



Kenai City Council - Regular Meeting

February 15, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

www.kenai.city

Agenda

Work Session - Review of Council Adopted Policies 3:30 p.m. - 5:30 p.m.

A. CALL TO ORDER

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

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

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

1. Kenai Permanent Fund Annual Review, 2022 Financial Performance, Financial Projections and Recommended 2023 Asset Allocations for the City's Permanent Fund, Brandi Niclai and Bill Lierman, from Alaska Permanent Capital Management.
2. Project Homeless Connect 2023 Report, Jodi Stuart, Project Homeless Connect Publicity Chair.

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

D. PUBLIC HEARINGS

1. **Ordinance No. 3335-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund Fiscal Year 2023 Budget for Utility Costs Associated with the Alaska Regional Fire Training Center. (Administration)
2. **Resolution No. 2023-06** - Authorizing the City Manager to Accept a Donation, on Behalf of the City, of Property Described as Lot 4, Block 8 of the Original Townsite of Kenai, Kenai, Alaska from the Trust Agreement of Thelma M. Bagoy, for a Public Purpose and Determining that the Public Interest will Not be Served by an Appraisal. (Administration)
3. **Resolution No. 2023-07** - Designating the Investment and Allocation Plan for the City's Permanent Funds and Establishing Appropriate Benchmarks to Measure Performance for Calendar Year 2023. (Administration)
4. **Resolution No. 2023-08** - Repealing City Council Adopted Policy 2018-02 - Procedures for Including Contingency Funding in Contracts. (Administration)

- [5.](#) **Resolution No. 2023-09** - Renumbering Kenai City Council Travel Policy No. 2014-02 to Policy No. 20.200. (City Clerk)
- [6.](#) **Resolution No. 2023-10** - Renumbering Kenai City Council Public Recognition Policy No. 2014-01 to Policy No. 20.210. (City Clerk)
- [7.](#) **Resolution No. 2023-11** - Amending the City Council Agenda and Packet - Preparation, Distribution and Publication Policy No. 2019-01 and Renumbering to Policy No. 20.000. (City Clerk)
- [8.](#) **Resolution No. 2023-12** - Amending the City Council Procedures for Recording City Council Meetings and Work Sessions Policy No. 2017-03 and Renumbering to Policy No. 20.010. (City Clerk)
- [9.](#) **Resolution No. 2023-13** - Repealing the Unnumbered City Council Electronic Devices During Meetings of the Council Policy and Adopting City Council Policy No. 20.110 Use of Electronic Devices During Meetings. (Gabriel, Baisden, Knackstedt)
- [10.](#) **Resolution No. 2023-14** - Amending the City Council Mobile Device Use and Management Policy No. 2017-01 and Renumbering to Policy No. 20.120. (City Clerk)
- [11.](#) **Resolution No. 2023-15** - Amending the City Council Selecting and Appointing a Qualified Person or Persons to Fill Vacancies on the City Council Policy No. 2021-01 and Renumbering and Renaming to City Council Policy No. 20.220 - Filling Council Vacancies by Appointment. (City Clerk)

E. MINUTES

- [1.](#) *Regular Meeting of February 1, 2023. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Approval of the First Extension to the Agreement with Redline Sports for Management Services at the Kenai Multi-Purpose Facility. (Administration)
- [3.](#) ***Ordinance No. 3336-2023** - Accepting and Appropriating an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)
- [4.](#) ***Ordinance No. 3337-2023** - Accepting and Appropriating an Increase from the Kenai Peninsula Borough for the Senior Citizen Program Grant. (Administration)

H. COMMISSION / COMMITTEE REPORTS

- [1.](#) Council on Aging
- [2.](#) Airport Commission
- [3.](#) Harbor Commission
- [4.](#) Parks and Recreation Commission
- [5.](#) Planning and Zoning Commission
- [6.](#) Beautification Committee

I. REPORT OF THE MAYOR**J. ADMINISTRATION REPORTS**

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

K. ADDITIONAL PUBLIC COMMENTS

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

L. EXECUTIVE SESSION**M. PENDING ITEMS**

1. **Ordinance No. 3332-2023** - Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai. (Douthit and Winger)

[01/04/23 Introduced by Council; Referred for recommendation to the 01/25/23 Planning and Zoning Commission Meeting; First Public Hearing by Council Scheduled for 02/01/23; 02/01/23 Referred to the Planning & Zoning Commission for a Work Session; Second City Council Public Hearing Scheduled for March 1, 2023.]

N. ADJOURNMENT**O. 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/85487897501>

Meeting ID: 854 8789 7501 **Passcode:** 397933

OR

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

Meeting ID: 854 8789 7501 **Passcode:** 397933



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3335-2023**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT FUND FISCAL YEAR 2023 BUDGET FOR UTILITY COSTS ASSOCIATED WITH THE ALASKA REGIONAL FIRE TRAINING CENTER.

WHEREAS, the City of Kenai, and Beacon Occupational Health & Safety Services entered into a Facility Management Agreement to operate the Alaska Regional Fire Training Center on the 18th day of March 2008; and,

WHEREAS, the initial term of the Agreement continued until December 31, 2012, at which time the Agreement automatically renewed annually until notice of termination was given by either party; and,

WHEREAS, Beacon gave notice of termination of the Agreement effective December 31, 2022; and,

WHEREAS, upon termination of the Agreement all of the Center utilities, previously paid by Beacon, reverted to the Kenai Municipal Airport resulting in costs in excess of budgeted amounts; and,

WHEREAS, effective January 1, 2023, Beacon entered into a Special Use Permit to lease 1,716 square feet of exclusive use space and 2,250 square feet of common use space at the Center; and,

WHEREAS, the monthly revenue received by the Airport from Beacon for the use of the space described in the SUP is \$5,468.16, and will help support the additional utility costs; and,

WHEREAS, \$16,758 of unexpended funds remain in the Center utilities fund; and,

WHEREAS, the estimated cost of utilities at the Center for the second half of Fiscal Year 2023 is \$87,450 resulting in \$70,692 of cost in excess of budgeted amounts.

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

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

Airport Special Revenue Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	\$37,883
Alaska Regional Fire Training Center Office Lease	<u>32,809</u>
	<u>\$70,692</u>
Increase Appropriations –	
Training Facility Utilities	<u>\$70,692</u>

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares

that it would have enacted the remainder of this ordinance even without such part, provision, or application.


Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: February 01, 2023
Enacted: February 15, 2023
Effective: February 15, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Eland Conway, Airport Manager

DATE: January 25, 2023

SUBJECT: **Ordinance 3335-2023 Increasing estimated revenues and appropriations for the AK Regional Fire Training Center utilities**

This memo recommends enacting Ordinance 3335-2023, increasing estimated revenues and appropriations in the Airport Special Revenue Fund for utility costs at the Alaska Regional Fire Training Center in excess of budgeted amounts.

Since March 2008, Beacon Occupational Health & Safety Services has operated the Alaska Regional Fire Training Center through a Facility Management Agreement. In February 2022, Beacon notified the Kenai Municipal Airport they would terminate the agreement effective December 31, 2022. Upon termination of the agreement all utility costs reverted back to the Airport.

At the January 4, 2023 City Council Meeting, Council approved a Special Use Permit allowing Beacon to occupy 1,716 square feet of exclusive use space and 2,250 square feet of common use space on Level 1 of the Alaska Regional Fire Training Center. The monthly fee for use of the is \$5,468.16, plus applicable sales tax.

The estimated cost of the utilities for January – June of FY2023 is \$87,450. Council appropriated \$23,831 to utility cost for the Alaska Regional Fire Training Center in the FY2023 Budget. There is a balance of \$16,757.72 remaining.

Ordinance 3335-2023 appropriates funds to from the Airport Special Revenue Fund to satisfy the unexpected utility obligation for the Alaska Regional Fire Training Center Operational Budget.

Council’s support is respectfully requested.

January - June 2023

Estimated Utilities	\$87,450
Unexpended Utility Balance	(16,758)
Unbudgeted Utility Expense	<u>\$70,692</u>
Unbudgeted SUP Revenue	\$32,809
Appropriation of Fund Balance	<u>37,883</u>
Total Funding for Utilities	<u>\$70,692</u>



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-06**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT A DONATION, ON BEHALF OF THE CITY, OF PROPERTY DESCRIBED AS LOT 4, BLOCK 8 OF THE ORIGINAL TOWNSITE OF KENAI, KENAI, ALASKA FROM THE TRUST AGREEMENT OF THELMA M. BAGOY, FOR A PUBLIC PURPOSE AND DETERMINING THAT THE PUBLIC INTEREST WILL NOT BE SERVED BY AN APPRAISAL.

WHEREAS, the Land Management Plan, identifies parcels within the Townsite Historic (TSH) Zoning District and recommends retention of these parcels for beach access, dune restoration, parks and recreation, bluff stabilization, and/or wetlands protection; and,

WHEREAS, Candice A. Bagoy, Trustee of the Trust Agreement of Thelma M. Bagoy, has offered to donate property in the TSH Zoning District to the City for similar use; and,

WHEREAS, pursuant to Kenai Municipal Code 22.05.135(a), the City may acquire property needed for a public use on such terms and conditions as the Council shall determine; however, no purchase shall be made until a qualified independent appraiser has appraised the property and given the Council an opinion as to the full and true value thereof unless the Council, upon resolution so finding, determines that the public interest will not be served by an appraisal; and,

WHEREAS, the Council of the City of Kenai finds that the public interest will not be served by an appraisal, accepting this parcel 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 accept a donation on behalf of the City, of property described as Lot 4, Block 8 of the Original Townsite of Kenai, Kenai, Alaska from the Trust Agreement of Thelma M. Bagoy, for a public purpose of beach access, dune retention, park and recreation, bluff stabilization and/or wetland protection, and determines that the public interest will not be served by an appraisal.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Linda Mitchell, Planning Director

DATE: February 7, 2023

SUBJECT: **Resolution No. 2023-06** – Accept Donation of Property Described as Lot 4, Block 8 of the Original Townsite of Kenai for a Public Purpose and Determining that the Public Interest Will not be Served by an Appraisal.

Resolution No. 2023-06 provides authority for the City Manager to accept the donation of the property located at 606 Inlet Street (KPB ID 04707404) within the Townsite Historic (TSH) zoning district.

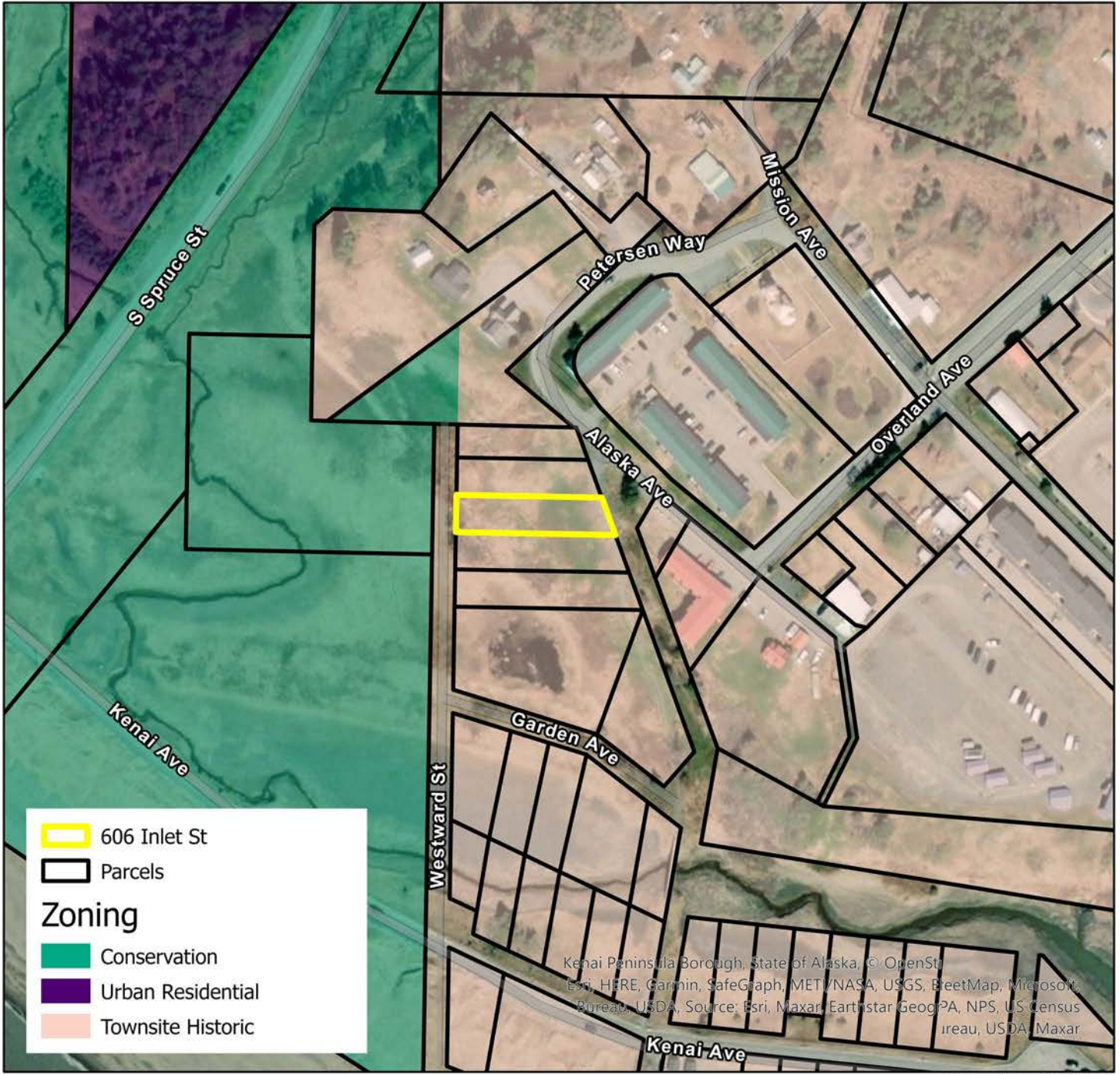
In the adopted Land Management Plan, the City identified parcels within the TSH zoning district to be retained for beach access, dune restoration, parks and recreation, bluff stabilization, and/or wetlands protection. The acceptance of this property will add to the City's land inventory in an area that the City seeks to protect the sensitive dunes and wetland habitat, public beach access, and the scenic character of the TSH zoning district.

Thank you for your consideration.

Attachment
Aerial Map
Deed

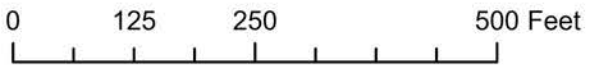


Lot 4, Block 8 of
Original Townsite of Kenai
606 Inlet Street
KPB Parcel ID: 04707404



Date Printed: 2/7/2023

Map for Reference Only
NOT A LEGAL DOCUMENT



STATUTORY QUITCLAIM DEED

CANDICE A. BAGOY, Trustee of the TRUST AGREEMENT OF THELMA M. BAGOY, dated the November 2, 2006, of 7541 Huckleberry Circle, Anchorage, Alaska, 99502, Grantor, for and in consideration of the sum of TEN DOLLARS (\$10.00), and other valuable consideration to Grantor in hand paid, CONVEY and QUITCLAIM an undivided one-half interest to the CITY OF KENAI, 210 Fidalgo Street, Kenai, Alaska, 99611, Grantee all the right, title and interest, if any, which Grantor has in and to that certain real property situate in the Kenai Recording District, Third Judicial District, State of Alaska,

EXCEPTING THEREFROM all mineral rights in and to the subject property which are hereby reserved unto the Grantor and Grantor's heirs, executors, and assigns. This reservation includes by its terms, oil, gas, and other minerals in the property conveyed:

Lot 4, Block 8 of the ORIGINAL TOWNSITE OF
KENAI, according to US Survey 2970 B, Records
of the Kenai Recording District, Third Judicial
District, State of Alaska.

It is the intention of the Grantor to convey ALL of the right, title and interest in the above-described minerals to the beneficiaries of the TRUST AGREEMENT OF THELMA M. BAGOY, dated November 2, 2006, namely: Rayna M. Larson of 3006 Vale Road, Klamath Falls, Oregon, 97603; John P. Bagoy, Jr. of 115 Monroe Street, Ryderwood, Washington, 98581; Candice A. Bagoy, 7541 Huckleberry Circle, Anchorage, Alaska, 99502.

TOGETHER WITH ALL AND SINGULAR the tenements, appurtenances and hereditaments thereunto belonging or in anywise appertaining,

TO HAVE AND TO HOLD IN fee simple absolute forever.

DATED this _____ day of _____, 2023,

GRANTOR:

Candice A. Bagoy, Trustee
Trust Agreement of Thelma
M. Bagoy, dtd 11/2/2006

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me
this _____ day of _____, 2023, by CANDICE A. BAGOY,
Trustee of the Trust Agreement of Thelma M. Bagoy, dated the 2nd
day of November, 2006.

(SEAL)

NOTARY PUBLIC in and for ALASKA
My Commission Expires:_____

After Recordation Return to:

City of Kenai
Planning & Zoning Department
210 Fidalgo Avenue
Kenai, Alaska 99611



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-07**

A RESOLUTION DESIGNATING THE INVESTMENT AND ALLOCATION PLAN FOR THE CITY'S PERMANENT FUNDS AND ESTABLISHING APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE FOR CALENDAR YEAR 2023.

WHEREAS, pursuant to KMC 7.30.020 (a) (2) the Council of the City of Kenai annually approves an Asset Allocation Plan for investment of the City's Permanent Funds; and,

WHEREAS, KMC 7.30.020 (b) permits investment of the Permanent Funds in various asset classes and the Council believes that establishing asset allocation criteria for these various asset classes is in the best interest of the City of Kenai; and,

WHEREAS, the annually approved Asset Allocation Plan provides benchmarks to measure investment performance.

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

Section 1. That the Council adopts the Asset Allocation Plan for calendar year 2023 as follows:

The Asset Allocation Plan and Target Weightings with range restrictions are:

<u>ASSET CLASS</u>	<u>TARGET % WEIGHTING</u>	<u>RANGE %</u>
Cash	3	0-10
Fixed Income:		
Investment Grade Domestic Bonds	26	16-36
High Yield Domestic Bonds	4	0-8
Domestic Equity:		
Large-Cap Domestic Equity	22	12-32
Mid-Cap Equities	10	0-18
Small-Cap Equities	5	0-10
International Emerging Markets	5	0-10
International Equity	8	4-16
Real-estate equities	2	0-4
Infrastructure equities	5	0-10
Alternative Beta	10	0-15

Section 2. The performance of the Fund and investment managers will be measured as follows: Performance measurement of the Cash allocation will be measured against the target weighting, using the Citi Group 90 Day T-Bill Index as the benchmark.

Performance measurement of the Investment Grade Domestic Bond allocation will be measured against the Target weighting, using the Bloomberg Barclays U.S. Aggregate Bond Index for the benchmark.

Performance measurement of the High Yield Domestic Bond allocation will be measured against the Target weighting, using the Bloomberg Barclays U.S. Corporate High Yield Very Liquid Bond index for the benchmark.

Performance measurement of the Large-Cap Domestic Equity allocation will be measured against the Target weighting, using the Standard & Poor’s 500 Index for the benchmark.

Performance measurement of the Mid-Cap Equity allocation will be measured against the Target weighting, using the Standard & Poor’s 400 Mid-Cap Index as the benchmark.

Performance measurement of the Small-Cap Equity allocation will be measured against the Target weighting, using the Standard & Poor’s 600 Small-Cap Index as the benchmark.

Performance measurement of the International Emerging Markets allocation will be measured against the Target weighting, using the Morgan Stanley Capital International Emerging Markets index as the benchmark.

Performance measurement of the International Equity allocation will be measured against the Target weighting, using the Morgan Stanley Capital International Europe, Australasia and Far East (MSCI EAFE) index for the benchmark.

Performance measurement of the Real-Estate Equities allocation will be measured against the target weighting, using the Standard & Poor’s US REIT Index as the benchmark.

Performance measurement of the Infrastructure Equities allocation will be measured against the target weighting, using the STOXX Global Broad Infrastructure Index as the benchmark.

Performance measurement of the Alternative Beta allocation will be measured against the target weighting, using the Wilshire Liquid Alternatives Index as the benchmark.


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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 



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: January 20, 2023

SUBJECT: **Resolution No. 2023-07** – Designating the Investment Allocations of and Establishing Appropriate Benchmarks to Measure Performance of the City's Permanent Funds for Calendar Year 2023.

Pursuant to KMC 7.30.020 the Council annually designates by resolution, the authorized investments and allocation plan for the City's Permanent Funds. Resolution No. 2023-07 establishes the allocation plan and evaluation benchmarks to be used for calendar year 2023. There is no recommended change to the asset allocation from 2022. The portfolio is projected to yield 6.60% on average, a 0.45% increase from last year. The portfolio is projected to have an annual risk of 10.36% compared to last year's risk of 10.09%. This represents an increase of 0.27% of portfolio risk, a 2.70% increase of overall risk.

Annual risk is the variation in the expected return of the portfolio at one standard deviation, approximately 68% of all occurrences. The risk of the portfolio is doubled at two standard deviation, 95% of all occurrences. For the proposed portfolio which has an expected annual return of 7.1% and a ten-year expected return of 6.6%, 68% of the time the portfolio should annually return between (3.30)% and 17.40% and 95% of the time the portfolio should return annually between (13.70)% and 27.80%

In addition to no change in the portfolio's asset allocation, there is also no change in the portfolio's benchmarks. Benchmarks are used to evaluate the portfolio's return as compared to the return of the market. The following is the recommended 2023 asset allocation for your review.

	2023 Asset Allocation
Cash	<u>3%</u>
Fixed Income	
Domestic Investment Grade Bonds	26%
High Yield Domestic Bonds	<u>4%</u>
Total Cash and Fixed Income	30%
Domestic Equities	
US Large Cap	22%
US Mid Cap	10%
US Small Cap	5%
International Equities	8%
Emerging Market Equities	<u>5%</u>
Total Equities	<u>50%</u>
Alternative Investments	
Real Estate	2%
Infrastructure	5%
Alternative Beta	<u>10%</u>
Total Alternative Investments	<u>17%</u>
Total Portfolio	<u>100%</u>
Expected Average Annual Return	7.10%
Expected Risk (one Standard Deviation)	10.36%
Return Range	(13.70)% to 27.80%
Long-term Expected Return	6.60%

Your support for adoption of Resolution 2023-07 is respectfully requested.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-08**

A RESOLUTION REPEALING CITY COUNCIL ADOPTED POLICY 2018-02 - PROCEDURES FOR INCLUDING CONTINGENCY FUNDING IN CONTRACTS.

WHEREAS, City Council Policy No 2018-02 Procedures for Including Contingency Funding in Contracts was adopted by Resolution 2018-05 on February 7, 2018; and,

WHEREAS, the limits of KMC 7.15.020 - Purchases Requiring Council Approval, were last amended by Ordinance 3306-2022, which was enacted on September 21, 2022; and,

WHEREAS, Ordinance 3306-2022 includes provisions to accommodate change orders to contracts to increase the efficiency of operations when unforeseen circumstances are encountered; and,

WHEREAS, the annual budget process, the purchasing policies promulgated in KMC Chapter 7.15 - Purchases and Sales, and the limits amended by Ordinance 3306-2022 ensure sufficient controls to protect the public interest; and,

WHEREAS, City Council Policy No 2018-02 is no longer necessary to provide for efficient management and proper controls over City contracts.

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

Section 1. That City Council Policy No. 2018-02 is hereby repealed in its entirety.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Terry Eubank, City Manager

DATE: February 3, 2023

SUBJECT: **Resolution No. 2023-08** - Repealing City Council Adopted Policy No. 2018-02 - Procedures for Including Contingency Funding in Contracts.

City Council Policy 2018-02 was adopted through Resolution No. 2018-05 on February 7, 2018 and is no longer needed.

With the enactment of Ordinance 3306-2022, procedures for including contingency funding in contracts are no longer necessary as proper controls over City contracts are currently provided for in KMC 7.15.020 - Purchases requiring Council approval.

Your consideration is appreciated.

POLICY NO. 2018-02: Procedures for Including Contingency Funding in Contracts.

Purpose

Inclusion of an appropriate Council approved contingency amount in contracts will provide for efficient management while maintaining proper controls over City contracts.

Scope

Contracts where identified uncertainties justify the inclusion of an appropriate and council approved contingency amount.

Policy

1. Including Contingency in Bids:

- a. The administration will identify uncertainties in projects and include a bid item to cover potential contingencies needed to complete the project.
- b. This is a contingent sum in the bid schedule that if changed will not affect the order of bidders from low to high.

2. Council Award of Contracts:

- a. The administration will identify possible uncertainties and the amount of recommended contingency in the memo accompanying the Council action.
- b. The Council may approve or change the amount of recommended contingency prior to approving the award of a contract.

3. Administration’s Management of Awarded Contracts:

- a. The administration will issue a Purchase Order and execute a contract for the amount awarded by Council.
- b. The administration may not authorize expenditures in excess of the contract amount without additional approval from the Council.
- c. If the administration seeks additional funding to complete the project, a report of how the original contingency was expended will be provided, and justification for the additional funding requested.
- d. At the end of the project the administration will provide a report of the amount of and how contingency funds were expended.

Effective Date: _____

Approved by Resolution 2018-05

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, City Clerk



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2023-09**

A RESOLUTION RENUMBERING KENAI CITY COUNCIL TRAVEL POLICY NO. 2014-02 TO POLICY NO. 20.200.

WHEREAS, prior to 2014 when Council policies were adopted they were not given an identification number; and,

WHEREAS, after 2014 Council Policies were numbered by utilizing the year they were adopted and the order in which they were adopted; and,

WHEREAS, development of consistent Policy numbering system is an important part of policy management; and,

WHEREAS, having a system that manages policies in place ensures that policies are easy to find, referenced and that they are kept up to date and organized.

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

Section 1. That the attached Kenai City Council Travel Policy No. 2014-02 is renumbered to Policy No. 20.200.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, City Clerk
DATE: February 8, 2023
SUBJECT: **Resolution No. 2023-09** - Renumbering Kenai City Council Travel Policy No. 2014-02 to Policy No 20.200.

How a policy numbering system is developed is an important key to assist the City in managing policies. The proposed new system for numbering Policies adopted by the City Council is as follow:

20 - City Council Adopted Policies

20.000 - Administrative (Policies providing direction to staff related to public meetings)

- 20.000 - Agenda Packet Preparation, Distribution & Publication
- 20.010 - Procedures for Recording Council Meetings and Work Session
- 20.020 - Procedures for Commissions, Committees and Council on Aging

20.100 - Governmental Bodies (Policies applicable to boards, commissions, committees and councils)

- 20.100 - Student Representative Policies
- 20.110 - Electronic Devices at the Dais
- 20.120 - Mobile Device Policy

20.200 - City Council (Policies applicable to the City Council)

- 20.200 - Travel Policy
- 20.210 - Public Recognition Policy
- 20.220 - Filling Council Vacancies
- 20.230 - Supervisory Sub Committee

Approval of this resolutions would renumber the two existing policies into the new policy numbering system.

Your consideration is appreciated.

**CITY COUNCIL – 20.200 [2014-02]
KENAI COUNCIL TRAVEL POLICY**

Effective Date: May 20, 2014

Last Approved Date:

February 15, 2023

See Also: PRO-20.200; TSK-20.200

Approved by:

City Council

POLICY – 20.200 Kenai Council Travel Policy**Purpose**

The purpose of this Policy is to establish rules for authorization and reporting of Council Member travel on City business.

Scope

This policy applies to travel by the Mayor and other Council Members traveling on City business.

Policy

1. Any Council member who intends to travel outside the City, on behalf of the City, must apply for and obtain, in advance of such travel if such travel was not previously included in the adopted budget, approval as follows:
 - (a) The Mayor approves his/her own and Council Member travel within the state;
 - (b) The Council, by motion, approves all travel outside the state, except the Mayor may approve travel outside the state if time does not allow for Council approval. In such cases where the Mayor approves travel outside the state, the Mayor shall provide written justification for the travel authorization to the Council at the next regularly scheduled Council Meeting following the travel approval.
2. Any Mayor or Council Member, who travels at the City's expense, will be required to submit a report of their activities verbally or in writing, at the next meeting attended following said travel.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk

Policy History: Resolutions No.'s 2014-24; 2017-63; 2023-09



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2023-10**

A RESOLUTION RENUMBERING KENAI CITY COUNCIL PUBLIC RECOGNITION POLICY NO. 2014-01 TO POLICY NO. 20.210.

WHEREAS, prior to 2014 when Council policies were adopted they were not given an identification number; and,

WHEREAS, after 2014 Council Policies were numbered by utilizing the year they were adopted and the order in which they were adopted; and,

WHEREAS, development of consistent Policy numbering system is an important part of policy management; and,

WHEREAS, having a system that manages policies in place ensures that policies are easy to find, referenced and that they are kept up to date and organized.

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

Section 1. That the attached Kenai City Council Public Recognition Policy No. 2014-01 is renumbered to Policy No. 20.210.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, City Clerk
DATE: February 8, 2023
SUBJECT: **Resolution No. 2023-10** - Renumbering Kenai City Council Public Recognition Policy No. 2014-01 to Policy No 20.210.

How a policy numbering system is developed is an important key to assist the City in managing policies. The proposed new system for numbering Policies adopted by the City Council is as follow:

20 - City Council Adopted Policies

20.000 - Administrative (Policies providing direction to staff related to public meetings)

- 20.000 - Agenda Packet Preparation, Distribution & Publication
- 20.010 - Procedures for Recording Council Meetings and Work Session
- 20.020 - Procedures for Commissions, Committees and Council on Aging

20.100 - Governmental Bodies (Policies applicable to boards, commissions, committees and councils)

- 20.100 - Student Representative Policies
- 20.110 - Electronic Devices at the Dais
- 20.120 - Mobile Device Policy

20.200 - City Council (Policies applicable to the City Council)

- 20.200 - Travel Policy
- 20.210 - Public Recognition Policy
- 20.220 - Filling Council Vacancies
- 20.230 - Supervisory Sub Committee

Approval of this resolutions would renumber the two existing policies into the new policy numbering system.

Your consideration is appreciated.

CITY COUNCIL – 20.210 [2014-01]
KENAI COUNCIL PUBLIC RECOGNITION POLICY

Effective Date: April 16, 2014

Last Approved Date:

February 15, 2023

See Also: PRO-20.210; TSK-20.210

Approved by:

City Council

POLICY – 20.210 Kenai Council Public Recognition Policy

Purpose

The purpose of this policy is to establish procedures and limits for the expenditure of Council funds in recognition of certain events affecting the community, City officials, and employees.

Scope

This policy applies to funds expended by the Council for recognition of certain events affecting the community, City officials, and employees.

Policy

1. The Council recognizes a public benefit in the recognition, on behalf of the Council and City, of certain events affecting the community, City officials, and employees. Pursuant to this policy, the Mayor is authorized to expend City funds within budgeted amounts not to exceed \$150 per event on gifts and other appropriate items such as flowers. Council must approve by motion the expenditure of any greater amount.
2. Events intended to be recognized, under this policy include, but are not limited to, retirements, special achievements, serious injuries or illnesses, and deaths.
3. Members of City Commissions, Committees and the Council on Aging shall receive a letter of recognition for years of service, signed by the Mayor or designee after five years of service, and a plaque, or other honorarium, from the City upon leaving the Commission, Committee or Council on Aging if more than ten years of service have been provided.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2023-11**

A RESOLUTION AMENDING THE CITY COUNCIL AGENDA AND PACKET - PREPARATION, DISTRIBUTION AND PUBLICATION POLICY NO. 2019-01 AND RENUMBERING TO POLICY NO. 20.000.

WHEREAS, City Council Agenda and Packet - Preparation, Distribution and Publication Policy No. 2019-01 was adopted by Ordinance 2347-2008 then further amended in 2010 and 2019; and,

WHEREAS, the purpose of the policy when established was to ensure City Council agenda and packets were available to the public prior to the meeting and provide a process for public comments during a meeting; and,

WHEREAS, it is a best practice to review adopted policies on a regular schedule to ensure the policy remain aligned and suited to the needs of the City; and,

WHEREAS, the proposed amendments align the policy with current practices and the agenda layout.

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

Section 1. That City Council Agenda and Packet - Preparation, Distribution and Publication Policy No. 2019-01 is hereby renumbered to City Council Policy 20.000.

Section 2. That City Council Policy 20.000 Agenda & Packet - Preparation, Distribution and Publication as amended and attached is hereby adopted.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: January 31, 2023

SUBJECT: **Resolution No. 2023-11** - Amending the City Council Agenda and Packet - Preparation, Distribution and Publication Policy No. 2019-01 and Renumbering to Policy No. 20.000.

Policy No. 2019-01 was adopted for the purpose of establishing written procedures and requirements for noticing City Council meetings, ensuring the agenda and packet were available to the public prior to the meeting and providing and process for public comments during a meeting.

Periodic reviews of existing policies are recommended to ensure that all portions of that policy are still applicable and align with current practices. Recommended amendments to the Agenda and Packet - Preparation, Distribution and Publication Policy are as follows:

- Expanding the Purpose and Scope of the Policy.
- Removing the requirement that speakers must provide their address for the record. Requiring individuals to state their address for the record has become a less common and the intent is to protect the speaker from possible retaliation at their home from individuals who do not agree with their statement. The policy will now request the speaker to identify if they are a resident of the City or a non-resident.
- Changing “Citizen Discussion” to “Citizen Comments” reflects how it is currently displayed on our agenda.

AGENDA & PACKET - PREPARATION, DISTRIBUTION AND PUBLICATION POLICY

Effective Date: August 1, 2009

Last Approved Date:

February 15, 2023

See Also: PRO-20.000; TSK-20.000

Approved by:

City Council

POLICY – 20.000 Agenda & Packet - Preparation, Distribution and Publication**Purpose**

The purpose of this policy is to ensure a consistent process in preparing, distributing and publish the City Council Agenda's and Packets.

Scope

This policy identifies the roles of the Administration when preparing the agenda and packet items, the appropriate times for public participation during meetings and the role of the City Clerk when preparing, distributing and publishing the agenda and packet for City Council meetings.

Policy**A. Agenda Preparation and Format; Public Testimony**

1. The City Clerk shall prepare the agenda for each Council meeting after consultation with the Mayor and the City Manager, subject to paragraphs (a) through (d) of KMC 1.15.040. The City Clerk shall circulate a draft agenda to the Mayor, to other Council Members, and to the City Manager.
2. Scheduled Public Comment. The agenda shall include time for “Scheduled Public Comment.” Any member of the public may request that an item be placed on the agenda for a regular Council meeting under “Scheduled Public Comment”. A person who desires to address the Council under Scheduled Public Comment shall make that request in writing on a form provided by the City Clerk a minimum of eight (8) days in advance of the Council meeting. The speaker will be permitted 10 minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves, providing their name[, AND CITY OF RESIDENCY, AND ADDRESS FOR THE RECORD] [and stating if they are a resident or non-resident of the City of Kenai.](#) [OMISSION OF AN ADDRESS WILL NOT BAR A PERSON FROM SPEAKING.] The person may speak on any topic except:
 - a. items scheduled for consideration on that consent agenda;
 - b. items scheduled for public hearing on that agenda;
 - c. personnel matters; and,
 - d. items upon which litigation involving the person or his/her representative and the City is currently pending.
3. Unscheduled Public Comment. The agenda shall include time for “Unscheduled Public Comment.” Any member of the public may address the Council [DURING THE SCHEDULE ON THE AGENDA] [at the time designated on the agenda for “Unscheduled Public Comment”.](#) The speaker will be permitted three (3) minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves, providing their name[, AND CITY OF RESIDENCY, AND ADDRESS FOR THE RECORD.] [and stating if they are a resident or non-resident of the City of Kenai.](#) [OMISSION OF AN ADDRESS WILL NOT BAR A PERSON FROM SPEAKING]. The person may speak on any topic except:
 - a. items scheduled for consideration on that consent agenda;
 - b. items scheduled for public hearing on that agenda;

- c. personnel matters; and,
 - d. items upon which litigation involving the person or his/her representative and the City is currently pending.
4. Public Hearings; Consent Agenda Testimony.
- a. Any member of the public present may be heard at public hearings on resolutions and ordinances at the time designated on that agenda for the public hearing or as that time may be extended at the discretion of the Council. Any member of the public present may be heard at a time designated on that agenda to accept public comment on matters appearing on the consent agenda. The agenda shall state that the speaker will be permitted three (3) minutes to address the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves, providing their name[, AND CITY OF RESIDENCY, AND ADDRESS FOR THE RECORD.] and stating if they are a resident or non-resident of the City of Kenai. [OMISSION OF AN ADDRESS WILL NOT BAR A PERSON FROM SPEAKING]. The person shall speak to the issue that is the subject of the public hearing or item on the consent agenda. The speaker may elect whether to address any questions from the Council.
 - b. With respect to public testimony in public hearings and relating to items on the consent agenda, persons present at a meeting may give their time over to another speaker present at the meeting; provided, however, that no single speaker present may speak for more than 30 minutes combined on their own and on others' behalf.
5. Citizen [DISCUSSION] Comments. The agenda shall include time for citizen [DISCUSSION ("DISCUSSION")] comments. Any member of the public may be heard under an agenda section for "Citizens Comment" under agenda item "[DISCUSSION] Additional Public Comments." The speaker will be permitted five (5) minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves [IN WRITING,] by providing their name[, AND CITY OF RESIDENCY, AND ADDRESS FOR THE RECORD.] and stating if they are a resident or non-resident of the City of Kenai. [OMISSION OF AN ADDRESS WILL NOT BAR A PERSON FROM SPEAKING]. The person may speak on any topic except:
- a. personnel matters; and,
 - b. items upon which litigation involving the person or his/her representative and the City is currently pending.

B. Council Packet Preparation

1. All reports, ordinances, resolutions, contracts, documents, or other matters to be submitted to the Council for a regular meeting shall be submitted to the City Clerk not later than four p.m. on the Thursday preceding the Wednesday meeting. The City Clerk shall prepare the agenda for all of these matters according to the order of business, numbering each item consecutively.
2. Council Members and Administration are each encouraged to submit explanatory memoranda for any action item requiring Council action that person requests be placed on the agenda.

C. Agenda and Council Packet Publication and Distribution

1. Notice of the date, time and place, and public hearing agenda items for each regular Council meeting shall be published in a newspaper of general circulation no later than three (3) days prior to each regular Council meeting.
2. Notice of the date, time, and place, and the agenda for each regular Council meeting shall be posted on the City's official bulletin board at City Hall no later than six (6) days prior to each regular Council meeting.

3. The City Clerk shall post a copy of the meeting packet to the City's web site, and shall also provide a copy of the packet to the Kenai Municipal Library, no later than six (6) days prior to each regular Council meeting.
4. Any person and any organization may request a copy of the meeting packet, either by paper or electronic copy. The City Clerk will provide the copy as soon as practical.
5. "Day" is a calendar day. The day of posting and/or publication and the day of the Council meeting each shall be counted for the purpose of computing compliance with the posting and publication deadlines.
6. "Non-routine agenda items" means scheduled public comments, public hearings, unfinished business items, ordinances for introduction, action items not appearing on the consent agenda, and executive session items.

D. Special Meetings

The agenda format, preparation, posting, publication, and public participation policies set forth in sections A, B, and C, above, do not apply to special meetings of the Council. Notice of special meetings shall be made under KMC 1.10.060 and the agenda shall be circulated to each member of the Council and to the City Manager at least 24 hours prior to the special meeting where practicable. The City Clerk will prepare the agenda for a special meeting after consultation with the Mayor and the City Manager, subject to paragraphs (a) through (d) of KMC 1.15.040. The agenda for a special meeting will not include time for Scheduled Public Comment, Unscheduled Public Comment, or [DISCUSSION (CITIZEN)] [Additional Public Comment](#) unless requested by a Council member, the City Manager, or the City Attorney. The agenda shall include time for a public hearing where otherwise required by law for adoption of ordinances and resolutions.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2023-12**

A RESOLUTION AMENDING THE CITY COUNCIL PROCEDURES FOR RECORDING CITY COUNCIL MEETINGS AND WORK SESSIONS POLICY NO. 2017-03 AND RENUMBERING TO POLICY NO. 20.010.

WHEREAS, the City Council procedures for recording City Council meetings and Work Sessions Policy No. 2017-03 was adopted by Resolution No. 2017-64; and,

WHEREAS, the purpose of the policy when established was to adopt a written policy to capture existing procedures for recording City Council meetings and ensure an open and transparent government; and,

WHEREAS, it is a best practice to review adopted policies on a regular schedule to ensure the policy remains aligned and suited the needs of the City; and,

WHEREAS, proposed amendments will clarify policy regarding recording work sessions when held in alternate locations and align with Roberts Rules of Order related to work session minutes; and,

WHEREAS, the amendments would remove the requirement for summary minutes to be produced for Work Sessions and Joint Work Sessions.

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

Section 1. That City Council Procedures for recording City Council meetings and Work Sessions Policy No. 2017.03 is hereby renumbered to City Council Policy No. 20.010.

Section 2. That City Council Policy 20.010 Procedures for Recording City Council Meetings and Work Sessions as amended and attached is hereby adopted.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: February 8, 2023

SUBJECT: **Resolution No. 2023-12** - Amending the City Council Procedures for Recording City Council Meetings and Work Sessions Policy No. 2017-03 and Renumbering to Policy No. 20.010.

Policy No. 2017-03 was established for the purpose of adopting written policy regarding recording City Council meetings and ensuring an open transparent governmental process.

The following proposed amendments to the policy will clarify rules when work sessions are held in alternate locations, and align with the rules of procedure adopted by City Council "Robert Rules of Order" regarding work session minutes.

Recommended amendments to the Procedures for Recording City Council Meetings and Work Session Policy are as follows:

- Removal of the list of groups the Council may schedule joint work sessions with and replacing it with work sessions hosted by the Kenai City Council, will establish that all work sessions when the City Council is a participant will be recorded regardless of who the other group is. *(Exceptions to this are listed within the policy)*
- Current policy allows an exception for recording when work sessions are held outdoors, the proposed amendment expands that exception to include other locations when recording is not practicable.
- Current policy requires summary minutes be produced for Work Sessions and Joint Work Sessions, the proposed amendment would remove the requirement for summary minutes to be produced for work sessions based on the following:
 - Roberts Rules of Order as adopted by City Council provides that the purpose of minutes is to capture what was done, not what was said; and,
 - No actions may be made during a work session, the purpose of a work session is to gather information and have a less formal discussion with Council, staff and other groups as needed; and,
 - Since no official action may be taken during a work session there is no official record to be captured other than the work session agenda; and,
 - Any discussion from a work session indicating future actions are needed by the City Council will be taken up at a regular meeting where the work session can be referenced.
 - The policy as currently written requires that the work session audio is archived for six years. This audio can be provided to anyone who wishes to hear the discussion which took place during the work session.

CITY COUNCIL – 20.010 [2017-03]

RECORDING CITY COUNCIL MEETINGS AND WORK SESSIONS

Effective Date: October 19, 2017

Last Approved Date:

February 15, 2023

See Also: PRO-20.010; TSK-20.010

Approved by:

City Council

POLICY – 20.010 Recording City Council Meetings and Work Sessions**Purpose**

The purpose of this policy is to establish procedures, other than those provided in KMC Title 1, for recording City Council meetings, work sessions, and joint work sessions [hosted by City Council](#).

Note: Committees, Commissions and the Council on Aging are regulated by KMC 1.90 and City Council Policy No. 20.020 - Commission, Committee and Council on Aging Procedures. Additionally, the Planning and Zoning Commission is also regulated by KMC 14.05.

Scope

This policy applies to City Council and [to all advisory bodies\[,\] appointed by the City Council, \[THAT MAY HAVE A JOINT WORK SESSION WITH CITY COUNCIL\] when meeting jointly with the City Council. \[ALL COMMITTEES, COMMISSIONS, AND THE COUNCIL ON AGING ARE REGULATED BY KMC 1.90 AND POLICY No. 2016-01 \(AMENDED\) ALSO ESTABLISHES PROCEDURES FOR ALL COMMITTEES, COMMISSIONS, AND THE COUNCIL ON AGING. ADDITIONALLY, THE PLANNING AND ZONING COMMISSION IS ALSO REGULATED BY KMC 14.05.\]](#)

Policy

1. Meeting Minutes, Summaries and Recordings

- a. All City Council meetings and [\[CITY COUNCIL\] work sessions, including joint work sessions hosted by the Kenai City Council, \[BETWEEN CITY COUNCIL AND ANY COMMITTEE, COMMISSION, OR THE COUNCIL ON AGING, SHALL\] will](#) be electronically recorded and retained for 6 (six) years.
- b. Exceptions:
 - i. Meetings held solely for the purpose of interviewing candidates for positions for employment by the City Council and the part of meetings held in executive session may not be recorded.
 - ii. Work Sessions or any portions thereof held outdoors [or any other location when recording is not practicable](#) may not be recorded [\[IF NOT PRACTICABLE\]](#).
- c. Meeting minutes shall be produced by the Office of the City Clerk for all City Council [regular and special meetings](#) [\[AND MEETING SUMMARIES SHALL BE PRODUCED FOR ALL CITY COUNCIL WORK SESSIONS AND JOINT WORK SESSIONS BETWEEN CITY COUNCIL AND ANY COMMITTEE, COMMISSION, OR THE COUNCIL ON AGING\]](#). Minutes [\[AND SUMMARIES\]](#) approved by City Council are the official records of the meetings [\[AND WORK SESSIONS\]](#).

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk

Policy History: Resolution No.'s 2017-64; Resolution No. 2023-XX



Sponsored by: Gabriel, Baisden, Knackstedt

**CITY OF KENAI
RESOLUTION NO. 2023-13**

A RESOLUTION REPEALING THE UNNUMBERED CITY COUNCIL ELECTRONIC DEVICES DURING MEETINGS OF THE COUNCIL POLICY AND ADOPTING CITY COUNCIL POLICY NO. 20.110 USE OF ELECTRONIC DEVICES DURING MEETINGS.

WHEREAS, the City Council Electronic Devices During Meetings of the Council Policy was adopted on February 6, 2008 through Resolution No. 2008-03; and,

WHEREAS, since the adoption of the policy, the use of electronic during meetings has increased substantially; and,

WHEREAS, repealing the original and adopting a new policy which reflects the current use of electronic devices during meetings 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 unnumbered City Council Electronic Devices During Meetings of the Council Policy is hereby repealed in its entirety.

Section 2. That City Council Policy No. 20.110 Use of Electronic Devices During Meetings as attached is hereby adopted.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Council Members

FROM: Mayor Gabriel, Vice Mayor Baisden and Council Member Knackstedt

DATE: February 3, 2023

SUBJECT: **Resolution No. 2023-13** - Repealing the Unnumbered City Council Electronic Devices During Meeting of the City Council Policy and Adopting City Council Policy No. 20.110 Use of Electronic Devices During Meetings.

The Electronic Devices During Meetings Policy was originally adopted in 2008 and since its adoption the use of technology for public meetings has increased substantially.

Repealing the original policy and adopting a new policy to more accurately reflect how electronic devices are used in a meeting is recommended.

Your consideration is appreciated.

If approved the following policy will be repealed in its entirety:

[ELECTRONIC DEVICES DURING MEETINGS OF THE COUNCIL. NOT NUMBERED

DURING MEETINGS OF THE KENAI CITY COUNCIL, PAGERS, PERSONAL DATA ASSISTANTS (PDAs), CELLULAR AND MOBILE TELEPHONES AND SIMILAR ELECTRONIC DEVICES MUST BE TURNED OFF IN THE ROOM WHERE THE MEETING IS BEING HELD OR SET TO SILENT OR VIBRATE MODE. CELLULAR TELEPHONES OR OTHER SIMILAR ELECTRONIC DEVICES SET ON SILENT OR VIBRATE MAY NOT BE PLACED ON THE COUNCIL DAIS. NO INCOMING OR OUTGOING CALLS SHOULD BE TAKEN OR MADE IN THE MEETING ROOM WHILE THE MEETING IS IN PROGRESS. COUNCIL MEMBERS AND CITY STAFF MAY NOT TEXT MESSAGE (SEND OR READ) DURING THE MEETING.

RESOLUTION No. 2008-03]

CITY COUNCIL – 20.110

USE OF ELECTRONIC DEVICES DURING MEETINGS

Effective Date: February 15, 2023

Last Approved Date:

February 15, 2023

See Also: PRO-20.110; TSK-20.110

Approved by:

City Council

POLICY – 20.110 Use of Electronic Devices During Meetings**Purpose**

The purpose of this policy is intended to preserve transparency in communications during City Council Meetings and Work Sessions and to avoid the appearance of impropriety during a public meeting.

Scope

The information Council Members receive once they are assembled in a public meeting should be limited to what is shared with everyone in attendance at that meeting, this policy will ensure that other Council Members and the public are receiving the same information as the City Council.

Policy

1. During meetings of the Kenai City Council devices intended for communications must be turned off or set to silent.
2. Personal devices should not be placed on the Dais, the only devices that should be placed on the Dais is the City issued device for accessing meeting materials.
3. No texts or email should be read or sent during the meeting, and no telephone calls should be taken during the meeting with the following exception:
 - a. Staff members may receive texts or other communications when the communication is related to technical difficulties from remote/electronic participants.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk

Policy History: Action/Approval 02/06/2008; Resolution No. 2023-13



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2023-14**

A RESOLUTION AMENDING THE CITY COUNCIL MOBILE DEVICE USE AND MANAGEMENT POLICY NO. 2017-01 AND RENUMBERING TO POLICY NO. 20.120.

WHEREAS, the City Council Mobile Device and Use Management Policy No. 2017-01 was adopted in 2017 through Resolution No. 2017-02, then further amended in 2018 and 2019; and,

WHEREAS, the purpose of the policy was to establish rules for users when using City issued devices; and,

WHEREAS, it is a best practice to review adopted policies on a regular schedule to ensure the policy remains aligned and suited to the needs of the City; and,

WHEREAS, proposed amendments identify the user's responsibility when a device is lost or stolen and the user has changed the iTunes account associated with the device; and,

WHEREAS, additional amendments provide that upon completion of a full term, Planning and Zoning Commissioners may keep their City issued Device.

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

Section 1. That the City Council Mobile Device and Use Management Policy No. 2017-01 is hereby renumbered to City Council Policy No. 20.120.

Section 2. That the City Council Policy No 20.120 Mobile Device and Use Manage Policy as amended and attached is hereby adopted.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: February 6, 2023

SUBJECT: **Resolution No. 2023-14** - Amending the City Council Mobile Device Use and Management Policy No. 2017-01 and Renumbering to Policy No. 20.120.

Policy No. 2017-01 was adopted to establish rules for users of City issued mobile devices or personal devices when utilized to access City information.

The recommended amendments would provide that it is the user's responsibility to manage a lost or stolen device shut down if the user removed the City issued iTunes account from the device and would also provide that in addition to Council Members, the Planning and Zoning Commissioners will get to retain their City issued device after completion of a full term.

Your consideration is appreciated.

CITY COUNCIL – 20.120 [2017-01] MOBILE DEVICE USE & MANAGEMENT

Effective Date: January 4, 2017
See Also: PRO-20.120; TSK-20.120

Last Approved Date: February 15, 2023
Approved by: City Council

POLICY – 20.120 Mobile Device Use & Management

Purpose

The City of Kenai recognizes the benefits of utilizing digital communication and information, and supports the utilization of the mobile devices by the Mayor, City Council Members, Planning and Zoning Commissioners, and certain support staff. Users of City issued mobile devices acknowledge, understand and agree to the underlying mobile device and internet usage philosophy that form the basis of this policy.

Scope

[To establish rules for how City issued mobile devices and personal mobile devices are used and secured within the City of Kenai.](#)

Policy

[B.] 1. Receipt of Mobile Device

The City Clerk's Office will issue and administer the use of City owned mobile devices that include appropriate applications for use relating to City business. The City owned mobile device will serve as [A] the source of meeting packets for City Council Members and Planning and Zoning Commissioners.

[C.] 2. Care of Mobile Device

Users are responsible for the general care of the City owned mobile device that they have been issued by the City. City owned mobile devices must remain free of any writing, drawing, stickers, or labels that are not the property of the City. Only a clean soft cloth should be used to clean the screen.

[D.] 3. Security of the Mobile Device

Users shall maintain a secure PIN or other password protection to avoid access by unauthorized users. The PIN must be provided to the City Clerk and through the City Clerk's Office made accessible to the Information Technology (IT) Manager. The PIN may not be shared with any unauthorized users.

[E.] 4. Personally Owned Devices

Personal mobile devices are not managed by the Kenai City Clerk's Office. For this reason, any support need or issue related to a personal owned device is the responsibility of the device owner. Specifically, the user is responsible for:

1. Settling any service or billing disputes with the carrier:
2. Purchasing any required software not provided by the manufacturer or wireless carrier:
3. Device registration with vendor and/or service provider:
4. Maintaining necessary warranty information:
5. Battery replacement due to failure or loss of ability to hold a charge;
6. Backing up all data, settings, media, and applications:
7. Installation of operating system and software application updates.

[F.] 5. Software on Mobile Device

The software and applications installed by the City, or by request of the City, must remain on the mobile device in usable conditions and be readily accessible at all times. The user may not remove any software or applications installed by the City. From time to time, the City may add or upgrade software applications such that users may be required to check in their mobile devices with the City Clerk for periodic installs, updates, and syncing. In the event it becomes necessary to restore a mobile device to its original condition, the City will not be held responsible for the loss of any software or documents or pictures deleted due to a re-format and re-imaging.

Files from sources that a user may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to email transmissions be opened and read unless the user has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. Users will be held accountable for any damage caused by files obtained for non-City business purposes.

[G.] 6. Life of the Mobile Device

City issued mobile devices will be assessed annually and, if necessary, the City will purchase upgraded devices through the budgeting process.

[H.] 7. WARNING - NO PRIVACY

Communications made via City issued devices may be subject to disclosure under the Kenai Municipal Code Chapter 10.40, Release of Public Records, the Alaska Public Records Act or for litigation purposes unless a privilege or exception exists that justifies withholding the information.

[I.] 8. Audits

All City issued mobile devices are subject to audit by the City. Excessive data usage may be investigated, and any additional costs that cannot be justified for official City purposes may be passed on to the user of the device. If contacted, users have three business days to provide their mobile device to the City Clerk. They will be provided a "loaner" to use in the interim. Typically, the mobile device will be returned to the user within five business days.

[J.] 9. Representations

While operating a City issued mobile device a user advocating, advancing or expressing any individual religious, political or personal views or opinions must clearly indicate that their views are personal and not those of the City. Users may not represent their statements as official City policy unless authorized to do so.

[K.] 10. Email Usage for City Business

For the purposes of activity related to City business, the user shall conduct all email communication through their assigned City email account, if applicable. All emails on the City email account are archived and retained by the City. This account shall be synced to the mobile device as well, but all City related business must be conducted through the City email address or copied to the City email address if the user's personal email box is used. Where possible, the user's assigned City email account must be configured as the primary or default account on the mobile device.

[L.] 11. Acceptable Use

The mobile device, Internet and email access provided are tools for conducting City business. Thus, City use of such tools will be primarily for City business related purposes; i.e., to review City agenda materials and obtain useful information for City related business communications as appropriate. All of the City's computer systems, including the mobile device, are considered City property. Mobile device, Internet and email activities will be traceable to the City and will impact the reputation of the City. City issued mobile devices shall not be used to

send or knowingly download any vulgar, discriminatory or pornographic content. Users shall refrain from making any false or defamatory statements, or from disclosing private facts without written authorization by the affected parties, in any Internet forum or from committing any other acts that could expose the City to liability.

City issued mobile devices are not to be used for operating a business for personal gain, sending chain letters or any other purpose that interferes with the normal City business activities. Users shall not use City issued mobile devices for any illegal activity.

Users will not store any protected City data (SSNs, Credit Card Numbers, Health information, etc.) on the mobile device.

Users shall not use the mobile device during or outside of a city council meeting in any way that violate the Open Meetings Act requirements of the State of Alaska and the City of Kenai.

Mobile device users are allowed to have music, photos, videos and install apps on their mobile device; however, the items downloaded and synced to the mobile device must be in compliance with Federal copyright laws and shall be acquired at the expense of the user. Any apps downloaded by the user must originate from official sources. Users are encouraged to limit photos and videos, as the amount of digital storage available on the mobile device is limited. If at any time user purchased content or application interfere with the proper operation of the mobile device, at the City's sole discretion, user purchased content and applications may be removed to ensure proper operation of the mobile device.

[M.] 12. User Responsibility

It is the responsibility of the user to ensure the City provided mobile device is kept reasonably safe, protected from damage or theft. Mobile devices must remain free of any writing, drawing stickers or labels that are not the property of the City. Should a mobile device be accidentally lost, damaged or stolen, responsibility shall be as follows:

1. First time: City shall repair or replace at no cost to the user.
2. Second time: The City shall pay half the cost of repair or replacement and the user shall pay half the cost.
3. Third time: The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

Mobile devices that are damaged or destroyed through intentional misuse must be repaired or replaced at the user's expense. Exceptions for situations that are due to extenuating circumstances may be authorized by the Mayor.

[N.] 13. Loss or Theft of the Mobile Device

The user of the device must notify the Clerk's Office immediately or as soon as practicable upon loss, theft or suspected loss/theft of the device.

[If the user has modified the iTunes account on the device to their personal iTunes account, the user is responsible for disabling the device through their iTunes account. If the City issued iTunes account is still the account assigned to the device the City Clerk will disable the device.](#)

[O.] 14. Return of the Mobile Device

[1. CITY COUNCIL MEMBERS]

Upon completion of at least one full term of service, the City Council Member [or Planning and Zoning Commission Member](#) may retain their City issued mobile device for their personal use following the purge of all information and City software. The **[CITY COUNCIL MEMBER]** user shall therefore return their mobile device to the Clerk's Office when the individual member's term of service has ended. Upon completion of the **[COUNCIL**

MEMBER'S] [user's](#) term(s) of service, which must include one full term, the mobile device will be wiped clean of any and all information at the end of the term of service. After it is wiped clean, the [CITY COUNCIL MEMBER] [user](#) will be given the option to retain the mobile device for personal use as a token of appreciation for their services.

In the event the [CITY COUNCIL MEMBER] [user](#) does not serve a full term, the mobile device will be returned to the City Clerk's Office. It will be the [CITY COUNCIL MEMBER'S] [user's](#) responsibility to remove any personal data from the device prior to returning the device to the City Clerk's Office where it will be purged of all information.

[2. PLANNING AND ZONING COMMISSION MEMBERS AND SUPPORT STAFF

WHEN THE INDIVIDUAL'S TERM AND/OR SERVICE AS A PLANNING AND ZONING COMMISSIONER OR EMPLOYEE HAS ENDED, THE USER SHALL RETURN THEIR MOBILE DEVICE TO THE CITY CLERK'S OFFICE. IT WILL BE THE USER'S RESPONSIBILITY TO REMOVE ANY PERSONAL DATA FROM THE DEVICE PRIOR TO RETURNING THE DEVICE TO THE CITY CLERK'S OFFICE. UPON RETURN OF THE MOBILE DEVICE TO THE CITY, RECORDS AND DOCUMENTS WILL BE SAVED AND STORED ACCORDING TO THE CITY'S RECORD RETENTION SCHEDULE. BEFORE ISSUING TO ANOTHER USER, THE MOBILE DEVICE WILL BE WIPED CLEAN OF ANY AND ALL INFORMATION.]

[P.] **15. Indemnification**

The City bears no responsibility whatsoever for any legal action threatened or commenced due to conduct and activities of [CITY COUNCIL MEMBERS] [user](#) in accessing or using these resources. All [CITY COUNCIL MEMBERS] [users](#) agree to indemnify and hold harmless the City against any and all claims of any kind or nature whatsoever for damages, including tangible and intangible damages, costs and expenses suffered by the City arising out of any unlawful or improper conduct and activity, and in respect of any action, settlement or compromise, or any statutory infringement.

Legal prosecution following a breach of these conditions may result independently from any action by the City.

[Q.] **16. Student Representative**

The City Clerk's Office will issue and administer the use of a mobile device for the Student Representative to the City Council, which will include appropriate applications for use relating to City business conducted by the Student Representative. In addition to the policies listed herein, the student's device will be maintained in the Office of the City Clerk and provided to the Student Representative, loaded with any necessary meeting material, for all regular and special City Council meetings and all work sessions. The device will be returned to the City Clerk or the City Clerk's representative after each meeting or work session.]

[R.] **17. Compliance with Policy**

The City reserves the right to inspect any and all files stored on mobile devices that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created, received, store in or sent from any City issued mobile device, and the City Clerk is hereby authorized to institute appropriate practices and procedure to ensure compliance with the policy. Any violation of this policy may result in discipline pursuant to Council direction.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk

Policy History: Resolution No.'s: 2017-02; 2018-67; 2019-38; 2023-14



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2023-15**

A RESOLUTION AMENDING THE CITY COUNCIL SELECTING AND APPOINTING A QUALIFIED PERSON OR PERSONS TO FILL VACANCIES ON THE CITY COUNCIL POLICY NO. 2021-01 AND RENUMBERING AND RENAMING TO CITY COUNCIL POLICY NO. 20.220 - FILLING COUNCIL VACANCIES BY APPOINTMENT.

WHEREAS, the City Council Selecting and Appointing a Qualified Person or Persons to Fill Vacancies on the City Council Policy No. 2021-01 was adopted on April 7, 2021 through Resolution No. 2021-20; and,

WHEREAS, the purpose of the policy was to provide clear procedures when there is a vacancy on the City Council when the vacancy is due to a resignation or for other reasons as prescribed by the Charter or Municipal Code; and,

WHEREAS, it is a best practice to review adopted policies on a regular schedule to ensure the policy remains aligned and suited to the needs of the City; and,

WHEREAS, the amendments include a purpose and scope section to the policy, and identify that there may be different voting procedures based on the number of candidates; and,

WHEREAS, the amendment also reorganize certain paragraphs to flow with the possible order of events.

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

Section 1. That the City Council Selecting and Appointing Qualified Person or Persons to Fill Vacancies on the City Council Policy is hereby renumbered and renamed to City Council Policy No. 20.220 - Filling Council Vacancies by Appointment.

Section 2. That the City Council Policy No. 20.220 - Filling Vacancies on the City Council by Appointment as amended and attached is hereby adopted.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF FEBRUARY, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

FROM: Shellie Saner, City Clerk

DATE: February 6, 2023

SUBJECT: **Resolution No. 2023-15** - Amending the City Council Selecting and Appointing a Qualified Person or Persons to Fill Vacancies on the City Council Policy No. 2021-01 and Renumbering and Renaming to City Council Policy No. 20.220 - Filling Council Vacancies by Appointment.

Policy No. 2021-01 was adopted in April of 2021 with the intent of capturing the procedures that were recently used to fill a Council Vacancy.

The recommended amendments would establish procedure guidelines that may vary depending on the number of applicants for appointment, as well as reordered some of the steps so that they flowed with the possible order of events.

Your consideration is appreciated.

CITY COUNCIL – 20.220 [2021-01]**[SELECTING AND APPOINTING QUALIFIED PERSON OR PERSONS TO FILL VACANCIES ON THE CITY COUNCIL]****FILLING COUNCIL VACANCIES BY APPOINTMENT**

Effective Date: April 7, 2021

Last Approved Date:

February 15, 2023

See Also: PRO-20.220; TSK-20.220

Approved by:

City Council

POLICY – 20.220 - FILLING COUNCIL VACANCIES BY APPOINTMENT**Purpose**

The purpose of this policy is to provide clear procedures when there is a vacancy on the City Council related to declaring a vacancy, advertising a vacancy, conducting interviews and appointment procedures.

Scope

This policy is intended to insure a fair and transparent process when appointing a person to fill a vacancy on the City Council due to a resignation or for other reasons prescribed by the City of Kenai Charter or Municipal Code.

Policy**A. Declaring the Seat(s) Vacant**

1. The City Council, due to a resignation or for reasons prescribed by Kenai Charter or Kenai Municipal Code, must declare a City Council seat vacant, set a timeframe for advertising the vacancy or vacancies, set a deadline for applications to be submitted, and direct the City Clerk to administer the procedure.

B. Advertising and Application Procedures

1. The City Clerk shall advertise the vacancy or vacancies, together with the deadline, at least two (2) times by publication in a newspaper of general circulation, by posting on the official bulletin board of the City at City Hall, and by posting on the City's website.
2. For consideration, each interested person will be required to submit a letter of interest and their resume by the deadline set by Council.
3. Each applicant's residency and eligibility to serve on the Council will be confirmed by the City Clerk and the resumes and letters of interest will be included in the Council packets for the work session or meeting set for conducting interviews.
4. The Mayor and the City Clerk will work together to schedule necessary meetings and/or work sessions depending on the number of applications received.
5. Each applicant, in addition to the City Council, will be provided with the packets of the meeting(s) in which the interviews and appointment(s) will take place.

C. Conducting Interviews

1. When conducting interviews, each candidate will have five minutes to make a statement and then additional time to answer questions from the Council.

D. Appointment Procedures

1. At the Regular or Special Meeting after the interviews are conducted, Appointment of a City Council Member or Members shall appear on the agenda. In the event of the appointment(s) taking place at a Regular Meeting the matter will appear after Unscheduled Public comments and before Public Hearings.

2. In the event multiple appointments are being made at the same meeting, one appointment will be made at a time. The Mayor will announce which seat is being considered which can be identified by the term expiration of that seat. Any candidates eliminated during the first appointment process may be considered for subsequent appointments in the same application process / meeting. Steps D.2. through D.5. will be completed for each seat.
3. At the Regular or Special Meeting, at the appropriate time on the agenda, the Council will make and pass a motion to begin the voting process by secret ballot.
 - a. In the event there is only one candidate for an open seat, Council may skip all secret ballot voting and make a motion to appoint the candidate.
4. Voting procedures for appointments to City Council when there are more than two (2) candidates are as follows:
 - a. Council Members will be given a ballot and asked to vote for two candidates. The votes will be read out loud and tallied by the Clerk.
 - i. The candidates that receive one or fewer votes will be eliminated and Council Members will again be given a ballot and asked to vote for two of the remaining candidates.
 1. In the event the number of Council Members remaining pursuant to Kenai Charter 2-9(a) is such that candidates receiving one vote need to be retained, the elimination of candidates receiving one vote may be disregarded.
 - ii. In order to provide for a fair and transparent process, Council Members will not vote for the same candidate twice on one ballot. Council Members may vote for an individual candidate once, on multiple ballots, until the candidate is eliminated or appointed. This process will take place until there are two candidates remaining.
 - iii. Once two candidates remain for the identified seat, Council Members will be given a ballot and asked to vote for one candidate. The votes will be read aloud and tallied.
 - iv. The outcome will be determined by a simple majority of the remaining Council. If at any time during the voting process there is a tie, and the tie isn't broken after two votes, the tie shall be broken by lot, as provided in Kenai Municipal Code in the case of a tie in an election. If more than a two-way tie, straws may be drawn to eliminate an appropriate number of candidates and in a two-way tie, a coin may be tossed.
- 5[A]. In the event there are only two (2) candidates for the open seat, step 4 may be skipped and the voting process can begin with Council Members voting for one candidate in step 6[5].
 - [B. THE COUNCIL, BY MOTION, COULD DECIDE TO NOT APPOINT ANY CANDIDATES AND START A NEW RECRUITMENT PERIOD OR EXTEND THE EXISTING RECRUITMENT PERIOD.
 - C. IN THE EVENT THE NUMBER OF COUNCIL MEMBERS REMAINING PURSUANT TO KENAI CHARTER 2-9(A) IS SUCH THAT CANDIDATES RECEIVING ONE VOTE NEED TO BE RETAINED, THE ELIMINATION OF CANDIDATES RECEIVING ONE VOTE MAY BE DISREGARDED.]
- 6[5]. Once one of the candidates receives a simple majority of votes, or the outcome is decided by lot, Council will make and pass a motion to appoint that person to fill the vacant seat.
7. The Council, by a 2/3 majority vote of the remaining members, may decide to not appoint any candidates and start a new recruitment period or extend the existing recruitment period.

E. Oath and Term

1. After the motion(s) to appoint the candidate(s) has passed, the winner(s) will be sworn in and take their seat(s) on the Council immediately.
2. The person(s) appointed serves until the next regular election pursuant to Kenai Charter 2-9.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk

Policy History: Resolution No. 2021-20; 2023-15

**KENAI CITY COUNCIL – REGULAR MEETING
FEBRUARY 1, 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 February 1, 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 |
| Teea Winger | Deborah Sounart |
| Alex Douthit | Victoria Askin |
| Henry Knackstedt | |

A quorum was present.

Also in attendance were:

- Terry Eubank, City Manager
- Scott Bloom, City Attorney
- Tony Prior, Fire Chief
- Jeremy Hamilton, Fire Marshal
- Dave Ross, Police Chief
- Jessica Hendrickson, Chief Animal Control Officer
- Linda Mitchel, Planning Director
- Scott Curtin, Public Works Director
- Don Hendrickson, Building Official
- Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

- Add item D.1. **Public Hearing – Ordinance No. 3332-2023**
 - Public Comments
- Add item D.5. **Public Hearing – Resolution No. 2023-05**
 - Capital Improvement Plan Corrections Memo
- Add item O. **Informational Items**
 - Operation Children First flyer

MOTION:

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

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

4. Consent Agenda

MOTION:

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

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

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

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED PUBLIC COMMENTS

1. City of Kenai Marketing Presentation, by Coy West, CEO and Founder of Divining Point.

Coy West, CEO of Diving Point provided a summary overview of his marketing agency's previous work for the City of Kenai and provided a marketing update on Kenai's "Best Place to ALASKA" campaign over the last year; noting the goal is to bring as many people to the City to either become part of the community or enjoy their stay while visiting.

There was discussion regarding the marketing campaign and the availability of print materials in other locations within the State.

2. College Campus Update, Dr. Keith Hamilton, President of the Alaska Christian College.

Dr. Keith Hamilton, President of the Alaska Christian College provided an annual update on the progress of the college; noting it was now an accredited bible college; most students are Alaskans; the college is located on 29.5 acres with 20 buildings mostly built by volunteer labor; and the ability conference centers ability to host and house conference attendees.

There was discussion regarding the community service requirements of the students and contributions having been made to our community by the students.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. PUBLIC HEARINGS

1. **Ordinance No. 3332-2023** - Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai. (Douthit and Winger) [01/04/23 Introduced by Council; Referred for recommendation to the 01/25/23 Planning and Zoning Commission Meeting; Public Hearing by Council Scheduled for 02/01/23.]

[Clerk's Note: The motion to enact Ordinance 3332-2023 was on the floor from the January 4, 2023 meeting.]

Mayor Gabriel opened the floor for public comment.

Dan Conetta (resident) addressed the Council in opposition to Ordinance No. 3332-2023, noting the proposal only considers the interests of those who want to raise chickens and not the needs of the entire residential community; the potential to compromise the integrity of the neighborhood; and that the ordinance was not balanced and had not been thoroughly discussed.

Ron Isaac (resident) addressed the Council in opposition to Ordinance No. 3332-2023, noting concerns with potential impact to residents related to noise and property damage; the difficulty in keeping track of the number of chickens without a conditional use permit requirement; and it was his opinion that additional problems will arise if the ordinance approved.

Anthony Ruiz (resident) addressed the Council in support of Ordinance No. 3332-2023, noting it would help allow individuals to provide for themselves; everyone should have the right to be self-sufficient by providing for themselves, regardless of their property size; and the current ordinance is inhumane and only benefits those who can afford groceries.

Bob Molloy (resident) addressed the Council in opposition to Ordinance No. 3332-2023, he requested consideration be given to amendments that would preserve the residential character of the environment and protect public health; he suggested several potential amendments; and noted the ordinance as proposed was absent of regulations for disposal of chicken waste.

Dave Howard (resident) addressed the Council in opposition to Ordinance No. 3332-2023, noted concerns with chickens being kept within the city and the potential impact on wildlife; suggest a permit and fee requirement for keeping chickens; tracking chicken permit holders to ensure proper regulations are followed; keeping chickens in side yards instead of open spaces; and the potential impact to wild birds.

Kristine Schmidt (resident) addressed the Council in opposition to Ordinance No. 3332-2023, requesting postponement so that a Work Session could be held; noted the City of Wasilla regulations regarding keeping chickens; suggested various amendments; and requested the regulations should include standards for chicken shelters and containment.

Barbara Kennedy (resident) addressed the Council in support of Ordinance No. 3332-2023, she recognized that the subject was very controversial for both sides, noting there had been very good compromises and valid points offered by both sides; the division seemed to be based on sustainability and the responsibility of animal raising; hoped the Council could find a way to make most people happy; and stated her appreciation for the Council taking the issue seriously.

Miranda Martin (resident) addressed the Council in support of Ordinance No. 3332-2023, noting the importance of having a sustainable food source; the significance of harvesting eggs for her family; and that not everyone can afford to purchase large pieces of land.

Shelby Fuller (resident) addressed the Council in support of Ordinance No. 3332-2023, noting that the current guidelines for the number of chickens and housing requirements were adequate; her experience shows that cats are more of a nuisance than chickens; the benefits of raising chickens to teach responsibility and self-sustainability; the production of eggs and fertilizer; the ability to provide healthy food for families; and that the current rules were out of date and not in line with the current food supply chain issues.

Jennifer Dunbar (resident) addressed the Council in support of Ordinance No. 3332-2023, noting the difficulty in obtaining food due to high prices and shipping issues; her support for allowing people to provide food for themselves; and allowing chickens would provide freedom and the ability to provide for her family during tough times.

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

[Clerk's Note: Parliamentary advice was provided regarding non-renewability of a motion during the session.]

There was discussion regarding referring the Ordinance to the Planning and Zoning Commission for a Work Session; the importance of resolving this issue so that chicks could be ordered; the locations where chicks, feed, fencing and coops could be purchased; and the need for additional work on the ordinance as it was too broad.

MOTION TO SCHEDULE A JOINT WORK SESSION:

Council Member Winger **MOVED** to schedule a Joint Work Session with the Planning and Zoning Commission on February 8, 2023 at 5:30 p.m. Council Member Douthit **SECONDED** the motion.

There was discussion regarding allowing the commission to review and recommend without influence from the City Council; and the ability to reach a common goal while working together.

VOTE ON MOTION TO SCHEDULE A JOINT WORK SESSION:

YEA: Douthit, Sounart, Winger

NAY: Baisden, Gabriel, Knackstedt, Askin

MOTION TO SCHEDULE A JOINT WORK SESSION FAILED.**MOTION TO POSTPONE AND REFER:**

Council Member Baisden **MOVED** to postpone Ordinance 3332-2023 to March 15, 2023 refer the ordinance to the Planning and Zoning Commission for the purpose of conducting a Planning and Zoning Commission Work Session and schedule a second City Council Public Hearing for March 15, 2023 Council Member Askin **SECONDED** the motion.

There was discussion regarding the materials to be provided to the Planning and Zoning Commission for the Work Session; and allowing enough time for the Planning Commission to review the ordinance and make recommendations.

MOTION TO AMEND THE MOTION TO POSTPONE AND REFER:

Council Member Winger **MOVED** to amend the motion to postpone and refer Ordinance 3332-2023 by amending the date postponed to and the second City Council Public Hearing date to March 1, 2023.

VOTE ON MOTION TO AMEND THE POSTPONEMENT DATE:

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

NAY: None

MOTION TO AMEND THE POSTPONE DATE PASSED.**VOTE ON MOTION TO POSTPONE AND REFER AS AMENDED:**

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

NAY: None

MOTION TO POSTPONE AND REFER AS AMENDED PASSED.

2. **Ordinance No. 3333-2023** - Amending Kenai Municipal Code 8.05.010 - Adoption of Fire Prevention Standards, and Repealing and Replacing Kenai Municipal Code 8.05.030 - Local Amendments to the 2009 International Fire Code, to Adopt the 2021 International Fire Code with Local Amendments. (Administration)

MOTION:

Council Member Askin **MOVED** to enact Ordinance No. 3333-2023. 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 bring the current adopted standards from the 2009 version to the 2021 with local amendments; and most of the changes were upgrades related to technology.

VOTE:

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

NAY: None

MOTION PASSED.

3. **Ordinance No. 3334-2023** - Amending Kenai Municipal Code Title 4 - Uniform Codes, to Adopt the 2021 Editions of the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, International Existing Building Code, International Property Maintenance Code and the 2020 National Electrical Code and Incorporate Local Amendments. (Administration)

MOTION:

Vice Mayor Baisden **MOVED** to enact Ordinance No. 3334-2023. Council Member Askin **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 update was recently adopted by the State of Alaska; this process was generally done every three-years; there were no major changes; conversations were held with the local Builders Association; and that City Building Official Don Hendrickson recently received his certification as a Residential Building Inspector.

VOTE:

YEA: Knackstedt, Askin, Winger, Baisden, Gabriel, Douthit, Sounart
NAY: None

MOTION PASSED.

4. **Resolution No. 2023-04** - Authorizing a Service Contract and Corresponding Purchase Order to Peninsula Refuse for Fiscal Year 2023 and Fiscal Year 2024 Dumpsters Services for the Waste Water Plant. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-04. 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.**

5. **Resolution No. 2023-05** - Adopting the City's Capital Improvement Plan for Fiscal Years 2024-2028. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-05. Council Member Askin **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.

MOTION TO AMEND:

Council Member Knackstedt **MOVED** to amend Resolution No. 2023-04 to incorporate the narrative corrections as identified in the laydown materials. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

There was discussion regarding the golf course lighting that was included in last years plan was not present in this plan; and that pricing difference between vehicles was due to their purpose and use.

UNANIMOUS CONSENT was requested on the motion as amended.

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

E. MINUTES

1. *Regular Meeting of January 18, 2023. (City Clerk)

F. UNFINISHED BUSINESS – None.

G. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Ordinance No. 3335-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund Fiscal Year 2023 Budget for Utility Costs Associated with the Alaska Regional Fire Training Center. (Administration)

Introduced by the consent agenda and Public Hearing set for February 15, 2023.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

Cancellation of the February 9, 2023, next meeting March 9, 2023.

2. Airport Commission

No report, next meeting February 9, 2023.

3. Harbor Commission

No report, next meeting February 6, 2023.

4. Parks and Recreation Commission

Cancellation of the February 2, 2023, next meeting March 2, 2023.

5. Planning and Zoning Commission

Vice Mayor Baisden reported on the February 25, 2023 meeting.

6. Beautification Committee

The January 10, 2023 meeting was rescheduled to February 21, 2023.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Thanked everyone for their condolences for the passing of his father.
- Attending the Chamber Luncheon, where an over view of the AIDEA Program was given which provided funding opportunities for federal projects when there were funding shortfalls.

J. ADMINISTRATION REPORTS

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

- As part of the transition process meeting with all Department Heads to discuss their vision and the City Managers role in that vision.
- Bluff Stabilization Project update.

- The 2022 Kenai Police Officer of the Year is Chad Larson; the 2022 Kenai Dispatcher of the Year is McKayla Derkevorkian; the award recipients are selected by their peers.
- The Finance Director position was reopened; the Human Resource Director position closed on January 27, 2023, and the Planning Assistant position closes on Friday.
- Alaska Regional Fire Training Center update.

2. City Attorney – No report.

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

- GIS Cemetery Mapping was complete on the new section.
- Commissions, Committees, and Councils training would be held on February 23, 2023.
- Council adopted policy work session scheduled for February 15, 2023.

K. ADDITIONAL PUBLIC COMMENTS

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

Marion Nelson provided an update on the Kenai Fine Art Center, noting the increased use of the back room for work shops since the remodel; and the upcoming “Metal Show” would feature metal art with metal “brass” background music.

2. Council Comments

Council Member Douthit thanked everyone for their participation with Ordinance No. 3332-2023; and noted that the Chamber was still working on filling their vacancies.

Council Member Sounart thanked everyone who participated during the meeting.

Council Member Askin congratulated Chad Larson, McKayla Derkevorkian and Don Hendrickson; and noted she was looking forward to receiving a recommendation on Ordinance No. 3332.2023 from the Planning and Zoning Commission.

Council Member Winger recognized the Kenai Police Department for offering the Self Defense Course; reminded everyone about the adopt a hydrant program; the upcoming Senior Meals on Wheels event; to use caution with moose; and provide a summary of the benefits from Operation Children First Program founded by Matt Brown.

Vice Mayor Baisden agreed with Council Member Winger regarding the Operation Children First Program and Matt Brown who administers the program; he reported that the Kenai Central Highschool hosted a Basketball fundraiser for a young man who is battling leukemia and more than \$40,000 was raised.

L. EXECUTIVE SESSION - None.

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 9:54 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of February 1, 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 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: FEBRUARY 15, 2023**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	99,883.93
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	124,768.97
REBORN AGAIN JANITORIAL	JANUARY SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Brad Walker, Parks and Recreation Director

FROM: Tyler Best, Assistant Parks and Recreation Director

DATE: February 2, 2023

SUBJECT: **First Extension to Agreement for Management Services at The Kenai Multi-Purpose Facility**

This memo request support to execute the first extension of the Agreement for Management Service at the Kenai Multi-Purpose Facility and to authorize an increase in the purchase order to the contract amount of \$55,000 to \$66,000.

On November 4, 2020, the Council approved Resolution 2020-84, which granted a 3-year contract to Redline Sports, to operate the Kenai Multi-Purpose Facility with the possibility of 2, 1-year extensions, the initial term expires March 24, 2023. The contract's first year had a pay rate to the contractor of \$41.62 an hour, with a total Purchase Order set at \$45,000. The second year of the contract had a pay rate of \$45 an hour with a total Purchase Order set at \$50,000, and the third year of the contract had a pay rate of \$50 an hour with a total Purchase Order being \$55,000. The first one-year extensions will pay the contractor \$50 an hour. The last several years there has been a 20 percent increase in sales. Adjusting for the 20 percent increase, the Purchase Order will change from \$55,000 to \$66,000. This increase will come at no additional cost to the City of Kenai as ice sales will cover the increase

The Administration has observed that Redline Sports has adequately fulfilled the contract agreement in the last three years. Therefore, the Administration recommends that the Council approve the first extension, through March 24, 2024, to the Agreement for Management Services at the Kenai Multi-Purpose Facility at a pay rate of \$50 dollars an hour with a total purchase order amount of \$66,000, subject to the availability of funds.

FIRST EXTENSION TO AGREEMENT FOR FACILITY MANAGEMENT SERVICES AT THE KENAI MULTI-PURPOSE FACILITY

The City of Kenai (Owner), 210 Fidalgo Avenue, Kenai AK 99611-7794, and Vince Redford d/b/a Redline Sports (Contractor), a sole proprietorship, 169 Trumpeter Avenue, Soldotna, AK 99669, hereby amend the Agreement for the Facility Management Service at the Kenai Multi-Purpose Facility, dated November 30th, 2020 as follows:

1. Paragraph 1 of the Agreement is amended to reflect the first-year extension of the term of the Agreement by extending the contact term to end on March 23, 2024.
2. Paragraph 5 is amended to read as follow: Payment. Owner shall compensate Contractor for all services rendered at the rate of \$41.62 per hour for 2020/2021; \$45.00 per hour for 2021/2022; and \$50.00 per hour for 2022/2023 and 2023/2024. The total cost of all services performed during the initial term of this Agreement shall not exceed \$45,000. Contractor shall immediately inform Owner if scheduled ice reservations will result in services to be performed that would require payment in excess of \$66,000 and Contractor shall not perform those services until and unless directed by Owner. All payments for services in FY2024 are subject to availability and appropriation of funds.
3. Except as expressly modified or stated herein, all other terms and conditions of the Agreement remain in Full force and effect.

Dated: _____

CITY OF KENAI

BY _____
Terry Eubank, City Manager

Dated: _____

CONTRACTOR

BY _____
VINCE REDFORD, OWNER RED LINE SPORTS

**AGREEMENT FOR FACILITY MANAGEMENT SERVICES
AT THE CITY OF KENAI MULTI-PURPOSE FACILITY**

THIS AGREEMENT is made this 30th day of November 2020, by and between the CITY OF KENAI (Owner), 210 Fidalgo Avenue, Kenai, AK 99611-7794, and Red Line Sports (Contractor), a (type of business), and governs facility management services provided by Contractor to Owner for management of the ConocoPhillips Multi-Purpose Facility (Facility) owned by and located in the City of Kenai. Facility address is 9775 Kenai Spur Highway.

1. **Term.** The term of this Agreement shall begin on approximately November 5, 2020, and end on March 23, 2023. This Agreement may be extended for two (2) successive one-year terms by mutual written consent of Owner and Contractor; however, no services shall be performed by Contractor between March 24 and September 27 of each year unless expressly agreed upon by the parties in writing. The typical season for this agreement and winter ice shall be October 1st through March 23rd.

2. **Independent Contractor; No Agency.** Contractor's relationship with Owner shall be that of an independent contractor with the authority to control and direct the performance of the details of the services that are the subject of this Agreement. Nothing contained in this Agreement shall be construed to create an agency, partnership, joint venture, or employee-employer relationship between Owner and Contractor. Contractor is not the agent of Owner and Contractor is not authorized to make any representation, contract, or commitment on behalf of Owner.

3. **Designated Representative.** Contractor is responsible for the direct supervision of Contractor's personnel through Contractor's designated representative, and such representative shall in turn be available at all reasonable times to confer with the designated agents of the Owner with respect to services rendered. The designated representative for Contractor is **Red Line Sports**. (*Vince Redford*).

4. **Employees.** It shall be Contractor's duty to train Contractor's employees in

order to provide the services required. All personnel performing work under this Agreement shall be employees of Contractor. The services provided shall be performed by qualified, careful, and efficient employees in strict conformity with the best practices and highest applicable standards. The manner in which the services are performed shall be determined by Contractor. Contractor shall pay all salaries and expenses of, and pay all federal social security taxes, federal and state unemployment taxes, and any similar payroll taxes relating to, Contractor's employees.

5. Payment. Owner shall compensate Contractor for all services rendered at the rate of **\$41.62 per hour for 2020/2021; \$45.00 per hour for 2021/2022; and \$50.00 per hour for 2022/2023.** The total cost of all services performed during the initial term of this Agreement shall not exceed **\$45,000.** Contractor shall immediately inform Owner if scheduled ice reservations will result in services to be performed that would require payment in excess of **\$45,000** and Contractor shall not perform those services until and unless directed by Owner.

Contractor shall provide an invoice for services to Owner no later than 5 (five) working days following the end of the month during which Contractor performed the services. Contractor shall deliver invoices to: City of Kenai, 332 Airport Way, Kenai, AK 99611. Payment shall be due from Owner to Contractor within thirty (30) days after Contractor submits the invoice for services to Owner.

6. Ice Schedule and Services. Ice reservations, scheduling, and collection of fees are the responsibility of Owner. Owner shall provide Contractor with a monthly schedule of ice reservations. Ice reservations and/or programs will be Monday through Sunday, including holidays. Ice scheduling will be for, but not limited to, hockey, figure skating, broomball, curling, public skate, and special events. The schedule shall be updated as needed as determined by Owner.

Contractor shall provide service and be on site ½ hour before the first-scheduled ice reservation of the day and shall remain on site until ½ hour after the last-scheduled ice reservation of the day.

7. **Additional Work.** The parties recognize that facility maintenance requirements vary with ice usage, both by the general public and by individuals/organizations purchasing ice time. The parties each recognize that there may be times when additional hours of ice maintenance are required, and times when fewer hours of ice maintenance are required. Owner shall provide a minimum of 48 hours notice to Contractor when the schedule for required ice maintenance services differs substantially from the typical operating schedule under paragraph 6, above.

8. **Ice Fees.** Contractor shall not charge fees to persons attending programs or using the Facility.

9. **Scope of Services.** Contractor shall perform the following management work and services at the Facility on an as needed/scheduled basis as determined by Contractor (except where specifically identified):

A. Ice Installation and Removal. Contractor shall perform ice installation and assist Owner with ice removal, as Owner requires.

B. Rink Boards, Glass, Nets, Goals, Netting, and Fencing. Contractor shall provide routine maintenance of the rink boards, glass, nets, goals, netting, and fencing. Routine maintenance of the rink boards and glass shall include, but not be limited to, light repair work and cleaning. Contractor may request that Owner assist with this maintenance as needed.

C. Line Kit/Ice Paint. Contractor shall install the line kit(s) and ice paint, as needed.

D. Ice Edging. Contractor shall perform ice edge maintenance.

E. Ice Resurfacing. The Ice Resurfacing Machine (Zamboni) is owned by the City of Kenai. Contractor shall perform Zamboni driving and perform ice resurfacing at scheduled times for ice reservations. The ice reservation schedule is based on 15-minute "zams."

F. Routine Maintenance of Zamboni. Contractor shall perform the following routine maintenance operations of the Zamboni:

- i. Perform oil/fluid changes per manufacturer's prescribed maintenance schedule.
- ii. Lubricate fittings and moving parts per manufacturer's prescribed maintenance schedule.
- iii. Remove, install, and adjust Zamboni blades prior to and after sharpening. Contractor shall be responsible for sharpening of the blades (estimated at eight sharpening's per season).
- iv. Remove, change, and install board brushes on Zamboni.
- v. Wash and wax Zamboni.
- vi. Perform regular maintenance of tires on Zamboni.

All repair work and preventative maintenance shall be documented and submitted to the City within 10 days after the last day Contractor performs services each spring.

G. Refrigeration System. Contractor is responsible for routine maintenance and preventative maintenance of the Facility's refrigeration system as specified by the manufacturer. Contractor shall perform light repair work as needed to all mechanical and machinery components related to the refrigeration system, *i.e.* compressors, pumps, belts, electrical circuits, plumbing, motors, and controls with exception of warranty work. Contractor shall inspect the refrigeration system on a daily basis and it shall be maintained in good functioning order as required to operate the Facility and to make artificial ice. Contractor shall post all daily inspection and maintenance records for review and shall submit all records to Owner within 10 days after the last day Contractor performs services each spring.

Contractor shall follow industry standards and be sensitive to energy costs by operating the refrigeration system in the most efficient manner possible without sacrificing quality of ice. This work includes, but is not limited to, monitoring outside temperatures, shutting down compressor and pumps at night, and maintaining proper ice thickness.

H. Snow Removal. Contractor shall remove snow deposited on the ice surface, spectator area, exits and entrances, and manage ice build-up on concrete areas.

I. Custodial. Contractor is responsible for maintaining the general cleanliness of the Facility. This work includes, but is not limited to, cleaning bleachers, sweeping

warming shacks, litter control, sweeping/mopping of mats and perimeter area, cleaning/disinfecting restrooms, and stocking restroom products. Contractor shall replace ground-level light bulbs (excluding main rink lights).

J. Utilities. Contractor shall operate the Facility in the most cost-effective manner possible related to energy costs.

K. Lock-up and Security. Contractor shall be responsible for securing the Zamboni and performing any daily or nightly facility lock-up specified by Owner. Contractor will not claim responsibility for assuring security during non-user group hours in which case Owner shall be responsible for providing the necessary security measures.

L. Training. Contractor shall provide a once-yearly training program for City employees to be identified by Owner (typically City Mechanics and Parks & Recreation personnel). Contractor shall provide training to City employees in areas such as ice safety and general ice maintenance procedures. Safety training records shall be maintained by Contractor and submitted to Owner within 10 days after the last day Contractor performs services each spring.

10. Owner's Additional Obligations. Owner shall perform the following functions or provide the following materials related to the Facility:

A. Line Kit/Ice Paint. Owner is responsible for purchasing the line kit(s) and ice paint.

B. Rink Boards, Glass, Netting, Fencing. Owner shall supply Facility netting, fencing, goalie nets, and related supplies.

C. Routine Maintenance of Zamboni. All materials and supplies related to items in paragraph 9.F., above, shall be purchased by Owner. Owner shall also purchase propane used to fill the Zamboni and shall supply two (2) blades for the Zamboni.

D. Major Repairs to Zamboni. Except for repairs from negligence caused by Contractor, for which Contractor is responsible, major repairs to the Zamboni, including internal or external engine work, drive train, auger bearings, hydraulic or cooling system leaks work, shall be the responsibility of Owner. Owner shall provide the parts to complete

the repair based on the recommendations of Contractor and shall also perform necessary work.

E. Electrical. Owner shall maintain the electrical components of the Facility except as may be stated otherwise in this Agreement.

F. Refrigeration System Supplies. Owner shall purchase oil and refrigeration chemicals needed to operate the refrigeration system.

G. Refrigeration System, Major Repairs. Major repair work or replacement of machinery and equipment shall be the responsibility of Owner. Major repair work may include, but is not limited to, internal or external engine or equipment work. Owner will be responsible for administering subcontracts or agency agreements related to the O&M of the Facility and the refrigeration system, if needed.

H. Snow Removal. Owner shall provide Contractor with the use of a walk-behind snow blower, if needed (as determined by Owner), and upon request of Contractor. Owner shall plow snow in the parking lot of the Facility.

I. Custodial Supplies. Owner shall provide materials and supplies for restroom dispensers, trash bags and trash receptacles. Owner shall provide all bulbs for ground level light bulbs and shall maintain main rink lights.

J. Utilities. Owner shall pay all utility costs for the Facility.

K. Ice Edging. Owner shall provide an ice edger.

11. Permits, Licenses, and Certificates. Contractor and Contractor's employees must comply with all applicable federal, state and local government laws, regulations, and permits.

Contractor shall obtain and maintain all necessary licenses and permits, pay all taxes lawfully imposed on Contractor's business, and pay any other fee or charge assessed under any applicable public statute, regulation, or ordinance. Said licensing includes, but is not limited to, obtaining state and borough business licenses and tax certificates, and, where applicable to Contractor, paying all taxes and filing all documents necessary to maintain Contractor's status as a corporate entity in good standing in the State of Alaska.

Contractor and any of Contractor's employees working with or handling Freon shall possess a valid EPA Recovery Technician Type II Certificate. Contractor shall submit proof of this certification to Owner prior to any employee of contractor handling Freon. Contractor shall also post a copy of all such certifications at the Facility.

12. Insurance.

A. Throughout the life of this Agreement Contractor shall, at Contractor's own expense, secure and keep in force insurance, as stated below.

- i. Comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than one million dollars (\$1,000,000) combined single limit.
- ii. Worker's compensation insurance with coverage for all employees engaged in work under this Agreement as required by AS 23.30.045. Contractor is responsible for worker's compensation insurance for any subcontractor who directly or indirectly provides services under the Agreement.
- iii. Comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$1,000,000 combined single limit per occurrence.

Where specific limits are stated, the limits are the minimum acceptable limits. If Contractor's insurance policy contains higher limits, Owner is entitled to coverage to the extent of the higher limits.

B. All insurance required by this paragraph shall meet the following additional requirements:

- i. for comprehensive general liability and automobile liability insurance, name the City of Kenai as an additional insured; and,
- ii. for worker's compensation insurance, general liability, and automobile liability insurance, where possible, include a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Kenai for payments made under the policy; and,
- iii. provide Owner with at least 30 days notice before any termination, cancellation, or material change in insurance coverage is effective; and,
- iv. be issued by a company/corporation currently rated "A-" or better by A.M. Best.

C. Contractor shall submit to Owner proof of 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. The effective date of the insurance will be no later than the effective date of this Agreement or the first day of the term of this Agreement, whichever is later.

D. The indemnification and insurance coverage requirements stated in this Paragraph and in Paragraph 13 below, do not relieve Contractor of any other obligation under this Agreement.

E. Owner may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Agreement. Owner will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Contractor shall submit to Owner evidence of insurance coverage that meets the requirements of Owner.

13. Indemnity, Defend, and Hold Harmless Agreement. Contractor shall indemnify, defend, and hold harmless Owner and its agents, employees, and/or insurers from claim, loss, damage, liability, or expense in any way related to any act or omission of Contractor or Contractor's employees, agents, or invitees arising out of Contractor's performance of services under this Agreement, except to the extent any negligence of Owner or its employees or agents is a proximate cause of any injury or damage. If a third party asserts a claim against Contractor and Owner, Contractor and Owner shall seek in good faith to achieve agreement to an apportionment of fault as between them without and independent of litigation. This provision shall survive expiration or termination of this Agreement.

14. Termination. This Agreement may be terminated with cause by giving 15 days prior written notice to the other party. Cause is defined as the violation of the terms and conditions of this Agreement. Owner may terminate this Agreement without cause with 30 days prior written notice to Contractor. Termination of this Agreement by

Contractor without cause shall cause Contractor to be liable to the City for any increased costs of procuring the services provided in this Agreement and to any other damages provided by law.

15. Costs on Default. In the event that either party is in default in the performance of any of its obligations under this Agreement and an enforcement action is brought, the defaulting party shall pay to the other all the costs and expenses incurred in the action, including actual, reasonable attorney's fees. No right or remedy here conferred upon or reserved to Owner is intended to be exclusive of any other right or remedy, and each and every right and remedy shall be cumulative and in addition to any other right or remedy given, or now or later existing at law or in equity or by statute.

16. Assignment and Subcontract. Contractor shall not assign, subcontract, and/or transfer any right, obligation, or part of the services or work to be performed under this Agreement without prior written approval of the Owner. Any such assignment or transfer or subcontracting of services without the consent of Owner shall constitute a default on the part of Contractor.

17. No Discrimination. Contractor shall not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by Federal or State law. Contractor recognizes the right of Owner to take any action necessary to enforce this requirement.

18. Assumption of Risk. Contractor shall provide all proper safeguards and assume all risks incurred in performing the work and services under this Agreement.

19. No Waiver. If Owner does not insist in any one or more instances on the strict performance by Contractor of any requirement under this Agreement, it is not a waiver or relinquishment for the future, but the requirement will continue in full force. An Owner waiver of any provision or requirement in this Agreement cannot be enforced nor relied on unless the waiver is in writing and signed on behalf of Owner.

20. Integration and Modification. This Agreement contains the entire

Agreement of the parties. All negotiations, statements, representations, warranties, and assurances, whether oral or written, which are in any way related to the subject matter of this Agreement or the performance of either party, are merged and integrated into this Agreement. This Agreement may not be modified except by in writing, signed by both parties.

21. Applicable Law/Venue. In any dispute between the parties, the laws of the State of Alaska shall govern. If any such dispute results in a lawsuit, the parties will bring the lawsuit before the courts of the State of Alaska in the Third Judicial District at Kenai.

22. Rules of Interpretation. Headings of paragraphs are solely for convenience of reference and shall not affect meaning, construction, or effect of this Agreement. Unless the context otherwise indicates, words expressed in the singular shall include the plural and vice versa. Unless the context otherwise indicates, the use of the neuter, masculine, or feminine gender shall include the others as well.

23. Notices. Any and all notices required or permitted under this Agreement, unless specified otherwise, shall be in writing and hand-delivered or mailed by certified mail, return receipt requested, to the following addresses:

Owner: City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
Attn: City Manager

Contractor: Red Line Sports
168 Trumpeter Ave
Soldotna, Alaska 99669
Attn: Vince Redford

Either party may change their address for notice by giving notice as provided herein to the other party. Notice is effective upon hand delivery or deposit, postage prepaid, in the United States mail.

24. Authority. Contractor represents that Contractor has read this Agreement

and Contractor agrees to be bound by its terms and conditions and that the person signing this Agreement is duly authorized to bind Contractor.

25. Effective Date. This Agreement is not effective until signed by the City Manager of the City of Kenai and Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement for Services the day and year set forth below.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

CITY OF KENAI

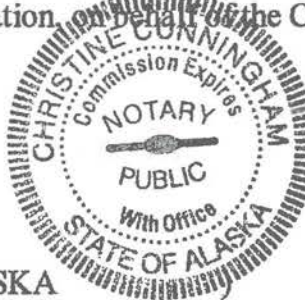
By: *Paul Ostrander*
Paul Ostrander
City Manager

CONTRACTOR

By: *Vince Redford*
Vince Redford
Owner

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this 30 day of NOVEMBER, 2020, by Paul Ostrander, City Manager of the City of Kenai, an Alaska municipal corporation, ~~on behalf of the City.~~



Christine Cunningham
NOTARY PUBLIC for State of Alaska
My Commission Expires: W/DEFILE

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this 16 day of November, 2020, by Vince Redford.



Wendy Amend
NOTARY PUBLIC for State of Alaska
My Commission Expires: 07-15-2021

Approved by Finance:



Terry Eubank, Finance Director

Approved as to Form:



Scott M. Bloom, City Attorney

Tax Compliance Certification Kenai Peninsula Borough Finance Department

144 N. Binkley Street
Soldotna, Alaska 99669-7599
www.kpb.us

Phone: (907) 714-2197
or: (907) 714-2175
Fax: (907) 714-2376



1.) Fill in all information requested. 2.) Sign and date. 3.) Submit with solicitation, or other.

For Official Use Only

Reason for Certificate: <input checked="" type="checkbox"/> Solicitation <input type="checkbox"/> Other:		For Department:	
		Dept. Contact:	
Business Name:	Red Line Sports		
Business Type:	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other:		
Owner Name(s):	Vince Redford		
Business Mailing Address:	168 Trumpeter Ave Soldotna		
Business Telephone:	907 266-2734	Business Fax:	None
Email:	red line sports 907@gmail.com		

As a business or individual, have you ever conducted business or owned real or personal property within the Kenai Peninsula Borough? (If yes, please supply the following account numbers and sign below. If no, please sign below.)
 Yes No Kenai Peninsula Borough Code of Ordinances, Chapter 5.28.140, requires that businesses/individuals contracting to do business with the Kenai Peninsula Borough be in compliance with Borough tax provisions. No contract will be awarded to any individual or business who is found to be in violation of the Borough Code of Ordinances in the several areas of taxation.

REAL/PERSONAL/BUSINESS PROPERTY ACCOUNTS	
ACCT. NO.	ACCT. NAME
01007137	Redford, Vincent
01044450	"
98984	Red Line Sports

Sydney Smith
 KPB Finance Department (signature required)

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)	
YEAR LAST PAID	BALANCE DUE
2020	0
2020	0

11/17/2020 In Compliance Not In Compliance
 Date

SALES TAX ACCOUNTS	
ACCT. NO.	ACCT. NAME
030295	Red Line Sports

Sydney Smith
 KPB Sales Tax Division (signature required)

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)		
FILED THRU	M/F's	BALANCE DUE
09/2020	0	0

11/17/2020 In Compliance Not In Compliance
 Date

CERTIFICATION: I, Vince Redford the Owner hereby certify that, to the best of my knowledge, the above information is correct as of 11/17/20.

Vince Redford
 Signature of Applicant (Required)

IF ANY BUSINESS IS CONDUCTED OR IS AWARDED A BID WITHIN THE KENAI PENINSULA BOROUGH YOU MUST BE REGISTERED TO COLLECT SALES TAX. THE SALES TAX DEPARTMENT CAN BE REACHED AT (907) 714-2175.

CITY OF KENAI

COST PROPOSAL

KENAI MULTI-PURPOSE FACILITY MANAGEMENT SERVICES

ACKNOWLEDGEMENT

In submitting this proposal, we certify that we have examined the specifications documents, have received Addenda Nos. , and have included their provisions in our proposal.

Item	Description	Cost / Hour	
1	Proposed hourly cost to the City of Kenai for Multi-Purpose Facility Management Services	\$	2020/21
		41.62	
		45.00	2021/22
		50.00	2022/23

SIGNATURE REQUIREMENT

Firm Name Red Line Sports

Address 168 Trumpeter Ave

City Soldotna State AK Zip 99669

Telephone 907 262-2734 Fax Same

Representative Vince Redford Title Owner

Email Address redline.sports907@gmail.com

The undersigned has read the foregoing and hereby agrees to the conditions stated therein by affixing his/her signature below:

Vince Redford 10/22/2020

Signature of Authorized Company Representative Date

Alaska Business License # 922327

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

RED LINE SPORTS

168 TRUMPETER AVENUE, SOLDOTNA, AK 99669

owned by

VINCENT M. REDFORD

is licensed by the department to conduct business for the period

November 30, 2016 to December 31, 2020
for the following line(s) of business:

42 - Trade

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Judy Anderson
Commissioner





Mainstream Engineering Corporation
By this Certificate Warrants that
VINCE REDFORD

has shown competency and fitness to practice Refrigerant Recycling, Recovery and Reclamation and has complied with all requirements of the Environmental Protection Agency Clean Air Act; therefore by virtue of the powers vested in Mainstream Engineering Corporation by the U. S. Environmental Protection Agency, Mainstream Engineering Corporation hereby issues this

EPA Section 608 Universal Certification
Certification Number:
P5F31C130E592E240

as Required by 40 CFR Part 82, Subpart F subject to the powers of revocation by the EPA.

[Print Certificate](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/13/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm Insurance Nancy A Field, Agent 35202 Kenai Spur Hwy, Ste 1 Soldotna, AK 99669-7622	CONTACT NAME: Mary Longo PHONE (A/C, No, Ext): 907-262-4440 FAX (A/C, No): 907-262-4449 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: HHH INSURER A - State Farm Mutual Automobile Insurance Company NAIC # 25178 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED REDFORD, JAN & VINCENT 168 TRUMPETER AVE SOLDOTNA AK 99669-7913	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SDGR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRG-IF-CT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE: \$ DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS-COMPROP AGG \$ \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		071 0677-D16-02B	10/15/2020	04/15/2021	COMBINED SINGLE LIMIT (E & OCCUR) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per occurrence) \$ 1,000,000 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/SHAREHOLDER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTHER LN E.L. EACH ACCIDENT \$ E.L. DISEASE - CA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The certificate holder/Additional Insured is granted Waiver of Subrogation on the automobile policy as referenced above.

CERTIFICATE HOLDER CITY OF KENAI 210 FIDALGO AVE. KENAI AK 99611-7794	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: N.A. FIELD 02-6080 AK ALASKA FB3B
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/22/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with PRODUCER (Hub International Northwest LLC) and INSURED (Red Line Sports) information. Includes CONTACT NAME (Patty Lowery), PHONE (907) 262-8947, FAX (907) 262-6373, and E-MAIL ADDRESS (patty.lowery@hubinternational.com). Lists INSURER(S) AFFORDING COVERAGE: Northland Casualty Company and Alaska National Insurance Company.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main coverage table with columns: INSR LTR, TYPE OF INSURANCE, ADD'L SUBR INSD, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RE: Ice Rink and Zamboni Maintenance and Operation

CERTIFICATE HOLDER (City of Kenal) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.) AUTHORIZED REPRESENTATIVE (Patty Lowery)



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3336-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING AN AMERICAN RESCUE PLAN ACT GRANT PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES FOR KENAI SENIOR CENTER EXPENDITURES IN SUPPORT OF ITS RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY.

WHEREAS, on March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law to provide additional support services to older adults and people with disabilities in the community affected by the COVID-19 Public Health Emergency; and,

WHEREAS, the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services received ARPA funds to provide additional support for costs incurred due to the increased demand for services due to the impacts of the COVID-19 Public Health Emergency on elders and care provider services; and,

WHEREAS, as the Kenai Senior Center is a current grantee under the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services, it has been awarded a \$35,795.44 increase to the FY23 Nutrition, Transportation, and Services (NTS) grant for services offered beginning July 1, 2022 – June 30, 2023; and,

WHEREAS, acceptance of these funds 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 City Manager is authorized to accept an increase in the amount of \$35,795.44 to the FY23 NTS grant from the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services for Kenai Senior Center expenditures in support of its response to the COVID-19 Public Health Emergency.

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

Senior Citizen Fund:

Increase Estimated Revenues –	
Federal Grants	<u>\$35,795.44</u>
 Increase Appropriations	
Congregate Meals - Operating & Repair Supplies	\$17,897.72
Home Meals – Operating & Repair Supplies	<u>17,897.72</u>
Total	<u>\$35,795.44</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares

that it would have enacted the remainder of this ordinance even without such part, provision, or application.

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF MARCH, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced: February 15, 2023
Enacted: March 1, 2023
Effective: March 1, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: February 2, 2023
SUBJECT: Ordinance 3336-2023

The State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services received American Rescue Plan Act (ARPA) funds to provide additional support for costs incurred due to the increased demand for services as a result of the COVID-19 Public Health Emergency.

The Kenai Senior Center receives a yearly grant from the State of Alaska, under the Title III Nutrition, Transportation, and Services (NTS) Program. We have been given an additional amount of \$35,795.44 for FY23. These funds will be utilized to provide additional operating supplies for home and congregate meals.

That the estimated revenues and appropriations be increased as follows:

Senior Citizen Fund:

Increase Estimated Revenues –	
Federal Grants	<u>\$35,795.44</u>
 Increase Appropriations	
Congregate Meals - Operating & Repair Supplies	\$17,897.72
Home Meals - Operating & Repair Supplies	<u>17,897.72</u>
Total	<u>\$35,795.44</u>

Your support for Ordinance 3336-2023 is greatly appreciated.

Sponsored by: Administration



**CITY OF KENAI
ORDINANCE NO. 3337-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING AN INCREASE FROM THE KENAI PENINSULA BOROUGH FOR THE SENIOR CITIZEN PROGRAM GRANT.

WHEREAS, the Kenai Peninsula Borough Assembly established the Senior Citizens Program Grants on June 3, 1986, to award grants to senior citizen centers operating and located within the Kenai Peninsula Borough; and,

WHEREAS, the Kenai Senior Center receives a yearly grant from the Kenai Peninsula Borough; and,

WHEREAS, the Kenai Peninsula Borough increased the Senior Center Program Grants for FY23 by \$16,992; and,

WHEREAS, acceptance of these funds 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 City Manager is authorized to accept an increase in the amount of \$16,922 from the Kenai Peninsula Borough for Kenai Senior Center expenditures.

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

Senior Citizen Fund:

Increase Estimated Revenues –	
Kenai Peninsula Borough Grant	<u>\$16,922</u>
 Increase Appropriations –	
Congregate Meals - Operating & Repair Supplies	\$8,461
Home Meals - Operating & Repair Supplies	<u>8,461</u>
Total	<u>\$16,922</u>

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF MARCH, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: February 15, 2023
Enacted: March 1, 2023
Effective: March 1, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: February 2, 2023

SUBJECT: Ordinance 3337-2023

The Kenai Senior Center receives yearly funding from the Kenai Peninsula Borough for the Senior Center Program Grant. The Kenai Peninsula Borough Assembly increased the grant amount for the area senior centers by 10% in FY23. The increase to our budget is \$16,922 and will be very beneficial towards the Senior Center’s expenditures.

Increase Estimated Revenues –	
Kenai Peninsula Borough Grant	<u>\$16,922</u>
 Increase Appropriations –	
Congregate Meals - Operating & Repair Supplies	\$8,461
Home Meals - Operating & Repair Supplies	<u>8,461</u>
Total	<u>\$16,922</u>

Thank you for your consideration of this ordinance.

**KENAI COUNCIL ON AGING MEETING
JANUARY 12, 2023 – 3:00 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
CHAIR RACHAEL CRAIG, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Craig called the meeting to order at approximately 3:00 p.m.

a. Pledge of Allegiance

Chair Craig led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Members Present: R. Craig, R. Williams, K. Ayers, B. Modigh, J. Straughn,

Members Absent: V. Geller, F. Kilfoyle, A. Heckert

A quorum was present.

Staff/Council Liaison: Senior Center Director K. Romain, Volunteer Coordinator K. Feltman, Council Liaison D. Sounart

c. Agenda Approval

MOTION:

Member Modigh **MOVED** for approval of the agenda as presented and Member Williams **SECONDED** the motion. There were no objections. **SO ORDERED.**

d. Election of Chair and Vice Chair

MOTION:

Member Ayers **MOVED** for that Member Craig be re-elected as Chair. Member Straughn **SECONDED** the motion. There were no objections. **SO ORDERED.**

MOTION:

Member Straughn **MOVED** for that Member Williams be re-elected as Vice-Chair. Member Ayers **SECONDED** the motion. There were no objections. **SO ORDERED.**

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT -- None.

4. APPROVAL OF MEETING SUMMARY

a. October 13, 2022

MOTION:

Member Straughn **MOVED** to approve the October 13, 2022 Meeting Summary. Member Williams **SECONDED** the motion. There were no objections. **SO ORDERED**

5. **UNFINISHED BUSINESS** -- None.

6. **NEW BUSINESS**

a. **Discussion/Recommendation** – List of Senior Center Goals from December 2022 Work Session

Senior Center Director Romain reviewed the list of Senior Center Goals that had been discussed during the from December 8, 2022 Council on Aging Work Session.

Members discussed the goals as presented in the packet; of primary interest was working towards getting an accreditation from the National Council on Aging.

MOTION:

Member Williams **MOVED** to approve the list of Senior Center Goals from December 2022 Work Session. Member Modigh **SECONDED** the Motion. There were no objections. **SO ORDERED.**

7. **REPORTS**

a. Senior Center Director – Director Romain reported on the following:

- The month of December was full of holiday events.
- FY24 Budget process;
- Driver positions within the Senior Center;
- Gearing up for March for Meals fundraiser Kentucky Derby theme.

b. Council on Aging Chair – Chair Craig thanked the staff and the volunteers.

c. City Council Liaison – Council Member Sounart echoed Chair Craig and reported on the actions of the December 21, 2022, and January 4, 2023, City Council Meetings.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – Thursday, February 9, 2023

Council Member Sounart noted that she will be absent from this meeting.

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**

Council Member Williams reminded us about the Chinese New Year's lunch on Thursday, January 19. He stated he is very grateful for the Senior Center and the staff.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:10 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT

**KENAI PLANNING & ZONING COMMISSION –
REGULAR MEETING
JANUARY 25, 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 January 25, 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, G. Greenberg, J. Glendening, D. Fikes, J. Coston
- Commissioners absent: J. Halstead
- Staff/Council Liaison present: Planning Director L. Mitchell, Vice Mayor J. Baisden, Deputy Clerk M. Thibodeau, City Attorney S. Bloom, Chief Animal Control Officer J. Hendrickson

A quorum was present.

3. Agenda Approval

Chair Twait noted the following revisions to the agenda and packet:

ACTION ITEM

- Add to item F.2 **Action/Approval** – Recommending the Kenai City Council Enact Ordinance No. 3332-2023
 - Public Comment

MOTION:

Commissioner Greenberg **MOVED** to approve the agenda with the requested revisions. Commissioner Fikes **SECONDED** the motion. There being no objection; **SO ORDERED.**

4. Consent Agenda

MOTION:

Commissioner Greenberg **MOVED** to approve the consent agenda. Commissioner Fikes **SECONDED** the motion. 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 – J. Halstead

B. APPROVAL OF MINUTES

1. *Regular Meeting of December 28, 2022

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS – None.

D. UNSCHEDULED PUBLIC COMMENTS – None.

E. CONSIDERATION OF PLATS – None.

F. PUBLIC HEARINGS

1. **Resolution PZ2023-01** – A Request by Joe Rizzo for a Conditional Use Permit to Allow a Performing Arts Center on the Eastern Portion of the Property Described as Tract 4A of Baron Park 2020 Replat, Located at 450 Marathon Road in the Light Industrial (IL) Zone.

MOTION:

Commissioner Fikes **MOVED** to adopt Resolution PZ2023-01. Commissioner Greenberg **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet explaining that the applicant is requesting a Conditional Use Permit (CUP) for a Performing Arts Center. Clarification was provided that the proposed use would be on the eastern portion, approximately two acres of the 5.844 acre lot, and that the plan would be to construct a two-story building to accommodate an audience of up to 150 people. It was noted that the City Council had enacted an ordinance to conditionally donate the land for this project, and the stipulations have been extended for completion of the improvement. The criteria for CUPs were reviewed; it was noted the application met the criteria and City staff recommends approval subject to the following conditions:

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.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.
3. Prior to issuance of a building permit, a landscape/site plan must be reviewed and approved by the Planning and Zoning Department.

Applicant Joe Rizzo explained that Triumvirate has raised approximately \$800,000 from various sources, including corporations, small foundations, and local donors. The project also has secured a grant of \$1 million from the Rasmussen Foundation and has been awarded an additional \$1 million grant through the USDA and Rural Development, through a congressionally directed spending through Senator Murkowski's office. The project team includes an architect from K&A Design Studio, as well as an experienced project manager. A survey to subdivide the property has been ordered and scheduled, and the cost of the survey will be covered by Triumvirate.

Chair Twait opened for public hearing. There being no one wishing to be heard, the public hearing was closed.

The Commission expressed support, noting that the project will be a great asset to the community, has been well thought out, and that Mr. Rizzo has been faithful in coming to the City with updates and planning a realistic timeline.

VOTE:

YEA: Fikes, Woodard, Greenberg, Coston, Glendening, Twait

NAY: None.

MOTION PASSED UNANIMOUSLY.

Chair Twait noted the fifteen-day appeal period.

2. **Action/Approval** – Recommending the Kenai City Council Enact Ordinance No. 3332-2023 – Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai.

MOTION:

Commissioner Fikes **MOVED** to recommend the Kenai City Council enact Ordinance No. 3332-2023. Commissioner Woodard **SECONDED** the motion.

Director Mitchell noted that the ordinance is Council-sponsored and proposes to amend the current livestock code to allow a maximum of twelve chicken hens to be kept on certain lots less than 40,000 square feet within city limits. The ordinance addresses the zones prohibited under the current code and provides guidelines for setbacks for coops and enclosures for the allowed chicken hens.

Council Member Douthit explained that he sponsored this ordinance to allow food security in the community by allowing residents to keep a limited number of chickens for eggs and a food source, independent from grocery stores. The ordinance was proposed before the current egg shortage but aligns with the current situation. Douthit cites that many other communities in Alaska and nationwide have similar ordinances and it is becoming a popular trend. The ordinance allows for a small enclosure of up to 12 chickens, enough for a reasonably sized family to have a source of eggs. Douthit also mentioned that this will address the issue of illegal chicken coops in the city, as they are only addressed when there are complaints.

Planning Director Mitchell pointed out that the amendment would be to Title III which is the purview of Animal Control, and requires the keeping of chicken hens to be consistent with the terms of this title, including sanitary conditions. Further discussion involved chicken locations on smaller lots, sizing requirements, current CUP process for keeping chickens, prohibition of roosters in the ordinance, and staff enforcement.

Chair Twait opened for public hearing.

Dan Conetta spoke in opposition to the proposed ordinance, noting that allowing chickens in densely populated neighborhoods like Woodland Subdivision would compromise the character and integrity of the residential neighborhood and create an imbalance between those who want chickens in their residential neighborhoods and those who do not. He suggested alternatives such as adding the RS zone to the prohibit zoning districts, establishing a minimum lot size for raising chickens, or equal treatment for subdivisions with similar profiles.

Dave Howard testified in opposition to the ordinance, citing a personal experience of having a neighbor's renters build a chicken farm with a CUP that did not meet the required conditions. He noted that there is a lack of resources and manpower in the City to enforce code and property lines and that this could lead to conflicts in the neighborhood. He suggested that the City should focus on enhancing and enforcing Animal Control and Planning and Zoning to enforce the code as it is.

Barbara Kennedy testified in support of the ordinance. She emphasized the importance of building proper enclosures for chickens and the responsibility that comes with owning them and spoke about the educational value of raising chickens and the positive impact it has had on her family, specifically her

child and her elderly mother. She also mentioned that not everyone will want chickens and that the ordinance is simply legalizing what is already happening in the community.

Ryan Tedford testified in support of the ordinance, noting that he supported allowing residents to raise chickens on their property as long as they are contained in coops and runs. He believes this is a sustainable idea, particularly in light of rising egg prices and the cost of shipping goods to rural areas in Alaska. He does not believe there should be a limit on the number of chickens that can be kept as long as they are properly maintained and confined. He emphasized the importance of sustainability and the positive impact it can have on the community.

Lisa Hansen testified in support of the ordinance, and shared personal experience with keeping chickens on her lot. She stated that 12 hens is not very many and she was easily able to maintain 25-30 hens on an 11,000 foot lot. She highlighted the importance of food security in Alaska, and stated that the noise from chickens is a minor inconvenience compared to the benefits of having a local food source. She also argued that allowing chickens is a step towards legalizing an already common practice in the area, and that a boom in chicken ownership would be short lived if the ordinance passes.

Bob Molloy expressed that he does not support the ordinance as written, and requested that the Commission consider recommending that it not be enacted as written and that it be referred back to the Commission for work sessions. He highlighted several issues with the ordinance, including inequity in zones; lack of regulations for locations of containment areas; and lack of standards for dimensions, materials, and appearance of containment structures; lack of protection against predators; lack of regulations for waste removal and odor; and lack of enforcement and resources for enforcement.

Kristine Schmidt testified in opposition to the ordinance, stating that the current ordinance is unclear and vague and that the same ordinance failed 10 years ago. She also stated that people need specific regulations, enforcement mechanisms, and more Planning and Animal Control staff to make the ordinance work. She also expressed concerns about commercial sales, homeowner consent for tenants, and the appearance of the neighborhood with multiple chicken pens.

Carol Freas stated that she believes that there are many areas of the ordinance that need further review and consideration, as shown by the concerns expressed in letters submitted to the Commission. She also pointed out that other areas of the code could be affected if the ordinance is passed. Freas urged the Commission to refer the ordinance back to the Council, taking into account the points of concern that have been submitted and discussed during the meeting.

Lisa Hansen noted that 40 members of the Woodland Estate Facebook group expressed favor for the ordinance and were excited about the opportunity to have chickens for themselves and their families. She pointed out that there are no setback rules for dog houses or fences, and that chickens can provide food for the community in case of economic shut down.

Council Member Douthit provided clarification in response to questions from the Commission, including omission of RS1 and RS2 from the ordinance and the possibility of additional work sessions to get public consensus. Support was expressed for the ordinance, stating that it provides a path forward for those who want to have chickens.

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

Chief Animal Control Officer Hendrickson clarified the mechanism for Animal Control code enforcement, stating that her department is complaint-driven and would not know about illegal chicken coops until it was reported to them.

Further discussion involved enforcement of a previous Board of Adjustment decision involving livestock, code definitions of livestock including other aviary species, possible postponement of the ordinance to provide more time to hold work sessions and address public concerns, Council's motion to refer the ordinance to the Commission for recommendation, the potential burden of this ordinance on Animal Control staff, the responsibility of paying for surveys to validate complaints about chicken coop locations, the average number of chickens to supply a family with eggs.

The Commission deliberated how best to provide their recommendations to Council. Some members expressed their support for the ordinance, stating it provides a path forward for those who wish to have chickens as pets or for food. Concerns were also expressed over the ordinance's lack of clarity, the possibility of disputes between neighbors, and the need to clarify issues such as setbacks. It was suggested that a work session be scheduled to further refine the ordinance.

Additional clarification was provided that commercial production of eggs in a residential zone would be in violation, and that the ordinance as written provides that the containment structure may be up to 25 feet from the front yard. Further discussion involved scalability of allowed chickens per household size or residential zone.

MOTION TO INCLUDE CONDITION:

Commissioner Greenberg to **MOVED** recommend that the City Council schedule a Planning & Zoning and/or City Council Work Session prior to enactment of Ordinance No. 3332-2023. Commissioner Woodard **SECONDED** the motion.

VOTE ON MOTION TO INCLUDE CONDITION:

YEA: Greenberg, Coston, Glendening, Twait, Fikes, Woodard

NAY: None.

MOTION TO INCLUDE CONDITION PASSED UNANIMOUSLY.

MOTION TO INCLUDE CONDITION:

Commissioner Greenberg **MOVED** to recommend Council amend Ordinance No. 3332-2023 to include provisions that containment of chickens be restricted to the back of the house in the rear yard. Commissioner Glendening **SECONDED** the motion.

Clarification was provided that the rear yard is defined as everything behind the rear building façade.

VOTE ON MOTION TO INCLUDE CONDITION:

YEA: Glendening, Twait, Fikes, Woodard, Greenberg, Coston

NAY: None.

MOTION TO INCLUDE CONDITION PASSED UNANIMOUSLY.

VOTE ON PRIMARY MOTION AS AMENDED TO INCLUDE CONDITIONS:

YEA: Coston, Glendening, Twait, Fikes, Woodard, Greenberg

NAY: None.

PRIMARY MOTION TO INCLUDE CONDITIONS PASSED UNANIMOUSLY.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. **Action/Approval** - Time Extension for Compliance with the Conditional Use Permit Conditions in Resolution PZ2021-38.

MOTION:

Commissioner Glendening **MOVED** to approve a Time Extension for Compliance with the Conditional Use Permit Conditions in Resolution PZ2021-38. Commissioner Fikes **SECONDED** the motion.

Planning Director Mitchell presented her staff report explaining that the application is requesting a one-year time extension for a Conditional Use Permit (CUP) that was approved on November 10, 2021 for a recreational vehicle park. According to Title 14, the permit has one year to establish the operation before it lapses. However, due to time constraints and the winter season, the applicant had not been able to properly pave for the RV park and is not ready to operate, and an extension is needed to comply with the conditions listed in the resolution PZ2021-38.

VOTE:

YEA: Woodard, Greenberg, Coston, Glendening, Twait, Fikes

NAY: None.

MOTION PASSED UNANIMOUSLY.**I. PENDING ITEMS – None.****J. REPORTS**

1. City Council – Vice Mayor Baisden noted that he appreciated the public's input and the Commission's discussion during the meeting, and the issue will be taken up by Council at their next meeting on February 1, 2023.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the January 23, 2023 Kenai Peninsula Borough Planning Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - Tentative work session schedule provided in the packet.
 - Update on CUP annual reports: CUP transfers were previously issued as a resolution separate from original resolution; will be working to clean up the record and streamline the process for the future.
 - Planning Administrative Assistant III position has been posted and will close next week.
 - She will be meeting with the State Historic Preservation Office to update them on the City's historic preservation; the City is eligible for grants if we meet requirements which include holding historic preservation meetings with commissioners that have backgrounds in architecture, history, or archaeology.

K. ADDITIONAL PUBLIC COMMENTS

Kristine Schmidt shared information about the changes to the RS zone restrictions in the 90s, and how zoning changes came about when planning responsibilities were transferred from the Borough to the City. She explained that the City of Wasilla requires administrative approval or permits for chickens and advocated for permits to keep track of chicken ownership in the neighborhood.

L. INFORMATION ITEMS – None.**M. NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting Date: February 8, 2023

Commissioner Greenberg noted that he may be absent.

N. COMMISSION COMMENTS & QUESTIONS

Commissioner Glendening thanked everyone for their hard work, expressed appreciation for the discussion, and thanked Planning Director Mitchell for her leadership.

Commissioner Coston thanked Chair Twait.

Commissioner Greenberg noted that the Commission had a good discussion, and there would be value in having a work session where experts could weigh in on the issue.

Commissioner Fikes noted the difficulty in finding a solution that would address all concerns in the timeframe provided, and said she hoped the Council will listen to the Commission's recommendations moving forward.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:49 p.m.

Minutes prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT



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: February 9, 2023
SUBJECT: 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 December 31, 2022.

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 November. The fourth calendar quarter 2022 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 January or early February.

State and Federal revenues are 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 December 31, 2022**

	FY2022 Actual	Original * FY2023 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 907,542	\$ 972,542	\$ -	\$ (972,542)	0.00%
Taxes	13,181,298	13,515,611	13,515,611	7,811,641	(5,703,970)	57.80%
Licenses/Permits and Ambulance	667,455	774,000	774,000	303,612	(470,388)	39.23%
State/Federal	2,919,249	1,407,748	1,414,748	301,836	(1,112,912)	21.33%
Dock/Multipurpose/Miscellaneous	221,810	246,000	246,000	139,076	(106,924)	56.53%
Fines and Forfeitures	66,786	76,000	106,000	40,010	(65,990)	37.75%
Interest and Miscellaneous	199,017	564,211	571,711	651,924	80,213	114.03%
Transfers/Central Admin Fees	2,008,509	2,080,709	2,080,709	1,049,400	(1,031,309)	50.43%
Total Revenues	19,264,124	19,571,821	19,681,321	10,297,499	(9,383,822)	52.32%
EXPENDITURES & TRANSFERS						
General Government						
01 City Clerk	\$ 320,647	\$ 404,314	\$ 404,314	\$ 181,079	\$ 223,235	55.21%
11 Legislative	178,754	170,779	170,779	66,322	104,457	61.17%
12 Legal	337,820	392,016	392,016	176,259	215,757	55.04%
13 City Manager	483,554	577,417	577,417	244,962	332,455	57.58%
14 Human Resources	148,386	169,333	173,833	85,578	88,255	50.77%
15 Finance	827,415	933,787	933,787	439,840	493,947	52.90%
16 Land Administration	78,790	29,778	29,778	22,647	7,131	23.95%
18 Non-Departmental	1,066,417	976,826	972,326	688,508	283,818	29.19%
19 Planning and Zoning	211,916	267,181	267,181	111,141	156,040	58.40%
20 Safety	896	3,200	3,200	330	2,870	89.69%
Total General Government	3,654,595	3,924,631	3,924,631	2,016,666	1,907,965	48.62%
Public Safety						
21 Police	3,266,411	3,696,097	3,726,097	1,653,838	2,072,259	55.61%
22 Fire	3,363,242	3,584,939	3,584,939	1,598,286	1,986,653	55.42%
23 Communications	837,565	966,991	966,991	447,985	519,006	53.67%
29 Animal Control	439,150	492,052	492,052	243,159	248,893	50.58%
Total Public Safety	7,906,368	8,740,078	8,770,078	3,943,268	4,826,810	55.04%
Public Works						
31 Public Works Administration	155,912	178,510	178,510	77,255	101,255	56.72%
32 Shop	639,197	729,562	729,562	301,242	428,320	58.71%
33 Streets	922,732	1,040,929	1,040,929	368,858	672,071	64.56%
34 Buildings	221,753	506,462	506,462	153,789	352,673	69.63%
35 Street Lighting	194,270	200,670	250,670	80,488	170,182	67.89%
60 Dock	38,665	65,738	65,738	10,894	54,844	83.43%
Total Public Works	2,172,529	2,721,871	2,771,871	992,526	1,779,345	64.19%
Parks and Recreation & Culture						
03 Visitor Center	136,163	147,717	147,717	67,153	80,564	54.54%
40 Library	929,383	971,862	986,362	450,264	536,098	54.35%
45 Parks, Recreation & Beautification	1,079,521	1,255,822	1,255,822	614,738	641,084	51.05%
Total Parks and Recreation & Culture	2,145,067	2,375,401	2,389,901	1,132,155	1,257,746	52.63%
Total Operating Expenditures	15,878,559	17,761,980	17,856,480	8,084,615	9,771,865	54.72%
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	140,796	140,795	50.00%
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	1,665,046	159,795	8.76%
Total Expenditures & Transfers	18,160,469	19,571,821	19,681,321	9,749,661	9,931,660	50.46%
Net Revenues over(under) Expenditures	\$ 1,103,655	\$ -	\$ -	\$ 547,838	\$ 547,838	

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

**Quarterly General Fund
Expenditure Report
For Quarter Ended December 31, 2022**

	FY2022	Original *	Amended	YTD	Variance	%
	Actual	FY2023	Budget	Actual		
		Budget	Budget			
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	106,787	(3,778)	-3.42%
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)	(11,160)	1,440	-11.43%
Transfer from Other Funds	-	-	-	-	-	0.00%
Total Revenue	<u>444,564</u>	<u>565,726</u>	<u>565,726</u>	<u>467,916</u>	<u>(97,810)</u>	<u>-17.29%</u>
EXPENDITURES & TRANSFERS						
Public Safety	\$ 104,368	\$ 115,820	\$ 115,820	\$ 95,951	\$ 19,869	17.16%
Streets	36,602	54,473	54,473	27,009	27,464	50.42%
Boating Facility	46,963	38,452	38,452	88,136	(49,684)	-129.21%
Parks, Recreation & Beautification	173,351	231,981	231,981	125,516	106,465	45.89%
Total Operating Expenditures	<u>361,284</u>	<u>440,726</u>	<u>440,726</u>	<u>336,612</u>	<u>104,114</u>	<u>23.62%</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>461,612</u>	<u>104,114</u>	<u>18.40%</u>
Net Revenues over Expenditures	<u>\$ (13,640)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 6,304</u>	<u>\$ (6,304)</u>	

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

**Quarterly General Fund
Expenditure Report
For Quarter Ended December 31, 2022**

	FY2022	Original *	Amended	YTD	Variance	%
	Actual	FY2023	Budget	Actual		
		Budget	Budget			
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 539,866	\$ 634,208	\$ 559,132	\$ (75,076)	0.00%
State/Federal	1,391,559	1,413,211	1,413,211	211,644	(1,201,567)	14.98%
Interest , Leases & Fees	752,541	753,619	753,619	524,494	(229,125)	69.60%
Terminal Revenues	844,413	920,796	920,796	444,715	(476,081)	48.30%
Landing Fees	420,431	447,787	447,787	179,921	(267,866)	40.18%
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>5,246,286</u>	<u>1,919,906</u>	<u>(3,326,380)</u>	<u>36.60%</u>
EXPENDITURES & TRANSFERS						
Terminal Area	\$ 525,296	\$ 643,318	\$ 643,318	\$ 249,382	\$ 393,936	61.24%
Airfield	1,850,849	2,079,674	2,079,674	912,831	1,166,843	56.11%
Administration	413,484	1,738,380	1,738,355	157,325	1,581,030	90.95%
Other Buildings & Areas	153,261	188,166	188,191	62,437	125,754	66.82%
Training Facility	<u>30,803</u>	<u>74,281</u>	<u>74,281</u>	<u>6,089</u>	<u>68,192</u>	<u>91.80%</u>
Total Expenditures	<u>2,973,693</u>	<u>4,723,819</u>	<u>4,723,819</u>	<u>1,388,064</u>	<u>3,335,755</u>	<u>70.62%</u>
Transfer to other funds						
Airport Improvement Capital Projects	<u>1,531,833</u>	<u>428,125</u>	<u>531,842</u>	<u>531,842</u>	<u>-</u>	<u>0.00%</u>
Total Transfer to other funds	<u>1,531,833</u>	<u>428,125</u>	<u>531,842</u>	<u>531,842</u>	<u>-</u>	<u>0.00%</u>
Total Expenditures & Transfers	<u>4,505,526</u>	<u>5,151,944</u>	<u>5,255,661</u>	<u>1,919,906</u>	<u>3,335,755</u>	<u>63.47%</u>
Net Revenues over Expenditures	<u>\$ 1,614,150</u>	<u>\$ 0</u>	<u>\$ (9,375)</u>	<u>\$ -</u>	<u>\$ 9,375</u>	

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

**Quarterly General Fund
Expenditure Report
For Quarter Ended December 31, 2022**

	FY2022	Original *	Amended	YTD	Variance	%
	Actual	FY2023	Budget	Actual		
	Actual	Budget	Budget	Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 51,585	\$ 248,585	\$ 222,786	\$ (25,799)	89.62%
State/Federal	45,630	18,950	18,950	-	(18,950)	0.00%
Water/Sewer Fees	2,941,386	3,179,516	3,179,516	1,595,520	(1,583,996)	50.18%
Penalty and Interest	32,856	30,462	30,462	21,441	(9,021)	70.39%
Interest and Miscellaneous	(49,324)	8,000	8,000	2,472	(5,528)	30.90%
Transfers In	147,303	-	-	-	-	0.00%
Total Revenues	<u>3,117,851</u>	<u>3,288,513</u>	<u>3,485,513</u>	<u>1,842,219</u>	<u>(1,643,294)</u>	<u>52.85%</u>
EXPENDITURES & TRANSFERS						
Water	\$ 783,101	\$ 918,654	\$ 963,654	\$ 458,923	\$ 504,731	52.38%
Sewer	389,368	489,370	489,370	225,969	263,401	53.82%
Wastewater Treatment Plant	1,031,021	1,280,489	1,292,489	417,327	875,162	67.71%
Total Expenditures	<u>2,203,490</u>	<u>2,688,513</u>	<u>2,745,513</u>	<u>1,102,219</u>	<u>1,643,294</u>	<u>59.85%</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>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>3,723,490</u>	<u>3,188,513</u>	<u>3,485,513</u>	<u>1,842,219</u>	<u>1,643,294</u>	<u>47.15%</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 December 31, 2022**

	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	\$ -	100.00%
State Grants	283,815	225,342	225,342	120,928	(104,414)	53.66%
Federal Grants	100,000					
USDA Grant	21,969	20,000	20,000	3,688	(16,312)	18.44%
Choice Waiver	65,023	85,000	85,000	36,946	(48,054)	43.47%
KPB Grant	169,221	169,221	169,221	58,168	(111,053)	34.37%
Rents & Leases	5,531	10,000	10,000	3,195	(6,805)	31.95%
Miscellaneous Donations	21,238	25,000	28,500	8,200	(20,300)	28.77%
Donations - Senior Connection	50,000	100,000	100,000	-	(100,000)	0.00%
Meal Donations	66,208	65,000	65,000	37,172	(27,828)	57.19%
Ride Donations	4,218	3,500	3,500	3,709	209	105.97%
Transfer from General Fund - Operations	220,518	281,591	281,591	140,796	(140,795)	50.00%
Other	<u>25,003</u>	<u>300</u>	<u>300</u>	<u>212</u>	<u>(88)</u>	<u>70.67%</u>
Total Revenues	<u>1,032,744</u>	<u>1,013,032</u>	<u>1,016,532</u>	<u>441,092</u>	<u>(575,440)</u>	<u>43.39%</u>
EXPENDITURES & TRANSFERS						
Senior Citizen Access	\$ 226,753	\$ 225,842	\$ 225,842	\$ 101,610	\$ 124,232	55.01%
Congregate Meals	286,666	114,912	116,912	59,694	57,218	48.94%
Home Meals	277,743	477,796	479,296	193,805	285,491	59.56%
Senior Transportation	94,964	102,305	102,305	46,146	56,159	54.89%
Choice Waiver	<u>150,127</u>	<u>92,177</u>	<u>92,177</u>	<u>42,261</u>	<u>49,916</u>	<u>54.15%</u>
Total Expenditures	<u>1,036,253</u>	<u>1,013,032</u>	<u>1,016,532</u>	<u>443,516</u>	<u>573,016</u>	<u>56.37%</u>
Transfer to other funds -	-	-	-	-	-	-
Total Transfer to other funds	-	-	-	-	-	-
Total Expenditures & Transfers	<u>1,036,253</u>	<u>1,013,032</u>	<u>1,016,532</u>	<u>443,516</u>	<u>573,016</u>	<u>56.37%</u>
Net Revenues over Expenditures	<u>\$ (3,509)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,424)</u>	<u>\$ (2,424)</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: January 20, 2023

SUBJECT: **December 2022 Quarterly Investment Report**

City of Kenai Investment Portfolio

At December 31, 2022 the City had investments with a market value of \$35,755,743. That is down from \$35,794,609 at September 30, 2022. The City’s portfolio is yielding 2.74% that is up from 2.16% at September 30, 2022. The Federal Reserve increased the federal funds rate twice this quarter, 0.75% on November 2nd and 0.50% on December 14th. 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 February 2022 through smaller than recent rate hikes at 0.25%. Fair market value adjustments to the portfolio through December 31, 2022 are a negative \$1,142,113. 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 on the portfolio will also occur.

City’s Investment Portfolio

US Agency Securities	\$23,558,047
AML Investment Pool	4,634,666
Wells Fargo Money Market	1,931,936
FDIC Insured Certificates of Deposit	4,791,466
Bank Balance	<u>839,628</u>
Total	\$ <u>35,755,743</u>

Permanent Fund Investments

Fourth quarter 2022 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 fourth quarter of 2022 were 6.54%. Since inception the portfolio has returned 6.96%. As of December 31, 2022, the portfolio value was \$30,595,433, comprised of \$26,112,716, 85.35% Airport Land Sale Permanent Fund, \$3,241,306, 10.60% General Land Sale Permanent Fund monies, \$1,069,127, 3.49% Kenai Senior Connection monies, and \$172,284, 0.56% Kenai Community Foundation holdings.

With the Airport Land Sale Permanent Fund’s year ending balance of \$26,112,716, the current spending policy is designed to acknowledge the goal of preserving purchasing power (inflation proofing) while allowing for annual transfers to support the Kenai Municipal Airport by adjusting

the spending rate based upon the level of principal preservation (3.8% - 4.2%). At 2022 calendar year end, the 5 year-average market value of the portfolio (\$27,065,202) was below the inflation adjusted principal (\$30,213,078), thus the allowable transfer is limited to the lower bound of the spending rate (3.8%). The FY2023 allowable transfer based upon this calculation is \$1,028,478. The FY2023 budgeted amount for this transfer was \$1,076,665 resulting in a transfer less than projected by \$48,187.

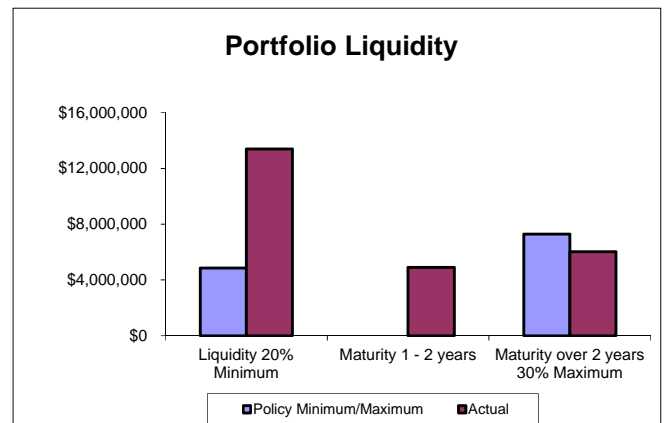
The General Land Sale Permanent Fund's year ending balance was \$3,241,306. The current spending policy is designed to allow for annual transfers to the General Fund, while acknowledging the constraint on spending inflation adjusted principal (KMC Section 5-11). To increase the likelihood of annual distributions, spending is limited to 4% annually and excess earnings are reserved to supplement spending when portfolio earnings are less than the 4% limit in any given year. In 2022, portfolio incurred losses. The losses were significant enough to erase any excess earnings reserve resulting in no transfer from the fund to the General Fund in FY2023. The reserve balance on December 31, 2021 was \$766,941 compared to the December 31, 2022 reserve deficit balance of \$(119,987).



CITY OF KENAI
INVESTMENT PORTFOLIO SUMMARY
December 31, 2022

	December 31, 2022	
	Fair Market Value	Current Yield
Cash & Cash Equivalents		
Wells Fargo Checking	\$ 839,628	0.01%
Wells Fargo Secured Money Market	1,931,936	4.01%
FDIC Insured Certificates of Deposit	4,791,466	2.68%
Alaska Municipal League Investment Pool	<u>4,634,666</u>	<u>4.01%</u>
Total Cash & Cash Equivalents	12,197,696	3.21%
		Average Yield
Government Securities		
Maturities Less than 1 Year	9,245,981	0.99%
Maturities 1 to 2 Years	4,214,552	3.31%
Maturities Greater than 2 Years	<u>10,097,514</u>	<u>3.31%</u>
Total Government Securities	<u>23,558,047</u>	<u>2.40%</u>
Total Portfolio	<u>\$ 35,755,743</u>	<u>2.68%</u>

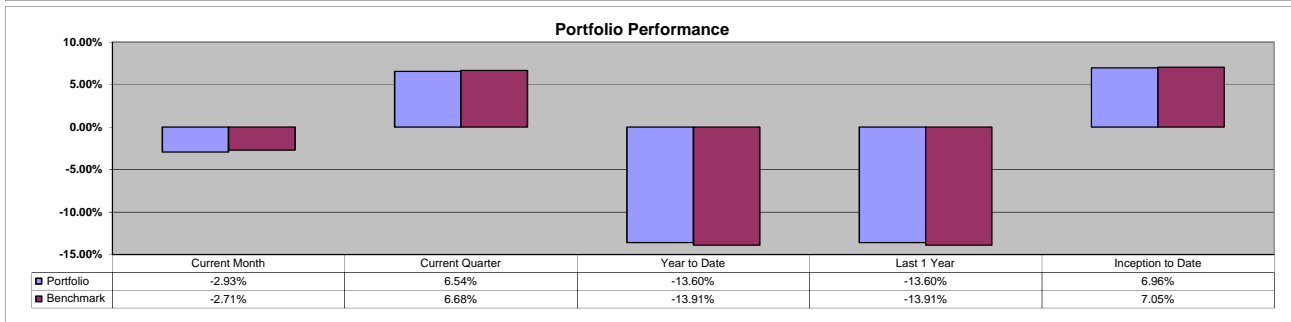
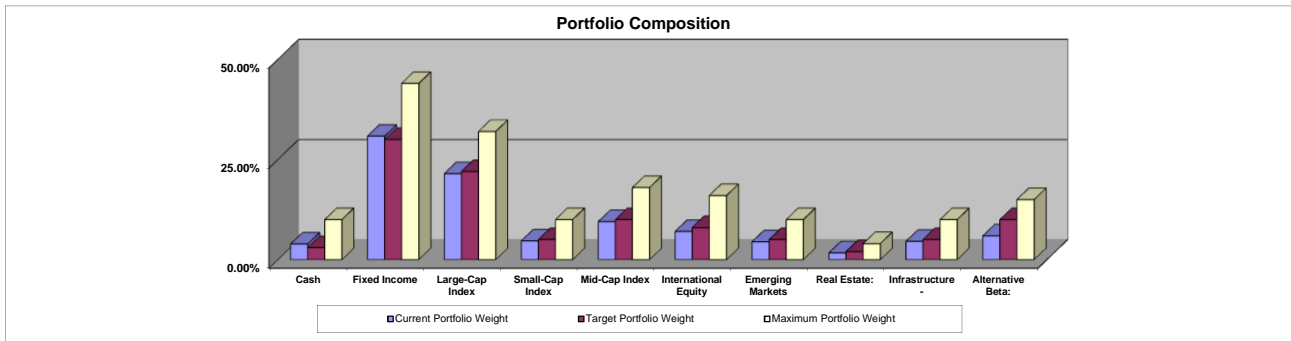
Investment Portfolio - Purchase Price	\$ 36,444,700
Investment Portfolio - Fair Value 9/30/22	<u>35,755,743</u>
Fair Value Adjustment - 06/30/22	(688,957)
Fair Value Adjustment thru - 6/30/2022	<u>(452,701)</u>
Cummulative Change in Fair Value	<u>\$ (1,141,658)</u>



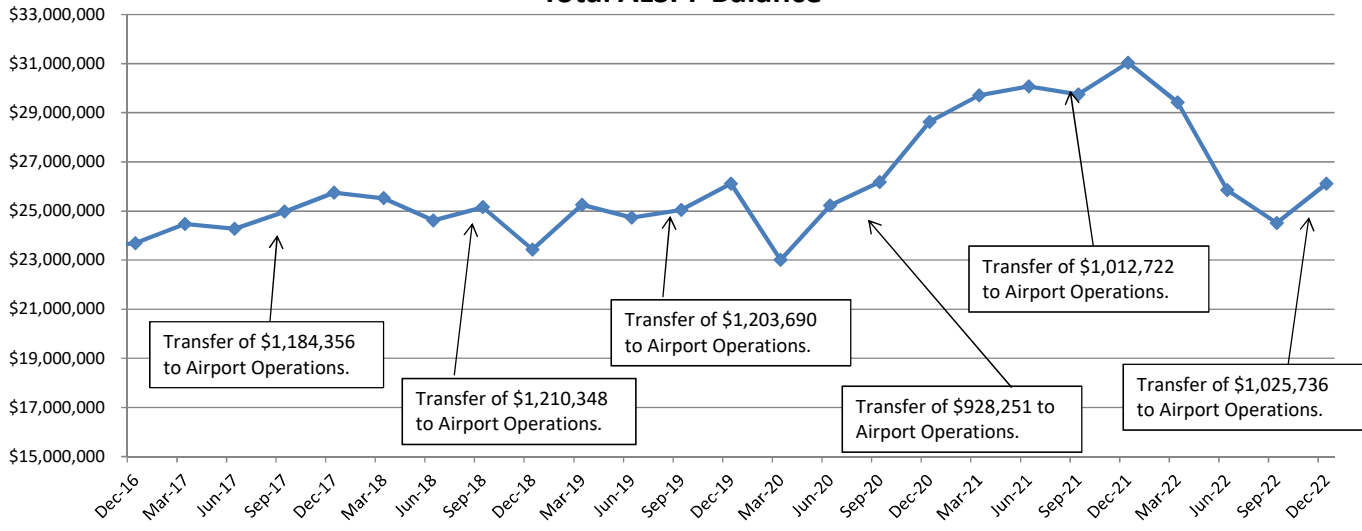
CITY OF KENAI
INVESTMENTS
12/31/2022

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	12/31/22 Market Value				
FHLB 4.725 4/15/24	Bullet	3130AU6R0	1,001,925	1,001,925.00	997,990.00	(3,935.00)	2,100.00	4.700	
FFCB 0.125 2/3/23	Bullet	3133EMPH9	1,000,200.00	985,420.00	996,300.00	10,880.00	513.89	0.125	
FNA 2017-M1 A2	Bullet	3136AUG21	151,722.41	150,160.48	145,084.51	(5,075.97)	319.08	3.223	
FHR 2011-3824 CL JY Mtge	Bullet	3137A7SV3	297,250.25	294,959.76	285,654.17	(9,305.59)	970.85	3.045	
FHMS KSMC A2 2.615 1/25/23	Bullet	3137BO4Y7	2,652,003.98	2,527,952.70	2,527,344.30	(608.40)	5,524.19	0.196	
FHMS K032 A2	Bullet	3137B4GY6	996,922.07	987,194.29	980,852.84	(6,341.45)	2,726.32	2.282	
FHMS K034 A2	Bullet	3137B5JM6	402,401.99	398,908.06	394,664.38	(4,243.68)	1,171.47	2.404	
FHMS K037 A1	Bullet	3137B7YX1	107,847.88	91,536.28	91,462.02	(74.26)	198.48	0.174	
FHMS K047 A1	Bullet	3137BKRH5	145,982	128,590.92	127,325.73	(1,265.19)	304.89	0.297	
FHR 4543 VH Mtge	Bullet	3137BMQ58	577,556.10	557,681.57	555,033.57	(2,648.00)	1,446.77	3.094	
FHMS K053 A1	Bullet	3137BN6F6	346,571.91	313,089.00	308,213.18	(4,875.82)	674.95	0.383	
FHMS K057 AM	Bullet	3137BRQK4	1,201,808.86	1,201,808.86	1,147,265.60	(54,543.26)	2,700.53	3.357	
FHMS K064 A2	Bullet	3137BXQY1	1,009,373.33	988,370.00	951,620.00	(36,750.00)	2,686.67	3.010	
FHMS KMP1 A1	Bullet	3137FATD0	199,463.00	183,899.07	181,733.34	(2,165.73)	348.60	0.302	
FHMS K732 A2	Bullet	3137FG7F6	2,595,309.70	2,595,309.70	2,585,128.00	(10,181.70)	8,170.83	4.719	
FN AM4716	Bullet	3138L5G20	621,123.67	578,024.44	564,993.84	(13,030.60)	1,676.02	0.787	
FN Am47124	Bullet	3138L74J2	829,269.34	753,303.62	733,255.53	(20,048.09)	2,029.75	0.759	
FN AN0734	Bullet	3138LCY82	2,989,420.76	2,947,379.03	2,939,306.48	(8,072.55)	7,056.63	1.468	
FN AN4476	Bullet	3138LG6N1	2,435,187.20	2,349,897.59	2,249,832.52	(100,065.07)	6,539.83	3.193	
FNR 2003-79 NJ Mtge	Bullet	31393EER6	25,586.98	18,075.13	17,801.81	(273.32)	74.53	0.346	
FHR 2935 AC Mtge	Bullet	31395MQ28	38,273.47	31,882.96	31,167.27	(715.69)	130.83	0.487	
FN BL4497	Bullet	3140HV7K4	981,443.63	930,934.73	893,650.37	(37,284.36)	2,218.55	2.137	
FN BL5704	Bullet	3140HXK58	485,604.86	485,104.85	461,672.30	(23,432.55)	1,100.09	3.158	
G2 5122 Mtge	Bullet	36202FVP8	266,229.49	246,593.62	239,044.54	(7,549.08)	719.91	0.874	
GNR 2010-114 CL KB	Bullet	38377KBE9	255,119.16	250,536.46	244,148.02	(6,388.44)	824.79	2.327	
T0 7/5 01/31/24	Bullet	91282CDV0	725,928.99	725,928.99	719,617.50	(6,311.49)	2,746.26	3.150	
T 2 1/4 3/31/24	Bullet	91282CEG2	745,378.28	745,378.28	727,672.50	(17,705.78)	4,311.47	3.160	
T 2 1/2 4/30/24	Bullet	91282CEK3	747,063.91	747,063.91	728,670.00	(18,393.91)	3,211.33	3.160	
T 3 7/31/24	Bullet	91282CFA4	748,311.20	748,311.20	731,542.50	(16,768.70)	9,415.76	3.170	
TOTAL			24,580,279.51	23,965,220.50	23,558,046.82	(407,173.68)	71,913.27	2.051	
FDIC Insured CD's	CD - 12/31/10							#REF!	
3.4 GMATBK 8/4/25		57803	02007GXF5	245,114	245,114.11	237,951.35	(7,162.76)	3,423.29	3.400
3.55 AXP 12/4/23		27471	02589AA28	249,998	246,697.85	242,643.10	(4,054.75)	667.21	3.160
2.85 BMO 5/11/23		16571	05600XHV5	245,000	245,000.00	243,782.35	(1,217.65)	2,735.61	2.850
1.75 SECSTB 12/18/24		8941	062163BN9	245,000	235,751.25	231,870.45	(3,880.80)	164.45	1.750
3.10 BANK MIDWEST CD 9/15/23		5170	063615BM9	245,000	245,411.60	242,559.80	(2,851.80)	2,205.67	3.100
3.00 BEALBK 8/16/23		32574	07371A6B4	245,000	245,000.00	242,768.05	(2,231.95)	2,758.77	3.000
3.00 BSVBK 8/16/23		57833	07371DER4	245,000	245,000.00	242,768.05	(2,231.95)	2,758.77	3.000
3.40 COF 8/10/27		33954	14042TJK4	245,000	245,000.00	232,936.20	(12,063.80)	3,286.36	3.400
3.15 CFBANK 9/18/23		28263	15721UCQ0	245,000	245,553.70	242,618.60	(2,935.10)	296.01	3.150
3.30 C 9/7/23		7213	17312QS34	245,000	245,997.15	243,040.00	(2,957.15)	2,569.48	3.300
1.75 CNBMIL 12/9/24		3814	17801GBW8	245,000	235,854.15	232,027.25	(3,826.90)	270.17	1.750
3.40 DFS 8/16/27		5649	254673Q41	245,000	245,000.00	232,894.55	(12,105.45)	3,149.42	3.400
2.90 KEY 5/15/23		17534	49306SG34	245,000	245,000.00	243,784.80	(1,215.20)	2,705.74	2.900
1.85 LIVQAK 12/11/24		58665	538036HF4	245,000	236,405.40	232,448.65	(3,956.75)	384.95	1.850
3.40 NCBSVG 12/21/23		32612	635573AL2	247,234	246,153.95	242,145.75	(4,008.20)	251.04	3.220
0.30 NYCB 11/9/23		16022	649447UE7	249,000	239,991.18	240,080.82	89.64	108.47	0.300
1.70 RCKCAN 12/20/23		33542	77183VAD0	245,000	240,171.05	238,176.75	(1,994.30)	136.93	1.700
3.00 SAFR 7/31/23		26876	78658RKA8	245,000	245,000.00	242,988.55	(2,011.45)	2,859.45	3.000
2.80 SALLMA 4/17/24		58177	7954502H7	245,000	243,238.45	239,411.55	(3,826.90)	1,428.38	2.590
2.75 SBIIN 02/16/23		33682	856285HZ7	245,000	245,725.20	244,568.80	(1,156.40)	2,547.33	2.750
TOTAL FDIC Insured CD's			4,911,346.10	4,867,065.04	4,791,465.42	(75,599.62)	34,707.50	2.679	
WELLS MONEY MKT AML POOL - City A CCT	Agreed to Amlip		1,931,935.51	1,931,935.51	1,931,935.51		8,504.47	4.010	
	Agreed to GL		4,634,666.42	4,634,666.42	4,634,666.42		17,211.37	4.010	
			36,058,227.54	35,398,887.47	34,916,114.17	(482,773.30)	132,336.61		
WF Cash	Agreed to WF		839,628.34	839,628.34	839,628.34		-	0.010	
TOTAL			36,897,855.88	36,238,515.81	35,755,742.51	(482,773.30)	132,336.61		
TOTAL CURRENT YIELD		MONTHS			(1,142,113.37)			2.6777%	
	Max/Min	Return	Actual	Difference					
Maturity over 2 years 30% Maximum	10,726,722.75	3.3166%	10,801,296	(74,573.40)	OUT OF RANGE				
Liquidity 20% Minimum	7,151,148.50	2.2262%	19,804,137	(12,652,988.39)	OK				
Maturity 1 - 2 years		3.0742%	5,150,309						
		2.6777%	35,755,743						

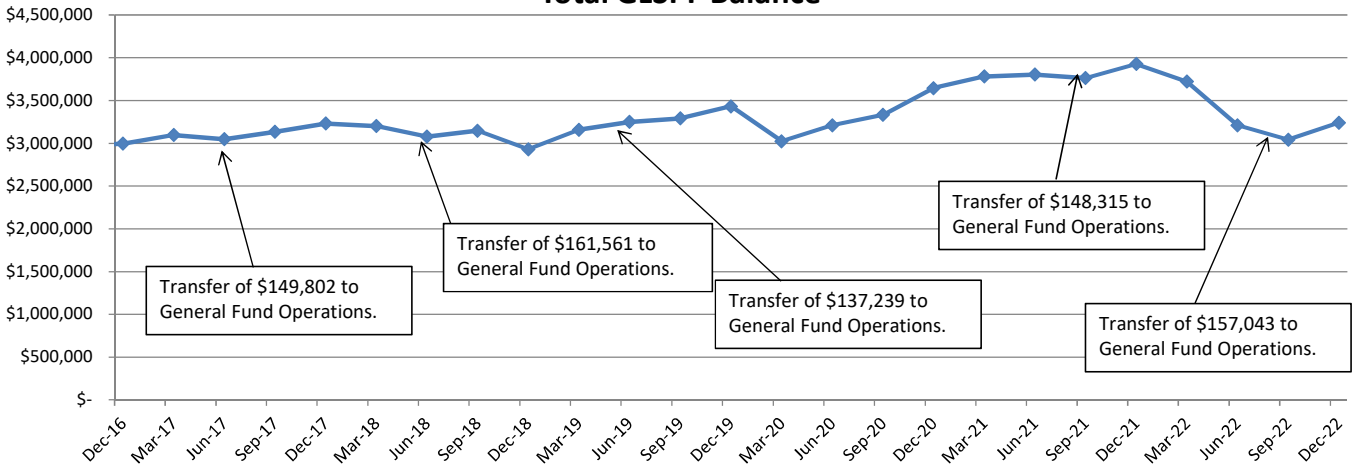
	Fair Market Value					Current or	Current	Target	Portfolio
	31-Dec-21	31-Mar-22	30-Jun-22	30-Sep-22	31-Dec-22	Average	Portfolio	Weight	Maximum
						Yield	Weight	Weight	
Cash									
Cash & Cash Equivalents	2,516,906	1,275,967	1,833,543	1,119,889	1,354,864	4.01%	3.90%	3.00%	10.00%
Fixed Income									
Investment Grade Government & Corporate Securities									
Government Securities	6,632,925	5,127,117	5,101,086	5,818,997	5,861,565	4.44%	20.26%		
Corporate Securities Investment Grade	3,214,776	2,391,717	2,108,368	1,938,710	1,895,021	5.42%	6.75%		
Total Investment Grade Government & Corporate Securities	9,847,701	7,518,834	7,209,454	7,757,707	7,756,586	4.68%	27.01%	26.00%	36.00%
High Yield Domestic -									
SPDR Portfolio High Yield Bonds	-	-	26,694	25,945	26,563		0.09%		
Vanguard Hi Yield Corporate Fund Admiral Shares	-	1,354,863	1,190,658	1,070,708	1,180,923		3.73%		
Total High Yield Domestic	-	1,354,863	1,217,352	1,096,653	1,207,486		3.82%	4.00%	8.00%
Total Fixed Income	9,847,701	8,873,697	8,426,806	8,854,360	8,964,072	4.68%	30.83%	30.00%	44.00%
Equities:									
Domestic Equities:									
Large-Cap Index	8,472,518	7,839,086	6,522,469	6,166,612	6,616,990		21.47%	22.00%	32.00%
Small-Cap Index	2,205,806	1,984,668	1,422,929	1,342,552	1,457,267		4.67%	5.00%	10.00%
Mid-Cap Index	4,437,562	3,500,227	2,812,265	2,725,621	3,006,935		9.49%	10.00%	18.00%
Total Domestic Equities	15,115,886	13,323,981	10,757,663	10,234,785	11,081,192		35.63%	37.00%	60.00%
International Equities:									
International Equity	4,203,100	3,149,195	2,256,300	2,019,501	2,348,427		7.03%	8.00%	16.00%
Emerging Markets	2,705,552	1,464,576	1,460,565	1,279,558	1,390,306		4.46%	5.00%	10.00%
Total International Equities	6,908,652	4,613,771	3,716,865	3,299,059	3,738,733		11.49%	13.00%	26.00%
Real Estate:									
JP Morgan Beta Builders MSCI Reit	781,973	705,645	543,668	485,048	505,104		1.69%		
Total Real Estate	781,973	705,645	543,668	485,048	505,104		1.69%	2.00%	4.00%
Infrastructure -									
Flexshares Stoxx Global Broad Infrastructure	1,229,024	1,933,906	1,485,180	1,312,464	1,448,683		4.57%	5.00%	10.00%
Total Equities	24,035,535	20,577,303	16,503,376	15,331,356	16,773,712		53.38%	57.00%	100.00%
Alternative Beta:									
Blackrock Systematic Multi-Strategy	-	2,925,750	2,935,070	1,709,314	1,691,801		5.95%		
IQ Hedge Multi-Strategy Tracker	-	855,039	598,014	-	-		0.00%		
Core Alternative ETF	-	-	-	1,703,463	1,810,987				
Total Alternative Beta	-	3,780,789	3,533,084	3,412,777	3,502,788		5.95%	10.00%	15.00%
Total Portfolio	36,400,142	34,507,756	30,296,809	28,718,382	30,595,436	-13.60%	94.06%	100.00%	169.00%
Total ALSPF Balance	31,034,201	29,420,781	25,857,846	24,510,683	26,112,716				
Total GLSPF Balance	3,926,077	3,721,966	3,209,669	3,042,450	3,241,306				
Total Kenai Community Foundation	199,442	189,074	170,602	161,714	172,284				
Total Kenai Senior Connection	1,240,422	1,175,935	1,058,692	1,003,535	1,069,127				



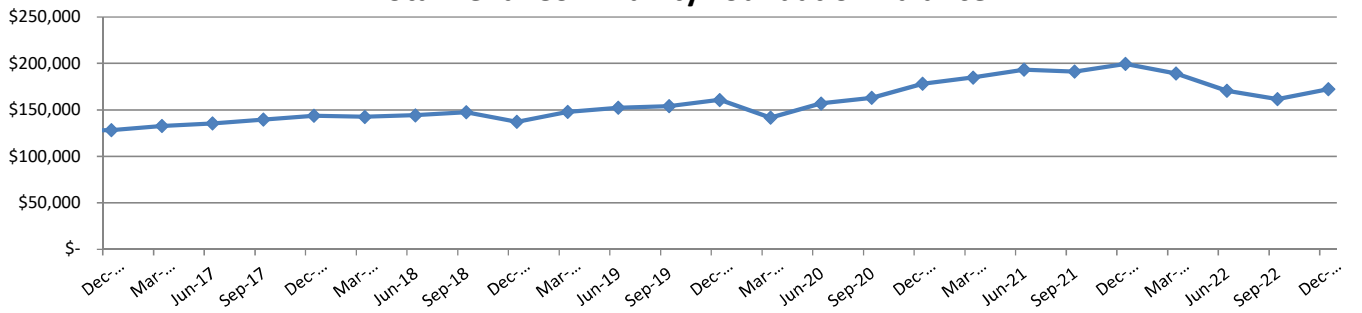
Total ALSPF Balance



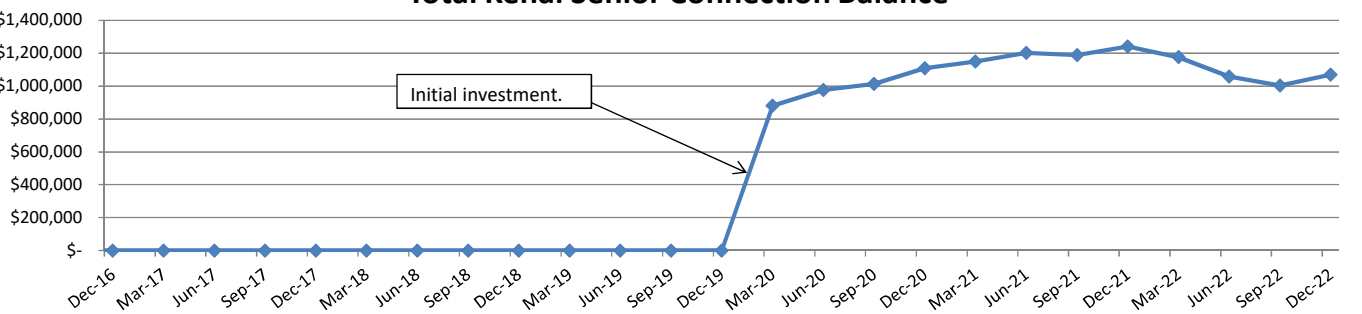
Total GLSPF Balance



Total Kenai Community Foundation Balance



Total Kenai Senior Connection Balance



CITY OF KENAI PERMANENT FUNDS

Account Statement - Period Ending December 31, 2022



ACCOUNT ACTIVITY

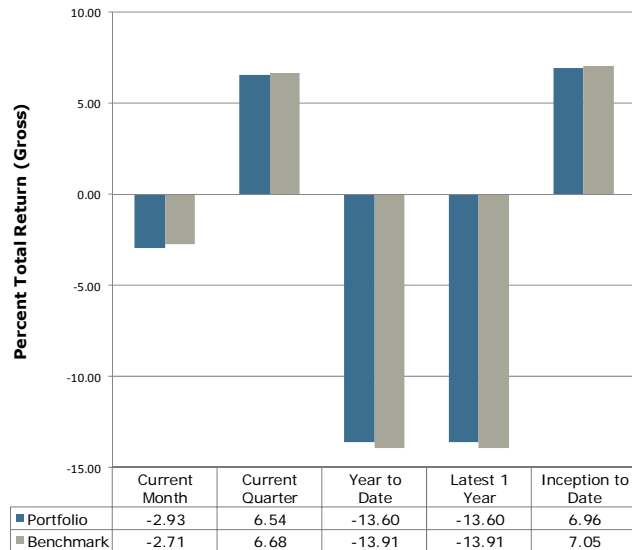
Portfolio Value on 11-30-22	31,519,758
Contributions	225
Withdrawals	-489
Change in Market Value	-1,118,371
Interest	21,809
Dividends	172,258
<hr/>	
Portfolio Value on 12-31-22	30,595,190

MANAGEMENT TEAM

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

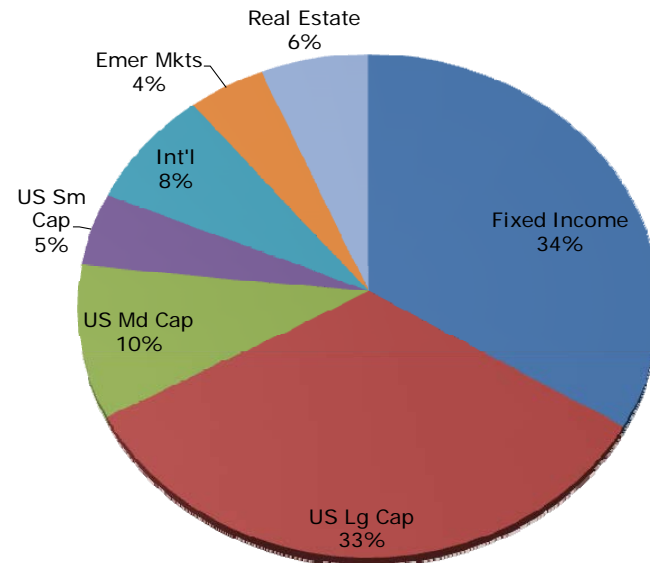
INVESTMENT PERFORMANCE

**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
December 31, 2022

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (33%)			
US Fixed Income (26.0%)	7,753,097	25.3	6% to 36%
High Yield Fixed Income (4.0%)	1,207,319	3.9	0% to 8%
Cash (3.0%)	1,387,353	4.5	0% to 10%
Subtotal:	10,347,769	33.8	
EQUITY (50%)			
US Large Cap (22.0%)	6,587,912	21.5	12% to 32%
US Mid Cap (10.0%)	3,006,935	9.8	0% to 18%
US Small Cap (5.0%)	1,457,267	4.8	0% to 10%
Developed International Equity (8.0%)	2,348,427	7.7	4% to 16%
Emerging Markets (5.0%)	1,390,306	4.5	0% to 10%
Subtotal:	14,790,847	48.3	
ALTERNATIVE INVESTMENTS (17%)			
Real Estate (2.0%)	505,104	1.7	0% to 4%
Alternative Beta (10.0%)	3,502,787	11.4	0% to 15%
Infrastructure (5.0%)	1,448,683	4.7	0% to 10%
Subtotal:	5,456,574	17.8	
TOTAL PORTFOLIO	30,595,190	100	

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
December 31, 2022

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	90.14	112,679	0.37	750	258	4.58
125,000	FHLB 1.625% Due 03-12-27 Accrued Interest	104.27	130,335	90.40	112,995	0.37	2,031	615	4.14
					873	0.00			
			255,210		226,547	0.74		873	
ALTERNATIVE BETA									
175,135	BLCKRCK SYST MULTI-STR-INST	10.29	1,802,743	9.66	1,691,801	5.53	NA		
57,346	CORE ALTERNATIVE ETF	30.33	1,739,075	31.58	1,810,987	5.92	NA		
			3,541,818		3,502,787	11.45			
CORPORATE BONDS									
100,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	97,833	98.45	98,454	0.32	2,200	825	4.71
100,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	105,181	98.70	98,700	0.32	3,875	1,615	5.11
100,000	MORGAN STANLEY IND FINANCIAL SRV 3.875% Due 04-29-24	103.71	103,711	98.45	98,447	0.32	3,875	667	5.08
100,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	99,882	97.05	97,047	0.32	3,300	1,027	5.14
100,000	REYNOLDS AMERICAN INC 4.450% Due 06-12-25	108.47	108,467	97.83	97,826	0.32	4,450	235	5.40
100,000	CITIGROUP INC 3.700% Due 01-12-26	101.65	101,647	96.19	96,192	0.31	3,700	1,737	5.07
100,000	KROGER CO 2.650% Due 10-15-26	99.82	99,820	91.79	91,786	0.30	2,650	559	5.05
50,000	GENERAL DYNAMICS CORP 3.500% Due 04-01-27	106.12	53,060	95.54	47,769	0.16	1,750	437	4.66
35,000	DARDEN RESTAURANTS INC 3.850% Due 05-01-27	110.59	38,706	95.37	33,380	0.11	1,347	225	5.05
60,000	BORGWARNER INC 2.650% Due 07-01-27	107.34	64,403	88.96	53,374	0.17	1,590	795	5.45
100,000	ENBRIDGE INC 3.700% Due 07-15-27	101.13	101,135	93.61	93,608	0.31	3,700	1,706	5.30
70,000	ANHEUSER-BUSCH INBEV WORLDWIDE 4.000% Due 04-13-28	114.31	80,016	95.18	66,624	0.22	2,800	607	5.05
70,000	ESSEX PORTFOLIO LP 4.000% Due 03-01-29	111.75	78,224	91.13	63,792	0.21	2,800	933	5.72
100,000	INTEL CORP 3.900% Due 03-25-30	113.48	113,484	93.64	93,636	0.31	3,900	1,040	4.95
60,000	KIMCO REALTY CORP 3.200% Due 04-01-32	99.17	59,501	82.72	49,630	0.16	1,920	480	5.62

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
December 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
70,000	CENOVUS ENERGY INC 5.250% Due 06-15-37	119.59	83,716	91.10	63,767	0.21	3,675	163	6.19
100,000	HOME DEPOT INC 4.875% Due 02-15-44	115.63	115,627	95.62	95,616	0.31	4,875	1,842	5.22
50,000	PHILLIPS 66 4.875% Due 11-15-44	126.49	63,243	91.37	45,684	0.15	2,437	311	5.56
100,000	CARDINAL HEALTH 4.900% Due 09-15-45	111.47	111,470	84.42	84,419	0.28	4,900	1,443	6.18
100,000	BANK OF AMERICA CORP 4.443% Due 01-20-48	106.31	106,308	84.33	84,333	0.28	4,443	1,987	5.61
100,000	Sysco Corporation 4.450% Due 03-15-48	120.54	120,536	81.99	81,986	0.27	4,450	1,310	5.82
70,000	NATIONAL RETAIL PROP INC 4.800% Due 10-15-48	126.03	88,222	82.95	58,065	0.19	3,360	709	6.12
50,000	TELUS CORP 4.300% Due 06-15-49	121.52	60,762	81.74	40,872	0.13	2,150	96	5.63
110,000	MAGELLAN MIDSTREAM PARTN 3.950% Due 03-01-50	109.07	119,976	73.18	80,495	0.26	4,345	1,448	5.95
75,000	NUTRIEN LTD 3.950% Due 05-13-50	99.74	74,803	75.90	56,925	0.19	2,962	395	5.70
	Accrued Interest				22,593	0.07			
			2,249,734		1,895,021	6.19		22,593	
DOMESTIC MID CAP EQUITY FUNDS/ETF									
12,431	ISHARES CORE S&P MIDCAP 400 ETF	117.93	1,465,950	241.89	3,006,935	9.83	NA		
EMERGING MARKET FUNDS/ETF									
29,771	ISHARES ETF CORE MSCI EMERGING MKTS	53.58	1,595,188	46.70	1,390,306	4.54	NA		
FNMA & FHLMC									
4,288	FHLMC POOL G14203 4.000% Due 04-01-26	104.56	4,484	97.70	4,190	0.01	172	14	5.74
51,704	FG POOL C91270 4.500% Due 10-01-29	105.67	54,637	99.34	51,362	0.17	2,327	194	4.93
53,037	FG POOL J30401 3.000% Due 01-01-30	101.30	53,725	96.27	51,061	0.17	1,591	133	4.48
60,084	FG POOL G16255 2.500% Due 07-01-32	99.70	59,906	93.61	56,247	0.18	1,502	125	4.63
82,637	FR SB8503 Mtge 2.000% Due 08-01-35	102.81	84,961	89.20	73,712	0.24	1,653	28	4.62
61,705	FNCL POOL 995373 4.500% Due 02-01-39	106.72	65,851	98.98	61,075	0.20	2,777	231	4.71
89,014	FR RB5095 MTGE 2.000% Due 01-01-41	103.84	92,429	84.91	75,586	0.25	1,780	30	4.77

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
December 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
158,443	FN POOL AJ1405 4.000% Due 09-01-41	104.48	165,548	96.03	152,157	0.50	6,338	528	4.67
89,558	FN MA4475 Mtge 2.500% Due 11-01-41	103.58	92,762	87.70	78,539	0.26	2,239	37	4.75
93,586	FN POOL AT2324 3.000% Due 01-01-43	100.20	93,776	90.99	85,152	0.28	2,808	47	4.76
147,471	FG POOL V80057 3.000% Due 05-01-43	100.23	147,817	91.10	134,342	0.44	4,424	369	4.74
95,110	FN POOL AL3180 3.000% Due 05-01-43	100.20	95,304	90.99	86,542	0.28	2,853	238	4.72
80,723	FG POOL G08722 3.500% Due 09-01-46	102.09	82,407	93.30	75,311	0.25	2,825	235	4.73
33,833	FN AS8483 3.000% Due 12-01-46	102.95	34,832	89.81	30,386	0.10	1,015	85	4.65
60,913	FN POOL BD2453 3.000% Due 01-01-47	99.89	60,847	89.48	54,504	0.18	1,827	152	4.60
45,313	FN POOL MA2930 4.000% Due 03-01-47	103.56	46,927	95.58	43,309	0.14	1,813	151	4.74
46,878	FG G61893 3.000% Due 07-01-47	101.14	47,413	89.54	41,976	0.14	1,406	117	4.64
22,141	FN MA3276 3.500% Due 02-01-48	105.75	23,414	92.65	20,515	0.07	775	65	4.69
41,076	FN MA3305 3.500% Due 03-01-48	103.02	42,315	92.50	37,994	0.12	1,438	120	4.68
12,045	FN POOL MA3638 4.000% Due 04-01-49	103.09	12,417	95.29	11,478	0.04	482	40	4.79
39,056	FR RA1343 3.000% Due 09-01-49	104.69	40,887	88.66	34,628	0.11	1,172	98	4.71
22,197	FN MA3834 3.000% Due 11-01-49	101.90	22,618	88.38	19,619	0.06	666	55	4.65
23,988	FN MA3871 3.000% Due 12-01-49	101.91	24,446	88.49	21,228	0.07	720	60	4.65
30,510	FR QA5517 3.000% Due 12-01-49	102.31	31,215	88.48	26,994	0.09	915	76	4.65
25,735	FN MA3960 3.000% Due 03-01-50	102.31	26,330	88.28	22,719	0.07	772	64	4.62
52,660	FANNIE MAE POOL 2.500% Due 05-01-50	104.98	55,285	85.96	45,269	0.15	1,316	110	4.58
76,968	FN CA7738 MTGE 2.500% Due 11-01-50	105.64	81,310	85.24	65,609	0.21	1,924	160	4.58
59,329	FR RA4518 3.500% Due 02-01-51	91.20	54,107	91.50	54,285	0.18	2,077	173	4.69
41,060	FR SD8129 2.500% Due 02-01-51	84.93	34,872	85.14	34,959	0.11	1,026	86	4.57
209,999	FN BR1668 Mtge 2.000% Due 03-01-51	99.54	209,023	81.67	171,500	0.56	4,200	70	4.51

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 December 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
248,494	FR QC4235 Mtge 2.500% Due 07-01-51	102.31	254,240	84.88	210,924	0.69	6,212	104	4.60
149,382	FN MA4398 2.000% Due 08-01-51	78.81	117,732	81.61	121,906	0.40	2,988	50	4.51
68,863	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	92.12	63,440	84.91	58,469	0.19	1,722	143	4.60
155,111	FN MA4492 2.000% Due 12-01-51	78.73	122,114	81.53	126,460	0.41	3,102	52	4.51
38,109	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	88.61	33,768	81.91	31,214	0.10	762	64	4.60
24,300	FN CB3918 4.500% Due 06-01-52	96.58	23,468	96.44	23,435	0.08	1,093	91	5.03
39,073	FR QE9566 5.000% Due 09-01-52	98.78	38,596	98.62	38,532	0.13	1,954	163	5.25
	Accrued Interest				4,557	0.01			
			2,595,222		2,337,747	7.64		4,557	
HIGH YIELD FIXED INCOME									
1,189	SPDR PORTFOLIO HIGH YIELD BO	25.19	29,946	22.34	26,562	0.09			
229,273	VANGUARD HI YLD CORP-ADM	5.53	1,268,398	5.15	1,180,757	3.86	0		
			1,298,344		1,207,319	3.95			
INTERNATIONAL EQUITY FUNDS/ETF									
4,788	ISHARES EDGE MSCI MIN VOL EAFE ETF	67.50	323,167	63.58	304,445	1.00	NA		
33,160	ISHARES ETF CORE MSCI EAFE	64.24	2,130,246	61.64	2,043,982	6.68	NA		
			2,453,413		2,348,427	7.68			
DOMESTIC LARGE CAP EQUITY FUNDS/ETF									
5,407	INVESCO S&P 500 LOW VOLATILITY	65.70	355,247	63.90	345,507	1.13	NA		
16,323	SPDR S&P 500 ETF	228.69	3,732,952	382.43	6,242,405	20.40	NA		
			4,088,199		6,587,912	21.53			
REAL ESTATE & INFRASTRUCTURE									
28,738	FLEXSHAR STX GLOBAL BROAD INF ETF	52.34	1,504,037	50.41	1,448,683	4.74	NA		
6,190	JPMORGAN BETABUILDERS MSCI US REIT ETF	81.50	504,466	81.60	505,104	1.65	NA		
			2,008,503		1,953,787	6.39			
DOMESTIC SMALL CAP EQUITY FUNDS/ETF									
15,398	ISHARES S&P SMALLCAP 600 INDEX ETF	56.16	864,705	94.64	1,457,267	4.76	NA		
U.S. TREASURY									
75,000	US TREASURY NOTES 0.125% Due 04-30-23	98.18	73,638	98.62	73,969	0.24	94	16	4.33

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
December 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
20,000	US TREASURY NOTES 0.125% Due 07-15-23	100.00	19,999	97.57	19,514	0.06	25	12	4.73
100,000	US TREASURY NOTES 0.125% Due 09-15-23	99.48	99,484	96.86	96,863	0.32	125	37	4.70
150,000	US TREASURY NOTES 0.250% Due 09-30-23	96.80	145,207	96.68	145,014	0.47	375	96	4.83
90,000	US TREASURY NOTE 0.125% Due 10-15-23	99.75	89,779	96.47	86,826	0.28	112	24	4.73
100,000	US TREASURY NOTES 1.625% Due 10-31-23	99.41	99,406	97.52	97,520	0.32	1,625	278	4.70
115,000	US TREASURY NOTES 0.250% Due 11-15-23	96.76	111,276	96.16	110,579	0.36	287	37	4.80
95,000	US TREASURY NOTE 0.875% Due 01-31-24	98.65	93,716	95.95	91,152	0.30	831	348	4.75
100,000	US TREASURY NOTES 0.375% Due 04-15-24	99.53	99,527	94.62	94,625	0.31	375	80	4.72
100,000	US TREASURY NOTES 0.250% Due 05-15-24	99.86	99,855	94.12	94,121	0.31	250	32	4.72
170,000	US TREASURY NOTES 1.500% Due 11-30-24	102.28	173,871	94.62	160,862	0.53	2,550	224	4.46
40,000	US TREASURY NOTE 2.875% Due 06-15-25	99.22	39,689	96.65	38,661	0.13	1,150	54	4.33
75,000	US TREASURY NOTES 2.750% Due 06-30-25	99.71	74,780	96.34	72,252	0.24	2,062	6	4.31
120,000	US TREASURY NOTES 0.250% Due 07-31-25	96.66	115,993	90.24	108,286	0.35	300	126	4.28
115,000	US TREASURY NOTE 3.000% Due 09-30-25	100.99	116,137	96.66	111,154	0.36	3,450	881	4.30
185,000	US TREASURY NOTES 0.375% Due 11-30-25	93.83	173,585	89.44	165,473	0.54	694	61	4.26
75,000	US TREASURY NOTES 1.625% Due 05-15-26	95.63	71,726	92.03	69,026	0.23	1,219	158	4.18
200,000	US TREASURY NOTES 2.250% Due 02-15-27	96.95	193,906	93.06	186,118	0.61	4,500	1,700	4.10
50,000	US TREASURY NOTES 0.375% Due 07-31-27	95.49	47,747	84.84	42,418	0.14	187	78	4.03
100,000	US TREASURY NOTES 1.125% Due 02-29-28	96.60	96,598	86.58	86,582	0.28	1,125	382	4.03
100,000	US TREASURY NOTES 3.125% Due 11-15-28	102.38	102,380	95.38	95,379	0.31	3,125	406	4.02
20,000	US TREASURY NOTES 2.625% Due 02-15-29	101.74	20,348	92.42	18,484	0.06	525	198	4.03
35,000	US TREASURY NOTES 2.875% Due 04-30-29	96.88	33,909	93.66	32,780	0.11	1,006	172	4.02
50,000	US TREASURY NOTE 3.250% Due 06-30-29	100.53	50,264	95.69	47,847	0.16	1,625	4	4.01

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
December 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
105,000	US TREASURY NOTES 1.750% Due 11-15-29	93.71	98,401	87.18	91,535	0.30	1,837	239	3.89
10,000	US TREASURY NOTES 0.625% Due 05-15-30	100.79	10,079	79.14	7,914	0.03	62	8	3.91
110,000	US TREASURY NOTE 0.625% Due 08-15-30	87.35	96,080	78.71	86,586	0.28	687	260	3.88
125,000	US TREASURY NOTES 0.875% Due 11-15-30	97.64	122,046	79.93	99,912	0.33	1,094	142	3.85
140,000	US TREASURY NOTE 1.125% Due 02-15-31	99.32	139,042	81.50	114,106	0.37	1,575	595	3.79
125,000	US TREASURY NOTES 1.625% Due 05-15-31	100.89	126,113	84.10	105,122	0.34	2,031	264	3.87
35,000	US TREASURY NOTES 1.875% Due 02-15-32	90.94	31,829	84.83	29,691	0.10	656	248	3.86
160,000	US TREASURY NOTE 2.875% Due 05-15-32	99.71	159,536	92.16	147,450	0.48	4,600	597	3.88
85,000	US TREASURY NOTES 3.875% Due 08-15-40	127.11	108,045	97.55	82,915	0.27	3,294	1,244	4.07
75,000	US TREASURY NOTES 1.750% Due 08-15-41	96.42	72,316	68.43	51,325	0.17	1,312	496	4.21
25,000	US TREASURY NOTES 2.750% Due 08-15-42	110.86	27,716	80.40	20,100	0.07	687	260	4.23
25,000	US TREASURY NOTES 3.125% Due 02-15-43	97.13	24,283	85.31	21,328	0.07	781	295	4.21
95,000	US TREASURY NOTES 2.875% Due 05-15-43	76.58	72,749	81.62	77,540	0.25	2,731	355	4.23
45,000	US TREASURY NOTES 2.875% Due 05-15-49	102.98	46,342	80.46	36,209	0.12	1,294	168	4.09
15,000	US TREASURY NOTES 1.250% Due 05-15-50	100.74	15,111	53.82	8,072	0.03	187	24	4.06
75,000	US TREASURY NOTES 1.625% Due 11-15-50	96.64	72,478	59.50	44,625	0.15	1,219	158	4.07
50,000	US TREASURY NOTES 2.000% Due 08-15-51	100.88	50,439	65.48	32,738	0.11	1,000	378	4.05
15,000	US TREASURY NOTE 1.875% Due 11-15-51	95.26	14,289	63.34	9,500	0.03	281	37	4.04
20,000	US TREASURY NOTE 2.250% Due 02-15-52	83.97	16,795	69.54	13,908	0.05	450	170	4.04
70,000	US TREASURY NOTE 2.875% Due 05-15-52	94.62	66,236	80.12	56,087	0.18	2,012	261	4.04
	Accrued Interest				11,610	0.04			
			3,612,747		3,293,783	10.77		11,610	
CASH AND CASH EQUIVALENTS									
	ALLSPRING GOV MONEY MARKET FD INS CL #1751		1,350,838		1,350,838	4.42			
	CASH RECEIVABLE		1,844		1,844	0.01	NA		

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
December 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
	DIVIDEND ACCRUAL		34,671		34,671	0.11			
	WF ADV GOVT MM FD-INSTL #1751		0		0	0.00			
			1,387,353		1,387,353	4.53			
TOTAL PORTFOLIO			27,416,386		30,595,190	100	214,314	39,632	

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
DEPOSITS AND EXPENSES				
CASH AND CASH EQUIVALENTS				
12-13-22	12-13-22	ALLSPRING GOV MONEY MARKET FD INS CL #1751		74.84
12-13-22	12-13-22	ALLSPRING GOV MONEY MARKET FD INS CL #1751		74.85
12-13-22	12-13-22	ALLSPRING GOV MONEY MARKET FD INS CL #1751		74.85
12-23-22	12-23-22	ALLSPRING GOV MONEY MARKET FD INS CL #1751		0.12
				224.66
MANAGEMENT FEES				
12-31-22	12-31-22	MANAGEMENT FEES		4,216.27
				4,440.93
DIVIDEND				
ALTERNATIVE BETA				
12-28-22	12-28-22	CORE ALTERNATIVE ETF		3,792.75
12-30-22	12-30-22	BLCKRCK SYST MULTI-STR-INST		68,916.54
				72,709.29
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
12-16-22	01-31-23	SPDR S&P 500 ETF		29,077.79
12-23-22	12-23-22	INVESCO S&P 500 LOW VOLATILITY		627.43
				29,705.22
DOMESTIC MID CAP EQUITY FUNDS/ETF				
12-19-22	12-19-22	ISHARES CORE S&P MIDCAP 400 ETF		13,476.26

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
12-19-22	12-19-22	ISHARES S&P SMALLCAP 600 INDEX ETF		6,348.50
EMERGING MARKET FUNDS/ETF				
12-19-22	12-19-22	ISHARES ETF CORE MSCI EMERGING MKTS		19,615.72
HIGH YIELD FIXED INCOME				
12-01-22	12-07-22	SPDR PORTFOLIO HIGH YIELD BO		153.97
12-23-22	12-23-22	SPDR PORTFOLIO HIGH YIELD BO		164.46
12-30-22	01-03-23	VANGUARD HI YLD CORP-ADM		5,592.92
				5,911.35
INTERNATIONAL EQUITY FUNDS/ETF				
12-19-22	12-19-22	ISHARES EDGE MSCI MIN VOL EAFE ETF		2,379.32
12-19-22	12-19-22	ISHARES ETF CORE MSCI EAFE		11,094.44
				13,473.76
REAL ESTATE & INFRASTRUCTURE				
12-22-22	12-22-22	FLEXSHAR STX GLOBAL BROAD INF ETF		6,709.83
12-23-22	12-23-22	JPMORGAN BETABUILDERS MSCI US REIT ETF		4,307.81
				11,017.64
				172,257.74

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
INTEREST				
CASH AND CASH EQUIVALENTS				
12-01-22	12-01-22	ALLSPRING GOV MONEY MARKET FD INS CL #1751		3,410.94
CORPORATE BONDS				
12-12-22	12-12-22	REYNOLDS AMERICAN INC 4.450% Due 06-12-25		2,225.00
12-15-22	12-15-22	CENOVUS ENERGY INC 5.250% Due 06-15-37		1,837.50
12-15-22	12-15-22	TELUS CORP 4.300% Due 06-15-49		1,075.00
				5,137.50
FNMA & FHLMC				
12-15-22	12-15-22	FHLMC POOL G14203 4.000% Due 04-01-26		14.86
12-15-22	12-15-22	FG POOL G16255 2.500% Due 07-01-32		126.97
12-15-22	12-15-22	FG POOL G08722 3.500% Due 09-01-46		236.97
12-15-22	12-15-22	FG POOL C91270 4.500% Due 10-01-29		196.43
12-15-22	12-15-22	FG POOL J30401 3.000% Due 01-01-30		135.26
12-15-22	12-15-22	FG POOL V80057 3.000% Due 05-01-43		374.81
12-15-22	12-15-22	FG G61893 3.000% Due 07-01-47		117.99
12-27-22	12-27-22	FR SB8503 Mtge 2.000% Due 08-01-35		139.29
12-27-22	12-27-22	FR SD8129 2.500% Due 02-01-51		86.06
12-27-22	12-27-22	FR QA5517 3.000% Due 12-01-49		76.55

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
12-27-22	12-27-22	FR QC4235 Mtge 2.500% Due 07-01-51		518.66
12-27-22	12-27-22	FR QE9566 5.000% Due 09-01-52		164.25
12-27-22	12-27-22	FR RA1343 3.000% Due 09-01-49		98.04
12-27-22	12-27-22	FR RA4518 3.500% Due 02-01-51		173.37
12-27-22	12-27-22	FR RB5095 MTGE 2.000% Due 01-01-41		149.22
12-27-22	12-27-22	FN POOL AJ1405 4.000% Due 09-01-41		530.38
12-27-22	12-27-22	FN POOL AT2324 3.000% Due 01-01-43		235.06
12-27-22	12-27-22	FN AS8483 3.000% Due 12-01-46		85.09
12-27-22	12-27-22	FN POOL AL3180 3.000% Due 05-01-43		238.66
12-27-22	12-27-22	FN POOL BD2453 3.000% Due 01-01-47		153.68
12-27-22	12-27-22	FANNIE MAE POOL 2.500% Due 05-01-50		110.34
12-27-22	12-27-22	FN BR1668 Mtge 2.000% Due 03-01-51		354.62
12-27-22	12-27-22	FN CA7738 MTGE 2.500% Due 11-01-50		162.02
12-27-22	12-27-22	FANNIE MAE POOL CB1783 2.500% Due 10-01-51		143.92
12-27-22	12-27-22	FN CB3918 4.500% Due 06-01-52		91.71
12-27-22	12-27-22	FANNIE MAE POOL FS0822 2.000% Due 03-01-52		63.78
12-27-22	12-27-22	FNCL POOL 995373 4.500% Due 02-01-39		233.22
12-27-22	12-27-22	FN POOL MA2930 4.000% Due 03-01-47		152.94

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
12-27-22	12-27-22	FN MA3305 3.500% Due 03-01-48		120.70
12-27-22	12-27-22	FN MA3276 3.500% Due 02-01-48		65.19
12-27-22	12-27-22	FN MA4398 2.000% Due 08-01-51		-249.98
12-27-22	12-27-22	FN MA4398 2.000% Due 08-01-51		270.89
12-27-22	12-27-22	FN MA4398 2.000% Due 08-01-51		249.98
12-27-22	12-27-22	FN MA4475 Mtge 2.500% Due 11-01-41		188.51
12-27-22	12-27-22	FN MA4492 2.000% Due 12-01-51		259.61
12-27-22	12-27-22	FN POOL MA3638 4.000% Due 04-01-49		40.52
12-27-22	12-27-22	FN MA3834 3.000% Due 11-01-49		55.85
12-27-22	12-27-22	FN MA3871 3.000% Due 12-01-49		60.42
12-27-22	12-27-22	FN MA3960 3.000% Due 03-01-50		64.77
				6,290.61
U.S. TREASURY				
12-08-22	12-08-22	US TREASURY NOTE 2.875% Due 05-15-52		1,006.25
12-08-22	12-08-22	US TREASURY NOTE 2.875% Due 05-15-52		-1,006.25
12-15-22	12-15-22	US TREASURY NOTE 2.875% Due 06-15-25		575.00
12-31-22	01-03-23	US TREASURY NOTES 2.750% Due 06-30-25		1,031.25

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
12-31-22	01-03-23	US TREASURY NOTE 3.250% Due 06-30-29		812.50
				2,418.75
				17,257.80

PRINCIPAL PAYDOWNS

FNMA & FHLMC

12-15-22	12-15-22	FHLMC POOL G14203 4.000% Due 04-01-26	168.60	168.60
12-15-22	12-15-22	FG POOL G16255 2.500% Due 07-01-32	859.11	859.11
12-15-22	12-15-22	FG POOL G08722 3.500% Due 09-01-46	524.35	524.35
12-15-22	12-15-22	FG POOL C91270 4.500% Due 10-01-29	677.86	677.86
12-15-22	12-15-22	FG POOL J30401 3.000% Due 01-01-30	1,066.26	1,066.26
12-15-22	12-15-22	FG POOL V80057 3.000% Due 05-01-43	2,452.82	2,452.82
12-15-22	12-15-22	FG G61893 3.000% Due 07-01-47	317.41	317.41
12-25-22	12-27-22	FR SB8503 Mtge 2.000% Due 08-01-35	936.39	936.39
12-25-22	12-27-22	FR SD8129 2.500% Due 02-01-51	250.89	250.89
12-25-22	12-27-22	FR QA5517 3.000% Due 12-01-49	110.44	110.44
12-25-22	12-27-22	FR QC4235 Mtge 2.500% Due 07-01-51	464.13	464.13
12-25-22	12-27-22	FR QE9566 5.000% Due 09-01-52	347.30	347.30
12-25-22	12-27-22	FR RA1343 3.000% Due 09-01-49	158.14	158.14
12-25-22	12-27-22	FR RA4518 3.500% Due 02-01-51	113.54	113.54

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
12-25-22	12-27-22	FR RB5095 MTGE 2.000% Due 01-01-41	520.55	520.55
12-25-22	12-27-22	FN POOL AJ1405 4.000% Due 09-01-41	672.45	672.45
12-25-22	12-27-22	FN POOL AT2324 3.000% Due 01-01-43	439.11	439.11
12-25-22	12-27-22	FN AS8483 3.000% Due 12-01-46	202.24	202.24
12-25-22	12-27-22	FN POOL AL3180 3.000% Due 05-01-43	351.78	351.78
12-25-22	12-27-22	FN POOL BD2453 3.000% Due 01-01-47	560.37	560.37
12-25-22	12-27-22	FANNIE MAE POOL 2.500% Due 05-01-50	305.65	305.65
12-25-22	12-27-22	FN BR1668 Mtge 2.000% Due 03-01-51	2,772.01	2,772.01
12-25-22	12-27-22	FN CA7738 MTGE 2.500% Due 11-01-50	802.05	802.05
12-25-22	12-27-22	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	220.56	220.56
12-25-22	12-27-22	FN CB3918 4.500% Due 06-01-52	157.43	157.43
12-25-22	12-27-22	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	157.76	157.76
12-25-22	12-27-22	FNCL POOL 995373 4.500% Due 02-01-39	488.20	488.20
12-25-22	12-27-22	FN POOL MA2930 4.000% Due 03-01-47	568.93	568.93
12-25-22	12-27-22	FN MA3305 3.500% Due 03-01-48	308.52	308.52
12-25-22	12-27-22	FN MA3276 3.500% Due 02-01-48	210.60	210.60
12-25-22	12-27-22	FN MA4475 Mtge 2.500% Due 11-01-41	927.80	927.80
12-25-22	12-27-22	FN MA4492 2.000% Due 12-01-51	653.20	653.20

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Security	Quantity	Trade Amount
12-25-22	12-27-22	FN POOL MA3638 4.000% Due 04-01-49	112.61	112.61
12-25-22	12-27-22	FN MA3834 3.000% Due 11-01-49	141.14	141.14
12-25-22	12-27-22	FN MA3871 3.000% Due 12-01-49	178.72	178.72
12-25-22	12-27-22	FN MA3960 3.000% Due 03-01-50	174.68	174.68
12-25-22	01-06-23	FN MA4398 2.000% Due 08-01-51	607.44	607.44
				19,981.04
				19,981.04

WITHDRAW

CASH AND CASH EQUIVALENTS

12-01-22	12-01-22	DIVIDEND ACCRUAL		5,440.41
12-07-22	12-07-22	DIVIDEND ACCRUAL		153.97
12-20-22	12-20-22	ALLSPRING GOV MONEY MARKET FD INS CL #1751		488.83
				6,083.21
				6,083.21

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 Through 12-31-22

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
12-15-22	168.60	FHLMC POOL G14203 4.000% Due 04-01-26	176.29	168.60	-7.69
12-15-22	859.11	FG POOL G16255 2.500% Due 07-01-32	856.56	859.11	2.55
12-15-22	524.35	FG POOL G08722 3.500% Due 09-01-46	535.29	524.35	-10.94
12-15-22	677.86	FG POOL C91270 4.500% Due 10-01-29	716.31	677.86	-38.45
12-15-22	1,066.26	FG POOL J30401 3.000% Due 01-01-30	1,080.09	1,066.26	-13.83
12-15-22	2,452.82	FG POOL V80057 3.000% Due 05-01-43	2,458.57	2,452.82	-5.75
12-15-22	317.41	FG G61893 3.000% Due 07-01-47	321.03	317.41	-3.62
12-25-22	936.39	FR SB8503 Mtge 2.000% Due 08-01-35	962.73	936.39	-26.34
12-25-22	250.89	FR SD8129 2.500% Due 02-01-51	213.08	250.89	37.81
12-25-22	110.44	FR QA5517 3.000% Due 12-01-49	112.99	110.44	-2.55
12-25-22	464.13	FR QC4235 Mtge 2.500% Due 07-01-51	474.86	464.13	-10.73
12-25-22	347.30	FR QE9566 5.000% Due 09-01-52	343.07	347.30	4.23
12-25-22	158.14	FR RA1343 3.000% Due 09-01-49	165.55	158.14	-7.41
12-25-22	113.54	FR RA4518 3.500% Due 02-01-51	103.55	113.54	9.99
12-25-22	520.55	FR RB5095 MTGE 2.000% Due 01-01-41	540.52	520.55	-19.97
12-25-22	672.45	FN POOL AJ1405 4.000% Due 09-01-41	702.61	672.45	-30.16
12-25-22	439.11	FN POOL AT2324 3.000% Due 01-01-43	440.00	439.11	-0.89
12-25-22	202.24	FN AS8483 3.000% Due 12-01-46	208.21	202.24	-5.97

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 Through 12-31-22

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
12-25-22	351.78	FN POOL AL3180 3.000% Due 05-01-43	352.49	351.78	-0.71
12-25-22	560.37	FN POOL BD2453 3.000% Due 01-01-47	559.76	560.37	0.61
12-25-22	305.65	FANNIE MAE POOL 2.500% Due 05-01-50	320.88	305.65	-15.23
12-25-22	2,772.01	FN BR1668 Mtge 2.000% Due 03-01-51	2,759.12	2,772.01	12.89
12-25-22	802.05	FN CA7738 MTGE 2.500% Due 11-01-50	847.29	802.05	-45.24
12-25-22	220.56	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	203.19	220.56	17.37
12-25-22	157.43	FN CB3918 4.500% Due 06-01-52	152.04	157.43	5.39
12-25-22	157.76	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	139.79	157.76	17.97
12-25-22	488.20	FNCL POOL 995373 4.500% Due 02-01-39	521.00	488.20	-32.80
12-25-22	568.93	FN POOL MA2930 4.000% Due 03-01-47	589.20	568.93	-20.27
12-25-22	308.52	FN MA3305 3.500% Due 03-01-48	317.82	308.52	-9.30
12-25-22	210.60	FN MA3276 3.500% Due 02-01-48	222.71	210.60	-12.11
12-25-22	927.80	FN MA4475 Mtge 2.500% Due 11-01-41	961.00	927.80	-33.20
12-25-22	653.20	FN MA4492 2.000% Due 12-01-51	514.24	653.20	138.96
12-25-22	112.61	FN POOL MA3638 4.000% Due 04-01-49	116.09	112.61	-3.48
12-25-22	141.14	FN MA3834 3.000% Due 11-01-49	143.82	141.14	-2.68
12-25-22	178.72	FN MA3871 3.000% Due 12-01-49	182.13	178.72	-3.41

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 Through 12-31-22

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
12-25-22	174.68	FN MA3960 3.000% Due 03-01-50	178.72	174.68	-4.04
12-25-22	607.44	FN MA4398 2.000% Due 08-01-51	478.74	607.44	128.70
TOTAL GAINS					376.47
TOTAL LOSSES					-366.78
			19,971.35	19,981.04	9.69

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
ALLSPRING GOV MONEY MARKET FD INS CL #1751					
12-01-22			Beginning Balance		1,172,679.77
12-01-22	12-01-22	dp	Interest	ALLSPRING GOV MONEY MARKET FD INS CL #1751	3,410.94
12-01-22	12-01-22	dp	Transfer from	DIVIDEND ACCRUAL	5,440.41
12-07-22	12-07-22	dp	Transfer from	DIVIDEND ACCRUAL	153.97
12-08-22	12-08-22	dp	Interest	US TREASURY NOTE 2.875% Due 05-15-52	1,006.25
12-08-22	12-08-22	wd	Interest	US TREASURY NOTE 2.875% Due 05-15-52	-1,006.25
12-12-22	12-12-22	dp	Interest	REYNOLDS AMERICAN INC 4.450% Due 06-12-25	2,225.00
12-13-22	12-13-22	dp	Addition	to Portfolio	74.84
12-13-22	12-13-22	dp	Addition	to Portfolio	74.85
12-13-22	12-13-22	dp	Addition	to Portfolio	74.85
12-15-22	12-15-22	dp	Interest	CENOVUS ENERGY INC 5.250% Due 06-15-37	1,837.50
12-15-22	12-15-22	dp	Interest	TELUS CORP 4.300% Due 06-15-49	1,075.00
12-15-22	12-15-22	dp	Interest	US TREASURY NOTE 2.875% Due 06-15-25	575.00
12-15-22	12-15-22	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	14.86
12-15-22	12-15-22	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	168.60
12-15-22	12-15-22	dp	Paydown	FG POOL G16255 2.500% Due 07-01-32	859.11
12-15-22	12-15-22	dp	Interest	FG POOL G16255 2.500% Due 07-01-32	126.97
12-15-22	12-15-22	dp	Interest	FG POOL G08722 3.500% Due 09-01-46	236.97

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
12-15-22	12-15-22	dp	Paydown	FG POOL G08722 3.500% Due 09-01-46	524.35
12-15-22	12-15-22	dp	Paydown	FG POOL C91270 4.500% Due 10-01-29	677.86
12-15-22	12-15-22	dp	Interest	FG POOL C91270 4.500% Due 10-01-29	196.43
12-15-22	12-15-22	dp	Interest	FG POOL J30401 3.000% Due 01-01-30	135.26
12-15-22	12-15-22	dp	Paydown	FG POOL J30401 3.000% Due 01-01-30	1,066.26
12-15-22	12-15-22	dp	Paydown	FG POOL V80057 3.000% Due 05-01-43	2,452.82
12-15-22	12-15-22	dp	Interest	FG POOL V80057 3.000% Due 05-01-43	374.81
12-15-22	12-15-22	dp	Interest	FG G61893 3.000% Due 07-01-47	117.99
12-15-22	12-15-22	dp	Paydown	FG G61893 3.000% Due 07-01-47	317.41
12-19-22	12-19-22	dp	Dividend	ISHARES EDGE MSCI MIN VOL EAFE ETF	2,379.32
12-19-22	12-19-22	dp	Dividend	ISHARES ETF CORE MSCI EAFE	11,094.44
12-19-22	12-19-22	dp	Dividend	ISHARES ETF CORE MSCI EMERGING MKTS	19,615.72
12-19-22	12-19-22	dp	Dividend	ISHARES CORE S&P MIDCAP 400 ETF	13,476.26
12-19-22	12-19-22	dp	Dividend	ISHARES S&P SMALLCAP 600 INDEX ETF	6,348.50
12-20-22	12-20-22	wd	Withdrawal	from Portfolio	-488.83
12-22-22	12-22-22	dp	Dividend	FLEXSHAR STX GLOBAL BROAD INF ETF	6,709.83
12-23-22	12-23-22	dp	Addition	to Portfolio	0.12

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
12-23-22	12-23-22	dp	Dividend	INVESCO S&P 500 LOW VOLATILITY	627.43
12-23-22	12-23-22	dp	Dividend	JPMORGAN BETABUILDERS MSCI US REIT ETF	4,307.81
12-23-22	12-23-22	dp	Dividend	SPDR PORTFOLIO HIGH YIELD BO	164.46
12-25-22	12-27-22	dp	Paydown	FR SB8503 Mtge 2.000% Due 08-01-35	936.39
12-25-22	12-27-22	dp	Paydown	FR SD8129 2.500% Due 02-01-51	250.89
12-25-22	12-27-22	dp	Paydown	FR QA5517 3.000% Due 12-01-49	110.44
12-25-22	12-27-22	dp	Paydown	FR QC4235 Mtge 2.500% Due 07-01-51	464.13
12-25-22	12-27-22	dp	Paydown	FR QE9566 5.000% Due 09-01-52	347.30
12-25-22	12-27-22	dp	Paydown	FR RA1343 3.000% Due 09-01-49	158.14
12-25-22	12-27-22	dp	Paydown	FR RA4518 3.500% Due 02-01-51	113.54
12-25-22	12-27-22	dp	Paydown	FR RB5095 MTGE 2.000% Due 01-01-41	520.55
12-25-22	12-27-22	dp	Paydown	FN POOL AJ1405 4.000% Due 09-01-41	672.45
12-25-22	12-27-22	dp	Paydown	FN POOL AT2324 3.000% Due 01-01-43	439.11
12-25-22	12-27-22	dp	Paydown	FN AS8483 3.000% Due 12-01-46	202.24
12-25-22	12-27-22	dp	Paydown	FN POOL AL3180 3.000% Due 05-01-43	351.78

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
12-25-22	12-27-22	dp	Paydown	FN POOL BD2453 3.000% Due 01-01-47	560.37
12-25-22	12-27-22	dp	Paydown	FANNIE MAE POOL 2.500% Due 05-01-50	305.65
12-25-22	12-27-22	dp	Paydown	FN BR1668 Mtge 2.000% Due 03-01-51	2,772.01
12-25-22	12-27-22	dp	Paydown	FN CA7738 MTGE 2.500% Due 11-01-50	802.05
12-25-22	12-27-22	dp	Paydown	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	220.56
12-25-22	12-27-22	dp	Paydown	FN CB3918 4.500% Due 06-01-52	157.43
12-25-22	12-27-22	dp	Paydown	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	157.76
12-25-22	12-27-22	dp	Paydown	FNCL POOL 995373 4.500% Due 02-01-39	488.20
12-25-22	12-27-22	dp	Paydown	FN POOL MA2930 4.000% Due 03-01-47	568.93
12-25-22	12-27-22	dp	Paydown	FN MA3305 3.500% Due 03-01-48	308.52
12-25-22	12-27-22	dp	Paydown	FN MA3276 3.500% Due 02-01-48	210.60
12-25-22	12-27-22	dp	Paydown	FN MA4475 Mtge 2.500% Due 11-01-41	927.80
12-25-22	12-27-22	dp	Paydown	FN MA4492 2.000% Due 12-01-51	653.20
12-25-22	12-27-22	dp	Paydown	FN POOL MA3638 4.000% Due 04-01-49	112.61
12-25-22	12-27-22	dp	Paydown	FN MA3834 3.000% Due 11-01-49	141.14

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
12-25-22	12-27-22	dp	Paydown	FN MA3871 3.000% Due 12-01-49	178.72
12-25-22	12-27-22	dp	Paydown	FN MA3960 3.000% Due 03-01-50	174.68
12-25-22	01-06-23	dp	Paydown	FN MA4398 2.000% Due 08-01-51	607.44
12-27-22	12-27-22	dp	Interest	FR SB8503 Mtge 2.000% Due 08-01-35	139.29
12-27-22	12-27-22	dp	Interest	FR SD8129 2.500% Due 02-01-51	86.06
12-27-22	12-27-22	dp	Interest	FR QA5517 3.000% Due 12-01-49	76.55
12-27-22	12-27-22	dp	Interest	FR QC4235 Mtge 2.500% Due 07-01-51	518.66
12-27-22	12-27-22	dp	Interest	FR QE9566 5.000% Due 09-01-52	164.25
12-27-22	12-27-22	dp	Interest	FR RA1343 3.000% Due 09-01-49	98.04
12-27-22	12-27-22	dp	Interest	FR RA4518 3.500% Due 02-01-51	173.37
12-27-22	12-27-22	dp	Interest	FR RB5095 MTGE 2.000% Due 01-01-41	149.22
12-27-22	12-27-22	dp	Interest	FN POOL AJ1405 4.000% Due 09-01-41	530.38
12-27-22	12-27-22	dp	Interest	FN POOL AT2324 3.000% Due 01-01-43	235.06
12-27-22	12-27-22	dp	Interest	FN AS8483 3.000% Due 12-01-46	85.09
12-27-22	12-27-22	dp	Interest	FN POOL AL3180 3.000% Due 05-01-43	238.66

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
12-27-22	12-27-22	dp	Interest	FN POOL BD2453 3.000% Due 01-01-47	153.68
12-27-22	12-27-22	dp	Interest	FANNIE MAE POOL 2.500% Due 05-01-50	110.34
12-27-22	12-27-22	dp	Interest	FN BR1668 Mtge 2.000% Due 03-01-51	354.62
12-27-22	12-27-22	dp	Interest	FN CA7738 MTGE 2.500% Due 11-01-50	162.02
12-27-22	12-27-22	dp	Interest	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	143.92
12-27-22	12-27-22	dp	Interest	FN CB3918 4.500% Due 06-01-52	91.71
12-27-22	12-27-22	dp	Interest	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	63.78
12-27-22	12-27-22	dp	Interest	FNCL POOL 995373 4.500% Due 02-01-39	233.22
12-27-22	12-27-22	dp	Interest	FN POOL MA2930 4.000% Due 03-01-47	152.94
12-27-22	12-27-22	dp	Interest	FN MA3305 3.500% Due 03-01-48	120.70
12-27-22	12-27-22	dp	Interest	FN MA3276 3.500% Due 02-01-48	65.19
12-27-22	12-27-22	wd	Interest	FN MA4398 2.000% Due 08-01-51	-249.98
12-27-22	12-27-22	dp	Interest	FN MA4398 2.000% Due 08-01-51	270.89
12-27-22	12-27-22	dp	Interest	FN MA4398 2.000% Due 08-01-51	249.98
12-27-22	12-27-22	dp	Interest	FN MA4475 Mtge 2.500% Due 11-01-41	188.51

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
12-27-22	12-27-22	dp	Interest	FN MA4492 2.000% Due 12-01-51	259.61
12-27-22	12-27-22	dp	Interest	FN POOL MA3638 4.000% Due 04-01-49	40.52
12-27-22	12-27-22	dp	Interest	FN MA3834 3.000% Due 11-01-49	55.85
12-27-22	12-27-22	dp	Interest	FN MA3871 3.000% Due 12-01-49	60.42
12-27-22	12-27-22	dp	Interest	FN MA3960 3.000% Due 03-01-50	64.77
12-28-22	12-28-22	dp	Dividend	CORE ALTERNATIVE ETF	3,792.75
12-30-22	12-30-22	dp	Dividend	BLCKRCK SYST MULTI-STR-INST	68,916.54
12-31-22			Ending Balance		1,350,838.13
CASH RECEIVABLE					
12-01-22			Beginning Balance		0.00
12-31-22	01-03-23	dp	Interest	US TREASURY NOTES 2.750% Due 06-30-25	1,031.25
12-31-22	01-03-23	dp	Interest	US TREASURY NOTE 3.250% Due 06-30-29	812.50
12-31-22			Ending Balance		1,843.75
WF ADV GOVT MM FD-INSTL #1751					
12-01-22			Beginning Balance		0.00
12-31-22			Ending Balance		0.00
DIVIDEND ACCRUAL					
12-01-22			Beginning Balance		5,440.41
12-01-22	12-07-22	dp	Dividend	SPDR PORTFOLIO HIGH YIELD BO	153.97

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF KENAI PERMANENT FUNDS
From 12-01-22 To 12-31-22

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
12-01-22	12-01-22	wd	Transfer to	ALLSPRING GOV MONEY MARKET FD INS CL #1751	-5,440.41
12-07-22	12-07-22	wd	Transfer to	ALLSPRING GOV MONEY MARKET FD INS CL #1751	-153.97
12-16-22	01-31-23	dp	Dividend	SPDR S&P 500 ETF	29,077.79
12-30-22	01-03-23	dp	Dividend	VANGUARD HI YLD CORP-ADM	5,592.92
12-31-22			Ending Balance		34,670.71

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 December 31, 2022

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	90.39600	112,995.00	615.02	2,031.25	4.14
3130AJZ36	125,000.0000	125,000.0000	FEDERAL HOME LOAN BANK 0.600% Due 08-27-25	3130AJZ36	99.9000000	124,875.00	90.14300	112,678.75	258.33	750.00	4.58
Accrued I								873.35			
						255,210.00		226,547.10	873.35	2,781.25	4.36
ALTERNATIVE BETA											
09260C307	175,134.6540	175,134.6540	BLCKRCK SYST MULTI-STR-INST	BIMBX	10.2934681	1,802,742.97	9.66000	1,691,800.76		0.00	
53656F847	57,346.0000	57,346.0000	CORE ALTERNATIVE ETF	CCOR	30.3260001	1,739,074.80	31.58000	1,810,986.68		0.00	
						3,541,817.77		3,502,787.44		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	95.17700	66,623.90	606.67	2,800.00	5.05
06051GGG8	100,000.0000	100,000.0000	BANK OF AMERICA CORP 4.443% Due 01-20-48	06051GGG8	106.3080000	106,308.00	84.33300	84,333.00	1,987.01	4,443.00	5.61
06406FAD5	100,000.0000	100,000.0000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	06406FAD5	97.8330000	97,833.00	98.45400	98,454.00	825.00	2,200.00	4.71
099724AL0	60,000.0000	60,000.0000	BORGWARNER INC 2.650% Due 07-01-27	099724AL0	107.3380000	64,402.80	88.95700	53,374.20	795.00	1,590.00	5.45
14149YBD9	100,000.0000	100,000.0000	CARDINAL HEALTH 4.900% Due 09-15-45	14149YBD9	111.4700000	111,470.00	84.41900	84,419.00	1,442.78	4,900.00	6.18
15135UAP4	70,000.0000	70,000.0000	CENOVUS ENERGY INC 5.250% Due 06-15-37	15135UAP4	119.5940000	83,715.80	91.09600	63,767.20	163.33	3,675.00	6.19
172967KG5	100,000.0000	100,000.0000	CITIGROUP INC 3.700% Due 01-12-26	172967KG5	101.6470000	101,647.00	96.19200	96,192.00	1,736.94	3,700.00	5.07
237194AL9	35,000.0000	35,000.0000	DARDEN RESTAURANTS INC 3.850% Due 05-01-27	237194AL9	110.5880000	38,705.80	95.37200	33,380.20	224.58	1,347.50	5.05
29250NAR6	100,000.0000	100,000.0000	ENBRIDGE INC 3.700% Due 07-15-27	29250NAR6	101.1350000	101,135.00	93.60800	93,608.00	1,706.11	3,700.00	5.30
29717PAT4	70,000.0000	70,000.0000	ESSEX PORTFOLIO LP 4.000% Due 03-01-29	29717PAT4	111.7490000	78,224.30	91.13200	63,792.40	933.33	2,800.00	5.72
369550BL1	50,000.0000	50,000.0000	GENERAL DYNAMICS CORP 3.500% Due 04-01-27	369550BL1	106.1200000	53,060.00	95.53900	47,769.50	437.50	1,750.00	4.66
437076BD3	100,000.0000	100,000.0000	HOME DEPOT INC 4.875% Due 02-15-44	437076BD3	115.6270000	115,627.00	95.61600	95,616.00	1,841.67	4,875.00	5.22
458140BR0	100,000.0000	100,000.0000	INTEL CORP 3.900% Due 03-25-30	458140BR0	113.4840000	113,484.00	93.63600	93,636.00	1,040.00	3,900.00	4.95
46625HJT8	100,000.0000	100,000.0000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	46625HJT8	105.1810000	105,181.00	98.70000	98,700.00	1,614.58	3,875.00	5.11
49446RAZ2	60,000.0000	60,000.0000	KIMCO REALTY CORP 3.200% Due 04-01-32	49446RAZ2	99.1690000	59,501.40	82.71700	49,630.20	480.00	1,920.00	5.62
501044DE8	100,000.0000	100,000.0000	KROGER CO 2.650% Due 10-15-26	501044DE8	99.8200000	99,820.00	91.78600	91,786.00	559.44	2,650.00	5.05
559080AP1	110,000.0000	110,000.0000	MAGELLAN MIDSTREAM PARTN 3.950% Due 03-01-50	559080AP1	109.0690000	119,975.90	73.17700	80,494.70	1,448.33	4,345.00	5.95
61746BDQ6	100,000.0000	100,000.0000	MORGAN STANLEY IND FINANCIAL SRV 3.875% Due 04-29-24	61746BDQ6	103.7110000	103,711.00	98.44700	98,447.00	667.36	3,875.00	5.08
637417AM8	70,000.0000	70,000.0000	NATIONAL RETAIL PROP INC 4.800% Due 10-15-48	637417AM8	126.0320000	88,222.40	82.95000	58,065.00	709.33	3,360.00	6.12

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
 December 31, 2022

Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
67077MAX6	75,000.0000	75,000.0000	NUTRIEN LTD 3.950% Due 05-13-50	67077MAX6	99.7380000	74,803.50	75.90000	56,925.00	395.00	2,962.50	5.70
718546AL8	50,000.0000	50,000.0000	PHILLIPS 66 4.875% Due 11-15-44	718546AL8	126.4860000	63,243.00	91.36800	45,684.00	311.46	2,437.50	5.56
761713BG0	100,000.0000	100,000.0000	REYNOLDS AMERICAN INC 4.450% Due 06-12-25	761713BG0	108.4670000	108,467.00	97.82600	97,826.00	234.86	4,450.00	5.40
871829BH9	100,000.0000	100,000.0000	Sysco Corporation 4.450% Due 03-15-48	871829BH9	120.5360000	120,536.00	81.98600	81,986.00	1,310.28	4,450.00	5.82
87971MBK8	50,000.0000	50,000.0000	TELUS CORP 4.300% Due 06-15-49	87971MBK8	121.5242000	60,762.10	81.74400	40,872.00	95.56	2,150.00	5.63
94974BGA2	100,000.0000	100,000.0000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	94974BGA2	99.8820000	99,882.00	97.04700	97,047.00	1,026.67	3,300.00	5.14
Accrued I								22,592.80			
						2,249,734.30		1,895,021.10	22,592.80	81,455.50	5.38
DOMESTIC MID CAP EQUITY FUNDS/ETF											
464287507	12,431.0000	12,431.0000	ISHARES CORE S&P MIDCAP 400 ETF	IJH	117.9269834	1,465,950.33	241.89000	3,006,934.59		0.00	
EMERGING MARKET FUNDS/ETF											
46434G103	29,771.0000	29,771.0000	ISHARES ETF CORE MSCI EMERGING MKTS	IEMG	53.5819522	1,595,188.30	46.70000	1,390,305.70		0.00	
FNMA & FHLMC											
3128MC3L7	256,397.0000	4,288.2000	FHLMC POOL G14203 4.000% Due 04-01-26	3128MC3L7	104.5625013	4,483.85	97.70000	4,189.57	14.29	171.53	5.74
3128MFE46	190,000.0000	60,084.3400	FG POOL G16255 2.500% Due 07-01-32	3128MFE46	99.7031229	59,905.96	93.61400	56,247.35	125.18	1,502.11	4.63
3128MJYU8	477,000.0000	80,722.9100	FG POOL G08722 3.500% Due 09-01-46	3128MJYU8	102.0859375	82,406.74	93.29600	75,311.25	235.44	2,825.30	4.73
3128P7MT7	2,000,000.0000	51,704.0200	FG POOL C91270 4.500% Due 10-01-29	3128P7MT7	105.6718768	54,636.61	99.33900	51,362.26	193.89	2,326.68	4.93
31307LNS3	301,000.0000	53,037.4000	FG POOL J30401 3.000% Due 01-01-30	31307LNS3	101.2968751	53,725.23	96.27300	51,060.70	132.59	1,591.12	4.48
3132D6NU0	125,000.0000	82,636.9950	FR SB8503 Mtge 2.000% Due 08-01-35	3132D6NU0	102.8125036	84,961.16	89.20000	73,712.20	27.55	1,652.74	4.62
3132DWA60	60,000.0000	41,059.5646	FR SD8129 2.500% Due 02-01-51	3132DWA60	84.9296875	34,871.76	85.14300	34,959.35	85.54	1,026.49	4.57
3132L5B28	450,000.0000	147,471.3800	FG POOL V80057 3.000% Due 05-01-43	3132L5B28	100.2343760	147,817.02	91.09700	134,342.00	368.68	4,424.14	4.74
31335CC69	150,000.0000	46,878.0300	FG G61893 3.000% Due 07-01-47	31335CC69	101.1406257	47,412.73	89.54400	41,976.46	117.20	1,406.34	4.64
3133A0DW1	100,000.0000	30,509.7800	FR QA5517 3.000% Due 12-01-49	3133A0DW1	102.3124969	31,215.32	88.47800	26,994.44	76.27	915.29	4.65
3133ANV43	300,000.0000	248,493.9940	FR QC4235 Mtge 2.500% Due 07-01-51	3133ANV43	102.3125005	254,240.42	84.88100	210,924.19	103.54	6,212.35	4.60
3133BKTX7	40,000.0000	39,072.6608	FR QE9566 5.000% Due 09-01-52	3133BKTX7	98.7812500	38,596.46	98.61700	38,532.29	162.80	1,953.63	5.25
3133KGP44	100,000.0000	39,056.3100	FR RA1343 3.000% Due 09-01-49	3133KGP44	104.6875014	40,887.08	88.66200	34,628.11	97.64	1,171.69	4.71
3133KLAT4	90,000.0000	59,328.7345	FR RA4518 3.500% Due 02-01-51	3133KLAT4	91.1992188	54,107.34	91.49900	54,285.20	173.04	2,076.51	4.69
3133KYUU1	115,000.0000	89,014.1700	FR RB5095 MTGE 2.000% Due 01-01-41	3133KYUU1	103.8359391	92,428.70	84.91500	75,586.38	29.67	1,780.28	4.77

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
3138ASR38	1,500,000.0000	158,442.6600	FN POOL AJ1405 4.000% Due 09-01-41	3138ASR38	104.4843747	165,547.82	96.03300	152,157.24	528.14	6,337.71	4.67
3138EKRA5	374,582.0000	93,585.7500	FN POOL AT2324 3.000% Due 01-01-43	3138EKRA5	100.2031256	93,775.85	90.98800	85,151.80	46.79	2,807.57	4.76
3138WJM96	125,000.0000	33,832.7100	FN AS8483 3.000% Due 12-01-46	3138WJM96	102.9531257	34,831.83	89.81200	30,385.83	84.58	1,014.98	4.65
3138WPSN5	335,507.0000	95,110.4500	FN POOL AL3180 3.000% Due 05-01-43	3138WPSN5	100.2031251	95,303.64	90.99100	86,541.95	237.78	2,853.31	4.72
3140F9WP6	139,000.0000	60,913.4800	FN POOL BD2453 3.000% Due 01-01-47	3140F9WP6	99.8906252	60,846.86	89.47700	54,503.55	152.28	1,827.40	4.60
3140KESQ2	100,000.0000	52,659.8500	FANNIE MAE POOL 2.500% Due 05-01-50	3140KESQ2	104.9843782	55,284.62	85.96400	45,268.51	109.71	1,316.50	4.58
3140KY2A1	250,000.0000	209,999.4400	FN BR1668 Mtge 2.000% Due 03-01-51	3140KY2A1	99.5351561	209,023.27	81.66700	171,500.24	70.00	4,199.99	4.51
3140QFS42	115,000.0000	76,968.4100	FN CA7738 MTGE 2.500% Due 11-01-50	3140QFS42	105.6406228	81,309.91	85.24100	65,608.64	160.35	1,924.21	4.58
3140QL6V3	75,000.0000	68,862.9400	FANNIE MAE POOL CB1783 2.500% Due 10-01-51	3140QL6V3	92.1250000	63,439.98	84.90700	58,469.46	143.46	1,721.57	4.60
3140QPK89	25,000.0000	24,299.8060	FN CB3918 4.500% Due 06-01-52	3140QPK89	96.5781250	23,468.30	96.44100	23,434.98	91.12	1,093.49	5.03
3140XF4G3	40,000.0000	38,108.5500	FANNIE MAE POOL FS0822 2.000% Due 03-01-52	3140XF4G3	88.6093819	33,767.75	81.90800	31,213.95	63.51	762.17	4.60
31416BXA1	4,000,000.0000	61,704.9600	FNCL POOL 995373 4.500% Due 02-01-39	31416BXA1	106.7187814	65,850.78	98.97900	61,074.95	231.39	2,776.72	4.71
31418CHG2	148,000.0000	45,312.8700	FN POOL MA2930 4.000% Due 03-01-47	31418CHG2	103.5624999	46,927.14	95.57700	43,308.68	151.04	1,812.51	4.74
31418CU77	225,000.0000	41,076.0500	FN MA3305 3.500% Due 03-01-48	31418CU77	103.0156271	42,314.75	92.49600	37,993.70	119.81	1,437.66	4.68
31418CUA0	125,000.0000	22,141.2800	FN MA3276 3.500% Due 02-01-48	31418CUA0	105.7500009	23,414.40	92.65500	20,515.00	64.58	774.94	4.69
31418D3G5	165,000.0000	149,382.3966	FN MA4398 2.000% Due 08-01-51	31418D3G5	78.8125000	117,732.00	81.60700	121,906.49	49.79	2,987.65	4.51
31418D6M9	100,000.0000	89,557.7300	FN MA4475 Mtge 2.500% Due 11-01-41	31418D6M9	103.5781300	92,762.22	87.69700	78,539.44	37.32	2,238.94	4.75
31418D7E6	165,000.0000	155,110.9997	FN MA4492 2.000% Due 12-01-51	31418D7E6	78.7265625	122,113.56	81.52900	126,460.45	51.70	3,102.22	4.51
31418DBG6	101,000.0000	12,044.7500	FN POOL MA3638 4.000% Due 04-01-49	31418DBG6	103.0937556	12,417.39	95.29300	11,477.80	40.15	481.79	4.79
31418DHL9	100,000.0000	22,197.0400	FN MA3834 3.000% Due 11-01-49	31418DHL9	101.8984379	22,618.44	88.38400	19,618.63	55.49	665.91	4.65
31418DJR4	100,000.0000	23,988.3200	FN MA3871 3.000% Due 12-01-49	31418DJR4	101.9062543	24,445.60	88.49100	21,227.50	59.97	719.65	4.65
31418DMJ8	100,000.0000	25,734.5400	FN MA3960 3.000% Due 03-01-50	31418DMJ8	102.3125021	26,329.65	88.28400	22,719.48	64.34	772.04	4.62
Accrued I								4,556.65			
						2,595,222.14		2,337,746.69	4,556.65	74,665.16	4.66
HIGH YIELD FIXED INCOME											
78468R606	1,189.0000	1,189.0000	SPDR PORTFOLIO HIGH YIELD BO	SPHY	25.1859966	29,946.15	22.34000	26,562.26		0.00	
922031760	229,273.1990	229,273.1990	VANGUARD HI YLD CORP-ADM	VWEAX	5.5322552	1,268,397.86	5.15000	1,180,756.97		0.00	
						1,298,344.01		1,207,319.23		0.00	

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
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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
INTERNATIONAL EQUITY FUNDS/ETF											
46429B689	4,788.0000	4,788.0000	ISHARES EDGE MSCI MIN VOL EAFE ETF	EFAV	67.4951217	323,166.64	63.58500	304,444.98		0.00	
46432F842	33,160.0000	33,160.0000	ISHARES ETF CORE MSCI EAFE	IEFA	64.2414312	2,130,245.86	61.64000	2,043,982.40		0.00	
						2,453,412.50		2,348,427.38		0.00	
DOMESTIC LARGE CAP EQUITY FUNDS/ETF											
46138E354	5,407.0000	5,407.0000	INVESCO S&P 500 LOW VOLATILITY	SPLV	65.7013168	355,247.02	63.90000	345,507.30		0.00	
78462F103	16,323.0000	16,323.0000	SPDR S&P 500 ETF	SPY	228.6927611	3,732,951.94	382.43000	6,242,404.89		0.00	
						4,088,198.96		6,587,912.19		0.00	
REAL ESTATE & INFRASTRUCTURE											
33939L795	28,738.0000	28,738.0000	FLEXSHAR STX GLOBAL BROAD INF ETF	NFRA	52.3361792	1,504,037.12	50.41000	1,448,682.58		0.00	
46641Q738	6,190.0000	6,190.0000	JPMORGAN BETABUILDERS MSCI US REIT ETF	BBRE	81.4969709	504,466.25	81.60000	505,104.00		0.00	
						2,008,503.37		1,953,786.58		0.00	
DOMESTIC SMALL CAP EQUITY FUNDS/ETF											
464287804	15,398.0000	15,398.0000	ISHARES S&P SMALLCAP 600 INDEX ETF	IJR	56.1569547	864,704.79	94.64000	1,457,266.72		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	97.54700	82,914.95	1,244.11	3,293.75	4.07
912810QX9	25,000.0000	25,000.0000	US TREASURY NOTES 2.750% Due 08-15-42	912810QX9	110.8632800	27,715.82	80.40200	20,100.50	259.68	687.50	4.23
912810QZ4	25,000.0000	25,000.0000	US TREASURY NOTES 3.125% Due 02-15-43	912810QZ4	97.1328000	24,283.20	85.31300	21,328.25	295.09	781.25	4.21
912810RB6	95,000.0000	95,000.0000	US TREASURY NOTES 2.875% Due 05-15-43	912810RB6	76.5781263	72,749.22	81.62100	77,539.95	354.61	2,731.25	4.23
912810SH2	45,000.0000	45,000.0000	US TREASURY NOTES 2.875% Due 05-15-49	912810SH2	102.9814450	46,341.65	80.46500	36,209.25	167.97	1,293.75	4.09
912810SN9	15,000.0000	15,000.0000	US TREASURY NOTES 1.250% Due 05-15-50	912810SN9	100.7382667	15,110.74	53.81600	8,072.40	24.34	187.50	4.06
912810SS8	75,000.0000	75,000.0000	US TREASURY NOTES 1.625% Due 11-15-50	912810SS8	96.6375652	72,478.17	59.50000	44,625.00	158.24	1,218.75	4.07
912810SZ2	50,000.0000	50,000.0000	US TREASURY NOTES 2.000% Due 08-15-51	912810SZ2	100.8789000	50,439.45	65.47700	32,738.50	377.72	1,000.00	4.05
912810TA6	75,000.0000	75,000.0000	US TREASURY NOTES 1.750% Due 08-15-41	912810TA6	96.4218800	72,316.41	68.43400	51,325.50	495.75	1,312.50	4.21
912810TB4	15,000.0000	15,000.0000	US TREASURY NOTE 1.875% Due 11-15-51	912810TB4	95.2578000	14,288.67	63.33600	9,500.40	36.52	281.25	4.04
912810TD0	20,000.0000	20,000.0000	US TREASURY NOTE 2.250% Due 02-15-52	912810TD0	83.9726500	16,794.53	69.53900	13,907.80	169.97	450.00	4.04
912810TG3	70,000.0000	70,000.0000	US TREASURY NOTE 2.875% Due 05-15-52	912810TG3	94.6227714	66,235.94	80.12500	56,087.50	261.29	2,012.50	4.04
9128285C0	115,000.0000	115,000.0000	US TREASURY NOTE 3.000% Due 09-30-25	9128285C0	100.9882783	116,136.52	96.65600	111,154.40	881.46	3,450.00	4.30
9128285M8	100,000.0000	100,000.0000	US TREASURY NOTES 3.125% Due 11-15-28	9128285M8	102.3802100	102,380.21	95.37900	95,379.00	405.73	3,125.00	4.02
9128286B1	20,000.0000	20,000.0000	US TREASURY NOTES 2.625% Due 02-15-29	9128286B1	101.7412706	20,348.25	92.42200	18,484.40	198.30	525.00	4.03
912828R36	75,000.0000	75,000.0000	US TREASURY NOTES 1.625% Due 05-15-26	912828R36	95.6347089	71,726.03	92.03500	69,026.25	158.24	1,218.75	4.18
912828T91	100,000.0000	100,000.0000	US TREASURY NOTES 1.625% Due 10-31-23	912828T91	99.4062533	99,406.25	97.52000	97,520.00	278.31	1,625.00	4.70

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
912828V98	200,000.0000	200,000.0000	US TREASURY NOTES 2.250% Due 02-15-27	912828V98	96.9531250	193,906.25	93.05900	186,118.00	1,699.73	4,500.00	4.10
912828XZ8	75,000.0000	75,000.0000	US TREASURY NOTES 2.750% Due 06-30-25	912828XZ8	99.7070333	74,780.27	96.33600	72,252.00	5.70	2,062.50	4.31
912828YS3	105,000.0000	105,000.0000	US TREASURY NOTES 1.750% Due 11-15-29	912828YS3	93.7148476	98,400.59	87.17600	91,534.80	238.57	1,837.50	3.89
912828YV6	170,000.0000	170,000.0000	US TREASURY NOTES 1.500% Due 11-30-24	912828YV6	102.2773412	173,871.48	94.62500	160,862.50	224.18	2,550.00	4.46
912828ZQ6	10,000.0000	10,000.0000	US TREASURY NOTES 0.625% Due 05-15-30	912828ZQ6	100.7930000	10,079.30	79.14500	7,914.50	8.11	62.50	3.91
912828ZY9	20,000.0000	20,000.0000	US TREASURY NOTES 0.125% Due 07-15-23	912828ZY9	99.9961000	19,999.22	97.57000	19,514.00	11.55	25.00	4.73
91282CAB7	120,000.0000	120,000.0000	US TREASURY NOTES 0.250% Due 07-31-25	91282CAB7	96.6608083	115,992.97	90.23800	108,285.60	125.54	300.00	4.28
91282CAD3	50,000.0000	50,000.0000	US TREASURY NOTES 0.375% Due 07-31-27	91282CAD3	95.4938500	47,746.92	84.83600	42,418.00	78.46	187.50	4.03
91282CAE1	110,000.0000	110,000.0000	US TREASURY NOTE 0.625% Due 08-15-30	91282CAE1	87.3451748	96,079.69	78.71500	86,586.50	259.68	687.50	3.88
91282CAK7	100,000.0000	100,000.0000	US TREASURY NOTES 0.125% Due 09-15-23	91282CAK7	99.4843778	99,484.38	96.86300	96,863.00	37.29	125.00	4.70
91282CAP6	90,000.0000	90,000.0000	US TREASURY NOTE 0.125% Due 10-15-23	91282CAP6	99.7539053	89,778.51	96.47300	86,825.70	24.11	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	79.93000	99,912.50	142.01	1,093.75	3.85
91282CAW1	115,000.0000	115,000.0000	US TREASURY NOTES 0.250% Due 11-15-23	91282CAW1	96.7617217	111,275.98	96.15600	110,579.40	37.33	287.50	4.80
91282CAZ4	185,000.0000	185,000.0000	US TREASURY NOTES 0.375% Due 11-30-25	91282CAZ4	93.8298143	173,585.16	89.44500	165,473.25	60.99	693.75	4.26
91282CBL4	140,000.0000	140,000.0000	US TREASURY NOTE 1.125% Due 02-15-31	91282CBL4	99.3158616	139,042.21	81.50400	114,105.60	594.90	1,575.00	3.79
91282CBP5	100,000.0000	100,000.0000	US TREASURY NOTES 1.125% Due 02-29-28	91282CBP5	96.5976600	96,597.66	86.58200	86,582.00	382.25	1,125.00	4.03
91282CBV2	100,000.0000	100,000.0000	US TREASURY NOTES 0.375% Due 04-15-24	91282CBV2	99.5273450	99,527.34	94.62500	94,625.00	80.36	375.00	4.72
91282CBX8	75,000.0000	75,000.0000	US TREASURY NOTES 0.125% Due 04-30-23	91282CBX8	98.1835933	73,637.69	98.62500	73,968.75	16.06	93.75	4.33
91282CCB5	125,000.0000	125,000.0000	US TREASURY NOTES 1.625% Due 05-15-31	91282CCB5	100.8906240	126,113.28	84.09800	105,122.50	263.73	2,031.25	3.87
91282CCC3	100,000.0000	100,000.0000	US TREASURY NOTES 0.250% Due 05-15-24	91282CCC3	99.8554667	99,855.47	94.12100	94,121.00	32.46	250.00	4.72
91282CDA6	150,000.0000	150,000.0000	US TREASURY NOTES 0.250% Due 09-30-23	91282CDA6	96.8046864	145,207.03	96.67600	145,014.00	95.81	375.00	4.83
91282CDV0	95,000.0000	95,000.0000	US TREASURY NOTE 0.875% Due 01-31-24	91282CDV0	98.6484421	93,716.02	95.94900	91,151.55	347.86	831.25	4.75
91282CDY4	35,000.0000	35,000.0000	US TREASURY NOTES 1.875% Due 02-15-32	91282CDY4	90.9414000	31,829.49	84.83200	29,691.20	247.88	656.25	3.86
91282CEM9	35,000.0000	35,000.0000	US TREASURY NOTES 2.875% Due 04-30-29	91282CEM9	96.8828000	33,908.98	93.65600	32,779.60	172.34	1,006.25	4.02
91282CEP2	160,000.0000	160,000.0000	US TREASURY NOTE 2.875% Due 05-15-32	91282CEP2	99.7099625	159,535.94	92.15600	147,449.60	597.24	4,600.00	3.88
91282CEU1	40,000.0000	40,000.0000	US TREASURY NOTE 2.875% Due 06-15-25	91282CEU1	99.2226500	39,689.06	96.65200	38,660.80	53.71	1,150.00	4.33

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF KENAI PERMANENT FUNDS
December 31, 2022

Cusip9	Original Face	Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income	Yield To Mat
91282CEV9	50,000.0000	50,000.0000	US TREASURY NOTE 3.250% Due 06-30-29	91282CEV9	100.5273400	50,263.67	95.69500	47,847.50	4.49	1,625.00	4.01
Accrued I								11,609.66			
						3,612,746.58		3,293,782.56	11,609.66	55,412.50	4.26
CASH AND CASH EQUIVILENTS											
			ALLSPRING GOV MONEY MARKET FD INS CL #1751	GVIXX		1,350,838.13		1,350,838.13		0.00	
			CASH RECEIVABLE	RECEIVABLE		1,843.75		1,843.75		0.00	
			DIVIDEND ACCRUAL	divacc		34,670.71		34,670.71		0.00	
VP4560000			WF ADV GOVT MM FD-INSTL #1751	WFAGM		0.00		0.00		0.00	
						1,387,352.59		1,387,352.59		0.00	
TOTAL PORTFOLIO						27,416,385.63		30,595,189.87	39,632.46	214,314.41	1.18



KENAI

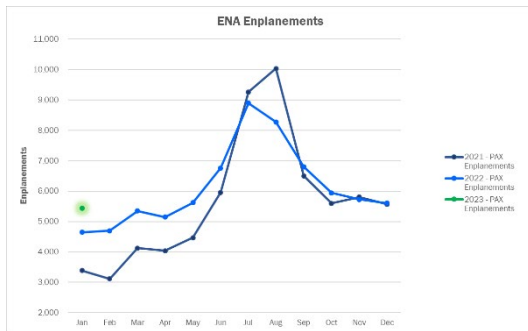
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MEMORANDUM

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

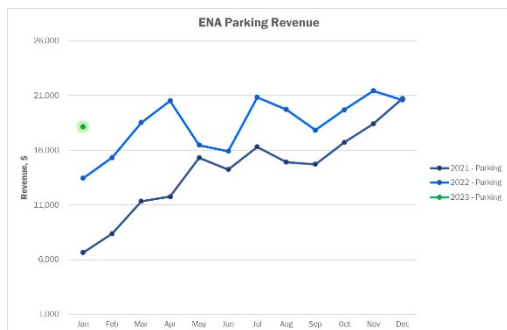
The new year has started-off strong, enplanements for the month of January 2023 are up nearly 17% YOY.



	2021		2022		2023	
	PAX Enplanements	% Δ	PAX Enplanements	% Δ	PAX Enplanements	% Δ
Jan	3,389		4,646	▲ 37.1%	5,430	▲ 16.9%
Feb	3,112		4,695	▲ 50.9%		
Mar	4,127		5,349	▲ 29.6%		
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		8,276	▼ -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		73,467	▲ 8.3%	5,430	

Parking Revenue

Parking revenue continues to perform strong up 35% in January YOY.



	2021		2022		2023	
	Parking	Parking	% Δ	Parking	% Δ	
Jan	6,626	13,448	▲ 103%	18,144	▲ 35%	
Feb	8,373	15,338	▲ 83%			
Mar	11,315	18,532	▲ 64%			
Apr	11,757	20,530	▲ 75%			
May	15,309	16,467	▲ 8%			
Jun	14,236	15,920	▲ 12%			
Jul	16,295	20,847	▲ 28%			
Aug	14,924	19,719	▲ 32%			
Sep	14,714	17,848	▲ 21%			
Oct	16,723	19,707	▲ 18%			
Nov	18,410	21,447	▲ 16%			
Dec	20,719	20,594	▼ -1%			
Total	\$ 169,400.32	\$ 220,396.57	▲ 30%	\$ 18,144.00		

Alaska Regional Aircraft Fire Training Center

The Airport is working with the State of Alaska – Statewide Aviation and other important stakeholders to ensure a successful 2023 Aircraft Rescue Firefighting training season. Statewide Aviation will be sending the first groups of trainees to the Training Center in April.





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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: February 2, 2023
SUBJECT: January 2023 Monthly Report

This month the Kenai Animal Shelter took in **34** animals. Animal intake and disposition:

DOGS:				
	INTAKE	17	DISPOSITION	19
	Waiver	8	Adopted	12
	Stray	8	Euthanized	2
	Impound	0	Claimed	5
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0
	Microchips	0	Other Dispositions	0
	Other Intakes	1		
CATS:				
	INTAKE	16	DISPOSITION	9
	Waiver	7	Adopted	8
	Stray	9	Euthanized	0
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0

Microchips	0	Other Dispositions	0
Other Intakes	0		0
OTHER ANIMALS:			
INTAKE	1	DISPOSITION	1
Horse	0	Horse	0
Rabbit	1	Rabbit	1
Other	0	Guinea Pig	0
DOA:	4	OTHER STATISTICS:	
Dog	4	Licenses (City of Kenai Dog Licenses)	58
Cat	0		
Rabbit	0		

- 0 Animal dropped with After Hours (days we are closed but cleaning and with KPD)
- 21 Field Investigations & patrols
- 9.23 Volunteer Hours Logged
- 1 Citations
- 2 Educational Outreach
- 3 Microchip

Total Animal Contacts:

- 13 Animals are *known* borough animals
- 36 Animals are *known* City of Kenai
- 2 Animals are *known* City of Soldotna
- 0 Animals are *unknown* location

Statistical Data:

- 54 2021 YTD Intakes
- 37 2022 YTD Intakes
- 34 2023 YTD Intakes





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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lana Metcalf, Controller

DATE: February 8, 2023

SUBJECT: Finance Department Mid-Month Report – February 2023

The FY24 Budget is now a major focus of the department with preparation packets having been distributed to department heads. The Council is scheduled to receive its first draft of the FY2024 budget in April. The budget calendar is attached for your convenience. There is much work to be done by all City departments over the next couple of months.

The City's Annual Comprehensive Financial Report (ACFR) for June 30, 2022 is in final review with the City's auditors, BDO USA, LLP and is expected to be finalized and issued in the coming weeks. The FY2022 ACFR has been delayed due to implementation of Governmental Accounting Standards Board Pronouncement number 87 dealing with the accounting for leases.

The Finance Director recruitment has been re-posted with a closing date of 2/10/2023.



FY 2024 BUDGET PREPARATION CALENDAR

Date	Facilitator	Action
November 16	Public Works Director	Fiscal Year 2024 – 2028 Capital Plan Work session.
December 1	Finance Director	Draft budget goals to City Manager
December 1	HR Director	New personnel/position reclassification requests to HR Director.
January 21	City Manager & Finance Director	FY2024 Budget Goals work session.
January 4	City Council	FY2024 Budget Goal adopting resolution.
January 24	Public Works Director	Resolution adopting the Fiscal Year 2023 – 2027 Capital Plan to City Clerk.
January 31	City Manager & Finance Director	Budget guidance and submission requirements provided to department heads with preparation packets.
February 1	City Council	Public hearing on Resolution to adopt the Fiscal Year 2024 – 2028 Capital Plan.
February 28	Finance Director	Revenue estimates to City Manager
February 17	Department Heads	Overtime and temporary staffing salary and benefits requests to HR Director.
February 17	Department Heads	Department budget narratives due to Finance.
February 17	Department Heads	Department operational budget submission due to Finance.
February 22	HR Director	Overtime and temporary staffing salary and benefits requests to Finance.
February 24	Department Heads	Department Special Project requests due to Finance.
March 1	Finance Director	Personnel salary and benefits totals to City Manager.
March 3	City Manager	City Manager approval of salary and benefits.
March 8	Finance Director	Consolidated operational budget submitted to City Manager.
March 8	Finance Director	Consolidated Special Project requests submitted to City Manager.
March 27 – March 31	City Manager, Finance Director & Department Heads	Department budget meetings with City Manager.
April 5	Mayor & City Manager	State of the City address
April 12	Finance Director	Draft budget distributed to Council.
April 15 – May 6	City Manager, Finance Director & Department Heads	Budget work session. Meeting date to be determined by Council.
May 11	Finance Director	Budget Ordinance to City Clerk for May 17 Council packet.
May 17	Finance Director	Introduction of Budget Ordinance.
May 25	Finance Director	Mill Rate Resolution to City Clerk for June 7 Council packet.
May 26	Finance Director	Publish notice of public hearing to adopt FY24 Budget.





MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Tony Prior, Fire Chief
DATE: February 9, 2023
SUBJECT: Fire Department Mid-Month Report – January

Calls for service for January were up compared to January 2022, but down compared to our 10-year average for January of 120 calls per month.

January	2022	2023	% change
Totals	104	110	5.8%
EMS	75	80	6.7%
All Other	29	30	3.4%
Year total	104	110	5.8%

Training:

- Fire Marshal Hamilton attended a Fire Sprinkler Plan Review class at the National Fire Academy in Emmetsburg, MD. The material in the class will help in the review of new systems, as well as remodels of existing systems.
- The department held their quarterly MCD with our sponsoring physician, Dr Warren. He reviewed and provided feedback of the high acuity calls that occurred since the previous MCD. He also discussed medications that are used on our ambulances, and potential medications to add or remove.

Projects/Grants:

- Fire Marshal Hamilton in conjunction with Public Works attended the City Council meeting on February 1st in which the 2021 International Fire and Building Codes were adopted effective March 3, 2023.
- The flooring project was completed with the exception of one office where suspected asbestos tile was found.
- The painting project is almost completed. There are a few metal doors and metal trim that need to be finished.
- Finished and submitted the Assistance to Firefighters Grant for the replacement of Engine-3.

- Worked in conjunction with the Kenaitze Indian Tribe on a grant for the replacement of Tower-1.
- Completed and submitted the SEMT for FY-2022.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Christine Cunningham, Acting Human Resources Director
DATE: February 7, 2023
SUBJECT: **Human Resources Activity – January 2023**

Recruitment

Human Resources worked with the Planning Department to actively recruit an Administrative Assistant III/ Planning Technician and the City Manager Manager's office to actively recruit a Finance Director and Human Resources Director. Both positions required an extension to obtain a larger applicant pool, and the Finance Director position has been re-posted and is currently open for recruitment. Applications continue to trend low, with an average of less than 10 applicants for each position. The Kenai Police Department hired a Public Safety Dispatcher and received an above average number of applications for the position.

Safety

Two accidents were reported in January that resulted in damage to City property.

Training

Department Heads and other employees in leadership positions continue to attend training sessions as part of the Leadership Development training, which began in September and is scheduled to be completed with graduation for participants in February. The January session focused on Leading Change and Transisition.

Special Projects





Human Resources continues to work with the Administration and a working group of Department Heads to complete a comprehensive review of the City's personnel practices and processes in key areas (recruitment, pay and benefits, policies and procedures) and provide recommendations. The project timeline will be adjusted based on transition in the City Manager's office, and the group may adjust the scope of the project in anticipation of a compensation and classification study tentatively scheduled for FY24.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Katja Wolfe, Library Director
DATE: February 3, 2023
SUBJECT: Library Mid-Month Report for January 2023

January 2023 at a Glance

Items Borrowed		Jan-22	Jan-23	2023 YTD
Physical		5,823	6,168	6,168
Digital		1,545	1,617	1,617
Services				
New Memberships		47	63	63
Room Reservations		82	124	124
Programs				
Number of Programs		20	36	36
Program Attendance		139	422	422
Technology Sessions				
Computer sessions		331	489	489
WiFi Sessions		6,687	10,461	10,461
Early Literacy Station		158	257	257

January 2023 highlights

36 programs - 422 participants

- 10 story times (171 total participants)
 - Infant play group (15 participants)
 - 4 Lego Clubs (58 total participants)
 - American Girl Club (20 participants)
 - Digital literacy classes (7 total participants)
 - 2 craft classes (10 total participants)
 - 3 teen programs (25 total participants)
 - 4 chess clubs (17 total participants)
 - Kit – Calendar cubes (40 kits given away)
 - 1 scavenger hunt (17 finishers)
 - DIY animal toys (16 participants)
 - 1 outreach program (15 participants)
 - Family game night (9 participants)
-
- Volunteers logged 21 hours this past month. Tasks included shelving and program support.
 - Our study and conference rooms were used by 124 individuals/groups for a total of 242 hours.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Linda Mitchell, Planning Director
DATE: February 8, 2023
SUBJECT: Planning and Zoning – January 2023 Monthly Report

General Information

- The Administrative Assistant III job posting closed on February 3, 2023. The selection committee will review the applications and schedule interviews in the coming weeks.

Application Summary

Planning and Zoning received 8 applications in January and carried over 11 applications.

Applications	No. Received	Carried Over	Completed	In Progress
Planning				
Building Permit	3	4	2	5
Conditional Use Permit	2	1	1	2
Time Extension	1	0	1	0
Easement/Right-of-Way	0	0	0	0
Landscaping/Site Plan	0	1	1	0
Plat	1	0	0	1
Variance	0	1	0	1
Zoning/Text Amendment	0	0	0	0
Lands & Leases				
Purchase	0	1	0	1
New Lease	0	1	0	1
Renewal	0	0	0	0
Amendment	0	1	0	1
Assignment	1	0	1	0

Special Use Permit	0	1	0	1
Total	8	11	6	13

Code Enforcement

Planning and Zoning did not received any new complaints in January and 1 case was closed due to insufficient evidence for staff to pursue enforcement. There is a cumulative total 15 open cases. Planning staff conducted a total of 4 site visits that included follow-up visits to verify compliance. Staff is actively working with a few owners/tenants to address their non-compliance.

Violations	No. of Open Cases	Carried Over	New	Closed
<i>By Types</i>				
Abandoned Structure(s)	0	0	0	0
Abandoned Vehicle(s)	1	1	0	0
Building (e.g., as-built, damaged or decayed)	2	2	0	1
Conditional Use Permit	0	0	0	0
Junk and/or Refuse	4	4	0	0
Junk Vehicle(s)	4	4	0	0
Livestock	1	1	0	0
Signs	1	1	0	0
Recreational Vehicle(s)	0	0	0	0
Zoning (e.g., structures, setbacks, use)	2	2	0	0
Total	15	16	0	1

List of Open Cases

Property Address	Date of Complaint	Type of Violation
110 Aleene Way	5/4/2022	Junk Vehicle; Junk and/or Refuse
5264 Kenai Spur Hwy	5/12/2022	Junk and/or Refuse
508 Hemlock Avenue	5/13/2022	Junk and/or Refuse
9168 Kenai Spur Hwy	5/16/2022	Junk Vehicle; Junk and/or Refuse
311 Linwood Lane	6/17/2022	Junk and/or Refuse
8195 Kenai Spur Hwy	8/18/2022	Junk and/or Refuse
1715 Fourth Avenue	8/25/2022	Junk Vehicle; Junk and/or Refuse
4215 N Lupine Drive	8/31/2022	Chickens (On-Hold)
1009 Second Avenue	8/12/2022	Zoning
305 Sterling Court	10/20/2022	Building



700 Cypress Drive	10/24/2022	Junk Vehicle(s)
345 Dolchok Lane	10/28/2022	Building (On-Hold)
312 Aspen Street	10/26/2022	Abandoned Vehicle(s)
11888 Kenai Spur Hwy	11/17/2022	Zoning
12656 Kenai Spur Hwy	12/1/2022	Sign

Planning and Zoning Commission

Two (2) work sessions and one (1) public meeting were held in the month of January.

- Planning and Zoning Commission took action on the following agenda items.
 - **Resolution PZ2023-01** – Granted a Conditional Use Permit to Allow a Performing Arts Center on the Eastern Portion of the Property Described as Tract 4A of Baron Park 2020 Replat, Located at 450 Marathon Road in the Light Industrial (IL) Zone.
 - **Action/Approval** – Granted a Time Extension for Compliance with the Conditional Use Permit Conditions in Resolution PZ2021-38.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: William B. Walker, Parks & Recreation Director
DATE: February 8, 2023
SUBJECT: **Mid-month Activity Report - February**

The Alaska DNR Department of Forestry continues to work on Beetle Kill trees along Ryan's trail. The focus is on removing/dropping trees that will impact the public and the surrounding business. To date 288 trees have been felled.

Staff completed three winter burials in January. Because of the large amount of snow these three burials were quite difficult to locate and uncover.

The Multi-Purpose Facility had a total of 144 rented hours for the month of January.

Staff was able to clear 178 fire hydrants of the approximate 500 total. Do to the heavy snow accumulation this has been a slow and arduous process. Park staff reinstated and updated the Adopt a Fire hydrant program formally put on by the Kenai Fire Department. There have been no applications received yet for this program. Kenai Parks have also been short staffed which has slowed the process.

The Park Director and Assistant Park Director are nearly done with the Leadership Training put on by Future Syne International.

The Park Director has enrolled in the Certified Park and Recreation Professional certificate program put on by National Recreation and Parks Association.

Lead by the Assistant Director, Park staff was able to get a City League Basketball touring put together. The first game(s) started on January 19th.

Park staff replaced more LED lights on the MPF score board. This is an ongoing project as we can only get certain color LED lights when they are in stock.

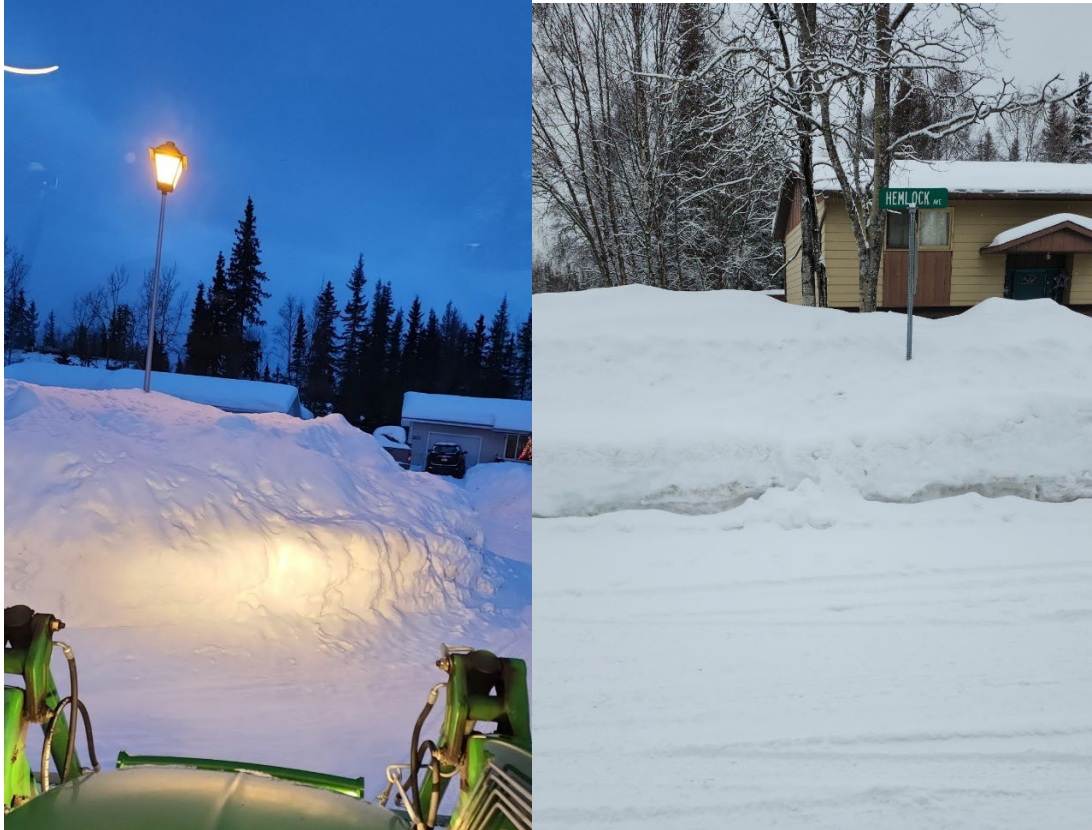
All flowers, seeds, and plugs have been ordered and should start arriving mid-March.

Kenai Rec. Center Visits

Weight Room/Cardio Room	1121
Racquetball	29
Walleyball	13
Shower/Sauna	326
Gymnasium	1190
Other	20
Gym Rental Visits	1660
Total Number of Visits	4359

Staff Replacing LED lights on the scoreboard at the MPF





Two examples of fire hydrants buried under numerous feet of snow.





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: February 7, 2023

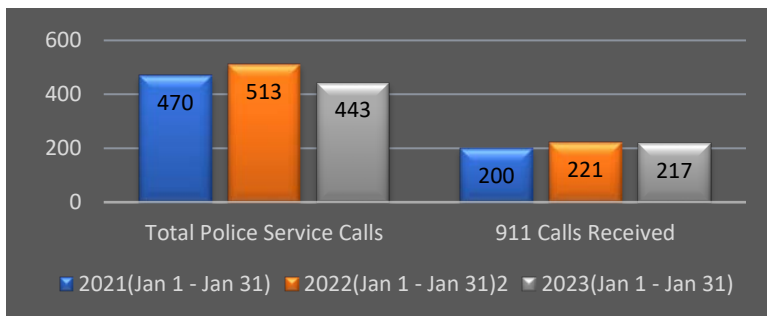
SUBJECT: Police & Communications Department Activity – January 2023

Police handled 443 calls for service in January. Dispatch received 217 9-1-1 calls. Officers made 27 arrests. Traffic enforcement resulted in 209 traffic contacts and 25 traffic citations. There were 5 DUI arrests. There were 17 reported motor vehicle collisions in January. There were five collisions involving moose and no collisions involving drugs or alcohol.

Fifteen KPD officers attended a half day refresher training on investigating domestic violence. One KPD officer started a week-long defensive tactics instructor class in Montana.

The School resource officer taught four DARE classes at Kaleidoscope Elementary along with providing assistance with a number of issues in the Kenai schools this month.

On February 1st of 2023 KPD conducted a trade of firearms, authorized under KMC 7.15.090. Approximately 89 firearms in the police department’s possession, primarily from forfeiture and unclaimed property over a number of years, were traded for 13 brand new patrol rifles to update those currently in use by officers. Bids for the guns and pricing of replacements was solicited from 3 vendors and were evaluated. It was determined that Gun Runners, a business in Anchorage, provided the best value in the trade. This notification of disposal is intended to meet the requirements KMC 7.15.090 to report the disposal of police property to the City Manager and City Council.





KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: February 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 has experienced extreme supply chain issues. The steel for the building is currently stored on site. Change Order 1 has been executed providing a no cost time extension through September 30, 2023. Construction will start in May 2023 and is expected to move quickly from there.
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- 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. Contract Document execution is underway; site survey services are being sought to delineate property boundaries prior to starting mitigation work.
- 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 is pending release by February 14, 2023.*
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completing other items. Work will be suspended through the winter with the parking lot paving taking place early summer 2023.

- 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. *Bid documents are now complete and project is pending release anticipated for February 14, 2023.*
- 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 is the low bidder at a total cost of \$139,800. Council can expect to see legislation at the March 1st meeting to award this contract.*
- 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.*
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- 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.*



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 March 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 10/27/21. 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 late June 2023 and staff will be relieved when that day arrives.*
- 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 3/1/23 and if funding is in place will be bid immediately, if not will be delayed until funding 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.*

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 be 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.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: February 2023
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

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- 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.*



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 March 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 10/27/21. 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 late June 2023 and staff will be relieved when that day arrives.*
- 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 3/1/23 and if funding is in place will be bid immediately, if not will be delayed until funding 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.*

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 be 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.



	A	C	G	I
1	Current Projects - 2/1/23	Funding FY	Budget	Status
2				
3				
4	Airport Fund			
5	Sand Storage Facility	2020	\$ 2,949,713	Construction Phase- Steel delivered, foundation in May 2023
6	KMA Runway Assessments/Rehab	2021	\$ 1,259,200	Design Phase 35% - HDL Engineering - Construction start for Summer 2024
7	KMA Improved Airfield Drainage	2021	\$ 830,175	Construction Phase- BMGC Project will be delayed to Runway Rehab
8	Airport Operations New Boiler	2021	\$ 185,000	Design Phase - MBA Consulting Engineers - 95% DD under review
9	Airport Operations HVAC Repairs	2021	\$ 80,000	Design Phase - MBA Consulting Engineers - 95% DD under review
10	Purchase Snow Removal Equipment	2022	\$ 763,578	Equipment on site- Start Closeout to FAA
11	Terminal Landscaping	2022	\$ 115,000	Design Phase - Earthscape LLC; Construction Summer 2023
12	KMA Airfield Marking, Crack Sealing, Sealcoat	2022	\$ 500,000	Need to develop Construction Bid Documents - construction summer 2023
13	Snow Removal Attachment & Gate	2023	\$ 150,000	Project complete entering grant closeout 2/1/23
14	Broom Replacement	2023	\$ 62,500	Airport Staff working on Scope of Work - purchasing off state contract
15	Surveillance Cameras / Ops Access Controls	2023	\$ 150,000	Airport Staff working on Scope of Work
16				
17	General Fund			
18	General Government			
19	Bluff Stabilization Project - Multyyear	2015	\$ 35,000,000	Design Phase - 65% complete - BCOES underway working toward 95% design
20	Cemetery Expansion Phase 1	2019	\$ 250,000	Paving Improvements planned for summer 2023
21	Cemetery Expansion phase 2	2022	\$ 260,000	Paving Improvements planned for summer 2023
22				
23	Public Safety			
24	KFD Fire Department Flooring Replacement	2022	\$ 70,000	Project is now complete
25	KFD Apparatus Bay Painting	2023	\$ 60,000	ITB Bid Package Completed - Release scheduled for February 14th, 2023
26	Repair Underground Water Tank	2023	\$ 60,000	RFQ documents in development - may be underfunded
27	Community Wildfire Protection Mitigation	2023	\$ 770,000	Construction Phase with Doug Koch Professional Tree Service @ \$282K
28				
29	Public Works			
30	Wildwood Drive Rehabilitation	2021	\$ 329,000	Design Phase - Nelson Engineering 95% complete - under review
31	North Willow Rehabilitation	2021	\$ 840,000	Design Phase - Nelson Engineering - 95% complete - under review
32	First Ave Rehabilitation	2021	\$ 60,000	Design Phase - Nelson Engineering - 35% complete
33	Misc. Roadway Settlement Repairs	2021	\$ 71,000	Design Phase - Nelson Engineering - survey complete
34	Lilac Street Repairs	2023	\$ 393,000	RFP Docs yet to be developed - construction summer 2024
35	Kenai Recreation Center Upgrades	2015	\$ 1,415,872	ITB Bid Package Completed - Release scheduled for February 14th, 2023
36	Multi-purpose Facility Ventilation	2021	\$ 74,999	Draft Report to Scott on Recommendations - will require engineered design
37	Community Library HVAC Controls	2021	\$ 58,000	Inhouse - Maintenance to correct- Control Transformer and switches
38	Visitor Center HVAC Control	2021	\$ 62,000	Inhouse - Controls corrected 7/22

	A	C	G	I
1	Current Projects - 2/1/23	Funding FY	Budget	Status
2				
3				
39	Kenai City Hall HVAC Unit	2021	\$ 210,000	<i>Design Phase - RFP planned release of 2/16/23</i>
40	Multi-Purpose Corrosion Remediation	2021	\$ 80,000	Work Completed In-house
41	Visitor Center Roof Replacement	2021	\$ 120,000	<i>E/P Roofing contract award pending March 1st, 2023</i>
42	Inlet Woods Storm Drain Repairs	2021	\$ 120,000	Need to develop Scope of Work Spring 2023; may not construct until 2024
43	Facility Assessments Phase 2	2023	\$ 80,000	Assessments to begin May/June 2023
44				
45	Parks, Recreation & Cultural			
46	Kenai Community Library Center Plaza	2021	\$ 50,000	In-house Work Demo Walls and Sidewalks 8/22; plantings in spring 2023
47	Little League Restrooms	2021	\$ 125,000	Design Phase- Bid phase 7/22 - No Bids - Over Budget
48	Bridge Access Path	2021	\$ 294,947	DOT controlling project in design & awaiting State Funding
49	Municipal Park Trail Construction	2021	\$ 37,800	Need to develop Scope of Work
50	Softball Field Shelters/Dugouts Replacement	2023	\$ 120,000	Need to develop Scope of Work
51	Dog Park GF	2023	\$ 63,000	Concrete & Fence work have been contracted; construction complete July 2023
52	MP Trail Boardwalk Project	2023	\$ 86,596	Funding redirected to Green Strip Playground Equipment
53	Slash Disposal Site	2023	\$ 150,000	Completed summer 2022; will remain in operation seasonally
54	Green Strip Play Ground Equipment	2023	\$ 86,596	RFP Award planned for Council 3/1/23 with Install complete by 5/31/23
55				
56	Water & Sewer Fund			
57	Water & Sewer Renovations 621			
58	Lift Station Upgrades	2021		
59	MP 13 Lift Station		\$ 133,000	<i>Design Phase - 95% documents under review; construction summer 2023</i>
60	MP 14 Lift Station		\$ 133,000	<i>Design Phase - 95% documents under review; construction summer 2023</i>
61	Lawton Drive Lift Station		\$ 134,000	<i>Design Phase - 95% documents under review; construction summer 2023</i>
62	Water & Sewer Utility Master Plan	2021	\$ 150,000	In Progress- HDL Engineers, Functional Assess Complete, Rate Study underway
63	SCADA System Integration	2021	\$ 60,000	In Progress- HDL Engineers ongoing support through TecPro
64	Hydrant Mapping & Installation Phase 1	2021	\$ 75,000	In-house maintenance project awaiting staff availability & weather conditions
65	Well House Relocation	2021	\$ 285,054	<i>Project is now complete</i>
66	Manhole Restoration	2021	\$ 40,000	Need to develop Scope of Work
67	WTP Pump House Construction	2023	\$ 400,000	Design Phase planned for FY23 3rd and 4th quarter
68				
69	Waste Water Renovations 625			
70	Water & Sewer Utility Master Plan	2021	\$ 150,000	In Progress- HDL Engineers, Functional Assess Complete, Rate Study underway
71	Clarifier and Pump House Coatings	2021	\$ 40,000	In-house maintenance project awaiting staff availability & weather conditions
72	Belt & Sludge Building Press Replacement	2021	\$ 2,280,000	<i>Project Bid 8/22- Award to Blazy Construction, Inc. - Construction at 60% complete</i>
73	Aeration Basin Restore/Coating	2021	\$ 90,000	In-house maintenance project awaiting staff availability & weather conditions

	A	C	G	I
1	Current Projects - 2/1/23	Funding FY	Budget	Status
2				
3				
74	SCADA System Integration	2021	\$ 65,000	In Progress- HDL Engineers ongoing support through TecPro
75	Digester Blower Replacement and Building	2021	\$ 750,000	<i>Design Phase - HDL Engineering - 65% docs under reivew; awaiting \$2,900K grant</i>
76	WWTP Chlorine Contact Basin Repair	2022	\$ 80,000	Design Phase to start FY23 3rd Quarter for summer 2023 Construction
77	Drainage Repair at Clarifiers	2022	\$ 50,000	Design Phase to start FY23 3rd Quarter for summer 2023 Construction
78	Electronic Gate and Controls	2023	\$ 100,000	Design Phase to start FY23 3rd Quarter for summer 2023 Construction
79				
80	Senior Center Fund			
81	Senior Center Front Door Modifications	2022	\$ 40,000	CPM developing Scope of Work
82	Senior Center HVAC Controls	2022	\$ 48,000	Inhouse Maintenance Staff is monitoring
83				
84	Congregate Housing Fund			
85	Vintage Point New Boiler	2019	\$ 185,000	<i>Design Phase - RSA Engineering @ \$25,164; drawings approaching 65%</i>
86	Vintage F/A Upgrade	2019	\$ 136,000	Coordinating with Yukon Fire, full design and replacement is not anticipated
87	Vintage Kitchen/Bathroom Remodel	2023	\$ 300,000	Senior Center quoted Design Services - need RFP / ITB
88				
89	PU Fishery Fund			
90	Personal Use Fishery Float Replacements	2023	\$ 121,919	Scope of Work needs to be developed
91				



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: Kathy Romain, Senior Center Director
DATE: February 2023
SUBJECT: January 2023 Monthly Report

With the arrival of the new year came many new opportunities for seniors to socialize and remain active at the Kenai Senior Center. The much-anticipated Waffle Friday returned to crowd of hungry seniors eager for waffles. In celebration of the Chinese New Year, seniors were treated to home-made dumplings, fortune cookies, and other traditions to bring good luck to all. 72 individuals attended the celebration. To round out the month a winter ball was held. Other trends to note:

- Increase in the number of seniors attending Tai Chi
- 90% of the individuals signing up to become members of the senior center in January are first time seniors. They have never attended a senior center and are interested in learning what services are available to them.

	2023	2022
Home Delivered Meals	1807	2403
Individuals	107	128
Dining Room (Congregate) Meals	1173	585
Individuals	146	81
Transportation (1-way rides)	201	174
Individuals	18	17
Grocery Shopping Assistance	10/26	2
Writers Group	35	36
Caregiver Support Group	13	8
Growing Stronger Exercise	299	232
Tai Chi Class	46	43
TOPS Weight Loss Class	61	31
Bluegrass & Music Sessions	31	37
Card Games	126	83
Wii Bowling	54	43
Arts & Crafts	43	44
Total Event Sign-ins *	2151	1659
Individuals *	191	136
Vintage Pointe Manor Vacancies	3	0

* (not including home meals clients)