aid, and ways to calm disruptive behaviors, increasing their capacity to support affected youth. The opioid prevention learning community includes staff from more than 50 participating Clubs who foster and sustain these strategies.

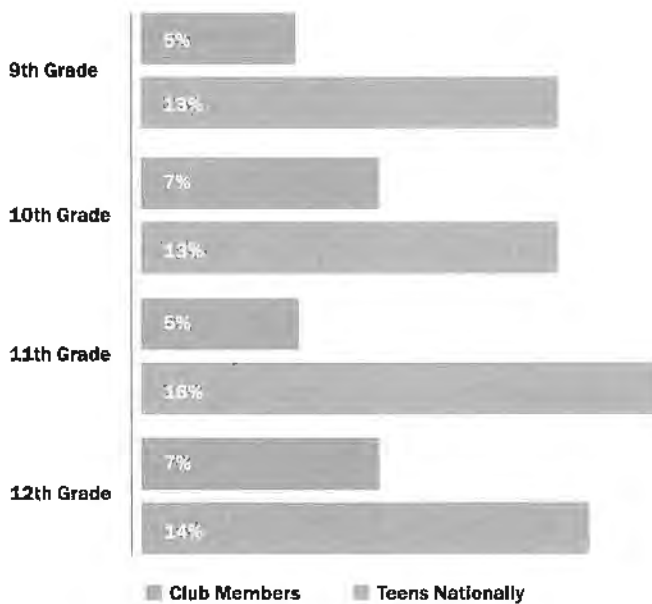


CLUB MEMBERS ARE LESS LIKELY TO MISUSE OPIOIDS

Boys & Girls Club teens have lower lifetime rates of opioid misuse than teens nationally (6% vs. 14%).¹¹² This pattern holds true across grades. Ninth and 12th graders nationally are twice as likely to misuse opioids and 11th graders nationally are three times more likely to misuse opioids as Club teens.¹¹³

Club teens are less likely to have ever tried opioids compared to teens nationally.

Lifetime opioid misuse among high school students



CLUB APPROACHES TO PREVENTING SUBSTANCE USE THROUGH SOCIAL-EMOTIONAL DEVELOPMENT

Protective factors such as creating a safe, nurturing environment where youth can develop positive relationships have been shown to reduce the risk of drug use among

youth.¹¹⁴ Clubs provide such spaces and enable youth to build protective skills, like stress management and problem-solving, to make positive health decisions.

Clubs integrate mindfulness activities into their programming, such as creating “Zen Rooms” with soft lighting and calming toys and activities where youth can regulate their emotions and relieve stress and anxiety. Other activities include engaging youth in scenarios where they practice solving problems and modeling healthy behaviors. By cultivating these skills, youth become better equipped to cope with mental health issues that commonly occur with drug use and exposure.¹¹⁵

Club mentoring programs also encourage positive peer and adult relationships and foster emotional wellness and perseverance. At the Boys & Girls Club of the Eastern Panhandle in West Virginia, mentors in the Handle With Care Mentoring Program alert staff when youth have lived through a traumatic event in their home so they can help them cope with that experience.

More than 1,400 Clubs receive federal funding from the Office of Juvenile Justice and Delinquency Prevention to support implementation of holistic mentoring programs that can help decrease youth substance use and delinquency. Clubs use best practices to mentor youth, such as leveraging their strengths, building positive attitudes and emotions, and having a substance use prevention specialist implement evidence-based prevention programming throughout the Club day. An audit of these sites has shown that having dedicated staff has been the most effective method of integrating substance use prevention practices into the Club.

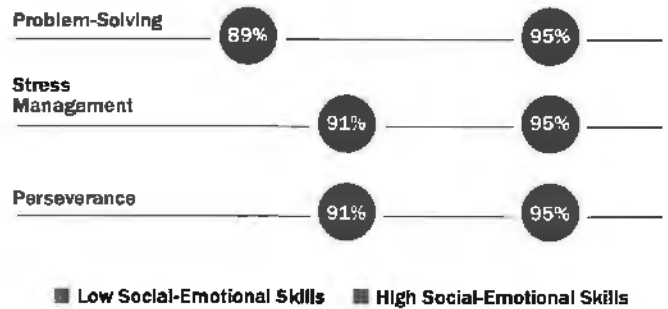
Club teens with strong social-emotional skills are more likely to abstain from vaping.

Lifetime abstention rates among Club teens



Club teens with strong social-emotional skills are more likely to abstain from opioid misuse.

Lifetime abstention rates among Club teens



CLUB TEENS WITH STRONG SOCIAL-EMOTIONAL SKILLS ARE LESS LIKELY TO USE SUBSTANCES

Clubs help prevent substance use by enabling youth to develop key skills that serve as protective factors against drug use. Youth reporting higher social-emotional skills have lower rates of substance use, including vaping and opioid misuse.¹¹⁶ NYOI data show the same holds true for Club teens (see graphs above). Vaping abstention rates are higher for Club teens who report strong problem-solving, stress management and perseverance skills, while Club teens with lower social-emotional skills have lower vaping abstention rates. For example, 86% of Club teens who report high problem-solving skills are abstaining from vaping, whereas 75% of Club teens who report lower problem-solving skills are abstaining from vaping. The pattern is similar for abstention from opioid misuse.

BGCA observes the same pattern across other substances commonly used by youth. Club teens who report stronger perseverance, stress management and problem-solving skills are less likely to use vaping products and any tobacco, misuse opioids or consume alcohol.

Building Emotional Wellness

MAJOR STRESSORS AMONG TEENS AND THEIR IMPACT

Stress among teens continues to rise. The annual Stress in America™ survey found that since 2013, teens have reported higher levels of stress, anxiety and depression than adults.¹¹⁷ Nearly three-quarters (73%) of Boys & Girls Clubs teens reported "when something important goes wrong in my life, I just can't stop worrying about it." In 2017, 13% of U.S. adolescents and teens aged 12 to 17 had at least one major depressive episode during the past year.¹¹⁸ Diagnoses of anxiety or depression among young people aged 6 to 17 have continued to climb since 2003.¹¹⁹

Teens identify anxiety, depression, bullying and substance use as major stressors among their peers.¹²⁰ This is especially prevalent among lesbian, gay, bisexual, transsexual and queer (LGBTQ) teens, who are twice as likely to have been bullied online (27% vs. 13%) or in school



(33% vs. 17%) than heterosexual teens. Consequently, more than half (63%) of LGBTQ teens have experienced persistent feelings of sadness or hopelessness and are over three times more likely to have seriously considered attempting suicide, made a suicide plan or attempted suicide compared to heterosexual youth.¹²¹



Additionally, mass shootings, rises in suicide rates and family separation are top issues of concern among teens.¹²² Among Club teens, 62% report being concerned about mental health issues, 45% about substance use and violence, and 39% about diversity, equity and inclusion.¹²³ Teens nationally also identify racism, community violence and unemployment as negatively affecting their well-being.¹²⁴ Those who report experiencing discrimination have higher levels of stress hormones, blood pressure and obesity,¹²⁵ with greater odds of experiencing depression and engaging in substance use.^{126,127}

COVID-19 further impaired teens' emotional wellness. A 2020 national survey commissioned by 4-H found that 70% of teens surveyed during the pandemic struggled with their mental health, with 55% experiencing anxiety, 45% feeling excessive stress, and 43% experiencing depression due to the pandemic. The top two sources of their anxiety and depression were worrying about school and the impact of COVID-19 on their future. The majority of respondents (64%) also believed that COVID-19 would have a long-lasting effect on their generation's mental health.¹²⁸ Depression and anxiety adversely impact healthy development and well-being. Young people living with depression have an increased risk for suicide and substance use.¹²⁹ Depression can have negative effects on academic performance and peer and family relationships. Long-term chronic stress can lead to physical health problems such as asthma, diabetes and heart disease.¹³⁰

CLUB APPROACHES TO BUILDING RESILIENCE

Social-emotional skills build resilience, which is the ability to cope with life's stressors. Resilience emphasizes strengths such as positive relationships, coping strategies and emotional regulation that help promote wellness.^{131,132} Individuals with strong resilience have lower stress levels and fewer depressive symptoms.¹³³ Quality out-of-school-time programming has been shown to positively enhance social-emotional outcomes.¹³⁴ Clubs provide teens with positive experiences, relationships and environments that foster resilience through dedicated staff implementing skill-building activities, programs and practices that support emotional wellness.

Emotional wellness activities, for example, help teens identify how their bodies react when they are stressed and learn deep breathing and visualization techniques to reduce their anxiety. BGCA's Be There grief and bereavement

initiative provides training, strategies and activities to help Club staff implement best practices to support youth who have experienced life-altering traumatic losses such as death, divorce or community violence. Boys & Girls Club of Benton Harbor in Michigan changed its entire culture when staff created 600 Safe Street, both a physical location within the Club and a method of staff and youth interaction. A dedicated staff member facilitates well-being programming for all youth during the Club day and manages the space, where youth can go to practice coping strategies when they are having a bad day, need help processing their emotions, or just need to talk.

Through this approach, both youth and staff have learned safe and healing practices to address trauma. As youth learn new skills such as problem-solving, stress management and perseverance, they can reflect on what they've learned, its importance and how to apply these skills to other areas of their lives. Reflections embedded throughout Club programming give youth the opportunity to identify and use these skills during the entire day.



Clubs have also developed specific social-emotional programming targeting issues that concern teens. Although resilience helps teens navigate through life's stressors, systemic inequities exist that can exacerbate their anxiety and affect their wellness. Boys & Girls Club of Tracy in

California created a teen hotline and podcast series where teens can call in and express their concerns to supportive adults. Several Clubs have hosted town hall meetings, listening sessions and community forums to create specific teen strategies that address emotional wellness.

THE EFFECT OF SOCIAL-EMOTIONAL INTERVENTIONS ON EMOTIONAL WELLNESS

Interventions that explicitly build social-emotional skills have been shown to have a positive impact. An analysis of school-based interventions found that students who participated in a social-emotional program reported higher emotional wellness and graduation rates than students who never participated in one. Additionally, students who participated in a social-emotional program had lower rates of engaging in risky behaviors six and 18 months after their program ended, compared to their peers who never participated in one.¹³⁵

BGCA applied this research in developing the new SMART Moves: Emotional Wellness program. The program builds the social-emotional skills (self-regulation, impulse control and stress management) that are most linked to helping youth avoid negative thought patterns and behaviors. The program targets elementary- and middle-school Club youth to help them acquire tools for self-management and coping at an earlier age and be able to use them during their teen years and throughout adulthood.

THE IMPACT OF SOCIAL-EMOTIONAL SKILL BUILDING ON CLUB MEMBERS

Individuals who develop healthy social-emotional skills such as perseverance and problem-solving during childhood are more likely to make positive decisions regarding alcohol and substance use and are able to better navigate physical and mental health challenges later in life.¹³⁶ These skills build resilience. Teens with strong resilience skills attending



4-H programs, for instance, had more confidence to address their mental health concerns and utilize healthy coping strategies during the COVID-19 pandemic.¹³⁷ Similarly, NYOI data shows that Boys & Girls Club members with strong resilience are more likely to report higher perseverance, problem-solving and stress management skills than Club members with low resilience (see graph below).

Social-emotional skill building is an essential ingredient in the positive experiences, relationships and environments that young people need for their healthy development. NYOI data shows that perseverance, stress management and problem-solving skills are the strongest predictors of Club members abstaining from alcohol, vaping, marijuana and opioid misuse. The more resilient Club members are, the more likely they are to avoid unhealthy coping behaviors. Strong social-emotional skills are linked to positive academic success outcomes, readiness for post-secondary education, character and leadership development and increased participation in physical activity. Boys & Girls Clubs provide youth with opportunities to develop skills in a safe, nurturing environment that enables them to flourish.

Club members with strong resilience report higher social-emotional skills.



“ We tell them we’re helping them build a self-care toolkit. When they feel stress, they can use these tools; they don’t have to turn to substance abuse. – Monica Gallant, Boys & Girls Club of Souhegan Valley

Club’s Social-Emotional Programs Treat Trauma of Opioid Epidemic

From mass shootings to racism to social media and bullying, many factors encroach upon the mental health and well-being of today’s teens. In Milford, N.H., it was the opioid crisis that galvanized Club leaders around the need to provide emotional wellness programming for young people.

Boys & Girls Club of Souhegan Valley had long been part of a grassroots coalition to prevent teen substance abuse. Around 2012, Club staff began hearing about the effects of the opioid epidemic on children, recalled Monica Gallant, the organization’s director of prevention services. “Club members were starting to lose parents and older siblings.”

Even more young people – 27% of students, according to the 2017 Souhegan Valley Youth Risk Behavior Survey – live with someone with a substance use disorder. That can make life chaotic for youth, and ultimately increases their own risk of substance abuse.

For young people affected by the opioid crisis, the Souhegan Valley Club offers respite in the form of monthly Children's Resiliency Retreats held at the Clubhouse and an idyllic outdoor space in an adjacent park. There are cooking classes, mindfulness activities, arts, music therapy and ropes courses. Participants learn about feelings, coping skills and healthy responses. "We tell them we're helping them build a self-care toolkit," said Gallant. "When they feel stress, they can use these tools; they don't have to turn to substance abuse."

The retreats are part of the Club's comprehensive array of prevention programs working to show young people they can break the cycle of substance abuse and choose a healthier path. For high school senior Abby F., such a path led all the way to the 2020 New Hampshire State Youth of the Year title. Abby chairs the Club's YES (Youth Empowerment and Service) Team, a teen group dedicated to preventing substance abuse and promoting mental health.

YES Team members conduct focus groups with teens in the community so that their concerns can inform the group's projects. The team has convened youth summits, community health fairs and advocacy events. Projects are "youth-led, adult-guided," said CEO Michael Goodwin. It's an important elevation of youth voice, he explained. "They're on the front lines, living it every day." The group is planning a vaping education summit and "take back" event, which would allow teens to turn in vaping devices, no questions asked.

The arrival of COVID-19 forced the Club to shut down for the spring of 2020. Doors re-opened for summer programming on June 1.

But even after 400 hours of cleaning, training and prepping, staff sensed their pandemic response was missing something. Club youth were expressing feelings of anxiety and isolation after three months at home. Some kids felt excluded and even bullied. They felt like no one wanted to hear about their feelings, said Gallant. "As a Club and a community, we've spent the last several years learning about trauma and its effects on kids. We realized we needed to help these kids develop coping skills" to deal with pandemic-related trauma.

During the school year, the Club runs Positive Action, a social-emotional learning program that promotes problem-solving, good leadership and healthy communication skills. In 2020, it became a summer necessity. Each week, a group of 60 Club members learned methods, inspired by a different epidemic, for coping with the trauma of the COVID-19 crisis. In a particularly sweet example, youth penned verse about blackberries for a "mindful poetry writing" workshop developed by New Hampshire Poet Laureate Alexandria Peary for child survivors of the opioid crisis.





Conclusion

Boys & Girls Clubs are more than just safe places to go when school is out. Clubs relentlessly focus on the conditions necessary for young people to learn, grow and thrive: positive experiences, environments and relationships. Because of this, outcomes data from Clubs affirm that Club youth graduate with a plan for the future, become leaders and change agents, and make decisions that promote their health and wellness.

- ◆ 75% of Club members ages 12 to 17 from low-income families report receiving mostly As and Bs, compared to 67% of their peers nationally.
- ◆ Club members in eighth, 10th and 12th grades volunteer at significantly higher rates than their peers nationally.
- ◆ Nationally, 10th and 12th graders are three times as likely to have vaped in the past month compared to Club members in those grades.



The United States faces many challenges. As postsecondary education costs continue to rise, Clubs must support young people in pursuing their studies after high school. As skill and diversity gaps persist in the workforce, Clubs must ensure that all young people have opportunities to develop and practice skills such as inquiry, analysis and problem solving. Clubs must develop young leaders who can exercise their influence and change narratives to include all people. Clubs must instill in young people the lifelong habits that result in physical and emotional wellness. The future of the nation will require a generation of skilled, adaptive, nimble leaders to make advancements across sectors and industries.

In response to ever-changing community contexts and recognizing that the experiences of youth are increasingly complex, Boys & Girls Clubs are prioritizing the following:

- ◆ **Safety and Wellness** – Every young person feels safe and included, and experiences social, emotional and physical wellness.
- ◆ **Equity and Inclusion** – Every young person has access to high-quality youth development experiences and real-world opportunities.
- ◆ **Readiness** – Every young person is equipped with the skills and experiences that lead to success in school, work and life.

Youth, families and communities need their local Boys & Girls Clubs now more than ever. Club professionals and volunteers believe that every young person in the nation is resilient and has what it takes to build a great future. Boys & Girls Clubs will continue to serve as partners with youth, families and communities. Boys & Girls Clubs' commitment to young people and to positive youth development will not waiver.

“ Club professionals and volunteers believe every young person in the nation is resilient and has what it takes to build a great future.



About Boys & Girls Clubs of America

Our Reach

Boys & Girls Clubs provide a safe, affordable place for children and teens during critical out-of-school time. Clubs offer life-changing programs and services to youth across the nation and on U.S. military installations worldwide.

Boys & Girls Clubs serve

4.6 million

young people, a diverse population ranging from ages 6 to 18.



4,738

Clubs are located in schools, public housing, on Native lands, in rural areas and inner cities – wherever youth need us most.

58%

of Club members are eligible for free or reduced-price school lunches, an important indicator of low-income status, compared to

52%

of public-school students nationally.^{1,38}

On a typical day,

467,000

children and teens attend a Boys & Girls Club.

68,000

adult staff work to fulfill our youth development mission, supported by

457,000

volunteers.



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NYOI
National Youth Outcomes Initiative

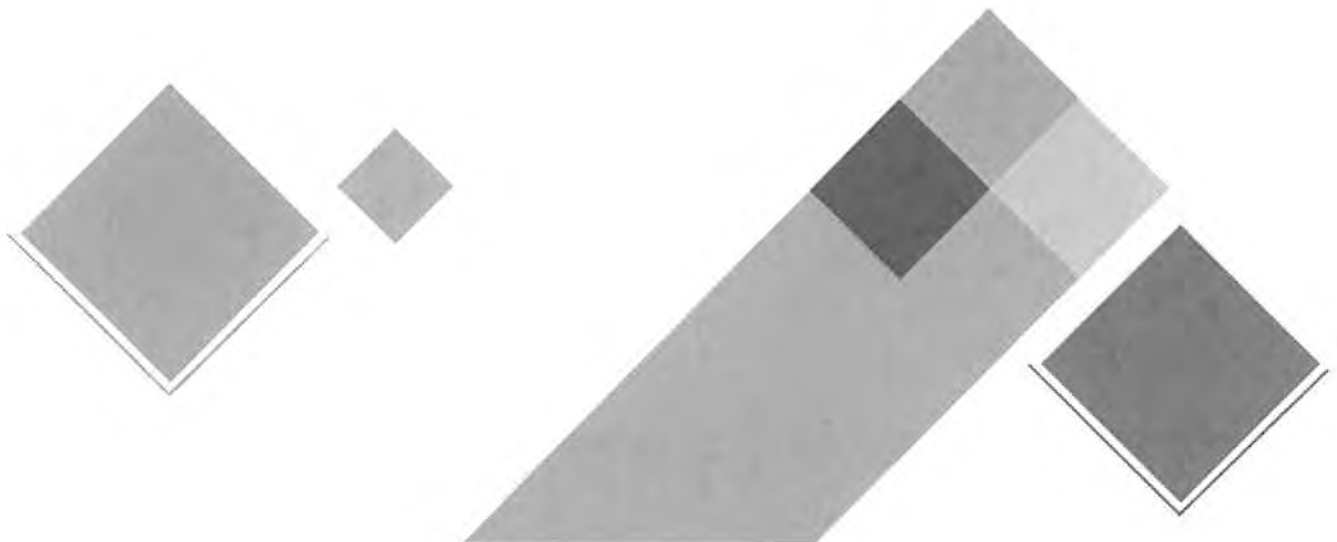
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MEMORANDUM

TO: Mayor Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: May 12, 2022

SUBJECT: **Ordinance 3287-2022 – Planning and Zoning Commission Postponement of Consideration and Request for Additional Information**

At their regular meeting on May 11, 2022, the Planning and Zoning Commission postponed consideration of Ordinance 3287-2022, a conditional donation of City land to the Girls and Boys Club. The Commission has requested additional information from the Boys and Girls Club, specifically a request for concept drawings for the project. The consideration of Ordinance 3287-2022 for the Commission's recommendation to City Council has been rescheduled to May 25, 2022.

Thank you for your consideration.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: May 26, 2022

SUBJECT: **Ordinance No. 3287-2022 – Request to include the recommendation of the Planning and Zoning Commission**

On May 25, 2022 the Planning and Zoning Commission reviewed Ordinance 3287-2022 and recommended approval to City Council. This memorandum requests the following amendment to Ordinance No. 3287-2022.

Move to add; WHEREAS, the Planning and Zoning Commission recommended approval of the conditional land donation at their meeting on May 25, 2022; and

Thank you for your consideration.

**PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: JUNE 1, 2022**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	95,043.78
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	101,748.23
REBORN AGAIN JANITORIAL	APRIL SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3294-2022

AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDING FROM THE STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF FORESTRY, TO SUPPORT SPRUCE BEETLE MITIGATION AND HAZARD FUEL REDUCTION.

WHEREAS, The City participated in a Borough-wide Community Wildfire Protection Plan, adopted by Resolution 2022-34 on May 18th, 2022; and,

WHEREAS, one component of this plan includes the establishment of a slash disposal site; and,

WHEREAS, the City was notified of approval for reimbursement of up to \$150,000 for 3 years from the Division of Forestry to complete this project; and,

WHEREAS, it is in the best interest of the City to accept this funding to support a slash disposal site that will satisfy one of the City’s goals included in the Community Wildfire Protection Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. That the estimated revenues and appropriations be increased as follows:

Parks Improvement Capital Project Fund:	
Increase Estimated Revenues –	
Grant – State of Alaska	<u>\$150,000</u>
Increase Appropriations –	
Construction	<u>\$150,000</u>

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF JUNE, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: June 1, 2022
Enacted: June 15, 2022
Effective: June 15, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: May 25, 2022

SUBJECT: **Ordinance 3294-2022 Department of Natural Resources, Division of Forestry Funding to Support Spruce Beetle Mitigation and Hazard Fuel Reduction.**

One of the major goals of our Community Wildfire Protection Plan was to establish a slash disposal site for residents of our community as well as other bordering communities. This will provide a location for individual homeowners to bring their hazardous fuels and beetle kill trees to. We have identified a tract of land adjacent to the soccer fields that will allow us to complete this particular project, that is City owned, and that is large enough for this particular project. This project is one that can be implemented immediately, and will enable all resident to begin the process of making our local area firewise.

Our local Division of Forestry met with us to inform us of potential grant funding that could reimburse us for expenses to complete this project. We applied for funding through the State of Alaska Division of Forestry, to complete this project and were notified on 5/18, that we were approved for \$50,000.00 per year for 3 years, totaling \$150,000.00.

The City is planning to open the slash disposal site on Thursday, June 2, with a weekly operating schedule of Thursday to Sunday from 10 a.m. to 6 p.m. We hope to operate the facility through the month of September. The City will continuously consolidate the slash throughout the year but due to the uncertainty surrounding the difficulty, cost, and time it will take to burn the slash pile at the end of the year, if the slash pile reaches 1.5 acres prior to the end of September, we will close the facility for the year. The facility will not be made available for commercial operators.

We are very excited to be one of the first communities here on the Peninsula to be moving forward on implementing mitigation efforts established in the KPB Community Wildfire Protection Plan. We are asking for your support of this Ordinance that will benefit the residents of Kenai, as well as other residents in on the peninsula.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Paul Ostrander, City Manager
DATE: June 1, 2022
SUBJECT: **Action/Approval – KCCVC Management Agreement**

In 2019, the City solicited competitive proposals from contractors to provide management services at the Kenai Visitor and Cultural Center and maintenance of the City's permanent collection at the Facility. The Kenai Chamber of Commerce and Visitor Center, Inc. (KCCVC) was the successful proposer for a three-year term of July 1, 2019 through June 30, 2022 that may be extended for two successive one-year terms by mutual consent.

KCCVC would like to extend the agreement for one year with a new termination date of June 30, 2023. Pursuant to Section 3 of the agreement, an annual adjustment based on the Anchorage Consumer Price Index (CPI) would increase the compensation to \$110,125 annually. The FY2023 proposed budget includes \$110,125 for management services at the Kenai Visitor and Cultural Center.

Except as expressly modified or stated herein, all other terms and conditions of the agreement remain in full force and effect.

Suggested Motion:

I move that the City Manager is authorized to extend the Facility Management Agreement for the Kenai Visitor and Cultural Center Facility for one year with a termination date of June 30, 2023 and all other terms and conditions of the agreement remain in full force and effect.

Your consideration is appreciated.

Notary Public for Alaska
My Commission Expires:_____

STATE OF ALASKA)
)ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by Brett Perry, Executive Director of Kenai Chamber of Commerce and Visitor’s Center, Inc., an Alaska non-profit organization, on behalf of the organization.

Notary Public for Alaska
My Commission Expires:_____

ATTEST:

Shellie Saner
City Clerk

SEAL:

Approved as to Form:

Scott M. Bloom
City Attorney



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 18, 2022

SUBJECT: **Approving Officials Bond Amounts for City Manager, City Clerk and Finance Director**

The purpose of this memo is to request approval for the bonding amounts of the City Manager, City Clerk and Finance Director. Kenai Municipal Charter Section 4-3 Official Bonds requires the City Administrator, the Finance Director, the City Treasurer, and other officers and employees as the Council may designate to be bonded for the faithful performance of their respective duties in such amounts as the Council may prescribe and the City shall pay the premiums.

The City's general liability insurance policy provides \$500,000 for employee dishonesty coverage for all City employees. In addition to this coverage, Council set the bonding amount for these positions at \$100,000 for FY2022. \$100,000 is the maximum inexpensive bonding amount available to the City. Higher amounts which include employee dishonesty provisions have been quoted at \$1,750 per position for an additional \$500,000 of coverage for a total cost of \$5,250. The purchase of bonds in the amount of \$100,000 will provide \$600,000 of coverage for each position at a total cost of \$359.

I respectfully request a motion approving \$100,000 as the prescribed bonding amount for the City Manager, City Clerk and Finance Director positions respectively for FY2023.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

FROM: Meghan Thibodeau, Deputy City Clerk

DATE: May 26, 2022

SUBJECT: **Appeal of a Planning and Zoning Commission Action Approving Conditional Use Permit to Applicant Stephanie Nella Lenzini-LeBaron, to Operate a Day Care Center at 502 Ash Avenue, Kenai, AK**

An application to appeal the above-referenced matter was received on May 25, 2022. KMC 14.20.290(f)(1), "Appeals - Board of Adjustment" provides,

(1) The Board of Adjustment shall ordinarily set a date for and hold a hearing on all appeals within forty-five (45) days of the filing of the appeal. However, should the forty-fifth day fall on a weekend or a municipal holiday, the hearing may be scheduled for the next following weekday which is not a municipal holiday under KMC 23.40.020(a)(1)-(10) and (b). For good cause, the Board of Adjustment may hold the hearing up to sixty (60) days after the filing of the appeal. Notice of the time and place of such hearing shall be mailed to all parties interested and to all property owners within 300 feet of the property involved at least fifteen (15) days prior to the hearing. Notices to the appellant and/or applicant for the action or determination must be sent by certified mail, return receipt requested.

The following information is provided to help in setting a Board of Adjustment hearing date:

Pursuant to KMC 14.20.290 referenced above, the City is required to provide notice of the hearing at least fifteen (15) days prior to the hearing. As such, to comply with the notice requirements, the hearing **must not** be scheduled sooner than Friday, June 17, 2022.

Forty-Five Day End Date: Saturday, July 9, 2022 per KMC 14.20.290(f)(1) extends to **Monday, July 11, 2022.**

Meetings within the 45-days: **Wednesday, July 6, 2022.** *Note: June 17, 2022 is not an eligible Council Meeting date as it conflicts with the Noticing requirements.*

KMC 14.20.290 allows for an extension, "For good cause, the Board of Adjustment may hold the hearing up to sixty (60) days after the filing of the appeal."

Sixty-Day End Date: Sunday, July 24, 2022.

Meetings within the 60-days: **Wednesday, July 6, 2022**

**KENAI COUNCIL ON AGING
REGULAR MEETING
MAY 12, 2022 – 3:00 P.M.
KENAI SENIOR CENTER
CHAIR RACHAEL CRAIG, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Craig called the meeting to order at approximately 3:00 p.m.

a. Pledge of Allegiance

Chair Craig led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Members Present: R. Craig, C. Thornton, V. Geller, B. Modigh, F. Kilfoyle,
Members Absent: R. Williams

A quorum was present.

Staff/Council Liaison: Senior Center Director K. Romain, Administrative Assistant R. Piersee, Volunteer Coordinator K. Feltman, and Council Liaison H. Knackstedt

c. Agenda Approval

MOTION:

Member Geller **MOVED** for approval of the agenda as presented and Member Thornton **SECONDED** the motion. There were no objections. **SO ORDERED.**

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT -- None.

4. APPROVAL OF MEETING SUMMARY

a. April 14, 2022

MOTION:

Member Thornton **MOVED** to approve the April 14, 2022 meeting summary. Member Kilfoyle **SECONDED** the motion. There were no objections. **SO ORDERED.**

5. UNFINISHED BUSINESS -- None.

6. NEW BUSINESS

a. Discussion – 2022 Senior Center Survey Results

Administrative Assistant Piersee reported on the Kenai Senior Center 2022 Satisfaction Survey Results as provided in the packet and discussed the outcome of the survey. She reported that 42 surveys were returned, and she discussed using Survey Monkey next year. It was noted that

the survey had been included in the April Centerline newsletter and were available at the Senior Center.

b. **Discussion** – 2023 Draft Senior Center Budget

The Council on Aging reviewed the FY2022 operating budget included in the packet. They discussed grants, transportation donations, volunteer program and delivering meals.

7. **REPORTS**

- a. Senior Center Director – Director Romain reported on the following:
 - Senator Dan Sullivan will attend lunch at the Senior Center on May 13, 2022;
 - Steve Latz will be working on the greenhouse and will have it operational in a month;
 - Current status of ARPA grant spending;
 - Stump removal;
 - Fourth of July;
 - Quilt Raffle;
 - Aspen Creek is the new owners of Chari Place’s and Riverside;
 - There will be a Co-Senior Prom with the Soldotna Senior Center in June.
- b. Council on Aging Chair – Chair Craig said it is good to be back, and praised the Meals on Wheels drivers.
- c. City Council Liaison – Council Member Knackstedt reported on the actions of the April 20, 2022 and May 4, 2022 City Council Meetings.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 9, 2022

The Council on Aging discussed scheduling a work session for June 9, 2022.

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS** – None.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

MOTION:

Member Geller **MOVED** for adjournment and Member Modigh **SECONDED** the motion. There were no objections. **SO ORDERED.**

There being no further business, the Council on Aging meeting adjourned at 4:40 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI AIRPORT COMMISSION
REGULAR MEETING
MAY 12, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR GLENDA FEEKEN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Feeken called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners Present: G. Feeken, D. Pitts, P. Minelga, J. Bielefeld, J. Caldwell, J. Daily

Commissioners Absent: J. Zirul

Staff/Council Liaison Present: Airport Manager E. Conway, Administrative Assistant E. Brincefield, Council Liaison Baisden

A quorum was present.

c. Agenda Approval

MOTION:

Vice Chair Minelga **MOVED** to approve the agenda and Commissioner Caldwell **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. April 14, 2022

MOTION:

Commissioner Caldwell **MOVED** to approve the meeting summary of April 14, 2022 as presented. Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Recommending the City Council Approve a Special Use Permit to Pacific Star Seafoods for 15,000 sqft of Apron for Aircraft Parking & Loading from June 1, 2022-July 31, 2022.

MOTION:

Vice Chair Minelga **MOVED** to recommend Council approve a Special Use Permit to Pacific Star Seafoods for 15,000 sqft of Apron for Aircraft Parking & Loading from June 1, 2022-July 31, 2022. Commissioner Daily **SECONDED** the motion.

Discussion involved clarification on the map “Exhibit A” presented in the packet.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- b. **Discussion/Recommendation** – Recommending the City Council approve the Second Amendment to Agreement for Janitorial Services to Reborn Again Janitorial.

MOTION:

Commissioner Bielefeld **MOVED** to recommend Council approve the Second Amendment to Agreement for Janitorial Services to Reborn Again Janitorial. Commissioner Caldwell **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- c. **Discussion/Recommendation** – Recommending the City Council Approve Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended.

MOTION:

Vice Chair Minelga **MOVED** to recommend Council approve Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended. Commissioner Daily **SECONDED** the motion.

Clarification was provided that this lease is for the building lot, and the area where they store equipment is under a different lease agreement.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- d. **Discussion** – FY23 Draft Airport Budget.

Airport Manager Conway explained that because the City of Kenai had established the Airport Permanent Fund, the Kenai Airport is able to supplement about a third of its budget from earnings of the permanent fund. He reported that the Airport is self-sufficient and operating fiscally responsibly.

The commission discussed funding for additional improvements at the float plane basin, reported complaints of gravel material used at the float plane basin, and a memorial for Derek Leichter.

7. REPORTS

- a. **Airport Manager** – Airport Manager Conway reported on the following:
 - Kenai Aviation began flying on May 2, 2022;
 - My Alaskan Gifts opened in the terminal;
 - Enplanements continue to rise;
 - Parking revenue is up.
- b. **City Council Liaison** – Council Member Baisden reported that the City Council FY2023 Budget Work Session would be on Saturday, May 14, 2022.

8. NEXT MEETING ATTENDANCE NOTIFICATION – June 9, 2022

Commissioners Daily and Pitts noted that they may be absent.

9. COMMISSIONER COMMENTS AND QUESTIONS – None.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. February 2022 Enplanement Report

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:17 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION –
REGULAR MEETING
MAY 11, 2022 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on May 11, 2022, in City Hall Council Chambers, Kenai, AK. Chair Twait called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Twait led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Commissioners present: J. Twait, A. Douthit, G. Woodard, J. Halstead, D. Fikes

Commissioners absent: V. Askin, G. Greenberg

Staff/Council Liaison present: Planning Director R. Foster, City Attorney S. Bloom, Vice Mayor Glendening, Deputy Clerk M. Thibodeau

A quorum was present.

3. Agenda Approval

Chair Twait noted the following additions to the Packet:

- Add item F.1. **Resolution PZ2022-11**
 - Public Comment

MOTION:

Commissioner Halstead **MOVED** to approve the agenda with the requested revisions. Commissioner Woodard **SECONDED** the motion. There being no objection; **SO ORDERED.**

4. Consent Agenda

MOTION:

Commissioner Halstead **MOVED** to approve the consent agenda. Commissioner Woodard **SECONDED** the motion. There being no objection; **SO ORDERED.**

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a commission member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

- 5. *Excused Absences – V. Askin, G. Greenberg

B. APPROVAL OF MINUTES

- 1. *Regular Meeting of April 27, 2022

Approved by the consent agenda.

C. **SCHEDULED PUBLIC COMMENTS** – None.

D. **UNSCHEDULED PUBLIC COMMENTS** – None.

E. **CONSIDERATION OF PLATS** – None.

F. **PUBLIC HEARINGS**

1. **Resolution PZ2022-11** - Application for a Conditional Use Permit for a Day Care Center, for the property described as Lot 1 Blk G Woodland Sub Pt I, located at 502 Ash Avenue, Kenai, Alaska 99611. The application was submitted by Stephanie Nella Lenzini-LeBaron, 502 Ash Avenue, Kenai, Alaska 99611.

MOTION:

Commissioner Halstead **MOVED** to approve Resolution PZ2022-11. Vice Chair Fikes **SECONDED** the motion.

Planning Director Foster presented his staff report with information provided in the packet explaining that the applicant wishes to obtain a conditional use permit (CUP) for a day care center. The criteria for conditional use permits was reviewed; it was noted the application met the criteria and City staff recommends approval subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations.
2. A yearly Conditional Use Permit report must be submitted to the City of Kenai prior to the 31st day of December of each year.
3. Biennial fire inspection must be completed by the Fire Marshal for the City of Kenai.
4. The applicant will meet with City staff for on-site inspections when requested.
5. If there is a change of use for the above described property a new Conditional Use Permit must be obtained, pursuant to 14.20.150(l)(5).
6. Pursuant to KMC 14.20.150(l)(2), this permit shall expire automatically upon termination or interruption of the use for a period of at least one year.

Stephanie Nella Lenzini-LeBaron noted that having childcare is vital for community, and currently options are very limited in Kenai. She explained that she already has a waitlist of families who want to send their children to a State-licensed facility like she will be providing, and that her business will have an economic benefit to the area. She explained that she already has two full-time employees lined up to begin work.

Chair Twait opened for public hearing.

Bob Molloy spoke in opposition, noting that there are already several childcare facilities in the neighborhood and he disagreed with staff's analysis of Criteria 1, 3 and 5. He discussed the home location and street layout, noting that the commercial use will generate heavy traffic which is already dangerous to children in the neighborhood and it is not a good location for a childcare facility. He stated that it is not in harmony with the Goal 1 of the Comprehensive Plan because there are other childcare home occupations in neighborhood and some may not have a license with City.

Kristine Schmidt presented an aerial map of the parcel. She expressed disappointment in the staff report, noting that it did not consider the impact of the business on the historical residential neighborhood with small lots, and that it goes against the Comprehensive Plan's focus on quality of life. She explained that businesses are prohibited in their subdivision covenants, and that the City should not issue permits that violate covenants. She expressed concerns about the location of the business

on a corner lot, increase in traffic, that it will be the only large business in the Woodland subdivision, and that the noise will make it difficult for her to work from home.

Stephanie Nella Lenzini-LeBaron addressed concerns about traffic around her property, noted that it is a family-friendly neighborhood where many children play and the addition of children from her childcare center will not have a harmful impact, and provided details about her large backyard where children where the children will play. She explained that although her intention is to be permitted for twelve children, she only plans on admitting five children full-time and having leeway to allow for emergency drop-offs. She discussed her business hours and the impact of traffic, parking and noise. She stated that it would be negligent if the City decided that more childcare is not necessary, and explained the benefits her learning center will have on the community.

There being no one else wishing to be heard, the public hearing was closed.

Discussion involved how more childcare options are needed in the community, and the impacts of living adjacent to a daycare. The disturbance of noise from a large daycare center was cited as findings in disagreement with Staff's analysis of Criteria 2 "*The economic and noneconomic value of the adjoining property and neighborhood will not be significantly impaired;*" and Criteria 3 "*The proposed use is in harmony with the Comprehensive Plan.*" Concern was expressed for the number of children, and the lack of enforcement for covenants in the neighborhood. A suggestion was made for issuing the CUP with a limited number for one year, which could be modified to allow more children after a year of operation; a provision for emergency drop-offs was considered.

In response to questions from the commission, the applicant provided details about the State license application process and requirements. Director Foster provided clarification on home occupation permits for childcare, and the applicant explained that to apply for a home occupation permit at this time would require a new application to the State and would delay her business operations for several months.

In response to the earlier suggestion of approving a CUP that is modifiable after one year, Director Foster clarified that this change would be substantial enough to require a second public process.

In response to questions from the commission, the applicant provided further details about the State license requirements for training, safety equipment, and Fire Department and State inspections.

Support was expressed for the CUP; it was noted that it is an appropriate land use, and that it is possible to have a family with twelve people in a suburban residential area and it would be better to have a learning center with strong educational and safety standards. It was noted that denying permits after applicants have gone through the proper channels could prevent people from applying in the future.

In response to questions from the commission, the applicant provided a description of her back yard, fencing and gates. She explained her plan for a rotational schedule of outdoor/indoor play, and types of activity.

MOTION:

Vice Chair Douthit **MOVED** to adjourn to adjudicative session with the Director Foster present. Commissioner Halstead **SECONDED** the motion. There being no objection; **SO ORDERED**.

The commission returned from adjudicative session.

MOTION TO AMEND:

Commissioner Halstead **MOVED** to amend Resolution No. PZ2022-11 by adding a condition that the operating capacity will be eight full time children and an additional 4 children on an emergency/temporary basis. Commissioner Fikes **SECONDED** the motion.

The definitions of “temporary” and “emergency” were deliberated, and it was noted that the way the motion is currently written this could not be enforced.

Support was expressed; it was noted that the community would lose out if the CUP was denied, that the applicant’s willingness to get State-certified which has stringent requirements and shows that she will be a prudent business owner.

The motion to amend was withdrawn with concurrence from the Second.

VOTE:

YEA: Douthit, Woodard, Fikes,

NAY: Halstead, Twait

MOTION PASSED.

Chair Twait noted the fifteen-day appeal period.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. **Action/Approval** - Recommending the Kenai City Council Adopt a Resolution Approving the Updated 2022 Kenai Peninsula Borough Community Wildfire Protection Plan.

MOTION:

Vice Chair Douthit **MOVED** to recommend that the Kenai City Council adopt a Resolution approving the Updated 2022 Kenai Peninsula Borough Community Wildfire Protection Plan. Commissioner Halstead **SECONDED** the motion.

Fire Chief Prior provided background on the development of the 2022 Kenai Peninsula Borough Community Wildfire Protection Plan, noting that it was a collaborative effort between Kenai Peninsula Borough communities. He explained some of the main items included in the plan including a slash disposal site and mitigation of gullies, and noted there are specifics for the City of Kenai. He clarified the primary goals and focus, and encouraged the commission to read the plan.

Appreciation was expressed for the hard work that was put into developing this plan, and that grant funding was being pursued for these projects.

VOTE:

YEA: Woodard, Fikes, Halstead, Twait, Douthit

NAY: None

MOTION PASSED UNANIMOUSLY.

2. **Action/Approval** - Recommending the Kenai City Council Enact Ordinance 3287-2022 - Conditionally Donating Certain City Owned Property Described as Tract A Park View Subdivision (KPB Parcel No. 047010118) to the Boys and Girls Club of the Kenai Peninsula for Development of Facilities for Youth Sports, Recreation, Education, After School Care and Other Youth Activities.

Chair Twait passed gavel to Vice Chair Douthit, and declared that he may have a financial interest in the matter in the future. Vice Chair Douthit ruled that he has a conflict of interest and excused him from voting.

MOTION:

Commissioner Halstead **MOVED** to recommend that the Kenai City Council enact Ordinance 3287-2022. Commissioner Fikes **SECONDED** the motion.

Director Foster provided a staff report explaining that the Boys and Girls Club of the Kenai Peninsula is interested in purchasing a parcel to expand and relocate its campus, and is requesting a land donation from the City of an adjacent parcel. Details were provided on the development plan and goals for the land. It was clarified that the Boys & Girls Club Board had approved the purchase of this parcel on the condition that the City agrees to donate the adjacent one.

Ryan Tunseth, Boys & Girls Club Board of Directors member, explained that the creation of a clubhouse had long been on the strategic plan of the Boys & Girls Club, but had not been realized due to a lack of funding. He explained that their current initiative to expand was the result of two events: first, a donation of \$5 million received from the estate of Royce Roberts with a condition that the money be used for a new facility in Kenai; and second, the sale of a parcel owned by the Kenai Community Care Center. He noted that the Care Center property would work for their new campus, but would not encompass their vision without the addition of the adjacent parcel. He stated that if the City donates this land, it will send a strong message about its respect for the vision of Royce Roberts and the Boys & Girls Club.

Mr. Tunseth responded to questions from the commission, clarifying the number of facilities operated by the Boys & Girls Club; their pursuit of additional grants and intent to retain much of the donated funds for future operations; the services provided by their organization and how they benefit the community; further details about the plans for the facility and land utilization; status of the purchase agreement with the Kenai Community Care Center; and total land acreage of these parcels.

Concern was expressed that the lot could be better used for commercial purposes. Clarification was provided on the slope of the land. It was noted that the packet materials did not provide sufficient information for a recommendation to be made.

Mr. Tunseth responded to questions from the commission about the Boys & Girls Club research on potential alternative parcels.

Director Foster provided background on conditional land donations by the City, and confirmed that the City does not currently have plans for this parcel. It was noted that its recommendation in the draft Land Management Plan is Dispose, and that the definition of Dispose includes donation.

A preference was expressed for allowing more time to receive plans and data from the Boys & Girls Club before a recommendation is made.

Kristine Schmidt noted that very little information was provided to the public on this issue; it's a prime piece of land that should not be donated. She questioned the fairness of City's process for evaluating requests for land donation, and whether this land could be better used for something that generates tax revenue.

Bob Molloy stated that the City doesn't have much valuable residential property left in its inventory. He noted that the City Council had discussed this parcel during meetings on the Land Management Plan, and many had thought that this would be a good location for private development that would increase tax revenue. He stated that the City has soccer fields and playgrounds and the Boys & Girls Club can

transport their children there in vans, and he doesn't see the value to the public if the land is donated. Expressed concern that the Boys & Girls Club does not have enough confidence to purchase the Care Center's property unless the City donates the adjacent land.

MOTION TO POSTPONE:

Commissioner Halstead **MOVED** to postpone their recommendation until May 25, 2022, and request that the City Council postpone their decision until after that. Commissioner Woodard **SECONDED** the motion.

VOTE ON POSTPONEMENT:

YEA: Halstead, Douthit, Woodard

NAY: Fikes

MOTION PASSED.

Vice Chair Douthit returned the gavel to Chair Twait.

3. **Action/Approval** - Recommending the Kenai City Council Adopt Resolution No. 2022-XX – Approving the Execution of a Lease to Swanson Properties, LLC for Lot 6, Block 5, General Aviation Subdivision No. 1 Amended.

MOTION:

Commissioner Halstead **MOVED** to recommend that the Kenai City Council adopt Resolution No. 2022-XX. Vice Chair Douthit **SECONDED** the motion.

Director Foster provided a staff report, explaining that this property and the adjacent lot to the north is currently leased to Swanson Properties for Ron's Rent It Center. The current 55 year lease terminates on June 30, 2022; the application proposes to maintain original and current uses, and includes evidence of existing improvements that would allow for a 45 year lease. He clarified that it is a non-aeronautical use with direct airfield access.

Clarification was provided that by 2031 there may be consideration about finding a better, more compatible location for Ron's Rent It Center and an aeronautical use for this property.

It was noted that Ron's Rent It Center had been at this location for decades and have served the community well.

VOTE:

YEA: Woodard, Fikes, Halstead, Twait, Douthit

NAY: None

MOTION PASSED UNANIMOUSLY.

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. City Council – Vice Mayor Glendening reported on the actions of the May 4, 2022 City Council Meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the May 9, 2022 Kenai Peninsula Borough Planning meeting.
3. City Administration – Planning Director Foster reported on the following:
 - Next commission meeting May 25, 2022 will include the postponed Boys & Girls Club recommendation, a rezoning application and a vacation of easement.

K. ADDITIONAL PUBLIC COMMENTS – None.

L. INFORMATIONAL ITEMS – None.

M. NEXT MEETING ATTENDANCE NOTIFICATION

1. May 11, 2022

N. COMMISSION COMMENTS & QUESTIONS

Commissioner Woodard noted she is glad to see green grass and leaves outside.

Commissioner Halstead thanked staff for providing food during their work session, and noted he is looking forward to more work sessions and continuing work with the commission.

Commissioner Fikes noted that working together with the public during work sessions can affect change, and it is beneficial for the commission to receive help using the tools available to facilitate this change.

Vice Chair Douthit noted that he learned from the work session, and this will continue to help the commission in the future.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:58p.m.

Minutes prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW

COUNCIL MEETING OF: JUNE 1, 2022

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
BDO	GASB 87 IMPLEMENTATION	FINANCE/AIRPORT	PROFESSIONAL SERVICES	11,000.00
SOUTHCENTRAL COMMUNICATIONS	TOWER INSPECTION	COMMUNICATIONS	REPAIR & MAINTENANCE	3,100.00
COUNTRY FOODS	MEAT ORDER	TITLE III	OPERATING SUPPLIES	9,397.00
CIVICPLUS	MUNICODE WEB HOSTING RENEWAL	CLERK	SOFTWARE	3,500.00
4IMPRINT	HOME DELIVERED MEALS COOLERS	TITLE III	OPERATING SUPPLIES	5,150.15
ALASKA RESCUE	BOAT RESCUE COURSE	POLICE/FIRE	PROFESSIONAL SERVICES	9,600.00
PENINSULA PUMPING	PARKS VAULT PUMPING	RECREATION	REPAIR & MAINTENANCE	5,225.00