



Kenai City Council - Regular Meeting

May 17, 2023 – 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. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items 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 ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

1. 2023 Meals on Wheels Event, Velda Geller, Kenai Senior Connections.

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3348-2023** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)
2. **Ordinance No. 3349-2023** - Accepting and Appropriating a Donation to the Kenai Community Library for the Purchase of Early Literacy Equipment and Furniture. (Administration)
3. **Ordinance No. 3350-2023** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
4. **Ordinance No. 3351-2023** - Accepting and Appropriating Funding from the State of Alaska Department of Health and Social Services, Division of Public Health for the Healthy and Equitable Communities Program, and Authorizing the City Manager to Execute a Memorandum of Agreement for this Funding. (Administration)
5. **Ordinance No. 3352-2023** - Increasing Estimated Revenues and Appropriation in the Kenai City Dock Improvement, Animal Control Improvement, and Airport Snow Removal Equipment Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)

- [6.](#) **Resolution No. 2023-34** - Awarding a Contract for Ambulance Billing Services. (Administration)
- [7.](#) **Resolution No. 2023-35** - Authorizing a Service Agreement for the Personal Use Fishery Dumpsters and Portable Restrooms. (Administration)
- [8.](#) **Resolution No. 2023-36** - Authorizing a Service Agreement to Provide Refueling Services for City Facility Fuel Tanks. (Administration)
- [9.](#) **Resolution No. 2023-37** - Authorizing a Reallocation of Funds Within the Municipal Roadway Improvements Capital Project Fund. (Administration)

F. **MINUTES**

- [1.](#) *Special Meeting of April 27, 2023. (City Clerk)
- [2.](#) *Regular Meeting of May 3, 2023. (City Clerk)

G. **UNFINISHED BUSINESS**

H. **NEW BUSINESS**

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Clerk, Michelle Saner. (Gabriel)
- [3.](#) ***Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Gabriel)
- [4.](#) ***Ordinance No. 3353-2023** - Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2023 And Ending June 30, 2024 and Committing \$5,761,661 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
- [5.](#) ***Ordinance No. 3354-2023** - Accepting and Appropriating Grant Funds from the Department of Justice Passed Through the Alaska Internet Crimes Against Children Task Force for the Purchase of Forensic Software. (Administration)
- [6.](#) ***Ordinance No. 3355-2023** - Amending KMC 13.10.015-Minor Offense Fine Schedule, to Incorporate Prior Amendments to KMC 13.30.030- Street Parking Prohibitions, and the Repeal of KMC 13.30.095- Parking Prohibited on Kenai Avenue. (Legal)
- [7.](#) ***Ordinance No. 3356-2023** - Amending Kenai Municipal Code Title 23—Personnel Regulations to Address Recruitment and Retention of Employees and Make Housekeeping Changes. (Administration)
- [8.](#) **Action/Approval** - Special Use Permit to Rogue Wave Processing for Aircraft Loading and Parking Space Related to Fish Haul Operations. (Administration)
- [9.](#) **Action/Approval** - Memorandum of Agreement with Ted Stevens Anchorage International Airport for Use of the Alaska Regional Aircraft Fire Training Center. (Administration)
- [10.](#) **Action/Approval** - Extending the Agreement for Tourism and Marketing Services with Divining Point, LLC for One Year. (Administration)

I. **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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

- [1.](#) City Manager
2. City Attorney
3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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/89274005944>

Meeting ID: 892 7400 5944 **Passcode:** 696827

OR

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

Meeting ID: 892 7400 5944 **Passcode:** 696827



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3348-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDS FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES, PASSED THROUGH THE STATE OF ALASKA, DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT, DIVISION OF LIBRARY, ARCHIVES & MUSEUMS, FOR LIBRARY EMPLOYEE TRAINING.

WHEREAS, the Kenai Community Library received \$1206.88 in federal grant funds from the Institute of Museum and Library Services, passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for continuing education expenses; and,

WHEREAS, the funds will be used to reimburse travel costs related to a staff member's attendance at the annual Alaska Library Association conference; and,

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

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

Section 1. That the City Manager is authorized to accept a grant in the amount of \$1206.88.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Revenues –	
Federal Grants -Library	\$1206.88

Increase Appropriations –	
Library—Travel and Transportation	\$1206.88

Section 3. That the City Manager is authorized to execute grant agreements and to expend the grant funds to fulfill the purpose and intent of this ordinance.

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: May 3, 2023
Enacted: May 17, 2023
Effective: May 17, 2023



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: Terry Eubank, City Manager
FROM: Katja Wolfe, Library Director
DATE: April 20, 2023
SUBJECT: **Continuing Education Grant**

The State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums receives funds from the Institute of Museum and Library Services to pay for Continuing Education (CE) grants for Alaska library workers. These funds can be spent on travel, lodging, per diem and registration expenses for conferences and workshops.

The purpose of this ordinance is to accept and appropriate a CE grant of \$1206.88 to reimburse a staff member's attendance at the annual Alaska Library Association conference.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3349-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING A DONATION TO THE KENAI COMMUNITY LIBRARY FOR THE PURCHASE OF EARLY LITERACY EQUIPMENT AND FURNITURE.

WHEREAS, the Kenai Community Library received a \$10,000 donation from community member Deborah S. McCarthy; and,

WHEREAS, the funds will be used to purchase early literacy equipment and furniture for the Kids Spot; and,

WHEREAS, the early literacy equipment features interactive games and STEAM content designed to support school readiness and literacy skill-building in young learners; and,

WHEREAS, the furniture will provide additional shelving and storage for youth services materials and programming supplies; 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 funds in the amount of \$10,000.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues– Miscellaneous Donation	\$10,000
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Increase Appropriations – Library – Small Tools/Equipment	\$10,000
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Section 3. That the City Manager is authorized to expend these funds in line with the intentions of the donors.

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

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


ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

New Text Underlined: [DELETED TEXT BRACKETED]

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

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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: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: April 20, 2023

SUBJECT: **Accepting and Appropriating a Donation for the Purchase of Early Literacy Equipment and Furniture**

The purpose of this memo is to request acceptance and appropriation of a \$10,000 donation from community member Deborah S. McCarthy. The funds will be used to purchase early literacy equipment that is designed to support school readiness and literacy skill-building in young learners, as well as furniture intended to provide additional shelf space and storage for youth services material and programming supplies.

We appreciate the generosity of the donor!

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3350-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING GRANT FUNDS FROM THE ALASKA HIGH INTENSITY DRUG TRAFFICKING AREA FOR DRUG INVESTIGATION OVERTIME EXPENDITURES.

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

WHEREAS, funding through AK HIDTA is available to reimburse certain overtime expenditures for the Kenai Police Officers that assist the regional drug task force or directly participate in the task force on those HIDTA initiatives; and,

WHEREAS, the overtime expense that was eligible for reimbursement from July of 2022 through the end of March, 2023 was \$11,459.78; and,

WHEREAS overtime for these additional expenditures for drug investigations were not budgeted and the department is requesting appropriation into the overtime budget equal to the amount of the AK HIDTA funding.

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

Section 1. That the City Manager is authorized to accept these funds from the AK HIDTA in the amount of \$11,459.78 and to expend those funds to fulfill the purpose and intent of this ordinance

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

General Fund:

Increase Estimated Revenues – Federal Grants – Police	\$11,459.78
Increase Appropriations – Police – Overtime	\$11,459.78

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 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: May 3, 2023
Enacted: May 17, 2023
Effective: May 17, 2023



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross – Police Chief

DATE: April 21, 2023

SUBJECT: **Ordinance No. 3350-2023, Accepting HIDTA Grant Funds**

The Kenai Police Department participates in the regional drug task force. Between July of 2022 and March of 2023 certain overtime worked in conjunction with the regional drug task force was eligible for reimbursement through the Alaska High Intensity Drug Trafficking Area (AK HIDTA), which receives its funding through Federal appropriation. The Police Department requested reimbursement for \$11,459.78 in overtime expenditures.

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



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3351-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDING FROM THE STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES, DIVISION OF PUBLIC HEALTH FOR THE HEALTHY AND EQUITABLE COMMUNITIES PROGRAM, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF AGREEMENT FOR THIS FUNDING.

WHEREAS, the City was notified from the State of Alaska, DHSS, Division of Public Health for round two (2) grant funding in support of creating and sustaining healthy and equitable communities that strategically aim to build infrastructure to improve health outcomes for high risk, underserved populations; and,

WHEREAS, the City is eligible to receive \$134,331; and,

WHEREAS, the funding allocations for this opportunity considers both population size and local or regional factors that affect health outcomes, such as housing, household composition and disability status, transportation, and several other factors; and,

WHEREAS, the City proposed a list of projects that met the criteria of the grant in round one (1), and nine (9) projects were approved by the grant administrator; and,

WHEREAS, it is in the best interest of the City to accept grant funding to improve infrastructure within the City that will result in a healthier community.

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

Section 1. That the City Manager is authorized to accept a grant in the amount of \$134, 331 from the State of Alaska, Department of Health and Social Services, and to expend those funds in compliance with the grant’s requirements and this ordinance and execute a Memorandum of Agreement with DHSS.

Section 2. That the following budget revision is authorized:

Kenai Recreation Center Improvement Capital Project Fund:

Increase Estimated Revenues –
Federal Grants \$134,331

Increase Appropriations – Capital Projects
Recreation Center Athletic Floor Refinishing -
Construction \$134,331

Section 3. That the City Manager is authorized to execute a memorandum of agreement with the State of Alaska, Department of Health and Social Services, Division of Public Health in requirements of the Healthy and Equitable Communities Grant.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: May 3, 2023
Enacted: May 17, 2023
Effective: May 17, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Tony Prior, Fire Chief
DATE: April 24, 2023
SUBJECT: **Ordinance 3351-2023 Healthy & Equitable Communities Grant**

Administration applied for round 2 of the Healthy and Equitable Communities Grant from the State of Alaska, Department of Health and Social Services (DHSS), Division of Public Health (DPH), that provides funding for communities to improve infrastructure that will build and promote living healthy and future pandemic prevention. Funding from this Healthy and Equitable Communities grant must have an emphasis on high risk, underserved population groups. The grant notification specified a minimum of three (3) years of funding support and we are addressing round two (2) of the program in this memo.

Funding for the program is based on population of each community within Alaska and is calculated by the Alaska Health Equity Index. The City of Kenai is eligible for a municipal allocation of \$134,331.00 from the State.

A Memorandum of Agreement (MOA) will need to be executed between DPH and the City to meet requirements of the grant.

The City has been approved to use the original projects that were approved in round 1 of the grant application and one of the priorities on the list was the refinishing of the Recreation Center floors. This project truly has the potential to impact all KPB residents. Once the roof is completed, it will no longer pose a risk to the floor and that was the reason it was not the number 1 project in round 1. Administration is recommending to move forward with this project and then continue with the other projects on the list with the additional funds left over.

Additional approved projects are listed below from our original grant submission.

Health and Equitable Communities MOA (Additional Approved Projects)

If funds remain after completing the initial project listed in the application, funds will go towards one of the following pre-approved projects:

Municipal Park Boardwalk: This project supports category number 4 and would allow anyone the opportunity to get out and walk on trails in the city. This project constructs an engineered

elevated boardwalk that connects the park to an existing trail that meanders through a wooded area used throughout the year and heavily during dip net season as it travels down to the North Beach at the mouth of the Kenai River.

Nordic Trail Lighting: This project also supports category number 4 by promoting the outdoor use of an existing winter cross country ski trail and improving it so that citizens can use it at any hour they chose. This project is designed in multiple phases and the first phase would focus on lighting the trail around the central bowl area near the driving range and clubhouse at the Kenai Municipal Golf Course.

The following are projects that have been identified that are not in our current capital projects, mostly because they are under the dollar amount required to be a capital project, or they fit within another category for this funding.

Mobile Handwash and Restroom Trailers: This project would support categories 1 and 3 by allowing the City to mobilize a trailer to events where larger groups of people congregate. We know the key to prevention is practicing good hygiene. Trailers such as these have been used by FEMA and Incident Management Teams across the nations for all sizes of incidents. We would promote health and wellness by giving citizens a sanitary place to practice good hygiene at events around the City.

Videography Equipment and City of Kenai Website: This equipment would support categories 3 and 4 by placing cameras and equipment at sites that are designed for activities promoting a healthy lifestyle. Individuals would be able to go to the City's website/app and see available sites with current and past usage of the trails/playground/etc.

Emergency Preparedness Kits: These kits support categories 1 and 3 by supplying seniors over the age of 60 with items needed in the event of an emergency. This is a project our Senior Center has already been a part of, and quickly ran out of kits as the demand was high and funding was not available to fulfill the overall need. The kits include:

Training and exercise for updated Emergency Operations Plan: This would support categories 1 and 3 by providing training to individuals within the City of Kenai's Emergency Operation Plan (EOP), to prepare them to respond and mitigate future emergencies such as the COVID-19 pandemic. We are currently updating our EOP and following the update, individuals will need position specific training to effectively respond to and deal with larger emergencies. We would hire contractors to conduct ICS training for those within the plan and following the training, conduct an exercise to assess operations and critique for changes/updates to our newly added section of Pandemic Response.

We thank you for your consideration of this ordinance and we respectfully request your approval.





Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3352-2023**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATION IN THE KENAI CITY DOCK IMPROVEMENT, ANIMAL CONTROL IMPROVEMENT, AND AIRPORT SNOW REMOVAL EQUIPMENT IMPROVEMENT CAPITAL PROJECT FUNDS TO TRANSFER RESIDUAL BALANCE FROM COMPLETED PROJECTS BACK TO THEIR ORIGINAL FUNDING SOURCES.

WHEREAS, \$28,266 remains in Kenai City Dock Improvement, and Animal Control Improvement Capital Project Funds from completed capital projects, including Earthquake Damage Repairs, and Epoxy Floor Recoating; and,

WHEREAS, transfer of the residual \$28,266 to the General Fund, the fund from which the funds originated, will allow future appropriation of the funds for operations or future capital projects and is in the best interest of the City; and,

WHEREAS, \$286 remains in different Airport Capital Project Funds from the completed projects including the Airport Snow Removal Equipment Runway Broom Replacement; and,

WHEREAS, transfer of the residual \$286 to the Airport Fund, the fund from which the funds originated, will allow future appropriation of the funds for operations or future capital projects and is in the best interest of the City.

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

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

Animal Control Improvement Capital Project Fund:

Increase Estimated Revenues–	
Appropriation of Fund Balance	\$3,364
Increase Appropriations –	
Transfer to General Fund	\$3,364

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

Kenai City Dock Improvement Capital Project Fund:

Increase Estimated Revenues–	
Appropriation of Fund Balance	\$24,902
Increase Appropriations–	
Transfer to General Fund	\$24,902

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

Airport Snow Removal Equipment Improvement Capital Project Fund:

Increase Estimated Revenues–	
Appropriation of Fund Balance	\$286

Increase Appropriations–
Transfer to Airport Fund

\$286

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced: May 3, 2023
Enacted: May 17, 2023
Effective: May 17, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Lana Metcalf, Controller/Acting Finance Director
DATE: April 13, 2023
SUBJECT: **Ordinance 3352-2023 Transferring Remaining Funds from Completed Capital Projects back to Original Funding Source**

The purpose of this memo is to recommend the enactment of Ordinance 3352-2023 that will transfer remaining balances from completed capital projects back to their original funding source. These transfers will allow the residual funds to be appropriated for operations or new capital projects in the future.

In total, \$28,266 will be returned to the General Fund from these completed capital projects:

1. Kenai City Dock Earthquake Damage Repairs, \$24,902.
2. Animal Control Epoxy Floor Recoating, \$3,364

\$286 will be returned to the Airport Fund from these completed capital projects -

1. Airport Snow Removal Equipment Runway Broom Replacement, \$286

We will also be administratively transferring back \$705,792 to the Airport fund from the following completed projects or projects for which Federal Airport Improvement Grant Funds have been awarded for expenditures previously paid by the City for design services:

1. Fire Training Facility Rehabilitation Project, \$292,111
2. Sand Storage Facility Project, \$114,451
3. KMA Airfield Drainage Improvements Project, \$299,230

With the enactment of Ordinance 3352-2023, these funds will be returned to their original funding source, where they will reside in fund balance until the passage of future ordinances appropriating the funds for operations or other capital projects. No authorization to spend is created by this appropriation, rather only the authority to transfer between funds is being provided.

Your support for the enactment of Ordinance 3352-2023 is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-34**

A RESOLUTION AWARDING A CONTRACT FOR AMBULANCE BILLING SERVICES.

WHEREAS, the City’s current contract for ambulance billing services will end June 30, 2023 and the City advertised for Request a Proposals to establish a new contract; and,

WHEREAS, five (5) vendors submitted proposals for the contract and Systems Design West was the highest scoring proposer; and,

WHEREAS, proposal scoring was as follows:

Systems Design West	411.80	
Ambulance Medical Billing	375.11	
EF Recovery	356.00	
Cypheron Healthcare Solutions	302.32	
Vyhmeister Unlimited Corp	72.41	; and,

WHEREAS, it is in the best interest of the City to contract with Systems Design West for ambulance billing services.

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

Section 1. That the Kenai City Council authorizes the City Manager to execute an agreement with Systems Design West to provide ambulance billing services for three years beginning July 1, 2023, with the option to extend for two successive one-year terms by mutual consent of the parties at the discretion of the City Manager.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance *J. Lub*



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Tony Prior, Fire Chief
DATE: April 11, 2023
SUBJECT: Resolution 2023-34 Ambulance Billing Services

Our current contract for Ambulance Billing Services will expire June 30, 2023. We advertised a request for proposals to establish a new contract to provide ambulance billing services for the City and received proposals from Systems Design West, Ambulance Medical Billing (AMB), EF Recovery (EFR), Cypheron Healthcare Solutions, and Vyhmeister Unlimited Corp. A review committee was established with 5 City employees and after scoring the proposals, Systems Design West was the highest scoring proposer.

We have a 13-year partnership with Systems Design West providing services for ambulance billing for the City. They have been a good company to work with and have provided us with a 90.2% collection rate over the last 5 years. They are familiar with the new Supplemental Emergency Medical Transport Program and have an extensive history in working with Medicare, Medicaid, all major insurance companies, as well as collections from private individuals. They currently provide services for 17 other agencies in Alaska.

This contract is written as a 3-year contract with the option of a 2-year extension at the discretion of the City Manager.

We are excited to continue our partnership with them and we respectfully request your approval of this Resolution.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-35**

A RESOLUTION AUTHORIZING A SERVICE AGREEMENT FOR THE PERSONAL USE FISHERY DUMPSTERS AND PORTABLE RESTROOMS.

WHEREAS, a formal Invitation to Bid was released on April 13, 2023 with bids dues on May 4, 2023 for the City’s annual 2023 Personal Use Fishery Dumpsters & Portable Toilets service contract; and,

WHEREAS, one bid was received by the City as detailed below:

Bidders	Schedule A	Schedule B	Schedule C	Schedule D
Peninsula Pumping, Inc.	\$30,000	\$28,500	\$6,000	\$14,500

; and,

WHEREAS, the total combined bid for all schedules is \$79,000; where Schedule A is for all road accessible restrooms, Schedule B is for all non-road accessible restrooms, Schedule C is for all road accessible dumpsters and Schedule D is for all non-road accessible dumpsters; and,

WHEREAS, this represents a \$3,238 increase over last year’s bid of \$75,762, an approximately 4% increase; and,

WHEREAS, Peninsula Pumping, Inc., having performed these same services last year as well as other previous years, is known to be a reliable and capable firm; and,

WHEREAS, award to Peninsula Pumping 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 service agreement and issue a corresponding purchase order to Peninsula Plumbing, Inc., in the amount of \$79,000 for the 2023 Personal Use Fishery Dumpsters & Portable Toilets.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance 



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: May 10, 2023
SUBJECT: Resolution 2023-35 – Personal Use Fishery Service Agreement

This memo requests Council's approval to award a service agreement to Peninsula Pumping Inc. to supply and service dumpsters and portable restrooms for the Personal Use Fishery from July 10th-31st. These are recurring services the City provides annually in support of the fishery.

There were no changes to last year's request for services. We continue to provide dumpster and restroom facilities at South Beach, City Dock, North Beach, and the S. Spruce St. Ball Fields. Peninsula Pumping Inc. was the only vendor to provide a bid toward these services, they were the same company that provided services last year. Fees this year are \$79,000, an approximately 4% increase over last year. Based on the current inflationary environment the cost increase is reasonable.

Award of this agreement is in the best interest of the City, Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-36**

A RESOLUTION AUTHORIZING A SERVICE AGREEMENT TO PROVIDE REFUELING SERVICES FOR CITY FACILITY FUEL TANKS.

WHEREAS, a formal Invitation to Bid was released on April 20, 2023 with bids due on May 10, 2023 for a term service agreement to provide diesel refueling services at various city facilities; and,

WHEREAS, the agreement is for a three-year term starting July 1, 2023 through June 30, 2026 with the option to extend for two additional single years by mutual consent of both parties; and,

WHEREAS, one bid was received by the City as detailed below:

Bidders	OPIS Rack Average	Bidder's Price per Gallon
Crowley Fuels	\$2.723	\$2.663

;and,

WHEREAS, the bidder's invoiced price per gallon for diesel fuel will adjust based on the Oil Price Information Services (OPIS) Reports; and,

WHEREAS, award to Crowley Fuels 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 term service agreement with Crowley Fuels for furnishing and delivering of diesel fuel to various locations in the City from July 1, 2023 through June 30, 2026. The contract may be extended by mutual consent of the parties for two additional one-year terms without further Council action.

Section 2. That the City Manager is authorized to issue corresponding purchase orders to Crowley Fuels in the total amount of \$90,000 for the FY2024 fiscal year.


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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance 



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: May 10, 2023
SUBJECT: **Resolution 2023-36 – Crowley Fuel Service Agreement**

The purpose of this memo is to request Council's authorization to execute a term service agreement to Crowley Fuels, to supply and deliver diesel fuel to various City facilities from July 1, 2023 through June 30, 2026 with the option to extend for two additional single years with mutual consent of both parties at the discretion of the City Manager. This Service Agreement will not extend beyond June 30, 2028.

This service provides operational fuel for the City backup generators as well as the Airport Operations Facility which fuels various apparatus equipment in support of Airfield Maintenance Operations.

The agreement anticipates fluctuations in the market price of fuel through utilization of the Oil Price Information Service otherwise known as (OPIS). OPIS provides regional cost averages for fuel and this agreement provides for a City purchase price of 97.8% of the OPIS price. As example if diesel fuel was OPIS priced at \$2.50/gal our city cost would be \$2.445/gal if \$4.00/gal our city cost would be \$3.912/gal.

For FY24, the value is approximately \$90K, with Kenai Municipal Airport (KMA) Operations being the largest consumer at approximately \$85K annually with the remainder going toward the backup generators. Backup generators being serviced include the Airport Terminal, Public Safety Building, Water Reservoir, and Sewer Treatment Plant. As a result several Purchase Orders will be provided to the vendor from each of the department budgets affected.

Award of this agreement will allow for continuation of operations and is in the best interest of the City, Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-37**

A RESOLUTION AUTHORIZING A REALLOCATION OF FUNDS WITHIN THE MUNICIPAL ROADWAY IMPROVEMENTS CAPITAL PROJECT FUND.

WHEREAS, the Public Works Department in coordination the Parks & Recreation Department will be installing a new bypass lane on S. Spruce Street near the ball fields to improve the flow of traffic during the Personal Use Fishery; and,

WHEREAS, staff will be providing all labor with gravel materials sourced from local suppliers; and,

WHEREAS, the bypass lane is approximately 300' in length and 15' in width per location map detailed in the attached memo; and,

WHEREAS, funding for this work will be through reallocation of funds provided through a Department of Commerce, Community, and Economic Development (DCCED) existing Grant 15-DC-078 for North and South Beach Personal Use Fishery Improvements; and,

WHEREAS, total expenditures of the proposed improvements are not anticipated to exceed \$50,000.

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

Section 1. That the City Manager is authorized to reallocate the existing capital projects funds as detailed below:

Municipal Roadway Improvements Capital Project Fund

Decrease Expenditures:

Kenai River South Beach Dip Net Access \$50,000

Increase Expenditures:

S. Spruce St. Bypass Lane \$50,000

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF MAY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Scott Curtin, Public Works Director

DATE: May 10, 2023

SUBJECT: **Resolution 2023-37 – Reallocation of Capital Project Funds**

The purpose of this memo is to request Council's authorization to reallocate funds from within the Municipal Roadway Improvements Capital Project Fund and redirect that funding into a new project, the S. Spruce St. Bypass Lane, which the Public Works Department is intending to complete with department staff.

This funding was provided from a Department of Commerce, Community, and Economic Development (DCCED) existing grant 15-DC-078 to be used in support of the Personal Use Fishery. This bypass lane is intended to reduce wait times for individuals traveling S. Spruce St. that either already have purchased their pass or are local traffic not in need of purchasing a pass.

This new bypass lane is approximately 300' in length, 15' in width, and is only intended to be used for traffic during the fishery from July 10th-31st annually. Staff will remove all organic materials down to sand/gravel and establish a new elevated gravel base, crowned for drainage in the location indicated below.

Work is anticipated to be completed prior to the start of the fishery and is expected to cost less than \$50,000 with any remaining funds being returned to be used toward other Personal Use Fishery related projects. Completion of this work will improve the user experience for the fishery by reducing wait times and will assist the City by limiting the need for the Police Department to manage traffic overflow backing up onto the Spur Highway.

Completion of this work is in the best interest of the City, Council's approval is respectfully requested.



**KENAI CITY COUNCIL – SPECIAL MEETING
APRIL 27, 2023 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Special Meeting of the Kenai City Council was held on April 27, 2023, 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
Teea Winger
Alex Douthit
Henry Knackstedt

James Baisden, Vice Mayor
Deborah Sounart
Victoria Askin

A quorum was present.

[Clerk's Note: Council Member Askin arrived at 6:03 p.m.]

Also in attendance were:

Shellie Saner, City Clerk

3. Agenda Approval

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda. Council Member Winger **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

B. EXECUTIVE SESSION

1. Review and Discussion of the City Attorney's Evaluation which May be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney [AS 44.62.310(C)(2)].
2. Review and Discussion of the City Clerk's Evaluation which May be a Subject that Tends to Prejudice the Reputation and Character of the City Clerk [AS 44.62.310(C)(2)].

MOTION:

Council Member Knackstedt **MOVED** to enter into executive session to review and discuss the annual evaluation of the City Attorney and City Clerk which may be a subject that tends to prejudice the reputation and character of the City Attorney and City Clerk. [AS 44.62.310(C)(2)]. Mr. Bloom and Ms. Saner have elected to have the discussion regarding their evaluations take place in executive session. The executive session will include Mayor Gabriel and City Council Members.

Vice Mayor Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Council Member Knackstedt **MOVED** to reconvene into regular session. Council Member Winger **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: Council Member Douthit left at 7:05 p.m.]

[Clerk's Note: The Council entered into executive session at 6:02 p.m. and reconvened into regular session at 7:07 p.m.]

Council reconvened in open session and reported that Council met in executive session and reviewed and discussed the City Attorney and City Clerk evaluations.

C. ADJOURNMENT

There being no further business before the Council, the meeting was adjourned at 7:07 p.m.

I certify the above represents accurate minutes of the Kenai City Council Special Meeting of April 27, 2023.

Michelle M. Saner, MMC
City Clerk

DRAFT

**KENAI CITY COUNCIL – REGULAR MEETING
MAY, 2023 – 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 3, 2023, 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	James Baisden, Vice Mayor
Alex Douthit	Deborah Sounart
Henry Knackstedt	Victoria Askin (<i>remote participation</i>)
Teea Winger (<i>remote participation</i>)	

A quorum was present.

Also in attendance were:

- **Silas Thibodeau, Student Representative
- Terry Eubank, City Manager
- Scott Bloom, City Attorney
- Larry Semmens, Acting Finance Director
- Scott Curtin, Public Works Director
- Tony Prior, Fire Chief
- Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add item H.3. **Action Approval** - Non-Objection to the Transfer of a Limited Marijuana Cultivation Facility License for Grateful Bud, LLC.

- Kenai Peninsula Borough Non-Objection Letter

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions and to suspend the rules to hear agenda item H. 10. Discussion on the status and path forward for Wildwood Drive and rehabilitation project prior to agenda item E. 1. Public Hearings. Vice Mayor Baisden **SECONDED** the motion.

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

Mayor Gabriel opened the floor for public comment on consent agenda items; 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 ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

[Clerk's Note: During the approval of the agenda and consent agenda the motion to suspend the rules and hear agenda item H. 10 prior to Public Hearings was approved.]

H.1. Discussion - Status and path Forward for Wildwood Drive Rehabilitation Project. (Administration)

It was reported that Wildwood Drive had been considered the City's most deteriorated road for the last thirteen-years; based on the construction cost estimate of \$940,000 additional funding would be necessary; since the primary use of the road is service to the Wildwood Correctional Facility, the City believes that the State should partner with the City on the project and it appears that funding from the state was unlikely; and three proposed options were presented as: 1) Do nothing; 2) Supplemental appropriation for the project; or 3) Turn the road to gravel.

Mayor Gabriel opened the floor for public comment.

James Butler, Legal Counsel for the Kenai Native Association addressed the Council regarding the Wildwood Drive project noting that the property was actually owned by Kenai Native Association (KNA); there and been may conveyances over the years with the Federal and State governments; during the conveyances there was less diligence with the right-of-way; resulting in the City inheriting the maintenance responsibilities for Wildwood Drive, which was technically owned by Kenai Native Association. Mr. Butler acknowledged the importance of maintaining the road for safety reasons and asked the Council to recognize that the owners of the property were very reluctant to allow the City to do a large improvement on their property; he addressed the liability to KNA and asked the City to work with KNA to resolve the issue with the State and Federal government to identify a funding source for the property or a land swap.

There was discussion regarding the importance of maintaining the road for safety reasons; this project represented a large amount of City funds for a project that would primarily benefit the State; concern that improvements to the road would remove the pressure from the Federal and State government to fix the issue, which they created; and a general consensus was stated to continue maintenance in the same manner the City has been until the issue of ownership could be further addressed.

There being no one else wishing to be heard, the public comment period was closed.

E. PUBLIC HEARINGS

- 1. Ordinance No. 3345-2023** - Accepting and Appropriating Donations for Construction of the Kenai Community Dog Park. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3345-2023. 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.

It was reported this would accept donated fund through the Kenai Community Foundation that were raised by Kenai Dog Park Friends and provided an overview of the construction plan was provided.

VOTE:

YEA: Askin, Douthit, Knackstedt, Sounart, Winger, Gabriel, Baisden

NAY: None

**Student Representative Thibodeau: Yea

MOTION PASSED.

2. **Ordinance No. No. 3346-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Fire Department for the Purchase of an Inflatable Rescue Boat. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3346-2023. 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.

It was reported that this would allow for the purchase of an inflatable rescue boat; funds to purchase the boat were from revenues in excess of budget amounts from ambulance billing; and purchase of the boat at this time would allow for training on it during the upcoming Rescue Boat Operator Course.

VOTE:

YEA: Douthit, Knackstedt, Sounart, Winger, Gabriel, Baisden, Askin

NAY: None

**Student Representative Thibodeau: Yea

MOTION PASSED.

3. **Ordinance No. 3347-2023** - Establishing the Storefront and Streetscape Improvement Program and Appropriating \$50,000 from the General Fund. (Askin, Sounart)

MOTION:

Council Member Sounart **MOVED** to enact Ordinance No. 3347-2023. Vice Mayor Baisden **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment.

Dustin Aaronson, owner of Copy Cats-Old Town Music addressed the Council in support of the Storefront and Streetscape Improvement program; he recommended consideration for reducing the number of bids required; and suggested the timeline requirements may be difficult to meet.

There being no one else wishing to be heard, the public comment period was closed.

There was discussion regarding this being the right time for businesses in the City; this would be a partnership opportunity that would help the small local businesses; the program met goals established in the comprehensive plan; the program help small local businesses with visibility; it was anticipated that as the program went live their maybe needed changes; concerns were stated regarding the eligibility for non-profits, governments and seasonal businesses. It was recommended that the administration provide the Planning and Zoning and Beautification Committee an opportunity to review the program.

VOTE:

YEA: Knackstedt, Sounart, Gabriel, Baisden, Askin, Douthit

NAY: Winger

**Student Representative Thibodeau: Yea

MOTION PASSED.

4. **Resolution No. 2023-29** - Deferring the Annual City Fee for Tideland Leases for Shore Fisheries to Provide Relief for Set Net Operators Leasing Tidelands from the City for Commercial Setnet Operations if Setnet Fisheries Remain Closed in the Upper Cook Inlet Eastside Set Net Fishery Salamatof Beach Section. (Gabriel)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-29. Vice Mayor Baisden **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.

[Clerk's Note: Mayor Gabriel passed the gavel to Vice Mayor Baisden.]

Mayor Gabriel reported that the City leased tidelands to set net operators and the Set Net fishery was preemptively closed this season; the purpose of this resolution was to defer the annual fee per tract to offset the economic impact to the fishery participants; and if the fishery is opened, the resolution allowed for a prorated or reduced fee at a later date.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: Vice Mayor Baisden returned the gavel to Mayor Gabriel.]

5. **Resolution No. 2023-30** - Authorizing a Reallocation of Funds within the Congregate Housing Improvement Capital Project Fund. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-30. Vice Mayor Baisden **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.

UNANIMOUS CONSENT was requested.

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

6. **Resolution No. 2023-31** - Authorizing a Reallocation of Funds within the Municipal Roadway Improvements Capital Project Fund. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-31. Council Member Douthit **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.

UNANIMOUS CONSENT was requested.

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

7. **Resolution No. 2023-32** - Approving a Lease Utilizing a Non-Standard Lease Form on Airport Reserve Lands Between the City of Kenai and the Federal Aviation Administration for the Automated Flight Service Station and Satellite Communication Network Facilities on Lot 7A-1 FBO Subdivision No. 5. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-32. Council Member Douthit **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.

It was clarified that the difference from the previous non-standard lease were minor and were related to the rate and minor maintenance responsibilities.

UNANIMOUS CONSENT was requested.

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

8. **Resolution No. 2023-33** - Approving an Amendment to the Lease and Concession Agreement for the Kenai Municipal Golf Course and Recreation Area Between the City of Kenai and Griffin Golf, LLC. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-33. Vice Mayor Baisden **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.

It was reported that there was ongoing discussion regarding a new lease agreement.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of April 19, 2023. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Non-Objection to the Transfer of a Limited Marijuana Cultivation Facility License for Grateful Bud, LLC., DBA: Grateful Bud, LLC. - License No. 16474. (City Clerk)

Approved by the consent agenda.

4. ***Ordinance No. 3348-2023** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)

Introduced by the consent agenda and Public Hearing set for May 17, 2023.

5. ***Ordinance No. 3349-2023** - Accepting and Appropriating a Donation to the Kenai Community Library for the Purchase of Early Literacy Equipment and Furniture. (Administration)

Introduced by the consent agenda and Public Hearing set for May 17, 2023.

6. ***Ordinance No. 3350-2023** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)

Introduced by the consent agenda and Public Hearing set for May 17, 2023.

7. ***Ordinance No. 3351-2023** - Accepting and Appropriating Funding from the State of Alaska Department of Health and Social Services, Division of Public Health for the Healthy and Equitable Communities Program, and Authorizing the City Manager to Execute a Memorandum of Agreement for this Funding. (Administration)

Introduced by the consent agenda and Public Hearing set for May 17, 2023.

8. ***Ordinance No. 3352-2023** - Increasing Estimated Revenues and Appropriation in the Kenai City Dock Improvement, Animal Control Improvement, and Airport Snow Removal Equipment Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)

Introduced by the consent agenda and Public Hearing set for May 17, 2023.

9. **Action/Approval** - Special Use Permit to Kenai Aviation Operations, LLC. for Airport Taxilane Space for Aircraft Parking. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to approve the Special Use Permit to Kenai Aviation Operations, LLC. Vice Mayor Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

10. **Discussion** - Status and path Forward for Wildwood Drive Rehabilitation Project. (Administration)

[Clerk's Note: During the approval of the agenda and consent agenda the motion to suspend the rules and hear agenda item H. 10 prior to agenda item E. Public Hearings was approved.]

There was discussion...

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

No report, next meeting May 11, 2023.

2. Airport Commission

No report, next meeting May 11, 2023.

3. Harbor Commission

No report, the May 8, 2023 meeting was cancelled, next meeting June 12, 2023.

4. Parks and Recreation Commission

No report, next meeting May 4, 2023.

5. Planning and Zoning Commission

Vice Mayor Baisden reported on the April 26, 2023 work session and regular meeting.

6. Beautification Committee

No report, next meeting May 9, 2023.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- His attendance at the Salmon Symposium held at the Kenai Senior Center; the Alaska Humanities Forum - Outreach to Central Peninsula Communities; the Annual Hospice Fundraiser; and the Northrim Bank - Economic Outlook on the State of Alaska.
- Providing Local Government Presentation at the District Student Council Meeting.
- The Fraternal Order of Eagles hosted their Convention locally.
- He offered his condolences to the family and friends of Christine Hutchison, noting she was a member of the Harbor Commission.
- He thanked Student Representative Thibodeau for his service.

K. ADMINISTRATION REPORTS

1. City Manager – City Manager Eubank reported on the following:
 - Draft Fiscal Year 2024 Budget was in Progress
 - The Food Bank would be hosting the Return of the Reds Celebration on June 3, 2023
 - Annual Employee Appreciation will be a family event this year on June 9, 2023
 - Provided an update on recruitment for the Finance Director and Parks & Recreation Director
 - Thanked the Council for the Budget Work Session
2. City Attorney, no report.
3. City Clerk – City Clerk Saner reported on the following:
 - City Council Policy Document is posted on the Council's webpage.

L. ADDITIONAL PUBLIC COMMENTS

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

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center addressed the Council in support of the Storefront and Streetscape Program, noting the benefits to the City.

Marion Nelson, Board President of the Kenai Art Center provided a status update regarding the Rasmussen grant application; an overview of the needed repairs at the art center; reported that they will no longer be doing 1st Thursday it would now be 1st Friday; and noted the next show would open on Friday.

2. Council Comments

Council Member Winger thanked the Administration for the Budget Work Session; congratulated Student Representative Thibodeau; and wished the wrestlers competing at State luck.

Council Member Askin thanked the Administration for the Budget Work Session and the Employee Recruitment and Retention Work Session; and thanked Planning Director Mitchell for her work on the Storefront and Streetscape Improvement Program.

Council Member Douthit thanked the Administration for the Budget Work Session.

Student Representative Thibodeau provided an update on the last day of school for Senior and Graduation Day; provided an update on sports; and stated that due to his age he would be taking a gap year before joining the United States Marines.

Council Member Sounart congratulated Student Representative Thibodeau; thanked Planning Director Mitchell for her work on the Storefront and Streetscape Improvement Program and the Administration for the Work Sessions.

Vice Mayor Baisden thanked Student Representative Thibodeau and wished him good luck; reported that the Kenai Central High School, Girls Soccer Team was undefeated; and thanked the Administration for the Budget Work Session.

Council Member Knackstedt wished Student Representative Thibodeau luck; and thanked the Administration for the Budget Work Session.

M. EXECUTIVE SESSION

1. Review and Discussion of the City Attorney's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney [AS 44.62.310(C)(2)].
2. Review and Discussion of the City Clerk's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Clerk [AS 44.62.310(C)(2)].

MOTION:

Council Member Knackstedt **MOVED** to enter into executive session to review and discuss the evaluations of the City Attorney and City Clerk which may be a subject that tends to prejudice the reputation and character of the City Attorney and City Clerk. [AS 44.62.310(C)(2)]

Mr. Bloom and Ms. Saner have elected to have the discussion take place in executive session.

The executive session will include Mayor Gabriel and the City Council Members; City Attorney Bloom will be included when the Council requests his presence; and City Clerk Saner will be included when the Council Requests her presence.

Vice Mayor Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Council Member Sounart **MOVED** to reconvene into regular session. Council Member Knackstedt **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: Council entered into executive session at 8:59 p.m.; and reconvened into regular session at 10:47 p.m.]

Council reconvened in regular session and reported that Council met in executive session and reviewed and discussed the City Attorney's performance evaluation; the City Attorney was included in a portion of the executive session to discuss the Council's review of his performance evaluation; and, the Council met in executive session and reviewed and discussed the City Clerk's performance evaluation; the City Clerk was included in a portion of the executive session to discuss the Council's review of her performance evaluation.

N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS

1. CIRCAC Director's Report

There being no further business before the Council, the meeting was adjourned at 10:47 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of May 3, 2023.

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 last 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 \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: MAY 17, 2023**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	97,599.64
REBORN AGAIN JANITORIAL	APRIL SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25

INVESTMENTS

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

**CITY OF KENAI
ORDINANCE NO. 3353-2023**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET, SALARY SCHEDULE AND EMPLOYEE CLASSIFICATION PLAN FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 AND COMMITTING \$5,761,661 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, 2023 – June 30, 2024", which includes the City Manager presented table of Authorized Personnel Staffing and Salary Schedules, Council meets its obligation to adopt the Salary Schedule of the City for fiscal year 2024; and,

WHEREAS, adoption of the document entitled "Annual Budget for the City of Kenai, Alaska July 1, 2023 – June 30, 2024", which includes the City Manager presented Employee Classification Plan satisfies the requirement of KMC 23.50.010; and,

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

WHEREAS, in recognition of deferred and ongoing maintenance needs of City facilities and in support of the City's Fiscal Year 2024 – 2028 Capital Improvement Plan (The Plan), Council commits \$5,761,661, towards funding of The Plan for fiscal years 2025-2028.

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, 2023 – June 30, 2024" 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, 2023 and ending June 30, 2024.

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, 2023, and ending the 30th day of June, 2024, 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	\$ 19,468,821
Enterprise Fund –	
Congregate Housing Fund	723,685
Internal Service Funds:	
Equipment Replacement Fund	206,907
Fleet Replacement Fund	62,268
Employee Health Care Fund	<u>3,016,689</u>
Total Internal Service Funds	3,285,864
Special Revenue Funds:	
Personal Use Fishery Fund	494,446
Water & Sewer Fund	3,891,795
Airport Fund	3,853,333
Senior Citizen Fund	<u>1,023,501</u>
Total Special Revenue Funds	9,263,075
Permanent Funds:	
Airport Land Sale Permanent Fund	1,053,635
General Land Sale Permanent Fund	<u>138,209</u>
Total Permanent Revenue Funds	1,191,844
Capital Project Funds:	
Park Improvement	125,000
Kenai Recreation Center Improvement	75,000
Kenai Public Safety Improvement	100,000
Kenai Multipurpose Facility Improvement	100,000
Kenai City Hall Improvement	50,000
Municipal Roadway Improvement	180,000
Congregate Housing Improvement	150,000
Airport Operations Facility Improvement	50,000
Airport Terminal Improvement	50,000
Water & Sewer Improvement	400,000
Waste Water Treatment Plant	<u>300,000</u>
Total Capital Project Funds	<u>1,580,000</u>
Debt Service Fund – Library Expansion Bonds	<u>130,625</u>
 Total All Funds	 <u>\$35,643,914</u>

Section 3. Council hereby commits \$5,761,661 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, 2023 – June 30, 2024”:

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$14.11	\$14.46	\$14.82	\$15.17	\$15.52	\$15.87	\$16.23	\$16.58	\$16.93
2	14.82	15.19	15.56	15.93	16.30	16.67	17.04	17.41	17.78
3	15.56	15.95	16.34	16.73	17.12	17.51	17.89	18.28	18.67
4	16.34	16.75	17.16	17.57	17.97	18.38	18.79	19.20	19.61
5	17.15	17.58	18.01	18.44	18.87	19.29	19.72	20.15	20.58
6	18.02	18.47	18.92	19.37	19.82	20.27	20.72	21.17	21.62
7	18.91	19.38	19.86	20.33	20.80	21.27	21.75	22.22	22.69
8	20.25	20.76	21.26	21.77	22.28	22.78	23.29	23.79	24.30
9	21.27	21.80	22.33	22.87	23.40	23.93	24.46	24.99	25.52
10	22.32	22.88	23.44	23.99	24.55	25.11	25.67	26.23	26.78
11	23.42	24.01	24.59	25.18	25.76	26.35	26.93	27.52	28.10
12	24.62	25.24	25.85	26.47	27.08	27.70	28.31	28.93	29.54
13	25.86	26.51	27.15	27.80	28.45	29.09	29.74	30.39	31.03
14	27.15	27.83	28.51	29.19	29.87	30.54	31.22	31.90	32.58
15	28.48	29.19	29.90	30.62	31.33	32.04	32.75	33.46	34.18
16	29.91	30.66	31.41	32.15	32.90	33.65	34.40	35.14	35.89
17	31.44	32.23	33.01	33.80	34.58	35.37	36.16	36.94	37.73
18	32.98	33.80	34.63	35.45	36.28	37.10	37.93	38.75	39.58
19	34.64	35.51	36.37	37.24	38.10	38.97	39.84	40.70	41.57
20	36.35	37.26	38.17	39.08	39.99	40.89	41.80	42.71	43.62
21	38.18	39.13	40.09	41.04	42.00	42.95	43.91	44.86	45.82
22	40.09	41.09	42.09	43.10	44.10	45.10	46.10	47.11	48.11
23	42.07	43.12	44.17	45.23	46.28	47.33	48.38	49.43	50.48
24	44.19	45.29	46.40	47.50	48.61	49.71	50.82	51.92	53.03
25	46.40	47.56	48.72	49.88	51.04	52.20	53.36	54.52	55.68
26	48.75	49.97	51.19	52.41	53.63	54.84	56.06	57.28	58.50
27	51.14	52.42	53.70	54.98	56.25	57.53	58.81	60.09	61.37
28	53.72	55.06	56.41	57.75	59.09	60.44	61.78	63.12	64.46
29	56.48	57.89	59.30	60.72	62.13	63.54	64.95	66.36	67.78

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
18	\$23.56	\$24.15	\$24.74	\$25.33	\$25.92	\$26.51	\$27.09	\$27.68	\$28.27
19	24.74	25.36	25.98	26.60	27.21	27.83	28.45	29.07	29.69
20	25.98	26.63	27.28	27.93	28.58	29.23	29.88	30.53	31.18
21	27.27	27.95	28.63	29.32	30.00	30.68	31.36	32.04	32.72
22	28.65	29.37	30.08	30.80	31.52	32.23	32.95	33.66	34.38

Department head service employees

Range	Minimum	Maximum
23	\$87,542	\$115,545
24	89,782	121,306
25	96,527	127,428
26	101,386	133,833
27	106,386	140,424
28	111,739	147,507
29	117,469	155,056

Temporary employees excluding those engaged in fire protection activities.

Range	A	B	C
	Step		
T1	\$14.11	\$14.46	\$14.82
T2	14.82	15.19	15.56
T3	15.56	15.95	16.34
T4	16.34	16.75	17.16
T5	17.15	17.58	18.01
T6	18.02	18.47	18.92
T7	18.91	19.38	19.86
T8	20.25	20.76	21.26
T9	21.27	21.80	22.33
T10	22.32	22.88	23.44
T11	23.42	24.01	24.59
T12	24.62	25.24	25.85
T13	25.86	26.51	27.15
T14	27.15	27.83	28.51
T15	28.48	29.19	29.90
T16	29.91	30.66	31.41
T17	31.44	32.23	33.01
T18	32.98	33.80	34.63
T19	34.64	35.51	36.37
T20	36.35	37.26	38.17
T21	38.18	39.13	40.09
T22	40.09	41.09	42.09
T23	42.07	43.12	44.17
T24	44.19	45.29	46.40
T25	46.40	47.56	48.72
T26	48.75	49.97	51.19
T27	51.14	52.42	53.70
T28	53.72	55.06	56.41
T29	56.48	57.89	59.30

Temporary employees engaged in fire protection activities.

Range	A	B	C
	Step		
T18	\$23.56	\$24.15	\$24.74
T19	24.74	25.36	25.98
T20	25.98	26.63	27.28
T21	27.27	27.95	28.63
T22	28.65	29.37	30.08

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, 2023 – June 30, 2024”:

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
124	Controller	25
<i>(B) Administrative Support</i>		
203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
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
<i>(C) Public Safety</i>		
302	Fire Fighter	18
303	Police Lieutenant	27
304	Police Sergeant	24
305	Police Officer	21
306	Public Safety Dispatcher	14
307	Fire Engineer	20
311	Fire Captain	21
312	Fire Marshal	22
313	Communications Supervisor	17
314	Police Trainee	21/1
315	Deputy Fire Chief	25
316	Chief Animal Control Officer	17
317	Animal Control Officer	14
<i>(D) Public Works/ Airport Operations</i>		
400	Capital Project Manager	23
401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
404	Utility Foreman I/II	21/22
405	Utility Operator I/II	15/18
407	Equipment Operator	16

408	Shop Mechanic	19
409	Equipment Lead Operator	19
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	8
508	Driver	4
509	Kitchen Assistant	4
511	Janitor I/II	4/5

* Department Head Service

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

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, 2023.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 7TH DAY OF JUNE, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: May 17, 2023
Enacted: June 7, 2023
Effective: July 1, 2023



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Larry Semmens, Interim Finance Director

DATE: May 5, 2023

SUBJECT: **Ordinance 3353-2023 Adopting the FY2024 City of Kenai Annual Budget**

The purpose of this memo is to recommend enactment of Ordinance 3353-2023, Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the year commencing July 1, 2023 and ending June 30, 2024.

The City Council held the following work sessions relating to the budget:

November 16, 2022 to discuss the Fiscal year 2024 – 2028 Capital Plan. The Capital Plan was approved by Resolution 2023-05 on February 1, 2023.

December 21, 2022 to develop the FY 2024 Budget Goals. The Council established the FY 2024 Budget Goals with the approval of Resolution 2023-02 January 4, 2023.

April 29, 2023 for the Administration to present the draft FY 2024 Annual Budget including the Salary Schedule and Employee Classification Plan. The draft budget document is available for public review on the City's website on the Finance Department page.

Since the last budget work session some changes were made to the budget related to a reduction of \$80,000 in General Fund Non-Departmental transfer to capital projects due to deferring the Clerk Department Records Vault project; salary adjustments for the City Clerk and Attorney positions; and a \$2,500 increase in the Water Department to correct the amount needed to purchase machinery and equipment. Since the General Fund Budget decreased from the prior presentation, the amount available for future capital improvements increased by \$69,210. The attached are the summary pages for the General Fund and the Water and Sewer Fund showing the revised budgets for each fund.

The Administration will be available to answer questions regarding the FY 2024 budget during, or any time prior to, the public hearing on Ordinance 3353-2023.

General Fund
Budget Projection

	Actual FY2021	Actual FY2022	Original Budget FY2023	Projection FY2023	Proposed FY2024	Projection FY2025	Projection FY2026
TAXABLE VALUES (000'S)	\$ 899,743	\$ 894,277	\$ 961,718	\$ 969,225	\$ 987,136	\$ 995,557	\$ 1,012,312
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
REVENUES							
Property & Sales Taxes							
Property Tax	3,906,981	3,989,661	4,207,803	4,313,500	4,321,161	4,394,059	4,465,486
Sales Tax	8,560,985	9,191,637	9,307,808	9,696,824	9,999,729	10,299,721	10,608,713
Total Property & Sales Taxes	12,467,966	13,181,298	13,515,611	14,010,324	14,320,890	14,693,780	15,074,199
Intergovernmental Revenue:							
PERS Funding	611,708	575,270	216,490	216,490	255,735	263,407	271,309
Community Assistance	77,374	153,319	80,000	201,915	75,805	75,805	75,805
Fish Tax	78,883	61,709	50,000	20,000	50,000	51,500	53,045
Other	115,546	2,078,149	994,775	94,840	52,500	55,125	57,881
Total State/Federal Revenue	883,511	2,868,447	1,341,265	533,245	434,040	445,837	458,040
Other Revenue							
Licenses and Permits	213,168	152,642	191,500	143,460	155,100	159,753	164,546
Ambulance Fees	348,562	437,490	500,000	967,400	875,000	901,250	928,288
Interest	20,528	(242,890)	200,000	200,000	461,788	476,368	406,382
Other	790,143	858,628	819,011	884,951	770,700	793,821	817,636
Total Other Revenue	1,372,401	1,205,870	1,710,511	2,195,811	2,262,588	2,331,192	2,316,852
Total Revenues	14,723,878	17,255,615	16,567,387	16,739,380	17,017,518	17,470,809	17,849,091
Transfer From Other Funds							
Charges to other funds	1,643,800	1,620,500	1,798,600	1,798,600	1,757,300	1,810,019	1,864,320
Capital Projects / Special Revenue	92,393	188,266	75,000	103,266	75,000	75,000	75,000
Enterprise	37,300	42,700	47,000	47,000	40,600	41,818	43,073
Trust Fund	145,750	157,043	160,109	-	138,209	140,973	143,792
Total Transfers	1,919,243	2,008,509	2,080,709	1,948,866	2,011,109	2,067,810	2,126,185
Total Revenues and Transfers	16,643,121	19,264,124	18,648,096	18,688,246	19,028,627	19,538,619	19,975,276
EXPENDITURES/APPROPRIATIONS							
General Government	4,169,206	3,654,595	3,844,487	3,915,011	4,141,290	4,343,240	4,473,537
Public Safety	4,654,653	7,906,368	8,697,890	8,781,787	9,073,300	9,526,965	9,812,774
Public Works	2,315,653	2,133,864	2,650,912	2,706,133	2,788,266	2,927,679	3,015,509
Parks, Recreation & Cultural	2,095,823	2,183,732	2,423,655	2,508,259	2,521,185	2,647,244	2,726,661
Total Operating Expenditures	13,235,335	15,878,559	17,616,944	17,911,190	18,524,041	19,445,128	20,028,481
Transfers or Non-Operating	2,256,676	2,281,910	1,809,841	1,824,841	944,780	3,398,606	1,127,004
Total Expenditures/Appropriations	15,492,011	18,160,469	19,426,785	19,736,031	19,468,821	22,843,734	21,155,485
Total Surplus (Deficit)	1,151,110	1,103,655	(778,689)	(1,047,785)	(440,194)	(3,305,115)	(1,180,209)
Projected Lapse - 5%	-	-	880,847	895,560	926,202	972,256	1,001,424
Adjusted Surplus (Deficit)	1,151,110	1,103,655	102,158	(152,225)	486,008	(2,332,859)	(178,785)
Beginning Fund Balance	13,290,392	14,441,502	14,043,661	15,545,157	15,392,932	15,878,940	13,546,081
Ending Fund Balance	14,441,502	15,545,157	14,145,819	15,392,932	15,878,940	13,546,081	13,367,296
Restricted	(640,115)	(673,494)	(716,115)	(713,494)	(749,494)	(785,494)	(821,494)
Committed	(10,836,929)	(11,172,914)	(10,384,587)	(11,644,010)	(12,104,633)	(9,353,586)	(9,301,797)
Assigned	(2,964,458)	(3,007,753)	(3,045,117)	(3,035,428)	(3,024,813)	(3,407,001)	(3,244,005)
Unassigned Fund Balance	\$ -	\$ 690,996	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2024 Operating Budget

Budget Projection
Fund: 010 - Water and Sewer Fund

	Actual FY2021	Actual FY2022	Original Budget FY2023	Projection FY2023	Proposed FY2024
Revenues					
PERS Grant	\$ 52,403	\$ 45,630	\$ 18,950	\$ 18,950	\$ 22,525
Usage Fees					
Service Hook-up	4,141	7,762	3,926	3,928	4,125
Residential Water	858,205	874,085	942,637	942,617	989,748
Commercial Water	332,906	343,557	373,492	363,167	381,325
Residential Sewer	1,214,219	1,235,894	1,336,215	1,322,444	1,388,566
Commercial Sewer	474,577	480,088	523,246	490,729	515,265
Total Usage Fees	2,884,048	2,941,386	3,179,516	3,122,885	3,279,029
Miscellaneous Revenues					
Penalty and Interest	(19)	32,856	30,462	39,000	40,950
Interest Earnings	5,702	(69,134)	5,000	5,000	35,000
Other	5,665	19,810	3,000	5,000	5,000
Total Miscellaneous Revenues	11,348	(16,468)	38,462	49,000	80,950
Transfer In, Capital Projects	23,496	147,303	-	-	-
Total Revenues	2,971,295	3,117,851	3,236,928	3,190,835	3,382,504
Expenditures					
Water Department	773,024	783,101	914,495	963,284	1,270,822
Sewer Department	406,204	389,368	486,022	489,740	680,809
Wastewater Treatment Plant Department	1,028,490	1,031,021	1,272,280	1,532,489	1,260,194
Total Expenditures	2,207,718	2,203,490	2,672,797	2,985,513	3,211,825
Transfers					
Capital Projects	1,770,615	1,520,000	500,000	500,000	679,970
Total Expenditures & Transfers	3,978,333	3,723,490	3,172,797	3,485,513	3,891,795
Contribution To/(From) Fund Balance:	(1,007,038)	(605,639)	64,131	(294,678)	(509,291)
Projected Lapse (6%)	-	-	142,146	146,509	175,982
Adjusted (Deficit)/Surplus			206,277	(148,169)	(333,309)
Beginning Fund Balance	2,958,696	1,951,658	987,486	1,346,019	1,197,850
Ending Fund Balance	\$ 1,951,658	\$ 1,346,019	\$ 1,193,763	\$ 1,197,850	\$ 864,541



**CITY OF KENAI
ORDINANCE NO. 3354-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING GRANT FUNDS FROM THE DEPARTMENT OF JUSTICE PASSED THROUGH THE ALASKA INTERNET CRIMES AGAINST CHILDREN TASK FORCE FOR THE PURCHASE OF FORENSIC SOFTWARE.

WHEREAS, the Kenai Police Department is an active member in good standing with Alaska Internet Crimes Against Children (ICAC) Task Force; and,

WHEREAS, investigators at the Kenai Police Department operate a Cellebrite system for performing forensic device data extraction and examination, which requires regular software updates; and,

WHEREAS, the software updates for the Cellebrite will cost approximately \$6,100 and the ICAC has approved reimbursing the Kenai Police Department for \$5,000 of that cost; and,

WHEREAS, the remaining cost of the software, above the grant amount, will be covered by funds within the current Police operating budget and no further appropriation is required.

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 \$5,000 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 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –
Federal Grants - Police \$5,000

Increase Appropriations –
Police - Software \$5,000

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 7TH DAY OF JUNE, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced:	May 17, 2023
Enacted:	June 7, 2023
Effective:	June 7, 2023



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: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: May 8, 2023

SUBJECT: **Ordinance No. 3354-2023, ICAC funds for Cellebrite Software**

The Kenai Police Department is a member agency of the Alaska Internet Crimes Against Children (ICAC) Task Force. That Task Force receives funding from the Department of Justice to assist in its mission. As a member of the ICAC, the Kenai Police Department has been allocated some of those grant funds.

The Department operates a Cellebrite device for forensic data extraction of devices, such as smart phones. That Cellebrite device requires software updates and the ICAC has approved reimbursement for software updates to that device. The software updates are \$6,100 and ICAC has committed \$5,000 for the purchase on a reimbursement basis. The remaining \$1,100 will come from the police department budget with no additional appropriation required.

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



Sponsored by: Legal

**CITY OF KENAI
ORDINANCE NO. 3355-2023**

AN ORDINANCE AMENDING KMC 13.10.015-MINOR OFFENSE FINE SCHEDULE, TO INCORPORATE PRIOR AMENDMENTS TO KMC 13.30.030- STREET PARKING PROHIBITIONS, AND THE REPEAL OF KMC 13.30.095- PARKING PROHIBITED ON KENAI AVENUE.

WHEREAS, Ordinance 3321-2022 (Substitute) amended certain provisions of City Code related to on-street parking to allow greater flexibility in the regulation of parking in the City; and,

WHEREAS, it is in the best interest of the City to amend KMC 13.10.015- Minor offense fine schedule, to incorporate these changes; and,

WHEREAS, the amendments to KMC 13.10-015 will not result in any monetary changes to the fine amounts.

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

Section 1. Amendment of Section 13.10.015 of Kenai Municipal Code: That Kenai Municipal Code, Section 13.10.015. Minor Offense Fine Schedule is hereby amended as follows:

13.10.015 Minor ~~[O]~~Offense ~~[F]~~Fine ~~[S]~~Schedule.

In accordance with AS [29.25.070\(a\)](#), citations for the following offenses may be disposed of as provided in AS [12.25.195](#) through [12.25.230](#), without a court appearance, upon payment of the fine amounts listed below or on the State of Alaska Uniform Minor Offense Tables for Titles [28](#) and [13](#) AAC offenses plus the state surcharge required by AS [12.55.039](#) and [29.25.074](#). Fines must be paid to the City of Kenai. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one (1) of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense. If an offense is not listed on this fine schedule or another fine schedule the defendant must appear in court to answer to the charges.

The fine amounts are doubled for motor vehicle or traffic offenses committed in a highway work zone, as those terms are defined in AS [28.90.990](#) and [13 AAC 40.010\(b\)](#).

An offense may not be disposed of without a court appearance if the offense is in connection with a motor vehicle accident that results in a death of a person.

MINOR OFFENSE FINE SCHEDULE

	CITE	RULE/OFFENSE	FINE	
		OFF-ROAD VEHICLE OPERATION		
1	KMC 13.40.020(a)	On public or private property without the express or implied consent of the owner, authorized agent, or representative.	100.00	
2	KMC 13.40.020(b)	On municipal park lands, except where specifically authorized, municipal playgrounds and school playground areas except by special authorization or in a specially designated area. Notwithstanding, wheelchairs may be operated on park lands and playgrounds by persons with mobility disabilities, subject to the other provisions of this chapter.	100.00	
3	KMC 13.40.020(c)	On a City or State maintained roadway, sidewalk, or on a path or trail designated for bicycles or pedestrians, unless such travel is necessary to go around an obstruction or hazard.	100.00	
4	KMC 13.40.020(d)	On any City or State road right-of-way that has been landscaped, seeded, or otherwise improved.	100.00	
5	KMC 13.40.020(e)	In such a manner as to produce sufficient noise to disturb the peace and quiet of another.	100.00	
6	KMC 13.40.020(f)	In such a manner as to cause damage to improved property or destruction to the terrain.	100.00	
7	KMC 13.40.030	Special stops required.	90.00	
8	KMC 13.40.050	Helmet required.	100.00	
9	KMC 13.30.080	Operating vehicle in a prohibited area.	100.00	
		ANIMALS		

	CITE	RULE/OFFENSE	FINE	
10	KMC 3.10.010	No person may permit an animal which he owns to interfere with another person's reasonable right to peace or privacy by making repeated or continued noise. (1st offense)	50.00	
11	KMC 3.10.010	No person may permit an animal which he owns to interfere with another person's reasonable right to peace or privacy by making repeated or continued noise. (2nd offense)	100.00	
12	KMC 3.10.010	No person may permit an animal which they own to interfere with another person's reasonable right to peace or privacy by making repeated or continued noise. (3rd offense)	Up to 500.00	
13	KMC 3.10.020(a)	A person who owns a dog shall keep the dog under restraint at all times. (1st offense)	50.00	
14	KMC 3.10.020(a)	A person who owns a dog shall keep the dog under restraint at all times. (2nd offense)	100.00	
15	KMC 3.10.020(a)	A person who owns a dog shall keep the dog under restraint at all times. (3rd offense)	Up to 500.00	
16	KMC 3.10.020(b)	A person who owns an animal other than a dog that is capable of annoying or endangering other persons or damaging their property shall keep the animal under restraint at all times. (1st offense)	50.00	
17	KMC 3.10.020(b)	A person who owns an animal other than a dog that is capable of annoying or endangering other persons or damaging their property shall keep the animal under restraint at all times. (2nd offense)	100.00	
18	KMC 3.10.020(b)	A person who owns an animal other than a dog that is capable of annoying or endangering other persons or damaging their property shall keep the animal under restraint at all times. (3rd offense)	Up to 500.00	

	CITE	RULE/OFFENSE	FINE	
19	KMC 3.10.020(c)	A person who owns a dog or other animal shall use reasonable means, including restraint or confinement, to prevent that dog or other animal from causing harm or injury to another person or animal unless the animal is on the private property of the owner.	100.00	
20	KMC 3.10.020(d)	A person who owns a vicious or dangerous animal shall at all times either confine the animal in a building or a secure enclosure, or otherwise secure the animal, as with a muzzle, so it cannot injure other persons or their property. (1st offense)	50.00	
21	KMC 3.10.020(d)	A person who owns a vicious or dangerous animal shall at all times either confine the animal in a building or a secure enclosure, or otherwise secure the animal, as with a muzzle, so it cannot injure other persons or their property. (2nd offense)	100.00	
22	KMC 3.10.020(d)	A person who owns a vicious or dangerous animal shall at all times either confine the animal in a building or a secure enclosure, or otherwise secure the animal, as with a muzzle, so it cannot injure other persons or their property. (3rd offense)	Up to 500.00	
23	KMC 3.10.020(e)	A person who owns a female dog or cat in heat or during ovulation shall keep the dog or cat under restraint in such a manner that it cannot come into contact with a male of its species except for planned breeding purposes; provided, that a female sled dog in heat shall be confined unless it is restrained by proper harnessing in a team in such a manner that it cannot come in contact with a male dog except for planned breeding purposes. (1st offense)	50.00	
24	KMC 3.10.020(e)	A person who owns a female dog or cat in heat or during ovulation shall keep the dog or cat under restraint in such a manner that it cannot come into contact with a male of its species except for planned breeding purposes; provided, that a female sled dog in	100.00	

	CITE	RULE/OFFENSE	FINE	
		heat shall be confined unless it is restrained by proper harnessing in a team in such a manner that it cannot come in contact with a male dog except for planned breeding purposes. (2nd offense)		
25	KMC 3.10.020(e)	A person who owns a female dog or cat in heat or during ovulation shall keep the dog or cat under restraint in such a manner that it cannot come into contact with a male of its species except for planned breeding purposes; provided, that a female sled dog in heat shall be confined unless it is restrained by proper harnessing in a team in such a manner that it cannot come in contact with a male dog except for planned breeding purposes. (3rd offense)	Up to 500.00	
26	KMC 3.10.020(f)	No person other than an officer performing his duties under this title may release an animal from restraint without its owner's consent, except to preserve the animal's life. (1st offense)	50.00	
27	KMC 3.10.020(f)	No person other than an officer performing his duties under this title may release an animal from restraint without its owner's consent, except to preserve the animal's life. (2nd offense)	100.00	
28	KMC 3.10.020(f)	No person other than an officer performing their duties under this title may release an animal from restraint without its owner's consent, except to preserve the animal's life. (3rd offense)	Up to 500.00	
29	KMC 3.10.030	A person who owns an animal shall maintain all structures, pens, and yards where the person keeps the animal, and all areas adjacent thereto, in a clean and sanitary condition and free from objectionable odor. (1st offense)	50.00	
30	KMC 3.10.030	A person who owns an animal shall maintain all structures, pens, and yards where the person keeps the animal, and all areas adjacent thereto, in a clean and	100.00	

	CITE	RULE/OFFENSE	FINE	
		sanitary condition and free from objectionable odor. (2nd offense)		
31	KMC 3.10.030	A person who owns an animal shall maintain all structures, pens, and yards where the person keeps the animal, and all areas adjacent thereto, in a clean and sanitary condition and free from objectionable odor. (3rd offense)	Up to 500.00	
32	KMC 3.10.050	No person may tie, stake, or otherwise confine an animal by a street, sidewalk, alley, or public place, or in such a manner that the animal may enter a street, alley, or public place, except as permitted under KMC 3.05.080 . (1st offense)	50.00	
33	KMC 3.10.050	No person may tie, stake, or otherwise confine an animal by a street, sidewalk, alley, or public place, or in such a manner that the animal may enter a street, alley, or public place, except as permitted under KMC 3.05.080 . (2nd offense)	100.00	
34	KMC 3.10.050	No person may tie, stake, or otherwise confine an animal by a street, sidewalk, alley, or public place, or in such a manner that the animal may enter a street, alley, or public place, except as permitted under KMC 3.05.080 . (3rd offense)	Up to 500.00	
35	KMC 3.10.070	No person shall keep or maintain livestock. (1st offense)	50.00	
36	KMC 3.10.070	No person shall keep or maintain livestock. (2nd offense)	100.00	
37	KMC 3.10.070	No person shall keep or maintain livestock. (3rd offense)	Up to 500.00	
38	KMC 3.10.080	Failure to properly dispose of dog waste.	50.00	

	CITE	RULE/OFFENSE	FINE	
39	KMC 3.15.010	No person may operate a kennel facility without a license. (1st offense)	50.00	
40	KMC 3.15.010	No person may operate a kennel facility without a license. (2nd offense)	100.00	
41	KMC 3.15.010	No person may operate a kennel facility without a license. (3rd offense)	Up to 500.00	
42	KMC 3.15.050(a)	Standards for operating facilities. (1st offense)	50.00	
43	KMC 3.15.050(a)	Standards for operating facilities. (2nd offense)	100.00	
44	KMC 3.15.050(a)	Standards for operating facilities. (3rd offense)	Up to 500.00	
45	KMC 3.20.010	Failure to license a dog. (1st offense)	50.00	
46	KMC 3.20.010	Failure to license a dog. (2nd offense)	100.00	
47	KMC 3.20.010	Failure to license a dog. (3rd offense)	Up to 500.00	
		PARKING		
48	KMC 13.10.060	Camping on private property.	50.00	
49	KMC 13.30.030	[NIGHT PARKING PROHIBITED] <u>Street Parking Prohibitions.</u>	50.00	
50	KMC 13.30.035	Paid parking.	50.00	
51	[KMC 13.30.0951]	[PARKING PROHIBITED ON KENAI AVENUE]	[50.00]	
52	KMC 18.35.010	Overnight camping.	50.00	
53	AR 6.05.010-030	Parking at airport. (1st offense)	25.00	

	CITE	RULE/OFFENSE	FINE	
54	AR 6.05.010-030	Parking at airport. (2nd offense)	50.00	
		ABANDONED / JUNK VEHICLES / LITTERING		
55	KMC 12.20.010	Deposit of refuse (littering).	500.00	
56	KMC 12.20.010	No fish, fish carcasses, fish parts or offal may be deposited in dumpsters or receptacles unless marked specifically to allow for fish or fish parts.	150.00	
57	KMC 12.25.020	Abandonment of vehicle.	100.00	
58	KMC 12.25.030	Junk vehicle.	100.00	
		OFFENSES AGAINST PROPERTY		
59	KMC 13.20.030	Protection of North and South Shore—No physical damage.	150.00	
60	KMC 13.20.030	Protection of North and South Shore—Physical damage.	500.00	
61	KMC 13.20.035	Burning of pallets and other wood materials containing metal fasteners.	50.00	

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 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 7TH DAY OF JUNE, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	May 17, 2023
Enacted:	June 7, 2023
Effective:	July 7, 2023



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Scott Bloom, City Attorney
DATE: May 4, 2023
SUBJECT: **Ordinance 3355-2023 - Parking**

Ordinance 3321-2022 (Substitute) amended the City's on street parking prohibitions to allow greater flexibility in regulating on street parking. These changes necessitate a change to the City's Minor Offense Fine Schedule to enable successful prosecution of violations of on street parking prohibitions. This is primarily a house keeping change that does not result in any change to the fine amounts. The applicable changes are in sections 49 and 51 of the fine schedule, amending the reference in section 49 and removing the reference in section 51 to correspond with the previous changes in code.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3356-2023**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE TITLE 23—PERSONNEL REGULATIONS TO ADDRESS RECRUITMENT AND RETENTION OF EMPLOYEES AND MAKE HOUSEKEEPING CHANGES.

WHEREAS, pursuant to KMC 23.15.010, the City Manager prepares and recommend revisions and amendments to the personnel regulations as deemed necessary; and,

WHEREAS, Administration worked with an internal working group to address ongoing recruitment and retention challenges in order to improve recruitment, retention, and reduce turnover and make minor amendments to reflect current practices or improve consistency; and,

WHEREAS, the City and other comparable government employers have experienced workforce challenges in recent years which have made additional efforts necessary to recruit and retain qualified employees to meet the needs and expectations of the community; and,

WHEREAS, the City Manager's recommended amendments to the Kenai Municipal Code to improve recruitment and retention of employees are in the best interests of the City of Kenai.

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

Section 1. Amendment of Section 23.05.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.05.010—Employment—Qualifications, is hereby amended as follows:

23.05.010 Employment—Qualifications.

Employment ~~[IN]with the City [GOVERNMENT SHALL BE]~~is based on qualifications, free of personal and political considerations, with equal opportunity for all with no discrimination ~~[IN EMPLOYMENT]~~ on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, ~~[OR] genetic information, or any other basis protected by law.~~ [IT IS A POLICY OF T] The City [TO NOT DISCRIMINATE AGAINST THE] will provide reasonable accommodation to qualified [DISABLED]individuals with disabilities in [EMPLOYMENT]accordance with the Americans with Disabilities Act.

Section 2. Amendment of Section 23.05.020 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.05.020—Incentives and conditions, is hereby amended as follows:

23.05.020 Incentives and ~~[C]~~Conditions.

- (a) The City recognizes the benefit of [J]just and equitable incentives and conditions of employment, including monetary incentives, and non-monetary recognition to recruit and retain qualified employees. All incentives and conditions of employment [SHALL BE] must be established and maintained to promote efficiency and economy in the operations of the City government.
- (b) An Employee Referral Program to encourage employees to refer qualified candidates to positions open for recruitment may be established by the City Manager. Employees may be eligible to receive up to one (1) day of annual leave upon initial appointment of a classified or department head service employee referred by the employee.

Section 3. Amendment of Section 23.15.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.15.010—Administration by City Manager, is hereby amended as follows:

23.15.010 Administration by City Manager.

The City Manager has the overall authority and responsibility for the personnel program established by this title. [SHALL BE ADMINISTERED BY THE CITY MANAGER. HE OR SHE SHALL ADMINISTER ALL PROVISIONS OF THIS TITLE AND OF THE PERSONNEL RULES. HE OR SHE SHALL] The City Manager will prepare and recommend revisions and amendments to this title as deemed necessary. The City Manager or designee [SHALL] will draft and administer [SUCH] rules and procedures as may be necessary to carry out the provisions of this title. Such rules and procedures [SHALL] must be approved by the City Manager and be uniform in application except as specifically stated. [ADDITIONALLY, EACH DEPARTMENT OF THE CITY IS ENCOURAGED TO ESTABLISH DEPARTMENTAL RULES, REGULATIONS, AND PROCEDURES SUBJECT TO THE APPROVAL OF THE CITY MANAGER. SUCH RULES, REGULATIONS, AND PROCEDURES SHALL BE IN HARMONY WITH THE GENERAL RULES OF THE CITY MANAGER AND PROVISIONS OF THIS TITLE AND SHALL BE BINDING ON THE EMPLOYEES.]

Section 4. Amendment of Section 23.20.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.20.010—Initial classification, is hereby amended as follows:

23.20.010 Initial [C]Classification.

The City Manager [SHALL MAKE ANALYSIS OF] or designee will analyze the duties and responsibilities of all positions in the classified service and department head service and [SHALL] recommend to the Council a job classification plan. Each position in the classified service and department head service [SHALL] must be assigned to a job class on the basis of the kind and level of its duties and responsibilities. All positions in the same class [SHALL] must be sufficiently alike to make use of a single descriptive title [, THE SAME QUALIFICATION REQUIREMENTS, THE SAME TEST OF COMPETENCE, AND THE SAME AND PAY SCALE]. A job class may contain one (1) position or more than one (1) position. The classification plan [SHALL BE] is effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

Section 5. Amendment of Section 23.25.040 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.040—Appointee compensation—Classified service, is hereby renamed and amended as follows:

23.25.040 [APPOINTEE]Initial [C]Compensation[—CLASSIFIED SERVICE].

(a) Upon initial appointment to a position, [THE] employees in the classified service [SHALL] and department head service will receive the minimum compensation for the class to which the position is allocated, except as provided below.

[(B)](1) In cases when unusual difficulty in filling the vacancy is experienced, [OR] when the appointee is exceptionally qualified, or when the appointee has comparable experience to the higher step or range, the City Manager may [CAUSE THE APPOINTMENT FOR EMPLOYEES IN THE CLASSIFIED SERVICE TO BE MADE AT A] approve compensation [LEVEL] above the minimum, but not more than [LEVEL D FOR THE SAME CLASS] the maximum, of the pay range for the class to which the position is allocated.

[(C)](b) For recruitment of police officers who have successfully completed a police academy recognized by the Alaska Police Standards Council, the City Manager may offer additional compensation in the form of a signing bonus up to twenty thousand dollars (\$20,000.00) to a police officer certified in accordance with the State of Alaska Certification Standards. The signing bonus must be paid according to a plan approved by the City Manager.

(c) For recruitment of positions in which it has been determined that the position is likely to be difficult to fill in the absence of an incentive, the City Manager may offer additional compensation in the form of a recruitment incentive bonus up to ten percent (10%) of the minimum compensation for the class to which the position is allocated. The incentive must be paid according to a plan approved by the City Manager.

Section 6. Repeal of Section 23.25.045 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.045—Department heads, is hereby repealed as follows:

[23.25.045 DEPARTMENT HEADS.

- (A) UPON INITIAL APPOINTMENT TO A POSITION, EMPLOYEES IN THE DEPARTMENT HEAD SERVICE SHALL RECEIVE THE MINIMUM COMPENSATION FOR THE CLASS TO WHICH THE POSITION IS ALLOCATED, EXCEPT AS PROVIDED BELOW.
- (B) IN CASES WHEN UNUSUAL DIFFICULTY IN FILLING THE VACANCY IS EXPERIENCED, OR WHEN THE APPOINTEE IS EXCEPTIONALLY QUALIFIED, THE CITY MANAGER MAY CAUSE THE APPOINTMENT FOR EMPLOYEES IN THE DEPARTMENT HEAD SERVICE TO BE MADE AT A COMPENSATION LEVEL ABOVE THE MINIMUM, BUT NOT MORE THAN THE MAXIMUM FOR THE SAME CLASS.]

Section 7. Amendment of Section 23.30.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.30.010—General, is hereby amended as follows:

23.30.010 General.

- (a) The City Manager or designee is the [R]recruitment and appointing authority [SHALL BE VESTED IN THE CITY MANAGER].
- (b) Applicants must be [UNITED STATES CITIZENS OR] eligible for employment under existing state and federal laws and regulations in order to be employed by the City.
- [(C) APPLICANTS FOR POSITIONS IN THE CLASSIFIED AND DEPARTMENT HEAD SERVICE NEED NOT RESIDE WITHIN THE CITY LIMITS. DEPARTMENTAL RULES SHALL ESTABLISH RESPONSE TIMES REQUIRED BY THAT DEPARTMENT.
- (D) MINIMUM AGE FOR CITY EMPLOYMENT SHALL BE IN ACCORDANCE WITH STATE OF ALASKA LAWS.]
- [(E)c] Employment of qualified individuals with a disability [SHALL BE]is encouraged.
- [(F) EMPLOYMENT RIGHTS FOR VETERANS SHALL BE IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAWS.
- (G) APPLICANTS MUST POSSESS AN APPROPRIATE VALID ALASKA STATE DRIVER’S LICENSE, SHOULD EMPLOYMENT REQUIRE OPERATION OF A MOTOR VEHICLE.
- (H)](d) Applicants must complete a City application form or submit a resume of sufficient detail to equate to a City form.

Section 8. Amendment of Section 23.30.050 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.30.050—Business hours and hours of work, is hereby renamed and amended as follows:

23.30.050 [BUSINESS] Normal [HOURS AND H] Hours of [W]Work.

- (a) The normal hours [DURING WHICH CITY OFFICES AND DEPARTMENTS SHALL NORMALLY BE OPEN FOR BUSINESS SHALL BE 8:00 A.M. TO 5:00 P.M.; POLICE AND FIRE SHALL BE OPEN FOR BUSINESS TWENTY-FOUR (24) HOURS A DAY. THE LIBRARY, SENIOR CENTER, PUBLIC WORKS AND ANIMAL CONTROL OPERATIONS SHALL BE OPEN FOR BUSINESS] of work for employees are established by the City Manager and may be adjusted to

allow for alternate or flexible work schedules or locations upon the recommendation of the department head and [AS AUTHORIZED] approval by the City Manager.

- (b) Public safety employees, not including administrators, normal work week is:
 - (1) Police and Communications—four (4) shifts per week, two thousand eighty (2,080) hours annually. When working shift, the first and third days off [SHALL]will be treated as Saturdays, and the middle day off (the second day) [SHALL]will be treated as a Sunday for purposes of paying overtime;
 - (2) Employees performing fire protection activities as defined by the Fair Labor Standards Act (FLSA) may work any FLSA approved “7(k) Work Period” approved by the City Manager.
- (c) All other full-time employees normal work week is forty (40) hours, two thousand eighty (2,080) hours annually. Standard work day is midnight to midnight succeeding. Standard work week is midnight Sunday to midnight Sunday succeeding. [OPERATING HOURS MAY BE ADJUSTED ON TIMELY NOTICE.]

Section 9. Amendment of Section 23.40.020 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.020—Holidays, is hereby amended as follows:

23.40.020 Holidays.

- (a) Employees [SHALL BE] are entitled to the holidays listed below with pay. Full-time employees [SHALL] will receive regular compensation; part-time employees [SHALL] will be compensated in proportion to the number of hours they are normally scheduled to work.
 - (1) New Year’s Day
 - (2) Washington’s Birthday (the third Monday in February)
 - (3) Memorial Day (the last Monday in May)
 - (4) Independence Day
 - (5) Labor Day
 - (6) Alaska Day
 - (7) Veterans Day
 - (8) Thanksgiving Day
 - (9) Day after Thanksgiving
 - (10) Christmas Day
 - (11) A floating holiday [SUBJECT TO INDIVIDUAL CHOICE OF EACH EMPLOYEE WITH FIVE (5) WORKING DAYS’ NOTICE TO, AND] to be used as leave on a day of the employee’s choice, subject to the approval of [, HIS OR HER] the employee’s immediate supervisor.
 - (12) A half-day holiday on either Christmas Eve or New Years’ Eve at the employee’s choice to be used as leave, subject to approval of the employee’s immediate supervisor.
- (b) If any such holiday falls on a Sunday, the following Monday [SHALL]will be given as a holiday. If such holiday falls on a Saturday, the preceding Friday [SHALL]will be given as a holiday.
- (c) Public Safety employees who normally work holidays [SHALL]will receive a payment for authorized holidays at one and one-half (1 1/2) times their normal hourly pay as follows:
 - Fire (7(k) work period): 11.2 hours pay per holiday.
 - Police, Communications, and Fire (forty (40) hour week): eight (8) hours pay per holiday.
 - Holidays which occur during annual leave [SHALL]will be charged against such leave.

Section 10. Amendment of Section 23.40.030 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.030—Annual leave, is hereby amended as follows:

23.40.030 Annual [L]Leave.

- (a) Annual leave is combined vacation and sick leave.
- (b) Accrual Rate.
 - (1) Full-time employees except certain Fire Department employees:
 - 7.3846 hours bi-weekly—first two (2) years of service.
 - 8.3077 hours bi-weekly—three (3) through five (5) years of service.
 - 9.2308 hours bi-weekly—six (6) through ten (10) years of service.
 - 10.1538 hours bi-weekly—more than ten (10) years of service.
 - (2) Fire (7(k) work period):
 - 10.3385 hours bi-weekly—first two (2) years of service.
 - 11.6308 hours bi-weekly—three (3) through five (5) years of service.
 - 12.9231 hours bi-weekly—six (6) through ten (10) years of service.
 - 14.2154 hours bi-weekly—more than ten (10) years of service.
 - (3) In cases in which a former City employee is selected for appointment, the City Manager may approve an accrual rate based on the years of service formerly earned by the employee.
- (c) Annual leave is charged on an hour-for-hour basis; i.e., normal work day of eight (8) hours would be charged at eight (8) hours annual leave; twelve (12) hour work day, twelve (12) hours annual leave; ten (10) hour work day, ten (10) hours annual leave; twenty-four (24) hour work day, twenty-four (24) hours annual leave.
- (d) Leave continues to accrue during the period of time an employee is on paid leave except during periods of terminal leave (leave time after which the employee does not intend to return to work). Leave does not accrue during periods of leave without pay.
- (e) Accrued and unused leave may be carried over from one (1) year to the next for the purpose of accumulating an annual leave account or reserve. The maximum leave hours that may be accrued are six hundred forty (640) hours for classified, unclassified, and department head service employees, and eight hundred ninety-six (896) hours for Fire Department employees working a 7(k) work period.
- (f) Annual leave may be used for any purpose desired by the employee. Incidental absences for sickness as unplanned are not controllable. However, planned absences must be coordinated with and approved by the appropriate department head.
- (g) It is required that each employee use a minimum of eighty (80) hours of leave per calendar year for employees working forty (40) hours per week, and one hundred twelve (112) hours for employees working a 7(k) work period, and affect appropriate coordination with the department head. If actual hours used are less than the minimum requirement, then the difference [SHALL]will be deducted from available leave hours without any compensation to the employee. Employees are not required to meet mandatory leave requirements their first year of service.
- (h) Excess leave above the amount authorized for accrual (subsections (a) through (e) of this section) existing on December 31st [SHALL]will automatically be paid at the then existing rate for the individual employee.
- (i) Department heads [SHALL]will schedule vacations for their respective employees with due consideration for the desires of the employees and the work requirements facing the department. Vacation schedules may be amended to allow the department to meet emergency situations.

- (j) In the event of significant illness or injury not covered by workers' compensation, or absence due to training or education, an employee on exhausting annual leave may, with the approval of the City Manager or designee, borrow up to a six (6) month entitlement (i.e., thirteen (13) x 7.3846 hours) to avoid a no-pay status. Accrued annual leave will be charged to repay borrowed leave and must be repaid before annual leave may be used. In the event the person's employment with the City ends prior to the borrowed leave being repaid, the employee must reimburse the City for the value of any leave not repaid. The City may deduct the value of any leave not repaid from the employee's final paycheck.
- (k) Part-time employees working fifteen (15) hours a week or more [SHALL]will accrue at the same rate as a full-time employee except on a proportional basis as to hours.
- (l) Employees considered to be exempt from the provisions of the Fair Labor Standards Act [SHALL HAVE] are charged annual leave [CHARGED] on [AN EIGHT (8) HOUR/ WHOLE] a full-day basis. A full day is considered to be the normal hours worked in a day for a position as established by the City Manager. If any such employee [IS PRESENT FOR] works during any portion of a normal work day, that employee [SHALL NOT BE] is not charged annual leave for that day. [CONVERSELY, I] If any such employee [IS ABSENT FROM HER OR HIS NORMAL PLACE OF] does not work [FOR] within a [N ENTIRE] normal day [(EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS)] that employee will be charged [EIGHT (8) HOURS OF] a full day of annual leave for that day, unless the City Manager or designee has approved a substitute work day.

Section 11. Amendment of Section 23.40.050 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.050—Leave of absence without pay, is hereby amended as follows:

23.40.050 Leave of [A]~~A~~bsence [W]~~W~~ithout [P]~~P~~ay.

- (a) Leave without pay may be granted to an employee upon recommendation of the department head and approval of the City manager or designee for up to one hundred eighty (180) days. Each request for such leave [SHALL]will be considered in the light of the reasons for the request and of the needs of the organization. Leave of absence without pay is not authorized or permitted for other employment. Leave without pay [SHALL]may not be requested nor granted until such time as all accrued annual leave has been exhausted, except when an employee is absent and drawing workers' compensation pay[,] or a new employee has been granted approval for leave by the City Manager or designee prior to employment.
- (b) If an employee uses more than thirty (30) days total leave without pay during [HIS OR HER] the employee's leave year, [HIS OR HER] the employee's merit anniversary and length of service dates [SHALL]will be advanced on the calendar as follows: The number of days the leave without pay exceeds thirty (30) days are added to the anniversary date to arrive at an extended anniversary date. A new anniversary date is then established on the first day of the month closest to the extended anniversary date.
- (c) During a period of leave without pay, the employee's benefits [SHALL]may be in abeyance. Cost of maintenance of health and related benefits will be at the personal expense of the employee and must be prepaid via the City to insure continued coverage.

Section 12. Amendment of Section 23.40.060 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.060—Leave of absence with pay, paragraph 4, is hereby amended as follows:

23.40.060 Leave of [A]~~A~~bsence with [p]~~p~~ay.

- (4) Death in the Immediate Family. Leave of absence with pay is provided to assist an employee who must be absent from work as a result of a death in the immediate family. [THE EMPLOYEE'S ABSENCE WOULD BE FOR FUNERAL ATTENDANCE, OR TO HANDLE MATTERS ARISING DUE TO THE DEATH OF AN IMMEDIATE FAMILY MEMBER, THAT CANNOT PRACTICABLY BE TAKEN CARE OF OUTSIDE OF REGULAR BUSINESS HOURS. UPON THE CITY MANAGER'S APPROVAL,] Immediate family means a parent, spouse, child, grandparent,

grandchild, sibling, and in-law and step-relation equivalents. Employees [SHALL BE] are entitled to [THE FOLLOWING LEAVE, WHICH WILL NOT DIRECTLY AFFECT THEIR PERSONAL LEAVE ACCOUNT: THREE (3)] five (5) working days, up to [TWENTY-FOUR (24)] forty (40) hours maximum and up to forty-eight (48) hours for employees engaged in fire protection activities who work an average of fifty-six (56) hours per week. Time taken for this reason will not affect the employee's annual leave accrual.

Section 13. Amendment of Section 23.40.095 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.095—Supplemental retirement, is hereby amended as follows:

23.40.095 Supplemental [R]Retirement.

All employees with six (6) months of service regularly scheduled to work fifteen (15) hours or more per week [SHALL BE] are eligible to participate in a supplemental retirement program to be selected by the City Manager. The City's contribution on behalf of each eligible employee [SHALL] will be [FOUR] six and two tenths percent ([4]6.2%) of the first thirty-seven thousand five hundred dollars (\$37,500.00) of base wages earned in a calendar year for the first five (5) years of service and of the first fifty thousand dollars (\$50,000.00) of base wages earned in a calendar year for six (6) through ten (10) years of service and of the first sixty-two thousand five hundred dollars (\$62,500.00) of base wages earned in a calendar year for eleven (11) through fifteen (15) years of service and of the first seventy five thousand dollars (\$75,000.00) of base wages earned in a calendar year for more than fifteen (15) years of service. The contribution [SHALL] will not apply to additional compensation to employees, such as overtime pay, holiday pay, and qualification pay.

Section 14. 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 15. 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 7TH DAY OF JUNE, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced: May 17, 2023
Enacted: June 7, 2023
Effective: July 7, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Christine Cunningham, Acting Human Resources Director

DATE: May 9, 2023

SUBJECT: **Ordinance 3356-2023 Amending Kenai Municipal Code Title 23 Personnel Regulations to Address Recruitment and Retention**

The purpose of this memo is to recommend amendments to Kenai Municipal Code Title 23 – Personnel Regulations to address recruitment and retention of employees as provided in Ordinance 3356-5023.

In September, 2022, Administration formed an internal working group to undertake a comprehensive review of the City’s personnel practices and processes in light of the changing workforce composition, current economic conditions and trends, and the City’s competitiveness to recruit and retain qualified employees to provide City services.

The working group is comprised of the following City employees:

1. City Manager Terry Eubank
2. Assistant to City Manager Christine Cunningham
3. Human Resources Director Stephanie Randall
4. Police Chief Dave Ross
5. Fire Chief Tony Prior
6. Library Director Katja Wolfe
7. Controller Lana Metcalf

The group presented its recommendations to Council at a Work Session on May 16. Those recommendations included the following strategies:

Offer Recruitment Incentives for Difficult-to-Fill Positions

Allows the City to offer a one-time hiring bonus payment to new employees for difficult-to-fill positions. Not all jobs would qualify as "difficult to fill." An example of a difficult-to-fill position would be one with a failed recruitment, a history of failed recruitments, or a position that has been vacant for a long time despite efforts to fill the position.

Allow Greater Flexibility for Entry-Level Positions

Facilitates a larger applicant pool by allowing the City to hire a new employee at a lower level (Level I) with a plan to achieve a higher level (Level II) while the employee is on the

job. Not all positions would qualify, and departments would need to work with Human Resources to approve a flexibly staffed position.

Allow for Setting Higher Initial Compensation

Allows the City to offer a higher level of compensation than the minimum level currently set in City Code for a new employee. For this to occur, the open position must be considered "difficult to fill," or an applicant must be highly qualified for the position or have comparable experience to the level offered by the City.

Provide Returning Employees Credit for Prior Years of Service Toward Leave Accrual

Allows the City to give an employee who returns to the City credit for their years of prior service with the City when setting their initial leave accrual. If a current employee has prior years of service with the City, they would receive credit for their service and their leave accrual would be adjusted.

Allow Flexible Scheduling for Exempt Employees

Allows employees who are not eligible for overtime to substitute a day of leave for a day worked on a weekend with pre-approval by the City Manager.

Expand Leave of Absence with Pay for a Death in the Immediate Family

Increases the amount of leave employees are eligible to receive when they experience a death in their immediate family from up to 24 hours to up to 40 hours (up to 48 hours for employees engaged in fire protection activities who work 56 hours per week). It would also expand the current list of family members, which includes parent, spouse, children, sibling, and parent-in-law to add grandparents, grandchildren, and in-law and step-equivalents.

Establish an Employee Referral Program

Creates a new Employee Referral Program to help the City find applicants for open positions by giving current employees a day off with pay if they refer someone to apply for an open job and the City then hires the person referred. This program would not apply to temporary positions and would be administered by the Human Resources department as a cost-effective way for the City to encourage employees to refer qualified applicants who might not otherwise be seeking employment, incentivizes employees to share job postings and promote the City.

Establish a Limited Remote Work Program

Allows employees to work remotely for up to two weeks if the employee's position is suitable for off-site work subject to approval of the immediate supervisor and Department Head. Eligibility will be limited for some positions (for example, some employees may only be eligible to complete mandatory training off-site). A remote work agreement would need to be approved through Human Resources.

Establish Employee Educational Program

This program, currently in City Code but not funded, would set aside \$5,000 for an employee education program to provide educational assistance. Employees would need to apply for the program, which would be administered by the Human Resources Department.



Add a Half-Holiday to the List of City Holidays

Adds a half-holiday to the City's current list of holidays and allows all employees entitled to holidays to take a half-day on Christmas Eve or New Year's Eve at the employee's choice, subject to the approval of the immediate supervisor. Public safety employees will be compensated for the additional half-holiday on Christmas Eve, consistent with other City holidays.

Increase Supplemental Retirement Contribution

Increases the City's contribution to supplemental retirement for employees who work 15 or more hours a week from 4% of the first \$37,500 base wages to 6.2% of the first \$37,500 base wages. The base wages would increase to \$75,000 according to a schedule based on the employee's years of service to promote longevity and retention.

Postpone Increase to Employee Cost Share for Health Insurance Benefits

Over the past several years, the City has continued to increase the employee cost share for health insurance. This proposal would postpone the 1% increase (from 13% to 14%) scheduled for July 1, 2023. Employees participating in health insurance benefits would not see a cost increase this year if approved.

Nonmonetary Changes

In addition to the above proposals, the working group explored a variety of new methods to recruit and retain employees and will continue to evaluate current personnel practices, including streamlining the application and hiring process, attending job fairs and connecting with community resources, creating a total compensation annual report for employees, additional training opportunities related to retirement and benefits, and continuing to re-evaluate minimum requirements in positions to ensure the education and experience requirements do not unnecessarily reduce the number of qualified applicants.

Below is a summary of recommended amendments to the personnel regulations that relate to the above strategies to address ongoing recruitment and retention challenges to improve recruitment, retention, and reduce turnover and make minor amendments to reflect current practices or for consistency with the style generally followed in Kenai Municipal Code. City Attorney Scott Bloom has reviewed the following amendments and sectional analysis (in red):

Section 1. Amendment of Section 23.05.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.05.010—Employment—Qualifications is hereby amended as follows:

23.05.010 Employment—Qualifications.

Employment [IN]with the City [GOVERNMENT SHALL BE]is based on qualifications, free of personal and political considerations, with equal opportunity for all with no discrimination [IN EMPLOYMENT] on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, [OR] genetic information, or any other basis protected by law. [IT IS A POLICY OF T] The City [TO NOT DISCRIMINATE AGAINST THE] will provide reasonable accommodation to qualified [DISABLED]individuals with disabilities in [EMPLOYMENT]accordance with the Americans with Disabilities Act.



This amendment changes language to follow the Americans with Disabilities Act (ADA) guidelines for referring to individuals with disabilities, adds language to ensure compliance with equal employment opportunity laws (e.g., amendments, specific characteristics, retaliation), and makes minor changes consistent with the style generally followed in Code.

Section 2. Amendment of Section 23.05.020 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.05.020—Incentives and conditions is hereby amended as follows:

23.05.020 Incentives and ~~[C]~~Conditions.

- (a) The City recognizes the benefit of [J]just and equitable incentives and conditions of employment, including monetary incentives, and non-monetary recognition to recruit and retain qualified employees. All incentives and conditions of employment [SHALL BE] must be established and maintained to promote efficiency and economy in the operations of the City government.
- (b) An Employee Referral Program to encourage employees to refer qualified candidates to positions open for recruitment may be established by the City Manager. Employees may be eligible to receive up to one (1) day of annual leave upon initial appointment of a classified or department head service employee referred by the employee.

This amendment changes language to clarify that the City offers monetary and non-monetary recognition incentives (e.g., service awards) and recruitment incentives, authorizes the City Manager to establish an Employee Referral Program, and makes minor changes consistent with the style generally followed in Code.

Section 3. Amendment of Section 23.15.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.15.010—Administration by City Manager is hereby amended as follows:

23.15.010 Administration by City Manager.

The City Manager has the overall authority and responsibility for the personnel program established by this title. [SHALL BE ADMINISTERED BY THE CITY MANAGER. HE OR SHE SHALL ADMINISTER ALL PROVISIONS OF THIS TITLE AND OF THE PERSONNEL RULES. HE OR SHE SHALL] The City Manager will prepare and recommend revisions and amendments to this title as deemed necessary. The City Manager or designee [SHALL]will draft and administer [SUCH] rules and procedures as may be necessary to carry out the provisions of this title. Such rules and procedures [SHALL]must be approved by the City Manager and be uniform in application except as specifically stated. [ADDITIONALLY, EACH DEPARTMENT OF THE CITY IS ENCOURAGED TO ESTABLISH DEPARTMENTAL RULES, REGULATIONS, AND PROCEDURES SUBJECT TO THE APPROVAL OF THE CITY MANAGER. SUCH RULES, REGULATIONS, AND PROCEDURES SHALL BE IN HARMONY WITH THE GENERAL RULES OF THE CITY MANAGER AND PROVISIONS OF THIS TITLE AND SHALL BE BINDING ON THE EMPLOYEES.]

This amendment changes language to allow the City Manager to designate responsibility for drafting and administering personnel rules and procedures, makes minor changes consistent with the style generally followed in Code, and removes language that no longer reflects current



practice. For example, department rules and procedures related to personnel are currently coordinated with and reviewed by Human Resources in coordination with the Legal Department.

Section 4. Amendment of Section 23.20.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.20.010—Initial classification is hereby amended as follows:

23.20.010 Initial [C]Classification.

The City Manager [SHALL MAKE ANALYSIS OF]or designee will analyze the duties and responsibilities of all positions in the classified service and department head service and [SHALL] recommend to the Council a job classification plan. Each position in the classified service and department head service [SHALL] must be assigned to a job class on the basis of the kind and level of its duties and responsibilities. All positions in the same class [SHALL] must be sufficiently alike to make use of a single descriptive title [, THE SAME QUALIFICATION REQUIREMENTS, THE SAME TEST OF COMPETENCE, AND THE SAME AND PAY SCALE]. A job class may contain one (1) position or more than one (1) position. The classification plan [SHALL BE]is effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.

This amendment changes language to allow the City Manager to designate responsibility for analyzing the essential duties and responsibilities for positions and job classes, removes language that would prevent flexible staffing at a lower and higher level for entry-level positions, which may have different qualifications and a different range in the salary schedule for each level, and makes minor changes consistent with the style generally followed in Code.

Section 5. Amendment of Section 23.25.040 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.040—Appointee compensation—Classified service, is hereby renamed and amended as follows:

23.25.040 [APPOINTEE]Initial [C]Compensation[—CLASSIFIED SERVICE].

(a) Upon initial appointment to a position, [THE] employees in the classified service [SHALL]and department head service will receive the minimum compensation for the class to which the position is allocated, except as provided below.

[(B)](1) In cases when unusual difficulty in filling the vacancy is experienced, [OR] when the appointee is exceptionally qualified, or when the appointee has comparable experience to the higher step or range, the City Manager may [CAUSE THE APPOINTMENT FOR EMPLOYEES IN THE CLASSIFIED SERVICE TO BE MADE AT A]approve compensation [LEVEL] above the minimum, but not more than [LEVEL D FOR THE SAME CLASS]the maximum, of the pay range for the class to which the position is allocated.

[(C)]b For recruitment of police officers who have successfully completed a police academy recognized by the Alaska Police Standards Council, the City Manager may offer additional compensation in the form of a signing bonus up to twenty thousand dollars (\$20,000.00) to a police officer certified in accordance with the State of Alaska Certification Standards. The signing bonus must be paid according to a plan approved by the City Manager.



(c) For recruitment of positions in which it has been determined that the position is likely to be difficult to fill in the absence of an incentive, the City Manager may offer additional compensation in the form of a recruitment incentive bonus up to ten percent (10%) of the minimum compensation for the class to which the position is allocated. The incentive must be paid according to a plan approved by the City Manager.

This amendment changes language to address initial compensation for both the classified and department head service employees and makes minor changes consistent with the style generally followed in Code. The amendment to paragraph (a) adds language to authorize the City Manager to offer a level of compensation above the minimum for positions when the appointee has experience comparable to a higher step or range or when a former City employee is hired to the same position the employee previously held, making the employee eligible to return to the step the employee was at when the employee left the City or higher. The amendment to paragraph (c) adds language to allow the City Manager to offer a recruitment bonus of up to 10% of the minimum compensation for the class to which the position is allocated when it has been determined that the position is likely to be difficult to fill in the absence of an incentive.

Section 6. Repeal of Section 23.25.045 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.045—Department heads is hereby repealed as follows:

[23.25.045 DEPARTMENT HEADS.

- (A) UPON INITIAL APPOINTMENT TO A POSITION, EMPLOYEES IN THE DEPARTMENT HEAD SERVICE SHALL RECEIVE THE MINIMUM COMPENSATION FOR THE CLASS TO WHICH THE POSITION IS ALLOCATED, EXCEPT AS PROVIDED BELOW.
- (B) IN CASES WHEN UNUSUAL DIFFICULTY IN FILLING THE VACANCY IS EXPERIENCED, OR WHEN THE APPOINTEE IS EXCEPTIONALLY QUALIFIED, THE CITY MANAGER MAY CAUSE THE APPOINTMENT FOR EMPLOYEES IN THE DEPARTMENT HEAD SERVICE TO BE MADE AT A COMPENSATION LEVEL ABOVE THE MINIMUM, BUT NOT MORE THAN THE MAXIMUM FOR THE SAME CLASS.]

This section is incorporated into the amendment to the above section of the Code and is no longer necessary as initial compensation for both the classified and department head service employees is included in the amendment to section 23.25.040.

Section 7. Amendment of Section 23.30.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.30.010—General is hereby amended as follows:

23.30.010 General.

- (a) The City Manager or designee is the [R]recruitment and appointing authority [SHALL BE VESTED IN THE CITY MANAGER].
- (b) Applicants must be [UNITED STATES CITIZENS OR] eligible for employment under existing state and federal laws and regulations in order to be employed by the City.
- [(C) APPLICANTS FOR POSITIONS IN THE CLASSIFIED AND DEPARTMENT HEAD SERVICE NEED NOT RESIDE WITHIN THE CITY LIMITS. DEPARTMENTAL RULES SHALL ESTABLISH RESPONSE TIMES REQUIRED BY THAT DEPARTMENT.



- (D) MINIMUM AGE FOR CITY EMPLOYMENT SHALL BE IN ACCORDANCE WITH STATE OF ALASKA LAWS.]
- (E)c) Employment of qualified individuals with a disability [SHALL BE]is encouraged.
- (F) EMPLOYMENT RIGHTS FOR VETERANS SHALL BE IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAWS.
- (G) APPLICANTS MUST POSSESS AN APPROPRIATE VALID ALASKA STATE DRIVER'S LICENSE, SHOULD EMPLOYMENT REQUIRE OPERATION OF A MOTOR VEHICLE.
- (H)d) Applicants must complete a City application form or submit a resume of sufficient detail to equate to a City form.

This amendment changes language to allow the City Manager to designate recruitment and appointing authority to streamline the application and hiring process for routine positions, removes paragraphs that are covered by the language included in paragraph (b) referencing "existing state and federal laws and regulations," and makes minor changes consistent with the style generally followed in Code.

Section 8. Amendment of Section 23.30.050 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.30.050—Business hours and hours of work, is hereby renamed and amended as follows:

23.30.050 [BUSINESS] Normal [HOURS AND H] Hours of [W]Work.

- (a) The normal hours [DURING WHICH CITY OFFICES AND DEPARTMENTS SHALL NORMALLY BE OPEN FOR BUSINESS SHALL BE 8:00 A.M. TO 5:00 P.M.; POLICE AND FIRE SHALL BE OPEN FOR BUSINESS TWENTY-FOUR (24) HOURS A DAY. THE LIBRARY, SENIOR CENTER, PUBLIC WORKS AND ANIMAL CONTROL OPERATIONS SHALL BE OPEN FOR BUSINESS] of work for employees are established by the City Manager and may be adjusted to allow for alternate or flexible work schedules or locations upon the recommendation of the department head and [AS AUTHORIZED] approval by the City Manager.
- (b) Public safety employees, not including administrators, normal work week is:
- (1) Police and Communications—four (4) shifts per week, two thousand eighty (2,080) hours annually. When working shift, the first and third days off [SHALL]will be treated as Saturdays, and the middle day off (the second day) [SHALL]will be treated as a Sunday for purposes of paying overtime;
 - (2) Employees performing fire protection activities as defined by the Fair Labor Standards Act (FLSA) may work any FLSA approved "7(k) Work Period" approved by the City Manager.
- (c) All other full-time employees normal work week is forty (40) hours, two thousand eighty (2,080) hours annually. Standard work day is midnight to midnight succeeding. Standard work week is midnight Sunday to midnight Sunday succeeding. [OPERATING HOURS MAY BE ADJUSTED ON TIMELY NOTICE.]

This amendment changes the section title to clarify this section relates to normal hours of work. The amendment to paragraph (a) changes language to allow the City Manager to approve



employees to work alternate or flexible work schedules outside of 8:00 a.m. to 5:00 p.m. for all City departments. This amendment would also allow the City Manager to approve work at alternate work sites, including off-site work. The amendment to paragraph (b) makes changes to active voice in the manner generally followed in the Code. The amendment to paragraph (c) adds language to clarify that full-time employees work a 40-hour work week and removes language covered by the amendment to paragraph (a).

Section 9. Amendment of Section 23.40.020 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.020—Holidays is hereby amended as follows:

23.40.020 Holidays.

- (a) Employees [SHALL BE] are entitled to the holidays listed below with pay. Full-time employees [SHALL] will receive regular compensation; part-time employees [SHALL] will be compensated in proportion to the number of hours they are normally scheduled to work.
- (1) New Year's Day
 - (2) Washington's Birthday (the third Monday in February)
 - (3) Memorial Day (the last Monday in May)
 - (4) Independence Day
 - (5) Labor Day
 - (6) Alaska Day
 - (7) Veterans Day
 - (8) Thanksgiving Day
 - (9) Day after Thanksgiving
 - (10) Christmas Day
 - (11) A floating holiday [SUBJECT TO INDIVIDUAL CHOICE OF EACH EMPLOYEE WITH FIVE (5) WORKING DAYS' NOTICE TO, AND] to be used as leave on a day of the employee's choice, subject to the approval of [, HIS OR HER] the employee's immediate supervisor.
 - (12) A half-day holiday on either Christmas Eve or New Years' Eve at the employee's choice to be used as leave, subject to approval of the employee's immediate supervisor.
- (b) If any such holiday falls on a Sunday, the following Monday [SHALL]will be given as a holiday. If such holiday falls on a Saturday, the preceding Friday [SHALL]will be given as a holiday.
- (c) Public Safety employees who normally work holidays [SHALL]will receive a payment for authorized holidays at one and one-half (1 1/2) times their normal hourly pay as follows:
- Fire (7(k) work period): 11.2 hours pay per holiday.
Police, Communications, and Fire (forty (40) hour week): eight (8) hours pay per holiday.



Holidays which occur during annual leave [SHALL]will be charged against such leave.

This amendment changes language to bring the Code current with City practice related to how the floating holiday is administered, adds a half-day holiday on Christmas Eve or New Year's Eve, and makes minor changes consistent with the style generally followed in Code.

Section 10. Amendment of Section 23.40.030 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.030—Annual leave is hereby amended as follows:

23.40.030 Annual [L]Leave.

- (a) Annual leave is combined vacation and sick leave.
- (b) Accrual Rate.
 - (1) Full-time employees except certain Fire Department employees:
 - 7.3846 hours bi-weekly—first two (2) years of service.
 - 8.3077 hours bi-weekly—three (3) through five (5) years of service.
 - 9.2308 hours bi-weekly—six (6) through ten (10) years of service.
 - 10.1538 hours bi-weekly—more than ten (10) years of service.
 - (2) Fire (7(k) work period):
 - 10.3385 hours bi-weekly—first two (2) years of service.
 - 11.6308 hours bi-weekly—three (3) through five (5) years of service.
 - 12.9231 hours bi-weekly—six (6) through ten (10) years of service.
 - 14.2154 hours bi-weekly—more than ten (10) years of service.
 - (3) In cases in which a former City employee is selected for appointment, the City Manager may approve an accrual rate based on the years of service formerly earned by the employee.
- (c) Annual leave is charged on an hour-for-hour basis; i.e., normal work day of eight (8) hours would be charged at eight (8) hours annual leave; twelve (12) hour work day, twelve (12) hours annual leave; ten (10) hour work day, ten (10) hours annual leave; twenty-four (24) hour work day, twenty-four (24) hours annual leave.
- (d) Leave continues to accrue during the period of time an employee is on paid leave except during periods of terminal leave (leave time after which the employee does not intend to return to work). Leave does not accrue during periods of leave without pay.
- (e) Accrued and unused leave may be carried over from one (1) year to the next for the purpose of accumulating an annual leave account or reserve. The maximum leave hours that may be accrued are six hundred forty (640) hours for classified, unclassified, and department head service employees, and eight hundred ninety-six (896) hours for Fire Department employees working a 7(k) work period.
- (f) Annual leave may be used for any purpose desired by the employee. Incidental absences for sickness as unplanned are not controllable. However, planned absences must be coordinated with and approved by the appropriate department head.



- (g) It is required that each employee use a minimum of eighty (80) hours of leave per calendar year for employees working forty (40) hours per week, and one hundred twelve (112) hours for employees working a 7(k) work period, and affect appropriate coordination with the department head. If actual hours used are less than the minimum requirement, then the difference [SHALL]will be deducted from available leave hours without any compensation to the employee. Employees are not required to meet mandatory leave requirements their first year of service.
- (h) Excess leave above the amount authorized for accrual (subsections (a) through (e) of this section) existing on December 31st [SHALL]will automatically be paid at the then existing rate for the individual employee.
- (i) Department heads [SHALL]will schedule vacations for their respective employees with due consideration for the desires of the employees and the work requirements facing the department. Vacation schedules may be amended to allow the department to meet emergency situations.
- (j) In the event of significant illness or injury not covered by workers' compensation, or absence due to training or education, an employee on exhausting annual leave may, with the approval of the City Manager or designee, borrow up to a six (6) month entitlement (i.e., thirteen (13) x 7.3846 hours) to avoid a no-pay status. Accrued annual leave will be charged to repay borrowed leave and must be repaid before annual leave may be used. In the event the person's employment with the City ends prior to the borrowed leave being repaid, the employee must reimburse the City for the value of any leave not repaid. The City may deduct the value of any leave not repaid from the employee's final paycheck.
- (k) Part-time employees working fifteen (15) hours a week or more [SHALL]will accrue at the same rate as a full-time employee except on a proportional basis as to hours.
- (l) Employees considered to be exempt from the provisions of the Fair Labor Standards Act [SHALL HAVE] are charged annual leave [CHARGED] on [AN EIGHT (8) HOUR/ WHOLE] a full-day basis. A full day is considered to be the normal hours worked in a day for a position as established by the City Manager. If any such employee [IS PRESENT FOR] works during any portion of a normal work day, that employee [SHALL NOT BE]is not charged annual leave for that day. [CONVERSELY, I] If any such employee [IS ABSENT FROM HER OR HIS NORMAL PLACE OF] does not work [FOR] within a [N ENTIRE] normal day [(EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS)] that employee will be charged [EIGHT (8) HOURS OF] a full day of annual leave for that day, unless the City Manager or designee has approved a substitute work day.

This amendment changes language to allow the City Manager to approve a leave accrual rate for a returning employee based on the employee's total years of service, clarifies that City employees are not required to meet mandatory leave requirements their first year of service, clarifies that, when employees borrow leave, their leave accounts are charged to repay borrowed annual leave to reflect current practice, and makes minor changes consistent with the style generally followed in Code. The amendment to paragraph (l) allows employees who are not eligible for overtime to substitute a day of leave for a day worked on a weekend with City Manager approval.

Section 11. Amendment of Section 23.40.050 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.050—Leave of absence without pay is hereby amended as follows:

23.40.050 Leave of [A]Absence [W]Without [P]Pay.

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- (a) Leave without pay may be granted to an employee upon recommendation of the department head and approval of the City manager or designee for up to one hundred eighty (180) days. Each request for such leave [SHALL]will be considered in the light of the reasons for the request and of the needs of the organization. Leave of absence without pay is not authorized or permitted for other employment. Leave without pay [SHALL]may not be requested nor granted until such time as all accrued annual leave has been exhausted, except when an employee is absent and drawing workers' compensation pay[,] or a new employee has been granted approval for leave by the City Manager or designee prior to employment.
- (b) If an employee uses more than thirty (30) days total leave without pay during [HIS OR HER] the employee's leave year, [HIS OR HER] the employee's merit anniversary and length of service dates [SHALL]will be advanced on the calendar as follows: The number of days the leave without pay exceeds thirty (30) days are added to the anniversary date to arrive at an extended anniversary date. A new anniversary date is then established on the first day of the month closest to the extended anniversary date.
- (c) During a period of leave without pay, the employee's benefits [SHALL]may be in abeyance. Cost of maintenance of health and related benefits will be at the personal expense of the employee and must be prepaid via the City to insure continued coverage.

The amendment to paragraph (a) changes language to allow the City Manager to designate authority to approve leave without pay requests and allows the City Manager to approve leave without pay for a new employee without requiring the employee to exhaust leave. The amendments to paragraphs (b) and (c) make changes consistent with the style generally followed in Code.

Section 12. Amendment of Section 23.40.060 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.060—Leave of absence with pay, paragraph 4 is hereby amended as follows:

23.40.060 Leave of [A]Absence with [p]Pay.

- (4) Death in the Immediate Family. Leave of absence with pay is provided to assist an employee who must be absent from work as a result of a death in the immediate family. [THE EMPLOYEE'S ABSENCE WOULD BE FOR FUNERAL ATTENDANCE, OR TO HANDLE MATTERS ARISING DUE TO THE DEATH OF AN IMMEDIATE FAMILY MEMBER, THAT CANNOT PRACTICABLY BE TAKEN CARE OF OUTSIDE OF REGULAR BUSINESS HOURS. UPON THE CITY MANAGER'S APPROVAL,] Immediate family means a parent, spouse, child, grandparent, grandchild, sibling, and in-law and step-relation equivalents. Employees [SHALL BE] are entitled to [THE FOLLOWING LEAVE, WHICH WILL NOT DIRECTLY AFFECT THEIR PERSONAL LEAVE ACCOUNT: THREE (3)] five (5) working days, up to [TWENTY-FOUR (24)] forty (40) hours maximum and up to forty-eight (48) hours for employees engaged in fire protection activities who work an average of fifty-six (56) hours per week. Time taken for this reason will not affect the employee's annual leave accrual.

The amendment changes language to increase the maximum amount of paid leave employees would be eligible to receive for absences due to a death in their immediate family. The definition



of immediate family is not in this section of the Code, but it has been the City's practice to include parent, spouse, children, sibling, and parent-in-law. This amendment would add the definition of immediate family to include grandparents, grandchildren, and in-law and step-equivalents to make the City comparable to other government employers that provide employees with paid bereavement leave.

Section 13. Amendment of Section 23.40.095 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.095—Supplemental retirement is hereby amended as follows:

23.40.095 Supplemental [R]Retirement.

All employees with six (6) months of service regularly scheduled to work fifteen (15) hours or more per week [SHALL BE] are eligible to participate in a supplemental retirement program to be selected by the City Manager. The City's contribution on behalf of each eligible employee [SHALL] will be [FOUR] six and two tenths percent ([4] 6.2%) of the first thirty-seven thousand five hundred dollars (\$37,500.00) of base wages earned in a calendar year for the first five (5) years of service and of the first fifty thousand dollars (\$50,000.00) of base wages earned in a calendar year for six (6) through ten (10) years of service and of the first sixty-two thousand five hundred dollars (\$62,500.00) of base wages earned in a calendar year for eleven (11) through fifteen (15) years of service and of the first seventy five thousand dollars (\$75,000.00) of base wages earned in a calendar year for more than fifteen (15) years of service. The contribution [SHALL] will not apply to additional compensation to employees, such as overtime pay, holiday pay, and qualification pay.

This amendment increases the City's contribution to supplemental retirement for employees who work 15 or more hours a week from the 4% established in 1989. The supplemental Retirement Program was designed as a partial replacement for the Social Security Program, from which the City withdrew in 1981.

If these amendments are approved, they would become effective July 7, 2023, and Administration would work with Human Resources to update the Employee Handbook and communicate changes with employees.

Thank you for your consideration.





MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Eland Conway, Airport Manager
DATE: May 9, 2023
SUBJECT: **Special Use Permit – Rogue Wave Processing**

Rogue Wave Processing is requesting a Special Use Permit for 15,000 square feet for aircraft loading and parking related to fish haul operations.

The Special Use Application and \$100.00 application fee has been received.

The Special Use Permit is effective June 1, 2023 through August 31, 2023. The monthly rental rate for the month of June is \$1,587.50 plus tax. The rental rate for the months of July and August is per the FY2023 fee schedule, to be determined at a future City Council meeting (Expected to be \$1,662.50 plus tax).

Attachments



Google Earth

Image © 2023 CNES / Airbus



400 ft

SPECIAL USE PERMIT 2023

The CITY OF KENAI (City) grants to ROGUE WAVE PROCESSING. (Permittee), whose address is 38664 Kalifornsky Beach Road, Kenai, Alaska 99611, a Special Use Permit for the purpose of on or off-loading fish at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the non-exclusive right to use 15,000 square feet as described in the attached diagram shown in the attached Exhibit A for the uses identified in this Permit.
2. **Term.** The term of this Permit shall be for two months commencing on June 1, 2023, and ending on August 31, 2023. Regardless of the date of signature, this Permit shall be effective as of June 1, 2023.
3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:
 - A. **Permit:** Permittee shall pay a monthly fee plus applicable sales tax as follows:

June	\$ 1,587.50 + applicable tax
July	Per fee schedule adopted in FY24 Budget
August	Per fee schedule adopted in FY24 Budget
 - B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of One Hundred Dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.
 - C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of 10% per annum, and penalty of 10% shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination).

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, 2023. The effective date of the insurance shall be no later than June 1, 2023.

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 personal property 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

ROGUE WAVE PROCESSING

By: _____
Terry Eubank Date

By: _____
Nathan A Berga Date

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2023, the foregoing instrument was acknowledged before me by Terry Eubank, 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 _____, 2023, the foregoing instrument was acknowledged before me by Nathan A Berga, Contractor, Rogue Wave Processing, on behalf of the State of Alaska.

Notary Public for Alaska
My Commission Expires: _____

APPROVED AS TO FORM:

Scott M. Bloom, City Attorney



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Eland Conway, Airport Manager

DATE: May 4, 2023

SUBJECT: **Memorandum of Agreement for the use of the Alaska Regional Aircraft Fire Training Center for the Calendar Year 2023**

The Alaska Regional Aircraft Fire Training Center is the largest of the two public Aircraft Rescue Firefighting (ARFF) Training Centers in Alaska. The Fire Training Center is critical to regulatory compliance for all of the users operating certificated airports in Alaska.

The Ted Stevens Anchorage International Airport (ANC) is the largest certificated airport in the State of Alaska, and employs more than 40 Airport Police & Fire Officers requiring initial and recurrent ARFF training. This Memorandum of Agreement between the City of Kenai and ANC establishes the roles and responsibilities surrounding the use of the Fire Training Center as it relates to ARFF, ensures a successful 2023 ARFF training season, and provides a stopgap while the Airport pursues a long-term facility management agreement.

Your support is respectfully requested.

Memorandum of Agreement

between

The City of Kenai

And

The State of Alaska DOT&PF—Ted Stevens Anchorage International Airport

5000 West International Airport Road

Anchorage, Alaska 99502

This Memorandum of Agreement between the City of Kenai (hereinafter referred to as the "Airport"), and the State of Alaska DOT&PF— Ted Stevens Anchorage International Airport (hereinafter referred to as "Ted Stevens Anchorage International Airport" or "ANC").

PURPOSE

The purpose of this agreement is to allow the Airport, and ANC to work cooperatively to ensure the Alaska Regional Aircraft Fire Training Center (Fire Training Center) remains viable to meet required Federal Aviation Regulations for Aircraft Rescue Firefighting at certificated airports in Alaska. The Airport is the owner of the Fire Training Center and is responsible for the operation and maintenance in accordance with FAA grant assurances. ANC is the largest certificated airport in the state of Alaska and employs more than 40 Airport Police & Fire Officers requiring initial and annual recurrent ARFF training.

OBJECTIVES

- Ensure certificated airports in Alaska are able to complete initial and annual recurrent ARFF training.
- Operate and maintain the Fire Training Center in accordance with FAA grant assurances.
- Formalize policies and procedures surrounding the use of the Fire Training Center.
- Establish rates and fees to ensure the operation of Fire Training Center is sustainable.
- Encourage other stakeholders to utilize the Fire Training Center in conjunction with ANC.

WITNESSETH:

WHEREAS, it is the purpose of the Alaska Regional Aircraft Fire Training Center to provide the facilities required for certificated airports in Alaska to meet initial and annual recurrent training requirements under applicable Federal Aviation Regulations; and,

WHEREAS, the Ted Stevens Anchorage International Airport is the largest certificated airport in Alaska; and,

WHEREAS, it is mutually beneficial for the Airport and Ted Stevens Anchorage International Airport to enter into a cooperative agreement that facilitates Aircraft Rescue Firefighting training at the Fire Training Center.

NOW THEREFORE. In consideration of the mutual benefits which will accrue to the Airport and Ted Stevens Anchorage International Airport, the parties agree as follows:

- I. AUTHORIZATION: The Airport, and Ted Stevens Anchorage International Airport agree to work cooperatively in operation of the Fire Training Center to facilitate ARFF training requirements set forth by Federal Regulations for certificated airports for the Calendar year 2023.
- II. AIRPORT, AND TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT RESPONSIBILITIES: For the periods set forth above, the
 - a. Airport will:
 - A. When no preexisting scheduling conflicts exist, provide ANC use of the Alaska Fire Training Center training room(s), ARFF training props, ARFF vehicles, ARFF training prop controls, and breathing air containment fill station.
 - B. Establish rates & fees for use of the Alaska Fire Training Center that ensure operation and maintenance of the Fire Training Center is sustainable.
 - C. Invoice ANC for actual costs of all ARFF training consumables, to include but not limited to: propane, nitrogen, training smoke oil, vehicle fuel, etc.
 - b. Ted Stevens Anchorage International Airport will:
 - A. Schedule use of the Fire Training Center with Airport Administration.
 - B. Provide for, or contract with qualified instructors approved by the Airport for ARFF training.
 - C. Allow additional stakeholders to attend training when space is available.
 - D. Ensure all trainees are equipped with all necessary Personal Protection Equipment.
 - E. Assume responsibility for any damage to Fire Training Center property (real and personal), caused by its officers, employees, contractors or agents, or that occurs during the course of training activities and notify the Airport of any damage as soon as practicably feasible.
 - F. Pay established rates & fees for use of the Alaska Fire Training Center that ensure operation and maintenance of the Fire Training Center is sustainable.
 - G. Pay for actual costs of all ARFF training consumables, to include but not limited to: propane, nitrogen, training smoke oil, vehicle fuel, etc.

Season	Course	Min. # of Students	Rate per Student*
May - September	Annual Live Fire/Refresher	8	400.00
	40 hour Basic ARFF	8	600.00
	40 hour Advanced ARFF	8	600.00
October - April	Annual Live Fire/Refresher	12	400.00
	40 hour Basic ARFF	12	600.00
	40 hour Advanced ARFF	12	600.00

*Rate includes use of training classroom, ARFF training props, and ARFF vehicles. Rate excludes the cost of fuels and ancillary consumables required to operate training props and equipment (Propane, Nitrogen, Training Smoke Oil, Fuel, etc.)

III. PERIOD OF PERFORMANCE

The period of performance for this agreement is for the Calendar Year 2023. While the Airport and ANC reserve the right to terminate this Agreement, at any time upon thirty days written notice without the necessity of any legal process, the Airport and ANC agree to hold a meeting prior to termination discussing the reasons for termination.

IV. CONTACTS

- A. For the Airport: Eland Conway II, Airport Manager, Kenai Municipal Airport, 305 N. Willow Street, Suite 200, Kenai, AK 99611, econway@kenai.city, 907.283.8282
- B. For Ted Stevens Anchorage International Airport: Aaron Danielson, Chief of Airport Police & Fire, Ted Stevens Anchorage International Airport, 5000 W International Airport Road, Anchorage, Alaska 99502, aaron.danielson@alaska.gov, 907.266.2407

V. SPECIAL PROVISIONS

- A. The scope and other terms of the agreement may be modified at any time by mutual consent of the signatory parties.
- B. Subject to Section II.(b)(E) above, the parties to this agreement agree to be responsible for damages to their own property and injuries to their own employees/volunteers, except for damages/injuries caused by the other party, their agents, contractors, or officers.
- C. This MOA may be modified or amended as necessary upon written consent of all parties or may be terminated by either party with a 30-day written notice to all other parties.

VI. INSURANCE

Ted Stevens Anchorage International Airport, independently or through its contractors shall obtain and maintain insurance, in amounts not less than those

listed below, by insurance companies with acceptable industry ratings, so long as such company is not barred from insuring City assets. All policies or endorsements shall, where possible, name the City as an additional insured or a loss payee as appropriate. Contractor may not commence to perform under this Agreement until all required insurance is in full force and effect and approved by the City.

Contractor shall provide the City with certificates of insurance within thirty (30) days of the effective date of this Agreement. The insurance shall be provided by a carrier rated "A-" or better by A.M. Best.

Comprehensive general liability: combined single limit (death, bodily injury and property damage (rented or leased property coverage)) \$1.5 million

Professional liability: \$1 million

Worker's Compensation: statutory minimum

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed as of the date of last signature below.

CITY OF KENAI

**TED STEVENS
ANCHORAGE INTERNATIONAL AIRPORT**

Terry Eubank, City Manager

Aaron Danielson, Chief of AP&F

DATE

DATE



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Terry Eubank, City Manager
DATE: May 8, 2023
SUBJECT: **Divining Point, LLC Tourism and Marketing Services Agreement**

In 2019, the City solicited competitive proposals from contractors to provide Kenai Tourism and Marketing Services to promote Kenai. Divining Point, LLC was the successful proposer for a three-year term of July 1, 2019 through June 30, 2022 that may be extended for two successive one-year terms by mutual consent of the parties at the discretion of the City Manager. The first extension was exercised in 2022 with a project budget of \$70,300 for marketing services authorized by the FY23 Budget.

Divining Point, LLC would like to extend the agreement for the remaining one year and has worked with Administration on a project scope with a proposed FY24 budget of \$50,500. The proposed scope includes a focus on working and shopping in Kenai, updates to the ilovekenai website (design, support, maintenance, hosting, and content creation), social media management, print advertisements, and advertising and design support for Kenai events.

Except as expressly modified or stated herein, all other terms and conditions of the agreement remain in full force and effect.

Suggested Motion:

I move that the City Manager is authorized to extend the Marketing Services Agreement with Divining Point, LLC for one year with a termination date of June 30, 2024 and all other terms and conditions of the agreement remain in full force and effect.

Your consideration is appreciated.

**KENAI PARKS & RECREATION COMMISSION – SPECIAL MEETING
MAY 4, 2023 – 5:30 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GRANT WISNIEWSKI, PRESIDING**

MINUTES

[Clerk’s Note: Chair Wisniewski attended the beginning of the meeting remotely and was unable to preside until he arrived in person.]

A. CALL TO ORDER

A Special Meeting of the Parks & Recreation Commission was held on May 4, 2023, in City Hall Council Chambers, Kenai, AK. City Clerk Saner called the meeting to order at approximately 5:42 p.m.

1. Pledge of Allegiance

City Clerk Saner led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Grant Wisniewski, Chair *(remote)* David Rigall
Charlie Stephens Jennifer Joanis

A quorum was present.

Absent:

Sovala Kisena Kyle Graham
Michael Bernard

Also in attendance were:

Terry Eubank, City Manager
Stephanie Randall, Human Resource Director
Tyler Best, Assistant Parks & Recreation Director
Shellie Saner, City Clerk

Having no presiding officer present in person the first order of business was selection of a President Pro-Tem.

NOMINATION:

Commissioner Stephens **NOMINATED** Commissioner Joanis for the position of President Pro-Tem. Commissioner Rigall **SECONDED** the motion.

UNANIMOUS CONSENT having no other nominations unanimous consent was request.

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

3. Agenda Approval

MOTION:

Commissioner Stephens **MOVED** to approve the agenda with the removal of Action/Approval item B. 1. A. as requested by the Administration. Commissioner Rigall **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

B. EXECUTIVE SESSION

1. Discussion of Qualification of Parks & Recreation Director Applicant Finalists. [AS 44.62.310(C)(2)(D)(5) a subject that tends to prejudice the reputation and character of an applicant, and meetings of the governmental body when holding a meeting solely to act upon matters of professional qualifications.

MOTION:

Commissioner Stephens **MOVED** to enter into executive session to discuss the qualifications of the Parks & Recreation Director applicant finalists, which may be a subject that tend to prejudice the reputation and character of an applicant. [AS 44.62.310(C)(2)]

The applicant finalists have been notified of their statutory right to have the discussion regarding their qualifications take place during the public session. All applicants have elected to have the discussion take place in executive session.

The executive session will include Parks and Recreation Commission Members, City Manager Eubank and Human Resource Director Randall.

Commissioner Rigall **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Chair Wisniewski arrived at 6:05 p.m.]

MOTION:

Commissioner Rigall **MOVED** to enter reconvene into regular session. Commissioner Joanis **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

It was reported that the Parks & Recreation Commission met in executive session with the City Manager and Human Resource Director and advised the City Manager regarding the selection of a Parks & Recreation Director.

C. ADJOURNMENT

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:24 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission special meeting of May 4, 2023.

Meghan Thibodeau
Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
APRIL 26, 2023 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on April 26, 2023, in City Hall Council Chambers, Kenai, AK. Chair Twait called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Twait led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

- Commissioners present: J. Twait, G. Woodard, J. Glendening, D. Fikes, G. Greenberg, J. Coston
- Commissioners absent: J. Halstead
- Staff/Council Liaison present: Planning Director L. Mitchell, Vice Mayor J. Baisden, Deputy Clerk M. Thibodeau

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Greenberg **MOVED** to approve the agenda as presented and requested **UNANIMOUS CONSENT**. Commissioner Glendening **SECONDED** the motion.

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

4. Consent Agenda

MOTION:

Commissioner Greenberg **MOVED** to approve the consent agenda. Commissioner Woodard **SECONDED** the motion.

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

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

UNANIMOUS CONSENT was requested.
There being no objection; **SO ORDERED**.

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

5. *Excused Absences – Approved by the consent agenda.

B. APPROVAL OF MINUTES

- 1. *Regular Meeting of March 22, 2023

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS – None.

F. PUBLIC HEARINGS – None.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

- 1. ***Action/Approval** – Granting a Home Occupation Permit to Allow a Cottage Food Operation on a Property Located at 1303 Lawton Drive (Parcel ID: 04515425) in the Suburban Residential (RS) Zoning District.

Approved by the consent agenda.

- 2. **Action/Approval** - Granting a Transfer of Conditional Use Permits PZ05-14, PZ2013-14, and PZ2014-07 for RV Park and Cabin Rentals on a property located at 810 Childs Avenue (Parcel ID: 04901401) in the Heavy Industrial (IH) Zoning District.

Planning Director Mitchell presented her staff report explaining that Conditional Use Permits (CUPs) PZ05-14 for RV spaces, and PZ2013-14 and PZ2014-07 for cabin rentals had been previously approved by the Planning & Zoning Commission, and a recent change in ownership had prompted the transfer of the CUPs to the new owners. It was noted that City staff recommends approval of the transfer request subject to the original conditions as set forth on the original permit and an additional condition, as follows:

- 1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permits.

MOTION:

Commissioner Greenberg **MOVED** to approve granting a transfer of Conditional Use Permits PZ05-14, PZ2013-14, and PZ2014-07 for RV Park and Cabin Rentals. Commissioner Glendening **SECONDED** the motion.

VOTE:

- YEA: Fikes, Greenberg, Coston, Glendening, Woodard, Twait
- NAY: None
- ABSENT: Halstead

MOTION PASSED UNANIMOUSLY.

- 3. **Action/Approval** – Granting a Transfer of Conditional Use Permit PZ2018-03 (Substitute) for a Limited Marijuana Cultivation Facility on a property located at 1817 Sunset Boulevard (Parcel ID:03901001) in the Rural Residential (RR) Zoning District.

Planning Director Mitchell presented her staff report explaining that conditional use permit PZ2018-03 (Substitute) was approved by the Planning & Zoning Commission for the operation of a limited marijuana

cultivation facility. Clarification was provided that the business was still operating under the same entity, but was being transferred to a different shareholder. It was noted that City staff recommends approval of the transfer request subject to the original conditions as set forth on the original permit and an additional condition, as follows:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.

MOTION:

Commissioner Greenberg **MOVED** to approve granting a transfer of PZ2018-03 (Substitute) for a Limited Marijuana Cultivation Facility. Commissioner Glendening **SECONDED** the motion.

VOTE:

YEA: Greenberg, Coston, Glendening, Woodard, Twait, Fikes
 NAY: None
 ABSENT: Halstead

MOTION PASSED UNANIMOUSLY.

I. PENDING ITEMS – None.

J. REPORTS

1. City Council – Vice Mayor Baisden reported on the actions of the April 19, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the April 24, 2023 Kenai Peninsula Borough Planning Commission Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - The new Planning Administrative Assistant started on May 17th.
 - Sign expo in Las Vegas was very informative; learned about a new device which will be used to help inventory existing signs while working towards a city sign code amendment.
 - Looking into permitting software to streamline database and make permitting status and information available on a public map.
 - City Council budget work session on April 29th.
 - She will be out of town May 3-12.
 - CUP transfers are not required by code to be resolutions, will be Action/Approval items going forward which will be more time-efficient and consistent with leasing process.
 - Melting snow will allow for code enforcement to pick up.
 - Consultants on behalf of FEMA will be providing a presentation at the May 24th meeting.
 - Next work session will be on city-owned property sales and lease process.

K. ADDITIONAL PUBLIC COMMENT – None.

L. INFORMATIONAL ITEMS

M. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: May 10, 2023

N. COMMISSION COMMENTS AND QUESTIONS

Commissioner Glendening noted that he would be out of town during the budget session, and that he might not be able to attend the meeting on May 24th.

Commissioner Woodard clarified that the next meeting would be May 24, 2023, since Director Mitchell would be out of town on the 10th.

Commissioner Greenberg noted that the meeting was very efficient, and that he might not be able to attend the meeting on May 24th.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:36 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of April 26, 2023.

Meghan Thibodeau
Deputy City Clerk

DRAFT

CITY OF KENAI EFFICIENCIES REPORT

May 2023



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 for departments and Administration.

The following are highlights of successful efficiencies initiated by City departments in fiscal year 2023. These strategies, suggested by 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:

Public Works
Update to Backwash Procedures
Savings: \$35,000
Suggested by Utility Foreman II Eric Jean

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: \$133,162
Total Hours Savings: 110

Quantified Efficiencies Summary				
Department	Item	Estimated Savings		
		One-Time	Annual	Hours
Airport	Reduce Parking Violation Copies		\$ 500	16
Clerk's Office	Reusable Water Bottles		\$ 75	
Clerk's Office	Rechargeable Batteries		\$ 100	
Clerk's Office	Double-Sided Printing on Archival Paper		\$ 700	
Fire Department	Provide In-House ACLS/PALS Training		\$ 12,320	
Fire Department	Provide In-House First Aid/CPR Training	\$ 810		
Fire Department	Station One Painting Project	\$ 28,488		
Library	Replace Catalog Stations	\$ 1,160		
Police Department	Law Enforcement Accreditation		\$ 2,500	
Police Department	Cancel CritiCall Dispatch Testing Software		\$ 1,600	
Police Department	Shared Emergency Medical Dispatch License	\$ 5,000	\$ 1,300	
Public Works	Backwash Procedures		\$ 35,000	
Public Works	Digester Tank Restoration Project	\$ 25,000		
Public Works	Boiler Inspections		\$ 2,250	
Parks & Rec	Hazardous Tree Removal Project	\$ 10,000		
Parks & Rec	Multipurpose Facility Rust Protection Coating	\$ 2,400		
Planning & Zoning	Notice of Violation		\$ 400	40
Planning & Zoning	Notice of Preliminary Plats		\$ 400	9
Planning & Zoning	Special Use Permits			20
Planning & Zoning	Affidavits of Public Meeting Notices			25
Senior Center	Flower Planting Project		\$ 2,659	
Senior Center	Greenhouse Project		\$ 500	
Estimated Savings		\$72,858	\$60,304	110

Non-Quantified Efficiencies

- 8 Collaborative efforts to reduce costs across departments and work with other public and private entities was reported.
- 5 Projects took measures to streamline processes, saving employee time and reducing duplicate efforts.

Section 2. Quantified Savings Based on Operational Changes by Department

Quantified Efficiencies
Total Estimated Savings: \$133,162
Total Hours Savings: 110

Department: Airport	Estimated Savings:	\$500
	Hours Saved:	16

▶ REDUCE PARKING VIOLATION COPIES
 Airport printed violations replaced carbon copy violations. Before this change, the Airport purchased carbon copy parking violations and issued a new violation for each parking violation day. The Airport implemented a new procedure in which a single violation is issued per vehicle and violation days are tracked. The monetary savings is bolstered by the time savings required to hand write multiple parking violations per vehicle, and limits the number of times Airport employees are required to enter and exit a vehicle, as well as reduce the potential for slips, trips, and falls during the winter months.
 (Administrative Assistant II Erica Brincefield)
Estimated Annual Savings: \$500

Department: Clerk’s Office	Estimated Savings:	\$875
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REUSABLE WATER BOTTLES
 By providing reusable water bottles at a one-time cost of \$886.72 to elected and appointed officials, the City will save roughly \$75 a year not having to purchase bottled water and reduce the time employees spend making special trips to purchase bottled water.
 (City Clerk Shellie Saner)
Estimated Annual Savings: \$75

RECHARGEABLE BATTERIES
 A charging station and rechargeable AA and AAA batteries were purchased for use in the wireless microphone system in chambers. This purchase will result in an annual savings of \$100 per year and reduce the time employees spend making special trips to purchase batteries. (City Clerk Shellie Saner)
Estimated Annual Savings: \$100

DOUBLE-SIDED PRINTING ON ARCHIVAL PAPER

In order to accomplish this procedural change, the Clerk's Office started using an embossing City Seal on final legislation. Printing legislation and minutes double-sided will result in less frequent purchases of leather-bound archival books and acid free archival paper. This will result in an annual reduction of \$200 per year for archival paper and \$500 per year on leather archival books. (City Clerk Shellie Saner)

Estimated Annual Savings: \$700

Department: Fire Department

Estimated Savings: \$41,618

PROVIDE IN-HOUSE ACLS/PALS TRAINING

Kenai Fire Department employees who provide emergency medical services are required to maintain American Heart Association Advance Cardiac Life Support (ACLS) and Pediatric Advance Life Support (PALS) certifications and proficiencies as an ongoing component of EMS certifications. Certifications expire every 24 months. Each discipline recertification class is eight hours, which results in estimated total overtime costs of \$14,080 for all employees who must complete the two courses. Captain Coots and Captain Summers are certified as instructors, and the Department is able to reduce overtime costs by completing instruction in-house while employees are on duty, resulting in annual savings in overtime costs.

(Fire Captain Pete Coots and Fire Captain Scott Summers)

Estimated Annual Savings: \$12,320

PROVIDE IN-HOUSE FIRST AID/CPR TRAINING

Fire Captain Pete Coots provided two first aid/CPR training classes for City employees working at the Kenai Recreation Center and a CPR/AED class for City employees working at the Kenai Community Library. This training was completed during normal working hours with minimal overtime costs. The City was able to recognize a one-time cost savings due to not having to hire an instructor to complete the training, which resulted in overall cost savings to the City that may be possible to realize in future years based on the needs of City departments.

(Fire Captain Pete Coots)

Estimated One-Time Savings: \$810

STATION ONE PAINTING PROJECT

Kenai Fire Department employees completed an approximately 4,748 square-foot interior painting project at the Kenai Fire Department–Station One. The City recognized one-time cost savings due to not having to hire professional painting services for this work. Based on the scope of work completed by employees, the City recognized a one-time cost savings of approximately \$28,488.

(Fire Chief Tony Prior, Fire Captain Abe Porter, Fire Captain Pete Coots, and Fire Captain Scott Summers)

Estimated One-Time Savings: \$28,488

Department: Library**Estimated Savings: \$1,160****REPLACE CATALOG STATIONS WITH REFURBISHED COMPUTERS**

The Kenai Community Library replaced four catalog stations running Windows OS with refurbished computers running ChromeOS Flex. The four stations were added to the public access computers for patron use, but will be phased out over the next few years. Utilizing refurbished computers instead of purchasing new computers represents an estimated one-time cost savings of \$1,160.

(Library Director Katja Wolfe, IT Manager Dan Castimore, and IT Support Technician Tabby Smallwood)

Estimated One-Time Savings: \$1,160

Department: Police Department**Estimated Savings: \$6,210****LAW ENFORCEMENT ACCREDITATION**

The Kenai Police Department received Alaska law enforcement accreditation in 2022 through the Oregon Accreditation Alliance. Accreditation ensures that the Department is operating with Best Practices in policing. While accredited, the City will receive a 5% discount on the police liability portion of the City's annual insurance premium. Accreditation is estimated to cost approximately \$2,500 per year, and the insurance savings is estimated at approximately \$5,000 per year, resulting in an estimated \$2,500 annual savings.

(Police Chief David Ross and Police Lieutenant Ben Langham)

Estimated Annual Savings: \$2,500

**CANCEL CRITICAL DISPATCH TESTING SOFTWARE**

The Kenai Police Department, at the recommendation of Communications Supervisor Stacey Day and in coordination with Human Resources, canceled a subscription to CritiCall, a dispatcher testing software program provided to Public Safety Dispatcher applicants. Instead of using CritiCall software, the Department utilized a job skill and typing test, available at no additional cost to applicants or the City. Canceling this software results in a cost savings of approximately \$1,600 annually.

(Communications Supervisor Stacey Day)

Estimated Annual Savings: \$1,600

**SHARED EMERGENCY MEDICAL DISPATCH LICENSE**

Communications has been looking at improving the functionality of the third Public Safety Dispatcher position to make it a better backup position in the event one of the other dispatch positions failed. Part of making that position functional was to purchase an additional Emergency Medical Dispatch (EMD) license for that station at an approximate cost of \$5,000 with a \$1,300 annual fee. Communications Supervisor Stacey Day worked with the Kenai Peninsula Borough to utilize a "floating EMD license," which would allow the City to make that station complete with EMD without having to purchase a license or pay the annual fee.

(Communications Supervisor Stacey Day)

Estimated One-Time Savings: \$5,000

Estimated Annual Savings: \$1,300

Department: Public Works**Estimated Savings: \$62,250****▶ BACKWASH PROCEDURES**

The Public Works Water & Sewer Department has been updating Operation and Maintenance (O&M) manuals. After reviewing set point adjustments for the water treatment plant, changes were made to backwash procedures which typically ran every 24 hours on a timed basis to run approximately every 72 hours on a pressure differential basis. Improvements to the backwash process brought about reductions in the City's polymer usage, allowing the City to feed polymer at a reduced rate. Polymer feed rates have been reduced from 11.6ppm to 6.6ppm. The net result of these process modifications is a conservative net reduction recurring annual cost savings of \$35,000.

(Utility Foreman II Eric Jean)

Estimated Annual Savings: \$35,000.

▶ DIGESTER TANK RESTORATION PROJECT

The Public Works Water & Sewer Department employees completed a Digester Tank Restoration project this past summer. This project included patching holes on the exterior insulation and applying several coats of new paint to the entire tank. Additionally, loose tank lid roofing material was removed and recoated with new, extending the useful life of the tank. This work was completed as time allowed, in coordination with employees in Building Maintenance. Completion of this project saved the Utility approximately \$25,000 by completing the work in-house.

(Utility Foreman II Eric Jean, Wastewater Treatment Plant Lead Operator Quincy Blatchford, Wastewater Treatment Plant Operator II Allen Young)

Estimated One-Time Savings: \$25,000

▶ BOILER INSPECTIONS

The Public Works Buildings Department coordinated with the City's Insurance Carrier to perform City-wide annual boiler inspections, previously conducted by a State of Alaska inspector. This has resulted in a \$75/boiler savings for the City totaling approximately \$2,250 in annual recurring cost savings.

(Building Maintenance Lead Technician Karmel Krzalic and Building Official/Manager Don Hendrickson)

Estimated Annual Savings: \$2,250

Department: Parks & Recreation**Estimated Savings: \$10,000****▶ HAZARDOUS TREE REMOVAL PROJECT**

Parks and Rec collaborated with the State of Alaska Department of Natural Resources Forestry Department to cut down hazardous beetle-kill trees along Ryan's Creek Trail. A total of 385 trees were dropped. These trees represented the most dangerous to pedestrians, business owners, and the facilities. A crew of three-four sawyers worked for 35 days on this project, saving the City an estimated \$10,000.

(Parks and Rec Director Brad Walker)

Estimated One-time Savings: \$10,000



MULTIPURPOSE FACILITY RUST PROTECTION COATING

Parks and Rec collaborated with Public Works Building Maintenance to treat the Multipurpose Facility with the rust protection coating. A temporary Parks and Rec employee worked with Building Maintenance for entire duration of the project, which was approximately one month. This allowed the City to complete this project in-house at a cost savings to the City.

(Parks and Rec Director Brad Walker and Assistant Parks and Rec Director Tyler Best)

Estimated One-time Savings: \$2,400

Department: Planning & Zoning

Estimated Savings: \$800

Hours Saved: 45



NOTICE OF VIOLATION

The Planning & Zoning (P&Z) department now uses progressive enforcement to follow up on complaints. P&Z no longer issues a Notice of Enforcement Order as the first or second notice for alleged violations, eliminating the cost of certified mail with an average cost of \$7 per notice. The notice of violation has transitioned from a two-sided letter enclosed in an envelope to a half-sheet postcard, which has reduced time employees spend in issuing a notice of violation by 50%.

(Planning Director Linda Mitchell)

Estimated Annual Savings: \$400

Estimated Annual Hours Saved: 40 hours



NOTICING OF PRELIMINARY PLATS

The Planning & Zoning (P&Z) department is not required to provide a public notice in the newspaper for preliminary plats. In 2022, thirty percent (30%) of processed public hearing items were preliminary plats.

(Planning Director Linda Mitchell)

Estimated Annual Savings: \$400

Estimated Annual Hours Saved: 9 hours



SPECIAL USE PERMITS

Planning & Zoning (P&Z) Commission acts in an advisory capacity to City Council for City and airport land lease and sale petitions. Special use permits (SUPs) are not leases. The elimination of SUPs from the P&Z Commission public meeting agenda streamlines the process for the applicant and reduces time employees spend processing SUPs through two public meetings.

(Planning Director Linda Mitchell)

Estimated Annual Hours Saved: 20 hours



AFFIDAVITS OF PUBLIC MEETING NOTICES

Digitized affidavits with attached proofs from Clarion. The prior practice involved cutting out the public notice in the newspaper and affixing it to an affidavit statement.

(Linda Mitchell)

Estimated Annual Hours Saved: 25 hours

Department: Senior Center

Estimated savings: \$13,159

▶ **FLOWER PLANTING PROJECT**

After two local greenhouses were closed during the COVID-19 pandemic, the Kenai Senior Center purchased bedding plants and a few hanging plants for the fronts of the department buildings and undertook an effort to plant most of the flowers needed by the department with recruited volunteers. In years past, the City spent \$4,063 on baskets and containers. Last year the City spent \$1,404, which included six hanging baskets, bedding plants, extra planting containers, and soil.

(Senior Center Director Kathy Romain and Administrative Assistant II Kayla Feltman)
Estimated Annual Savings: \$2,659

▶ **GREENHOUSE PROJECT**

The Kenai Senior Center greenhouse went into production last year with almost 100% volunteer support. The Senior Center kitchen received \$500 in vegetables from the greenhouse at no expense to the City. The anticipated cost savings may be even more significant in future years.

(All Senior Center Employees)
Estimated Annual Savings: \$500

Section 3. Non-quantified Savings and Efficiencies

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.

▶ Kenai Fire Department employees assisted Airport Operations and Building Maintenance employees in building pressure-treated, free-standing snow fence frames to reduce snow drifting on Trading Bay Drive. Working together across departments allowed this work to take place without interruption in snow removal for Airport Operations, allowed employees tasked with maintenance duties to focus on other projects, and reduced snow removal times for Trading Bay Drive.
(Fire Captain Pete Coots)

▶ Kenai Fire Department employees shoveled sidewalks, plowed snow, and removed snow from the roof of the carport at Station One due to the heavier-than-usual snow during the winter season. This assistance from employees at the Fire Department was in addition to their normal duties, did not result in overtime, and allowed employees in the Streets Department to engage in snow removal at other locations or to plow the main roads more quickly, as they were not engaged in plowing around the Fire Department.
(Fire Captain Abe Porter, Fire Captain Pete Coots, and Fire Captain Scott Summers)

- ▶ Parks and Rec partnered with Wildwood Correctional Facility to clean the dasher boards at the ice-skating rink. Three inmates worked a total of 40 hours each to complete this project.
(Parks and Rec Director Brad Walker and Assistant Parks and Rec Director Tyler Best)
- ▶ Parks and Rec held a volunteer planting day for the City of Kenai on June 4th. A total of five volunteers worked four hours each for a total of 32 hours.
(Parks and Rec Operator Randy Dodge)
- ▶ Parks and Rec, in collaboration with the Kenai Community Library, partnered with Wal-Mart volunteers to install the Storywalk® at the Daubenspeck Family Park in September. Three volunteers worked a total of 24 hours on this project.
(Parks and Rec Operator Chuck Fenn)
- ▶ Parks and Rec worked on a clean-up collaboration to “Clean Up the Kenai.” Twenty-two volunteers worked with the Parks and Rec Department to pick up trash/debris throughout the City of Kenai. All volunteers worked five hours each picking up trash for a total of 110 hours volunteered. A 20-yard roll-off dumpster was donated by Alaska Waste.
(Parks and Rec Assistant Director Tyler Best, Parks and Rec Operator Chuck Fenn, and Parks and Rec Laborer Jaryn Zoda)
- ▶ Parks and Rec took over standard maintenance of small equipment and mowers. This consists of inspections, routine repairs, and routing for maintenance. Prior to this change, all mowers/equipment were taken to the City Shop, where the equipment would have to wait to be serviced. This change has reduced the amount of time employees in the Parks and Rec Department spend picking up and delivering mowers and equipment to and from the City Shop.
(Parks and Rec Operator Chuck Fenn)
- ▶ The Kenai Senior Center has worked in collaboration with the Kenai Peninsula Food Bank to provide no-cost groceries resulting in a cost savings for the Senior Center kitchen. A volunteer picked up items from the Food Bank 4-5 days per week, volunteering over 400 hours in 2022.
(Administrative Assistant III Red Piersee and Cook Melissa Bailey)

Redesigning Structures and Work Processes to Improve Efficiency

The City of Kenai has worked throughout the year to identify areas where increased efficiencies can be achieved through projects that streamline processes, saving employee time and reducing duplicate efforts.

- ▶ The Clerk’s Office Created a folder for each Commission and Committee of the City within a shared drive. These folders are used by the Department Head and Clerk’s Office for submitting agenda and packet items for Commission and Committee meetings. This reduced the number of email communications needed for Commission and Committee meetings and created efficiency for the Clerk’s Office when compiling Commission and Committee packets. (City Clerk Shellie Saner)

- ▶ The Clerk's Office created a spreadsheet for tracking the departmental and Clerk's Office time spent responding to public records requests. The number of public records requests increase annually, tracking employee time spent responding to these requests will help identify areas where the process may be improved.
- ▶ The Kenai Community Library revised library card applications for easier use by patrons and employees to streamline processes to achieve a time save savings.
(Library Aide Bethany McMilin, Administrative Assistant II Hannah Meyer, Library Director Katja Wolfe)
- ▶ The Kenai Community Library installed hold lockers to allow patrons to access library materials 24/7 and streamlined processes to save time.
(All Library Employees)
- ▶ The Kenai Municipal Airport makes annual revisions and updates to the Airport Certification Manual and Airport Emergency Plan. Creating continuity in the plan documents for all plan holders requires Airport Administration to coordinate updates to seven paper copies of the plans. New Airport procedures were put in place to maintain only two hard copies and provide a digital copy to other plan holders, resulting in time savings. (Administrative Assistant II Erica Brincefield)



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Terry Eubank, City Manager
DATE: May 10, 2023
SUBJECT: **March 31, 2023 Quarterly Financial Report**

Attached is a relatively easily produced quarterly financial report for the General Fund, Personal Use Fishery Fund, Airport Fund, Water/Sewer Fund, and Senior Fund as of March 31, 2023.

This report is essentially on a cash basis, so there are accounts that may not look reasonable. In the General Fund for example, sales and property tax revenue only includes payments made to the City by the Borough through February. The first calendar quarter 2023 sales tax filings and tax payments are not in at this point and we will not be received for this quarter until the end of April or early May.

State and Federal is below budget in all funds because of PERS aid. The State doesn't actually give us any money. Instead they make an 'on-behalf' payment to the pension system. Similarly, we have not booked expenditures for the PERS the State is covering, so the Non-Departmental department is way under budget. At year-end we will record revenue and expenditures for these items.

**Quarterly General Fund
Expenditure Report
For Quarter Ended March 31, 2023**

	FY2022 Actual	Original * FY2023 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 907,542	\$ 1,012,542	\$ -	\$ (1,012,542)	0.00%
Taxes	13,181,298	13,515,611	13,515,611	10,218,559	(3,297,052)	75.61%
Licenses/Permits and Ambulance	667,455	774,000	774,000	810,525	36,525	104.72%
State/Federal	2,919,249	1,407,748	1,417,306	306,154	(1,111,152)	21.60%
Dock/Multipurpose/Miscellaneous	221,810	246,000	246,000	215,790	(30,210)	87.72%
Fines and Forfeitures	66,786	76,000	106,000	105,714	(286)	99.73%
Interest and Miscellaneous	199,017	564,211	577,269	982,683	405,414	170.23%
Transfers/Central Admin Fees	2,008,509	2,080,709	2,080,709	1,484,950	(595,759)	71.37%
Total Revenues	19,264,124	19,571,821	19,729,437	14,124,375	(5,605,062)	71.59%
EXPENDITURES & TRANSFERS						
General Government						
01 City Clerk	\$ 320,647	\$ 404,314	\$ 404,314	\$ 273,534	\$ 130,780	32.35%
11 Legislative	178,754	170,779	170,779	117,374	53,405	31.27%
12 Legal	337,820	392,016	392,016	262,420	129,596	33.06%
13 City Manager	483,554	577,417	577,417	365,606	211,811	36.68%
14 Human Resources	148,386	169,333	173,833	102,008	71,825	41.32%
15 Finance	827,415	933,787	933,787	641,943	291,844	31.25%
16 Land Administration	78,790	29,778	29,778	22,699	7,079	23.77%
18 Non-Departmental	1,066,417	976,826	972,326	725,407	246,919	25.39%
19 Planning and Zoning	211,916	267,181	267,181	155,810	111,371	41.68%
20 Safety	896	3,200	3,200	690	2,510	78.44%
Total General Government	3,654,595	3,924,631	3,924,631	2,667,491	1,257,140	32.03%
Public Safety						
21 Police	3,266,411	3,696,097	3,731,213	2,559,355	1,171,858	31.41%
22 Fire	3,363,242	3,584,939	3,584,939	2,425,822	1,159,117	32.33%
23 Communications	837,565	966,991	966,991	662,762	304,229	31.46%
29 Animal Control	439,150	492,052	492,052	346,538	145,514	29.57%
Total Public Safety	7,906,368	8,740,078	8,775,194	5,994,477	2,780,717	31.69%
Public Works						
31 Public Works Administration	155,912	178,510	178,510	122,629	55,881	31.30%
32 Shop	639,197	729,562	729,562	495,403	234,159	32.10%
33 Streets	922,732	1,040,929	1,040,929	583,989	456,940	43.90%
34 Buildings	221,753	506,462	506,462	243,751	262,711	51.87%
35 Street Lighting	194,270	200,670	250,670	135,513	115,157	45.94%
60 Dock	38,665	65,738	65,738	16,083	49,655	75.53%
Total Public Works	2,172,529	2,721,871	2,771,871	1,597,368	1,174,503	42.37%
Parks and Recreation & Culture						
03 Visitor Center	136,163	147,717	147,717	104,964	42,753	28.94%
40 Library	929,383	971,862	989,362	670,598	318,764	32.22%
45 Parks, Recreation & Beautification	1,079,521	1,255,822	1,295,822	896,506	399,316	30.82%
Total Parks and Recreation & Culture	2,145,067	2,375,401	2,432,901	1,672,068	760,833	31.27%
Total Operating Expenditures	15,878,559	17,761,980	17,904,596	11,931,404	5,973,192	33.36%
Transfer to other funds						
Street Improvement Capital Project Fund	180,059	813,000	813,000	813,000	-	0.00%
Kenai Recreation Center Capital Project Fund	1,036,000	280,000	280,000	280,000	-	0.00%
Public Safety Capital Project Fund	175,000	105,000	120,000	120,000	-	0.00%
Municipal Facility Improvement Cap Proj Fund	-	80,000	80,000	80,000	-	0.00%
Library Improvement Capital Proj. Fund	-	-	-	-	-	-
Visitor Center Improvement Capital Proj. Fund	-	-	-	-	-	-
Information Technology Capital Proj. Fund	-	-	-	-	-	-
City Hall Improvement Capital Proj. Fund	-	-	-	-	-	-
Animal Shelter Capital Project Fund	40,000	-	-	-	-	-
Public Safety Building Capital Proj. Fund	70,000	-	-	-	-	-
Kenai Fine Arts Center Imp. Cap. Proj. Fund	24,863	-	-	-	-	-
Kenai Cemetery Imp. Capital Project Fund	260,000	-	-	-	-	-
Kenai Senior Center Imp. Capital Project Fund	82,845	-	-	-	-	-
Park Improvement Capital Project Fund	63,000	120,000	120,000	120,000	-	0.00%
Senior Citizen Special Revenue Fund	220,518	281,591	281,591	211,193	70,398	25.00%
Debt Service	129,625	130,250	130,250	111,250	19,000	14.59%
Total Transfer to other funds	2,281,910	1,809,841	1,824,841	1,735,443	89,398	4.90%
Total Expenditures & Transfers	18,160,469	19,571,821	19,729,437	13,666,847	6,062,590	30.73%
Net Revenues over(under) Expenditures	\$ 1,103,655	\$ -	\$ -	\$ 457,528	\$ 457,528	

* Note: The original budget includes outstanding encumbrances at 6/30/2022.

**Quarterly General Fund
Expenditure Report
For Quarter Ended March 31, 2023**

	FY2022 <u>Actual</u>	Original * FY2023 <u>Budget</u>	Amended <u>Budget</u>	YTD <u>Actual</u>	<u>Variance</u>	<u>%</u>
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 78,405	\$ 78,405	\$ -	\$ (78,405)	-100.00%
Beach Parking	161,581	177,482	177,482	153,976	(23,506)	-13.24%
Beach Camping	186,387	192,623	192,623	200,802	8,179	4.25%
Dock Launch & Park	95,105	110,565	110,565	106,668	(3,897)	-3.52%
Dock Parking Only	10,641	12,495	12,495	12,540	45	0.36%
Participant Drop-off Fee	4,019	4,736	4,736	4,971	235	4.96%
Interest Earnings	(4,412)	750	750	-	(750)	-100.00%
PERS Grant	2,394	1,270	1,270	-	(1,270)	-100.00%
Credit Card Fees	(11,151)	(12,600)	(12,600)	(11,235)	1,365	-10.83%
Transfer from Other Funds	-	-	-	-	-	0.00%
Total Revenue	<u>444,564</u>	<u>565,726</u>	<u>565,726</u>	<u>467,722</u>	<u>(98,004)</u>	<u>-17.32%</u>
EXPENDITURES & TRANSFERS						
Public Safety	\$ 104,368	\$ 115,820	\$ 115,820	\$ 95,951	\$ 19,869	17.16%
Streets	36,602	54,473	54,473	28,376	26,097	47.91%
Boating Facility	46,963	38,452	38,452	88,412	(49,960)	-129.93%
Parks, Recreation & Beautification	173,351	231,981	231,981	129,598	102,383	44.13%
Total Operating Expenditures	<u>361,284</u>	<u>440,726</u>	<u>440,726</u>	<u>342,337</u>	<u>98,389</u>	<u>22.32%</u>
Transfers to Other Funds	96,920	125,000	125,000	125,000	-	0.00%
Total Expenditures & Transfers	<u>458,204</u>	<u>565,726</u>	<u>565,726</u>	<u>467,337</u>	<u>98,389</u>	<u>17.39%</u>
Net Revenues over Expenditures	<u>\$ (13,640)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 385</u>	<u>\$ (385)</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2022.

**Quarterly General Fund
Expenditure Report
For Quarter Ended March 31, 2023**

	FY2022	Original *	Amended	YTD	Variance	%
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>		
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 539,866	\$ 2,401,466	\$ 2,342,800	\$ (58,666)	0.00%
State/Federal	1,391,559	1,413,211	1,413,211	523,200	(890,011)	37.02%
Interest , Leases & Fees	752,541	753,619	786,428	650,792	(135,636)	82.75%
Terminal Revenues	844,413	920,796	920,796	629,089	(291,707)	68.32%
Landing Fees	420,431	447,787	447,787	273,442	(174,345)	61.07%
Transfers In	<u>2,710,732</u>	<u>1,076,665</u>	<u>1,076,665</u>	<u>-</u>	<u>(1,076,665)</u>	<u>0.00%</u>
Total Revenues	<u>6,119,676</u>	<u>5,151,944</u>	<u>7,046,353</u>	<u>4,419,323</u>	<u>(2,627,030)</u>	<u>62.72%</u>
EXPENDITURES & TRANSFERS						
Terminal Area	\$ 525,296	\$ 643,318	\$ 650,105	\$ 401,666	\$ 248,439	38.22%
Airfield	1,850,849	2,079,674	2,072,887	1,400,647	672,240	32.43%
Administration	413,484	1,738,380	1,738,355	237,632	1,500,723	86.33%
Other Buildings & Areas	153,261	188,166	188,191	100,700	87,491	46.49%
Training Facility	<u>30,803</u>	<u>74,281</u>	<u>144,973</u>	<u>26,836</u>	<u>118,137</u>	<u>81.49%</u>
Total Expenditures	<u>2,973,693</u>	<u>4,723,819</u>	<u>4,794,511</u>	<u>2,167,481</u>	<u>2,627,030</u>	<u>54.79%</u>
Transfer to other funds						
Airport Improvement Capital Projects	<u>1,531,833</u>	<u>428,125</u>	<u>2,251,842</u>	<u>2,251,842</u>	<u>-</u>	<u>0.00%</u>
Total Transfer to other funds	<u>1,531,833</u>	<u>428,125</u>	<u>2,251,842</u>	<u>2,251,842</u>	<u>-</u>	<u>0.00%</u>
Total Expenditures & Transfers	<u>4,505,526</u>	<u>5,151,944</u>	<u>7,046,353</u>	<u>4,419,323</u>	<u>2,627,030</u>	<u>37.28%</u>
Net Revenues over Expenditures	<u>\$ 1,614,150</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ (0)</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2022.

**Quarterly General Fund
Expenditure Report
For Quarter Ended March 31, 2023**

	FY2022 <u>Actual</u>	Original * FY2023 <u>Budget</u>	Amended <u>Budget</u>	YTD <u>Actual</u>	<u>Variance</u>	<u>%</u>
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 51,585	\$ 248,585	\$ 56,762	\$ (191,823)	22.83%
State/Federal	45,630	18,950	18,950	-	(18,950)	0.00%
Water/Sewer Fees	2,941,386	3,179,516	3,179,516	2,320,510	(859,006)	72.98%
Penalty and Interest	32,856	30,462	30,462	31,181	719	102.36%
Interest and Miscellaneous	(49,324)	8,000	8,000	3,394	(4,606)	42.43%
Transfers In	147,303	-	-	-	-	0.00%
Total Revenues	<u>3,117,851</u>	<u>3,288,513</u>	<u>3,485,513</u>	<u>2,411,847</u>	<u>(1,073,666)</u>	<u>69.20%</u>
EXPENDITURES & TRANSFERS						
Water	\$ 783,101	\$ 918,654	\$ 963,284	\$ 622,512	\$ 340,772	35.38%
Sewer	389,368	489,370	489,740	322,772	166,968	34.09%
Wastewater Treatment Plant	1,031,021	1,280,489	1,292,489	726,563	565,926	43.79%
Total Expenditures	<u>2,203,490</u>	<u>2,688,513</u>	<u>2,745,513</u>	<u>1,671,847</u>	<u>1,073,666</u>	<u>39.11%</u>
Transfer to other funds -						
Water & Sewer Capital Projects	<u>1,520,000</u>	<u>500,000</u>	<u>740,000</u>	<u>740,000</u>	-	-
Total Transfer to other funds	<u>1,520,000</u>	<u>500,000</u>	<u>740,000</u>	<u>740,000</u>	-	-
Total Expenditures & Transfers	<u>3,723,490</u>	<u>3,188,513</u>	<u>3,485,513</u>	<u>2,411,847</u>	<u>1,073,666</u>	<u>30.80%</u>
Net Revenues over Expenditures	<u>\$ (605,639)</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2022.

**Quarterly General Fund
Expenditure Report
For Quarter Ended March 31, 2023**

	FY2022 <u>Actual</u>	Original * FY2023 <u>Budget</u>	Amended <u>Budget</u>	YTD <u>Actual</u>	<u>Variance</u>	<u>%</u>
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 28,078	\$ 28,078	\$ -	\$ (28,078)	0.00%
State Grants	283,815	225,342	261,138	184,128	(77,010)	70.51%
Federal Grants	100,000					
USDA Grant	21,969	20,000	20,000	10,887	(9,113)	54.44%
Choice Waiver	65,023	85,000	85,000	54,669	(30,331)	64.32%
KPB Grant	169,221	169,221	186,143	113,788	(72,355)	61.13%
Rents & Leases	5,531	10,000	10,000	4,279	(5,721)	42.79%
Miscellaneous Donations	21,238	25,000	28,500	14,696	(13,804)	51.56%
Donations - Senior Connection	50,000	100,000	100,000	14,997	(85,003)	15.00%
Meal Donations	66,208	65,000	65,000	62,058	(2,942)	95.47%
Ride Donations	4,218	3,500	3,500	4,716	1,216	134.74%
Transfer from General Fund - Operations	220,518	281,591	281,591	211,193	(70,398)	75.00%
Other	25,003	300	300	213	(87)	71.00%
Total Revenues	<u>1,032,744</u>	<u>1,013,032</u>	<u>1,069,250</u>	<u>675,624</u>	<u>(393,626)</u>	<u>63.19%</u>
EXPENDITURES & TRANSFERS						
Senior Citizen Access	\$ 226,753	\$ 225,842	\$ 226,942	\$ 154,726	\$ 72,216	31.82%
Congregate Meals	286,666	114,912	143,391	91,065	52,326	36.49%
Home Meals	277,743	477,796	499,610	298,564	201,046	40.24%
Senior Transportation	94,964	102,305	107,065	67,659	39,406	36.81%
Choice Waiver	150,127	92,177	92,242	62,402	29,840	32.35%
Total Expenditures	<u>1,036,253</u>	<u>1,013,032</u>	<u>1,069,250</u>	<u>674,416</u>	<u>394,834</u>	<u>36.93%</u>
Transfer to other funds -	-	-	-	-	-	-
Total Transfer to other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>1,036,253</u>	<u>1,013,032</u>	<u>1,069,250</u>	<u>674,416</u>	<u>394,834</u>	<u>36.93%</u>
Net Revenues over Expenditures	<u>\$ (3,509)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,208</u>	<u>\$ 1,208</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2022.



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Terry Eubank, City Manager
DATE: May 3, 2023
SUBJECT: March 2023 Quarterly Investment Report

City of Kenai Investment Portfolio

At March 31, 2023 the City had investments with a market value of \$35,340,370. That is down from \$35,755,743 at December 31, 2022. The City's portfolio is yielding 3.49% that is up from 2.74% at December 31, 2022. The Federal Reserve increased the federal funds rate twice this quarter, 0.25% on February 1st and 0.25% on March 2nd. A rise in interest rates has an inverse effect on the portfolio's market value. Currently the market has priced in a rate hike in May 2023 of 0.25%. Fair market value adjustments to the portfolio through March 31, 2023 are a negative \$844,124. As of June 30, 2022, the portfolios fair market value adjustment was a negative \$688,957. As rates continue to rise further negative fair market value adjustments are expected but higher yield for the portfolio will also occur.

City's Investment Portfolio

US Agency Securities	\$20,198,631
AML Investment Pool	3,564,678
Wells Fargo Money Market	5,886,467
FDIC Insured Certificates of Deposit	4,546,505
Bank Balance	<u>1,144,089</u>
Total	\$ <u>35,340,370</u>

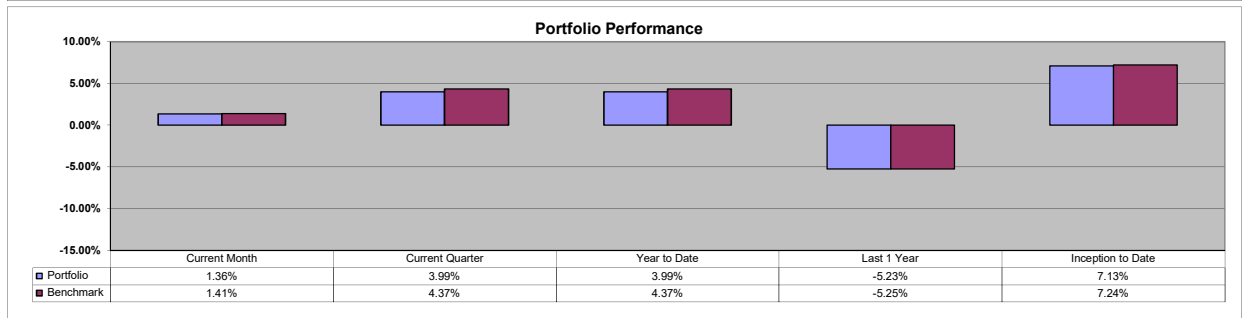
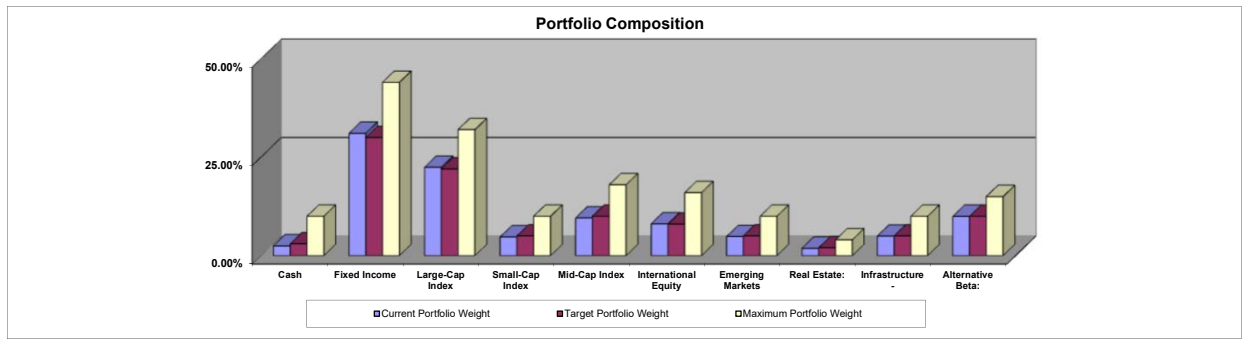
Permanent Fund Investments

The first quarter 2023 saw some recovery in the equity markets. 2022 was a poor year in equity markets with the annual return of the portfolio at (13.60)%. Returns for the first quarter of 2023 were 3.99%. Since inception the portfolio has returned 7.13%. As of March 31, 2023, the portfolio value was \$31,820,887, comprised of \$27,158,621, 85.35% Airport Land Sale Permanent Fund, \$3,371,132, 10.60% General Land Sale Permanent Fund monies, \$1,111,949, 3.49% Kenai Senior Connection monies, and \$179,185, 0.56% Kenai Community Foundation holdings.

CITY OF KENAI
INVESTMENTS
3/31/2023

SECURITY	Expected Call or Maturity	CUSIP	original cost	Current year cost or		Unrealized Gain or Loss	Accrued Interest	EFFECT. RATE	
				06/30/22 Market Value	03/31/23 Market Value				
FHLB 4.625 12/13/24	Bullet	3130ATUR6	2,542,786.81	2,542,786.81	2,512,275.00	(30,511.81)	47,213.54	4.625	
FHLB 4.725 4/15/24	Bullet	3130AU6R0	1,001,925.00	1,001,925.00	999,160.00	(2,765.00)	13,912.50	4.725	
FNA 2017-M1 A2	Bullet	3136AUG21	147,100.29	145,538.36	142,296.79	(3,241.57)	306.38	3.223	
FHR 2011-3824 CL JY Mtge	Bullet	3137A7SV3	297,250.25	294,959.76	286,126.00	(8,833.76)	970.85	3.045	
FHMS K032 A2	Bullet	3137B4GY6	885,668.79	875,941.01	873,255.28	(2,685.73)	2,419.45	2.282	
FHMS K034 A2	Bullet	3137B5JM6	364,388.86	360,894.93	357,759.03	(3,135.90)	1,059.61	2.404	
FHMS K037 A1	Bullet	3137B7YX1	18,071.69	1,760.09	2,107.64	347.55	4.57	0.174	
FHMS K047 A1	Bullet	3137BKRH5	121,146.90	103,755.73	103,051.60	(704.13)	246.39	0.297	
FHR 4543 VH Mtge	Bullet	3137BMQ58	546,814.79	526,940.26	528,870.57	1,930.31	1,369.92	3.094	
FHMS K053 A1	Bullet	3137BN6F6	312,272.01	278,789.10	276,155.17	(2,633.93)	602.12	0.383	
FHMS K057 AM	Bullet	3137BRQK4	1,201,808.86	1,201,808.86	1,166,951.50	(34,857.36)	2,700.53	3.357	
FHMS K064 A2	Bullet	3137BXQY1	1,009,373.33	988,370.00	962,490.00	(25,880.00)	2,686.67	3.010	
FHMS KMP1 A1	Bullet	3137FATD0	174,889.10	159,325.17	158,333.66	(991.51)	302.87	0.302	
FHMS K732 A2	Bullet	3137FG7F6	2,542,382.39	2,542,382.39	2,550,221.50	7,839.11	8,007.64	4.719	
FN AM4716	Bullet	3138L5G20	617,992.84	574,893.61	563,989.49	(10,904.12)	1,666.91	0.787	
FN Am47124	Bullet	3138L74J2	825,409.31	749,443.59	734,618.54	(14,825.05)	2,019.41	0.759	
FN AM7514	Bullet	3138L8K45	970,170.56	970,170.56	973,100.00	2,929.44	2,643.61	4.529	
FN AN4476	Bullet	3138LG6N1	2,421,170.94	2,335,881.33	2,265,291.45	(70,589.88)	6,501.08	3.193	
FNR 2003-79 NJ Mtge	Bullet	31393EE66	14,328.23	6,816.38	6,595.67	(220.71)	27.62	0.346	
FHR 2935 AC Mtge	Bullet	31395MQ28	30,729.16	24,338.65	23,650.96	(687.69)	99.39	0.487	
FN BL4497	Bullet	3140HV7K4	977,512.33	927,003.43	902,477.43	(24,526.00)	2,209.45	2.137	
FN BL5704	Bullet	3140HXKS8	483,184.71	482,684.70	465,301.24	(17,383.46)	1,094.73	3.158	
G2 5122 Mtge	Bullet	36202FVP8	235,263.59	215,627.72	211,505.02	(4,122.70)	629.59	0.874	
GNR 2010-114 CL KB	Bullet	38377KBE9	214,591.20	210,008.50	204,237.30	(5,771.20)	689.69	2.327	
T0 7/5 01/31/24	Bullet	91282CDV0	725,928.99	725,928.99	726,300.00	371.01	1,087.71	3.150	
T 2 1/4 3/31/24	Bullet	91282CEG2	745,378.28	745,378.28	732,682.50	(12,695.78)	46.11	3.160	
T 2 1/2 4/30/24	Bullet	91282CEK3	747,063.91	747,063.91	733,477.50	(13,586.41)	7,872.93	3.160	
T 3 7/31/24	Bullet	91282CFA4	748,311.20	748,311.20	736,350.00	(11,961.20)	3,729.28	3.170	
TOTAL			20,922,914.32	20,488,728.32	20,198,630.84	(290,097.48)	112,120.55	2.388 1.882	
FDIC Insured CD's	CD - 12/31/10								
3.4 GMATBK 8/4/25		57803	02007GXF5	245,114	245,114.11	236,750.85	(8,363.26)	1,278.03	3.400
3.55 AXP 12/4/23		27471	02589AA28	249,998	246,697.85	242,447.10	(4,250.75)	2,811.79	3.160
2.85 BMO 5/11/23		16571	05600XHV5	245,000	245,000.00	244,399.75	(600.25)	4,457.32	2.850
1.75 SECSTB 12/18/24		8941	062163BN9	245,000	235,751.25	231,946.40	(3,804.85)	164.45	1.750
3.10 BANK MIDWEST CD 9/15/23		5170	063615BM9	245,000	245,411.60	242,839.10	(2,572.50)	312.12	3.100
3.00 BEALBK 8/16/23		32574	07371A6B4	245,000	245,000.00	243,044.90	(1,955.10)	4,571.10	3.000
3.00 BSVBK 8/16/23		57833	07371DER4	245,000	245,000.00	243,044.90	(1,955.10)	4,571.10	3.000
3.40 COF 8/10/27		33954	14042TJK4	245,000	245,000.00	230,780.20	(14,219.80)	1,141.10	3.400
3.15 CFBANK 9/18/23		28263	15721UCQ0	245,000	245,553.70	242,883.20	(2,670.50)	296.01	3.150
3.30 C 9/7/23		7213	17312QS34	245,000	245,997.15	243,147.80	(2,849.35)	553.77	3.300
1.75 CNBML 12/9/24		3814	17801GBW8	245,000	235,854.15	232,113.00	(3,741.15)	270.17	1.750
3.40 DFS 8/16/27		5649	254673Q41	245,000	245,000.00	230,741.00	(14,259.00)	1,004.16	3.400
2.90 KEY 5/15/23		17534	49306SG34	245,000	245,000.00	244,355.65	(644.35)	4,457.66	2.900
1.85 LIVOAK 12/11/24		58665	538036HF4	245,000	236,405.40	232,473.15	(3,932.25)	384.95	1.850
3.40 NCBVSG 12/21/23		32612	635573AL2	247,234	246,153.95	241,974.25	(4,179.70)	2,305.01	3.220
0.30 NYCB 11/9/23		16022	649447UE7	249,000	239,991.18	241,948.32	1,957.14	292.66	0.300
1.70 RCKCAN 12/20/23		33542	77183VAD0	245,000	240,171.05	239,034.25	(1,136.80)	136.93	1.700
3.00 SAFR 7/31/23		26876	78658RKA8	245,000	245,000.00	243,265.40	(1,734.60)	4,671.78	3.000
2.80 SALLMA 4/17/24		58177	7954502H7	245,000	243,238.45	239,316.00	(3,922.45)	3,119.89	2.590
TOTAL FDIC Insured CD's				4,666,346.10	4,621,339.84	4,546,505.22	(74,834.62)	36,800.00	2.675
WELLS MONEY MKT AML POOL - City ACCT	Agreed to Amlip			5,886,466.47	5,886,466.47	5,886,466.47		21,498.61	4.640
	Agreed to GL			3,564,678.37	3,564,678.37	3,564,678.37		15,460.33	4.640
				35,040,405.26	34,561,213.00	34,196,280.90	(364,932.10)	185,879.49	
WF Cash	Agreed to WF			1,144,089.09	1,144,089.09	1,144,089.09	-	-	0.010
TOTAL				36,184,494.35	35,705,302.09	35,340,369.99	(364,932.10)	185,879.49	
TOTAL CURRENT YIELD			MONTHS			(844,124.36)			3.4861%
	Max/Min		Return	Actual	Difference				
Maturity over 2 years 30% Maximum	10,602,111.00		3.4168%	10,384,041	218,070.15				OK
Liquidity 20% Minimum	7,068,074.00		3.4550%	16,772,244	(9,704,170.20)				OK
Maturity 1 - 2 years			3.6379%	8,184,085					
			3.4861%	35,340,370					

	Fair Market Value					Current or Average	Current Portfolio	Target	Portfolio
	31-Mar-22	30-Jun-22	30-Sep-22	31-Dec-22	31-Mar-23	Yield	Weight	Weight	Maximum
Cash									
Cash & Cash Equivalents	1,275,967	1,833,543	1,119,889	1,354,864	793,407	4.01%	2.48%	3.00%	10.00%
Fixed Income									
Investment Grade Government & Corporate Securities									
Government Securities	5,127,117	5,101,086	5,818,997	5,861,565	6,340,844	4.19%	19.93%		
Corporate Securities Investment Grade	2,391,717	2,108,368	1,938,710	1,895,021	1,934,718	5.19%	6.08%		
Total Investment Grade Government & Corporate Securities	7,518,834	7,209,454	7,757,707	7,756,586	8,275,562	4.44%	26.01%	26.00%	36.00%
Domestic Fixed Income Exchange Traded Funds -									
Vanguard Short-term TIPS	-	-	-	-	326,850		1.03%		
High Yield Domestic -									
SPDR Portfolio High Yield Bonds	-	26,694	25,945	26,563	27,323		0.09%		
Vanguard Hi Yield Corporate Fund Admiral Shares	1,354,863	1,190,658	1,070,708	1,180,923	1,253,182		3.94%		
Total High Yield Domestic	1,354,863	1,217,352	1,096,653	1,207,486	1,280,505		4.03%	4.00%	8.00%
Total Fixed Income	8,873,697	8,426,806	8,854,360	8,964,072	9,882,917	4.44%	31.07%	30.00%	44.00%
Equities:									
Domestic Equities:									
Large-Cap Index	7,839,086	6,522,469	6,166,612	6,616,990	7,135,090		22.42%	22.00%	32.00%
Small-Cap Index	1,984,668	1,422,929	1,342,552	1,457,267	1,509,958		4.75%	5.00%	10.00%
Mid-Cap Index	3,500,227	2,812,265	2,725,621	3,006,935	3,046,448		9.57%	10.00%	18.00%
Total Domestic Equities	13,323,981	10,757,663	10,234,785	11,081,192	11,691,496		36.74%	37.00%	60.00%
International Equities:									
International Equity	3,149,195	2,256,300	2,019,501	2,348,427	2,566,238		8.06%	8.00%	16.00%
Emerging Markets	1,464,576	1,460,565	1,279,558	1,390,306	1,543,374		4.85%	5.00%	10.00%
Total International Equities	4,613,771	3,716,865	3,299,059	3,738,733	4,109,612		12.91%	13.00%	26.00%
Real Estate:									
JP Morgan Beta Builders MSCI Reit	705,645	543,668	485,048	505,104	591,337		1.86%		
Total Real Estate	705,645	543,668	485,048	505,104	591,337		1.86%	2.00%	4.00%
Infrastructure -									
Flexshares Stoxx Global Broad Infrastructure	1,933,906	1,485,180	1,312,464	1,448,683	1,577,254		4.96%	5.00%	10.00%
Total Equities	20,577,303	16,503,376	15,331,356	16,773,712	17,969,699		56.47%	57.00%	100.00%
Alternative Beta:									
Blackrock Systematic Multi-Strategy	2,925,750	2,935,070	1,709,314	1,691,801	1,535,944		4.83%		
IQ Hedge Multi-Strategy Tracker	855,039	598,014	-	-	479,219		1.51%		
Core Alternative ETF	-	-	1,703,463	1,810,987	1,159,701		3.64%		
Total Alternative Beta	3,780,789	3,533,084	3,412,777	3,502,788	3,174,864		9.98%	10.00%	15.00%
Total Portfolio	34,507,756	30,296,809	28,718,382	30,595,436	31,820,887	3.99%	100.00%	100.00%	169.00%
Total ALSPF Balance	29,420,781	25,857,846	24,510,683	26,112,716	27,158,621				
Total GLSPF Balance	3,721,966	3,209,669	3,042,450	3,241,306	3,371,132				
Total Kenai Community Foundation	189,074	170,602	161,714	172,284	179,185				
Total Kenai Senior Connection	1,175,935	1,058,692	1,003,535	1,069,127	1,111,949				



CITY OF KENAI PERMANENT FUNDS

Account Statement - Period Ending March 31, 2023



ACCOUNT ACTIVITY

Portfolio Value on 02-28-23	31,387,843
Contributions	0
Withdrawals	-523
Change in Market Value	342,794
Interest	20,756
Dividends	63,115

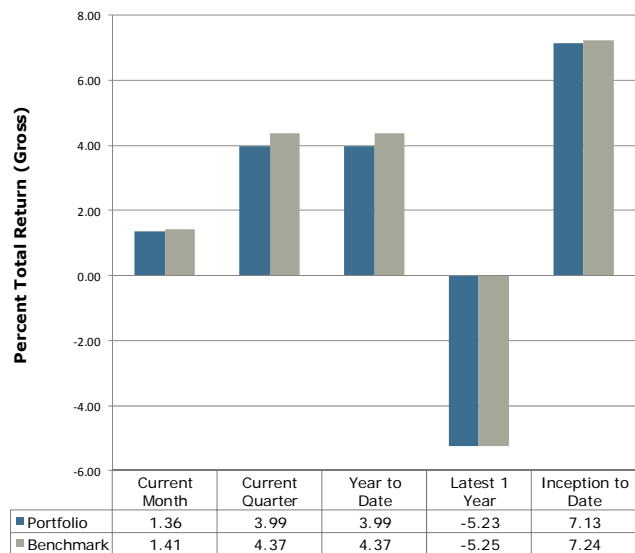
Portfolio Value on 03-31-23 31,813,986

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Bill Lierman, CFA®
Contact Phone Number:	907/272 -7575

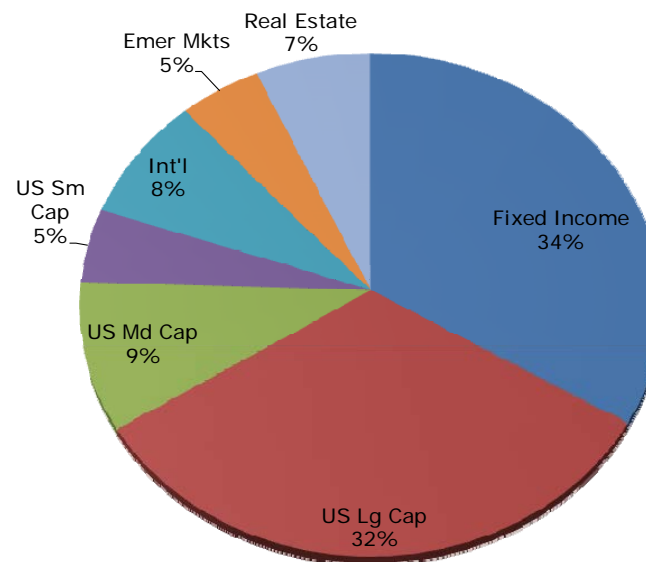
INVESTMENT PERFORMANCE

**Current Account Benchmark:
Equity Blend**



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



Clients are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.
PORTFOLIO SUMMARY AND TARGET
CITY OF KENAI PERMANENT FUNDS
March 31, 2023

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (33%)			
US Fixed Income (26.0%)	8,271,425	26.0	6% to 36%
High Yield Fixed Income (4.0%)	1,274,553	4.0	0% to 8%
TIPS (0.0%)	326,850	1.0	na
Cash (3.0%)	821,600	2.6	0% to 10%
Subtotal:	10,694,428	33.6	
EQUITY (50%)			
US Large Cap (22.0%)	7,110,084	22.3	12% to 32%
US Mid Cap (10.0%)	3,046,448	9.6	0% to 18%
US Small Cap (5.0%)	1,509,958	4.7	0% to 10%
Developed International Equity (8.0%)	2,566,238	8.1	4% to 16%
Emerging Markets (5.0%)	1,543,374	4.9	0% to 10%
Subtotal:	15,776,102	49.6	
ALTERNATIVE INVESTMENTS (17%)			
Real Estate (2.0%)	591,337	1.9	0% to 4%
Alternative Beta (10.0%)	3,174,864	10.0	0% to 15%
Infrastructure (5.0%)	1,577,254	5.0	0% to 10%
Subtotal:	5,343,455	16.8	
TOTAL PORTFOLIO	31,813,986	100	

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
March 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
AGENCIES									
125,000	FEDERAL HOME LOAN BANK 0.600% Due 08-27-25	99.90	124,875	92.09	115,116	0.36	750	71	4.08
125,000	FHLB 1.625% Due 03-12-27	104.27	130,335	91.88	114,845	0.36	2,031	107	3.86
45,000	FEDERAL HOME LOAN BANK 2.400% Due 02-17-32	85.94	38,673	85.80	38,608	0.12	1,080	132	4.34
45,000	FEDERAL FARM CREDIT BANK 2.500% Due 04-14-36	79.15	35,618	78.72	35,424	0.11	1,125	522	4.70
50,000	FEDERAL FARM CREDIT BANK 2.490% Due 05-19-36	78.94	39,469	78.47	39,233	0.12	1,245	456	4.71
	Accrued Interest				1,288	0.00			
			368,970		344,515	1.08		1,288	
ALTERNATIVE BETA									
159,330	BLCKRCK SYST MULTI-STR-INST	10.24	1,632,318	9.64	1,535,944	4.83	NA		
38,877	CORE ALTERNATIVE ETF	30.33	1,178,984	29.83	1,159,701	3.65	NA		
16,406	IQ HEDGE MULTI-STRAT TRACKER	29.28	480,449	29.21	479,219	1.51	NA		
			3,291,751		3,174,864	9.98			
CORPORATE BONDS									
100,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	97,833	98.85	98,850	0.31	2,200	275	5.27
100,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	105,181	98.73	98,730	0.31	3,875	646	5.43
100,000	MORGAN STANLEY IND FINANCIAL SRV 3.875% Due 04-29-24	103.71	103,711	98.76	98,760	0.31	3,875	1,636	5.06
100,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	99,882	97.47	97,474	0.31	3,300	202	5.13
100,000	REYNOLDS AMERICAN INC 4.450% Due 06-12-25	108.47	108,467	98.19	98,194	0.31	4,450	1,347	5.32
100,000	CITIGROUP INC 3.700% Due 01-12-26	101.65	101,647	96.77	96,768	0.30	3,700	812	4.95
100,000	RYDER SYSTEM INC 2.900% Due 12-01-26	90.81	90,807	92.44	92,441	0.29	2,900	967	5.18
50,000	GENERAL DYNAMICS CORP 3.500% Due 04-01-27	106.12	53,060	96.70	48,349	0.15	1,750	875	4.41
35,000	DARDEN RESTAURANTS INC 3.850% Due 05-01-27	110.59	38,706	96.72	33,852	0.11	1,347	561	4.74
60,000	BORGWARNER INC 2.650% Due 07-01-27	107.34	64,403	91.69	55,012	0.17	1,590	397	4.83
100,000	ENBRIDGE INC 3.700% Due 07-15-27	101.13	101,135	95.17	95,172	0.30	3,700	781	4.96
70,000	ANHEUSER-BUSCH INBEV WORLDWIDE 4.000% Due 04-13-28	114.31	80,016	98.86	69,203	0.22	2,800	1,307	4.25

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
March 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
70,000	ESSEX PORTFOLIO LP 4.000% Due 03-01-29	111.75	78,224	94.15	65,906	0.21	2,800	233	5.16
100,000	INTEL CORP 3.900% Due 03-25-30	113.48	113,484	95.33	95,330	0.30	3,900	65	4.69
60,000	KIMCO REALTY CORP 3.200% Due 04-01-32	99.17	59,501	84.06	50,434	0.16	1,920	960	5.46
70,000	CENOVUS ENERGY INC 5.250% Due 06-15-37	119.59	83,716	94.45	66,114	0.21	3,675	1,082	5.83
100,000	HOME DEPOT INC 4.875% Due 02-15-44	115.63	115,627	99.06	99,061	0.31	4,875	623	4.95
50,000	PHILLIPS 66 4.875% Due 11-15-44	126.49	63,243	93.56	46,782	0.15	2,437	921	5.38
100,000	CARDINAL HEALTH 4.900% Due 09-15-45	111.47	111,470	90.50	90,498	0.28	4,900	218	5.65
100,000	BANK OF AMERICA CORP 4.443% Due 01-20-48	106.31	106,308	88.58	88,582	0.28	4,443	876	5.27
100,000	Sysco Corporation 4.450% Due 03-15-48	120.54	120,536	86.67	86,668	0.27	4,450	198	5.43
70,000	NATIONAL RETAIL PROP INC 4.800% Due 10-15-48	126.03	88,222	84.76	59,333	0.19	3,360	1,549	5.97
50,000	TELUS CORP 4.300% Due 06-15-49	121.52	60,762	84.08	42,039	0.13	2,150	633	5.45
110,000	MAGELLAN MIDSTREAM PARTN 3.950% Due 03-01-50	109.07	119,976	75.54	83,092	0.26	4,345	362	5.75
75,000	NUTRIEN LTD 3.950% Due 05-13-50	99.74	74,803	79.22	59,412	0.19	2,962	1,136	5.42
	Accrued Interest				18,662	0.06			
			2,240,721		1,934,718	6.08		18,662	
DOMESTIC MID CAP EQUITY FUNDS/ETF									
12,178	ISHARES CORE S&P MIDCAP 400 ETF	120.45	1,466,834	250.16	3,046,448	9.58	NA		
EMERGING MARKET FUNDS/ETF									
31,633	ISHARES ETF CORE MSCI EMERGING MKTS	53.05	1,678,215	48.79	1,543,374	4.85	NA		
DOMESTIC FIXED INCOME FUNDS/ETF									
6,835	VANGUARD SHORT-TERM TIPS ETF	46.71	319,239	47.82	326,850	1.03	NA		
FNMA & FHLMC									
3,765	FHLMC POOL G14203 4.000% Due 04-01-26	104.56	3,937	99.50	3,746	0.01	151	13	5.61
48,983	FG POOL C91270 4.500% Due 10-01-29	105.67	51,761	100.05	49,009	0.15	2,204	184	4.77
49,731	FG POOL J30401 3.000% Due 01-01-30	101.30	50,376	96.15	47,816	0.15	1,492	124	4.51

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
March 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
57,557	FG POOL G16255 2.500% Due 07-01-32	99.70	57,386	93.91	54,054	0.17	1,439	120	4.63
80,283	FR SB8503 Mtge 2.000% Due 08-01-35	102.81	82,541	90.47	72,633	0.23	1,606	27	4.34
91,652	FN MA4383 2.000% Due 07-01-36	90.54	82,977	90.22	82,686	0.26	1,833	31	4.13
60,296	FNCL POOL 995373 4.500% Due 02-01-39	106.72	64,347	100.57	60,638	0.19	2,713	226	4.38
87,286	FR RB5095 MTGE 2.000% Due 01-01-41	103.84	90,634	86.20	75,245	0.24	1,746	29	4.61
153,810	FN POOL AJ1405 4.000% Due 09-01-41	104.48	160,708	97.87	150,531	0.47	6,152	513	4.39
87,713	FN MA4475 Mtge 2.500% Due 11-01-41	103.58	90,851	88.58	77,700	0.24	2,193	37	4.51
91,026	FN POOL AT2324 3.000% Due 01-01-43	100.20	91,211	92.23	83,951	0.26	2,731	46	4.56
142,845	FG POOL V80057 3.000% Due 05-01-43	100.23	143,180	92.33	131,891	0.41	4,285	357	4.48
94,069	FN POOL AL3180 3.000% Due 05-01-43	100.20	94,260	92.23	86,756	0.27	2,822	235	4.55
78,956	FG POOL G08722 3.500% Due 09-01-46	102.09	80,603	94.88	74,917	0.24	2,763	230	4.47
33,225	FN AS8483 3.000% Due 12-01-46	102.95	34,206	91.91	30,537	0.10	997	83	4.39
59,078	FN POOL BD2453 3.000% Due 01-01-47	99.89	59,013	91.58	54,106	0.17	1,772	148	4.45
43,587	FN POOL MA2930 4.000% Due 03-01-47	103.56	45,140	97.39	42,451	0.13	1,743	145	4.47
46,069	FG G61893 3.000% Due 07-01-47	101.14	46,595	91.65	42,222	0.13	1,382	115	4.39
21,660	FN MA3276 3.500% Due 02-01-48	105.75	22,905	94.29	20,422	0.06	758	63	4.45
40,185	FN MA3305 3.500% Due 03-01-48	103.02	41,396	94.27	37,883	0.12	1,406	117	4.43
11,744	FN POOL MA3638 4.000% Due 04-01-49	103.09	12,107	97.12	11,406	0.04	470	39	4.54
38,177	FR RA1343 3.000% Due 09-01-49	104.69	39,967	90.61	34,592	0.11	1,145	95	4.50
21,763	FN MA3834 3.000% Due 11-01-49	101.90	22,177	90.61	19,721	0.06	653	54	4.45
23,513	FN MA3871 3.000% Due 12-01-49	101.91	23,962	90.61	21,306	0.07	705	59	4.45
30,049	FR QA5517 3.000% Due 12-01-49	102.31	30,744	90.61	27,227	0.09	901	75	4.45
25,286	FN MA3960 3.000% Due 03-01-50	102.31	25,871	90.46	22,874	0.07	759	63	4.43

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
March 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
52,086	FANNIE MAE POOL 2.500% Due 05-01-50	104.98	54,683	87.46	45,556	0.14	1,302	109	4.45
75,911	FN CA7738 MTGE 2.500% Due 11-01-50	105.64	80,192	86.74	65,844	0.21	1,898	158	4.45
58,632	FR RA4518 3.500% Due 02-01-51	91.20	53,472	93.42	54,774	0.17	2,052	171	4.46
40,443	FR SD8129 2.500% Due 02-01-51	84.93	34,348	86.59	35,018	0.11	1,011	84	4.39
207,594	FN BR1668 Mtge 2.000% Due 03-01-51	99.54	206,629	82.92	172,129	0.54	4,152	69	4.31
243,168	FR QC4235 Mtge 2.500% Due 07-01-51	102.31	248,791	86.27	209,784	0.66	6,079	101	4.36
147,672	FN MA4398 2.000% Due 08-01-51	78.81	116,384	82.86	122,361	0.38	2,953	49	4.31
260,142	FN MA4414 2.500% Due 09-01-51	86.05	223,844	86.29	224,479	0.71	6,504	108	4.38
67,830	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	92.12	62,489	86.28	58,526	0.18	1,696	141	4.36
153,407	FN MA4492 2.000% Due 12-01-51	78.73	120,772	82.81	127,036	0.40	3,068	51	4.31
37,486	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	88.61	33,216	82.90	31,078	0.10	750	62	4.43
61,740	FN MA4562 2.000% Due 03-01-52	83.87	51,784	82.72	51,070	0.16	1,235	21	4.28
23,651	FN CB3918 4.500% Due 06-01-52	96.58	22,841	98.23	23,231	0.07	1,064	89	4.77
38,226	FR QE9566 5.000% Due 09-01-52	98.78	37,760	99.72	38,121	0.12	1,911	159	5.05
14,712	FR SD1884 5.000% Due 11-01-52	100.30	14,757	99.72	14,671	0.05	736	12	5.01
112,914	FR RA8415 5.500% Due 01-01-53	101.52	114,628	101.08	114,138	0.36	6,210	104	5.22
60,000	FN MA4978 5.000% Due 04-01-53	99.34	59,606	99.72	59,835	0.19	3,000	250	5.00
	Accrued Interest				4,967	0.02			
			3,085,052		2,868,938	9.02		4,967	
HIGH YIELD FIXED INCOME									
1,189	SPDR PORTFOLIO HIGH YIELD BO	25.19	29,946	22.98	27,323	0.09			
238,021	VANGUARD HI YLD CORP-ADM	5.52	1,315,022	5.24	1,247,230	3.92	0		
			1,344,968		1,274,553	4.01			
INTERNATIONAL EQUITY FUNDS/ETF									
38,388	ISHARES ETF CORE MSCI EAFE	63.89	2,452,753	66.85	2,566,238	8.07	NA		

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 March 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
DOMESTIC LARGE CAP EQUITY FUNDS/ETF									
6,675	PACER US CASH COWS 100 ETF	45.35	302,711	46.95	313,391	0.99	NA		
16,602	SPDR S&P 500 ETF	233.78	<u>3,881,191</u>	409.39	<u>6,796,693</u>	<u>21.36</u>	NA		
			4,183,902		7,110,084	22.35			
REAL ESTATE & INFRASTRUCTURE									
30,361	FLEXSHAR STX GLOBAL BROAD INF ETF	52.24	1,586,047	51.95	1,577,254	4.96	NA		
7,134	JPMORGAN BETABUILDERS MSCI US REIT ETF	81.37	<u>580,513</u>	82.89	<u>591,337</u>	<u>1.86</u>	NA		
			2,166,560		2,168,591	6.82			
DOMESTIC SMALL CAP EQUITY FUNDS/ETF									
12,243	ISHARES S&P SMALLCAP 600 INDEX ETF	56.16	687,530	96.70	1,183,898	3.72	NA		
8,567	PACER US SMALL CAP CASH COWS	35.43	<u>303,525</u>	38.06	<u>326,060</u>	<u>1.02</u>	NA		
			991,054		1,509,958	4.75			
U.S. TREASURY									
75,000	US TREASURY NOTES 0.125% Due 04-30-23	98.18	73,638	99.65	74,741	0.23	94	39	4.30
20,000	US TREASURY NOTES 0.125% Due 07-15-23	100.00	19,999	98.68	19,737	0.06	25	5	4.68
100,000	US TREASURY NOTES 0.125% Due 09-15-23	99.48	99,484	97.97	97,969	0.31	125	6	4.67
90,000	US TREASURY NOTE 0.125% Due 10-15-23	99.75	89,779	97.57	87,809	0.28	112	52	4.73
100,000	US TREASURY NOTES 1.625% Due 10-31-23	99.41	99,406	98.23	98,234	0.31	1,625	682	4.73
15,000	US TREASURY NOTES 0.250% Due 11-15-23	96.76	14,514	97.25	14,588	0.05	37	14	4.77
55,000	US TREASURY NOTE 0.875% Due 01-31-24	98.65	54,257	96.84	53,262	0.17	481	80	4.77
100,000	US TREASURY NOTES 0.375% Due 04-15-24	99.53	99,527	95.71	95,715	0.30	375	173	4.64
100,000	US TREASURY NOTES 0.250% Due 05-15-24	99.86	99,855	95.36	95,359	0.30	250	95	4.53
170,000	US TREASURY NOTES 1.500% Due 11-30-24	102.28	173,871	95.64	162,590	0.51	2,550	855	4.23
75,000	US TREASURY NOTES 2.750% Due 06-30-25	99.71	74,780	97.32	72,990	0.23	2,062	518	4.01
120,000	US TREASURY NOTES 0.250% Due 07-31-25	96.66	115,993	91.83	110,198	0.35	300	50	3.94
115,000	US TREASURY NOTE 3.000% Due 09-30-25	100.99	116,137	97.80	112,471	0.35	3,450	9	3.93
105,000	US TREASURY NOTES 0.375% Due 11-30-25	93.83	98,521	91.22	95,780	0.30	394	132	3.87

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
March 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
75,000	US TREASURY NOTES 1.625% Due 05-15-26	95.63	71,726	93.63	70,222	0.22	1,219	461	3.81
50,000	US TREASURY NOTES 0.375% Due 07-31-27	95.49	47,747	86.87	43,435	0.14	187	31	3.68
280,000	US TREASURY NOTES 4.000% Due 02-29-28	101.49	284,178	101.80	285,054	0.90	11,200	974	3.60
100,000	US TREASURY NOTES 3.125% Due 11-15-28	102.38	102,380	97.48	97,484	0.31	3,125	1,183	3.62
20,000	US TREASURY NOTES 2.625% Due 02-15-29	101.74	20,348	94.82	18,964	0.06	525	65	3.61
35,000	US TREASURY NOTES 2.875% Due 04-30-29	96.88	33,909	96.01	33,604	0.11	1,006	423	3.61
50,000	US TREASURY NOTE 3.250% Due 06-30-29	100.53	50,264	98.04	49,021	0.15	1,625	408	3.60
105,000	US TREASURY NOTES 1.750% Due 11-15-29	93.71	98,401	89.80	94,295	0.30	1,837	695	3.49
40,000	US TREASURY NOTES 3.500% Due 01-31-30	100.61	40,244	99.59	39,838	0.13	1,400	232	3.57
10,000	US TREASURY NOTES 0.625% Due 05-15-30	100.79	10,079	81.86	8,186	0.03	62	24	3.53
110,000	US TREASURY NOTE 0.625% Due 08-15-30	87.35	96,080	81.49	89,637	0.28	687	85	3.49
125,000	US TREASURY NOTES 0.875% Due 11-15-30	97.64	122,046	82.78	103,476	0.33	1,094	414	3.46
140,000	US TREASURY NOTE 1.125% Due 02-15-31	99.32	139,042	84.21	117,890	0.37	1,575	196	3.43
55,000	US TREASURY NOTES 1.625% Due 05-15-31	100.89	55,490	86.91	47,800	0.15	894	338	3.49
35,000	US TREASURY NOTES 1.875% Due 02-15-32	90.94	31,829	87.77	30,718	0.10	656	82	3.49
160,000	US TREASURY NOTE 2.875% Due 05-15-32	99.71	159,536	95.16	152,262	0.48	4,600	1,741	3.50
65,000	US TREASURY NOTES 2.750% Due 08-15-32	95.15	61,846	94.11	61,171	0.19	1,787	222	3.49
85,000	US TREASURY NOTES 3.875% Due 08-15-40	127.11	108,045	102.55	87,165	0.27	3,294	409	3.68
25,000	US TREASURY NOTES 2.750% Due 08-15-42	110.86	27,716	85.09	21,273	0.07	687	85	3.85
35,000	US TREASURY NOTES 3.375% Due 08-15-42	96.23	33,682	93.89	32,862	0.10	1,181	147	3.82
25,000	US TREASURY NOTES 3.125% Due 02-15-43	97.13	24,283	89.91	22,478	0.07	781	97	3.86
95,000	US TREASURY NOTES 2.875% Due 05-15-43	76.58	72,749	86.40	82,082	0.26	2,731	1,034	3.85
45,000	US TREASURY NOTES 2.875% Due 05-15-49	102.98	46,342	85.57	38,506	0.12	1,294	490	3.75

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
March 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
15,000	US TREASURY NOTES 1.250% Due 05-15-50	100.74	15,111	58.13	8,720	0.03	187	71	3.71
75,000	US TREASURY NOTES 1.625% Due 11-15-50	96.64	72,478	64.13	48,097	0.15	1,219	461	3.71
50,000	US TREASURY NOTES 2.000% Due 08-15-51	100.88	50,439	70.34	35,170	0.11	1,000	124	3.70
15,000	US TREASURY NOTE 1.875% Due 11-15-51	95.26	14,289	68.09	10,214	0.03	281	106	3.69
20,000	US TREASURY NOTE 2.250% Due 02-15-52	83.97	16,795	74.57	14,914	0.05	450	56	3.69
160,000	US TREASURY NOTE 2.875% Due 05-15-52	87.97	140,753	85.55	136,875	0.43	4,600	1,741	3.69
40,000	US TREASURY N/B 3.000% Due 08-15-52	90.09	36,037	87.84	35,138	0.11	1,200	149	3.68
	Accrued Interest				15,256	0.05			
			3,313,627		3,123,253	9.82		15,256	
CASH AND CASH EQUIVILENTS									
	ALLSPRING GOV MONEY MARKET FD INS CL #1751		790,642		790,642	2.49			
	DIVIDEND ACCRUAL		30,958		30,958	0.10			
	WF ADV GOVT MM FD-INSTL #1751		0		0	0.00			
			821,600		821,600	2.58			
TOTAL PORTFOLIO			27,725,246		31,813,986	100	244,649	40,174	

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
AGENCIES				
03-23-23	03-27-23	FEDERAL FARM CREDIT BANK 2.490% Due 05-19-36	50,000	39,469.50
03-23-23	03-27-23	FEDERAL FARM CREDIT BANK 2.500% Due 04-14-36	45,000	35,618.40
				75,087.90
CORPORATE BONDS				
03-08-23	03-10-23	RYDER SYSTEM INC 2.900% Due 12-01-26	100,000	90,807.00
FNMA & FHLMC				
03-28-23	03-29-23	FR RA8415 5.500% Due 01-01-53	58,911.60	59,528.33
03-28-23	03-29-23	FN MA4383 2.000% Due 07-01-36	91,651.68	82,976.99
03-28-23	03-29-23	FN MA4414 2.500% Due 09-01-51	260,142.03	223,844.09
03-28-23	03-29-23	FN MA4978 5.000% Due 04-01-53	60,000.00	59,606.25
				425,955.66
U.S. TREASURY				
03-29-23	03-30-23	US TREASURY NOTES 4.000% Due 02-29-28	280,000	284,178.13
				876,028.69
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
03-31-23	03-31-23	MANAGEMENT FEES		4,317.83
				4,317.83

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
DIVIDEND				
ALTERNATIVE BETA				
03-24-23	03-24-23	CORE ALTERNATIVE ETF		4,474.54
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
03-17-23	04-28-23	SPDR S&P 500 ETF		25,006.00
03-29-23	03-29-23	PACER US CASH COWS 100 ETF		1,407.12
				26,413.12
DOMESTIC MID CAP EQUITY FUNDS/ETF				
03-29-23	03-29-23	ISHARES CORE S&P MIDCAP 400 ETF		11,529.24
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
03-29-23	03-29-23	PACER US SMALL CAP CASH COWS		1,087.12
03-29-23	03-29-23	ISHARES S&P SMALLCAP 600 INDEX ETF		4,031.40
				5,118.52
HIGH YIELD FIXED INCOME				
03-01-23	03-07-23	SPDR PORTFOLIO HIGH YIELD BO		157.88
03-31-23	04-03-23	VANGUARD HI YLD CORP-ADM		5,952.03
				6,109.91
REAL ESTATE & INFRASTRUCTURE				
03-23-23	03-23-23	FLEXSHAR STX GLOBAL BROAD INF ETF		4,071.65

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-24-23	03-24-23	JPMORGAN BETABUILDERS MSCI US REIT ETF		5,397.94
				9,469.59
				63,114.92
INTEREST				
AGENCIES				
03-13-23	03-13-23	FHLB 1.625% Due 03-12-27		1,015.63
CASH AND CASH EQUIVALENTS				
03-01-23	03-01-23	ALLSPRING GOV MONEY MARKET FD INS CL #1751		2,234.36
CORPORATE BONDS				
03-01-23	03-01-23	ESSEX PORTFOLIO LP 4.000% Due 03-01-29		1,400.00
03-01-23	03-01-23	MAGELLAN MIDSTREAM PARTN 3.950% Due 03-01-50		2,172.50
03-09-23	03-09-23	WELLS FARGO & COMPANY 3.300% Due 09-09-24		1,650.00
03-15-23	03-15-23	CARDINAL HEALTH 4.900% Due 09-15-45		2,450.00
03-15-23	03-15-23	Sysco Corporation 4.450% Due 03-15-48		2,225.00
03-27-23	03-27-23	INTEL CORP 3.900% Due 03-25-30		1,950.00
				11,847.50
FNMA & FHLMC				
03-15-23	03-15-23	FHLMC POOL G14203 4.000% Due 04-01-26		13.14

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-15-23	03-15-23	FG POOL G16255 2.500% Due 07-01-32		121.99
03-15-23	03-15-23	FG POOL G08722 3.500% Due 09-01-46		231.65
03-15-23	03-15-23	FG POOL C91270 4.500% Due 10-01-29		186.45
03-15-23	03-15-23	FG POOL J30401 3.000% Due 01-01-30		126.85
03-15-23	03-15-23	FG POOL V80057 3.000% Due 05-01-43		363.31
03-15-23	03-15-23	FG G61893 3.000% Due 07-01-47		115.92
03-27-23	03-27-23	FR SB8503 Mtge 2.000% Due 08-01-35		135.06
03-27-23	03-27-23	FR SD1884 5.000% Due 11-01-52		61.37
03-27-23	03-27-23	FR SD8129 2.500% Due 02-01-51		84.74
03-27-23	03-27-23	FR QA5517 3.000% Due 12-01-49		75.30
03-27-23	03-27-23	FR QC4235 Mtge 2.500% Due 07-01-51		512.36
03-27-23	03-27-23	FR QE9566 5.000% Due 09-01-52		160.27
03-27-23	03-27-23	FR RA1343 3.000% Due 09-01-49		96.06
03-27-23	03-27-23	FR RA4518 3.500% Due 02-01-51		172.41
03-27-23	03-27-23	FR RA8415 5.500% Due 01-01-53		250.04
03-27-23	03-27-23	FR RB5095 MTGE 2.000% Due 01-01-41		146.41
03-27-23	03-27-23	FN POOL AJ1405 4.000% Due 09-01-41		515.33
03-27-23	03-27-23	FN POOL AT2324 3.000% Due 01-01-43		228.54

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-27-23	03-27-23	FN AS8483 3.000% Due 12-01-46		83.55
03-27-23	03-27-23	FN POOL AL3180 3.000% Due 05-01-43		236.05
03-27-23	03-27-23	FN POOL BD2453 3.000% Due 01-01-47		149.33
03-27-23	03-27-23	FANNIE MAE POOL 2.500% Due 05-01-50		109.14
03-27-23	03-27-23	FN BR1668 Mtge 2.000% Due 03-01-51		346.73
03-27-23	03-27-23	FN CA7738 MTGE 2.500% Due 11-01-50		158.85
03-27-23	03-27-23	FANNIE MAE POOL CB1783 2.500% Due 10-01-51		141.60
03-27-23	03-27-23	FN CB3918 4.500% Due 06-01-52		88.82
03-27-23	03-27-23	FANNIE MAE POOL FS0822 2.000% Due 03-01-52		62.86
03-27-23	03-27-23	FNCL POOL 995373 4.500% Due 02-01-39		228.34
03-27-23	03-27-23	FN POOL MA2930 4.000% Due 03-01-47		147.26
03-27-23	03-27-23	FN MA3305 3.500% Due 03-01-48		118.07
03-27-23	03-27-23	FN MA3276 3.500% Due 02-01-48		63.58
03-27-23	03-27-23	FN MA4398 2.000% Due 08-01-51		247.09
03-27-23	03-27-23	FN MA4475 Mtge 2.500% Due 11-01-41		183.73
03-27-23	03-27-23	FN MA4492 2.000% Due 12-01-51		256.61
03-27-23	03-27-23	FN POOL MA3638 4.000% Due 04-01-49		39.45
03-27-23	03-27-23	FN MA3834 3.000% Due 11-01-49		54.72

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-27-23	03-27-23	FN MA3871 3.000% Due 12-01-49		59.19
03-27-23	03-27-23	FN MA3960 3.000% Due 03-01-50		63.58
03-27-23	03-27-23	FN MA4562 2.000% Due 03-01-52		103.27
				6,539.02
U.S. TREASURY				
03-15-23	03-15-23	US TREASURY NOTES 0.125% Due 09-15-23		62.50
03-31-23	03-31-23	US TREASURY NOTE 3.000% Due 09-30-25		1,725.00
				1,787.50
				23,424.01

PRINCIPAL PAYDOWNS

FNMA & FHLMC

03-15-23	03-15-23	FHLMC POOL G14203 4.000% Due 04-01-26	175.90	175.90
03-15-23	03-15-23	FG POOL G16255 2.500% Due 07-01-32	996.42	996.42
03-15-23	03-15-23	FG POOL G08722 3.500% Due 09-01-46	466.91	466.91
03-15-23	03-15-23	FG POOL C91270 4.500% Due 10-01-29	736.04	736.04
03-15-23	03-15-23	FG POOL J30401 3.000% Due 01-01-30	1,011.11	1,011.11
03-15-23	03-15-23	FG POOL V80057 3.000% Due 05-01-43	2,480.88	2,480.88
03-15-23	03-15-23	FG G61893 3.000% Due 07-01-47	299.90	299.90
03-25-23	03-27-23	FR SB8503 Mtge 2.000% Due 08-01-35	753.33	753.33
03-25-23	03-27-23	FR SD1884 5.000% Due 11-01-52	16.21	16.21

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-25-23	03-27-23	FR SD8129 2.500% Due 02-01-51	230.29	230.29
03-25-23	03-27-23	FR QA5517 3.000% Due 12-01-49	71.60	71.60
03-25-23	03-27-23	FR QC4235 Mtge 2.500% Due 07-01-51	2,762.94	2,762.94
03-25-23	03-27-23	FR QE9566 5.000% Due 09-01-52	237.75	237.75
03-25-23	03-27-23	FR RA1343 3.000% Due 09-01-49	247.74	247.74
03-25-23	03-27-23	FR RA4518 3.500% Due 02-01-51	479.29	479.29
03-25-23	03-27-23	FR RA8415 5.500% Due 01-01-53	551.41	551.41
03-25-23	03-27-23	FR RB5095 MTGE 2.000% Due 01-01-41	557.67	557.67
03-25-23	03-27-23	FN POOL AJ1405 4.000% Due 09-01-41	788.04	788.04
03-25-23	03-27-23	FN POOL AT2324 3.000% Due 01-01-43	391.09	391.09
03-25-23	03-27-23	FN AS8483 3.000% Due 12-01-46	195.75	195.75
03-25-23	03-27-23	FN POOL AL3180 3.000% Due 05-01-43	351.31	351.31
03-25-23	03-27-23	FN POOL BD2453 3.000% Due 01-01-47	652.36	652.36
03-25-23	03-27-23	FANNIE MAE POOL 2.500% Due 05-01-50	300.24	300.24
03-25-23	03-27-23	FN BR1668 Mtge 2.000% Due 03-01-51	444.65	444.65
03-25-23	03-27-23	FN CA7738 MTGE 2.500% Due 11-01-50	335.44	335.44
03-25-23	03-27-23	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	138.59	138.59
03-25-23	03-27-23	FN CB3918 4.500% Due 06-01-52	34.45	34.45

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-25-23	03-27-23	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	229.23	229.23
03-25-23	03-27-23	FNCL POOL 995373 4.500% Due 02-01-39	594.56	594.56
03-25-23	03-27-23	FN POOL MA2930 4.000% Due 03-01-47	591.89	591.89
03-25-23	03-27-23	FN MA3305 3.500% Due 03-01-48	295.10	295.10
03-25-23	03-27-23	FN MA3276 3.500% Due 02-01-48	138.54	138.54
03-25-23	03-27-23	FN MA4398 2.000% Due 08-01-51	583.75	583.75
03-25-23	03-27-23	FN MA4475 Mtge 2.500% Due 11-01-41	475.29	475.29
03-25-23	03-27-23	FN MA4492 2.000% Due 12-01-51	557.70	557.70
03-25-23	03-27-23	FN POOL MA3638 4.000% Due 04-01-49	90.76	90.76
03-25-23	03-27-23	FN MA3834 3.000% Due 11-01-49	123.36	123.36
03-25-23	03-27-23	FN MA3871 3.000% Due 12-01-49	160.81	160.81
03-25-23	03-27-23	FN MA3960 3.000% Due 03-01-50	146.69	146.69
03-25-23	03-27-23	FN MA4562 2.000% Due 03-01-52	213.72	213.72
				19,908.71
				19,908.71

PURCHASED ACCRUED INTEREST

AGENCIES

03-23-23	03-27-23	FEDERAL FARM CREDIT BANK 2.490% Due 05-19-36	442.67
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Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-23-23	03-27-23	FEDERAL FARM CREDIT BANK 2.500% Due 04-14-36		509.38
				952.05
CORPORATE BONDS				
03-08-23	03-10-23	RYDER SYSTEM INC 2.900% Due 12-01-26		797.50
FNMA & FHLMC				
03-28-23	03-29-23	FR RA8415 5.500% Due 01-01-53		252.01
03-28-23	03-29-23	FN MA4383 2.000% Due 07-01-36		142.57
03-28-23	03-29-23	FN MA4414 2.500% Due 09-01-51		505.83
03-28-23	03-29-23	FN MA4978 5.000% Due 04-01-53		233.33
				1,133.74
U.S. TREASURY				
03-29-23	03-30-23	US TREASURY NOTES 4.000% Due 02-29-28		913.03
				3,796.32

SALES, MATURITIES, AND CALLS

CORPORATE BONDS				
03-08-23	03-10-23	KROGER CO 2.650% Due 10-15-26	100,000	91,581.00
U.S. TREASURY				
03-23-23	03-24-23	US TREASURY NOTES 0.375% Due 11-30-25	80,000	73,278.13
03-28-23	03-29-23	US TREASURY NOTES 2.250% Due 02-15-27	200,000	188,984.38

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-28-23	03-29-23	US TREASURY NOTES 1.125% Due 02-29-28	100,000	88,449.22
03-28-23	03-29-23	US TREASURY NOTES 1.250% Due 04-30-28	100,000	88,675.78
03-28-23	03-29-23	US TREASURY NOTE 0.875% Due 01-31-24	40,000	38,776.56
03-28-23	03-29-23	US TREASURY NOTE 2.875% Due 06-15-25	40,000	39,020.31
03-29-23	03-30-23	US TREASURY NOTES 1.750% Due 08-15-41	75,000	53,507.81
03-29-23	03-30-23	US TREASURY NOTES 3.375% Due 08-15-42	25,000	23,166.99
03-29-23	03-30-23	US TREASURY NOTES 1.625% Due 05-15-31	70,000	60,539.06
03-29-23	03-30-23	US TREASURY NOTES 0.250% Due 09-30-23	150,000	146,730.47
				801,128.71
				892,709.71

SOLD ACCRUED INTEREST

CORPORATE BONDS

03-08-23	03-10-23	KROGER CO 2.650% Due 10-15-26		1,067.36
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U.S. TREASURY

03-23-23	03-24-23	US TREASURY NOTES 0.375% Due 11-30-25		93.96
03-28-23	03-29-23	US TREASURY NOTES 2.250% Due 02-15-27		522.10
03-28-23	03-29-23	US TREASURY NOTES 1.125% Due 02-29-28		88.65
03-28-23	03-29-23	US TREASURY NOTES 1.250% Due 04-30-28		514.50
03-28-23	03-29-23	US TREASURY NOTE 0.875% Due 01-31-24		55.11

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-28-23	03-29-23	US TREASURY NOTE 2.875% Due 06-15-25		328.57
03-29-23	03-30-23	US TREASURY NOTES 1.750% Due 08-15-41		155.90
03-29-23	03-30-23	US TREASURY NOTES 3.375% Due 08-15-42		100.22
03-29-23	03-30-23	US TREASURY NOTES 1.625% Due 05-15-31		424.21
03-29-23	03-30-23	US TREASURY NOTES 0.250% Due 09-30-23		186.47
				2,469.69
				3,537.05

WITHDRAW

CASH AND CASH EQUIVILENTS

03-01-23	03-01-23	DIVIDEND ACCRUAL		5,824.13
03-07-23	03-07-23	DIVIDEND ACCRUAL		157.88
03-20-23	03-20-23	ALLSPRING GOV MONEY MARKET FD INS CL #1751		523.08
				6,505.09
				6,505.09

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 Through 03-31-23

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
03-08-23	100,000	KROGER CO 2.650% Due 10-15-26	99,820.00	91,581.00	-8,239.00
03-15-23	175.90	FHLMC POOL G14203 4.000% Due 04-01-26	183.93	175.90	-8.03
03-15-23	996.42	FG POOL G16255 2.500% Due 07-01-32	993.46	996.42	2.96
03-15-23	466.91	FG POOL G08722 3.500% Due 09-01-46	476.65	466.91	-9.74
03-15-23	736.04	FG POOL C91270 4.500% Due 10-01-29	777.79	736.04	-41.75
03-15-23	1,011.11	FG POOL J30401 3.000% Due 01-01-30	1,024.22	1,011.11	-13.11
03-15-23	2,480.88	FG POOL V80057 3.000% Due 05-01-43	2,486.69	2,480.88	-5.81
03-15-23	299.90	FG G61893 3.000% Due 07-01-47	303.32	299.90	-3.42
03-23-23	80,000	US TREASURY NOTES 0.375% Due 11-30-25	75,063.85	73,278.13	-1,785.72
03-25-23	753.33	FR SB8503 Mtge 2.000% Due 08-01-35	774.52	753.33	-21.19
03-25-23	16.21	FR SD1884 5.000% Due 11-01-52	16.26	16.21	-0.05
03-25-23	230.29	FR SD8129 2.500% Due 02-01-51	195.58	230.29	34.71
03-25-23	71.60	FR QA5517 3.000% Due 12-01-49	73.26	71.60	-1.66
03-25-23	2,762.94	FR QC4235 Mtge 2.500% Due 07-01-51	2,826.83	2,762.94	-63.89
03-25-23	237.75	FR QE9566 5.000% Due 09-01-52	234.85	237.75	2.90
03-25-23	247.74	FR RA1343 3.000% Due 09-01-49	259.35	247.74	-11.61
03-25-23	479.29	FR RA4518 3.500% Due 02-01-51	437.11	479.29	42.18
03-25-23	551.41	FR RA8415 5.500% Due 01-01-53	562.61	551.41	-11.20

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 Through 03-31-23

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
03-25-23	557.67	FR RB5095 MTGE 2.000% Due 01-01-41	579.06	557.67	-21.39
03-25-23	788.04	FN POOL AJ1405 4.000% Due 09-01-41	823.38	788.04	-35.34
03-25-23	391.09	FN POOL AT2324 3.000% Due 01-01-43	391.88	391.09	-0.79
03-25-23	195.75	FN AS8483 3.000% Due 12-01-46	201.53	195.75	-5.78
03-25-23	351.31	FN POOL AL3180 3.000% Due 05-01-43	352.02	351.31	-0.71
03-25-23	652.36	FN POOL BD2453 3.000% Due 01-01-47	651.65	652.36	0.71
03-25-23	300.24	FANNIE MAE POOL 2.500% Due 05-01-50	315.21	300.24	-14.97
03-25-23	444.65	FN BR1668 Mtge 2.000% Due 03-01-51	442.58	444.65	2.07
03-25-23	335.44	FN CA7738 MTGE 2.500% Due 11-01-50	354.36	335.44	-18.92
03-25-23	138.59	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	127.68	138.59	10.91
03-25-23	34.45	FN CB3918 4.500% Due 06-01-52	33.27	34.45	1.18
03-25-23	229.23	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	203.12	229.23	26.11
03-25-23	594.56	FNCL POOL 995373 4.500% Due 02-01-39	634.51	594.56	-39.95
03-25-23	591.89	FN POOL MA2930 4.000% Due 03-01-47	612.98	591.89	-21.09
03-25-23	295.10	FN MA3305 3.500% Due 03-01-48	304.00	295.10	-8.90
03-25-23	138.54	FN MA3276 3.500% Due 02-01-48	146.51	138.54	-7.97
03-25-23	583.75	FN MA4398 2.000% Due 08-01-51	460.07	583.75	123.68

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 Through 03-31-23

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
03-25-23	475.29	FN MA4475 Mtge 2.500% Due 11-01-41	492.30	475.29	-17.01
03-25-23	557.70	FN MA4492 2.000% Due 12-01-51	439.06	557.70	118.64
03-25-23	90.76	FN POOL MA3638 4.000% Due 04-01-49	93.57	90.76	-2.81
03-25-23	123.36	FN MA3834 3.000% Due 11-01-49	125.70	123.36	-2.34
03-25-23	160.81	FN MA3871 3.000% Due 12-01-49	163.88	160.81	-3.07
03-25-23	146.69	FN MA3960 3.000% Due 03-01-50	150.08	146.69	-3.39
03-25-23	213.72	FN MA4562 2.000% Due 03-01-52	179.26	213.72	34.46
03-28-23	200,000	US TREASURY NOTES 2.250% Due 02-15-27	193,906.25	188,984.38	-4,921.87
03-28-23	100,000	US TREASURY NOTES 1.125% Due 02-29-28	96,597.66	88,449.22	-8,148.44
03-28-23	100,000	US TREASURY NOTES 1.250% Due 04-30-28	87,507.81	88,675.78	1,167.97
03-28-23	40,000	US TREASURY NOTE 0.875% Due 01-31-24	39,459.38	38,776.56	-682.82
03-28-23	40,000	US TREASURY NOTE 2.875% Due 06-15-25	39,689.06	39,020.31	-668.75
03-29-23	75,000	US TREASURY NOTES 1.750% Due 08-15-41	72,316.41	53,507.81	-18,808.60
03-29-23	25,000	US TREASURY NOTES 3.375% Due 08-15-42	24,058.60	23,166.99	-891.61
03-29-23	70,000	US TREASURY NOTES 1.625% Due 05-15-31	70,623.44	60,539.06	-10,084.38
03-29-23	150,000	US TREASURY NOTES 0.250% Due 09-30-23	145,207.03	146,730.47	1,523.44
TOTAL GAINS					3,091.92
TOTAL LOSSES					-54,627.06
964,153.55				912,618.42	-51,535.13

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
ALLSPRING GOV MONEY MARKET FD INS CL #1751					
03-01-23			Beginning Balance		693,429.49
03-01-23	03-01-23	dp	Interest	ALLSPRING GOV MONEY MARKET FD INS CL #1751	2,234.36
03-01-23	03-01-23	dp	Interest	ESSEX PORTFOLIO LP 4.000% Due 03-01-29	1,400.00
03-01-23	03-01-23	dp	Interest	MAGELLAN MIDSTREAM PARTN 3.950% Due 03-01-50	2,172.50
03-01-23	03-01-23	dp	Transfer from	DIVIDEND ACCRUAL	5,824.13
03-07-23	03-07-23	dp	Transfer from	DIVIDEND ACCRUAL	157.88
03-08-23	03-10-23	dp	Sale	KROGER CO 2.650% Due 10-15-26	91,581.00
03-08-23	03-10-23	dp	Accrued Interest	KROGER CO	1,067.36
03-08-23	03-10-23	wd	Purchase	RYDER SYSTEM INC 2.900% Due 12-01-26	-90,807.00
03-08-23	03-10-23	wd	Accrued Interest	RYDER SYSTEM INC 2.900% Due 12-01-26	-797.50
03-09-23	03-09-23	dp	Interest	WELLS FARGO & COMPANY 3.300% Due 09-09-24	1,650.00
03-13-23	03-13-23	dp	Interest	FHLB 1.625% Due 03-12-27	1,015.63
03-15-23	03-15-23	dp	Interest	CARDINAL HEALTH 4.900% Due 09-15-45	2,450.00
03-15-23	03-15-23	dp	Interest	Sysco Corporation 4.450% Due 03-15-48	2,225.00
03-15-23	03-15-23	dp	Interest	US TREASURY NOTES 0.125% Due 09-15-23	62.50
03-15-23	03-15-23	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	13.14

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-15-23	03-15-23	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	175.90
03-15-23	03-15-23	dp	Paydown	FG POOL G16255 2.500% Due 07-01-32	996.42
03-15-23	03-15-23	dp	Interest	FG POOL G16255 2.500% Due 07-01-32	121.99
03-15-23	03-15-23	dp	Interest	FG POOL G08722 3.500% Due 09-01-46	231.65
03-15-23	03-15-23	dp	Paydown	FG POOL G08722 3.500% Due 09-01-46	466.91
03-15-23	03-15-23	dp	Paydown	FG POOL C91270 4.500% Due 10-01-29	736.04
03-15-23	03-15-23	dp	Interest	FG POOL C91270 4.500% Due 10-01-29	186.45
03-15-23	03-15-23	dp	Interest	FG POOL J30401 3.000% Due 01-01-30	126.85
03-15-23	03-15-23	dp	Paydown	FG POOL J30401 3.000% Due 01-01-30	1,011.11
03-15-23	03-15-23	dp	Paydown	FG POOL V80057 3.000% Due 05-01-43	2,480.88
03-15-23	03-15-23	dp	Interest	FG POOL V80057 3.000% Due 05-01-43	363.31
03-15-23	03-15-23	dp	Interest	FG G61893 3.000% Due 07-01-47	115.92
03-15-23	03-15-23	dp	Paydown	FG G61893 3.000% Due 07-01-47	299.90
03-20-23	03-20-23	wd	Withdrawal	from Portfolio	-523.08
03-23-23	03-27-23	wd	Purchase	FEDERAL FARM CREDIT BANK 2.490% Due 05-19-36	-39,469.50
03-23-23	03-27-23	wd	Accrued Interest	FEDERAL FARM CREDIT BANK 2.490% Due 05-19-36	-442.67

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-23-23	03-27-23	wd	Purchase	FEDERAL FARM CREDIT BANK 2.500% Due 04-14-36	-35,618.40
03-23-23	03-27-23	wd	Accrued Interest	FEDERAL FARM CREDIT BANK 2.500% Due 04-14-36	-509.38
03-23-23	03-24-23	dp	Sale	US TREASURY NOTES 0.375% Due 11-30-25	73,278.13
03-23-23	03-24-23	dp	Accrued Interest	US TREASURY NOTES 0.375% Due 11-30-25	93.96
03-23-23	03-23-23	dp	Dividend	FLEXSHAR STX GLOBAL BROAD INF ETF	4,071.65
03-24-23	03-24-23	dp	Dividend	JPMORGAN BETABUILDERS MSCI US REIT ETF	5,397.94
03-24-23	03-24-23	dp	Dividend	CORE ALTERNATIVE ETF	4,474.54
03-25-23	03-27-23	dp	Paydown	FR SB8503 Mtge 2.000% Due 08-01-35	753.33
03-25-23	03-27-23	dp	Paydown	FR SD1884 5.000% Due 11-01-52	16.21
03-25-23	03-27-23	dp	Paydown	FR SD8129 2.500% Due 02-01-51	230.29
03-25-23	03-27-23	dp	Paydown	FR QA5517 3.000% Due 12-01-49	71.60
03-25-23	03-27-23	dp	Paydown	FR QC4235 Mtge 2.500% Due 07-01-51	2,762.94
03-25-23	03-27-23	dp	Paydown	FR QE9566 5.000% Due 09-01-52	237.75
03-25-23	03-27-23	dp	Paydown	FR RA1343 3.000% Due 09-01-49	247.74
03-25-23	03-27-23	dp	Paydown	FR RA4518 3.500% Due 02-01-51	479.29
03-25-23	03-27-23	dp	Paydown	FR RA8415 5.500% Due 01-01-53	551.41

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-25-23	03-27-23	dp	Paydown	FR RB5095 MTGE 2.000% Due 01-01-41	557.67
03-25-23	03-27-23	dp	Paydown	FN POOL AJ1405 4.000% Due 09-01-41	788.04
03-25-23	03-27-23	dp	Paydown	FN POOL AT2324 3.000% Due 01-01-43	391.09
03-25-23	03-27-23	dp	Paydown	FN AS8483 3.000% Due 12-01-46	195.75
03-25-23	03-27-23	dp	Paydown	FN POOL AL3180 3.000% Due 05-01-43	351.31
03-25-23	03-27-23	dp	Paydown	FN POOL BD2453 3.000% Due 01-01-47	652.36
03-25-23	03-27-23	dp	Paydown	FANNIE MAE POOL 2.500% Due 05-01-50	300.24
03-25-23	03-27-23	dp	Paydown	FN BR1668 Mtge 2.000% Due 03-01-51	444.65
03-25-23	03-27-23	dp	Paydown	FN CA7738 MTGE 2.500% Due 11-01-50	335.44
03-25-23	03-27-23	dp	Paydown	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	138.59
03-25-23	03-27-23	dp	Paydown	FN CB3918 4.500% Due 06-01-52	34.45
03-25-23	03-27-23	dp	Paydown	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	229.23
03-25-23	03-27-23	dp	Paydown	FNCL POOL 995373 4.500% Due 02-01-39	594.56
03-25-23	03-27-23	dp	Paydown	FN POOL MA2930 4.000% Due 03-01-47	591.89
03-25-23	03-27-23	dp	Paydown	FN MA3305 3.500% Due 03-01-48	295.10

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-25-23	03-27-23	dp	Paydown	FN MA3276 3.500% Due 02-01-48	138.54
03-25-23	03-27-23	dp	Paydown	FN MA4398 2.000% Due 08-01-51	583.75
03-25-23	03-27-23	dp	Paydown	FN MA4475 Mtge 2.500% Due 11-01-41	475.29
03-25-23	03-27-23	dp	Paydown	FN MA4492 2.000% Due 12-01-51	557.70
03-25-23	03-27-23	dp	Paydown	FN POOL MA3638 4.000% Due 04-01-49	90.76
03-25-23	03-27-23	dp	Paydown	FN MA3834 3.000% Due 11-01-49	123.36
03-25-23	03-27-23	dp	Paydown	FN MA3871 3.000% Due 12-01-49	160.81
03-25-23	03-27-23	dp	Paydown	FN MA3960 3.000% Due 03-01-50	146.69
03-25-23	03-27-23	dp	Paydown	FN MA4562 2.000% Due 03-01-52	213.72
03-27-23	03-27-23	dp	Interest	INTEL CORP 3.900% Due 03-25-30	1,950.00
03-27-23	03-27-23	dp	Interest	FR SB8503 Mtge 2.000% Due 08-01-35	135.06
03-27-23	03-27-23	dp	Interest	FR SD1884 5.000% Due 11-01-52	61.37
03-27-23	03-27-23	dp	Interest	FR SD8129 2.500% Due 02-01-51	84.74
03-27-23	03-27-23	dp	Interest	FR QA5517 3.000% Due 12-01-49	75.30
03-27-23	03-27-23	dp	Interest	FR QC4235 Mtge 2.500% Due 07-01-51	512.36

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-27-23	03-27-23	dp	Interest	FR QE9566 5.000% Due 09-01-52	160.27
03-27-23	03-27-23	dp	Interest	FR RA1343 3.000% Due 09-01-49	96.06
03-27-23	03-27-23	dp	Interest	FR RA4518 3.500% Due 02-01-51	172.41
03-27-23	03-27-23	dp	Interest	FR RA8415 5.500% Due 01-01-53	250.04
03-27-23	03-27-23	dp	Interest	FR RB5095 MTGE 2.000% Due 01-01-41	146.41
03-27-23	03-27-23	dp	Interest	FN POOL AJ1405 4.000% Due 09-01-41	515.33
03-27-23	03-27-23	dp	Interest	FN POOL AT2324 3.000% Due 01-01-43	228.54
03-27-23	03-27-23	dp	Interest	FN AS8483 3.000% Due 12-01-46	83.55
03-27-23	03-27-23	dp	Interest	FN POOL AL3180 3.000% Due 05-01-43	236.05
03-27-23	03-27-23	dp	Interest	FN POOL BD2453 3.000% Due 01-01-47	149.33
03-27-23	03-27-23	dp	Interest	FANNIE MAE POOL 2.500% Due 05-01-50	109.14
03-27-23	03-27-23	dp	Interest	FN BR1668 Mtge 2.000% Due 03-01-51	346.73
03-27-23	03-27-23	dp	Interest	FN CA7738 MTGE 2.500% Due 11-01-50	158.85
03-27-23	03-27-23	dp	Interest	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	141.60
03-27-23	03-27-23	dp	Interest	FN CB3918 4.500% Due 06-01-52	88.82

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-27-23	03-27-23	dp	Interest	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	62.86
03-27-23	03-27-23	dp	Interest	FNCL POOL 995373 4.500% Due 02-01-39	228.34
03-27-23	03-27-23	dp	Interest	FN POOL MA2930 4.000% Due 03-01-47	147.26
03-27-23	03-27-23	dp	Interest	FN MA3305 3.500% Due 03-01-48	118.07
03-27-23	03-27-23	dp	Interest	FN MA3276 3.500% Due 02-01-48	63.58
03-27-23	03-27-23	dp	Interest	FN MA4398 2.000% Due 08-01-51	247.09
03-27-23	03-27-23	dp	Interest	FN MA4475 Mtge 2.500% Due 11-01-41	183.73
03-27-23	03-27-23	dp	Interest	FN MA4492 2.000% Due 12-01-51	256.61
03-27-23	03-27-23	dp	Interest	FN POOL MA3638 4.000% Due 04-01-49	39.45
03-27-23	03-27-23	dp	Interest	FN MA3834 3.000% Due 11-01-49	54.72
03-27-23	03-27-23	dp	Interest	FN MA3871 3.000% Due 12-01-49	59.19
03-27-23	03-27-23	dp	Interest	FN MA3960 3.000% Due 03-01-50	63.58
03-27-23	03-27-23	dp	Interest	FN MA4562 2.000% Due 03-01-52	103.27
03-28-23	03-29-23	wd	Purchase	FR RA8415 5.500% Due 01-01-53	-59,528.33
03-28-23	03-29-23	wd	Accrued Interest	FR RA8415 5.500% Due 01-01-53	-252.01

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-28-23	03-29-23	wd	Purchase	FN MA4383 2.000% Due 07-01-36	-82,976.99
03-28-23	03-29-23	wd	Accrued Interest	FN MA4383 2.000% Due 07-01-36	-142.57
03-28-23	03-29-23	wd	Purchase	FN MA4414 2.500% Due 09-01-51	-223,844.09
03-28-23	03-29-23	wd	Accrued Interest	FN MA4414 2.500% Due 09-01-51	-505.83
03-28-23	03-29-23	wd	Purchase	FN MA4978 5.000% Due 04-01-53	-59,606.25
03-28-23	03-29-23	wd	Accrued Interest	FN MA4978 5.000% Due 04-01-53	-233.33
03-28-23	03-29-23	dp	Sale	US TREASURY NOTES 2.250% Due 02-15-27	188,984.38
03-28-23	03-29-23	dp	Accrued Interest	US TREASURY NOTES 2.250% Due 02-15-27	522.10
03-28-23	03-29-23	dp	Sale	US TREASURY NOTES 1.125% Due 02-29-28	88,449.22
03-28-23	03-29-23	dp	Accrued Interest	US TREASURY NOTES 1.125% Due 02-29-28	88.65
03-28-23	03-29-23	dp	Sale	US TREASURY NOTES 1.250% Due 04-30-28	88,675.78
03-28-23	03-29-23	dp	Accrued Interest	US TREASURY NOTES 1.250% Due 04-30-28	514.50
03-28-23	03-29-23	dp	Sale	US TREASURY NOTE 0.875% Due 01-31-24	38,776.56
03-28-23	03-29-23	dp	Accrued Interest	US TREASURY NOTE 0.875% Due 01-31-24	55.11
03-28-23	03-29-23	dp	Sale	US TREASURY NOTE 2.875% Due 06-15-25	39,020.31

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-28-23	03-29-23	dp	Accrued Interest	US TREASURY NOTE 2.875% Due 06-15-25	328.57
03-29-23	03-30-23	dp	Sale	US TREASURY NOTES 1.750% Due 08-15-41	53,507.81
03-29-23	03-30-23	dp	Accrued Interest	US TREASURY NOTES 1.750% Due 08-15-41	155.90
03-29-23	03-30-23	dp	Sale	US TREASURY NOTES 3.375% Due 08-15-42	23,166.99
03-29-23	03-30-23	dp	Accrued Interest	US TREASURY NOTES 3.375% Due 08-15-42	100.22
03-29-23	03-30-23	dp	Sale	US TREASURY NOTES 1.625% Due 05-15-31	60,539.06
03-29-23	03-30-23	dp	Accrued Interest	US TREASURY NOTES 1.625% Due 05-15-31	424.21
03-29-23	03-30-23	dp	Sale	US TREASURY NOTES 0.250% Due 09-30-23	146,730.47
03-29-23	03-30-23	dp	Accrued Interest	US TREASURY NOTES 0.250% Due 09-30-23	186.47
03-29-23	03-30-23	wd	Purchase	US TREASURY NOTES 4.000% Due 02-29-28	-284,178.13
03-29-23	03-30-23	wd	Accrued Interest	US TREASURY NOTES 4.000% Due 02-29-28	-913.03
03-29-23	03-29-23	dp	Dividend	PACER US SMALL CAP CASH COWS	1,087.12
03-29-23	03-29-23	dp	Dividend	PACER US CASH COWS 100 ETF	1,407.12
03-29-23	03-29-23	dp	Dividend	ISHARES CORE S&P MIDCAP 400 ETF	11,529.24
03-29-23	03-29-23	dp	Dividend	ISHARES S&P SMALLCAP 600 INDEX ETF	4,031.40

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 03-01-23 To 03-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-31-23	03-31-23	dp	Interest	US TREASURY NOTE 3.000% Due 09-30-25	1,725.00
03-31-23			Ending Balance		790,641.90
WF ADV GOVT MM FD-INSTL #1751					
03-01-23			Beginning Balance		0.00
03-31-23			Ending Balance		0.00
DIVIDEND ACCRUAL					
03-01-23			Beginning Balance		5,824.13
03-01-23	03-07-23	dp	Dividend	SPDR PORTFOLIO HIGH YIELD BO	157.88
03-01-23	03-01-23	wd	Transfer to	ALLSPRING GOV MONEY MARKET FD INS CL #1751	-5,824.13
03-07-23	03-07-23	wd	Transfer to	ALLSPRING GOV MONEY MARKET FD INS CL #1751	-157.88
03-17-23	04-28-23	dp	Dividend	SPDR S&P 500 ETF	25,006.00
03-31-23	04-03-23	dp	Dividend	VANGUARD HI YLD CORP-ADM	5,952.03
03-31-23			Ending Balance		30,958.03

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 March 31, 2023

Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
AGENCIES											
3130AJ4B2	125,000.0000	125,000.0000	FHLB 1.625% Due 03-12-27	3130AJ4B2	104.2680000	130,335.00	91.87600	114,845.00	107.20	2,031.25	3.86
3130AJZ36	125,000.0000	125,000.0000	FEDERAL HOME LOAN BANK 0.600% Due 08-27-25	3130AJZ36	99.9000000	124,875.00	92.09300	115,116.25	70.83	750.00	4.08
3130AQRW5	45,000.0000	45,000.0000	FEDERAL HOME LOAN BANK 2.400% Due 02-17-32	3130AQRW5	85.9390000	38,672.55	85.79600	38,608.20	132.00	1,080.00	4.34
3133EMA44	50,000.0000	50,000.0000	FEDERAL FARM CREDIT BANK 2.490% Due 05-19-36	3133EMA44	78.9390000	39,469.50	78.46600	39,233.00	456.50	1,245.00	4.71
3133EMVU3	45,000.0000	45,000.0000	FEDERAL FARM CREDIT BANK 2.500% Due 04-14-36	3133EMVU3	79.1520000	35,618.40	78.72100	35,424.45	521.87	1,125.00	4.70
Accrued I								1,288.41			
						368,970.45		344,515.31	1,288.41	6,231.25	4.17
ALTERNATIVE BETA											
09260C307	159,330.2970	159,330.2970	BLCKRCK SYST MULTI-STR-INST	BIMBX	10.2448672	1,632,317.73	9.64000	1,535,944.06		0.00	
45409B107	16,406.0000	16,406.0000	IQ HEDGE MULTI-STRAT TRACKER	QAI	29.2849488	480,448.87	29.21000	479,219.26		0.00	
53656F847	38,877.0000	38,877.0000	CORE ALTERNATIVE ETF	CCOR	30.3260001	1,178,983.90	29.83000	1,159,700.91		0.00	
						3,291,750.51		3,174,864.23		0.00	
CORPORATE BONDS											
035240AL4	70,000.0000	70,000.0000	ANHEUSER-BUSCH INBEV WORLDWIDE 4.000% Due 04-13-28	035240AL4	114.3090000	80,016.30	98.86200	69,203.40	1,306.67	2,800.00	4.25
06051GGG8	100,000.0000	100,000.0000	BANK OF AMERICA CORP 4.443% Due 01-20-48	06051GGG8	106.3080000	106,308.00	88.58200	88,582.00	876.26	4,443.00	5.27
06406FAD5	100,000.0000	100,000.0000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	06406FAD5	97.8330000	97,833.00	98.85000	98,850.00	275.00	2,200.00	5.27
099724AL0	60,000.0000	60,000.0000	BORGWARNER INC 2.650% Due 07-01-27	099724AL0	107.3380000	64,402.80	91.68600	55,011.60	397.50	1,590.00	4.83
14149YBD9	100,000.0000	100,000.0000	CARDINAL HEALTH 4.900% Due 09-15-45	14149YBD9	111.4700000	111,470.00	90.49800	90,498.00	217.78	4,900.00	5.65
15135UAP4	70,000.0000	70,000.0000	CENOVUS ENERGY INC 5.250% Due 06-15-37	15135UAP4	119.5940000	83,715.80	94.44800	66,113.60	1,082.08	3,675.00	5.83
172967KG5	100,000.0000	100,000.0000	CITIGROUP INC 3.700% Due 01-12-26	172967KG5	101.6470000	101,647.00	96.76800	96,768.00	811.94	3,700.00	4.95
237194AL9	35,000.0000	35,000.0000	DARDEN RESTAURANTS INC 3.850% Due 05-01-27	237194AL9	110.5880000	38,705.80	96.72000	33,852.00	561.46	1,347.50	4.74
29250NAR6	100,000.0000	100,000.0000	ENBRIDGE INC 3.700% Due 07-15-27	29250NAR6	101.1350000	101,135.00	95.17200	95,172.00	781.11	3,700.00	4.96
29717PAT4	70,000.0000	70,000.0000	ESSEX PORTFOLIO LP 4.000% Due 03-01-29	29717PAT4	111.7490000	78,224.30	94.15100	65,905.70	233.33	2,800.00	5.16
369550BL1	50,000.0000	50,000.0000	GENERAL DYNAMICS CORP 3.500% Due 04-01-27	369550BL1	106.1200000	53,060.00	96.69900	48,349.50	875.00	1,750.00	4.41
437076BD3	100,000.0000	100,000.0000	HOME DEPOT INC 4.875% Due 02-15-44	437076BD3	115.6270000	115,627.00	99.06100	99,061.00	622.92	4,875.00	4.95
458140BR0	100,000.0000	100,000.0000	INTEL CORP 3.900% Due 03-25-30	458140BR0	113.4840000	113,484.00	95.33000	95,330.00	65.00	3,900.00	4.69
46625HJT8	100,000.0000	100,000.0000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	46625HJT8	105.1810000	105,181.00	98.73000	98,730.00	645.83	3,875.00	5.43
49446RAZ2	60,000.0000	60,000.0000	KIMCO REALTY CORP 3.200% Due 04-01-32	49446RAZ2	99.1690000	59,501.40	84.05700	50,434.20	960.00	1,920.00	5.46
559080AP1	110,000.0000	110,000.0000	MAGELLAN MIDSTREAM PARTN 3.950% Due 03-01-50	559080AP1	109.0690000	119,975.90	75.53800	83,091.80	362.08	4,345.00	5.75

Alaska Permanent Capital Management Co.
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CITY OF KENAI PERMANENT FUNDS
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Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
61746BDQ6	100,000.0000	100,000.0000	MORGAN STANLEY IND FINANCIAL SRV 3.875% Due 04-29-24	61746BDQ6	103.7110000	103,711.00	98.76000	98,760.00	1,636.11	3,875.00	5.06
637417AM8	70,000.0000	70,000.0000	NATIONAL RETAIL PROP INC 4.800% Due 10-15-48	637417AM8	126.0320000	88,222.40	84.76100	59,332.70	1,549.33	3,360.00	5.97
67077MAX6	75,000.0000	75,000.0000	NUTRIEN LTD 3.950% Due 05-13-50	67077MAX6	99.7380000	74,803.50	79.21600	59,412.00	1,135.62	2,962.50	5.42
718546AL8	50,000.0000	50,000.0000	PHILLIPS 66 4.875% Due 11-15-44	718546AL8	126.4860000	63,243.00	93.56500	46,782.50	920.83	2,437.50	5.38
761713BG0	100,000.0000	100,000.0000	REYNOLDS AMERICAN INC 4.450% Due 06-12-25	761713BG0	108.4670000	108,467.00	98.19400	98,194.00	1,347.36	4,450.00	5.32
78355HKP3	100,000.0000	100,000.0000	RYDER SYSTEM INC 2.900% Due 12-01-26	78355HKP3	90.8070000	90,807.00	92.44100	92,441.00	966.67	2,900.00	5.18
871829BH9	100,000.0000	100,000.0000	Sysco Corporation 4.450% Due 03-15-48	871829BH9	120.5360000	120,536.00	86.66800	86,668.00	197.78	4,450.00	5.43
87971MBK8	50,000.0000	50,000.0000	TELUS CORP 4.300% Due 06-15-49	87971MBK8	121.5242000	60,762.10	84.07800	42,039.00	633.06	2,150.00	5.45
94974BGA2	100,000.0000	100,000.0000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	94974BGA2	99.8820000	99,882.00	97.47400	97,474.00	201.67	3,300.00	5.13
Accrued I								18,662.40			
						2,240,721.30		1,934,718.40	18,662.40	81,705.50	5.20
DOMESTIC MID CAP EQUITY FUNDS/ETF											
464287507	12,178.0000	12,178.0000	ISHARES CORE S&P MIDCAP 400 ETF	IJH	120.4494676	1,466,833.62	250.16000	3,046,448.48		0.00	
EMERGING MARKET FUNDS/ETF											
46434G103	31,633.0000	31,633.0000	ISHARES ETF CORE MSCI EMERGING MKTS	IEMG	53.0526805	1,678,215.44	48.79000	1,543,374.07		0.00	
DOMESTIC FIXED INCOME FUNDS/ETF											
922020805	6,835.0000	6,835.0000	VANGUARD SHORT-TERM TIPS ETF	VTIP	46.7064740	319,238.75	47.82000	326,849.70		0.00	
FNMA & FHLMC											
3128MC3L7	256,397.0000	3,765.0500	FHLMC POOL G14203 4.000% Due 04-01-26	3128MC3L7	104.5625013	3,936.83	99.50200	3,746.30	12.55	150.60	5.61
3128MFE46	190,000.0000	57,557.0600	FG POOL G16255 2.500% Due 07-01-32	3128MFE46	99.7031229	57,386.19	93.91300	54,053.56	119.91	1,438.93	4.63
3128MJYU8	477,000.0000	78,956.4500	FG POOL G08722 3.500% Due 09-01-46	3128MJYU8	102.0859375	80,603.43	94.88400	74,917.04	230.29	2,763.48	4.47
3128P7MT7	2,000,000.0000	48,983.0200	FG POOL C91270 4.500% Due 10-01-29	3128P7MT7	105.6718768	51,761.28	100.05400	49,009.47	183.69	2,204.24	4.77
31307LNS3	301,000.0000	49,730.5800	FG POOL J30401 3.000% Due 01-01-30	31307LNS3	101.2968751	50,375.52	96.15000	47,815.95	124.33	1,491.92	4.51
3132D6NU0	125,000.0000	80,282.8950	FR SB8503 Mtge 2.000% Due 08-01-35	3132D6NU0	102.8125036	82,540.85	90.47100	72,632.74	26.76	1,605.66	4.34
3132DPCV8	15,000.0000	14,711.8636	FR SD1884 5.000% Due 11-01-52	3132DPCV8	100.3046875	14,756.69	99.72400	14,671.26	12.26	735.59	5.01
3132DWA60	60,000.0000	40,443.1446	FR SD8129 2.500% Due 02-01-51	3132DWA60	84.9296875	34,348.24	86.58600	35,018.10	84.26	1,011.08	4.39
3132L5B28	450,000.0000	142,844.7100	FG POOL V80057 3.000% Due 05-01-43	3132L5B28	100.2343760	143,179.50	92.33200	131,891.38	357.11	4,285.34	4.48
31335CC69	150,000.0000	46,069.3700	FG G61893 3.000% Due 07-01-47	31335CC69	101.1406257	46,594.85	91.64900	42,222.12	115.17	1,382.08	4.39
3133A0DW1	100,000.0000	30,048.8000	FR QA5517 3.000% Due 12-01-49	3133A0DW1	102.3124969	30,743.68	90.60900	27,226.92	75.12	901.46	4.45

Alaska Permanent Capital Management Co.
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Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
3133ANV43	300,000.0000	243,168.1440	FR QC4235 Mtge 2.500% Due 07-01-51	3133ANV43	102.3125005	248,791.41	86.27100	209,783.59	101.32	6,079.20	4.36
3133BKTX7	40,000.0000	38,226.3008	FR QE9566 5.000% Due 09-01-52	3133BKTX7	98.7812500	37,760.42	99.72400	38,120.80	159.28	1,911.32	5.05
3133KGP44	100,000.0000	38,177.0600	FR RA1343 3.000% Due 09-01-49	3133KGP44	104.6875014	39,966.61	90.60900	34,591.85	95.44	1,145.31	4.50
3133KLAT4	90,000.0000	58,631.8945	FR RA4518 3.500% Due 02-01-51	3133KLAT4	91.1992188	53,471.83	93.42000	54,773.92	171.01	2,052.12	4.46
3133KQK47	115,000.0000	112,913.8992	FR RA8415 5.500% Due 01-01-53	3133KQK47	101.5176652	114,627.55	101.08400	114,137.89	103.50	6,210.26	5.22
3133KYUU1	115,000.0000	87,286.0100	FR RB5095 MTGE 2.000% Due 01-01-41	3133KYUU1	103.8359391	90,634.25	86.20500	75,244.90	29.10	1,745.72	4.61
3138ASR38	1,500,000.0000	153,810.3400	FN POOL AJ1405 4.000% Due 09-01-41	3138ASR38	104.4843747	160,707.77	97.86800	150,531.10	512.70	6,152.41	4.39
3138EKRA5	374,582.0000	91,026.3800	FN POOL AT2324 3.000% Due 01-01-43	3138EKRA5	100.2031256	91,211.28	92.22700	83,950.90	45.51	2,730.79	4.56
3138WJM96	125,000.0000	33,225.1900	FN AS8483 3.000% Due 12-01-46	3138WJM96	102.9531257	34,206.37	91.90800	30,536.61	83.06	996.76	4.39
3138WPSN5	335,507.0000	94,069.3200	FN POOL AL3180 3.000% Due 05-01-43	3138WPSN5	100.2031251	94,260.40	92.22600	86,756.37	235.17	2,822.08	4.55
3140F9WP6	139,000.0000	59,077.7800	FN POOL BD2453 3.000% Due 01-01-47	3140F9WP6	99.8906252	59,013.16	91.58500	54,106.38	147.69	1,772.33	4.45
3140KESQ2	100,000.0000	52,086.4600	FANNIE MAE POOL 2.500% Due 05-01-50	3140KESQ2	104.9843782	54,682.65	87.46200	45,555.86	108.51	1,302.16	4.45
3140KY2A1	250,000.0000	207,594.4300	FN BR1668 Mtge 2.000% Due 03-01-51	3140KY2A1	99.5351561	206,629.44	82.91600	172,129.00	69.20	4,151.89	4.31
3140QFS42	115,000.0000	75,910.6600	FN CA7738 MTGE 2.500% Due 11-01-50	3140QFS42	105.6406228	80,192.49	86.73900	65,844.15	158.15	1,897.77	4.45
3140QL6V3	75,000.0000	67,830.1600	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	3140QL6V3	92.1250000	62,488.53	86.28300	58,525.90	141.31	1,695.75	4.36
3140QPK89	25,000.0000	23,650.5160	FN CB3918 4.500% Due 06-01-52	3140QPK89	96.5781250	22,841.22	98.22700	23,231.19	88.69	1,064.27	4.77
3140XF4G3	40,000.0000	37,486.2800	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	3140XF4G3	88.6093819	33,216.36	82.90500	31,078.00	62.48	749.73	4.43
31416BXA1	4,000,000.0000	60,295.6400	FNCL POOL 995373 4.500% Due 02-01-39	31416BXA1	106.7187814	64,346.77	100.56700	60,637.52	226.11	2,713.30	4.38
31418CHG2	148,000.0000	43,587.1300	FN POOL MA2930 4.000% Due 03-01-47	31418CHG2	103.5624999	45,139.92	97.39300	42,450.81	145.29	1,743.49	4.47
31418CU77	225,000.0000	40,184.5500	FN MA3305 3.500% Due 03-01-48	31418CU77	103.0156271	41,396.37	94.27200	37,882.78	117.20	1,406.46	4.43
31418CUA0	125,000.0000	21,659.6600	FN MA3276 3.500% Due 02-01-48	31418CUA0	105.7500009	22,905.09	94.28700	20,422.24	63.17	758.09	4.45
31418D2R2	115,000.0000	91,651.6781	FN MA4383 2.000% Due 07-01-36	31418D2R2	90.5351562	82,976.99	90.21800	82,686.31	30.55	1,833.03	4.13
31418D3G5	165,000.0000	147,671.6266	FN MA4398 2.000% Due 08-01-51	31418D3G5	78.8125000	116,383.70	82.86000	122,360.71	49.22	2,953.43	4.31
31418D3Y6	300,000.0000	260,142.0330	FN MA4414 2.500% Due 09-01-51	31418D3Y6	86.0468750	223,844.09	86.29100	224,479.16	108.39	6,503.55	4.38
31418D6M9	100,000.0000	87,712.8500	FN MA4475 Mtge 2.500% Due 11-01-41	31418D6M9	103.5781300	90,851.33	88.58400	77,699.55	36.55	2,192.82	4.51
31418D7E6	165,000.0000	153,406.9697	FN MA4492 2.000% Due 12-01-51	31418D7E6	78.7265625	120,772.03	82.81000	127,036.31	51.14	3,068.14	4.31

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 March 31, 2023

Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
31418DBG6	101,000.0000	11,743.6600	FN POOL MA3638 4.000% Due 04-01-49	31418DBG6	103.0937556	12,106.98	97.12400	11,405.91	39.15	469.75	4.54
31418DHL9	100,000.0000	21,763.4700	FN MA3834 3.000% Due 11-01-49	31418DHL9	101.8984379	22,176.64	90.61300	19,720.53	54.41	652.90	4.45
31418DJR4	100,000.0000	23,513.3500	FN MA3871 3.000% Due 12-01-49	31418DJR4	101.9062543	23,961.57	90.61300	21,306.15	58.78	705.40	4.45
31418DMJ8	100,000.0000	25,286.0000	FN MA3960 3.000% Due 03-01-50	31418DMJ8	102.3125021	25,870.74	90.46300	22,874.47	63.21	758.58	4.43
31418EB82	65,000.0000	61,739.9774	FN MA4562 2.000% Due 03-01-52	31418EB82	83.8750000	51,784.41	82.71800	51,070.07	20.58	1,234.80	4.28
31418EQ86	60,000.0000	60,000.0000	FN MA4978 5.000% Due 04-01-53	31418EQ86	99.3437500	59,606.25	99.72500	59,835.00	250.00	3,000.00	5.00
Accrued I								4,967.34			
						3,085,051.69		2,868,938.12	4,967.34	92,443.99	4.48
HIGH YIELD FIXED INCOME											
78468R606	1,189.0000	1,189.0000	SPDR PORTFOLIO HIGH YIELD BO	SPHY	25.1859966	29,946.15	22.98000	27,323.22			0.00
922031760	238,020.9130	238,020.9130	VANGUARD HI YLD CORP-ADM	VWEAX	5.5248177	1,315,022.15	5.24000	1,247,229.58			0.00
						1,344,968.30		1,274,552.80			0.00
INTERNATIONAL EQUITY FUNDS/ETF											
46432F842	38,388.0000	38,388.0000	ISHARES ETF CORE MSCI EAFE	IEFA	63.8937370	2,452,752.78	66.85000	2,566,237.80			0.00
DOMESTIC LARGE CAP EQUITY FUNDS/ETF											
69374H881	6,675.0000	6,675.0000	PACER US CASH COWS 100 ETF	COWZ	45.3500000	302,711.25	46.95000	313,391.25			0.00
78462F103	16,602.0000	16,602.0000	SPDR S&P 500 ETF	SPY	233.7785068	3,881,190.77	409.39000	6,796,692.78			0.00
						4,183,902.02		7,110,084.03			0.00
REAL ESTATE & INFRASTRUCTURE											
33939L795	30,361.0000	30,361.0000	FLEXSHAR STX GLOBAL BROAD INF ETF	NFRA	52.2396116	1,586,046.85	51.95000	1,577,253.95			0.00
46641Q738	7,134.0000	7,134.0000	JPMORGAN BETABUILDERS MSCI US REIT ETF	BBRE	81.3727430	580,513.15	82.89000	591,337.26			0.00
						2,166,559.99		2,168,591.21			0.00
DOMESTIC SMALL CAP EQUITY FUNDS/ETF											
464287804	12,243.0000	12,243.0000	ISHARES S&P SMALLCAP 600 INDEX ETF	IJR	56.1569547	687,529.60	96.70000	1,183,898.10			0.00
69374H857	8,567.0000	8,567.0000	PACER US SMALL CAP CASH COWS	CALF	35.4295004	303,524.53	38.06000	326,060.02			0.00
						991,054.13		1,509,958.12			0.00
U.S. TREASURY											
912810QK7	85,000.0000	85,000.0000	US TREASURY NOTES 3.875% Due 08-15-40	912810QK7	127.1118054	108,045.03	102.54700	87,164.95	409.44	3,293.75	3.68
912810QX9	25,000.0000	25,000.0000	US TREASURY NOTES 2.750% Due 08-15-42	912810QX9	110.8632800	27,715.82	85.09400	21,273.50	85.46	687.50	3.85
912810QZ4	25,000.0000	25,000.0000	US TREASURY NOTES 3.125% Due 02-15-43	912810QZ4	97.1328000	24,283.20	89.91400	22,478.50	97.12	781.25	3.86
912810RB6	95,000.0000	95,000.0000	US TREASURY NOTES 2.875% Due 05-15-43	912810RB6	76.5781263	72,749.22	86.40200	82,081.90	1,033.65	2,731.25	3.85
912810SH2	45,000.0000	45,000.0000	US TREASURY NOTES 2.875% Due 05-15-49	912810SH2	102.9814450	46,341.65	85.57000	38,506.50	489.62	1,293.75	3.75
912810SN9	15,000.0000	15,000.0000	US TREASURY NOTES 1.250% Due 05-15-50	912810SN9	100.7382667	15,110.74	58.13300	8,719.95	70.96	187.50	3.71

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 March 31, 2023

Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
912810SS8	75,000.0000	75,000.0000	US TREASURY NOTES 1.625% Due 11-15-50	912810SS8	96.6375652	72,478.17	64.12900	48,096.75	461.24	1,218.75	3.71
912810SZ2	50,000.0000	50,000.0000	US TREASURY NOTES 2.000% Due 08-15-51	912810SZ2	100.8789000	50,439.45	70.34000	35,170.00	124.31	1,000.00	3.70
912810TB4	15,000.0000	15,000.0000	US TREASURY NOTE 1.875% Due 11-15-51	912810TB4	95.2578000	14,288.67	68.09400	10,214.10	106.44	281.25	3.69
912810TD0	20,000.0000	20,000.0000	US TREASURY NOTE 2.250% Due 02-15-52	912810TD0	83.9726500	16,794.53	74.57000	14,914.00	55.94	450.00	3.69
912810TG3	160,000.0000	160,000.0000	US TREASURY NOTE 2.875% Due 05-15-52	912810TG3	87.9707062	140,753.13	85.54700	136,875.20	1,740.88	4,600.00	3.69
912810TJ7	40,000.0000	40,000.0000	US TREASURY N/B 3.000% Due 08-15-52	912810TJ7	90.0937500	36,037.50	87.84400	35,137.60	149.17	1,200.00	3.68
912810TK4	35,000.0000	35,000.0000	US TREASURY NOTES 3.375% Due 08-15-42	912810TK4	96.2343833	33,682.03	93.89100	32,861.85	146.84	1,181.25	3.82
9128285C0	115,000.0000	115,000.0000	US TREASURY NOTE 3.000% Due 09-30-25	9128285C0	100.9882783	116,136.52	97.80100	112,471.15	9.43	3,450.00	3.93
9128285M8	100,000.0000	100,000.0000	US TREASURY NOTES 3.125% Due 11-15-28	9128285M8	102.3802100	102,380.21	97.48400	97,484.00	1,182.67	3,125.00	3.62
9128286B1	20,000.0000	20,000.0000	US TREASURY NOTES 2.625% Due 02-15-29	9128286B1	101.7412706	20,348.25	94.82000	18,964.00	65.26	525.00	3.61
912828R36	75,000.0000	75,000.0000	US TREASURY NOTES 1.625% Due 05-15-26	912828R36	95.6347089	71,726.03	93.62900	70,221.75	461.24	1,218.75	3.81
912828T91	100,000.0000	100,000.0000	US TREASURY NOTES 1.625% Due 10-31-23	912828T91	99.4062533	99,406.25	98.23400	98,234.00	682.32	1,625.00	4.73
912828XZ8	75,000.0000	75,000.0000	US TREASURY NOTES 2.750% Due 06-30-25	912828XZ8	99.7070333	74,780.27	97.32000	72,990.00	518.47	2,062.50	4.01
912828YS3	105,000.0000	105,000.0000	US TREASURY NOTES 1.750% Due 11-15-29	912828YS3	93.7148476	98,400.59	89.80500	94,295.25	695.41	1,837.50	3.49
912828YV6	170,000.0000	170,000.0000	US TREASURY NOTES 1.500% Due 11-30-24	912828YV6	102.2773412	173,871.48	95.64100	162,589.70	854.67	2,550.00	4.23
912828ZQ6	10,000.0000	10,000.0000	US TREASURY NOTES 0.625% Due 05-15-30	912828ZQ6	100.7930000	10,079.30	81.86300	8,186.30	23.65	62.50	3.53
912828ZY9	20,000.0000	20,000.0000	US TREASURY NOTES 0.125% Due 07-15-23	912828ZY9	99.9961000	19,999.22	98.68400	19,736.80	5.25	25.00	4.68
91282CAB7	120,000.0000	120,000.0000	US TREASURY NOTES 0.250% Due 07-31-25	91282CAB7	96.6608083	115,992.97	91.83200	110,198.40	49.72	300.00	3.94
91282CAD3	50,000.0000	50,000.0000	US TREASURY NOTES 0.375% Due 07-31-27	91282CAD3	95.4938500	47,746.92	86.87100	43,435.50	31.08	187.50	3.68
91282CAE1	110,000.0000	110,000.0000	US TREASURY NOTE 0.625% Due 08-15-30	91282CAE1	87.3451748	96,079.69	81.48800	89,636.80	85.46	687.50	3.49
91282CAK7	100,000.0000	100,000.0000	US TREASURY NOTES 0.125% Due 09-15-23	91282CAK7	99.4843778	99,484.38	97.96900	97,969.00	5.77	125.00	4.67
91282CAP6	90,000.0000	90,000.0000	US TREASURY NOTE 0.125% Due 10-15-23	91282CAP6	99.7539053	89,778.51	97.56600	87,809.40	51.92	112.50	4.73
91282CAV3	125,000.0000	125,000.0000	US TREASURY NOTES 0.875% Due 11-15-30	91282CAV3	97.6367200	122,045.90	82.78100	103,476.25	413.93	1,093.75	3.46
91282CAW1	15,000.0000	15,000.0000	US TREASURY NOTES 0.250% Due 11-15-23	91282CAW1	96.7617217	14,514.26	97.25400	14,588.10	14.19	37.50	4.77
91282CAZ4	105,000.0000	105,000.0000	US TREASURY NOTES 0.375% Due 11-30-25	91282CAZ4	93.8298143	98,521.31	91.21900	95,779.95	131.97	393.75	3.87
91282CBL4	140,000.0000	140,000.0000	US TREASURY NOTE 1.125% Due 02-15-31	91282CBL4	99.3158616	139,042.21	84.20700	117,889.80	195.79	1,575.00	3.43

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 March 31, 2023

Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
91282CBV2	100,000.0000	100,000.0000	US TREASURY NOTES 0.375% Due 04-15-24	91282CBV2	99.5273450	99,527.34	95.71500	95,715.00	173.08	375.00	4.64
91282CBX8	75,000.0000	75,000.0000	US TREASURY NOTES 0.125% Due 04-30-23	91282CBX8	98.1835933	73,637.69	99.65500	74,741.25	39.36	93.75	4.30
91282CCB5	55,000.0000	55,000.0000	US TREASURY NOTES 1.625% Due 05-15-31	91282CCB5	100.8906240	55,489.84	86.91000	47,800.50	338.24	893.75	3.49
91282CCC3	100,000.0000	100,000.0000	US TREASURY NOTES 0.250% Due 05-15-24	91282CCC3	99.8554667	99,855.47	95.35900	95,359.00	94.61	250.00	4.53
91282CDV0	55,000.0000	55,000.0000	US TREASURY NOTE 0.875% Due 01-31-24	91282CDV0	98.6484421	54,256.64	96.84000	53,262.00	79.77	481.25	4.77
91282CDY4	35,000.0000	35,000.0000	US TREASURY NOTES 1.875% Due 02-15-32	91282CDY4	90.9414000	31,829.49	87.76600	30,718.10	81.58	656.25	3.49
91282CEM9	35,000.0000	35,000.0000	US TREASURY NOTES 2.875% Due 04-30-29	91282CEM9	96.8828000	33,908.98	96.01200	33,604.20	422.51	1,006.25	3.61
91282CEP2	160,000.0000	160,000.0000	US TREASURY NOTE 2.875% Due 05-15-32	91282CEP2	99.7099625	159,535.94	95.16400	152,262.40	1,740.88	4,600.00	3.50
91282CEV9	50,000.0000	50,000.0000	US TREASURY NOTE 3.250% Due 06-30-29	91282CEV9	100.5273400	50,263.67	98.04300	49,021.50	408.49	1,625.00	3.60
91282CFF3	65,000.0000	65,000.0000	US TREASURY NOTES 2.750% Due 08-15-32	91282CFF3	95.1484308	61,846.48	94.10900	61,170.85	222.20	1,787.50	3.49
91282CGJ4	40,000.0000	40,000.0000	US TREASURY NOTES 3.500% Due 01-31-30	91282CGJ4	100.6093750	40,243.75	99.59400	39,837.60	232.04	1,400.00	3.57
91282CGP0	280,000.0000	280,000.0000	US TREASURY NOTES 4.000% Due 02-29-28	91282CGP0	101.4921893	284,178.13	101.80500	285,054.00	973.91	11,200.00	3.60
Accrued I								15,255.99			
						3,313,626.87		3,123,253.34	15,255.99	64,268.75	3.89
CASH AND CASH EQUIVILENTS											
			ALLSPRING GOV MONEY MARKET FD INS CL #1751	GVIXX		790,641.90		790,641.90		0.00	
			DIVIDEND ACCRUAL	divacc		30,958.03		30,958.03		0.00	
VP4560000			WF ADV GOVT MM FD-INSTL #1751	WFAGM		0.00		0.00		0.00	
						821,599.93		821,599.93		0.00	
TOTAL PORTFOLIO						27,725,245.77		31,813,985.54	40,174.14	244,649.49	1.14



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: Terry Eubank, City Manager
THROUGH: Dave Ross, Police Chief
FROM: Jessica “JJ” Hendrickson, Animal Control Chief
DATE: May 1, 2023
SUBJECT: April 2023 Monthly Report

This month the Kenai Animal Shelter took in **48** animals. Animal intake and disposition:

DOGS:				
	INTAKE	27	DISPOSITION	27
	Waiver	11	Adopted	14
	Stray	11	Euthanized	2
	Impound	0	Claimed	11
	Protective Custody	3	Field Release	0
	Quarantine	1	Transferred	0
	Other Intakes	1	Other Dispositions	0
CATS:				
	INTAKE	21	DISPOSITION	14
	Waiver	14	Adopted	12
	Stray	7	Euthanized	1
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0
	Other Intakes	0	Other Dispositions	0

OTHER ANIMALS:				
INTAKE	0	DISPOSITION	0	
Horse	0	Horse	0	
Rabbit	0	Rabbit	0	
Other	0	Guinea Pig	0	
DOA:	6	OTHER STATISTICS:		
Dog	4	Licenses (City of Kenai Dog Licenses)	6	
Cat	2			
Rabbit	0			

2 Animal dropped with After Hours (days we are closed but cleaning and with KPD)

21 Field Investigations & patrols

13.33 Volunteer Hours Logged

1 Citations

0 Educational Outreach

0 Microchip

Total Animal Contacts:

13 Animals are *known* borough animals

29 Animals are *known* City of Kenai

2 Animals are *known* City of Soldotna

4 Animals are *unknown* location

Statistical Data:

217 2021 YTD Intakes

134 2022 YTD Intakes

190 2023 YTD Intakes





KENAI

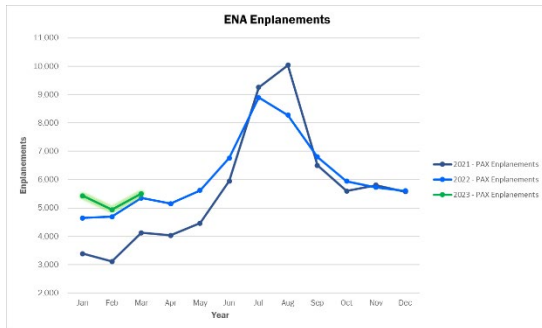
City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Eland Conway, Airport Manager
DATE: February 8, 2023
SUBJECT: Kenai Municipal Airport (ENA) Mid-Month Report

Enplanements

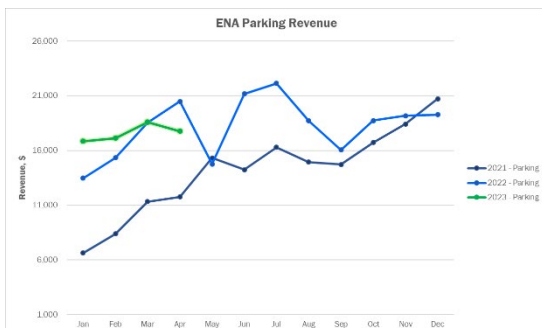
Passenger enplanements continue to trend toward pre-pandemic surpassing last year's April numbers by a modest 2.8%. All indications are a strong 2023 tourist season for Alaska—bolstered by cruise ships.



	2021	2022	2023
	PAX Enplanements	% Δ PAX Enplanements	PAX Enplanements % Δ
Jan	3,389	4,646 ▲ 37.1%	5,430 ▲ 16.9%
Feb	3,112	4,695 ▲ 50.9%	4,939 ▲ 5.2%
Mar	4,127	5,349 ▲ 29.6%	5,501 ▲ 2.8%
Apr	4,035	5,150 ▲ 27.6%	
May	4,464	5,621 ▲ 25.9%	
Jun	5,953	6,760 ▲ 13.6%	
Jul	9,259	8,896 ▼ -3.9%	
Aug	10,035	8,274 ▼ -17.5%	
Sep	6,500	6,800 ▲ 4.6%	
Oct	5,596	5,941 ▲ 6.2%	
Nov	5,803	5,730 ▼ -1.3%	
Dec	5,571	5,603 ▲ 0.6%	
Total	67,844	73,465 ▲ 8.3%	15,870

Parking Revenue

Parking revenue was down 13% in April but remains steady YOY—up 4%.



	2021	2022	2023
	Parking	% Δ Parking	Parking % Δ
Jan	6,626	13,448 ▲ 103%	16,845 ▲ 25%
Feb	8,373	15,338 ▲ 83%	17,132 ▲ 12%
Mar	11,315	18,532 ▲ 64%	18,597 ▲ 0%
Apr	11,757	20,480 ▲ 74%	17,750 ▼ -13%
May	15,309	14,757 ▼ -4%	
Jun	14,236	21,179 ▲ 49%	
Jul	16,295	22,136 ▲ 36%	
Aug	14,924	18,708 ▲ 25%	
Sep	14,714	16,046 ▲ 9%	
Oct	16,723	18,737 ▲ 12%	
Nov	18,410	19,176 ▲ 4%	
Dec	20,719	19,272 ▼ -7%	
Total	\$ 169,400.32	\$ 217,809.67 ▲ 29%	\$ 70,324.63

Fishing Grounds

The has a new tenant in the terminal. Fishing Grounds will provide locals and visitors Alaskan made gifts and snacks. The gift shop opened on Monday, May 8.



Terminal Landscaping

For thousands of visitors, annually, the Kenai Municipal Airport is the first and last impression of the City of Kenai and the Kenai Peninsula. The Airport serves the entire Kenai Peninsula Borough and beyond. In 2021 the Airport completed a complete terminal renovation providing travelers with a new modern, efficient, warm and welcoming facility. The terminal landscaping is the capstone to the well-deserved modern facility that the City of Kenai, businesses, and the community throughout the Kenai Peninsula Borough can proud of for years to come.

Two work sessions gathering support, and important information that will guide the project have been held. Landscape Architect and Earthscape Principal, Elise Huggins will present conceptual designs at the Airport Commission Meeting on Thursday, May 11, 2023.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

Through: Terry Eubank, City Manager

FROM: Lana Metcalf, Acting Finance Director

DATE: May 11, 2023

SUBJECT: Finance Department, May 2023 Mid-month Report

The department is preparing for the adoption of the City's FY2024 Budget. Budget Ordinance adoption is scheduled for the June 7th Council meeting. City code requires adoption by June 10th. The Resolution establishing the 2023 mill rate is also scheduled for adoption on June 7th to coincide with adoption of the FY2024 Budget Ordinance.

The department is currently waiting on quotes for liability, property and workers' compensation insurances from AMLJIA and APEI, the City's current 3-year agreement for coverage expires on June 30, 2023. Quotes are expected any day and a resolution authorizing the binding of coverage for FY2024 will likely be before Council for passage at the June 7th Council meeting.

Also being prepared for the June 7th meeting is a resolution to amend the City's Schedule of Rates, Charges and Fees. The amendment will include those increases included in the FY2024 Budget.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tony Prior, Fire Chief

DATE: May 8, 2023

SUBJECT: Fire Department Mid-Month Report – April

Calls for service for April increased compared to April of 2022, and are up 5% overall for year to date. Here are the calls for service break down.

April	2022	2023	% change
Totals	126	143	13.5%
EMS	95	90	-5.3%
All Other	31	53	71%
Year total	464	487	5.0%

Training:

- Fire Marshal Hamilton attended the Arson Conference the 17-21st of April.
- Garrick Martin passed his practical exam in the AEMT course at Kenai Peninsula College and will take his written test early in May.
- Monthly training in ARFF, Driver Operator and Structural Firefighting.
- All shifts completed their annual Division of Forestry refresher training.

Projects/Grants:

- Chief Prior worked with the personnel working group focused on Recruitment and Retention of COK employees.
- Budget for the Fire Department was presented to City Council at the work session.
- Doug Koch Tree Service has moved to the Municipal Park to remove beetle kill and will move across the gully to S Spruce Street to complete the South section. City Council was presented with updates and planning phases of 2, 3, 4&5 of our CWPP.
- Submitted the application for round 2 of the Healthy and Equitable Communities Grant and we were approved for \$134,000 for round 2.
- We received our 2nd interim payment for FY21 of SEMT totaling \$316,204. We have completed and submitted the final documentation needed for FY22.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: May 5, 2023
SUBJECT: Human Resources Activity – April 2023

Recruitment

Human Resources worked with the City Manager's office to bring two applicants for the Finance Director onsite for second interviews. The City interviewed three candidates for the Parks and Recreation Director position and conducted second interviews with two of the candidates. Temporary positions were filled for Parks and Rec and Police Department positions. Four applications were received for the open Police Officer position and interviews are being conducted. Currently there is only one job posted for Airport Operations Specialist and we have received 6 applications.

Safety

Four accidents were reported in April. One resulted in a employee having a minor injury. A total of three Workers' Compensation claims were filed in April, two were notification only.

Special Projects

Human Resources is working on a system for improving tracking of HR related employee information.

Human Resources worked with the Administration and a working group of city employees to prepare and present a presentation to council during the work session May 3. HR is also preparing for the FY24 Classification and Compensation Study by identifying items that need to be addressed in the FY24 Classification and Compensation Study and providing input on the Request for Proposals (RFP) for the FY24 Classification and Compensation Study.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

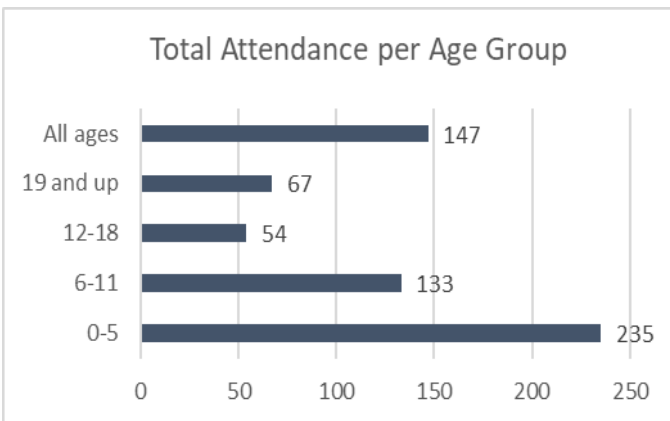
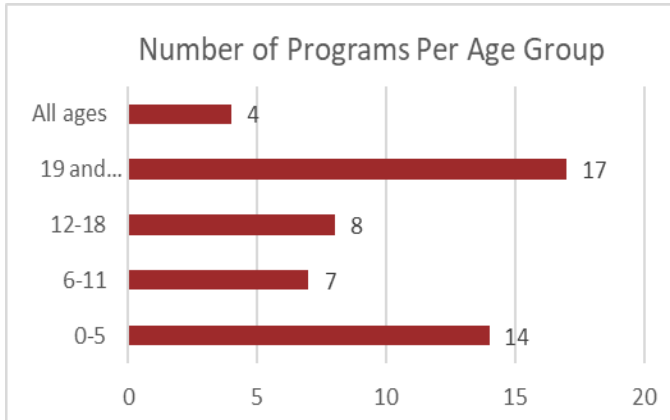
DATE: May 4, 2023

SUBJECT: Library Report for April 2023

APRIL 2023 AT A GLANCE

Items Borrowed	Apr-22	Apr-23	2023 YTD
Physical	5,879	6,492	26,433
Digital	1,528	1,684	6,536
Services			
New Memberships	37	43	227
Room Reservations	142	178	573
Programs			
Number of Programs	30	50	161
Program Attendance	334	636	1,965
Technology Sessions			
Computer sessions	494	618	2,107
WiFi Sessions	6,130	11,203	41,424
Early Literacy Station Sessions	242	240	1,114

APRIL 2023 PROGRAMMING



HIGHLIGHTS

Kids

- 13 story times – 217 participants
- 4 Lego® clubs – 62 participants
- 2 American Girl Doll clubs – 24 participants
- 4 Chess clubs – 28 participants
- Tech Lab – 9 participants
- 2 class visits – 47 participants
- Banana Olympics – 4 participants

Teens

- Teen Advisory Board – 6 participants
- Teen D&D Night – 7 participants

Adults

- 3 Soapmaking workshops -- 36 participants
- 6 Digital Literacy programs – 21 participants
- 3 Poetry workshops – 10 participants

All ages

- Easter basket craft program – 72 participants
- DIY Flower Pots – 50 kits handed out

APRIL 2023 SERVICES HIGHLIGHTS

- Our study and conference rooms were used by 178 individuals/groups for a total of 355 hours
- Youth Services Coordinator Seth Gray presented information about our Summer Reading Program to over 700 students at local schools.
- Coming soon: Summer Reading is around the corner. Registration begins May 18th. K-8 get a Summer Reading folder with time logs and more. Teens get our new Punch Card challenge. Adults can join in with our Read, Make, Explore challenge. For more info, go to <https://www.kenai.city/library/page/summer-reading-2023>.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Acting Parks and Recreation Director
DATE: May 9, 2023
SUBJECT: **Mid-month Activity Report - April**

The grant-funded Green Strip Playground replacement equipment has arrived and is expected to be installed by the end of the month.

The April Parks and Recreation Commission had a work session on replacing the Old Town Park Playground equipment and improving the park.

The Beautification Committee will meet on May 9, 2023 to discuss flower layout throughout the City.

Currently, the department is finishing up interviews and the hiring process for summer hires. We are hopeful that we will fill all positions without reopening them. The first group of summer hires is scheduled to start on May 15, 2023.

High school baseball and softball have started and are in full swing. The Parks crew has been busy working with the high school teams to help prep the fields.

During the first week of May, the local rugby teams did around 20 hours of trash clean up at Millennium Square, and on May 13, 2023 the Disc Golf Association will be getting their members together to do clean up at East End Trails.

There is currently still snow and sand melting in most of the parks and greenspaces. The Parks crew has been working diligently and getting all our grass ready and repaired for the summer. They are diligently going through the spring checklist at all of our parks.





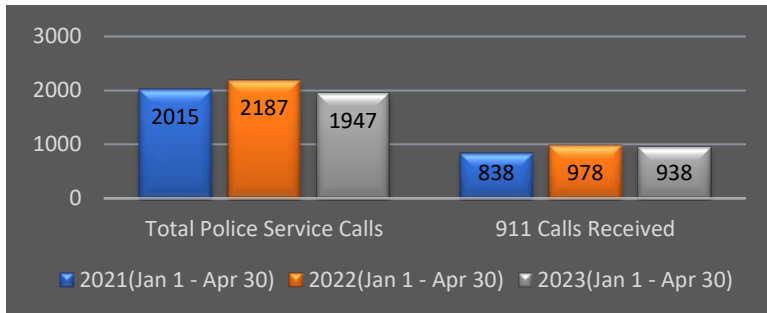
MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: David Ross, Police Chief
DATE: May 4, 2023
SUBJECT: Police & Communications Department Activity – April 2023

Police handled 566 calls for service in April. Dispatch received 279 9-1-1 calls. Officers made 44 arrests. Traffic enforcement resulted in 228 traffic contacts and 31 traffic citations. There were 6 DUI arrests. There were 14 reported motor vehicle collisions in April. There were two collisions involving moose and there were no collisions involving drugs or alcohol.

Two KPD supervisors attended a four-day training in Anchorage on legal updates and reducing police agency liability. One investigator attended a three-day interviewing class in Anchorage. Two officers attended a five-day child interviewing class in Anchorage. One new dispatcher continued in field training for the month of April and also completed Emergency Medical Dispatch training.

The School Resource Officer (SRO) continued teaching four DARE classes at Kaleidoscope Elementary. The SRO was also involved in a number of police related calls at the Kenai schools.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Scott Curtin, Public Works Director

DATE: April 2023

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

Airport Fund Projects:

- Kenai Municipal Airport Sand Storage Facility – Orion Construction is currently under contract in the amount of \$2,289,000. The project is now underway, Contractor has mobilized to site as of May 1st. Site has been survey staked in anticipation of excavation and foundation work starting later this month. Project will run through the summer months with an expected project completion late September.
- Kenai Municipal Airport Runway Rehabilitation Project – This project known as Task 4 within HDL Engineering Consultants LLC term service agreement with the City shall provided an initial assessment of the current condition of the airport runway. This included geotech work, coring numerous locations of the runway. On August 4th, 2021 HDL Engineering and staff successfully completed geotech borings of the runway after hours. On October 13th, 2021 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. Ordinance 3278-2022 was approved on April 20th, 2022 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. Project has been stalled at 35% Design as Environmental Compliance requirements are being clarified. Project is currently tracking for Runway Rehab Construction in 2025 with the Taxiways 2026 the following year, however this may slide a year, dependent upon FAA funding. Update: Staff meeting was held in Anchorage with FAA Counterparts to discuss project on 3/8/23. March 27, 2023 staff meeting with DEC to discuss path forward for design services. Project is now moving forward again with Environmental Services toward a 65% design effort



- Kenai Municipal Airport (KMA) Terminal Landscaping – A Request for Proposals for Landscape Design Services was released on July 14, 2022 with proposals due on July 28, 2022 where Earthscape LLC was determined to have provided the highest scoring proposal at a cost of \$28,255. The Purchase Order to Earthscape LLC was approved by Council at the 9/7/22 council meeting. Design work is anticipated to continue through the winter months with a construction bid expected for summer 2023.
- Kenai Municipal Airport (KMA) Operations Building HVAC Controls Upgrade & Boiler Replacement – This project was released for RFP on July 19, 2022 with proposals due on August 16, 2022. MBA Consulting Engineers was the successful proposer awarded under Resolution 2022-63 approved by Council at the September 7, 2022 Council Meeting. Contract Documents were fully executed with MBA on October 31, 2022 for the contracted amount of \$47,726. November 10, 2022 will be the first site meeting with staff and engineering team. Design work is anticipated to continue through the winter months. 95% design documents were received on January 30, 2023. Project cost estimate is over budgeted amounts and staff is coordinating with design team to refine documents. *Construction Bid release is pending, resolving final issues with Meridian Controls.*



General Fund Projects:

- 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. July 6, 2021 the formal agreement between the City of Kenai and HDR was executed. 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. 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. 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. 65% Design Docs were received ahead of schedule on April 28th. Value Engineering Workshop was conducted with USACE on June 21-24, 2022 at JBER. This completed the requirement of completion of a VE Study for the project. Final 65% documents with the items addressed at the VE Study workshop were received 8/25/22. Advanced Technical Review (ATR) with the Corp began 9/15/22, with an ATR Workshop on October 3, 2022. The City Manager presented Resolution 2022-71 to Council at the October 5, 2022 meeting accepting a State Grant 23-DC-007 for \$6,500,000 in support of the Sponsor share of the project. This grant is a tremendous step toward fulfilling the City's responsibility of the current 35% percent match of the overall project. Staff formally submitted Work In Kind (WIK) Requests #2 & #3 to the USACE on November 3, 2022 totaling another \$316,447.30 toward our City Share of project costs. Project has now entered the BCOES phase (Bid-ability, Constructability, Operability, Environmental & Sustainability Reviews) with the US Army Corps. with a targeted completion date of March 10th, 2023 for this task. HDR has reached 95% design documents, which were delivered to the City on February 23, 2023. Preparations are in process for execution of a PPA (Project Partnership Agreement) with the US Army Corps likely within the next 60 days. The current target dates for advertisement for Construction Bids is June 12th, 2023 with Contract Award tracking at August 16th, 2023. Project remains on track and is proceeding well. Update: March 28th, 2023 10:00am conducted meeting reviewing BCOES comments with USACE and HDR, this step is nearing completion. March 28th, 2023 12:30pm meeting with City Manager Eubank, Colonel Delarosa and Randy Bowker with USACE discussing project funding, PPA, and design phase nearing completion. Project Partnership Agreement (PPA) is slightly delayed due to impacts of the WRDA bill which will have a positive impact for the City on revising the cost share from 65/35 to 90/10. *Update: May 10th, HDR is nearing completion of their work, final back check of all design comments is being addressed, with final quality assurance reviews beginning with remaining USACE staff. We are still awaiting the draft PPA for execution, which is pending anytime now. Project remains moving forward.*
- Community Wildfire Prevention Plan (CWPP) Mitigation – The City has received grant funds to address beetle kill damages within the City. On November 3rd an Invitation to Bid was released in coordination with the Fire Department and Forest Service to perform mitigation services on approximately 105 acres of land through the No Name Creek Drainage from Redoubt Avenue extending to Cook Inlet. Five Bids were received on 12/13/22 with Doug



Koch Professional Tree Service providing the winning bid at a cost of \$282,000. Work is anticipated to take place during allowable time frames over the next year. A Resolution to Award this Contract is before Council at the 12/21/22 Council Meeting. Construction Contract was fully executed on February 28th, 2023 and contractor is actively working on project. *Much of the North section is now cut with timber and slash still remaining to haul away, Section 4-5 which is largely a hand felling area has started mitigation, as well as the South section near Municipal Park which has had extensive work completed to date. Contractor has been performing well, work will slow down through the summer months per the grant requirements when beetles are known to spread and work will resume later this fall.*



- 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. On March 21st the design team provided the code assessment for the facility identifying several issues which are under review by Public Works Staff. On August 17, 2022 council approved a PO increase to include rain leader design to address storm water concerns. Total authorized design costs to date is \$108,085. 100% design documents have now been received. An Ordinance to provide supplemental funding to move forward with Construction Bidding was approved by Council at the 12/21/22 meeting. Formal Invitation to Bid was released on



February 23, 2023 with bids due on March 23, 2023. Orion Construction was the successful bidder with a total bid of \$1,425,700 as presented to Council through Resolution 2023-25 adopted at the April 5th, 2023 Council meeting. Construction will continue into the fall of 2023. *Contractor is actively working through submittals with the design team, with materials on order. Work on site is expected to begin June / July as materials arrive primarily roofing first.*

- Multi-purpose Facility – The Building Maintenance Department completed all of the pressure washing and rust prevention coatings in house. That portion of the project was completed on time and on budget and allowed for ice to go back in on schedule. Staff continues to work on ventilation solutions as well as some UV Heat lamps to replace the natural gas heaters suspended from the ceiling near the seating areas. Once a scope of work is finalized by the department these additional items will be released for bids. Currently roughly \$71,000 of the \$155,000 in funding has been expended.
- 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. Staff has successfully surveyed in 64 adult plot sites and 12 infant plot sites. These sites are available through the Clerk's office. The Parks & Recreation Commission is currently considering alternatives to fencing the cemetery in an effort to utilize those funds toward completing other items. Work will be suspended through the winter with the parking lot paving taking place early summer 2023. *Nelson Engineering is updating the grading plan, asphalt paving work expected to bid in late May.*
- Kenai Fire Department Apparatus Bay Coating – Ordinance 3315-2022 is up for Council approval on 9/21/22 to provide supplemental funding to allow the project to bid. Once additional funds are approved project is prepped for bid release. Existing budget was \$45,000 with approval of Ordinance 3315-2022 new budget will be \$60,000. This work involves cleaning and replacement of concrete floor markings with the installation of a new concrete sealer to protect and extend the life of the garage bay floors. *Project was released for Construction Bids on May 2nd with bids due on May 18th. Council will see legislation at the June 7th meeting and work is expected to take place June / July.*
- Visitor Center Roof Replacement – Supplemental funding for this project was provided by Council through passage of Ordinance 3329-2022 approved on December 21, 2022. A formal Invitation to Bid was released on January 19, 2023 with three bids received on February 6, 2023. E/P Roofing was the low bidder at a total cost of \$139,800, however they withdrew their bid with Hanson Roofing becoming the 2nd lowest responsive responsible bidder. Council approved Resolution 2023-20 on 3/1/23 awarding a contract to Hanson's in the amount of \$227,472. *Construction is actively underway with approximately 65% of the work now complete as of May 10th. Project is tracking to be completed by month's end, on time and on budget. Hanson's Roofing has been performing exceptionally well on the project, and the new roof is a substantial improvement for the facility. Photo below.*





- Kenai Dog Park – Council has provided \$63,000 in funding toward this project. On October 10th, 2022 Polar North Construction began work on the concrete pavilion pad with a concrete pour schedule for 10/13/22 weather pending. Fireweed Fence has also started reinstallation of the fence work the same week. The high water table within the park area continues to cause flooding issues within the park area. Public Works staff has roughed in some drainage trenches which have helped, we plan on expanding on that work and then placing some drainage rock so the repairs will be permanent. Project will continue into May/June 2023 as weather allows. Public Works staff has collected numerous items from the dog park committee including park benches, signage, agility equipment, etc. and have items stored in our warm storage area to be installed next spring. Dog Park committee staff needs to coordinate with volunteers intended to construct the pavilion in order to secure the necessary construction materials. Public Works does not have sufficient budget in hand to purchase these items for them. City Manager Eubank and Public Works Director Curtin have been coordinating on remaining items to be completed with available remaining funds. We are expecting the pavilion to be constructed as soon as weather allows by Jeff Twait with materials sourced with donated funds. The Streets Department crews will strip and stock pile topsoil within the field area in an effort to raise the existing grade with fill material. We intend to utilize some of the roadway sand gathered from spring street sweeping operations to provide positive drainage at the site. Additional gravel French drains will be installed to manage storm water at the site, and then the topsoil will be spread over the field area. We anticipate this work to take one week to complete. Once the grading is complete, and the pavilion is constructed, Fireweed fencing will return to finish the perimeter fence and gates. Parks and Rec will then



install the signage. Field will be seeded and watered, traffic will need to be limited during this time to allow the grass to grow. After first mowing of grass, field agility equipment will be placed. Project is tracking toward a July grand opening.

- 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. Wildwood Drive & Willow Ave are anticipated to have 95% design docs received by February 20, 2023 for final review. Wildwood Dr will require grant assistance to complete the project. The sub-base was far worse than anticipated and the estimated costs increased substantially as a result. Willow Ave will bid once final documents are received, formal ITB release anticipated in March 2023. First Ave and the minor repairs are in the works, however they may be delayed until May 2023 for bid release. On 3/7/23 City Manager Eubank, Mayor Gabriel, Public Works Director Curtin participated in a conference with representatives from our legislature discussing State participation in funding for Wildwood Dr. *Update: Wildwood Dr. was discussed at the May 3rd Council meeting and will be held until sufficient funding sources are in place. Nelson Engineering is preparing to provide final Construction Documents for N. Willow St, First Avenue, and the Misc. Repairs projects on Friday May 12th. Projects will be released for bid the week of May 15th.*
- Green Strip Playground Equipment – This project utilizing a U.S. Department of Health and Human Services (DHSS) grant seeks to replace aging playground equipment near the softball fields. Proposal Quotes Request (PQR) was released on February 1, 2023 with proposals due on February 21, 2023. Project cost estimate is \$85,000. Playcraft Systems was awarded the project by Council through passage of Resolution 2023-21 at the 3/1/23 Council Meeting. Contract was fully executed on March 20th and equipment is on order with an anticipated ship date of April 14th with arrival in Kenai approximately May 1st. Installation is expected to take two weeks to complete. *Update: Playground equipment arrived in Kenai on May 9th, installers are arriving on May 17th to install. Work will be completed before the end of the month. The Public Works Department is assisting Parks & Rec in prepping the site for the Contractor's arrival.*
- Softball Shelter Dugouts – Larsen Engineering has been awarded the design work for the dugouts. Design Documents are expected around June 1st and project will be released for bids shortly after that.

Water & Sewer Fund Projects:

- 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. 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. 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 95%. Construction is anticipated to run through the summer of 2023. Formal bid release anticipated in *May 2023*.

- 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. A formal Invitation to Bid for Construction was released on June 7th, 2022. Bids were originally due on June 28th but the deadline was extended to July 22nd due to a lack of bidders interested in the project. On July 22nd two bids were received, with Blazy Construction being the lowest responsive responsible bidder at a cost of \$1,437,913. Ordinance 3302-2022 awarded the Construction Agreement to Blazy Construction on 8/17/22. The Screw press was delivered on 10/27/31. The screw press is installed in its permanent location, jib crane has been installed and certified. All of the ductwork associated with the new exhaust air system is now installed. We are currently waiting on the delivery of the fiberglass platforms which is still a few weeks out and the new screw conveyor has been delayed and may not be on site until May unfortunately. We are now anticipating commissioning for *June 12th-19th*.
- Wastewater Plant Digester Blowers Replacements – HDL Engineering was authorized to proceed on design documents for this project through passage of Resolution 2022-29 on May 18, 2022. Design Agreement is currently in the amount of \$382,513 and will provide bid ready construction documents for the replacement of two 40+ year old blowers at the WWTP. The Department received 35% Design Study Report on September 23, 2022 and the project is currently moving toward 65% design documents. A grant for this project has been applied for through Senator Murkowski's office through the Congressional Directed Spending (CDS) program. We are awaiting word on if we were successful in receiving grant funds. This is a high priority project for the department and is anticipated to provide further energy savings similar to the aeration basin blower replacement project completed a few years ago. Final 65% plan reviews are being conducted on site with HDL on 12/19/22, bid documents are expected to be ready 5/1/23 and if funding is in place will be bid immediately, if not will be delayed until funding arrives. Environmental review process is delayed as we are not sure of the grant requirements at this time, and may not know until a future grant is executed. Until then this will be a shovel ready project waiting on funding. *May 5th a Community Grants Webinar was held to discuss the pending grant requirements, the Public Works Director and HDL Engineering participated in the webinar. Consultants are reviewing requirements and hope to have the design moving forward shortly. Project will not be able to be bid until funding formally arrives.*

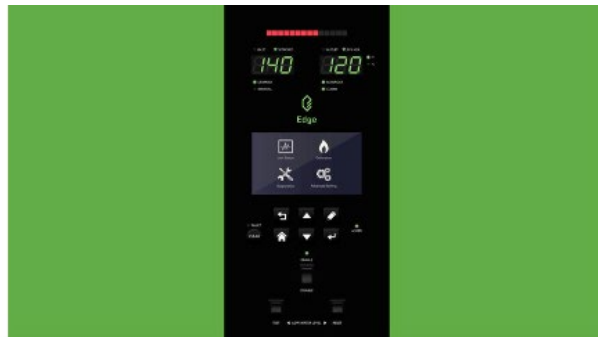


Senior Citizens Fund Projects:

- Senior Center Front Entry Modifications – Capital Project Manager is developing scope of work for this project to address operation of automatic entry doors.

Congregate Housing Fund Projects:

- Vintage Pointe Boiler Replacement – A RFP for design services was released on October 6, 2022 with proposals due on November 3, 2022. Design work will continue into the winter with a construction bid release expected at the end of the first quarter 2023. This project will replace outdated boiler heat systems for the facility as well as providing a direction on backup power generation to support the heating system when grid power is unavailable. No proposals were received, the Department is requesting approval to enter negotiations with RSA Engineering in the hopes of moving the project forward. RSA Engineering is under contract and is expected to start design in early January 2023. On February 3, 2023 RSA Engineering provided draft 65% Design Documents. Staff is currently reviewing. Engineering has a planned site visit for February 15, 2023 scheduled. We are anticipating bid documents being ready for an April Construction Bid release. *100% Design Documents are were received from the RSA Engineering on April 14th. Council approved Resolution 2023-30 on May 3^d to reallocate funds for the project. Invitation to Bid is scheduled for the week of May 15th.*



Other Projects Information:

- DOT Kenai Spur Highway to Sports Lake Rd – This project continues to wait for appropriation of state funds. No new information 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. Update: A site meeting will be taking place between the City, DNR, & DOT on 6/9/22 to review the project. HDL Engineering appears to conducting surveying services in support of the project, crews were in the area on 6/7/22. On June 29, 2022 the City Manager & Public Works Director met with DOT representatives and discussed projects. State funding continues to be an issue.
- DOT Boat Launch Road Fish Passage Culvert – Council approved a construction easement to allow DOT access to replace the roadway culvert at the intersection of Boat Launch Rd and Bridge Access at the April 5th Council meeting. Work is anticipated to start later this year in coordination with the River Center to minimize impacts to fish entering the watershed.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: May 8, 2023
SUBJECT: April 2023 Monthly Report

April began with some hesitation as winter wasn't certain it was over. Try as it may, it began to give in to the warmth that beckoned spring. We observed the return of various birds to the wetlands and the center was happy to welcome back its own snowbirds as seniors returned to the center for good food, friendships, and boundless activities. This month's highlights included:

- Good Friday/Easter Celebration! This special activity was prequel led with egg decorating the day before. 61 individuals donning bonnets and ties attended the delicious luncheon.
- The KSC experienced such growth of seniors attending exercise classes that a second session has been added and invites those wanting to attend an earlier class.
- The KSC was host to an all-day training "Living with Alzheimer's for Middle Stage Caregivers" presented by the Alzheimer's Association. Caregivers were able to attend and learn more about this disease with helpful hands-on tips for caring for loved ones affected by ADRD.

	2023	2022
Home Delivered Meals	1785	1817
Individuals	92	88
Dining Room (Congregate) Meals	987	570
Individuals	167	91
Transportation (1-way rides)	169	145
Individuals	18	14
Grocery Shopping Assistance	10/45	6
Writers Group	30	24
Caregiver Support Group	13	5
Growing Stronger Exercise	312	239
Tai Chi Class	44	28
TOPS Weight Loss Class	53	35
Bluegrass & Music Sessions	73	31
Card Games	113	131
Wii Bowling	29	34
Arts & Crafts	26	31
Total Event Sign-ins *	2103	1499
Individuals *	214	242
Vintage Pointe Manor Vacancies	0	1

* (not including home meals clients)