



Kenai City Council - Regular Meeting

May 18, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 3****

www.kenai.city

Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED PUBLIC COMMENTS (*Public comment limited to ten (10) minutes per speaker*)

C. UNSCHEDULED PUBLIC COMMENTS (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

D. PUBLIC HEARINGS

1. **Ordinance No. 3286-2022** – Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures. (Administration)
2. **Ordinance No. 3287-2022** – Conditionally Donating Certain City Owned Property Described as Tract A Park View Subdivision (KPB Parcel No. 047010118) to the Boys and Girls Club of the Kenai Peninsula for Development of Facilities for Youth Sports, Recreation, Education, After School Care and Other Youth Activities. (Mayor Gabriel and Council Member Baisden)
3. **Ordinance No. 3288-2022** – Accepting and Appropriating a Scholarship from the Alaska Association of Municipal Clerks for Employee Travel and Training. (City Clerk)
4. **Resolution No. 2022-29** – Authorizing an Agreement for Professional Engineering Services to Provide Construction Documents for the Waste Water Treatment Plant Digester Blower Replacement Project. (Administration)
5. **Resolution No. 2022-30** – Authorizing A Budget Transfer in the General Fund, Non-Departmental, Department to Provide Supplemental Funding to the Communications Tower Condition Assessment and Capacity Study Project. (Administration)
6. **Resolution No. 2022-31** – Authorizing an Agreement for Professional Engineering Services to Conduct a Rate Study for the Water, Sewer Wastewater Utility. (Administration)

- 7. Resolution No. 2022-32** – Amending the Employee Classification Plan by Reclassifying the Public Works Wastewater Treatment Plant Foreman and the Water and Sewer Foreman Positions Under the Foreman Classification and Adjusting the Range for this Class. (Administration)
- 8. Resolution No. 2022-33** – Approving the Vacation of a 60' Wide Right of Way and Associated Utility Easements in Jaynes Subdivision, Big Mike's Addition, as Granted by Plat K-2015-99, and Bridge Road Subdivision 2019 Replat as Granted by Plat K-2020-15, Located Within Section 4, Township 5 North, Range 11 West, Seward Meridian, Alaska, and Determining the Right of Way and Utility Easements are Not Needed for a Public Purpose. (Administration)
- 9. Resolution No. 2022-34** – Adopting the Updated 2022 Kenai Peninsula Community Wildfire Protection Plan. (Administration)
- 10. Resolution No. 2022-35** – Authorizing a Budget Transfer in the Airport Fund, Administration Department for the Payment of Concession Relief Payments to Terminal Concessionaires from Grant Funds Received through the Coronavirus Response and Relief Supplemental Appropriation Act, 2021. (Administration)
- 11. Resolution No. 2022-36** – Authorizing a Budget Transfer in the General Fund, Shop Department for Costs in Excess of Budgeted Amounts. (Administration)

E. MINUTES

- 1.** *Regular Meeting of May 4, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- 1.** *Action/Approval - Bills to be Ratified. (Administration)
- 2.** *Action/Approval - Purchase Orders Over \$15,000. (Administration)
- 3.** *Action/Approval – Non-Objection to Liquor License Renewals for Kenai Elks Lodge #2425. (City Clerk)
- 4.** *Ordinance No. 3289-2022 – Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023 and Committing \$3,986,107 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
- 5.** *Ordinance No. 3290-2022 – Authorizing the Return of Funds Remaining from Completed or Canceled Capital Projects to the General, Airport Special Revenue and Water and Sewer Special Revenue Funds. (Administration)
- 6.** *Ordinance No. 3291-2022 – Accepting and Appropriating Private Donations to the Kenai Community Library for the Purchase of Programming Equipment and Library Materials. (Administration)
- 7.** *Ordinance No. 3292-2022 – Increasing Estimated Revenues and Appropriations in the General Fund and Public Safety Capital Project Fund to Provide Supplemental Funding for the Fire Department Flooring Replacement Project. (Administration)
- 8.** *Ordinance No. 3293-2022 – Amending the Appendices to the Kenai Municipal Code to Delete Cemetery Regulations, Amending Title 24-Municipal Cemetery, to Include Certain Portions of the Appended Cemetery Regulations and Make Other Housekeeping Changes and Adopting a Kenai Municipal Cemetery Regulations Policy. (City Clerk)

- 9. **Action/Approval** – Special Use Permit to Pacific Star Seafoods, Inc. for 15,000 square feet Apron for Aircraft Parking & Loading from June 1, 2022-July 31, 2022. (Administration)
- 10. **Action/Approval** – Second Amendment to Agreement for Janitorial Services with Reborn Again Janitorial Services. (Administration)
- 11. **Action/Approval** – Confirmation of Mayoral Nominations for Appointment to the Council on Aging and Mini Grant Steering Committee. (Mayor Gabriel)
- 12. **Discussion** – Scheduling a Board of Adjustment Appeal Hearing. (City Clerk)

H. COMMISSION / COMMITTEE REPORTS

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

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

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

K. ADDITIONAL PUBLIC COMMENT

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

L. EXECUTIVE SESSION

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86134600195>

Meeting ID: 861 3460 0195 **Passcode:** 368520

OR

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

Meeting ID: 861 3460 0195 **Passcode:** 368520



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3286-2022**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – POLICE DEPARTMENT AND ACCEPTING A GRANT FROM THE US DEPARTMENT OF TRANSPORTATION PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES FOR TRAFFIC ENFORCEMENT OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department joins with other law enforcement agencies statewide to support Alaska Highway Safety Office (AHSO) traffic safety programs to reduce fatalities and injuries on roadways; and,

WHEREAS, AHSO traffic-related overtime funds require no local match and allow the department to provide specific traffic safety patrols; and,

WHEREAS, the overtime expense that was eligible for reimbursement from August of 2021 through September of 2021 was \$988.79; and,

WHEREAS, overtime for these additional traffic safety patrols was not budgeted and the department is requesting appropriation into the overtime budget equal to the amount of the AHSO grant funding received.

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

Section 1. That the City Manager is authorized to accept these grant funds in the amount of \$988.79 and to expend those funds pursuant to all grant terms and conditions and 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 –	
Federal Grants – Police	<u>\$988.79</u>
Increase Appropriations –	
Police – Overtime	<u>\$988.79</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 18TH DAY OF MAY, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced:	May 4, 2022
Enacted:	May 18, 2022
Effective:	May 18, 2022



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: David Ross, Police Chief
DATE: April 19, 2022
SUBJECT: Ordinance No. 3286-2022, Accepting AHSO Grant Funds

The Kenai Police Department continues to participate in traffic enforcement overtime patrols, reimbursed to the City of Kenai through a grant by the Alaska Highway Safety Office (AHSO).

Actual overtime costs for traffic enforcement between August 18, 2021 and September 6, 2021 that qualified for AHSO reimbursement, was \$988.79.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds into the FY22 budget for the purpose they were intended.



Sponsored by: Mayor Gabriel and Council Member Baisden

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

AN ORDINANCE CONDITIONALLY DONATING CERTAIN CITY OWNED PROPERTY DESCRIBED AS TRACT A PARK VIEW SUBDIVISION (KPB PARCEL NO. 047010118) TO THE BOYS AND GIRLS CLUB OF THE KENAI PENINSULA FOR DEVELOPMENT OF FACILITIES FOR YOUTH SPORTS, RECREATION, EDUCATION, AFTER SCHOOL CARE AND OTHER YOUTH ACTIVITIES.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

Introduced: May 4, 2022
Enacted: May 18, 2022
Effective: June 17, 2022



KENAI

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

MEMORANDUM

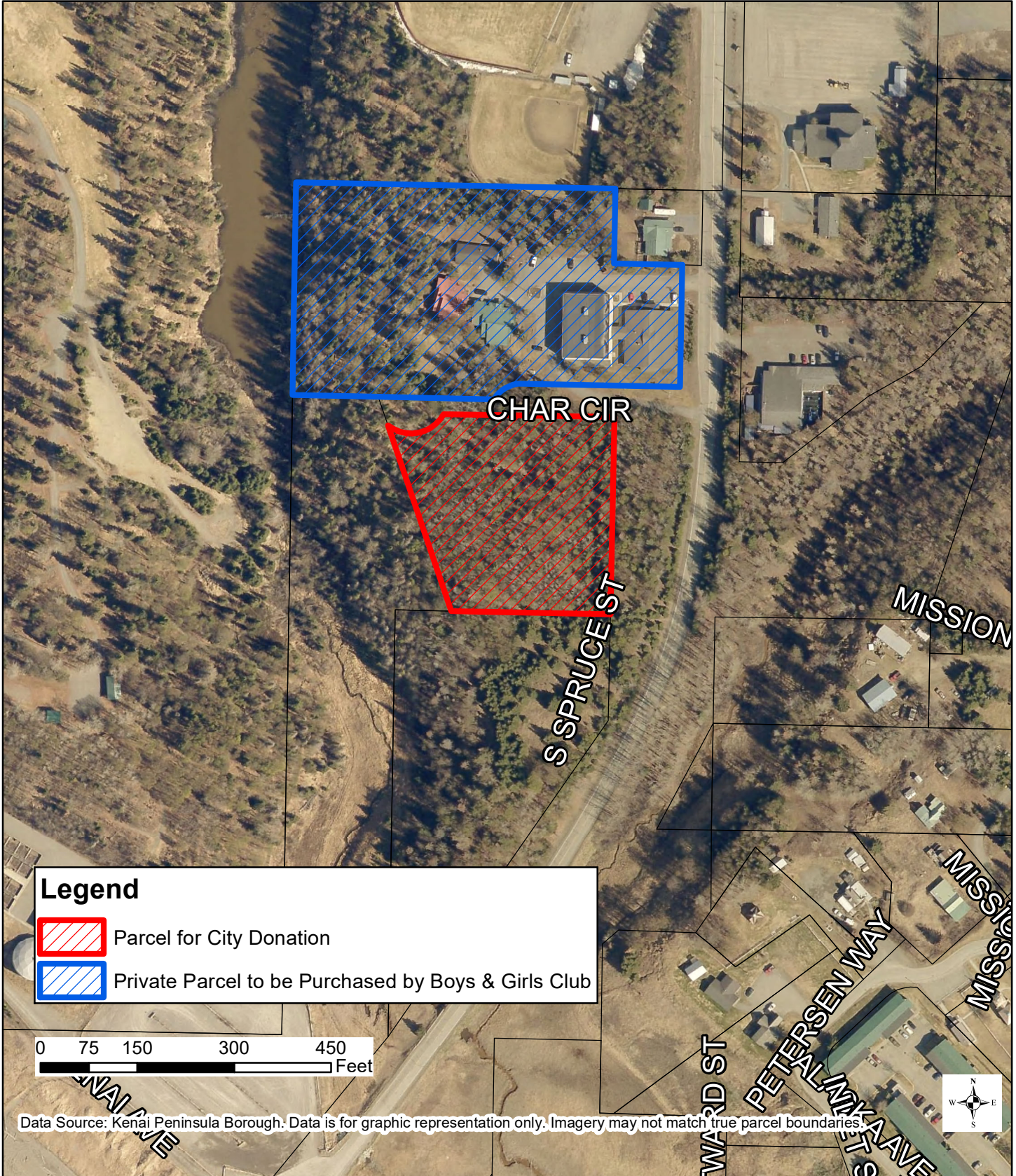
TO: Council Members
FROM: Mayor Gabriel and Council Member Baisden
DATE: March 28, 2022
SUBJECT: **Ordinance 3287-2022 – Boys and Girls Club**

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



Your consideration is appreciated.



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



Legend

-  Parcel for City Donation
-  Private Parcel to be Purchased by Boys & Girls Club

0 75 150 300 450 Feet



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



Kenai Peninsula Borough GIS Division

PARCEL REPORT

4/6/2022 1:28

PARCEL ID: 04701028**Total Acreage: 4.26****LEGAL DESCRIPTION:**

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

ALL PHYSICAL ADDRESSES ON THIS PARCEL:

320 S SPRUCE ST

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

KPCCC GROUP INC

320 S SPRUCE ST

KENAI, AK 99611

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



Kenai Peninsula Borough GIS Division

PARCEL REPORT

4/6/2022 1:29

PARCEL ID: 04701018

Total Acreage: 2.09



LEGAL DESCRIPTION:

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

ALL PHYSICAL ADDRESSES ON THIS PARCEL:

330 S SPRUCE ST

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

OWNER:

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

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SITE PLAN

BOYS AND GIRLS CLUB - CONCEPTUAL DESIGN

A1.0

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

DATE: 04/04/2022



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Paul Ostrander, City Manager

DATE: May 13, 2022

SUBJECT: **Ordinance No. 3287-2022 – Supporting Documentation**

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

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

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

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

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



Find a Club in your community

Our Promise:

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

ADMINISTRATION OFFICE

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



www.bgckp.com



GREAT FUTURES START

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



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

ATHLETICS

1ST-6TH GRADE

BASKETBALL

KINDERHOOPS

K-5TH

CO-ED VOLLEYBALL

1ST-6TH GRADE

SOCCER CAMP

PRE-K 8TH

INDOOR & OUTDOOR

SOCCER



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



OUR PRIORITY OUTCOMES



ACADEMIC SUCCESS

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



GOOD CHARACTER & CITIZENSHIP

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



HEALTHY LIFESTYLES

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



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

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

BGCKP Participates in the USDA food program.

This institution is an equal opportunity provider.



2020 NATIONAL OUTCOMES REPORT

Measuring the Impact of Boys & Girls Clubs



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2020 NATIONAL OUTCOMES REPORT

Measuring the Impact of Boys & Girls Clubs

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



Introduction

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

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

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

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

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

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

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

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

More About the National Youth Outcomes Initiative

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

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

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

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

The Boys & Girls Club Approach to Positive Youth Development

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

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

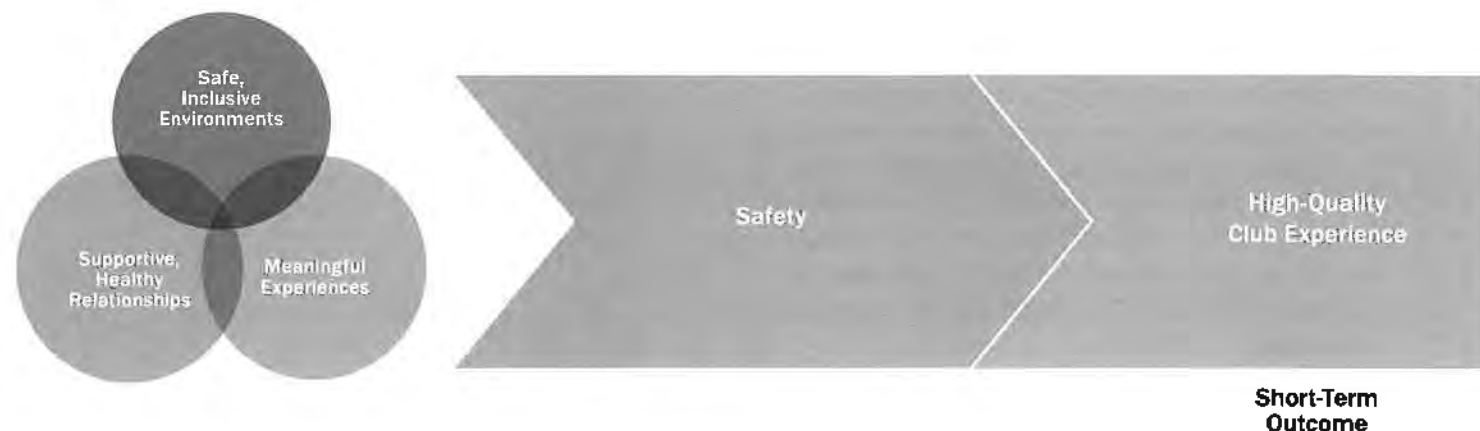
Boys & Girls Clubs support young people's development through these vehicles:

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

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

Club Guiding Principles for Positive Youth Development

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



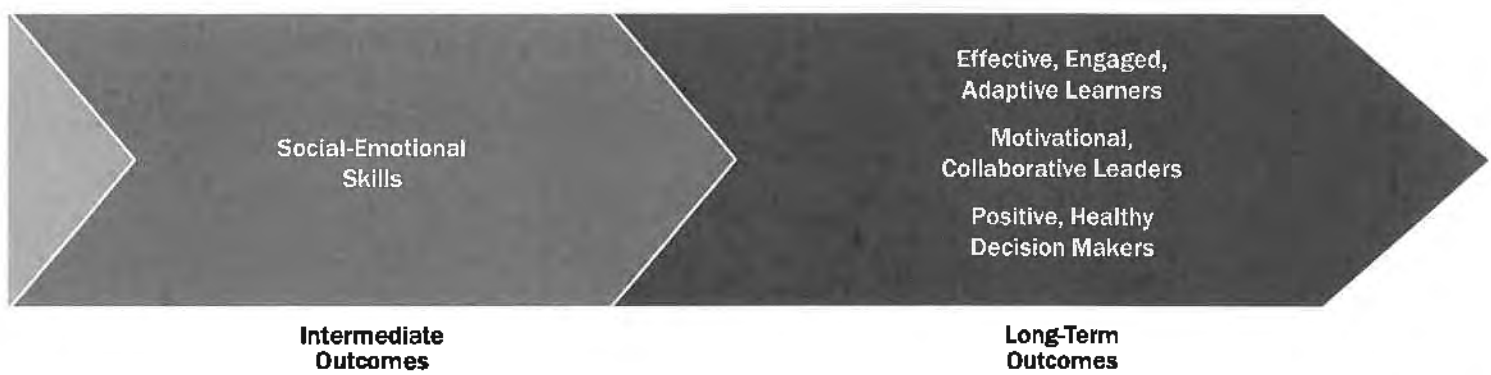
- ◆ **Whole-Child Development:** Club professionals understand that all of a young person's areas of development work together.⁸ Staff must attend to all of them holistically and simultaneously, as they are interconnected. Clubs are set up to reflect and address this interdependence.
- ◆ **Developmentally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

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

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

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

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



Importance of a High-Quality Club Experience

A High-Quality Club Experience Supports Social-Emotional Development

Since NYOI's inception, BGCA has used the data to examine the relationship between members' Club Experience and the outcomes they achieve. BGCA can determine the effects of the Club Experience on various youth outcomes by comparing Club members who report an optimal Club Experience to Club members who report a Club Experience that needs improvement.¹¹



On average, members who report an optimal Club Experience are almost twice as likely to report strong

social-emotional skills when compared to their peers who report their Club Experience needs improvement.



A High-Quality Club Experience Also Drives Long-Term Outcomes

BGCA also has found consistently that when members report having an optimal Club Experience, they are more likely to achieve positive outcomes in the priority areas of Academic Success, Character and Leadership, and Healthy Lifestyles. For example, members who report an optimal Club Experience are 32% less likely to consume alcohol or tobacco compared to their Club peers who report a Club Experience that needs improvement. Continued exposure to a high-quality Club Experience fosters a love for learning, enabling young people to grow into effective, engaged and adaptive learners. It builds young people's confidence and competence to motivate, collaborate and lead. And it equips young people with the ability to live as positive, healthy decision makers. As presented throughout this report, NYOI data shows that as young people develop various social-emotional skills, those, too, help to drive and reinforce these longer-term outcomes.



Members who report an optimal Club Experience are more likely to report positive outcomes in each of the three priority areas. They are:

Academic Success



35%

More likely to be on track to graduate on time (high school)

44%

More likely to believe that school work is meaningful

25%

Less likely to skip school

Character and Leadership



49%

More likely to volunteer on a monthly basis (teens)

36%

Less likely to get into a physical fight

Healthy Lifestyles



32%

Less likely to consume alcohol or tobacco

18%

More likely to be physically active five or more days per week

Clubs that provide a high-quality, outcome-driven Club Experience support young people in reaching their full potential and building knowledge, skills and habits that they can transfer beyond the Club walls.



“ With a keen focus on digital equity, Clubs work to ensure that all young people have the opportunity to build critical digital literacy skills.

Leveraging Technology to Expand Club Reach and Impact

The digital world is omnipresent in young people's lives, their education and the labor market they will enter. BGCA's digital strategy aims to ensure all young people can access and enjoy change-making digital opportunities and experiences at Clubs and beyond, and that its internal systems can evolve rapidly to meet the ever-changing demand.

With a keen focus on digital equity, Clubs work to ensure that all young people have the opportunity to build critical digital literacy skills such as online safety, digital etiquette, collaboration and technical know-how. BGCA and Clubs also establish key partnerships to ensure that young people have access to the technology they need in the Club and at home to thrive in this digital age.

Young people need and enjoy high-quality digital experiences. In 2017, BGCA launched the ever-growing MyFuture platform. Members can access this fun digital platform at the Club or at home to learn, play and socialize while participating in hundreds of self-directed activities spanning all three priority outcome areas.

On MyFuture, members can interact with each other, free from the danger of cyberbullying, and share their accomplishments locally and nationally.

MY FUTURE 

By also building virtual Club Experiences at a national and local level, young people have access to high-quality youth development and environments, regardless of where they may be or what may be going on in the world. Clubs are no longer constrained to four walls. Whether it is a self-directed learning activity through MyFuture; a leadership Club video meeting; a staff-facilitated financial literacy workshop; or a live-streamed, youth-led panel on racial justice; the virtual Club provides high-quality experiences and programs at a distance.



“ Our foundation starts with our members feeling safe. If we can change their lives in the Club, it will ripple out and change the community. – Ricquel Archer, Boys & Girls Clubs of Greater Tarrant County



Club Creates a Home Away From Home With Youth

At the Eastside Branch of Boys & Girls Clubs of Greater Tarrant County, Director Ricquel Archer understands the importance of creating a community. “Our Club has a home vibe because we are a big family here.”

At this Club, located in the last historically black community in Fort Worth, Texas, young people come together for a Club-wide assembly every day.

Kids are placed into teams by grade level, such as the 1st Grade Alligators and 3rd Grade Cheetahs, and come up with their own team chant. Teams earn points for team spirit, their participation in competitions like races or trivia, and listening closely during announcements like the daily Safety Tip. “They love assembly so much. These meetings have become the foundation of our culture because they create a strong house,” said Archer.

That culture carries through the Club day. Young people at the Eastside Branch have a lot of input into the programming that is offered. “During assembly we sometimes have things they can vote on. Sometimes it is silly, like which staff do you want to pie, but they also vote on what programs they want,” said Archer. The Club has implemented programs such as a STEM Week in the education room and an in-Club internship for teens based on youth voting and feedback sessions. “We’ve created an environment where we have a chance to hear from them directly, paying attention to what they enjoy, and asking questions like, ‘Whet did you like about this activity?’”

Youth voice is also prominent in Eastside’s character and leadership programming. Staff facilitate the SMART Girls program for girls ages 8 to 18, which sees high participation and offers a variety of activities. For young men, Barber Shop Talk has become a powerful experience. Barbers from the community, guest speakers like school principals and members of the Fort Worth police department, and male Club staff meet with young men in the Club to talk about “hot topics” and create emotional connections through mentoring.

Youth who have come through the program found these relationships so impactful that they started their own peer mentoring program for younger boys. On Wednesdays, instead of basketball practice, mentors and mentees meet to talk, giving the peer mentors a chance to practice leadership and help others going through similar life situations.

Eastside's focus on community, youth voice and mentorship have led to what Archer called a "culture shift." Shortly after an organizational merger, the Eastside Branch experienced an influx of new youth who initially struggled to adjust to their new branch, and for it to feel like "home." They were brought into the mentoring program to help them to integrate into their new Club community. "When some of the kids would get upset or melt down, their mentors were the ones who would pull them aside, check in with them, and create that sense of accountability and emotional safety."

"We can't control what happens outside of these doors, or what happens at home or at school, but we can control the environment here in the Club. We want youth to know that we can't wait for them to get here every day. This is a caring, consistent place," said Archer. At Eastside, all young people who attend are part of the Club family.

Facing Down a Pandemic: Clubs Adapt to Meet Community Needs

In times of adversity, Clubs are part of the community response. For 160 years, Boys & Girls Clubs have navigated times of tragedy and crisis to provide safe places for kids and teens.

The COVID-19 pandemic exacerbated existing gaps in opportunity, with potentially long-term impacts on children and teens. This was especially true for communities grappling with systemic inequities, despite their strengths and resilience. From nutrition and learning loss, to safety and emotional well-being, the pandemic disrupted young people's development and well-being.¹²

The pandemic called on Clubs to yet again rise to the challenge around the country. Beginning in March 2020, most Clubs ceased offering traditional after-school programming. Clubs used this major disruption as an opportunity to reimagine and expand the ways in which they meet the needs of their youth, families and communities. They collectively pivoted, adapted and innovated.

Within a week of closures, Clubs started to offer a range of modified services intended to ensure that their members (and others) remained connected, safe and engaged. From spring to early fall:



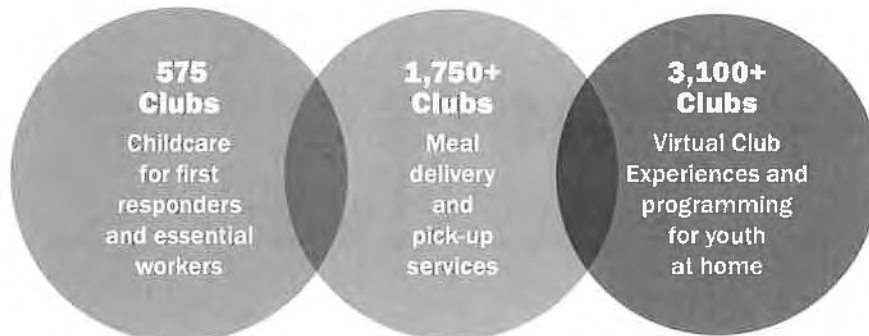
- ◆ **575 Clubs provided in-person childcare and youth development programming for children of first responders and essential workers.** These youth took part in fun learning and enrichment activities, as well as service-learning efforts that included crafting face masks, writing letters to front-line workers and seniors, and assembling care packages. Experiencing a sense of purpose and agency is especially important during difficult times.
- ◆ **More than 1,750 Clubs offered meal services through delivery and pick-up to help address growing levels of food insecurity,** especially among families who experienced lost and reduced income. Clubs partnered and coordinated with local schools, pantries and governments to secure resources and set up distribution processes. Clubs often provided activity packets alongside meals to support children’s learning and provide families with fun ways to engage and connect.
- ◆ **Over 3,100 Clubs delivered virtual Club Experiences and programming for youth at home.** Clubs used all the technology tools at their disposal and quickly mastered new ones.

Through video postings, social media streams and live online meetings, they sought to maintain continuity and connection. Thousands of young people took part in virtual read-alongs and STEM activities; virtual field trips and cooking lessons; dance battles, trivia contests and hang-outs; pop culture and social issues discussions; and adult- and youth-led panels on financial planning, career exploration, empowerment and racial justice. Clubs creatively celebrated young people’s milestones and accomplishments, especially for teens graduating from high school.

- ◆ **As schools started a new term in the fall, some 1,000 Clubs opened as virtual learning centers,** spaces in which young people participated in school online in a safe, conducive, supportive environment.

At the time of this report’s publication, no one knows what the future holds for this country regarding the pandemic. What is known, however, is that Boys & Girls Clubs will continue to rise to the challenge and innovate to ensure no young people are left behind.

Clubs rose to the challenge to meet the needs of youth and families.





Club Members Achieve Positive Outcomes



Developing Globally Competitive Graduates

When young people are academically successful, they graduate from high school on time, are motivated to learn, and have a plan to succeed in today's modern workforce. Clubs develop globally competitive graduates through programs, practices and experiences that enable youth to:

- ◆ **Build Foundational Social-Emotional Skills** – Youth practice and build social-emotional skills through participation in Club programming and interactions with caring adult staff. Essential skills include problem-solving, perseverance and key workforce skills.
- ◆ **Become Effective, Engaged Learners** – Youth love learning and are motivated to ask questions and connect previous experiences to learn from their successes and mistakes. Learning happens while building a robot and tinkering with it until it works, trying to solve a homework problem, or staying focused in order to graduate.
- ◆ **Develop a Postsecondary Plan** – Youth explore careers and link their experiences and interests to potential careers. They are exposed to employers in their fields of interest, obtain internships, and participate in programming that helps them visualize their goals and how to achieve them.

Promoting High School Graduation

THE BENEFITS OF AND BARRIERS TO GRADUATION

Youth who graduate from high school are more likely to achieve better financial, social and health outcomes.¹³ A high school diploma is an indicator that a young person is ready for their next step in life, whether that is the

workforce, military service or a postsecondary education. High school graduates have increased employment opportunities and higher lifelong earnings compared to those without a diploma. Their families and their communities are better off for their individual success.¹⁴

Certain key risk factors can contribute to high school students' failure to graduate, including inconsistent school attendance, unsatisfactory behavior or suspension, or failure to pass math or English classes.

Additionally, beyond the classroom, significant environmental factors affect the academic success of young people, with the most influential being socioeconomic status.¹⁵ Youth experiencing poverty, more than 50% of the U.S. public-school student population,¹⁶ are at a greater risk of not graduating from high school on time compared to their peers who are not experiencing poverty. The national graduation rate for economically disadvantaged students is 80%, while the overall national graduation rate is 85%.¹⁷ Why does poverty have this effect? Partially because the education students in low-income communities receive is inequitable compared to that of students in more affluent communities with well-funded, fully resourced schools. Schools serving low-income communities often have less experienced faculty, spend less per student on resources, and offer fewer advanced classes.¹⁸

CLUBS PROVIDE YOUTH WITH ACADEMIC ENRICHMENT AND SUPPORT

Clubs support the academic success of youth by encouraging them to pursue their passions and interests. Clubs encourage kids to fall in love with learning through activities such as building a bridge with LEGO pieces or developing a computer program. Young people apply



problem-solving and perseverance skills as they learn from the process, with their curiosity driving them to succeed.

Almost 3,000 Clubs implement Project Learn, an approach that leverages Club programming, staff practices, environment, and partnerships to reinforce what youth learn during the school day while creating experiences that spark inspiration and discovery. Youth choose to engage with staff and the informal learning opportunities available every day throughout their Club. Youth receive daily homework help and targeted tutoring if needed. They build academic skills by participating in fun activities such as word games with friends, group engineering projects or gamesroom competitions. Club staff use incentives and recognition to encourage and celebrate young people's academic efforts and achievements. Clubs collaborate with families, school personnel and other partners to support the education of youth. This approach has been found to be effective. A third-party evaluation showed that Project Learn participants had significantly better academic outcomes than Club youth who did not participate in Project Learn and non-Club youth.¹⁹

“ 75% of Club members ages 12 to 17 from low-income families report receiving mostly As and Bs, compared to 67% of their peers nationally.

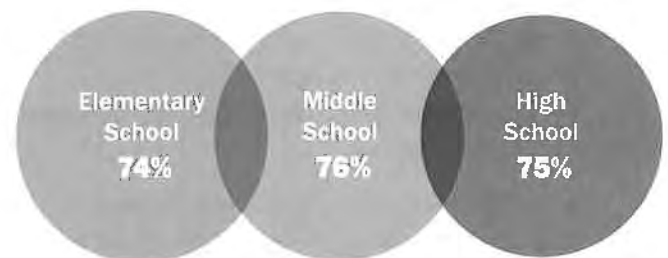
MAJORITY OF CLUB MEMBERS ARE ON TRACK TO GRADUATE ON TIME

BGCA places a high priority on ensuring Club members are on track to graduate from high school on time. Based on existing research and data on the key predictors of

graduation, BGCA developed an on-track-to-graduate measure made up of several NYOI education-related indicators. A young person is considered to be on track to graduate on time when they: 1) report grades of mostly As and Bs, 2) do not skip school, 3) expect to graduate from high school, and 4) progress to the next grade level in school within at least a year of the expected timing.

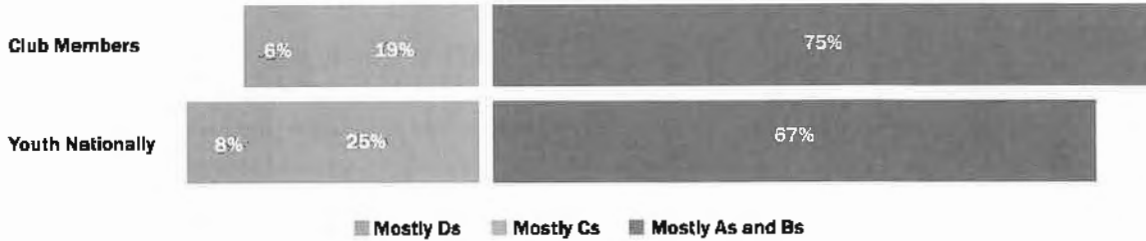
Overall, just over three-quarters of Club members (76%) are on track to graduate on time. This percentage remains relatively steady across grade levels.

Three-quarters of Club members are on track to graduate from high school on time.



Club members report higher grades than youth nationally.

Among low-income youth ages 12 to 17

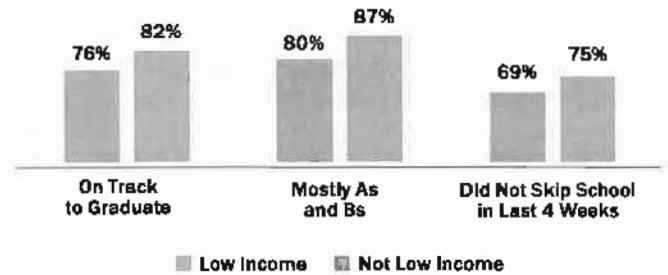


Clubs provide learning opportunities that can help address the academic inequities that exist among youth from families with a low income. A comparison of 2020 NYOI data on school grades to similar data from the 2016 National Survey on Drug Use and Health (the most current data available from that source) shows that 75% of Club members ages 12 to 17 from low-income families report receiving mostly As and Bs, compared to 67% of their peers nationally.²⁰

While this finding is encouraging, Clubs and BGCA must continue to find more ways to help combat educational inequities caused by poverty. Both Clubs and BGCA can more deeply analyze the yearly NYOI data to gauge members' progress on the on-track-to-graduate indicators by socioeconomic status and other important demographic variables. That data can then be used to adapt existing strategies or adopt new strategies for programming and partnerships. The 2020 NYOI data shows that Club members whose families have a low income fall behind on three of the on-track-to-graduate indicators when compared to Club members whose families do not have a low income.

This comparison highlights the persistent negative impact of poverty and challenges Clubs and BGCA to address educational equity by ensuring that all Club youth have the supports and resources they need to graduate on time.

Club members from low-income families are less likely to be on track to graduate on time.



Club academic enrichment and support programming also provides many opportunities for young people to develop foundational social-emotional skills. When youth practice and strengthen their social-emotional skills in the Club learning environment, this helps them stay on track to graduate from high school on time (see graph on next page). NYOI data shows that Club members with strong problem-solving skills are more likely to be on track to graduate compared to Club members with low problem-solving skills (78% vs. 69%). The difference is even more marked for Club members with strong perseverance skills compared to Club members with low perseverance skills (84% vs. 65%).



Perseverance and problem-solving help Club members stay on track to graduate.

% on track to graduate on time



Engaging Black, Latino and Female Youth in STEM

THE STEM WORKFORCE LACKS DIVERSITY

The fields of science, technology, engineering and mathematics (STEM) have an impact on every aspect of life, from how people communicate to the food they eat. STEM fosters technological innovation and scientific discoveries that connect people and help solve problems. STEM is also important for sustaining a stable and competitive economy, as innovation drives economic growth and raises wages.²¹

The STEM fields have long been plagued by a lack of diversity, with women, Black people and Latino people severely underrepresented in the workforce. Black and Latino people make up 11% and 16% of the overall U.S. workforce, respectively, but only hold 5% and 8% of engineering jobs²² and 7% each of computer science jobs. The situation is significantly worse for women, who account for nearly half of the overall workforce, but hold only 14% of engineering jobs.²³ Women's representation in computer

jobs, a field that includes computer scientists, software developers and programmers, has actually decreased, from 32% in 1990 to 25% in 2016.²⁴

The lack of diversity begins early on. A 2019 study conducted by Junior Achievement found that only 9% of girls ages 13 to 17 expressed an interest in STEM careers, down from 11% in a similar survey from 2018.²⁵ By comparison, interest among teen boys is three times higher at 27%.²⁶ Also, while white youth and youth of color express similar levels of interest in STEM, youth of color are more likely to transfer or drop out of postsecondary STEM programs.²⁷ In the Draw-A-Scientist tests, 70% of 6-year-old girls drew a woman scientist, but by age 16 this dropped to just 16%.²⁸ The portrayal of STEM professionals in the media often serves to reinforce stereotypes about the field. An analysis of STEM characters in popular films from 2002 to 2014 found that women were given half the number of speaking roles as men and often cast in subordinate roles such as research assistants.²⁹



A STEM workforce that includes female, Black and Latino professionals leads to increased perspectives, greater innovation and more effective problem-solving.³⁰

With an estimated 2.4 million jobs having gone unfilled in 2018 and STEM jobs expected to increase 8% by 2029, there is a desperate need for STEM workers.^{31,32} Misperceptions about the field, however, combined with a lack of interest, mentors and role models, and support from parents and teachers ultimately deter girls and youth of color from pursuing STEM careers.³³

STEM IN BOYS & GIRLS CLUBS

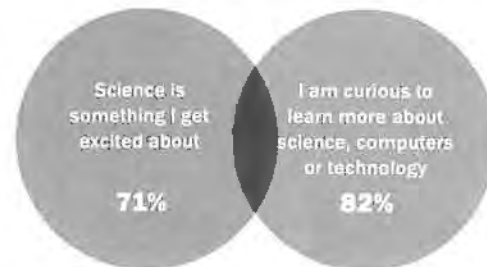
High-quality STEM programming in the afterschool space is an important strategy for addressing diversity and preparing youth for a future STEM career. More than 70% of students in afterschool STEM programs reported positive gains in STEM interest, career knowledge, and social-emotional skills such as perseverance and critical thinking.³⁴ Findings were significantly greater for youth participating in programs for four weeks or longer. These social-emotional skills are also important in a field that is not always welcoming to women, Black and Latino people. The ability to solve problems and persevere are especially crucial for youth in overcoming insufficient academic preparation, limited opportunities, and experiences of exclusion and isolation.³⁵

Clubs implement engaging STEM programming that builds skills and encourages youth to see a future in STEM. Family STEM nights and computer programming “hackathon” events encourage creativity and perseverance, and local field trips to planetariums expose youth to a variety of STEM experiences. In the DIY STEM program, youth engage in fun, hands-on activities that introduce them to science concepts with real-world applications. They collaborate and activate problem-solving skills in creating a homemade light bulb or developing a water filtration device. During Summer Brain Gain, a program to combat summer learning loss, Clubs help youth learn by exploring topics such as forensics, animation and food science. Clubs also provide members with mentors, networking opportunities and career days to pursue their STEM interests.

THE IMPACT OF STEM ON CLUB MEMBERS

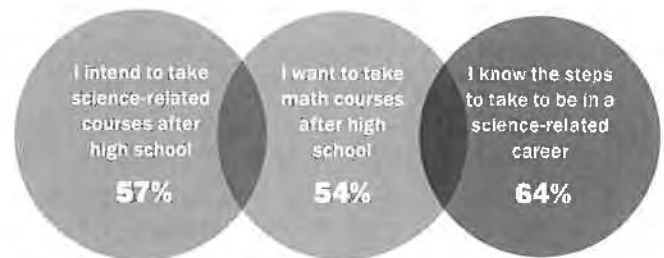
Club members show a strong interest in STEM programming. According to NYOI data, 71% of Club members report getting excited about science, and 82% are curious to learn more about science, computers or technology.

A majority of Club members express interest in STEM.



Additionally, more than half of surveyed high school Club members intend to take science-related courses after high school or want to take math courses after high school.

High school Club members are committed to STEM.

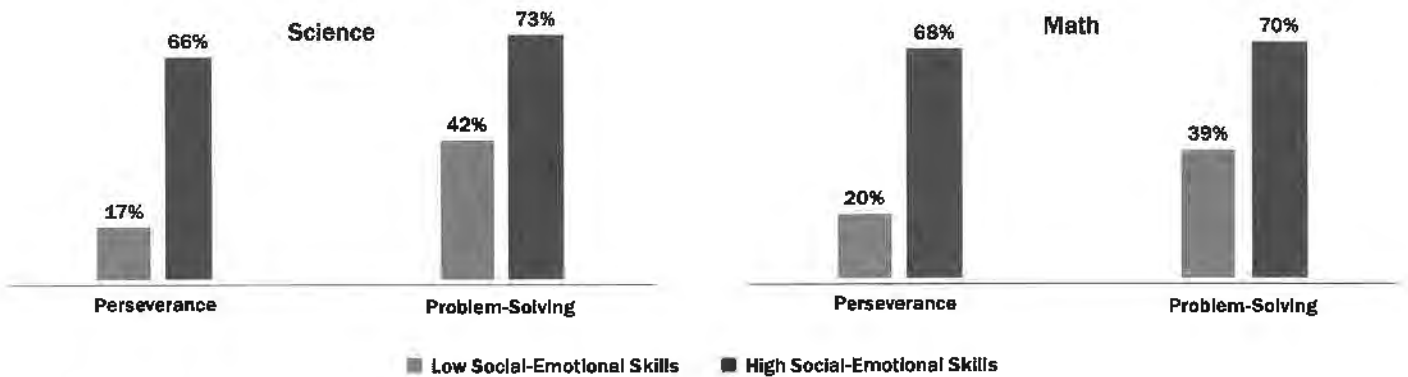


Club teens who report having strong problem-solving and perseverance skills are more likely to want to take science and math courses after high school, compared to Club teens reporting low social-emotional skills. For example, 66% with high perseverance indicated that they are likely to take a science class after high school compared to 17% of those with low perseverance (see graph on next page).



Club teens with strong social-emotional skills are more likely to plan to take STEM-related classes after high school.

% who intend to take science and math classes



Preparing Youth for Postsecondary Education

BARRIERS TO CONTINUING EDUCATION AFTER HIGH SCHOOL

Even though young people have more alternative routes to enter the workforce than they once did, postsecondary education still matters. Those with more formal postsecondary education benefit from greater opportunities, lower unemployment and higher earnings potential.³⁶ An estimated 5 million jobs requiring postsecondary education will go unfilled in 2020, and the Bureau of Labor Statistics predicts the greatest growth in employment from 2018 to 2028 will be among those occupations requiring some form of formal postsecondary education (whether a certificate, associates degree or higher degree).^{37,38}

Despite the increasing importance of a postsecondary education in preparing for a globally competitive workplace,

many young people are opting out. One of the biggest reasons is cost. In 2019, the average total price of tuition was \$33,000 for trade schools; \$50,880 for a public two-year institution; and \$87,800 for a public four-year institution at an in-state rate.^{39,40}

To help cover these costs, students can apply for financial aid, but many are unable to navigate the complex process. The Free Application for Federal Student Aid (FAFSA), which is completed by students to determine their eligibility for financial aid, has been criticized for being unwieldy and overly complicated. In fact, 43% of high school seniors didn't complete the application in 2019.⁴¹ This means that \$2.6 billion in available federal aid went unclaimed.⁴²

In addition to overcoming financial barriers, young people also have to prepare for entrance exams, apply for scholarships and navigate the application process. This can be especially challenging for first-generation students whose caregivers never attended postsecondary school and lack the firsthand experience to guide their children through these complex systems. While guidance counselors are charged with helping students plan for life post-high school, they are often stretched thin and overwhelmed with large

caseloads.⁴³ Slightly more than half of youth report that their school has helped them to understand the steps they needed to apply to college, and only about half report using support services to prepare them for future goals.⁴⁴

Even after being accepted, students need support registering for classes, applying for housing and submitting transcripts. Confused by the process, up to one-third of students with plans to attend college do not make it to classes in the fall, a phenomenon known as “summer melt.”⁴⁵ The melt rate for students from low-income families and those planning to attend community colleges can be as high as 40%.⁴⁶



For those who successfully clear the hurdles of preparing, applying and enrolling in postsecondary institutions, the challenges don't stop there. About 33% of first-generation students, the vast majority of whom are students of color, drop out by the third year.⁴⁷ The dropout rate at community colleges is even higher, with less than 40% graduating or transferring within six years.⁴⁸ Financial pressure and academic disqualification are the reasons most cited for dropping out, but many students, especially students of color, also feel unwelcome and unsupported on campus.⁴⁹

CLUBS PROVIDE YOUTH WITH POSTSECONDARY EDUCATION SUPPORT

Overcoming these barriers requires significant perseverance and problem-solving. Students need to persevere through difficulties and the obstacles placed before them. Social-emotional skills such as perseverance are positively correlated with academic performance, and their broader application can promote success outside of the classroom as well.⁵⁰

The work to prepare young people for educational options after high school starts from the moment they step inside a Club. Clubs integrate career exploration throughout all program areas, from arts to leadership to health and wellness, so that youth of all ages are exposed to different career options. Clubs also coordinate college tours and alumni visits, host career days, offer SAT and ACT prep courses, and provide guidance throughout the college application process.

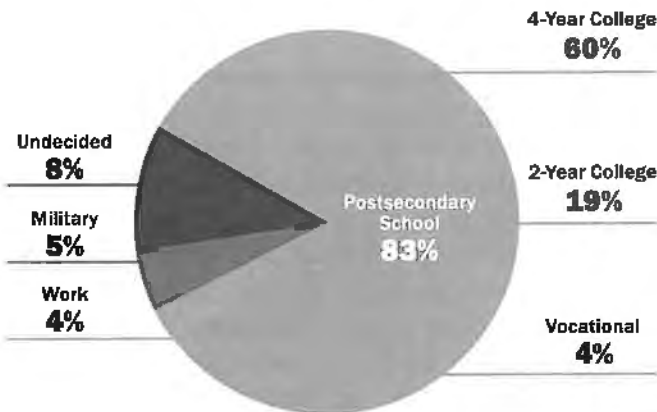
Skill-building programs provide teens with the opportunity to learn social-emotional and other skills and practice them within an educational context. In the Diplomas to Degrees program, teens inventory their potential career interests and map the steps to gain entry to a postsecondary institution that meets their needs and interests. The CareerLaunch program offers activities that help Club youth explore different careers and identify the skills and education needed for a specific career path. Teens gain financial literacy skills through the Money Matters: Make it Count program, which teaches youth how to plan for their future goals through budgeting, managing debt and saving for postsecondary education and beyond.



POSTSECONDARY EDUCATION READINESS AMONG CLUB MEMBERS

Across all age groups, 82% of Club members expect to complete some postsecondary education. Among Club members in 11th and 12th grades, 53% reported participating in a college preparation program at the Club, an opportunity that BGCA and Clubs are working to extend to all high school members. Of the Club teens who participated in one of these programs, over 93% agreed that they know what education or training they will need for the career they want, and 88% agreed that they know what costs to expect for the education or training they need after high school.

Most Club juniors and seniors who completed a college prep program are planning to pursue a postsecondary education.



“ 81% of Club juniors and seniors who completed a college prep program reported they are making immediate plans to enroll in postsecondary education, compared to 59% of high school students nationally.

Over three-quarters of these Club juniors and seniors (81%) also reported that they are making immediate plans to enroll in some type of postsecondary education, compared to 59% of high school students nationally.⁵¹ Additionally, 78% of the Club seniors reported submitting the FAFSA, compared to 61% of high school seniors nationally.⁵²



Club juniors and seniors are more likely to plan to enroll in a postsecondary education compared to peers nationally.*



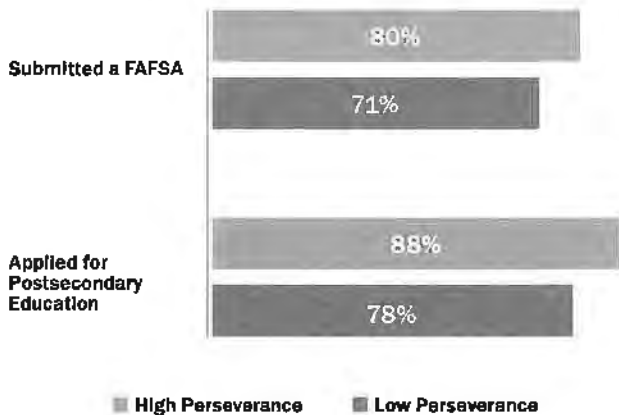
Club seniors are more likely to have submitted a FAFSA compared to peers nationally.*



*Club member percentages based on those who participated in a college preparation program at the Club.

Club members in high school who report higher levels of perseverance are more likely to submit a FAFSA and apply for postsecondary education than their Club peers reporting lower levels of perseverance. This demonstrates the importance of including social-emotional skill development in college and career readiness programs.

Club high schoolers with high levels of perseverance are more likely to take steps toward a postsecondary education.



Priming Youth for Success in the Modern Workforce

“Early exposure to the working world is vital to future career choices. Young people start building their career expectations as early as age 11.

CLOSING SKILLS AND DIVERSITY GAPS IN THE WORKFORCE

Women and people of color account for the fastest-growing shares of the U.S. population, but only account for 47% and 36% of the overall U.S. workforce.⁵³ Industries that intentionally invest in these groups at an early age have the potential to increase their bottom line. Companies who are in the top quartile for racial and ethnic diversity are 33% more likely to have above average financial returns.⁵⁴ Equipping young people of all backgrounds, especially those who have been historically underrepresented,



with the knowledge, skills and experiences needed to be successful will help close gaps, expand the talent pool and increase productivity.

Traditionally, workforce development programs have targeted adults and high school students needing jobs. However, starting skill development much earlier increases the likelihood that young people will acquire the essential skills needed for workplace success that they can build upon throughout adulthood.⁵⁵ Early exposure to the working world is also vital to future career choices, and young people start building their career expectations as early as age 11.⁵⁶

CLUBS PREPARE YOUTH TO BE WORKFORCE READY

BGCA's approach features four pillars to guide Clubs in creating a workforce readiness culture in which young people can define and achieve their career plans. From the moment youth enter the Club, programs and experiences that integrate skill building and career exploration provide them with opportunities to connect their passions and talents to careers and apply those skills in real-life work experiences.

Workforce Readiness Pillars



Experts debate what to call the skills needed for workplace success. Common terms include soft skills, 21st century skills, social-emotional skills and employability skills. In its workforce readiness approach, BGCA uses the term “essential skills,” which combines social-emotional skills such as problem-solving and employability skills like dependability into one cluster.

Essential skills are critical in the workplace. In 2013 more than half of U.S. employers stated that their biggest obstacle to growth was finding qualified candidates with the interpersonal and self-regulation skills they needed the most.⁵⁷ Similarly, a 2017 Business Roundtable survey of employers found that although critical thinking, problem-solving and communication skills were highly relevant to positions within their companies, these were also the skills that were challenging to find in qualified job candidates.⁵⁸

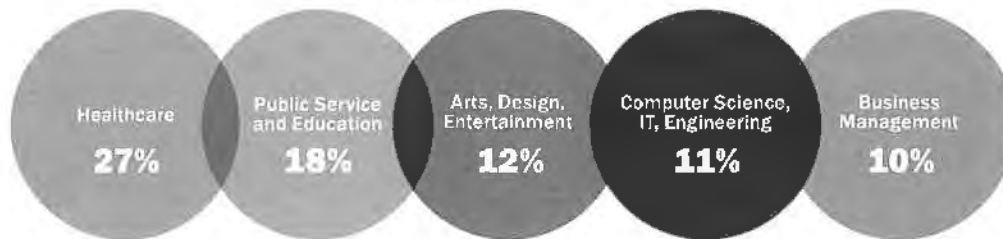
DEVELOPING ESSENTIAL SKILLS

Clubs provide multiple opportunities for youth to build and practice essential workforce skills. For example, youth may have assigned responsibilities such as assisting with serving snacks, co-facilitating activities or collecting sports equipment. Staff set expectations during program time to teach and reinforce workplace expectations such as punctuality, dependability and teamwork and recognize youth when they are demonstrating these behaviors.

EXPLORING CAREERS

Career exploration takes two forms: exposure and exploration. Exposure activities are for all ages, sparking young people's interest by exposing them to diverse career paths. Club staff integrate career exploration into all programs and activities, bring in guest speakers and take youth on workplace tours and career fairs. Clubs more

Club teens are interested in a wide range of careers.



deeply engage teens by dedicating time for them to discover careers that match their talents and interests and learning what it takes to be successful in those industries. Opportunities include job shadowing, mentorship and interviewing, where teens can view careers firsthand and meet professionals in those careers. See above for the top five career interests among teens participating in the Keystone Club program in 2019.⁵⁹

NYOI data reveals a link between career exploration programs and problem-solving and perseverance skills. Of Club teens who attended a career exploration program, 84% reported having strong problem-solving skills and 60% had strong perseverance skills, compared to 74% and 54% of Club teens who did not attend such a program, respectively.

BUILDING EMPLOYABILITY SKILLS AND EARNING CERTIFICATIONS

Clubs help young people gain the skills needed to seek, secure and sustain a job over time, and build job-specific technical skills. Partnerships with local employers, postsecondary and vocational training institutions and government agencies enable Clubs to offer older teens industry-specific training and certification programs in their areas of interest. Teens earn certifications in areas such as first aid/CPR, phlebotomy, information technology, welding and warehouse logistics. NYOI data shows Club teens need such opportunities, with only 28% of them reporting they have a job.

APPLYING SKILLS THROUGH WORK-BASED LEARNING

Clubs provide youth with structured learning experiences in which they can apply newly gained skills in real-world work environments. These experiences can include service-learning projects, first jobs, internships in the Club or with external companies, and pre-apprenticeships. BGCA's national partnership with Gap Inc. has enabled the company to significantly expand its This Way Ahead Internship program. The program builds a talent pipeline for the company and supports Club teens who traditionally have had barriers to securing their first job. Clubs partner with local Old Navy stores to provide teens with exposure to retail careers, job readiness preparation, opportunities to apply and interview for part-time and seasonal jobs, and coaching through the hiring process. In 2019, nearly 5,000 teens participated in these workforce readiness activities.





“ They look in their backyards and think that’s all they have. We can show them that there’s a world beyond by giving meaningful experiences that their schools can’t. – Jon Blodgett, Boys & Girls Club of Fitchburg & Leominster

Club Goes Full STEAM Ahead to Help Youth Prepare for Career Success

About 10 years ago, the Boys & Girls Club of Fitchburg & Leominster redefined itself as a STEAM out-of-school-time program. Seeing local schools’ resource constraints, the Club committed to infusing science, technology, engineering, the arts and mathematics into all of its programming.

“Our schools do a lot of sports programs, and the benefits of those are great, but you’ve got to also be able to practice technical skills and expose youth to all kinds of varied experiences,” said Teen Center Director Jon Blodgett. Staff tie everything young people do at the Club to the world of work.

Club staff use programs like First Robotics, Girls Who Code, App Inventor and even beekeeping to expose members to varied STEAM career pathways. Even programs that aren’t specifically science-focused such as CareerLaunch get the

STEAM treatment. Teens identify their career interests, research career paths, build basic employability skills, and complete internships and field experiences, focusing on STEAM-related careers. Club members have interned at hospitals, newspapers, art museums, and heating and air conditioning companies. Additionally, Club teens can participate in a Counselor in Training program during the summer, then become paid Junior Staff within the Club. Frequent guest speakers introduce youth to many career and Postsecondary education pathways.

A fun example of entrepreneurship that came out of this programming is BGCPrint, an apparel screen-printing enterprise. Club teens wanted to learn what it was like to own a business. Local Chamber of Commerce members coached them on how to develop a business plan, find prospective investors, and make a pitch. The teens generated \$20,000 to set up their business, and they now screen-print shirts for the Club and other customers.

Club leaders recognize that people of color and women are underrepresented in STEAM fields. Some opportunities, like Girls Who Code, are open to girls only. With the diversity in the surrounding community, the Club’s membership increasingly includes more youth of color. Being intentional about bringing in women and people of color as guest speakers helps youth to see themselves in a wider variety of careers. “Many youth may think their opportunities are limited,” said Blodgett. “But with what they are exposed to at the Club, they see many more opportunities.”

The Club also uses its STEAM and workforce readiness programming to teach social-emotional skills like perseverance and problem-solving. Club staff design activities so youth can work collaboratively and practice skills like public speaking and making business pitches.

“We help teens figure out what path they need to take to achieve their goals and how they should get started,” said Blodgett.

Youth are expected to follow strict guidelines to complete certifications and held accountable to follow through on their commitments. “We’ve had kids who failed to complete CareerLaunch multiple times, but we always allow them to keep coming back and try again. If they are willing to persevere, we will always give them support. We love creating opportunity.”

These opportunities have made a huge impact. The Club’s teen membership has risen from an average of 12 teens daily five years ago to now over 80. Youth are excited to explore their interests and plug into opportunities in their community, and community leaders have embraced the Club’s strategy.

“Local businesses are keenly interested in helping to develop the workforce of tomorrow,” said Club CEO Donata Martin.

At this Club, tomorrow is looking exceptionally bright.





Developing 21st Century Leaders

Young people, their families and communities are being confronted with numerous life-altering challenges: social and race-based injustice, climate change, economic upheaval as a result of COVID-19, and the widening fault lines caused by political division.

Youth voice, agency and mobilization have been central to driving positive, meaningful change within every movement throughout history.⁶⁰ Once again, youth are rising to the challenge as leaders to demand social, political and economic change. They are being called out to the streets to protest, serving as thought leaders, developing innovative and creative solutions, and demanding a voice in decisions that impact their current reality and future.⁶¹



As supportive facilitators, advocates and allies in their growth and development, Club staff partner with young people to create a safe, inclusive environment. Within this nurturing environment, youth can develop into future world leaders by following a character-building trajectory:

- ◆ **Build Foundational Social-Emotional Skills –** Youth practice and build social-emotional skills by participating in Club programming and interacting with caring adult staff. These essential skills include having healthy relationships with others, making sound decisions and communicating effectively.
- ◆ **Participate in Service-Learning Opportunities –** Youth take on developmentally appropriate leadership opportunities in programs such as SMART Girls in Action, Keystone Club, Torch Club and Youth of the Year Suite. Youth also participate in service-learning opportunities that allow them to explore their Club and community. By confronting familiar and unfamiliar challenges, youth see the world through a new lens and identify how they can create positive change. These experiences help young people build skills such as empathy, perspective-taking and problem-solving.
- ◆ **Lead Change –** Youth take on increasing leadership opportunities in and outside of the Club by identifying pressing issues affecting their peers, community and the world. They spotlight needs such as mental health, racial inequity and immigration by participating in National Keystone Conferences, local demonstrations addressing climate change and racial equity, civic activities, and youth-led efforts to build a positive Club environment. They galvanize their peers and partner with Club staff to develop responsive solutions.

Throughout this process, youth learn from and partner with peers and staff who model social-emotional skills that develop strong character. This growth is the necessary foundation for developing leaders and change agents.

Laying a Critical Character Development Foundation

As youth build and practice social-emotional skills, they develop key character traits that are then demonstrated or reflected in their behaviors. For example, when youth are respectful to others, they work together and

communicate effectively with one another even when there are disagreements. The social-emotional skills associated with showing respect include empathy, communication, perspective-taking and inclusion. Another example of character development is when youth demonstrate caring. When youth are caring, they appreciate and have compassion for the feelings, experiences and perspectives of others. Youth can better understand that their lived experiences⁶² are different from the lived experiences of others. In sharing with each other how they have previously encountered and interacted with police officers or other authority figures, for example, young people who are white might find that their own experiences differ markedly from those of their Black or Latino peers. Youth demonstrate compassion for others through ethically responsible actions. As with the character trait of respect, social-emotional skills form the foundation of these behaviors.

One way to facilitate young people's strong character development is by engaging them in service learning. Service learning refers to opportunities that actively engage youth in diverse experiences that aim to benefit others. The key difference between service learning and community service is that the former allows youth to gain a deeper understanding of their efforts, such as volunteering at a community food pantry or neighborhood cleanup, through meaningful reflection and perspective taking.^{63,64} In doing so, youth cultivate solidarity with those who may or may not have a shared lived experience and build compassion and critical social consciousness.⁶⁵

For many youth, service learning creates a pathway for moving from involvement in charity or school-mandated community service to social justice and positive change making.⁶⁶ As youth become more engaged in the important issues affecting their peers and community, they are more likely to develop a stronger sense of empathy and self-efficacy,⁶⁷ in addition to the ability to develop healthy relationships and effectively solve problems.⁶⁸



Building Leadership Skills at the Club

The demand for strong character and leadership skills is increasing in classrooms and workplaces. Being able to think critically, demonstrate empathy for others, communicate effectively, solve problems and collaborate well are necessary skills for young people to navigate the challenges of adolescence and adulthood.⁶⁹

By participating in diverse Club programs and activities that promote social-emotional skills, youth develop the strong character traits central to being effective leaders and agents of change among their peers and within their communities. Clubs provide progressive programming that evolves along with young people as they get older. This approach keeps youth engaged and challenged and builds on their existing knowledge and skills.⁷⁰ For example, the SMART Girls in Action program offers a series of sessions designed to build self-esteem, support positive identity formation and develop leadership skills among girls. It uses different types of small- and large-group activities that emphasize discussion and reflection and allow staff to adapt activities to support youth skill-building and interests.



Club staff engage youth by creating formal and informal roles that allow them to develop and practice leadership skills. Staff may give members the opportunity to manage a task or provide input into how they spend their time within a program space. For example, the youngest members may assist in surveying their peers about their interests and passions, which can inform the development of themed activities for the week. Older youth and teens are offered more autonomy, voice and choice to determine which skills they want to build, whether that is building employability skills, mastering a new art technique or participating in a robotics competition. They also assume leadership roles on Club youth councils that advise staff on programming or as officers in small-group leadership development programs such as Torch Club and Keystone Club.

Clubs also encourage young people's leadership and activism through Club programs such as the Youth of the Year Suite, Keystone Club, Torch Club and guided service-learning activities.⁷¹ The Youth of the Year Suite creates opportunities for youth to showcase their leadership ability and be recognized among their peers, within their Club and at state, regional and national levels. Youth take part in hands-on activities that explore topics such as identity, passion, personal branding, voice, teamwork and goal setting. Clubs offer additional service-learning opportunities through the Torch Club, Keystone Club and Million Members, Million Hours of Service programs. While designed for tweens and teens, these programs are adaptable for the youngest Club members. These fun and highly interactive experiences put youth at the center of their own learning, whether it is discovering personal passions, identifying community needs, designing and completing service projects, or engaging other youth to foster change.

The skills that young people develop within the safe, supportive and inclusive environment of the Club, in

partnership and collaboration with caring adult staff and peers, are strengthened and reinforced through practice, hands-on learning and application in their own lives. These skills are easily transferable as youth navigate their ecosystem. In doing so, young people will continue to make the institutions that shape their world, like schools, community organizations, governments and corporations, more accountable, effective, equitable and inclusive.

“ Club members in 8th, 10th and 12th grades volunteer at significantly higher rates than their peers nationally.



Club Youth Lead and Make Change

BGCA's NYOI survey data shows that members are building the social-emotional skills that lead to strong character and leadership through their Club participation.

Forbes defines leadership as "a process of social influence, which maximizes the efforts of others, toward the achievement of a goal."⁷² Club members report having the makings of leaders and change agents, such as being empathetic and confident in their own efficacy, who are ready to take transformative steps toward a great future for all.

For example, as shown below, 92% of Club youth actively try to help when they see others in need, and 86% think about how their decision-making will affect others. As leaders, 76% feel equipped to organize a team of their peers to complete a project, and when goals are set, 87% report taking action to achieve them.

As agents of change, 88% of Club members report that they feel like they can stand up for what they think is right, even if their peers disagree. Nearly three-quarters

(73%) of members spend their time with others to address community needs, and 81% believe that they can make a difference in their community. With this strong character and leadership foundation, Club youth are better equipped to help address the most pressing needs of their generation.

Regarding Club members' levels of volunteerism, when we compare Club teens to teens nationally who have participated in the Monitoring the Future study (MTF), the findings are especially positive. Conducted by the University of Michigan annually since 1975, MTF examines the behaviors, attitudes and values of U.S. students in eighth, 10th and 12th grades.⁷³

As shown on the next page, both NYOI and MTF data show that the rate of teens volunteering at least once a month increases with age. This makes sense given volunteering and community service requirements for high school graduation. But more importantly, the data show that Club members in eighth, 10th and 12th grades volunteer at significantly higher rates than their same-grade peers nationally. At each of these grade levels, almost twice as many Club members report that they volunteer at least monthly than their peers nationally.

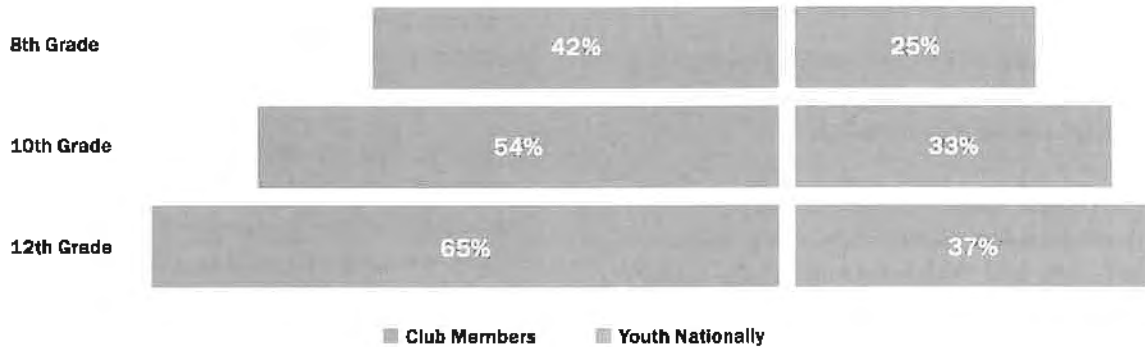
Club youth demonstrate leadership traits and behaviors.





More Club teens volunteer at least monthly compared to teens nationally.

% who volunteer at least once per month



“ Our teens see and believe they’re exceptional, and they can point to the real impact they have made in their Club and community. – Rich Barrows, Boys & Girls Clubs of Metro Denver

Club Builds Leaders and Change Agents – One Day, One Youth at a Time

“It’s not just about implementing certain programs,” said Rich Barrows, Denver Broncos Boys & Girls Club unit director. “Our philosophy is to demonstrate these kids are exceptional, to themselves and to others. This approach to everything we do in the Club is more impactful than just an individual program.”

The Club, part of the Boys & Girls Clubs of Metro

Denver, has been a valued community asset for over 17 years thanks to a continued partnership with the NFL’s Denver Broncos. The Club has worked with multiple generations of youth from many of the same families. With a teen center next to the original Clubhouse, the Club serves mostly Black and Latino youth ages 6 to 18. Club staff describe the surrounding neighborhood as “working class,” with 95% people of color with low incomes.

The staff know that building nurturing relationships with youth is essential for the Club’s programming to have a positive impact on them. “I love working with kids, building a connection with them, bringing them opportunities, seeing them grow,” said long-time staff member Lisa Ford. “I love to see the impact we’ve had on the ones people said wouldn’t make it, and they have made it.”

At the Club, staff set high expectations for youth and serve as role models. “I wanted to work for Clubs to be a good support for children, to show

them a good representation, someone who looks like them,” said staff member Ari Richardson. She likes “how excited youth get when they reach goals they didn’t think they could reach.”

Club staff develop young people’s character and leadership through progressive programming, which builds on their existing knowledge and skills and evolves as youth age. Younger members start out in the Cherish Club and the Boys Club, where they practice making decisions and taking on leadership roles.

At 10 years old, youth can graduate to the Torch Club to strengthen their leadership skills and continue developing the social-emotional skills of empathy and self-efficacy. Torch Club members elect officers and plan and execute their own projects. Staff advise, but the youth decide what they will do and how. “I help them work together to solve problems within our community, learn how they’re not the only ones who struggle, and look at their own actions and how they impact others,” said Richardson. The Denver Broncos Torch Club won a 2018-19 National Project Award for inspiring and recognizing kindness in their community. They made gift boxes for “Hometown Heroes” like firefighters, school janitors and nurses, and created a “Kind Tree” with students from a nearby school in which they wrote caring messages on the leaves.

Youth ages 14 and older can participate in the Keystone Club, leading activities and projects related to academic success, career exploration and community service. The Denver Broncos Keystone Club has a strong focus on service, with staff tracking high school members’ service

hours and offering incentives to encourage them to persevere. The Keystone Club has completed many projects, from organizing Club Family Nights and neighborhood events to reduce gun violence, to partnering with local agencies to promote physical and mental health, and working with school professionals to increase attendance.

The Club staff understand that their job is to help young people become confident, empowered leaders and change agents. “We’ve had a lot of success with our character and leadership programming,” said Barrows. “Our teens see and believe they’re exceptional, and they can point to the real impact they have made in their Club and community.”





Developing a Healthier Generation

When young people live healthy lifestyles, they are able to make decisions that result in their social, emotional and physical well-being.

Boys & Girls Clubs develop a healthier generation through programs, practices and experiences that support overall wellness and enable youth to:

- ◆ **Build Foundational Social-Emotional Skills** – Youth practice and build social-emotional skills through participation in Club programming and interactions with caring adult staff. Essential skills include healthy decision-making, stress management and perseverance.
- ◆ **Make Healthy Choices** – Youth make healthy choices such as participating in a healthy cooking competition, learning positive ways to manage stress, or preparing campaigns encouraging their peers to avoid unhealthy behaviors such as substance use.
- ◆ **Engage in Physical Activity** – Youth have opportunities throughout the Club day to engage in physical activity during check-in, transition times between activities, in the gym or outdoors, and within varied program sessions that encourage movement.

Promoting Physical Activity and Wellness

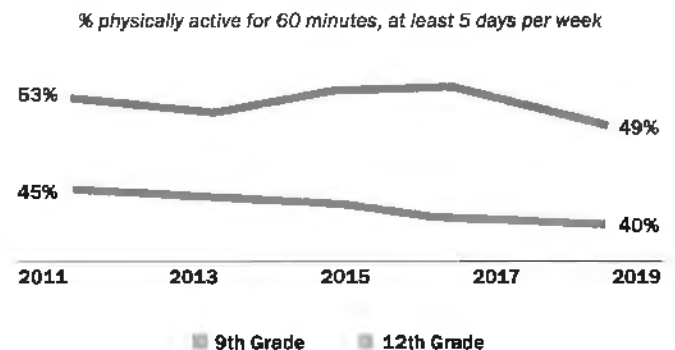
YOUTH AND TEENS DON'T GET ENOUGH PHYSICAL ACTIVITY

Regular physical activity is an important part of a healthy lifestyle, offering immediate and short-term health benefits for youth and protecting against long-term chronic health conditions into adulthood. Youth who are physically active have stronger hearts, bones and muscles than their

inactive peers and an increased ability to concentrate and pay attention. Being physically active in childhood also protects against developing chronic conditions such as heart disease or Type 2 diabetes as an adult.⁷⁴ It can also reduce or even eliminate symptoms of depression and anxiety in teens and adults.^{75,76,77} Young people who are physically active are more likely to remain active as they age, compounding these health benefits.⁷⁸

Yet despite the benefits, most youth do not get the amount of physical activity they need to thrive. The Centers for Disease Control and Prevention (CDC) recommends that youth ages 6 to 17 get 60 minutes of physical activity a day, seven days per week.⁷⁹ Unfortunately only 23% of high schoolers meet these recommendations, with 44% reporting 60 minutes of physical activity five days per week, and 17% reporting no physical activity at all. The data also shows that participation in physical activity declines as youth approach adulthood, with the number of older teens getting sufficient physical activity steadily declining since 2011.⁸⁰

Physical activity rates among teens have been declining since 2011, especially among older teens.



Several factors contribute to the declining rates of physical activity among children and teens. Youth are spending increasing amounts of time in front of a screen for reasons

other than schoolwork. The number of teens who report using a screen for three or more hours a day increased from 22% in 2003 to 46% in 2019 and is likely to keep rising.^{81,82} This is especially true as COVID-19 disrupted in-person activities and more schools offered online learning. Additionally, schools are offering fewer physical activity options during the day. Only half of school districts require or recommend daily recess for elementary-age youth, and fewer than one in 10 schools require daily physical education.⁸³

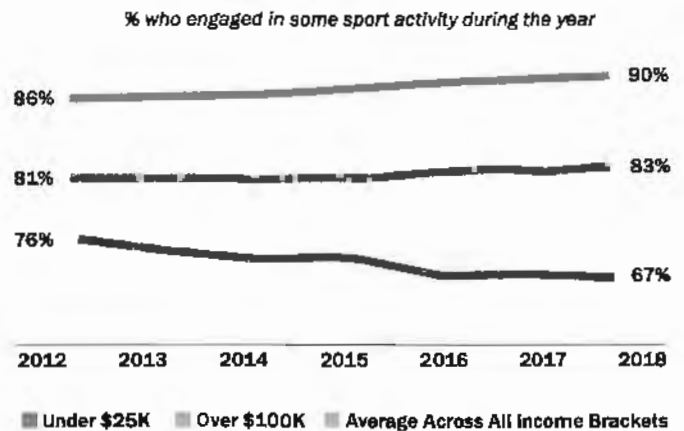
GENDER AND AGE DISPARITIES

Differences in physical activity exist between males and females. A high school male is twice as likely to meet physical activity recommendations compared to a high school female. Fewer females participate in daily physical activity as they age, so that by 12th grade, only 16% of females compared to 33% of males take part in the recommended amounts of physical activity. One explanation for these differences may be differing goals. Previous research has shown that males identified “becoming muscular” as their main motivation to participate in sports, whereas females prioritized friendships, fitness and sociability and did not often find these benefits by participating in physical activity.^{84,85,86}

SOCIOECONOMIC DISPARITIES

Youth sports also provide regular opportunities for physical activity. While participation in youth sports has increased overall in recent years, it has been unequally distributed. The percentage of youth participating in sports from families making \$100,000 or more a year increased from 86% in 2012 to 90% in 2018. Meanwhile, only 67% of youth from the lowest income bracket (families making \$25,000 or less a year) engaged in sport activities in 2018, a decrease from 76% in 2012.⁸⁷

Sports participation is on the decline among youth from the lowest income bracket.



These disparities may be due partly to the increasing costs of youth sports. A family can expect to pay an average of \$125 per year in registration fees for a single child for one sport. When equipment, uniforms and travel are added in, the total annual cost for one child playing a sport averages to more than \$600.⁸⁸

CLUBS REMOVE BARRIERS TO PARTICIPATING IN PHYSICAL ACTIVITY

Clubs provide youth with opportunities to be physically active throughout the Club day. These include offering free play upon check-in, incorporating physical activity breaks during assemblies and transitions between program sessions, and facilitating interactive community builders as part of programs. The “Play Breaks Guide” and “Transitions Playbook” from BGCA offer a variety of fun movement activities and games that can be implemented in any Club space. Most Clubs also have physical space devoted to physical activity or movement, such as a gym, outdoor field, multipurpose room, dance studio or gamesroom



where scheduled activities and events take place. All of these opportunities add up and help youth achieve the recommended amounts of daily physical activity.

Additionally, Clubs provide youth with access to sport leagues and organized sports programs. These programs ensure that all youth, regardless of gender, income or skill level, can experience high-quality youth sports. Partnerships with uniform and equipment suppliers provide free or discounted uniforms and gear required for practices and games. These offerings help decrease financial barriers that may prohibit families from participating in sports.

Clubs also intentionally address gender and age-related disparities. In the Takeover Thursday initiative, for example, Thursdays are dedicated to physical activity and sports for girls. Offerings include female-only open gym time, league games, or having a female athlete host a fitness class. Staff consult young people to design activities that meet their interests, such as escape rooms and step contests. Clubs are placing more emphasis on lifelong physical activities, such as yoga, dance and canoeing or hiking, to help youth find their favorite way to stay active beyond their years as a Club member.

PHYSICAL ACTIVITY SUPPORTS SOCIAL-EMOTIONAL SKILL BUILDING

Physical activity also enables youth to practice and build social-emotional skills such as perseverance, decision making and stress management.⁸⁹ Club members learn perseverance when they repeatedly practice a new or challenging skill, like jumping rope, and how to cope and keep on going if they lose a game. They also practice decision-making during games when they think about how to get around a defender or make a good pass to a teammate. Partnerships between BGCA and sports organizations like Jr. National Basketball Association and National Football League Flag Football provide Club staff

and volunteer coaches with practice plans for all ages and skill levels to ensure that every experience includes well-organized, progressive skill building.

The U.S. Soccer Foundation recently adapted its soccer curriculum for Clubs. The program introduces youth to the sport in a supportive environment by focusing on individual skill progression and social-emotional development. Each session teaches youth fundamental soccer skills while blending in nutrition education and social-emotional skills like decision making, impulse control and perseverance. These skills are integrated in program sessions through group agreements, emotional check-ins, youth-led pickup games, warm-ups and reflections. The health and nutrition information is integrated seamlessly during practice, with youth learning about healthy foods that will give them more energy without interrupting the physical activity.



“ 51% of Club teens report engaging in regular physical activity five days a week, compared to 44% of teens nationally.

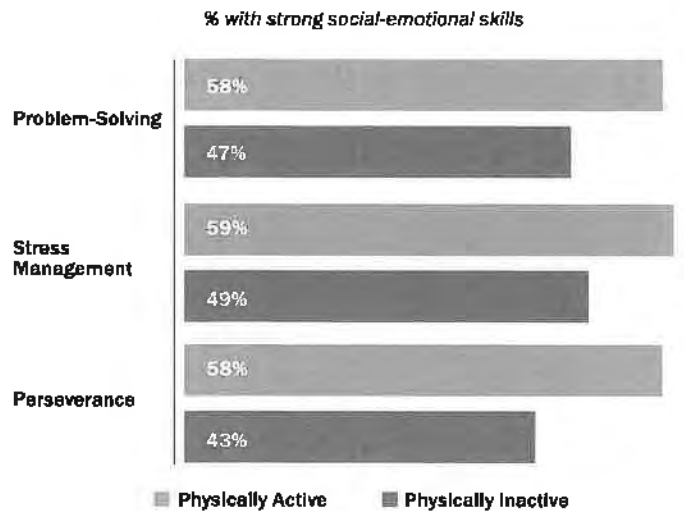
CLUB MEMBERS REAP THE BENEFITS OF PHYSICAL ACTIVITY

Club teens are more physically active than their national peers; 51% report engaging in regular physical activity five days a week, compared to 44% of teens nationally. Additionally, Club teen girls are more active than teen girls nationally, with 40% of Club females reporting regular physical activity, compared to 35% of their peers nationally (see graph below).

Participation in physical activity is also linked with stronger social-emotional skills in Club members. Members who report meeting physical activity guidelines have stronger social-emotional skills compared to Club peers who are less

active. For example, 58% of members who are physically active five or more days a week report strong perseverance skills, but among members who are not physically active, only 43% report strong perseverance skills.

Club members who are physically active are more likely to display strong social-emotional skills.



Club teens are more likely to engage in physical activity regularly compared to teens nationally.

% physically active for 60 minutes, at least 5 days per week among high schoolers





“ What they’ll remember looking back are the fun times, the camaraderie with other players, and the supportive relationships with staff. – Jake Wilson, Boys & Girls Clubs of Central Wyoming

Club Provides Year-Round Sports and Fitness Opportunities for Youth

Neither age nor gender, family income nor skill level, rain nor snow nor gloom of winter night prevents young people from enjoying healthy physical activity at Boys & Girls Clubs of Central Wyoming. With year-round sports leagues, clinics featuring college athletes, and other fun activities, the Club makes sure of that.

The organization’s robust offerings, and its dedication to meeting the needs of the youth and families served by the organization, are crushing many of the barriers that keep young people from getting regular physical activity.

Club sports leagues – which include T-ball, flag football, summer basketball and indoor soccer – serve some 1,500 to 2,000 athletes, ages 6 to 18, per year. While girls often have fewer opportunities for sports participation, all of the organization’s leagues are co-ed. The organization has explored offering girls-only leagues, said CEO Ashley Bright,

but has found more community interest in co-ed sports. The Club keeps the cost to families low: generally a \$25 registration fee plus the \$10 annual Club membership dues. The Club waives fees for parents who volunteer to coach.

In most games no one keeps score. The focus is on having fun, said Athletic Coordinator Jake Wilson. “It’s about the kids and them having a good experience. What they’ll remember looking back are the fun times, the camaraderie with other players, and the supportive relationships with staff.”

When the Club was forced to close its facilities in March due to the COVID-19 pandemic, Wilson immediately began receiving frantic messages from teens. They wanted to know whether the annual 9-Foot All-Star Basketball Tournament was still on. The weekend-long spring event is a teen favorite. Hoops are lowered from the regulation 10 feet so youth b-ballers can play with the flair of the pros. Teens can take part in a slam dunk contest and a three-point shoot-out. (The Club will reschedule the event as soon as it’s safe, said Wilson.)

The Club’s winter basketball league is open to everyone, with an emphasis, like all the Club’s leagues, on the basic skills of the sport, fair play, teamwork, healthy lifestyles and fun. High school coaches contact the Club to refer youth who don’t make the school team. Club staff invite those players to join the Club’s league. No one warms the bench, either: In all sports, everyone gets a chance to play every position, regardless of skill level.

Staff also incorporate opportunities for youth to get active in the Club’s program day. In Workout Warrior,

for example, participants rotate through a series of workout stations, switching like musical chairs when the overhead music changes. Staff play fun, “old-school” songs in the gym to encourage more kids to join in, said Wilson. Staff serve healthy snacks and chat with youth about fitness, nutrition and their own power to make healthy choices.

Club offerings for teens help them beat the odds against staying active as they get older. The Club hosts late-night events like glow-in-the-dark dodgeball, and the adjacent city skate park stays open to 11 p.m. During the school year, the Club even provides P.E. classes for home-schooled youth twice a week. “It’s a recreational mecca,” said V.P. of Operations Derek DeBoer, and the Club works hard to make sure it offers something for everyone.



Preventing Substance Use

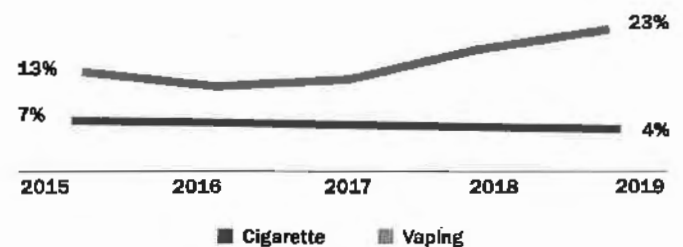
VAPING

TRENDS AMONG YOUTH

Vaping has been steadily growing as a major health concern for youth. Vaping is inhaling an aerosol containing nicotine, chemicals and other flavorings that are created by an electronic battery-operated cigarette.⁹⁰ From 2011 to 2019, past-30-day cigarette use decreased from 4% to 2% among middle school students and from 12% to 4% for high school students.^{91,92} Yet in just two years, from 2017 to 2019, the percentage of high schoolers reporting vaping in the past 30 days has almost doubled (12% vs. 23%).⁹³ This trend is especially concerning since vaping rates had decreased between 2015 and 2016.

Cigarette use is declining while vaping rates are rising among teens.

Current cigarette and vaping use rates among high school students



REASONS FOR VAPING AMONG TEENS

Rates of past-month vaping are higher than rates for the use of any other substance, including alcohol and marijuana.⁹⁴ The most common reasons given for vaping are “to experiment” (61%), “to relax or relieve tension” (38%), or “have a good time with my friends” (38%).⁹⁵ The percentage of students who stated that they are vaping to



“relax or relieve tension” has increased by nearly one-third since 2018,⁹⁶ indicating that more teens are choosing vaping as a coping strategy to relieve stress.

Alarming, the percentage of high school seniors who indicated that they are “hooked on vaping” from 2017 to 2019 has quadrupled. Most vaping aerosols contain a quantity of nicotine that can be addictive, although the exact amounts have been difficult to determine.⁹⁷ JUUL, a manufacturer of commonly used e-cigarettes, indicated that each of their vaping pods contain as much nicotine as 20 packs of cigarettes.⁹⁸ Decades of research has shown that nicotine is harmful to adolescent brain development and increases the risk of future addiction to other drugs.⁹⁹

CLUBS’ VAPING PREVENTION RESPONSE

BGCA’s “Vaping Prevention Resource Guide” identifies the key features of vaping, signs of use and tips on how to talk to youth about vaping. The updated SMART Moves substance use prevention suite of program resources utilizes a health promotion and trauma-informed approach that encourages healthy decision making, perseverance and coping skills. The suite includes a health promotion

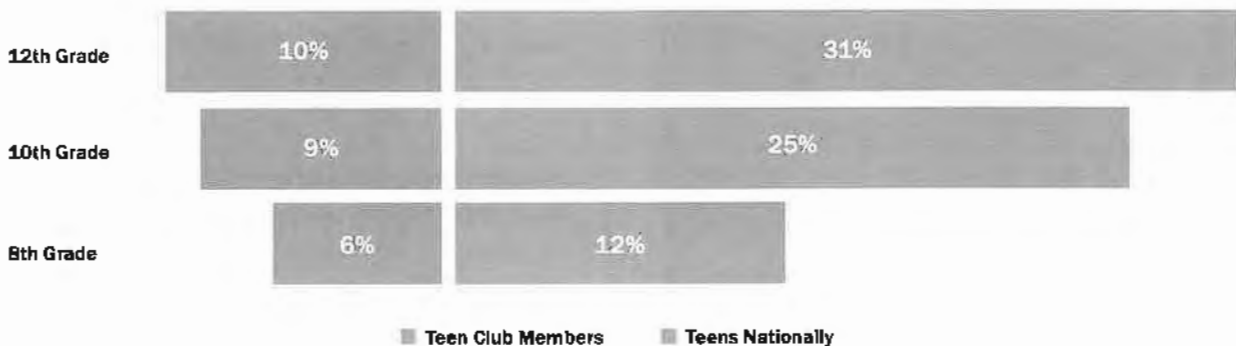
core program, an emotional wellness program, family engagement resources, and a vaping and nicotine prevention module that build these skills.

Clubs have partnered with schools, local organizations and state legislators to raise awareness of and make presentations about the harmful effects of vaping. Statewide anti-tobacco councils comprised of Club and non-Club teens have created tools and strategies for preventing vaping among youth. Several Clubs have also expanded their existing substance use prevention programs to explicitly address vaping and create more opportunities for youth to practice healthy decision-making.

“Nationally, 10th and 12th graders were three times as likely to have vaped in the past month compared to Club members in those grades.

Club teens are less likely to vape compared to teens nationally.

Current vaping use in the past 30 days among teens



CLUB MEMBERS ARE LESS LIKELY TO VAPE

Boys & Girls Club teens overall are more likely to have abstained from vaping compared to teens nationally.¹⁰⁰ Nationally, eighth graders were twice as likely, and 10th and 12th graders were three times as likely, to have vaped in the past month compared to Club members in those grades (see graph on previous page).



OPIOID MISUSE

THE IMPACT OF OPIOID MISUSE

The opioid epidemic has had a devastating impact on youth and families. Although the rates of prescription opioid misuse among youth have continued to decline significantly over the past five years,¹⁰¹ in 2016, 4% of youth ages 12 to 17 reported opioid misuse. This percentage doubled among young adults ages 18 to 25.¹⁰² In 2017, 11 million people ages 12 and older reported opioid misuse.¹⁰³ Youth stated that opioids have “become harder to obtain than in the past,”¹⁰⁴ which may have contributed to the declining rates of use.

Opioid-related deaths affect entire communities. In 2018, nearly 47,000 youth and adults died from opioid-related overdoses. The CDC estimates that for every overdose death, there have been 119 emergency room visits and 22 admissions into treatment facilities.¹⁰⁵ The number of opioid-related deaths is six times the number since 1999,¹⁰⁶ with the New England and Mid-Atlantic regions of the United States reporting the highest numbers of deaths.¹⁰⁷ Approximately 15% of all Boys & Girls Clubs are located in these regions, serving over 600,000 youth and their families.

Having a substance user in the home places adolescents at a greater risk for substance use.¹⁰⁸ Nearly 8 million youth under age 18 live with an adult who uses drugs.¹⁰⁹ Approximately half of youth ages 12 to 17 reporting opioid misuse indicated that they were given opioids by a relative or friend.¹¹⁰ These environments also tend to be unstable for youth, with adult substance users being three times more likely to neglect their children and abuse them physically or sexually. This trauma puts youth at an increased risk for depression, anxiety and other mental health issues.¹¹¹

CLUB OPIOID PREVENTION STRATEGIES

Clubs have utilized skill-building approaches from the “Opioid and Substance Use Prevention Resource Guide,” which includes emotional check-ins and activities that help youth identify and process their emotions. Additionally, Clubs have implemented programs for youth affected by opioid use in their home, such as witnessing an overdose or family separation. Youth are able to form support systems with peers who may be similarly affected. More Clubs are training their staff on topics such as adverse childhood experiences, mental health first aid, and ways to calm disruptive behaviors, increasing their capacity to support affected youth. The opioid prevention learning community includes staff from more than 50 participating Clubs who foster and sustain these strategies.

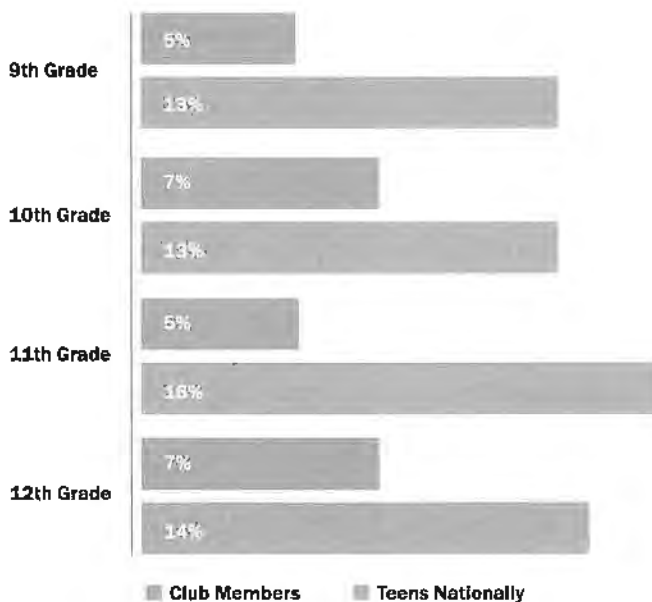


CLUB MEMBERS ARE LESS LIKELY TO MISUSE OPIOIDS

Boys & Girls Club teens have lower lifetime rates of opioid misuse than teens nationally (6% vs. 14%).¹¹² This pattern holds true across grades. Ninth and 12th graders nationally are twice as likely to misuse opioids and 11th graders nationally are three times more likely to misuse opioids as Club teens.¹¹³

Club teens are less likely to have ever tried opioids compared to teens nationally.

Lifetime opioid misuse among high school students



CLUB APPROACHES TO PREVENTING SUBSTANCE USE THROUGH SOCIAL-EMOTIONAL DEVELOPMENT

Protective factors such as creating a safe, nurturing environment where youth can develop positive relationships have been shown to reduce the risk of drug use among

youth.¹¹⁴ Clubs provide such spaces and enable youth to build protective skills, like stress management and problem-solving, to make positive health decisions.

Clubs integrate mindfulness activities into their programming, such as creating “Zen Rooms” with soft lighting and calming toys and activities where youth can regulate their emotions and relieve stress and anxiety. Other activities include engaging youth in scenarios where they practice solving problems and modeling healthy behaviors. By cultivating these skills, youth become better equipped to cope with mental health issues that commonly occur with drug use and exposure.¹¹⁵

Club mentoring programs also encourage positive peer and adult relationships and foster emotional wellness and perseverance. At the Boys & Girls Club of the Eastern Panhandle in West Virginia, mentors in the Handle With Care Mentoring Program alert staff when youth have lived through a traumatic event in their home so they can help them cope with that experience.

More than 1,400 Clubs receive federal funding from the Office of Juvenile Justice and Delinquency Prevention to support implementation of holistic mentoring programs that can help decrease youth substance use and delinquency. Clubs use best practices to mentor youth, such as leveraging their strengths, building positive attitudes and emotions, and having a substance use prevention specialist implement evidence-based prevention programming throughout the Club day. An audit of these sites has shown that having dedicated staff has been the most effective method of integrating substance use prevention practices into the Club.

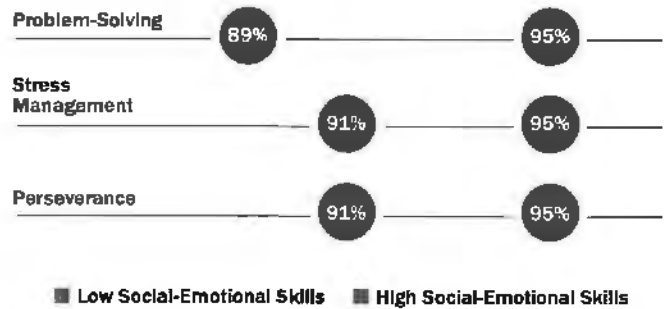
Club teens with strong social-emotional skills are more likely to abstain from vaping.

Lifetime abstention rates among Club teens



Club teens with strong social-emotional skills are more likely to abstain from opioid misuse.

Lifetime abstention rates among Club teens



CLUB TEENS WITH STRONG SOCIAL-EMOTIONAL SKILLS ARE LESS LIKELY TO USE SUBSTANCES

Clubs help prevent substance use by enabling youth to develop key skills that serve as protective factors against drug use. Youth reporting higher social-emotional skills have lower rates of substance use, including vaping and opioid misuse.¹¹⁶ NYOI data show the same holds true for Club teens (see graphs above). Vaping abstention rates are higher for Club teens who report strong problem-solving, stress management and perseverance skills, while Club teens with lower social-emotional skills have lower vaping abstention rates. For example, 86% of Club teens who report high problem-solving skills are abstaining from vaping, whereas 75% of Club teens who report lower problem-solving skills are abstaining from vaping. The pattern is similar for abstention from opioid misuse.

BGCA observes the same pattern across other substances commonly used by youth. Club teens who report stronger perseverance, stress management and problem-solving skills are less likely to use vaping products and any tobacco, misuse opioids or consume alcohol.

Building Emotional Wellness

MAJOR STRESSORS AMONG TEENS AND THEIR IMPACT

Stress among teens continues to rise. The annual Stress in America™ survey found that since 2013, teens have reported higher levels of stress, anxiety and depression than adults.¹¹⁷ Nearly three-quarters (73%) of Boys & Girls Clubs teens reported "when something important goes wrong in my life, I just can't stop worrying about it." In 2017, 13% of U.S. adolescents and teens aged 12 to 17 had at least one major depressive episode during the past year.¹¹⁸ Diagnoses of anxiety or depression among young people aged 6 to 17 have continued to climb since 2003.¹¹⁹

Teens identify anxiety, depression, bullying and substance use as major stressors among their peers.¹²⁰ This is especially prevalent among lesbian, gay, bisexual, transsexual and queer (LGBTQ) teens, who are twice as likely to have been bullied online (27% vs. 13%) or in school



(33% vs. 17%) than heterosexual teens. Consequently, more than half (63%) of LGBTQ teens have experienced persistent feelings of sadness or hopelessness and are over three times more likely to have seriously considered attempting suicide, made a suicide plan or attempted suicide compared to heterosexual youth.¹²¹



Additionally, mass shootings, rises in suicide rates and family separation are top issues of concern among teens.¹²² Among Club teens, 62% report being concerned about mental health issues, 45% about substance use and violence, and 39% about diversity, equity and inclusion.¹²³ Teens nationally also identify racism, community violence and unemployment as negatively affecting their well-being.¹²⁴ Those who report experiencing discrimination have higher levels of stress hormones, blood pressure and obesity,¹²⁵ with greater odds of experiencing depression and engaging in substance use.^{126,127}

COVID-19 further impaired teens' emotional wellness. A 2020 national survey commissioned by 4-H found that 70% of teens surveyed during the pandemic struggled with their mental health, with 55% experiencing anxiety, 45% feeling excessive stress, and 43% experiencing depression due to the pandemic. The top two sources of their anxiety and depression were worrying about school and the impact of COVID-19 on their future. The majority of respondents (64%) also believed that COVID-19 would have a long-lasting effect on their generation's mental health.¹²⁸ Depression and anxiety adversely impact healthy development and well-being. Young people living with depression have an increased risk for suicide and substance use.¹²⁹ Depression can have negative effects on academic performance and peer and family relationships. Long-term chronic stress can lead to physical health problems such as asthma, diabetes and heart disease.¹³⁰

CLUB APPROACHES TO BUILDING RESILIENCE

Social-emotional skills build resilience, which is the ability to cope with life's stressors. Resilience emphasizes strengths such as positive relationships, coping strategies and emotional regulation that help promote wellness.^{131,132} Individuals with strong resilience have lower stress levels and fewer depressive symptoms.¹³³ Quality out-of-school-time programming has been shown to positively enhance social-emotional outcomes.¹³⁴ Clubs provide teens with positive experiences, relationships and environments that foster resilience through dedicated staff implementing skill-building activities, programs and practices that support emotional wellness.

Emotional wellness activities, for example, help teens identify how their bodies react when they are stressed and learn deep breathing and visualization techniques to reduce their anxiety. BGCA's Be There grief and bereavement

initiative provides training, strategies and activities to help Club staff implement best practices to support youth who have experienced life-altering traumatic losses such as death, divorce or community violence. Boys & Girls Club of Benton Harbor in Michigan changed its entire culture when staff created 600 Safe Street, both a physical location within the Club and a method of staff and youth interaction. A dedicated staff member facilitates well-being programming for all youth during the Club day and manages the space, where youth can go to practice coping strategies when they are having a bad day, need help processing their emotions, or just need to talk.

Through this approach, both youth and staff have learned safe and healing practices to address trauma. As youth learn new skills such as problem-solving, stress management and perseverance, they can reflect on what they've learned, its importance and how to apply these skills to other areas of their lives. Reflections embedded throughout Club programming give youth the opportunity to identify and use these skills during the entire day.



Clubs have also developed specific social-emotional programming targeting issues that concern teens. Although resilience helps teens navigate through life's stressors, systemic inequities exist that can exacerbate their anxiety and affect their wellness. Boys & Girls Club of Tracy in

California created a teen hotline and podcast series where teens can call in and express their concerns to supportive adults. Several Clubs have hosted town hall meetings, listening sessions and community forums to create specific teen strategies that address emotional wellness.

THE EFFECT OF SOCIAL-EMOTIONAL INTERVENTIONS ON EMOTIONAL WELLNESS

Interventions that explicitly build social-emotional skills have been shown to have a positive impact. An analysis of school-based interventions found that students who participated in a social-emotional program reported higher emotional wellness and graduation rates than students who never participated in one. Additionally, students who participated in a social-emotional program had lower rates of engaging in risky behaviors six and 18 months after their program ended, compared to their peers who never participated in one.¹³⁵

BGCA applied this research in developing the new SMART Moves: Emotional Wellness program. The program builds the social-emotional skills (self-regulation, impulse control and stress management) that are most linked to helping youth avoid negative thought patterns and behaviors. The program targets elementary- and middle-school Club youth to help them acquire tools for self-management and coping at an earlier age and be able to use them during their teen years and throughout adulthood.

THE IMPACT OF SOCIAL-EMOTIONAL SKILL BUILDING ON CLUB MEMBERS

Individuals who develop healthy social-emotional skills such as perseverance and problem-solving during childhood are more likely to make positive decisions regarding alcohol and substance use and are able to better navigate physical and mental health challenges later in life.¹³⁶ These skills build resilience. Teens with strong resilience skills attending



4-H programs, for instance, had more confidence to address their mental health concerns and utilize healthy coping strategies during the COVID-19 pandemic.¹³⁷ Similarly, NYOI data shows that Boys & Girls Club members with strong resilience are more likely to report higher perseverance, problem-solving and stress management skills than Club members with low resilience (see graph below).

Social-emotional skill building is an essential ingredient in the positive experiences, relationships and environments that young people need for their healthy development. NYOI data shows that perseverance, stress management and problem-solving skills are the strongest predictors of Club members abstaining from alcohol, vaping, marijuana and opioid misuse. The more resilient Club members are, the more likely they are to avoid unhealthy coping behaviors. Strong social-emotional skills are linked to positive academic success outcomes, readiness for post-secondary education, character and leadership development and increased participation in physical activity. Boys & Girls Clubs provide youth with opportunities to develop skills in a safe, nurturing environment that enables them to flourish.

Club members with strong resilience report higher social-emotional skills.



“ We tell them we’re helping them build a self-care toolkit. When they feel stress, they can use these tools; they don’t have to turn to substance abuse. – Monica Gallant, Boys & Girls Club of Souhegan Valley

Club’s Social-Emotional Programs Treat Trauma of Opioid Epidemic

From mass shootings to racism to social media and bullying, many factors encroach upon the mental health and well-being of today’s teens. In Milford, N.H., it was the opioid crisis that galvanized Club leaders around the need to provide emotional wellness programming for young people.

Boys & Girls Club of Souhegan Valley had long been part of a grassroots coalition to prevent teen substance abuse. Around 2012, Club staff began hearing about the effects of the opioid epidemic on children, recalled Monica Gallant, the organization’s director of prevention services. “Club members were starting to lose parents and older siblings.”

Even more young people – 27% of students, according to the 2017 Souhegan Valley Youth Risk Behavior Survey – live with someone with a substance use disorder. That can make life chaotic for youth, and ultimately increases their own risk of substance abuse.

For young people affected by the opioid crisis, the Souhegan Valley Club offers respite in the form of monthly Children's Resiliency Retreats held at the Clubhouse and an idyllic outdoor space in an adjacent park. There are cooking classes, mindfulness activities, arts, music therapy and ropes courses. Participants learn about feelings, coping skills and healthy responses. "We tell them we're helping them build a self-care toolkit," said Gallant. "When they feel stress, they can use these tools; they don't have to turn to substance abuse."

The retreats are part of the Club's comprehensive array of prevention programs working to show young people they can break the cycle of substance abuse and choose a healthier path. For high school senior Abby F., such a path led all the way to the 2020 New Hampshire State Youth of the Year title. Abby chairs the Club's YES (Youth Empowerment and Service) Team, a teen group dedicated to preventing substance abuse and promoting mental health.

YES Team members conduct focus groups with teens in the community so that their concerns can inform the group's projects. The team has convened youth summits, community health fairs and advocacy events. Projects are "youth-led, adult-guided," said CEO Michael Goodwin. It's an important elevation of youth voice, he explained. "They're on the front lines, living it every day." The group is planning a vaping education summit and "take back" event, which would allow teens to turn in vaping devices, no questions asked.

The arrival of COVID-19 forced the Club to shut down for the spring of 2020. Doors re-opened for summer programming on June 1.

But even after 400 hours of cleaning, training and prepping, staff sensed their pandemic response was missing something. Club youth were expressing feelings of anxiety and isolation after three months at home. Some kids felt excluded and even bullied. They felt like no one wanted to hear about their feelings, said Gallant. "As a Club and a community, we've spent the last several years learning about trauma and its effects on kids. We realized we needed to help these kids develop coping skills" to deal with pandemic-related trauma.

During the school year, the Club runs Positive Action, a social-emotional learning program that promotes problem-solving, good leadership and healthy communication skills. In 2020, it became a summer necessity. Each week, a group of 60 Club members learned methods, inspired by a different epidemic, for coping with the trauma of the COVID-19 crisis. In a particularly sweet example, youth penned verse about blackberries for a "mindful poetry writing" workshop developed by New Hampshire Poet Laureate Alexandria Peary for child survivors of the opioid crisis.





Conclusion

Boys & Girls Clubs are more than just safe places to go when school is out. Clubs relentlessly focus on the conditions necessary for young people to learn, grow and thrive: positive experiences, environments and relationships. Because of this, outcomes data from Clubs affirm that Club youth graduate with a plan for the future, become leaders and change agents, and make decisions that promote their health and wellness.

- ◆ 75% of Club members ages 12 to 17 from low-income families report receiving mostly As and Bs, compared to 67% of their peers nationally.
- ◆ Club members in eighth, 10th and 12th grades volunteer at significantly higher rates than their peers nationally.
- ◆ Nationally, 10th and 12th graders are three times as likely to have vaped in the past month compared to Club members in those grades.



The United States faces many challenges. As postsecondary education costs continue to rise, Clubs must support young people in pursuing their studies after high school. As skill and diversity gaps persist in the workforce, Clubs must ensure that all young people have opportunities to develop and practice skills such as inquiry, analysis and problem solving. Clubs must develop young leaders who can exercise their influence and change narratives to include all people. Clubs must instill in young people the lifelong habits that result in physical and emotional wellness. The future of the nation will require a generation of skilled, adaptive, nimble leaders to make advancements across sectors and industries.

In response to ever-changing community contexts and recognizing that the experiences of youth are increasingly complex, Boys & Girls Clubs are prioritizing the following:

- ◆ **Safety and Wellness** – Every young person feels safe and included, and experiences social, emotional and physical wellness.
- ◆ **Equity and Inclusion** – Every young person has access to high-quality youth development experiences and real-world opportunities.
- ◆ **Readiness** – Every young person is equipped with the skills and experiences that lead to success in school, work and life.

Youth, families and communities need their local Boys & Girls Clubs now more than ever. Club professionals and volunteers believe that every young person in the nation is resilient and has what it takes to build a great future. Boys & Girls Clubs will continue to serve as partners with youth, families and communities. Boys & Girls Clubs' commitment to young people and to positive youth development will not waiver.

“ Club professionals and volunteers believe every young person in the nation is resilient and has what it takes to build a great future.



About Boys & Girls Clubs of America

Our Reach

Boys & Girls Clubs provide a safe, affordable place for children and teens during critical out-of-school time. Clubs offer life-changing programs and services to youth across the nation and on U.S. military installations worldwide.

Boys & Girls Clubs serve

4.6 million

young people, a diverse population ranging from ages 6 to 18.



4,738

Clubs are located in schools, public housing, on Native lands, in rural areas and inner cities – wherever youth need us most.

58%

of Club members are eligible for free or reduced-price school lunches, an important indicator of low-income status, compared to

52%

of public-school students nationally.^{1,38}

On a typical day,

467,000

children and teens attend a Boys & Girls Club.

68,000

adult staff work to fulfill our youth development mission, supported by

457,000

volunteers.



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MEMORANDUM

TO: Mayor Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: May 12, 2022

SUBJECT: **Ordinance 3287-2022 – Planning and Zoning Commission Postponement of Consideration and Request for Additional Information**

At their regular meeting on May 11, 2022, the Planning and Zoning Commission postponed consideration of Ordinance 3287-2022, a conditional donation of City land to the Girls and Boys Club. The Commission has requested additional information from the Boys and Girls Club, specifically a request for concept drawings for the project. The consideration of Ordinance 3287-2022 for the Commission's recommendation to City Council has been rescheduled to May 25, 2022.

Thank you for your consideration.



Sponsored by: City Clerk

**CITY OF KENAI
ORDINANCE NO. 3288-2022**

AN ORDINANCE ACCEPTING AND APPROPRIATING A SCHOLARSHIP FROM THE ALASKA ASSOCIATION OF MUNICIPAL CLERKS FOR EMPLOYEE TRAVEL AND TRAINING.

WHEREAS, the Office of the City Clerk has received a \$1,600 scholarship from the Alaska Association of Municipal Clerks (AAMC) for travel expenses for the Deputy Clerk to attend training at the Northwest Clerks Institute held in Tacoma, Washington; and,

WHEREAS, it is in the best interest of the City of Kenai to accept and appropriate these 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 funds in the amount of \$1,600 from AAMC for the travel expenses of the Deputy Clerk to attend training at the Northwest Clerks Institute and to execute any agreements and expend the funds to fulfill the purpose and intent of this ordinance.

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

General Fund:

Increase Estimated Revenues:

Miscellaneous Grants \$1,600

Increase Appropriations:

City Clerk – Travel & Transportation \$1,600

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


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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced:	May 4, 2022
Enacted:	May 18, 2022
Effective:	May 18, 2022



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and City Council Members
FROM: Shellie Saner, City Clerk
DATE: April 22, 2022
SUBJECT: **Resolution No. 3288-2022 – Accepting and Appropriating a Scholarship from the Alaska Association of Municipal Clerks.**

The Alaska Association of Municipal Clerks through fundraising efforts are able to offer scholarship opportunities to its members to attend various educational opportunities, including the Northwest Clerks Institute (NCI). Completion of the three-year institute is essential to receive the Certified Municipal Clerk (CMC) designation from the Institute of Municipal Clerks (IIMC). Recipients of the scholarship may use the funds for registration, housing and travel.

Deputy Clerk Meghan Thibodeau has been selected as a recipient to receive \$1,600 to attend NCI held at the University of Puget Sound in Tacoma, Washington. This ordinance will accept and appropriate the \$1,600 to offset a portion of the costs for Ms. Thibodeau to attend NCI.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-29**

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES TO PROVIDE CONSTRUCTION DOCUMENTS FOR THE WASTE WATER TREATMENT PLANT DIGESTOR BLOWER REPLACEMENT PROJECT.

WHEREAS, the City released a formal Request for Proposals on March 9, 2020 to provide for Professional Engineering Services as a term agreement to cover Capital Projects for our Water, Sewer, and Wastewater facilities and infrastructure; and,

WHEREAS, HDL Engineering was the successful firm provided with a formal Notice of Award on May 15, 2020 to provide for these services; and,

WHEREAS, this Resolution awards professional services work for replacements of the Waste Water Treatment Plant Digester Blowers and appurtenances identified as Task 9 under the Term Agreement; and,

WHEREAS, this project will utilize a portion of the already appropriated \$750,000 to complete bid ready construction documents to provide the department with a shovel ready project which staff is actively applying for grant assistance toward; and,

WHEREAS, completion of this work and having an approximately 20% sponsor share of funding in place allows the department to more effectively compete for grant opportunities; and,

WHEREAS, the Engineering Fees to complete the design services through bid phase will not exceed \$382,513, approximately 10.5%, on an estimated total project cost of \$3,650,000; and,

WHEREAS, \$2,900,000 of additional funding is being sought through multiple grant opportunities including a Congressional Directed Spending (CDS) Request Form being submitted through Senator Murkowski's office; and,

WHEREAS, this is a high priority project for the Public Works Department, the Digester Blowers are an essential component of the treatment process and this planned replacement 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 execute a Professional Services Agreement to complete the Work identified as Task 9 to HDL Engineering in the amount of \$382,513 and issue a corresponding Purchase Order in that same amount.

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Director of Public Works

DATE: May 9, 2022

SUBJECT: Resolution No. 2022-29 – Digester Blower Replacements

The purpose of this memo is to request Council's approval to award a professional services agreement to HDL Engineering to provide bid ready construction documents for the Digester Blower Replacements Project. Funding for this work was originally provided with passage of Ordinance 3134-2020, however the project was delayed to allow for the completion of the functional assessments.

Based on the results of the functional assessments the scope of the project has increased from replacing the units within the existing space to now relocating them into a new small building adjacent to the digester. This will eliminate the need for any underground air piping which has historically been a real problem for us with earthquake damages creating issues with underground air leaks. Additionally with the layout restrictions within the current operations building, the space that will be gained from the relocation will assist with future lab space improvements.

The Department seeks to complete the design this summer/fall season with the goal of having a shovel ready project. Grant applications have been completed for this project with a Congressionally Directed Spending (CDS) request form being submitted through Senator Murkowski's Office. The total grant request will be \$3,650,000 with \$2,900,000 being requested as the Federal Share, with the already appropriated \$750,000 covering the City share. Completion of this work now positions the department well for competing for these grant opportunities.

The blowers themselves are 40+ year old, beyond their intended useful life, and the largest current user of electricity at the plant. Replacement of this equipment with newer technology will reduce operational costs, safeguard our treatment process, and allow our ability to maintain permitting requirements into the future. Council's support is respectfully requested.

Sponsored by: Administration



**CITY OF KENAI
RESOLUTION NO. 2022-30**

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE GENERAL FUND, NON-DEPARTMENTAL, DEPARTMENT TO PROVIDE SUPPLEMENTAL FUNDING TO THE COMMUNICATIONS TOWER CONDITION ASSESSMENT AND CAPACITY STUDY PROJECT.

WHEREAS, the FY2022 Budget included \$34,000 to complete a communications tower condition assessment and capacity study on the public safety communications tower; and,

WHEREAS, upon soliciting quotes to complete the project it was determined that \$34,000 is insufficient to complete the project; and,

WHEREAS, supplemental funding is being sought to complete the project; and,

WHEREAS, \$25,000 is available in the General Fund Contingency to provide the supplemental funding; and,

WHEREAS, completion of the study to ensure the safe operations of the tower 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 following budget revision is authorized:

General Fund:

Decrease Expenditures:

Non-Departmental - Contingency \$(25,000)

Increase Expenditures:

Non-Departmental – Professional Services \$25,000


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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank

DATE: May 10, 2022

SUBJECT: **Resolution No. 2022-30 Communications Tower Study Supplemental Funding.**

The purpose of this memo is to recommend adoption of Resolution 2022-30. Resolution 2022-30 will provide \$25,000 in supplemental funding to complete the communications tower condition assessment and capacity study. The project was included in the FY2022 Budget at an estimated cost of \$34,000. The City attempted to procure the services but was unable to at a budget of \$34,000. Supplemental funding of \$25,000 is being sought to complete the project. Administration understands this supplemental funding will be sufficient to complete the project.

Completion of the project will ensure the safe operations of the tower and determine if there is additional capacity on the tower for future needs of the City. Your support is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-31**

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES TO CONDUCT A RATE STUDY FOR THE WATER, SEWER WASTEWATER UTILITY.

WHEREAS, the City of Kenai released a formal Request for Proposals on March 9, 2020 to provide for Professional Engineering Services as a term agreement to cover Capital Projects for our Water, Sewer, and Wastewater facilities and infrastructure; and,

WHEREAS, HDL Engineering was the successful firm provided with a formal Notice of Award on May 15, 2020 to provide for these services; and,

WHEREAS, the FY20 annual budget provided funding to complete Master Planning and Rate Study services which were specifically identified within the Request for Proposals; and,

WHEREAS, functional assessments were completed at each of the water, sewer, and wastewater facilities with the final deliverables received in September 2021; and,

WHEREAS, the information provided by the functional assessments was used in the updating of the City's current Capital Improvements Plan, and this Rate Study is the next step in assisting the Utility in determining how best to fund improvements; and,

WHEREAS, sufficient funding resides within the Water & Sewer Capital Project Fund and Wastewater Facility Capital Project Fund under activity codes 243 and 246 respectively where these costs will be evenly shared.

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

Section 1. Council authorizes the City Manager to execute a professional services agreement to HDL Engineering Consultants for completion of this work and to provide a Purchase Order to HDL Engineering in the amount of \$69,120.

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Director of Public Works

DATE: May 9, 2022

SUBJECT: **Resolution No. 2022-31 - Water Sewer Rate Study**

The purpose of this memo is to request Council's support in the Public Works Department conducting a Rate Study for the Water Sewer Utility. The last Rate Study was completed in 2010 by CH2M Hill. These studies are commonly conducted approximately every ten years to make sure the utility continues to have the ability to effectively maintain operations.

The Public Works Department started this process shortly after entering into a term agreement with HDL Engineering to provide professional engineering services for three years with an optional two, one year extensions available, starting March 2020. HDL Engineering with assistance from departmental staff began going through all of the Utility's assets and infrastructure. In September 2021 the final functional assessments were received and were immediately put to use in development of the Capital Plan and in applying for specific grant opportunities.

The Rate Study will take into account the user fees – residential, commercial, industrial; connection fees – base on size of service needed; permitting fees, maintenance fees, inspection fees, utility locate fees, and anticipated required Capital Improvements, etc. Consideration for the costs neighboring communities are charging for similar services will be included. This study shall encompass FY23-FY32's ten year period.

This work is an integral function for the utility to operate as self-sustaining as possible, and given the current inflationary environment coupled with the recently completed and newly identified capital improvements, now is a very appropriate time to complete this work.

To date the costs associated with this effort include \$39,827 for the WWTP Functional Assessment, \$82,175 for the Water/Sewer Functional Assessment, and the proposed agreement for the Rate Study within this Resolution for \$69,120. These combined total \$191,122 toward the Master Plan and Rate Study effort. Council can also expect a presentation later this fall from the Engineering Team to present the Rate Study findings. Council support is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-32**

A RESOLUTION AMENDING THE EMPLOYEE CLASSIFICATION PLAN BY RECLASSIFYING THE PUBLIC WORKS WASTEWATER TREATMENT PLANT FOREMAN AND THE WATER AND SEWER FOREMAN POSITIONS UNDER THE FOREMAN CLASSIFICATION AND ADJUSTING THE RANGE FOR THIS CLASS.

WHEREAS, Ordinance 3211-2021 adopted the annual budget, salary schedule, and employee classification plan for the FY 2023; and,

WHEREAS, the FY2023 annual budget includes current employee classifications and ranges for a Water & Sewer Foreman and Wastewater Treatment Plant Foreman in Public Works; and,

WHEREAS, the Water & Sewer Foreman position has been vacant since August 15, 2019, despite multiple recruiting attempts; and,

WHEREAS, consolidation of management and supervision of the Water & Sewer and Wastewater Treatment Plant divisions under a Utility Foreman I/II and staffing an additional entry-level Operator I/II position would allow for greater opportunities for recruitment, cross-training, replacement planning, and flexibility in staffing; and,

WHEREAS, a position description was drafted to consolidate the duties of the Wastewater Treatment Plant Foreman and the Water and Sewer Foreman to contain these duties within the proposed Utility Foreman I/II position description; and,

WHEREAS, the State of Alaska Division of Retirement and Benefits reviewed the current and proposed organizational charts and position descriptions and concluded that the proposed reclassification would not require a termination study under the City's Public Employees' Retirement System participation agreement; and,

WHEREAS, these proposed changes would not result in an increase to the FY2022 budget and would result in a decrease of \$4,073 to the utility beginning in FY2023; and,

WHEREAS, comparing the proposed Utility Foreman I/II position to other positions in the City within the Public Works class, an amendment in the range of the Utility Foreman I/II from a 21 to a 21/22 is warranted; and,

WHEREAS, making this amendment ensures that the range for the Utility Foreman I/II accurately reflects the duties and responsibilities of the position comparable to other positions within the City and is adequate to recruit and retain candidates qualified to supervise and coordinate the daily operation, safety, and maintenance of the City's Wastewater Treatment and Water & Sewer facilities.

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

Section 1. The Council amends the Employee Classification Plan by reclassifying the position Public Works Wastewater Treatment Plant Foreman and Water & Sewer Foreman positions as follows:

410 – [WATER AND SEWER] <u>Utility</u> Foreman <u>I/II</u>	Range 21/ <u>22</u>
[414 – WASTEWATER TREATMENT PLANT FOREMAN	RANGE 21]

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

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

Brian Gabriel, Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Christine Cunningham, Human Resources Director

DATE: May 3, 2022

SUBJECT: **Resolution 2022-32 – Amending Public Works Wastewater Treatment Plant Foreman and Water and Sewer Foreman Positions**

This resolution requests that City Council amend the City's Classification Plan to reclassify the Water & Sewer Foreman and Wastewater Treatment Plant Foreman positions in Public Works. This change would consolidate the two foreman positions into a single Utility Foreman I/II, amend the hourly pay range, and allow the City to recruit an additional Utility Operator I/II.

The Water & Sewer Foreman position has been vacant since August 15, 2019, despite multiple recruiting attempts. The Public Works Director worked with Human Resources to recommend combining the two foreman positions into one and staffing an additional entry-level Operator I/II position to meet the City's operational needs. The current Wastewater Treatment Plant Foreman employee meets the minimum qualifications for both foreman positions and would be interested in assuming a wider range of management and supervision duties. This proposed change would benefit the City by providing greater opportunities for recruitment, cross-training, replacement planning, and flexibility in staffing.

As a participant in the State of Alaska Public Employees' Retirement System (PERS), eliminating a position can subject the City to the substantial costs of a termination study (e.g., the requirement for a participating employer to pay for future benefits due to participating employees whose coverage is terminated in an amount calculated by the State). The State of Alaska Division of Retirement and Benefits reviewed the current and proposed organizational charts and position descriptions and concluded that a termination study would not be required. This is due to the City having an employee classification of "Foreman," and downsizing a position in a class would not be considered a removal of a classification of employees from PERS participation.

The current and proposed position descriptions show that the duties of the Wastewater Treatment Plant Foreman and the Water and Sewer Foreman are contained in the proposed Utility Foreman I/II position description. This represents a reclassification of the positions under the "Foreman" class of employees and not the creation of a new position nor the removal of a classification of employees. The proposed Utility Foreman I/II position description provides for a minimum of a level 2 certification at the Foreman I level and then advancement to a Foreman II once additional

certifications have been obtained. Based on the proposed Utility Foreman I/II position description, a range of 21/22 accurately reflects the duties and responsibilities of the position comparable to other positions within the City and is adequate to recruit and retain candidates qualified to supervise and coordinate the daily operation, safety, and maintenance of the City's Wastewater Treatment and Water & Sewer facilities, and the following amendment to the Classification Plan is recommended (New Text Underlined; [DELETED TEXT BRACKETED]):

410 – [WATER AND SEWER] <u>Utility Foreman I/II</u>	Range 21/ <u>22</u>
[414 – WASTEWATER TREATMENT PLANT FOREMAN	RANGE 21]

Due to the vacancy of the Water & Sewer Foreman position, the proposed changes would not result in an increase to the FY2022 budget and would result in a decrease of \$4,973 to the utility beginning in FY2023. If the City Council passes Resolution 2022-32, the Public Works Department can reclassify the existing Water & Sewer Foreman and Wastewater Treatment Plant Foreman positions into a Utility Foreman I/II and begin recruitment to fill a Utility Operator I/II position.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-33**

A RESOLUTION APPROVING THE VACATION OF A 60' WIDE RIGHT OF WAY AND ASSOCIATED UTILITY EASEMENTS IN JAYNES SUBDIVISION, BIG MIKE'S ADDITION, AS GRANTED BY PLAT K-2015-99, AND BRIDGE ROAD SUBDIVISION 2019 REPLAT AS GRANTED BY PLAT K-2020-15, LOCATED WITHIN SECTION 4, TOWNSHIP 5 NORTH, RANGE 11 WEST, SEWARD MERIDIAN, ALASKA, AND DETERMINING THE RIGHT OF WAY AND UTILITY EASEMENTS ARE NOT NEEDED FOR A PUBLIC PURPOSE.

WHEREAS, on March 23, 2022, by Resolution No. PZ2022-07 the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve of the preliminary plat of Jaynes Subdivision 2022 Replat with a vacation of the sixty-foot (60') wide right of way and associated utility easements as dedicated on the plat of Jaynes Subdivision Big Mikes Addition as granted by Plat K-2015-99 and Bridge Road Subdivision 2019 Replat as granted by Plat K-2020-15; and,

WHEREAS, on April 25, 2022, the Kenai Peninsula Borough Planning Commission consented to the vacation of the 60' wide right of way and associated utility easements dedicated on the plat for Jaynes Subdivision Big Mikes Addition as granted by Plat K-2015-99 and Bridge Road Subdivision 2019 Replat as granted by Plat K-2020-15; and,

WHEREAS, there is no needed public use for the sixty-foot (60') wide right of way and associated utility easements; and,

WHEREAS, on April 27, 2022, the Kenai Peninsula Borough submitted a letter to the Kenai City Council requesting consideration of the vacation in accordance with Alaska Statutes 29.40.140 that requires the consent of the City Council prior to vacation of city right of way and easements; and,

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

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

Section 1. The 60' wide right of way and associated utility easements as dedicated on the plat of Jaynes Subdivision Big Mikes Addition as granted by Plat K-2015-99 and Bridge Road Subdivision 2019 Replat as granted by Plat K-2020-15 and is located within Section 4, Township 5 North, Range 11 West, Seward Meridian, Alaska is not needed for a public purpose and the Council of the City of Kenai consents to the vacation of the sixty-foot (60') right of way and associated utility easements..

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: May 9, 2022

SUBJECT: **Resolution No. 2022-33 – Approving the Vacation of 60’ wide Van Antwerp right-of-way and associated utility easements**

On March 23, 2022, the Planning and Zoning Commission passed Resolution PZ2022-07 recommending the approval of the Jaynes Subdivision 2022 Replat subject to the following condition: 2. The Kenai City Council must declare that the Van Antwerp 60’ wide right of way and 25’ of utility easement’s to be vacated is not needed for a public purpose and approve the vacation as shown on the preliminary plat.

The preliminary plat of the Jaynes Subdivision 2022 Replat shows a vacation of the thirty-foot (30’) right of way and 15’ utility easement dedicated on the plat of Jaynes Subdivision Big Mikes Addition as granted by Plat K-2015-99 and thirty-foot (30’) right of way and 10’ utility easement dedicated on the plat of Bridge Road Subdivision 2019 Replat as granted by Plat K-2020-15. The Kenai Peninsula Borough Planning Commission consented to the vacation of the 60’ wide right of way and associated utility easements on April 25, 2022.

In accordance with Alaska Statutes 29.40.140, no vacation of a City right-of-way and/or easement may be made without consent of the City Council. Kenai Municipal Code 22.05.110, Determination as to the need for public use the Kenai City Council may vacate rights-of-way or easements by resolution. Council approval of this Resolution would approve the vacation of the subject 60’ right of way and associated utility easements.

Thank you for your consideration.

Attachments

Letter from Kenai Peninsula Borough on April 27, 2022

Pertinent Materials from Borough Planning Commission Meeting April 25, 2022

Preliminary Plat identifying recommended vacation of 60’ wide right of way and utility easements

City of Kenai Planning and Zoning Commission Resolution PZ2022-07



Planning Department

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

Charlie Pierce
Borough Mayor

April 27, 2022

Kenai City Council
210 Fidalgo Avenue
Kenai, AK 99611

RE: Vacation of a portion of 60' wide Van Antwerp right-of-way and associated utility easements
KPB File 2022-040

Dear Kenai City Council Members:

In accordance with AS 29.40.140, no vacation of a city right-of-way and/or easement may be made without the consent of the city council. The KPB Planning Commission approved the referenced right-of-way vacation during their regularly scheduled meeting of April 25, 2022. This petition is being sent to you for your consideration and action.

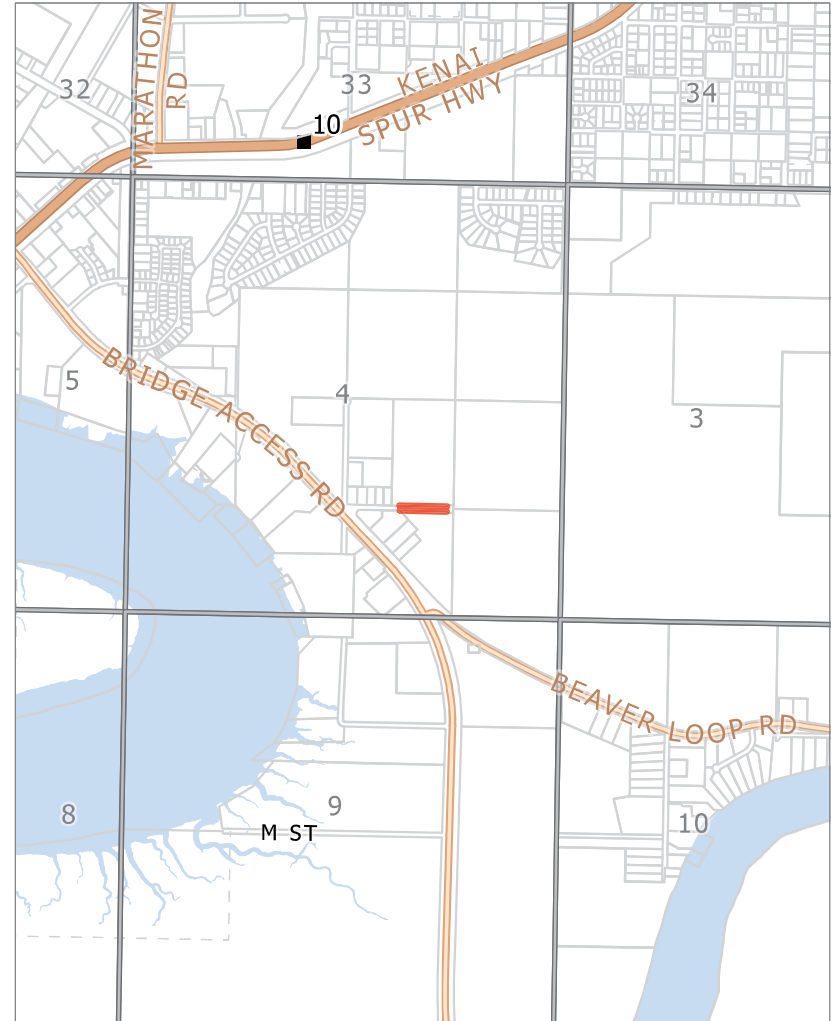
The City Council has 30 days from April 27, 2022 in which to veto the decision of the Planning Commission. If no veto is received from the Council within the 30-day period, the decision of the Planning Commission will stand.

Attached are draft, unapproved minutes of the pertinent portion of the meeting and other related material.

Sincerely,

Marcus Mueller
Land Management Officer
Kenai Peninsula Borough

Attachments:
Unapproved 4/25/22 PC Meeting Minutes
E1 - Meeting Packet Materials



KPB File # 2022-040V

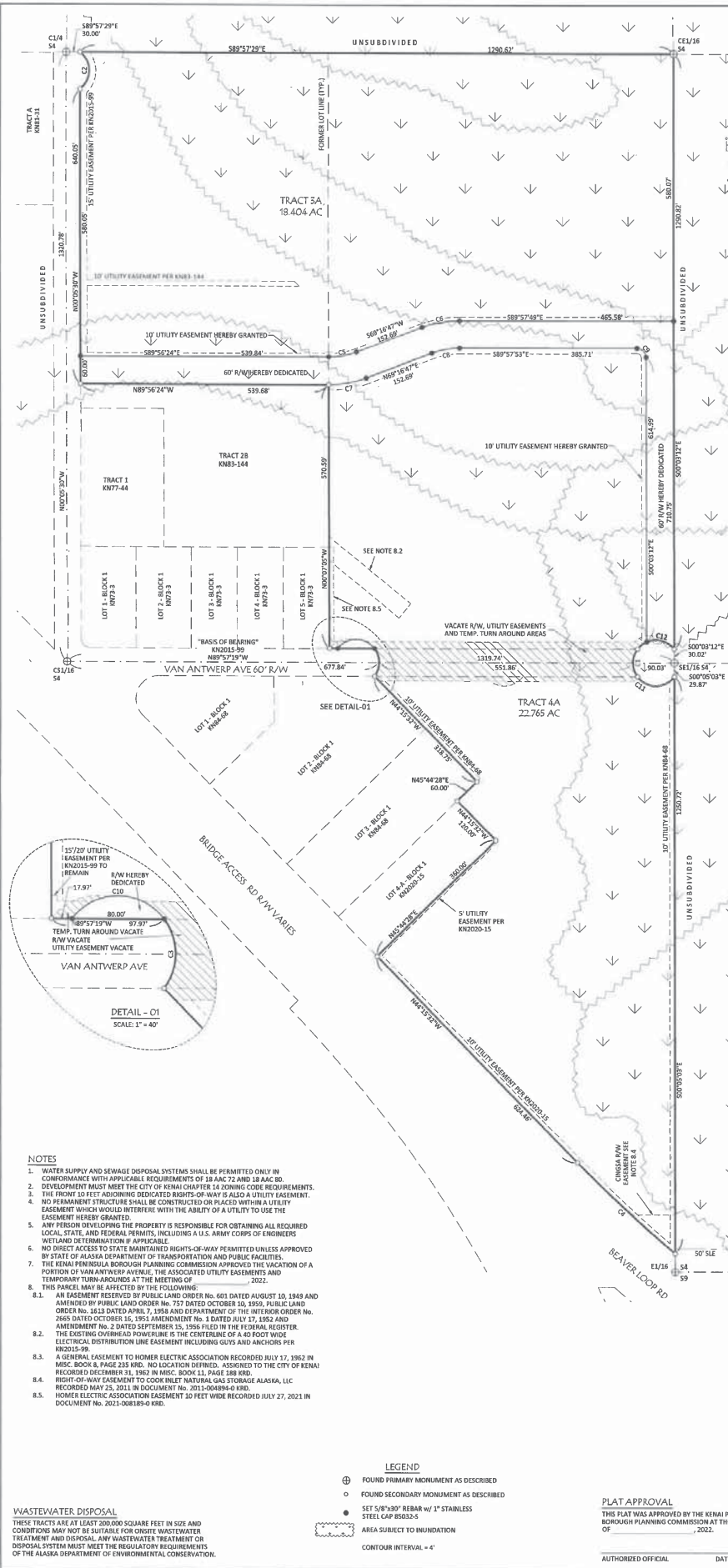
Township 05N-Range 11W-Section 04

Kenai

The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



CERTIFICATE OF OWNERSHIP AND DEDICATION
 WE, THE UNDERSIGNED, HEREBY CERTIFY THAT PENINSULA MINI STORAGE LLC IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED AS TRACT A-1 BLOCK 1 BRIDGE ROAD SUBDIVISION 2018 REPEAT (KN2015-99) AND TRACT 4 JAYNES SUBDIVISION BIG MIKES ADDITION (KN2015-99) AND ON BEHALF OF PENINSULA MINI STORAGE LLC, WE HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY OUR FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN.

DAVID SCHILLING MEMBER
 PENINSULA MINI STORAGE, LLC
 47 SPUR VIEW DR., KENAI, AK 99611

MICHAEL SCHILLING MEMBER
 PENINSULA MINI STORAGE, LLC
 47 SPUR VIEW DR., KENAI, AK 99611

NOTARY'S ACKNOWLEDGEMENT
 FOR: DAVID SCHILLING
 ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 20____

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC FOR THE STATE OF ALASKA

NOTARY'S ACKNOWLEDGEMENT
 FOR: MICHAEL SCHILLING
 ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 20____

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC FOR THE STATE OF ALASKA

CERTIFICATE OF OWNERSHIP AND DEDICATION
 I, THE UNDERSIGNED, HEREBY CERTIFY THAT BMAC LLC IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED AS TRACT 3 JAYNES SUBDIVISION BIG MIKES ADDITION (KN2015-99) AND ON BEHALF OF BMAC LLC, I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN.

MIKE BROWN
 BMAC LLC
 PO BOX 2682, KENAI, AK 99611

NOTARY'S ACKNOWLEDGEMENT
 FOR: MIKE BROWN
 ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 20____

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC FOR THE STATE OF ALASKA

CERTIFICATE OF ACCEPTANCE
 THE UNDERSIGNED OFFICIAL IDENTIFIED BY NAME AND TITLE IS AUTHORIZED TO ACCEPT AND HEREBY ACCEPTS ON BEHALF OF THE CITY OF KENAI FOR PUBLIC PURPOSES THE REAL PROPERTY TO BE DEDICATED BY THIS PLAN INCLUDING EASEMENTS, CURB-DE-SAC DEDICATION FOR VAN ANTWERP AVENUE, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THIS PLAN. THE ACCEPTANCE OF LANDS FOR PUBLIC USE OR PUBLIC PURPOSES DOES NOT OBLIGATE THE PUBLIC OR ANY GOVERNING BODY TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

BY: _____ DATE _____
 PAUL OSTRANDER CITY MANAGER CITY OF KENAI

CURVE TABLE						
CURVE #	DATA	RADIUS	CHORD	CHORD BEARING	CHORD LENGTH	
C1	280°29'50"	50.00'	249.93'	37.23'	530°04'00"E	59.89'
C2	200°12'12"	50.00'	92.23'	66.07'	81°02'50"W	82.00'
C3	72°44'23"	50.00'	64.35'	37.50'	N 60°52'41"E	60.00'
C4	5°58'52"	2774.79'	289.63'	144.90'	N 47°18'57"W	289.50'
C5	20°46'49"	130.00'	61.00'	31.17'	S 79°40'12"W	61.12'
C6	20°46'49"	240.00'	83.34'	42.13'	S 77°39'38"W	82.89'
C7	35°48'49"	230.00'	85.67'	42.17'	N 79°40'12"E	82.90'
C8	25°49'41"	130.00'	61.00'	31.14'	N 79°40'12"E	61.12'
C9	89°54'13"	50.00'	31.34'	19.97'	S 45°00'30"E	38.16'
C10	150°15'37"	50.00'	92.71'	66.47'	N 89°57'10"W	85.00'
C11	209°43'18"	50.00'	182.99'	188.66'	S 34°10'04"E	94.66'
C12	76°43'49"	50.00'	66.90'	39.58'	N 75°17'29"W	62.07'

- NOTES**
- WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS SHALL BE PERMITTED ONLY IN CONFORMANCE WITH APPLICABLE REGULATIONS OF 18 AAC 72 AND 18 AAC 80.
 - DEVELOPMENT MUST MEET THE CITY OF KENAI CHAPTER 24 ZONING CODE REQUIREMENTS.
 - THE FRONT 10 FEET ADJOINING DEDICATED RIGHTS-OF-WAY IS ALSO A UTILITY EASEMENT.
 - NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT HEREBY GRANTED.
 - ANY PERSON DEVELOPING THE PROPERTY IS RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE, AND FEDERAL PERMITS, INCLUDING A U.S. ARMY CORPS OF ENGINEERS WETLAND DETERMINATION IF APPLICABLE.
 - NO DIRECT ACCESS TO STATE MAINTAINED RIGHTS-OF-WAY PERMITTED UNLESS APPROVED BY STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC UTILITIES.
 - THE KENAI PENINSULA BOROUGH PLANNING COMMISSION APPROVED THE VACATION OF A PORTION OF VAN ANTWERP AVENUE, THE ASSOCIATED UTILITY EASEMENTS AND TEMPORARY TURN-AROUNDS AT THE MEETING OF _____, 2022.
 - THIS PARCEL MAY BE AFFECTED BY THE FOLLOWING:
 - AN EASEMENT RESERVED BY PUBLIC LAND ORDER No. 601 DATED AUGUST 10, 1949 AND AMENDED BY PUBLIC LAND ORDER No. 737 DATED OCTOBER 10, 1959, PUBLIC LAND ORDER No. 1613 DATED APRIL 7, 1958 AND DEPARTMENT OF THE INTERIOR ORDER No. 3965 DATED OCTOBER 15, 1954 AND DEPARTMENT No. 1 DATED JULY 17, 1952 AND AMENDMENT No. 2 DATED SEPTEMBER 15, 1956 FILED IN THE FEDERAL REGISTER. THE EXISTING OVERHEAD POWERLINE IS THE CENTERLINE OF A 40 FOOT WIDE ELECTRICAL DISTRIBUTION LINE EASEMENT INCLUDING GUYS AND ANCHORS PER KN2015-99.
 - A GENERAL EASEMENT TO HOMER ELECTRIC ASSOCIATION RECORDED JULY 17, 1962 IN MISC. BOOK 8, PAGE 225 KRD. NO LOCATION DEFINED, ASSIGNED TO THE CITY OF KENAI RECORDED DECEMBER 31, 1962 IN MISC. BOOK 11, PAGE 388 KRD.
 - RIGHT-OF-WAY EASEMENT TO COOK INLET NATURAL GAS STORAGE ALASKA, LLC RECORDED MAY 25, 2011 IN DOCUMENT No. 2011-004898-0 KRD.
 - HOMER ELECTRIC ASSOCIATION EASEMENT 10 FEET WIDE RECORDED JULY 27, 2021 IN DOCUMENT No. 2021-008189-0 KRD.

WASTEWATER DISPOSAL
 THESE TRACTS ARE AT LEAST 200,000 SQUARE FEET IN SIZE AND CONDITIONS MAY NOT BE SUITABLE FOR ON-SITE WASTEWATER TREATMENT AND DISPOSAL. ANY WASTEWATER TREATMENT OR DISPOSAL SYSTEM MUST MEET THE REGULATORY REQUIREMENTS OF THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

- LEGEND**
- FOUND PRIMARY MONUMENT AS DESCRIBED
 - FOUND SECONDARY MONUMENT AS DESCRIBED
 - SET 5/8"x30" REBAR w/ 1" STAINLESS STEEL CAP #8033-5
 - ▭ AREA SUBJECT TO INUNDATION
 - CONTOUR INTERVAL = 4'

PLAT APPROVAL
 THIS PLAN WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF _____, 2022.

AUTHORIZED OFFICIAL _____ DATE _____

Plat #

Res Date: _____

Date: _____

This: _____

JAYNES SUBDIVISION 2022 REPEAT
 RESUBDIVISION OF TRACT A-1 BLOCK 1 BRIDGE ROAD SUBDIVISION 2018 REPEAT (KN2015-99), TRACT 3 & 4 JAYNES SUBDIVISION BIG MIKES ADDITION (KN2015-99) AND THE ASSOCIATED R/W VACATION OF VAN ANTWERP AVENUE

BMAC LLC, OWNER PO BOX 2682, KENAI, AK 99611

PENINSULA MINI STORAGE, LLC OWNER 47 SPUR VIEW DR. KENAI, AK 99611

43.866 AC. M/L SITUATED IN SE1/4 SECTION 4, TOWNSHIP 5 NORTH, RANGE 11 WEST, SEWARD MERIDIAN, CITY OF KENAI, KENAI PENINSULA BOROUGH, AND THE KENAI RECORDING DISTRICT, ALASKA.

ENGINEERING - TESTING SURVEYING - MAPS AND PLANS
 MICHAEL SCHILLING
 P.O. BOX 468
 27114 1/2 RD
 VOICE: (907) 284-4111
 FAX: (907) 283-5265
 WWW.MANESCO.COM

APR 2022-xxx

Project No. 212041

Scale: 1" = 100'

Date: FEB. 2022

Book No. 1: 21-014

Drawn By: JAH



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 2022-07**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI **RECOMMENDING** THAT JAYNES SUBDIVISION 2022 REPLAT ATTACHED HERETO BE APPROVED

WHEREAS, the City of Kenai received the plat from McLane Consulting and,

WHEREAS, the plat meets Municipal Code requirements of the Heavy Industrial (HI) District; and,

WHEREAS, street names are referenced correctly; and,

WHEREAS, access is provided via Bridge Access Road, which is a paved, State of Alaska maintained road; and

WHEREAS, City water and sewer lines are located along Bridge Access Road; and,

WHEREAS, the Planning and Zoning Commission finds:

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

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

Section 1. That the preliminary plat of Jaynes Subdivision 2022 Replat be approved subject to the following conditions:

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

Resolution No. PZ2022-07
Page 2 of 2

2. The Kenai City Council must declare that the Van Antwerp 60' right of way and 25' of utility easement's to be vacated is not needed for a public purpose and approve the vacation as shown on the preliminary plat.

3. The City of Kenai requests notification of the schedule for construction of the 60' dedicated rights of way starting at Childs Avenue.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
this 23rd day of March, 2022.



JEFF TWAIT, CHAIRPERSON

ATTEST:



Michelle M. Saner, MMC, City Clerk



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-34**

A RESOLUTION ADOPTING THE UPDATED 2022 KENAI PENINSULA COMMUNITY WILDFIRE PROTECTION PLAN.

WHEREAS, the City is vulnerable to damage from wildfire events which pose a threat to public health and safety and could result in property loss and economic hardship of individuals, business owners, as well as damage to critical infrastructure; and,

WHEREAS, the City participated as one of the 17 communities along with Division of Forestry and Department of Natural Resources to develop a Community Wildfire Protection Plan (CWPP) encompassing all lands within the Kenai Peninsula Borough (KPB); and,

WHEREAS, the 2022 plan aligned with the National Cohesive Wildland Fire Management Strategy and the 2018 All Lands All Hands Action Plan; and,

WHEREAS, the plan addresses 3 goals of Collaboration, Prioritized Fuel Reduction, and Treatment of Structural Ignitability and provides recommended projects designed to greatly reduce wildfire risk to residents, and provides guidance to fire and emergency managers, as well as agencies who manage large land holdings; and,

WHEREAS, the Kenai Peninsula Borough adopted the CWPP by Ordinance 2022-04 on April 5th, 2022; and,

WHEREAS, the City of Kenai Planning and Zoning Commission has reviewed the plan at their regular meeting May 11th, 2022 and recommended the adoption of the plan by the City; and,

WHEREAS, it is in the best interest of the City as one of the communities within the KPB CWPP, to adopt the Updated 2022 KPB CWPP by Resolution.

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

Section 1. That the document entitled Kenai Peninsula Borough Community Wildfire Protection Plan is hereby adopted by the City of Kenai.

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: May 10, 2022

SUBJECT: **Resolution 2022-34 Adopting the Updated 2022 Kenai Peninsula Borough Community Wildfire Protection Plan.**

The City of Kenai participated as one of the 17 communities to develop a single Borough-wide Community Wildfire Protection Plan (CWPP). I was one of the Core Team Members who participated in putting together the plan over a two-year period. The plan combined the 17 individual plans into one all-encompassing plan that addresses the landscapes across the peninsula.

The CWPP project was driven by a dedicated core team made of local, state, federal agencies as well as non-government agencies and residents. The team was tasked with decision making, data sharing, experience and communication with the communities. The core team conducted five meetings in addition to regular emails or conference calls. The project was broadly promoted throughout the borough, including public venues, comprehensive meetings with individual fire departments, tribal entities, and critical infrastructure utilities and transportation agencies. The core team participated in a six-week review period to comment on the working draft. We finished with what we feel is a very comprehensive plan that will guide us with mitigation efforts and future planning to make our City and other communities on the Peninsula prepared for the potential of future fire events resulting in communities that are Firewise.

The following information is specific for the City of Kenai and was composed of a previous CWPP in 2006, as well as needs from the changing dynamics of our landscape today, post beetle kill. These items are based on Wildland Firefighting concerns and recommendations are as follows.

Some of the areas of concern include the following:

- Kenai River Delta (Kenai Area CWPP, 2006).
- Treed gullies (Kenai Area CWPP, 2006).
- Hilly terrain (Kenai Area CWPP, 2006).
- ROW - north end of city (along Spur Road) (Kenai Area CWPP, 2006).
- Historic portion of town (Kenai Area CWPP, 2006).
- Areas behind Sears Elementary and Mtn View Elementary (Kenai Area CWPP, 2006).
- Auk Subdivision (Kenai Area CWPP, 2006).
- Beaver Creek Drainage (Kenai Area CWPP, 2006).

- State land north of Spur Highway (Kenai Area CWPP, 2006)

Recommended mitigation efforts include:

- Support individual property owners making properties Firewise:
 - o Targeted and coordinated public outreach campaign focused on defensible space, structure hardening etc. Utilize community events. Repeat messaging.
 - o Initiate a community program for hazardous fuel reduction- chipper days, subdivision cleanup etc.
 - o Develop home assessment program using an NFPA 1144 methodology or similar.
 - o Consider monetary reimbursement to support landowners with costs associated with clearing property.
- Make escape route a priority for North Kenai. Consider paving.
- Create fire breaks using mechanized approaches:
 - o Create 300-foot fuel break around Kenai refinery. Remove beetle killed trees.
 - o Identify and implement (in conjunction with oil and gas operators) strategic fuels treatments around oil and gas infrastructure and Right of Ways throughout Kenai Gas Field areas.
 - o Create fuel breaks along edges of existing subdivisions.
- Remove hazardous fuels along Beaver Creek Road
- Clear dead and dying trees out of creek gullies.
- Provide incentives (tax break, insurance reduction) to homeowners for implementing Firewise techniques (Kenai Area CWPP, 2006).
- Establish new slash disposal site (Kenai Area CWPP, 2006).
- Identify contractors who can carry out tree removal (Kenai Area CWPP, 2006).
- Pursue adoption of the International WUI Code (Kenai Area CWPP, 2006).
- Educate land developers, realtors etc., on Firewise techniques (Kenai Area CWPP, 2006).
- Provide fire prevention education at the Kenai Visitors Center (targeting tourists) (Kenai Area CWPP, 2006).
- Improve public notifications of emergency situations (Kenai Area CWPP, 2006).
- Educate residents on evacuation district procedures (Kenai Area CWPP, 2006).
- Address concerns related to smoke on highway as part of education campaign (Kenai Area CWPP, 2006).

Fire Department Concerns:

- Equipment needs- tanker and wildland engine with a CAFS unit (Kenai Area CWPP, 2006).
- Increase water supply to air retardant base (Kenai Area CWPP, 2006).
- Expand number of firefighting water storage or drafting sites (Kenai Area CWPP, 2006).
- Recruit and train more personnel (Kenai Area CWPP, 2006).
- Build a substation in Beaver Creek Area (Kenai Area CWPP, 2006).
- Provide National Incident Management training (NIMS) (Kenai Area CWPP, 2006).

We have already begun efforts that will help individual homeowners to begin their work of Firewise and enable them to remove slash from their property. This slash, if not removed from around homes, has the greatest potential to contribute to a fast spreading wildfire with potential loss of homes and subdivisions. The opening of the slash disposal site adjacent to the soccer fields will begin this process for homeowners.



We have also identified the gully between N and S Spruce Street and N and S Forest that borders multiple subdivision as one of the first gullies that we will begin mitigation efforts to remove beetle kill trees.

We anticipate an agreement between the City and the Alaska Division of Forestry that will support our efforts in the areas listed above through financial reimbursement along with assistance in contract development for tree removal. We hope to have further legislation for your approval very soon on this and our goal is to provide opportunities for homeowners while moving the City forward in a way that protects our infrastructure and protects personal property of businesses and individuals. In conclusion, all of these efforts result in the safety of everyone who lives, works, and plays in the City of Kenai and on the Kenai Peninsula and we are asking your support by adopting the updated 2022 KPB CWPP as a plan that directly affects the City of Kenai.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-35**

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE AIRPORT FUND, ADMINISTRATION DEPARTMENT FOR THE PAYMENT OF CONCESSION RELIEF PAYMENTS TO TERMINAL CONCESSIONAIRES FROM GRANT FUNDS RECEIVED THROUGH THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT, 2021.

WHEREAS, the Kenai Municipal Airport received a grant for \$1,303,238 from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) of 2021; and,

WHEREAS, \$19,991 of the grant was to be paid to Airport terminal concessionaires as concessionaire relief; and,

WHEREAS, Ordinance 3195-2021 appropriated all \$1,303,238 to contingency in the Airport Administration budget; and,

WHEREAS, a budget revision to move the concession relief amount is needed in order to issue checks to the concessionaires.

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

Section 1. That the following budget revision be authorized.

Airport Fund:

Decrease Expenditures:

Administration - Contingency \$(19,991)

Increase Expenditures:

Grant to Agencies \$19,991


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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank

DATE: May 10, 2022

SUBJECT: **Resolution 2022-35 Authorizing a Budget Revision in the Airport – Administration Department to Pay Concessionaire Relief.**

The purpose of this memo is to recommend adoption of Resolution 2022-35. Resolution 2022-35 will authorize a budget revision in the Airport Administration budget of \$19,991 for the payment of concessionaire relief to terminal concessionaires with grant funds from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) of 2021.

Ordinance 3195-2021 appropriated all \$1,303,238 to contingency in the Airport Administration budget. In order to make payment to concessionaires a budget revision is needed to move the \$19,991 from contingency to grants to agencies. Your support is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-36**

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE GENERAL FUND, SHOP DEPARTMENT FOR COSTS IN EXCESS OF BUDGETED AMOUNTS.

WHEREAS, repair parts for City equipment and vehicles have increased dramatically since the appropriation of the FY2022 Budget; and,

WHEREAS, the Shop Department has insufficient funds for the remainder of FY2022 and needs additional funds for the purchase of parts in the amount of \$17,200; and,

WHEREAS, the Department has identified funds which will be unspent in other accounts; and,

WHEREAS, authorizing this budget revision will ensure the continued repair of City equipment through the end of FY2022 and 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 following budget revision is authorized:

General Fund:

Decrease Expenditures:

Shop – Travel and Transportation	\$ (7,200)
Shop – Dues and Publications	(2,000)
Shop – Repair and Maintenance	<u>(8,000)</u>
	<u>\$(17,200)</u>

Increase Expenditures:

Operating Supplies	<u>\$17,200</u>
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Section 2. That this Resolution takes effect immediately upon passage.

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Public Works Director

DATE: May 11, 2022

SUBJECT: **Resolution 2022-36 Authorizing a budget revision in the General Fund - City Shop Department for costs in excess of budgeted amounts.**

The purpose of this memo is to recommend support for adoption of Resolution 2022-36. Resolution 2022-36 will authorize a budget revision of \$17,200 in the City Shop Department for the purchase of equipment and vehicle parts for the remainder of FY2022. The department has seen a significant increase in the cost of parts caused by inflationary pressures and soaring freight costs. Authorization of this budget revision will ensure the uninterrupted maintenance of City equipment and vehicles for the remainder of the fiscal year.

The department has identified available budget in its Travel and Transportation, Dues and Publications, and Repair and Maintenance accounts. The department has not traveled in FY2022 with the lingering effects of COVID-19, has had fewer repairs by external shops and has not had to purchase or replace the FY2022 budgeted amount of shop repair manuals. These funds will be unspent at fiscal year-end and are available.

Your support for Resolution 2022-36 is respectfully requested.

KENAI CITY COUNCIL – REGULAR MEETING
MAY 4, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on May 4, 2022, 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
Deborah Sounart
Glenese Pettey
Henry Knackstedt

James Baisden
Teea Winger (*via electronic participation*)
Jim Glendening, Vice Mayor (*via telephonic participation*)

A quorum was present.

Also in attendance were:

**Silas Thibodeau, Student Representative
Paul Ostrander, City Manager
Scott Bloom, City Attorney
Terry Eubanks, Finance Director
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

- Add item G.10. **New Business – Discussion Item**
- Zoom Analytics Report

The following items were removed from the Consent Agenda to be heard at their place on the Regular Agenda:

- Ordinance No. 3287-2022 (*Introduction*)
- Special Meeting Minutes of April 26, 2022 (*Approval*)

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda with the requested revisions and requested **UNANIMOUS CONSENT**. Council Member Baisden **SECONDED** the motion.

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

4. Consent Agenda

MOTION:

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

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED PUBLIC COMMENTS

1. Kenai Senior Connections, 2022 Meals on Wheels Event.

Velda Geller with Kenai Senior Connections thanked the City Council Members who attended the Meals on Wheels event; noted the success with the celebrity deserts auctioned; reported that next years theme would be "Kentucky Derby" scheduled for March 31, 2023; and presented the City with a check for \$50,000.

There was discussion thanking Senior Connections for their contributions; the importance of March for Meals to our Senior Community; and positive comments about the 2023 event planning already underway.

C. UNSCHEDULED PUBLIC COMMENTS

Marion Nelson encouraged everyone to attend the Kenai Fine Art Center watercolor show opening on Thursday, May 5, 2022, noting there were about 50 pieces and some artists had more than one item in the show.

D. PUBLIC HEARINGS

1. **Ordinance No. 3284-2022** – Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3284-2022. Council Member Sounart **SECONDED** the motion.

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

Gratitude for the donations were expressed.

VOTE:

YEA: Knackstedt, Gabriel, Glendening, Baisden, Sounart, Pettey, Winger

NAY: None

**Student Representative Thibodeau: Yea

MOTION PASSED UNANIMOUSLY.

2. **Ordinance No. 3285-2022** – Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3285-2022. Council Member Pettey **SECONDED** the motion.

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

There was discussion regarding the benefits to the City from these types of resources; and Chief Ross was commended for finding these resources.

VOTE:

YEA: Gabriel, Glendening, Baisden, Sounart, Pettey, Winger, Knackstedt

NAY: None

**Student Representative Thibodeau: YEA

MOTION PASSED UNANIMOUSLY.

3. **Resolution No. 2022-27** – Approving the Execution of a Lease of Airport Reserve Lands Using the Standard Lease form Between the City of Kenai and Joel Caldwell on Lot 3, Block 4, FBO General Aviation Apron. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-27. Council Member Sounart **SECONDED** the motion.

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

A description of the parcel in its current status was provided and it was noted that improvements to it would be positive.

UNANIMOUS CONSENT was requested.

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

4. **Resolution No. 2022-28** – Authorizing an Agreement for Professional Engineering Services for the Roadway Capital Improvements Projects. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-28. Council Member Pettey **SECONDED** the motion.

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

There was discussion clarifying that this was for design of four different projects; only the Wildwood Drive project would be completed this year; and the other projects would be completed in 2023.

UNANIMOUS CONSENT was requested.

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

E. MINUTES

1. *Regular Meeting of April 20, 2022. (City Clerk)
Approved by consent agenda.

2. *Special Minutes of April 25, 2022. (City Clerk)
Approved by consent agenda.
3. Special Minutes of April 26, 2022. (City Clerk)

MOTION:

Council Member Pettey **MOVED** to approve the Special Minutes of April 26, 2022. Council Member Knackstedt **SECONDED** the motion.

MOTION TO AMEND:

Council Member Pettey **MOVED** to amend the April 26, 2022 Special Meeting minutes to include a Clerk's Note clarifying that Council Member Winger left the Executive Session at approximately 5:15 p.m. and was absent from the remainder of the Executive Session and Special Meeting. Council Member Knackstedt **SECONDED** the motion.

It was noted that this would add clarity to who was present and is standard operating procedure.

VOTE ON THE MOTION TO AMEND:

YEA: Glendening, Baisden, Sounart, Pettey, Winger, Knackstedt, Gabriel

NAY: None

**Student Representative Thibodeau: YEA

MOTION TO AMEND PASSED UNANIMOUSLY.

UNANIMOUS CONSENT was requested on the main motion as amended.

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

F. **UNFINISHED BUSINESS** – None.

G. **NEW BUSINESS**

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

Approved by the consent agenda.

2. ***Action/Approval** – – Non-Objection to Liquor License Renewals for The Upper Deck. (City Clerk)

Approved by the consent agenda.

3. ***Action/Approval** – Amending Employment Agreements between the City of Kenai and City Manager, Paul Ostrander and City Clerk, Michelle Saner. (Mayor Gabriel)

Approved by the consent agenda.

4. ***Action/Approval** – Amending and Extending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel)

Approved by the consent agenda.

5. ***Ordinance No. 3286-2022** – Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures. (Administration)

Introduced by the consent agenda and Public Hearing set for May 18, 2022.

6. **Ordinance No. 3287-2022** – Conditionally Donating Certain City Owned Property Described as Tract A Park View Subdivision (KPB Parcel No. 047010118) to the Boys and Girls Club of the Kenai Peninsula for Development of Facilities for Youth Sports, Recreation, Education, After School Care and Other Youth Activities. (Mayor Gabriel and Council Member Baisden)

MOTION:

Council Member Baisden **MOVED** to introduce Ordinance No. 3287-2022, refer the ordinance to the Planning and Zoning Commission for their recommendation and schedule the public hearing before City Council for May 18, 2022. Council Member Pettet **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

7. ***Ordinance No. 3288-2022** – Accepting and Appropriating a Scholarship from the Alaska Association of Municipal Clerks for Employee Travel and Training. (City Clerk)

Introduced by the consent agenda and Public Hearing set for May 18, 2022.

8. **Action/Approval** – Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to approve the Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage. Council Member Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

9. **Action/Approval** – Amending the Special Use Permit to State of Alaska, Department of Natural Resources, Division of Forestry for Aeronautical and/or Aviation Related Activities. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to approve amending the Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry for Aeronautical and/or Aviation Related Activities. Council Member Baisden **SECONDED** the motion.

There was discussion regarding the State of Alaska, Division of Forestry being eligible for signatory rates with the execution of the lease; the benefits of the signatory rates being lower rates; and the rates included items such as landing fees and inside terminal fees.

UNANIMOUS CONSENT was requested.

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

10. **Discussion** – Public Meetings and Video Conferencing (Council Member Pettet)

There was discussion regarding the initial intent of allowing video conferencing was to protect the public during the COVID-19 Pandemic; the if two-way video conferencing was removed, members of the public could still watch the meeting through live stream; and the potential of a meeting being disrupted by someone who does not live within the City.

Additional comments included researching if including video conferencing had originally been established with a sunset date; the benefits of being able to see participants when a member of the public provided testimony; the desire to get back to pre COVID-19 normal; and the possibility of developing a remote participant policy.

11. Discussion – Disposal Options for Tract A Park View Subdivision (KPB Parcel No. 047010118) (Administration)

There was discussion regarding the importance of Tract A to the City and ensuring the use of the land benefits the City. Direction was provided to the City Manager to work with the parties involved to develop a plan that would retain a portion of Tract A for private development and donate a portion sufficient enough to the Boys and Girls Club that would fulfill their needs.

12. Discussion – Scheduling a Board of Adjustment Appeal Hearing. (City Clerk)

A Board of Adjustment Appeal Hearing was scheduled for Tuesday, May 31, 2022 at 5:00 p.m.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

No report, the next meeting is scheduled for May 12, 2022.

2. Airport Commission

No report, the next meeting is scheduled for May 12, 2022.

3. Harbor Commission

No report, the next meeting is scheduled for May 9, 2022.

4. Parks and Recreation Commission

No report, the next meeting is scheduled for May 5, 2022.

5. Planning and Zoning Commission

Council Member Winger reported on the April 27, 2022 meeting; next meeting May 11, 2022.

6. Beautification Committee

No report, the next meeting is scheduled for May 10, 2022.

7. Mini-Grant Steering Committee

No report.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Thanked the Kenai Senior Connections.
- Attendance at the unveiling of Kenai Aviation's new airplane.
- Attendance at the Kenai Waterfront Revitalization Assessment Work Session, noting that three concepts had been identified.
- The he and City Manager Ostrander gave the State of the City address during the May 4, 2022 Kenai Chamber of Commerce Luncheon; and the presentation would be forwarded to Council.

J. ADMINISTRATION REPORTS

1. City Manager – City Manager Ostrander reported on the following:

- Recent meeting with the Kenai Peninsula Borough (KPB) staff discussing use of the Seldovia Quarry for the Bluff Erosion Project.
- A request to Mayor Pierce for a resolution in support of the Bluff Erosion Project.
- Concerns related to the 6.5 million being removed from the State of Alaska Budget; and the efforts being applied to ensure it remains in the budget; he thanked Senator Peter Micciche,

Representative Ben Carpenter, Representative Kelly Merrick and KPB Mayor Charlie Pierce for their help keeping the Bluff Erosion project in the State budget so far.

2. City Attorney – City Attorney Bloom reported on the following:

No Report

3. City Clerk – City Clerk Saner reported on the following:

No Report.

K. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*)

April Orth addressed the Council regarding keeping video conferencing at public meetings available if the costs were not an issue; thanked the Council for an alternative option that would allow keeping a portion of the land being donated to the Boys and Girls Club; noted safety concerns with the proposed Boys and Girls Club location as it was off the beaten track and had substantial transient traffic on the road.

Marion Nelson addressed the Council regarding upcoming shows at the Kenai Fine Art Center; the Potters Guild Mother's Day Sale; and noted that she was glad to hear the update regarding the Bluff Erosion Project funding.

2. Council Comments

Vice Mayor Glendening stated that he was in Norther Illinois with sixty friends from high school; and noted his appreciation for the discussion tonight.

Council Member Winger thanked everyone for their comments; wished all of the Kenai Peninsula Wrestlers luck in the tournament and noted the number of local youth who excel in sports.

Council Member Pettey reported attending the State of the City address during the Chamber Luncheon and encouraged everyone to review the slides; reminded everyone of the upcoming Clean-Up Day; and thanked Kenai Senior Connections for their generous donation to the City and their dedication to ensure meals are available for the senior population.

Student Representative Thibodeau provide an update on sports activities; reported AP testing was currently going on; the Student Council Elections were done; an upcoming blood drive and band concert; and noted that the principal had approved the students to pursue acquiring a pool table.

Council Member Sounart stated her excitement for Kenai Aviation and noted she was lucky enough to fly on the new aircraft after the lunch last week; her attendance the Kenai Waterfront Revitalization Work Sessions and said she was looking forward to when they come back with their findings.

Council Member Baisden provided an update on Kenai Central High School soccer and wished a Happy Mother's Day to everyone this coming Sunday.

Council Member Knackstedt reported attending the Kenai Waterfront Revitalization Work Session noting it was good to see all the information pulled together; let everyone know that Hospice of the Central Peninsula was still looking for volunteers for the Dunk Tank Fundraiser; and stated his appreciation for the City Managers memo containing statistics on Human Trafficking.

L. EXECUTIVE SESSION – None.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS

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

There being no further business before the Council, the meeting was adjourned at 7:45 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of May 4, 2022.

Michelle M. Saner, MMC
City Clerk

*** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast in the rotation of the official council vote and shall not affect the outcome of the official council vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a council meeting.*

DRAFT

**PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: MAY 18, 2022**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	95,603.46
ENSTAR NATURAL GAS	GAS USAGE	VARIOUS	UTILITIES	19,230.90

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
PIPER JAFFRAY	U.S. AGENCY SECURITY	7/25/2023	404,281.93	2.40%
PIPER JAFFRAY	U.S. AGENCY SECURITY	5/25/2023	1,008,527.78	2.28%
PIPER JAFFRAY	U.S. AGENCY SECURITY	1/1/2027	1,044,167.41	3.19%
PIPER JAFFRAY	U.S. AGENCY SECURITY	10/25/2026	159,344.80	3.22%

PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL

COUNCIL MEETING OF: MAY 18, 2022

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
WEST COAST PAPER	MEAL TRAYS, BOWLS, FILM	TITLE III	OPERATING SUPPLIES	27,500.00

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
GUARDIAN SECURITY	FY22 SECURITY SERVICE	122662 - AIRPORT	INVOICING ERROR	1,000.00	61,000.00
GH ALASKA	ANIMAL CONTROL FLOORING REPAIR PROJECT	124303 - ANIMAL CONTROL IMPS	EXTENDING EPOXY REPAIRS TO KENNEL RUNS	1,200.00	34,700.00



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: May 11, 2022
SUBJECT: **Purchase Order Over \$15,000**

The purpose of this memo is to request authorization of a purchase order for West Coast Paper in the amount of \$27,500 to purchase meal tray supplies for the Center's home-delivered meal program.

Funds for this purchase were part of the ARPA grant the Center recently received through the Alaska Community Foundation. The quote was a Sole Source Request as this vendor is the only one in Alaska who stocks these items for senior centers to utilize for their meal programs.

Council's approval is respectfully requested.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Eland Conway, Airport Manager

DATE: May 10, 2022

SUBJECT: **Purchase Order over \$15,000 – Increase to Guardian Security, Inc**

On March 1, 2021, Guardian Security, Inc. entered into an Agreement to provide Security Guard Services at the Kenai Municipal Airport (ENA).

Due to an accounting error on the part of Guardian Security, Inc. the Airport was invoiced for services beginning March 1, 2021 through June 30, 2021 at a rate less than that stated in the executed agreement. The Airport was invoiced at the rate of the previous and expired agreement.

An increase of \$1,000 to Purchase Order 122662 satisfies the outstanding balance for Security Guard Services provided to ENA in FY2021 for the months of March 2021 through June 2021. No additional funds for this purchase order are required—the services for FY2022 were budgeted at the correct rate.

Thank you for your consideration.

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Director of Public Works
DATE: May 9, 2022
SUBJECT: Purchase Order – GH Alaska

The purpose of this memo is to request Council's approval for an increase to Purchase Order 124303 to GH Alaska LLC in the amount of \$1,200 to cover additional costs associated with the Animal Shelter Epoxy Flooring Repair project. The original PO was issued in the amount of \$33,500 and will now total \$34,700 with these final adjusting costs.

The additional work involves extending epoxy repairs to the exterior of multiple kennel runs totaling 336 square feet. The costs are fair and reasonable and in the best interest of the city. Sufficient funding resides within the existing budget to cover these expenses.

Photo below is a completed section of the typical kennel spaces.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Shellie Saner, City Clerk
DATE: May 11, 2022
SUBJECT: **Liquor License Renewal**

The following establishments submitted an application to the Alcohol and Marijuana Control Office for renewal of their liquor licenses:

- Kenai Elks Lodge #2425 D/B/A Kenai Elks Lodge #2425

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

Your consideration is appreciated.

Submit

by Shellie Saner 4/19/2022 3:23:31 PM (Form Submission)

Approve

by Jeremy Hamilton 5/4/2022 9:54:37 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: April 28, 2022 5:00 PM 4/19/2022 3:23:32 PM

Approve

by Scott Curtin 4/28/2022 2:30:20 PM (Building Official Review)

- The task was assigned to Scott Curtin. The due date is: April 28, 2022 5:00 PM 4/19/2022 3:23:32 PM

Approve

by Dave Ross 4/19/2022 3:47:11 PM (Police Department Review)

- The task was assigned to Dave Ross. The due date is: April 28, 2022 5:00 PM 4/19/2022 3:23:32 PM

Approve

by Tina Williamson 4/26/2022 1:51:30 PM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: April 28, 2022 5:00 PM 4/19/2022 3:23:33 PM

Approve

by Cindy Herr 4/20/2022 9:51:48 AM (Legal Asst Review)

■ No monies owed in restitution or citations.

- The task was assigned to Cindy Herr. The due date is: April 28, 2022 5:00 PM 4/19/2022 3:23:33 PM

Approve

by Ryan Foster 4/26/2022 2:57:20 PM (Lands Review)

- The task was assigned to Ryan Foster. The due date is: April 28, 2022 5:00 PM 4/19/2022 3:23:33 PM

Approve

by Terry Eubank 4/26/2022 3:55:25 PM (Finance Review)

- The task was assigned to Terry Eubank. The due date is: May 5, 2022 5:00 PM 4/26/2022 2:57:21 PM

Approve

by Scott Bloom 4/26/2022 2:57:52 PM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: May 5, 2022 5:00 PM 4/26/2022 2:57:21 PM

Approve

by Ryan Foster 4/26/2022 2:58:31 PM (P&Z Department Review)

- The task was assigned to Ryan Foster. The due date is: May 5, 2022 5:00 PM 4/26/2022 2:57:22 PM

AMCO License Application

Date

4/19/2022

Establishment Information

License Type

Club

Licensee

Kenai Elks Lodge #2425

Doing Business As

Kenai Elks Lodge #2425

Premises Address

205 Barnacle Way

City, State

Kenai, AK

Contact Information

Contact Licensee

Daniel Aaronson

Contact Phone No.

907-283-7187

Contact Email

aaronsonlaw@gci.net

Additional Contact Information

Name

Kenneth W. Cole

Phone No.

907-398-8291

Email

Kencole780@gmail.com

Documents

File Upload

01 - 2022 Renewal Notice #5644.pdf

4.97MB



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development ALCOHOL & MARIJUANA CONTROL OFFICE 550 West 7th Avenue, Suite 1600 Anchorage, AK 99501 Main: 907.269.0350

April 11, 2022

Kenai Peninsula Borough

ViaEmail:cjackinsky@kpb.us;maldridge@kpb.us;ncarver@kpb.us;slopez@kpb.us; jblankenship@kpb.us; assemblyclerk@kpb.us;mjenkins@kpb.us;JVanhooose@kpb.us; mjacobsen@ci.homer.ak.us

Re: Notice of 2022/2023 Liquor License Renewal Application

Table with 4 columns: License Type, Licensee, Doing Business As, License, and a value (5644). License Type: Club, Licensee: Kenai Elks Lodge #2425, Doing Business As: Kenai Elks Lodge #2425.

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

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

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Handwritten signature of Glen Klinkhart

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

4/11/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

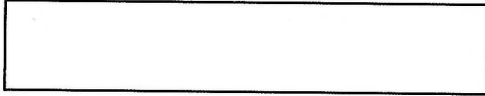
TEMPORARY

5644

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Club



LICENSE FEE: \$1,200.00

1110

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: Kenai Elks Lodge #2425
205 Barnacle Way
Mail Address:
Kenai Elks Lodge #2425
205 Barnacle Way
Kenai, AK 99611

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

4/11/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

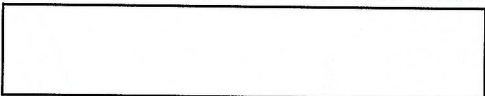
TEMPORARY

5644

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Club



LICENSE FEE: \$1,200.00

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Kenai Elks Lodge #2425
205 Barnacle Way
Mailing Address:
Kenai Elks Lodge #2425
205 Barnacle Way
Kenai, AK 99611

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	KENAI ELKS LODGE #2425	License #:	5644
License Type:	CLUB		
Doing Business As:	KENAI ELKS LODGE #2425		
Premises Address:	205 BARNACLE WAY		
Local Governing Body:	CITY OF KENAI [KENAI PENINSULA BOROUGH]		
Community Council:	NONE		

If your mailing address has changed, write the NEW address below:

Mailing Address:	205 BARNACLE WAY				
City:	KENAI	State:	AK	ZIP:	99611

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	DANIEL AARONSON	Contact Phone:	9072837187
Contact Email:	AARONSONLAW@GCI.NET		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	KENNETH W. COLE	Contact Phone:	9073988291
Contact Email:	KENCOLE780@GMAIL.COM		

Name of Contact:	JAMIE KNUDSEN	Contact Phone:	9076901726
Contact Email:	jamiemknudsen@gmail.com		

Name of Contact:		Contact Phone:	
Contact Email:			





Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	9823D
-----------------------	-------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The **only exception** to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations** of **any** type including *non-profit* must list **ONLY** the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations**, of **any** type must list **ONLY** the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships** of **any** type, including *Limited Partnerships* must list **ONLY** the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	KENNETH WAYNE COLE				
Title(s):	DIRECTOR/PESIDENT	Phone:	9073988291	% Owned:	0%
Mailing Address:	316 PORTLOCK STREET				
City:	KENAI	State:	AK	ZIP:	99611

Name of Official:	DANIEL AARONSON				
Title(s):	VICE PRES./MANAGING OFFICER/AGENT	Phone:	9072837187	% Owned:	0%
Mailing Address:	P.O. BOX 1681				
City:	KENAI	State:	AK	ZIP:	99611

Name of Official:	JAMIE MARIE KNUDSEN				
Title(s):	SECRETARY	Phone:	9076901726	% Owned:	0%
Mailing Address:	211 MCKINLEY ST				
City:	KENAI	State:	AK	ZIP:	99611

AMCO

DEC 23 2021



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCC

DEC 23 2021



Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

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

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- **I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.**
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

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

[Handwritten Signature]

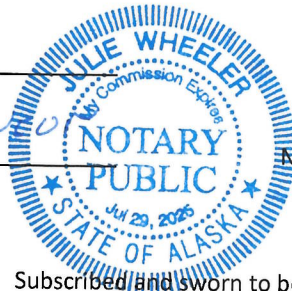
[Handwritten Signature]

Signature of licensee

Signature of Notary Public

DANIEL L. AARON

Printed name of licensee



Notary Public in and for the State of: ALASKA

My commission expires: 7-9-25

Subscribed and sworn to before me this 22 day of December, 2021.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed Recreational Site Statement

Tourism applications must include a completed Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ 1200.00	Application Fee:	\$ 300.00	Misc. Fee:	\$ 144.75
Total Fees Due:					\$1644.75



Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	KENAI LODGE NO. 2425 BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE U S OF AMERICA

Entity Type: Nonprofit Corporation**Entity #:** 9823D**Status:** Good Standing**AK Formed Date:** 12/15/1970**Duration/Expiration:** Perpetual**Home State:** ALASKA**Next Biennial Report Due:** 7/2/2022**Entity Mailing Address:** 205 BARNACLE WAY, KENAI, AK 99611-7791**Entity Physical Address:** 4575 KENAITZE CT, KENAI, AK 99611-7791

Registered Agent

Agent Name: Dan Aaronson**Registered Mailing Address:** 205 BARNACLE WAY, KENAI, AK 99611**Registered Physical Address:** 205 BARNACLE WAY, KENAI, AK 99611

Officials

 Show Former

AK Entity #	Name	Titles	Owned
	Cynthia Koch	Treasurer	
	DAN AARONSON	Vice President	
	JAMES "RON" ROBERTS	Director	
	Jamie Knudsen	Secretary	
	KEN COLE	President	
	Konrad Jackson	Director	
	MARTHA SLATER	Director	
	MIKE DIMMICK	Director	
	STEVE GIRGUS	Director	
	Wendy Sandifer	Director	

Filed Documents

Date Filed	Type	Filing	Certificate
12/15/1970	Creation Filing	Click to View	

Date Filed	Type	Filing	Certificate
12/15/1986	Biennial Report		
5/11/1988	Biennial Report		
5/17/1990	Biennial Report		
10/27/1992	Biennial Report	Click to View	
1/17/1995	Biennial Report	Click to View	
6/18/1996	Biennial Report	Click to View	
8/31/1998	Biennial Report	Click to View	
1/10/2001	Biennial Report	Click to View	
3/05/2003	Change of Officials	Click to View	
3/18/2003	Biennial Report	Click to View	
8/06/2004	Biennial Report	Click to View	
7/24/2010	Biennial Report	Click to View	
7/24/2010	Biennial Report	Click to View	
7/24/2010	Biennial Report	Click to View	
8/23/2012	Biennial Report	Click to View	
8/23/2012	Agent Change	Click to View	
6/19/2014	Biennial Report	Click to View	
2/27/2017	Admin Dissolution		Click to View
11/13/2017	Biennial Report	Click to View	
11/13/2017	Reinstatement	Click to View	Click to View
8/10/2018	Biennial Report	Click to View	
5/16/2020	Biennial Report	Click to View	
10/01/2020	Change of Officials	Click to View	
5/18/2021	Change of Officials	Click to View	

[Close Details](#)

[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 233455[Print Business License](#)**Business Name:** KENAI ELKS LODGE #2425**Status:** Active**Issue Date:** 12/04/1996**Expiration Date:** 12/31/2022**Mailing Address:** 205 BARNACLE WAY
KENAI, AK 99611**Physical Address:** 205 BARNACLE WAY
KENAI, AK 99611

Owners

KENAI ELKS LODGE #2425

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722211 - LIMITED-SERVICE RESTAURANTS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)[Print Friendly Version](#)



Office of the Borough Clerk

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

Johni Blankenship, MMC
Borough Clerk

4/19/2022

Sent via email: cityclerk@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant : Kenai Elks Lodge #2425
Business Name : Kenai Elks Lodge #2425
License Type : Club
License Location : 205 Barnacle Way, Kenai, AK 99611, City of Kenai
License No. : 5644
Application Type : License Renewal

Dear Ms. Saner,

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

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

Sincerely,

Johni Blankenship, MMC
Borough Clerk

cc: kencole780@gmail.com;



Sponsored by: Administration

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Classified employees excluding those engaged in fire protection activities.

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

Classified employees engaged in fire protection activities

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

Department head service employees

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

29 110,736 146,169

Temporary employees excluding those engaged in fire protection activities.

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

Temporary employees engaged in fire protection activities.

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

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

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

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

(B) Administrative Support

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

(C) Public Safety

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

(D) Public Works/ Airport Operations

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

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

(E) General Services

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

* Department Head Service

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

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

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

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

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

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


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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

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

Approved by Finance: 



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 9, 2022

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

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

Administration Recommended Amendments:

General Fund

Expenditures:

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

Employee Health Care Fund

Expenditures:

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

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

General Fund

Expenditures:

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

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

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

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

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



General Fund
Budget Projection

	Actual FY2020	Actual FY2021	Original Budget FY2022	Projection FY2022	Proposed FY2023	Projection FY2024	Projection FY2025
TAXABLE VALUES (000'S)	\$ 871,829	\$ 889,743	\$ 905,283	\$ 894,277	\$ 952,938	\$ 968,500	\$ 984,548
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
REVENUES							
Property & Sales Taxes							
Property Tax	3,955,484	3,906,981	3,965,604	3,920,595	4,170,375	4,278,716	4,347,128
Sales Tax	7,690,916	8,560,985	7,929,191	9,070,057	9,307,808	9,493,964	9,683,843
Total Property & Sales Taxes	11,646,400	12,467,966	11,894,795	12,990,652	13,478,183	13,772,680	14,030,971
Intergovernmental Revenue:							
PERS Funding	479,272	611,708	586,380	586,380	216,097	222,580	229,257
Community Assistance	174,116	77,374	108,469	76,068	80,000	80,000	80,000
Fish Tax	61,247	78,883	75,000	65,000	50,000	51,500	53,045
Other	244,470	115,546	52,500	1,106,726	994,775	55,125	57,881
Total State/Federal Revenue	959,105	883,511	822,349	1,834,174	1,340,872	409,205	420,183
Other Revenue							
Licenses and Permits	171,772	213,168	141,000	191,380	191,500	197,245	203,162
Ambulance Fees	428,807	348,562	450,000	467,900	500,000	515,000	530,450
Interest	412,403	20,528	150,000	150,000	200,000	211,438	221,583
Other	798,442	790,143	766,431	832,386	819,011	843,581	868,888
Total Other Revenue	1,811,424	1,372,401	1,507,431	1,641,666	1,710,511	1,767,264	1,824,083
Total Revenues	14,416,929	14,723,878	14,224,575	16,466,492	16,529,566	15,949,149	16,275,237
Transfer From Other Funds							
Charges to other funds	1,558,800	1,643,800	1,620,500	1,620,500	1,798,600	1,852,558	1,908,135
Capital Projects / Special Revenue	50,000	92,393	75,000	75,000	75,000	75,000	75,000
Enterprise	37,200	37,300	42,700	42,700	47,000	48,410	49,862
Trust Fund	137,239	145,750	148,315	157,043	160,109	163,311	166,577
Total Transfers	1,783,239	1,919,243	1,886,515	1,895,243	2,080,709	2,139,279	2,199,574
Total Revenues and Transfers	16,200,168	16,643,121	16,111,090	18,361,735	18,610,275	18,088,428	18,474,811
EXPENDITURES/APPROPRIATIONS							
General Government	3,089,325	4,169,206	4,039,767	4,143,217	3,826,051	3,850,918	3,930,162
Public Safety	5,440,230	4,654,653	8,193,984	8,339,033	8,697,890	8,826,794	9,003,330
Public Works	2,257,649	2,315,653	2,478,512	2,478,512	2,650,912	2,563,782	2,615,058
Parks, Recreation & Cultural	2,078,746	2,095,823	2,323,425	2,383,801	2,423,655	2,415,416	2,463,724
Total Operating Expenditures	12,865,950	13,235,335	17,035,688	17,344,563	17,598,508	17,656,910	18,012,274
Transfers or Non-Operating	793,870	2,256,676	2,072,375	2,261,910	1,859,841	4,331,078	1,580,500
Total Expenditures/Appropriations	13,659,820	15,492,011	19,108,063	19,606,473	19,458,349	21,987,988	19,592,774
Total Surplus (Deficit)	2,540,348	1,151,110	(2,996,973)	(1,244,738)	(848,074)	(3,899,560)	(1,117,963)
Projected Lapse - 5%	-	-	851,784	867,228	879,925	882,846	900,614
Adjusted Surplus (Deficit)	2,540,348	1,151,110	(2,145,189)	(377,510)	31,851	(3,016,714)	(217,349)
Beginning Fund Balance	10,750,044	13,290,392	16,152,796	14,441,502	14,063,992	14,095,843	11,079,129
Ending Fund Balance	13,290,392	14,441,502	14,007,607	14,063,992	14,095,843	11,079,129	10,861,780
Restricted	(811,030)	(640,115)	(887,030)	(680,115)	(716,115)	(752,115)	(788,115)
Committed	(6,047,560)	(10,836,929)	(10,162,236)	(10,338,011)	(10,331,207)	(7,380,830)	(6,972,264)
Assigned	(2,235,128)	(2,964,458)	(2,958,341)	(3,045,866)	(3,048,521)	(2,946,184)	(3,101,401)
Unassigned Fund Balance	\$ 4,196,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

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



MEMORANDUM

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

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

New Positions:

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

Removed Positions:

No positions were abolished within the classified service

Amended Positions:

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

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

123 Human Resources Director Range 23

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

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

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

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

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

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

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

Consolidated Positions:

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

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

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

101	City Manager	NG
102	City Attorney	NG
103	City Clerk	NG
104	Finance Director*	29
105	Public Works Director*	28
106	Police Chief*	28
107	Fire Chief*	27
112	Airport Manager*	25
117	Planning Director*	23
118	Information Technology (IT) Manager	23
119	Assistant to City Manager/Special Projects <u>Coordinator</u>	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	[XX]23
123	Human Resources Director*	[26]23

(B) Administrative Support

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

(C) Public Safety

302	Fire Fighter	18
303	Police Lieutenant	27
304	Police Sergeant	24
305	Police Officer	21
306	Public Safety Dispatcher	14
307	Fire Engineer	20
311	Fire Captain	21
312	Fire Marshal	22
313	Communications Supervisor	17
314	Police Trainee	21/1 ¹
315	Deputy <u>Fire</u> Chief	25
316	Chief Animal Control Officer	[16] 17
317	Animal Control Officer	14

(D) Public Works/ Airport Operations

400	Capital Project Manager	23
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401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
[404	WASTEWATER TREATMENT PLANT OPERATOR II	18]
405	[WATER AND SEWER] <u>Utility</u> Operator I/II	15/18 ²
[406	WATER AND SEWER OPERATOR I	15]
407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
410	[Water and Sewer] <u>Utility</u> Foreman I/II	21/22 ³
412	Building Maintenance Technician	17
413	[WASTEWATER TREATMENT PLANT] <u>Utility</u> Lead Operator	19
[414	WASTEWATER TREATMENT PLANT FOREMAN	21
415	WASTEWATER TREATMENT PLANT OPERATOR I	15]
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19
[420	WATER AND SEWER LEAD OPERATOR	19]

(E) General Services

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

* Department Head Service

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

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

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

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

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

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

Your consideration is appreciated.



Sponsored by: Administration

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

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

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

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

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

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

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

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

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

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

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

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

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

General Fund from:

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

Airport Special Revenue Fund from:

New Text Underlined: [DELETED TEXT BRACKETED]

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

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

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


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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

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



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 10, 2022

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

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

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



Sponsored by: Administration

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

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

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

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

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

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

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

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

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

Section 2. That the following budget revision is authorized:

General Fund:

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

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


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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:  _____

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



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Katja Wolfe, Library Director

DATE: May 9, 2022

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

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

Thank you for your consideration.



Sponsored by: Administration

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

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

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

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

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

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

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

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

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

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

General Fund:

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

Public Safety Capital Project Fund:

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

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

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


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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

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



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Director of Public Works

DATE: May 11, 2022

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

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

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

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

Council’s approval is respectfully requested.



Sponsored by: City Clerk

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

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

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

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

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

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

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

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

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

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

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

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

[CEMETERY REGULATIONS

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

SECTION 1: PLOTS

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

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

SECTION 2: INTERMENT AND DISINTERMENT OR NICHE OPENING AND CLOSING

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

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

SECTION 3: MAINTENANCE

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

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

SECTION 4: GENERAL

A. THE CITY OF KENAI SHALL NOT BE LIABLE FOR ANY ORDER RECEIVED VERBALLY OR FOR ANY MISTAKE OCCURRING FROM THE WANT OF PRECISE AND PROPER INSTRUCTIONS AS TO THE PARTICULAR SPACE, SIZE OR LOCATION IN A TRACT WHERE INTERMENT IS DESIRED.

B. NO PERSON SHALL ENTER THE KENAI MUNICIPAL CEMETERY EXCEPT THROUGH THE ESTABLISHED ACCESS ROUTES. THE VEHICLE GATE WILL BE OPEN DAILY FROM 6:00 A.M. TO 10:00 P.M., FROM MAY 1 TO SEPTEMBER 30 (SUMMER MONTHS) AND WILL REMAIN LOCKED FROM OCTOBER 1 TO APRIL 30 (WINTER MONTHS). THE CEMETERY IS OPEN YEAR-ROUND FOR PEDESTRIAN TRAFFIC. THE KENAI POLICE DEPARTMENT OR THE KENAI PARKS AND RECREATION DEPARTMENT MAY BE CONTACTED FOR EMERGENCY ACCESS DURING CLOSED HOURS.

C. NO BURIALS SHALL BE WITHIN THE CITY LIMITS EXCEPT ON HOMESTEADS OWNED BY OR RESIDED ON BY THE DECEASED. SUCH HOMESTEADS MUST BE FIVE (5) ACRES OR LARGER. PRIVATE CEMETERIES WITHIN THE CITY LIMITS ON THE DATE OF PASSAGE OF ORDINANCE 1108 MAY CONTINUE IN USE BUT ARE LIMITED TO THEIR PLATTED SIZE. A BURIAL PERMIT IS STILL REQUIRED TO BE SUBMITTED TO THE CITY CLERK IF THE BURIAL IS TO BE ON A HOMESTEAD OR PRIVATE CEMETERY WITHIN THE CITY LIMITS.

D. BICYCLES, SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, MOTOR BIKES, THREE (3) OR FOUR (4) WHEELERS ARE NOT ALLOWED ON THE CEMETERY GROUNDS.

E. NO CHILD UNDER THE AGE OF TWELVE (12), UNACCOMPANIED BY A GUARDIAN OR PARENT OR OTHER ADULT, SHALL BE ALLOWED ON THE CEMETERY GROUNDS.

F. FOOD, BEER OR OTHER INTOXICATING LIQUORS ARE STRICTLY PROHIBITED WITHIN THE CONFINES OF THE CEMETERY.]

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

Title 24 - MUNICIPAL CEMETERY

**Chapter 24.05
CREATION**

24.05.010 Creation.

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

**Chapter 24.10
ADMINISTRATION**

24.10.010 Administration.

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

24.10.020 Enforcement.

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

Chapter 24.15
REGULATIONS AND FEES

24.15.010 Adoption of regulations.

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

24.15.020 Adoption of fees.

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

Chapter 24.20
CARE OF CEMETERY

24.20.010 Maintenance of cemetery.

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

24.20.020 Operation of cemetery.

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

24.20.030 [GRAVE] Plot specifications and preparation.

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

Chapter 24.25
Burials Generally

24.25.010 Burials not on City Lands.

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

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

24.30.010 DUTIES AND POWERS.

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

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

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

[APX – 1 TITLE 24 – CEMETERY REGULATIONS]

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

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

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

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

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

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



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: May 10, 2022

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

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

The identifies prominent changes:

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

Kenai Municipal Cemetery Regulations and Fees

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Purpose

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

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

Administration and General Provisions

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

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

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

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

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

Interment and Disinterment

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

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

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

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

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

Maintenance and Landscaping

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

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

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

Plants and Decorations

Prohibited:

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

Permitted:

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

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

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

Marker and Headstones

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

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

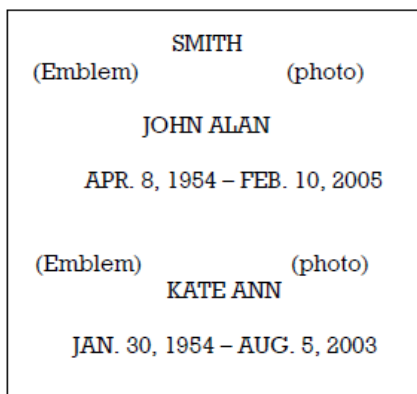
Marker Deposit: If at the time of interment, a marker or headstone is not ordered, the City will collect a deposit. Deposit refunds will be issued after proper installation of a marker or headstone. If after eighteen (18) months for a plot and six (6) months for a columbarium niche a permanent marker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

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

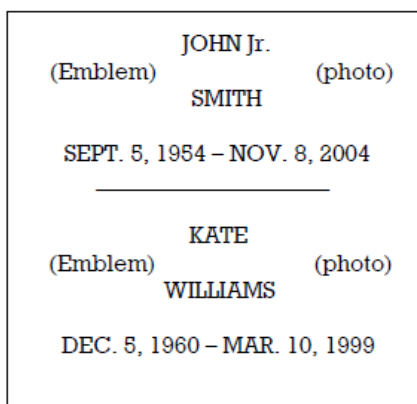
Columbarium Markers: These markers shall follow a standard format, font, and size as determined by the City and shall include the first and last name of the deceased, year of birth, and year of death.

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

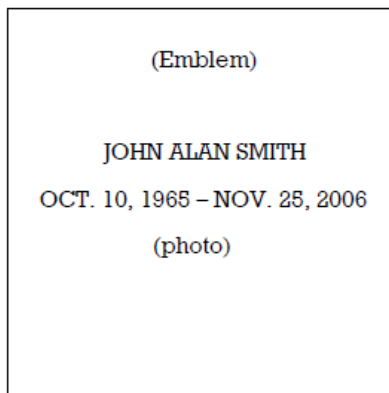
Two (2) Urns with Same Last Name



Two (2) Urns with Different Last Names



One (1) Urn – Single Inscription



Prohibited

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

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

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

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

Fee Schedule

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

DRAFT

CEMETERY REGULATIONS

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

Section 1: Plots

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

Commented [SS1]: Relocated to KMC 24.20.030

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

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

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

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

Section 2: Interment and Disinterment or Niche Opening and Closing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 3: Maintenance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 4: General

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

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

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

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

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

Commented [SS23]: Relocated to KMC 24.25.010

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

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

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

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



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: May 10, 2022
SUBJECT: **Action/Approval – Special Use Permit to Pacific Star Seafoods, Inc.**

Pacific Star Seafoods, Inc. is requesting a Special Use Permit for a two-month term from June 1, 2022 through July 31, 2022.

The Permit is for on or off-loading fish on approximately 15,000 sqft of the apron.

Airport Commission reviewed the request at the May 12, 2022 Commission meeting and recommends Council approval.

Does Council authorize the City Manager to enter into a Special Use Permit with Pacific Star Seafoods, Inc.?

Thank you for your consideration.

attachments

4. Use. City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

On or off-loading fish. **NOTE:** This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. Coordination with Airport Management. Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. Radio Transmitting Equipment. Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. 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, City is entitled to coverage to the extent of the higher limits.

A. 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 include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. 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 on the Airport. 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 June 1, 2022. The effective date of the insurance shall be no later than June 1, 2022.

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

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City’s staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as “Liabilities”), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee’s activities on or use of the Premises, Permittee’s access to the Kenai Municipal Airport, and/or Permittee’s exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the discharge of petroleum products or hazardous materials due to Permittee's use of the apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within 50' of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

18. Assignment. The privileges granted under this Permit are personal to Permittee and may not be assigned by Permittee.

19. No Joint Venture. 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 or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements 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.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25.00 per day. The City of

Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety or due to a failure of Permittee to comply with condition or term of this Permit which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period under the circumstances to correct the violation or breach.

23. Landing Fees; Fee Schedule. Timely payment of landing fees and other required Airport fees is a condition of this Permit and, as such, failure to timely pay landing and other airport fees is grounds for termination. Without limiting the foregoing, Permittee shall pay landing fees for aircraft landings as set out in the City's comprehensive schedule of rates, charges and fees. Permittee shall make payment within 30 days following the end of each month and without demand or invoicing from City. Permittee shall also provide Airport Administration with monthly certified gross take-off weight reports within ten days following the end of each month for landings for the preceding month. Airport landing fees shall be paid at the Airport Administration Building, 305 North Willow Street, Suite 200, Kenai, AK 99611.

24. Impoundment. At the discretion of the Airport Manager, City may impound any aircraft parked on the Premises after termination of this Permit. Impoundment may be accomplished by affixing a seal to the door of the aircraft or the moving of the aircraft for impoundment purposes. Inconvenience or damage that may result from such movement will be at the risk of Permittee. An impoundment fee plus a towage fee shall be charged on each aircraft impounded. In addition, a daily storage fee shall be charged for each day the aircraft remains impounded. Any impounded aircraft that is not redeemed within 90 days after impoundment shall be considered abandoned and shall be subject to sale at public auction. Notice of any auction shall be published. Publication shall be in a newspaper of general circulation in that area for at least once during each of three consecutive weeks not more than 30 days nor less than seven days before the time of the auction.

25. Definitions. As used in this Permit, "Permittee" means State, Department of Natural Resources, Division of Forestry, and where the context reasonably indicates, its officers, agents, and employees. "Airport" means the Kenai Municipal Airport.

CITY OF KENAI

PACIFIC STAR SEAFOODS, INC.

By: _____
Paul Ostrander Date

By: _____
Nate Berga

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2022, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager, of the City of Kenai, an Alaska municipal corporation, 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 _____, 2022, the foregoing instrument was acknowledged before me by Nate Berga, Plant Manager, Pacific Star Seafoods, Inc., on behalf of the State of Alaska.

Notary Public for Alaska
My Commission Expires: _____

ATTEST:

Shellie Saner, City Clerk

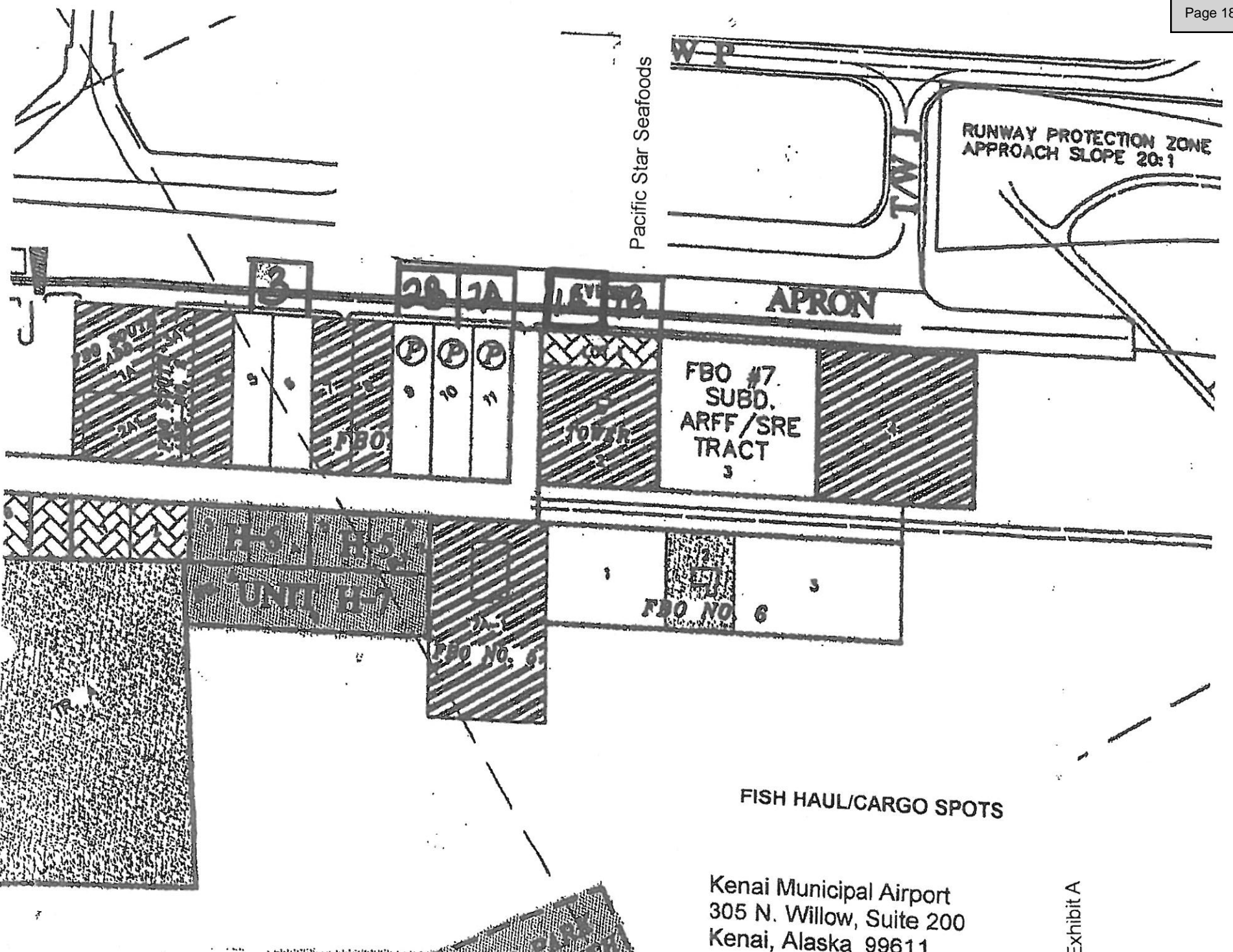
SEAL:

APPROVED AS TO FORM:

Scott M. Bloom, City Attorney

DRAFT

DRAFT



Kenai Municipal Airport
 305 N. Willow, Suite 200
 Kenai, Alaska 99611

Exhibit A



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: May 10, 2022
SUBJECT: **Action/Approval – Second Amendment to Agreement for Janitorial Services**

On July 1, 2020, the City of Kenai entered into an Agreement for Janitorial Services with Reborn Again Janitorial Service for a period of one year with the option to extend for four successive one-year terms by mutual consent of Owner and Contractor.

The Contractor requests to renew under the same terms and conditions. The Airport has a current Certificate of Insurance on file.

Airport Commission reviewed the request at the May 12, 2022 Commission meeting and recommends Council approval.

Does Council authorize the City Manager to approve the Second Amendment to Agreement for Janitorial Services with Reborn Again Janitorial Services?

Thank you for your consideration.

attachments

SECOND AMENDMENT TO AGREEMENT FOR JANITORIAL SERVICES

The Agreement for Janitorial Services made the 1st day of July 2020, by and between the CITY OF KENAI, hereinafter called "Owner", whose address is 210 Fidalgo Avenue, Kenai, AK 99611-7794, and, Reborn Again Janitorial Services, whose mailing address is P.O.Box 927, Kenai, AK 99611, hereinafter called "Contractor," is hereby amended as follows:

1). Pursuant to Section 2 of the Agreement for Janitorial Services the term of the Agreement for Janitorial Service for the Kenai Municipal Airport is extended for one year, beginning on July 1, 2022 and ending on June 30, 2023.

2). All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

DATED this _____ day of _____, 2022.

CITY OF KENAI

By: _____
Paul Ostrander, City Manager

Reborn Again Janitorial Services

Reborn Again Janitorial Services

By: _____
Sylvia Trevino, Owner

By: _____
Erica Jackson, Owner



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Meghan Thibodeau, Deputy City Clerk
DATE: May 10, 2022
SUBJECT: **Nomination and Confirmation of Applicants for Appointments to Council on Aging and Mini-Grant Steering Committee**

Pursuant to Kenai Municipal Code (KMC) 1.90.010, the Mayor has nominated the following individuals to be confirmed by City Council:

Council on Aging: Alice Heckert (new appointment, term ending December 31, 2024)
Michael Straughn (new appointment, term ending December 31, 2023)

Mini-Grant Steering Committee: Brett Perry (new appointment)

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

From: [Alice Heckert](#)
To: [City Clerk](#)
Subject: Form submission from: Commission/Committee Application
Date: Monday, March 28, 2022 10:11:38 AM

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

Submitted on Monday, March 28, 2022 - 10:11am

Submitted by anonymous user: 24.237.158.228

Submitted values are:

Date Mon, 03/28/2022

Name Alice Heckert

Resident of City of Kenai? Yes

If resident, how long? 2 years

Residence Address 514 Overland Ave Apt 24

Mailing Address 514 Overland Ave Apt 24

Home Telephone 19077508808

Home Fax Na

Business Telephone Na

Business Fax Na

Email address cralice10@gmail.com

May we include your contact information on our website? Yes

If not all, what may we include?

Employer Retired

Job Title Na

Name of Spouse Don Heckert

Current Membership Organization Board member Cook Inlet Counseling,memberena
Republican Women

Past organizational memberships

Committees or commissions in which you are interested Council on Aging

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

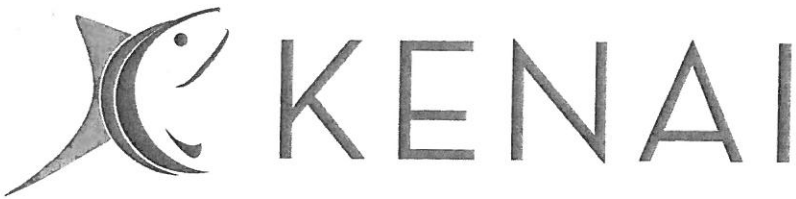
As I age I am more aware of needs of the older population. Too often we are put on a shelf while still very useful. I think I can bring some attention too transportation needs, accessibility, and recreational needs as well as addressing some of the areas in mental health of the aging.

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

Former drug and alcohol counselor, State representative for Celebrate Recovery(a national program) Former special education teacher, a veteran of the USAF and USN.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/10221>



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>Michael John Stravahn</i>	Date: <i>05/12/2022</i>
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <i>about 30 yrs</i>
Name of Spouse: <i>N/A</i>	
Employer: <i>N/A</i>	Job Title: <i>N/A (volunteer)</i>

Contact Information

Residence Address:	
Mailing Address:	Email Address:
Home Phone No.:	Home Fax No.:
Business Phone No.: <i>N/A</i>	Business Fax No.: <i>N/A</i>
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: <i>Name and associated commission</i>	

Affiliations

Current membership in organizations: <i>N/A</i>
Past organizational memberships: <i>N/A?</i>
City committee or commission in which you are interested: <i>Kenai Senior Center - Council on Aging</i>

Why do you want to be involved with this Committee or Commission? *I have been a volunteer at KSC since mid-2017, minus the COVID-19 interruptions, and perhaps a season before that. I am interested and the director suggested that I apply for membership.*

What background, experience, or credentials do you possess to bring to the commission or committee membership? *I am not a senior citizen, but I have experience in overcoming physical disabilities to try to remain of value to our community. I have also taken online courses (but a refresher may be needed) in healing and communications with regard to those who may suffer from a dementia or a TBI.*

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

From: [Brett Perry](#)
To: [City Clerk](#)
Subject: Form submission from: Commission/Committee Application
Date: Tuesday, May 10, 2022 10:27:27 AM

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

Submitted on Tuesday, May 10, 2022 - 10:27am

Submitted by anonymous user: 63.140.120.2

Submitted values are:

Date Tue, 05/10/2022

Name Brett Perry

Resident of City of Kenai? No

If resident, how long? N/A

Residence Address

Mailing Address

Home Telephone

Home Fax

Business Telephone 907-283-1991

Business Fax

Email address brett@kenaichamber.org

May we include your contact information on our website? Yes, but not all (specify below)

If not all, what may we include? email and work phone number. Not my cell phone.

Employer Kenai Chamber of Commerce and Visitor Center

Job Title Executive Director

Name of Spouse Jessica Perry

Current Membership Organization DAV-Disabled American Veterans, MOAA-Military Officers Association of America, TU-Trout Unlimited

Past organizational memberships

Committees or commissions in which you are interested Mini-Grant Steering Committee

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

To give back to the local community. To be a part of the process that enables community support and stewardship.

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

My current role as the Executive Director of the Kenai Chamber of Commerce and Visitor Center, organizational leadership experience gained as a military officer, educational experience as an MBA student set to complete graduation requirements this August. A desire to support the local community.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/10561>



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

FROM: Shellie Saner, MMC, City Clerk

DATE: May11, 2022

SUBJECT: **Appeal of the Chief Animal Control Officer Denying Permit to Applicant Lisa Hansen for a Livestock Permit for Educational Purposes at 704 Poplar Circle, Kenai, AK**

An application to appeal the above-referenced matter was received on May 11, 2022. KMC 14.20.290(f)(1), "Appeals - Board of Adjustment" provides,

(1) The Board of Adjustment shall ordinarily set a date for and hold a hearing on all appeals within forty-five (45) days of the filing of the appeal. However, should the forty-fifth day fall on a weekend or a municipal holiday, the hearing may be scheduled for the next following weekday which is not a municipal holiday under KMC 23.40.020(a)(1)-(10) and (b). For good cause, the Board of Adjustment may hold the hearing up to sixty (60) days after the filing of the appeal. Notice of the time and place of such hearing shall be mailed to all parties interested and to all property owners within 300 feet of the property involved at least fifteen (15) days prior to the hearing. Notices to the appellant and/or applicant for the action or determination must be sent by certified mail, return receipt requested.

The following information is provided to help in setting a Board of Adjustment hearing date:

Pursuant to KMC 14.20.290 referenced above, the City is required to provide notice of the hearing at least fifteen (15) days prior to the hearing. As such, to comply with the notice requirements, the hearing **must not be scheduled sooner than Friday, June 3, 2022**.

Forty-Five Day End Date: Saturday, June 25, 2022 per KMC 14.20.290(f)(1) extends to **Monday, June 27, 2022**.

Meetings within the 45-days: **Wednesday, June 15, 2022.** *Note: June 3, 2022 is not an eligible Council Meeting date as it conflicts with the Noticing requirements.*

KMC 14.20.290 allows for an extension, "For good cause, the Board of Adjustment may hold the hearing up to sixty (60) days after the filing of the appeal."

Sixty-Day End Date: Sunday, July 10, 2022.

Meetings within the 60-days: **Wednesday, June 15, 2022**
Wednesday, July 6, 2022

**KENAI COUNCIL ON AGING
REGULAR MEETING
APRIL 14, 2022 – 3:00 P.M.
KENAI SENIOR CENTER
CHAIR PRO TEM VELDA GELLAR, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Pro Tem Gellar called the meeting to order at approximately 3:00 p.m.

a. Pledge of Allegiance

Chair Pro Tem Gellar led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Members Present: C. Thornton, V. Gellar, B. Modigh, F. Kilfoyle,
Members Absent: R. Craig, R. Williams

A quorum was present.

Staff/Council Liaison
Present: Senior Center Director K. Romain, Volunteer Coordinator K. Feltman, and Council Liaison H. Knackstedt

c. Agenda Approval

MOTION:

Member Thornton **MOVED** for approval of the agenda as presented and Member Kilfoyle **SECONDED** the motion. There were no objections. **SO ORDERED.**

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT -- None.

4. APPROVAL OF MEETING SUMMARY

a. February 10, 2022

MOTION:

Member Thornton **MOVED** to approve the February 10, 2022 meeting summary. Member Modigh **SECONDED** the motion. There were no objections. **SO ORDERED.**

5. UNFINISHED BUSINESS -- None.

6. NEW BUSINESS

a. **Discussion** – Adding Suggested Transportation Donation to the City of Kenai Fees Schedule.

Director Romain provided a memo in the packet that proposed increasing the transportation donation amount for round trips in Kenai to \$5.00 to the City of Kenai Fees Schedule. Members expressed support, noting that the amount is reasonable.

MOTION:

Member Thornton **MOVED** to add a suggested transportation amount ranging from \$5-10 to the City of Kenai Fees Schedule. Member Kilfoyle **SECONDED** the motion.

There were no objections. **SO ORDERED.**

b. **Discussion** – Director’s Goals for FY23

The Senior Center budget was discussed, and the Council reviewed the FY2022 budget. It was noted that the draft FY23 budget was not yet available for review.

The Council on Aging went over the FY23 Department goal narratives from the FY22 budget. The handout discussion included expanding services, partnering with the Library with various projects, and increasing the participation at the Senior Center.

7. **REPORTS**

- a. Senior Center Director – Director Romain reported on the following:
 - Received \$100,000 grant from AK Community Foundation and will be purchasing frozen meals, more emergency buckets, steam table, new automatic coffee maker, deep fryer, juicer, coolers, PPE supplies, and food;
 - Clean up day at the Senior Center;
 - Postpone rescheduling and discussion of Council on Aging Work Session to May 12th;
 - Survey Results;
 - Draft FY23 Budget.
- b. Council on Aging Chair – No report.
- c. City Council Liaison – Council Member Knackstedt reported on the actions of the March 16, 2022 and April 6, 2022 City Council Meetings.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 12, 2022

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS** – None.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

MOTION:

Member Kilfoyle **MOVED** for adjournment and Member Modigh **SECONDED** the motion. There were no objections. **SO ORDERED.**

There being no further business, the Council on Aging meeting adjourned at 4:00 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT

**KENAI AIRPORT COMMISSION
REGULAR MEETING
APRIL 14, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR GLENDA FEEKEN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Feeken called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners Present: G. Feeken, D. Pitts, P. Minelga, J. Bielefeld, J. Caldwell, J. Daily, J. Zirul

Commissioners Absent:

Staff/Council Liaison Present: Airport Manager E. Conway, Administrative Assistant E. Brincefield, Council Liaison Baisden

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda and Commissioner Caldwell **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. March 10, 2022

MOTION:

Commissioner Bielefeld **MOVED** to approve the meeting summary of March 10, 2022 as presented. Vice Chair Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Special Use Permit to Laser Art Alaska, LLC for Displaying Laser Artwork and Alaskan Gifts for Sale

MOTION:

Commissioner Zirul **MOVED** to recommend Council approve a Special Use Permit to Laser Art Alaska, LLC for Displaying Laser Artwork and Alaskan Gifts for Sale. Commissioner Caldwell **SECONDED** the motion.

Riley Updike of Laser Art Alaska responded to questions asked by the commission, including whether a specific piece of art on their website would be displayed in the terminal building, and Mr. Updike confirmed it would not be. He clarified the operating hours, and other vendors to be displayed.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- b. **Discussion/Recommendation** – Execution of a Lease to Joel Caldwell

MOTION:

Commissioner Pitts **MOVED** to recommend Council approve Execution of a Lease to Joel Caldwell. Commissioner Zirul **SECONDED** the motion.

Commissioner Caldwell declared a conflict of interest, stating that he had a financial interest in the matter. Chair Feeken ruled that Commissioner Caldwell had a conflict and excused him from voting.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- c. **Discussion/Recommendation** – Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage

MOTION:

Vice Chair Minelga **MOVED** to recommend Council approve a Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage. Commissioner Caldwell **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- d. **Discussion/Recommendation** – Lawton Acres Parcel 04501003 Disposal Recommendation

The commission stated their support for the disposal and development of parcel 04501003, and had further discussion on rezoning.

MOTION:

Commissioner Daily **MOVED** to affirm that the Airport Commission's recommendation of Parcel 04501003 retention status remain dispose. Commissioner Pitts **SECONDED** the motion.

VOTE:

YEA: Feeken, Minelga, Zirul, Bielefeld, Caldwell, Daily, Pitts

NAY: None

MOTION PASSED UNANIMOUSLY.

7. REPORTS

- a. **Airport Manager** – Airport Manager Conway reported on the following:
- Kenai Aviation will begin service May 2nd, and will have an open house on April 22nd to view the new aircraft;
 - Enplanement numbers continue to grow;
 - Parking revenue up 80%
 - CDC extended mask mandate to May 3rd
 - Excited to have another tenant in terminal, “My Alaskan Gifts”
 - 5th Amendment to airline operating agreement to address insurance requirements will go before Council on April 20, 2022.
- b. **City Council Liaison** – Council Member Baisden reported on the Council meetings of March 16, 2022 and April 6, 2022.

8. NEXT MEETING ATTENDANCE NOTIFICATION – May 12, 2022

Commissioner Zirul noted that he will be absent for this meeting.

9. COMMISSIONER COMMENTS AND QUESTIONS

Congratulations were expressed to Kenai Aviation.

Vice Chair Minelga mentioned updating the Airport Master Plan.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. February 2022 Enplanement Report

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:33 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI HARBOR COMMISSION
REGULAR MEETING
MAY 9, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR PRO TEM CHRISTINE HUTCHISON, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Pro Tem Hutchison called the meeting to order at approximately 6:15 p.m.

a. Pledge of Allegiance

Chair Pro Tem led those assembled in the Pledge of Allegiance.

b. Roll Call

Roll was confirmed as follows:

Commissioners present: C. Hutchison, B. Peters, D. Peck,

Commissioners absent: M. Dunn, N. Berga, B. Bornemann, V. Askin

Staff/Council Liaison present: Public Works Director S. Curtin, Public Works Administrative Assistant L. List, Council Liaison G. Pettey

No quorum was present.

c. Agenda Approval

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. February 7, 2022

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

- a. **Discussion** – Clean Harbors Survey Write-up
- b. **Discussion** – USACE Boat Ramp Dredging Permit Renewal
- c. **Discussion** – HDR Bluff Stabilization Project 65% DDR received

7. REPORTS

- a. Public Works Director
- b. Commission Chair
- c. City Council Liaison

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 6, 2022
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT** - None
11. **ADJOURNMENT**

Due to a lack of a quorum, the meeting was adjourned at approximately 6:17 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
APRIL 27, 2022 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVENUE, KENAI, ALASKA
CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

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

1. Pledge of Allegiance

Chair Twait led those assembled in the Pledge of the Allegiance.

2. Roll Call

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

Commissioners absent: V. Askin

Staff/Council Liaison present: Planning Director R. Foster, Administrative Assistant K. Rector, Deputy Clerk M. Thibodeau, Vice Mayor J. Glendening, City Attorney S. Bloom

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Halstead **MOVED** to approve the agenda. Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. Consent Agenda

MOTION:

Commissioner Halstead **MOVED** to approve the consent agenda. Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

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

5. *Excused absences – Askin

B. APPROVAL OF MINUTES

1. *Regular Meeting of April 13, 2022

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENT – None.

D. UNSCHEDULED PUBLIC COMMENT – None.

E. CONSIDERATION OF PLATS – None.

F. PUBLIC HEARINGS

1. **Resolution PZ2022-10** - Application for a Conditional Use Permit for Cabin Rentals, for the property described as LOT 11 BLK 1 CENTRAL HEIGHTS SUB 1ST ADDN, located at 321 Portlock St, Kenai, Alaska 99611. The application was submitted by Richard W. Main, 207 Walker Lane, Kenai AK 99611.

MOTION:

Vice Chair Douthit **MOVED** to approve Resolution PZ2022-10. Commissioner Halstead **SECONDED** the motion.

Planning Director Foster presented his staff report with information provided in the packet explaining that the applicant wishes to obtain a conditional use permit (CUP) for cabin rentals. The criteria for conditional use permits was reviewed; it was noted the application met the criteria and City staff recommends approval subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations.
2. Prior to starting any business operations, a landscape/site plan must be reviewed and approved by the Planning Director.
3. Prior to beginning any construction or renovations, a building permit must be issued by the Building Official for the City of Kenai.
4. A yearly Conditional Use Permit report must be submitted to the City of Kenai prior to the 31st day of December of each year.
5. The applicant will meet with City staff for on-site inspections when requested.
6. If there is a change of use for the above described property a new Conditional Use Permit must be obtained, pursuant to 14.20.150(l)(5).
7. Pursuant to KMC 14.20.150(l)(2), this permit shall expire automatically upon termination or interruption of the use for a period of at least one year.
8. Failure to provide documentation to the City for meeting these conditions shall be grounds for the suspension or revocation of the conditional use permit.
9. Quiet Hours are 10pm to 6am.

Applicant Rick Main explained that he is a longtime resident of the neighborhood and this house is a retirement investment; his intent is for it to be a rental and was interested in trying a short-term rental business.

Chair Twait opened for public hearing.

Karen Monell expressed concerns about Airbnb's reputation of bringing in noise, crime, trespassing, parties and drinking which could change the dynamics of her neighborhood. She noted that her neighborhood has struggling for years because of rentals, and raised questions about privacy and child safety.

Angela Kniceley noted that she doesn't have issue with the Main's rentals, but expressed concerns with strangers coming into the neighborhood, child safety, traffic and partying. She stated that the applicant had told her they would be close to the property except when on vacation, and requested that there be a contact if problems arise. She expressed frustration with problems in the neighborhood which include noise, drugs and fighting; noted that there are hotels nearby where travelers can stay. She discussed the lack of privacy in the neighborhood and child safety.

Ashley Bauman stated that she had called police on noise problems before and was told there is no noise ordinance in Kenai. She noted that the Mains choose good tenants but do leave for vacation, and explained how the neighborhood affords little privacy. She stated that there are tenants and landlords who are not properly caring for their properties, and described problems that her neighborhood has experienced with rentals. Expressed concerns about child safety, and stated that the laws are not set up to allow the police to help in the way they need to.

Jeanne VanGorder read a letter from the neighborhood which expressed concerns about a nationwide problem of commercial landlords buying up properties for Airbnb and harming neighborhoods by bringing in dangerous strangers, noise, crime and parties.

Sheryl Main thanked her neighbors for their positive comments, and noted that she had established a neighborhood watch group 25 years ago and has worked with the police to improve the area. She explained that this home was purchased for its view, emphasized that it will be a nice home and not a party house; clarified that her brother lives nearby and can respond to issues at the property in her absence. Discussed her experience as a landlord and problems that can arise in long and short term rentals.

Rick Main responded to questions from the commission about their current plans for check in and checkout.

Jeanne VanGorder raised questions about Sheryl Main's brother's work schedule, which Mrs. Main clarified and noted that if he is not in town she can ask someone also to keep an eye on the property.

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

MOTION TO AMEND:

Vice Chair Douthit **MOVED** to add a condition that a 6 foot privacy fence be installed on the property. Commissioner Greenberg **SECONDED** the motion.

VOTE ON AMENDMENT:

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

NAY: None

MOTION PASSED UNANIMOUSLY.

MOTION TO AMEND:

Commissioner Fikes **MOVED** to add a requirement that the owners are there to meet the guests face-to-face. Commissioner Woodard **SECONDED** the motion.

It was noted that the owners may not always be available to meet in person; the commission discussed allowing the owners to have a representative meet the guests. Commissioner Fikes revised her motion to include that the owners “or their representative.” There was concurrence of the Second.

It was suggested that an option be provided to greet people via camera system if someone wasn't available. Discussion involved whether the addition of a camera security system should be considered as a separate condition, or within this condition as an alternative to in-person greeting. Commissioner Fikes revised her motion to add “or provide a video and/or security style check-in for confirmation.” There was concurrence of the Second.

Discussion involved how most Airbnbs don't require in-person check in or security system; interpretation of “security system” and range of possible camera types; how having video could help with enforceability; how adding a camera requirement raises questions of data retention, video quality and falsifiability; and the procedure for late arrivals.

Commissioner Fikes requested to divide the question, voting first on adding a condition that the owner or owners representative must be available to meet the guest at the location at check-in, and voting second on adding a provision for video or security system check-in for confirmation if owner or representative is unable to meet in person.

Commission considered changing the timeframe requirement for in-person or video confirmation of guest.

VOTE ON MOTION TO AMEND BY ADDING CONDITION TO REQUIRE THE OWNER OR THEIR REPRESENTATIVE TO MEET THE GUEST AT LOCATION WHEN THEY CHECK IN:

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

MOTION PASSED.**VOTE ON MOTION TO AMEND CONDITION BY ALLOWING VIDEO CHECK-IN:**

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

MOTION PASSED.

It was noted that the applicant has been a capable long-term landlord in the past, and the added conditions will help with enforceability.

City Attorney Bloom provided clarification on the noise ordinance under the KMC nuisance code, which is enforced by the Planning and Zoning Department.

Director Foster clarified that in response to noise complaints on CUP properties, the Planning and Zoning Department must verify the complaints with evidence that their quiet hours condition has

been violated. He noted that code violation complaints can be reported through the City of Kenai website.

Further discussion involved conditions for removal of disruptive guests; fire code compliance; city code on securely storing garbage; and posting of quiet hours in the building.

MOTION TO AMEND:

Vice Chair Douthit **MOVED** to add a condition that the regulations for quiet hours and house rules be clearly posted in the facility. Commissioner Fikes **SECONDED** the motion.

VOTE:

YEA: Halstead, Twait, Douthit, Woodard, Greenberg, Fikes
NAY: None

MOTION PASSED UNANIMOUSLY.

Vice Chair Douthit noted that he supports approval because the owner is a responsible landlord as evidenced in public testimony. He noted that Airbnb could work well in the wintertime when the area is quiet, and from personal experience with vacation rentals near his home they have not caused significant issues. He noted that enforceability for CUPs is being improved.

Commissioner Fikes stated that she agreed with concerns about vacation rentals expressed by members of the public, and noted that she has not experienced issues with her own neighbor. Hopes that additional conditions will help strengthen enforcement abilities and rectify some of the concerns of neighbors. She expressed support for approval, and encouraged those who testified to reach out to the Planning & Zoning Department when they experience issues.

Commissioner Greenberg noted that testimony had provided character support for the applicants as property managers, and having responsive property managers results in fewer complaints from neighbors. He stated that he will vote to approve.

Commissioner Halstead noted that there will be an upcoming work session on CUPs that is open to the public.

VOTE:

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

MOTION PASSED UNANIMOUSLY.

Chair Twait noted the fifteen-day appeal period.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS – None.

I. PENDING ITEMS – None.

J. REPORTS

1. **City Council** – Council Member Winger reported on the actions of the April 20, 2022 City Council Meeting.
2. **Borough Planning** – Commissioner Fikes reported on the actions of the April 25, 2022 Kenai Peninsula Borough Planning meeting.
3. **City Administration** – Planning Director Foster reported on the following:
 - There was a discussion on the goals and focus for the upcoming work session on CUPs. The work session was scheduled for 5:30 p.m. on May 11, 2022 prior to the commission's regular meeting;
 - Next commission meeting on May 11, 2022 will include a CUP and lease renewal application;
 - Upcoming waterfront revitalization project meetings will take place on May 2nd and 3rd at the Kenai Visitor Center.

K. ADDITIONAL PUBLIC COMMENT

Jeanne VanGorder noted that she would like contact phone numbers from the Main's representative if the Mains are not available. She expressed frustration about telling people to lower their noise.

Sheryl Main responded to Jeanne Van Gorder, noting that they will take care of any issues to the best of their ability.

Ashley Bauman discussed how she has contacted the police department about problems in her neighborhood and not received satisfactory help, and stated she will reach out to the Planning & Zoning Department in the future. She expressed frustration in the lack of communication with the public about how to take care of issues in their neighborhood.

Angela Kniceley expressed frustration with the City's response when she called about junk cars and other problems, and expressed concerns about changes in the community.

Sheryl Main commented on the great job Pat Porter had done as Mayor, and suggested the commissioners drive through Central Heights neighborhood.

L. INFORMATIONAL ITEMS – None.

M. NEXT MEETING ATTENDANCE NOTIFICATION

1. May 11, 2022

N. COMMISSION COMMENTS & QUESTIONS

Commissioner Woodard encouraged the public to apply to serve on a City commission.

Commissioner Halstead expressed appreciation for the commission and noted that it had been a good discussion.

Commissioner Greenberg noted that they had had a good discussion.

Commissioner Fikes expressed appreciation for the commission's civility.

Vice Chair Douthit thanked the public for coming out to testify. He noted that he understand what they're going through recognizes their concerns.

Vice Mayor Glendening noted that he had materials about the Kenai Dog Park project.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:51p.m.

Minutes prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT

CITY OF KENAI EFFICIENCIES REPORT MAY, 2022

INTRODUCTION

The identification and execution of strategies that result in efficiencies and cost savings within the departments of the City of Kenai has been a focus of this administration.

The following are highlights of successful efficiencies initiated by City departments in fiscal year 2022. These strategies from department managers and City employees have reduced costs or streamlined processes. Our hope is that by sharing these initiatives amongst ourselves, these resourceful approaches will spark ongoing ideas and discussion for further advances to saving money while still providing excellent service to the residents of Kenai.

Most impactful reported change:

**Finance:
ManageEngine Solution
Savings: \$46,200**

Section 1. Efficiencies Overview

In the past year, departments within the City of Kenai have continued with efforts to reduce costs and improve workplace efficiency. Efficiencies are reported as quantified (with a cost savings value attached) or non-quantified.

Quantified Efficiencies
Total Estimated Savings: \$88,464
Total One-Time Savings: \$62,900

Quantified Efficiencies Summary

<i>Department</i>	<i>Item</i>	<i>One-Time</i>	<i>Annual</i>	<i>Hours</i>
Airport	Reusable Parking Permits		\$400	
Finance	Multi-Factor Authentication	\$46,200		
Fire Department	PSTrax			49
Fire Department	Flushing Urinals		\$1,500	22
Fire Department	Streaming TV Services		\$2,144	
Legal	Efile		\$3,000	50
Library	Processed Library Materials			100
Library	DVD Series and TV Shows		\$200	20
Library	Library Card Procedure		\$100	
Library	Automated E-mails		\$150	
Police Department	Canceled Newspaper Subscriptions		\$610	
Police Department	TEO's Tasers		\$1,500	
Public Works	Repairs to Digester Blower	\$8,000		
Public Works	Rebuilding Sludge Press	\$5,600		
Public Works	Rebuilding Rotary Screens	\$1,600		
Public Works	Beetle Kill Debris Location	\$1,500		
Public Works	Updating to LED lights		\$3,960	
Senior Center	Food Bank Purchases		\$12,000	
Senior Center	Volunteer Usage			364
Estimated Savings		\$62,900	\$25,564	605

Non-Quantified Efficiencies

- 2 Collaborative efforts to reduce costs across departments and work with other public and private entities was reported.
- 3 Projects implementing new technology to eliminate numerous inefficiencies were reported.
- 2 Projects took measures to streamline processes, saving staff time and reducing duplicate efforts.

Additional departments also changed scheduling structures, began strategic planning processes, implemented workflow changes, and made other efforts to achieve savings.

Section 2. Quantified Savings Based on Operational Changes by Department

Quantified Savings
Total Annual Estimated Savings: \$25,564
Total One-Time Savings: \$62,900
Annual Hours Saved: 605

Department: Airport **Estimated savings: \$400**

- 1. Parking Permits - The legacy system for annual airport parking permits centered around one-time use window stickers. These stickers cost \$400 annually. In FY22, the airport purchased returnable and reusable mirror hanging permits. This will reduce the yearly waste and purchase of permits.
Estimated Annual Savings: \$400

Department: Finance **Estimated savings: \$46,200**

- 1. Manage Engine Software - ManageEngine software has been deployed throughout the City and presented a new option in the City's move to multi factor authentication for access to the City's network. The FY2022 Capital Plan included a project for multi factor authentication with an estimated cost of \$50,000. Using the ManageEngine solution this project is now estimated to cost \$3,800, a savings of \$46,200. The project is included in the FY23 Budget and will be a huge step forward in the City's network and data security.
Estimated One-Time Savings: \$46,200

Department: Fire Department

Estimated savings: \$3,644
Hours saved: 71

- 1. PSTrax Inventory Tracking - Using PSTrax with the Controlled Substance Module, it speeds up the handoff process from 10 min to about 2 min. For two Fire Fighters performing this task every other day saves 48 hours a year of personnel time.
Estimated Annual Hours Saved: 49 hours

- 2. Urinals - By switching out the chemical urinals to flush style urinals, we will be saving almost \$1,500 per year in chemicals needed for non-flushing urinals. The non-flush urinals are sprayed every day to keep clean and every Sunday the drain screens are pulled and lines flushed to prevent clogging, then new urinal scent cleaning/bacteria preventing tablets are added. This weekly process takes approximately 25 minutes per week.
Estimated Annual Savings: \$1,500
Estimated Annual Hours Saved: 22 hours

- 3. Cable to Streaming - With the subscription of the streaming services, we are able to discontinue Cable and Direct TV. Streaming services with a single log-in will be available at Fire Station 1, Dispatch, and the Airport Operations Center.
Estimated Annual Savings: \$2,144

Department: Legal

Estimated savings: \$3,000
Hours Saved: 50

- 1. efile - The Legal Department can use efile for free electronic recordings of all documents at the state recorder's office. Not only will this save personnel hours of traveling to the Recorder's Office but it will also save money on the recording fees for the city.
Estimated Annual Savings: \$3,000
Estimated Annual Hours Saved: 50

Department: Library

Estimated savings: \$450
Hours Saved: 120

- 1. Processed Materials - The Library started receiving processed library materials from vendors which has reduced staff time spent on processing new items.
(Katja Wolfe)
Estimated Annual Hours Saved: 100 hours

- 2. DVD/TV Processing - The Library no longer separates series and TV shows into multiple DVD cases. This saves on processing supplies and time.
Estimated Annual Savings: \$200
Estimated Annual Hours Saved: 20 hours

3. Mailing Library Cards – The Library staff has reduced the number of library cards sent through the mail for new patrons.
Estimated Annual Savings: \$100
4. Automated E-mails – The Library now uses automated e-mail notices for overdue books. This has reduced overdue noticing through the mail by approximately 30% (Janina Efta)
Estimated Annual Savings: \$150

Department: Police Department

Estimated savings: \$2,110

1. Canceled Subscriptions - The Police and Communications Departments eliminated underutilized subscriptions including the Peninsula Clarion and Anchorage Daily News.
Estimated Annual Savings: \$610
2. TEO Tasers - A change in equipment carried by Temporary Enforcement Officers (TEO) has produced a savings in anticipated equipment replacement accosts and supplies. The TEO's will no longer carry tasers.
Estimated Annual Savings: \$1,500

Department: Public Works

Estimated savings: \$20,660

1. Digester Blower Repair - The City Shop continues to expand their expertise to out of the ordinary repairs including rebuilding an obsolete gearbox at the Waste Water Plant's 40+ year old Digester Blower which allowed for the plants continued operations.
Estimated One-Time Savings: \$8,000
2. Sludge Press Rebuild - Rebuilding and machining of parts for the Waste Water Plant Sludge Press drum roller assembly that was excessively worn.
Estimated One-Time Savings: \$5,600
3. Rotary Screen Rebuild - Rebuilding of bearing assembly at the Waster Water Plant rotary screens due to unavailability of parts.
Estimated One-Time Savings: \$1,600
4. Spruce Bark Beetle Mitigation - Streets Department managed and coordinated a common location for City beetle kill trees to be transferred to the softball fields parking area. The public was allowed access to harvest free fire wood safely. This reduced the debris that the City would otherwise have to dispose of. Additionally, it provided a valuable resource to those that were able to participate.
Estimated One-Time Savings: \$1,500

- 5. Updating to LED Lights - The Waste Water Treatment Plant has been replacing office and process area lighting with LED fixtures using in-house labor. Performing the work in-house in addition to the updated lighting has saved in both labor and energy costs.
Estimated Annual Savings: \$3,960

Department: Senior Center

Estimated savings: \$13,500
Hours saved: 364

- 1. Food Bank Purchases - Our program utilizes the Kenai Peninsula Food Bank whenever and as much as possible. This involves having a meal driver stop by the Food Bank during their route when time allows. If product is available, food can be purchased for a mere .19 per pound. In the past couple of years, shopping at the Food Bank has not been as frequent due to the meal drivers' schedules. When our transportation drivers were brought on in FY22, stopping at the Food Bank became a part of their daily routine. As a result, we were able to utilize the Food Bank 59% more than the previous year. Given the variety of food purchased at the Food Bank and the fluctuation of prices during this current year from outside vendors, a conservative estimate of savings would be around \$12,000.
Estimated Annual Savings: \$12,000
- 2. Volunteer Usage - With the current increased amount of transportation needs, as of this month, we will be utilizing a volunteer vs a City employee to pick up bread at Safeway and shop at the Food Bank.
Estimated Annual Hours Saved: 364

Section 3. Non-Quantified Savings and Efficiencies Based on Operational Changes

Collaboration

The City of Kenai has worked throughout the year to identify areas where increased efficiencies can be achieved through improving collaboration with other private and public entities as well as amongst departments.

- 1. Library Staff worked on cross-training staff on technical services tasks has improved and streamlined collection management processes.
- 2. The Legal team cross-trained administrative personnel in City Hall with common services offered to the public. This is a way to ensure all staff knows how to accept payments, applications, bid documents, etc. If someone is out sick or on vacation, we can continue to provide full coverage without delays to the public.

Implementing New Technology to Drive Efficiency

1. IT Staff fully implemented a help desk portal. The portal significantly increases the efficiency of IT Staff but also of users who are experiencing computer problems. The help desk portal provides for the electronic submission of computer problems, prioritization of outstanding help tickets, automated assignment to IT Staff for resolution, and provides the user to quick access to the status of their help request. Over time the help desk solution will be populated with a variety of problems and their solution. The tool can be searched and IT Staff will have quick access to what has been done before to solve the same or similar problems. Quantifying the time savings is difficult but this is an efficiency that impacts IT Staff and every user who has a computer related problem.
2. IT Staff implemented a patch management solution in FY22. A patch management solution reduces the amount of time that IT Staff are required to spend installing software updates on user computers. Installation of software patches is critical to the efficient operation of the computer and is also an important in maintaining network security. This efficiency is estimated to save 60-80 hours a year of IT Staff time and more importantly has significantly increased the number of devices on the network with fully patched software. Devices which are fully patched a far less susceptible to malicious attack.
3. The Water and Sewer Department is in the process of implementing a new Win911 auto dialer system for alarm notifications. This system will limit human error by ensuring staff is notified after hours of only appropriate emergent alarms. This will save staff time and provide a sense of security that staff is responding to situations when they are needed quickly. Cost savings at the moment are marginal as the software was purchased and programmed, labor savings thus far have been marginal, however the knowledge that the system is working and staff is notified when needed, provides an invaluable insurance that our systems are working correctly beyond dollar values.

Redesigning Staff Structures and Work Processes to Improve Efficiency

1. As the cases of COVID-19 spiked, the City's Fire Department requested to receive a Rapid Nucleic Acid Amplification Test (NAAT) machine to conduct tests for all City employees and their immediate family members. This has reduced the time loss of employees as they are able to come to the Fire Department at their convenience and not have to wait in line at other locations that are only open from 9-5. By requesting the machine and testing supplies through the State of Alaska, there are no incurred costs to the City for this program. This will also reduce the costs to our insurance carrier and potentially our personnel from deductible or out of pocket expense, as we do not bill for any of the testing. All personnel time spent conducting testing is being reimbursed from the State of Alaska through our Community Funding Grant.

2. In conjunction with the State of Alaska, the City of Kenai Fire department became a COVID-19 vaccination provider. This program has benefitted over a thousand individuals with direct benefits to city employees by reducing loss work time due to illness. Employees of the City have been able to schedule a vaccine with us at their convenience to minimize time loss from their position and loss time from illness. We do not bill insurance as most places do bill insurance for administering and processing of the vaccination (no cost of the vaccination itself), which saves all individuals who have received vaccines from KFD and reduces the costs to insurance companies. Personnel time spent conducting vaccinations has been reimbursed from the State, so there has been no additional cost to the Fire Department budget as a result of this program. Additionally, the Memorandum of Agreement (MOA) signed with the State has generated a revenue stream from ambulance rental for each time this mobile unit goes out to provide a vaccination for individuals.

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Eland Conway, Airport Manager

DATE: May 11, 2022

SUBJECT: Kenai Municipal Airport (ENA) Mid-Month Report

First Flight!

Kenai Aviation’s First Flight departed ENA Monday morning, May 2, 2022. Kenai Aviation is flying two roundtrip flights between ENA and ANC Monday through Friday.

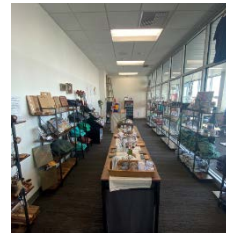


	✈	✈	
4:15 a.m.	ENA	ANC	4:45 a.m.
11:00 a.m.	ANC	ENA	11:30 a.m.
3:00 p.m.	ENA	ANC	3:30 p.m.
11:15 p.m.	ANC	ENA	11:45 p.m.

My Alaskan Gifts

My Alaskan Gifts opened on Monday, May 2, 2022. They are located in the terminal next to Brothers’ Café.

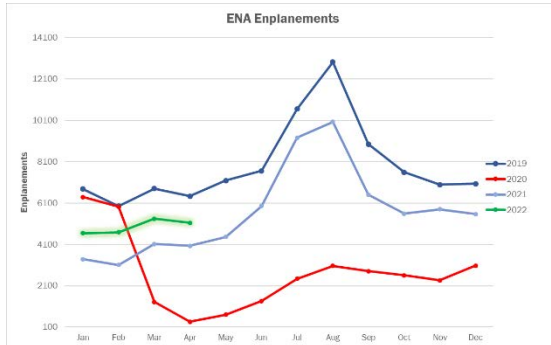
My Alaskan Gifts features local, Made In Alaska, gifts that are sure to please all of your hard-to-shop-for family and friends. They are currently open at 4 o’clock a.m. Monday through Friday to serve coffee to early morning travelers until 8 o’clock a.m., and reopening from 12 o’clock p.m. till



5 o’clock p.m. They will be adjusting their hours to accommodate PAX loads. For the current hours of operation, visit them on Facebook @MyAlaskanGifts, or call 907.531.9903.

Enplanements

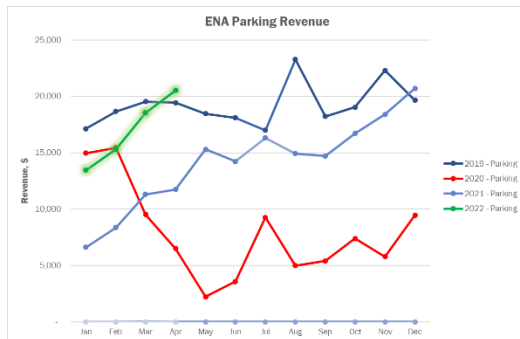
2022 passenger enplanements remain higher than the previous year but below pre-pandemic levels – up 35% YTD compared to 2021.



	2021	2022	% Δ
Jan	3389	4646	37.09%
Feb	3112	4695	50.87%
Mar	4127	5349	29.61%
Apr	4035	5150	27.63%
Grand Total	14663	19840	35.31%

Parking Revenue

Parking revenue for the month of April surpassed 2019 parking revenue for the same month. Parking revenue continues to trend toward pre-pandemic numbers – up 78% YTD compared to 2021.



	2021	2022	% Δ
Jan	6,626	13,448	103%
Feb	8,373	15,338	83%
Mar	11,315	18,532	64%
Apr	11,757	20,530	75%
Grand Total	38,071	67,848	78%





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

THROUGH: David Ross, Police Chief

FROM: Jessica “JJ” Hendrickson, Animal Control Chief

DATE: May 3, 2022

SUBJECT: April 2022 Monthly Report

This month the Kenai Animal Shelter took in **37** animals. Animal intake and disposition:

DOGS:				
	INTAKE	21	DISPOSITION	15
	Waiver	3	Adopted	4
	Stray	6	Euthanized	3
	Impound	0	Claimed	5
	Protective Custody	2	Field Release	1
	Quarantine	1	Transferred	2
	Microchips	7	Other Dispositions	0
	Other Intakes	2		
CATS:				
	INTAKE	16	DISPOSITION	13
	Waiver	11	Adopted	9
	Stray	4	Euthanized	2
	Impound	0	Claimed	1
	Protective Custody	1	Field Release	0
	Quarantine	0	Transferred	1

Microchips	0	Other Dispositions	0
Other Intakes	0		0
OTHER ANIMALS:			
INTAKE	0	DISPOSITION	0
Chinchilla	0	Chinchilla	0
Rabbit	0	Rabbit	0
Other	0	Guinea Pig	0
DOA:	8	OTHER STATISTICS:	
Dog	4	Licenses (City of Kenai Dog Licenses)	19
Cat	4		
Rabbit	0		

- 3** Animal dropped with After Hours (days we are closed but cleaning and with KPD)
- 109** Animals are *known* borough animals
- 31** Animals are *known* City of Kenai
- 9** Animals are *known* City of Soldotna
- 3** Animals from unknown location
- 25** Field Investigations & patrols
- 38.44** Volunteer Hours Logged
- 2** Citations
- 2** Educational Outreach

Statistical Data:

- 306** 2020 YTD Intakes
- 217** 2021 YTD Intakes
- 134** 2022 YTD Intakes

This month, we concluded the Animal Lovers Book Club for kids program. The program concluded at the library with a round table Q&A about the book. All participants received a laminated copy of the honorary shelter Pet Squad Member pledge and a participation certificate. Chief ACO Hendrickson was a guest reader/speaker for the 0-5-year-old library story time at the Kenai Community Library.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

Through: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: May 10, 2022

SUBJECT: Finance Department, May 2022 Mid-month Report

The department is preparing for the adoption of the City's FY2023 Budget. Budget Ordinance adoption is scheduled for the June 1st Council meeting. A budget worksession with Council is scheduled for May 14th. City code requires adoption by June 10th. The Resolution establishing the 2022 mill rate is also scheduled for adoption on June 1st to coincide with adoption of the FY2023 Budget Ordinance.

The department is working with Human Resources on a renewal plan for employee benefits. A resolution authorizing renewal will likely be included in the June 1st Council Packet. The City is negotiating through our broker, Marsh & McLennan Agency, to get the best renewal rate and coverage for the City and its employees.

The department is currently waiting on renewal quotes for liability, property and workers' compensation insurances from AMLJIA, the City's current carrier and with which a 3-year agreement has one year remaining. Quotes are expected any day and a resolution authorizing the binding of coverage for FY2023 will likely be before Council for passage at the June 1st Council meeting.

Also being prepared for the June 1st meeting is a resolution to amend the City's Schedule of Rates, Charges and Fees. The amendment will include those increases included in the FY2023 Budget.



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Tony Prior, Fire Chief
DATE: May 10, 2022
SUBJECT: Fire Department Mid-Month Report – April

Calls for service for April increased from 2021 calls, and all areas of service are up compared to this time last year. Here is the breakdown for April 2022.

	2021	2022	% change
April total	95	126	32.6%
EMS	70	95	35.7%
All Other	25	31	24.0%
Year total	434	464	6.9%

Training:

- Firefighter Mike Oden attended the Arson Conference in Anchorage as one of our Fire Investigators.
- As the weather gets better, members are working on engineer training and integrating wildland fire operations with structural apparatus.

Projects/Grants:

- We have had a decline in the number of COVID-19 tests performed and only 2 employees were in COVID status during April.
- We are currently working with Division of Forestry on a grant that will provide funding to staff and support a slash disposal site. This project will establish a site for homeowners to dispose of slash from beetle kill in support of Firewise homes and the Community Wildfire Protection Plan.
- Ambulance specifications are complete, RFP documentation completed and posting is currently out for bid.
- We have completed the draft of the Emergency Operations Plan and a list of changes was presented to the LEPC Committee.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council





THROUGH: Paul Ostrander, City Manager

FROM: Katja Wolfe, Library Director

DATE: May 6, 2022

SUBJECT: Library Mid-Month Report for April 2022

April 2022 at a Glance

Items Borrowed		Apr-21	Apr-22	2022 YTD
Physical		5,021	5,879	24,488
Digital		1,497	1,528	6,045
Services				
New Memberships		31	37	185
Room Reservations		n/a	142	469
Programs				
Number of Programs		16	30	105
Program Attendance		97	334	1,496
Virtual Program Attendance		1,067	278	1,402
Technology Sessions				
Computer sessions		330	509	1,930
WiFi Sessions		3,741	6,130	26,886
Early Literacy Station Sessions		n/a	242	748

April 2022 programming highlights

- 30 programs
 - 5 virtual programs
 - 4 Facebook Live Story Times (19 participants, 205 total views within 7 days of program)
 - Cooking with Scraps (54 total views within 7 days of program)
 - 23 in-person onsite programs – 334 attendees
 - 3 Story Times at the Library (93 total participants)
 - Animal Lovers' Story Time (30 participants)
 - Teen Advisory Board (5 participants)
 - 4 Lego Clubs (74 total participants)
 - 3 Library Writing Groups (13 total participants)
 - Let's Draw! (7 participants)
 - Nerf Night (15 participants)
 - Easter Baskets (48 participants)
 - 1 DIY kit
 - Blackout Poetry Kit for Poetry Month (36 total kits handed out)

April 2022 library services highlights

- Volunteers logged 33 hours this past month!
- Our study and conference rooms were used by 142 individuals/groups for a total of 253 hours.
- We are excited to introduce our latest STEAM kits! Telescope and nighttime binocular packs are now available for checkout. The kits were generously sponsored by NASA@ My Library.
- Coming Soon! Wee Read Story Time will return in June. Held every Tuesday at 10:30am, the program is designed for children ages 0-3 and includes stories, songs, hand games and more!
- Coming Soon! Our annual Summer Reading Program starts May 18th. This year's theme is "Oceans of Possibilities." Our Summer Food Program will run from June 6th to August 5th. The program, made possible by the Food Bank of Alaska, will provide free lunch to children 18 and under. For more info on these events, please visit <https://www.kenai.city/library/page/summer-reading-2022>





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Brad Walker, Parks & Recreation Director
DATE: May 10, 2022
SUBJECT: **Mid-month Report – April 2022**

Summer preparations are under way including getting parks, open space and trail areas picked up and free of litter, flower beds cleaned out and turf areas swept. The dethatching process has started for all the ball fields and we will be proceeding to the parks and City Hall area(s) when the fields are completed.

Local sports leagues have all started their practices do to the Parks/Streets collective effort of snow removal on the playing fields. Games on both fields are scheduled to start early May.

Park staff Chuck Finn is working with Waste Water foreman Eric Jean on installing backflow preventers and vacuum breakers on all park facilities, irrigation systems, and hose bibs. Park staff Jaryn Zoda is working with Building Maintenance on the MPF repairs.

The Director met with Tom Anderson to discuss softball dugout replacement idea(s). Director met with Kenai Little League board to formally introduce myself and to discuss projects/needs of little league fields. Director met with Chris Westervelt, President of Kenai Eagle disc golf club to formally introduce myself and to discuss project/needs of Kenai's disc golf course. Scott Curtin, Tyler Best, and I met with the Kenai Dog Park committee to discuss the expansion and future progress of the Kenai Dog Park.

Tyler Best and I have started interviewing for temporary Parks and PU Fishery positions for the upcoming season.

The department is partnering with the Chamber of Commerce for a community clean-up day on May 21st from 10am-12pm with a cookout afterwards.

Volunteer Hours Report:

Kenai Classic School: 12 hours volunteered (6 volunteers X 2 hours). They helped Randy plant flowers for the summer season.

Nate/Jacob: 20 hours volunteered (2 volunteers X 10 hours). They are both Kenai High School Seniors completing their service hour's project(s). They planted all of the wooden boxes as well as refinished Municipal Park Sign and Cunningham Park sign.

Kenai High School Baseball Team: 117 hours volunteered (13 volunteers X 9 hours). Entire team helped move gravel, spread new gravel in dugouts, help staff prep field for upcoming practices and games.

Wildwood DOC: 120 hours volunteered (3 volunteers X 8 hours a day total of 5 days). DOC crew cleaned/buffed all dasher boards for the MPF facility.

Rec Center: 8 hours volunteered Cleaned/Picked up trash (1 volunteer X 4 hours for 2 days)

Total Volunteer Hours: **277 volunteer hours for April.**

KRC Numbers

Number of gym users	978
Reserved gym hours(average 20ppl per hour)	53 (53x20)=1060
Weights/Cardio	1054
Showers/Sauna	323
Racquetball	77
Wally ball	67
Other	13
Total	3572
Average daily use	119





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Ryan Foster, Planning Director
DATE: May 9, 2022
SUBJECT: **Planning and Zoning April 2022 Report**

Planning and Zoning Commission Agenda Items and Resolutions

- On April 13, 2022 the Planning and Zoning Commission denied the following public hearing agenda items:
 - **Resolution PZ2022-08** - Application for a Conditional Use Permit for Cabin Rentals for the property described as Lot 3, Angler Acres Subdivision Part 4, located at 1025 Angler Drive, Kenai, Alaska 99611. The application was submitted by Thomas Hoelsing, 1865 Fredericksen St, Fremont NE 68025
 - **Resolution PZ2022-09** - Application for a Conditional Use Permit for a Guide Service for the property described as Lot 3, Angler Acres Subdivision Part 4, located at 1025 Angler Drive, Kenai, Alaska 99611. The application was submitted by Thomas Hoelsing, 1865 Fredericksen St, Fremont NE 68025

- On April 13, 2022 the Planning and Zoning Commission recommended approval of the following action approval agenda items:
 - **Action/Approval** - Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage.
 - **Action/Approval** - Resolution No. 2022-XX – Approving the Execution of a Lease to Joel Caldwell.

- On April 27, 2022 the Planning and Zoning Commission approved the following public hearing agenda items:
 - **Resolution PZ2022-10** - Application for a Conditional Use Permit for Cabin Rentals, for the property described as LOT 11 BLK 1 CENTRAL HEIGHTS SUB 1ST ADDN, located at 321 Portlock St, Kenai, Alaska 99611. The application was submitted by Richard W. Main, 207 Walker Lane, Kenai AK 99611.

Building Permit and Site Plan Reviews

Planning and Zoning staff reviews all Building Permits for compliance with the zoning code. The Department conducted five Building Permit reviews in April, 2022 and two Landscape/Site Plan applications.

Code Enforcement

One new code enforcement case was opened in April, 2022.

City Council Agenda Items

- On April 20, 2022, Kenai City Council approved the following lease assignment:
 - **Action/Approval** - Consent to Assignment and Assumption of Lease Agreement, of Lot 5, Block 1, Gusty Subdivision Addition No. 1 Amended, to Forever Business Plaza, LLC. (Administration)

City Leases

The City received one land lease application for a lease renewal in the airport reserve in April, 2022.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief

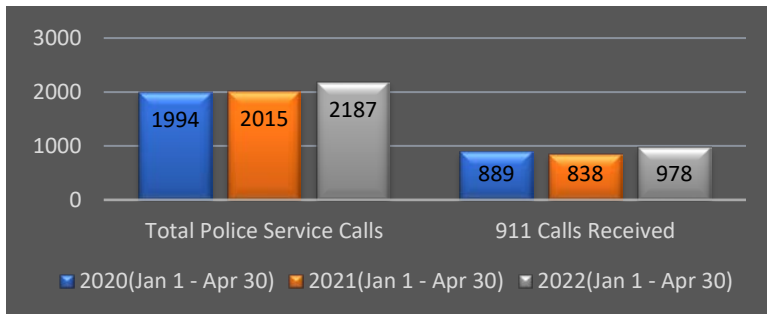
DATE: May 9, 2022

SUBJECT: **Police & Communications Department Activity – April 2022**

Police handled 545 calls for service in April. Dispatch received 241 9-1-1 calls. Officers made 42 arrests. Traffic enforcement resulted in 319 traffic contacts and 74 traffic citations. There were 12 DUI arrests. Officer investigated 4 motor vehicle collisions in April. There was one collision involving a moose and two involving drugs or alcohol.

One new KPD officer continued his academy training in Sitka through the entire month of April. KPD hosted an active shooter response training in Kenai (ALERRT), brought by the FBI, that included approximately 30 law enforcement officers from the area, and four KPD officers attended the two day training. Two officers attended bird abatement training at the airport. One officer attended a three day Critical Incident Stress Debriefing class in Anchorage. One officer started a two week 'Use of Force Instructor' course in Anchorage. The dispatch supervisor attended a week long training conference in Tennessee that included training that will assist her in quality assurance for the 911 calls taken by the dispatch center. All dispatchers completed online training on active shooters and on drones.

The School Resource officer participated in intruder response drills (ALICE) at multiple schools. He also completed teaching DARE at Kaleidoscope Elementary and held graduation for two fifth grade classes.





MEMORANDUM

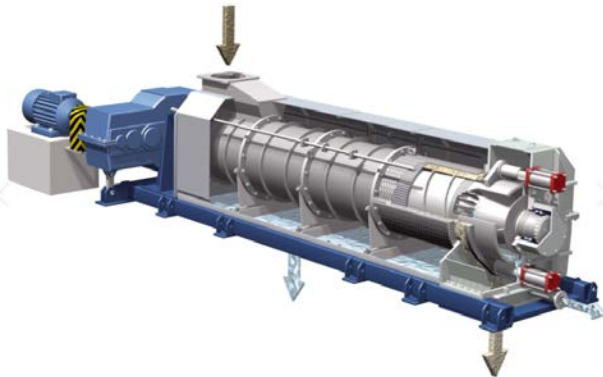
TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: May 2022
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

- Kenai Municipal Airport Sand Storage Facility – Orion Construction is currently under contract in the amount of \$2,289,000. The project has experienced extreme supply chain issues and is anticipated now to be on hold until spring 2022. March 8th had meeting with City Staff, FAA, and HDL Engineering to discuss alternatives. *Update: Meeting is scheduled for May 12, 2022 with Orion Construction and City personnel to discuss ongoing project issues.*
- Kenai Municipal Airport Airfield Drainage – Project consists of the replacement of approximately 500 lf of failing storm water pipelines located in the safety area off the northern end of the runway. Update: 10/13/21 Contract Documents were executed with BMGC LLC in the amount of \$360,225. Airport staff has requested this project hold off until spring for operational concerns. *Update: With the addition of Kenai Aviation to the airport the availability of runway closure times has been further reduced. Staff is working to reduce the length of the available runway for a limited period of time, three weeks range, to allow the contractor to work with minimal limitations within the project area. This will slightly delay the start of the project to allow for the required notifications to take place.*
- Kenai Municipal Airport Snow Removal Equipment (SRE) – Update: This equipment is on order and dependent upon supply chain logistics will likely arrive in spring 2022. Update: Delivery of unit has experienced slight delays with mounting the blower head to the tractor. Equipment is currently scheduled for Late *June* delivery per the manufacturer.
- Kenai Municipal Airport Runway Rehabilitation Project – This project known as Task 4 within HDL Engineering Consultants LLC term service agreement with the City shall provide an initial assessment of the current condition of the airport runway. This will include geotech work, coring numerous locations of the runway. This work will provide the necessary information to coordinate with the FAA to seek grant funding for an overall runway rehabilitation project which will ultimately include the runway, taxiways, drainage, lighting, markings, etc. Once the



conditions report is received, which fiscal year the project will likely need to take place will be determinable. This initial assessment and corresponding design work to an anticipated 35% level of completion has been contracted at a total cost of \$250,000 and is expected to be completed by the end of the calendar year. Update: On August 4th HDL Engineering and staff successfully completed geotech borings of the runway after hours. On October 13th HDL Engineering, City staff and the FAA discussed the findings of the geotech report. On December 6, 2021 the City received the draft Engineer's Design Report (EDR) along with the draft Geotechnical Report. Staff is reviewing the documents in house in preparation for formal discussion with the FAA in February. Project remains on schedule and within budget at this time. Contract Amendment is pending to add additional services to take the project from the current Preliminary Design to completed bid ready construction documents. Council can expect to see legislation at the next Council Meeting in early April. *Ordinance 3278-2022 was approved on April 20th to secure HDLs services through Bid Phase with a contract amendment of \$781,833 executed on May 6, 2022, bringing the total cost of design to \$1,031,833.*

- Waste Water Treatment Plant Replacement Sludge Press – Resolution 2020-95 approved at the December 16, 2020 Council meeting authorized HDL Engineering to begin the Design Phase of the WWTP Replacement Sludge Press. Contract Documents were executed on January 6, 2021 with a Notice to Proceed issued on January 11, 2021. A Request for Proposals from press manufactures was released on April 27, 2021 with proposals due on May 25th, 2021. Resolution 2021-42 to award an equipment purchase agreement to Andritz Corp in the amount of \$285,000 was approved by Council at the June 16, 2021 meeting. The screw press is on order and is expected to arrive in Kenai in July. Construction Documents are approaching 95%, and will be finalized and out for bid well in advance of the July delivery date. *Update: Ordinance 3282-2022 was approved on April 20th and appropriated additional funding to account for code related issues which will now be addressed as part of this project. 95% Bid Documents are anticipated for May 13, 2022 with a construction invitation to bid release likely by the end May.*



- Kenai Wellhouse Relocation – Contract was executed with Polar North Construction on August 4, 2021 in the amount of \$243,172.25. Site clearing and pad preparation has been completed. Project will be on hold until spring. *Update: Polar North is actively working on the project. Utilities have been disconnected, new foundation is underway.*
- SCADA Integration – Resolution 2021-10 approved at the March 3, 2021 Council meeting has authorized a \$125,000 purchase order to HDL Engineering for assessments and repairs to both the Water & Sewer and Wastewater facilities relating to SCADA. TechPro the new sub-consultant has successfully stepped in, communication and programming modifications were



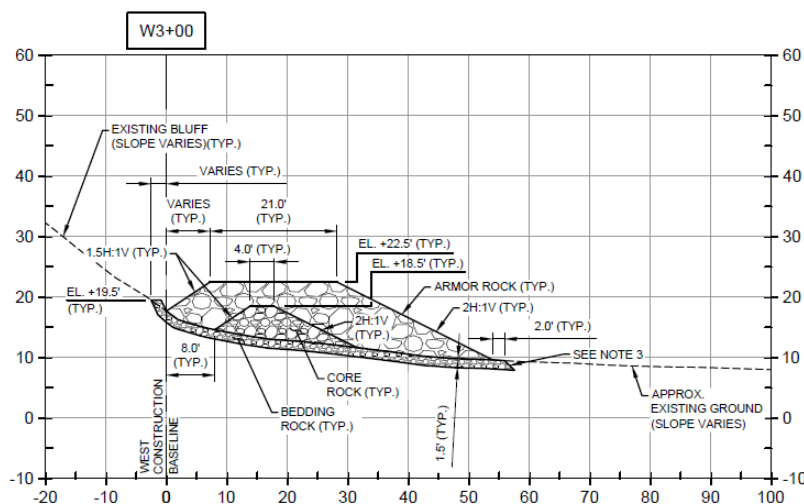
recently completed restoring four lift station locations back to operational. Public Works staff is reviewing proposals to update to a new auto dialer system, as well as preparing SCADA for the integration of lift station renovations. New Dialer program has been purchased, we have been struggling with gaining access into our network to complete the installation. *Update: staff now has access to WIN911 software successfully setup by TECPRO. Staff is able to receive text notifications of active alarms as they occur 24 hours per day.*

- Lift Station Renovations – Resolution 2021-58 awarded HDL Engineering agreement in the amount of \$59,560 to provide bid ready construction documents for three lift stations. HDL has completed on site evaluations and are nearing completion of three sites to receive upgrades. These locations included the stations at mile posts 13 and 14, which are near the soccer fields and Spur / Redoubt Ave respectively, as well as a station on Lawton Drive. These locations are intended to receive new pumps and pump control panels as part of this project. Update: After determination of which lift stations would receive renovations to start, a design meeting was held on 12/3/21 to discuss pump and control panel design. Basis of design memo received on January 6, 2022. Design documents are *approaching 65% completion.*
- Mission Avenue Water Main – HDL is developing documents to address a water main that is nearing the bluffs edge along Mission Ave. This project will isolate a portion of the main in this area in anticipation of the piping eventually eroding down the bluff's edge. Installation of several new valves and relocation of two individual services are required with this work. Documents are pending completion, and will be released for Bids immediately after they are received and reviewed. The project will attempt to wait until spring for contractor's to start work if the conditions allow. Project Documents are at 100% completion. Project is being released for bid on March 10th with bids due on March 31st. Resolution 2022-12 was approved at the last meeting which completed a budget transfer to allow the project to be bid. Work will take place as weather allows in the spring. Resolution 2022-24 to award a construction contract to Fosters Construction is in the packet for April 20, 2022 council approval. Work is expected to take place in May/June. *Update: Foster's Construction is actively providing submittals and work is schedule to begin approximately June 13th.*
- Bryson Ave. Bluff Erosion Repair – Project was released for Construction Bids on July 29, 2021 with bids due on August 19, 2021. Fosters Construction was the winning bidder at a cost of \$309,775. Contract documents were executed with Fosters on September 20, 2021 and work began immediately. As of October 13, 2021 work is largely completed with the exception of topsoil and hydro-seed which will wait until spring. Change Order 1 was executed on December 27, 2022 in the amount of \$69,397.50 bringing the total contract amount to \$379,172.50. Project will be complete after top soil and seed work are completed in the spring.
- 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. Update: Public Works staff after meeting with Parks and Rec staff on January 17th have agreed summer ice will not be placed this summer to allow time for needed repairs to take place. Red Line Sports has been notified. *Update: Staff began repair work on the ice rink starting May 2nd, An aerial lift is being used to apply 100 gallons of Ospho rust reformer and 200 gallons of POR15 rust preventive finish*



coating to the steel elements within the ceiling. Staff continues working on ventilation improvements with planned upgrades to exhaust fans pending, to assist with humidity control. The project is currently tracking on time and on budget.

- **USACE Bluff Erosion** –Council approved Resolution 2021-35 at the June 2, 2021 meeting awarding an agreement to HDR along with issuance of a purchase order in the amount of \$791,832.68. Design services are expected to run approximately twelve months to provide bid ready plans and specifications. July 6, 2021 the formal agreement between the City of Kenai and HDR was executed. On August 11, 2021 the City Manager and Public Works Director met and walked the project site with representatives from the Army Corp of Engineers including the Regional Commander in charge of the project. Project kickoff meeting with Engineers was conducted on August 19th at 3:00pm. On August 29th the Data Collection Plan was received. Detailed work plan has been received by HDR, Data Collection of existing site condition is now complete. On October 4, 2021 a project meeting was held providing updates on data collection progress. On January 2, 2022 the City received 35% Design Documents from HDR, staff was able to review those documents with HDR uploading them to the Corps website on January 25th. Comments were received by the Corps over several days with a formal response to questions provided back to the Corps on February 9th. On February 10th a meeting was conducted with the Corps, HDR and the City to discuss review comments. Below is one example of proposed wall section. On March 3rd federal funding in the amount of \$650,000 was received by the USACE to be used toward the design effort of the project. This allows Corps staff to bill time to the project in support of our efforts. On March 10th the City submitted a letter for Request for Work in Kind, to cover the expenses the City has incurred through HDR Engineers Inc in the amount of \$248,676.73, which covers progress from July through November 2021. On March 25th meeting with USACE reps where full team of Corp reps are being introduced to the project in anticipation of providing full project review support. 65% Docs are on track for receipt by May 11th from HDR Engineering. *Update: 65% Design Docs were received ahead of schedule on April 28th. Staff and USACE counterparts are actively reviewing the documents. The documents have been uploaded to the City website under the Public Works page and are available for review by the public.*



- Cemetery Expansion – This project is located at the corner of First Ave and Float Plane Rd and will provide for additional burial space as the existing adjacent cemetery has reached capacity. The Public Works Department using in house personnel has already cleared, leveled and graded the site, and placed and compacted a gravel sub-base for the parking area. Update: the Cemetery site has been fine graded and grass seed and fertilizer placed. Staff has successfully surveyed in 64 adult plot sites and 12 infant plot sites. These sites are available through the Clerk's office. Additional sites will be available in the summer 2022 after installation of HEA power and irrigation well have been installed. HEA is developing design documents for City approval to bring in a 100amp electrical service to the property from off of Second St. *Update: April 12th Procurement documents for Fencing and Asphalt is in progress.*
- Recreation Center Improvements – The Public Works Department released an RFP on November 18, 2021 with proposals due on December 10, 2021 to provide professional AE services for the Kenai Rec Center. This project will provide a code assessment of the facility, architectural drawings for a complete roof replacement of the facility, and mechanical / electrical drawings for the replacement of aging HVAC equipment. Update: Resolution 2022-06 was approved at the 1/19/22 council meeting to award a design agreement to K+A Design Studios in the amount of \$92,085. Design agreement has now been executed and project meetings are set to begin in mid-February. Resolution 2022-09 within the February 16th packet is combining funding from several smaller projects into this one larger one. *Update: On March 21st the design team provided the code assessment for the facility identifying several issues which are under review by Public Works Staff. Design continues toward 65% for roofing replacements.*
- Animal Control Improvements – The Animal Shelter has be dealing with an epoxy coated floor that has not performed to expectations. Capital Projects staff has met with the coating manufacturer as well as several vendors on 12/10/21. The Scope of Work to make a repair to the floor coating is pending finalization with an anticipated Release for Quotes expected for late January 2022. This project is expected to be under \$35K so a formal bid release is not planned. Update: The project was released for quotes January 21st with quotes due on February 4th. GH Alaska LLC is the successful bidder in the amount of \$33,500 with an anticipated completion date of May 31st, 2022. A Purchase Order memo is in the February 16th meeting packet for Council's approval. *Update: GH Alaska has now completed this work, there is a small final adjusting change order request in the May 18, 2022 packet for a purchase order increase of \$1200.*
- Kenai Fire Department Flooring Replacement – This project will be replace aging flooring materials within the station. Based on the age of the facility and previous encounters with asbestos, a Proposal Quote Request was released on 12/1/21 with proposals due on 12/10/21 to sample and test for asbestos containing materials within the proposed work area. Contract was awarded on 12/20/21 with a Notice to Proceed granted on 1/11/21 with report due back to City on 2/14/22. The results of the testing will determine our next course of action. If asbestos is discovered steps to conduct abatement will need to be completed prior to replacement of flooring materials. The testing costs are \$4,112 at this time. *Update: May 18th council meeting has an Ordinance requesting an additional \$20,000 in supplemental funding to complete abatement and allow the project to proceed.*
- Visitor Center Roof Replacement – Request for Proposal Documents are pending to obtain professional services to provide bid ready construction documents for the planned roof



replacement at the Visitors Center. RFP release is anticipated for late January 2022 to provide for shingle replacements during the summer months 2022. Update: A Proposal Quote Request was released on January 25th with proposals due on February 15th to provide Bid Ready Construction documents for this project. Council can expect to see legislation in March awarding the design agreement. Update: K+A Architecture was the successful proposer and design documents preparation has begun, as of *May 11th bid documents are approaching 95% completion. Invitation to Bid for construction is anticipated by early June 2022.*

- DOT Kenai Spur Highway to Sports Lake Rd – In speaking with representatives from DOT on June 10, 2021, it is my understanding this project will likely be released for construction bids in late fall 2021 for an anticipated construction start of Spring/Summer 2022. This project is intended to continue the widening of the roadway similar to the previous project that extended to approximately Swires Rd. *Nothing new to report at this time.*
- DOT Bridge Access Road Bike Path – Council passed Resolution 2021-53 on August 4, 2021 authorizing the City Manager execute a memorandum of agreement with DOT for design, construction, and maintenance of the Kenai Bridge Access Road Pathway project. In speaking with representatives from DOT the state has not provided funding as yet for this project to move forward. To date the City has appropriated \$294,947 in support of this project which is intended to provide a 1.2 mile path connecting the paths between the Spur Highway and Beaver Loop. Total cost of project per DOT estimates equals \$3,266,301. Per communications with the DOT, design funding is in place and they are waiting on final signatures for the Reimbursable Services Agreement (RSA) with DNR. Once the RSA is approved they will be able to begin design work. Process is expected to be completed by the end of January. Update: Formal kickoff meeting took place on March 30th with the City Manager and Public Works Director in attendance. From appearances this design process will be a slow one, we are not anticipating seeing construction on the path this calendar year. Will continue to update as more information becomes available.
- Kenai Dog Park – Public Works Director has been coordinating with representatives from the Dog Park Committee. A formal meeting has been scheduled for April 19th to discuss path forward. Committee also has a planned presentation scheduled for the Council meeting on April 20th. *Additional land was granted for the park, and staff is working with volunteers to get the additional area staked and cleared. Currently \$63,000 of funding is available for the project.*
- Roadway Improvements – *Nelson Engineering was the successful proposer to provide bid ready construction documents for improvements to Wildwood Dr, Willow Ave, First St. as well as multiple smaller misc. repairs. Contract documents are in process of being executed. Design work is anticipated to begin later this month.*
- Little League Restrooms – Public Works Staff has started on the Scope of Work for the planned new restroom facilities at the ball fields on South Spruce St. In coordination with the Parks & Rec Director, design services will be secured to finalize bid ready construction documents. Current anticipated release for Construction Bids is late summer. *Update: A Request for Quotes for design services was released on May 5th to provide bid ready documents to construct three new restrooms adjacent to the existing snack shack.*





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: May 11, 2022
SUBJECT: April 2022 Monthly Report

April started off with a 30-voice high school choir ensemble from Michigan delighting everyone with show tunes, patriotic melodies, and old spirituals. This group has visited the Senior Center in previous years, but this was their first tour since before COVID.

This month was filled with Easter celebrations, a Unocal Retirees group luncheon, and the beginning of our Spring/Summer monthly drives. The Social Security (SSA) Video Sessions also resumed after a 2-year hiatus bringing back the one-on-one visits individuals can have with SSA in our computer lab.

	2022	2021
Home Delivered Meals	1817	2697
Individuals	88	119
Dining Room (Congregate) Meals	570	99
Individuals	91	38
Transportation (1-way rides)	145	0
Individuals	14	0
Grocery Shopping Assistance	6	14
SIGN-INS VIA MySeniorCenter©		
Writers Group	24	0
Caregiver Support Group	5	0
Growing Stronger Exercise	239	0
Tai Chi Class	28	0
TOPS Weight Loss Class	35	0
Bluegrass & Music Sessions	31	0
Card Games	131	0
Wii Bowling	34	0
Arts & Crafts	31	0
Total Event Sign-ins	1499	0
Individuals	242	147
Vintage Pointe Manor Vacancies	1	5

PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW
COUNCIL MEETING OF: MAY 18, 2022

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
CROWLEY PETROLEUM	FLOAT PLANE FUEL	AIRPORT	OPERATING SUPPLIES	9,629.60
THE FIRE STORE	PACKS & FIRE SHELTERS	FIRE	SMALL TOOLS	4,744.23
STEAMWAY RESTORATION	WATER LEAK AT FIRE TRAINING FAC.	AIRPORT	REPAIR & MAINTENANCE	2,640.00
THE WEBSTAIRANT STORE	FRYER & COFFEE BREWER	TITLE III	MACHINERY & EQUIPMENT	7,769.20
MACSWAIN ASSOCIATES	(2) APPRAISALS	AIRPORT	DEPOSIT	6,000.00
BDO	GASB 87 IMPLEMENTATION	FINANCE/AIRPORT	PROFESSIONAL SERVICES	11,000.00
WINFLUENCE STRATEGIES	CONSULTING/ADVOCACY FOR KENAI BLUFF STABILIZATION PROJECT	KENAI BLUFF EROSION	CONSTRUCTION	7,999.00