



Kenai City Council - Regular Meeting

December 02, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

Telephonic/Virtual Information on Page 3

Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED PUBLIC COMMENTS

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

C. UNSCHEDULED PUBLIC COMMENTS

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

D. COUNCIL APPOINTMENT

1. Selection of Appointee with the Continuation of Interviews if Needed.
[Clerk's Note: Council May Convene into Executive Session to Discuss this Agenda Item which May be a Subject that Tends to Prejudice the Reputation and Character of the Candidates for the Vacant City Council Seat (AS 44.62.310(C)(2))]
2. Appointee Oath of Office

E. PUBLIC HEARINGS

- 1. Ordinance No. 3166-2020** - Increasing Estimated Revenues And Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement to Develop Condition Assessments for the Airfield Drainage Safety Area and Asphalt Runway Areas of the Kenai Municipal Airport.
- 2. Resolution No. 2020-90** - Approving the Use of the Fleet Replacement Fund for the Purchase of Three Police Department Trucks Utilizing the State of Alaska Equipment Fleet Contract.

- 3. Resolution No. 2020-91** - Authorizing a Budget Transfer in the COVID-19 CARES Act Recovery Fund to Increase Funding for Housing Assistance, Food Assistance, and First Responder Payroll.
- 4. Resolution No. 2020-92** - Adopting an Alternative Allocation Method for the FY21 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.

F. MINUTES

- 1.** *Regular Meeting of November 4, 2020.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- 1.** *Action/Approval - Bills to be Ratified.
- 2.** *Ordinance No. 3167-2020 - Increasing Estimated Revenues and Appropriations in the Cares Act Recovery Special Revenue Fund.
- 3.** *Ordinance No. 3168-2020 - Increasing Estimated Revenues and Appropriations in the Airport Operations Facility, Airport Snow Removal Equipment, Terminal Improvement, Airport Improvements, Personal Use Fishery, Animal Control Improvements, Public Safety Improvements, City Shop Improvements, Municipal Roadway Improvements, Water and Sewer Improvements, and Wastewater Treatment Facility Improvements Capital Project Funds to Transfer Residual Balances from Completed or Canceled Projects Back to their Original Funding Sources.
- 4.** *Ordinance No. 3169-2020 - Increasing Estimated Revenues and Appropriations in the General Fund, Finance Department for the Payment of Fees in Connection with the Collection of Remote Seller Sales Tax by the Alaska Remote Seller Sales Tax Commission on Behalf of the City of Kenai.
- 5.** *Ordinance No. 3070-2020 - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Books.
- 6.** *Ordinance No. 3171-2020 - Accepting and Appropriating a State of Alaska Grant Passed through the Southern Region EMS Council, Inc. for Two Automatic External Defibrillator (AED) Trainers and One Advanced Life Support (ALS) Skills Training Mannequin.
- 7.** *Ordinance No. 3172-2020 - Waiving the \$5,000 Limitation in KMC 7.25.020 (A) for Allocating CARES Act Funds to Allow the City Manager to Allocate the Funds to the Proper Account as Needs Arise and Time to Utilize the Funds Expires, and Declaring an Emergency.
- 8.** Action/Approval - Amendment to a Special Use Permit to RAVN for Additional Space of Warm Storage.

9. Action/Approval - Council Confirmation of Mayoral Nominations to the City's Commissions and Committee.

10. Discussion - Future Council and Commission Meeting Format.

I. COMMISSION / COMMITTEE REPORTS

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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

1. City Manager report.
2. City Attorney report.
3. City Clerk report.

L. ADDITIONAL PUBLIC COMMENT

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

M. EXECUTIVE SESSION – See D.1.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86739748798>

Meeting ID: 867 3974 8798 **Passcode:** 785923

OR Dial In: (253) 215-8782 or (669) 900-6833

Meeting ID: 867 3974 8798 **Passcode:** 785923



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3166-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT SPECIAL REVENUE AND AIRPORT IMPROVEMENTS CAPITAL PROJECT FUNDS AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT TO DEVELOP CONDITION ASSESSMENTS FOR THE SAFETY AREA AND ASPHALT RUNWAY AREAS OF THE KENAI MUNICIPAL AIRPORT.

WHEREAS, HDL Engineering is the firm selected by the City of Kenai after the successful completion of the Request for Proposal process for Professional Engineering Services for the Airport through Council's approval of Resolution 2020-12 at the March 4, 2020 Meeting; and,

WHEREAS, this work, shall provide preliminary assessments for two projects identified as Kenai Municipal Airport (KMA) Runway Rehabilitation and KMA Airfield Drainage Improvements under this agreement, also known internally as Tasks 4 & 5 respectively; and,

WHEREAS, the assessment under the KMA Runway Rehabilitation Project shall provide required investigations in support of the Capital Improvement Plan which currently has this project planned for FY2025; and,

WHEREAS, Staff, in coordination with the Federal Aviation Administration is working toward moving this project up due to existing runway conditions deteriorating at a faster pace than previously anticipated; and,

WHEREAS, this assessment will position the City to develop documents in sufficient time to avoid any potential interruptions to airfield operations, if reconstruction of the runway occurs in FY2023 or FY2024 dependent upon the availability of grant funding; and,

WHEREAS, the KMA Runway Rehabilitation Project funding for the assessment will be \$250,000 to HDL Engineering and \$5,000 for City Admin Fees for a total starting Project cost of \$255,000; and,

WHEREAS, the assessment under the KMA Airfield Drainage Improvements Project will analyze failing storm water conveyance piping within the safety area which will include running CCTV Cameras through the piping to determine the extent of the damages and to assist the design team with the future development of design documents; and,

WHEREAS, the KMA Airfield Drainage Improvements Project funding for the assessment will be \$37,230 to HDL to accomplish this initial scope of work, \$5,000 in Contingency funds, and \$2,000 in City Admin Fees for a total starting project cost of \$44,230; and,

WHEREAS, Both of these projects shall initially be funded by the Airport Special Revenue Fund and will be eligible for grant reimbursement as FAA Airport Improvement Program Grant funds become available; and,

WHEREAS, these projects are of high priority for the Airport and approval of this work is in the best interest of the City.

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

Section 1. The City Manager is authorized to execute a Professional Services Agreement to HDL Engineering for the Kenai Municipal Airport Runway Rehabilitation Project Assessment in the amount of \$250,000 and issue a Purchase Order to HDL Engineering in that amount and the project shall include \$5,000 for City Admin Fees for a total approved project cost to date of \$255,000.

Section 2. The City Manager is authorized to execute a Professional Services Agreement to HDL Engineering for the Kenai Municipal Airport Airfield Drainage Improvements Project Assessment in the amount of \$37,230 and issue a Purchase Order to HDL Engineering in the amount of \$42,230 which includes a \$5,000 contingency and the project shall include \$2,000 for City Admin Fees for a total approved project cost to date of \$44,230.

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

<u>Airport Special Revenue Fund:</u>	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$299,230</u>
Increase Appropriations –	
Transfer to Airport Improvement Capital Project Fund	<u>\$299,230</u>
<u>Airport Improvement Capital Project Fund:</u>	
Increase Estimated Revenues –	
Transfer from Airport Special Revenue Fund	<u>\$299,230</u>
Increase Appropriations:	
KMA Runway Rehabilitation Project -	
Construction	\$255,000
KMA Airfield Drainage Improvements Project –	
Construction	<u>44,230</u>
	<u>\$299,230</u>

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Substitute Ordinance No. 3166-2020
Page 3 of 3

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect upon adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 2nd day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance:



Introduced: November 4, 2020
Enacted: December 2, 2020
Effective: December 2, 2020



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: October 29, 2020
SUBJECT: **Ordinance 3166-2020**

The purpose of this memo is to request Council’s approval to begin development of two new projects for the Kenai Municipal Airport (KMA). The first project involves assessing the existing conditions of the KMA Asphalt Runway, and the second project will assess the extent of recently discovered damage to the Storm Water Conveyance system within the safety area of the Airport.

Formal project titles will be Kenai Municipal Airport Runway Rehabilitation and Kenai Municipal Airport Airfield Drainage Improvements. This initial assessment is one step in the development of these projects. It will assist the design team in developing what will become the Scope of Work addressed within future Construction Documents to be released for formal bidding purposes.

The Runway Rehab project is currently on the Capital Improvement Plan for FY2025. As this is an integral part of the airport both staff and the Federal Aviation Administration are closely monitoring this project, and the possibility of performing this work sooner than anticipated has been discussed.

The Airfield Drainage Improvements project will address recently discovered sink holes forming in several areas of the airfield. It appears some of the pipe connections within the storm water system have deteriorated allowing the piping to separate slightly in several locations. The initial assessment will determine how much of the piping is in this condition and Construction Documents will then be developed in preparation for Construction repairs to take place in the summer 2021.

Both of these projects are of high importance to the City. Performing this work now, places the City in an optimal position to work with the Federal Aviation Administration to secure grant funding.

Council’s support is respectfully requested.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2020-90

A RESOLUTION OF THE CITY OF KENAI, ALASKA, APPROVING THE USE OF THE FLEET REPLACEMENT FUND FOR THE PURCHASE OF THREE POLICE DEPARTMENT TRUCKS UTILIZING THE STATE OF ALASKA EQUIPMENT FLEET CONTRACT.

WHEREAS, the administration conducted an evaluation of utility vehicles within its fleet to determine the efficiency of current vehicles and replacement needs of aged vehicles; and,

WHEREAS, the evaluation determined that the Police Department should purchase three new trucks this budget year that would meet the response needs of the Department and replace aged vehicles currently in service; and,

WHEREAS, the Police Department requests to order/purchase three Ford F-150 4x4 trucks, including accessories and equipment for a total estimated cost of \$164,136; and,

WHEREAS, KMC 7.15.070(b)(4) allows the City of Kenai to purchase equipment without giving an opportunity for competitive bidding if the equipment is purchased under the contract of another governmental agency in which contract the City is authorized to participate; and,

WHEREAS, in past years the City of Kenai has purchased Police Department vehicles through the State of Alaska Equipment Fleet Contract; and,

WHEREAS, the purchase of three new trucks for the Police Department utilizing the State of Alaska Equipment Fleet Contract is in the best interest of the City.

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

Section 1. That the City Manager is authorized to use the Fleet Replacement Fund for the purchase of three (3) police vehicles at an estimated cost of \$164,136.

Section 2. That the City Manager is authorized to use the State of Alaska Equipment Fleet Contract for the purchase of three Ford F-150 4x4 trucks, per KMC 7.15.070(b)(4), in lieu of the City conducting its own bid process.

Section 3. That the City Manager is authorized to issue a purchase order in the amount of \$94,689 for the purchase of three Ford F-150 4x4 trucks from Kendall Ford.

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

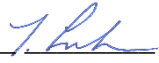
Resolution No. 2020-90
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PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 2nd day of December, 2020.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Dave Ross, Police Chief
DATE: November 20, 2020
SUBJECT: **Resolution 2020-90 – Purchase of Three Police Department Trucks**

Resolution 2020-90 authorizes the purchase of three Ford F-150 4x4 pickup trucks for use as police vehicles. It authorizes the use of the City's Fleet Replacement Fund for those purchases. Additionally, it authorizes the purchase of the vehicles through Kendall Ford because they have the lowest price on the State equipment fleet contract for the selected vehicle.

In accordance with the City's fleet replacement plan, the Police Department is scheduled to replace three police vehicles in the current budget year. There is \$164,136 budgeted in the Fleet Replacement Fund for these vehicles, which includes the vehicle purchases and the purchase and installation of the accessories and equipment required for police vehicles. The actual cost of the vehicles purchased from Kendall Ford will be \$94,689, of the \$164,136 that is budgeted. The remaining funds (\$69,447) will cover the cost of all the accessories and equipment needed to turn those bare pickups into police vehicles. The cost of the vehicles themselves is less than anticipated and it is likely that there will be some cost savings from the \$164,136 that was budgeted for the three complete police vehicles.

A long term plan was completed in conjunction with the creation of the Fleet Replacement Fund. In that plan, the Police Department will utilize more pickup trucks in order for those vehicles to have greater long-term use for the City in other departments after their useful life as an emergency vehicle.

KMC 7.15.070(b)(4) allows the City of Kenai to purchase equipment without giving an opportunity for competitive bidding if the equipment is purchasable under the contract of another government agency in which contract the City is authorized to participate.

Thank you for your consideration.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2020-91

A RESOLUTION OF THE CITY OF KENAI, ALASKA, AUTHORIZING A BUDGET TRANSFER IN THE COVID-19 CARES ACT RECOVERY FUND TO INCREASE FUNDING FOR HOUSING ASSISTANCE, FOOD ASSISTANCE, AND FIRST RESPONDER PAYROLL.

WHEREAS, on May 20, 2020, the City Council enacted Ordinance 3130-2020 accepting Federal CARES Act funding passed through the State of Alaska for expenditures in response to the COVID-19 Public Health Emergency; and,

WHEREAS, on June 3, 2020, the City Council passed Resolution 2020-39, approving a \$3,000,000 Grant Disbursement Program for Small Businesses and Non-Profit Organizations Utilizing Funds from the CARES Act; and,

WHEREAS, on July 1, 2020, the Council amended the Grant Disbursement Program to re-open the application period from July 10, 2020 to July 17, 2020 to allow additional businesses and non-profits impacted by the COVID-19 public health emergency to seek relief without materially affecting available future funding; and,

WHEREAS, on July 1, 2020, the Council also amended the Grant Disbursement Program to establish additional grant programs to provide individual financial assistance to the community's smaller businesses that did not qualify for the City's Small Business Grant program, for commercial fisheries permit holders, for renters and homeowners, mental health services, and a program to assist the business community with professional e-commerce marketing support in light of decreased customer demand; and,

WHEREAS, on July 15, 2020, the Council authorized a budget transfer to transfer \$1,000,000 from the City Resiliency and Recovery allocation within the COVID-19 Cares Act Recovery Fund for construction projects to the First Responder & Incident Management Team Payroll to cover payroll costs through the September 14, 2020 expiration of the City's Disaster Emergency Declaration; and,

WHEREAS, on September 2, 2020, Ordinance No. 3158-2020 increased the total disbursement of funds available through the Grant Disbursement Program by \$2,675,524.94 as a result of a grant in that amount from the Federal Government passed through the Kenai Peninsula Borough for expenditures in response to and recovery from the COVID-19 public health emergency; and,

WHEREAS, on September 2, 2020, Resolution 2020-70 amended the Grant Disbursement Program to provide additional opportunity for businesses through a second grant program; as well as authorize the City Manager to enter into an agreement with the Alaska Housing Finance Corporation (AHFC) to assist Kenai residents with housing costs; as well as authorize the City

Manager to enter into an agreement with the Kenai Peninsula Food Bank to distribute food boxes at sites in the City of Kenai weekly from September through December; and,

WHEREAS, Ordinance 3130-2020 established a budget of \$300,000 for CARES Act Administration and Non-Payroll Expenditures, which was administratively increased to \$320,000; and again by \$100,000 to \$420,000 by Resolution 2020-80; and,

WHEREAS, based on the number of applicants for housing assistance, Administration recommends providing additional funding to Alaska Housing Finance Corporation (AHFC) in the amount of \$100,000 to \$420,000 to assist Kenai residents with housing costs; and,

WHEREAS, based on the demand at weekly food distributions in Kenai exceeding expectations, Administration recommends providing additional funding to the Kenai Food Bank in the amount of \$12,000 to cover the additional cost of food and food bags to meet demands; and,

WHEREAS, Administration recommends providing additional funding in the amount of \$1,101,127 to the current appropriated amount for First Responder & Incident Management Team payroll of \$3,822,356.94 to cover the majority of an estimated \$1,196,628 expenditure for payroll costs through the expiration of the City’s Disaster Emergency Declaration; and,

WHEREAS, there are excess funds available for re-distribution in Business and Nonprofit Entity Recovery Grants and Individual Assistance Grants due to funds that were not dispersed through grant programs; and,

WHEREAS, the use of funds to meet payroll expenses for public safety and providing grants and services to residents experiencing economic hardship or other emergency individual needs follows CARES Act requirements as interpreted from U.S. Department of the Treasury’s guidance for local governments, which allows for necessary expenditures incurred due to the COVID-19 public health emergency and for second-order effects of the emergency; and,

WHEREAS, it is in the best interests of the City to amend the City’s grant disbursement programs for housing, food assistance, and first responder payroll utilizing funds from the CARES Act as referenced in the Updated Program Guide (Attachment A) and approve the reallocation of funds.

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

Section 1. That the following budget revision is authorized.

COVID-19 Cares Act Recovery Fund:

Decrease Expenditures:

Business & Nonprofit Entity Recovery Grants	\$1,178,128
Individual Assistance Grants – Commercial Fishers	25,000
Individual Assistance – Grants Small Business Marketing Services	10,000
	<u>\$1,213,128</u>

Increase Expenditures:

First Responder and Incident Management Team Payroll	\$1,101,128
Individual Assistance Grants – Food Assistance Services	12,000

Individual Assistance Grants – Rental & Mortgage Relief

100,000
\$1,213,128

Section 2. Amendments to the Grant Disbursement Program for Rental and Mortgage Relief and Fund Assistance Services are approved as referenced in the Updated Program Guide (Attachment A).

Section 3. That the City Manager is authorized to amend grant agreements with Alaska Housing Finance Corporation and Kenai Peninsula Food Bank of Alaska for services related to COVID-19 in Kenai.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 2nd day of December, 2020.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: *J. Heinz*



Establishing City of Kenai COVID-19 Relief and Recovery Grant Programs



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*We're
focused
on getting
relief funds
into the
community
we serve*



410
small
businesses in
Kenai*



106
nonprofits
serving the
community



3,117
individual
households

*Businesses with more than \$50,000 in gross revenues reported on 2019 sales tax returns

Introduction

The Kenai City Council on May 20 approved an approach to distributing CARES Act funds received by the City- identifying broad categories, governmental, private, and nonprofit - to help provide economic relief due to the public health emergency. The Administration focused on developing the grant programs outlined in this document to provide meaningful impact in the community in an expeditious manner.

Along with myself, the team included Project Lead Larry Persily (hired as a temporary employee for this effort), Finance Director Terry Eubank, City Attorney Scott Bloom, and Assistant to City Manager Christine Cunningham. We considered a wide range of programs and guidance along with the need for timely relief support with as few restrictions as possible to ensure relief funds can be spent as needed, balanced with accountability, and a simplified process that is in the best interests of both the City and applicant.

I believe we have assessed the requirements and needs of the City soundly, producing a set of responsive programs to ensure we, as a City, succeed in expending funds to best serve the citizens of Kenai with responsible management.

Paul Ostth

Overview

The City of Kenai expects to receive \$7,700,832 from the Federal Government passed through the State of Alaska for expenditures in response to and to aid in the economic recovery from the COVID-19 Public Health Emergency. The City will also receive \$2,675,524 from the Kenai Peninsula Borough, which is distributing Federal funds it received from the State of Alaska to municipalities on the Peninsula, for a total of \$10,376,356 received by the City for COVID-19 response and economic recovery.

The Administration has evaluated an approach to distributing the economic recovery funds identifying how to best support the long-term recovery of our local economy. This approach includes an allocation plan for expenditure of these funds approved by City Council and designed to identify broad categories – governmental, private, and nonprofit – where help is needed due to impacts associated with the COVID-19 Public Health Emergency.

\$4,923,484 – First Responder and Incident Management Team Payroll. This allocation includes a reimbursement of City payroll expenses for Fire Department, Police Department, Public Safety Dispatch, and Incident Management Team.

\$3,701,872 – Business and Nonprofit Entity Recovery Grants. This allocation includes grant awards to qualifying City of Kenai businesses or nonprofits affected by COVID-19 to offset impacts or to provide mitigation. The City will administer grant programs to determine eligibility and requirements that may apply. The grant program guidelines are included in this document.

\$420,000 – CARES Act Administration & Non-Payroll Expenditures. This allocation includes reimbursement of City expenses related to COVID-19, which have been documented. These expenses include City purchases to ensure the health and safety of City employees and residents due to the disaster. All expenditures from this department will follow all City code requirements.

\$1,331,000 – Individual Assistance Grants. This allocation will include grants to assist Kenai households impacted by COVID-19. The City will administer the grant programs to determine eligibility restrictions and requirements that may apply. The grant program guidelines are included in this document.

Small Business



Round 1 Small Business Grants

The grant categories for small businesses were divided into four levels, based on each business' 2019 total gross sales for four quarters as reported on their tax returns to the Borough:

- Up to \$2,500 for businesses with 2019 revenues of \$50,000 to \$100,000
- Up to \$5,000 for businesses with 2019 revenues of \$100,000 to \$250,000
- Up to \$7,500 for businesses with 2019 revenues of \$250,000 to \$500,000
- Up to \$10,000 for businesses with 2019 revenues of more than \$500,000

This first round of small business grants closed to applications on July 17, 2020. The City Council directed that any funds left over after all eligible business and nonprofit applicants are paid shall be distributed through a second grant program to businesses. (See Page 5)

A business must have been in existence as of January 1, 2020, to qualify. That would not exclude an existing business with a state license, and that has previously filed tax returns with the Borough even though it may have reported no operations in January 2020 (such as a seasonal business).

For purposes of determining eligibility for a new business without a full year's tax returns for 2019, the City would take gross sales reported for any quarters in 2019 or the first quarter 2020 and

extrapolate the numbers to estimate a full year's sales for the business.

Businesses that are not required to file sales tax returns with the Borough must provide a copy of their most recent federal income tax return or other proof of revenues as deemed suitable by the City review committee to determine the level of grant award they might qualify to receive.

The business must be located within the City of Kenai, with a valid state business license and be current in its sales tax registration with the Kenai Peninsula Borough. The business owner(s) does not have to be a resident of the City of Kenai.

The program was open to all qualifying businesses, regardless of whether they have applied for or have obtained any other state or federal COVID-19-related assistance.

The program excluded from eligibility:

- C Corporations traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority-owned by such a publicly traded corporation
- National chains that own and operate their premises in Kenai; franchise owned-and-operated businesses in Kenai would be eligible
- Businesses with a City lien or are in violation of a payment agreement with the City
- Businesses with a Borough lien for unpaid sales taxes. A sales tax delinquency would not disqualify a business from the grant program unless the borough has initiated a lien on that debt. Businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant, so long as the lien has been lifted

(continued on next page)

Small Business

- Businesses currently in bankruptcy proceedings
- Businesses that lack a permanent physical presence in the City for the sale of goods or the provision of services, with at least one worker assigned to that facility
- Marijuana businesses licensed under Alaska Statute 17.38.

Businesses sharing physical quarters may each apply and qualify for their own grant, so long as each business has its own state license, files a sales tax return under its own name and does not share the same ownership with the other co-located businesses.

Applicants were required to self-certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts. The intent of the federally funded CARES Act program is to assist communities and businesses that suffered economic harm from the public health emergency. Impacts could include, though are not limited to, loss of sales due to mandatory shutdown, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.

Businesses were not required to detail specifically (in dollars) how they were affected.

Business were asked how they might use the money, making clear that the application question is voluntary and for informational purposes only to gauge community need and effectiveness of the program.

Applicants were required to check a box that states they intend to remain in business into 2021. The grant funds must be fully expended by December 30, 2020.

The applicant must certify that the information provided is true and accurate and that they agree to assist in the verification of information provided in the application and to provide additional information to the City, if requested.

The application period was initially open for two weeks, June 5 to June 19, 2020, and re-opened from July 10 to July 17 to allow additional businesses to apply.

The City review committee determined whether the application was complete and the business was eligible under the program requirements. The committee did not judge the need or use of the money.

An applicant denied by the review committee may appeal to the City Manager (in writing). Any appeal must be filed in writing by 5 p.m. the 10th calendar day after the day the applicant received notice from the City.

It is the City's intent, to the extent allowed by law, that the review committee's work and discussions, and the applications themselves, will not be available to the public. The names of businesses that receive grants and the amount each receives will be considered a public record.

The City reserves the right to amend any criteria or procedures as may be required if new state or federal guidelines are issued.

(continued on next page)

Small Business

Round 2 Small Business Grants

The City offered a second round of grants to Kenai businesses that provides larger grant amounts than Round 1, so that the total grant funds available for each eligible business in the City of Kenai is equal to the size of the grants offered by the Kenai Peninsula Borough to businesses located outside of City limits.

Round 2 also lowers the minimum revenues a business needs to be eligible to receive a grant to \$20,000, consistent with the Borough's program. Businesses that received grants in Round 1 of the City program will need to reapply for Round 2 — the application form will request additional information. Also, businesses that did not apply in Round 1 will be eligible to apply in Round 2 to receive the maximum allowed under both programs.

The City began accepting applications on October 1 for Round 2 of its COVID-19 Relief and Recovery Grant Program for businesses.

The Round 2 grant categories were divided into five levels based on each business' 2019 total gross sales for four quarters as reported on their tax returns to the Borough:

These amounts are in addition to the amount the business was eligible to receive in Round 1.

- Up to \$750 for businesses with 2019 revenues of \$20,000 to \$50,000
- Up to \$1,000 for businesses with 2019 revenues of \$50,000 to \$100,000
- Up to \$3,750 for businesses with 2019 revenues of \$100,000 to \$250,000:
- Up to \$10,000 for businesses with 2019 revenues of \$250,000 to \$500,000
- Up to \$25,000 for businesses with 2019 revenues of over \$500,000

NOTE: If the Borough grant levels are increased, the City of Kenai grant levels will be increased to match the Borough levels.

Similar to Round 1, a business must have been in existence as of January 1, 2020, to qualify. That would not exclude an existing business with a state license, and that has previously filed tax returns with the Borough even though it may have reported no operations in January 2020 (such as a seasonal business).

(continued on next page)

The City of Kenai is matching the size of individual business grants available for Borough businesses as follows:

Business Revenues	Round 1 Grant Amount	Round 2 Grant Amount	Total Grant Amounts
\$20K - \$50K	\$1,000	\$750	\$1,750
\$50K - \$100K	\$2,500	\$1,000	\$3,500
\$100K - \$250K	\$5,000	\$3,750	\$8,750
\$250K - \$500K	\$7,500	\$10,000	\$17,500
>\$500K	\$10,000	\$25,000	\$35,000

✓ Round 1 Grant Amount

✓ Round 2 Grant Amount

Small Business

For purposes of determining eligibility for a new business without a full year's tax returns for 2019, the City would take gross sales reported for any quarters in 2019 and the first quarter 2020 and extrapolate the numbers to estimate a full year's sales for the business.

Businesses that are not required to file sales tax returns with the Borough must provide a copy of their most recent federal income tax return or other proof of revenues as deemed suitable by the City review committee to determine the level of grant award they might qualify to receive.

The amount of the grant for businesses with locations inside and outside the City will be based solely on their revenues from the business location within the City of Kenai.

The business must be located within the City of Kenai, with a valid state business license and be current in its sales tax registration with the Kenai Peninsula Borough. That could be an office, warehouse, shop or other premise owned, leased or rented and operated by the applicant. The business owner(s) does not have to be a resident of the City of Kenai.

Businesses sharing physical quarters may each apply and qualify for their own grant, so long as each business has its own state license, files a sales tax return under its own name and does not share the same ownership with the other co-located businesses. Such so-located businesses under the same owner will be eligible for one grant.

Businesses that have applied for or have obtained any other state or federal COVID-19-related assistance are not necessarily disqualified from the City program.

The program will exclude from eligibility the same list of businesses excluded in Round 1, including:

- C Corporations traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority-owned by such a publicly traded corporation
- National chains that own and operate their premises in Kenai; franchise owned-and-operated businesses in Kenai would be eligible
- Businesses with a City lien or are in violation of a payment agreement with the City
- Businesses with a Borough lien for unpaid sales taxes. A sales tax delinquency would not disqualify a business from the grant program unless the borough has initiated a lien on that debt. Businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant, so long as the lien has been lifted

Applicants will be required to certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts. Because the grants in Round 2 are significantly larger than in Round 1, the City will ask for additional information of applicants:

- Additional information on economic hardship suffered by the business, either lost revenue or additional costs of operations.
- Additional information on other similar financial assistance received from the Borough or other cities on the Kenai Peninsula.

As with Round 1 grants, the funds in Round 2 must be fully expended by December 30, 2020.

If the demand for grants in the second round exceeds the City's available funds, the City reserves the right to prorate the grants to stay within available funding.

Nonprofits



The grants for nonprofits were divided into three levels to help meet the needs of repairing the economic damage to nonprofits caused by the COVID-19 public health emergency:

- Up to \$10,000 for nonprofits of less than \$50,000 in annual revenue
- Up to \$25,000 for nonprofits of between \$50,000 and \$250,000 in annual revenue
- Up to \$50,000 for nonprofits of more than \$250,000 in annual revenue

This application period for nonprofit grants closed on July 17, 2020. The initial application period for grants was open for two weeks, June 5, 2020 to June 19, 2020, and the City Council re-opened the application period from July 10, 2020 to July 17, 2020 to allow additional nonprofits to apply that did not apply in the first round.

Annual income was determined by the nonprofit's most recent IRS Form 990 from 2018 or 2019. For those nonprofits that do not file with the IRS, the City accepted an audited financial statement or an unaudited statement by a third-party preparer.

The program was open to nonprofits that provide services to residents of the City, regardless of where the nonprofit has its main office — though the nonprofit must have a physical or service presence within the City of Kenai — and regardless of whether the local chapter or affiliate is part of a larger statewide or national organization.

Additional eligibility rules:

- The grants were available only to IRS-certified 501 nonprofits (the full list of IRS 501 nonprofit categories were on the application)
- The nonprofit must have been in operation serving City of Kenai residents since at least January 1, 2019
- A majority of the group's local board of directors or local advisory board and its officers must be Alaska residents. A local affiliate of a national organization must have a local advisory or governing board
- Faith-based nonprofits are eligible, so long as they provide services which are promoted and available to the general public without regard to religious affiliation
- Nonprofit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible (as per 13 CFR § 120.110(k) in the Code of Federal Regulations)

The grant funds must be fully expended by December 30, 2020.

The program was limited to nonprofits economically damaged by the COVID-19 public health emergency. The nonprofit was required to certify and briefly describe how it and/or its work has been affected, but was not required to provide financial statements, budgets, receipts or other records detailing the financial damages.

(continued on next page)

Nonprofits

The program was open to all qualifying nonprofits, regardless of whether they applied or obtained any other state or federal COVID-19-related assistance.

Applicants were asked to provide a brief report to the City no later than one year after receipt of the grant funds, reviewing the use of the money. This is voluntary and is requested to assist the City in evaluating the impact of the program.

A nonprofit cannot obtain a grant through the City's CARES Act-funded grant program for nonprofits while also receiving a grant as a small business, even if the nonprofit also operates a business enterprise in Kenai.

The applicant needed to certify that the information provided is true and accurate, and they agree to assist in the verification of information provided in the application and to provide additional information to the City, if requested.

The review committee determined whether the application was complete and the nonprofit was eligible under the program requirements. The committee did not judge the need or use of the money.

An applicant denied by the review committee may appeal to the City Manager (in writing). Any appeal must be filed in writing by 5 p.m. the 10th calendar day after the day the applicant received notice from the City.

It is the City's intent, to the extent allowed by law, that the review committee's work and discussions, and the applications themselves, will not be available to the public. The names of businesses that receive grants and the amount each receives will be considered a public record.

The City reserves the right to amend any criteria or procedures as may be required if new state or federal guidelines are issued.

Individual Assistance



The City of Kenai has worked to establish several grant programs to provide individual financial assistance to the community's smaller businesses that did not qualify for Round 1 of the City's Small Business Grant program, for commercial fishers, and for renters and homeowners. The City continues to look into a program to assist residents in need of mental health services in the months ahead as the emotional strains of the COVID-19 public health emergency continue to weigh on the community. It has also established a program to assist the business community with professional marketing support in light of decreased customer demand.

The specifics of the programs are:

Individual Assistance to Small Business

The program provided grants of \$1,000 each to small businesses with 2019 reported gross revenues (as per sales tax records or other acceptable forms of proof of revenues) of between \$25,000 and \$50,000. The eligibility requirements were similar to Round 1 of the City's Small Business grant program that provided funds for business with revenues above \$50,000 a year.

The application period for this program closed on Monday, August 31.

To qualify for the program, the smaller business:

- Must certify it was impacted by the COVID-19 public health emergency.
- Must be physically located in Kenai, with a valid state business license showing a Kenai address for the business (a home-based business would be eligible).
- Must not be in violation of a payment plan on a debt to the City.
- Must not be under a borough lien for unpaid sales taxes.
- Must not be in bankruptcy proceedings.

Businesses must have been in existence in Kenai as of January 1, 2020, to qualify.

Applicants were required to briefly describe how the COVID-19 public health emergency has affected their operations but were not required to provide detailed financial information on lost revenues due to shutdowns or additional expenses of reopening under public health guidelines.

The City set aside \$150,000 for this program, subject to demand and \$14,000 was distributed.

NOTE: The Round 2 business grants opened up the program to businesses with a minimum of \$20,000 in annual revenues. (See also p. 5)

Individual Assistance to Commercial Fishers

The summer program provided grants of \$1,000 each to Alaska Commercial Fisheries Entry Commission permit holders who reside in the City of Kenai and reported at least \$10,000 in landings in 2019. The application period closed August 31. The City Council on October 7 reopened the commercial fishers grant program for new applicants, October 8 through October 30, and increased the grant to \$2,000 for eligible commercial fisheries permit holders.

(continued on next page)

Individual Assistance

Individual Assistance to Commercial Fishers (Con't)

Applicants must certify their fishing income was affected by the COVID-19 public health emergency (such as lower prices due to reduced market demand) and will be asked to briefly describe how the public health emergency has affected their finances and operations but will not be required to provide detailed financial information on lost revenues due to shutdowns or decreased customer demand, or additional expenses of operating under public health guidelines.

Recipients of the \$1,000 grant will automatically receive a second check for \$1,000 under the expanded program. First-time applications may be submitted online at the City website, by mail to or dropped off at City Hall. The City intends to review the applications and distribute the funds as quickly as possible. The City of Kenai originally set aside \$150,000 for this program, subject to actual demand and \$48,000 was distributed.

The program is open to commercial fisheries permit holders but not crew members.

Rental and Mortgage Relief

The City of Kenai executed a Memorandum of Understanding with the Alaska Housing Finance Corporation (AHFC) to extend for City of Kenai residents up to four months (September through December) the rental assistance and mortgage relief program the State funded for July. Using a portion of the State's share of federal CARES Act funds, AHFC provided up to \$1,200 in rental assistance or mortgage relief for one month for Alaska households.

The City of Kenai and several other municipalities around the State contacted AHFC to extend the assistance program at each city's expense. Working with AHFC provides an efficient and cost effective method to handle the online applications, income verification and payment distribution, rather than the City of Kenai setting up its own operation. In addition, AHFC has agreed to handle the work at no cost to the City. The City of Kenai will reimburse AHFC only for the actual rental assistance and mortgage relief payments it sends out each month on behalf of eligible Kenai residents to their landlords or mortgage holders.

The payments can only go toward rent or a mortgage payment, at a maximum \$1,200 per household per month. The program has a household income cap, and the maximum household income in Kenai to qualify for the program is \$71,760 a year. The application will ask residents to verify their loss of income due to the COVID-19 public health emergency and to verify the information to remain eligible each month.

Applicants to this summer's AHFC program will be notified to apply for the City-funded assistance program, and the City will publicize the CARES Act assistance to ensure that anyone who did not apply for the AHFC payments in July has the opportunity to apply for the City's four-month program.

The City has set aside \$1,100,000 for this program, subject to available funding and demand. The deadline to apply is 5 p.m. Monday, Nov. 30.

(continued on next page)

Individual Assistance

Mental Health Services

The City contracted with Peninsula Community Health Services in October to provide counseling for individuals affected by the COVID-19 public health emergency and in need of mental health services. The program covers a resident's out-of-pocket expenses after any insurance or the entire charge if they lack insurance coverage for the services. There is no income limit for participating in the program.

The contract is not to exceed \$50,000 for counseling services, with individuals limited to no more than six counseling sessions to ensure that as many people as possible can participate.

The identity of individuals will be held confidential by the service provider, the same as any other doctor-patient relationship. Individuals should inquire about the services and make appointments directly with Peninsula Community Health Services; the City will not be involved in anything more than payments to the provider.

The program will run through December 30, 2020, subject available funding and demand.

Small Business Development/ Marketing Services

The City of Kenai has contracted with a marketing service provider to assist local businesses that reported gross revenues of at least \$10,000 in 2019 (as per sales tax records or other acceptable forms of proof of revenues) in their marketing, social media and online presence, as businesses focus on repairing the economic damage suffered during the COVID-19-related shutdown and restructuring their business to operate under the new rules of commerce and social activity.

The City issued a contract for an amount not to exceed \$50,000 to provide a \$1,000 credit to each eligible business in Kenai that can be used with the marketing service provider.

The eligibility requirements are similar to the City Small Business Grant and Individual Assistance for Small Business programs. The business must certify it was impacted by the COVID-19 public health emergency and be physically located in Kenai. Once the business has been approved for the program, the marketing service provider will provide an assessment and customize marketing services for each participating business limited to \$1,000 in services covered by the City funding.

The application period opened August 13, and closed at 5 p.m. on November 6.

The services must be provided prior to December 30, 2020, subject available funding and demand.

(Continued on next page)

Individual Assistance

Food Assistance Services

The City issued a grant to the Kenai Peninsula Food Bank to purchase and distribute food boxes at sites in the City of Kenai weekly for September through December. The grant requires the organization to distribute 200 food boxes a week for 16 weeks to City of Kenai residents, comparable to the number of households that have participated in recent food distribution events organized by the Food Bank and one of its volunteer partners in the City of Kenai. Strong demand at those events and at partner food pantry sites in the community indicates a substantial need for food assistance for many Kenai households. The program assists Kenai families experiencing financial strain due to the COVID-19 public health emergency in the months ahead.

The \$77,000 grant ensures an assortment of healthy foods each week, delivered to convenient locations in the City for easy pickup by City of Kenai residents. To the extent that other foods are available from federal surplus programs, those items would be added to the City of Kenai distribution at no additional cost to the City.

The City and the Food Bank will actively publicize this temporary assistance program to ensure maximum participation by City of Kenai residents who need the assistance.

The service will be provided prior to December 30, 2020, subject available funding and demand. The City expects to have the program available to the public by early September.

Conclusion

The City of Kenai will administer the grant programs without incurring the additional cost of an outside group or foundation to screen, process or assist in administration of the grant program, except for programs in with the City contracts with a service provider for individual assistance programs.

In order to reach the small businesses and nonprofit organizations and individuals in the City that may be eligible, a successful community outreach strategy is necessary. This strategy will include the following:

- Press Releases to local media
- Direct mail to small businesses, nonprofits, permit holders or other groups
- Coordination with the Kenai Peninsula Economic Development District (KPEDD), Kenai Chamber of Commerce and Visitor Center (KCCVC), and Small Business Development Center (SBDC)
- Social Media posts

Information about the programs as well as application forms, FAQs, a summary of the program and application process, and timetable will be provided on the City's website at www.kenai.city as well as a direct contact email and phone number for inquiries.



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Paul Ostrander, City Manager

DATE: November 23, 2020

SUBJECT: **Resolution 2020-91 – Authorizing a Budget Transfer in the COVID-19 CARES Act Recovery Fund**

Administration originally presented the City's CARES Act grant programs to City Council for approval on June 3. Since then, the grant program has been amended to allow additional businesses and nonprofits to apply and expanded to include a second round of business grants. City Council has approved individual assistance grants for commercial fishing, residents in need of mental health services, and e-commerce services for Kenai businesses.

On September 2, the City Council authorized two individual assistance programs for Rental and Housing Assistance and Food Assistance Services administered under grant agreements with the Kenai Peninsula Food Bank and Alaska Housing Finance Corporation (AHFC). These agreements have been executed, with the Food Bank commencing twice-weekly food distributions in the City of Kenai and AHFC accepting applications through an online application system for Kenai Housing Relief.

Resolution 2020-91 amends the City's Relief and Recovery Grant Program to increase the amount provided to AHFC in the amount of \$100,000 to cover the number of applications anticipated from Kenai residents in need of housing assistance. As of November 23, AHFC has received 397 applications, and the program will close to new applications on Monday, November 30. The Resolution also increases the amount provided to the Kenai Peninsula Food Bank in the amount of \$12,000 to cover the additional cost of food and food bags based on the demand at weekly food distributions in Kenai exceeding expectations. The Kenai Food Bank has distributed food to approximately 200 Kenai households each week since the program began in early September.

An increase in the amount for First Responder & Incident Management Team Payroll of \$1,101,128 is necessary to cover the majority of an estimated \$1,196,628 expenditure for payroll costs through the expiration of the City's Disaster Emergency Declaration. There are excess funds available for re-distribution in Business and Nonprofit Entity Recovery Grants and Individual Assistance Grants due to funds that were not dispersed through grant programs. An update on the total budget and allocations resulting from Resolution 2020-91 is included as Attachment B.

Your consideration is appreciated.



City of Kenai COVID-19 CARES Act
Relief and Recovery Grant Programs
Resolution 2020-91
Proposed Program Amendments
Attachment B

	Current Budget	Budget After Reso. 2020-91	Actual FY20	Actual FY21	Total Expenditures	Available After Reso. 2020-91
First Responder and Incident Management Team Payroll*	\$ 3,822,356.66	\$ 4,923,484.66	\$ 2,005,476.77	\$ 1,816,880.17	\$ 3,822,356.94	\$ 1,101,127.72
Business and Nonprofit Entity Recovery Grants						
Round 1: Small Business and Nonprofit Grants	2,215,000.00	2,215,000.00	1,905,000.00	310,000.00	2,215,000.00	-
Round 2: Small Business Grants	<u>2,665,000.00</u>	<u>1,486,872.00</u>	<u>-</u>	<u>1,368,000.00</u>	<u>1,368,000.00</u>	<u>118,872.00</u>
Total Business and Nonprofit Entity Recovery	4,880,000.00	3,701,872.00	1,905,000.00	1,678,000.00	3,583,000.00	118,872.00
CARES Act Administration & Non-Payroll	420,000.00	420,000.00	146,609.73	165,398.22	312,007.95	107,992.05
Individual Assistance Grants						
Small Business	14,000.00	14,000.00	-	14,000.00	14,000.00	-
Commerical Fishers	75,000.00	50,000.00	-	48,000.00	48,000.00	2,000.00
Rental and Mortgage Relief	1,000,000.00	1,100,000.00	-	1,000,000.00	1,000,000.00	100,000.00
Mental Health Services	50,000.00	50,000.00	-	-	-	50,000.00
Small Business Marketing Services	50,000.00	40,000.00	-	20,000.00	20,000.00	20,000.00
Food Assistance Services	65,000.00	77,000.00	-	48,750.00	48,750.00	28,250.00
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Individual Assistance Grants	<u>1,254,000.00</u>	<u>1,331,000.00</u>	<u>-</u>	<u>1,130,750.00</u>	<u>1,130,750.00</u>	<u>200,250.00</u>
Total All	<u>\$ 10,376,356.66</u>	<u>\$ 10,376,356.66</u>	<u>\$ 4,057,086.50</u>	<u>\$ 4,791,028.39</u>	<u>\$ 8,848,114.89</u>	<u>\$ 1,528,241.77</u>

* FY2021 First Responder Actual payroll includes the months of July through October less \$50,608.55.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: November 20, 2020

SUBJECT: Resolution 2020-91 Attachment C - CARES Act Administration & Non-Payroll Expenditures to Date

The purpose of this memo is to provide a breakdown of City expenditures to date and obligated funds utilizing funds budgeted in the CARES Act Administration & Non-Payroll allocation.

<u>Description</u>	<u>Expended through 11/20/2020</u>	<u>Encumbered or Projected</u>	<u>Total Expended & Encumbered</u>
Program administration payroll & benefits	\$ 34,294.94	\$ 5,000.00	\$ 39,294.94
City employee COVID-19 leave taken	137,671.33	26,600.00	164,271.33
Dipnet shack upgrades for cashless transaction and customer self-pay	12,069.34	-	12,069.34
Additional cleaning services, supplies and employee protective gear	23,853.39	6,146.61	30,000.00
Grant program postage	712.18	-	712.18
Paperless paystub distribution software	3,168.00	-	3,168.00
COVID-19 procurement advertising	744.07	-	744.07
Video conferencing	1,727.07	272.93	2,000.00
Employee recruitment/screening software	889.00	-	889.00
Voting supplies	998.06	-	998.06
Facility occupancy compliance project	62,800.65	60,663.35	123,464.00
Area school outdoor tents	31,190.92	-	31,190.92
Library expanded wireless	1,889.00	-	1,889.00
Library patron mobile printing solution	-	995.00	995.00
Undetermined	-	8,314.16	8,314.16
	<u>\$312,007.95</u>	<u>\$107,992.05</u>	<u>\$420,000.00</u>



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2020-92

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY21 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 FY21 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 2019 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,

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

Section 1. City Council of the City of Kenai proposes to use an alternative allocation method for allocation of FY21 funding available within FMA 14: Cook Inlet Area in agreement with all other municipalities in this area participating in the FY21 Shared Fisheries Business Tax Program.

Section 2. 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 3. That this resolution takes effect immediately upon adoption.

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 2nd day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: November 19, 2020

SUBJECT: **Resolution No. 2020-92 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 FY2020 share was \$60,284.09 and was based upon 2018 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 FY21 is \$8,351.72. Twelve communities will receive a portion of that amount with the City of Kenai estimated to receive \$407.68.

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 (\$8,351.72 for FY2021) 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 2020-92 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 FY21 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	\$2,817.09	Kenai Peninsula Borough	\$841.79
Homer	394.33	Seldovia	349.90
Kachemak	352.27	Seward	369.52
Kenai	407.68	Soldotna	383.80
Matsu Borough	1,248.49	Houston	365.86
Palmer	399.10	Wasilla	421.89

Thank you for your consideration.



**KENAI CITY COUNCIL – REGULAR MEETING
NOVEMBER 4, 2020 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on November 4, 2020, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor	Robert Molloy
Henry Knackstedt	Teea Winger
Jim Glendening	Robert Peterkin
Glenese Pettey	

A quorum was present.

Also in attendance were:

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

3. Agenda Approval

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

Add to item D.2	Resolution No. 2020-83
	• District Map

Add to item G.7	Response to COVID-19
	• CARES Act Relief and Recovery Grant Program Expenditures and Available Balances

MOTION:

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

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

4. Oath of Office

Mayor Gabriel administered the Oath of Office to Council Members Knackstedt and Winger.

5. Election of Vice Mayor

Council Member Knackstedt nominated Bob Molloy as Vice Mayor.

There being no other nominations from the floor, Bob Molloy was elected as Vice Mayor.

6. Consent Agenda

MOTION:

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

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

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

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

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

B. SCHEDULED PUBLIC COMMENTS – None.

C. UNSCHEDULED PUBLIC COMMENTS

Tim Dillon, Executive Director of the Kenai Peninsula Economic Development District (KPEDD), provided information on the status of CARES Act funds distributed to small businesses on the Kenai Peninsula. Totals exceeding \$39 million, and he anticipated reaching \$44-46 million. He advised sending people to KPEDD whose CARES application has been denied, because they are able to help with the appeal process and have had a success rate of approximately 85% for the appeals they have assisted with.

D. PUBLIC HEARINGS

7. Resolution No. 2020-88 - Amending the City's Grant Disbursement Program Utilizing Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to Provide a Grant For The Challenger Learning Center Of Alaska For The Provision Of Educational Services. (Administration)

[Clerk's Note: This item was moved to this point in the meeting at approval of the agenda.]

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2020-88 and Council Member Glendening **SECONDED** the motion.

Mayor Gabriel opened for public hearing.

Marnie Olcott, CEO of the Challenger Learning Center of Alaska, explained the purpose of the Challenger Center and described the types of programs they typically provide to students and other organizations. She discussed how the COVID-19 pandemic has resulted in a major loss of revenue, as it has severely impacted their ability to offer hands-on trainings. She explained how the Center has adapted by creating new virtual training programs, one of which received a national award for its innovation. Further clarification was also provided regarding the Challenger Center's current sources of revenue, as well what could be accomplished with the additional funds.

Tim Dillon, Executive Director of the Kenai Peninsula Economic Development District and Vice President of the Challenger Center's Board of Directors, expressed his admiration of Marnie Olcott's leadership.

UNANIMOUS CONSENT was requested.

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

MOTION PASSED UNANIMOUSLY.

1. **Ordinance No. 3165-2020** - Accepting and Appropriating a Grant From the U.S. Department of Homeland Security Passed Through the State of Alaska Department of Military and Veterans' Affairs to Update the City's Emergency Operations Plan. (Administration)

MOTION:

Vice Mayor Molloy **MOVED** to enact Ordinance No. 3165-2020 and Council Member Glendening **SECONDED** the motion.

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

Clarification was provided on what will be changed in the Emergency Operations Plan (EOP). City Manager Ostrander explained that when the COVID-19 pandemic began, the current version of the EOP was inadequate in providing guidance, and the City was forced to improvise strategies for managing the situation. He explained the EOP is badly in need of an update, as the current version was produced in 2007. Funds from this grant would go towards hiring a consultant to assist with the update, and it was requested that we consider asking the borough's Office of Emergency Management for assistance as well.

VOTE:

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

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Resolution No. 2020-83** - Approving an Auto Aid Agreement and Supporting Operational Plan with Kenai Peninsula Borough for Exchange of Personnel and Equipment Response to Structure Fires. (Administration)

MOTION:

Vice Mayor Molloy **MOVED** to adopt Resolution No. 2020-83 and Council Member Knackstedt **SECONDED** the motion.

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

City Manager Ostrander explained the updates to the Auto Aid Agreement between the City of Kenai Fire Department and the Kenai Peninsula Borough, Central Emergency Service Area and Nikiski Fire Service Area. The agreement includes updated personnel and equipment, and some small changes to the response areas.

VOTE:

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

MOTION PASSED UNANIMOUSLY.

3. **Resolution No. 2020-84** - Authorizing the Award of a Facility Management Services Agreement for the Kenai Multi-Purpose Facility. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2020-84 and Vice Mayor Molloy **SECONDED** the motion.

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

Clarification was provided that Redline Sports would be managing the facility, and this resolution does not establish the fee schedule.

UNANIMOUS CONSENT was requested.

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

4. **Resolution No. 2020-85** - Establishing Dates for Regular Meetings of the City Council for 2021. (City Clerk)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2020-85 and Council Member Glendening **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

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

5. **Resolution No. 2020-86** - Authorizing a Budget Transfer in the Senior Citizen Fund Home Meals Department. (Administration)

MOTION:

Vice Mayor Molloy **MOVED** to adopt Resolution No. 2020-86 and Council Member Knackstedt **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

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

6. **Resolution No. 2020-87** - Authorizing the Purchase of Real Property Described as Tract A, Block 18, Original Townsite of Kenai Bluff Replat for the Public Purpose of Including the Property in the Kenai Bluff Bank Stabilization Project and Determining that Public Interest Will Not be Served by an Appraisal. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2020-87 and Vice Mayor Molloy **SECONDED** the motion.

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

It was noted that this purchase would get the City of Kenai closer to the acquisition of necessary properties for the Bluff Stabilization project, and would be a big step towards getting it finalized.

UNANIMOUS CONSENT was requested.

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

E. MINUTES

1. *Regular Meeting of October 21, 2020. (City Clerk)

Approved by the consent agenda.

F. UNFINISHED BUSINESS

G. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Purchase Orders over \$15,000. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Non-Objection to the Renewal of a Marijuana Retail License and a Standard Marijuana Cultivation Facility for Majestic Gardens, LLC. (City Clerk)

Approved by the consent agenda.

4. ***Ordinance No. 3166-2020** - Increasing Estimated Revenues And Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement to Develop Condition Assessments for the Airfield Drainage Safety Area and Asphalt Runway Areas of the Kenai Municipal Airport. (Administration)

Introduced by the Consent Agenda and Public Hearing set for November 18.

5. **Action/Approval** - Mayoral Nominations of Council Liaisons for Appointment to Committees and Commissions. (Mayor Gabriel)

MOTION:

Vice Mayor Molloy **MOVED** to confirm the appointments of Council Liaisons to Committees and Commissions, and Council Member Knackstedt **SECONDED** the motion. **UNANIMOUS CONSENT** was requested.

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

6. **Action/Approval** - Special Use Permit to RAVN Alaska for Warm Storage of the De-Icing Truck. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to approve the Special Use Permit, and Vice Mayor Molloy **SECONDED** the motion.

Clarification was provided that, because the facility is located on airport property, the permit will go directly into the airport fund.

UNANIMOUS CONSENT was requested.

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

7. **Discussion** - Response to COVID-19. (Administration)

Summary of current status and future projection of CARES Act funding is discussed, looking at the excess and deficits within individual accounts. Administration predicts that all funds available to the City of Kenai will be utilized by the end of the year, as will the Kenai Peninsula Borough.

It was noted that, while many annual activities held by the City of Kenai have been impacted by the COVID-19 crisis, Administration has been working with the Chamber of Commerce to organize a COVID-safe Christmas Comes to Kenai event. A meeting with the Chamber of Commerce will be held to discuss if and how a modified plan for the bonfire and parade could be implemented.

MOTION:

Council Member Glendening **MOVED** to transfer \$1,500 from the Legislative Travel account to the Legislative Grants to Other Agencies account to be added to the Kenai Chamber of Commerce Holiday Fireworks donation and a total of \$5,000 provided to the Kenai Chamber of Commerce for the annual Holiday Fireworks, and requested **UNANIMOUS CONSENT**. Vice Mayor Molloy **SECONDED** the motion.

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

Further discussion included current case numbers and rates both locally and statewide. Additional topics included: how current numbers reflect all positive cases, both symptomatic and asymptomatic; how many local parents are expressing their desire for schools to re-open; a comparison with the alternative reopening approach taken by the Washington State school attended by Council Member Glendening's grandson; the toll that the COVID-19 crisis has taken on the health of children, including a rise in suicide rate; and the actions that the City Council has taken to promote COVID-19 safety, such as providing funds for outdoor tents for socially-distant school lunches and events, as well as mental health resources.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging – An overview was provided of the programs currently implemented by the Kenai Senior Center, including: home delivery for meals, shopping, prescriptions, and low-income food boxes; information on current State of Alaska COVID-19 benefits, as well as known scams involving the current crisis; a phone-buddy program utilizing Senior Center volunteers for socialization; and a drive thru flu shot clinic. It was also reported that the new doorway to the computer lab and new cabinets in game room have been finished. Next meeting November 12.
2. Airport Commission – No report; next meeting November 12.
3. Harbor Commission – No report; next meeting November 9.
4. Parks and Recreation Commission – Vice Mayor Molloy expressed his appreciation for the time he spent serving as liaison to this Commission. It was also reported that administration is negotiating with state on allowing the use of funds for campgrounds at the personal use fishery beach site. Next meeting November 5.
5. Planning and Zoning Commission – It was reported that a plat approval for Kenai Bluff Stabilization Subdivision was recommended. Next meeting November 18.

6. Beautification Committee – It was reported that their next meeting will be a joint meeting with the Parks and Recreation Commission. Thanks was given for being able to serve on the committee for the past year.
7. Mini-Grant Steering Committee – No report.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Discussion regarding a sub-committee being formed with Council Members and the Director of Finance to consider an RFP process and subsequent proposals received for the annual audit;
- Commended everyone who ran for State office during the general election, noting that Representative Gillam will be the new Representative for the Kenai/Soldotna area, as well as apparent victories for Senator Sullivan and Representative Young;
- Reported he will be attending the virtual Alaska Conference of Mayors next week, and will present his report from that conference during the first Council meeting of December;
- Recognized Veterans Day and thanked our service members for what they have done to serve our country.

J. ADMINISTRATION REPORTS

1. City Manager - City Manager P. Ostrander reported on the following:
 - New Planning Director Ryan Foster has been hired and will start in December;
 - Tree removal permit has been developed by Administration for people who are requesting the removal of trees off of City property. Clarification is provided that there is no cost for the permit, and trees collected will be for personal use only and not for sale.
 - Meeting scheduled Friday, November 6 to discuss the next steps on the Bluff Project;
 - Update on bike path from Beaver Loop to Kenai: still working on agreement. The grant agreement needs to be modified to provide for some flexibility and get more involvement in the project. Recruitment is underway to bring a new grant writer on board, with preference for a local candidate. Will provide more detailed report in the future;
 - Airport ribbon-cutting ceremony is being postponed indefinitely due to an uptick in COVID-19 cases;
 - Reported on a fire that started in the Airport café kitchen during previous week. Their sprinkler system extinguished the fire, and the outstanding response of the fire department, who helped in the cleanup efforts, ensured that there was no damage.
2. City Attorney – No report
3. City Clerk – City Clerk J. Heinz reported on the following:
 - Reported on assisting the State during the general election, including redistribution of PPE. Reported that approximately 120,000 absentee ballots

have yet to be counted. Clarification was provided on the type of ballot-counting equipment that was used.

- Recruitment for commission and committee members is ongoing.

K. ADDITIONAL PUBLIC COMMENT

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*) - None.
2. Council Comments

Council Member Pettey thanked her fellow citizens for voting during the general election, and our veterans for serving our country. Expressed gratitude for her time spend serving on the Beautification Committee and is looking forward to working with the Council on Aging.

Council Member Peterkin is looking forward to working on the Beautification committee, and expressed his support for Vice Mayor Bob Molloy in his new position as Council Liaison for the Harbor Commission.

Council Member Glendening congratulated Council Members Winger and Knackstedt, and thanked administration for their update and projections of CARES Act funding. Recognized the cultural and historical importance of the Russian Orthodox Sacred Sites and reconfirmed his support for the decision to contribute to their refurbishment with a fund from the City of Kenai, as provided in informational items in the packet. Expressed that he was moved by the letter from the young writer provided in informational items of the packet and is impressed by the initiative. Is looking forward to working with the Planning and Zoning Commission.

Vice Mayor Molloy expressed his appreciation for being reelected to his position. Expressed gratitude for all the work done on the Harbor Commission by Council Members Peterkin and Glendening. Congratulated Council Members Winger and Knackstedt, and recognized City employees for adapting to new COVID-19 procedures quickly and with ease. Thanked our Veterans for serving our country.

Council Member Knackstedt congratulated Council Member Winger and Vice Mayor Molloy on election to their positions.

Council Member Winger congratulated Council Member Knackstedt on his reelection. Expressed gratitude to the community for electing her to be a voice for their City, for Veterans who have served our country, and our first responders for keeping our community safe. Is very excited to participate in the upcoming Christmas Comes to Kenai events. Encouraged the Council and community to support the Boys and Girls Club as they hold their annual fundraising gala virtually this year.

L. EXECUTIVE SESSION – None.

M. PENDING ITEMS – None.

N. ADJOURNMENT

There being no further business before the Council, the meeting was adjourned at 7:47 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of November 4, 2020.

Jamie Heinz, CMC
City Clerk

**PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: DECEMBER 2, 2020**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	104,199.86
REBORN AGAIN JANITORIAL	OCTOBER SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25
PREMERA BLUE CROSS	NOVEMBER PREMIUM	VARIOUS	INSURANCE	220,282.43

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
PIPER JAFFRAY	CERT. OF DEPOSIT	11/17/2022	249,000.00	0.2%
PIPER JAFFRAY	CERT. OF DEPOSIT	11/9/2023	249,000.00	0.3%



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3167-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE CARES ACT RECOVERY SPECIAL REVENUE FUND.

WHEREAS, the City of Kenai has been awarded \$10,376,356.66 in United States Treasury Coronavirus Relief and Economic Security (CARES) Act grant funds, including \$7,700,831.72 passed through the State of Alaska and \$2,675,524.94 passed through the Kenai Peninsula Borough; and,

WHEREAS, unlike most federal grants which are reimbursable, the City received the CARES Act grant funds in advance; and,

WHEREAS, federal regulations require any interest earning received on advanced federal funds to be spent as if an increase to the grant award amount; and,

WHEREAS, through October 30, 2020, the City has received \$286.26 in investment earnings on advanced CARES Act grant funds, including \$200.37 received in FY2020, which now resides in the CARES Act Recovery Special Revenue Fund's Fund Balance; and,

WHEREAS, additional investment earnings of up to \$213.74 are expected prior to disbursement of the remaining grant funds; and,

WHEREAS, appropriation of the investment earnings in compliance with federal regulations and use of the earnings for expenses related to the City's COVID-19 response is in the best interest of the City.

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

Section 1. That the estimated revenues and appropriations be increased by the actual amount of investment earnings received on CARES Act grant funds prior to their disbursement but not to exceed \$500.00:

CARES Act Recovery Special Revenue Fund:	
Increase Estimated Revenues –	
Appropriation of Fund Balance	\$200.37
Investment Earnings	<u>299.63</u>
	<u>\$500.00</u>

Increase Appropriations –	
First Responder and Incident Management	
Team Payroll - Contingency	\$ <u>500.00</u>

Section 2. That the City Manager is authorized to expend the funds in compliance with United States Treasury Guidance and this Ordinance.

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 16th day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: December 2, 2020
Enacted: December 16, 2020
Effective: December 16, 2020



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: November 5, 2020

SUBJECT: **Ordinance 3167-2020 Appropriating Investment Earnings on United States Treasury Coronavirus Relief and Economic Security (CARES) Act Grant Funds**

The purpose of this memo is to recommend the adoption of Ordinance 3167-2020 that will appropriate investment earning the City has received on United States Treasury Coronavirus Relief and Economic Security (CARES) Act grant funds advanced to the City.

The City has been awarded \$10,376,356.66 in CARES Act grant funds, including \$7,700,831.72 passed through the State of Alaska and \$2,675,524.94 passed through the Kenai Peninsula Borough. Grant funds passed through the State of Alaska were advanced to the City in three tranches, \$4,140,355.22 received on June 9, 2020, \$1,780,238.25 received on July 20, 2020, and \$1,780,238.25 received on October 7, 2020. Grant funds passed through the Kenai Peninsula Borough were received on \$2,675,524.94.

To date, the City has expended \$8,192,189.80 of these funds and received investment earnings of \$286.26 on undistributed funds, of which \$200.37 was received in FY20 and now resides in CARES Act Recovery Special Revenue Fund, fund balance. It is anticipated the City could receive an additional \$213.74 in investment earnings prior to distributing all grant funds.

Federal regulation requires investment earning on advance grant funds to be expended within the program as if an increase to the grant award amount. Enactment of Ordinance 3167-2020 will appropriate the actual investment earnings received, up to a maximum of \$500, for use in the City's response to the COVID-19 public health emergency. An amount of up to \$500 is being used as actual earnings will not be known until all funds are disbursed. Once known, the actual amount of investment earnings will be authorized for expenditure. An appropriation of up to an amount is a bit unusual but necessary when grant funds are advanced, which is not the norm for federal grants.

Your support for enactment is respectfully requested.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3168-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT OPERATIONS FACILITY, AIRPORT SNOW REMOVAL EQUIPMENT, TERMINAL IMPROVEMENT, AIRPORT IMPROVEMENTS, PERSONAL USE FISHERY, ANIMAL CONTROL IMPROVEMENTS, PUBLIC SAFETY IMPROVEMENTS, CITY SHOP IMPROVEMENTS, MUNICIPAL ROADWAY IMPROVEMENTS, WATER AND SEWER IMPROVEMENTS, AND WASTEWATER TREATMENT FACILITY IMPROVEMENTS CAPITAL PROJECT FUNDS TO TRANSFER RESIDUAL BALANCES FROM COMPLETED OR CANCELED PROJECTS BACK TO THEIR ORIGINAL FUNDING SOURCES.

WHEREAS, \$110,600.79 remains in different Airport Capital Project Funds from completed projects including the Fencing Rehabilitation and Gate project, Flight Service Station Improvement Phase 1, 2, & 3 project, 2019 Airfield Crack Sealing and Pavement Repair Project, the Airport Terminal Parking Lot Expansion Project, the Airport Operations Center Dry Sprinkler Repair Project, and various other completed projects; and,

WHEREAS, transfer of the residual \$105,650.57 to the Airport Special Revenue Fund, the fund from which the funds originated, will allow future appropriation of the funds for operations or future capital projects and is in the best interest of the City; and,

WHEREAS, \$2,215.24 remains in the Personal Use Fishery Improvements Capital Project fund after completion of the South Spruce Street Widening and Utility Installation project; and,

WHEREAS, transfer of the residual \$2,215.24 to the Personal Use Fishery Special Revenue Fund, the fund from which the funds originated, will allow future appropriation of the funds for operations or future capital projects and is in the best interest of the City; and,

WHEREAS, \$42,392.62 remains in the Animal Control Improvement, Public Safety Capital Project, City Shop Improvements, and Municipal Roadway Improvements Capital Project Funds from completed capital projects, including the Animal Shelter Floor Refinishing Project, the Fire Department Kitchen Remodel Project, the City Shop Pad Expansion Project, and the Ryan's Creek Outflow Culvert Repair Project; and,

WHEREAS, transfer of the residual \$42,392.62 to the General Fund, the fund from which the funds originated, will allow future appropriation of the funds for operations or future capital projects and is in the best interest of the City; and,

WHEREAS, \$23,495.89 remains in the Water & Sewer Improvement and Wastewater Treatment Facility Improvements Capital Project Funds after completion of Inlet Woods Lift Station Improvement Project and the Wastewater Treatment Aeration Basin Blower Project; and,

Ordinance No. 3168-2020

Page 2 of 4

WHEREAS, transfer of the residual \$23,495.89 to the Water & Sewer Special Revenue Fund, the fund from which the funds originated, will allow future appropriation of the funds for operations or future capital projects and is in the best interest of the City.

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

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

Airport Operations Facility Capital Project Fund:	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$13,538.00</u>
Increase Appropriations –	
Transfer to Airport Special Revenue Fund	<u>\$13,538.00</u>

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

Airport Snow Removal Equipment Capital Project Fund:	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$1,403.19</u>
Increase Appropriations –	
Transfer to Airport Special Revenue Fund	<u>\$1,403.19</u>

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

Terminal Improvement Capital Project Fund:	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$25,000.00</u>
Increase Appropriations –	
Transfer to Airport Special Revenue Fund	<u>\$25,000.00</u>

Section 4. That the estimated revenues and appropriations be increased as follows:

Airport Improvements Capital Project Fund:	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$65,709.38</u>
Increase Appropriations –	
Transfer to Airport Special Revenue Fund	<u>\$65,709.38</u>

Section 5. That the estimated revenues and appropriations be increased as follows:

Personal Use Fishery Capital Project Fund:	
Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$2,215.24</u>

Increase Appropriations –
 Transfer to Personal Use Fishery Special Revenue Fund \$2,215.24

Section 6. That the estimated revenues and appropriations be increased as follows:

Animal Control Improvement Capital Project Fund:

Increase Estimated Revenues –
 Appropriation of Fund Balance \$4,089.85

Increase Appropriations –
 Transfer to General Fund \$4,089.85

Section 7. That the estimated revenues and appropriations be increased as follows:

Public Safety Improvements Capital Project Fund:

Increase Estimated Revenues –
 Appropriation of Fund Balance \$5,712.82

Increase Appropriations –
 Transfer to General Fund \$5,712.82

Section 8. That the estimated revenues and appropriations be increased as follows:

City Shop Improvements Capital Project Fund:

Increase Estimated Revenues –
 Appropriation of Fund Balance \$24,669.01

Increase Appropriations –
 Transfer to General Fund \$24,669.01

Section 9. That the estimated revenues and appropriations be increased as follows:

Municipal Roadway Improvement Capital Project Fund:

Increase Estimated Revenues –
 Appropriation of Fund Balance \$7,920.94

Increase Appropriations –
 Transfer to General Fund \$7,920.94

Section 10. That the estimated revenues and appropriations be increased as follows:

Water & Sewer Improvements Capital Project Fund:

Increase Estimated Revenues –
 Appropriation of Fund Balance \$21,639.00

Increase Appropriations –
 Transfer to Water & Sewer Special Revenue Fund \$21,639.00

Section 11. That the estimated revenues and appropriations be increased as follows:

Wastewater Treatment Facility Improvements Capital Project Fund:

Ordinance No. 3168-2020

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Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$1,856.89</u>

Increase Appropriations –	
Transfer to Water & Sewer Special Revenue Fund	<u>\$1,856.89</u>

Section 12. 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 13. 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 16th day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance:  _____

Introduced: December 2, 2020
 Enacted: December 16, 2020
 Effective: December 16, 2020



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Terry Eubank, Finance Director
DATE: November 6, 2020
SUBJECT: **Ordinance 3168-2020 Transferring Remaining Funds from Completed Capital Projects back to Original Funding Source**

The purpose of this memo is to recommend the enactment of Ordinance 3168-2020 that will transfer remaining balances from completed capital projects back to their original funding source. These transfers will allow the residual funds to be appropriated for operations or new capital projects in the future.

In total, \$105,650.57 will be returned to the Airport Special Revenue Fund from these completed capital projects:

1. Fencing Rehabilitation Project, \$6,981.27.
2. Flight Service Station Phase 3 Improvements, 8,632.97.
3. 2019 Airfield Crack Sealing & Pavement Repair, \$15,784.51.
4. Terminal Parking Lot Expansion, \$25,000.00.
5. Airport Ops Dry Sprinkler Repair, \$13,538.00
6. \$35,713.82 from various other completed capital projects.

\$2,215.24 will be returned to the Personal Use Fishery Special Revenue Fund from the completed South Spruce Street Widening and Utility Location Project.

\$42,392.62 will be returned to the General Fund from these completed capital projects:

1. Animal Control Improvements, \$4,089.85.
2. Fire Department Kitchen Remodel, \$5,712.82.
3. City Shop Pad Expansion, \$24,669.01.
4. Ryan's Creek Outflow Culvert Repair, \$7,920.94.

\$23,495.89 will be returned to the Water & Sewer Special Revenue Fund from these completed capital projects:

1. Inlet Woods Lift Station Upgrades, \$21,639.00.
2. Wastewater Treatment Plant Aeration Blower Project, \$1,856.89.

With the enactment of Ordinance 3168-2020, these funds will be returned to their original funding source, where they will reside in fund balance until the passage of future ordinances appropriating the funds for operations or other capital projects. No authorization to spend is created by this appropriation, rather only the authority to transfer between funds is being provided.

Your support for the enactment of Ordinance 3168-2020 is respectfully requested.





Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3169-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND, FINANCE DEPARTMENT FOR THE PAYMENT OF FEES IN CONNECTION WITH THE COLLECTION OF REMOTE SELLER SALES TAX BY THE ALASKA REMOTE SELLER SALES TAX COMMISSION ON BEHALF OF THE CITY OF KENAI.

WHEREAS, Resolution 2020-09 authorized the Alaska Remote Seller Sales Tax Commission (Commission) to implement, administer, and enforce the provisions of Kenai Peninsula Borough Code section 5.19, Uniform Remote Seller Sales Tax Code on behalf of the City; and,

WHEREAS, the Commission began collection of remote seller sales tax on behalf of the City in March 2020; and,

WHEREAS, fees for collection by the Commission are on a sliding scale based on total collection by the Commission for all participating municipalities and average 19.10%; and,

WHEREAS, the FY2021 Budget included estimated revenues from remote seller sales tax of \$250,000 net of collection fees; and,

WHEREAS, in consultation with the City’s independent auditors, it was discovered that governmental accounting standards prohibit the reporting of revenues net of fees; and,

WHEREAS, governmental accounting standards require the reporting of remote seller sales tax at gross and the fees paid for collection separately; and,

WHEREAS, an amount for the payment of fees was not included in the FY2021 Adopted Budget and is needed to properly account for the City’s collection of remote seller sales tax.

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

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

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$50,000</u>
Increase Appropriations –	
Finance - Professional Services	<u>\$50,000</u>

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16th day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: December 2, 2020
Enacted: December 16, 2020
Effective: December 16, 2020



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: November 6, 2020

SUBJECT: **Ordinance 3169-2020 Appropriating Funds for Collection Fees in Connection with the Collection of Remote Seller Sales Tax**

The purpose of this memo is to recommend the enactment of Ordinance 3169-2020 that will appropriate funds for the payment of fees to the Alaska Remote Seller Sales Tax Commission (Commission). Resolution 2020-09 authorized the Commission to implement, administer, and enforce the provisions of Kenai Peninsula Borough Code section 5.19, Uniform Remote Seller Sales Tax Code on behalf of the City.

The adopted FY2020 Budget included net revenue for remote seller sales tax of \$250,000. In consultation with the City's independent auditors, it was discovered that governmental accounting standards prohibit the reporting of revenues net of fees but rather require the reporting of revenues and their associated fees separately at gross. This Ordinance will provide the necessary budget for the payment of the fees for collection. Fees for collection are on a sliding scale dependent upon the amount of remote seller sales tax collected by the Commission for all members and is currently averaging 19.10% of collections.

July and August collection of remote seller sales tax averaged approximately \$19,000 per month with fees of approximately \$3,250 per month. Collections continue to grow but will not likely reach the \$310,000 needed in FY2021 to achieve net revenue of \$250,000. Fund balance is needed to appropriate the FY2021 estimated fees of \$50,000. With continued growth in collections, it is likely the City will achieve gross collection of at least \$310,000 in subsequent years. Gross collections of \$310,000 will provide for the payment of approximately \$60,000 in fees and produce net revenue of \$250,000 from remote seller sales tax.

Your support for the enactment of Ordinance 3169-2020 is respectfully requested.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3170-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ACCEPTING AND APPROPRIATING A GRANT FROM THE STATE OF ALASKA FOR THE PURCHASE OF LIBRARY BOOKS.

WHEREAS, the City of Kenai received a grant from the State of Alaska, Department of Education and Early Development for the purchase of library books; and,

WHEREAS, it is in the best interest of the City of Kenai to appropriate these grant funds for the purpose intended.

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 a grant from the State of Alaska, Department of Education and Early Development in the amount of \$7,000 for the purchase of library books and to execute grant agreements and to expend the grant funds to fulfill the purpose and intent of this Ordinance.

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

General Fund:

Increase Estimated Revenues – Library—State Grants	<u>\$7,000</u>
Increase Appropriations – Library--Books	<u>\$7,000</u>

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16th day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: December 2, 2020
Enacted: December 16, 2020
Effective: December 16, 2020



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Katja Wolfe, Library Director

DATE: November 18, 2020

SUBJECT: **Ordinance 3170-2020 Accepting and Appropriating a Grant from the State of Alaska**

The Library has been awarded the annual Public Library Assistance Grant by the State of Alaska, Department of Education and Early Development. As per the grant award, the amount of \$7,000 is to be used for the purchase of books and should be deposited in account 001-440-4666.

The Library Director completes an application each year in order to receive these funds. Certain minimum standards must be met in order to receive this grant. These include reporting requirements on expenditures and collection statistics, the number of hours that the library is open to the public, minimum educational requirements for the Library Director and continuing education requirements.

Your consideration is appreciated.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3171-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ACCEPTING AND APPROPRIATING A STATE OF ALASKA GRANT PASSED THROUGH THE SOUTHERN REGION EMS COUNCIL, INC., FOR TWO AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) TRAINERS AND ONE ADVANCED LIFE SUPPORT (ALS) SKILLS TRAINING MANNEQUIN.

WHEREAS, the Kenai Fire Department has been awarded a Code Blue Phase 20 Grant from the Southern Region EMS Council (EMS Council), Inc.; and,

WHEREAS, the EMS Council will provide the City with two AED trainers and one ALS skills training mannequin; and,

WHEREAS, the cost for the AED trainers is \$948 and the ALS skill training mannequin is \$10,929 of which the Fire Department will provide 10% matching funds from its operating budget to the EMS Council; and,

WHEREAS, the Fire Department has within its budget, the funds available to meet the required 10% matching funds: and,

WHEREAS, it is in the best interest of the City to accept grant funding to purchase this equipment.

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 a grant in the amount of \$10,689 from the State of Alaska passed through the Southern Regions EMS Council, Inc. for two AED trainers and one ALS skills training mannequin.

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

General Fund:

Increase Estimated Revenues –	
State Grants - Fire	<u>\$10,689</u>
Increase Appropriations – Fire Department	
Small Tools	\$ 853
Machinery and Equipment	<u>9,836</u>
	<u>\$10,689</u>

Section 3. That the City Manager is authorized to execute a grant agreement and to expend the grant in compliance with grant conditions and this ordinance.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.


Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16th day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: December 2, 2020
Enacted: December 16, 2020
Effective: December 16, 2020



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: November 19, 2020

SUBJECT: **Ordinance 3171-2020 Southern Region EMS Council Code Blue Grant**

City of Kenai Fire Department was successful in receiving a grant from the State of Alaska Southern Region EMS Council for their Code Blue, Phase 20 cycle. We applied for a grant to purchase training equipment that will be used to train our staff, along with other City employees who need CPR/AED training. We submitted to purchase two AED trainers as well as an Advanced Life Support (ALS) mannequin for our expanded scope EMS training. This mannequin will allow us to have live interactive scenarios through the mannequin with advanced cardiac rhythms. We will be able to do IV's on the mannequin, defibrillate appropriate cardiac rhythms, assess breathing as it is will be customized in real-time by the instructor. This is an advanced piece of training equipment that will greatly increase our EMS training in-house.

The grant total was for \$10,689.00, with a 10% match requirement for a total expenditure of \$11,877.00. We have within our budget the funds available to provide the 10% match to purchase these items, and we are requesting approval to accept this grant.

Your consideration of accepting this grant is greatly appreciated.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3172-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, WAIVING THE \$5,000 LIMITATION IN KMC 7.25.020 (A) FOR ALLOCATING CARES ACT FUNDS TO ALLOW THE CITY MANAGER TO ALLOCATE THE FUNDS TO THE PROPER ACCOUNT AS NEEDS ARISE AND TIME TO UTILIZE THE FUNDS EXPIRES, AND DECLARING AN EMERGENCY.

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

WHEREAS, in response to the COVID-19 pandemic, on March 18, 2020, the City Manager declared a local disaster emergency that was extended the same day by the City Council; and,

WHEREAS, emergency declarations on the state and local level have been extended through at least December 31, 2020; and,

WHEREAS, the City has received federal funding through the CARES Act to help offset impacts from COVID-19 to our local community; and,

WHEREAS, the City Council has approved funding and allocated CARES Act funds to help offset impacts from COVID-19 to meet food and shelter needs, assist businesses and nonprofits, provide mental health services, and cover payroll for incident managers and first responders; and,

WHEREAS, one of the limitations of the CARES Act funding under current federal guidance is that it must be utilized by December 31, 2020; and,

WHEREAS, Kenai Municipal Code 7.25.020 – City Budget Control, limits the City Manager’s authority to allocate funds in amounts \$5,000 or greater; and,

WHEREAS, the City Manager needs increased authority beyond the previously authorized authority of \$20,000 approved by Ordinance 3130-2020 to allocate CARES Act funds between Council approved programs as the December 31, 2020 deadline for expenditure of CARES Act funds draws nearer, and some programs need further funding while others are less utilized; and,

WHEREAS, increasing the City Manager’s authority will provide the flexibility to ensure CARES Act funds are fully utilized to maximum benefit for the City of Kenai and its residents, businesses and nonprofits; and,

WHEREAS, pursuant to KMC 1.15.70(f) an emergency ordinance may go into effect immediately upon passage; and,

WHEREAS, state law and City Charter allow for emergency ordinances when necessary to preserve public, peace health and safety and this Ordinance is needed to ensure maximum CARES Act resources are available to meet the needs of City Residents, business, non-profits, incident management and first responders.

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

Section 1. Classification: that this Ordinance is not of a general and permanent nature and shall not be codified.

Section 2. Declaration of Emergency: That the COVID-19 public health emergency has created an emergency recognized on the federal, state and local level and that this Ordinance is necessary to immediately preserve public peace, health and safety.

Section 3. That the limitation of transferring less than \$5,000 within each department in KMC 7.25.020 is waived to allow the City Manager to allocate funds to the correct accounts as expenditures arise. Further, the limitation in KMC 7.25.020 to move less than \$5,000 between departments is increased to \$100,000 with transfers of more than \$100,000 requiring a resolution by the City Council.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16th day of December, 2020.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Introduced: December 2, 2020
Enacted: December 16, 2020
Effective: December 16, 2020



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Paul Ostrander, City Manager

DATE: November 24, 2020

SUBJECT: **Ordinance No. 3172-2020 – Waiving the \$5000 Fund Transfer Limit**

As we near the deadline of December 31, 2020 for the expenditure of CARES Act funds, administration is closely tracking the utilization of the funds in the various accounts that have been authorized by Council. Any funds that are not expended by December 31, 2020 must be returned to the granting agency.

There is still uncertainty regarding the amount of funds that will be needed in several of the accounts, including the AHFC program providing rental and mortgage relief, the PCHS Mental Health Services Program, and the CARES Act Administration and Non-Payroll account. Additionally, administration estimates that an additional \$94,000 would need to be allocated to the First Responder and Incident Management Team Payroll to fully cover those costs through the end of 2020. The authority to re-allocate these funds is necessary to facilitate transfers that likely will exceed \$20,000 between accounts during the last several weeks of 2020 to assure that all of the CARES Act funds are utilized appropriately and to the maximum benefit of the City.

Your consideration is appreciated.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Mary Bondurant

DATE: November 17, 2020

SUBJECT: **Action/Approval – Special Use Permit to Ravn Alaska (adjusted)**

Council approved a Special Use Permit to Ravn Alaska at the November 4, 2020 meeting for 600 square feet in Warm Storage 1 for \$600 a month.

Ravn Alaska has requested an additional 600 square feet in Warm Storage 1 for a second deicing truck for a total of 1,200 square feet for \$1,200 a month. The term of the permit remains the same from November 1, 2020 through March 31, 2020. Ravn had paid the \$100 Special Use Application fee.

Ravn Alaska is current on all fees owed and we have a current Certificate of Insurance.

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 **CORVUS AIRLINES, INC, d/b/a RAVN ALASKA, LLC** (PERMITTEE) the non-exclusive right to use 600 square feet of area as described below:

Tract A FBO Subdivision consisting of approximately 1,200 square feet in an area described as Warm Storage 1.

and as further shown in the attached Exhibit A.

1. **TERM.** This special use permit shall be for approximately six (6) months from November 1, 2020 to April 30, 2021.
2. **PERMIT FEES.** The Permittee shall be charged a monthly permit fee of \$1,200 plus applicable sales tax.

The Permittee shall pay the City the permit fee by the 10th day of the preceding month.

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.
 - E. Annual Special Use Permit Application fee of \$100.00.
3. **USE.** The use by the Permittee of the Premises is limited to the purpose of Storage for De-ice Vehicle. 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 storage of one de-ice vehicle.
 - B. The premises shall be returned to its current condition prior to the end of the term of this Special Use Permit.
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 November 1, 2020. The effective date of the insurance shall be no later than November 1, 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

Corvus Airlines, Inc. dba Ravn Alaska, LLC

By: _____

By: _____

Paul Ostrander
City Manager

Date:

Dallas Anthony
Director of Airports

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 Dallas Anthony, Director of Airports of Corvus Airlines, Inc. dba Ravn Alaska, LLC, an Alaska limited liability company, on behalf of the company.

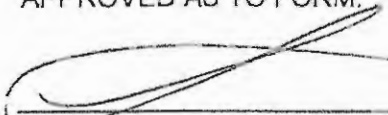
Notary Public for Alaska
My Commission Expires: _____

ATTEST:

Jamie Heinz, CMC, City Clerk

SEAL:

APPROVED AS TO FORM:



Scott Bloom, City Attorney



Exhibit A:
Ravn Alaska Special Use Permit Area
City of Kenai Shop Yard

Parcel No:
04336001

Tract A, FBO Subdivision

125 '
 1 inch equals 145 feet



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

Date: 1/30/2020



KENAI

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

MEMORANDUM

TO: Kenai City Council

FROM: Mayor Gabriel

DATE: November 24, 2020

SUBJECT: **Commission Nominations for Council Confirmation**

Pursuant to Kenai Municipal Code (KMC) 1.90.010 & 1.90.040, I am nominating the following individuals to be confirmed by City Council to a three-year term ending December 31, 2023 unless otherwise noted.

- Airport Commission:** Glenda Feeken (reappointment)
Derek Leichliter (reappointment)
Paul Minelga (reappointment)
- Beautification Committee:** Terri Wilson (reappointment)
- Council on Aging:** Don Erwin (reappointment)
Rachael Craig (new appointment replacing Sandra Bise, ending 2023)
- Harbor Commission:** Mike Dunn (reappointment)
Bob Peters (reappointment)
- Parks & Rec Commission:** T. Grant Wisniewski (reappointment)
David Rigall (new appointment replacing Teea Winger, ending 2023)

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



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: <i>Glenda Feeken</i>	Date: <i>11-2-2020</i>
Resident of the City of Kenai? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	How Long? <i>have had a business in Kenai 30 years</i>
Name of Spouse:	
Employer: <i>RE/MAX of the Peninsula</i>	Job Title: <i>Broker/Owner</i>
Contact Information	
Residence Address: <i>31295 Cetacea Kenai AK</i>	
Mailing Address: <i>10735 Kenai Spur Hwy #5</i>	Email Address: <i>glenda@teamfeeken.com</i>
Home Phone No.: <i>907-252-2743</i>	Home Fax No.:
Business Phone No.: <i>907-283-5888</i>	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: <i>Kenai Chamber, KPAR, National Association of Realtors</i>	
Past organizational memberships: <i>Rotary</i>	
City committee or commission in which you are interested: <i>Airport</i>	
Why do you want to be involved with this Committee or Commission? <i>I have been on this (Airport) for 13 years. I have an interest in the airport & the many opportunities it brings to health & wellbeing of Kenai's economy</i>	
What background, experience, or credentials do you possess to bring to the commission or committee membership? <i>13 years on commission, 30 plus years in real estate in Kenai & the central peninsula area</i>	

<p>FOR CITY USE ONLY</p> <p>ROUTING: <input type="checkbox"/> Clerk's Office</p> <p>DISTRIBUTION: <input type="checkbox"/> City Council <input type="checkbox"/> File</p>



Published on *Kenai, Alaska* (<https://www.kenai.city>)

[Home](#) > [Commission/ Committee Application](#) > [Webform results](#) > Commission/ Committee Application

Submission information

Form: [Commission/Committee Application](#) [1]

Submitted by Visitor (not verified)

Wed, 11/18/2020 - 11:33am

107.117.209.2

Date

Wed, 11/17/2021

Name

Derek Leichliter

Resident of City of Kenai?

No

If resident, how long?

Lived in Kenai and Soldotna for 38 years

Residence Address

46113 Sather Ct. Soldotna Alaska 99669

Mailing Address

46113 Sather Ct. Soldotna Alaska 99669

Home Telephone

9072524391

Home Fax

Business Telephone

9072624391

Business Fax

Email address

derekleichliter@gmail.com

May we include your contact information on our website?

Yes

If not all, what may we include?

Employer

legacy electric

Job Title

Owner

Name of Spouse**Current Membership Organization**

America cancer association Alaska men's run, Kenai river sports association

Past organizational memberships**Committees or commissions in which you are interested**

Any

Why do you want to be involved with this commission or committee?

I am a land lease holder/developer at the Kenai airport and would love to continue to help build one of the nicest airports in Alaska .

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

Being a business owner in our community knowing what people are going though and having sat on many boards in my past and present I understand what it takes to make boards work amazing. Having the right people in the right places is so key for this .

- [Home](#)
- [Intranet](#)
- [Logout](#)
- [Dashboard](#)
- [KMC](#)

210 Fidalgo Ave. Kenai, AK 99611 (907) 283-7535

[a municode design](#)

Source URL: <https://www.kenai.city/node/2601/submission/6611>

Links

[1] <https://www.kenai.city/bc/webform/commissioncommittee-application>



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: PAUL MINELGA	Date: 11/4/20
Resident of the City of Kenai? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	How Long?
Name of Spouse: ULRIKE MINELGA	
Employer: DOT/FAA	Job Title: LEAD INSTRUCTOR (ATC)

Contact Information

Residence Address: 38440 NINA ROBINSON AVE SOLDOTNA 99669	
Mailing Address: SAME	Email Address: PAUL.MINELGA@GMAIL.COM
Home Phone No.:	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: NO PHONE NUMBERS PLEASE

Affiliations

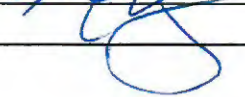
Current membership in organizations: AMA (ACADEMY OF MODEL AERONAUTICS)
CIVIL AIR PATROL, ALASKA AIRMEN'S ASSN.

Past organizational memberships:

City committee or commission in which you are interested:
AIRPORT COMMISSION

Why do you want to be involved with this Committee or Commission?
CONTINUE SERVICE TO THE COMMUNITY

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

FOR CITY USE ONLY ROUTING: <input type="checkbox"/> Clerk's Office DISTRIBUTION: <input type="checkbox"/> City Council <input type="checkbox"/> File	
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KENAI

RECEIVED

CITY OF KENAI CLERKS OFFICE
NOV 13 2020

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

COMMITTEE/COMMISSION APPLICATION

Personal Information

Name: <i>TERRI Wilson</i>	Date: <i>11-10-20</i>
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <i>12 years</i>
Name of Spouse: <i>N/A</i>	
Employer: <i>Retired</i>	Job Title:

Contact Information

Residence Address: <i>880 SeTNet Drive</i>	
Mailing Address: <i>SAME</i>	Email Address: <i>TRW012333@Yahoo.com</i>
Home Phone No.: <i>N/A</i>	Home Fax No.: <i>N/A</i>
Business Phone No.: <i>N/A</i>	Business Fax No.: <i>N/A</i>

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

Please specify what we can include on our webpage:

Affiliations

Current membership in organizations:
AURA, ELKS

Past organizational memberships:
AURA (officer) ELKS

City committee or commission in which you are interested:
This one

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

What background, experience, or credentials do you possess to bring to the commission or committee membership?
The Ability to want to get involved.

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KENAI

RECEIVED

NOV 17 2020

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

COMMITTEE/COMMISSION APPLICATION

Personal Information	
Name: <i>Donald Erwin</i>	Date: <i>11/7/20</i>
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <i>44 years</i>
Name of Spouse: <i>Janice</i>	
Employer: <i>Retired</i>	Job Title:
Contact Information	
Residence Address: <i>1603 Fathom Drive</i>	
Mailing Address: <i>1603 Fathom Drive</i>	Email Address:
Home Phone No.: <i>907-283-7570</i>	Home Fax No.: <i>NO FAX</i>
Business Phone No.: <i>NA</i>	Business Fax No.: <i>NA</i>
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: <i>NRA, BPOE</i>	
Past organizational memberships: <i>same as above</i>	
City committee or commission in which you are interested: <i>Council on Aging</i>	
Why do you want to be involved with this Committee or Commission? <i>Am currently the chairman on the committee - continue to participate</i>	
What background, experience, or credentials do you possess to bring to the commission or committee membership? <i>4 1/2 years on the committee, supervision including employees of multi million oil & gas production in Kenai Area.</i>	
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RECEIVED

FEB 23 2020



COMMITTEE/COMMISSION APPLICATION

Kenai City Clerk's Office

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

Personal Information

Name: Rachael B. Craig Date: 02-26-20
Resident of the City of Kenai? [X] Yes [] No How Long? Lived on the Peninsula since 2001.
Name of Spouse: Walter A. Craig
Employer: Family Caregiver Support Program - Outreach Specialist Job Title: Senior Center

Contact Information

Residence Address: 48160 Snowflake Ct. Soldotna, AK
Mailing Address: P.O. Box 1813 Kenai Email Address: rachaelscraig@gmail.com
Home Phone No.: 907-398-5076 Home Fax No.: N/A
Business Phone No.: 907-262-1280 Business Fax No.:

May we include your contact information on our webpage? [X] Yes [] No [] Yes, but not all

Please specify what we can include on our webpage:

Affiliations

Current membership in organizations: Kenai United Methodist Church

Past organizational memberships: Frontier Community Service Board P.E.O

City committee or commission in which you are interested: Council on Aging

Why do you want to be involved with this Committee or Commission? Would like to give support to the Senior Center any way possible. Love working w/ seniors. Kenai Senior Center has great programs for seniors - would like to see it remain the best - and help w/ positive growth support seniors aging in place within the community.

What background, experience, or credentials do you possess to bring to the commission or committee membership? Passion working for/with seniors. Mission to help seniors live in their community of choice and to age in place. Retired Senior Director, certified Senior Activity Director.

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11/23/20 Re-confirmed interest in applying, contacted via phone. -MT



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: Mike Dunn Date: 11-3-20
Resident of the City of Kenai? [X] Yes [] No How Long? 7 yrs.
Name of Spouse: Linda
Employer: HEA Job Title: CAD Guy

Contact Information

Residence Address:
Mailing Address: Email Address:
Home Phone No.: Home Fax No.:
Business Phone No.: Business Fax No.:
May we include your contact information on our webpage? [] Yes [X] No [X] Yes, but not all
Please specify what we can include on our webpage: Name Only

Affiliations

Current membership in organizations: Harbor Commission
Past organizational memberships:
City committee or commission in which you are interested: Harbor Commission
Why do you want to be involved with this Committee or Commission?
to help guide development of Kenai Harbor

What background, experience, or credentials do you possess to bring to the commission or committee membership? In area for 47 yrs. Welding on boats/canneries e in oil patch, understand fishing industry quite well.

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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>Bob Peters</u>	Date: <u>November 10 - 2020</u>
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <u>46 years</u>
Name of Spouse:	
Employer:	Job Title:

Contact Information

Residence Address:	
Mailing Address: <u>Box 24 Kenai-</u>	Email Address: <u>bluffnet@ptialaska.net</u>
Home Phone No.: <u>283-9106</u>	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: MAILING ADDRESS AND HOME PHONE & E-MAIL ADDRESS

Affiliations

Current membership in organizations:

Past organizational memberships:

City committee or commission in which you are interested: HARBOR COMMISSION REAPPOINTMENT

Why do you want to be involved with this Committee or Commission?
I KNOW IT IS HARD TO GET MEMBERS FOR THESE COMMISSIONS - I THINK THIS IS AN IMPORTANT COMMISSION - I AM INTERESTED IN MY COMMUNITY.

What background, experience, or credentials do you possess to bring to the commission or committee membership?
I WAS A MEMBER OF THE LIBRARY COMMISSION AND CURRENTLY SERVE ON THE HARBOR COMMISSION -

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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: T. GRANT WISNIEWSKI	Date: 11.18.2020
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 36 years
Name of Spouse: AMANDA WISNIEWSKI	
Employer: PENINSULA MEMORIAL	Job Title: FUNERAL DIR/Embalmer

Contact Information **Chapel**

Residence Address: [Redacted]	
Mailing Address: [Redacted]	Email Address: [Redacted]
Home Phone No.: 252-1500	Home Fax No.:
Business Phone No.: 263-3333	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: **Name + phone #**

Affiliations

Current membership in organizations: **yes - parks & Rec.**

Past organizational memberships: **parks & Rec**

City committee or commission in which you are interested: **parks & Rec.**

Why do you want to be involved with this Committee or Commission?
I have been for Past 3 years

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

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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: David A. Rigall	Date: November 8, 2019
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 5 years
Name of Spouse: Barbara - she has passed on	
Employer: Rigall / Design	Job Title: Landscape Architect
Contact Information	
Residence Address:	
Mailing Address:	Email Address: dr@rigalldesign.com
Home Phone No.:	Home Fax No.:
Business Phone No.:	Business Fax No.:
May we include your contact information on our webpage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, but not all	
Please specify what we can include on our webpage: Email address	
Affiliations	
Current membership in organizations: Friends of Alaska NW Refuges,	
Past organizational memberships: ASLA	
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 been involved in similar commissions when I lived in Florida and am wanting to continue my interest in community participation.	
What background, experience, or credentials do you possess to bring to the commission or committee membership? I have had my own design firm located in Tampa Florida, Rigall/Design - Landscape Architecture, since 1988 and have been a member of a Historic Restoration Commission and a Public Arts Commission, so I have some experience to share and an interest in public space and recreation.	

<p>FOR CITY USE ONLY ROUTING: <input type="checkbox"/> Clerk's Office DISTRIBUTION: <input type="checkbox"/> City Council <input type="checkbox"/> File</p>
--

1/23/20 Re-confirmed interest in applying for Parks + Rec (1st choice) of Beautification Committee. -MT



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: November 17, 2020
SUBJECT: **Airport Mid-Month Report October 2020**

2018 Terminal Rehabilitation Project – Construction: The project has reached the closeout stage. The terminal furniture arrived the week of October 5 and is being installed. The ribbon-cutting ceremony has been postponed due to the COVID pandemic.

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – This project is also in the final stage. The two ARFF vehicles are on-order with OSHKOSH with a delivery date of June 2021.

2020 Acquire SRE (Loader) – The City received the FAA grant offer on September 2, 2020 for \$266,100 which is 100% of the allowable costs instead of the 93.75%. A possible delivery date is the end of 2020.

2020 Sand/SRE Storage Building – The City received the FAA grant offer on September 24, 2020 for \$1,954,101, which is 100% of the allowable costs instead of the 93.75%. The project kicks off on Wednesday, October 14, 2020.

2020 Land Acquisition – The City received the FAA grant offer on September 10, 2020 for \$26,299, which is 100% of the allowable costs instead of the 93.75%. The purchase is complete for the William Brogen parcel.

In-house Activities:

RAVN Shutdown – The City has received Certificates of Insurance and a signed Airline Operating and Terminal Lease Agreement effective September 8, 2020. RAVN representatives are waiting for FAA approval to start passenger service into Kenai.

Winter Hiring – The Airport has completed the winter recruitment and has hired one seasonal and seven temporary equipment operators for the 2020-2021 winter season.

Storm Water Prevention & Pollution Plan (SWPPP) – The Alaska Department of Environmental Conservation (DEC) has completed the review of the Notice of Intent (NOI) requesting coverage

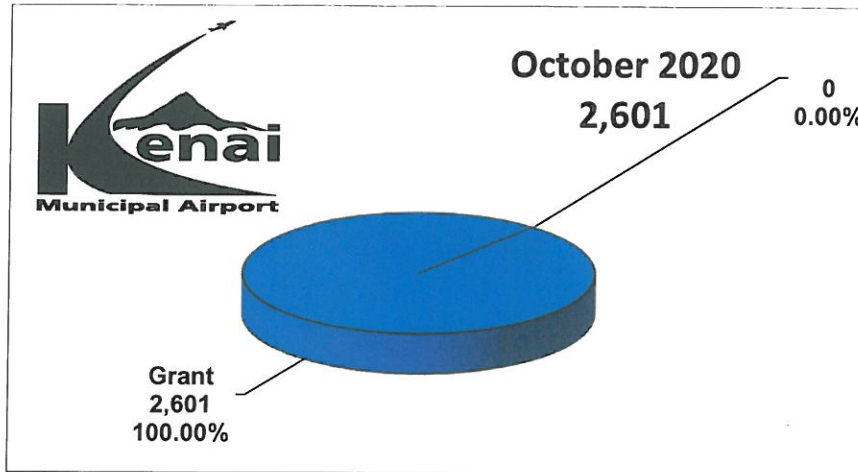
for the Kenai Municipal Airport 2020 Multi-Sector General Permit for Storm Water Discharges associated with “air transportation facilities” and has issued wastewater discharge authorization from October 6, 2020 to March 31, 2025.

Annual Airport Emergency Control Plan (AECp) Review – The annual review of the AECp has been changed from an in-person venue to a VIRTUAL MEETING scheduled for Tuesday, October 13 from 2:00pm to 5:00pm. This is an annual CFR 139 requirement. All AECp participants are encouraged to attend.

Pre-Winter Operations Meeting – The Airport’s pre-season winter operations meeting for all staff, airport tenants and users will be held as a VIRTUAL meeting on October 21, 2020 or one-on-one training as needed with consideration for social distancing.



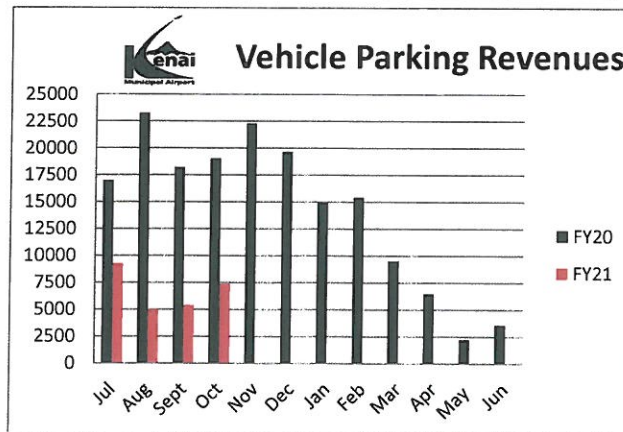
October Enplanement Report



Month	RAVN ALASKA	GRANT AVIATION	Total 2020	2019	Change from 2019
January	4,109	2,281	6,390	6,785	-395
February	3,988	1,942	5,930	5,957	-27
March	0	1,317	1,317	6,808	-5,491
April	0	359	359	6,441	-6,082
May	0	702	702	7,198	-6,496
June	0	1,367	1,367	7,656	-6,289
July	0	2,445	2,445	10,658	-8,213
August	0	3,063	3,063	12,925	-9,862
September	0	2,806	2,806	8,951	-7,045
October	0	2,601	2,601	7,594	-4,993
November			0	6,998	
December			0	7,033	
Totals	8,097	18,883	26,980	95,004	-54,893

Terminal - Vehicle Parking Revenues

October		FY20 Total		FY21 YTD	
FY19	\$19,040	FY20 Total	\$171,739	FY21 YTD	\$27,066
FY20	\$7,398				





FLOAT PLANE BASIN ACTIVITY 2016-2020

OPERATIONS

Month	2020	2019	2018	2017	2016
MAY	21	64	39	23	44
JUNE	105	123	139	106	85
JULY	178	166	261	144	151
AUGUST	174	172	164	103	191
SEPTEMBER	103	132	156	107	115
OCTOBER	19	37	47	6	CLSD
Total	600	694	806	489	586

0 not reported

FUEL SALES

Month	2020	2019	2018	2017	2016
MAY	\$1,422	\$1,685	\$134	\$784	\$1,175
JUNE	\$2,909	\$5,870	\$3,203	\$3,423	\$1,656
JULY	* unavailable	\$9,030	\$3,635	\$3,420	\$3,036
AUGUST	* unavailable	\$7,146	\$5,890	\$4,325	\$3,647
SEPTEMBER	* unavailable	\$5,906	\$5,590	\$4,901	\$3,830
OCTOBER	unavailable	\$1,752	\$1,060	\$583	CLSD
Total	\$4,331	\$31,389	\$19,512	\$17,436	\$13,344

Slips Rented

Private	4
Commerical	0

***City IT needs to install wireless radio**



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: November 23, 2020

SUBJECT: **November 2020 Monthly Report**

The fiscal year 2020 Comprehensive Annual Financial Report (CAFR) has been completed with the assistance of many departments but especially the staff in the finance department. The document has been forwarded to the City's Auditors for review and issuance of their opinion. The Auditors are still waiting on release of the audit compliance supplement for CARES Act funding and will be unable to issue their final opinion until it is released. The CAFR will be presented to the Council once finalized.

The FY22 Budget is now the major focus of the department, with information being compiled for department heads to assist them with their budget preparation.

Over the next month, I will be completing online continuing education to maintain my Alaska CPA license. I am required to complete 80 hours of continuing education every two years with at least 20 hours in each of the two years. Lack of training opportunities and travel because of COVID-19 has resulted in seeking online solutions.

The IT Department completed the installation of security cameras at the historic cabin in Old Town Kenai. The project was funded with a grant from the Rasmuson Foundation. IT is also working on completion of the occupancy counter project for the City's Library, Senior Center, Visitor Center, and Recreation Center. All equipment has been procured, and the electrical contractor is completing its work. The project is on schedule to be completed in December in compliance with CARES Act funding requirements.

Working to assure all CARES Act funding is expended by December 30 is requiring significant department resources. The process will continue through the end of December, but I am confident the City will be able to meet the grant's deadline.



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and City Council

THROUGH: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: November 16, 2020

SUBJECT: Fire Department Mid-Month Report – October

October’s calls for service resulted in the first month this year that the Fire Department had an increase in call volume over last October’s numbers. We are still below last year’s overall calls for service but are having an increase in calls to date in the last quarter.

Year	2019	2020	% change
October total	110	120	9.1%
EMS	90	95	5.6%
All Other	20	25	25.0%
Year total	1297	1083	-16.5%

Stephen Turkington attended his initial Advanced Cardiac Life Support (ACLS) class, as well as his initial Pediatric Advanced Life Support (PALS). Dr. Warix and Christine Babcock provided quarterly medical training for the department covering advanced scope drugs.

Our first round of Paramedic students finished their internship with success in getting required medical contacts with patients. As this was our first time having live-in students working shifts with our personnel, we believe this was a success for the students and KPC. Paramedic/Engineer Scott Summers and Paramedic/Driver Operator Ben Nabinger committed to being preceptors for the students and were commended by the students and director of the paramedic program for their knowledge and instruction given to the students while at KFD.

KFD staff are preparing to recertify in ACLS and PALS in November by taking pre-tests and review of medications and procedures required for each. The second round of paramedic students have started their shifts with KFD and will be complete in the middle of January.



MEMORANDUM

TO: Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager





FROM: Katja Wolfe, Library Director

DATE: November 7, 2020

SUBJECT: Library Mid-Month Report October 2020

The Kenai Community Library continued to operate with a reduced building capacity, Grab & Go services, and curbside pickup and other services during the month of October. For more information on all the services we provide, please visit our website at <https://www.kenai.city/library>.

October 2020 at a Glance

Checkouts		Oct-19	Oct-20	2020 YTD
Physical		8,095	5,957	45,095
Digital		1,165	1,494	14,088
Visits				
Number of Visitors		6,711	3,196	24,925
New Library Cards		57	36	267
Room Use		179	n/a	396
Programs				
Number of Programs		33	21	208
Program Attendance		815	n/a	n/a
Volunteer Hours		56	n/a	94
Technology Sessions				
Computer Sessions		805	501	3,568
iPad Sessions		148	n/a	203
WiFi Sessions		n/a	2,759	17,961
Early Literacy Station Sessions		358	n/a	786

October 2020 programming highlights

- Programs in October 2020 were virtual (Facebook, YouTube, and Zoom)
 - Weekly Lego® challenge
 - Virtual story times and virtual Halloween story time
 - DIY Ghost Hands
 - Pumpkin Giveaway
 - Pumpkin seeds and Ghoulish Treats with Chef Hazel Broomweather
 - Virtual author visit with Heather Lende
 - 2 virtual class visits with K-Beach Elementary
 - Kids Vote! – Civic engagement for beginners
 - Let's Draw! Frankenstein
- We also offered several DIY take-home kits
 - Autumn Fest Escape Room (42)
 - Dia De Los Muertos (40)

October 2020 library services highlights

- Circulation continues to increase after reopening:
 - 15.4% increase from August 2020 to September 2020 and
 - 6.3% increase from September 2020 to October 2020
- Transits:
 - We loaned 593 items to member libraries of the Alaska Library Catalog
 - We borrowed 520 items from member libraries of the Alaska Library Catalog
- 2,759 Wi-Fi sessions by 576 unique users were registered
- Public access computer sessions are up slightly from the previous month (↑15.4%)





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Robert J. Frates, Parks & Recreation Director

DATE: November 23, 2020

SUBJECT: **Mid-month Report – October 2020**

A total of 123.75 hours of ice was reserved at the Kenai Multi-purpose Facility during the month of October. This compares to 122.5 hours last year during the same month. The KCHS hockey team did not record any ice time due to the suspension of KPBSD activities (COVID-19).

Below is a summary of October tasks and activities:

- Picked up and discarded miscellaneous illegal camp debris off Airport Way and at Millennium Square parallel to Bridge Access.
- Staff performed some non-routine maintenance activities, including but not limited to, winterization of outdoor facilities and cleaning and organizing various storage units, yard and equipment.
- Department solicited and made arrangements for volunteers to rebuild the pitching mound at KLL Field #3.
- COVID-19 Mitigation Plans kept up to date.
- Score shacks located at the adult softball complex were removed.
- Staff obtained burn permit and burned pile of woody material at yard.
- Randy and Bob repaired some imperfections in the asphalt surfacing at the skate park.
- Facility, playground and trail inspections performed.
- A couple bike racks were re-installed.
- Director participated in the annual Kenai River Marathon wrap-up meeting. Couple items discussed were developing a new course map with elevations and including the course slide show on the website.
- Department held its annual fall pumpkin festival on October 10. Many thanks to the various City departments that participated this year – a good time was had by all.
- Director completed department's dip net report.
- Administrative Assistant returned from two-week vacation.
- Director worked with Public Works for development of an RFP for contracted maintenance services at the MPF.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief

DATE: November 12, 2020

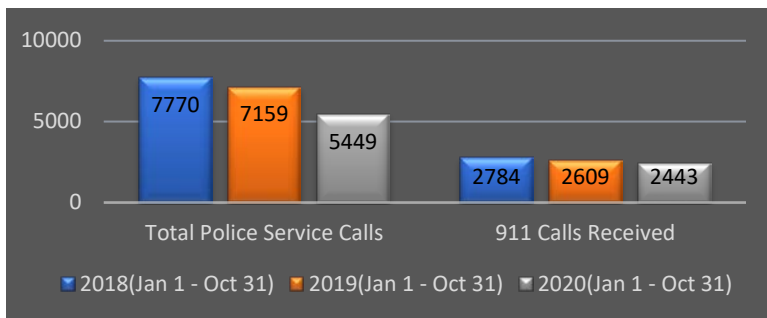
SUBJECT: **Police & Communications Department Activity – October 2020**

Police handled 557 calls for service in September. Dispatch received 248 9-1-1 calls. Officers made 47 arrests. Traffic enforcement resulted in 177 traffic contacts and 42 traffic citations. There were 9 DUI arrests. Officer investigations were conducted on 4 motor vehicle crashes, in addition to 11 collisions involving moose. There was one collision involving drugs or alcohol.

One KPD supervisor completed a four-day virtual internal affairs training. One officer attended a week-long virtual child interviewing school. The dispatch supervisor attended an online EMD training related to dispatch quality control. One new hire is still attending the police academy in Sitka. One new lateral officer was hired from Nevada and is anticipated to start in November.

The School Resource Officer (SRO) taught DARE classes at Mountain View Elementary until the schools closed. He was also involved in a number of juvenile related investigations within the schools. The SRO participated with KPBSD in a public service announcement (PSA) aired on KSRM. This PSA was focused on getting those that might be considering suicide the resources to help.

Both police and dispatch staffs continue to be challenged by COVID-related quarantining requirements.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

THROUGH: Dave Ross, Police Chief

FROM: Jessica “JJ” Hendrickson, Animal Control Chief

DATE: November 3, 2020

SUBJECT: **October 2020 Monthly Report**

This month the Kenai Animal Shelter took in **59** animals. Animal intake and disposition:

DOGS:				
	INTAKE	26	DISPOSITION	15
	Waiver	4	Adopted	4
	Stray	9	Euthanized	0
	Impound	2	Claimed	10
	Protective Custody	0	Field Release	0
	Quarantine	3	Transferred	1
	Other Intakes	8	Other Dispositions	0
CATS:				
	INTAKE	28	DISPOSITION	26
	Waiver	12	Adopted	9
	Stray	16	Euthanized	5
	Impound	0	Claimed	6
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	6
	Other Intakes	0	Other Dispositions	0

OTHER ANIMALS:				
	INTAKE	5	DISPOSITION	5
	Guinea Pig	2	Bird	2
	Rabbit	3	Rabbit	1
	Other	0	Guinea Pig	2
	DOA:	3	OTHER STATISTICS:	
	Dog	3	Licenses (City of Kenai Dog Licenses)	33
	Cat	0	Microchips (Dog and Cat)	8

- 6 Animal dropped with After Hours (days we are closed but cleaning and with KPD)
- 11 Animals are *known* borough animals
- 26 Animals are *known* City of Kenai
- 17 Animals are *known* City of Soldotna
- 2 Animals from unknown location
- 46 Field Investigations & patrols
- 0 Volunteer Hours Logged
- 0 Citations
- 0 Educational Outreach

Statistical Data:

- 710 2018 YTD Intakes
- 797 2019 YTD Intakes
- 598 2020 YTD Intakes





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: November 2020
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

- Terminal Building Rehabilitation Project – The project reached Substantial Completion on March 27, 2020! *Project is in closeout. Grand Opening was canceled due to COVID. Project will continue through Warranty phase through March 2021.*
- Alaska Regional Fire Training Facility Building Rehabilitation Project – The project reached Substantial Completion on June 2, 2020 *and Fire Training successfully took place this summer. Staff continues to work with the FAA on project closeout. Project will continue through Warranty phase through June 2021.*
- Alaska Regional Fire Training Facility Equipment Rehabilitation Project - The project reached Substantial Completion on March 13, 2020 *and Fire Training successfully took place this summer. The Contractor did return to complete Punch list items in September, a propane tank inspection was conducted at that time and did identify deficiencies within that part of the equipment. These repairs will take place in the spring coinciding with the next round of training, so the Contractor will be onsite in the event of any operational issues. Legislation will be put forward in December to providing funding for that trip in the spring.*
- Kenai Municipal Airport Wheeled Loader Replacement – An Invitation to Bid was released on May 20, 2020 with bids due on June 10, 2020. Two bids were received with Yukon Equipment, Inc. providing the lowest responsive bid for 2020 Case model 621G and associated attachments. Total cost of loader with all attachments as well as some minor administrative costs equal \$270,000. An FAA grant will be covering 100% of the costs. Contract was executed on September 4, 2020 and the Loader has now been ordered. Currently anticipating delivery in February 2021.
- Kenai Municipal Airport Sand Storage Facility – The City executed a design agreement to HDL Engineering on April 17, 2020 for a new Sand Storage Facility. On August 7, 2020 Final



Design Documents were received and a Formal Invitation to Bid was released on August 10th with Bids due on August 31st, 2020. Orion Construction was the successful bidder with a low bid of \$2,289,000. The City successfully executed a grant with the FAA on September 25, 2020 in the amount of \$1,954,101, a second grant is anticipated for next Spring, May 2021, to cover the remaining costs on a total project cost of \$2,835,263. A Notice to Proceed for Construction was issued for October 14, 2020, and the schedule will run 365 days. *The Contractor successfully mobilized to the site, cleared the area for the new building and brought in structural fill where required by Contract. Project is now winterized and will start back up in spring. Submittals will be completed over the winter months.*



- Dock repair – An Invitation to Bid was released on May 29, 2020 with Bids due on June 19, 2020. No bids were received. On July 10, 2020 the project was re-advertised for bids with bids due on July 27, 2020. The City received one Bid from Endries Company in the amount of \$298,365. Ordinance 3154-2020 was introduced on August 5, 2020 and approved on August 19, 2020. Formal contract was executed with Endries Company on August 31, 2020 with a formal Notice to Proceed provided on the same day. Repairs are actively underway, and will likely extend into the spring as weather permits. *Cathodic Protection is now installed.*



- Peninsula Avenue Bluff Erosion 2020 – An Invitation to Bid was released on May 31, 2020 with Bids due on June 19, 2020. Four bids were received with Foster Construction being the lowest responsive responsible bidder at \$94,670. Council approved the project through passage of Resolution 2020-57 at the July 1, 2020 meeting. Contractor has completed submittals with the Engineers, and is anticipated to mobilize to the site on September 11, 2020 and begin moving dirt the week of the 14th. As of October 13th the project is nearly complete. Final quantities are being verified, a change order is anticipated for some additional work required to manage the ground water that posed some challenges during excavation as well as installing washed stone in the drainage channel to the manhole as shown in the photo below. The project was successful and may require installation of grass seed in the spring based on the current temperatures and conditions. The Department would like to thank Fosters Construction and Larsen Engineering for their efforts on the project.
- Vault Restrooms – 100% Design documents were received on June 10, 2020 from Nelson Engineering. An Invitation to Bid was released on June 14, 2020 with Bids due on June 29, 2020. Four bids were received with Polar North Construction being the lowest responsive responsible bidder at \$359,850. Council approved the project through passage of Resolution 2020-58 at the July 1, 2020 meeting. *Contract documents were executed on July 23, 2020. Construction is proceeding as scheduled, currently all of the foundations are now in place and the CMU block work started on October 13th and is now complete.*



- Waste Water Treatment Plant Master Plan – HDL Engineering Consultants will be beginning to assist the Public Works Department in development of a new Master Plan for the facility. The last one was completed in March 2004. Resolution 2020-48 was approved at the June 17, 2020 Council meeting allowing this work to proceed. On July 2, 2020 HDL staff and consultants spent the day on the property going through all systems of the plant, it is anticipated that these services will take place throughout the summer months. On August 31, 2020 the first draft assessment was received. Staff continues to work with HDL to develop plans for the facility in preparation of updates to the Capital Plan. HDL also continues to assist the department with the renewal of our APDES Permit which expires every five years.



- Waste Water Treatment Plant WAS Pumps – Polar North was awarded a Contract on September 22, 2020 in the amount of \$79,703 to demo and replace 40 year old pumps. Currently one pumps is operational, the second is in place with final piping about to start. Project is proceeding well on time and on budget.



- USACE Bluff Erosion – See City Manager's report. Director's Report from the Army Corp of Engineers was signed April 10, 2019. On June 17, 2020 Council authorized the City Manager to sign the MOU received from the Corp. PED Agreement arrived on September 2, 2020. The City mailed a check in the amount of \$350,000 on September 18, 2020 to cover the City's initial share of PED costs. Meetings have begun with the City Manager and Public Works Director with the ACOE. RFP Docs to obtain Professional Engineering Services are beginning to be developed. Next scheduled meeting with Corp is for December 8, 2020.
- Multi-purpose Facility – The Building Maintenance Department went through the Ice Rink and pressure washed all of the algae that has been growing on the steel beams. Nelson Engineering was also able to come out and assess the structure and condition of the rusting. Formal report was received on October 6, 2020. Work will continue in the spring.
- Recreation Center – The Building Maintenance Department and Streets Department are performing repairs with in house personnel. Repairs to a drainage issue on the west side of building are being completed, as well as pressure washing of the building and new exterior staining. Photos below. Work will continue into the spring as weather warms back up.



- Kenai Municipal Airport (KMA) Tractor & Mower – Invitations to Bid were released on November 20, 2020 with Bids Due on December 8, 2020. This project is in support of Airfield Maintenance Operations and is identified as Project No. 5 for the Airport Fund in the City's current Capital Improvement Plan. Council can expect to see legislation in December in relation to this Project.



- Fire Sprinkler Testing, Inspection & Monitoring – Invitations to Bid were released on November 20, 2020 with Bids Due on December 8, 2020. This will be for up to a five year term service agreement for all City Facilities. Council can expect to see legislation in December in relation to this Project.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: November 20, 2020
SUBJECT: **October 2020 Monthly Report**

Home Delivered Meals	1262
Home Delivered Meals – COVID-19	1289
Pick Up Meals – COVID-19	212
Grocery Shopping Assistance	11
Vintage Pointe Meals – COVID-19	410

Though closed to the public, the Senior Center continues to provide services to our senior population. During this crisis we have been able to offer the following:

- Home delivered meals, served Monday – Friday to over 100 individuals in the greater Kenai area
- Shopping and delivery assistance through Country Foods
- Prescription pickups and delivery
- Low income food box delivery
- Information on COVID19, State of Alaska benefits, and the newest scams surrounding the current crisis

In addition to this, the staff has been working on various projects including:

- Vintage Pointe tenants meeting regarding COVID-19 updates and emergency procedures
- Telephone counseling for Medicare Open Enrollment Part D
- Open recruitment for Activity & Volunteer Coordinator position



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Jamie Heinz, City Clerk
DATE: November 23, 2020
SUBJECT: Report to Council – Destruction of Records

In accordance with the City of Kenai Public Records Management Schedule and Record Retention Policy, approved and adopted under Resolution No. 2017-22, the City Clerk's Office disposed of certain City Records on November 12, 2020, which were subject to disposal under the Schedule.

Human Resources	3 boxes
City Manager	5 boxes
Legal Department	1 box
Clerk's Office	4 boxes
Finance Department	19 boxes
Library	5 boxes
Senior Center	10 boxes
Animal Shelter	1 box

The records were authorized for destruction by the respective department managers and the city attorney, as per KMC10.30. A complete list of the above referenced obsolete records is available for review in the Clerk's Office.

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

COUNCIL MEETING OF: DECEMBER 2, 2020

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
KENAI PENINSULA BOROUGH	ELECTION BALLOTS, PAYROLL	CLERK	VARIOUS	3,765.64
HENRY SCHEIN INC.	COVID-19 SUPPLIES	ADMIN, COMPLIANCE	OFFICE SUPPLIES	3,174.67
LN CURTIS & SONS	BLITZFIRE OSCILLATING PACKAGE	FIRE	SMALL TOOLS	5,088.10
THE CABINET COMPANY	TABLE TOPS FOR DINING/CARD RM	ADMIN, COMPLIANCE	MACHINERY & EQUIPMENT	7,200.00
KENAI CHAMBER OF COMMERCE	FIREWORKS	LEGISLATIVE	GRANTS TO AGENCIES	5,000.00
ALASKA MAP CO.	GIS SUPPORT	P&Z	PROFESSIONAL SERVICES	6,000.00