



Kenai City Council - Regular Meeting

December 18, 2019 – 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)

1. **Project Homeless Connect, Maggie Winston** - Update on homelessness in Kenai and invitation to the Project Homeless Connect event.

C. UNSCHEDULED PUBLIC COMMENTS

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

D. PUBLIC HEARINGS

1. **Ordinance No. 3098-2019** - Increasing Estimated Revenues and Appropriations in the General Fund, Police Department and Amending Kenai Municipal Code Sections 23.25.040 – Appointee Compensation, 23.25.065 – Shift Differential Pay, 23.50.010 – Employee Classification, and 23.55.030 – Qualification Pay to Improve Recruitment and Retention for Police Officers and Other Eligible Employees Receiving Shift Differential Pay. (Administration)
2. **Ordinance No. 3099-2019** - Amending Kenai Municipal Code Section 23.50.010 – Employee Classification to Amend Class Titles in the Public Works Water and Sewer and Wastewater Classes. (Administration)

- 3. Ordinance No. 3100-2019** - Increasing Estimated Revenues and Appropriations by \$4,786.53 in the General Fund - Police Department for Drug Investigation Overtime Expenditures. (Administration)
- 4. Resolution No. 2019-79** - Adopting an Alternative Allocation Method for the FY20 Shared Fisheries Business Tax Program and Certifying that this Allocation Method fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 14: Cook Inlet. (Administration)
- 5. Resolution No. 2019-80** - Authorizing the City Manager to Enter into a Vending Machine Concession Agreement for the Kenai Municipal Airport. (Administration)
- 6. Resolution No. 2019-81** - Supporting the Alaska Municipal League's Resolution No. 22-2020 Requesting the Alaska State Legislature Approve a Coastal Infrastructure General Obligation Bond for the 2020 Election. (Council Member Jim Glendenning)
- 7. Resolution No. 2019-82** - Adopting the City of Kenai's Capital Improvement Plan Priority List for State Funding Requests for the Fiscal Year 2021. (Administration)
- 8. Resolution No. 2019-83** - Requesting the Kenai Peninsula Borough Select Through its Municipal Entitlement, Land Described as T.6N., R.11W. Sec. 31, Lots 40, 41, and 42 Containing 3.75 Acres, from the State of Alaska for the City of Kenai to Enable the Continued Maintenance and Operation of the 4th Avenue Municipal Park. (Legal)
- 9. Resolution No. 2019-84** - Requesting the Alaska Department of Transportation and Public Facilities Keep the Silvertip Maintenance Station Open. (Council Members Pettey and Knackstedt)

E. MINUTES

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- 1. *Action/Approval** - Bills to be Ratified. (Administration)
- 2. *Action/Approval** - Purchase Orders Over \$15,000. (Administration)
- 3. *Action/Approval** - Non-Objection to New Liquor License for Los Compadres Mexican Restaurant, LLC. (City Clerk)
- 4. *Action/Approval** - Special Use Permit to Schilling Alaska, Inc. d/b/a The Uptown Motel for Snow Storage. (Administration)
- 5. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Manager, Paul Ostrander to Extend the Agreement. (Mayor Gabriel)

6. **Action/Approval** - Mayoral Nominations for Appointment to the Planning and Zoning Commission. (City Clerk)

7. **Action/Approval** - Mayoral Nominations for Appointment to Committees and Commissions. (City Clerk)

H. COMMISSION / COMMITTEE REPORTS

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

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

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

K. ADDITIONAL PUBLIC COMMENT

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

L. EXECUTIVE SESSION

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

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

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



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3098-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND, POLICE DEPARTMENT AND AMENDING KENAI MUNICIPAL CODE SECTIONS 23.25.040 – APPOINTEE COMPENSATION, 23.25.065 – SHIFT DIFFERENTIAL PAY, 23.50.010 – EMPLOYEE CLASSIFICATION, AND 23.55.030 – QUALIFICATION PAY TO IMPROVE RECRUITMENT AND RETENTION FOR POLICE OFFICERS AND OTHER ELIGIBLE EMPLOYEES RECEIVING SHIFT DIFFERENTIAL PAY.

WHEREAS, pursuant to KMC 23.20.020, the classification plan shall be revised as changing positions require it, with the recommendation of the City Manager and the approval of the City Council; and,

WHEREAS, such revisions may consist of addition, abolishment, consolidation, division, or amendment of the existing classes; and,

WHEREAS, the Human Resource Director worked with the Police Department to address ongoing issues with the Kenai Police Department's compensation plan in order to improve recruitment, competitive standing and reduce turnover; and,

WHEREAS, the Kenai Police Department has had challenges in recent years attracting strong talent to apply for officer positions, retaining trained talent, and meeting the needs and expectations of the community with existing staff; and,

WHEREAS, other agencies around the state, led by the Alaska State Troopers and the Anchorage Police Department, are making extensive efforts to recruit and retain officers, including to recruit lateral officers from other departments such as the Kenai Police Department; and,

WHEREAS, to address these issues, a number of potential changes were evaluated, including increasing the number of full-time officers, making changes to current grading and titling, addressing professional pay inequities with relative law enforcement organizations, and incentive bonuses; and,

WHEREAS, an incentive bonus for lateral officers who have received certification recognized by the Alaska Police Standards Council will attract new police officers and reduce the City's cost in sending new officers to the required basic training academy; and,

WHEREAS, an increase to shift differential pay will bring the City closer to the competitive average pay for this type of pay as well as adjust the shift differential pay for other City employees working eligible shifts, including Public Safety Dispatchers and Kenai Municipal Airport Employees operating snow removal equipment; and,

WHEREAS, it is estimated that supplemental funding in the amount of \$13,755 will be needed in FY2019 and additional appropriations in the amount of approximately \$115,000 in subsequent years, assuming full staffing of the police department, exclusive of any Field Training Officer details, and exclusive of paying any hiring bonuses; and,

WHEREAS, the City Manager recommends amendments to the Kenai Municipal Code to improve recruitment and retention for police officer positions and is in the best interests of the City of Kenai.

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

Section 1. Form: That this is code ordinance.

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

General Fund – Police Department	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$13,755</u>
Increase Expenditures:	
Salaries	\$(56,094)
Overtime	69,000
PERS	660
Medicare	<u>189</u>
	<u>\$13,755</u>

Section 3. Amendment of Section 23.25.040 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.040 – Appointee Compensation is hereby amended as follows:

23.25.040 Appointee compensation – Classified service.

(a) Upon initial appointment to a position, the employees in the classified service shall receive the minimum compensation for the class to which the position is allocated, except as provided below.

(b) In cases when unusual difficulty in filling the vacancy is experienced, or when the appointee is exceptionally qualified, the City Manager may cause the appointment for employees in the classified service to be made at a compensation level above the minimum, but not more than Level D for the same class.

(c) For recruitment of police officers who have successfully completed a police academy recognized by the Alaska Police Standards Council, the City Manager may offer additional compensation in the form of a signing bonus up to twenty-thousand dollars (\$20,000) to a police officer certified in accordance with the State of Alaska Certification Standards. The signing bonus must be paid according to a plan approved by the City Manager.

Section 4. Amendment of Section 23.25.065 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.065 – Shift Differential Pay, is hereby amended as follows:

23.25.065 Shift differential pay.

(a) Eligible full-time regular employees who work certain shifts explained below are entitled to additional compensation. To be eligible, the scheduled shift must be for a period of less than twenty-four (24) hours.

(b) Eligible shifts and rates are:

- (1) Shift begins on or after 2:00 p.m. and before 6:00 p.m.—[2]3%.
- (2) Shift begins on or after 6:00 p.m. and on or before 3:00 a.m.—[4]6%.

(c) The above rates will be computed against [STEP A OF] the [PAYRANGE] current range and step of the employee. Shift pay is not to be considered in computing annual leave or holiday pay.

(d) Eligible employees shall receive shift differential pay for each eligible shift worked.

(e) Shift pay will be allowed only upon approval of the City Manager when such work schedule is necessary for the benefit of the City.

Section 5. Amendment of Section 23.50.010 (c) of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.50.010 (c) – Employee Classification, is hereby amended as follows:

CLASS CODE	CLASS TITLE	RANGE
(c) PUBLIC SAFETY		
302	Fire Fighter	13
303	Police Lieutenant	[20] <u>22</u>
304	Police Sergeant	[18] <u>19</u>
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

Section 6. Amendment of Section 23.55.030 (b) of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.030 (b) – Qualification Pay, is hereby amended as follows:

23.55.030 Qualification pay.

(a) In recognition of professional development, personal time, and effort of the individual to achieve same, the following annual recognition entitlement is authorized, payable on a pro rata monthly basis.

(b) This recognition entitlement, except senior officer pay and driver/operator pay, is not considered when calculating hourly rates for annual leave or holiday pay.

(1) Police Department.

(i) Certification in accordance with State of Alaska Certification Standards[.] as follows:

Police Officer	
Intermediate Certification	\$1,800/year
Advanced Certification	\$3,000/year
Police Sergeant	
Intermediate Certification	\$1,800/year
Advanced Certification	\$3,000/year
Police Lieutenant	
Advanced Certification	\$3,000/year
Police Chief	
Advanced Certification	\$3,000/year

(ii) Recognition pay for qualified Senior Officers. Senior Officer pay is for Police Officers who have completed step 16E subject to an overall evaluation rating of "Meet Expectations" or better, as follows:

Advance one (1) pay grade and decrease one step (from 16E to 17D)

(iii) Recognition pay for qualified Field Training Officer personnel for officers temporarily assigned Field Training Officer duties for eligible shifts only as follows:

5% increase of the employee's current range and step

(iv) Recognition pay for qualified "Investigator" personnel for temporary assignment as an Investigator when the assignment is the employee's primary assignment and the assignment has been approved by the City Manager or designee as follows:

5% increase of the employee's current range and step

(2) Fire Department.

(i) Recognition entitlement for an associate degree in fire science is four hundred eighty dollars (\$480.00) per year. Eligible grades are fire fighter, engineer, and captain.

(ii) Recognition entitlements for EMT certification for eligible grades of fire fighter, engineer, and captain are as follows:

EMT I Instructor	\$250/year
EMT II	\$500/year
EMT III	\$1,000/year (includes EMT II pay)
EMT-Paramedic	\$1,500/year (includes EMT II & III pay)

(iii) Recognition entitlements for driver/operator qualified personnel for eligible grades of fire fighter are as follows:

Driver/Operator Qualified One (1) pay range increase (pay range 13 to pay range 14)

(3) Water and Sewer Utility. Certification in accordance with the State of Alaska Certification Standards.

W & S II \$300/year

W & S III \$480/year

(4) City Clerk's Office. Certification in accordance with International Institute of Municipal Clerks.

Certified Municipal Clerk 2.5% of the employee's base pay

Section 7. 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 8. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect thirty (30) days after adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18th day of December, 2019.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance



Introduced: December 4, 2019

Enacted: December 18, 2019

Effective: January 17, 2020



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210 Fidalgo Ave, Kenai, Alaska 99611-7794
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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief
Stormy Brown, Human Resource Director

DATE: November 18, 2019

SUBJECT: **Ordinance No. 3098-2019 - Amending Kenai Municipal Code Addressing Police Officer Compensation**

The Police Department has been having officer recruitment and retention challenges for several years now. The challenges have included: 1. Attracting strong applicants to apply for positions at the Department. 2. Retaining highly trained and qualified officers. 3. Consistently meeting the needs and expectations of the community with existing staff. 4. Staying competitive with other agencies around the State that are making extensive efforts to recruit and retain officers, including to recruit lateral officers from other departments such as ours.

The Human Resource Director and Police Chief, along with support from other members of administration have spent a great deal of time over this past year analyzing those challenges, evaluating turnover, evaluating comparative compensation data, evaluating what is occurring in departments around the State, and evaluating solutions.

That analysis resulted in some basic findings including: 1) The police department is having recruitment and retention issues that need to be addressed. 2) Internal policies and practices that could impact recruitment, and retention have been changed and others continue to be analyzed. 3) The cause of those challenges experienced by the Department are multifaceted, but in line with state and national trends in law enforcement. 4) There are areas of strength in the City's pay & benefit package and areas of weakness when it comes to attracting officers and retaining them as they gain experience and expertise. 5) Law Enforcement requires extensive training at the beginning of employment, and ongoing training to maintain and expand skills. That training has a high cost both in dollars and dedicated hours. 6) We needed to take an in-depth



look at each item of the pay structure and determine what changes could have the greatest impact toward recruiting and retaining officers.

The analysis conducted by the City Administration has resulted in Code change recommendations under Ordinance No. 3098-2019. Those recommended changes include:

1. The City Manager is given authorization to use signing bonuses to recruit certified police officers that have already attended an in-state academy or one that is granted reciprocity. Hiring of lateral officers that do not have to attend the 16-week police academy in Sitka is a significant cost savings and time savings for officers to be on the road and functioning as a trained police officer. (i.e. hiring an Alaska certified police officer saves the City approximately \$13,500 in academy travel and tuitions costs in addition to salary and benefits during the 16 weeks of attendance and an out-of-State officer granted reciprocity through the Alaska Police Standards Council is also a significant cost saving, requiring only a two week academy at a cost of under \$3,500 in travel and tuition rather than the full academy.)
2. Shift differential pay for swing shift and night shift are adjusted from 2% and 4% to 3% and 6%, respectively. These increased rates are common in law enforcement and among those agencies in the State that are competitively recruiting. This change impacts a couple other departments including Dispatch and the Airport, who also have personnel starting work on later shifts. Shift differential under this change would also be pegged to the employee's current range and step rather than Step A of their Range as was previously the case.
3. Creation of a "Senior Officer" pay adjustment that would take an officer from a 16E on the pay scale to a 17D. This adjustment at approximately five years of experience addresses several issues: 1. It addresses the fact that officer pay loses competitiveness with peers as time goes on. 2. It considers that some other agencies are recruiting lateral officers with higher starting pay incentives than had previously been the case. 3. It considers the high value of both training and experience that a senior officer provides to the Department.
4. The Police Sergeant positions are adjusted from pay range 18 to pay range 19. The reasons for this adjustment are two-fold: 1. To recruit into the position and to retain the most highly qualified individuals. 2. To address compression in pay with lower ranking positions created by other changes within the ordinance.
5. The Police Lieutenant position is adjusted from pay range 20 to pay range 22. This position is exempt under FSLA. In order to be able to competitively recruit from highly qualified supervisors, and to retain a highly qualified person in this position this pay range adjustment is needed. This adjustment is also necessary given the other changes within this ordinance, to address compression in pay with lower ranking positions. As part of this change the Police Lieutenant will directly supervise the Animal Control division.
6. Recognition pay for a Field Training Officer, as assigned to this duty by the Chief, is instituted. This is very standard in law enforcement and among those agencies in the State that are competitively recruiting. A new officer is commonly placed with three Field Training Officers at the Department for a total of approximately three months (each trainer for a month) at the beginning of their employment. That trainer spends every shift with the trainee, evaluating and training them throughout every day. This requires a very intensive training effort and very high level of commitment on the trainer. The 5% recognition pay received for this is only received by the officer during the period they are actually assigned to training.
7. Recognition pay for investigators, as assigned to this duty by the Chief, is instituted. Again, this is very standard in law enforcement and among those agencies in the State that are competitively recruiting. When fully staffed, the Department currently operates

with four investigators. These investigators are drawn from patrol officers and assigned to work on the most serious of cases including Felony Assaults, Homicides, Sexual Abuse of a Minor, Sexual Assaults, complex drug cases, and various other cases that require a high degree of training and proficiency. It is common to move highly trained and very experienced officers into the investigator role to handle those cases, however without this pay incentive it can be difficult to recruit officers into that role, when they would otherwise make more money given shift differential pay, and overtime commonly available in patrol. The 5% recognition pay received for this duty is only received by the officer during the period they are actually assigned as an investigator.

The annual estimated cost of these compensation changes is approximately \$115,000, assuming full staffing of the police department, exclusive of any Field Training Officer details, and exclusive of paying any hiring bonuses. It is anticipated that hiring bonuses would be up to \$20,000 for an Alaska Certified Police Officer and up to \$10,000 for an out of State Police officer who meets reciprocity standards with the Alaska Police Standards Council. Those bonuses, if given, would result in payments over a period up to four years. The first year anticipated cost for the bonus for an in-State lateral officer would be \$6,349 and the first year anticipated cost for the bonus for an out-of-State lateral officer would be \$5,079. If given, these bonuses would result in cost savings in the FY21 budget, when compared to the costs associated with sending an officer to a full academy in Sitka. It is the intent of the administration to absorb these increases in the FY2021 Budget without a change to the General Fund's revenue rates and percentages.

These recommendations are the work of the Human Resource Director, the Police Chief, and the administration to identify a reasoned and measured response to what is occurring in the police department and in law enforcement in general. In conjunction with the work on these changes, the City Manager has met with all the officers of the Department in both 2018 and 2019 to discuss recruitment, retention, staffing, and compensation-related issues, and those officers are all aware of the administration's efforts to improve officer recruitment and retention.

Your consideration of this ordinance is respectfully requested.



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Terry Eubank, Finance Director
DATE: November 25, 2019
SUBJECT: Ordinance No. 3098-2019 – Police Compensation Amendment

The purpose of this memo is to discuss the financial impact of the proposed amendments to Kenai Municipal Code (KMC) Title 23 – Personnel Regulations in an effort to attract and retain qualified police officers.

Ordinance 3098-2019 amends several sections of KMC Title 23 with the estimated FY19 and future fiscal year impact for each.

Signing Bonus

The payment of a \$20,000 signing bonus to a candidate who has successfully completed an Alaskan police academy recognized by the Alaska Police Standards Council (APSC) would be accomplished as follows:

After 90 days of employment	\$ 5,000
Successful completion of probationary period (typically one-year of employment)	5,000
Upon completion of two-years of employment	5,000
Upon completion of three-years of employment	<u>5,000</u>
	<u>\$20,000</u>

The cost per fiscal year of this change is estimated to be \$6,349 including associated benefits.

The payment of a \$10,000 signing bonus to a candidate who has successfully completed a police academy recognized by the Alaska Police Standards Council (APSC) would be accomplished as follows:



After 90 days of employment	\$ 4,000
Successful completion of probationary period (typically one-year of employment)	3,000
Upon completion of two-years of employment	<u>3,000</u>
	<u>\$10,000</u>

The cost of this change, including associated benefits, in the first fiscal year is estimated to be \$5,079 and in year's two and three \$3,810.

Shift Differential

Increasing the percentage paid for working certain shifts and changing the pay rate to which the percentage will be applied from Step A of the employee's pay range to the employee's actual range and step. The estimated annual cost of this change is for the Police Department will be \$23,824. This change will also impact the Airport and Communications Department an estimated \$3,234, for a total impact of \$27,058.

Police Lieutenant Reclassification

The proposal is to reclassify the Police Lieutenant position from a Range 20 to Range 22. The estimated annual cost of this change is \$13,633, including associated benefits. There is only one full time, authorized Police Lieutenant Position.

Police Sergeant Reclassification

The proposal is to reclassify the Police Sergeant position from a Range 18 to Range 19. The estimated annual cost of this change is \$19,854 including associated benefits. There are three full time, authorized Police Sergeant Positions.

Senior Officer Qualification Pay

The proposal is to provide a new qualification pay, entitled Senior Officer, to be applied to Police Officers receiving a satisfactory evaluation at the conclusion of Step 16E where the officer's pay would increase by one range to Range 17E. The effect of this change would: be slightly more than a normal step increase to Step F, provide for another step increase in one year as opposed to two, increase the time in which the officer will reach the top end of their pay scale by one year, and increase the maximum compensation of the officer by five percent. The estimated annual cost of this change is \$28,274 including associated benefits. There are thirteen full time, authorized Police Officer positions, of which seven would be currently eligible for this change.

Field Training Officer (FTO) Qualification Pay

The proposal is to provide a new qualification pay, entitled Field Training Officer, to be applied to an Officer or Sergeant performing FTO duties. This pay item would provide for a five-percent increase to the employee's current range and step while performing FTO duties. The estimated cost per training of a new Officer in FTO status, estimated to be three months long, would be \$1,578.

Investigator Qualification Pay

The proposal is to provide a new qualification pay, entitled Investigator, to be applied to an Officer or Sergeant performing Investigator duties. This pay item would provide for a five-percent increase to the employee's current range and step while performing Investigator duties. The estimated cost is \$24,393. The department normally has three Officers and one Sergeant performing Investigator duties.

The total financial impact of these change in FY19 is estimated at \$33,226 and \$115,000 in subsequent years, assuming full staffing of the police department, exclusive of any Field Training Officer details, and exclusive of paying any hiring bonuses.



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Stormy Brown, Human Resources Director
Dave Ross, Police Chief

DATE: December 2, 2019

SUBJECT: **Ordinance No. 3098 - 2019 – Increasing Estimated Revenues and Appropriations in the General Fund, Police Department and Amending Kenai Municipal Code Sections 23.25.040 – Appointee Compensation, 23.50.010 – Employee Classification, and 23.55.030 – Qualification Pay to Improve Recruitment and Retention for Police Officers and Other Eligible Employees Receiving Shift Differential Pay. (Administration), Introduced on December 4, 2019, at the Regular Meeting of the Kenai City Council**

Following extensive review and analysis, Human Resources, as well as the Chief of Police, recommended changes to the compensation model for our police department in order to improve recruitment and retention of employees.

Ordinance No. 3098-2019 provides for these recommended changes; however, a typo was discovered within the original memo and ordinance introduced at the meeting held on December 4, 2019, which needs correction.

The memo stated, "creation of a "Senior Officer" pay adjustment that would take an officer from a 16E on the pay scale to a 17D" and the correction would be that the pay adjustment that would take an officer from a 16E on the pay scale to a 17E.

If the City Council approves of the changes as introduced in Ordinance 3098 - 2019, Section 6. of Ordinance No. 3098 - 2019 would need to be amended as follows:

Section 6. Amendment of Section 23.55.030 (b) of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.030 (b) – Qualification Pay, is hereby amended as follows:



23.55.030 Qualification pay.

(a) In recognition of professional development, personal time, and effort of the individual to achieve same, the following annual recognition entitlement is authorized, payable on a pro rata monthly basis.

(b) This recognition entitlement, except senior officer pay and driver/operator pay, is not considered when calculating hourly rates for annual leave or holiday pay.

(1) Police Department.

(i) Certification in accordance with State of Alaska Certification Standards[.] as follows:

Police Officer

Intermediate Certification \$1,800/year

Advanced Certification \$3,000/year

Police Sergeant

Intermediate Certification \$1,800/year

Advanced Certification \$3,000/year

Police Lieutenant

Advanced Certification \$3,000/year

Police Chief

Advanced Certification \$3,000/year

(ii) Recognition pay for qualified Senior Officers. Senior Officer pay is for Police Officers who have completed step 16E subject to an overall evaluation rating of "Meet Expectations" or better, as follows:

Advance one (1) pay grade from 16E to 17~~DE~~ [E]

Thank you for your consideration.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3099-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING KENAI MUNICIPAL CODE SECTION 23.50.010 – EMPLOYEE CLASSIFICATION, TO AMEND CLASS TITLES IN THE PUBLIC WORKS WATER AND SEWER AND WASTEWATER CLASSES.

WHEREAS, pursuant to KMC 23.20.020, the classification plan shall be revised as changing positions require it, with the recommendation of the City Manager and the approval of the City Council; and,

WHEREAS, such revisions may consist of addition, abolishment, consolidation, division, or amendment of the existing classes; and,

WHEREAS, the Human Resource Director worked with the Public Works Department to improve the naming conventions, organizational structure and position descriptions for the current Water and Sewer and Wastewater Treatment positions to improve recruitment efforts as well as efficiency and effectiveness of each division; and,

WHEREAS, standardizing and updating the naming convention for each division will allow for a clearer understanding and delineation between the two divisions, now to be named 'Water and Sewer' and 'Wastewater Treatment Plant'; and,

WHEREAS, the updated structure amends the current Water and Sewer Operator and Sewer Treatment Plant Operator to allow for two levels within the same job: Water and Sewer Operator I and II and Wastewater Treatment Plant Operator I and II to provide additional flexibility in staffing for operators who obtain additional certification in both public water and wastewater systems; and,

WHEREAS, this update in the structure does not require an increase to the adopted FY2020 Budget as it will result in a cost-savings; and,

WHEREAS, the City Manager recommends updating the organizational structure of the Public Works Department to allow for staffing Operator positions at a level I or level II commensurate with the experience of the candidate.

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

Section 1. Form: That this is code ordinance.

Section 2. Amendment of Section 23.50.010 of the Kenai Municipal Code: The Kenai Municipal Code, Section 23.50.010, Employee Classification, is hereby amended as follows:

CLASS CODE

CLASS TITLE

RANGE

	(d) PUBLIC WORKS	
401	Building Official/Manager	17
402	Shop Foreman	16
403	Street Foreman	16
404	[SEWER] <u>Wastewater</u> Treatment Plant Operator <u>II</u>	13
405	Water and Sewer Operator <u>II</u>	13
<u>406</u>	<u>Water and Sewer Operator I</u>	<u>10</u>
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	[SEWER] <u>Wastewater</u> Treatment Plant Lead Operator	14
414	Sewer Treatment Plant Foreman	16
<u>414</u>	<u>Wastewater Treatment Plant Operator II</u>	<u>13</u>
<u>415</u>	<u>Wastewater Treatment Plant Operator I</u>	<u>10</u>
417	Airport Operations Specialist	11
418	Airport Operations Supervisor	15
419	Building Maintenance Lead Technician	14
420	Water and Sewer Lead Operator	14

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 thirty (30) days after adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18th day of December, 2019.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance



Introduced: December 4, 2019
Enacted: December 18, 2019
Effective: January 17, 2020



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Stormy Brown, Human Resources Director
Scott Curtin, Public Works Director

DATE: November 22, 2019

SUBJECT: **Ordinance No. 3099-2019 – Amending Employee Classification in the Public Works Water and Sewer and Wastewater Classes**

The Public Works Department has been working in conjunction with the Human Resource Director to address the organizational design and position descriptions for the Water and Sewer and Waste Water Treatment functions within the City. As these positions have had recent turnover, it was an opportunity to review the current design and position descriptions to improve recruitment efforts, as well as efficiency and effectiveness of both functions.

The first revision included separating the existing Water and Sewer Operator position (Grade 13) into two levels within the same job: Operator I & II, at grades 10 and 13, respectively. The intention is to allow a broader pool of candidates with less formal training to apply for the positions at the Operator I level, and then permit the successful new hire Operator I's to continue training and working on certifications while working in the position. Once minimum requirements of training, certifications, and work experience have been completed, qualified employees would be moved to the Operator II stage.

The next step was to revise and combine the Wastewater side of the Operators (into Operator I and II), and to continue to update and improve job descriptions to support the organizational design improvements planned for this group in Phase II of these updates. Making these changes will allow for cross-training between the functions, as well as more efficient and consistent management of this division.

Thank you for your consideration.





Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3100-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS BY \$4,786.53 IN THE GENERAL FUND – POLICE DEPARTMENT FOR DRUG INVESTIGATION OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department participates in the regional drug task force on initiatives with funding availability through the Alaska High Intensity Drug Traffic Area (AK HIDTA), which is funded through a Federal Government Appropriation; and,

WHEREAS, funding through HIDTA was available to reimburse certain overtime expenditures for the Kenai Police Officer assigned to the drug unit during the time period between October 2018 and April 2019; and,

WHEREAS, the overtime expense that is eligible for reimbursement totals \$4,786.53.

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

Section 1. That the City Manager is authorized to accept these funds from the HIDTA in the amount of \$4,786.53 and to expend those funds to fulfill the purpose and intent of this ordinance.

Section 2. That the fiscal year 2020 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues – Federal Grants – Police	<u>\$4,786.53</u>
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Increase Appropriations – Police - Overtime	<u>\$4,786.53</u>
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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 18th day of December, 2019.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, City Clerk

Approved by Finance



Introduced: December 4, 2019
Enacted: December 18, 2019
Effective: December 18, 2019



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief

DATE: November 21, 2019

SUBJECT: **Ordinance No. 3100-2019 - Ordinance Accepting and Appropriating Funds for Drug Investigation Overtime Expenditures**

The Kenai Police Department participates in the regional drug task force when staffing allows. In October of 2018 certain overtime worked within the regional drug task force became eligible for reimbursement through the Alaska High Intensity Drug Trafficking Area (AK HIDTA), which receives its funding through Federal appropriation. The Police Department requested and received reimbursement for \$4,786.53 in overtime expenditures for the time period of October 2018 through April 2019.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds for the purpose they were intended.





Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2019-79

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY20 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 14: COOK INLET.

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY20 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Community and Economic Development that the municipality suffered significant effects during calendar year 2018 from fisheries business activities; and,

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community and Economic Development; and,

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Community and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

WHEREAS, the City Council of the City of Kenai proposes to use an alternative allocation method for allocation of FY20 funding available within FMA 14: Cook Inlet Area in agreement with all other municipalities in this area participating in the FY20 Shared Fisheries Business Tax Program.

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

Section 1. That the Kenai City Council by this Resolution certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2018 of fisheries business activity in FMA 14: Cook Inlet Area:

- That all municipalities share equally 50% of the allocation; all municipalities share the remaining 50% on a per capita basis.

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

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18th day of December, 2019.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: December 4, 2019

SUBJECT: **Resolution No. 2019-79 Adopting an Alternate Allocation Method for FY20 Shared Fisheries Business Tax**

The City receives revenue from the State of Alaska for fish tax collected by the State in two different methods. The Department of Revenue (DOR) distributes "Raw Fish Tax," fisheries business taxes, fishery resource landing taxes, salmon marketing tax, and other seafood taxes from licensed seafood processors, floating processors, and seafood exporters, to eligible municipalities as prescribed in AS 43.77.060. The City's FY2019 share was \$126,185.15 and was based upon 2017 collections by the DOR.

The second method by which the City receives fish tax revenue is through the Alaska Department of Commerce Community and Economic Development (ADCCED) Shared Fisheries Business Tax Program. ADCCED receives 50% of the undistributed Raw Fish Tax from the DOR to distribute to impacted communities. For the Cook Inlet Fisheries Management Area, which the City is a part of, the amount to be distributed in FY20 is \$16,277.16. Twelve communities will receive a portion of that amount with the City of Kenai estimated to receive \$792.88.

There are two methods of allocation for the Shared Fisheries Business Tax. The first method involves a lengthy application process in which the applicants must show the impact to their local community of the fishing industry. Once impact is shown, half of the total amount to be distributed (\$16,277.16 for FY2020) is divided equally amongst the communities, and the remaining half is distributed based upon the impact shown in their application. The second method permits all communities in Fisheries Management Area to elect an alternate method of allocation. This alternate method eliminates the lengthy community application process. Since inception of the Share Fisheries Business Tax Program in fiscal year 1992, the communities of the Cook Inlet Fisheries Management Area have selected the alternate allocation method. A resolution like 2019-79 has been adopted every year since fiscal year 1992 and is a required step to elect the alternate allocation method.



The alternate method elected by the Cook Inlet Fisheries Management Area for FY20 will again include an equal distribution of one-half the total and the remaining half is distributed based upon population of the community. The twelve communities in the Cook Inlet Fisheries Management Area are Anchorage, Homer, Kachemak, Kenai, Kenai Peninsula Borough, Seldovia, Seward, Soldotna, Matsu Borough, Houston, Palmer, and Wasilla. Allocations to each community under the alternative allocation method will be the following:

Anchorage	\$5,517.01	Kenai Peninsula Borough	\$1,636.11
Homer	767.38	Seldovia	681.82
Kachemak	686.59	Seward	720.55
Kenai	792.88	Soldotna	749.10
Matsu Borough	2,410.54	Houston	712.62
Palmer	780.16	Wasilla	822.40

Thank you for your consideration.



Sponsored by: Administration

CITY OF KENAI**RESOLUTION NO. 2019-80**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A VENDING MACHINE CONCESSION AGREEMENT FOR THE KENAI MUNICIPAL AIRPORT.

WHEREAS, on November 5 and 8, 2019, the City of Kenai advertised for a Vending Machine Concession in the Airport Terminal for a period of three (3) years with the option to extend for an additional two (2) years if the City and the Concessionaire mutually agree in writing; and,

WHEREAS, Tyler Distributing Company, Inc. was the sole bidder for the contract year January 1, 2020 through December 31, 2022; and,

WHEREAS, the offered amount is as follows:

<u>Bidder</u>	<u>Per Quarter</u>	
Tyler Distributing Company, Inc.	\$633.00	; and,

WHEREAS, the City Administration has determined that this offer is agreeable.

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

Section 1. That the City Manager is authorized to enter into a Vending Machine Concession Agreement with Tyler Distributing Company, Inc., for the period January 1, 2020 through December 31, 2022 with the option to extend the agreement for two (2) additional one (1) year periods upon mutual written agreement of both parties. The City Manager is authorized to execute the two one-year extensions without further action by the council.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18 day of December, 2019.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THRU: Paul Ostrander, City Manager
FROM: Mary L. Bondurant, Airport Manager
DATE: December 5, 2019
SUBJECT: Resolution No. 2019-80 Vending Machine Concession

With the vending machine concession expiring on December 31, 2019, the Airport advertised for bids November 5 and 8, 2019. One bid was received on November 15, 2019.

The current concessionaire, Tyler Distributing Company, Inc., has offered to enter into a new agreement and continue to pay the Airport \$633.00 per quarter.

A current Certificate of Insurance is on file with the City, and Tyler Distributing Company, Inc. is current in all fees owed.

The Airport Commission reviewed the resolution at the December 12, 2019 Commission meeting and recommends Council approval.

Thank you for your consideration.





Sponsored by: Council Member Glendening

CITY OF KENAI

RESOLUTION NO. 2019-81

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, SUPPORTING THE ALASKA MUNICIPAL LEAGUE'S RESOLUTION #22-2020 REQUESTING THE ALASKA STATE LEGISLATURE APPROVE A COASTAL INFRASTRUCTURE GENERAL OBLIGATION BOND FOR THE 2020 ELECTION.

WHEREAS, Kenai is a coastal community with needed port and harbor repair and maintenance; and,

WHEREAS, there is a critical need for coastal infrastructure repair and maintenance throughout Alaska and the *Report Card for Alaska's Infrastructure 2017* by the Alaska Section of the American Society of Civil Engineers, awarded a grade of "D" to Alaska's ports and harbors; and,

WHEREAS, Alaska has 72 ports and harbors facilities across the state; and,

WHEREAS, many ports, harbors and docks need replacement or repair and have little financial ability to do so; and,

WHEREAS, coastal infrastructure throughout the state plays a key role in local, state, and national economies; and,

WHEREAS, many states in the Lower 48 take responsibility for maintaining coastal infrastructure, including the Maryland Port Administration which invested \$105.5 million in a new 50-foot berth for the Port of Baltimore, and the Florida State Transportation Trust Fund which allocates \$100 million annually to various seaport programs, among others; and,

WHEREAS, a 2011 study on Alaska's ports and harbors recommended the State of Alaska create a Transportation Infrastructure Development Program to create a comprehensive baseline assessment of coastal infrastructure and state funding of such infrastructure; and,

WHEREAS, the State of Alaska has supported infrastructure projects across the state through voter-approved general obligation bonds, with a total of 51 bond packages being approved since statehood, totaling \$2.2 billion, including a 2010 bond package for education infrastructure; and,

WHEREAS, the State Legislature must approve a general obligation bond package during the 2020 Legislative Session for a bond package to appear on the November 3, 2020 ballot; and,

WHEREAS, ports throughout the State of Alaska are in immediate need of maintenance and repair and cannot wait until the November 2022 election to undergo such repairs.

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

Section 1. That the City of Kenai supports funding critical coastal infrastructure throughout the state with general obligation bonds.

Section 2. That the City of Kenai requests the State Legislature approve a coastal infrastructure general obligation bond to be included on the November 3, 2020 ballot.

Section 3. That copies of this resolution shall be forwarded to Governor Michael J. Dunleavy, Senator Peter Micciche, Senator Gary Stevens, Representative Ben Carpenter, Representative Gary Knopp, Representative Louise Stutes and Representative Sarah Vance.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18th day of December, 2019.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jim Glendening, Council Member
DATE: December 5, 2019
SUBJECT: **Resolution No. 2019-81 Supporting the Alaska Municipal League's Resolution #22-2020**

The City maintains a dock and other public infrastructure in the City's harbor that have repair and maintenance needs. On November 22, 2019 the Alaska Municipal League passed and approved Resolution #22-2020 requesting the State Legislature approve a coastal infrastructure general obligation bond for the 2020 election to address coastal infrastructure repair and maintenance. The Kenai Peninsula Borough recently unanimously passed Resolution 2019-63 supporting AML's endeavor.

I request your support in passing Resolution No. 2019-81.





Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2019-82

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ADOPTING THE CITY OF KENAI'S CAPITAL IMPROVEMENT PLAN PRIORITY LIST FOR STATE FUNDING REQUESTS FOR THE FISCAL YEAR 2021.

WHEREAS, the Capital Improvement Plan (CIP) identifies needed capital projects; and,

WHEREAS, the CIP has historically been used to request capital funding from the State through their capital budget; and,

WHEREAS, the City Council of Kenai recognizes the financial challenges facing the State of Alaska, its Governor, and Legislature but also believes that a realistic and sustainable State capital budget is critical to the future health of our State; and,

WHEREAS, the City of Kenai has identified and prioritized capital funding requests that represent key needed projects for our municipality; and,

WHEREAS, the City of Kenai's number one priority for State Fiscal Year 2021 remains the Kenai Bluff Stabilization Project; and,

WHEREAS, any funding for this project by the State will be eligible for a match from the United States Army Corps of Engineers at 65% federal; and,

WHEREAS, \$5,000,000 of State funding for this project would be eligible for over \$9,200,000 in federal funding; and,

WHEREAS, while the Kenai Bluff Stabilization Project is the City's number one priority and is a valuable opportunity for the State to leverage capital dollars, our Capital Improvement Priority List identifies important capital projects that focus on maintaining our existing infrastructure.

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

Section 1. That the City of Kenai adopts the attached City of Kenai Capital Improvement Plan Priority List for State Funding Requests for the Fiscal Year 2021.

Section 2. That a copy of this Resolution and attachment be forwarded to Governor Mike Dunleavy and the Alaska State legislature.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18th day of December, 2019.

ATTEST:

BRIAN GABRIEL SR., MAYOR

Jamie Heinz, CMC, City Clerk



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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: December 11, 2019
SUBJECT: **Resolution No. 2019-82 Capital Improvements Program (CIP) Priorities for State Funding Requests for SFY2021**

The purpose of this memo is to obtain concurrence with the City Council on the Administration's recommended priorities for the City's Capital Improvement Program State Funding Requests. The Administration has conducted meetings with all Department Heads in the development of this list, and the projects included will provide the legislature with a variety of projects to consider with a range of costs.

State funding for any of these projects would be a benefit to the City. Council's support for Resolution 2019-82 is respectfully requested.



CITY OF KENAI
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
FOR STATE FUNDING REQUESTS FOR
SFY 2021
PROJECTS IDENTIFIED AND LISTED IN PRIORITY ORDER

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	NEEDED FUNDING	NOTES/COMMENTS
1	Kenai Bluff Stabilization Project	Construct an approximately 5,000 lineal foot erosion control structure on the north shore near the mouth of the Kenai River.	\$5,000,000 Requested for funding during SFY 2021	The Army Corps of Engineers completed the feasibility study for the project and is entering the pre-construction engineering and design phase (PED). The total cost of the project including design and construction is estimated at \$32.5 million. This will require approximately \$11,375,000 of funding to match Federal funding of \$21,125,000. To date, \$4,000,000 of State Grant funds and \$585,000 of Federal funds have been committed to the project. Additionally, the residents of the City of Kenai approved the issuance of \$2,000,000 in general obligation bonds through ballot proposition. Once the Feasibility Study is completed, Federal funding will be needed for design and construction of the project. Additional State funding could be used to provide the required match for the Federal funds.
2	Wildwood Drive	Reconstruct 2,318 foot of roadway. Existing road is 22-foot, and this project will widen to 24-foot and provide drainage ditching on both sides of roadway, remove existing deteriorating asphalt, stabilize sub-base, compact, and pave.	\$ 290,000.00	Wildwood drive provides access to the Wildwood Correctional Facility, and the City requires ownership and site control prior to proceeding with upgrades, which have been needed for at least 40 years. The City is currently working with the Kenai Native Association to gain site control for the road the City has maintained for decades.
3	Paving & Improvements to City Streets	The City of Kenai maintains approximately 20 miles of gravel surfaced roadways within its municipal boundaries. The cost of maintenance of gravel roadways is high, dust from gravel roadways is a health issue for the elderly & young. The City maintains an ongoing Local Improvement District (LID) program to pave local streets and roads with the City providing a 50% cost share for the improvements.	\$ 1,000,000.00	The ongoing infrastructure improvements funded by past State of Alaska capital grants has improved the safety and operational efficiency of the City's roadways. The projects have been designed and constructed by local consultants and contractors providing further economic benefits to the area.
4	Digester Blower and Building	This project will replace two 40-year old blowers and install blowers in a new prefab metal building approx. 24 x 24 at the City's Wastewater Treatment Plant.	\$ 750,000.00	Replacement of this equipment will significantly modernize this process and will result in substantial energy savings. The new proposed building will eliminate the need for buried air lines which have historically had numerous issues with leakage after every earthquake. The close proximity of new building to the Digester provides for greater efficiency and ease of maintenance.

CITY OF KENAI
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
FOR STATE FUNDING REQUESTS FOR
SFY 2021
PROJECTS IDENTIFIED AND LISTED IN PRIORITY ORDER

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	NEEDED FUNDING	NOTES/COMMENTS
5	Improvements to the City of Kenai Recreation Center	This project would repair/replace aging, outdated and failing components of the facility. The improvements would include, but not be limited to; HVAC, New Facility Entrance, roof replacement, replacement of spectator seating, locker room reconstruction, fixture replacements, flooring, and other interior remodel/reconstruction.	\$ 750,000.00	The Kenai Recreation Center is housed in a building that has reached a stage in its life cycle that significant renovations are necessary. After 20-30 years there are many components of the building that need repair or replacement to maintain an acceptable standard of service, and to decrease the rising costs of ongoing operations and maintenance issues in commercial/public buildings.
6	Dispatch Radio Replacement	This project is a critical replacement of outdated dispatch radios and recording equipment.	\$ 200,000.00	Grants have been applied for multiple years for this replacement. It is unknown if any or all of the above amount will be covered by the current grant request. Without full grant funding, the City will have to cover all or part of the upgrade at some point in the near future.
7	Mobile Radio Replacement	This project will replace all vehicle mounted mobile radios that will be beyond their service life, with newer P-25 compliant radios.	\$ 100,000.00	We still have some time to try to get grant funding for these replacements, but it is on the horizon if grant funding does not materialize.
8	Softball Green strip Play Equipment Replacement	Project provides funds to replace an aging and obsolete children's playground located at one of the most heavily used outdoor locations.	\$ 85,000.00	This area is near the adult softball fields and adjacent to a large green strip with a shelter and restrooms.
9	Personal Use Fishery Float Replacements	This project purchases ten new floats at the City Dock. There are currently 22 float sections in total for the ramp and another 8 for the front of the trestle.	\$ 50,000.00	This project takes appropriate steps to ensure the safety of both private citizens that utilize the Dock during the Dipnet Fishery as well as commercial fisherman that may use the Dock when putting boats in/out for the season. Replacements shall be phased over the next few years as funding may allow.
10	Boat Ramp Concrete Repairs	This project will replace the concrete ramps at the City Dock	\$ 125,000.00	This project takes appropriate steps to ensure the safety of both private citizens that utilize the Ramps during the Dipnet Fishery as well as commercial fisherman that may use the Ramps when putting boats in/out for the season. The tides and weather have taken their toll over the years. This project will allow for safe continued operation of the facility.

**CITY OF KENAI
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
FOR STATE FUNDING REQUESTS FOR
SFY 2021
PROJECTS IDENTIFIED AND LISTED IN PRIORITY ORDER**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	NEEDED FUNDING	NOTES/COMMENTS
11	Senior Center Greenhouse	This project will place a 13-foot elongated gazebo-style heated greenhouse on a crushed rock foundation within 15 feet of the south side of the Senior Center. The greenhouse would provide indoor raised beds for individual planting as well as provide fresh vegetables for the Senior Center for home-delivered and congregate meals for senior citizens in the Kenai area.	\$ 38,000.00	To date \$12,500 has been donated by the late Bill Osborn's family and friends to support this project to provide an opportunity for seniors in the community to participate in the increased health benefits of gardening.
12	Library Shelving in Children's Room	This project would install low shelving along the 'glass' wall and anchored to the metal pieces there. Additional low shelves would be ordered to divide the room as needed to accommodate the collection.	\$ 15,000.00	When the Library Expansion Project was completed, it did not include the necessary shelving, and regular book carts have been utilized to shelve a large portion of the collection. These carts move, and it was apparent during the 2018 Anchorage Earthquake that this is not safe. All other shelving is bolted to a wall or the floor.



Sponsored by: Legal

CITY OF KENAI

RESOLUTION NO. 2019-83

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, REQUESTING THE KENAI PENINSULA BOROUGH SELECT THROUGH ITS MUNICIPAL ENTITLEMENT, LAND DESCRIBED AS T.6N., R.11W. SEC. 31, LOTS 40, 41, AND 42 CONTAINING 3.75 ACRES, FROM THE STATE OF ALASKA FOR THE CITY OF KENAI TO ENABLE THE CONTINUED MAINTENANCE AND OPERATION OF THE 4TH AVENUE MUNICIPAL PARK.

WHEREAS, the City currently maintains 4th Avenue Park in the City and has done so since the 1970's; and,

WHEREAS, the City's maintenance of the neighborhood Park enhances not only the aesthetics and recreational opportunities in the neighborhood for residents and visitors, but also protects public safety; and,

WHEREAS, the United States Bureau of Land Management reasserted ownership of the Park in 2000, recording its decision in 2018 and recently purported to grant its ownership to the State of Alaska; and,

WHEREAS, the property on which the Park sits was originally patented from the Bureau of Land Management to the North Kenai Home Owners Association with the restriction that it could only be used for playground purposes and could not be further conveyed without Bureau of Land Management consent; and,

WHEREAS, in 1978 the Kenai Peninsula Borough foreclosed on the property for non-payment of property taxes and a Clerk's Deed was issued to the City; and,

WHEREAS, the Bureau of Land Management's decision to re-assert ownership of the Park based on "conveyance" to the City by the Home Owners Association ignores the decision by the Kenai Superior Court granting title to the City, the Borough's statutorily authorized foreclosure process, and decades of management and oversight by the City; and,

WHEREAS, neither the federal government nor State has provided any maintenance or management activities on the parcel; and,

WHEREAS, rather than litigate the issue with the federal government, the City's legal department worked with the federal government, state, and Borough Planning Department to map out a less expensive and more timely process moving forward; for the Borough to select the parcel from the State through its Municipal Entitlement pursuant to AS 29.65.010 and reconvey it at no cost to the City; and,

WHEREAS, the Borough was granted in excess of 150,000 acres of municipal entitlement, and selecting less than 4 acres for the City is de minimis in this regard and will benefit the public users of the Park.

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

Section 1. That the Kenai Peninsula Borough is respectfully requested to move forward with selection of T.6N., R.11W. SEC. 31, Lots 40, 41, and 42 containing 3.75 acres through its municipal entitlement.

Section 2. That a copy of this Resolution be forwarded to the Kenai Peninsula Borough Mayor and Assembly.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18th day of December 2019.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

FROM: Scott Bloom, City Attorney

DATE: December 5, 2019

SUBJECT: Resolution No. 2019-83 Kenai Peninsula Borough Land Selection

The City operates and maintains 4th Avenue Park, which consists of a playing field, baseball backstop, and covered barbeque area. The City has maintained the Park since the 1970's when the City obtained the property through the Borough's foreclosure process. Originally the land was patented from the Federal Bureau of Land Management (BLM) to a home owners association to maintain as a park. When the home owners association failed to pay taxes on the property, it went into the Borough's foreclosure process. The Kenai Superior Court issued the City a Clerk's deed in 1978. BLM recorded a decision later stating that it was again the owner of the park because the transfer of ownership from the homeowner's association to City violated a clause in the Patent from BLM to the home owners association that the property could not be transferred without consent of BLM. After recording its decision, BLM recently recorded a deed transferring the property to the State of Alaska.

I have been working with BLM for a number of years and, more recently the State, to try and get title back to the City. While I believe there are potentially valid legal arguments for the City to assert that it still is the owner of the property based on the Alaska Superior Court's Order and issuance of Clerk's Deed, the history of this process is somewhat convoluted. In working with BLM, the State, and the Borough, I believe there is a more expeditious path forward than litigation. The Borough was granted over 150,000 acres of land to select from the State pursuant to its municipal entitlement. I understand the State and Borough Planning Department are agreeable to the Borough selecting the few acres that comprise the Park from the State and then conveying the property at no cost back to the City. This process would be de minimis in the amount of acreage the Borough has available, the State doesn't want to maintain or be responsible for a small neighborhood park, and the City can continue to maintain this recreational opportunity for the public.

Your support for this Resolution requesting the Borough select the property from the State is appreciated.





Sponsored by: Council Members Pettey and Knackstedt

CITY OF KENAI

RESOLUTION NO. 2019-84

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, REQUESTING THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES KEEP THE SILVERTIP MAINTENANCE STATION OPEN.

WHEREAS; on September 4, 2019, the Alaska Department of Transportation and Public Facilities (DOT&PF) issued a press release announcing its decision to close the Silvertip Maintenance Station located near the junction of the Seward and Hope Highways, and to have the Crown Point and Girdwood maintenance stations provide services to the Silvertip region originally from 4 a.m. to 8 p.m. but extended those hours on October 24, 2019, from 4 a.m. to 10 p.m. and,

WHEREAS, the Silvertip Station is in the midst of the Kenai Mountains, enabling DOT&PF to provide prompt road maintenance services in the heart of this elevated area of steep slopes and frequent curves along the Seward Highway through Turnagain Pass; and,

WHEREAS, the Seward Highway is the sole roadway connection to the Kenai Peninsula Borough, home to approximately 58,522 people, and is relied on daily for travel for many purposes including access to medical services, the delivery of mail, goods and services, other business travel, and may other import purposes; and,

WHEREAS, the Silvertip Station is about 25 road miles from the Girdwood Station and about 32.5 miles from the Crown point Station, which leaves a large additional expanse to be covered by these stations, and is expected to result in substantially delayed and reduced road maintenance services in the area previously covered by the Silvertip Station; and,

WHEREAS, this is also expected to result in increased road closures, depending upon weather and road conditions, on this important arterial highway; and,

WHEREAS, the traffic between 10 p.m. and 4 a.m. normally consists of heavy semi-trucking including doubles and carrying heavier than normal loads in order to travel at a time when most of the public is not on the road; and,

WHEREAS, the Kenai Peninsula Borough has established the Eastern Peninsula Highway Emergency Service Area which coordinates the provision of volunteer emergency services along the Seward Highway and eastern portions of the Sterling Highway which under current conditions requires volunteers to put in long hours to respond to accidents and deliver injured people to medical services when needed; and,

WHEREAS, this severe reduction in road maintenance will also detrimentally impact road safety by delaying the ability of emergency personnel to respond to vehicle accidents occurring within the Seward Highway corridor and then deliver injured people to the health care services they may require; and,

WHEREAS, the lack of maintenance during these hours will likely increase the volume of heavier commercial vehicles traveling at the same times most smaller vehicles travel, further increasing safety risks.

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

Section 1. That the City Council of Kenai Alaska, strongly urges the Alaska Department of Transportation and Public Facilities to keep the Silvertip Maintenance Station open during the upcoming winter months with personnel needed to properly maintain that section of the highway.

Section 2. That copies of this resolution shall be sent to Governor Michael R. Dunleavy; John McKinnon, Commissioner DOT&PF; Wolfgang Junge, Director, Central Region, DOT&PF; Mike Lesmann, Legislative Liaison, DOT&PF; Senator Peter Micciche; Senator Gary Stevens; Representative Ben Carpenter; Representative Sarah Vance; Representative Gary Knopp; Kenai Peninsula Borough; City of Seward; City of Homer; City of Soldotna, and the Municipality of Anchorage.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18th day of December, 2019.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



"Village with a Past, City with a Future"

210 Fidalgo Ave, Kenai, Alaska 99611-7794
Telephone: (907) 283-7535 | Fax: (907) 283-3014
www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Glenese Pettey and Henry Knackstedt, Council Members
DATE: December 12, 2019
SUBJECT: **Resolution No. 2019-84 Requesting Alaska DOT and Public Facilities Keep the Silvertip Maintenance Station Open**

The Seward Highway is the sole roadway connection to the Kenai Peninsula Borough. On September 4, 2019, the Alaska Department of Transportation and Public Facilities (DOT&PF) issued a press release announcing its decision to close the Silvertip Maintenance Station located near the junction of the Seward and Hope Highways. This is expected to result in reduced road maintenance services, causing a detrimental impact to road safety by delaying the ability of emergency personnel to respond to vehicle accidents occurring within the Seward Highway corridor, will likely increase the volume of heavier commercial vehicles traveling at the same times most smaller vehicles travel, and increased road closures on this important arterial highway.

We request your support.



PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: DECEMBER 18, 2019

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PREMERA BLUE CROSS	DECEMBER PREMIUM	VARIOUS	LIABILITY	202,006.67
PERS	PERS	VARIOUS	LIABILITY	100,199.42

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 33681	12/11/2020	247,000.00	1.65%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 628	12/13/2021	247,000.00	1.80%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 57449	12/06/2021	247,000.00	1.65%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 34221	12/06/2021	247,000.00	1.75%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 57833	04/08/2020	247,000.00	1.65%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 110	11/06/2020	247,000.00	1.60%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 19008	04/02/2020	247,000.00	1.65%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 58463	04/16/2020	247,000.00	1.65%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 34383	05/11/2020	247,000.00	1.70%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 2270	11/25/2020	247,000.00	1.60%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 19008	04/08/2020	247,000.00	1.65%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 17798	02/12/2021	245,000.00	1.60%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 3814	12/09/2024	245,000.00	1.75%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 58665	12/11/2021	245,000.00	1.85%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 34444	03/29/2021	245,000.00	1.65%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 33542	12/20/2023	245,000.00	1.70%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 26876	01/04/2021	245,000.00	1.60%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 8941	12/18/2021	245,000.00	1.75%
PIPER JAFFRAY	CERT. OF DEPOSIT - FDIC 873	12/09/2021	245,000.00	1.65%

PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL
COUNCIL MEETING OF: DECEMBER 18, 2019

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
EN PONTE TECHNOLOGIES	MICROSOFT SOFTWARE LICENSING	VARIOUS	SOFTWARE	26,189.06

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
ACCEL FIRE SYSTEMS	CHANGE ORDER #1	119230 - A/P IMPS.	MAIN SPRINKLER VALVE FAILURE	9,000.00	27,576.00



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www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
THROUGH: Terry Eubank, Finance Director
FROM: Dan Castimore, IT Manager
DATE: December 11, 2019
SUBJECT: **Purchase Order Exceeding \$15,000 – En Pointe Technologies**

The purpose of this memo is to recommend approval of a purchase order for \$26,189.06 to En Pointe Technologies LLC for Microsoft Software Licensing.

On December 19, 2018, Council approved Resolution No. 2018-68, which directed the City to enter into a 3-year contract for a Microsoft Enterprise Agreement with En Pointe Technologies LLC. This is the second year of this 3-year contract.

Competitive pricing was sought prior to issuing the contract in FY19, and En Pointe Technologies LLC provided the lowest cost. Pricing remains unchanged for FY20.

Your support is appreciated.



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Telephone: (907) 283-7535 | Fax: (907) 283-3014
www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: December 6, 2019
SUBJECT: **Purchase Orders over \$15K**

The purpose of this memo is to request approval to increase Purchase Order 119230 to Accel Fire Systems, Inc. from \$18,576 to \$27,576; an increase in the amount of \$9,000 for the completion of the Kenai Municipal Airport Operations Facility Dry Sprinkler Replacements Project. This project was approved with the FY2020 Budget with \$40,000 appropriated within the Airport Operations Facility Improvement Capital Projects Fund. While completing the work it was discovered one of the main sprinkler system valves had failed and was no longer able to function properly. Replacement is imperative for the safety of the facility. The additional work entails removal and reinstallation of electrical and mechanical components associated with the installation of a new valve. A small amount of additional contingency is also included.

The Project is nearly complete and has proceeded well.

Council's approval is respectfully requested.





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Telephone: (907) 283-7535 | Fax: (907) 283-3014
www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jacquelyn LaPlante, Deputy City Clerk
DATE: December 11, 2019
SUBJECT: **New Liquor License**

The following establishment submitted an application to the Alcohol and Marijuana Control Office for a new liquor license:

- Los Compadres Mexican Restaurant, LLC

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicant and they have satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the new liquor license will be forwarded to the ABC Board and the applicant.

Your consideration is appreciated.





"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
Telephone: 907-283-7535 / FAX: 907-283-3014



MEMORANDUM

TO: David Ross, Chief of Police
Willie Anderson, Lands
Terry Eubank, Finance Department
Scott Bloom, Legal Department
Elizabeth Appleby, City Planner
Mike Wesson, Building Official
Jeremy Hamilton, Fire Marshal

FROM: Jamie Heinz, City Clerk

DATE: November 25, 2019

RE: **New Liquor License Application**

The Alcoholic Beverage Control Board has sent notification that the following applicant has applied for a new Restaurant or Eating Place liquor license:

Applicant: Los Compadres Mexican Restaurant, LLC
D/B/A: Los Compadres Mexican Restaurant, LLC

Pursuant to KMC 2.40.010, it is determined to be in the public interest that holders of or applicants for licenses issued by the Alcoholic Beverage Control Board of the State of Alaska shall have all obligations to the City of Kenai on a satisfactory basis prior to the City Council approval of any activity of said license holder or applicant.

Please review account(s) maintained by your department (i.e. water and sewer billings, lease/property payment history, citations, etc.) by the above reference applicant. Initial whether account(s) and/or payment plan(s) are current or delinquent on the next page. If accounts are delinquent, attach information to this memorandum indicating amounts owed and for which accounts.

Please let me know if you have any questions. Once you have completed your section, please route to the next department. Thanks!

1. **Police Department** DR initials

- ☒ I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- ☐ The applicant has outstanding obligations and an additional page has been attached.

2. **Finance** FW initials

- ☒ I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- ☐ The applicant has outstanding obligations and an additional page has been attached.

3. **Legal** SS initials

- ☒ I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- ☐ The applicant has outstanding obligations and an additional page has been attached.

4. **Lands Management** Wes initials

- ☒ I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- ☐ The applicant has outstanding obligations and an additional page has been attached.

5. **Planning and Zoning** Wes initials

- ☒ I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- ☐ The applicant has outstanding obligations and an additional page has been attached.

6. **Building Official** mw initials

- ☒ I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- ☐ The applicant has outstanding obligations and an additional page has been attached.

7. **Fire Marshal** JD initials

- ☒ I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- ☐ The applicant has outstanding obligations and an additional page has been attached.

Returned to Clerk's office:

12/9/19 g2



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

Page 51

November 20, 2019

City of Kenai

Attn: Jamie Heinz

VIA Email: jheinz@kenai.city

License Type:	Restaurant or Eating Place	License Number:	5859
Licensee:	Los Compadres Mexican Restaurant, LLC		
Doing Business As:	Los Compadres Mexican Restaurant, LLC		
Premises Address:	10672 Kenai Spur Hwy Ste 108		

☒ New Application

☐ Transfer of Location Application

☐ Transfer of Ownership Application

☐ Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Glen Klinkhart, Interim Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board
Form AB-02: Premises Diagram

Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

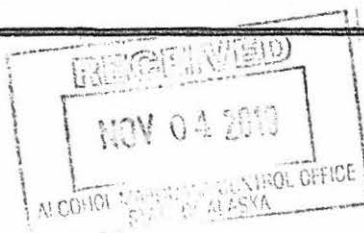
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

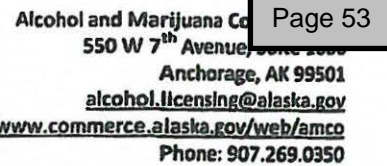
☒ ☐

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Los Compadres Mexican Restaurant LLC (MR)		License Number:	59859
License Type:	Restaurant/Eating Place			
Doing Business As:	Los Compadres Mexican Restaurant LLC			
Premises Address:	10672 Kenai Spur Hwy Ste 108			
City:	Kenai	State:	AK	ZIP: 99611





Google Maps Los Compadres Mexican Restaurant



Los Compadres Mexican Restaurant

5.0 ★ ★ ★ ★ ★ (2)

Mexican restaurant



Directions



Save



Nearby



Send to your
phone



Share

Comfort food · Small plates · Quick bite





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A menu or expected menu listing the meals, including entrees prepared onsite and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	Los Compadres Mexican Restaurant LLC (MR)		
License Type:	Restaurant/Eating Place	License Number:	
Doing Business As:	Los Compadres Mexican Restaurant LLC		
Premises Address:	10672 Kenai Spur Hwy Ste 108		
City:	Kenai	State:	AK ZIP: 99611
Contact Name:	Mario Rincon	Contact Phone:	9072524828

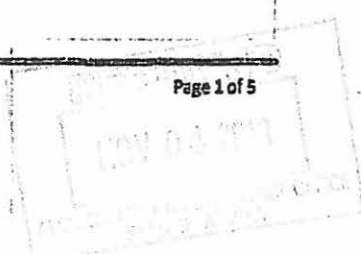
Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

1. ☐ Dining after standard closing hours: AS 04.16.010(c)
2. ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
3. ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
4. ☒ Employment for persons 16 or 17 years of age: AS 04.16.049(c)
NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY	
Transaction #:	Initials:

OCT 28 2019





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the kitchen.)

Minors will be allowed in the dining area.
Minors will be employed and present in the kitchen.

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

All patrons will be ID when ordering Alcoholic Beverages.
Only employees over the age of 21 will be able to serve & handle any alcoholic Beverage. NO minor will be allowed to restock, serve, or handle alcoholic beverages at any time.

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes No
☒ ☐

Section 4 – DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Please follow this link to the DEC Food Safety Website: <http://dec.alaska.gov/eh/fss/food/>

Please follow this link to the Municipality Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

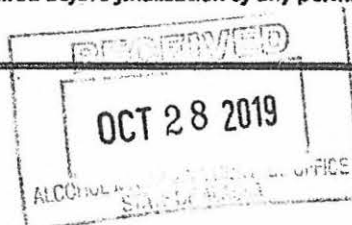
If you are unable to certify the below statement, please discuss the matter with the AMCO office:

Initials

I have attached a copy of the current food service permit for this premises OR the plan review approval.

MR

*Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Hours of Operation

Review AS 04.16.010(c).

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

Monday-Sunday 11am-9pm
closed Thanksgiving, Christmas, New Years.)

Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes

☐

No

☒

If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:

Food and beverage service offered or anticipated is:

☒

table service

☐

buffet service

☐

counter service

☐

other

If "other", describe the manner of food and beverage service offered or anticipated:





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 7 - Certifications and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

There are tables or counters at my establishment for consuming food in a dining area on the premises.



I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons. This menu includes entrees that are regularly sold and prepared by the licensee at the licensed premises.



I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.



I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted. (AB-03 applications that accompany a new or transfer license application will not be required to submit an additional copy of their premises diagram.)



I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

Mario Euron

Signature of licensee

Michele Kasser

Signature of Notary Public

Mario Euron

Printed name of licensee

Notary Public in and for the State of AlaskaMy commission expires: May 9, 2022Subscribed and sworn to before me this 7th day of October, 2019.

Local Government Review (to be completed by an appropriate local government official):

Approved

Denied



Signature of local government official

Date

Printed name of local government official

Title

OCT 28 2019



Alcohol and Marijuana Control Board
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<http://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board**Form AB-03: Restaurant Designation Permit Application****AMCO Enforcement Review:****Enforcement Recommendation:****Approve****Deny**☐☐

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

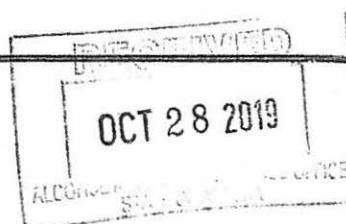
Date

Enforcement Recommendations:**AMCO Director Review:****Approved****Denied**☐☐

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:



MEXICAN RESTAURANT

FRESH SALSA BAR

APPETIZERS

TAQUITOS	\$10.00
4 deep fried stuffed crispy corn tortillas, filled with your choice of chicken or beef. Served with guacamole and sour cream.	
CHEESE NACHOS	\$10.00
Chips, cheese and jalapenos.	
LOADED NACHOS	\$13.00
Topped with taco meat, beans, cheese, black olives, guacamole and sour cream.	
MOZZARELLA STICKS	\$10.00
8 deep fried cheese sticks. Served with marinara sauce.	
GUACAMOLE DIP	Market Price
CHEESE QUESADILLA	\$8.00
Add meat \$2	
QUESO DIP	\$6.00

TOSTADAS

FREE CHIPS AND SALSA WITH YOUR MEALS

TOSTADA DELUXE	\$11.00
Flat crispy corn tortilla topped with beans, choice of meat, lettuce, cheese, guacamole, sour cream and tomatoes.	
TACO SALAD	\$12.99
Flour tortilla shell stuffed with beans, choice of meat, lettuce, cheese, guacamole and sour cream.	
TACO VEGGIE SALAD	\$11.99
Flour tortilla shell stuffed with beef pepper, onion, mushrooms, tomatoes, black olives, beans, lettuce, guacamole, sour cream and cheese.	

OCT 08 2010

KIDS MENU

12YRS AND UNDER. INCLUDES SMALL DRINK

GRILLED CHEESE	\$8.00
with french fries	
CHICKEN NUGGETS (6)	\$8.00
with french fries	
CHICKEN STRIPS (3)	\$8.00
with french fries	
CORN DOG (1)	\$7.00
with french fries	

QUESADILLA	\$8.00
with rice and beans	
TACO (1)	\$8.00
Beef or chicken, with rice and beans	
CHIMICHANGAS (1)	\$8.00
Beef or chicken, with rice and beans	
ENCHILADAS (1)	\$8.00
Beef or chicken, with rice and beans	

SALADS

SHRIMP SALAD	\$13.00
Sautéed shrimp served on a bed of fresh lettuce with bell pepper, mushrooms and onion	
GRILLED CHICKEN SALAD	\$12.00
Chicken, bell pepper, mushrooms, onion and tomatoes. Served on a bed of fresh lettuce	
SIDE SALAD	\$8.00
Lettuce, cheese and tomatoes	

BURRITOS

ANY OF THESE BURRITOS SERVED WET OR DRY

Wet is topped with mild red enchilada sauce, melted cheese, guacamole and sour cream.
Choice of refried or black beans.

	DRY	WET
BEAN & CHEESE BURRITO	\$7.00	\$8.00
BEAN, RICE & CHEESE BURRITO	\$9.00	\$11.00
CARNE ASADA BURRITO	\$12.50	\$12.50
Carne asada, beans, rice and cheese		
CARNITAS BURRITO	\$12.50	\$12.50
Carnitas, beans, rice and cheese		
CALIFORNIA BURRITO	\$12.50	\$12.50
Carne asada, cheese, potatoes, guacamole and sour cream		
CHORIZO BURRITO	\$12.50	\$12.50
Chorizo, eggs, beans, rice and cheese		
FAJITA BURRITO	\$12.50	\$12.50
Choice of chicken or asada, rice, beans, cheese, bell pepper, tomatoes and onion		
VEGGIE BURRITO	\$11.50	\$12.50
Beans, rice, cheese, bell pepper, tomatoes, onions and black olives		
BURRITO CHIDA		\$13.00
Choice of beef or chicken		
BURRITO RANCHERO	\$11.50	\$13.00
Delicious chile verde, rice, beans and cheese. Topped with green sauce, guacamole and sour cream		

QUESADILLAS COMBOS

CHEESE QUESADILLA	\$12.00
Served with rice and beans	
CARNE ASADA QUESADILLA	\$12.50
Served with rice and beans	
CARNITAS QUESADILLA	\$13.50
Served with rice and beans	
GRILLED CHICKEN QUESADILLA	\$13.50
Served with rice and beans	

*Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food-borne illness.

ACT 08 2019

TACOS

CHOICE OF MEAT

Carne Asada • Grilled Chicken • Lengua • Carnitas • Pastor • Shredded Chicken

ALA CARTE	1/\$4.00	2/\$8.00	3/\$10.00
FISH	1/\$5.00	2/\$9.00	3/\$13.00

TACO COMBOS

SERVED WITH RICE AND BEANS, TOPPED WITH LETTUCE AND CHEESE ON REQUEST

	ONE	TWO
CARNE ASADA TACOS	\$11.00	\$13.00
CARNITAS TACOS	\$11.00	\$13.00
GRILLED CHICKEN TACOS	\$11.00	\$13.00
CHILE VERDE TACOS	\$11.00	\$13.00
FAJITA TACOS	\$11.00	\$12.00
Choice of beef or chicken. Served with bell pepper, onion and tomatoes.		
SHRIMP TACOS	\$12.00	\$14.00
HALIBUT TACOS	\$12.00	\$15.00

SEAFOOD

SERVED WITH RICE AND BEANS

	SMALL	LARGE
SHRIMP DIABLO	\$13.00	\$16.00
Spicy sauce. Small-4 lg shrimp. Large-8 lg shrimp.		
CAMARONES MOJO DE AJO	\$13.00	\$16.00
Large shrimp sautéed in garlic and butter.		
SEAFOOD ENCHILADAS	\$13.00	\$15.00
Crab and shrimp.		
SEAFOOD CHIMICHANGA		\$15.00
Crab and shrimp.		
SHRIMP CHIPOTLE	\$13.00	\$15.00

SIDE ORDERS

4 TORTILLAS	\$2.00
SIDE OF BEANS	\$4.00
with melted cheese	
SIDE OF RICE	\$4.00
SOUR CREAM	\$2.00
GUACAMOLE	Market Price
FRENCH FRIES	\$5.00

BEVERAGES

COFFEE	\$2.50
ICED TEA	\$2.50
MILK	\$2.50
HOT CHOCOLATE	\$2.50
FOUNTAIN DRINKS	From Refills \$2.50
BOTTLED SODAS (Jarritos & Coca-Cola)	\$3.00

OCT 08 2019

BREAKFAST

NUEVOS RANCHEROS	\$13.00
2 over medium eggs on 2 tortillas, topped with salsa verde and cheese. Served with rice and beans.	
NEW MEXICO ENCHILADS	\$13.00
2 over medium eggs on 2 tortillas, topped with red enchilado sauce and cheese. Served with rice and beans.	

BURGERS AND SANDWICHES

ALL SERVED WITH FRENCH FRIES, LETTUCE, TOMATO AND ONION

*HAMBURGER	\$11.00
*CHEESE BURGER	\$12.00
*BACON CHEESE BURGER	\$13.00
*AVOCADO CHEESE BURGER	\$13.00
BLT	\$12.00
Bacon, lettuce and tomato	
KENAI CLUB	\$13.00
3 layers of toasted bread, mayo, cream cheese, bacon, turkey, lettuce and tomatoes.	
TORTA AHOGADA	\$13.00
Choice of carnitas, made (thru) w/ chicken. Served with lettuce, cheese, tomatoes, avocado and cheese.	

FAJITAS

SAUTEED BELL PEPPER, ONION AND TOMATOES.
SERVED WITH BEANS (REFRIED OR BLACK), RICE AND TORTILLAS

CHICKEN OR BEEF	\$15.50
SHRIMP	\$18.00
VEGGIE	\$15.00
SHRIMP, HALIBUT AND CHICKEN	\$20.00

LOS COMPADRES COMBOS

ALL COMBOS SERVED WITH REFRIED OR BLACK BEANS AND RICE.

	ONE	TWO
#1 - CHEESE ENCHILADAS	\$10.00	\$12.00
#2 - CARNITAS ENCHILADAS	\$11.00	\$13.00
#3 - BEEF OR CHICKEN ENCHILADAS	\$11.00	\$13.00
#4 - TAMALES	\$11.00	\$13.00
#5 - CHILES RELLENOS	\$11.00	\$13.00
#6 - FLAUTAS (chicken or beef)	\$11.00	\$13.00
#7 - SHRIMP ENCHILADAS	\$12.00	\$13.50

SPECIAL DINNERS

SERVED WITH RICE, BEANS AND TORTILLAS

(A) - CARNITAS DINNER	\$13.00
(B) - CARNE ASADA DINNER	\$14.00
(C) - CHICKEN CHIPOTLE DINNER	\$14.00
Mushroom, onion and chicken cooked in chipotle sauce.	
(D) - CARNITAS CHIPOTLE DINNER	\$14.00
Mushroom, onion and carnitas cooked in chipotle sauce.	
(E) - SOPES	\$14.00
Choice of meat served with lettuce, cheese, guacamole and sour cream. No tortillas.	

OCT 08 2019

COPY

**Alaska Food Code
2019 Establishment Permit**
Division of Environmental Health
Food Safety & Sanitation Program

Permit Number: 10212
Issued to: MARIO G RINCON
For: Los Compadres Restaurant
For Operation of: FF-1 Food Service
Located at: 10672 Kenai Spur HWY UNIT 108 Kenai, AK 99611

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

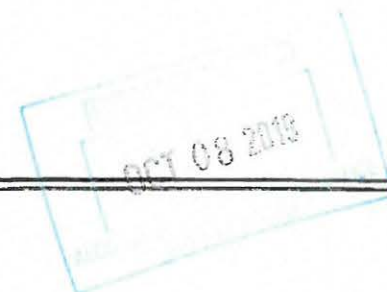
Expiration Date:
December 31, 2019

Program Manager:

**If you have questions or concerns regarding
safe food handling practices call toll free:**

1-87-SAFE-FOOD

(In Anchorage call 334-2560)





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 - Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensee:	Los Compadres Mexican Restaurant LLC		
License Type:	Restaurant/Eating Place	Statutory Reference:	AS 04.11.100
Doing Business As:	Los Compadres Mexican Restaurant LLC		
Premises Address:	10672 Kenai Spur Hwy Ste 108		
City:	Kenai	State:	AK ZIP: 99611
Local Governing Body:	Kenai Peninsula Borough City of Kenai		
Community Council:	Kenai Peninsula Borough		

Mailing Address:	PO Box 875		
City:	Soldotna	State:	AK ZIP: 99669

Designated Licensee:	Mario Rincon		
Contact Phone:	9072524828	Business Phone:	9072838799 3003 MR
Contact Email:	loscompadresrestaurant19@gmail.com		

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____

OFFICE USE ONLY			
Complete Date:	License Years:	License #:	5859
Board Meeting Date:	Transaction #:	1147648	
Issue Date:	BRE:		





Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:



an existing facility



a new building



a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

--

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

--

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:



applicant



affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:



applicant



affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application**Section 4 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Mario Rincon				
Title(s):	Memeber	Phone:	9072524828	% Owned:	25
Address:	PO Box 875				
City:	Soldotna	State:	AK	ZIP:	99669

Entity Official:	Beldima Rincon				
Title(s):	Member	Phone:	9072524828	% Owned:	25
Address:	PO Box 875				
City:	Soldotna	State:	AK	ZIP:	99669

Entity Official:	Abel Calvillo				
Title(s):	Member	Phone:	9072524828	% Owned:	25
Address:	PO Box 875				
City:	Soldotna	State:	AK	ZIP:	99669

Entity Official:	Blanca Rincon				
Title(s):	Member	Phone:	9072524828	% Owned:	25
Address:	PO Box 875				
City:	Soldotna	State:	AK	ZIP:	99669



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10109831	AK Formed Date:	07/18/2019	Home State:	AK
Registered Agent:	Mario Rincon	Agent's Phone:	9072524828		
Agent's Mailing Address:	PO Box 875				
City:	Soldotna	State:	AK	ZIP:	99669

Residency of Agent:

☒ Yes ☐ No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐

Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes ☒ No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐ ☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

--

Section 6 – Authorization

Communication with AMCO staff:

☒ Yes ☐ No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒ ☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Michele Kasser - Accounting Associate
James Duffield - Accountant



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

MR

I certify that all proposed licensees have been listed with the Division of Corporations.

MR

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

MR

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

MR

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

MR

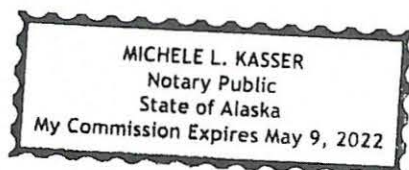
As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Mario G. Rincon
Signature of licenseeMARIO G. RINCON
Printed name of licenseeMichele Kasser
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 5/9/22

Subscribed and sworn to before me this 20 day of August, 2019.





Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johani Blankenship, MMC
Borough Clerk

11/22/2019

Sent via email: jheinz@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Los Compadres Mexican Restaurant, LLC
Business Name	:	Los Compadres Mexican Restaurant, LLC
License Type	:	Restaurant/Eating Places
License Location	:	10672 Kenai Spur Highway, Suite 108, Kenai, AK 99611
License No.	:	5859
Application Type	:	New Liquor License

Dear Ms. Heinz,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johani Blankenship, MMC
Borough Clerk

JB/ts

Encl.

cc: loscompadresrestaurant19@gmail.com; jheinz@kenai.city; DHenry@kpb.us;
SNess@kpb.us



"Village with a Past, City with a Future"

210 Fidalgo Ave, Kenai, Alaska 99611-7794
Telephone: (907) 283-7535 | Fax: (907) 283-3014
www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Elizabeth Appleby, City Planner

DATE: December 5, 2019

SUBJECT: **Action Approval for Schilling Alaska, Inc. – Special Use Permit for Snow Storage**

The Uptown Motel is located on property owned by Schilling Alaska, Incorporated (Schilling). Schilling obtained special use permits for the Uptown Motel to store snow on 7,500 square feet of City property in 2018 and 2019 and has requested a similar permit for 2020. The permit fee is proposed to be \$450 for the six-month period covering the months of January, February, March, April, November, and December.

The permit fee of \$450 was based upon a fair market value estimate of \$1.50/square foot multiplied by eight percent and is the same fee that was charged in 2018 and 2019 for special use permits issued for the same location and use to Schilling. As in past years, Schilling would be required to carry adequate insurance, use the premises only for snow storage, store snow in a manner that would not limit sight lines for drivers or impact City snow clearing, and remove any trash or debris remaining after the snow has melted such that the premises are returned to their initial condition. Schilling was compliant with the terms of their special use permits during 2018 and 2019. Schilling has submitted a special use permit application for 2020 and paid the corresponding application fee.

If City Council approves, City Administration would execute the special use permit attached to this memorandum. Thank you for your consideration.



SPECIAL USE PERMIT

The **CITY OF KENAI** (City), for the consideration, and pursuant to the conditions set out below, hereby grants to **SCHILLING ALASKA, INC.** (PERMITTEE) the non-exclusive right to use 7,500 square feet of area as described below:

T5N R11W SEC 5 SEWARD MERIDIAN KN PORTION OF GOVT LOT 5 LYING NORTH
OF FAA TRACT PER SPUR SUB SENIOR CITIZEN ADDN & LYING SOUTH OF
FRONTAGE RD 7 LYING WEST OF DAUBENSPECK PROPERTY SUB TRACT C &
LYING EAST OF SPUR VIEW DR

and as further shown in the attached Exhibit A.

1. **TERM.** This special use permit shall be for approximately six (6) months from January 1, 2020 to April 30, 2020, and from November 1, 2020 to December 31, 2020.
2. **PERMIT FEES.** The Permittee shall be charged a permit fee of \$450.00 plus applicable sales tax.

The Permittee shall pay the City the permit fee on or before January 1, 2020.

Checks, bank drafts, or postal money orders shall be made payable to the City of Kenai and delivered to the City Hall, 210 Fidalgo Avenue, Kenai, Alaska 99611.

In addition to the permit fee specified above, the Permittee agrees to pay to the appropriate parties all levies, assessments, and charges as hereinafter provided:

- A. Sales tax not enforced, or levied in the future, computed upon the permit fee payable in monthly installments whether said fee is paid on a monthly or yearly basis;
 - B. All necessary licenses and permits; all lawful taxes and assessments which, during the term hereof may become a lien upon or which may be levied by the State, Borough, City, or by any other tax levying body, upon any taxable possessory right which Permittee may have in or to the Premises by reason of its use or occupancy or by reason of the terms of this Permit, provided however, that nothing herein contained shall prevent Permittee from contesting any increase in such tax or assessment through procedures provided by law.
 - C. Interest at the rate of eight percent (8%) per annum and penalties of ten percent (10%) of any amount of money owed under this Special Use Permit which are not paid on or before the due date.
 - D. Costs and expenses incident to this Special Use Permit, including but not limited to recording costs.
3. **USE.** The use by the Permittee of the Premises is limited to the purpose of Snow Storage. This use is subject to City, Borough, and State laws and regulations and the reasonable administrative actions of the City for the protection and maintenance of the Premises and of

adjacent and contiguous lands or facilities. Use of the Premises is subject to the following conditions:

- A. Permittee shall use the Premises only for snow storage.
 - B. Snow must be stored in a manner that will not limit sight lines or create other unsafe driving conditions on adjacent right-of-ways.
 - C. The premises shall be returned to its current condition prior to the end of the term of this Special Use Permit. This shall include the removal of any trash or debris that remains after the snow has melted in the spring. Failure to do so will result in Permittee being ineligible for future Special Use Permits for snow storage.
 - D. Snow must be stored in a manner that will not impact any City snow clearing or moving activities.
4. **INSURANCE.** Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, the City is entitled to coverage to the extent of the higher limits.
- A. Garage Liability or Commercial General Liability Insurance, including Premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must name the City as an additional insured.
 - B. Worker's Compensation Insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.
 - C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses for snow moving and storage activities to, from, or on the Premises. The policy must name the City as an additional insured.
 - D. All insurance required must meet the following additional requirements:
 - i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
 - ii. Permittee shall submit to the City proof of continuous 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.

- iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
 - iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
 - v. Evidence of insurance coverage must be submitted to City by January 1, 2020. The effective date of the insurance shall be no later than January 17, 2020.
 - vi. This insurance shall be primary and exclusive of any other insurance carried by the City of Kenai. This insurance shall be without limitation on the time within which the resulting loss, damage, or injury is actually sustained.
5. **INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT.** The Permittee shall fully indemnify, hold harmless, and defend the City of Kenai, its officers, agents, employees, and volunteers at its own expense from and against any and all actions, damages, costs, liability, claims, losses, judgments, penalties, including reasonable Attorney's fees of or for liability for any wrongful or negligent acts, errors, or omissions of the Permittee, its officers, agents or employees, or any subcontractor under this Permit. The Permittee shall not be required to defend or indemnify the City for any claims of or liability for any wrongful or negligent act, error, or omission solely due to the independent negligence of the City. If there is a claim of or liability for the joint negligence of the Permittee and the independent negligence of the City, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. Apportionment shall be established upon final determination of the percentage of fault. If any such determination is by settlement, the percentage of fault attributed to each party for purposes of this indemnification provision shall only be binding upon the parties included in the settlement agreement. "Permittee" and "City" as used in this article include the employees, agents, officers, directors, and other contractors who are directly responsible, respectively, for each party. The term "independent negligence of the City" is negligence other than in the City's selection, administration, monitoring, or controlling of the Permittee.
6. **PERMITTEE'S OBLIGATION TO PREVENT AND REMOVE LIENS.** Permittee will not permit any liens, including mechanic's, laborer's, construction, supplier's, mining, or any other liens obtainable or available under existing law, to stand against the Premises or improvements on the Premises for any labor or material furnished to Permittee or to any related entity or claimed entity. The Permittee shall have the right to provide a bond as contemplated by State of Alaska law and contest the validity or amount of any such lien or claimed lien. Upon the final determination of the lien or claim for lien, the Permittee will immediately pay any judgment rendered with all proper costs and charges and shall have such lien released or judgment satisfied at Permittee's own expense.
7. **PERSONALTY.** Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit. Personal property placed or used upon the Premises and not removed upon termination of this Permit will be removed and/or impounded by the City. Property removed or impounded by the City may be

redeemed by the owner thereof only upon the payment to the City of the costs of removal plus a storage fee of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or its customers.

8. **FORBEARANCE.** Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.
9. **TERMINATION, DEFAULT.** This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. The City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety. The City may also terminate this Permit immediately, or upon notice shorter than 30 days, due to a failure of Permittee to comply with conditions and terms of this Permit, which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period to correct the violation or breach.
10. **NO DISCRIMINATION.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.
11. **ASSIGNMENT.** Permittee may not assign, by grant or implication, the whole any part of this Permit, the Premises, or any improvement on the Premises without the written consent of the City. Unless the City specifically releases the Permittee in writing, the City may hold the Permittee responsible for performing any obligation under this permit which an assignee fails to perform.
12. **ASSUMPTION OF RISK.** Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on the Premises and its exercise of the privileges granted in this Permit.
13. **NO JOINT VENTURE.** The City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises.
14. **SURVIVAL.** The obligations and duties of Permittee under paragraphs 5 and 6 of this Permit shall survive the cancellation, termination, or expiration of this Permit.
15. **AUTHORITY.** By signing this Permit, Permittee represents that is has read this agreement and consents to be bound by the terms and conditions herein and that the person signing this Permit is duly authorized by the business to bind the business hereunder.

CITY OF KENAI

SCHILLING ALASKA, INC.

By: _____

Paul Ostrander
City Manager

Date:

By: _____

David Schilling
President

Date:

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____day of _____, 20____, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager of the City of Kenai, Alaska, an Alaska home rule municipality, on behalf of the City.

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____day of _____, 20____, the foregoing instrument was acknowledged before me by David Schilling, President of Schilling Alaska, Inc., an Alaska limited liability company, on behalf of the company.

Notary Public for Alaska
My Commission Expires: _____

ATTEST:

Jamie Heinz, CMC, City Clerk

SEAL:

APPROVED AS TO FORM:

Scott Bloom, City Attorney



City of Kenai Special Use Permit Application

Page 78

Application Date: 12/4/2019

Applicant Information

Name of Applicant:	Schilling Alaska, Inc						
Mailing Address:	47 Spur View Drive	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone: ()		Work/ Message Phone: (907) 283 3660				
E-mail: (Optional)	duane@uptownmotel.com						
Name to Appear on Permit:	Schilling Alaska, Inc						
Mailing Address:	47 Spur View Drive	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone: ()		Work/ Message Phone: (907) 283 3660				
E-mail: (Optional)	duane@uptownmotel.com.com						
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____						

Property Information

Legal or physical description of the property:
Portion of Government Lot 5 Lying North of FAA Tract per Spur Subd Senior Citizen Addn and Lying South of Frontage Rd 7 Lying West of Daubenspeck Property Sub Tract C & Lying East of Spur View Dr

Description of the proposed business or activity intended:
Snow storage

Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location? ☒ YES ☐ NO

Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances? ☐ YES ☒ NO

If you answered yes to any of the above questions, please explain:
Others (City of Kenai?) are using the same location to store their used snow. I wonder if they're permitted & paying too?
4/31/20 12/31/20

What is the term requested (not to exceed one year)? Six (6) Months from 1/1/20 to 5/1/20 and 11/1/20 to 12/20/20

Requested Starting Date: 1/1/20

Signature:		Date:	12/4/2019
Print Name:	Duane Bannock	Title:	General Manager

For City Use Only:	Date Application Fee Received:
<input type="checkbox"/> General Fund	City Council Action/Resolution:
<input type="checkbox"/> Airport Fund	Account Number:
<input type="checkbox"/> Airport Reserve Land	
<input type="checkbox"/> Outside Airport Reserve	

Exhibit A



T5N R11W SEC 5 SEWARD
MERIDIAN KN PORTION OF
GOVT LOT 5 LYING NORTH
OF FAA TRACT PER SPUR
SUB SENIOR CITIZEN ADDN
& LYING SOUTH OF FRONTAGE
RD 7 LYING WEST OF
DAUBENSPECK PROPERTY
SUB TRACT C & LYING
EAST OF SPUR VIEW DR



Legend

City-Owned
Subject Parcel
Outline



The information depicted here
on is for graphic representation
only of the best available sources.
The City of Kenai assumes no
responsibility for errors on this
map.

Date: 12/5/2019



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jamie Heinz, City Clerk
DATE: December 12, 2019
SUBJECT: **Planning & Zoning Commission Vacancy**

The Planning & Zoning Commission will have two vacancies as of December 31, 2019 due to terms ending. All requirements pursuant to Code have been met to fill these vacancies. Applications received for consideration are attached to this correspondence.

Pursuant to KMC 14.05.015 (b), "... the Mayor shall make nominations only from the list of persons who timely submitted an application..." and, as per KMC 14.15.015 (c), "... The Kenai City Council shall review the Mayor's nomination no later than the next regular Council meeting following the meeting in which the Mayor made the nomination..."

Mayor Gabriel has nominated Bob Springer and Diane Fikes for reappointment to the Planning and Zoning Commission. Council shall consider confirmation of the Mayor's nominations no later than the January 15 meeting.

Attachments





COMMITTEE/COMMISSION APPLICATION

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
Phone: 283-8231
Fax: 283-5068
Email: cityclerk@kenai.city

Personal Information

Name: Diane Fikes Date: 11-22-19
Resident of the City of Kenai? ☒ Yes ☐ No How Long? 9 years
Name of Spouse:
Employer: Fed Ex Job Title: Feeder Agent

Contact Information

Residence Address: _____
Mailing Address: _____ Email Address: dmfikes@yahoo.com
Home Phone No.: 907 440-8730 Home Fax No.: _____
Business Phone No.: _____ Business Fax No.: _____

May we include your contact information on our webpage? ☐ Yes ☐ No ☒ Yes, but not all

Please specify what we can include on our webpage:

Phone email

Affiliations

Current membership in organizations:

~~Planning and Zoning Commission~~ NONE

Past organizational memberships:

NONE

City committee or commission in which you are interested:

Planning and Zoning Commission

Why do you want to be involved with this Committee or Commission?

I enjoy the opportunity to be involved in my community where I live and work.

What background, experience, or credentials do you possess to bring to the commission or committee membership?

I currently serve on the city and borough zoning commission and travel from the boundary of my city to all over the borough. I am able to see

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DISTRIBUTION: ☐ City Council ☐ File

First hand up close the impacts of local zoning can have in our city and borough.

From: Teea Winger via Kenai, Alaska <webmaster@kenai.city>
Sent: Thursday, December 5, 2019 8:52 PM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Thursday, December 5, 2019 - 8:51pm Submitted by anonymous user: 216.67.25.135 Submitted values are:

Date: Thu, 12/05/2019

Name: Teea Winger

Resident of City of Kenai? Yes

If resident, how long? 30

Residence Address:

Mailing Address:

Home Telephone: 9072837409 Home Fax:

Business Telephone:

Business Fax:

Email address: ak49vixen@live.com

May we include your contact information on our website? Yes, but not all (specify below) If not all, what may we include? Number and email

Employer: Self

Job Title: HOMEMAKER

Name of Spouse: Ronald Winger

Current Membership Organization: Kenai Park and Rec Commission Past organizational memberships: C.E.R.T , Kenai youth court, Mt. View Elementary PTA Committees or commissions in which you are interested: Parks & Recreation, Planning and Zoning Why do you want to be involved with this commission or committee? I want to give back to my community by being involved and making a difference.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? I've owned multiple restaurants, managed businesses, C E.R.T instructor. I'm currently serving on our amazing parks and recreation board. I'd like to get to know other aspects that are key to our community.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/352>

From: Robert C Springer via Kenai, Alaska <webmaster@kenai.city>
Sent: Monday, December 9, 2019 1:57 PM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Monday, December 9, 2019 - 1:56pm Submitted by anonymous user: 206.174.124.107 Submitted values are:

Date: Mon, 12/09/2019

Name: Robert C Springer

Resident of City of Kenai? Yes

If resident, how long? 29 years

Residence Address:

Mailing Address:

Home Telephone:

Home Fax: none

Business Telephone:

Business Fax: none

Email address: rcspringer@gci.net

May we include your contact information on our website? Yes, but not all (specify below) If not all, what may we include? email address only

Employer: RS Inspection Services, LLC - self employed Job Title: Owner Name of Spouse: Darla Springer Current

Membership Organization: International Code Conference & Kenai Peninsula Association of Realtors Past organizational memberships:

Committees or commissions in which you are interested: Planning & Zoning Why do you want to be involved with this commission or committee? I've been a member since 2015 and think I can continue. I have extensive knowledge of the City and can share that knowledge with the other commissioners when making decisions about planning and zoning issues.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? Almost 5 years of service as a Planning & Zoning Commissioner and another 15 years of service while working for the City of Kenai as their Building Official.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/355>

From: Sarah C. Douthit via Kenai, Alaska <webmaster@kenai.city>
Sent: Wednesday, December 11, 2019 9:19 AM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Wednesday, December 11, 2019 - 9:18am Submitted by anonymous user: 206.174.124.116 Submitted values are:

Date: Wed, 12/11/2019

Name: Sarah C. Douthit

Resident of City of Kenai? Yes

If resident, how long? 10

Residence Address: 1104 Leeward Dr Kenai, AK 99611 Mailing Address: 1104 Leeward Dr Kenai, AK 99611 Home

Telephone: 907-252-8843 Home Fax:

Business Telephone:

Business Fax:

Email address: sarah@douthits.com

May we include your contact information on our website? Yes If not all, what may we include?

Employer: Kenai Peninsula Driving Instruction LLC Job Title: Administrator/Accountant Name of Spouse: Alexander

Douthit Current Membership Organization: Kenai Chamber of Commerce & Soldotna Chamber of Commerce Past organizational memberships:

Committees or commissions in which you are interested: Planning & Zoning Why do you want to be involved with this commission or committee? The City of Kenai has been my home for the past decade. I was raised in Sterling and have spent most of my life on the Kenai Peninsula. My husband and I have built a business in Kenai over the past several years and have children in Kenai schools. I've vested myself in the City of Kenai and would like to see it grow. Kenai has so much opportunity to grow and improve to bring in more new businesses, commerce and families. I would like to be involved in my community and see what ideas and input I can give to help Kenai grow and become an ideal location for new businesses and homes. My goal is to become more involved in my community with the guidance of other leaders in the city.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? In 2005 I spent a year working in the Dept of Transportation Commissioners office in Juneau. I trained in government processes and procedures under a great administration. Since then I've worked in private & public sectors all over Alaska. Four years ago my husband and I started Kenai Peninsula Driving Instruction right here in Kenai. Also in the last several years I worked with non-profit organizations planning and executing fundraisers.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/359>



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jamie Heinz, City Clerk
DATE: December 12, 2019
SUBJECT: **Nomination and Confirmation of Applicants for Reappointment or Appointment to Commissions**

Pursuant to Kenai Municipal Code (KMC) 1.90.010 & 1.90.040, the Mayor has nominated the following individuals to be confirmed by City Council to a three-year term ending December 31, 2022:

Airport Commission: James Zirul (reappointment)
 James Bielefeld (reappointment)

Beautification Committee: Emily Heale (appointment)
 Lydia Craycraft (appointment)
 Emily Jensen (appointment for vacant seat term ending 12/31/20)

Council on Aging: Velda Geller (reappointment)
 Barbara Modigh (reappointment)
 Lois Mae Nelson (reappointment)

Harbor Commission: Christine Hutchison (reappointment)

Parks & Rec Commission: Jennifer Dennis (reappointment)
 Solvala Kisena (reappointment)
 Michael Bernard (appointment for vacant seat term ending 12/31/20)

KMC requires Council confirmation of nominations presented by the Mayor. Your consideration is appreciated.



From: James V. Zirul via Kenai, Alaska <webmaster@kenai.city>
Sent: Saturday, November 30, 2019 3:14 PM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Saturday, November 30, 2019 - 3:13pm Submitted by anonymous user: 69.161.21.154 Submitted values are:

Date: Sat, 11/30/2019

Name: James V. Zirul

Resident of City of Kenai? No

If resident, how long?

Residence Address: Mailing Address: Home

Telephone: Home Fax:

Business Telephone: 907-283-5400

Business Fax:

Email address: jzirul@pentc.com

May we include your contact information on our website? Yes, but not all (specify below) If not all, what may we include? Email and business number

Employer: Self

Job Title: Owner: Peninsula Ear, Nose and Throat Clinic, Inc.

Name of Spouse: Diana

Current Membership Organization: Kenai Chamber of Commerce, Kenai Airport Commission, Multiple medical organizations Past organizational memberships: Same Committees or commissions in which you are interested: Airport commission Why do you want to be involved with this commission or committee? I have been on the commission for over 10 years and have enjoyed overseeing the further development and progress of the Kenai Airport and its benefit to the community.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership?

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/339>

From: James Bielefeld via Kenai, Alaska <webmaster@kenai.city>
Sent: Thursday, November 28, 2019 5:52 AM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Thursday, November 28, 2019 - 5:51am Submitted by anonymous user: 209.112.223.155 Submitted values are:

Date: Thu, 11/28/2019

Name: James Bielefeld

Resident of City of Kenai? No

If resident, how long?

Residence Address: 48605 Runners Avenue Mailing Address: P.O. Box 46 Kenai Home Telephone: 907-260-3148 Home

Fax:

Business Telephone:

Business Fax:

Email address: kenaiav@yahoo.com

May we include your contact information on our website? Yes If not all, what may we include?

Employer: Grant Aviation

Job Title: Pilot

Name of Spouse: Karen Bielefeld

Current Membership Organization: Experimental Aviation Association Past organizational memberships:

Committees or commissions in which you are interested: Airport Why do you want to be involved with this commission or committee? I spend much of my time at the Kenai Airport and have for many years. It is good to be a part of helping the airport operate and grow.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? I am a pilot and have worked from the Kenai Airport for many years. I also currently hold a lease on the airport.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/337>

From: Velda Geller via Kenai, Alaska <webmaster@kenai.city>
Sent: Monday, November 18, 2019 3:00 PM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Monday, November 18, 2019 - 2:59pm Submitted by anonymous user: 63.140.120.2 Submitted values are:

Date: Mon, 11/18/2019

Name: Velda Geller

Resident of City of Kenai? Yes

If resident, how long? 52 + years

Residence Address: 1315 4th Avenue

Mailing Address: 1315 4th Avenue

Home Telephone: 907-283-4329

Home Fax:

Business Telephone:

Business Fax:

Email address: bgandv.g@gci.net

May we include your contact information on our website? Yes If not all, what may we include?

Employer: Retired

Job Title: Retired

Name of Spouse:

Current Membership Organization: Kenai Council on Aging, Kenai Senior Connection, Inc., Past organizational memberships:

Committees or commissions in which you are interested: Kenai Council on Aging Why do you want to be involved with this commission or committee? I feel like I can be of some help and enjoy participating in my senior community.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? Longtime member of the Council on Aging and Kenai Senior Connection, Inc.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/323>

From: BARBARA P MODIGH via Kenai, Alaska <webmaster@kenai.city>
Sent: Monday, December 2, 2019 6:12 PM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Monday, December 2, 2019 - 6:11pm Submitted by anonymous user: 66.230.116.85 Submitted values are:

Date: Mon, 12/02/2019

Name: BARBARA P MODIGH

Resident of City of Kenai? Yes

If resident, how long? 7 years

Residence Address: 381 SENIOR COURT, #115 Mailing Address: Apt. 115 Home Telephone: 4073752302 Home Fax:

Business Telephone:

Business Fax:

Email address: bmodigh@hotmail.com

May we include your contact information on our website? Yes If not all, what may we include?

Employer: Retired

Job Title: Registered Nurse, Behavioral Health Clinician Name of Spouse:

Current Membership Organization: Council on Aging Past organizational memberships:

Committees or commissions in which you are interested: Renew Council on Aging membership Why do you want to be involved with this commission or committee? Renewing membership will allow me to participate in development of policies and procedures that contribute to the well being of seniors and their families in the community.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? My education and employment background includes geriatric psychiatry, public health, environmental, health, child and adult growth and development, medical and sociological content, all of which impact on the senior citizen and the support groups within the broader community and society.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/346>



COMMITTEE/COMMISSION APPLICATION

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
Phone: 283-8231
Fax: 283-5068
Email: cityclerk@kenai.city

Personal Information	
Name: <u>Luis Nelson</u>	Date: <u>12-3-1919</u>
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <u>1994 Since</u>
Name of Spouse: <u>William (Bill)</u>	
Employer: _____	Job Title: _____
Contact Information	
Residence Address: <u>209 Susieana Ln</u>	
Mailing Address: <u>Same</u>	Email Address: _____
Home Phone No.: <u>907-283-5194</u>	Home Fax No.: _____
Business Phone No.: _____	Business Fax No.: _____
May we include your contact information on our webpage? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
Please specify what we can include on our webpage: _____	
Affiliations	
Current membership in organizations: <u>Council on Aging</u>	
Past organizational memberships: <u>Beautification Committee</u>	
City committee or commission in which you are interested: <u>Beautification Committee Council on Aging</u>	
Why do you want to be involved with this Committee or Commission? _____	
What background, experience, or credentials do you possess to bring to the commission or committee membership? _____	

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Luis M Nelson

From: Christine Hutchison via Kenai, Alaska <webmaster@kenai.city>
Sent: Saturday, November 30, 2019 9:17 PM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Saturday, November 30, 2019 - 9:16pm Submitted by anonymous user: 206.174.127.16 Submitted values are:

Date: Sat, 11/30/2019

Name: Christine Hutchison

Resident of City of Kenai? Yes

If resident, how long? 25 years

Residence Address: 281 Juliussen Street

Mailing Address: Same

Home Telephone: 9072832293

Home Fax:

Business Telephone:

Business Fax:

Email address: designone@gci.net

May we include your contact information on our website? Yes If not all, what may we include?

Employer: Retired

Job Title: Retired

Name of Spouse:

Current Membership Organization: Republican women of the kenai Past organizational memberships:

Committees or commissions in which you are interested: Planning and Harbor Why do you want to be involved with this commission or committee? Maintain attention on changes in the community What background, experience, or credentials do you possess to bring the board, commission, or committee membership? Knowledge about resource development; knowledge about safety issues;

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/340>

From: Jennifer Dennis via Kenai, Alaska <webmaster@kenai.city>
Sent: Thursday, November 28, 2019 10:19 AM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Thursday, November 28, 2019 - 10:19am Submitted by anonymous user: 63.140.104.172 Submitted values are:

Date: Thu, 11/28/2019

Name: Jennifer Dennis

Resident of City of Kenai? Yes

If resident, how long? 3 years

Residence Address:

Mailing Address:

Home Telephone:

Home Fax:

Business Telephone:

Business Fax:

Email address: jendennis2000@gmail.com

May we include your contact information on our website? Yes, but not all (specify below) If not all, what may we include? Name + email

Employer: Self-Employed

Job Title: Content Strategist & Writer

Name of Spouse: Jon Iannaccone

Current Membership Organization: Parks & Rec Past organizational memberships:

Committees or commissions in which you are interested: Parks & Rec.

Why do you want to be involved with this commission or committee? One of the things I most enjoy about living in Kenai is the wonderful opportunities here for recreation. I think Kenai's a great place to live and I'm happy to help support the city's efforts to maintain those opportunities.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? I'm a local who uses the parks and I'm a marketer who understands how to promote things.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/338>

From: Pat Sovala Kisenia via Kenai, Alaska <webmaster@kenai.city>
Sent: Tuesday, December 3, 2019 10:15 AM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Tuesday, December 3, 2019 - 10:15am Submitted by anonymous user: 209.193.25.125 Submitted values are:

Date: Tue, 12/03/2019

Name: Pat Sovala Kisenia

Resident of City of Kenai? Yes

If resident, how long? 34 Years

Residence Address:

Mailing Address:

Home Telephone:

Home

Fax:

Business Telephone: 9077142351

Business Fax:

Email address:

May we include your contact information on our website? Yes, but not all (specify below) If not all, what may we include? Business Telephone

Employer: Kenai Peninsula Borough / Kenai Peninsula Borough School District Job Title: Claims Manager Name of

Spouse: Rainy Kisenia Current Membership Organization: Parks & Recreation Commissions, AMLJIA Municipal Advisory

Committee Past organizational memberships: Kenai Softball Association Committees or commissions in which you are interested: Parks & Recreation Commissions Why do you want to be involved with this commission or committee?

Kenai's parks and recreation facilities continue to play a large part of my adult life by providing safe areas for my family to enjoy throughout the year. Because of that, I'd like to give back to the community by playing an active role in helping plan, develop, and maintain these areas so everyone can continue to take advantage of these great public facilities.

What background, experience, or credentials do you possess to bring the board, commission, or committee

membership? I have been a commission member on the Parks & Recreation Commission for nearly two years, the previous Commissioner of the Kenai Softball Association and have several years of experience working with the Parks & Recreation Department. I've also been an active member of several risk management, health, safety, and environmental committees over the years.

The results of this submission may be viewed at:
<https://www.kenai.city/node/2601/submission/349>

From: Michael Bernard via Kenai, Alaska <webmaster@kenai.city>
Sent: Tuesday, December 3, 2019 12:24 PM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Tuesday, December 3, 2019 - 12:23pm Submitted by anonymous user: 24.237.255.16 Submitted values are:

Date: Tue, 12/03/2019

Name: Michael Bernard

Resident of City of Kenai? Yes

If resident, how long? 3 years

Residence Address: 1523 Stellar Drive

Mailing Address: 1523 Stellar Drive

Home Telephone: 907-740-3780

Home Fax:

Business Telephone:

Business Fax:

Email address: akutuq@gmail.com

May we include your contact information on our website? Yes If not all, what may we include?

Employer: Self employed

Job Title: Owner

Name of Spouse:

Current Membership Organization: Board Member Kenai Mountains Turnagain Arm Heritage Area, KPBSD Native Education Advisory Board, KPBSD Career and Technical Edu Past organizational memberships: Kenai Peninsula Tourism Marketing Council Committees or commissions in which you are interested: Parks and Recreation Why do you want to be involved with this commission or committee? I have an interest in our local parks and recreational areas and would like to lend my knowledge of the area to help with decisions that affect these valuable areas in our city. What background, experience, or credentials do you possess to bring the board, commission, or committee membership? I have knowledge of the cultural history and prehistory of the area and my family and I like to use our parks.

The results of this submission may be viewed at:
<https://www.kenai.city/node/2601/submission/350>

From: Emily Heale via Kenai, Alaska <webmaster@kenai.city>
Sent: Thursday, July 11, 2019 7:52 AM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Thursday, July 11, 2019 - 7:51am Submitted by anonymous user: 216.67.11.183 Submitted values are:

Date: Thu, 07/11/2019

Name: Emily Heale

Resident of City of Kenai? Yes

If resident, how long? 3 years and some change Residence Address:

Mailing Address:

Home Telephone:

Home Fax:

Business Telephone:

Business Fax:

Email address:

May we include your contact information on our website? No If not all, what may we include?

Employer: Cook Inlet Aquaculture Association Job Title: Biologist Name of Spouse: Andy Wizik Current Membership

Organization: None Past organizational memberships:

Committees or commissions in which you are interested: Parks and Recreation Committee Why do you want to be involved with this commission or committee? I actively use the city of Kenai's parks and outdoor venues and I was informed there was an empty seat on the committee. I think it will be a great way to get more involved in the community!

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? I sit on a PR committee at CIAA and beyond that I was on a few committees in college and high school. I would bring a fresh new mindset to this committee and really look forward to positively impacting the parks and rec in the area!

The results of this submission may be viewed at:
<https://www.kenai.city/node/2601/submission/139>

From: Lydia Craycraft via Kenai, Alaska <webmaster@kenai.city>
Sent: Tuesday, November 19, 2019 10:38 AM
To: City Clerk
Subject: Form submission from: Commission/Committee Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Tuesday, November 19, 2019 - 10:37am Submitted by anonymous user: 216.67.21.176 Submitted values are:

Date: Tue, 11/19/2019

Name: Lydia Craycraft

Resident of City of Kenai? No

If resident, how long? Not Applicable business owner in Kenai Residence Address: Mailing

Address: 105 Trading Bay Road, Suite 105 Home Telephone: Home Fax:

Business Telephone:

Business Fax:

Email address:

May we include your contact information on our website? Yes, but not all (specify below) If not all, what may we include? Name and Business Address Business Name

Employer: Northern Insurance Services

Job Title: Owner, Insurance Producer

Name of Spouse: James Craycraft

Current Membership Organization: Kenai Chamber Member Past organizational memberships:

Committees or commissions in which you are interested: Aging Council and Beautification Committee Why do you want to be involved with this commission or committee? I have always wanted to be actively engaged and involved within the community I work and reside within. My interests outside of work involve community based activities and a passion for helping others.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership? My background involves a heavily entrenched dedication to Non-Profits and City Missions where I grew up. As a family we actively donated, fundraised, campaigned and worked with all groups in our community. I also frequented a hospice voluntarily to provide one on one conversations with the elderly residents, it was the highlight of my day. I bring my genuine care to be a local support person in the community by advocating for our community members, and also working on the city overall to engage local community members to pursue making Kenai a city that will flourish.

The results of this submission may be viewed at:
<https://www.kenai.city/node/2601/submission/325>



COMMITTEE/COMMISSION APPLICATION

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
Phone: 283-8231
Fax: 283-5068
Email: cityclerk@kenai.city

Personal Information

Name: Emily Jensen	Date: October 28, 2019
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 6 weeks
Name of Spouse: N/A	
Employer: Kenaitze	Job Title: Behavioral Health Clinician

Contact Information

Residence Address: 36796 Woodside Ln #4	
Mailing Address: 10907 Kamishak Bay Cir	Email Address: akamillie@gmail.com
Home Phone No.: 907-301-4879	Home Fax No.: N/A
Business Phone No.: 907-335-7310	Business Fax No.:
May we include your contact information on our webpage? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
Please specify what we can include on our webpage:	

Affiliations

Current membership in organizations: American Counseling Association
Past organizational memberships: American Counseling Association
City committee or commission in which you are interested: Parks and Recreation Commission
Why do you want to be involved with this Committee or Commission? I have a great love for our state and community, having grown up in Anchorage. I am new to the Kenai area and am looking for ways to become more involved with the community and to be a support.
What background, experience, or credentials do you possess to bring to the commission or committee membership? Business experience: Operations Manager for Alaska Printing Inc, for over 10 years Volunteer experience: Over 20 years experience in volunteer positions including suicide prevention hotlines.

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: December 5, 2019
SUBJECT: December Mid-Month Report

2018 Terminal Rehabilitation Project – Construction: The Brothers Café is closed for the month of December due to the terminal rehab project. Airport Administration moved back to their original location at the north end. Over the next three weeks, the north bathrooms should be open, more flooring installed, arrival entrance opened, and improved overhead lighting. The Flight Information Display boards are now live. The airlines were trained on how to input their master flight schedules and update flights if needed; delayed, canceled, etc. Also, the new access control (card) door system has been activated to enhance building security.

2019 Airfield Marking, Crack Sealing, & Pavement Repair – This project is in the closeout stage.

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – This project started on October 4, 2019. The building has a new roof and the upgrades to the training equipment will begin in January. Completion date is spring of 2020.

In-house Activities

Airport Operations – Mother Nature hit the Airport with over 14 inches of snow starting Sunday, December 1. The Operations staff's snow and ice control efforts were successful and the Airport was open at all times with no reported issues.

Airport Recruiting – The Airport has reopened the recruitment for temporary equipment operators for the 2019-2020 season. The posting closes December 6, 2019.

Airport Administration - Continues to work with City Administration on the development of the new City-wide Land Management Plan.

Airport wishes everyone a safe and happy holiday!





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Page 99

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
Dave Ross, Police Chief
FROM: Jessica "JJ" Hendrickson, Animal Control Chief
DATE: December 2, 2019
SUBJECT: November 2019 Monthly Report

This month the Kenai Animal Shelter took in **63** animals. Animal intake and disposition:

DOGS:				
	INTAKE	31	DISPOSITION	27
	Waiver	7	Adopted	8
	Stray	22	Euthanized	1
	Impound	0	Claimed	13
	Protective Custody	0	Field Release	0
	Quarantine	1	Transferred to Rescue	5
	Other Intakes	1	Other Dispositions	0
CATS:				
	INTAKE	32	DISPOSITION	24
	Waiver	15	Adopted	13
	Stray	10	Euthanized	1
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred to Rescue	9
	Other Intakes	7	Other Dispositions	0
OTHER ANIMALS:				
	INTAKE	0	DISPOSITION	1
	Bird	0	Guinea Pig	1
	Rabbit	0		
	Ferret	0		



DOA:	5	OTHER STATISTICS:	
Dog	3	Licenses (City of Kenai Dog Licenses)	34
Cat	2	Microchips (Dog and Cat)	8

7	Animal dropped with After Hours (days we are closed but cleaning and with KPD)
15	Animals are <i>known</i> borough animals
24	Animals are <i>known</i> City of Kenai
6	Animals are <i>known</i> City of Soldotna
7	Animals from unknown location
14	Field Investigations & patrols
42.19	Volunteer Hours Logged
0	Citations
0	Educational Outreach

Statistical Data:

743	2017 YTD Intakes
765	2018 YTD Intakes
860	2019 YTD Intakes





FINANCE DEPARTMENT MID-MONTH REPORT

December 2019

To: Mayor Gabriel and Kenai City Council

Thru: Paul Ostrander, City Manager

From: Terry Eubank, Finance Director

Date: December 11, 2019

Re: Monthly Report

The fiscal year 2019 Comprehensive Annual Financial Report (CAFR) has been completed with the assistance of many departments but especially the staff in the finance department. The document was presented to Council by the City's Auditors at the December 4th meeting.

The FY21 Budget is now a major focus of the department with information being compiled for department heads to assist them with their budget preparation. Information for budget preparation will be distributed to City Departments in January. The Council will receive its first draft of the FY2020 budget in April. The budget calendar is being discussed and finalized this month. There is much work to be done by all City departments over the next couple of months.

In conjunction with the FY21 Budget the Administration is preparing a fleet replacement plan which will provide for the scheduled replacement of General Fund vehicles. A properly designed and administered plan will provide departments with modern and efficient vehicles for completion of their daily task and provide for proper utilization of vehicles during their useful lives.

The department is also preparing for a portfolio review of the Airport Land Sale and General Land Sale Permanent funds. Representatives from Alaska Permanent Capital are scheduled to present a portfolio review at the first council meeting in February. The review will included a summary of 2019 performance, the allowable transfer amount for each permanent fund, and a recommendation for establishment of 2020 asset allocations and evaluation benchmarks.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Jeff Tucker, Fire Chief
DATE: December 10, 2019
SUBJECT: Fire Department Mid-Month Report – November

In November, the department responded to 107 calls for service as compared to 131 calls in November 2018. This is a 18.3% decrease compared to November of 2018. Year to date at the end of November the department has responded to 1404 calls for service as opposed to the same time period in 2018, which saw 1342 responses. This is a 4.7% increase in calls for service.

Firefighter Scott Summers, as part of the Paramedic program at Kenai Peninsula College, has completed his field internship at Cypress Creek EMS in Spring, Texas, which is in Harris county north of Houston. All students in the paramedic programs in Alaska must do an internship out of state to complete the program. Cypress Creek EMS responds to over 45,000 calls per year so Scott had an opportunity to see his share of different EMS calls.

FF Mitch Miller completed his EMT II training through the Kenai Peninsula College and is now a certified EMT II. The department also held its quarterly EMS training with our Medical Director.

Firefighters Omar Thompson and Jesse Tauriainen are both working on their Driver/Operator checks offs. This entails training and performance testing on all of the department's apparatus.

The department, in conjunction with the Safe Kids Coalition, held a Car Safety Check event on December 5th.





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MEMORANDUM

TO: Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Ryanna Thurman
DATE: December 2, 2019
SUBJECT: Library Mid-Month Report

NOVEMBER Circulation Figures

Adult Fiction	1,192	Internet Access	606
Adult Non-Fiction	1,108	iPad use	157
Young Adult Fiction	130	Games	4
Periodicals	67	Room Booking	124
Juvenile Fiction	430	Music	17
Juvenile Non-Fiction	327	DVDs	2,085
Easy Fiction	1,124	Audio books	69
Easy Non-Fiction	152	Miscellaneous	93
Interlibrary Loan	2	Computer Programs	
Books – Consortium	295	Media – Consortium	135
Total Print	4,827	Total Non-Print	3,290

	Total Circulation 11/19	8,117	Downloadable Audio	631
	Total Circulation 11/18	7,694	Downloadable EBooks	515
	% change	+5%	% change in downloadable from 2018	+6%
	In-House circulation	243		





Library Door Count..... 6,574

Income

Fines	\$ 452.95
Xerox	353.85
Lost/Damaged	0.00
Test Proctoring Fee	40.00
Printing	429.50
<u>Other</u>	
Total income	\$ 1,276.30



Library Cards Issued OCTOBER

Homer	0
Kasilof	2
Kenai	14
Nikiski	6
Non-Resident	3
Other Peninsula	2
Soldotna	5
<u>Sterling</u>	<u>1</u>

Total 33



In November, 6 volunteers worked about 19 hours. There were 19 children's programs with 360 total in attendance, and 9 adult and family programs with 47 attendees.



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Robert J. Frates, Parks & Recreation Director
DATE: December 9, 2019
SUBJECT: **Mid-Month Report**

There were a total of 127.75 hours reserved at the rink in November compared to 125.75 from last season during this time. An electric motor for compressor #2 failed causing us to remove it from service. A diagnosis indicates the windings burned, which is not uncommon for a motor of this age and hours. The department is currently exploring costs and options.

The department is collaborating with the Kenai Library and the Kenai Senior Center for a series of Santa tours and activities (Have a Holly Jolly Day in Kenai) on Monday, December 23. This year's Holiday Night Lights is scheduled for Saturday, December 21. The Kenaitze Indian Tribe will once again be assisting with this event.

The volunteers working on the Kenai Dog Park project met on November 18 and adopted the following vision statement: Provide a safe, accessible space for socializing with the canine community. The next meeting is Monday, December 9 for the purpose of setting three goals. Once the goals are established, Michael Downs (National Park Service) will begin working on developing a concept plan to be discussed with the group.

Staff assisted the Street Department in the removal of a couple problem trees adjacent to the LeeShore Center.

Staff wrapped up installing winter decorations with a final stop at the Kenai Animal Control facility.

The department only recorded 2 hours of sidewalk maintenance for the month of November; 0 hours maintaining ice at Daubenspeck Family Park and 0 hours grooming the Kenai Nordic Trails.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Elizabeth Appleby, City Planner
DATE: December 10, 2019
SUBJECT: **Planning and Zoning November 2019 Report**

Below is a summary of activity in November 2019 for the Planning and Zoning Department.

Planning and Zoning Commission Agenda Items and Resolutions

The Planning and Zoning Commission approved of two resolutions, discussed the Kenai Peninsula Borough private streets and gated subdivisions ordinance, and discussed the draft City of Kenai Local Hazard Mitigation Plan:

- Resolution PZ2019-43 – Application for a Conditional Use Permit to operate a Gunsmithing Business, located at 1006 Inlet Woods Drive, Kenai, Alaska 99611, and further described as Lot 2A, Block 2, Inlet Woods Subdivision Moore Replat. The application was submitted by Paul N. Begins, 1006 Inlet Woods Drive, Kenai, AK 99611
- Resolution PZ2019-44 – Application for Amendment to Conditional Use Permit PZ03-32, (amended by Resolution PZ05-35 and PZ16-39 and transferred by Resolution PZ2018-09) to remove the restriction that all fill material must originally be from the 52.5-acre site located at 2369 Beaver Loop Road, and further described as Tr. A-1, Beaver Loop Acres Addition No. 1. The application was submitted by David N. Yragui, P.O. Box 1290, Kenai, AK 99611, on behalf of Beaver Loop Sand & Gravel LLC, P.O. Box 1290, Kenai, AK 99611
- Discussion – Review of Kenai Peninsula Borough Substitute Ordinance 2019-24 - Adopting KPB 20.80, Subdivision Private Streets and Gated Subdivisions
- Discussion – City of Kenai Draft Local Hazard Mitigation Plan



Code Enforcement

Two cases were opened in November 2019 for Garbage.

The Planning and Zoning Department worked with Kenai Police to tag cars left overnight on the street. Night parking is prohibited on any City street between the hours of 4:00 a.m. and 8:00 a.m. from October 1st of each fall until May 1st of the following year, as outlined in Kenai Municipal Code 13.30.030.

Draft Local Hazard Mitigation Plan

A draft of the Local Hazard Mitigation Plan was available for public comment at:
www.kenai.city/planning/page/draft-hazard-mitigation-plan

The draft plan was submitted to the State of Alaska and the Federal Emergency Management Agency (FEMA) for review after incorporation of comments, including the change to prioritize erosion before wildland fire in the plan. The City may then choose to adopt the plan through a resolution by City Council. FEMA requires local governments to develop and adopt hazard mitigation plans as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. Jurisdictions must update their hazard mitigation plans and re-submit them for FEMA approval every five years to maintain eligibility. My best estimate of the timing of a resolution to adopt the plan is currently March 2020.



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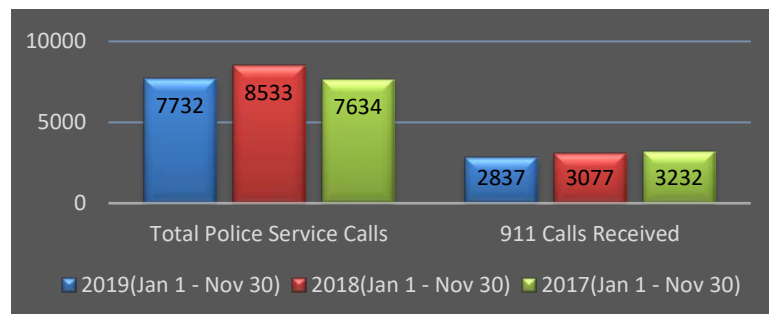
MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: David Ross, Police Chief
DATE: December 9, 2019
SUBJECT: **Police & Communications Department Activity – November 2019**

Police handled 573 calls for service in November. Dispatch received 228 9-1-1 calls. Officers made 62 arrests. Traffic enforcement resulted in 151 traffic contacts and 38 traffic citations. There were 6 DUI arrests. Officers investigated 10 motor vehicle crashes. There were three collisions involving moose. There were no collisions involving drugs or alcohol. Officers conducted traffic control for the Parade of Lights on November 29th.

November training included: The KPD officer on the SERT team completed two days of training. One new officer graduated from the 16-week public safety academy in Sitka. One dispatcher attended a week-long Incident Response to terrorism class in New Mexico.

Recruitments to fill two officer vacancies were ongoing in November, and one of those new hires is set to start work for the City in December.





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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: December 2019
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

- Terminal Building Rehabilitation Project – Blazy Construction was issued a Notice to Proceed on October 1, 2018. The project is approximately *84% complete to date*. Inside the facility much of the containment walls in the main part of the terminal have been removed. This period Air Tenant 3 space is nearing completion *along with the Airport Manager and Airport Admin office spaces now being occupied as of just before Thanksgiving*. The brand new departure gates are now in use. The Restaurant is now closed for the month of December, abatement has been completed, mechanical systems are in progress, still on schedule to reopen Restaurant in early January. The new arrival entrance is open, waiting on delivery of iron railings. Exterior Siding Composite Panel installation has begun with the north entrance and arrival entrances completed. Card access controllers have been installed and are now operational, Siemens building controls are operational in the north half of building with continuing in the southern half of facility. The Project Completion date remains at February 20, 2020. The A/E Team and Contractor have processed roughly 98% of the required submittals, as well as responding to 233 RFIs; 146 Change Requests have been processed with Six Change Orders executed to date; the project continues to proceed well. See progress photos below of new restrooms, new boarding gate / waiting area.





- Alaska Regional Fire Training Facility Building Rehabilitation Project – A Notice to Proceed was issued to Orion Construction on October 4, 2019. The Contractor had been working through submittals while the contract was getting finalized and in place. As a result the Facility's roof was able to be completely replaced prior to Winter well ahead of the anticipated spring completion for this work. The Original Contract is for \$1,938,755, 93.75% of which is funded by an FAA Grant. With the completion of the roof the contract is 23% complete to date. The Design Team and contractor have processed about 40% of required submittals, and have responded to 7 RFIs. The Project is Proceeding Well. *Field work is on hold until January 2020 as the contractor and AE Team finish up submittals and materials start to arrive.*

- Alaska Regional Fire Training Facility Equipment Rehabilitation Project

A Notice to Proceed was issued to Kirila Fire on October 4, 2019. The Original Contract is for \$1,993,000, 93.75% of which is funded by an FAA Grant. With the Contractor mobilized to the site and the work that has taken place on the burn pit so far the contract is 12% complete to date. The Contractor continues to work through submittals with the Design Team. The Project is off to a good start. *Field work is on hold until January 2020 as the contractor and AE Team finish up submittals and materials start to arrive.*

- Automated Flight Service Station Renovations Phase 3 (Interior remodel) – All work associated with this project is now complete. On 11/18/19 the City of Kenai sent the final invoice to the FAA for reimbursement of the work requested by the FAA. Reimbursement is pending.
- WWTP Improvements – This project is now in final closeout, all construction related work has been completed. O&M Manuals were received on 11/21, As Built Drawings received on 11/22. Working with the granting agency to finalize all requirements. The project was a tremendous success coming in ahead of schedule and slightly under budget. Thank you very much to everyone involved for their support of the project.
- Dock Repair – The City Dock received some new damages as a result of the November 30, 2018 Earthquake. Public Works and Finance are coordinating with the insurance company to complete an Engineer's assessment of the damages. Anticipating the current project documents being modified to account for the new damages. Insurance company and engineer will be on site 6/21 to further inspect the property from the water. Due to weather conditions Engineer rescheduled for August 2, 2019 high tide to complete inspection of trestle from boat. A report was provided on August 28, 2019 identifying eight additional areas requiring modification. Working with Insurance Company to get the project docs finalized and out for bid. *Update: Contract Amendment to Nelson Engineering is pending to complete the revisions to bid documents under the direction of our insurer. Anticipating this project going out for Bid in January 2020 with work taking place May/June 2020.*



- Senior Center Carpet Replacement – This work has now been contracted with materials approved and on order. Work will take place in January 2020 after the Holidays due to some previously schedule events taking place within the space.
- Fire Department Kitchen Remodel – The Fire Department kitchen remodel is now 99% complete. The project provided new cabinets, countertops, appliances, flooring, and paint.



- Recreation Center Improvements – Grant extension was requested to allow additional time to coordinate with other projects, grant now expires June 30, 2020. *Update: Hansen Roofing completed hot mop and cap sheet repairs to specific areas of the building for a contracted cost of \$9,315. Work was successful as areas that had been leaking are no longer. Other repair work will contracted over the winter months with work taking place next spring.*
- Kenai Cemetery Expansion 2018 – Project Documents were recently finalized. The Public Works Department is completing a majority of this work in-house. Storm Water Protection Plan has been developed and submitted with the state. Clearing of the site is now complete, installation of parking lot base is now complete. *Update: Project will continue to be on hold until spring when fencing, HEA Power, and asphalt work will be completed.*
- Peninsula Avenue Bluff Erosion 2018 – Design Documents are now 100% complete. Invitation to Bid is pending.



- Kenai Municipal Airport Crack Seal and Pavement Marking – The City released a formal Invitation to Bid on May 7, 2019 with Bids received on 5/28/19. Two Bids were received with Northwest Contracting dba Pacific Asphalt being the lowest responsive responsible bidder at \$713,998.50. Notice to Proceed was issued on July 11, 2019 to Northwest Contracting LLC, the project is approximately 95% complete; with the passage of Ordinance 3078-2019 which added additional funds, \$169,900, to complete some additional crack sealing and hydro-blasting as requested through Change Order 1. Substantial Completion per the contract is September 24, 2019 and the Contractor completed all work on September 23, 2019 one day ahead of schedule. *Update: Project continues with finalization of closeout paperwork, waiting on a few subcontractor certified payrolls before final payment can be released.*
- USACE Bluff Erosion – See City Manager's report. Director's Report from the Army Corp of Engineers was signed April 10, 2019.
- DOT KSH Rehabilitation (Widening to 5 lanes) Phase 1 Swires Rd. to Eagle Rock Dr. was bid on March 30, 2018. City of Kenai water main replacement crossing KSH at Shotgun/Beaver Loop designed, funded, and will be bid with DOT project. The 16" new water main associated with this project has now been installed under the Highway. Wolverine continues with the project, the roadway has now been paved, ditch work final grading and bike path work are taking place as well. *Update: Project is shut down for winter, side street approaches were not paved with the Spur and will require maintenance throughout the winter as potholes in the gravel areas are already starting to appear.*
- DOT KSH Rehabilitation (Widening to 5 lanes) Phase 2 Eagle Rock Dr. to Sports Lake – ADOT advises this project may have some right of way clearing taking place before winter with the majority of the work taking place next year.
- DOT Beaver Loop Road and Pedestrian Pathway Project – QAP was awarded the project. Signage was posted the week of June 10th, clearing of the right of ways and directional boring of utilities is actively underway. DOT advises final asphalt for both the new road and bike path will not be until May/June 2020. *Update: Subgrade and driveway approaches continued to be worked on for this period, establishing ditch lines, installation of utilities. QAP is pretty much shutting down for winter now.*
- Staff has also been working on Request for Proposal documents for the following projects: Kenai Fire Department SCBA Equipment released on 11/15/19, Fire Department staff is field testing equipment the week of December 9th; WWTP RAS/WAS Pump Replacement Drawings released 12/5/19, Vintage Point Boiler Replacement Design anticipated release of 12/12/19, Kenai Municipal Airport Professional Engineering Services Term Contract 5 years anticipated release of 12/19/19, Water, Sewer, Waste Water Professional Engineering Services Term Contract 5 years anticipated release of 12/19/19.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: December 9, 2019
SUBJECT: **November 2019 Monthly Report**

Congregate Meals Served (Dining Room)	1402
Home Delivered Meals	1342
Volunteer Hours	(29 individuals) = 281
Unassisted Transportation Rides	314
Assisted Transportation Rides	114
Social Security Video Service	31 individuals
Senior Center Rentals	1
Total Event Sign-Ins (through MySeniorCenter)	2237
Total Unduplicated Participants (through MySeniorCenter)	327

November activities highlights included:

- The Center celebrated Veteran's Day on Friday, November 8, complete with a color guard from the VFW #10036 and the American Legion Post #20. Mountain View Elementary 5th graders served lunch to our seniors. This event is one of many of intergenerational happenings throughout the year. As the school kids learn about veterans and what they mean to our country, it is an opportunity for them to serve and converse with some modern-day heroes.
- Our seniors contributed homemade cookies for the Christmas Comes to Kenai Santa Event and for the Lions Club Cookies & Hot Chocolate during the bonfire and fireworks. During 2019, the Center was proud to be partners with the following in the Kenai community: Fraternal Order of the Eagles #3525, Kenai Lions Club, American Legion Post #20, Kenai Chamber of Commerce, Mountain View Elementary, Kaleidoscope School, KCHS, Hilcorp Alaska, UNOCAL Retirees, Boys & Girls Club, Pioneers of Alaska, and Aurora Borealis School.
- The Annual Hilcorp Area-Wide Thanksgiving Luncheon hit an all-time record with over 275 in attendance. This was comprised of seniors, volunteers, and Hilcorp employees who took time to help set up, serve, and clean up. Every room of the Senior Center was used to accommodate this crowd! Mountain View Elementary 5th graders, alongside Principal Karl Kircher, were a wonderful addition to the festivities.



PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW

COUNCIL MEETING OF: DECEMBER 18, 2019

Page 115

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
PNC IT	IT CONSULTING	FINANCE	PROFESSIONAL SERVICES	5,000.00
REFRIGERATION & FOOD EQUIP.	R22 30LB CYLINDERS	RECREATION	OPERATING SUPPLIES	4,776.00
BUCHO BUILDING LLC	REPLACE BAY WINDOW	CONG. HOUSING	REPAIR & MAINTENANCE	5,820.00