

**JUNE 7, 2023  
CITY COUNCIL MEETING  
ADDITIONAL MATERIAL/REVISIONS**

**REQUESTED ADDITIONS TO THE PACKET**

<u><b>ACTION</b></u>	<u><b>ITEM</b></u>	<u><b>REQUESTED BY</b></u>	<u><b>PAGE</b></u>
Add to Item E.1	<b>Ordinance No. 3353-2023</b> <ul style="list-style-type: none"> <li>• Amendment Memo – Human Resources</li> <li>• Amendment Memo – Finance</li> </ul>	Administration Administration	2 3
Add to Item H.18	<b>Discussion/Action</b> - Kenai Peninsula Borough Ordinance 2023-11 <ul style="list-style-type: none"> <li>• KPB Ordinance 2023-11 Substitute</li> </ul>	Legal	5
Add Item P.1	<b>Informational Items</b> <ul style="list-style-type: none"> <li>• Kenai Animal Shelter Animal Fair Flyer</li> </ul>	Winger	9



# 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:** Stephanie Randall, Human Resources Director  
**DATE:** June 5, 2023  
**SUBJECT:** **Ordinance 3353-2023 – Requested Amendment to FY24 Budget Document**

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The purpose of the memo is to request an amendment to the FY24 Budget Document. In March and April, the two Airport Operation Specialist positions became vacant after being filled for less than one year. This represents an unusually high turnover in Airport Operations, with positions taking approximately three months to fill and the Airport Operations Supervisor being the sole employee responsible for the daily operations of the Kenai Municipal Airport, including the general maintenance and repair of grounds, facilities and equipment. Due to the high recent turnover at the Airport, the City Manager requested Human Resources review the Airport Operations Supervisor classification to ensure the range of pay was commensurate with existing duties and responsibilities.

Human Resources has determined that to accurately reflect the minimum qualifications and to fairly reflect the differences in duties and responsibilities within the City's Classification Plan related to compensation for comparable positions in other places of public employment, and to meet the City's objective to provide an appropriate compensation structure to recruit and retain an adequate supply of competent employees, an amendment to the Classification Plan for the Airport Operations Supervisor from a range 20 to a range 21 is appropriate.

This request is to increase the range and to provide funding for the position at range 21 on the City's Salary Schedule.

### Motion

Amend Ordinance No. 3353-2023, Section 5 as follows:  
Class Code 418 - Airport Operations Supervisor  
Increase the range from 20 to 21

Amend the FY24 Budget Document as follows:  
**Airport Airfield**, Special Revenue fund on page 228  
Increase the Salaries and Benefits section by an additional \$7,156.

Thank you for your consideration.

# MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Lana Metcalf, Controller  
**DATE:** June 2, 2023  
**SUBJECT:** **Ordinance 3353-2023 – Requested Amendment to the FY24 Budget Document**

The purpose of this memo is to request an amendment to FY24 Budget Document. The City has a three-year agreement for general liability insurance coverage (Property, Liability, Automobile, and Workers Compensation) with Alaska Municipal League Joint Insurance (AMLJIA), which expires on June 30, 2023. As part of the renewal process, the City obtained quotes through its insurance broker, including a quote from AMLJIA and Alaska Public Entity Insurance (APEI).

The quote from AMLJIA was \$741,775 for FY24 which represents a 10.5% increase over the FY23 rates and based on the analysis of the quotes received, the Finance Department, with the assistance of our broker, has determined that the rates and the insurance offered by AMLJIA for FY24 are best for the City. In addition, AMLJIA has provided the City’s insurance coverage since FY2021 and has provided satisfactory coverage.

The amounts included in the proposed FY24 Budget Document were based on the City receiving an annual discount for entering into a three-year contract in the amount of 5%. Due to the variance in insurance rates, AMLJIA and APEI declined to offer the City a three-year contract and the associated discount. Because the City received late notice that the discount would not be offered, the FY24 Budget Document requires amendment to reflect the increase in insurance costs.

The net financial impact to each fund is as follows:

General Fund	\$ 8,416
Water & Sewer Special Revenue Fund	6,210
Airport Airfield Special Revenue Fund	11,381
Congregate Housing Enterprise Fund	<u>3,586</u>
	<u>\$29,593</u>

The following changes to the budget document are needed to include this amendment:

## Motion

Amend the FY24 Budget Document as follows:

**General Fund – Fire**, page 134

Account Number 001-422-0700, Workers Compensation

Increase the proposed budget amount from \$59,928 to \$68,344

**Water & Sewer Special Revenue Fund - Wastewater Treatment Plant**, page 216

Account Number 010-467-4536, Insurance

Increased the proposed budget amount from \$29,516 to \$35,726

**Airport Special Revenue Fund - Airfield**, page 228

Account Number 008-462-0700, Workers Compensation

Increase the proposed budget amount from \$5,785 to \$5,995, and

Account Number 008-462-4536, Insurance

Increase the proposed budget amount from \$113,016 to \$124,187

**Congregate Housing Enterprise Fund**, page 280

Account Number 009-462-4536, Insurance

Increase the proposed budget amount from \$18,886 to 22,472

For an overall increase of \$29,593 to the FY24 Budget Document.

Thank you for your consideration.



Introduced by: Cox  
Date:  
Hearing:  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2023-11  
(SUBSTITUTE)**

**AN ORDINANCE AMENDING BOROUGH CODE, KP.B 2.40.015 AND KP.B 2.40.030,  
TO REDUCE THE NUMBER OF SEATS ON THE PLANNING COMMISSION AND  
PROVIDE FOR AN ORDERLY PROCESS FOR THE SEAT REDUCTION**

**WHEREAS,** the Kenai Peninsula Borough (“Borough”) is a second class borough with a population of 58,799 as of April 1, 2020 U.S. Census totals; and

**WHEREAS,** The Alaska State Legislature amended AS 29.40.020(a) in 2022 to provide the Borough with flexibility to apportion its Planning Commission seats in a manner that the Assembly deems appropriate; and

**WHEREAS,** presently, there are fourteen members of the Borough Planning Commission, and there do not appear to be any other planning commissions in the State of Alaska with so many members; and

**WHEREAS,** presently, there are nine members on the Borough Assembly; and

**WHEREAS,** Borough code requires the Borough to compensate its Planning Commission members at the rate of \$175.00 per regular or special meeting attended except the chairperson, who will be compensated at the rate of \$200.00 per regular or special meeting; and

**WHEREAS,** Borough code requires the Borough to compensate its Planning Commission members serving on the plat committee at an additional rate of \$25.00; and

**WHEREAS** aligning the number of Planning Commission member seats to be consistent with the number of Assembly member seats will reduce the aggregate cost of compensation the Borough must pay to its Planning Commission members by approximately \$40,698.00; and

**WHEREAS,** this substitute ordinance amends code to provide for a nine member planning commission, with four city seats and five at-large seats;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That KPB 2.40.015 is amended to read as follows:

**2.40.015. Membership—Apportionment.**

In accordance with AS 29.40.020(a):

- A. The planning commission [SHALL CONSIST OF A MAXIMUM OF FOURTEEN MEMBERS] will consist of nine members. Commission membership [SHALL BE APPORTIONED SO THAT THE NUMBER OF MEMBERS FROM HOME RULE AND FIRST CLASS CITIES REFLECTS THE PROPORTION OF BOROUGH POPULATION RESIDING IN HOME RULE AND FIRST CLASS CITIES LOCATED IN THE BOROUGH. NO MORE THAN ONE MEMBER OF THE COMMISSION MAY BE FROM ANY SINGLE HOME RULE OR FIRST CLASS CITY IN THE BOROUGH UNLESS MORE ARE REQUIRED TO SATISFY THE STATUTORY APPORTIONMENT REQUIREMENT] will be apportioned in a manner that provides for four city seats and five at-large district seats.
- B. City Seats. A city must have a population of over 2,000 residents to have a designated city seat. Only a city resident may serve on a city seat.[and shall.] Notwithstanding, a resident of the city of Seldovia may serve on the Homer city seat if approved by the Homer City Council. An applicant for a city seat be selected by the mayor from a list of recommendations submitted by the council and subject to confirmation by the assembly. [THE LIST WILL CONSIST OF AT LEAST ONE APPLICANT FROM THE RESPECTIVE CITY WHOSE CITY SEAT IS VACANT OR EXPIRING. APPOINTMENTS SHALL BE SUBJECT TO CONFIRMATION BY THE ASSEMBLY.] The city seats are as follows:
1. Homer;
  2. Kenai;
  3. [Seldovia]Seward; and
  4. [Seward; and]Soldotna
  - [5. Soldotna.]
- C. At-Large District Seats. [SINGLE MEMBER DISTRICT.] There will be five at-large district seats on the planning commission that will be appointed by the mayor and confirmed by the assembly. The at-large districts will be representative of the following areas:
1. Nikiski district. This district will encompass the area within the borough north of the boundary line for the city of Kenai that includes the Nikiski community and the west side of the Cook Inlet.
  2. Ridgeway/Funny River/Sterling district. This district will encompass the area of the borough outside of the cities that includes the Ridgeway, Funny River and Sterling communities and ends at Mile Post 55 of Sterling Highway.
  3. Cooper Landing/Hope/Eastern Peninsula district. This district will encompass the area within the borough outside of the cities that includes the communities of Cooper Landing, Hope, Moose Pass, Primrose, Bear Creek and Lowell Point.

4. Kalifornsky/Kasilof district. This district will encompass the area within the borough outside of the cities that includes the communities of Kalifornsky and Kasilof with the Kasilof river forming the southern boundary of this district.
5. South Peninsula district. This district will encompass the area within the borough outside of the cities that includes the communities of south of the Kasilof River including the area east of the city of Homer and across the Kachemak Bay.

An applicant who applies to fill a district seat but does not reside within that district may only be appointed by the mayor and confirmed by the assembly if no residents of the district apply.

[PLANNING COMMISSIONERS RESIDING OUTSIDE OF FIRST CLASS AND HOME RULE CITIES SHALL BE APPOINTED BY THE MAYOR AND CONFIRMED BY THE ASSEMBLY AND REPRESENTATIVE OF THE FOLLOWING ASSEMBLY DISTRICTS:

1. ASSEMBLY DISTRICT 1 - KALIFORNSKY;
2. ASSEMBLY DISTRICT 2 - KENAI;
3. ASSEMBLY DISTRICT 3 - NIKISKI;
4. ASSEMBLY DISTRICT 4 - SOLDOTNA;
5. ASSEMBLY DISTRICT 5 - STERLING/FUNNY RIVER;
6. ASSEMBLY DISTRICT 6 - EAST PENINSULA;
7. ASSEMBLY DISTRICT 7 - CENTRAL;
8. ASSEMBLY DISTRICT 8 - HOMER; AND
9. ASSEMBLY DISTRICT 9 - SOUTH PENINSULA.]

PLANNING COMMISSIONERS APPOINTED TO REPRESENT A DISTRICT SHOULD RESIDE WITHIN THAT DISTRICT. IN THE EVENT THAT NO QUALIFIED RESIDENTS OF A SINGLE MEMBER DISTRICT APPLY TO FILL A VACANCY FOR THAT DISTRICT'S SEAT, THEN THAT SEAT MAY BE FILLED WITH A QUALIFIED RESIDENT OF THE BOROUGH WHO RESIDES OUTSIDE OF CITY LIMITS. ONLY RESIDENTS LIVING WITHIN THE RESPECTIVE CITY OR SINGLE MEMBER DISTRICT MAY APPLY FOR A LOCATION SPECIFIC VACANCY. ANY BOROUGH RESIDENT WHO RESIDES OUTSIDE OF CITY LIMITS MAY APPLY "AT-LARGE" AND MAY BE SELECTED IN THE EVENT NO QUALIFIED RESIDENTS OF A SINGLE MEMBER DISTRICT APPLY TO FILL A VACANCY FOR THAT DISTRICT'S SEAT.]

- D. All planning commission members [SHALL] will meet the minimum qualifications of the appointed planning commission member seat description. All planning commission members will be appointed for their expertise and knowledge of the community, borough land use, and planning issues, as well as their familiarity with regulations and land use code, and [SHALL] must represent the entire borough. Prospective planning commission members must be in compliance with KPB Titles 14, 17, 20, and 21 and must not have any pending or unresolved code enforcement actions.

- E. A vacancy or expiring term on the planning commission will be noticed for at least 30 days by the borough clerk's office. All applications to fill a vacancy or expiring term must be submitted through the borough clerk's office. Applications to fill a city seat shall be transmitted to the city clerk's office at the close of the application period.

**SECTION 2.** That the current city seat for the city of Seldovia is vacant and does not require the removal of a member.

**SECTION 3.** That in the event this ordinance eliminates a seat on a planning commission and that the elimination necessitates the removal of a member or results in two planning commissioners eligible for a single at-large seat, then, notwithstanding any section of Borough Code to the contrary, the Mayor is authorized to effectuate the intent and purpose of this ordinance up to and including removing Planning Commissioners to avoid two planning commissioners occupying one at-large district seat.

**SECTION 4.** That the Assembly requests that the Borough Administration provide a map for the at-large district boundaries that effectuates the intent of the at-large district boundaries.

**SECTION 5.** This ordinance shall become effective immediately upon enactment.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023.**

\_\_\_\_\_  
Brent Johnson, Assembly President

ATTEST:

\_\_\_\_\_  
Michele Turner, CMC, Acting Borough Clerk

Yes:

No:

Absent:



# Kenai Animal Shelter Animal Fair



 **Saturday, June 10th from 10 am to 2 pm**  
at the Kenai Green Strip across from the Kenai Visitor's Center

**Animal Friendly, Educational & Fun Event featuring:**

### Shelter/Rescue

- Clear Creek Cat Rescue (CCCR)
- Kenai Animal Shelter
- Kenai Peninsula Animal Lovers (KPAL)
- The Leeshore Center

### Animal Training/Boarding & Grooming

- Well Mannered K9
- Scotch Pines Dog Training
- Kenai Kennel Club
- Peninsula Dog Obedience Group (PenDOG)
- Little Rose Canine Services
- Petopia
- Wiggle Butts Grooming LLC & Enrichment Salon
- Cooper's Wounded Bear Kennels

### Vet Hospitals

- Kenai Veterinary Hospital
- Soldotna Animal Hospital
- Twin Cities Veterinary Clinic

### Spay/Neuter Programs

- KPAL Spay Program
- Peninsula Spay and Neuter Fund

### Dog Parks

- Kenai Bark Park
- 3 Friends Dog Park

### Farm Resources/Groups

- 4-H Kenai Peninsula
- Bebe Farms
- Mattis Farm

### Library Resources

- Kenai Community Library
- Soldotna Public Library

### Animal Food Resources

- AlaSkins
- Kenai Feed
- Kenai Peninsula Food Bank
- Beast Feast
- Cadre Feed
- Petco



- Door Prizes
- Animal Photography
- *Kenai Animal Shelter FREE Giveaway!*  
*First 100 attending families will receive a*  
*FREE Kenai Animal Shelter grab bag*

**HUMAN FOOD**  
Hot Dogs a la Carte



**KIDS**

Activities for kids with the  
Kenai Community Library & Soldotna Public Library

