

**JANUARY 6, 2021
CITY COUNCIL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED REVISIONS TO THE AGENDA/PACKET:

<u>ACTION</u>	<u>ITEM</u>	<u>REQUESTED BY</u>
Add to item G.3.	Ordinance No. 3177-2021 <ul style="list-style-type: none">Public Comment	City Clerk
Add to item G.5.	COVID-19 Response <ul style="list-style-type: none">USDA Farmers to Families Food Box Program ArticleCARES Act Small Business Grant TimelineCARES Act Program Expenditure Update	Vice Mayor Molloy City Manager City Manager
Add to item H.5.	Planning & Zoning Commission <ul style="list-style-type: none">McIntyre Resignation Letter	City Clerk
Additional Public Comment being provided in written format due to COVID-19	<ul style="list-style-type: none">Nancy Lathey Email re. COVID-19 Vaccinations	City Clerk

From: [Dave Peck](#)
To: [City Council](#)
Subject: Wednesday's city council agenda item 3. *Ordinance No. 3177-2021 input for council
Date: Monday, January 4, 2021 8:53:33 PM

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Hello & Good Afternoon.

I'd like to provide this letter for the Council's consideration relating to the above proposed ordinance RE: using COVID funds to finance a merchant voucher program.

First, this seems like a great program that can assist residents & businesses alike during this virus emergency. So great idea.

But using \$200 spent (if I understand this correctly) as the threshold to obtain a \$100 voucher might be a little high for some people. So maybe also allowing a \$50 voucher for \$100 spent would permit more people to participate if they can't afford the \$200 spend right now.

Second, we now have the possibility of a more contagious form of the virus beginning to circulate in the US (the one which started in England) that is causing severe travel restrictions already in Europe. Hopefully this won't happen here especially as the vaccines are distributed, but we can't be sure things won't get worse. Therefore, extending the program at least through April or May could make sense. If we don't get tourism this summer I think we all realise how bad that might effect business & individuals/families considering last summer's lack of tourism. Of course, if the time period is extended, and if you allow vouchers for \$100 purchases, you may need more funding. I hope there is additional covid money available specifically to help business if that is necessary, especially since that was one of the main purposes of the COVID funding. I don't know exactly how much would be needed but I would guess at least triple or more.

Third, I'm not sure how you'll get the word out this program exists, but I'd guess a good way would be to send all eligible businesses a notice and application to participate. Maybe they could post notices of the program for their customers.

Those are my thoughts,
Respectfully

Dave Peck
705 Sycamore St
Kenai. 907-953-3248

DLP1951@gmail.com

From: [Bob Molloy](#)
To: [Jamie Heinz](#)
Cc: [Bob Molloy](#); [Paul Ostrander](#); [Brian G. Gabriel, Sr.](#)
Subject: Fwd: A program sent fresh food to struggling families. Despite demand, it may end.
Date: Monday, January 4, 2021 10:31:26 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Jamie:

Please add this internet link as a laydown information item for the public and Council on Item G.5 Discussion-Covid 19 Response for the 1/06/21 Council meeting.

<https://www.nbcnews.com/news/us-news/food-banks-fear-possible-end-usda-farmers-families-food-box-n1252578>

This NBC news article focuses extensively on the Kenai Peninsula Food Bank's experience in the USDA Farmers to Families Food Box Program, which the City of Kenai also supported with a \$77,000 of the City's CARES Act grant funds to the KP Food Bank in Resolution 2020-70. Thank you.

Bob

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Paul Ostrander, City Manager
DATE: January 6, 2021
SUBJECT: **CARES Act Small Business and Non-Profit Entity Recovery Grants – Timeline and Summary**

There have been discussions during several of the last Council meetings regarding the use of the City's CARES Act funding and how it was used to support our local businesses and non-profits. Specifically, there have been concerns that a portion of the funds that should have been distributed to small businesses were re-allocated to other funds within the City. I felt it was important to provide a summary of the legislative actions and administrative efforts taken over the past eight months regarding CARES Act funding as it relates to small business and non-profit grant programs.

When the City initially appropriated its share of CARES Act federal funding, the Council allocated \$3,000,000 for grants to small businesses and non-profits. City administration worked with the Kenai Peninsula Borough to receive an additional \$2,675,524 of CARES Act funding for the City of Kenai and \$5,458,498 for the other incorporated cities of the Borough. After receiving the additional funding from the Kenai Peninsula Borough, the City was able to allocate an additional \$2,000,000 for grants to small businesses and non-profits, bringing the total amount allocated for grants to small businesses and non-profits to \$5,000,000. This allocation was based upon estimates of grants to be issued.

It is important to note that while the additional funding provided by the Kenai Peninsula Borough allowed the City to offer more grant funding to our businesses, it was critical to maintain the equity between businesses that operated inside the City with those businesses that operated outside of the City by assuring that grants to businesses in the City not exceed the amount that the Kenai Peninsula Borough was offering businesses outside of the City.

The City provided two opportunities for both small businesses and non-profits to apply for the first grant program and an additional opportunity for only small businesses to apply for a second grant program. This included a mass mailing to approximately 335 City of Kenai Businesses and 105 non-profit entities notifying them of the program. The City accepted applications online, through email, USPS, and in-person. City employees provided personal assistance to many applicants, helping them complete their applications to maximize their chances of approval and the amount they were eligible to receive. Email notifications of grant opportunities were sent out to hundreds of potential applicants. Notice of the programs was sent out through both print and social media.

As of January 4, 2021, the City had paid \$3,726,872 to 152 small businesses and 57 non-profit entities. Eligible businesses in the City had received grant funding equal to that received by businesses outside of the City. Although there was a remaining allocation to small businesses and non-profit entities of \$1,178,128, the transfer of the remaining funds to cover first responder and incident management team payroll provided Council the opportunity to utilize those funds in the future to the maximum benefit of City residents.

The timeline and relevant legislation are listed below:

May 20, 2020

Council passed Ordinance 3130-2020 appropriating CARES Act federal funding that was allocated to the City of Kenai as a pass-through grant from the State of Alaska. The funds were appropriated into five departments that were established specifically to track CARES Act funds. One of those departments was the Business and Not-for-Profit Entity Recovery Grants Department. \$3,000,000 was appropriated into this department to fund a grant disbursement program for small businesses and non-profits.

June 3, 2020

Council passed Resolution 2020-39 establishing the small business and non-profit grant disbursement program. The maximum grant amount that small businesses qualified for during this program was \$10,000. Non-profits qualified for a maximum of \$50,000. The application period for this program was June 5 to June 19, 2020.

July 1, 2020

Council passed Resolution 2020-54, providing an opportunity for businesses and non-profits that missed the original application period of June 5 to June 19 for any reason to apply during the period of July 10 to July 17, 2020.

September 2, 2020

Council passed Ordinance 3158-2020 appropriating \$2,675,524 passed through the Kenai Peninsula Borough and Resolution 2020-70 establishing a second (Round 2) grant program for businesses increasing thresholds so that the total of the two rounds of City grants equaled the size of grants offered by the Kenai Peninsula Borough to businesses located outside of City limits, a maximum of \$35,000. If the Borough increased its maximum grant award, the City had the option of increasing ours as well. No increase to the Borough's grant award amounts took place. The application period for this program was October 1 to October 30, 2020.

December 2, 2020

Council passed Resolution 2020-91, transferring \$1,178,128 from the Business and Non-profit Entity Recovery Grant department to the First Responder and Incident Management Team Payroll department due to unutilized funds that were not dispersed to businesses through grant programs, and in anticipation of the deadline to expend all CARES Act funding of December 31, 2020. To maintain equity with businesses outside of the City, these funds could not be used to increase the maximum amount paid to City of Kenai businesses.

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Terry Eubank, Finance Director
DATE: January 6, 2021
SUBJECT: CARES Act Administration & Non-Payroll Expenditures to Date

The purpose of this memo is to provide a breakdown of City expenditures through January 5, 2021 and obligated funds utilizing funds budgeted in the CARES Act Administration & Non-Payroll allocation.

<u>Description</u>	<u>Expended through 1/5/2021</u>	<u>Projected</u>	<u>Total Expended & Projected</u>
Program administration payroll & benefits	\$ 43,662.24	\$ 2,500.00	\$ 46,162.24
City employee COVID-19 leave taken	150,171.92	-	150,171.92
Dipnet shack upgrades for cashless transaction and customer self-pay	9,952.99	-	9,952.99
Additional cleaning services, supplies and employee protective gear	31,275.88	-	31,275.88
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	4,541.64	-	4,541.64
Employee recruitment/screening software	889.00	-	889.00
Voting supplies	998.06	-	998.06
Facility occupancy compliance project	121,640.15	2,669.80	124,309.95
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
COVID-19 Testing	125.00	-	125.00
Mental Health Counseling Services	-	240.00	240.00
Undetermined	-	9,434.16	9,434.16
	<u>\$404,161.04</u>	<u>\$15,838.96</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)
First Responder and Incident Management Team Payroll	\$ 4,923,484.66	\$ 2,005,476.77	\$ 2,584,334.59	\$ 4,589,811.36	\$ 333,673.30	\$ 580,000.00	\$ (246,326.70)
Business and Nonprofit Entity Recovery Grants							
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>1,511,872.00</u>	<u>1,511,872.00</u>	<u>(25,000.00)</u>	<u>-</u>	<u>(25,000.00)</u>
Total Business and Nonprofit Entity Recovery	3,701,872.00	1,905,000.00	1,821,872.00	3,726,872.00	(25,000.00)	-	(25,000.00)
CARES Act Administration & Non-Payroll	420,000.00	146,609.73	257,551.31	404,161.04	15,838.96	15,838.96	(0.00)
Individual Assistance Grants							
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	-	1,100,000.00	1,100,000.00	-	-	-
Mental Health Services	50,000.00	-	-	-	50,000.00	-	50,000.00
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	-	77,000.00	77,000.00	-	-	-
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>1,265,000.00</u>	<u>1,265,000.00</u>	<u>66,000.00</u>	<u>-</u>	<u>66,000.00</u>
Total All	<u>\$ 10,376,356.66</u>	<u>\$ 4,057,086.50</u>	<u>\$ 5,928,757.90</u>	<u>\$ 9,985,844.40</u>	<u>\$ 390,512.26</u>	<u>\$ 595,838.96</u>	<u>\$ (205,326.70)</u>

January 5, 2021

Honorable Mayor Brian Gabriel
City of Kenai
Kenai Alaska

Re: Resignation from Kenai Planning and Zoning Commission

Dear Mayor Gabriel,

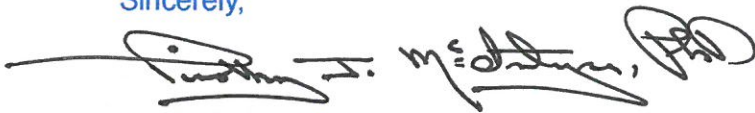
I am resigning my position on the Planning and Zoning Commission effective January 1, 2021. I want to thank you for having selected me and appreciate your allowing me to serve my community as a commissioner for 2 years. I would strongly urge you to replace me as well as any future openings with individuals who strive to strike a better balance between the needs and dreams of homeowners who live here because of the community and those who wish to conduct business here. For the past two years, I observed a prevailing tendency to favor the latter.

I also think it is vital that present and future commissioners are strongly urged to uphold the following: 1) that individuals and/or companies be held stirngently accountable when requesting variances or conditional use permits; 2) that conditions be added in writing to permits so that businesses can actually be held accountable to what they vocalize in meetings and, if need be, that votes be delayed until these are written and included; 3) that more highly specific data is required when conditional use permits are requested so that rigorous, tough, demanding questions can more readily be asked and answered on the record which will enhance accountability should permits or variances need to be revoked or examined in the future; and, 4) a standard position be adopted that variances or conditional use permits will be readily denied or postponed when the answers or descriptions to commissioner questions in meetings are vague, inadequate or allow the applicant excessive wiggle room to avoid subsequent accountability.

Encouraging the commission to adopt a more stringent approach such as that outlined will enhance their role of protecting and shepherding the healthy growth of our community for all concerned.

Thank-you again for the opportunity to serve. It has been instructive and at times enjoyable.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim McIntyre, Ph.D.', with a stylized flourish at the end.

Tim McIntyre, Ph.D.
Planning and Zoning Commissioner for the City of Kenai

Jamie Heinz

Subject: FW: Covid-19 Vaccinations

Jamie Heinz, CMC

Kenai City Clerk

P: (907) 283-8231

From: Meghan Thibodeau <mthibodeau@kenai.city>

Sent: Wednesday, January 6, 2021 10:57 AM

To: Jamie Heinz <jheinz@kenai.city>

Subject: FW: Covid-19 Vaccinations

----- Forwarded message -----

From: Nancy Lathey <nanalive@rconnects.com>

Date: Wed, Jan 6, 2021, 10:55 AM

Subject: Covid-19 Vaccinations

To:

Meghan

Per our conversation

Kenai City Council

To date, by my calculations and the official reports of known cases, nearly one in every eight Kenai residents has had, or now has Covid-19, the dreaded disease that has caused so much devastation to the lives and livelihoods of our community. I find this very alarming. As you know, Alaskans 65 and older can receive Covid-19 vaccinations starting Monday, January 11. Scheduling for those appointments began today. The vaccine in and of itself is a miracle and the availability to get vaccinated on the Peninsula is such good news in our effort to restore the local economy and to restore some normalcy to our lives. Regardless of where one stands on the priority given to different groups of people, the goal should be to get as many residents vaccinated as possible, as soon as possible.

My concern is that presently only two locations are available for Kenai residents to get the vaccination, both of which are in Soldotna. Unfortunately, for various reasons, many seniors find that securing safe, affordable transportation to Soldotna is extremely difficult if not impossible. A round-trip cab ride, which I do not consider entirely safe health-wise, can cost as much or more than \$60.00 and since two

shots are required, this could amount to \$120.00. Even for those of us who can fortunately drive ourselves, there is still a problem since weather and darkness at this time of year are big factors. One never knows what the driving conditions might be on the day of the appointment. Appointments are only available on a few selected days and must be made in advance. If there were a location in Kenai to obtain the vaccination, I believe many more Kenai residents would be likely to get the vaccination since It would be so much safer and convenient for them. I am painfully aware that many Peninsula residents live much further from the available vaccination facilities than we do and that is very concerning. However, according to my own calculations, almost 20 percent of the entire Peninsula population resides in the Kenai-Nikiski area and a facility in Kenai would serve the largest percent of residents.

I fully understand that for the safety of everyone and to be able to effectively respond in the unlikely event of an emergency, each designated facility must meet specific requirements in order to provide these services. I have spoken to two potential providers, Carr's Safeway and Odyssey Family Practice, both of whom have apparently applied to be providers but who have not yet received allocations. Neither location had information as to if or when this may happen. According to the pharmacist at Safeway, it may be weeks or months. I was not able to ascertain what is preventing these providers from receiving and providing the vaccinations. I assume all of these decisions are being made at the state level.

My purpose in addressing this issue to the Kenai City Council is to encourage our locally elected officials to do everything in their power to not only encourage our residents to practice safety measures and to get the vaccination, but also, and just as importantly, to investigate the vaccination situation and then do everything in their power to help secure a vaccination location in Kenai.

I would have preferred to discuss this with you at the Council meeting, but at just shy of being 82 years old, I am extra cautious and not ready to spend any more time away from home than is absolutely necessary. I thank you for your time and for your consideration of this matter.

Sincerely,

Nancy Lathey