

**DECEMBER 16, 2020  
CITY COUNCIL MEETING  
ADDITIONAL MATERIAL/REVISIONS**

**REQUESTED REVISIONS TO THE AGENDA/PACKET:**

<b><u>ACTION</u></b>	<b><u>ITEM</u></b>	<b><u>REQUESTED BY</u></b>
Add to item D.2.	<b>Ordinance No. 3168-2020</b> <ul style="list-style-type: none"><li>• Amendment Memo</li></ul>	City Manager
Add to item D.6.	<b>Ordinance No. 3172-2020</b> <ul style="list-style-type: none"><li>• Expenditures to Date Memo</li><li>• CARES Act Grant Programs Expenditures and Available Balances</li></ul>	City Manager
Add to item G.14.	<b>Ordinance No. 3168-2020</b> <ul style="list-style-type: none"><li>• Informational Memo</li></ul>	City Manager



# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Terry Eubank, Finance Director  
**DATE:** December 14, 2020  
**SUBJECT:** Ordinance 3168-2020 requested amendment.

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The purpose of this memo is to request amendment to Ordinance 3168-2020. A final change during drafting of the ordinance mistakenly missed a change to the amount in the first WHEREAS. The amount of \$110,600.79 in the first WHEREAS should be amended to equal the amount in the second WHEREAS, \$105,650.57. The following amendment is recommended,

**Move to amend the amount in the first WHEREAS to \$105,650.57.**

Your support for this amendment is respectfully requested.



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## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Terry Eubank, Finance Director  
**DATE:** December 16, 2020  
**SUBJECT:** CARES Act Administration & Non-Payroll Expenditures to Date

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

<u>Description</u>	<u>Expended through 11/20/2020</u>	<u>Encumbered or Projected</u>	<u>Total Expended &amp; Encumbered</u>
Program administration payroll & benefits	\$ 41,286.05	\$ 5,000.00	\$ 46,286.05
City employee COVID-19 leave taken	135,090.33	26,600.00	161,690.33
Dipnet shack upgrades for cashless transaction and customer self-pay	9,952.99	-	9,952.99
Additional cleaning services, supplies and employee protective gear	26,176.67	3,823.33	30,000.00
Grant program postage	712.18	-	712.18
Paperless paystub distribution software	3,168.00	-	3,168.00
COVID-19 procurement advertising	508.06	-	508.06
Video conferencing	2,208.30	191.70	2,400.00
Employee recruitment/screening software	889.00	-	889.00
Voting supplies	998.06	-	998.06
Facility occupancy compliance project	96,926.56	26,537.44	123,464.00
Area school outdoor tents	31,190.92	-	31,190.92
Library expanded wireless	1,889.00	-	1,889.00
Library patron mobile printing solution	-	995.00	995.00
Library self-checkout solution	3,436.00	-	3,436.00
Undetermined	-	2,420.41	2,420.41
	<u>\$354,432.12</u>	<u>\$65,567.88</u>	<u>\$420,000.00</u>



City of Kenai COVID-19 CARES Act  
Relief and Recovery Grant Programs  
Expenditures and Available Balances

	Current Budget	Actual FY20	Actual FY21	Total Expenditures	Available Balance	Projected Expenditures Remaining	Projected Excess or (Deficit)
<b>First Responder and Incident Management Team Payroll</b>	\$ 4,923,484.66	\$ 2,005,476.77	\$ 1,816,880.17	\$ 3,822,356.94	\$ 1,101,127.72	\$ 1,196,628.00	* \$ (95,500.28)
<b>Business and Nonprofit Entity Recovery Grants</b>							
Round 1: Small Business and Nonprofit Grants	2,215,000.00	1,905,000.00	310,000.00	2,215,000.00	-	-	-
Round 2: Small Business Grants	<u>1,486,872.00</u>	<u>-</u>	<u>1,486,872.00</u>	<u>1,486,872.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Business and Nonprofit Entity Recovery	3,701,872.00	1,905,000.00	1,796,872.00	3,701,872.00	-	-	-
<b>CARES Act Administration &amp; Non-Payroll</b>	420,000.00	146,609.73	207,822.39	354,432.12	65,567.88	63,147.47	2,420.41
<b>Individual Assistance Grants</b>							
Small Business	14,000.00	-	14,000.00	14,000.00	-	-	-
Commercial Fishers	50,000.00	-	50,000.00	50,000.00	-	-	-
Rental and Mortgage Relief	1,100,000.00	-	1,000,000.00	1,000,000.00	100,000.00	100,000.00	-
Mental Health Services	50,000.00	-	-	-	50,000.00	2,500.00	47,500.00
Small Business Marketing Services	40,000.00	-	24,000.00	24,000.00	16,000.00	-	16,000.00
Food Assistance Services	77,000.00	-	48,750.00	65,000.00	12,000.00	12,000.00	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Individual Assistance Grants	<u>1,331,000.00</u>	<u>-</u>	<u>1,136,750.00</u>	<u>1,153,000.00</u>	<u>178,000.00</u>	<u>114,500.00</u>	<u>63,500.00</u>
<b>Total All</b>	<u>\$ 10,376,356.66</u>	<u>\$ 4,057,086.50</u>	<u>\$ 4,958,324.56</u>	<u>\$ 9,031,661.06</u>	<u>\$ 1,344,695.60</u>	<u>\$ 1,374,275.47</u>	<u>\$ (29,579.87)</u>

\* Includes \$229,204 each for 5 payrolls and \$50,608 remaining from October.

December 16, 2020



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## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**FROM:** Paul Ostrander, City Manager

**DATE:** December 16, 2020

**SUBJECT:** **Coordinating with Soldotna on a Community Led Campaign Against COVID-19**

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In anticipation of the possibility that the City would be coordinating with the City of Soldotna on a community led campaign against COVID-19, I have had several discussions with their City Manager, Stephanie Queen on how best to provide relevant messaging to the public. Through those discussions, the idea of creating short testimonial videos from leaders in our local medical field was identified as an effective way for those individuals to share how they think we can fight against COVID-19.

The City of Soldotna will likely look for doctors and other front-line medical providers from local clinics and / or Central Peninsula Hospital that will be willing to provide testimonials. Here at the City of Kenai we would like our emergency medical service providers that work at the Kenai Fire Department to provide testimony as to why they decided to be vaccinated, and additionally, show them getting the vaccine. Our Fire Department employees are a part of the group that will be vaccinated first in the State of Alaska (Phase 1A) – likely later this week – and will be able to provide a unique perspective for the remainder of the public. Because these individuals knew that they were in line to get the vaccine early on, they have spent a considerable amount of time researching the vaccine to determine if they wanted to have the vaccine or not. They are also front-line emergency providers that have medical knowledge that many of the members of the public do not. The participation of our firefighters in this campaign would be completely voluntary.

Beyond specific testimonials about the vaccine, the City may engage in other cooperative efforts with the City of Soldotna reminding people about the importance of maintaining social distancing and masks, highlighting ways to stay healthy by getting outside or other positive messages reinforcing the ways that we can work together to beat COVID-19. Any costs associated with the creation of the testimonials or other materials will be covered utilizing CARES Act funds and should not exceed \$5,000.