



Kenai City Council - Regular Meeting

May 19, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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. 3210-2021** - Amending Kenai Municipal Code Sections 23.25.020 - Pay Plan and Adoption, 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, 23.55.050 – Hourly Rates, Removing the Appended Salary Schedule from the City’s Code of Ordinances to Allow for Adoption of the Salary Schedule through the Ordinance Adopting a Budget for the Following Fiscal Year or by Resolution. (Administration)

[Clerk's Note: At the May 5th Meeting, this Ordinance was Postponed to this Meeting; a Motion to Enact is On the Floor.]

- **Substitute Ordinance No. 3210-2021** – Amending Kenai Municipal Code Sections 23.20.010 – Initial Classification, 23.20.020 – Revisions to Classification Plan, 23.25.020 – Pay Plan and Adoption, 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, 23.50.010 – Employee Classification, 23.55.050 – Hourly Rates, to Remove the Appended Salary Schedule and Classification Plan from the City’s Code of Ordinances to Allow for Adoption of the Salary Schedule and Classification Plan Before July 1 Each Year Through the Ordinance Adopting a Budget for the Following Fiscal Year or by Resolution. (Administration)

- 2. Ordinance No. 3211-2021** - Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022 and Committing \$4,898,000 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
 - **Substitute Ordinance No. 3211-2021** – Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022 and Committing \$4,898,000 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
- 3. Ordinance No. 3212-2021** - Increasing Estimated Revenues and Appropriations in the Airport Fund, Airfield and Administration Departments for Expenditures in Excess of Budgeted Amounts Related to Additional Temporary Hours and Overtime Hours Needed for Winter Snow Removal Activity and Leave Cash-In Amounts in Excess of Budgeted Amounts Caused by Employee Retirement. (Administration)
- 4. Ordinance No. 3213-2021** - Increasing Revenues and Appropriations in the General, Airport, Water and Sewer and Senior Citizen Funds for City Employee COVID-19 Resilience Pay and Authorizing Payments to Employees on a Retroactive Monthly Basis. (Council Member Glendening, Council Member Winger)
- 5. Resolution No. 2021-30** - Fixing the Rate of Levy of Property Tax for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022. (Administration)
- 6. Resolution No. 2021-31** - Amending its Comprehensive Schedule of Rates, Charges, and Fees to Incorporate Changes Included in the FY2022 Budget to Include Adjusting Terminal Fees Consistent with the City's Five-Year Airline Operating Agreement, Airport Reserve Land Annual Lease Rates, and Adjusting the Monthly Rental Rates at Vintage Pointe, Eliminating the Fire Departments Fee for Medical Treatment Without Transportation of the Patient, Creating a Fee for Internal Apartment Moves at Vintage Point Manor, No Fees Associated with the City's Operation of the Kenai Recreation Center, Adding a Conference Room Rental Fee for the Airport and Amending the City's Library Fees. (Administration)
- 7. Resolution No. 2021-32** - Authorizing the Purchase of Airport Snow Removal Equipment and Accessories Utilizing the State of Alaska Cooperative Fleet Purchasing Agreement. (Administration)
- 8. Resolution No. 2021-33** - Authorizing a Budget Transfer in the General Fund, Non-Departmental Department to Provide Supplemental Funding for the Shop Local Economic Stimulus Program, Authorizing an Amendment of the Program to Extend the Date Vouchers Must Be Spent, and Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with the Kenai Chamber of Commerce and Visitor Center for Administration of the Program. (Administration)
- 9. Resolution No. 2021-34** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency. (Administration)

E. MINUTES

- 1.** *Regular Meeting of May 5, 2021. (City Clerk)

F. UNFINISHED BUSINESS**G. NEW BUSINESS**

- 1.** *Action/Approval - Bills to be Ratified. (Administration)
- 2.** *Action/Approval - Purchase Orders Over \$15,000. (Administration)
- 3.** *Ordinance No. 3214-2021 - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and the Airport Snow Removal Equipment Capital Project Funds to Provide Supplemental Funding for the Replacement of the Wide-Area Tractor and Mower. (Administration)
- 4.** *Ordinance No. 3215-2021 - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Water and Sewer Capital Projects Funds to Provide Supplemental Funding for the Wellhouse #1 Relocation Project and Authorizing the Issuance of a Contract for the Project. (Administration)
- 5.** *Ordinance No. 3216-2021 - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Terminal Improvement Capital Project Fund to Provide Additional Local Share to the Terminal Rehabilitation Project and to Provide Funding to Install Wireless Internet Service for the Public. (Administration)
- 6.** Discussion - COVID-19 Response. (Administration)

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
2. Boy Scouts of America Letter
3. CIRCAC Directors Report

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/89477390282>

Meeting ID: 894 7739 0282 **Passcode:** 622951

OR

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

Meeting ID: 894 7739 0282 **Passcode:** 622951



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3210-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA AMENDING KENAI MUNICIPAL CODE SECTIONS 23.25.020 - PAY PLAN AND ADOPTION, 23.55.020 – COMPENSATION STRUCTURE BY GRADE FOR EMPLOYEES IN THE CLASSIFIED SERVICE, 23.55.050 – HOURLY RATES, REMOVING THE APPENDED SALARY SCHEDULE FROM THE CITY’S CODE OF ORDINANCES TO ALLOW FOR ADOPTION OF THE SALARY SCHEDULE THROUGH THE ORDINANCE ADOPTING A BUDGET FOR THE FOLLOWING FISCAL YEAR OR BY RESOLUTION.

WHEREAS, the City of Kenai fiscal year budget includes the annual Salary Schedule, which reflects cost of living allowance increases or personnel amendments approved by City Council and is adopted annually with the budget for the following fiscal year; and,

WHEREAS, the current fiscal year Salary Schedule for classified employees and department head service employees is appended to Kenai Municipal Code Chapter 23.55; and,

WHEREAS, the City Manager is responsible for administration of the Personnel Code and preparing recommended revisions and amendments as necessary; and,

WHEREAS, concurrent adoption of the Salary Schedule with the budget is necessary to assure that the City Council can consider the financial implications of any changes to the Salary Schedule on the annual budget; and,

WHEREAS, by requiring the current fiscal year Salary Schedule to be appended to Code, which requires 30 days to become effective, the City is prevented from adopting the budget for the following fiscal year after June 1st as allowed by Kenai Municipal Code 7.25.010 (g), which allows the budget to be adopted following a public hearing up to the tenth day of June; and,

WHEREAS, amending the process for adopting the Salary Schedule to allow adoption by the budget ordinance or by resolution ensures public notification and an opportunity to be heard concerning the salary ranges and steps for City employees prior to its effective date as well as allow for greater flexibility in adopting the budget for the following fiscal year; and,

WHEREAS, amending Kenai Municipal Code to remove the appended Salary Schedule table allows concurrent adopting of the salary schedule and the budget for the following fiscal year up to the tenth day of June and is in the best interests of the City.

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

Section 1. Amendment of Section of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.020 – Pay plan and adoption, is hereby amended as follows:

The City Manager shall submit the pay plan and rules for its administration to the City Council for adoption. Before the pay plan and the rules for its administration are adopted by the Council, the City Manager shall assign each job class to one (1) of the pay ranges provided in the pay plan. A salary schedule [FOR THE DEPARTMENT HEAD SERVICE SHALL BE PART OF THE PAY PLAN. THE COUNCIL SHALL ADOPT A PLAN AND RULES BY ORDINANCE SALARY SCHEDULE] shall be effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

Section 2. Amendment of Section of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.020 – Compensation structure by grade for employees in the classified service, is hereby amended as follows:

(a) Compensation structure by grade for employees in the classified service is hereby established in accordance with the [TABLE THAT IS APPENDED TO THIS TITLE AND WHICH MAY BE AMENDED, MODIFIED, OR REPLACED BY ORDINANCE, IN WHICH CASE A COPY OF THE AMENDED, MODIFIED, OR REPLACEMENT TABLE SHALL BE SUBSTITUTED FOR THE PRIOR TABLE AND PLACED IN THE CODE AT THE END OF THIS TITLE] most recent Salary Schedule effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

Section 3. Amendment of Section of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.050 – Hourly rates is hereby amended as follows:

(a) Hourly rates for employees in the classified service not exempted from minimum wage and overtime provisions of the Fair Labor Standards Act (with various experience, skills, and responsibilities) are hereby established in accordance with the [TABLE THAT IS APPENDED TO THIS TITLE AND WHICH MAY BE AMENDED, MODIFIED, OR REPLACED BY ORDINANCE, IN WHICH CASE A COPY OF THE AMENDED, MODIFIED, OR REPLACEMENT TABLE SHALL BE SUBSTITUTED FOR THE PRIOR TABLE AND PLACED IN THE CODE AT THE END OF THIS TITLE] most recent Salary Schedule effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

Section 4. 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 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2021.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 5th day of May, 2021.


BRIAN GABRIEL SR., MAYOR

Ordinance No. 3210-2021

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ATTEST:

Jamie Heinz, MMC, City Clerk

Approved by Finance: 

Introduced: April 21, 2021

Enacted: May 5, 2021

Effective: July 1, 2021



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: April 15, 2021
SUBJECT: **Ordinance No. 3210-2021 – Salary Schedules**

Ordinance 3210-2021 addresses a long-standing concern regarding the City's employee salary schedule. The Kenai Municipal Code requires that the salary schedule be adopted and appended to the pay plan, and under this process, the ordinance does not go into effect until one month after passage. It is also a requirement of Code that the City Council adopt a budget for the following fiscal year no later than June 10. Because the salary schedule is an integral component of the budget and should be considered concurrently with the budget, but is not effective until 30 days after adoption, the City is forced to adopt the budget a meeting earlier than Code allows. This Ordinance would amend the process for adopting the Salary Schedule to allow adoption by the budget Ordinance or resolution, which would ensure public notification and an opportunity to be heard concerning the salary ranges and steps for City employees prior to its effective date as well as allow for greater flexibility in adopting the budget for the following fiscal year.

Your consideration is appreciated.

Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3210-2021 (SUBSTITUTE)

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA AMENDING KENAI MUNICIPAL CODE SECTIONS 23.20.010 – INITIAL CLASSIFICATION, 23.20.020 – REVISIONS TO CLASSIFICATION PLAN, 23.25.020 – PAY PLAN AND ADOPTION, 23.55.020 – COMPENSATION STRUCTURE BY GRADE FOR EMPLOYEES IN THE CLASSIFIED SERVICE, 23.50.010 – EMPLOYEE CLASSIFICATION, 23.55.050 – HOURLY RATES, TO REMOVE THE APPENDED SALARY SCHEDULE AND CLASSIFICATION PLAN FROM THE CITY’S CODE OF ORDINANCES TO ALLOW FOR ADOPTION OF THE SALARY SCHEDULE AND CLASSIFICATION PLAN BEFORE JULY 1 EACH YEAR THROUGH THE ORDINANCE ADOPTING A BUDGET FOR THE FOLLOWING FISCAL YEAR OR BY RESOLUTION.

WHEREAS, the current City of Kenai fiscal year budget (substitute) includes the annual Salary Schedule and Classification Plan, which reflects cost of living allowance increases or personnel amendments approved by City Council; and,

WHEREAS, the current fiscal year Salary Schedule for Classified Employees and Department Head Service Employees is appended to Kenai Municipal Code Chapter 23.55; and,

WHEREAS, the current Classification Plan, that classifies employees by Class Code, Title and Pay Range is in Kenai Municipal Code Chapter 23.50 and like the Salary Schedule in Code requires an ordinance to amend which takes two meetings to enact and 30 more days after enactment to become effective; and,

WHEREAS, the City Manager is responsible for administration of the Personnel Code and preparing recommended revisions and amendments as necessary; and,

WHEREAS, concurrent adoption of the Salary Schedule and Classification Plan with the budget ensures that the City Council can consider the financial implications of any changes to the Salary Schedule or Classification Plan in the annual budget; and,

WHEREAS, the budget document is an appropriating ordinance that becomes effective upon enactment; and,

WHEREAS, by including the current fiscal year Salary Schedule and Classification Plan in Code, which requires 30 days to become effective after enactment of any ordinance making amendments, the City is prevented from adopting the budget for the following fiscal year after June 1st as allowed by Kenai Municipal Code 7.25.010 (g), which allows the budget to be adopted following a public hearing up to the tenth day of June; and,

WHEREAS, because the proposed amendments in this Ordinance remove the Salary Schedule and Classification Plan from City Code and allow for their amendment by Resolution, changes

can be made to the Schedule and Plan in the annual budget ordinance or by separate resolution without requiring a 30 day waiting period after enactment or adoption; and,

WHEREAS, amending the process for adopting the Salary Schedule and Classification Plan to allow adoption by the budget ordinance or by resolution ensures public notification and an opportunity to be heard concerning the position titles, salary ranges and steps for City employees prior to its effective date as well as allow for greater flexibility in timing for adopting the budget for the following fiscal year; and,

WHEREAS, amending Kenai Municipal Code to remove the Salary Schedule table and Classification Plan allows concurrent adoption of the Salary Schedule, Classification Plan and the budget for the following fiscal year up to the tenth day of June, or thereafter by resolution as may periodically be required for the Salary Schedule or Classification Plan and is in the best interests of the City.

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

Section 1. Amendment of Section 23.20.010 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.20.010 – Initial classification, is hereby amended as follows:

The City Manager shall make analysis of the duties and responsibilities of all positions in the classified service and department head service and shall recommend to the Council a job classification plan. Each position in the classified service and department head service shall be assigned to a job class on the basis of the kind and level of its duties and responsibilities. All positions in the same class shall be sufficiently alike to make use of a single descriptive title, the same qualification requirements, the same test of competence, and the same pay scale. A job class may contain one (1) position or more than one (1) position. The [COUNCIL SHALL ADOPT A] classification plan shall be effective upon enactment by City Council [BY] of the ordinance adopting a budget for the following fiscal year or by resolution.

Section 2. Amendment of Section 23.20.020 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.20.020 – Revisions to classification plan, is hereby amended as follows:

The initial classification plan shall be revised from time to time as changing positions require it, with the recommendation of the City Manager and [THE APPROVAL OF THE CITY COUNCIL] shall be effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution. Such revisions may consist of addition, abolishment, consolidation, division, or amendment of the existing classes.

Section 3. Amendment of Section 23.25.020 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.020 – Pay plan and adoption, is hereby amended as follows:

The City Manager shall submit the pay plan and rules for its administration to the City Council for adoption. Before the pay plan and the rules for its administration are adopted by the Council, the City Manager shall assign each job class to one (1) of the pay ranges provided in the pay plan. A salary schedule [FOR THE DEPARTMENT HEAD SERVICE SHALL BE PART OF THE PAY PLAN. THE COUNCIL SHALL ADOPT A PLAN AND RULES BY ORDINANCE SALARY

SCHEDULE] shall be effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

Section 4. Amendment of Section 23.50.010 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.50.010 – Employee classification, is hereby amended as follows:

City employees shall be classified by Class, Title, and Pay Range as [FOLLOWS:] authorized by the City Council and shall be effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution and the classification plan shall be included in the annual budget.

[CLASS CODE	CLASS TITLE	RANGE
(A) SUPERVISORY AND PROFESSIONAL		
101	CITY MANAGER	NG
102	CITY ATTORNEY	NG
103	CITY CLERK	NG
104	FINANCE DIRECTOR [*]	24
105	PUBLIC WORKS DIRECTOR [*]	23
106	POLICE CHIEF [*]	23
107	FIRE CHIEF [*]	22
112	AIRPORT MANAGER [*]	20
117	PLANNING DIRECTOR [*]	18
118	INFORMATION TECHNOLOGY (IT) MANAGER	18
119	ASSISTANT TO CITY MANAGER/SPECIAL PROJECTS	18
120	LIBRARY DIRECTOR [*]	18
121	SENIOR CENTER DIRECTOR [*]	18
122	PARKS AND RECREATION DIRECTOR [*]	17
123	HUMAN RESOURCES DIRECTOR [*]	21
(B) ADMINISTRATIVE SUPPORT		
203	ADMINISTRATIVE ASSISTANT I	8
204	ACCOUNTING TECHNICIAN I	10
205	ACCOUNTING TECHNICIAN II	11
206	ACCOUNTANT	16
210	ADMINISTRATIVE ASSISTANT II	9
211	ADMINISTRATIVE ASSISTANT III	10
214	LIBRARY ASSISTANT	6
218	LIBRARY AIDE	2.5
219	DATA ENTRY CLERK	1.1
(C) PUBLIC SAFETY		
302	FIRE FIGHTER	13
303	POLICE LIEUTENANT	22
304	POLICE SERGEANT	19

305	POLICE OFFICER	16
306	PUBLIC SAFETY DISPATCHER	9
307	FIRE ENGINEER	15
311	FIRE CAPTAIN	16
312	FIRE MARSHAL	17
313	COMMUNICATIONS SUPERVISOR	12
314	POLICE TRAINEE	16/2 ¹
315	DEPUTY CHIEF	20
316	CHIEF ANIMAL CONTROL OFFICER	11
317	ANIMAL CONTROL OFFICER	9

(D) PUBLIC WORKS

400	CAPITAL PROJECT MANAGER	18
401	BUILDING OFFICIAL/MANAGER	17
402	SHOP FOREMAN	16
403	STREET FOREMAN	16
404	WASTEWATER TREATMENT PLANT OPERATOR II	13
405	WATER AND SEWER OPERATOR II	13
406	WATER AND SEWER OPERATOR I	10
407	EQUIPMENT OPERATOR	11
408	SHOP MECHANIC	14
409	EQUIPMENT LEAD OPERATOR	14
410	WATER AND SEWER FOREMAN	16
412	BUILDING MAINTENANCE TECHNICIAN	12
413	WASTEWATER TREATMENT PLANT LEAD OPERATOR	14
414	SEWER TREATMENT PLANT FOREMAN	16
415	WATERWATER TREATMENT PLANT OPERATOR I	10
417	AIRPORT OPERATIONS SPECIALIST	11
418	AIRPORT OPERATIONS SUPERVISOR	15
419	BUILDING MAINTENANCE LEAD TECHNICIAN	14
420	WATER AND SEWER LEAD OPERATOR	14

(E) GENERAL SERVICES

504	PARKS, BEAUTIFICATION AND RECREATION OPERATOR	9
505	PARKS, BEAUTIFICATION AND RECREATION LABORER	2.4
506	COOK	2.4
507	ACTIVITIES/VOLUNTEER COORDINATOR	2.4
508	MEALS/DRIVER	2.4
509	KITCHEN ASSISTANT	2.2
510	OUTREACH WORKER	1.1
511	JANITOR	2.4
512	DRIVER	1

*DEPARTMENT HEADS

1FOR WORK PERFORMED AFTER FEBRUARY 21, 2009, WHILE ATTENDING THE ALASKA PUBLIC SAFETY ACADEMY IN SITKA, A POLICE TRAINEE SHALL BE A PAID AT A RANGE 2, STEP F. BECAUSE OF A FLUCTUATING AND UNPREDICTABLE TRAINING SCHEDULE,

HE OR SHE 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).]

Section 5. Amendment of Section 23.55.020(a) of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.020 – Compensation structure by grade for employees in the classified service, is hereby amended as follows:

(a) Compensation structure by grade for employees in the classified service is hereby established in accordance with the [TABLE THAT IS APPENDED TO THIS TITLE AND WHICH MAY BE AMENDED, MODIFIED, OR REPLACED BY ORDINANCE, IN WHICH CASE A COPY OF THE AMENDED, MODIFIED, OR REPLACEMENT TABLE SHALL BE SUBSTITUTED FOR THE PRIOR TABLE AND PLACED IN THE CODE AT THE END OF THIS TITLE] most recent Salary Schedule effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

Section 6. Repeal of Chapter 23.55 Appended Schedule in the Kenai Municipal Code: the appended Salary Schedule in Chapter 23.55- Pay Plan, is hereby repealed in its entirety.

Section 7. Amendment of Section of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.050 – Hourly rates is hereby amended as follows:

(a) Hourly rates for employees in the classified service not exempted from minimum wage and overtime provisions of the Fair Labor Standards Act (with various experience, skills, and responsibilities) are [HEREBY] established in accordance with the [TABLE THAT IS APPENDED TO THIS TITLE AND WHICH MAY BE AMENDED, MODIFIED, OR REPLACED BY ORDINANCE, IN WHICH CASE A COPY OF THE AMENDED, MODIFIED, OR REPLACEMENT TABLE SHALL BE SUBSTITUTED FOR THE PRIOR TABLE AND PLACED IN THE CODE AT THE END OF THIS TITLE] most recent Salary Schedule effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

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 July 1, 2021.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Introduced: April 21, 2021
Enacted: May 19, 2021
Effective: July 1, 2021



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Paul Ostrander, City Manager
DATE: May 11, 2021
SUBJECT: Ordinance No. 3210-2021 – Salary Schedule Substitute

Ordinance 3210-2021 addresses a long-standing concern regarding the City's employee salary schedule, which is an integral component of the budget, and would amend the process for adopting the Salary Schedule to allow adoption by the budget Ordinance or Resolution, which would ensure public notification and an opportunity to be heard concerning the salary ranges and steps for City employees prior to its effective date as well as allow for greater flexibility in timing for adopting the budget.

In addition to the salary schedule, Code requires that the job classification plan be adopted by Council by Ordinance with positions in both the Classified Service and Department Head Service established by the annual budget or classification plan. Amending Code to remove the Classification Plan to allow for adoption of the Plan through the ordinance adopting a budget for the following fiscal year or by resolution was not included in Ordinance 3210-2021 but is a necessary component in allowing greater flexibility in adopting the budget.

Substitute Ordinance 3210-2021 removes the Classification Plan from Code and allows it to be included in the budget with the Salary Schedule and adoption by the budget ordinance or by resolution, which ensures public notification and an opportunity to be heard concerning the position class, title, and range for City employees.

Additionally, Substitute Ordinance 3211-2021, adopting the annual budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022, adopts the Salary Schedule and Classification Plan.

Your consideration is appreciated.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3211-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 AND COMMITTING \$4,898,000 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, 2021 – June 30, 2022", which includes the City Manager presented table of Authorized Personnel Staffing and Salary Schedules, Council meets its obligation to adopt the Salary Schedule of the City for fiscal year 2022; and,

WHEREAS, committed fund balance represents resources whose use is constrained by Council self-imposed limitations at its highest level of decision making, an Ordinance, and that remain 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 2021 – 2026 Capital Improvement Plan (The Plan), Council commits \$4,898,000, the General Fund amount required for full funding of The Plan for fiscal years 2023-2026.

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, 2021 – June 30, 2022" 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, 2021 and ending June 30, 2022.

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, 2021, and ending the 30th day of June, 2022, 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	\$ 19,083,063
Enterprise Fund –	
Congregate Housing Fund	646,731
Internal Service Funds:	
Equipment Replacement Fund	205,378
Fleet Replacement Fund	73,344
Employee Health Care Fund	<u>3,508,398</u>
Total Internal Service Funds	3,787,120
Special Revenue Funds:	
Personal Use Fishery Fund	525,146
Water & Sewer Fund	3,198,015
Airport Fund	3,777,458
Senior Citizen Fund	<u>975,191</u>
Total Special Revenue Funds	8,475,810
Permanent Funds:	
Airport Land Sale Permanent Fund	1,012,722
General Land Sale Permanent Fund	<u>148,315</u>
Total Permanent Revenue Funds	1,161,037
Capital Project Funds:	
Cemetery Improvement	260,000
Kenai Recreation Center Improvement	1,036,000
Kenai Senior Center Improvement	88,000
Personal Use Fishery Improvement	50,000
Municipal Roadway Improvement	78,387
Kenai Public Safety Improvement	225,000
Animal Control Improvement	40,000
Congregate Housing Improvement	140,000
Airport Operations Facility Improvement	185,000
Airport Improvement	500,000
Water & Sewer Improvement	400,000
Waste Water Treatment Plant	<u>130,000</u>
Total Capital Project Funds	<u>3,132,387</u>
Debt Service Fund – Library Expansion Bonds	<u>129,625</u>
Total All Funds	<u>\$36,415,773</u>

Section 3. Council hereby commits \$4,898,000 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, 2021 – June 30, 2022”:

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$12.75	\$13.07	\$13.39	\$13.71	\$14.03	\$14.34	\$14.66	\$14.98	\$15.30
2	13.39	13.72	14.06	14.39	14.73	15.06	15.40	15.73	16.07
3	14.06	14.41	14.76	15.11	15.47	15.82	16.17	16.52	16.87
4	14.76	15.13	15.50	15.87	16.24	16.61	16.97	17.34	17.71
5	15.50	15.89	16.28	16.66	17.05	17.44	17.83	18.21	18.60
6	16.28	16.69	17.09	17.50	17.91	18.32	18.72	19.13	19.54
7	17.09	17.52	17.94	18.37	18.80	19.23	19.65	20.08	20.51
8	18.29	18.75	19.20	19.66	20.12	20.58	21.03	21.49	21.95
9	19.21	19.69	20.17	20.65	21.13	21.61	22.09	22.57	23.05
10	20.16	20.66	21.17	21.67	22.18	22.68	23.18	23.69	24.19
11	21.16	21.69	22.22	22.75	23.28	23.81	24.33	24.86	25.39
12	22.24	22.80	23.35	23.91	24.46	25.02	25.58	26.13	26.69
13	23.36	23.94	24.53	25.11	25.70	26.28	26.86	27.45	28.03
14	24.52	25.13	25.75	26.36	26.97	27.59	28.20	28.81	29.42
15	25.73	26.37	27.02	27.66	28.30	28.95	29.59	30.23	30.88
16	27.02	27.70	28.37	29.05	29.72	30.40	31.07	31.75	32.42
17	28.40	29.11	29.82	30.53	31.24	31.95	32.66	33.37	34.08
18	29.79	30.53	31.28	32.02	32.77	33.51	34.26	35.00	35.75
19	31.29	32.07	32.85	33.64	34.42	35.20	35.98	36.77	37.55
20	32.84	33.66	34.48	35.30	36.12	36.95	37.77	38.59	39.41
21	34.49	35.35	36.21	37.08	37.94	38.80	39.66	40.53	41.39
22	36.21	37.12	38.02	38.93	39.83	40.74	41.64	42.55	43.45
23	38.01	38.96	39.91	40.86	41.81	42.76	43.71	44.66	45.61
24	39.92	40.92	41.92	42.91	43.91	44.91	45.91	46.91	47.90
25	41.92	42.97	44.02	45.06	46.11	47.16	48.21	49.26	50.30
26	44.04	45.14	46.24	47.34	48.44	49.55	50.65	51.75	52.85
27	46.20	47.36	48.51	49.67	50.82	51.98	53.13	54.29	55.44
28	48.53	49.74	50.96	52.17	53.38	54.60	55.81	57.02	58.24
29	51.02	52.30	53.57	54.85	56.12	57.40	58.67	59.95	61.22

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
18	\$21.28	\$21.81	\$22.34	\$22.88	\$23.41	\$23.94	\$24.47	\$25.00	\$25.54
19	22.35	22.91	23.47	24.03	24.59	25.14	25.70	26.26	26.82
20	23.47	24.06	24.64	25.23	25.82	26.40	26.99	27.58	28.16
21	24.64	25.26	25.87	26.49	27.10	27.72	28.34	28.95	29.57
22	25.88	26.53	27.17	27.82	28.47	29.12	29.76	30.41	31.06

Department head service employees

Range	Minimum	Maximum
17	\$59,072	\$74,177
18	61,963	77,975
19	65,083	85,914
20	68,307	90,170
21	71,739	94,700
22	75,317	99,414
23	79,084	104,382

24	81,108	109,586
25	87,201	115,117
26	91,591	120,903
27	96,108	126,857
28	100,944	133,256
29	106,120	140,076

Temporary employees excluding those engaged in fire protection activities.

Range	A	B	C
	Step		
T1	\$12.75	\$13.07	\$13.39
T2	13.39	13.72	14.06
T3	14.06	14.41	14.76
T4	14.76	15.13	15.50
T5	15.50	15.89	16.28
T6	16.28	16.69	17.09
T7	17.09	17.52	17.94
T8	18.29	18.75	19.20
T9	19.21	19.69	20.17
T10	20.16	20.66	21.17
T11	21.16	21.69	22.22
T12	22.24	22.80	23.35
T13	23.36	23.94	24.53
T14	24.52	25.13	25.75
T15	25.73	26.37	27.02
T16	27.02	27.70	28.37
T17	28.40	29.11	29.82
T18	29.79	30.53	31.28
T19	31.29	32.07	32.85
T20	32.84	33.66	34.48
T21	34.49	35.35	36.21
T22	36.21	37.12	38.02
T23	38.01	38.96	39.91
T24	39.92	40.92	41.92
T25	41.92	42.97	44.02
T26	44.04	45.14	46.24
T27	46.20	47.36	48.51
T28	48.53	49.74	50.96
T29	51.02	52.30	53.57

Temporary employees engaged in fire protection activities.

Range	A	B	C
	Step		
T18	\$21.28	\$21.81	\$22.34
T19	22.35	22.91	23.47
T20	23.47	24.06	24.64
T21	24.64	25.26	25.87
T22	25.88	26.53	27.17

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

Ordinance No. 3211-2021
Page 5 of 5

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 pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2021.


ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Introduced: May 5, 2021
Enacted: May 19, 2021
Effective: July 1, 2021

Approved by Finance: 



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank

DATE: April 27, 2021

SUBJECT: Ordinance 3211-2021 Adopting the FY2022 City of Kenai Budget

The purpose of this memo is to summarize the changes that have been proposed to the FY2022 Budget since disbursement of work session materials on April 9th, 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 draft budget and 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:

Visitor Center – Professional Services	\$10,000
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The operating agreement with the Kenai Chamber of Commerce for operations of the facility is \$105,000 annually and the draft budget incorrectly included the amount at \$95,000.

General Fund

Expenditures:

Legislative – Professional Services	\$3,683
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This increase is required to fund the recently awarded three-year agreement to perform the City’s annual financial statement and compliance audits.

General Fund

Expenditures:

Manager – Professional Services	\$53,050
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To increase the FY21 City marketing campaign.

General Fund

Expenditures:

Non-Departmental – Salaries	\$ 223
Non-Departmental - Medicare	3
Non-Departmental – Social Security	13
Non-Departmental – Unemployment Insurance	1
Non-Departmental – Workers Compensation	4
Transfer to Senior Citizen Fund	1,205
Police – Salaries	274
Police - Medicare	3
Police – Social Security	17
Police – Unemployment Insurance	1
Police – Workers Compensation	4
Parks, Recreation & Beautification – Salaries	4,411
Parks, Recreation & Beautification – Overtime	4
Parks, Recreation & Beautification - Leave	83
Parks, Recreation & Beautification - Medicare	64
Parks, Recreation & Beautification – Social Security	243
Parks, Recreation & Beautification – PERS	117
Parks, Recreation & Beautification – Unemployment Insurance	22
Parks, Recreation & Beautification – Workers Compensation	110
Parks, Recreation & Beautification – Supplemental Retirement	106
Library – Salaries	1,133
Library – Leave	6
Library - Medicare	16
Library – Social Security	45
Library – PERS	90
Library – Unemployment Insurance	6
Library – Workers Compensation	6
Library – Supplemental Retirement	6
	<u>6</u>
	\$ 8,216

These changes are needed to the FY2022 City of Kenai Salary Schedule which included making the minimum rate of pay \$12.75 and recalculating pay rates for ranges below the current range 3 to provide consistency in pay practices in the City’s Salary Schedule and creating a separate Salary Schedule for temporary City employees.

General Fund

Expenditures:

Non-Departmental – Transfer to Senior Center Improvement Capital Project Fund	\$(35,000)
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To reduce the General Fund transfer for the amount to be provided by grants for the remodel of the Senior Center’s front entry doors.

General Fund

Expenditures:

Non-Departmental – PERS	\$ (929)
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Reduction in PERS On-behalf funding for all proposed personnel changes in the General Fund. Note there is a corresponding decrease in PERS On-behalf revenue for this change.

General Fund

Expenditures:

Planning & Zoning – Professional Services \$42,000

For inclusion of two special projects including \$30,000 for surveying in Old Town and \$12,000 for assessment and provide recommended enhancements of the City’s Geographic Information System (GIS).

General Fund

Expenditures:

Police – Salaries	\$ 9,755
Police - Leave	488
Police - Medicare	151
Police – Social Security	17
Police – PERS	2,146
Police – Unemployment Insurance	51
Police – Workers Compensation	<u>313</u>
	\$12,904

Pay increase for the Police Chief upon voluntarily entering the City’s Department Head Service.

General Fund

Expenditures:

Streets – Salaries	\$(55,886)
Streets – Overtime	(172)
Streets - Leave	(1,505)
Streets - Medicare	(834)
Streets – PERS	(12,333)
Streets – Unemployment Insurance	(287)
Streets – Workers Compensation	(2,155)
Streets – Health & Life Insurance	(23,979)
Streets – Supplemental Retirement	<u>(1,500)</u>
Boating Facility – Salaries	73
Boating Facility – Overtime	2
Boating Facility - Leave	26
Boating Facility - Medicare	2
Boating Facility – PERS	17
Boating Facility – Workers Compensation	4
Boating Facility – Health & Life Insurance	(2)
Boating Facility – Supplemental Retirement	<u>(68)</u>
	<u>\$(98,597)</u>

Elimination of a Street Operator position.

General Fund

Total Administration Recommended Expenditure Changes \$ **(4,673)**



City Council Recommended Amendments:

General Fund

Expenditures:

City Clerk – Salaries	\$9,875
City Clerk - Leave	380
City Clerk - Medicare	149
City Clerk – PERS	2,172
City Clerk – Unemployment Insurance	52
City Clerk – Workers Compensation	26
Legal – Salaries	10,581
Legal - Leave	407
Legal - Medicare	159
Legal – PERS	2,327
Legal – Unemployment Insurance	55
Legal – Workers Compensation	24
City Manager – Salaries	13,380
City Manager - Leave	360
City Manager - Medicare	199
City Manager – PERS	2,944
City Manager – Workers Compensation	<u>35</u>
	\$43,125

To incorporate compensation adjustments for Council contract employees based upon FY2021 performance evaluations.

General Fund

Expenditures:

Legislative – Small Tools	\$ <u>10,000</u>
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For replacement of chairs in Council Chambers and in the Clerk’s Conference Room.

General Fund

<u>Total City Council Recommended Expenditure Changes</u>	\$<u>53,125</u>
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Total General Fund Recommended Expenditure Changes	\$<u>48,452</u>
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Administration Recommended Amendments:

Personal Use Fishery Fund

Expenditures:

Public Safety	\$8,800
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Inclusion of a special project to provide a boat operator course to fire department personnel.

Personal Use Fishery Fund

Expenditures:

Streets – Salaries	\$ 58
Streets – Overtime	6
Streets - Leave	19



Streets – PERS	20
Streets – Workers Compensation	5
Streets – Supplemental Retirement	(51)
Dock – Salaries	29
Dock – Overtime	7
Dock - Leave	10
Dock – PERS	11
Dock – Workers Compensation	<u>2</u>
	\$ 116

Elimination of a Street Operator position.

Personal Use Fishery Fund

Expenditures:

Parks, Recreation & Beautification – Salaries	\$ 559
Parks, Recreation & Beautification – Overtime	349
Parks, Recreation & Beautification - Medicare	13
Parks, Recreation & Beautification – Social Security	56
Parks, Recreation & Beautification – PERS	4
Parks, Recreation & Beautification – Unemployment Insurance	4
Parks, Recreation & Beautification – Workers Compensation	<u>24</u>
	\$1,009

Personal Use Fishery Fund

Expenditures:

Public Safety – Repair & Maintenance	\$1,265
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Inclusion of funds for AED annual servicing.

Personal Use Fishery

<u>Total Administration Recommended Expenditure Changes</u>	<u>\$11,190</u>
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Administration Recommended Amendments:

Congregate Housing Fund

Expenditures:

Salaries	\$ 67
Medicare	1
Social Security	<u>4</u>
<u>Total Administration Recommended Expenditure Changes</u>	<u>\$ 72</u>

These changes are needed to the FY2022 City of Kenai Salary Schedule which included making the minimum rate of pay \$12.75 and recalculating pay rates for ranges below the current range 3 to provide consistency in pay practices in the City's Salary Schedule and creating a separate Salary Schedule for temporary City employees.

Administration Recommended Amendments:

Water & Sewer Fund

Expenditures:



Water – Small Tools	\$ 8,750
Water – Professional Services	8,750
Water – Transfer to Water & Sewer Improvement Capital Project Fund	(17,500)
Sewer – Small Tools	8,750
Sewer – Professional Services	8,750
Sewer – Transfer to Water & Sewer Improvement Capital Project Fund	(17,500)
Wastewater Treatment Plant– Small Tools	17,500
Sewer – Professional Services	17,500
Sewer – Transfer to Water & Sewer Improvement Capital Project Fund	(35,000)
<u>Total Administration Recommended Expenditure Changes</u>	\$ <u>-0-</u>

Convert SCADA integration projects into operating fund expenditures rather than capital projects.

Administration Recommended Amendments:

Senior Citizen Fund

Expenditures:

Access – Salaries	\$2,067
Access – Medicare	30
Access – Social Security	128
Access – Unemployment Insurance	11
Access – Workers’ Compensation	57
Congregate Meals – Salaries	(1,390)
Congregate Meals – Leave	(101)
Congregate Meals – Medicare	(21)
Congregate Meals – Social Security	33
Congregate Meals – PERS	(576)
Congregate Meals –Unemployment Insurance	(6)
Congregate Meals – Workers’ Compensation	(85)
Congregate Meals – Supplemental Retirement	(87)
Home Meals – Salaries	(1,195)
Home Meals – Leave	(86)
Home Meals – Medicare	(16)
Home Meals – Social Security	28
Home Meals – PERS	(494)
Home Meals –Unemployment Insurance	(7)
Home Meals – Workers’ Compensation	(73)
Home Meals – Supplemental Retirement	(74)
Transportation – Salaries	3,614
Transportation – Medicare	52
Transportation – Social Security	224
Transportation – Unemployment Insurance	17
Transportation – Workers’ Compensation	134
Choice Waiver – Salaries	(828)
Choice Waiver – Leave	(59)
Choice Waiver – Medicare	(14)
Choice Waiver – Social Security	19
Choice Waiver – PERS	(344)
Choice Waiver –Unemployment Insurance	(4)



Choice Waiver – Workers’ Compensation	(51)
Choice Waiver – Supplemental Retirement	<u>(52)</u>
<u>Total Administration Recommended Expenditure Changes</u>	<u>\$851</u>

These changes are needed to the FY2022 City of Kenai Salary Schedule which included making the minimum rate of pay \$12.75 and recalculating pay rates for ranges below the current range 3 to provide consistency in pay practices in the City’s Salary Schedule, creating a separate Salary Schedule for temporary City employees and correcting allocations which were incorrect in the draft budget.

Employee Health Care Fund

Expenditures:

Professional Services	\$ (42)
Insurance	<u>(42,106)</u>
<u>Total Administration Recommended Revenue Changes</u>	<u>\$(42,148)</u>

Elimination of a Street Operator position and correction of incorrect amounts included in the draft budget.

Total Expenditure Changes All Funds	<u>\$18,417</u>
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General Fund
Budget Projection

	Actual FY2019	Actual FY2020	Original Budget FY2021	Projection FY2021	Manager Requested FY2022	Projection FY2023	Projection FY2024
TAXABLE VALUES (000'S)	\$ 871,829	\$ 871,829	\$ 907,656	\$ 894,277	\$ 905,283	\$ 919,851	\$ 934,887
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
REVENUES							
Property & Sales Taxes							
Property Tax	3,890,087	3,955,484	3,977,338	3,912,972	3,965,604	4,071,325	4,135,423
Sales Tax	7,159,094	7,690,916	7,116,759	7,708,917	7,929,191	8,069,378	8,367,950
Total Property & Sales Taxes	11,049,181	11,646,400	11,094,097	11,621,889	11,894,795	12,140,703	12,503,373
Intergovernmental Revenue:							
PERS Funding	414,458	479,272	634,517	634,517	586,380	603,971	622,090
Community Assistance	210,345	174,116	76,068	76,068	108,469	108,469	108,469
Fish Tax	128,413	61,247	100,000	78,289	75,000	77,250	79,568
Other	140,088	244,470	57,500	117,754	52,500	55,125	57,881
Total State/Federal Revenue	893,304	959,105	868,085	906,628	822,349	844,815	868,008
Other Revenue							
Licenses and Permits	85,212	171,772	86,000	192,000	141,000	145,230	149,587
Ambulance Fees	410,409	428,807	500,000	425,000	450,000	463,500	477,405
Interest	378,064	412,403	150,000	150,000	150,000	140,351	129,158
Other	652,774	798,442	712,711	785,478	766,431	789,424	813,107
Total Other Revenue	1,526,459	1,811,424	1,448,711	1,552,478	1,507,431	1,538,505	1,569,257
Total Revenues	13,468,944	14,416,929	13,410,893	14,080,995	14,224,575	14,524,023	14,940,638
Transfer From Other Funds							
Charges to other funds	1,525,293	1,558,800	1,643,800	1,643,800	1,620,500	1,669,115	1,719,188
Capital Projects / Special Revenue	283,221	50,000	50,000	92,500	75,000	75,000	75,000
Enterprise	43,300	37,200	37,300	37,300	42,700	43,981	45,300
Trust Fund	-	137,239	139,523	145,750	148,315	151,281	154,307
Total Transfers	1,851,814	1,783,239	1,870,623	1,919,350	1,886,515	1,939,377	1,993,795
Total Revenues and Transfers	15,320,758	16,200,168	15,281,516	16,000,345	16,111,090	16,463,400	16,934,433
EXPENDITURES/APPROPRIATIONS							
General Government	2,905,898	3,089,325	3,702,864	4,564,552	4,014,767	3,916,656	4,001,029
Public Safety	7,227,836	5,440,230	7,975,853	5,132,474	8,193,984	8,289,167	8,454,950
Public Works	2,267,632	2,257,649	2,511,588	2,513,309	2,478,512	2,446,482	2,495,412
Parks, Recreation & Cultural	2,117,734	2,078,746	2,172,565	2,248,086	2,323,425	2,290,334	2,336,141
Total Operating Expenditures	14,519,100	12,865,950	16,362,870	14,458,421	17,010,688	16,942,639	17,287,532
Transfers or Non-Operating	622,298	793,870	510,969	2,290,394	2,072,375	1,487,146	1,722,289
Total Expenditures/Appropriations	15,141,398	13,659,820	16,873,839	16,748,815	19,083,063	18,429,785	19,009,821
Total Surplus (Deficit)	179,360	2,540,348	(1,592,323)	(748,470)	(2,971,973)	(1,966,385)	(2,075,388)
Projected Lapse - 5%	-	-	818,144	3,614,605	850,534	847,132	864,377
Adjusted Surplus (Deficit)	179,360	2,540,348	(774,179)	2,866,135	(2,121,439)	(1,119,253)	(1,211,011)
Beginning Fund Balance	10,570,684	10,750,044	9,798,721	13,290,392	16,156,527	14,035,088	12,915,835
Ending Fund Balance	10,750,044	13,290,392	9,024,542	16,156,527	14,035,088	12,915,835	11,704,824
Restricted	(741,748)	(811,030)	(817,748)	(851,030)	(887,030)	(923,030)	(959,030)
Committed	(7,116,039)	(6,047,560)	(6,059,110)	(8,415,650)	(10,192,401)	(9,089,136)	(7,761,353)
Assigned	(2,418,240)	(2,235,128)	(2,147,684)	(2,687,289)	(2,955,657)	(2,903,669)	(2,984,441)
Unassigned Fund Balance	\$ 474,017	\$ 4,196,674	\$ -	\$ 4,202,558	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Operating Budget

Budget Projection
Fund: 006 - Personal Use Fishery Fund

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Proposed FY2022</u>
Revenues					
PERS Grant	\$ 2,743	\$ 3,355	\$ 5,688	\$ 5,688	\$ 4,696
Usage Fees					
Beach Parking	118,309	144,330	146,460	175,980	183,775
Beach Camping	129,938	149,788	164,900	214,248	179,725
Dock Launch & Park	91,358	105,275	106,000	115,463	109,600
Dock Parking Only	9,547	11,736	12,000	13,377	13,400
Participant Drop-off Fee	5,943	4,698	6,715	4,792	4,205
Total Usage Fees	<u>355,095</u>	<u>415,827</u>	<u>436,075</u>	<u>523,860</u>	<u>490,705</u>
Miscellaneous Revenues					
Investment earnings	7,624	8,836	750	750	750
Other	<u>(3,250)</u>	<u>(4,306)</u>	<u>(4,000)</u>	<u>(12,682)</u>	<u>(13,000)</u>
Total Miscellaneous Revenues	<u>4,374</u>	<u>4,530</u>	<u>(3,250)</u>	<u>(11,932)</u>	<u>(12,250)</u>
Transfer In, Capital Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,215</u>	<u>-</u>
Total Revenue	<u>362,212</u>	<u>423,712</u>	<u>438,513</u>	<u>519,831</u>	<u>483,151</u>
Expenditures					
Public Safety	92,515	81,775	81,211	81,334	96,161
Streets	42,695	30,743	50,389	50,449	53,332
Boating Facility	45,077	52,494	52,126	52,241	52,588
Parks, Recreation & Beautification	<u>227,025</u>	<u>206,172</u>	<u>205,612</u>	<u>242,515</u>	<u>196,800</u>
Total Expenditures	407,312	371,184	389,338	426,539	398,881
Transfers					
General Fund	50,000	50,000	50,000	50,000	75,000
Capital Projects	<u>-</u>	<u>-</u>	<u>38,724</u>	<u>38,724</u>	<u>50,000</u>
Total Transfers	<u>50,000</u>	<u>50,000</u>	<u>88,724</u>	<u>88,724</u>	<u>125,000</u>
Total Expenditures & Transfers	<u>457,312</u>	<u>421,184</u>	<u>478,062</u>	<u>515,263</u>	<u>523,881</u>
Contribution To/(From) Fund Balance:	(95,100)	2,528	(39,549)	4,568	(40,730)
Projected Lapse	<u>-</u>	<u>-</u>	<u>15,428</u>	<u>83,327</u>	<u>11,261</u>
Adjusted (Deficit)/Surplus	(95,100)	2,528	(24,121)	87,895	(29,469)
Beginning Fund Balance	<u>293,894</u>	<u>198,794</u>	<u>195,822</u>	<u>201,322</u>	<u>289,217</u>
Ending Fund Balance	<u>\$ 198,794</u>	<u>\$ 201,322</u>	<u>\$ 171,701</u>	<u>\$ 289,217</u>	<u>\$ 259,748</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Budget Projection
Fund: 010 - Water and Sewer Fund

	Actual FY2019	Actual FY2020	Original Budget FY2021	Projection FY2021	Proposed FY2022
Revenues					
PERS Grant	\$ 35,066	\$ 40,373	\$ 55,288	\$ 55,288	\$ 52,873
Usage Fees					
Service Hook-up	2,408	1,803	3,185	3,185	3,313
Residential Water	832,835	866,911	872,822	872,822	872,823
Commercial Water	328,718	336,836	349,129	349,129	349,129
Residential Sewer	1,183,824	1,229,742	1,245,430	1,245,430	1,245,431
Commercial Sewer	467,204	483,645	484,901	484,901	484,901
Total Usage Fees	2,814,989	2,918,937	2,955,467	2,955,467	2,955,597
Miscellaneous Revenues					
Penalty and Interest	43,415	31,873	41,600	41,600	41,600
Interest Earnings	108,222	131,375	12,480	12,480	12,480
Other	14,916	12,424	3,000	3,090	3,000
Total Miscellaneous Revenues	166,553	175,672	57,080	57,170	57,080
Transfer In, Capital Projects	-	-	-	23,496	-
Total Revenues	3,016,608	3,134,982	3,067,835	3,091,421	3,065,550
Expenditures					
Water Department	787,637	777,624	901,915	959,415	920,377
Sewer Department	394,495	380,979	508,804	508,804	535,079
Wastewater Treatment Plant Department	1,141,780	1,073,771	1,199,034	1,221,943	1,212,559
Total Expenditures	2,323,912	2,232,374	2,609,753	2,690,162	2,668,015
Transfers					
Capital Projects	110,400	1,070,000	882,577	1,670,873	530,000
Total Expenditures & Transfers	2,434,312	3,302,374	3,492,330	4,361,035	3,198,015
Contribution To/(From) Fund Balance:	582,296	(167,392)	(424,495)	(1,269,614)	(132,465)
Projected Lapse (6%)	-	-	137,895	137,710	142,747
Adjusted (Deficit)/Surplus			(286,600)	(1,131,904)	10,282
Beginning Fund Balance	2,543,792	3,126,088	2,575,991	2,958,696	1,826,792
Ending Fund Balance	\$ 3,126,088	\$ 2,958,696	\$ 2,289,391	\$ 1,826,792	\$ 1,837,074

**City of Kenai
Fiscal Year 2022 Operating Budget**

Airport Fund Summary by Line Item

	Actual FY2019	Actual FY2020	Original Budget FY2021	Projection FY2021	Proposed FY2022
Revenues					
State & Federal Grants	\$ 36,883	\$ 833,516	\$ 55,254	\$ 2,216,252	\$ 42,413
Usage Fees					
Fuel Sales	21,650	25,927	28,000	15,000	28,000
Fuel Flowage	9,571	11,113	15,000	7,500	15,000
Float Plane	1,554	626	750	500	750
Tie Down	7,130	8,580	7,500	7,500	7,500
Landing	410,697	337,097	300,874	250,000	300,874
Plane Parking	10,287	4,429	10,000	10,000	10,000
Total Usage Fees	460,889	387,772	362,124	290,500	362,124
Rents and Leases - Land	570,675	523,663	504,665	504,665	512,255
Miscellaneous					
Penalty and Interest	4,926	52,389	5,000	5,000	5,000
Interest on Investments	155,283	136,276	35,000	35,000	35,000
Other	23,285	12,881	10,000	10,105	10,000
Total Miscellaneous	183,494	201,546	50,000	50,105	50,000
Terminal Revenue					
Parking Fees	229,757	170,366	200,000	100,000	200,000
Rents and Leases	355,868	338,522	367,645	391,264	478,325
Penalty and Interest	7,516	8,217	7,500	7,500	7,500
Car Rental Commissions	178,767	211,756	120,000	110,000	120,000
Advertising Commissions	13,940	13,268	12,000	12,000	12,000
Miscellaneous	3,366	4,185	3,000	5,550	3,000
Total Terminal Revenue	789,214	746,314	710,145	626,314	820,825
Transfers In					
Capital Project Fund	-	-	-	105,651	-
Airport Land Trust Fund	1,203,690	928,251	955,050	969,922	1,012,722
Total Transfers In	1,203,690	928,251	955,050	1,075,573	1,012,722
Total Revenues	3,244,845	3,621,062	2,637,238	4,763,409	2,800,339
Expenditures					
Airport Terminal	550,783	565,649	666,607	668,625	617,684
Airport Airfield	1,691,992	1,734,691	1,874,687	1,929,528	1,893,217
Airport Administration	299,964	299,665	358,462	2,481,466	337,960
Airport Other Buildings and Areas	152,640	186,741	171,014	205,597	189,457
Airport Training Facility	41,088	26,551	38,475	38,475	54,140
Total Expenditures	2,736,467	2,813,297	3,109,245	5,323,691	3,092,458
Transfers					
Transfer to Capital Projects	1,838,918	799,875	-	2,109,567	685,000
Transfer to General Fund	233,221	-	-	-	-
Total Transfers	2,072,139	799,875	-	2,109,567	685,000
Total Expenditures & Transfers	4,808,606	3,613,172	3,109,245	7,433,258	3,777,458
Contribution To/(From) Fund Balance:	(1,563,761)	7,890	(472,007)	(2,669,849)	(977,119)
Projected Lapse (6%)	-	-	122,079	2,389,643	120,915
Adjusted (Deficit)/Surplus			(349,928)	(280,206)	(856,204)
Beginning Fund Balance	5,078,990	3,515,229	4,454,303	3,523,119	3,242,913
Ending Fund Balance	\$ 3,515,229	\$ 3,523,119	\$ 4,104,375	\$ 3,242,913	\$ 2,386,709

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 019 - Senior Citizens Fund
Department: Title III Summary

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Proposed FY2022</u>
Revenues					
State Grants	\$ 204,464	\$ 246,012	\$ 212,504	\$ 295,863	\$ 238,442
Federal Grants	-	-	-	39,231	-
USDA Grant	24,938	20,471	20,000	20,000	20,000
Choice Waiver	135,444	117,208	125,000	125,000	125,000
KPB Grant	126,207	126,207	169,221	169,221	169,221
United Way	3,631	-	-	-	-
Rents and Leases	8,174	9,811	13,000	7,500	13,000
Donations	8,494	36,768	32,500	30,000	32,000
Donation - Senior Connection	100,000	50,430	50,000	50,000	50,000
Meal Donations	67,998	56,244	72,500	49,800	82,500
Transfer from General Fund - Operations	182,027	253,999	217,192	217,192	220,518
Transfer from General Fund - Capital	-	-	-	-	-
Other	(9)	95	300	300	300
Total Revenue	<u>861,368</u>	<u>917,245</u>	<u>912,217</u>	<u>1,004,107</u>	<u>950,981</u>
Expenditures					
Senior Citizen Access	140,539	171,711	180,075	179,940	237,332
Congregate Meals	231,082	248,997	262,518	306,317	247,084
Home Meals	202,637	236,220	230,951	302,929	221,853
Senior Transportation	80,929	101,066	100,417	100,579	106,805
Choice Waiver	232,910	145,815	161,041	168,397	162,117
Total Expenditures	<u>888,097</u>	<u>903,809</u>	<u>935,002</u>	<u>1,058,162</u>	<u>975,191</u>
Contribution To/(From) Fund Balance:	(26,729)	13,436	(22,785)	(54,055)	(24,210)
Projected Lapse (3%)	-	-	22,785	67,348	24,210
Adjusted (Deficit)/Surplus	(26,729)	13,436	-	13,293	-
Beginning Fund Balance	-	(26,729)	(54,603)	(13,293)	-
Ending Fund Balance	<u>\$ (26,729)</u>	<u>\$ (13,293)</u>	<u>\$ (54,603)</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Budget Projection
Fund: 009 - Congregate Housing Fund**

	Actual FY2019	Actual FY2020	Original Budget FY2021	Projection FY2021	Proposed FY2022
Revenues					
PERS Grant	\$ 1,995	\$ 3,008	\$ 3,909	\$ 2,865	\$ 3,666
Rents and Leases	407,714	401,768	417,533	416,634	416,313
Interest on Investments	21,630	27,502	4,000	4,000	4,000
Miscellaneous	474	707	-	-	-
Total Revenues	431,813	432,985	425,442	423,499	423,979
 Expenses	 455,468	 491,298	 495,181	 501,001	 646,731
Net Income (loss)	(23,655)	(58,313)	(69,739)	(77,502)	(222,752)
Beginning Retained Earnings	570,007	679,542	609,723	761,675	450,875
Capital Asset Acquisitions	(7,256)	-	(260,000)	(373,744)	-
Allocated to Capital Projects	(121,000)	(113,744)	-	-	-
Credit for Depreciation	140,446	140,446	140,446	140,446	140,446
Available Retained Earnings	\$ 558,542	\$ 647,931	\$ 420,430	\$ 450,875	\$ 368,569

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Proposed FY2022</u>
Revenues					
Charge for Services	\$ 2,148,495	\$ 2,436,201	\$ 2,636,734	\$ 2,636,734	\$ 2,823,679
Participant premiums	258,664	276,695	349,257	349,257	450,084
Transfer from Other Funds	-	-	-	-	-
Interest Earnings	9,285	21,806	6,000	6,000	6,000
Total Revenues	<u>2,416,444</u>	<u>2,734,702</u>	<u>2,991,991</u>	<u>2,991,991</u>	<u>3,279,763</u>
Expenses					
	<u>2,257,555</u>	<u>2,411,828</u>	<u>2,964,277</u>	<u>2,964,277</u>	<u>3,508,398</u>
Net Income (loss)	158,889	322,874	27,714	27,714	(228,635)
Beginning Retained Earnings	<u>248,422</u>	<u>407,311</u>	<u>501,345</u>	<u>730,185</u>	<u>757,899</u>
Available Retained Earnings	<u>\$ 407,311</u>	<u>\$ 730,185</u>	<u>\$ 529,059</u>	<u>\$ 757,899</u>	<u>\$ 529,264</u>
	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Difference</u>	<u>% Change</u>
Employer cost per position:					
Full-time	\$ 22,715	\$ 24,700	\$ 26,676	\$ 1,976	8.00%
Part-time	11,358	12,350	13,338	988	8.00%
Employee monthly premiums:					
Employee only	\$ 102.00	\$ 123.00	\$ 157.00	\$ 34.00	27.64%
Employee with child(ren)	204.00	222.00	285.00	63.00	28.38%
Employee with spouse	185.00	244.00	313.00	69.00	28.28%
Employee with family	278.00	333.00	429.00	96.00	28.83%
Part-time employee only	469.00	519.00	631.00	112.00	21.58%
Part-time employee w/Children	1,394.00	1,325.00	1,598.00	273.00	20.60%
Part-time employee w/Spouse	1,212.00	1,523.00	1,835.00	312.00	20.49%
Part-time employee w/Family	2,141.00	2,331.00	2,805.00	474.00	20.33%

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 061 - Equipment Replacement Fund
Department: 59 - Equipment Replacement Fund Summary**

	Actual FY2019	Actual FY2020	Original Budget FY2021	Projection FY2021	Proposed FY2022
Revenues					
Rents & Leases	\$ 369,949	\$ 321,754	\$ 314,507	\$ 314,507	\$ 348,185
Interest Earnings	40,479	44,273	30,000	30,000	14,000
Other income	-	424,050	75,000	75,000	-
Total Revenues	410,428	790,077	419,507	419,507	362,185
Expenses - Depreciation	162,060	185,844	190,633	190,633	205,378
Net Income (loss)	248,368	604,233	228,874	228,874	156,807
Transfers out	-	-	(400,000)	(400,000)	-
Total net income (loss) and transfers out	248,368	604,233	(171,126)	(171,126)	156,807
Beginning Net Position	2,928,301	3,176,669	3,846,745	3,780,902	3,609,776
Ending Net Position	3,176,669	3,780,902	3,675,619	3,609,776	3,766,583
Invested in Capital Assets	(2,578,197)	(2,367,646)	(2,393,010)	(2,177,013)	(1,971,635)
Unrestricted Net Position	\$ 598,472	\$ 1,413,256	\$ 1,282,609	\$ 1,432,763	\$ 1,794,948

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 063 - Fleet Replacement Fund
Department: 59 - Fleet Replacement Fund Summary**

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Proposed FY2022</u>
Revenues					
Rents & Leases	\$ -	\$ -	\$ 147,821	\$ 147,821	\$ 146,067
Interest Earnings	-	-	8,000	8,000	7,294
Other income	-	-	62,589	62,589	6,344
Transfer In	-	272,625	400,000	400,000	-
Capital Contribution	-	-	-	-	-
Total Revenues	<u>-</u>	<u>272,625</u>	<u>618,410</u>	<u>618,410</u>	<u>159,705</u>
Expenses - Depreciation	<u>-</u>	<u>-</u>	<u>74,811</u>	<u>74,811</u>	<u>73,344</u>
Net Income (loss)	-	272,625	543,599	543,599	86,361
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net income (loss) and transfers out	-	272,625	543,599	543,599	86,361
Beginning Net Position	<u>-</u>	<u>-</u>	<u>269,693</u>	<u>272,625</u>	<u>816,224</u>
Ending Net Position	-	272,625	813,292	816,224	902,585
Invested in Capital Assets	<u>-</u>	<u>-</u>	<u>(491,652)</u>	<u>(569,395)</u>	<u>(496,050)</u>
Unrestricted Net Position	<u>\$ -</u>	<u>\$ 272,625</u>	<u>\$ 321,640</u>	<u>\$ 246,829</u>	<u>\$ 406,535</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

Fund 048 - Debt Service

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Manager Proposed FY2022</u>
Revenues					
Bond Interest Subsidy	35,127	32,851	30,493	10,739	-
Transfer from General Fund	<u>143,271</u>	<u>139,853</u>	<u>141,518</u>	<u>133,979</u>	<u>129,625</u>
Total Revenue	<u>178,398</u>	<u>172,704</u>	<u>172,011</u>	<u>144,718</u>	<u>129,625</u>
Expenditures					
Parks, Recreation & Culture	<u>178,398</u>	<u>172,704</u>	<u>172,011</u>	<u>144,718</u>	<u>129,625</u>
Contributions To/From Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Budget Projection
Land Sales Permanent Funds**

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>FY2021 Projection</u>	<u>Proposed FY2022</u>
FUND 082-52 Airport Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 1,279,938	\$ 793,631	\$ 1,486,160	\$ 2,514,656	\$ 1,717,924
Acct. 36645 Interest on Land Sale Contracts	14,276	11,933	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>455,207</u>	<u>616,250</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	1,749,421	1,421,814	1,496,160	2,524,656	1,727,924
Expenses					
Transfer to Airport Land System Fund	<u>1,203,690</u>	<u>928,251</u>	<u>955,050</u>	<u>969,922</u>	<u>1,012,722</u>
Contributions To/(From) Fund Balance	545,731	493,563	541,110	1,554,734	715,202
Beginning Fund Balance	<u>24,592,355</u>	<u>25,138,086</u>	<u>28,111,299</u>	<u>25,631,649</u>	<u>27,186,383</u>
Ending Fund Balance	<u>\$ 25,138,086</u>	<u>\$ 25,631,649</u>	<u>\$ 28,652,409</u>	<u>\$ 27,186,383</u>	<u>\$ 27,901,585</u>
FUND 081-52 General Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 164,838	\$ 93,670	\$ 194,330	\$ 350,022	\$ 209,880
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>775</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	165,613	93,670	194,330	350,022	209,880
Expenses					
Transfer to General Fund	<u>-</u>	<u>137,239</u>	<u>139,523</u>	<u>145,750</u>	<u>148,315</u>
Contributions To/(From) Fund Balance	165,613	(43,569)	54,807	204,272	61,565
Beginning Fund Balance	<u>3,129,977</u>	<u>3,295,590</u>	<u>3,736,845</u>	<u>3,252,021</u>	<u>3,456,293</u>
Ending Fund Balance	<u>\$ 3,295,590</u>	<u>\$ 3,252,021</u>	<u>\$ 3,791,652</u>	<u>\$ 3,456,293</u>	<u>\$ 3,517,858</u>



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3211-2021 (SUBSTITUTE)

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET, SALARY SCHEDULE AND EMPLOYEE CLASSIFICATION PLAN FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 AND COMMITTING \$4,898,000 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, 2021 – June 30, 2022", which includes the City Manager presented table of Authorized Personnel Staffing and Salary Schedules, Council meets its obligation to adopt the Salary Schedule of the City for fiscal year 2022; and,

WHEREAS, adoption of the document entitled "Annual Budget for the City of Kenai, Alaska July 1, 2021 – June 30, 2022", which includes the City Manager 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 self-imposed limitations at its highest level of decision making, an Ordinance, and that remain 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 2022 – 2026 Capital Improvement Plan (The Plan), Council commits \$4,898,000, the General Fund amount required for full funding of The Plan for fiscal years 2023-2026.

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, 2021 – June 30, 2022" 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, 2021 and ending June 30, 2022.

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, 2021, and ending the 30th day of June, 2022, 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	\$ 19,083,063
Enterprise Fund –	
Congregate Housing Fund	646,731
Internal Service Funds:	
Equipment Replacement Fund	205,378
Fleet Replacement Fund	73,344
Employee Health Care Fund	<u>3,508,398</u>
Total Internal Service Funds	3,787,120
Special Revenue Funds:	
Personal Use Fishery Fund	525,146
Water & Sewer Fund	3,198,015
Airport Fund	3,777,458
Senior Citizen Fund	<u>975,191</u>
Total Special Revenue Funds	8,475,810
Permanent Funds:	
Airport Land Sale Permanent Fund	1,012,722
General Land Sale Permanent Fund	<u>148,315</u>
Total Permanent Revenue Funds	1,161,037
Capital Project Funds:	
Cemetery Improvement	260,000
Kenai Recreation Center Improvement	1,036,000
Kenai Senior Center Improvement	88,000
Personal Use Fishery Improvement	50,000
Municipal Roadway Improvement	78,387
Kenai Public Safety Improvement	225,000
Animal Control Improvement	40,000
Congregate Housing Improvement	140,000
Airport Operations Facility Improvement	185,000
Airport Improvement	500,000
Water & Sewer Improvement	400,000
Waste Water Treatment Plant	<u>130,000</u>
Total Capital Project Funds	<u>3,132,387</u>
Debt Service Fund – Library Expansion Bonds	<u>129,625</u>
Total All Funds	<u>\$36,415,773</u>

Section 3. Council hereby commits \$4,898,000 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, 2021 – June 30, 2022”:

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$12.75	\$13.07	\$13.39	\$13.71	\$14.03	\$14.34	\$14.66	\$14.98	\$15.30
2	13.39	13.72	14.06	14.39	14.73	15.06	15.40	15.73	16.07
3	14.06	14.41	14.76	15.11	15.47	15.82	16.17	16.52	16.87
4	14.76	15.13	15.50	15.87	16.24	16.61	16.97	17.34	17.71
5	15.50	15.89	16.28	16.66	17.05	17.44	17.83	18.21	18.60
6	16.28	16.69	17.09	17.50	17.91	18.32	18.72	19.13	19.54
7	17.09	17.52	17.94	18.37	18.80	19.23	19.65	20.08	20.51
8	18.29	18.75	19.20	19.66	20.12	20.58	21.03	21.49	21.95
9	19.21	19.69	20.17	20.65	21.13	21.61	22.09	22.57	23.05
10	20.16	20.66	21.17	21.67	22.18	22.68	23.18	23.69	24.19
11	21.16	21.69	22.22	22.75	23.28	23.81	24.33	24.86	25.39
12	22.24	22.80	23.35	23.91	24.46	25.02	25.58	26.13	26.69
13	23.36	23.94	24.53	25.11	25.70	26.28	26.86	27.45	28.03
14	24.52	25.13	25.75	26.36	26.97	27.59	28.20	28.81	29.42
15	25.73	26.37	27.02	27.66	28.30	28.95	29.59	30.23	30.88
16	27.02	27.70	28.37	29.05	29.72	30.40	31.07	31.75	32.42
17	28.40	29.11	29.82	30.53	31.24	31.95	32.66	33.37	34.08
18	29.79	30.53	31.28	32.02	32.77	33.51	34.26	35.00	35.75
19	31.29	32.07	32.85	33.64	34.42	35.20	35.98	36.77	37.55
20	32.84	33.66	34.48	35.30	36.12	36.95	37.77	38.59	39.41
21	34.49	35.35	36.21	37.08	37.94	38.80	39.66	40.53	41.39
22	36.21	37.12	38.02	38.93	39.83	40.74	41.64	42.55	43.45
23	38.01	38.96	39.91	40.86	41.81	42.76	43.71	44.66	45.61
24	39.92	40.92	41.92	42.91	43.91	44.91	45.91	46.91	47.90
25	41.92	42.97	44.02	45.06	46.11	47.16	48.21	49.26	50.30
26	44.04	45.14	46.24	47.34	48.44	49.55	50.65	51.75	52.85
27	46.20	47.36	48.51	49.67	50.82	51.98	53.13	54.29	55.44
28	48.53	49.74	50.96	52.17	53.38	54.60	55.81	57.02	58.24
29	51.02	52.30	53.57	54.85	56.12	57.40	58.67	59.95	61.22

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
18	\$21.28	\$21.81	\$22.34	\$22.88	\$23.41	\$23.94	\$24.47	\$25.00	\$25.54
19	22.35	22.91	23.47	24.03	24.59	25.14	25.70	26.26	26.82
20	23.47	24.06	24.64	25.23	25.82	26.40	26.99	27.58	28.16
21	24.64	25.26	25.87	26.49	27.10	27.72	28.34	28.95	29.57
22	25.88	26.53	27.17	27.82	28.47	29.12	29.76	30.41	31.06

Department head service employees

Range	Minimum	Maximum
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Substitute Ordinance No. 3211-2021

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17	\$59,072	\$74,177
18	61,963	77,975
19	65,083	85,914
20	68,307	90,170
21	71,739	94,700
22	75,317	99,414
23	79,084	104,382
24	81,108	109,586
25	87,201	115,117
26	91,591	120,903
27	96,108	126,857
28	100,944	133,256
29	106,120	140,076

Temporary employees excluding those engaged in fire protection activities.

Range	A	B	C
	Step		
T1	\$12.75	\$13.07	\$13.39
T2	13.39	13.72	14.06
T3	14.06	14.41	14.76
T4	14.76	15.13	15.50
T5	15.50	15.89	16.28
T6	16.28	16.69	17.09
T7	17.09	17.52	17.94
T8	18.29	18.75	19.20
T9	19.21	19.69	20.17
T10	20.16	20.66	21.17
T11	21.16	21.69	22.22
T12	22.24	22.80	23.35
T13	23.36	23.94	24.53
T14	24.52	25.13	25.75
T15	25.73	26.37	27.02
T16	27.02	27.70	28.37
T17	28.40	29.11	29.82
T18	29.79	30.53	31.28
T19	31.29	32.07	32.85
T20	32.84	33.66	34.48
T21	34.49	35.35	36.21
T22	36.21	37.12	38.02
T23	38.01	38.96	39.91
T24	39.92	40.92	41.92
T25	41.92	42.97	44.02
T26	44.04	45.14	46.24
T27	46.20	47.36	48.51
T28	48.53	49.74	50.96
T29	51.02	52.30	53.57

Temporary employees engaged in fire protection activities.

Range	A	B	C
	Step		
T18	\$21.28	\$21.81	\$22.34
T19	22.35	22.91	23.47

T20	23.47	24.06	24.64
T21	24.64	25.26	25.87
T22	25.88	26.53	27.17

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, 2021 – June 30, 2022”:

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	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	22
123	Human Resources Director*	26
<i>(B) Administrative Support</i>		
203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
206	Accountant	21
207	IT Desktop Support Technician	13
210	Administrative Assistant II	14
211	Administrative Assistant III	15
214	Library Assistant	11
218	Library Aide	7
219	Data Entry Clerk	1
<i>(C) 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 Chief	25
316	Chief Animal Control Officer	16
317	Animal Control Officer	14

(D) Public Works

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 Operator II	18
406	Water and Sewer Operator I	15
407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
410	Water and Sewer Foreman	21
412	Building Maintenance Technician	17
413	Wastewater Treatment Plant 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

504	Recreation Center Worker	1
504	Parks, Beautification and Recreation Operator	14
505	Parks, Beautification and Recreation Laborer	6
506	Cook	6
508	Meals Driver	6
509	Kitchen Assistant	2
511	Janitor	6
512	Driver	1

* Department Heads

¹for work performed after February 21, 2009, while attending the Alaska Public Safety Academy, a Police Trainee shall be a 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).

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, 2021.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Introduced: May 5, 2021
Enacted: May 19, 2021
Effective: July 1, 2021

Approved by Finance: *T. Lub*



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Terry Eubank, Finance Director
DATE: May 11, 2021
SUBJECT: Ordinance 3211-2021 Adopting the FY22 Budget - Substitute

The purpose of this memo is to recommend movement of and enactment of Substitute Ordinance 3211-2021. A substitute is being provided to include adoption of the City's Employee Classification Plan with adoption of the Annual Budget for the City of Kenai, Alaska July 1-, 2021 – June 30, 2022 consistent with the provision of Ordinance 3210-2021. The following is a summary of changes to employee class titles and pay ranges which have been included for your consideration:

New Positions:

- 207 IT Desktop Support Technician** **Range 13**
A new class title to reflect a new part-time position in the Finance Department to provide City-wide Information Technology (IT) support
- 504 Recreation Center Worker** **Range 1**
A new class title to reflect five new part-time positions in the Parks and Recreation Department to provide assistance at the Recreation Center

Removed Positions:

- 507 Activities/Volunteer Coordinator** **Range 2.4**
Ordinance 3179-2021 amended the position to add administrative support duties and fill the vacant position with an Administrative Assistant II
- 510 Outreach Worker** **Range 1.1**
The duties of this part-time position have been performed by other positions beginning in 2018, and the position has not been filled

Amended Positions:

- 414 Wastewater Treatment Plant Foreman** **Range 21**

Amended from "Sewer Treatment Plant Foreman" for consistency with other Wastewater Treatment Plant class titles in Public Works

Pay Range Recalculation

The pay ranges for all positions were adjusted to eliminate ranges with decimal points and create consistency in the percentage change between ranges. Ranges below 3 were recalibrated to a 5% change per range, and the minimum pay for a City position was set at \$12.75 per hour. All other pay ranges were renumbered, and the entire salary scale was stretched to include 29 ranges where there were only 24 before. This change resulted in minimal increase in compensation to positions that were below range 3 prior to this change.

Creation of Temporary Employee Pay Table

The administration is recommending the addition of a temporary employee pay table. Temporary employees are hired for a pre-established period, usually during peak workloads and for not more than six months, and are ineligible for benefits and holiday pay. A temporary employee pay table will allow adjustments to temporary positions without impacting the pay range of permanent employees.

Expansion of Department Head Service Ranges

Additional pay ranges have been included for department head service employees to include all department head positions of the City. In addition to adding additional ranges to the table, all were renumbered consistent with the pay range recalculation noted above.

Your support for movement and enactment of Ordinance 3211-2021 is respectfully requested.





Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3212-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT FUND, AIRFIELD AND ADMINISTRATION DEPARTMENTS FOR EXPENDITURES IN EXCESS OF BUDGETED AMOUNTS RELATED TO ADDITIONAL TEMPORARY HOURS AND OVERTIME HOURS NEEDED FOR WINTER SNOW REMOVAL ACTIVITY AND LEAVE CASH-IN AMOUNTS IN EXCESS OF BUDGETED AMOUNTS CAUSED BY EMPLOYEE RETIREMENT.

WHEREAS, the Kenai Airport experienced heavy snowfall during the 2020-2021 winter season; and,

WHEREAS, budgeted hours for salaries and overtime hours were not sufficient requiring supplemental funding of \$ 23,909; and,

WHEREAS, sufficient funding for leave cash-in amounts due to the retirement of the Airport Manager requires supplemental funding; and,

WHEREAS, a total appropriation of \$52,286 is required.

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:

Airport Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$52,286</u>
Increase Appropriations –	
Airfield	
Salaries	\$14,860
Overtime	6,000
Medicare	302
Social Security	921
PERS	1,320
Workers' Compensation	402
Unemployment Insurance	<u>104</u>
Total Airfield	\$23,909
Administration	
Leave	\$27,768
Medicare	402

Workers' Compensation	68
Unemployment Insurance	<u>139</u>
Total Administration	<u>\$28,377</u>
Total Appropriations	<u>\$52,286</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 19th day of May, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Approved by Finance: 

Introduced: May 5, 2021
Enacted: May 19, 2021
Effective: May 19, 2021



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Mary Bondurant, Airport Manager

DATE: April 27, 2021

SUBJECT: **Ordinance 3212 - 2021 - Airport Funds Appropriation**

The Airport crew experienced over 47 rain, ice, and snow events over the 2020-2021 winter season. It was necessary to work overtime and get additional support from the temporary equipment operators to ensure the Airport was safe for operations. This resulted in the airfield overtime and benefit accounts to be short \$ 28,377.

In addition, supplemental funding is necessary to fund the leave cash-in amounts due to the retirement of the Airport Manager.

Thank you for your consideration.



Sponsored by: Council Members Winger and Glendening

CITY OF KENAI

ORDINANCE NO. 3213-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING REVENUES AND APPROPRIATIONS IN THE GENERAL, AIRPORT, WATER AND SEWER AND SENIOR CITIZEN FUNDS FOR CITY EMPLOYEE COVID-19 RESILIENCE PAY AND AUTHORIZING PAYMENTS TO EMPLOYEES ON A RETROACTIVE MONTHLY BASIS.

WHEREAS, the World Health Organization declared COVID-19 a pandemic on March 11, 2020; and,

WHEREAS, the first coronavirus patient in Alaska was diagnosed in Anchorage on March 12, 2020; and,

WHEREAS, Governor Mike Dunleavy issued a Declaration of Public Health Disaster Emergency on March 11, 2020 and the President of the United States issued a Proclamation Declaring a National Emergency on March 13, 2020; and,

WHEREAS, on March 18, 2020 the City Council first extended the City Manager's Disaster Emergency Declaration in response to the COVID-19 Pandemic; and,

WHEREAS, the City's Disaster Emergency Declaration currently remains in effect; and,

WHEREAS, the state and federal governments' efforts to contain the pandemic resulted in school closures, business disruptions, travel restrictions, restrictions on gathering and other limitations on numerous facets of daily life; and,

WHEREAS, these limitations had significant impacts on business, commerce and the local economy; and,

WHEREAS, throughout the public health emergency City employees experienced diverse challenges in employment from facility closures, reduced staffing levels, potential exposures, constant evolution of work procedures, and in many cases juggling a changing home life that involved the closure of schools, daycare facilities, and quarantines while continuing to provide emergency responses and other critical City services; and,

WHEREAS, City employees continue to play a critical role in response to the public health emergency from addressing community needs to providing vaccine opportunities; and

WHEREAS, like employees in other settings, City employees performed their duties during the public health emergency in an environment of uncertainty and increased stress; and,

WHEREAS, in recognition of City employees' efforts and work conditions during the public health emergency, it is in the City's best interest to use available funding to retroactively compensate employees for working in stressful and often hazardous conditions.

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

Section 1. That this Ordinance authorizes retroactive payments to all current permanent City employees, other than those working directly for the City Council, in a monthly amount of \$175 for full time employees, beginning March 18, 2020 for a maximum of 14 months, prorated as appropriate for various part-time positions and periods of work.

Section 2. That General Fund estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$300,000</u>

Increase Appropriations:

Non-Departmental:

Salaries	\$ 150
Social Security	9
Medicare	2
Workers' Compensation	3
Transfer to Other Funds	<u>50,893</u>
Total Non-Departmental	51,057

Animal Control:

Salaries	4,900
PERS	1,078
Medicare	72
Workers' Compensation	<u>98</u>
Total Animal Control	6,148

Buildings:

Salaries	4,900
PERS	1,078
Medicare	72
Workers' Compensation	<u>98</u>
Total Buildings	6,148

City Clerk:

Salaries	1,225
PERS	270
Medicare	18
Workers' Compensation	<u>25</u>
Total City Clerk	1,538

Communications:	
Salaries	17,675
PERS	3,889
Medicare	260
Workers' Compensation	<u>354</u>
Total Communications	22,178
Finance:	
Salaries	13,207
PERS	2,906
Medicare	194
Workers' Compensation	<u>264</u>
Total Finance	16,571
Fire:	
Salaries	47,775
PERS	10,511
Medicare	701
Workers' Compensation	<u>1,956</u>
Total Fire	60,943
Human Resources:	
Salaries	2,450
PERS	539
Medicare	36
Workers' Compensation	<u>49</u>
Total Human Resources	3,074
Legal:	
Salaries	2,450
PERS	539
Medicare	36
Workers' Compensation	<u>49</u>
Total Legal	3,074
Library:	
Salaries	16,643
PERS	3,445
Social Security	62
Medicare	244
Workers' Compensation	<u>333</u>
Total Library	20,727
City Manager:	
Salaries	2,450
PERS	539
Medicare	36
Workers' Compensation	<u>49</u>
Total City Manager	3,074

Parks, Recreation & Beautification:	
Salaries	12,250
PERS	2,695
Medicare	180
Workers' Compensation	<u>245</u>
Total Parks, Recreation & Beautification	15,370
Planning:	
Salaries	3,325
PERS	732
Medicare	49
Workers' Compensation	<u>67</u>
Total Planning	4,173
Police:	
Salaries	43,068
PERS	9,433
Social Security	12
Medicare	632
Workers' Compensation	<u>1,862</u>
Total Police	55,007
Public Works Administration:	
Salaries	4,900
PERS	1,078
Medicare	72
Workers' Compensation	<u>98</u>
Total Public Works Administration	6,148
Shop:	
Salaries	7,350
PERS	1,617
Medicare	108
Workers' Compensation	<u>347</u>
Total Shop	9,422
Streets:	
Salaries	12,075
PERS	2,657
Medicare	177
Workers' Compensation	<u>439</u>
Total Streets	<u>15,348</u>
Total General Fund	<u>\$300,000</u>

Section 3. That Airport Fund estimated revenues and appropriations be increased as follows:

Airport Fund:	
Increase Estimated Revenues –	
Transfer from General Fund	<u>\$12,296</u>

Increase Appropriations:

Administration:

Salaries	\$ 2,450
PERS	539
Medicare	36
Workers' Compensation	<u>49</u>
Total Administration	3,074

Airfield:

Salaries	7,350
PERS	1,617
Medicare	108
Workers' Compensation	<u>147</u>
Total Airfield	<u>9,222</u>

Total Airport Fund \$12,296

Section 4. That Water & Sewer Fund estimated revenues and appropriations be increased as follows:

Water & Sewer Fund:

Increase Estimated Revenues –
Transfer from General Fund \$24,592

Increase Appropriations:

Water:

Salaries	\$ 6,125
PERS	1,347
Medicare	90
Workers' Compensation	<u>123</u>
Total Water	7,685

Sewer:

Salaries	6,125
PERS	1,347
Medicare	90
Workers' Compensation	<u>123</u>
Total Sewer	7,685

Wastewater Treatment Plant:

Salaries	7,350
PERS	1,617
Medicare	108
Workers' Compensation	<u>147</u>
Total Wastewater Treatment Plant	<u>9,222</u>

Total Water & Sewer Fund \$24,592

Section 5. That Senior Citizen Fund estimated revenues and appropriations be increased as follows:

Senior Citizen Fund:	
Increase Estimated Revenues –	
Transfer from General Fund	<u>\$14,005</u>
Increase Appropriations -	
Home Meal:	
Salaries	\$11,270
PERS	2,291
Social Security	54
Medicare	165
Workers' Compensation	<u>225</u>
Total Home Meals	<u>\$14,005</u>

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 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19 day of May, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Approved by Finance: 

Introduced: May 5, 2021
Enacted: May 19, 2021
Effective: May 19, 2021



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Council Members Winger and Glendening

DATE: April 26, 2021

SUBJECT: Ordinance No. 3213 – 2021 - City Employee COVID-19 Resilience Pay

On March 18, 2020 the City Council extended a local Disaster Emergency Declaration issued by the City Manager to assist the City in managing the COVID-19 Pandemic. This Disaster Emergency Declaration remains in effect, currently scheduled to end on June 1, 2021. During this time, the City faced the unknown, and asked its employees to bravely work through the uncertainty of this public health emergency. Employees were asked to step up, work additional shifts, take on additional tasks and maintain flexibility in their work lives. Many employees experienced facility closures, potential exposures, increased stress, and a constant evolution of changing procedures and safety protocols. Many juggled a home life in flux that included schools closures, sports and activity cancellations, day care facility closures, and quarantines.

Through everything, City employee resilience in delivering emergency responses and other necessary City services ensured the recovery the City is beginning to experience. City employees continue to play a critical role in the response to the public health emergency.

The amount of \$175 a month for full time permanent employees, requires a \$300,000 appropriation. The three employees working directly for the City Council are excluded from these payments. While this is not true "Hazard Pay" it results in a small hourly increase, similar to other hazard pay programs across the country that result in a \$1 to \$2 an hour raise. This sum seems reasonable in light of other recovery programs utilizing CARES Act funding, with the understanding that this program is not directly funded through the CARES Act.

We kindly ask for your support for this Ordinance, recognizing the efforts of City employees in their work throughout this pandemic and providing a modest retroactive compensation increase for them.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021-30

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022.

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 2022 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, 2021 and ending June 30, 2022 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 19th day of May, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 11, 2021

SUBJECT: **Resolution 2021-30 Establishing the City of Kenai FY2022 Property Tax Mill Rate**

Resolution 2021-30 will establish the rate of levy of property tax for FY2022, tax year 2021. The proposed rate of levy is 4.35 and will result in \$435 in taxes being paid for each \$100,000 of assessed property value. The rate is unchanged and will generate the necessary property taxes to support the adopted FY22 budget. The last mill rate change for the City was in FY2015.

Your support is respectfully requested.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021-31

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING ITS COMPREHENSIVE SCHEDULE OF RATES, CHARGES, AND FEES TO INCORPORATE CHANGES INCLUDED IN THE FY2022 BUDGET TO INCLUDE ADJUSTING TERMINAL FEES CONSISTENT WITH THE CITY'S FIVE-YEAR AIRLINE OPERATING AGREEMENT, AIRPORT RESERVE LAND ANNUAL LEASE RATES, AND ADJUSTING THE MONTHLY RENTAL RATES AT VINTAGE POINTE, ELIMINATING THE FIRE DEPARTMENTS FEE FOR MEDICAL TREATMENT WITHOUT TRANSPORTATION OF THE PATIENT, CREATING A FEE FOR INTERNAL APARTMENT MOVES AT VINTAGE POINT MANOR, NO FEES ASSOCIATED WITH THE CITY'S OPERATION OF THE KENAI RECREATION CENTER, ADDING A CONFERENCE ROOM RENTAL FEE FOR THE AIRPORT AND AMENDING THE CITY'S LIBRARY FEES.

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, a new conference room was constructed during the terminal rehabilitation project which is available for rent necessitating the addition of fees associated with its rental to the fee schedule; and,

WHEREAS, the proposed increase to Airport Reserve Land Annual Lease Rates is commensurate with the 2020 annual change in Consumer Price Index for Anchorage and is a required rate change under Kenai Municipal Code 21.10.090(b); and;

WHEREAS, a rental rate study for Vintage Pointe was completed in 2020 showing that unit rents were below market value by an average \$63.48 per month with the lowest monthly difference being \$39.17 per month and the highest difference being \$94.61 per month; and,

WHEREAS, below market monthly rental rates at Vintage Pointe are budgeted to increase in FY2022 in an effort to bring the rental rates closer to market rate rents as determined by the 2020 market rent study by Reliant, LLC; and,

WHEREAS, units will increase by the lesser of \$35.00 a month or the market rental rate, based on the 2020 market rent study and adjusted annually by Anchorage's annual CPI, until the market rental rate is achieved; and,

WHEREAS, charging market rates will assist in providing adequate funds for ongoing and long-term maintenance of the facility; and,

WHEREAS, there is no current Alaska Medicaid criteria or requirement to bill a medical patient of which our Emergency Medical Services respond to, but do not transport for further medical care; and,

WHEREAS; these are very limited events, that the Fire Department has customarily not charged for in the past; and,

WHEREAS; we request the Non-Transport fee be removed from the Fee Schedule; and,

WHEREAS, an internal move within Vintage Pointe Manor can often be a lengthy, time consuming, and costly process, and charging a \$500.00 fee will offset the City's cost for painting, repairs, carpet cleaning, detailing, and loss of rental revenue; and,

WHEREAS, the proposed amendments to the City's library fee schedule adjust default fees for damaged, lost, or stolen items to reflect estimated average retail prices; and

WHEREAS, new default fees are added to include new and existing formats and resources not previously in the fee schedule; and,

WHEREAS, the added formats and resources include mass market and trade paperbacks, youth hardcover, board and picture books, youth audiobooks, DVD sets, projector kits, Chromebook kits, and laptops; and,

WHEREAS, the default fees in this schedule are used for lost, stolen or damaged materials only when no retail value is available; and,

WHEREAS, new replacement fees are proposed for items such as Mylar book covers, CD, DVD and audiobook cases, and power cords; and,

WHEREAS, a \$0.50 charge for color photocopying is added to the fee schedule; and,

WHEREAS, fees for library items no longer in circulation and services no longer offered, including but not limited to CD-ROMs, cassette containers, FM transmitters, hang-up bags, and the rebinding of books, are removed from the fee schedule; and,

WHEREAS, the City will be assuming the operations and management of the Kenai Recreation Center necessitating a fee structure associated with use of the facility.

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

Section 1. The Airport Fees section of the City's Comprehensive Schedule of Rates, Charges and Fees be amended as follows:

AIRPORT FEES

21.05.085	Fuel Flowage Fee per gallon	\$0.02
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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	\$(1.70) <u>1.79</u>
14.05.010 (b)(2)	Non-signatory per thousand pounds	\$(2.21) <u>2.32</u>
	exempt -- float planes, test landings due to mechanical or weather, government aircraft	
	Tie-down Fees, General Aviation Paved Areas	
	-wheels, per month	\$40.00
	-wheels, w/electric per month	\$60.00
	Gravel Area	
	-wheels/skis, per month	\$40.00
	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	\$(33.85) <u>35.54</u>
	-signatory -- arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	\$(33.85) <u>35.54</u>
	Terminal Building Rent -- Joint Use Space	
	-signatory -- baggage make up area (per square foot per year)	\$(20.51) <u>21.54</u>
	-signatory -- baggage break down area (per square foot per year)	\$(20.51) <u>21.54</u>
	-non-signatory terminal rates 30% higher	

Vehicle Parking Fees at Terminal

-short term 0 - 2 hours	FREE
-24 hours	\$7.00
-annual permit	\$700.00
-annual parking permit w/electric	\$1,000.00

Vehicle Parking Fees**Greater Than 1/4 Mile From Terminal Building (at GA Lot)**

-calendar day	\$3.00
-annual permit	\$420.00

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
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Conference Room Fees

α <u>-0 – 2 hours</u>	<u>\$50.00</u>
<u>-2 – 4 hours</u>	<u>\$100.00</u>
<u>-4 – 8 hours</u>	<u>\$200.00</u>
<u>-More than 8 hours (same day and no later than 10:00pm)</u>	<u>\$300.00</u>
<u>-Cleaning fee (if room is not cleaned</u>	<u>\$100.00</u>

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
-Signatory, airline, terminal apron parking and GSE storage space rent per square foot	\$(0.52) <u>0.54</u>

21.10.090 (a) **Airport Reserve Land Annual Lease Rates**

Legal Description of Property	KPB Parcel ID No.		[FY21] FY22 Annual Rent
Lot 2, Block 2, FBO Subdivision NW 1/4 NW 1/4 Sec, 33 lying W of Marathon Rd. excluding Baron Park 2007 Replat	04336004 04501056	[\$6,528.08]	<u>\$6,456.24</u> Subject to Appraisal
Lot 8, Block 2, Cook Inlet Industrial Air Park	04322008	[\$15,584.08]	<u>\$15,412.64</u>
Lot 3, Block 5, Cook Inlet Industrial Air Park	04322020	[\$5,921.92]	<u>\$5,856.80</u>
Lot 4, Block 5, Cook Inlet Industrial Air Park	04322021	[\$5,966.56]	<u>\$5,900.96</u>
Lot 9A, Block 5, General Aviation Apron No. 6	04324026	[\$13,852.96]	<u>\$13,700.56</u>
Lot 1, Block 2, FBO Subdivision	04336003	[\$6,795.52]	<u>\$6,720.80</u>
Lot 1, FBO Subdivision No. 7	04336034	[\$12,721.68]	<u>\$12,581.76</u>
Lot 3, FBO Subdivision No. 7	04336036	[\$18,022.32]	<u>\$17,824.08</u>
Lot 5, FBO Subdivision No. 9	04336043		Subject to Appraisal
Tract A1, Baron Park 2007 Replat	04501031	[\$36,360.80]	<u>\$35,960.80</u>
Tract C-1, Gustly Subd. No. 8	04327034	[\$3,528.16]	<u>\$3,489.36</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
<u>Lot 5A, Block 1, FBO Subdivision</u>	<u>04336049</u>		<u>Subject to Appraisal</u>
<u>Tract A2, General Aviation No. 7</u>	<u>04324030</u>		<u>\$24,000.00</u>

Section 2. The Vintage Pointe Rents section of the City's Comprehensive Schedule of Rates, Charges and Fees be amended as follows:

VINTAGE POINTE RENTS

FOR UNITS WITH RENTAL AGREEMENTS GRANDFATHERED
PER THE CITY'S POLICY BEFORE JUNE 30, 2020:

<u>1-A APARTMENT=586 SQ. FT. OCEAN SIDE (8)</u>	<u>\$943.61</u>
1-A APARTMENT=586 SQ. FT. STREET SIDE (5)	\$891.09
1-B APARTMENT=636 SQ. FT. STREET SIDE (6)	\$906.83

1-B APARTMENT=637 SQ. FT. OCEAN SIDE (4)		\$959.35
1-C APARTMENT=682 SQ. FT. OCEAN SIDE (4)		\$959.35
1-C APARTMENT=682 SQ. FT. STREET SIDE (4)		\$906.83]
2-A apartment=826 sq. ft. Ocean Side (3)	[\$1,070.20]	\$1,105.20
[2-A APARTMENT=826 SQ. FT. STREET SIDE (1)		\$1,019.41]
<u>2-B apartment=876 sq. ft. Ocean Side (2)</u>	[\$1,080.17]	\$1,115.17
<u>2-B apartment=876 sq. ft. Street Side (2)</u>	[\$1,022.39]	\$1,057.39
<u>[2-C APARTMENT=789 SQ. FT. OCEAN SIDE (1)</u>		\$1,064.40]
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)	[\$958.00]	\$947.46
1-A apartment=586 sq. ft. Street Side (5)	[\$911.00]	\$900.98
1-B apartment=636 sq. ft. Street Side (6)	[\$930.00]	\$919.77
1-B apartment=637 sq. ft. Ocean Side (4)	[\$978.00]	\$967.24
1-C apartment=682 sq. ft. Ocean Side (4)	[\$995.00]	\$984.06
1-C apartment=682 sq. ft. Street Side (4)	[\$947.00]	\$936.58
2-A apartment=826 sq. ft. Ocean Side (3)	[\$1,121.00]	\$1,105.20
2-A apartment=826 sq. ft. Street Side (1)	[\$1,066.00]	\$1,057.39
2-B apartment=876 sq. ft. Ocean Side (2)	[\$1,137.00]	\$1,115.17
2-B apartment=876 sq. ft. Street Side (2)	[\$1,082.00]	\$1,057.39
2-C apartment=789 sq. ft. Ocean Side (1)	[\$1,108.00]	\$1,095.81
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.

Apartment Internal Move Fee \$500.00

Section 3. The Fire Department section of the City's Comprehensive Schedule of Rates, Charges and Fees be amended as follows:

FIRE DEPARTMENT

AMBULANCE FEES

BLS Non-emergency	\$450.00
BLS Emergency	\$575.00
ALS I (advanced life support)	\$700.00
ALS II	\$875.00
[TREATMENT WITH NO TRANSPORT	\$250.00]
Mileage per mile	\$14.00

Section 4. The Library Fees section of the City's Comprehensive Schedule of Rates, Charges and Fees be amended as follows:

LIBRARY FEES**APX - Library Regulations and Policies**

1. **[SERVICE CHARGES (THE COST FOR REPLACEMENT OF BOOKS AND OTHER MATERIALS THAT ARE LOST OR DAMAGED BEYOND REPAIR SHALL BE THE ACTUAL COST OF REPLACEMENT OR THE FOLLOWING SCHEDULE WILL BE USED WHEN ACTUAL REPLACEMENT COST IS UNAVAILABLE.)]****Default fees for lost, stolen or damaged materials when no retail value is available**
- | | | |
|----|---|-------------------|
| A. | - HARDCOVER BOOKS | \$25.00 |
| B. | -JUVENILE REFERENCE | \$35.00 |
| C. | -MUSIC CD'S | \$25.00 |
| D. | -PERIODICALS | \$5.00 |
| E. | -CD-ROMS | \$40.00 |
| F. | -ALASKA GOVERNMENT DOCUMENTS | \$45.00 |
| G. | -AUDIO BOOKS | \$20.00 |
| H. | -VIDEOS AND DVDS | \$25.00 |
| I. | -ILL BOOKS (FEE OR ACTUAL COST CHARGED BY LENDER) | \$25.00 |
| J. | -ADULT REFERENCE | \$45.00 |
| K. | -JUVENILE KITS | \$20.00 |
| L. | -MICROFILM REELS OR MICROFICHE | \$35.00 |
| M. | -PAPERBACK BOOKS | \$15.00 |
| N. | -FISHING RODS AND REELS | \$59.00 |
| O. | -MP3 PLAYERS AND FM TRANSMITTERS | \$100.00] |
| a. | <u>-Adult book (hardcover)</u> | <u>\$30.00</u> |
| b. | <u>-Adult large print</u> | <u>\$35.00</u> |
| c. | <u>-Adult audiobook</u> | <u>\$50.00</u> |
| d. | <u>-Youth board book</u> | <u>\$10.00</u> |
| e. | <u>-Youth book (hardcover) or picture book</u> | <u>\$20.00</u> |
| f. | <u>-Youth audiobook</u> | <u>\$25.00</u> |
| g. | <u>-Adult/youth trade paperbacks</u> | <u>\$15.00</u> |
| h. | <u>-Adult/youth mass market paperbacks</u> | <u>\$8.00</u> |
| i. | <u>-Magazines</u> | <u>\$5.00</u> |
| j. | <u>-Video/DVD/music CD</u> | <u>\$25.00</u> |
| k. | <u>-DVD set</u> | <u>\$50.00</u> |
| l. | <u>-Interlibrary loan item (fee or actual cost charged by lender)</u> | <u>\$30.00</u> |
| m. | <u>-Juvenile kits/Adult kits/Playaway Launchpads</u> | <u>\$120.00</u> |
| n. | <u>-Microfilm reel or microfiche</u> | <u>\$35.00</u> |
| o. | <u>-Projector/screen kit</u> | <u>\$1,000.00</u> |
| p. | <u>-Chromebook kit</u> | <u>\$350.00</u> |
| q. | <u>-Laptop</u> | <u>\$800.00</u> |
| r. | <u>-Fishing rods and reels</u> | <u>\$59.00</u> |
- [2. **REBINDING FEES**
- | | | |
|----|--|--|
| A. | -ACTUAL COST OF REBINDING + 5.00 HANDLING FEE] | |
|----|--|--|
- [3]2. **Proctoring per [T]test[S]** \$20.00
- [4]3. **Replacement Costs**

a.	- <u>item</u> barcode	\$1.00
b.	-[LOST] <u>replacement</u> library card	\$1.00
	-LOST HANG UP BAGS, AUDIO/VISUAL OR CASSETTE	
[C.]	CONTAINERS	\$3.00]
c.	- <u>mylar</u> book cover	\$1.00
d.	- <u>music CD or single disc DVD case</u>	\$2.00
e.	- <u>multidisc DVD or audiobook case</u>	\$5.00
f.	- <u>power cord</u>	\$20.00
[5]4.	Damages	
a.	-defaced or torn pages per page	\$2.00
[6]5.	Photocopying and Printing	
[A.]	PHOTOCOPYING (PER PAGE)	\$0.25
[B.]	PRINTING FROM PUBLIC COMPUTERS (PER PAGE)	\$0.25]
a.	<u>Black & white prints or copies (per single-sided page)</u>	\$0.25
b.	<u>Color – photocopies only (per single-sided page)</u>	\$0.50
[7]6.	Equipment check out [(PER DAY)]	\$3.00
a.	- <u>refundable</u> security deposit (credit card only)	\$50.00
b.	- <u>rental fee per checkout period (3 days)</u>	\$3.00
[8]7.	Postage Fee	
a.	- shipping cost per item ordered and not picked up	\$2.00

Section 5. The Parks & Recreations Fees section of the City's Comprehensive Schedule of Rates, Charges and Fees be amended as follows:

PARKS AND RECREATION FEES

Multipurpose Facility

-hourly rate (reservation)	\$145.00
-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)

- <u>Adults</u>	\$5.00
- <u>College Students</u>	\$2.50
- <u>High School Students and younger</u>	FREE
- <u>Seniors (55 and older)</u>	\$2.50
- <u>Adult 10 Visit Punch Card</u>	\$40.00
- <u>Adult Monthly Pass</u>	\$50.00
- <u>College Student & Senior Monthly Pass</u>	\$25.00

-Basketball/Pickleball – includes basketball gym and showers

- <u>Adults</u>	\$3.00
- <u>College Students</u>	\$3.00
- <u>High School Students and younger</u>	FREE
- <u>Adult & College Student Monthly Pass (All Ages)</u>	\$25.00

<u>-Gym Punch Card/12 Visits (All Ages)</u>	<u>\$25.00</u>
<u>-Racquetball & Wallyball Court Rental – per hour and includes showers for participants.</u>	
<u>-Adult Racquetball</u>	<u>\$10.00</u>
<u>-Racquetball Punch Card (10 hours all ages)</u>	<u>\$80.00</u>
<u>-Adult Wallyball</u>	<u>\$12.00</u>
<u>-Wallyball Punch Card (10 hours all ages)</u>	<u>\$100.00</u>
<u>-Facility Passes – includes weights/cardio/sauna and basketball/pickleball.</u>	
<u>-Adults – monthly</u>	<u>\$70.00</u>
<u>-Adults – annual</u>	<u>\$700.00</u>
<u>-College Students & Seniors (55 and older) - monthly</u>	<u>\$45.00</u>
<u>-College Students & Seniors (55 and older) - annual</u>	<u>\$450.00</u>
<u>-Facility Rental – per hour</u>	
<u>-Damage Deposit</u>	<u>\$100.00</u>
<u>-Gym</u>	<u>\$50.00</u>
<u>-1/2 Gym</u>	<u>\$25.00</u>
<u>-City League Basketball</u>	
<u>-Player fee</u>	<u>\$55.00</u>
<u>-Team fee</u>	<u>\$650.00</u>
Picnic Shelter/Gazebo Reservation	
-Picnic Shelter (Refundable deposit \$50.00)	\$15.00
-Gazebo (Refundable deposit \$200.00)	\$20.00
Community Garden Plot (each)	\$20.00
Adopt-A-Bench (Includes bench, shipping, installation and maintenance.)	\$450.00
Personal Use Fishery Day Use Parking	
-5 am to Midnight (vehicle or up to two atv's)	\$20.00
Personal Use Fishery Overnight Parking	
-Before noon of the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00
-After noon of the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$45.00
Personal Use Fishery Camping (one tent)	\$25.00
Personal Use Fishery Vehicle Drop Off (vehicle or up to two atv's per day)	\$10.00

Resolution No. 2021-31
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Section 6. That this Resolution takes effect July 1, 2021.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk



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 11, 2021
SUBJECT: Resolution 2021-31 Amending Airport Fees for FY2022.

The purpose of this memo is to recommend adoption of Resolution 2021-31 which will amend the City’s Schedule of Rates, Charges and Fees for FY2022. The Administration is recommending increases of 5% to airport fees associated with its Airline Operating Agreement which was negotiated last year and included 5% increases in fees each year of the agreement. Impacted fees include:

	<u>FY2022</u>	<u>FY2021</u>	<u>Change</u>
Landing Fees			
Signatory	\$1.79	\$1.70	\$0.09
Non-Signatory	\$2.32	\$2.21	\$0.11
Terminal Exclusive Use Space (per square foot per year) – Non-signatory rates are 30% higher			
Signatory	\$35.54	\$33.85	\$1.69
Terminal Joint Use Space (per square foot per year) – Non-signatory rates are 30% higher			
Signatory	\$21.54	\$20.51	\$1.03
Terminal apron parking and GSE storage space (per square foot)			
Signatory	\$0.54	\$0.52	\$0.02

In addition to these fees changes new fees are proposed for rental of the new airport conference room. Fees include:

Conference Room Fees	
0 – 2 hours	\$50.00
2 – 4 hours	\$100.00
4 – 8 hours	\$200.00
More than 8 hours (same day and no later than 10:00pm)	\$300.00
Cleaning fee (if room is not cleaned)	\$100.00

Your support for these fee changes is respectfully requested.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Ryan Foster, Planning Director
DATE: May 10, 2021
SUBJECT: Resolution No. 2021-31 FYI 21 – Lease Rates

Resolution 2021-31 will adjust lease rates for parcels within the Airport Reserve published in the City's fee schedule. Kenai Municipal Code 21.10.090(b) states that lease rates within the Airport Reserve shall be, "adjusted annually based on the rate of inflation determined by the consumer price index." The consumer price index (CPI) is defined in Kenai Municipal Code 21.10.015 as follows: "'Consumer price index (CPI)' means the CPI for all urban consumers (CPI-U) for Anchorage, Alaska." The new proposed lease rates reflect this annual change in rent based upon CPI, which is an approximate decrease of 1.1% for FY22.

No parcels were deleted from the proposed FY22 fee schedule. Parcel 04324030 and Parcel 04336049 have been added to the schedule since they have pending leases that have not been executed yet. The fee schedule only lists the lease rates for vacant parcels within the Airport Reserve available to lease.

Thank you for your consideration.



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: May 11, 2021
SUBJECT: **FY22 Vintage Pointe Rental Rates & Internal Move Fee**

This MEMO is in support of Resolution No. 2021-31, adjusting rental rates and introducing an internal move fee at Vintage Pointe Manor.

Vintage Pointe Manor was built with the intention of being an independent senior housing facility with rents to be based upon market rates. Earlier this year, the City commissioned a market rate study that was performed by Reliant, LLC., which determined rents were below market rate. The City instituted a plan to increase rents to market rates by increasing rents annually by a maximum of \$35.00 until market rate was reached and then annually by the change in the Anchorage Consumer Price Index. Any future rental agreements will be at market rate. This plan has worked well after the previous market study.

Oftentimes a tenant will move into Vintage Pointe Manor taking what is currently available and not their preference. They are then placed on an internal wait list for the desired apartment size or location. When an apartment becomes available, the internal wait list is referenced before beginning the process of filling the apartment from the external waiting list.

An internal move can often be a lengthy, time consuming, and costly process as now two apartments need to be prepared for new occupants. This will often bring about a domino effect with other tenants who also have been waiting for another apartment, sometimes resulting in 1-3 internal moves at the same time. The proposed \$500.00 fee is not meant to discourage internal moves, but only to cover the City's costs of painting, necessary repairs, carpet cleaning, detailing, and loss of rental revenue.

Thank you for your consideration.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: May 7, 2021

SUBJECT: **Non-Transport fee for Ambulance**

The current fee schedule has a category for the City to charge for emergency ambulance calls that result in a Non-Transport. It has been customary in the past that we have never charged this fee as our billing is by the mile, and only charged at the point from the emergency scene to the hospital. We are then able to bill at a Basic Life Support (BLS) or Advanced Life Support (ALS) level. We are recommending that we remove this fee from the City's fee schedule.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Katja Wolfe, Library Director

DATE: April 27, 2021

SUBJECT: **Resolution 2021-31 proposing changes to the Library Fee Schedule for FY 2022**

This memo is in reference to the proposed changes in the Library Fee Schedule for FY 2022.

The purpose of the proposed changes is to remove fees for items no longer in our collection (i.e., CD-ROMs, cassette containers, FM transmitters, and hang-up bags) and for service that are no longer offered (i.e., fees for rebinding books). Additionally, we recommend the inclusion of fees for current collection items such as DVD sets, equipment, and a variety of kits, as well as replacement charges for processing supplies such as Mylar jackets, audiobook cases, and DVD cases. Lastly, we have updated the default fees for library materials to current retail estimates. The default fees in this schedule are used for lost, stolen or damaged materials only when no retail value is available.

Thank you for your consideration.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Robert J. Frates, Parks & Recreation Director

DATE: May 10, 2021

SUBJECT: **Resolution No. 2021-31 – Amending Fee Schedule**

Resolution 2021-31 amends the City's fee schedule to include fees associated with the operation and management of the Kenai Recreation Center. The fee amounts are currently being charged by the Boys & Girls Clubs of the Kenai Peninsula and will remain in place once the City assumes operation July 1, 2021.

Your consideration is appreciated.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021 - 32

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AUTHORIZING THE PURCHASE OF AIRPORT SNOW REMOVAL EQUIPMENT AND ACCESSORIES UTILIZING THE STATE OF ALASKA COOPERATIVE FLEET PURCHASING AGREEMENT.

WHEREAS, an existing 20+ year old airport snow removal broom beyond it's useful life went out of service near the end of winter; and,

WHEREAS, an acceptable replacement unit is available for purchase from the State of Alaska Cooperative Fleet Purchasing Agreement; and,

WHEREAS, this type of equipment typically has extended build and delivery times, often out to twelve months; and,

WHEREAS, utilizing the State Contract option will significantly reduce the delivery time to the City of Kenai; and,

WHEREAS, the Federal Aviation Administration (FAA) is in support of the purchase and Council should anticipate a future appropriation of grant funds under a future Ordinance; and,

WHEREAS, this is an integral piece of equipment to Airport Operations, staff's ability to maintain the runway and taxiways to FAA standards in a timely manner largely depends on the availability of this equipment; and,

WHEREAS, Council has previously passed Ordinance 3201-2021 which has appropriated sufficient funding to complete this purchase; and,

WHEREAS, the purchase of this equipment is in the best interest of the City of Kenai.

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

Section 1. That the Kenai City Council authorizes the purchase of Snow Removal Equipment (SRE) through utilization of the State of Alaska Cooperative Fleet Purchasing Agreement with a Contract Award to Craig Taylor Equipment in the amount of \$773,150. Additionally \$2,000 in City Admin Fees are included for a total cost of \$775,150.

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


ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.

BRIAN GABRIEL SR., MAYOR

Resolution No. 2021-32
Page 2 of 2

ATTEST:

Jamie Heinz, MMC, City Clerk

Approved by Finance: 



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin
DATE: May 10, 2021
SUBJECT: Resolution 2021-32

The purpose of this memo is to request Council's Support of Resolution 2021-29 for the purchase of Airport Snow Removal Equipment through the State of Alaska Cooperative Fleet Purchasing Agreement. LaRue is the manufacturer we will be purchasing from through their local representative, Craig Taylor Equipment. Total cost of equipment with options is \$748,150. Additional costs of \$2,000 for City Admin services, and an estimated freight cost of \$25,000 from Seattle to Kenai. With fluctuations in fuel pricing and the fact the unit may not ship for 9-12 months the actual freight number may vary from this.

This unit will be delivered with both a snow blower head as well as a 20' wide wire rotary broom. This is an integral piece of equipment to Airport Operations, allowing staff to quickly clear runways and taxiways to minimize down time of air services in and out of Kenai. See photo attached.

Staff is coordinating the processing of an FAA grant to assist with the purchase. There are two items being purchased that are not grant eligible. They are training at a cost of \$1,500 and diagnostic software at a cost of \$1,200. All other costs are expected to be grant eligible and at minimum covered under the normal grant share of 93.75% FAA funded and 6.25% City share. Staff, working with our FAA counterparts is applying for grant funding of 100% FAA funding for grant eligible items for purchases this summer only. As this grant has not yet been finalized actual amounts of available grant funds cannot be confirmed at this time. A future Ordinance will detail the actual amounts.

Council's support is respectfully requested.





2021 LaRue Multi-Purpose Snow Blower / Broom





Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021-33

A RESOLUTION OF THE CITY OF KENAI, ALASKA, AUTHORIZING A BUDGET TRANSFER IN THE GENERAL FUND, NON-DEPARTMENTAL DEPARTMENT TO PROVIDE SUPPLEMENTAL FUNDING FOR THE SHOP LOCAL ECONOMIC STIMULUS PROGRAM, AUTHORIZING AN AMENDMENT OF THE PROGRAM TO EXTEND THE DATE VOUCHERS MUST BE SPENT, AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE KENAI CHAMBER OF COMMERCE AND VISITOR CENTER FOR ADMINISTRATION OF THE PROGRAM.

WHEREAS, on January 20, 2021, the Council adopted Ordinance 3177-2021 authorizing the City Manager to establish a Shop Local Economic Stimulus Program in the amount of \$350,000 and execute a professional service agreement with the Kenai Chamber of Commerce and Visitor Center, Inc. for administration of the program for a total cost not to exceed \$15,000 including up to \$10,000 to promote the program and up to \$5,000 for program administration and support; and,

WHEREAS, the program allows for individuals who spend \$100 or \$200 on discretionary items in Kenai to receive one (1) \$50 or one (1) \$100 voucher, respectively, to spend at Kenai businesses participating in the program on a first-come, first-serve basis, concluding on April 1 or when funds run out; and,

WHEREAS, on March 17, 2021, the Council passed Resolution 2021-18 extending the program for an additional month from April 20, 2021 to May 1, 2021 and increasing the administrative costs from up to \$15,000 to up to \$23,500 and funding the program for direct incentive to shoppers up to \$326,500; and,

WHEREAS, the Kenai Chamber of Commerce and Visitor Center notified the City of the need for supplemental funding to cover pending online submissions for the program that were submitted prior to the conclusion of the program May 1, 2021; and,

WHEREAS, the Kenai Chamber of Commerce and Visitor Center worked with participating businesses to ensure that businesses would be able to extend the date voucher's must be spent from June 1, 2021 to July 1, 2021; and,

WHEREAS, an extension of the date vouchers must be spent under a program to reward local shopping, promote Kenai businesses, and continue the community's recovery from the COVID-19 Public Health Emergency is in the best interest of the City and its residents.

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

Section 1. That the following budget revision is authorized.

General Fund Non-Departmental

Decrease Appropriations:

Contingency

\$(11,250)

Increase Appropriations:

Grants to Agencies

\$11,250

Section 2. That the City Manager is authorized to extend the date that vouchers issued after May 1, 2021 must be spent under the Shop Local Economic Stimulus Program for an additional month from June 1, 2021 to July 1, 2021.

Section 3. That the City Manager is authorized to execute an amendment to the Agreement with the Kenai Chamber of Commerce and Visitor Center, Inc. to extend to extend the date that vouchers issued after May 1, 2021 must be spent and increase the direct incentive to shoppers from up to \$326,500 to \$337,750.

Section 4. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Approved by Finance: _____



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Paul Ostrander, City Manager
DATE: May 12, 2021
SUBJECT: Resolution 2021-33 – Amending the Shop Local Program

At its January 20, 2021 meeting, the City Council passed Ordinance 3177-2021 authorizing the Shop Local Economic Stimulus Program in the amount of \$350,000, and the City entered into a Professional Services Agreement with the Kenai Chamber of Commerce and Visitor Center, Inc. for administration of the program for a total cost not to exceed \$15,000 including up to \$10,000 to promote the program and up to \$5,000 for program administration. On March 17, the City Council passed Resolution 2021-18 extending the program for an additional month from April 20, 2021 to May 1, 2021 and increasing the administrative costs from up to \$15,000 to up to \$23,500 and funding the program for direct incentive to shoppers up to \$326,500.

City Administration has worked jointly with the Kenai Chamber of Commerce and Visitor Center to monitor the success of the program and recommends an amendment to the program to provide additional funding to cover pending online submissions for program that were submitted prior to the conclusion of the program May 1, 2021 and extend the date that voucher's issued after May 1, 2021 must be spent from June 1, 2021 to July 1, 2021. This amendment will not result in an increase in actual administrative costs and will increase the direct incentive to shoppers from \$326,500 to \$337,750.

The Shop Local Program has been a successful program that rewards local shopping, promotes Kenai businesses, and assists in our recovery from the COVID-19 pandemic.

Your consideration is appreciated.

CITY OF KENAI

**SECOND ADMENDMENT TO AGREEMENT BETWEEN OWNER
AND SERVICE PROVIDER FOR KENAI SHOP LOCAL ECONOMIC
STIMULUS PROGRAM TO BENEFIT KENAI SMALL BUSINESS**

MADE AS OF THE _____ DAY OF _____ 2021.

BETWEEN the OWNER: CITY OF KENAI
210 Fidalgo Avenue
Kenai, Alaska 99611

AND the SERVICE PROVIDER: Kenai Chamber of Commerce and Visitor Center, Inc.
11471 Kenai Spur Highway
Kenai, AK 99611

FOR the PROJECT: Kenai Shop Local Economic Stimulus Program to Benefit Kenai
Small Business

The Owner and Service Provider agree as set forth below.

ARTICLE 1

THE WORK

The Service Provider shall perform all the work described in the Proposed Kenai Shop Local Program as Attachment "A" hereto, including but not limited to:

- 1. Basic Services, as described in the Program Description.

ARTICLE 2

TIME OF COMMENCEMENT AND COMPLETION

WHEREAS: on January 20, 2021, the Kenai City Council adopted Ordinance 3177-2021 authorizing the City Manager to enter into a service agreement with the Service Provider; and,

WHEREAS: the Service Provider's performance of services required by this AGREEMENT shall commence on February 1, 2021 and terminate on April 30, 2021; and,

WHEREAS: on March 17, 2021, the Kenai City Council adopted Resolution 2021-18, authorizing the City manager to execute an amendment of the agreement, extending the termination date to May 1, 2021; and,

WHEREAS: on May 19, 2021, the Kenai City Council adopted Resolution 2021-33, authorizing the City manager to execute an amendment of the agreement, extending the date that vouchers issued after May 1, 2021 must be spent under the Program from June 1, 2021 to July 1, 2021.

ARTICLE 3

COMPENSATION

WHEREAS: on January 20, 2021, the Kenai City Council adopted Ordinance 3177-2021 authorizing the City Manager to enter into a service agreement with the Service Provider; and,

WHEREAS: The Owner shall compensate the Service Provider for actual administrative as follows:

Administrative Costs not to exceed \$15,000 including up to \$10,000 to promote the program and up to \$5,000 for program administration and support.

And fund the program through the Service Provider for direct incentive to shoppers up to \$335,000;

and,

WHEREAS: on March 17, 2021, the Kenai City Council adopted Resolution 2021-18, authorizing the City manager to execute an amendment of the agreement, amending the compensation to the Service Provider as follows:

Administrative Costs not to exceed \$ 23,500 including up to \$10,000 to promote the program and up to \$13,500 for program administration and support.

And fund the program through the Service Provider for direct incentive to shoppers up to \$326,500;

and,

WHEREAS: on May 19, 2021, the Kenai City Council adopted Resolution 2021-33, authorizing the City manager to execute an amendment of the agreement, providing supplemental funding in the amount of \$11,250 as follows:

Administrative Costs not to exceed \$ 23,500 including up to \$10,000 to promote the program and up to \$13,500 for program administration and support.

And fund the program through the Service Provider for direct incentive to shoppers up to \$337,750.

ARTICLE 4

ENUMERATION OF CONTRACT DOCUMENTS

The documents which are specifically incorporated into this AGREEMENT by reference and form the contract documents are listed below. Should any provision or requirement of one portion of the contract documents conflict with any other portion of the contract documents, unless otherwise provided herein, the conflict will be resolved by reference to the contract documents in the following order of priority:

- A. Any and all later modifications, Change Orders, and written interpretations of the Contract Documents issued by the Owner
- B. This AGREEMENT
- C. The Service Provider’s Proposal, including Cost Proposal

Any other attachments to this AGREEMENT do not form a part of the AGREEMENT but are for reference or proof of compliance with the requirements of the AGREEMENT, except where the provisions of this AGREEMENT provide such attachments will be or are a part of the AGREEMENT.

These form the contract and what is required by any of the documents shall be as binding as if required by all. The intention of the contract documents is to require the furnishing of all labor, material, equipment, and other items necessary for the proper execution and completion of the program and to prescribe the terms

and conditions of the contract and payment, so as to include work and materials which may be necessary to produce the intended results.

ARTICLE 5

INSURANCE

- A. Service Provider shall, at Service Provider's own expense, secure and maintain the following insurance:
- i. comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than \$1,000,000 combined single limit;
 - ii. worker's compensation insurance with coverage for all employees engaged in work under this Agreement as required by AS 23.30.045 (Service Provider is responsible for worker's compensation insurance for any subService Provider who directly or indirectly provides services under the Agreement); and,
 - iii. comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$1,000,000 combined single limit per occurrence.

Where specific limits are stated, the limits are the minimum acceptable limits. If Service Provider's insurance policy contains higher limits, Owner is entitled to coverage to the extent of the higher limits.

- B. All insurance required by this Section shall meet the following additional requirements:

- i. for comprehensive general liability and automobile liability insurance, name the City of Kenai as an additional insured;
- ii. for worker's compensation insurance, general liability, and automobile liability insurance, where possible, include a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Kenai for payments made under the policy;
- iii. provide Owner with at least 30 days' notice before any termination, cancellation, or material change in insurance coverage is effective; and,
- iv. be issued by a company/corporation currently rated "A-" or better by A.M. Best.

C. Service Provider shall submit to Owner proof of insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf. The effective date of the insurance will be no later than the first day of the term of this Agreement.

D. The indemnification and insurance coverage requirements stated in this Section and in Section 6 below do not relieve Service Provider of any other obligation under this Agreement.

Owner may increase the amount or revise the type of required insurance upon written demand without requiring amendments to this Agreement. Owner will base any increase or revision upon reasonable and justifiable grounds. Within two weeks of the written demand, Service Provider shall submit to Owner evidence of insurance coverage that meets the requirements of Owner.

ARTICLE 6

Indemnity, Defend, and Hold Harmless

Service Provider shall indemnify, defend, and hold harmless Owner and its agents, employees, and/or insurers from claim, loss, damage, liability, including injury and death or expense in any way related to any act or omission of Service Provider or Service Provider's employees, agents, or invitees arising out of Service Provider's performance of services under this Agreement, except to the extent any negligence of Owner or its employees or agents is a proximate cause of any injury or damage. If a third party asserts a claim against Service Provider and Owner, Service Provider and Owner shall seek in good faith to achieve Agreement to an apportionment of fault as between them without an independent of litigation. This provision shall survive expiration or termination of this Agreement.

ARTICLE 7

All legal notices relating to this contract, including change of address, shall be mailed to the Owner and the Service Provider at the following addresses:

OWNER

City of Kenai
210 Fidalgo Ave
Kenai, Alaska 99611

SERVICE PROVIDER

Kenai Chamber of Commerce
and Visitor Center, Inc.
11471 Kenai Spur Highway
Kenai, Alaska 99611

ARTICLE 8

EXTENT OF AGREEMENT

This AGREEMENT represents the entire and integrated AGREEMENT between the Owner and the Service Provider, and supersedes all prior, inconsistent negotiations, representations, or AGREEMENTS, either written or oral. This AGREEMENT may be amended only by written instrument signed by both Owner and Service Provider.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names by their duly authorized representatives as of the date and year above written.

ARTICLE 9

ATTACHMENTS

In the event there is any difference between an attachment to the original of this AGREEMENT on file with the City of Kenai and any attachment to a duplicate original of the AGREEMENT, the attachments to the original filed with the City shall control.

ARTICLE 10

JURISDICTION: CHOICE OF LAW

This contract shall be governed by the laws of the State of Alaska, and any lawsuit brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

OWNER and SERVICE PROVIDER each binds themselves, their partners, successors, assigns and legal representatives in respect to all covenants, AGREEMENTS and obligations contained in the Contract Documents.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names or by their duly authorized representatives as of the date and year above written.

OWNER:
CITY OF KENAI

By: _____
Paul Ostrander
City Manager

SERVICE PROVIDER:

By: _____
Name: _____
Title: _____

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2021.

Paul Ostrander, City Manager,
City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

Approved by Legal: _____
Approved by Finance: _____

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
this ____ day of _____, 2021.

_____,(title)
_____of
_____ being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said corporation.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

Kenai Shop Local Program: *Shop Here All Year in Kenai*

Budget: \$350,000

Purpose: To encourage and motivate local spending at Kenai businesses

Dates: February 1 – May 1, 2021

Program Description: By shopping and spending \$100 on discretionary items in Kenai, individuals will receive one (1) \$50 voucher of their choice to spend at local participating businesses. Individuals who spend \$200 (or more) will receive one (1) \$100 voucher of their choice to spend. Vouchers will be issued on a first-come, first-serve basis, concluding on May 1, or when funds run out. Vouchers must be spent by June 1, except vouchers issued after May 1 must be spent by July 1, 2021.

Definitions:

- Discretionary purchases in this program include, but are not limited to: Clothing, furniture, tools, sporting goods, art, jewelry, massage, haircuts, restaurants, cafes, bars & distilleries, museums, books, flowers, and collectibles.
- Non-Discretionary purchases are not eligible under this program, and include, but are not limited to: Groceries, fuel, utilities, vehicles, mortgage or rent, firewood, medical bills, or prescriptions.

Participant Rules:

- Individuals must submit up to 10 receipts totaling at least \$200 via an online form or bring them into the Kenai Chamber of Commerce.
- Submitted receipts must be from a business located within the Kenai City limits.
- Receipts must be readable and itemized. The date, name of the business, and the full total must be included. Receipts must be dated between February 1, 2021 and May 1, 2021.
- Taxes, tips, delivery fees, and shipping are not eligible for the purchase total.
- After submitting receipts, individuals choose a participating businesses they would like to receive a \$100 shopping voucher from by selecting them from the available list. If there is any problem validating your receipts, you will be contacted by email and asked to clarify or submit additional receipts to reach \$200.
- Vouchers will be mailed to the address provided within two – four business days of receiving the submitted form or receipts. Individuals may also choose to pick up their vouchers in person.

Participating Business Rules:

- Voucher merchants must be located within the Kenai City limits.
- The business must have been in existence with a valid State of Alaska business license as of January 1, 2021.
- Must be current in sales tax registration with the Kenai Peninsula Borough and not be delinquent with the Kenai Peninsula Borough Tax Department.
- Must not be a national chain or a C corporation traded on the U.S. stock exchange. Individually owned-and-operated local franchise are eligible.

Additional Details:

- Payments for awarded vouchers will be made weekly to participating businesses.
- New businesses will be able to sign up on to the program at any time, provided they meet the criteria.



“Connecting Businesses on the Kenai since 1954”

May 12, 2021

RE: Shop Local Program Funding Request

Kenai City Council Members:

At 5:00pm on May 01, 2021, the Kenai Shop Local Program concluded. With the high volume of participation on the last day of the program, we were able to exhaust all of the program funds. Being that the Kenai Visitor’s Center is closed on the weekend and May 1st fell on a Saturday, we had to leave the online portal open to allow for participants to submit until the deadline. The Chamber spent three days (5/3 - 5/5) completing vouchers for the remaining funds, and after completing the final voucher that exhausted the remaining funds, there were still 133 submissions that were unable to be funded; this totaled \$11,250.

The Kenai Chamber of Commerce & Visitor’s Center would like to request that the Kenai City Council approve to increase the funding for the Shop Local Program by \$11,250 to allow for us to complete the remaining vouchers in cue. After 14 weeks of the program, the Kenai Chamber has paid out \$326,500 to 60 local small businesses in Kenai and through the course of the program, we saw so much support from not only our own community members, but support of our small businesses from the surrounding areas. We had people as far as Anchorage participating in this program and are proud of the hard work each businesses put in to making this program such a success.

Thank you for your consideration.

Brittany Brown

Brittany Brown | Executive Director



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021 - 34

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, FURTHER EXTENDING THE DISASTER EMERGENCY DECLARATION FOR THE CITY OF KENAI MADE ON MARCH 18, 2020 IN RESPONSE TO THE COVID-19 HEALTH EMERGENCY.

WHEREAS, pursuant to AS 26.23.140 the City Manager, as the principal executive officer of the City, issued a Disaster Emergency Declaration on March 18, 2020 for a period not to exceed seven days in response to the COVID-19 public health emergency; and,

WHEREAS, that same day, the City Council extended the Disaster Emergency Declaration for 90 days, which expired on June 16, 2020; and,

WHEREAS, on June 3, 2020, the City Council passed Resolution 2020-40, extending the Disaster Emergency Declaration for 90 days, with an expiration date of September 15, 2020; and,

WHEREAS, on September 2, 2020, the City Council passed Resolution 2020-73, again extending the Disaster Emergency Declaration to December 31, 2020; and,

WHEREAS, on December 16, 2020, the City Council passed Resolution 2020-96, again extending the Disaster Emergency Declaration to January 31, 2021; and,

WHEREAS, on January 20, 2021, the City Council passed Resolution 2021-02, again extending the Disaster Emergency Declaration to February 28, 2021; and,

WHEREAS, on February 17, 2021, the City Council passed Resolution 2021-09, again extending the Disaster Emergency Declaration to March 31, 2021; and,

WHEREAS, on Marcy 17, 2021, the City Council passed Resolution 2021-14, again extending the Disaster Emergency Declaration to May 31, 2021; and,

WHEREAS, while the City, State and Nation move towards reopening business and resuming certain activities the City Council expects that the continued impact of COVID-19, including public health risks, restrictions on travel, and economic impacts will be of a severity and magnitude that is beyond the authority and capacity of the City to provide an effective response without assistance; and,

WHEREAS, there are public and private facilities that remain closed or only partially opened, and gatherings and other events remain curtailed in order to prevent the transmission of COVID-19; and,

WHEREAS, these events continue to have an impact on business, commerce, and the local economy now and likely in the future; and,

WHEREAS, it is in the best interest of the City to further extend the Disaster Emergency Declaration emergency issued by the City Manager for 30 days, until June 30, 2021.

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

Section 1. That the City Council of the City of Kenai further extends, until June 30, 2021, or until repealed sooner, the Disaster Emergency Declaration issued by the City Manager on March 18, 2020 pursuant to AS 26.23.140, and subsequently previously extended by this Council, due to the current and expected imminent impacts of the COVID-19 health emergency.

Section 2. That the City requests that the State of Alaska provide disaster assistance to the City by making available resources as needed in the ongoing response and recovery from the current and potential impacts of this health emergency, to provide individual assistance for affected businesses and individuals, and to provide technical expertise and guidance, to help the City in its response and recovery from this event.

Section 3. That the City additionally requests assistance from federal agencies where state capability is not adequate.

Section 4. That a copy of this declaration will be promptly filed with the Alaska Division of Homeland Security and Emergency Management.

Section 5. That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Paul Ostrander, City Manager

DATE: May 12, 2021

SUBJECT: **Resolution 2021-34 – Extending the Disaster Emergency Declaration**

The Disaster Emergency Declaration issued on March 18, 2020 and extended by the City Council, is set to expire on May 31, 2021. Based on the continued impact of the COVID-19 public health emergency along with the lack of guidance to determine if an emergency declaration will be required for local governments to receive COVID-19 related stimulus funding, an extension until June 30, 2021 is warranted.

Extending the emergency declaration will extend the City moratorium on penalty and interest for water and sewer accounts and disconnect for non-payment pursuant to Ordinance 3199-2021 for a period of 60 days after the expiration of the City's Disaster Declaration.

An extension of the Disaster Emergency Declaration will allow the Mayor or other current Presiding Officer authority to waive certain provisions of Code related to scheduling, teleconference participation, public participation, and other related provisions of Code pertaining to meetings of the Council and other advisory and adjudicatory bodies, if deemed necessary.

An extension will additionally provide to the City Manager the authority to issue emergency orders that may be necessary to protect critical functions of the City and protect the health and safety of City employees, although it is unlikely that any future emergency orders will be issued during this Disaster Emergency Declaration. Only four emergency orders have been issued under this authority since March of 2020, and two of those emergency orders were rescinded in December, 2020. The Executive Order providing temporary leave to employees for absences related to COVID-19 was rescinded effective May 6, 2021

Your consideration is appreciated.

**KENAI CITY COUNCIL – REGULAR MEETING
MAY 5, 2021 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on May 5, 2021, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Henry Knackstedt
Jim Glendinging
Victoria Askin

Robert Molloy
Teea Winger
Glenese Pettey

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager
Scott Bloom, City Attorney
Jamie Heinz, City Clerk

3. Agenda Approval

MOTION:

Mayor Gabriel noted the following revisions to the agenda and packet:

- Add to item D.5. **Ordinance No. 3210-2021**
 - Postponement Memo

MOTION:

Vice Mayor Molloy **MOVED** to approve the agenda with the requested additions and requested **UNANIMOUS CONSENT**. Council Member Knackstedt **SECONDED** the motion.

VOTE: There being no objections, **SO ORDERED.**

4. Consent Agenda

MOTION:

Council Member Knackstedt **MOVED** to approve the consent agenda and Council Member Pettey **SECONDED** the motion.

Council Member Knackstedt requested that Ordinance 3213-2021 be removed from the consent agenda.

The items on the Consent Agenda were read into the record.

Mayor Gabriel opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

VOTE: There being no objections, **SO ORDERED.**

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

1. **Peter Torkelson** - Alaska Redistricting Board's Upcoming Map-Drawing Cycle.

Peter Torkelson, Executive Director of Alaska Redistricting Board, explained that every ten years the Constitution requires legislative districts to be redrawn, and the upcoming map-drawing cycle will be based on data from the 2020 census. He discussed the history of the Redistricting Board and what they do, the purpose of their work, their projected timeline for the redistricting process, and how the public can get involved.

C. UNSCHEDULED PUBLIC COMMENTS

Marion Nelson updated the Council on the Kenai Fine Art Center's building remodel, and invited them to the re-opening on July 1st and asked the Mayor or Vice Mayor to say a few words. She also discussed the Center's coming events and plans for the future.

Linda Swarner expressed her opinion on Kenai's new street banners noting that they are difficult to read and the colors are not bright. She stated that there should be new chairs for constituents as well as Council, and that she would like to see residents become more involved in the budget process. She also noted that she is relocating and will not be participating in the upcoming election cycle, and that she never witnessed any irregularities and she believes using ID cards is very important.

D. PUBLIC HEARINGS

1. **Ordinance No. 3205-2021** - Authorizing a Budget Transfer in the General Fund, Fire and Non-Departmental Departments and Increasing Estimated Revenues and Appropriations in the Public Safety Improvement Capital Project Fund to Provide Supplemental Funding to the Fire Station #2 Station Alerting Project and the Dispatch Base Station Radio Replacement Project. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance 3205-2021 and Vice Mayor Molloy **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

Clarification was provided that some operations were lost in Station #1 when connecting it to Station #2 due to old wiring, and this appropriation will bring the wiring up to date.

VOTE:

YEA: Gabriel, Askin, Glendening, Knackstedt, Molloy, Pettey, Winger

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Ordinance No. 3206-2021** - Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)

MOTION:

Vice Mayor Molloy **MOVED** to enact Ordinance No. 3206-2021 and Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

The individual donors were recognized and thanked for their contribution to the Kenai Animal Shelter.

It was clarified that there will be a digital display at the Animal Shelter that will share images of the animals up for adoption, and because the same technology is used at the library and airport, it is possible to share the images at those locations as well.

VOTE:

YEA: Askin, Glendening, Knackstedt, Molloy, Pettey, Winger, Gabriel

NAY:

MOTION PASSED UNANIMOUSLY.

3. **Ordinance No. 3207-2021** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Funds from Both

the Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3207-2021 and Council Member Pettey **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Glendening, Knackstedt, Molloy, Pettey, Winger, Gabriel, Askin
NAY:

MOTION PASSED UNANIMOUSLY.

4. **Ordinance No. 3209-2021** - Accepting and Appropriating a Grant from Derek Kaufman Fund through the Alaska Community Foundation for the Purchase of Library Materials. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3209-2021 and Vice Mayor Molloy **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

The Derek Kaufman Fund was thanked for the grant for library materials.

VOTE:

YEA: Knackstedt, Molloy, Pettey, Winger, Gabriel, Askin, Glendening
NAY:

MOTION PASSED UNANIMOUSLY.

5. **Ordinance No. 3210-2021** - Amending Kenai Municipal Code Sections 23.25.020 - Pay Plan and Adoption, 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, 23.55.050 – Hourly Rates, Removing the Appended Salary Schedule from the City’s Code of Ordinances to Allow for Adoption of the Salary Schedule through the Ordinance Adopting a Budget for the Following Fiscal Year or by Resolution. (Administration)

MOTION:

Vice Mayor Molloy **MOVED** to enact Ordinance No. 3210-2021 and Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

MOTION:

Vice Mayor Molloy **MOVED** to postpone Ordinance No. 3210-2021 until the May 19, 2021 Council meeting and for a second public hearing at that meeting. Council Member Knackstedt **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

VOTE ON POSTPONEMENT: There being no objection; **SO ORDERED**.

6. **Resolution No. 2021-28** - Adopting the City's Capital Improvement Plan for Fiscal Years 2022-2026. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2021-28 and Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

UNANIMOUS CONSENT was requested.

It was explained that, while this adopts the Capital Improvement Plan for the Fiscal Years 2022-2026, it is not actually funding the plan as that will be done through future budget ordinances. It is noted that circumstances can change, so the Capital Improvement Plan is not written in stone until the budget year when the plan is actually funded.

VOTE: There being no objection; **SO ORDERED**.

7. **Resolution No. 2021-29** - Authorizing a Budget Transfer in the Personal Use Fishery Fund for the Purchase of Automatic External Defibrillators with Enclosures for the City's Dock, North Beach and South Beach. (Administration)

MOTION:

Vice Mayor Molloy **MOVED** to adopt Resolution No. 2021-29 and Council Member Knackstedt **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

UNANIMOUS CONSENT was requested.

Clarification was provided that the Automatic External Defibrillators (AEDs) would be available for use at the personal use fishery during the fishing season, and would be available at another City location for the rest of the year. It was noted that there has been a need for this equipment at the fishery site in the past.

VOTE: There being no objection; **SO ORDERED**.

E. MINUTES

1. *Special Meeting of April 20, 2021. (City Clerk)

Approved by the consent agenda.

2. *Regular Meeting of April 21, 2021. (City Clerk)

Approved by the consent agenda.

3. *Special Meeting of April 22, 2021. (City Clerk)

Approved by the consent agenda.

4. *Work Session Summary of April 24, 2021. (City Clerk)

Approved by the consent agenda.

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)

Approved by the consent agenda.

2. ***Action/Approval** - Non-Objection to the Renewal of Liquor Licenses for Oaken Keg #1808 and Kenai Joe's Taphouse, LLC. (City Clerk)

Approved by the consent agenda.

3. ***Ordinance No. 3211-2021** - Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022 and Committing \$4,898,000 of General Fund, Fund Balance for Future Capital Improvements. (Administration)

Introduced by the consent agenda and Public Hearing set for May 19, 2021.

4. ***Ordinance No. 3212-2021** - Increasing Estimated Revenues and Appropriations in the Airport Fund, Airfield and Administration Departments for Expenditures in Excess of Budgeted Amounts Related to Additional Temporary Hours and Overtime Hours Needed for Winter Snow Removal Activity and Leave Cash-In Amounts in Excess of Budgeted Amounts Caused by Employee Retirement. (Administration)

Introduced by the consent agenda and Public Hearing set for May 19, 2021.

5. ***Ordinance No. 3213-2021** - Increasing Revenues and Appropriations in the General, Airport, Water and Sewer and Senior Citizen Funds for City Employee COVID-19 Resilience Pay and Authorizing Payments to Employees on a Retroactive Monthly Basis. (Council Member Glendening, Council Member Winger)

MOTION:

Council Member Winger **MOVED** to introduce Ordinance No. 3213-2021 and hold a public hearing at the May 19, 2021 Council Meeting. Council Member Glendening **SECONDED** the motion.

Appreciation was expressed for the service of City employees throughout the COVID-19 health emergency, as well as for the hard work of Administration in keeping their employees safe by ensuring COVID-safe workplaces through social distancing, plexiglass partitions, public facility closures, mask requirements, and flexibility in scheduling to allow for COVID-19 leave. It was noted that no employees lost their jobs with the City due to COVID-19, and while we are all in the same boat, the City provided its employees “life jackets” and that moving this policy forward might be divisive among City employees and the taxpayers.

The comment was made that, while members of the Council oppose the ordinance, it would be good to hear from the public on this issue through a Public Hearing although it could be a divisive issue for employees. It was noted that the issue deserves a full discussion and the opportunity for public testimony.

It was explained that this legislation was the result of the sponsor’s conversations with City employees and first responders. It was noted that City employees dealt with a lot of additional stresses during this time that should be recognized, such as being short-handed due to COVID-19 protocols.

It was noted that it is very uncommon for items to be pulled off the consent agenda and not be introduced for public hearing, and that allowing legislation to go to public hearing allows for the public process and a deeper discussion on why the issue should be supported or not.

VOTE:

YEA: Molloy, Winger, Gabriel, Glendening
 NAY: Pettey, Askin, Knackstedt

MOTION PASSED.

6. **Action/Approval** - Donation of \$500 to Mountain View Elementary School to be Used for Purchasing Bike Helmets for Their Annual Bike Rodeo Event. (Council Member Winger)

MOTION:

Council Member Winger **MOVED** to approve a donation of \$500 to Mountain View Elementary School to be used for purchasing bike helmets for their annual Bike Rodeo event. Vice Mayor Molloy **SECONDED** the motion.

It was explained that this program was started by longtime local teacher Barb Ralston, in partnership with Safe Kids and the Kenai Police Department, after she lost two students to bike accidents. The intention is to teach kids about proper bike stops and hand signals, and to provide safety equipment. Noting that the program is able to provide helmets at \$5 each, the \$500 donation would allow 100 children to receive helmets free of cost. The participation of the Kenai Police Department in the event was explained.

It was noted that normally, organizations requesting a donation will provide a memo explaining the need and use for the funds, and will often come before Council to speak on the subject directly so that Council's questions could be answered by the organizer. Questions were raised on how accounting details would be handled.

MOTION TO AMEND:

Council Member Knackstedt **MOVED** to amend the motion to require receipts of sales of helmets up to \$500, and any funds left over would revert back to the City. Council Member Askin **SECONDED** the motion.

VOTE ON AMENDMENT:

YEA: Pettey, Winger, Gabriel, Askin, Glendening, Knackstedt, Molloy
NAY:

MOTION PASSED UNANIMOUSLY.

Clarification was provided that a tally would be kept as helmets are handed out, which would then be invoiced to the City's Finance department up to \$500. The funds would come out of the Grants to Other Agencies Legislative Budget account.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Winger, Gabriel, Askin, Glendening, Knackstedt, Molloy, Pettey
NAY:

MOTION PASSED UNANIMOUSLY.

- 7. **Action/Approval** - Amending Employment Agreements between the City of Kenai and City Attorney, City Clerk, and City Manager. (Mayor Gabriel)

MOTION:

Vice Mayor Molloy **MOVED** to approve amendments to the Employment Agreements between the City of Kenai and City Attorney, City Clerk, and City Manager with the details to be provided to Human Resources. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

- 8. **Discussion** - Replacement Chairs for Dais and Executive Session Conference Room. (Mayor Gabriel)

The age and poor ergonomics of the current chairs was noted. Clarification was provided that the prices provided in the packet are list price, and the final price would be at or below \$500 each. The chairs in the new Airport conference room were noted as being very comfortable and the recommendation was made to get something similar. It was suggested that a Council Member test the chairs prior to purchase, as it is difficult to make a decision based on a photo. The importance of lumbar support was stated, as well as a preference for an American-made chair.

9. Discussion - COVID-19 Response.

City Manager Ostrander reported that there is currently no City employees in COVID-19 protocol, and that Central Peninsula General Hospital currently has 2 patients hospitalized with COVID-19. The Kenai Senior Center continues to reopen and is making progress every week. COVID-19 leave for City employees expires on May 6, 2021.

He noted that Fire Chief Prior wants to provide video testimony for Governor Dunleavy’s “Sleeves Up for Summer” campaign on his personal experience receiving the COVID-19 vaccine. Council discussed the appropriateness of allowing him to participate as a representative of the City, and whether or not he could state his job title or wear his uniform. It was noted that the video would be Chief Prior’s personal testimony of his experience and reasons for choosing to be vaccinated.

MOTION:

Vice Mayor Molloy **MOVED** to allow Fire Chief Prior to participate in the Governor’s “Sleeves Up for Summer” campaign by a video in which he states his personal reasons being vaccinated, including a disclaimer that he’s not speaking for City of Kenai. Council Member Askin **SECONDED** the motion.

Council continued to discuss whether or not Chief Prior should be allowed to wear his uniform.

VOTE:

YEA: Gabriel, Askin, Knackstedt, Molloy
NAY: Glendening, Pettey, Winger

MOTION PASSED.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging – No report. Next meeting May 13, 2021.
2. Airport Commission – No report. Next meeting May 13, 2021.
3. Harbor Commission – No report. Next meeting June 7, 2021.
4. Parks and Recreation Commission – No report. Next meeting May 6, 2021.
5. Planning and Zoning Commission – Council Member Glendening reported on the actions of the April 28, 2021 meeting. Next meeting May 12, 2021.
6. Beautification Committee – No report. Next meeting May 11, 2021.
7. Mini-Grant Steering Committee – No report.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Attended Airport Manager Mary Bondurant's retirement party, and noted that Administrative Assistant Erica Brincefield did a great job of organizing the surprise event;
- Attended the Joint Chamber Luncheon with Senator Murkowski, and had a meeting with her afterward to go over infrastructure and the Bluff Erosion Project;
- Happy Cinco de Mayo and Mother's Day.

J. ADMINISTRATION REPORTS

1. City Manager - City Manager P. Ostrander reported on the following:
 - The Kenai Peninsula Borough has submitted a 5-year project to address spruce bark beetles on the Kenai Peninsula, which will address both public and private properties;
 - Had a meeting with Senator Murkowski, KPEDD and other City Managers on the Peninsula to discuss infrastructure, and another meeting with the Senator to discuss the Bluff Project and the need for federal funding;
 - Shop Local Program and Grocery Program: Brittany Brown with the Chamber of Commerce will provide final closeout information at next Council meeting, and will need to appropriate additional funds to pay the final vouchers for the Shop Local Program;
 - Bluff Project update: HDR submitted their cost proposal and it is within budgeted amounts. Administration will continue to negotiate with them on the scope of work.
2. City Attorney – No report.
3. City Clerk – City Clerk Heinz reported on the following:
 - A view of Council Chambers can now be seen during Zoom meetings;
 - Notified Council that any propositions that they want put on the ballot for 2021 need to be adopted by August 4, 2021;
 - Has reached out to KCHS about who they would like to select as our next Student Representative;
 - Is watching a few bills in the legislature, and if they continue to gain traction she will bring them to Council's attention and may ask them to take action.

K. ADDITIONAL PUBLIC COMMENT

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

Marion Nelson noted that there is a piece of sidewalk near the Kenai High School that is badly in need of repair, and it should be on Council's list to take care of.

2. Council Comments

Council Member Glendening noted he attended Airport Manager Bondurant's surprise retirement party, and enjoyed the parade of airplanes. He also attended Senator's meeting at the Chamber of Commerce, and found it informative.

Council Member Winger noted that her family had just returned from the state wrestling tournament. Discussed upcoming events such as the KPBA Spring Show, Kenai Chamber of

Commerce trash cleanup, Mountain View Bike Rodeo, Kenai Chamber of Commerce Monte Carlo Casino Night, Parks & Recreation Kite Festival, and the Name the Dog Park campaign. She noted there is a great need for the dog park, as there has been animal waste found in kid's parks in the area. Also noted that bears are coming out, and encouraged people to clean up their property. Would like to see the carnival return to Kenai.

Council Member Askin said she felt encouraged to know that there may be funding in the future to help with the spruce bark beetle problem, noting that there are a lot of trees that need to go. Noted she likes the idea of having AEDs available at dipnet sites, and hopes they don't get vandalized. Attended Airport Manager Bondurant's retirement party and enjoyed it. Wished everyone a happy Mother's Day.

Vice Mayor Molloy attended the Chamber of Commerce luncheon with Senator Murkowski, and was pleased to hear her positive comments about Kenai's Bluff Erosion Project. Appreciated Administration for setting up another meeting with her to discuss the need for funding for the project. He stated that he's seen a lot of people are out enjoying the City's wildlife viewing facilities, and noted the abundance of birds this year. Will be unable to participate in the trash cleanup over the weekend as he will be out of town for the Homer Shorebird Festival. Appreciated the presentation about the redistricting process.

Council Member Knackstedt noted that he traveled out of the Alaska for the first time in over a year due to COVID-19, and observed very different masking and social distancing practices in Washington, Oregon, and northern California. Noted that everywhere he went, masking in businesses was mandatory which is very different than the reality for most of Alaska.

L. **EXECUTIVE SESSION** – None.

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

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

There being no further business before the Council, the meeting was adjourned at 8:08 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of May 5, 2021.

Jamie Heinz, MMC
City Clerk

**PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: MAY 19, 2021**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	92,319.82
REBORN AGAIN JANITORIAL	APRIL SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	103,033.15

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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Sponsored by: Administration

CITY OF KENAI

ORDINANCE 3214-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT SPECIAL REVENUE AND THE AIRPORT SNOW REMOVAL EQUIPMENT CAPITAL PROJECT FUNDS TO PROVIDE SUPPLEMENTAL FUNDING FOR THE REPLACEMENT OF THE WIDE-AREA TRACTOR AND MOWER.

WHEREAS, Council approved Substitute Ordinance No. 3176-2020 at the January 6, 2021 council meeting which provided funding and award of a new Tractor and Lawn Mower for the Kenai Municipal Airport; and,

WHEREAS, passage of that Ordinance did not include costs associated with City Admin Services which were inadvertently excluded in the original project cost estimate; and,

WHEREAS, \$1,500 is requested for anticipated costs associated with the procurement process and management of this purchase.

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:

Airport Special Revenue Fund:

Increase Estimated Revenues -	
Appropriation of Fund Balance	<u>\$1,500</u>

Increase Appropriations –	
Transfer to Airport Snow Removal Equipment	
Capital Project Fund	<u>\$1,500</u>

Airport Snow Removal Equipment Capital Project Fund:

Increase Estimated Revenues -	
Transfer from Airport Special Revenue Fund	<u>\$1,500</u>

Increase Appropriations –	
Machinery & Equipment	<u>\$1,500</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.

Ordinance No. 3214-2021
Page 2 of 2

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 2rd day of June, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Approved by Finance: 

Introduced: May 19, 2021
Enacted: June 2, 2021
Effective: June 2, 2021



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin
DATE: May 10, 2021
SUBJECT: Ordinance No. 3214-2021

The purpose of this memo is to request Council's approval to provide a small amount of supplemental funding to cover the costs of Administrative Services that were not originally included in the appropriation for the purchase of the Kenai Municipal Airport Tractor and Mower. The requested \$1,500 covers Public Works Admin time used in the development of procurement documents, execution of contract documents, and management of contract through receipt of equipment and closeout.

This appropriation allows staff's actual time being utilized to be billed to the correct project. The requested funding was mistakenly left out of the original appropriation. Council's support in providing the requested funds is appreciated.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3215-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE WATER AND SEWER SPECIAL REVENUE AND WATER AND SEWER CAPITAL PROJECTS FUNDS TO PROVIDE SUPPLEMENTAL FUNDING FOR THE WELLHOUSE #1 RELOCATION PROJECT AND AUTHORIZING THE ISSUANCE OF A CONTRACT FOR THE PROJECT.

WHEREAS, Well house #1 suffered severe damages during the 2018 earthquake with areas of the foundation subsiding five to six inches; and,

WHEREAS, staff in coordination with our insurance carrier counterparts successfully assembled and agreed to a project scope to correct the damages; and,

WHEREAS, on March 8, 2021 an Invitation to Bid was released with Construction Documents prepared by Nelson Engineering with bids due on April 19, 2021; and,

WHEREAS, the following bids were received:

Contractor	Base Bid	Deductive Alternate
Polar North	\$242,961.40	\$71,956.38
Peninsula Construction	\$275,850.00	\$82,722.50
BMGC	\$487,352.00	\$255,763.50

; and,

WHEREAS, Polar North Construction was found to be the lowest responsive responsible bidder, and Administration is in support of award to Polar North Construction for the base bid amount of \$242,961.40; and

WHEREAS, award of this project will allow the existing metal building structure to be relocated over to the Water Treatment Facility located on Shot Gun Drive and placed on a new concrete foundation where it will be used as a storage facility, and the remaining well house infrastructure will be demolished, abandoned and capped in compliance with the State of Alaska Department of Environmental Conservation (DEC) requirements; and,

WHEREAS, the total project cost share is anticipated as follows: insurance carrier cost participation at \$179,665.02 with City share participation at \$109,742.38 which covers all project costs including design, construction, admin services, and contingency; and,

WHEREAS, award and 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 City Manager is authorized to accept additional insurance proceeds in the amount of \$123,165.02 for total insurance proceeds of \$179,665.02.

Section 2. That the estimated revenues and appropriations be increased as follows:

Water & Sewer Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$16,242.38</u>

Increase Appropriations –	
Transfer to Water & Sewer Capital Project Fund	<u>\$16,242.38</u>

Section 3. That the estimated revenues and appropriations be increased as follows:

Water & Sewer Capital Project Fund:

Increase Estimated Revenues –	
Restitution	\$123,165.02
Transfer from Water & Sewer Fund	<u>16,242.38</u>
	<u>\$139,407.40</u>

Increase Appropriations –	
Construction	<u>\$139,407.40</u>

Section 4. That the City Manager is authorized to execute a contract with Polar North Construction, the lowest responsive bidder in the amount of \$242,961.40 for the demolition, moving and reconstruction of the Wellhouse #1 building. Further, the City Manager is authorized to issue a purchase order to Polar North Construction in the amount of \$266,961.40 which includes \$24,000 in contingency for completion of the project.

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 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 2nd day of June, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Ordinance No. 3215-2021
Page 2 of 3

Jamie Heinz, MMC, City Clerk

Approved by Finance: 

Introduced: May 19, 2021
Enacted: June 2, 2021
Effective: June 2, 2021



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin
DATE: May 12, 2021
SUBJECT: Ordinance No. 3215-2021

The purpose of this memo is to request Council's approval to accept insurance proceeds from damages sustained to Wellhouse 1 during the November 2018 earthquake as well as award of a construction agreement for modifications to relocate the Wellhouse. As this Wellhouse has historically been a very low producing well that has not seen much use since the construction of the water treatment facility, abandonment and capping of this well supports the long term needs of the utility and is in the best interest of the city.

The damages were primarily focused around the foundation settling. While the existing concrete foundation is no longer useable the steel building itself remains intact and in relatively good condition considering the age of the building. The Public Works department intends to repurpose the structure as a much needed storage facility for parts and accessories, in support of the utility, to be located adjacent to the Water & Sewer office trailer off of Shotgun Drive. This will provide a more appropriate and secure location than other storage options the department is currently utilizing, including the reservoir building at the airport and Wellhouse 3.

The existing well and appurtenances will be capped and abandoned in compliance with Department of Environmental Conservation (DEC) requirements. Completion of this work removes a level of risk and potential liability from the utility by eliminating an unmanned conduit to the aquifer.

The project was competitively bid with three bids received and Polar North Construction as the successful bidder with a total construction cost of \$242,961.40. Polar North is a very familiar contractor to the City having recently completed the WAS Pump installations at the WWTP as well as the Vault Restrooms project at the beaches. Completion of this project is anticipated for late this calendar year.

Council's support is respectfully requested.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3216-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT SPECIAL REVENUE AND TERMINAL IMPROVEMENT CAPITAL PROJECT FUND TO PROVIDE ADDITIONAL LOCAL SHARE TO THE TERMINAL REHABILITATION PROJECT AND TO PROVIDE FUNDING TO INSTALL WIRELESS INTERNET SERVICE FOR THE PUBLIC.

WHEREAS, to date the Terminal Rehabilitation Project has total costs of \$13,534,729.52 including grant eligible expenditures of \$12,373,389.27 and \$1,682,347.25 in Airport Special Revenue Fund proceeds for its required grant matching funds and for other ineligible grant costs; and,

WHEREAS, the project needs an additional \$1,690.97 in Airport Special Revenue Fund proceeds for ineligible grant costs which were greater than projected at the time Ordinance 3133-2020 removed \$208,485 in Airport Special Revenue Fund proceeds to fund other airport projects; and,

WHEREAS, the terminal does not have public wireless internet for the traveling public or users of the rentable conference room; and,

WHEREAS, the estimated cost to purchase and install the needed equipment to provide wireless internet throughout the terminal is \$19,000; and,

WHEREAS, the cost includes installation of a network switch with the necessary room for expansion of network devices in the future and installation of cameras in the terminal if they are deemed to be needed for security.

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:

Airport Special Revenue Fund:	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$20,690.97</u>
Increase Appropriations –	
Transfer to Terminal Improvement Capital Project Fund	<u>\$20,690.97</u>

Section 2. That the estimated revenues and appropriations be increased as follows:

Terminal Improvement Capital Project Fund:	
Increase Estimated Revenues –	
Transfer from Airport Special Revenue Fund	<u>\$20,690.97</u>
Increase Appropriations –	
Construction	<u>\$20,690.97</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 2nd day of June, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, MMC, City Clerk

Approved by Finance: 

Introduced: May 19, 2021
Enacted: June 2, 2021
Effective: June 2, 2021



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 11, 2021

SUBJECT: **Ordinance 3216-2021 providing supplemental funding to the Terminal Rehabilitation Project for ineligible grant expenditures and installation of wireless internet for the public.**

The purpose of this memo is to recommend enactment of Ordinance 3216-2021 which will provide supplemental funding to the airport's Terminal Rehabilitation Project for ineligible grant expenditures in excess of projected amounts and to install wireless internet for the public which is not a grant eligible expense.

Ordinance 3133-2020 moved \$208,485 in Airport Special Revenue Fund proceeds from the Terminal Rehabilitation project to provide partial funding for replacement of the Airport's wide-area mower and HVAC repairs at the Airport Operations Facility. It was anticipated that remaining Airport Special Revenue Fund proceeds would be sufficient to provide the remaining grant match funds and cover any ineligible grant costs. \$1,690.97 is now needed to complete grant closeout as those estimates were low.

In addition to the supplemental funding for ineligible grant expenditures, the Administration is recommending the installation of wireless internet for the public and for use in the airport conference room that is now available for rent. The cost to install wireless internet is \$19,000 including installation of a network switch which will accommodate expansion in the facility for items such as security cameras and a battery backup to insure network equipment remains online in the event of a power outage.

Your support for enactment of Ordinance 3216-2021 is respectfully requested.

KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
APRIL 28, 2021 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVENUE, KENAI, ALASKA
VICE CHAIR FIKES, PRESIDING

MINUTES

A. CALL TO ORDER

Vice Chair Fikes called the meeting to order at 7:00 p.m.

1. Pledge of Allegiance

Vice Chair Fikes led those assembled in the Pledge of the Allegiance.

2. Roll Call

Commissioners present: D. Fikes, J. Twait, J. Halstead, G. Woodard, G. Greenberg, A. Douthit, R. Springer

Commissioners absent:

Staff/Council Liaison present: Planning Director R. Foster, Planning Assistant W. Anderson, Deputy City Clerk M. Thibodeau, Council Liaison J. Glendening

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Woodard **MOVED** to approve the agenda as written and Commissioner Greenberg **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. Consent Agenda

MOTION:

Commissioner Douthit **MOVED** to approve the consent agenda and Commissioner Greenberg **SECONDED** the motion. There were no objections; **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 – None

B. APPROVAL OF MINUTES

1. *April 14, 2021

The minutes were approved by the Consent Agenda.

C. SCHEDULED PUBLIC COMMENT – None.

D. UNSCHEDULED PUBLIC COMMENT – None.

E. CONSIDERATION OF PLATS

- 1. **Resolution PZ2021-06** – Preliminary Subdivision Plat of TKC Subdivision, submitted by Segesser Surveys, 30485 Rosland Street, Soldotna, AK 99669, on behalf of TKC, LLC, P.O. Box 10658, Bakersfield, CA 93389

[Clerk’s Note: At their April 14, 2021 meeting, Resolution PZ2021-06 was postponed by the Planning & Zoning Commission until the utility line design had been confirmed. A motion to approve is on the floor.]

Planning Director Foster presented his staff report with information provided in packet noting that the commission passed PZ2021-02 on January 27, 2021 which allowed for eight additional single family dwelling units to be constructed on a 2.5 acre parcel which, after being issued a Conditional Use Permit, the property owner decided to divide into three lots. Consideration of this subdivision was postponed at the Planning & Zoning Commission meeting of April 14, 2021 in order to confirm the final design of the utilities associated with the development of the eight additional units and the subdivision, and the design for water and sewer connections has now been accepted by the Public Works Department.

Approval of the plat was recommended, subject to the following conditions:

- Further development of the property shall conform to all federal, State of Alaska, and local regulations; and,
- The plat number referenced for the Kenai Christian Church lot which lies to the South is labeled incorrectly; the plat number should be changed to KN2011-52.

Clarification was provided that there is a driveway to access the four units on lot 4.

VOTE:

YEA: Springer, Halstead, Douthit, Fikes, Greenberg, Woodard, Twait

NAY:

MOTION PASSED UNANIMOUSLY.

- 2. **Resolution PZ2021-13** – Preliminary Subdivision Plat of Baleen Cove Subdivision, submitted by Segesser Surveys, 30485 Rosland Street, Soldotna, AK 99669, on behalf of Vann Revocable Trust, P.O. Box 561, Kasilof, AK 99610

Planning Director Foster presented his staff report with information provided in packet noting that the plat will subdivide the 10 acre lot into 7 lots of approximately 1-2 acres each. He noted that the primary access to the proposed lots would be via Baleen Avenue which is a gravel City maintained road, and the applicant has granted a 30 foot public access easement which could be used for access along the southern side of the lots, but is not recommended for primary access. The City does not have water and sewer lines in this area and the property owners would have to install water wells and septic systems.

Approval of the plat was recommended, subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations;
2. Delineate the access easement as set forth under Plat Note number 4 on the face of the plat;
3. Add to Plat Note number 4 that the City of Kenai does not recommend that the access easement be used as primary access into the subdivision;
4. Specify the acreage or square footage of each lot on the face of the plat;
5. The surrounding property notation for Lots 8 and 9, Block 3, should be changed to Lot 8A, Block 3, KN 2014-86;
6. Capitalize the "k" for Kasilof under the owner's signature line.

MOTION:

Commissioner Greenberg **MOVED** to recommend approval of Resolution No. PZ2021-13 with staff recommendations and Commissioner Woodard **SECONDED** the motion.

Clarification was provided that the 30 foot easement is provided in the notes, and that the easement was already existing as part of the preliminary plat and staff's recommendation on how to handle it is based on the zoning of this parcel as limited commercial.

VOTE:

YEA: Halstead, Douthit, Fikes, Greenberg, Woodard, Twait, Springer
 NAY:

MOTION PASSED UNANIMOUSLY.

F. PUBLIC HEARINGS

1. **Resolution PZ2021-12** – Application for a Conditional Use Permit for a Day Care for the property described as Lot 1, Block L, Woodland Subdivision Part 1, located at 530 Ash Avenue, Kenai, Alaska 99611. The application was submitted by Lupine Orlob, 530 Ash Avenue, Kenai, AK 99611

Planning Director Foster presented his staff report with information provided in packet noting that the applicant wishes to increase the number of children attending their day care to 12 children, which exceeds the maximum of eight children under the age twelve allowed with a Home Occupation Permit, therefore requiring a Conditional Use Permit. 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:

- Further development of the property shall conform to all federal, State of Alaska, and local regulations;
- A yearly Conditional Use Permit report must be submitted to the City of Kenai prior to the 31st day of December of each year;
- Biennial fire inspection must be completed by the Fire Marshal for the City of Kenai;
- The applicant will meet with City staff for on-site inspections when requested;
- 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(i)(5);
- Pursuant to KMC 14.20.150(i)(2), this permit shall expire automatically upon termination or interruption of the use for a period of at least one year.

MOTION:

Commissioner Douthit **MOVED** to recommend approval of Resolution No. PZ2021-12 with staff recommendations and Commissioner Greenberg **SECONDED** the motion.

Vice Chair Fikes opened for public hearing.

Lupine Orlob, owner of Sproutlets Creative Learning, clarified details about her business and property for the commission including parking, the increase in children in her care, and State license status. An email from her neighbor as provided in the laydown was noted, and Ms. Orlob explained her policy on children picking up their own toys.

There being no one wishing to be heard, the public hearing was closed.

VOTE:

YEA: Douthit, Fikes, Greenberg, Woodard, Twait, Springer, Halstead
NAY:

MOTION PASSED UNANIMOUSLY.

The 15-day appeal period for a Conditional Use Permit was noted.

2. **Resolution PZ2021-10** – Application for a Conditional Use Permit for a Planned Unit Development for the property described as Tract A, Kenai Landing Cottages Subdivision, located at 2101 Bowpicker Lane, Kenai, Alaska 99611. The application was submitted by Kenai Landing, Inc., 2101 Bowpicker Lane, Kenai, AK 99611

Planning Director Foster presented his staff report with information provided in packet noting that the applicant has proposed a planned unit residential development (PUD) for 60 dwelling units in Phase A, and that Phase A includes six development areas within an approximately 13 acre project site. 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. Prior to issuance of a Building Permit, a landscape/site plan must be reviewed and approved by the Planning Director;
3. Prior to issuance of a Building Permit, conditions listed under 14.20.170 Planned Unit

- Residential Development must be reviewed and approved by the Planning Director;
4. Prior to issuance of a Building Permit, conditions listed under 14.20.160 Townhouses must be reviewed and approved by the Planning Director. Adjustments to criteria regarding lot width, lot size, and setbacks will be considered due to the nature of the project, including the Condominium approach in lieu of fee simple lots;
 5. Prior to beginning construction of the project, a building permit must be issued by the Building Official for the City of Kenai;
 6. Applicant will provide a copy of DEC compliance certification on the water/sewer system;
 7. Approval and issuance of the Conditional Use Permit for the Planned Unit Residential Development results in expiration of PZ2020-35 granting a Conditional Use Permit for two, two unit townhouses and one three unit townhouse on the subject property;
 8. A yearly Conditional Use Permit report must be submitted to the City of Kenai prior to the 31st day of December of each year;
 9. The applicant will meet with City staff for on-site inspections when requested;
 10. 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(i)(5);
 11. Pursuant to KMC 14.20.150(i)(2), this permit shall expire automatically upon termination or interruption of the use for a period of at least one year;
 12. Failure to provide documentation to the City for meeting these conditions shall be grounds for the suspension or revocation of the conditional use permit;
 13. The developer or subdivider of any Planned Unit Residential Development including common open area, property, or amenities, shall have evidence that compliance with Uniform Common Interest Ownership Act, AS 34.08, has been made prior to the sale of any townhouse dwelling units.

MOTION:

Commissioner Springer **MOVED** to recommend approval of Resolution No. PZ2021-10 with staff recommendations and Commissioner Greenberg **SECONDED** the motion.

Vice Chair Fikes opened for public hearing.

John Faulkner and Steve Agni presented their vision of Home Port, including the location, the phases of construction, development areas and designs for townhomes and houses, and anticipated timeline.

Dawn Bragg expressed enthusiasm for the project, shared her own vision and offered suggestions.

There being no one wishing to be heard, the public hearing was closed.

Clarification was provided on the point at which private road maintenance takes over from State road maintenance. The applicants recognized that there are historic gravesites in the area, and assured the commission they will be preserved.

Discussion included the applicant's request to alter the language of Condition 4 to read "Prior to Issuance of a building permit, conditions listed under 14.20.160 Townhouses must be reviewed for conformity by the Planning Director. However, due to the unique nature of the project and its status as a condominium, the criteria under 14.20.160 regarding lot width, lot size and setbacks is hereby modified according to the attached grid as organized by Development Area and

represented on the Home Port master plan". The request and associated grid was provided to the commission in the laydown. Planning Director Foster explained that he had reviewed the presented data and noted that we was open to accepting the suggested replacement of Condition 4 with the understanding that, with the specificity of the setbacks provided in the grid, if things did change after the fact then the matter would have to return to the Planning & Zoning Commission.

Director Foster questioned the TBD status of the side setbacks on the nonresidential side of Cannery North, and the applicant recommended that it be set at 10 feet. The applicant also clarified that Cannery South had 0 lot lines for the units who share a common wall and had a 10 foot setback on the units at the end of the building.

MOTION TO AMEND:

Commissioner Springer **MOVED** to amend Resolution No. PZ2021-10 to replace Condition Four with the suggested version as presented in the laydown, and to clarify that the TBD for side setbacks at Cannery North to be 10 feet. Commissioner Halstead **SECONDED** the motion.

VOTE ON AMENDMENT:

YEA: Greenberg, Woodard, Twait, Springer, Halstead, Douthit, Fikes
 NAY:

MOTION PASSED UNANIMOUSLY.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Woodard, Twait, Springer, Halstead, Douthit, Fikes, Greenberg
 NAY:

MOTION PASSED UNANIMOUSLY.

The 15-day appeal period for a Conditional Use Permit was noted.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS – None.

I. PENDING ITEMS – None.

J. REPORTS

1. **City Council** – Council Member Glendening reported on the actions from the April 21, 2021 City Council meeting.
2. **Borough Planning** – Vice Chair Fikes reported on the actions from the April 26, 2021 Borough Planning meeting, noting that they are now meeting in person with social distancing.
3. **City Administration** – Planning Director Foster reported on the following:
 - Planning & Zoning department has been very busy;

- Next meeting will include two conditional use permits and a plat, and potentially another plat and an airport lease.

K. ADDITIONAL PUBLIC COMMENT

1. Citizens Comments

Dawn Bragg inquired about code restrictions for salmon stream habitats in the Kenai Peninsula Borough Code and Kenai Municipal Codes.

2. Council Comments

L. INFORMATIONAL ITEMS

M. NEXT MEETING ATTENDANCE NOTIFICATION

1. May 12, 2021

N. COMMISSION COMMENTS & QUESTIONS

Chair Twait, who was participating via Zoom, noted that it was nice to see everything from a different perspective.

Commissioner Halstead commended Planning Director Foster on his phenomenal and thorough job presenting all the information at tonight's meeting.

Commissioner Springer noted it was nice to be here in person for the first time in over a year.

Commissioner Greenberg noted that it is very exciting to see what's happening over at Kenai Landing, and is hoping the project will be successful.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:31 p.m.

Minutes prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

Through: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 11, 2021

SUBJECT: Finance Department, May 2021 Mid-month Report

The department has prepared for the adoption of the City's FY2022 Budget. Budget Ordinance adoption is scheduled for the May 19th Council meeting. City code requires adoption by June 10th. The Resolution establishing the 2021 mill rate is also scheduled for adoption on May 19th to coincide with adoption of the FY2022 Budget Ordinance.

The department is working with Human Resources on a renewal plan for employee benefits. A resolution authorizing renewal will likely be included in the June 2nd Council Packet. The City is negotiating through our broker, Marsh & McLennan Agency, to get the best renewal rate and coverage for the City and its employees.

The department is currently waiting on renewal quotes for liability, property and workers' compensation insurances from AMLJIA, the City's current carrier with which a 3-year agreement was entered into last year. Quotes are expected any day and a resolution authorizing the binding of coverage for FY2022 will likely be before Council for passage at the June 2nd Council meeting.



MEMORANDUM

TO: Mayor Brian Gabriel and City Council
THROUGH: Paul Ostrander, City Manager
FROM: Tony Prior, Fire Chief
DATE: May 11, 2021
SUBJECT: Fire Department Mid-Month Report – April

Calls for service in April are similar to last year as we move further into 2021. Our overall calls for service are higher than last year but 73 calls lower at this point than in 2019. Here is the breakdown for 2021 thus far:

Year	2020	2021	% change
April total	93	95	2.2%
EMS	72	70	-2.8%
All Other	21	25	19.0%
Year total	424	457	7.8%

Project work continues with the Vaccination program as we move forward with clinics, home visits and walk-in patients. We completed 7 mobile clinics over the last month along with 3 home visits. We have prepared our forestry equipment for the beginning of the season as we monitor Division of Forestry for burn suspensions and/or burn bans. We are now into the peak of Alaska's fire season which is May through July. Our Rescue Boat is out of storage and at the Department to prepare for Summer and Boating/Fishing season. We will be training in the River later this month with focus on boat operations, victim rescue and medical treatment of cold-water emergencies.

Our personnel have started an online program for medical training that is a bridge course for EMT's within the State of Alaska. This course provides up-to-date training standards for all levels of EMT's operating within the State. Mac Lee attended a Basic Aircraft Rescue and Fire Fighting (ARFF) course at BEACON training facility, and later joined Steve Turkington for an Advanced ARFF course at BEACON. We again have all of our personnel trained to the Advanced ARFF level after the completion of this class.







KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Katja Wolfe, Library Director
DATE: May 10, 2021
SUBJECT: Library Mid-Month Report April 2021

April 2021 at a Glance

Items Borrowed		Apr-20	Apr-21	2021 YTD
Physical		n/a	5000*	18,295
Digital		1,585	1,667	6,182
Visits and Services				
Number of Curbside Pickups		n/a	102	705
New Memberships		10	31	122
Programs				
Number of Programs		16	15	71
People Reached (e.g., DIY Kits)		n/a	97	609
People Reached Virtually		n/a	1,067	3,794
Technology Sessions				
Computer sessions		n/a	330	972
WiFi Sessions		1,568	3,741	13,984

*Estimated checkouts. Raw data was not available at the time this report was due.

April 2021 programming highlights

- Virtual programs via Facebook, YouTube, and Zoom
 - Biweekly Lego® challenge (105 views)
 - Biweekly Maker Mondays (184 views)
 - Virtual story times (17 participants, 290 views)
 - Zoom class visit (45 participants)
 - Let's Draw! Space Creatures (61 views)
 - How to can salmon (119 views)
- DIY kits and giveaways
 - Unicorn horns (40)
 - Library Zone Writing Contest (57)

April 2021 library services highlights

- Curbside pickup service continues while the library is open
 - Average of 3.4 curbside pickups per day (102 total)
- Transits:
 - We sent 497 items to Alaska Library Catalog member libraries.
 - We borrowed 750 items from Alaska Library Catalog member libraries.
- We are busy getting ready for our Summer Reading Program 2021. For more information, go to <https://www.kenai.city/library/page/summer-reading-2021>





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Robert J. Frates, Parks & Recreation Director
DATE: May 11, 2021
SUBJECT: **Mid-month Report – April 2021**

Grooming operations concluded April 12 with a total accumulation of 236.50 maintenance hours. The trails experienced increased use this season compared to recent years. This was largely due to sufficient snow accumulations but also due to folks embracing being outdoors after an exhausting COVID-19 pandemic. Both KMS and KCHS were able to host successful meets at the Kenai Nordic Trails this season.

Kenai Central High School Softball began using the City's field on April 19 and the baseball team the first of May. Due to the snow removal efforts of Operator Ed Brusven, the girl's field was the only field on the Peninsula that was playable in April. Both Soldotna and Homer utilized the field for their opening games.

Our annual Easter Egg Hunt was held on April 2 and a good time was held by all. The Kenai Community Library, KMS Ski Team members, LDS Missionary Elders, Salvation Army and the Kenai Rotary Club are deserving of a huge thank you!

The department's greenhouse operation is in full swing. The department will plant the circle planters this season with the help of volunteers. Flowers are being grown in 14" baskets making it easy and efficient to plant. All the flower boxes have been planted and will be available to set out sometime the week of June 7 coinciding with our volunteer planting days.

Summer preparations are in full swing, including interviews for summer positions, opening restrooms, turning on water, MPF cleaning, sweeping lawns, ballfield maintenance, greenhouse operations and planning for the upcoming Kite Festival scheduled for May 29.

The director met with the Boys & Girls Club of the Kenai Peninsula recreation center staff regarding the City assuming management responsibilities for the downstairs portion of the facility. This provided an opportunity for their staff to ask general questions about the transition and inquire about the hiring process.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Ryan Foster, Planning Director
DATE: May 11, 2021
SUBJECT: **Planning and Zoning April 2021 Report**

Planning and Zoning Commission Agenda Items and Resolutions

- On April 28, 2021 the Planning and Zoning Commission recommended approval of the following preliminary plats and conditional use permits:
 - **Resolution PZ2021-06** – Preliminary Subdivision Plat of TKC Subdivision, submitted by Segesser.
 - **Resolution PZ2021-13** – Preliminary Subdivision Plat of Baleen Cove Subdivision, submitted by Segesser Surveys.
 - **Resolution PZ2021-12** – Application for a Conditional Use Permit for a Day Care for the property described as Lot 1, Block L, Woodland Subdivision Part 1, located at 530 Ash Avenue, Kenai, Alaska 99611.
 - **Resolution PZ2021-10** – Application for a Conditional Use Permit for a Planned Unit Development for the property described as Tract A, Kenai Landing Cottages Subdivision, located at 2101 Bowpicker Lane, Kenai, Alaska 99611.

Building Permit and Site Plan Reviews

Planning and Zoning staff reviews all Building Permits for compliance with the zoning code. The Department conducted 2 Building Permit reviews in April, 2021.

Code Enforcement

There were 2 new code enforcement cases opened in April, 2021.

Lands

- On April 7, 2021 City Council approved the temporary development incentives application for Schilling Rentals Lot 5A, Block 1, FBO Subdivision 2018 Replat to be used as a hangar for rotor and fixed-wing aircraft and crew quarters.

The City did not receive any applications for new Leases during April 2021.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief

DATE: May 4, 2021

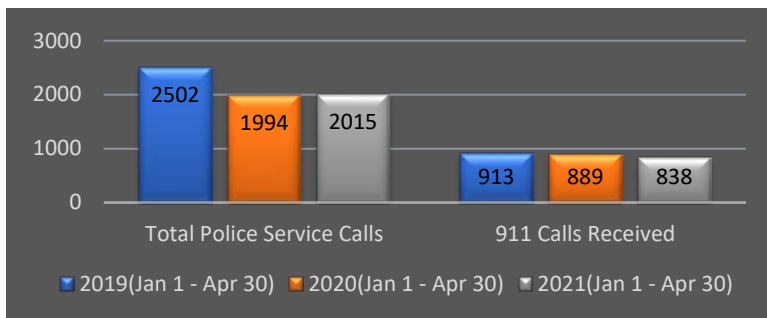
SUBJECT: **Police & Communications Department Activity – April 2021**

Police handled 556 calls for service in April. Dispatch received an estimated 210 9-1-1 calls; however, we are still awaiting the exact final number for April. Officers made 30 arrests. Traffic enforcement resulted in 370 traffic contacts and 63 traffic citations. There were 6 DUI arrests. Officer investigations were conducted on 4 motor vehicle crashes. There were no collisions involving a moose. There were no collisions involving drugs or alcohol.

A KPD officer joined the regional SERT team and attended two days of training with that team. One KPD officer attended a week long firearms instructor training in Fairbanks. All police officers completed an online 'Duty to Intervene' training. All dispatchers completed an online active shooter training conducting by the International Academy of Emergency Dispatch.

Our School Resource Officer graduated 3 DARE classes at Mountain View Elementary with a total of about 80 fifth grade students and continued teaching DARE at Kaleidoscope Elementary. He assisted with the planning and implementation of ALICE intruder drills at two schools. He also handled multiple police related matters at the schools this month.

The last KPD officer that was still in Field Training has completed that training and the department is now fully staffed.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

THROUGH: Dave Ross, Police Chief

FROM: Jessica “JJ” Hendrickson, Animal Control Chief

DATE: May 3, 2021

SUBJECT: April 2021 Monthly Report

This month the Kenai Animal Shelter took in **51** animals. Animal intake and disposition:

DOGS:				
	INTAKE	25	DISPOSITION	24
	Waiver	5	Adopted	4
	Stray	15	Euthanized	1
	Impound	0	Claimed	18
	Protective Custody	1	Field Release	1
	Quarantine	2	Transferred	0
	Microchips	2	Other Dispositions	0
	Other Intakes	0		
CATS:				
	INTAKE	26	DISPOSITION	22
	Waiver	18	Adopted	16
	Stray	7	Euthanized	3
	Impound	0	Claimed	2
	Protective Custody	0	Field Release	0
	Quarantine	1	Transferred	1

Microchips	0	Other Dispositions	0
Other Intakes	0		0
OTHER ANIMALS:			
INTAKE	0	DISPOSITION	0
Chinchilla	0	Chinchilla	0
Rabbit	0	Rabbit	0
Other	0	Guinea Pig	0
DOA:	11	OTHER STATISTICS:	
Dog	7	Licenses (City of Kenai Dog Licenses)	23
Cat	4		

- 3 Animal dropped with After Hours (days we are closed but cleaning and with KPD)
- 32 Animals are *known* borough animals
- 32 Animals are *known* City of Kenai
- 10 Animals are *known* City of Soldotna
- 0 Animals from unknown location
- 49 Field Investigations & patrols
- 0 Volunteer Hours Logged
- 0 Citations
- 0 Educational Outreach

Statistical Data:

- 246 2019 YTD Intakes
- 306 2020 YTD Intakes
- 217 2021 YTD Intakes





KENAI

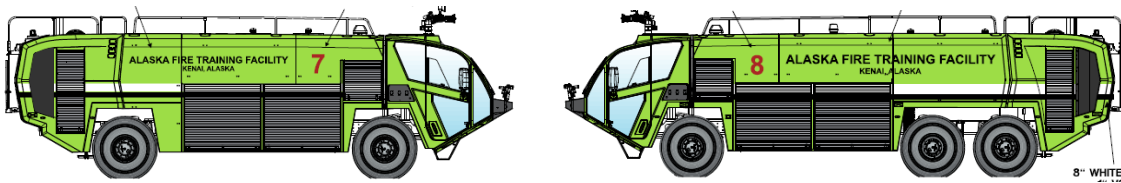
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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: May 2021
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

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- Terminal Building Rehabilitation Project – The project reached Substantial Completion on March 27, 2020! Facility is in the warranty period through March 27, 2021. All closeout documentation has been received from the Contractor. Final Notice of Completion was received from the Department of Labor on January 5, 2021. Closeout with the Federal Aviation Administration is expected to start in March 2021. Final warranty inspections took place on March 2nd, 2021 working with Contractor to complete warrantable items identified.
 - Alaska Regional Fire Training Facility Building Rehabilitation Project – The project reached Substantial Completion on June 2, 2020 and Fire Training successfully took place this past summer. Staff continues to work with the FAA on project closeout. Project will continue through Warranty phase through June 2021.
 - Alaska Regional Fire Training Facility Equipment Rehabilitation Project - The project reached Substantial Completion on March 13, 2020 and Fire Training successfully took place this past summer. The Contractor did return to complete Punch list items last September, a propane tank inspection was conducted at that time and did identify deficiencies within that part of the equipment. These repairs will take place in the spring coinciding with the next round of training, so the Contractor will be onsite in the event of any operational issues. Contractor returned on March 29, 2021 and completed all warranty and change order work. Training was safely and successfully started on April 5, 2021 by Beacon.
 - Alaska Regional Fire Training Facility Aircraft Rescue Fire Fighting (ARFF) Vehicles – The Federal Aviation Administration (FAA) grant that provided funding for the other two projects listed above is also providing for two new ARFF vehicles. One 1500 gal and one 3000 gal unit, images below. Delivery is anticipated for June 2021, PO119953 was issued 3/19/20. *Public Works staff is scheduled to inspect equipment at the manufacturer's facility on June 7th-9th, prior to equipment shipping to Alaska later that month.*





- Kenai Municipal Airport Sand Storage Facility – The City executed a design agreement to HDL Engineering on April 17, 2020 for a new Sand Storage Facility. On August 7, 2020 Final Design Documents were received and a Formal Invitation to Bid was released on August 10th with Bids due on August 31st, 2020. Orion Construction was the successful bidder with a low bid of \$2,289,000. The City successfully executed a grant with the FAA on September 25, 2020 in the amount of \$1,954,101, a second grant is anticipated for next Spring, May 2021, to cover the remaining costs on a total project cost of \$2,835,263. A Notice to Proceed for Construction was issued for October 14, 2020, and the schedule will run 365 days. The Contractor successfully mobilized to the site, cleared the area for the new building and brought in structural fill where required by Contract. Project is now winterized and will start back up in spring. *This project is looking at potential delays due to material and labor shortages. Pre-manufactured Building Supplier is struggling with shop drawings and fabrication of materials. Will have more information next month for Council, however it appears unlikely this building will be constructed in time to store sand prior to the start of the winter season.*
- Kenai Municipal Airport Airfield Drainage – Ordinance 3166-2020 Authorized HDL Engineering to begin an assessment on both the existing runway as well as some ongoing drainage issues. On December 14, 2020 an agreement was executed to begin investigations on the Airfield Drainage project. The initial agreement in the amount of \$37,230 will provide for CCTV camera inspections of several thousand feet of storm main near the runway. On January 8, 2021 we received a report from HDL with the condition assessment of the drainage lines that were inspected prior to the Holidays. Based on this information HDL has provided a proposal to complete Construction Documents for the replacement of approximately 500 LF of the most deteriorated pipe, with other sections to wait and be completed along with the future Runway Rehabilitation Project. Ordinance 3185-2021 was approved at the February 17, 2021 Council Meeting and appropriated additional funds for a total anticipated project cost of \$300,000. As of March 9th, 2021 HDL Engineering is working on design and environmental documents. *As of April 16th, 2021 Bid ready plans and specifications are at 95% complete. Awaiting CatEx and authorization to bid approval from the Federal Aviation Administration. HDL will finalize any comments received within final bid docs in anticipation of a formal bid release in early June.*
- Kenai Municipal Airport (KMA) Tractor & Mower – Invitations to Bid were released on November 20, 2020 with Bids Due on December 8, 2020. This project is in support of Airfield Maintenance Operations and is identified as Project No. 5 for the Airport Fund in the City's current Capital Improvement Plan. Council can expect to see legislation in December in relation to this Project. Ordinance 3176-2020 *was approved* at the *January 6th, 2021 Council Meeting* with an Award to Craig Taylor Equipment in the amount of \$151,736. Formal Notice



of Award was issued on January 12th, contract was formally executed on January 21, 2021 and the equipment is now on order. Anticipated arrival August 2021.

- Kenai Municipal Airport Snow Removal Equipment (SRE) – Staff has received FAA authorization to proceed with the purchase of a new replacement Snow Blower and Broom for runway maintenance. Resolution 2021-32 is before council at the 5/19/21 meeting; a future Ordinance appropriating funds from the FAA will be forthcoming once grant amounts are confirmed. Staff is looking to secure order now based on the long lead time of this equipment.



- Dock repair – An Invitation to Bid was released on May 29, 2020 with Bids due on June 19, 2020. No bids were received. On July 10, 2020 the project was re-advertised for bids with bids due on July 27, 2020. The City received one Bid from Endries Company in the amount of \$298,365. Ordinance 3154-2020 was introduced on August 5, 2020 and approved on August 19, 2020. Formal contract was executed with Endries Company on August 31, 2020 with a formal Notice to Proceed provided on the same day. Work associated with the Cathodic Protection is now complete. The remaining Work will need to wait until warmer temperatures arrive in the spring. Contractor is actively working on this project, progress has been slow. Completion will likely slip from June 1st to approximately July 1st. Quality of the work has been good. This work is also being partially covered by insurance claim as well as a Pacific States Marine Fisheries Grant in the amount of \$38,685.
- Peninsula Avenue Bluff Erosion 2020 – An Invitation to Bid was released on May 31, 2020 with Bids due on June 19, 2020. Four bids were received with Foster Construction being the lowest responsive responsible bidder at \$94,670. Council approved the project through passage of Resolution 2020-57 at the July 1, 2020 meeting. Contractor has completed submittals with the Engineers, and is anticipated to mobilize to the site on September 11, 2020 and begin moving dirt the week of the 14th. As of October 13th the project is nearly complete. The project was successful and will require installation of top soil and grass seed in the spring. The December 16, 2020 Council Packet includes a Purchase Order increase request, to Foster's Construction to account additional necessary measures taken to control ground water and runoff during construction, details within the included Memo. The Department would like to thank Fosters Construction and Larsen Engineering for their efforts on the project.
- Vault Restrooms – 100% Design documents were received on June 10, 2020 from Nelson Engineering. An Invitation to Bid was released on June 14, 2020 with Bids due on June 29, 2020. Four bids were received with Polar North Construction being the lowest responsive responsible bidder at \$359,850. Council approved the project through passage of Resolution



2020-58 at the July 1, 2020 meeting. Contract documents were executed on July 23, 2020. Construction is now shutdown for the winter. Pending Change Order 1 currently at \$929 shall provide for a credit back to Owner in the amount of -\$264 for minor changes to door hardware, as well supply and installation of matching lockable toilet paper holders for all restrooms at a cost of \$1,193 and will add time to the contract to allow final painting which is taking place now. Facilities will be fully open before Memorial Day. Construction has proceeded very smoothly, please extend the City's gratitude to Polar North Construction and Nelson Engineering for making this project a success.

- Waste Water Treatment Plant Master Plan – Resolution 2020-48 was approved at the June 17, 2020 Council meeting allowing this work to proceed. On July 2, 2020 HDL staff and consultants spent the day on the property going through all systems of the plant. On August 31, 2020 the first draft assessment was received. Staff continues to work with HDL to develop plans for the facility in preparation of updates to the Capital Plan. HDL also continues to assist the department with the renewal of our APDES Permit which expires every five years.
- Water & Sewer Master Plan – Resolution 2021-19 is set for Council approval March 17, 2021 awarding \$82,175 to HDL Engineering Consultants to begin assessments of Water & Sewer facilities. A formal report is anticipated within ninety days of their Notice to Proceed. HDL was on site April 13-15 conducting site inspections, photo documenting facility conditions. Work remains on schedule.
- Waste Water Treatment Plant Replacement Sludge Press – Resolution 2020-95 approved at the December 16, 2020 Council meeting authorized HDL Engineering to begin the Design Phase of the WWTP Replacement Sludge Press. Contract Documents were executed on January 6, 2021 with a Notice to Proceed issued on January 11, 2021. First step will be to request proposals from various press manufacturers and make a selection to move through design phases with. Presses of this type typically take six months to manufacturer, goal will be to have an operational new press around late November 2021. On February 3, 2021 HDL staff was on site taking measurements and further detailing the new press location and associated appurtenances. *A Request for Proposals from press manufactures was released on April 27, 2021 with proposals due on May 25th, 2021.*
- Kenai Well house Relocation – Project was released for Invitations to Bid on March 8, 2021 with bids due on April 1, 2021. Project consists of relocating a small prefabricated steel structure, approximately 20'x28' that suffered foundation damages during the November 2018 earthquake. This project was approved under Ordinance 3194-2021 at the March 3rd, 2021 council meeting. *Legislation is in this packet under Ordinance 3215-2021 to approve this project to move forward.*
- SCADA Integration – Resolution 2021-10 approved at the March 3, 2021 Council meeting has authorized a \$125,000 purchase order to HDL Engineering for assessments and repairs to both the Water & Sewer and Wastewater facilities relating to SCADA. Borealis Controls as sub-consultant to HDL Engineering has provided a revised SCADA network diagram, and is working on replacing primary equipment at the public safety building. *Cell modems and communication protocols are being worked on, next site visit planned for late June.*



- Waste Water Treatment Plant WAS Pumps – Polar North was awarded a Contract on September 22, 2020 in the amount of \$79,703 to demo and replace 40 year old pumps. Both pumps are now installed and operational. *Painting of the piping, installation of pipe stands and installation of new doors is now complete. There is one approved change order #1 in the amount of \$3,865 which provided for installation of air release valves which greatly improved the pumps operation. Installation of doors and hardware is pending warmer weather shortly and will complete the project.* The Project has been a great success, the pumps were previously 15hp and the new ones are 3hp and work more efficiently, which will further assist with reductions in utility costs for the facility. Polar North and the Waste Water staff ensured this project was completed on time and on budget, their efforts are appreciated.



New Pumps (2)



New Doors (Fiberglass)



Old Pump (1)



Old Doors Rusted through



- USACE Bluff Erosion – See City Manager’s report. Director’s Report from the Army Corp of Engineers was signed April 10, 2019. On June 17, 2020 Council authorized the City Manager to sign the MOU received from the Corp. PED Agreement arrived on September 2, 2020. The City mailed a check in the amount of \$350,000 on September 18, 2020 to cover the City’s initial share of PED costs. Meetings have begun with the City Manager and Public Works Director with the ACOE. Draft RFP Docs were sent to ACOE Staff for comment on December 8, 2020 during phone conference with ACOE, City Manager and PWD. Comments were received back on December 9th. Formal Request for Proposals was released on January 28, 2021, Pre-proposal zoom meeting was conducted on February 9, 2021 with approximately twenty people attending. *Proposals were received on March 4, 2021 from five firms. Evaluations of the proposals were completed by committee and HDR Engineering, Inc was the highest scoring successful proposer. An intent to award was sent out on March 18, 2021 and contract negotiations with HDR are underway.*
- Multi-purpose Facility – The Building Maintenance Department went through the Ice Rink and pressure washed all of the algae that has been growing on the steel beams. Nelson Engineering was also able to come out and assess the structure and condition of the rusting. Formal report was received on October 6, 2020. *Work will continue in the spring.*
- Recreation Center – The Building Maintenance Department and Streets Department are performing repairs with in house personnel. Repairs to a drainage issue on the west side of building are being completed, as well as pressure washing of the building and new exterior staining. Photos below. *Work will continue into the spring as weather warms back up.*
- Fire Sprinkler Testing, Inspection & Monitoring – Invitations to Bid were released on November 20, 2020 with Bids Due on December 8, 2020. This will be for up to a five year term service agreement for all City Facilities. Resolution 2020-93 with a Contract Award to Yukon Fire Protection was approved at the December 16, 2020 Council meeting. Total contract for five years services totals \$74,373. Contractor will be in Kenai on starting on January 18th going through all City owned facilities. The Contractor has performed all preliminary site inspections with the exception of the Senior Housing which was decided to wait until after their vaccination clinics which were actively taking place when contractor started. The City received Yukon Fire’s formal report on February 2, 2021, the Contractor is set to return in March and begin repairing deficiencies identified during their inspection. Council will see some upcoming legislation to address needs at the Visitors Center and Recreation Center that are beyond the current budgeted contingencies. *All facilities have been inspected now, legislation is pending for council’s consideration to address additional needs identified during the inspections.*
- Cemetery Expansion – This project is located at the corner of First Ave and Float Plane Rd and will provide for additional burial space as the existing adjacent cemetery has reached capacity. The Public Works Department using in house personnel has already cleared, leveled and graded the site, and placed and compacted a gravel sub-base for the parking area. This spring asphalt paving, topsoil and seeding will take place. Additional funds will be sought during the FY22 budget to purchase and install a new perimeter fence.
- Kenai Fine Arts Center Improvement – Polar North Construction has begun work for the Fine Arts Center, asbestos abatement work has now been completed as of April 9, 2021 and



restoration work will now begin. *Contractor uncovered some cracked concrete masonry unit (CMU) blocks at rear building window. Nelson Engineering proposed a reinforcement repair which Contractor is working on now.*

- *Staffing Note to Council – The Public Works Department Admin III Procurement Specialist and Capital Projects Manager positions were both filled with both candidates starting work on May 10, 2021, much to the relief of the Public Works Director. Council's support in these efforts has been greatly appreciated.*





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: Kathy Romain, Senior Center Director
DATE: May 10, 2021
SUBJECT: April 2021 Monthly Report

	2021	2020
Home Delivered Meals	2697	2672
Individuals	119	118
Pick-Up Meals	139	101
Individuals	8	20
Dining Room (Congregate) Meals	99	0
Individuals	38	0
Grocery Shopping Assistance	10	14
Writers Group	9	0
Growing Stronger Exercise	25	0
Tai Chi Class	6	0
TOPS Weight Loss Class	7	0
Unduplicated Individuals	191	147
Vintage Pointe Manor Vacancies	1	5

The Senior Center continues to be open for activities including: Writer's Group, TOPS Weight Loss Group, Kenai Senior Connection, Inc., Council on Aging, and Bluegrass. Dining Room meals resumed on April 9 with Tuesdays and Fridays throughout the month. A steady stream of traffic has started to return with early morning coffee and newspaper. Folks are excited to see one another and to see us open!

PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW
COUNCIL MEETING OF: MAY 19, 2021

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
HDL ENGINEERING	RISK ASSESS & EMERGENCY RESPONSE PLAN	WATER	PROFESSIONAL SERVICES	14,990.00
ODYSSEY FAMILY PRACTICE	FIRE CREW PHYSICALS	FIRE	PROFESSIONAL SERVICES	5,440.00
PENINSUAL INTERNAL MEDICINE	FIRE CREW STRESS TESTS	FIRE	PROFESSIONAL SERVICES	4,080.00
MACSWAIN ASSOCIATES	2 APPRAISALS	AIRPORT	OTHER DEPOSITS	3,500.00
KACHEMAK ELECTRIC	STATION ALERTING EQUIP INSTALL/WIRING	PUBLIC SAFETY CAP PROJ	MACHINERY & EQUIPMENT	7,031.00



RECEIVED

APR 30 2021

Kenai City Clerk's Office

April 22, 2021

City of Kenai
210 Fidalgo Ave
Kenai, AK 99611-7750

Thank you for your recent contribution to the Great Alaska Council, Boy Scouts of America for the Council Endowment Fund in memory of Dr. Peter Hansen.

Your gift adds to a legacy that will enable the Great Alaska Council to continue to provide a strong Scouting program to the future leaders of Alaska for years to come.

Thank you once again for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Clifford H. Crismore".

Clifford H. Crismore
Scout Executive/CEO



John Williams, Vice President, representing the City of Kenai

Update from the Board of Directors
Cook Inlet Regional Citizens Advisory Council

The Cook Inlet Regional Citizens Advisory Council Annual and Board of Directors meeting was held virtually on April 9th, 2021. Remote meetings continue as a precaution to protect the health and safety of CIRCAC Directors and staff.

Representatives from Hilcorp provided an update on the natural gas pipeline leak that was identified on April 1st. The Alaska Department of Environmental Conservation (ADEC) was notified that same day. The product being released was processed dry natural gas, containing more than 98 percent methane. The leak occurred between Hilcorp-owned Platform A and the Nikiski shore facility. The pipeline provides fuel gas to Platform A and Platform C. The pipeline has since been shut in and an investigation into the cause of the leak is ongoing. This same pipeline experienced a leak in 2017. The Pipeline and Hazardous Materials Safety Administration (PHMSA) has issued a corrective order that the pipeline be replaced within one year. CIRCAC will continue to monitor the progress of both the investigation into the leak and the planning process for the pipeline's replacement.

We also received an update from ADEC Commissioner Jason Brune. Funding levels for the state's Division of Spill and Response (SPAR) remain a concern. We support calls for an increase to the state's motor fuel tax to more appropriately maintain SPAR funding levels and also call on the administration and legislature to ensure the department is adequately staffed to respond to potential spills and provide necessary oversight of contingency plans. An adequate and experienced staff is critical in protecting against potential threats to public and environmental health and protecting the safety of Cook Inlet's resources.

During our annual meeting, we recognized the service of Cindy Sanguinetti, our transcriptionist, who has been with the organization since 1991. We thank her for her exemplary work and dedication to the mission of CIRCAC. We also elected new officers and recognized individuals for their contributions to the organization over the years.

Our next meeting is scheduled for September and its location will be determined at a later date.

RECEIVED

MAY 04 2021