

**KENAI CITY COUNCIL - REGULAR MEETING**  
**MAY 01, 2019 - 6:00 PM**  
**KENAI CITY COUNCIL CHAMBERS**  
**210 FIDALGO AVE., KENAI, AK 99611**  
<http://www.kenai.city>

**A. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA APPROVAL**

**CONSENT AGENDA** *(Public comment 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 comment limited to ten (10) minutes per speaker)*

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

**D. PUBLIC HEARINGS**

- D.1. Ordinance No. 3061-2019 – Amending Kenai Municipal Code 14.20.320 - Definitions, 14.20.330 - Standard for Commercial Marijuana Establishments and 14.22.010 - Land Use Table, to Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments into the City Of Kenai's Code of Ordinances. (Legal)  
[Ordinance No. 3061-2019.pdf](#)
- D.2. Ordinance No. 3062-2019 – Increasing FY2019 General Fund Estimated Revenues and Appropriations by \$20,859 And FY2020 General Fund Estimated Revenues And Appropriations by \$35,418 in the General Fund Parks, Recreation, and Beautification Department for the Receipt of a Grant from the United States Environmental Protection Agency Passed Through the State of Alaska Department of Environmental Conservation for Bacteria Level Monitoring on the City's Beaches during the 2019-2020 Personal Use Fishery. (Administration)  
[Ordinance No. 3062-2019.pdf](#)
- D.3. Resolution No. 2019-27 – Pertaining to the Authorized Investments of, the Investment Allocations of, and Establishing Appropriate Benchmarks to Measure Performance of the City's Permanent Funds for Calendar Year 2019. (Administration)  
[Resolution No. 2019-27.pdf](#)

**E. MINUTES**

- E.1. \*Regular Meeting of April 17, 2019  
[04-17-19 Council Minutes - DRAFT.pdf](#)
- E.2. \*Work Session of April 18, 2019  
[04-18-19 Work Session- FY2020 Budget - DRAFT.pdf](#)
- E.3. \*Special Meeting of April 23, 2019  
[04-23-19 Special Meeting Minutes -- Evaluations - DRAFT.pdf](#)

## **F. UNFINISHED BUSINESS**

## **G. NEW BUSINESS**

- G.1. \*Action/Approval – Bills to be Ratified. (Administration)  
[Payments over \\$15,000.pdf](#)
- G.2. \*Action/Approval – Purchase Orders Over \$15,000. (Administration)  
[Purchase Orders over \\$15,000.pdf](#)
- G.3. \*Ordinance No. 3063-2019 – Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020 and Committing \$500,000 of General Fund, Fund Balance for Capital Improvements, Amending the Salary Schedule in Kenai Municipal Code Chapter 23.55- Pay Plan, Amending Employee Classifications in Kenai Municipal Code Chapter 23.50, and Amending Communication Department Uniform Allowance in Kenai Municipal Code Chapter 23.55. (Administration)  
[Ordinance No. 3063-2019.pdf](#)
- G.4. \*Ordinance No. 3064-2019 – Increasing Estimated Revenues and Appropriations by \$339.90 in the General Fund – Police Department for State Traffic Grant Overtime Expenditures. (Administration)  
[Ordinance No. 3064-2019.pdf](#)
- G.5. \*Ordinance No. 3065-2019 – Accepting and Appropriating a Volunteer Fire Assistance (VFA) Grant From the United States Department of Agriculture Forest Service Passed Through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)  
[Ordinance No. 3065-2019.pdf](#)

## **H. COMMISSION/COMMITTEE REPORTS**

- H.1. Council on Aging  
[04-11-19 COA Meeting Summary - DRAFT.pdf](#)
- H.2. Airport Commission  
[04-11-19 Airport Summary - DRAFT.pdf](#)
- H.3. Harbor Commission  
[04-08-19 Harbor Summary - DRAFT.pdf](#)
- H.4. Parks and Recreation Commission  
[04-04-19 Parks & Rec Summary - DRAFT.pdf](#)

- H.5. Planning and Zoning Commission
  - [04-10-19 P&Z Minutes - DRAFT.pdf](#)
  - [04-24-19 P&Z Minutes - DRAFT.pdf](#)

- H.6. Beautification Committee

- H.7. Mini-Grant Steering Committee
  - [04-12-19 Mini-Grant Summary - DRAFT.pdf](#)
  - [04-24-19 Mini-Grant Summary - DRAFT.pdf](#)

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

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

**K. ADDITIONAL PUBLIC COMMENT**

**L. EXECUTIVE SESSION**

**M. PENDING ITEMS**

**INFORMATION ITEMS**

Purchase Orders between \$2,500 and \$15,000 for Council Review  
[Purchase Orders between \\$2,500 - \\$15,000.pdf](#)

Cook Inlet Regional Citizen's Advisory Council Annual Meeting Update  
[CIRCAC Annual Meeting Update.pdf](#)

Trans-Foreland Pipeline Company, LLC Kenai LNG Cool Down Project  
[Trans-Foreland Pipeline Company Kenai LNG Cool Down Project.pdf](#)

Boys & Girls Club Annual Golf Classic Tournament  
[Boys & Girls Club Golf Information.pdf](#)

**N. ADJOURNMENT**

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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.*



Sponsored by: Legal

## CITY OF KENAI

### ORDINANCE NO. 3061-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING KENAI MUNICIPAL CODE 14.20.320- DEFINITIONS, 14.20.330- STANDARD FOR COMMERCIAL MARIJUANA ESTABLISHMENTS AND 14.22.010- LAND USE TABLE, TO INCORPORATE ONSITE CONSUMPTION OF MARIJUANA AT RETAIL MARIJUANA ESTABLISHMENTS INTO THE CITY OF KENAI'S CODE OF ORDINANCES.

WHEREAS, on November 4, 2014, the Alaskan voters passed Ballot Measure 2, an Act to Tax and Regulate the Production, Sale and Use of Marijuana; and,

WHEREAS, on January 20, 2016 the City of Kenai enacted regulations governing commercial marijuana establishments in the City; and,

WHEREAS, on March 12, 2019 Lieutenant Governor Kevin Meyer signed into law new regulations from the Marijuana Control Board allowing retail marijuana stores to allow onsite consumption of marijuana under certain conditions; and,

WHEREAS, in order to enforce City regulations applicable to onsite consumption of marijuana at retail marijuana stores the City must amend its code related to commercial marijuana establishments and land use table; and,

WHEREAS, the amendments in this Ordinance will require retail marijuana store owners to obtain a conditional use permit from the City as well as obtain a state endorsement prior to allowing onsite consumption of marijuana.

**Section 1.** Amendment of Section 14.20.320 of the Kenai Municipal Code: That Kenai Municipal Code, Section 14.20.320 - Definitions, is hereby amended as follows:

#### **14.20.320 Definitions.**

##### *(a) General Interpretation.*

- (1) Words used in the present tense include the future tense.
- (2) The singular number includes the plural.
- (3) The word "person" includes a corporation as well as an individual.
- (4) The word "lot" includes the word "plot" or "parcel."



(5) The term “shall” is always mandatory.

(6) The word “used” or “occupied” as applied to any land or building shall be construed to include the words “intended,” “arranged” or “designed to be used or occupied.”

(b) Specific Definitions.

**“Accessory Building”** means a detached building or structure, the use of which is appropriate, subordinate, and customarily incidental to that of the main building or to the main use of the land and which is located on the same lot as the main building or use, except as allowed by a conditional use permit. An accessory building shall be considered to be a part of the main building when joined to the main building by a common wall or when any accessory building and the main building are connected by a breezeway.

**“Accessory Use”** means a use customarily incidental and subordinate to the principal use of the land, building, or structure and located on the same lot or parcel of land.

**“Administrative Official”** means the person charged with the administration and enforcement of this chapter.

**“Agricultural Building”** means a building or structure used to shelter farm implements, hay, grain, poultry, livestock, or other farm produce, in which there is no human habitation and which is not used by the public.

**“Agriculture”** means the science, art, and business of cultivating soil, producing crops, and raising livestock; farming.

**“Airport”** means a location where aircraft such as fixed-wing aircraft, helicopters, and blimps take off and land. Aircraft may be stored or maintained at an airport. An airport consists of at least one (1) surface such as a paved or gravel runway, a helicopter touchdown and lift off (TLOF) area, helipad, or water runway for aircraft takeoffs and landings, and often includes buildings such as control towers, hangars and terminal buildings.

**“Airport Compatible Uses”** means uses which include, but are not limited to: Hangars, Fixed Base Operators, Aircraft Repair and Manufacturing, Aircraft Sales, and other uses approved by the Ordinance of the City of Kenai, and the Federal Aviation Administration’s regulations, and compatible with the current Airport Master Plan, the Airport Layout Plan and the Comprehensive Plan.

**“Alley”** means a public way designed and intended to provide only a secondary means of access to any property abutting thereon.

**“Alteration”** means any change, addition, or modification in construction, location, or use classification.

**“Animal Boarding”** means any building or structure and associated premises in which animals are fed, housed, and/or exercised for commercial gain.

**“Apartment House,”** see “Dwelling, multiple-family.”

**“Area, Building”** means the total of areas taken on a horizontal plane at the main grade level of the principal building and all accessory buildings, exclusive of steps.

**“Assemblage”** means a large gathering of people for an event such as a concert, fair, or circus.

**“Assisted Living”** means a living arrangement in which people with special needs, especially seniors with disabilities, reside in a facility that provides help with everyday tasks such as bathing, dressing, and taking medication.

**“Automobile Sales”** means the use of any building or structure and associated premises for the display and sale of new or used automobiles, panel trucks or vans, trailers, or recreation vehicles and including any warranty repair work and other repair service conducted as an accessory use.

**“Automobile Service Station”** means the use of any building or structure and associated premises or other space used primarily for the retail sale and dispensing of motor fuels, tires, batteries, and other small accessories; the installation and servicing of such lubricants, tires, batteries, and other small accessories; and such other services which do not customarily or usually require the services of a qualified automotive mechanic.

**“Automobile Wrecking”** means the dismantling of used motor vehicles or trailers or the storage or sale of parts from dismantled or partially dismantled, obsolete, or wrecked vehicles.

**“Automotive Repair”** means the use of any building or structure and associated premises on which a business, service, or industry involving the maintenance, servicing, repair, or painting of vehicles is conducted or rendered.

**“Bank”** means any establishment or building or structure used for a financial institution that provides financial services for its clients or members. The term “bank” includes savings and loan.

**“Bed and Breakfast”** means a residential, owner-occupied dwelling in which rooms are rented to paying guests on an overnight basis with no more than one (1) meal served daily.

**“Boarding House”** means a dwelling where the principal use is a dwelling by the owner or keeper and where the owner or keeper provides lodging for three (3) or more persons who are not members of the owner’s or keeper’s family and the lodgers pay compensation to use one (1) or more rooms. The common parts of the building or structure are maintained by the owner or keeper who may also provide lodgers with some services, such as meals, laundry, and cleaning. Boarding houses are not motels or hotels and are not open to transient guests.

**“Building”** means any structure built for the support, shelter, or enclosure of persons, animals, or property of any kind.

**“Building Code”** means the building code and/or other building regulations applicable in the City.

**“Building, Existing”** means a building erected prior to the adoption of the ordinance codified in this chapter or one for which a legal building permit has been issued.

**“Building Height”** means the vertical distance from the “grade,” as defined herein, to the highest point of the roof.

**“Building, Principal or Main”** means a building or structure in which is conducted the principal or main use on the lot which said building is situated.

**“Business/Consumer Services”** means the provision of services to others on a fee or contract basis, such as advertising and mailing; building maintenance; employment service; management and consulting services; protective services; equipment rental and leasing; commercial research; development and testing; photo finishing; and personal supply services.

**“Cabin Rentals”** means the renting out of one (1) or more individual, detached dwelling units or buildings to provide overnight sleeping accommodations for a period of less than thirty (30) consecutive days.

**“Cemetery”** means any property used to inter the dead in buried graves or in columbarium, stacked vaults, or similar structures.

**“Centerline”** means the line which is in the center of a public right-of-way.

**“Church”** means a building or structure in which persons regularly assemble for worship, ceremonies, rituals, and education pertaining to a particular system of beliefs. The term “church” includes a synagogue or temple.

**“City”** means the City of Kenai, Alaska.

**“Clinic”** (or outpatient clinic or ambulatory care clinic) means a health care facility that is primarily devoted to the care of outpatients. Clinics can be privately operated or publicly managed and funded, and typically cover the primary health care needs of populations in local communities, in contrast to larger hospitals which offer specialized treatments and admit inpatients for overnight stays.

**“Collector Street”** means a street located and designed for the primary purpose of carrying through traffic and of connecting major areas of the City. Unless otherwise designated by the Commission, collector street shall be defined on the plan for streets and community facilities in the comprehensive development plan.

**“College”** means an educational institution providing postsecondary (after high school) education.

**“Commercial Kennel”** has the same meaning given in KMC [3.05.010](#).

**“Commercial Marijuana Establishment”** means any Retail Marijuana Store, Marijuana Cultivation Facility, Marijuana Product Manufacturing Facility, and Marijuana Testing Facility.

**“Commercial Recreation”** means a recreation facility operated as a business and open to the public for a fee.

**“Commission”** means the Kenai Planning and Zoning Commission.

**“Communication Antenna”** has the same meaning given in KMC [14.20.255](#).

**“Communication Tower”** has the same meaning given in KMC [14.20.255](#).

**“Conditional Use”** means a use which is permitted under the terms of this chapter provided that under the specified procedures, the Commission finds that certain conditions, specified in this chapter are fulfilled. Conditional uses are listed in the Land Use Table.

**“Condominium”** means a common interest ownership dwelling in which:

- (1) Portions of the real estate are designated for separate ownership;

(2) The remainder of the real estate is designated for common ownership solely by the owners of those portions;

(3) The undivided interests in the common elements are vested in the unit owners. In the Land Use Table (KMC [14.22.010](#)), “condominiums” shall be treated as two (2) or more family dwellings. For example, a four (4) unit condominium building would be treated as a four (4) family dwelling.

**“Coverage”** means that percentage of the total lot area covered by the building area.

**“Crematory/Funeral Home”** means building or structure used for preparation of the deceased for display and/or interment and may also be used for ceremonies connected with interment. Preparation may include cremation, which is the process of reducing dead bodies to basic chemical compounds in the form of gases and bone fragments. This is accomplished through burning—high temperatures, vaporization, and oxidation.

**“Day Care Center”** means an establishment where child care is regularly provided for children for periods of less than twenty-four (24) hours, including the building housing the facility and adjoining areas, and where tuition, fees, or other compensation for the care of the children is charged.

**“Dormitory”** means a building, whether public or private, associated with a school, college or university and designed, used, and arranged for private sleeping, studying, and living accommodation for students.

**“Dwelling”** means a building or any portion thereof designed or used exclusively for residential occupancy including one-family, two-family and multiple-family dwellings, but not including any other building wherein human beings may be housed.

**“Dwelling, One-Family”** means any detached building containing only one (1) dwelling unit.

**“Dwelling, Two-Family”** means any building containing only two (2) dwelling units.

**“Dwelling, Multiple-Family”** means any building containing three (3) or more dwelling units.

**“Dwelling Unit”** means one (1) or more rooms and a single kitchen in a dwelling designed as a unit for occupancy by not more than one (1) family for living or sleeping purposes.

**“Elementary School”** means any school usually consisting of grades pre-kindergarten through grade 6 or any combination of grades within this range.

**“Essential Service”** means the erection, construction, alteration, or maintenance by public utility companies or municipal departments or commissions, of underground or overhead gas, electrical, steam, or water transmission or distribution systems, collection, communication, supply, or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, traffic signals, hydrants, and other similar equipment and accessories in connection therewith. This definition shall not be interpreted to include public buildings.

**“Family”** means any number of individuals living together as a single housekeeping unit in a dwelling unit.

**“Farming”** means a tract of land cultivated for the purpose of commercial agricultural production.

**“Fence, Height”** means the vertical distance between the ground directly under the fence and the highest point of the fence.

**“Floor Area”** means the total of each floor of a building within the surrounding outer walls but excluding vent shafts and courts.

**“Fraternal Organization”** means a group of people formally organized for a common object, purpose, or interest (usually cultural, religious or entertainment) that conducts regular meetings and has written membership requirements.

**“Frontage”** means all the property fronting on one (1) side of a street between intersection streets.

**“Garage, Private”** means an accessory building or any portion of a main building used in connection with residential purposes for the storage of passenger motor vehicles.

**“Garage, Public”** means any garage other than a private garage, available to the public, operated for gain, and which is used for storage, repair, rental, greasing, washing, servicing, adjusting, or equipping of automobiles or other vehicles.

**“Gas Manufacturer/Storage”** means the surface use of lands used in the production, the mechanical transformation, or the chemical transformation of hydrocarbon gas and includes uses for gas conditioning/compressor stations. “Storage” means surface uses necessary for storage of produced or non-native natural gas.

**“Governmental Building”** means a building or structure owned and operated by any department, commission, or agency of the United States or of a state or municipality and used to conduct official business of government.

**“Grade (Ground Level)”** means the average level of the finished ground at the center of all walls to a building. In case walls are parallel to and within five (5) feet of a public sidewalk, the ground level shall be measured at the sidewalk.

**“Greenhouse”** means a building or structure, usually a glassed or clear plastic enclosure, used for the cultivation and protection of plants.

**“Guest Room”** means any room in a hotel, dormitory, boarding, or lodging house used and maintained to provide sleeping accommodations for one (1) or more persons.

**“Guide Service”** means any activity on any premises used for collecting or returning persons from recreational trips when remuneration is provided for the service.

**“Gunsmith”** means a person who repairs, modifies, designs, or builds firearms.

**“High School”** means a secondary school usually consisting of grades 9 through 12 or any appropriate combination of grades within this range.

**“Home Occupation”** means an accessory use carried out for remuneration by a resident in the resident’s dwelling unit.

**“Hospital”** means an institution that provides medical, surgical, or psychiatric care and treatment for the sick or the injured.

**“Hotel”** means a building or group of buildings containing more than five (5) guest rooms used for the purpose of offering public lodging on a day-to-day basis with or without meals.

**“Junkyard”** means any space one hundred (100) square feet or more of any lot or parcel of land used for the storage, keeping, or abandonment of junk or waste material, including scrap metals or other scrap materials, or for the dismantling, demolition, or abandonment of automobiles, other vehicles, machinery, or any parts thereof.

**“Library”** means a collection of sources, resources, and services, and the structure in which it is housed; it is organized for use and maintained by a public body, an institution, or a private individual.

**“Licensed Premises For Commercial Marijuana Establishment”** means any and all designated portions of a building or structure, or rooms or enclosures in the building or structure, at the specific address for which a Commercial Marijuana Establishment license is issued, and used, controlled, or operated by the Commercial Marijuana Establishment to carry out the business for which it licensed.

**“Loading Space”** means an off-street space or berth on the same lot with a building or structure to be used for the temporary parking of commercial vehicles while loading or unloading merchandise or materials.

**“Lodge”** means a building or group of buildings containing five (5) or fewer guest rooms used for the purpose of offering public lodging on a day-to-day basis with or without meals.

**“Lot”** means a parcel of land occupied or to be occupied by a principal use and having frontage on a public street.

**“Lot, Corner”** means a lot situated at the junction of, and bordering on, two (2) intersecting streets, two (2) platted rights-of-way, two (2) government easements, or any combination thereof.

**“Lot Coverage”** means that portion of the lot covered by buildings or structures that require a building permit.

**“Lot Depth”** means the horizontal distance separating the front and rear lot lines of a lot and at right angles to its width.

**“Lot Line, Front-Corner Lot”** means the shortest street line of a corner lot.

**“Lot Line, Front-Interior Lot”** means a line separating the lot from the street.

**“Lot Line, Rear”** means a line that is opposite and most distant from the front lot line, and in the case of irregular, triangular, or gore shaped lot, a line not less than ten feet (10') in length, within a lot, parallel to and at the maximum distance from the front lot line.

**“Lot Line, Side”** means any lot boundary line not a front lot line or a rear lot line.

**“Lot Width”** means the mean horizontal distance separating the side lot lines of a lot and at right angles to its depth.

**“Manufactured Housing”** means a dwelling unit that meets Department of Housing and Urban Development Standards for manufactured housing and is wider than sixteen feet (16'), has a roof pitch of 4:12 or greater with roofing and siding common to standard residential construction and is transported to the site and placed on a permanent foundation.

**“Manufacturing/Fabricating/Assembly”** means the mechanical or chemical transformation of materials or substances into new products including assembling of components parts, the manufacturing of products, and the blending of materials such as lubricating oils, plastics, resins or liquors.



**“Marijuana”** means all parts of the plant of the genus Cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin, including marijuana concentrate. The term does not include fiber produced from the stalks, oil, or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.

**“Marijuana Concentrate”** means resin, oil, wax, or any other substance derived from the marijuana plant by any method which isolates the Tetrahydrocannabinol (THC)-bearing resins of the plant.

**“Marijuana Cultivation Facility”** means any entity with a state license registered to cultivate, prepare, and package marijuana and to sell marijuana to Marijuana Retail Facilities, Marijuana Products Manufacturing Facilities, Marijuana Testing Facilities, but not to consumers.

**“Marijuana Cultivation Facility, Standard”** means an entity registered to cultivate in an area greater than 500 square feet under cultivation, prepare, and package marijuana and to sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

**“Marijuana Cultivation Facility, Limited”** means an entity registered to cultivate in an area of 500 square feet or less of cultivation, prepare, and package marijuana and to sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

**“Marijuana Products”** means concentrated marijuana and marijuana products that are comprised of Marijuana and other ingredients and are intended for use or consumption, such as, but not limited to edible products, ointments, and tinctures.

**“Marijuana Product Manufacturing Facility”** means a state licensed fully enclosed secure indoor facility registered to purchase marijuana, manufacture, prepare and package marijuana products, and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers.

**“Marijuana Testing Facility”** means a state licensed commercial marijuana testing facility that is registered to analyze and certify the safety and potency of Marijuana and Marijuana Products.

**“Mini-Storage Facility”** means a completely enclosed structure containing three (3) or more areas or rooms available for lease or rent for the purpose of the general storage of household goods, vehicles or personal property; where the lessee of the unit is provided direct access to deposit or store items and where vehicles do not fill the majority of the allowed storage space.

**“Mobile Home”** means a structure, which is built on a permanent chassis in accordance with Department of Housing and Urban Development Standards and designed to be used as a dwelling unit, with or without a permanent foundation when connected to the required utilities. A mobile home is subject to all regulations applying thereto, whether or not wheels, axles, hitch or other appurtenances of mobility are removed and regardless of the nature of the foundation provided.

**“Mobile Home Park”** means a site with required improvements and utilities for the long-term parking of mobile homes which may include services and facilities for the residents.

**“Modular Home”** means a dwelling constructed in modules or sections at a place other than the building site, built to conform to Title [4](#) of the Kenai Municipal Code, is transported to the site and then assembled and placed on a permanent foundation.

**“Motel”** means a group of one (1) or more detached or semi-detached buildings containing two (2) or more individual dwelling units and/or guest rooms designed for, or used temporarily by, automobile tourists or transients, with a garage attached or parking space conveniently located to each unit, including groups designated as auto courts, motor lodges, or tourist courts.

**“Museum”** means a building or structure that houses and cares for a collection of artifacts and other objects of scientific, artistic, or historical importance and makes them available for public viewing through exhibits that may be permanent or temporary.

**“Necessary Aviation Facilities”** means any air navigation facility, airport visual approach aid, airfield lighting and signage, meteorological device or any type of device approved by the Federal Aviation Administration (FAA), the location and height of which is fixed by its functional purpose.

**“Nonconforming Lot”** means a lot lawfully existing at the time this chapter became effective, which by reason of area or dimensions, does not meet the development requirements for the zone in which it is located.

**“Nonconforming Structure”** means a structure or portion thereof, lawfully existing at the time this chapter became effective, which by reason of its yards, coverage, height, or other aspects of design, does not meet the development requirements of this zone.

**“Nonconforming Use”** means a use of a structure of land, or of a structure and land in combination, lawfully existing at the time this chapter became effective, or established on the premises of a previous nonconforming use as specified in this chapter, which is not in conformity with the uses permitted in the zone in which it exists.

**“Nursing, Convalescent or Rest Home”** means a building or structure used as a residence for people who require constant nursing care and/or have significant deficiencies with activities of daily living.

**“Office”** means a room or group of rooms used for conducting the affairs of a business, profession, service, industry, or government.

**“Onsite Consumption Endorsement”** means the state regulated consumption of certain marijuana products at or adjacent to a retail marijuana store by patrons of the commercial marijuana establishment.

**“Park”** means a tract of land, designated by a public entity for the enjoyment of the public and generally used for active and passive recreational activities.

**“Parking, Public Lots”** means a parking area available to the public, whether or not a fee for use is charged.

**“Parking Space, Private”** means any automobile parking space, excluding garages, not less than nine feet (9') wide and one hundred eighty (180) square feet in total area.

**“Parking Space, Public”** means an area of not less than one hundred eighty (180) square feet exclusive of drives or aisles giving access thereto in area accessible from streets and alleys for the storage of passenger motor vehicles operated by individual drivers.

**“Person”** means a natural person, his or her heirs, executors, administrators, or assigns, and also including firm, partnership, or corporation, or their successors and/or assigns or the agent of any of the aforesaid.

**“Personal Services”** mean establishments engaged in providing services involving the care of a person or his or her apparel.

**“Planned Unit Residential Development”** means an alternative method of development of a residential neighborhood under more flexible conditions than otherwise required in a specific zoning district.

**“Principal Use”** means the major or predominant use of a lot or parcel of land.

**“Profession”** means an occupation or calling requiring the practice of a learned art through specialized knowledge based on a degree issued by an institution of high learning, e.g., Doctor of Medicine.

**“Property Owner”** means the owner shown on the latest tax assessment roll.

**“Public”** means a place to which the public or a substantial group or persons has access and includes highway, rivers, lakes, transportation facilities, schools, places of amusement or business, parks, playgrounds, prisons, hallways, lobbies and other parts of apartments houses and hotels not constituting rooms or apartments designed for actual residence.

**“Recreation”** means leisure activities sometimes requiring equipment and taking place at prescribed places, sites, parks, or fields. It can include active recreation, such as structured individual or team activities requiring the use of special facilities, courses, fields or equipment or passive recreation, such as activities that do not require prepared facilities such as wildlife and bird viewing, observing and photographing nature, picnicking, and walking.

**“Recreational Vehicle”** means a vehicular-type unit, primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motor power or is mounted on or drawn by another vehicle. Recreational vehicles include, but are not limited to, travel trailers, camping trailers, truck campers, and motor homes.

**“Recreational Vehicle Park”** means an area established by a conditional use permit for the parking of two (2) or more recreational vehicles on a temporary basis.

**“Recreation or Youth Center”** means a building, structure, athletic playing field, or playground, run or created by a local government or the state to provide athletic, recreational, or leisure activities for minors, or operated by a public or private organization, licensed to provide shelter, training, or guidance for persons under 21 years of age.

**“Restaurant”** means an establishment where food and drink is prepared, served, and consumed primarily within the principal building.

**“Retail Business”** means establishments engaged in selling goods or merchandise to the general public for business or personal/household consumption and rendering services incidental to the sale of such goods.

**“Retail Marijuana Store”** means a state licensed entity registered to purchase marijuana from a marijuana cultivation facility, to purchase marijuana and marijuana products from a marijuana manufacturing facility, and sell marijuana and marijuana products to consumers.

**“Secondary Use”** means a use allowed on a lot or parcel of land only if there is also an allowed principal use on the property.

**“Sign”** means any words, letters, parts of letters, figures, numerals, phrases, sentences, emblems, devices, trade names, or trademarks by which anything is made known, such as are used to designate an individual, firm, association, corporation, profession, business, or a commodity or product, which are visible from any public street or highway and used to attract attention.

**“Square Feet Under Cultivation”** means an area of the licensed premises of a standard or limited cultivation facility that is used for growing marijuana, measured on the perimeter of the floor or growing space for marijuana “Square Feet Under Cultivation” does not include hallways, equipment storage areas, or other areas within the licensed premises that are not used for growing marijuana such as an office, or a processing or storage area.

**“State Highway”** means a right-of-way classified by the State of Alaska as a primary or secondary highway.

**“Storage Yard”** means a lot used primarily for the storage of operational vehicles, construction equipment, construction materials or other tangible materials and equipment.

**“Street”** means a public right-of-way used as a thoroughfare and which is designed and intended to provide the primary means of access to property abutting thereon.

**“Structure”** means that which is built or constructed, an edifice or a building of any kind, composed of parts joined together in some definite manner.

**“Subsurface Extraction of Natural Resources”** means removing valuable minerals or other geological materials from the earth, from an ore body, vein or (coal) seam. Materials recovered could include gas, oil, base metals, precious metals, iron, uranium, coal, diamonds, limestone, oil shale, rock salt and potash.

**“Surface Extraction of Natural Resources”** means removal of material, usually soil, gravel, or sand for use at another location.

**“Taxidermy”** means the act of mounting or reproducing dead animals, fish, and/or birds for display.

**“Theater”** means a building or structure, or part thereof, devoted to the indoor exhibition of motion pictures and/or of live dramatic, speaking, musical, or other presentations.

**“Townhouse”** means single-family dwelling units constructed in a series or group of two (2) or more units separated from an adjoining unit by an approved party wall or walls, extending from the basement of either floor to the roof along the linking lot line.

**“Tree Nursery”** means a place where trees/plants are propagated and grown to usable size.

**“Use”** means the purpose for which land or a building is arranged, designed, or intended, or for which either land or a building is or may be occupied or maintained.

**“Variance”** means the relaxation of the development requirements of this chapter to provide relief when the literal enforcement would deprive a property owner of the reasonable use of his or her real property.

**“Warehouse”** means a building or structure used for the storage of goods, wares and merchandise that will be processed, sold or otherwise disposed of off the premises.

**“Wholesale Business”** means business conducted primarily for the purpose of selling wares or merchandise in wholesale lots to retail merchants for resale.

**“Yard”** means an open, unoccupied space, other than a court, unobstructed from the ground to the sky, except where specifically provided by this chapter, on the same lot on which a building is situated.

**“Yard, Front”** means a yard extending across the full width of the lot between the front lot line of the lot and the nearest exterior wall of the building which is the nearest to the front lot line.

**“Yard, Rear”** means a yard extending across the full width of the lot between the most rear main building and the rear lot line.

**“Yard, Side”** means a yard on each side of a main building and extending from the front lot line to the rear lot line. The width of the required side yard shall be measured horizontally from the nearest point of a side lot line to the nearest part of the main building.

**“Zoning Change”** means the alteration or moving of a zone boundary; the reclassifica[-]tion of a lot, or parcel of land, from one zone to another; and the change of any of the regulations contained in this chapter.

“**Zoning Ordinance or Ordinances**” mean the zoning ordinance of the City of Kenai and Kenai Municipal Code Chapter [14](#).

**Section 2.** Amendment of Section 14.20.330 of the Kenai Municipal Code: That Kenai Municipal Code, Section 14.20.330 – Standards for Commercial Marijuana Establishments, is hereby amended as follows:

**14.20.330 Standards for ~~[C]Commercial~~ ~~[M]Marijuana~~ ~~[E]Establishments~~.**

The purpose of this section is to establish general standards for commercial marijuana establishments.

- (a) Commercial marijuana establishments and onsite consumption endorsements may be permitted or allowed with a conditional use permit under KMC [14.20.150](#), as provided in the City of Kenai’s land use table, KMC [14.22.010](#), and the provisions of this section.
- (b) Applicants applying for a conditional use permit must include an area map drawn to scale indicating all land uses on other properties within a five hundred (500) foot proximity of the lot upon which the applicant is seeking a conditional use permit. This shall be in addition to the conditional use permit submission requirements in KMC [14.20.150](#).
- (c) A public hearing shall be scheduled before the Planning and Zoning Commission to review the conditional use permit application once it has been deemed complete. The public hearing shall be scheduled in accordance with the requirements in KMC [14.20.280](#), except that notification shall be mailed to all real property owners on record on the Borough Assessor’s records within a five hundred (500) foot periphery of the parcel affected by the proposed action.
- (d) The preparation, packaging, manufacturing, processing, and storing of all marijuana, marijuana concentrate or marijuana products must be conducted within a fully enclosed, secure indoor facility. The growing and cultivating of marijuana must be conducted within a fully enclosed, secure indoor facility or greenhouse with view-obscuring rigid walls, a roof and doors, unless a non-rigid greenhouse, or other structure, is specifically approved, in which case the cultivation must be enclosed by a sight-obscuring wall or fence at least six (6) feet high.
- (e) All commercial marijuana establishments shall not emit an odor that is detectable by the public from outside the commercial marijuana establishment.
- (f) No portion of a parcel upon which any commercial marijuana establishment is located shall be permitted within the following buffer distances:

(1) One thousand (1,000) feet of any primary and secondary schools (K-12) and five hundred (500) feet of any vocational programs, post-secondary schools, including but not limited to trade, technical, or vocational schools, colleges and universities, recreation or youth centers, correctional facilities, churches, and state licensed substance abuse treatment facilities providing substance abuse treatment; and

(2) Buffer distances shall be measured as the closest distance from the perimeter of a stand-alone commercial marijuana establishment structure to the outer boundaries of the school, recreation or youth center, or the main public entrance of a church, correctional facility, or a substance abuse treatment facility providing substance abuse treatment. If the commercial marijuana establishment occupies only a portion of a structure, buffer distances are measured as the closest distance from the perimeter of the closest interior wall segregating the commercial marijuana establishment from other uses, or available uses in the structure, or an exterior wall if closer, to the outer boundaries of the school, recreation or youth center, or the main public entrance of a church or correctional facility, or a substance abuse treatment facility providing substance abuse treatment.

(g) As provided in the Land Use Table, a person or licensee may apply for a conditional use permit to allow for a marijuana cultivation facility, standard, on lots of forty thousand (40,000) square feet or greater in size, and a marijuana cultivation facility, limited, on any size lot.

(h) A marijuana cultivation facility, standard, or a marijuana cultivation facility, limited, shall only be allowed on a lot which has an existing structure consistent with a principal permitted use.

(i) A marijuana cultivation facility located in an accessory building shall be subject to the setback provisions in KMC [14.24.020](#), Development Requirements Table. A person or licensee seeking relief from the provisions in the Development Requirements Table may apply for a variance subject to the provisions of KMC [14.20.180](#).

(j) A conditional use permit for onsite consumption of marijuana and/or certain marijuana products must be obtained, in addition to a state issued endorsement license, prior to operation of any onsite consumption in the City. The conditional use permit for onsite consumption must be separate from and in addition to any conditional use permit for the operation of a retail marijuana store. An onsite consumption conditional use permit will not be issued until a conditional use permit for a retail marijuana store has been issued for the same location.

**Section 3.** Amendment of Section 14.22.010 of the Kenai Municipal Code: That Kenai Municipal Code, Section 14.22.010 – Land Use Table, is hereby amended as follows:



**14.22.010 Land [U]se [T]able.**

**LAND USE TABLE**

KEY: P = Principal Permitted Use  
C = Conditional Use  
S = Secondary Use  
N = Not Permitted

NOTE: Reference footnotes on following pages for additional restrictions

<b>ZONING DISTRICTS</b>																	
<b>LAND USES</b>	<b>A LI</b>	<b>C</b>	<b>R R</b>	<b>R R- 1</b>	<b>R S</b>	<b>R S- 1</b>	<b>R S- 2</b>	<b>R U</b>	<b>C C</b>	<b>C G</b>	<b>IL</b>	<b>IH</b>	<b>E D</b>	<b>R</b>	<b>TS H</b>	<b>LC</b>	<b>CM U</b>
<b>RESIDENTIAL</b>																	
One-Family Dwelling	N	C <sup>1</sup> <sub>8</sub>	P	P	P	P	P	P	P <sup>2</sup> <sub>1</sub>	S <sup>1</sup>	S <sup>2</sup>	S <sup>2</sup>	C <sup>2</sup> <sub>2</sub>	P	P	P	S <sup>1</sup> /C <sub>21</sub>
Two-, Three-Family Dwelling	N	C <sup>1</sup> <sub>8</sub>	P	P	P	P	P	P	P <sup>2</sup> <sub>1</sub>	S <sup>1</sup>	C	C	C <sup>2</sup> <sub>2</sub>	P	P	P	S <sup>1</sup> /C <sub>21</sub>
Four-Family Dwelling	N	C <sup>1</sup> <sub>8</sub>	P	C <sup>3</sup> <sub>, 29</sub>	P	N	N	P	P <sup>2</sup> <sub>1</sub>	S <sup>1</sup>	C	C	C <sup>2</sup> <sub>2</sub>	N	P	C	S <sup>1</sup> /C <sub>21</sub>
Five-, Six-Family Dwelling	N	C <sup>1</sup> <sub>8</sub>	C <sup>3</sup>	N	P	N	N	P	P <sup>2</sup> <sub>1</sub>	S <sup>1</sup>	C	C	N	N	P	C	S <sup>1</sup> /C <sub>21</sub>
Seven- or More Family Dwelling	N	C <sup>1</sup> <sub>8</sub>	C <sup>3</sup>	N	C <sup>3</sup>	N	N	P	P <sup>2</sup> <sub>1</sub>	S <sup>1</sup>	C	C	N	N	P	C	S <sup>1</sup> /C <sub>21</sub>
Mobile Home Parks <sup>6</sup>	N	N	C	N	C	C	C	C	C	C	C	C	N	C	N	N	C
Planned Unit Residential Development <sup>7</sup>	N	C <sup>1</sup> <sub>8</sub>	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	C	C	C	C	N	C	C	C	C
Townhouses <sup>4</sup>	N	C <sup>1</sup> <sub>8</sub>	C <sup>3</sup>	C <sup>3</sup> <sub>, 29</sub>	C <sup>3</sup>	C <sup>3</sup>	C <sup>3</sup>	C <sup>3</sup>	C	C	C	C	C <sup>2</sup> <sub>2</sub>	C	C	C	C
Accessory Building on Parcel Without Main Building or Use (See KMC <a href="#">14.20.200</a> )	N	N	C	C	C	C	C	C	N	N	N	N	N	N	C	N	N

<b>COMMERCIAL</b>																	
Airport Compatible Uses	P	N	N	N	N	N	N	N	C	C	C	C	N	N	N	C	C
Automotive Sales	C	N	C	N	N	N	N	C	P	P	P	P	N	N	N	N	P
Automotive Service Stations	C	N	C	N	N	N	N	C	P	P	P	P	N	C	N	N	P
Banks	C	N	C	N	C	N	N	C	P	P	P	C	N	C	C	C	P
Business/Consumer Services	C	N	C	N	C	N	N	C	P	P	P	C	N	C	C	C	P
Commercial Recreation	N	N	C	N	C	N	N	C	P	P	C	C	N	P	C	C	P
Guide Service	C	N	C	N	C	N	N	C	P	P	P	P	N	P	P	C	P
Hotels/Motels	C	N	C	N	C	N	N	C	P	P	P	C	N	C	P	C	P
Lodge	C	N	C	N	C	N	N	C	P	P	P	C	N	P	P	C	P
Marijuana Cultivation Facility, Limited <sup>30</sup>	N	N	C	C	C	C	C	C	N	C	C	C	N	N	N	C	N
Marijuana Cultivation Facility, Standard <sup>30</sup>	N	N	N	N	N	N	N	N	N	C	C	C	N	N	N	C	N
Marijuana Product Manufacturing Facility <sup>30</sup>	N	N	N	N	N	N	N	N	N	C	C	C	N	N	N	N	N
Marijuana Testing Facility <sup>30</sup>	N	N	N	N	N	N	N	N	C	C	P	P	N	N	N	C	C
Professional Offices	C	N	C	C <sup>2</sup> <sub>9</sub>	C	N	N	P	P	P	P	P	N	C	P	P	P
Restaurants	C	N	C	N	C	N	N	C	P	P	P	C	N	C	C	C	P
Retail Business	C	N <sup>2</sup> <sub>6</sub>	C	N	C	N	N	C	P	P	P	P	S <sup>2</sup> <sub>4</sub>	S <sup>2</sup> <sub>4</sub>	C	C	P
Retail Marijuana Store <sup>30</sup>	N	N	N	N	N	N	N	N	N	C	C	C	N	N	N	C	C
<u>Onsite Consumption Endorsment</u> <sup>31</sup>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>C</u>	<u>C</u>
Theaters	N	N	C	N	C	N	N	C	P	P	C	C	N	P	C	C	P
Wholesale Business	C	N	C	N	C	N	N	C	C	P	P	P	N	S <sup>2</sup> <sub>4</sub>	C	C	N

<b>INDUSTRIAL</b>																	
Airports	C	P <sup>2</sup> <sub>0</sub>	C	N	C	N	N	C	C	C	C	C	N	C	N	N	C
Necessary Aviation Facilities	P	P	C	C	C	C	C	C	P	P	P	P	C	P	C	P	P
Automotive Repair	P	N	C	N	C	N	N	C	P	P	P	P	N	N	N	N	P
Gas Manufacturer/Storage	C <sup>9</sup>	N	N	N	C	N	N	N	N	N	C <sup>9</sup>	C <sup>9</sup>	N	N	N	N	N
Manufacturing/Fabricating/Assembly	P	N	C	N	C	N	N	C	C	P	P	P	N	C	C	N	C
Mini-Storage Facility	C	N	C	N	C	N	N	C	C	P	P	P	N	N	N	C	C
Storage Yard	C	N	C	N	C	N	N	C	C	P	P	P	N	N	N	N	C
Warehouses	C	N	C	N	C	N	N	C	N	P	P	P	N	C	N	N	N
<b>PUBLIC/INSTITUTIONAL</b>																	
Assisted Living	N	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Churches*	N	C	P <sup>1</sup> <sub>0</sub>	P <sup>10</sup>	P <sup>1</sup> <sub>0</sub>	P <sup>1</sup> <sub>0</sub>	P <sup>1</sup> <sub>0</sub>	P <sup>1</sup> <sub>0</sub>	P <sup>1</sup> <sub>0</sub>	P <sup>1</sup> <sub>0</sub>	C	C	P	P <sup>1</sup> <sub>0</sub>	P	P	P
Clinics	N	C	C	N	C	C	C	C	P	P	P	C	C	C	C	P	P
Colleges*	N	C	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	P	P	C	C	P	C	C	C	P
Elementary Schools*	N	C	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	P	P	C	C	P	C	C	C	P
Governmental Buildings	P	C	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	P	P	P	C	P	C	C	P	P
High Schools*	N	C	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	P	P	C	C	P	C	C	C	P
Hospitals*	N	C	C	N	C	C	C	C	P	P	P	C	C	C	C	C	P
Libraries*	N	C	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C <sup>1</sup> <sub>2</sub>	P	P	P	C	P	C	P	C	P
Museums	C	C	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	P	P	P	C	P	C	P	C	P

Parks and Recreation	N	P	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	P	P	P	P	P	P	P	C	P
<b>MISCELLANEOUS</b>																	
Animal Boarding/Commercial Kennel <sup>13</sup>	C	C	C	N	C	C	N	N	C	C	C	C	N	C	N	C	C
Assemblies <sup>15</sup> (Large: Circuses, Fairs, etc.)	P	C	C	N	C	C	C	C	P <sup>1</sup> <sub>5</sub>	P <sup>1</sup> <sub>5</sub>	P <sup>1</sup> <sub>5</sub>	P <sup>1</sup> <sub>5</sub>	P <sup>1</sup> <sub>5</sub>	C	P	N	P <sup>15</sup>
Bed and Breakfasts	N	C	C	C	C	C	C	C	C	C	C	C	N	P	C	C	P
Cabin Rentals	N	C	C	N	C	N	N	N	P	P	P	C	N	P	P	C	P
Cemeteries	P	C	C	N	C	N	N	N	N	C	C	C	N	C	C	N	N
Communications Towers and Antenna(s), Radio/TV Transmitters/Cell Sites** 28	C	P	C	N	C	C	C	C	P	P	P	P	P	C	C	C	C
Crematories/Funeral Homes	N	N	C	N	C	N	N	C	C	C	C	C	N	C	C	C	C
Day Care Centers <sup>12</sup>	N	C	C	C <sup>2</sup> <sub>9</sub>	C	C	C	C	P	P	P	C	C	C	C	P	P
Dormitories/Boarding Houses	N	C	C	N	C	C	C	P	P <sup>2</sup> <sub>1</sub>	S	C	P	P <sup>2</sup> <sub>3</sub>	C	C	C	P
Essential Services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Farming/General Agriculture***	N	P	P	N	N	N	N	N	N	N	N	P	N	P	N	N	N
Fraternal Organizations/ Private Clubs/Social Halls and Union Halls	N	N	C	N	C	C	C	C	P	P	P	C	N	C	P	C	P
Greenhouses/Tree Nurseries <sup>13</sup>	N	C	C	N	C	C	C	C	P	P	P	C	N	C	C	C	P
Gunsmithing, Taxidermy	N	N	C	N	C	C	C	C	P	P	P	P	N	C	P	P	P
Nursing, Convalescent or Rest Homes	N	N	C	N	C	C	C	C	P	P	C	C	C	C	C	C	P
Parking, Public Lots <sup>12</sup>	C	C	C	N	C	C	C	C	C	C	C	C	C	C	C	C	C

Personal Services <sup>25</sup>	N	C	C	N	C	C	C	C	P	P	P	P	C	C	P	P/C <sup>27</sup>	P
Recreational Vehicle Parks	N	C	C	N	C	N	N	C	C	C	C	C	N	C	C	N	C
Subsurface Extraction of Natural Resources <sup>16</sup>	C	C	C	C	C	C	C	C	C	C	C	C	N	C	N	N	N
Surface Extraction of Natural Resources <sup>17</sup>	C	C	C	N	C	N	N	C	N	C	C	C	N	C	N	N	N

\* See 42 USCA Sec. 2000cc (Religious Land Use and Institutionalized Persons Act of 2000)

\*\* See 42 Telecommunications Act of 1996, Sec. 704(a)

\*\*\* See, however, the limitations imposed under KMC [3.10.070](#)

Footnotes:

**1** Allowed as a secondary use except on the ground floor of the part of the building fronting on collector streets and major highways. Commercial or industrial which falls under the landscaping/site plans requirements of KMC Chapter [14.25](#) shall include any secondary uses in the landscaping and site plans.

**2** One (1) single-family residence per parcel, which is part of the main building.

**3** Allowed as a conditional use, subject to satisfying the following conditions:

**a** The usable area per dwelling unit shall be the same as that required for dwelling units in the RS Zone;

**b** The site square footage in area must be approved by the Commission;

**c** Yards around the site, off-street parking, and other development requirements shall be the same as for principal uses in the RR Zone;

**d** Water and sewer facilities shall meet the requirements of all applicable health regulations;

**e** The proposed dwelling group will constitute a residential area of sustained desirability and stability, will be in harmony with the character of the surrounding neighborhood, and will not adversely affect surrounding property values;

**f** The buildings shall be used only for residential purposes and customary accessory uses, such as garages, storage spaces, and recreational and community activities;

**g** There shall be provided, as part of the proposed development, adequate recreation areas to serve the needs of the anticipated population;

**h** The development shall not produce a volume of traffic in excess of the capacity for which the access streets are designed;

**i** The property adjacent to the proposed dwelling group will not be adversely affected.

**4** See "Townhouses" section.

**5** See "Mobile Homes" section.

**6** Allowed as a conditional use, subject to "Mobile Homes" section; and provided, that any mobile home park meets the minimum Federal Housing Authority requirements.

**7** See "Planned Unit Residential Development" section.

**8** Allowed as a conditional use; provided, that the proposed location and the characteristics of the site will not destroy the residential character of the neighborhood.

**9** Allowed as a conditional use; provided, that all applicable safety and fire regulations are met.

**10** Provided that no part of any building is located nearer than thirty (30) feet to any adjoining street or property line.

**11** Allowed as a conditional use; provided, that no part of any building is located nearer than thirty (30) feet to any adjoining street or property line; and provided further, that the proposed location and characteristics of the use will not adversely affect the commercial development of the zone.

**12** Allowed as a conditional use; provided, that the following conditions are met:

**a** The proposed location of the use and the size and characteristics of the site will maximize its benefit to the public;

**b** Exits and entrances and off-street parking for the use are located to prevent traffic hazards on public streets.

**13** Allowed as a conditional use; provided, that setbacks, buffer strips, and other provisions are adequate to assure that the use will not be a nuisance to surrounding properties. The Commission shall specify the conditions necessary to fulfill this requirement. Animal boarding and commercial kennels require a kennel license (see KMC Chapter [3.15](#)).

**14** Allowed as a conditional use; provided, that no indication of said use is evident from the exterior of the mortuary.

**15** Allowed; provided, that the following conditions are met:

**a** An uncleared buffer strip of at least thirty (30) feet shall be provided between said use and any adjoining property in a residential zone.

**b** Exits and entrances and off-street parking for the use shall be located to prevent traffic hazards on the public streets.

**16** See “Conditional Uses” section.

**17** See “Conditional Use Permit for Surface Extraction of Natural Resources” section.

**18 Conditional use allowed only on privately held property.** Not allowed on government lands.

**19** Reserved.

**20** The airport related uses allowed under this entry are aircraft approach and departure zones pursuant to KMC [14.20.070\(a\)](#), except that for properties contained inside the airport perimeter fence or having access to aircraft movement areas, taxiways or parking aprons, FAA authorized uses are allowed.

**21** Developments for use shall be the same as those listed in the Development Requirements Table for the RU/TSH Zones.

**22 Allowed as a conditional use in conjunction with a permitted use in the ED Zone.** For example, housing for teachers or students for a school in the zone.

**23 Allowed as an accessory use in conjunction with a permitted use in the ED Zone.** For example, a dormitory used to house students for a school or educational facility.

**24** Retail businesses allowed as a secondary use in conjunction with the primary use (e.g., a gift shop or coffee shop within another business).

**25** Art studios, barbers, beauticians, tattoo parlors, dressmakers, dry cleaners and self-service laundries, fitness centers, photographic studios, tailors, tanning salons and massage therapists.

**26** Food services are allowed on a temporary or seasonal basis of not more than four (4) months per year.

**27** Personal services not set forth in the below matrix are conditional uses.

Limited Commercial Zone		
Personal Services	Permitted (P)	Conditional Use (C)
Art Studios	X	

Limited Commercial Zone		
Personal Services	Permitted (P)	Conditional Use (C)
Barbers	X	
Beauticians	X	
Dressmakers	X	
Dry Cleaners		X
Fitness Centers	X	
Massage Therapist		X
Photographic Studios	X	
Self-Service Laundries		X
Tailors	X	
Tanning Salons	X	
Tattoo Parlors		X

**28** Communications tower/antenna(s) allowed as a principal permitted (P) use if the applicable conditions set forth in KMC [14.20.255](#) are met or a conditional use (C) if the applicable conditions set forth in KMC [14.20.150](#) and [14.20.255](#) are met.

**29 Use allowed only for those parcels that abut the Kenai Spur Highway.** The access to any such parcel must be either from: (a) driveway access on the Kenai Spur Highway; or (b) driveway access from a dedicated right-of-way and that driveway access is not more than two hundred seventy-five (275) feet as measured from the constructed centerline of the Kenai Spur Highway to the center of the driveway access as shown on an as-built drawing/survey of the parcel.

**30** See marijuana regulations, KMC [14.20.230](#)—Home Occupations, [14.20.320](#)—Definitions, [14.20.330](#)—Standards for Commercial Marijuana Establishments.

**31 A conditional use permit for an onsite consumption endorsement can only be approved if the applicant has a current conditional use permit for a Retail Marijuana Store.**

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 4.** Severability: That if any part or provision of this ordinance or application thereof to



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

**Section 5.** Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1<sup>st</sup> day of May, 2019.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Jamie Heinz, CMC, City Clerk

Introduced: April 3, 2019  
Enacted: May 1, 2019  
Effective: May 31, 2019



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
[www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**FROM:** Scott Bloom, City Attorney

**DATE:** March 27, 2019

**SUBJECT:** **Ordinance No. 3061-2019 An Ordinance to Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments into the City Of Kenai's Code of Ordinances**

Lieutenant Governor Kevin Myer recently signed into law State regulations allowing for onsite consumption of marijuana at retail marijuana stores. A separate endorsement license for this activity is required from the State. While there is an opportunity for the City to prohibit onsite consumption, this Ordinance permits the activity through a conditional use permit process. In order to accomplish this, the City's zoning code and land use table are proposed to be amended to include a definition of an onsite consumption endorsement, clarify that a conditional use permit separate from a conditional use permit for the retail facility is required, and provide where the business activity is allowed in the City. These changes can be found on pages 12, 16, 17 and 19.

The State regulations require an applicant to apply with the Marijuana Control Board for an onsite endorsement, with new application fees of \$1000, renewal fees of \$600, and license fees of \$2000. Once an endorsement is obtained (and a conditional use permit in Kenai), a retail marijuana store can sell marijuana and marijuana products, excluding concentrates, to customers in a consumption area separated from the rest of the store. For consumption, only one gram may be sold to a person per day, or edible products containing 10 mg or less of THC. Food and beverages **not** containing alcohol or marijuana may also be sold at the location. Tobacco cannot be consumed in consumption areas, and only product purchased at the location can be consumed. Drunk and intoxicated people are prohibited from entering or remaining onsite. "Intoxicated" is defined as "intoxicated from the use of a drug or alcohol." (I recognize this is not a very informative definition) Consumption areas are required to have smoke free areas for employees to monitor the consumption area, a ventilation system that eliminates odor, security measures and procedures for handling unconsumed product. Outdoor consumption areas are contemplated in the regulations with additional requirements that the activity must be compatible with surrounding uses, there must be sight obscuring borders, and there is allowance for objection by property owners within 250 feet and local government objection.

Your consideration is appreciated.





*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
[www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**THROUGH:** Paul Ostrander, City Manager

**FROM:** Elizabeth Appleby, City Planner

**DATE:** April 25, 2019

**SUBJECT:** **Ordinance 3061-2019 - Amending Kenai Municipal Code 14.20.320- Definitions, 14.20.330- Standard for Commercial Marijuana Establishments and 14.22.010- Land Use Table, To Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments into the City of Kenai's Code of Ordinances**

---

The City of Kenai Planning and Zoning Commission discussed and made a recommendation for Ordinance 3061-2019 during their meeting on April 24, 2019, through Resolution PZ2019-13. The Commission recommended approval of Ordinance 3061-2019 with an addition of a limitation on operating hours for onsite consumption endorsements at retail marijuana stores. The Commission passed this amendment unanimously and felt it would reduce the potential for onsite consumption to disturb public safety or quality of life. The Commission recommended the exact time of limitation on hours of operation be determined by the City Council. Resolution PZ2019-13 is attached to this memorandum.

Thank you for your consideration.





**CITY OF KENAI  
PLANNING AND ZONING COMMISSION  
RESOLUTION NO. PZ2019 – 13**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI **RECOMMENDING** THE COUNCIL OF THE CITY OF KENAI ENACT ORDINANCE 3061-2019 AMENDING KENAI MUNICIPAL CODE 14.20.320 - DEFINITIONS, 14.20.330 - STANDARD FOR COMMERCIAL MARIJUANA ESTABLISHMENTS AND 14.22.010 - LAND USE TABLE, TO INCORPORATE ONSITE CONSUMPTION OF MARIJUANA AT RETAIL MARIJUANA ESTABLISHMENTS INTO THE CITY OF KENAI'S CODE OF ORDINANCES.

WHEREAS, Kenai Municipal Code 14.05.010 states the City of Kenai Planning and Zoning Commission will act in an advisory capacity to the Kenai City Council regarding the Kenai Zoning Code; and,

WHEREAS, the conditional use permit process combined with state regulations on onsite consumptions will ensure the use is allowed in appropriate areas of the City; and,

WHEREAS, Ordinance 3061-2019 would follow the zoning for retail marijuana stores, which is a conditional use that would be a pre-condition for obtaining an onsite consumption endorsement conditional use permit; and,

WHEREAS, since the onsite consumption endorsement could only be obtained by retail marijuana stores, the proposed change to the zoning table for the use of an onsite consumption endorsements matches the zones where retail marijuana stores are allowed in the City; and,

WHEREAS, public health, safety, and welfare would be ensured by considerations during the City of Kenai conditional use permit application process and by State application requirements and regulations for onsite consumption; and,

WHEREAS, pursuant to State stipulations, there would be limitations on consumption, ventilation requirements, and monitoring by employees.

NOW, THEREFORE, BE IT RECOMMENDED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

**Section 1.** That the Kenai City Council enact Ordinance 3061-2019 with the addition of limitation on hours of operation for onsite consumption endorsements at retail marijuana stores.

**Section 2.** That a copy of Resolution PZ2019-13 be forwarded to the Kenai City Council.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,  
this 24th day of April, 2019.

  
\_\_\_\_\_  
JEFF TWAIT, CHAIRPERSON

ATTEST:

  
\_\_\_\_\_  
JAMIE HEINZ, CMC, CITY CLERK





*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
www.kenai.city

## STAFF REPORT

To: Planning & Zoning Commission

From: Elizabeth Appleby, City Planner

Date: April 14, 2019

Subject: Resolution PZ2019-13 - Recommending the Council of the City of Kenai Enact Ordinance 3061-2019 Amending Kenai Municipal Code 14.20.320- Definitions, 14.20.330- Standard for Commercial Marijuana Establishments and 14.22.010- Land Use Table, To Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments into the City of Kenai's Code of Ordinances.

## GENERAL INFORMATION

During their regular meeting on April 3, 2019, the Kenai City Council voted to refer Ordinance No. 3061-2019 – Amending Kenai Municipal Code (KMC) *14.20.320 Land Use Table- Definitions, 14.20.330- Standard for Commercial Marijuana Establishments and 14.22.010- Land Use Table*, To Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments into the City of Kenai's Code of Ordinances, to the City of Kenai Planning and Zoning Commission for consideration and a recommendation. Ordinance No. 3056-2019 would amend *KMC 14.22.010 Land Use Table* to add a conditional use of an onsite consumption endorsement that may be applied for by retail marijuana stores through a conditional use permit process that follows State regulations. City Attorney Scott Bloom provided a memorandum summarizing State regulations and background documents pertaining to the State regulations, which are included as attachments to this memorandum. The items from the City Council meeting were also included in the packet as an informational item for the Planning and Zoning Commission on April 10, 2019.

The City of Kenai Planning and Zoning Commission acts in an advisory capacity to the Kenai City Council on the Kenai Zoning Code as specified in *KMC 14.05.010 Duties and powers under Title 14 Planning and Zoning Commission*. The Kenai City Council will consider Ordinance No. 3061-2019 with the recommendation of the City of Kenai Planning and Zoning Commission through Resolution PZ2019-13 at their meeting on May 1, 2019. Both the City Council and the Planning and Zoning Commission will consider their respective ordinance and resolution through public hearings as required by City Code.



### Public Notice, Public Comment

The proposed change to City Code was referred to the Kenai Planning and Zoning Commission from the Kenai City Council. Pursuant to *KMC 14.20.280, Public hearing and notifications*, City staff published notice of the Planning and Zoning Commission public hearing in the *Peninsula Clarion* and posted notice in three public places.

No public comments have been submitted to the City of Kenai as of April 16, 2019.

## **ANALYSIS**

---

### Definition of Onsite Consumption

The proposed Code changes would add the following new definition to *KMC 14.20.320 Definitions*:

“Onsite Consumption Endorsement” means the state regulated consumption of certain marijuana products at or adjacent to a retail marijuana store by patrons of the commercial marijuana establishment.

With this definition, retail marijuana stores may obtain a conditional use permit from the City for onsite consumption. A separate license from the State for an onsite consumption endorsement to a retail marijuana store would also be required.

The City of Kenai currently has four permitted retail marijuana stores. The City also has four permitted marijuana manufacturing facilities and cultivation facilities, but only retail marijuana stores may obtain an onsite consumption endorsement. Onsite consumption would not be allowed as a stand-alone use and would need to be part of a retail marijuana store.

### Zoning and Land Use Table for Onsite Consumption

*KMC 14.20.330 Standards for Commercial Marijuana Establishments* would be amended by Ordinance 3061-2019 to state under *KMC 14.20.330(a)* that an onsite consumption endorsement may be permitted or allowed with a conditional use permit. *KMC 14.20.330(j)* would be an addition to state:

“A conditional use permit for onsite consumption of marijuana and/or certain marijuana products must be obtained, in addition to a state issued endorsement license, prior to operation of any onsite consumption in the City. The conditional use permit for onsite consumption must be separate from and in addition to any conditional use permit for the operation of a retail marijuana store. An onsite consumption conditional use permit will not be issued until a conditional use permit for a retail marijuana store has been issued for the same location.”

Since the onsite consumption endorsement could only be obtained by retail marijuana stores, the proposed change to the zoning table for the use of onsite consumption endorsements matches the zones where retail marijuana stores are allowed in the City. Retail marijuana stores and proposed for onsite consumption endorsements are a conditional use in the General Commercial (CG), Light Industrial (IL), Heavy Industrial (IH), Limited Commercial (LC), and Central Mixed Use

(CMU) zones; not permitted use in all other zones. Footnote 31 is proposed to be added to the Land Use Table to explicitly state that, “a conditional use permit for an onsite consumption endorsement can only be approved if the applicant has a current conditional use permit for a retail marijuana store”.

The conditional use permit for onsite consumption endorsement would go through the normal evaluation procedure to meet the review criteria for issuance of a conditional use permit, including a review during a public hearing that the use would meet the intent of the zoning district and the Comprehensive Plan, that neighboring property and the neighborhood would not be significantly impaired, that the use would not be harmful to public safety, health, or welfare, and that public services and facilities would be adequate to serve the proposed use. Onsite consumption would be evaluated in addition to the evaluation for a retail marijuana store.

#### Public Safety and Limitations on Onsite Consumption

The State legislation would require an additional State license impose regulations on onsite consumption. Consumption would be limited to 1 gram per person or edible products containing 10mg or less of THC. Tobacco, concentrates, alcohol, or marijuana products not sold at the location may not be consumed. Food or beverage not containing alcohol or marijuana may be sold and consumed at the location. Products must be consumed in an area separated from the rest of the store with a smoke free area for employees to monitor the consumption area. Outdoor consumption areas must be compatible with surrounding uses, have sight obscuring borders, consider the air intake vents on neighboring buildings, and consider the objections of local property owners within 250 feet of the outdoor consumption. *KMC 12.40.020* regulates smoking, which prohibits smoking within all indoor eating establishments and bowling alleys. Marijuana smoking would be required to follow City and State regulations for smoking, including *KMC 12.40, Regulation of Smoking*.

Kenai Police Dispatch provided statistics on call volumes on marijuana-related cases since legalization, as shown in Table 1. It is difficult to correlate causes and effects on concerns for public safety as the marijuana-related cases cover a broad range, but call volume for marijuana-related cases has decreased over time including a sharp drop in 2015 after the legalization vote in 2014.



*Table 1 Marijuana Related Calls to Kenai Police Dispatch*

<u>Year</u>	<u>Number of Marijuana-Related Calls to Kenai Police Dispatch*</u>
2009	66
2010	71
2011	73
2012	59
2013	63
2014	51
2015	27
2016	12
2017	18
2018	25

\*May be anything that prompted Dispatch to connect the case to marijuana in the database and includes anonymous reports, juvenile use, odor complaints, etc.

### Summary of Analysis

Ordinance 3061-2019 would add onsite consumption endorsement as a potential use requiring a conditional use permit that may be compatible in the CG, IL, IH, LC, and CMU zones. Only retail marijuana stores may obtain a permit for the use of onsite consumption endorsement as an addition to their existing permit for a retail marijuana store. Businesses would obtain applicable State licenses, including a license required for the onsite consumption endorsement that is in addition to the State license for a retail marijuana store. Businesses would also follow State regulations, including requirements for ventilation, limits on amount sold, limits on outdoor consumption areas, and procedures for employees to safely monitor the consumption.

### **RECOMMENDATIONS**

---

City staff advises the Planning and Zoning Commission to recommend approval of Ordinance No. 3056-2019 to the Kenai City Council by passing Resolution No. PZ2019-13.

### **ATTACHMENTS**

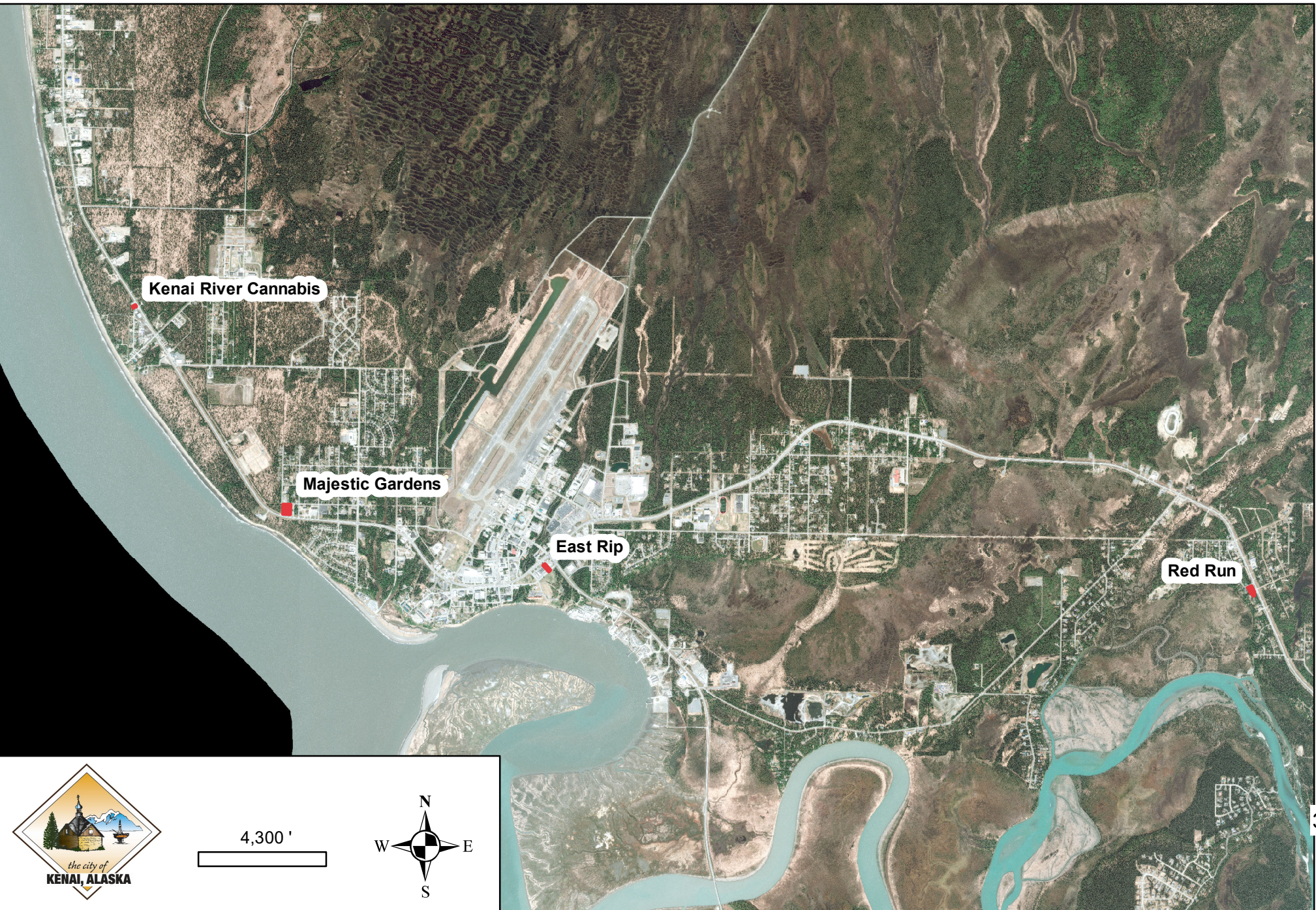
---

- A. Resolution No. PZ2019-13
- B. Ordinance No. 3061-2019
- C. Memorandum from the City Attorney to City Council for Ordinance No. 3061-2019
- D. Map showing Retail Marijuana Stores in the City of Kenai
- E. Supporting documents from the State of Alaska provided by the City Attorney to City Council



# Marijuana Retail Stores

Generated: 7/19/18







Sponsored by: Administration

## CITY OF KENAI

### ORDINANCE NO. 3062-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING FY2019 GENERAL FUND ESTIMATED REVENUES AND APPROPRIATIONS BY \$20,859 AND FY2020 GENERAL FUND ESTIMATED REVENUES AND APPROPRIATIONS BY \$35,418 IN THE GENERAL FUND PARKS, RECREATION AND BEAUTIFICATION DEPARTMENT FOR THE RECEIPT OF A GRANT FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR BACTERIA LEVEL MONITORING ON THE CITY'S BEACHES DURING THE 2019-2020 PERSONAL USE FISHERY.

WHEREAS, the State of Alaska Department of Environmental Conservation has issued a grant to the City for bacteria level monitoring during the 2019-2020 Personal Use Fishery; and,

WHEREAS, monitoring will be provided through a cooperative agreement with the Kenai Watershed Forum; and,

WHEREAS, bacteria levels during the Personal Use Fishery in the past have tested at elevated levels that could pose a health risk to the fishery participants and City residents utilizing the beach; and,

WHEREAS, it is in the best interest of the City to monitor the bacteria level on its beaches to protect its visitors and residents from potential dangers caused by the waste generated by the Personal Use Fishery.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 1.** That FY2019 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues:

Federal Grants - Other \$20,859

Increase Appropriations:

Parks, Recreation & Beautification –  
Professional Services \$20,859

**Section 2.** That FY2020 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues:

Federal Grants - Other \$35,418

Increase Appropriations:

Parks, Recreation & Beautification –  
Professional Services

\$35,418

**Section 3.** That the City Manager is authorized to accept a grant and expend the funds to fulfill the purpose of this Ordinance.

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

**Section 5.** Effective Date: That pursuant to KMC 1.15.070(f), Section 1 of this ordinance shall take effect upon adoption. Section 2 of this ordinance shall take effect July 1, 2019.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1st day of May, 2019.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: April 17, 2019  
Enacted: May 1, 2019  
Effective: May 1, 2019  
& July 1, 2019



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
[www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Robert J. Frates, Parks & Recreation Director  
**DATE:** April 9, 2019  
**SUBJECT:** **Ordinance 3062-2019 – DEC Grant for Bacteria Level Monitoring in the Kenai River**

---

The purpose of this correspondence is to recommend Council approval of Ordinance 3062-2019. This action provides for the appropriation of funds to support testing for coliform and enterococci bacteria in the Kenai River during the Personal Use Fishery by the Kenai Watershed Forum (KWF).

This work will be accomplished by the Kenai Watershed Forum through a cooperative agreement with funding being passed through to the KWF. This mirrors a previous process utilized in 2018.

Thank you for your consideration.





Suggested by: Administration

## CITY OF KENAI

### RESOLUTION NO. 2019-27

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, PERTAINING TO THE AUTHORIZED INVESTMENTS OF, THE INVESTMENT ALLOCATIONS OF, AND ESTABLISHING APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE OF THE CITY'S PERMANENT FUNDS FOR CALENDAR YEAR 2019.

WHEREAS, pursuant to KMC 7.30.020 (a) (2) the Council of the City of Kenai shall annually approve 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 will provide 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 2019 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	5	0-10
Fixed Income	40	35-65
Large-Cap Domestic Equity	20	15-25
International Equity	10	5-15
Mid-Cap Equities	10	5-15
Small-Cap Equities	5	0-10
International Emerging Markets	5	0-10
Real-estate equities	2	0-5
Infrastructure equities	3	0-6

**Section 2:** The performance of the Fund and investment managers will be measured as follows:

Performance measurement of the Fixed Income allocation will be measured against the Target weighting, using the Bloomberg Barclays U.S. Aggregate 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 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 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 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.

**Section 3.** That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1st day of May 2019.


---

BRIAN GABRIEL SR., MAYOR

ATTEST:

---

Jamie Heinz, CMC, City Clerk

Approved by Finance: 



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
[www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**THROUGH:** Paul Ostrander, City Manager

**FROM:** Terry Eubank, Finance Director

**DATE:** April 17, 2019

**SUBJECT:** **Resolution No. 2019-27 – The Authorized Investments Of, The Investment Allocations Of, And Establishing Appropriate Benchmarks To Measure Performance Of The City's Permanent Funds For Calendar Year 2019.**

---

Pursuant to KMC 7.30.020 the Council shall annually designate by resolution, the authorized investments and allocation plan for the City's Permanent Funds. Resolution No. 2019-27 establishes the authorized investments and allocation plan to be used for calendar year 2019. This year's allocation plan is similar to the 2018 investment methodology but includes a new asset class, infrastructure. A target 3% of the portfolio will be invested in an infrastructure exchange traded fund which shall reduce what was previously a 5% target in real estate to 2% in 2019.

The portfolio is projected to return six percent (6.0%) annually for the next ten years. Risk of the portfolio is measured in standard deviation from the expected rate of return. One standard deviation is equal to about sixty-six percent (66%) of all possible outcomes and two standard deviations is equal to about ninety-five percent (95%) of all possible outcomes. Sixty-Six percent (66%) (one standard deviation) of the time, the portfolio is expected to annually return between negative three point six percent (-3.6%) and sixteen percent (16%), with an average annual return of six percent (6%). Ninety-five percent (95%) (two standard deviations) of the time, the portfolio is expected to annually return between negative thirteen point six percent (-13.6%) and twenty-six point four percent (26.4%).





**KENAI CITY COUNCIL – REGULAR MEETING  
APRIL 17, 2019 – 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 April 17, 2019, 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	Robert Molloy (telephonic)
Henry Knackstedt	Tim Navarre
Jim Glendening	Robert Peterkin
Glenese Pettey	

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager  
Scott Bloom, City Attorney  
Jamie Heinz, City Clerk

**3. Agenda Approval**

Mayor Gabriel noted the following revisions to the packet:

Add to item D.1.	Ordinance No. 3059-2019 <ul style="list-style-type: none"><li>• Amendment Memo</li></ul>
Add to item F.1.	Ordinance No. 3056-2019 <ul style="list-style-type: none"><li>• Public Comment</li></ul>

**MOTION:**

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

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

#### 4. **Consent Agenda**

**MOTION:**

Council Member Knackstedt **MOVED** to approve the consent agenda and Council Member Glendening **SECONDED** the motion. **UNANIMOUS CONSENT** was requested.

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

**VOTE:** There being no objections, **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. **Linda Swarner** – Presentation on History of Kenai Local Food Connection and How to Get Involved

Linda Swarner introduced Alisha Brito who spoke about the History of the Kenai Local Food Connection, what they do, publications they develop, events they host, and their plans for the future.

#### **C. UNSCHEDULED PUBLIC COMMENTS**

None.

#### **D. PUBLIC HEARINGS**

1. **Ordinance No. 3059-2019** – Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement for the Design of the Alaska Regional Fire Training Facility Rehabilitation Project. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3059-2019 and Council Member Glendening **SECONDED** the motion.

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

**MOTION TO AMEND:**

Council Member Knackstedt **MOVED** to amend the sixth whereas clause to read, "Whereas, an evaluation committee determined Morrison Maierle as having provided the highest rated proposal; and," the seventh whereas clause to read, "whereas, it is the Administration's recommendation that awarding a Professional Services Agreement to Morrison Maierle in the amount of \$216,000.00 for complete Design Services through Bid Phase is in the best interest of the City," insert \$216,000.00 in the blank for increase to estimated revenues - appropriation of Fund Balance and increase appropriations – airport training facility transfer to other funds within section 1, insert \$216,000 in increase estimated revenues – transfer from other funds and increase appropriations – construction within section 2, and add a section 5 stating, "That Council's approval is contingent upon receiving FAA concurrence that these costs are fair, reasonable, and eligible under the Airport Improvement Program," and requested **UNANIMOUS CONSENT**. Council Member Molloy **SECONDED** the motion.

Clarification provided the proposal from Morrison Maierle was the only proposal received.

**VOTE ON THE AMENDMENT:**        There being no objections, **SO ORDERED**.

Clarification was provided the project was upgrades to the facility.

**VOTE ON THE MAIN MOTION AS AMENDED:**

YEA:                Knackstedt, Gabriel, Glendening, Pettey, Navarre, Molloy, Peterkin  
NAY:

**MOTION PASSED UNANIMOUSLY.**

2. **Ordinance No. 3060-2019** – Increasing Estimated Revenues and Appropriations in the Terminal Improvements Capital Fund and Authorizing an Increase to the Construction Purchase Order to Blazy Construction, Inc. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3060-2019 and Council Member Molloy **SECONDED** the motion.

Mayor Gabriel opened the public hearing; there being no one wishing to be heard, public hearing was closed.

Clarification was provided the original ordinance allowed \$500,000 for change orders and a significant portion of that had been utilized. Concurrence by the FAA had been received for additional grant funding and administration was asking for authorization to use that additional funding should additional change orders be needed.

An overview of the process for seeking concurrence from the FAA and the subsequent requests for grant disbursements was provided.

**VOTE:**

YEA:                Knackstedt, Gabriel, Glendening, Pettey, Molloy, Peterkin, Navarre  
NAY:

**MOTION PASSED UNANIMOUSLY.**

3. **Resolution No. 2019-23** – Approving a Third Amendment to the Airline Operating Agreement and Terminal Area Lease and Authorizing the City to Enter into such Agreement with Corvus Airlines D/B/A Ravn Alaska. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2019-23. Vice Mayor Navarre **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

Mayor Gabriel opened the public hearing; there being no one wishing to be heard, public hearing was closed.

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

4. **Resolution No. 2019-24** – Approving a Third Amendment to the Airline Operating Agreement and Terminal Area Lease and Authorizing the City to Enter into such Agreement with Grant Aviation, Inc. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2019-24. Vice Mayor Navarre **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

Mayor Gabriel opened the public hearing; there being no one wishing to be heard, public hearing was closed.

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

5. **Resolution No. 2019-25** – Approving the Purchase of Nineteen Portable Radios and Accessories for the Police Department under a Sole Source Purchase from Motorola Solutions using Naspro ValuePoint Contract Pricing for the Total Price of \$100,027.79. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2019-25. Vice Mayor Navarre **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

Mayor Gabriel opened the public hearing; there being no one wishing to be heard, public hearing was closed.

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

6. **Resolution No. 2019-26** – Renewing Lease Land within the Airport Reserve submitted by Schilling Rentals LLC, for the property described as Lot 9A, FBO Subdivision No. 9, located at 433 N. Willow Street, Kenai, Alaska 99611 (Administration)

## **MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2019-26. Vice Mayor Navarre **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

Mayor Gabriel opened the public hearing; there being no one wishing to be heard, public hearing was closed.

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

## **E. MINUTES**

1.\*Regular Meeting of April 3, 2019

Approved by the consent agenda.

## **F. UNFINISHED BUSINESS**

1. **Ordinance No. 3056-2019** – Amending Kenai Municipal Code 14.22.010-Land Use Table, to Allow Business/Consumer Services and Taxidermy/Gunsmithing in RR1 Zoning District by Conditional Use Permit and Removing the Location Restriction on Professional Offices Allowed by Conditional Use Permit Within the RR1 Zone. (Council Members Peterkin & Glendening)

*[Clerk's Note: This item was postponed to this meeting from the April 3, 2019 meeting. A motion to enact is on the floor.]*

## **MOTION TO AMEND:**

Council Member Glendening **MOVED** to amend the last whereas clause to read, "Whereas, on March 27, 2019, the Planning and Zoning Commission held a public hearing on Resolution No. PZ2019-11 and did not recommend approval of Ordinance No. 3056-2019. The motion was **SECONDED** by Vice Mayor Navarre who requested **UNANIMOUS CONSENT**.

**VOTE ON THE AMENDMENT:** There being no objections, **SO ORDERED**.

The suggestion was made that the businesses suggested by those that testified during the public hearing could be home occupations which was also a concern expressed by the Planning and Zoning Commission when considering allowing the uses in the zone. The addition of a footnote was suggested to speak to the requirement of a Home Occupation Permit for those uses to ensure low impact businesses in homes.

It was suggested it was difficult to interpret what the Planning and Zoning Commission wanted; other issues not related to a Conditional Use Permit were discussed. It was further suggested that it was unknown what the neighbors wanted as only the one person from the zone, who wanted a business in his home, testified.

## **MOTION TO AMEND:**

Council Member Molloy **MOVED** to amend by adding footnote 31 to read, "31. Use allowed only with a home occupation permit. The motion died for lack of a second.

## **MOTION TO AMEND:**

Council Member Molloy **MOVED** to amend by restoring footnote 29 for Professional Offices. The motion died for lack of a second.

It was pointed out that there was still a process of asking the neighborhood to allow the uses with the Conditional Use Permits.

The Planning and Zoning Commission was thanked for their consideration of the ordinance.  
**VOTE:**

YEA: Knackstedt, Gabriel, Glendening, Pettet, Navarre, Peterkin  
NAY: Molloy

## **MOTION PASSED.**

### **G. NEW BUSINESS**

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

Approved by the consent agenda.

2. **\*Action/Approval** – Purchase Orders Over \$15,000. (Administration)

Approved by the consent agenda.

3. **\*Action/Approval** – Non-Objection to the Transfer of Ownership of Liquor License to Kenai Joe's Taphouse, LLC. (City Clerk)

Approved by the consent agenda

4. **\*Ordinance No. 3062-2019** – Increasing FY2019 General Fund Estimated Revenues and Appropriations by \$20,859 And FY2020 General Fund Estimated Revenues And Appropriations by \$35,418 in the General Fund Parks, Recreation, and Beautification Department for the Receipt of a Grant from the United States Environmental Protection Agency Passed Through the State of Alaska Department of Environmental Conservation for Bacteria Level Monitoring on the City's Beaches during the 2019-2020 Personal Use Fishery. (Administration)

Introduced by the consent agenda and public hearing set for May 1.

5. **Action/Approval** – Harbor Commission Survey. (City Clerk)

## **MOTION:**

Council Member Peterkin **MOVED** to direct Administration to prepare and circulate a survey as recommended by the Harbor Commission and Council Member Molloy **SECONDED** the motion.

It was pointed out that there was a need to get the surveys out early in the year to learn what interest there is in the dock before spending any money on it.

It was noted the Dock was an important facility and there was no reason not to put it to use if there was a need for it.

**MOTION TO AMEND:**

Vice Mayor Navarre **MOVED** to amend to provide the City Manager the authority to finalize and circulate the survey as needed and Council Member Peterkin **SECONDED** the motion.

Clarification was provided that administration could handle the initiative internally, working with Harbor Commissioners.

**UNANIMOUS CONSENT** was requested on the amendment motion.

**VOTE ON THE AMENDMENT:**                      There being no objections, **SO ORDERED.**

**UNANIMOUS CONSENT** was requested on the main motion.

**VOTE ON THE MAIN MOTION AS AMENDED:**    There being no objections, **SO ORDERED.**

**H.     COMMISSION/COMMITTEE REPORTS**

1. Council on Aging – No Report; next meeting May 9.
2. Airport Commission – It was reported there was no quorum for the April 11 meeting; next meeting May 9.
3. Harbor Commission – It was reported the Commission recommended the circulation of the survey approved at this meeting, finalized the recommendation for wake buoys, received information from the US Coast Guard that they would attend an upcoming Harbor Commission meeting and commit to 3 days on the river during the dipnet fishery; next meeting rescheduled to May 13.
4. Parks and Recreation Commission – It was reported there was no quorum for the April 4 meeting; next meeting May 2.
5. Planning and Zoning Commission – It was reported that on April 10 the Commission heard from the Soldotna City Planner on their sign code amendments, approved a plat, and recommended approval of a lease; next meeting April 24.
6. Beautification Committee – It was reported the Committee met on April 9<sup>th</sup> and reviewed the plant list and discussed the field of flowers area noting weeds snuff out the flowers over time; next meeting May 14.
7. Mini-Grant Steering Committee – It was reported the Committee met on April 12 and had questions for the applicant; a follow-up meeting was scheduled.

**I.     REPORT OF THE MAYOR**

Mayor Gabriel reported on the following:

- Attended the recent Cook Inlet Regional Citizen's Advisory Council annual meeting;

- Attended the Red Cross open house;
- Attended a recent Election Stakeholder Group meeting;
- Attended the recent Employee Appreciation Dinner;
- Delivered two proclamations at the Chamber of Commerce Luncheon; one for Youth Week for the Elks Lodge and one for Sexual Assault Awareness Month for the LeeShore Center;
- Provided a reminder of the upcoming Budget Work Session.

## **J. ADMINISTRATION REPORTS**

1. City Manager – P. Ostrander reported on the following:
  - Recently participated in the St. Jude's radio-thon;
  - Attended the recent Employee Appreciation Party;
  - Noted the gravel investigation report was in the packet;
  - The Director's Report was signed for the Bluff Erosion Project; design phase was next;
  - Presented an Efficiency Report noting it forced staff to look for efficiencies.
2. City Attorney – No Report.
3. City Clerk – No Report.

## **K. ADDITIONAL PUBLIC COMMENT**

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)

Duane Bannock thanked the Council for their support of the lease for Schilling Rentals. Noted he was bringing forth a new initiative in the future and was appreciative for administration's time in assisting with the initiative.

2. Council Comments

Council Member Pettey noted she attended the Red Cross open house and was thankful for their presence in the community. Also noted she attended the Employee Appreciation Party and expressed gratitude to each individual employee.

Council Member Glendening noted he attended the Red Cross open house.

Council Member Molloy expressed appreciation for the efficiency report; appreciated all department's efforts and the good news before heading into the budget work session.

Council Member Knackstedt noted that 150 years ago the Army established Fort Kenai. He also noted Caring for the Kenai presentations were upcoming, the Beaver Loop Road Project bid was upcoming, and attended the recent Employee Appreciation Party.

Vice Mayor Navarre noted he donated to the Red Cross and appreciated their presence in the community, provided an Alaska Municipal League update, spoke in favor of fully funding schools, and expressed appreciation for the Elks Youth Week proclamation noting the Elks Lodge does a lot for the youth in the community.



**L. EXECUTIVE SESSION**

1. Discussion of the Kenai Visitors Center RFP, a Matter of Which the Immediate Knowledge may have an Adverse Effect upon the Finances of the City [AS 44.62.310 (c)(1)].

**MOTION:**

Council Member Knackstedt **MOVED** to enter into executive session to discuss the Kenai Visitor Center RFP, a matter of which the immediate knowledge may have an adverse effect upon the finances of the City pursuant to AS 44.62.310(c)(1) and requested the attendance of the City Manager and the City Attorney. Vice Mayor Navarre **SECONDED** the motion.

**VOTE:**

YEA: Knackstedt, Gabriel, Peterkin, Glendening, Pettey, Molloy, Navarre  
NAY:

**MOTION PASSED UNANIMOUSLY.**

Council reconvened in open session and it was noted for the record that Council met in executive session and discussed the Kenai Visitor Center RFP and no direction was provided.

2. Performance Evaluations of City Attorney, City Manager, and City Clerk which may be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney, City Manager, and City Clerk [AS 44.62.310(C)(2)].

**MOTION:**

Council Member Knackstedt **MOVED** to enter into executive session to discuss performance evaluations of the City Attorney, City Manager, and City Clerk which may be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney, City Manager, and City Clerk pursuant to AS 44.62.310(c)(2). Council Member Pettey **SECONDED** the motion.

**VOTE:**

YEA: Knackstedt, Gabriel, Peterkin, Glendening, Pettey, Navarre  
NAY:

**MOTION PASSED UNANIMOUSLY.**

*[Clerk's Note: Council Member Molloy was participating telephonically and was not on the phone in Council Chambers at the time of the vote.]*

Council reconvened in open session and it was noted for the record that Council met in executive session and discussed performance evaluations for the City Attorney, City Manager, and City Clerk and provided the Mayor with feedback.

**M. PENDING ITEMS**

1. **Ordinance No. 3061-2019** – Amending Kenai Municipal Code 14.20.320 - Definitions, 14.20.330 - Standard for Commercial Marijuana Establishments and 14.22.010 - Land Use Table, to Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments into the City Of Kenai's Code of Ordinances. (Legal)  
*[Clerk's Note: This item was Referred to the Planning & Zoning Commission for a Recommendation at their April 24 Meeting and a Public Hearing Scheduled before the City Council on May 1, 2019.]*

**N. ADJOURNMENT**

There being no further business before the Council, the meeting was adjourned at 11:05 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of April 17, 2019.

---

Jamie Heinz, CMC  
City Clerk

**KENAI CITY COUNCIL WORK SESSION  
FY2020 BUDGET  
APRIL 18, 2019 – 2:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
MAYOR GABRIEL, PRESIDING**

**NOTES**

Council present: Mayor Gabriel, Vice-Mayor Navarre, J. Glendening, H. Knackstedt, R. Peterkin, G. Pettey  
Others present: City Manager P. Ostrander, Finance Director T. Eubank, City Attorney S. Bloom, City Clerk J. Heinz, Human Resources Director S. Brown, City Planner E. Appleby, Public Works Director S. Curtin, Buildings Official M. Wesson, Airport Director M. Bondurant, Parks & Recreation Director B. Frates, Senior Center Director K. Romain, Library Director M. Joiner, Acting Fire Chief T. Prior, Police Chief D. Ross

**A. Call to Order**

Mayor Gabriel called the work session to order at 2:00 p.m.

**B. Budget Introduction – Paul Ostrander, City Manager**

City Manager Ostrander provided an introduction on the FY2020 Budget process, noting the budget maintains the same level of services provided by the City. He added that there were no additions or deletions in staffing and revenue shortfalls would be managed through attrition. Ostrander noted that Department Heads were directed to achieve a 5% budget cut and, when impacts outweighed the benefits, the cuts were not incorporated. He also provided an overview of the efficiency initiative for FY2019. Ostrander added that the City was continuing the development of its land management plan and exploring development incentives for businesses. He noted that despite challenging times at the state level, the City was on solid financial ground and health care and infrastructure would be areas to focus on going forward.

**C. General and Revenue Overview Presentation – Terry Eubank, Finance Director**

Finance Director Eubank provided a general overview including operational factors of employee salaries, health benefits, and on-behalf PERS funding changes at the state level. He also discussed the general fund revenues, special and capital expenditures, and Fund Balance Policy compliance.

**D. Department Presentations**

**1. City Manager**

City Manager Ostrander provided an overview of his mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting there were no changes to his budget.

Visitor Center – an overview of the visitor center mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided.

Land Administration – overview of the land administration mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided. Recommendations for the Section 36 subdivision, partially owned by the City, were discussed.

## **2. Human Resources**

Human Resources Director Brown provided an overview of the Human Resources mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget. It was noted the changes to the budget were mostly due to the initial office set up.

## **3. Planning & Zoning**

City Planner Appleby provided an overview of the Planning and Zoning mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget. Sign code and GIS mapping projects were discussed.

## **4. Finance**

Finance Director Eubank provided an overview of the Finance Department mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget. Technology protections were discussed. Eubank also noted the possibility of the development of a fleet replacement fund.

Non-Departmental - an overview of the Non-Departmental budget was provided noting insurance increases, special projects, and capital improvement projects.

## **5. Legal**

City Attorney Bloom highlighted the Legal Department's mission, FY19 Goals and FY20 Goals from the draft budget.

## **6. Police**

Chief Ross provided an overview of the Police Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting recruitment and retention was a top priority. Also highlighted grants received over the past year which don't appear in the budget.

Communications – an overview of the Communication Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting they were focusing on improving standards of calls and the base station radio would need replaced in the next few years; applying for grants regularly.

Animal Control - an overview of the Animal Control Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting the number of animals taken in hadn't changed much; had a robust training process for volunteers. He added the department was continuously trying to increase patrols and responsible ownership trainings.

## **7. Fire**

Acting Chief Prior provided an overview of the Fire Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting recruitment and retention was a top priority. It was noted the department had a need to replace aging air packs; continually applying for grants.

## **8. Public Works**

Public Works Director Curtin provided an overview of the Public Works Administration's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting the addition of roof replacement plans and HVAC replacement plans by building. A clarification of training opportunities was provided.

Safety – an overview of the Safety Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided noting staff coordinated with OSHA; expressed appreciation for the City's departments buying in to the programs.

Shop - an overview of the Shop Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided noting the significant number of pieces of equipment and other machines the shop maintains.

Streets – an overview of the Streets Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided noting a policy change to improve snow removal operations. Combining street paving projects with AC pipe replacement was discussed.

Buildings – an overview of the Buildings Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided noting they were trying to get away from paper processes where they could.

Street Lighting - an overview of the Street Lighting Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided noting staff ensured all lights were operational by Halloween. It was also noted that retrofits to LED lighting was happening on a regular basis.

Boating Facility – an overview of the Boating Facility Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget was provided.

## **9. Library**

Director Joiner provided an overview of the Library Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget. Staffing for operation on Sunday was discussed. Clarification was provided regarding the methodologies for purchasing and discarding books. Joiner also provided an overview of a project to incorporate RFID chips.

## **10. Parks, Recreation & Beautification**

Director Frates provided an overview of the Parks, Recreation, & Beautification Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting the increase in the FY19 performance measures was due to the FY19 goals.

#### **11. City Clerk**

City Clerk Heinz provided an overview of the City Clerk Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting significant decrease in budget due to changing vendors for webcasting and video archiving meetings. Use of the state's election equipment was also briefly discussed.

Legislative – an overview of the Legislative Department's mission, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting reductions to travel and grants.

It was asked that the travel and \$2,000 for miscellaneous grants be put back into the budget.

#### **12. Personal Use Fishery Fund**

##### **a. General, Revenue, and Department Overview**

Director Eubank noted a significant reduction in revenue for the Personal Use Fishery Fund for FY19. Fees, reserves, staffing, expenditures over revenues, and future adjustments were discussed.

#### **13. Water & Sewer Fund**

##### **a. General and Revenue Overview**

Director Eubank advised 97% of water & sewer fund revenues were usage fees, and fees would be increasing by the Consumer Price Index. Special and capital expenditures proposed for the FY20 budget, including a master plan and rate study, SCADA system integration, software replacement, and capital improvements were reviewed.

##### **b. Water & Sewer Departments**

Public Works Director Curtin provided an overview of staffing, operations, and projects.

##### **c. Sewer Treatment Plant**

An overview of staffing and proposed projects was provided.

#### **14. Airport Fund**

##### **a. General and Revenue Overview**

Director Eubank presented highlights on the Airport Fund, including revenue sources, the fund balance, and special and capital expenditures.

##### **b. Airport Departments**

Director Bondurant provided an overview of the five Airport Department budgets missions, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting current challenges from the Terminal Rehabilitation Project, TSA requirements, seasonal staffing, wildlife hazard plan, grants the department applied for, runway conditions, and float plane basin operations.

#### **15. Senior Citizen Fund**

##### **a. General and Revenue Overview**

Director Eubank provided an overview of revenue sources noting most funding came from state and other grants, expenditures, and fund balance supplements.

##### **b. Senior Citizen Fund Departments**

Director Romain provided an overview of the Senior Citizen Fund Departments missions, FY19 Goals, FY20 Goals, and future considerations from the draft budget providing an overview of services provided and discussing how losses of seniors affected the budget. The utilization of local farmers was also discussed.

#### **16. Congregate Housing**

##### **a. General and Revenue Overview**

Director Eubank provided an overview of revenue sources and expenditures for the congregate housing fund.

##### **b. Congregate Housing Fund Departments**

Director Romain provided an overview of the Senior Citizen Fund Departments missions, FY19 Goals, FY20 Goals, and future considerations from the draft budget noting recent surveys showed satisfaction. Clarification was provided that the boilers were slated for replacement and unit upgrades would be considered in the future.

#### **17. Employee Health Care Fund**

##### **a. General, Revenue, and Department Overview**

Director Eubank provided an overview of the Employee Health Care Fund noting it was built expecting a 10% increase, annually. Projected revenue sources, the need for protecting the reserves, utilization, and fund balance were discussed.

#### **18. Equipment Replacement Fund**

##### **a. General, Revenue, and Department Overview**

Director Eubank provided an overview of the Equipment Replacement Fund noting it had served the City well. The departments that participated in use of the fund and a schedule of replacement were discussed. A possible plan for leasing some graders in the winter months allowing for diversion of funds to capitalize the start of a fleet replacement fund was also discussed.

## **19. Permanent Funds**

### **a. General, Revenue, and Department Overview**

Director Eubank noted earnings of the General Land Sale Permanent Fund and the projected draw for the General Fund. He also provided an overview of the earnings for the Airport Land Sale Permanent Fund and the projected draw for that fund. He noted the upcoming changes to the funds which were intended to “inflation-proof” the funds.

## **20. Capital Plan**

Director Eubank noted the development of a Capital Plan for FY2020 was being developed.

## **21. Debt Service**

Director Eubank noted the debt service was for the library bonds debt and annual payments were made out of the general fund.

### **E. Public Comment**

There was no one wishing to be heard.

### **F. Council Comments**

The exceptional work of the staff was noted

Council Member Peterkin expressed gratitude for the thorough explanations.

Council Member Pettey expressed gratitude for the exceptional work accomplished and the “inflation-proofing” administration was working toward accomplishing.

Vice-Mayor Navarre was supportive of the capitalization of a fleet replacement fund; added that it was prudent for the City to maintain its infrastructure even if the state was not offering assistance in the future.

Council Member Glendening noted the City had an obligation to the residents to provide a level of service and expressed appreciation for the identification of revenues and efficiencies.

Council Member Knackstedt expressed gratitude to staff for implementing and accomplishing the work of the City noting it reflected well on the City Manager.

Mayor Gabriel expressed appreciation for time spent with the department heads and that they were empowered to present their department’s budgets. He added that he felt better about the City’s budget than the State’s.

### **G. Adjournment**

The work session adjourned at 10:05 p.m.



Notes were prepared by:

---

Jamie Heinz, CMC  
City Clerk

**KENAI CITY COUNCIL – SPECIAL MEETING  
APRIL 23, 2019 – 4:30 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611**

**MINUTES**

**A. CALL TO ORDER**

A Special Meeting of the Kenai City Council was held on April 23, 2019, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at 4:30 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  
Henry Knackstedt  
Jim Glendening  
Robert Peterkin

Robert Molloy  
Tim Navarre  
Glenese Pettey

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager  
Scott Bloom, City Attorney  
Jamie Heinz, City Clerk

**3. Agenda Approval**

**MOTION:**

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

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

**B. PUBLIC COMMENT** (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

There was no one in attendance to provide public testimony.

**C. EXECUTIVE SESSION**

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

**MOTION:**

Council Member Molloy **MOVED** to enter into executive session to review and discuss the City Attorney's evaluation which may be a subject that tends to prejudice the reputation and character of the City Attorney [AS44.62.310(C)(2)]; requested the attendance of City Attorney, Scott Bloom, as needed. Council Member Glendening **SECONDED** the motion.

**VOTE:**

YEA: Knackstedt, Gabriel, Glendening, Navarre, Molloy, Peterkin, Pettey  
NAY:

**MOTION PASSED UNANIMOUSLY.**

Council reconvened in open session and it was noted for the record that Council met in executive session and reviewed and discussed the City Attorney's performance evaluation with the City Attorney and reported the evaluation of his performance was very positive. It was also noted mutually agreed upon compensation would be an approval item at a future meeting.

City Attorney Bloom was dismissed from the meeting at 7:24 p.m.

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

**MOTION:**

Council Member Molloy **MOVED** to enter into executive session to review and discuss the City Manager's evaluation which may be a subject that tends to prejudice the reputation and character of the City Manager [AS44.62.310(C)(2)]; requested the attendance of City Manager, Paul Ostrander, as needed. Council Member Peterkin **SECONDED** the motion.

**VOTE:**

YEA: Knackstedt, Gabriel, Glendening, Navarre, Molloy, Peterkin, Pettey  
NAY:

**MOTION PASSED UNANIMOUSLY.**

Council reconvened in open session and it was noted for the record that Council met in executive session and reviewed and discussed the City Manager's performance evaluation with the City Manager and reported the evaluation of his performance was very positive. It was also noted mutually agreed upon compensation would be an approval item at a future meeting.

City Manager Ostrander was dismissed from the meeting at 8:38 p.m.

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

**MOTION:**

Council Member Molloy **MOVED** to enter into executive session to review and discuss the City Clerk's evaluation which may be a subject that tends to prejudice the reputation and character of the City Clerk [AS44.62.310(C)(2)]; requested the attendance of City Clerk, Jamie Heinz, as needed. Council Member Pettey **SECONDED** the motion.

**VOTE:**

YEA: Knackstedt, Gabriel, Peterkin, Navarre, Glendening, Pettey, Molloy  
NAY:

**MOTION PASSED UNANIMOUSLY.**

Council reconvened in open session and it was noted for the record that Council met in executive session and reviewed and discussed the City Clerk's performance evaluation with the City Clerk and reported the evaluation of her performance was very positive. It was also noted mutually agreed upon compensation would be an approval item at a future meeting.

**D. ADJOURNMENT**

There being no further business before the Council, the meeting was adjourned at 9:29 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of April 23, 2019.

---

Jamie Heinz, CMC  
City Clerk

PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION  
COUNCIL MEETING OF: MAY 1, 2019

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	91,984.90

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
--------	-------------	---------------	--------	--------------

**PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL**  
**COUNCIL MEETING OF: MAY 1, 2019**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPT.</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
CDW GOVERNMENT	SERVER/WORKSTATION FOR KPD CAMERA PROJECT	PUBLIC SAFETY CAPITAL PROJECT	MACHINERY & EQUIP	15,915.53

**INCREASE OF EXISTING PURCHASE ORDER**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>P.O. # - DEPT.</b>	<b>REASON</b>	<b>AMOUNT</b>	<b>TOTAL PO AMT</b>
---------------	--------------------	-----------------------	---------------	---------------	---------------------



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
[www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** David Ross, Police Chief  
**DATE:** April 22, 2019  
**SUBJECT:** **Purchase Order Exceeding \$15,000 - CDWG**

---

The purpose of this memo is to request support for a purchase order in the amount of \$15,915.10 to CDWG for the purchase of a computer server, computer tower, and monitors. The equipment is part of a security camera system project for the public safety building. The funds for this purchase are from a grant through the State of Alaska Department of Military and Veterans' Affairs that was appropriated under City of Kenai Ordinance No. 3045-2018.

Four quotes were received for this project and the one from CDWG was the lowest.

Your consideration is appreciated.





Sponsored by: Administration

## CITY OF KENAI

### ORDINANCE NO. 3063-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 AND COMMITTING \$500,000 OF GENERAL FUND, FUND BALANCE FOR CAPITAL IMPROVEMENTS, AMENDING THE SALARY SCHEDULE IN KENAI MUNICIPAL CODE CHAPTER 23.55- PAY PLAN, AMENDING EMPLOYEE CLASSIFICATIONS IN KENAI MUNICIPAL CODE CHAPTER 23.50, AND AMENDING COMMUNICATION DEPARTMENT UNIFORM ALLOWANCE IN KENAI MUNICIPAL CODE CHAPTER 23.55.

WHEREAS, it is a requirement of the Code of the City of Kenai, Alaska, that the City Council, not later than the tenth day of June, adopt a budget for the following fiscal year and make appropriation of the monies needed; and,

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

WHEREAS, in recognition of deferred and ongoing maintenance needs of City roads and facilities, Council commits \$500,000 for future renovation and improvements to City facilities; and,

WHEREAS, the fiscal year 2020 Budget includes a 2.0% increase to the City's Salary Schedule; and,

WHEREAS, the pay increase will go into effect beginning July 1, 2019; and,

WHEREAS, the FY2020 Budget includes a change in position requiring amendment to the City's employee classifications; and,

WHEREAS, a proposed change in uniform requirements in the Communication Department requires amendment to the uniform allowance section of the Kenai Municipal Code.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 1.** That certain document entitled "City of Kenai Fiscal Year 2020 Annual Budget" which is available for examination by the public in the Office of the City Clerk, the City's website and is incorporated herein by reference is hereby adopted as the budget for the City of Kenai for the fiscal year commencing July 1, 2019 and ending June 30, 2020.

**Section 2.** The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2019, and ending the 30th day of June, 2020, to be expended consistent with and subject to the restrictions, procedures,



and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund	\$16,520,301
Enterprise Fund –	
Congregate Housing Fund	496,568
Internal Service Funds:	
Equipment Replacement Fund	190,000
Employee Health Care Fund	<u>2,733,336</u>
Total Internal Service Funds	2,923,336
Special Revenue Funds:	
Personal Use Fishery Fund	499,035
Water & Sewer Fund	3,687,457
Airport Fund	3,003,306
Senior Citizen Fund	<u>946,606</u>
Total Special Revenue Funds	8,136,404
Capital Project Funds:	
Library Improvements Fund	50,000
Municipal Roadway Improvements Fund	200,000
Trail Construction Fund	37,800
Kenai Recreation Center Improvements Fund	100,000
Airport Operations Center Fund	40,000
Water & Sewer Improvements	75,000
Waste Water Treatment Plant Improvements Fund	<u>630,000</u>
	1,132,800
Permanent Funds:	
Airport Land Sale Permanent Fund	908,811
General Land Sale Permanent Fund	<u>124,252</u>
Total Permanent Revenue Funds	1,033,063
Debt Service Fund – Library Expansion Bonds	<u>172,704</u>
Total All Funds	<u>\$30,415,176</u>

**Section 3.** Council hereby commits \$500,000 of Unassigned General Fund, Fund Balance for future renovations and improvements to City facilities and streets.

**Section 4.** Amendment of Salary Schedule in Chapter 23.55 of the Kenai Municipal Code: That the Salary Schedule in Kenai Municipal Code Chapter 23.55-Pay Plan, is hereby amended as follows:

**Classified employees excluding those engaged in fire protection activities.**

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$10.50	\$10.76	\$11.03	\$11.29	\$11.55	\$11.81	\$12.08	\$12.34	\$12.60

1.1	11.02	11.30	11.57	11.85	12.12	12.40	12.67	12.95	13.22
2	11.72	12.01	12.31	12.60	12.89	13.19	13.48	13.77	14.06
2.1	12.34	12.65	12.96	13.27	13.57	13.88	14.19	14.50	14.81
2.2	13.05	13.38	13.70	14.03	14.36	14.68	15.01	15.33	15.66
2.3	13.71	14.05	14.40	14.74	15.08	15.42	15.77	16.11	16.45
2.4	16.00	16.40	16.80	17.20	17.60	18.00	18.40	18.80	19.20
2.5	18.14	18.59	19.05	19.50	19.95	20.41	20.86	21.31	21.77
3	18.25	18.71	19.16	19.62	20.08	20.53	20.99	21.44	21.90
4	19.17	19.65	20.13	20.61	21.09	21.57	22.05	22.52	23.00
5	20.12	20.62	21.13	21.63	22.13	22.64	23.14	23.64	24.14
6	21.11	21.64	22.17	22.69	23.22	23.75	24.28	24.80	25.33
7	22.19	22.74	23.30	23.85	24.41	24.96	25.52	26.07	26.63
8	23.31	23.89	24.48	25.06	25.64	26.22	26.81	27.39	27.97
9	24.47	25.08	25.69	26.31	26.92	27.53	28.14	28.75	29.36
10	25.67	26.31	26.95	27.60	28.24	28.88	29.52	30.16	30.80
11	26.96	27.63	28.31	28.98	29.66	30.33	31.00	31.68	32.35
12	28.34	29.05	29.76	30.47	31.17	31.88	32.59	33.30	34.01
13	29.72	30.46	31.21	31.95	32.69	33.44	34.18	34.92	35.66
14	31.22	32.00	32.78	33.56	34.34	35.12	35.90	36.68	37.46
15	32.77	33.59	34.41	35.23	36.05	36.87	37.69	38.50	39.32
16	34.41	35.27	36.13	36.99	37.85	38.71	39.57	40.43	41.29
17	36.13	37.03	37.94	38.84	39.74	40.65	41.55	42.45	43.36
18	37.93	38.88	39.83	40.77	41.72	42.67	43.62	44.57	45.52
19	39.83	40.83	41.82	42.82	43.81	44.81	45.80	46.80	47.80
20	41.83	42.88	43.92	44.97	46.01	47.06	48.10	49.15	50.20
21	43.94	45.04	46.14	47.24	48.33	49.43	50.53	51.63	52.73
22	46.10	47.25	48.41	49.56	50.71	51.86	53.02	54.17	55.32
23	48.42	49.63	50.84	52.05	53.26	54.47	55.68	56.89	58.10
24	50.91	52.18	53.46	54.73	56.00	57.27	58.55	59.82	61.09

**Classified employees engaged in fire protection activities**

Range	A	B	C	D	E	F	AA	BB	CC
	<b>Step</b>								
13	21.23	21.76	22.29	22.82	23.35	23.88	24.41	24.95	25.48
14	22.30	22.86	23.42	23.97	24.53	25.09	25.65	26.20	26.76
15	23.42	24.01	24.59	25.18	25.76	26.35	26.93	27.52	28.10
16	24.59	25.20	25.82	26.43	27.05	27.66	28.28	28.89	29.51
17	25.82	26.47	27.11	27.76	28.40	29.05	29.69	30.34	30.98

**Department Head Service employees**

Range	Minimum	Maximum
18	\$78,910	\$104,153
19	80,930	109,345
20	87,010	114,864
21	91,390	120,638
22	95,897	126,579
23	100,722	132,963
24	105,887	139,769

**Section 5.** Amendment of Employee Classification in Chapter 23.50 of the Kenai Municipal Code: Employee Classifications in Kenai Municipal Code Chapter 23.50 –Classification Plan, is hereby amended as follows:

CLASS CODE	CLASS TITLE	RANGE
------------	-------------	-------

**(a) SUPERVISORY AND PROFESSIONAL**

101	City Manager	NG
102	City Attorney	NG
103	City Clerk	NG
104	Finance Director*	24
105	Public Works Director*	23
106	Police Chief*	23
107	Fire Chief*	22
112	Airport Manager*	20
117	City Planner	16
118	Information Technology (IT) Manager	18
119	Assistant to City Manager/Special Projects	18
120	Library Director*	18
121	Senior Center Director*	18
122	Parks and Recreation Director*	17
123	Human Resources <u>Director*</u>	21

**(b) ADMINISTRATIVE SUPPORT**

203	Administrative Assistant I	8
204	Accounting Technician I	10
205	Accounting Technician II	11
206	Accountant	16
210	Administrative Assistant II	9
211	Administrative Assistant III	10
214	Library Assistant	6
218	Library Aide	2.5
219	Data Entry Clerk	1.1

**(c) PUBLIC SAFETY**

302	Fire Fighter	13
303	Police Lieutenant	20
304	Police Sergeant	18
305	Police Officer	16
306	Public Safety Dispatcher	9
307	Fire Engineer	15
311	Fire Captain	16
312	Fire Marshal	17
313	Communications Supervisor	12
314	Police Trainee	16/21
315	[BATTALION CHIEF/SAFETY OFFICER] <u>Deputy Chief</u>	[17]20
316	Chief Animal Control Officer	11
317	Animal Control Officer	9

**(d) PUBLIC WORKS**

401	Building Official/Manager	17
402	Shop Foreman	16
403	Street Foreman	16
404	Sewer Treatment Plant Operator	13
405	Water and Sewer Operator	13
407	Equipment Operator	11
408	Shop Mechanic	14
409	Equipment Lead Operator	14
410	Water and Sewer Foreman	16
412	Building Maintenance Technician	12
413	Sewer Treatment Plant Lead Operator	14
414	Sewer Treatment Plant Foreman	16
417	Airport Operations Specialist	11
418	Airport Operations Supervisor	15
419	Building Maintenance Lead Technician	14
420	Water and Sewer Lead Operator	14

**(e) GENERAL SERVICES**

504	Parks, Beautification and Recreation Operator	9
505	Parks, Beautification and Recreation Laborer	2.4
506	Cook 2.4	
507	Activities/Volunteer Coordinator	2.4
508	Meals/Driver	2.4
509	Kitchen Assistant	2.2
510	Outreach Worker	1.1
511	Janitor 2.4	
512	Driver 1	

**\* Department Heads**

**Section 6.** Amendment of Communication Department Uniform Allowance in Chapter 23.55 of the Kenai Municipal Code: Communication Department Uniform Allowance in Kenai Municipal Code Chapter 23.55 – Pay Plan, is hereby amended as follows:

- (a) The following annual allowances are established to defer the cost of uniform cleaning, maintenance, and replacement for second and succeeding years of service:

Police	\$800
Fire	\$500
Animal Control	\$500
[DISPATCH	\$300]

Payment shall be made in advance in July and January installments.

- (b) On hiring, the respective department head shall issue from stock or purchase from appropriate funds a basic uniform and equipment issue.

- (c) Public Works Departments, Water and Sewer, and Animal Control personnel shall be authorized to purchase from appropriated funds, safety shoes, hard hats, and other OSHA required items. Laundry service will also be provided for those clothing items furnished.

**Section 7.** 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 8.** Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2019.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

—

\_\_\_\_\_  
Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: May 1, 2019  
Enacted: May 15, 2019  
Effective: July 1, 2019



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
www.kenai.city

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Terry Eubank, Finance Director  
**DATE:** April 25, 2019  
**SUBJECT:** Ordinance 3063-2019 to adopt the FY2020 Budget

The purpose of this memo is to summarize the changes that have been proposed to the FY2020 Budget since disbursement of work session materials on April 11<sup>th</sup>, and to communicate the result of these changes on each of the City's operating funds. The following are the Administration's recommended changes that have been incorporated into the draft budget and appropriating ordinance. New summary pages for the all funds, after incorporating the changes, are attached for your review.

### Administration Recommended Amendments:

#### **General Fund**

##### Revenues:

Multipurpose Fees	\$20,000
Ambulance Fees	<u>50,000</u>
	<u>70,000</u>

##### Expenditures:

Legislative	
Transportation	4,800
Grants to Agencies	<u>2,000</u>
	<u>\$6,800</u>

These General Fund changes are the result of the following items:

1. Review of Multipurpose Facility revenues to date for FY19 and for fiscal years 2017 & 2018 suggest an increase in budgeted revenues by \$20,000 to \$130,000.
2. The Fire Chief is recommending an increase in Ambulance Billing Fees after comparison to allowable Medicare/Medicaid rates and comparison to the fees being charged by other



departments in the state. The result is expected to be an increase in annual revenue of \$50,000.

3. After discussion with Council at the budget work session, the City Manager thought it appropriate to restore \$4,800 of Council's travel and restore the \$2,000 in miscellaneous grants to agencies.

Council Recommended Amendments:

**General Fund**

**Revenues** – PERS Funding \$411

**Expenditures:**

Clerk	
Wages	\$6,196
Leave	239
Medicare	94
PERS	1,363
Unemployment Insurance	32
Workers Compensation	20
	<u>\$7,944</u>

These General Fund changes are the result of the following items:

1. Council proposed amendment to the Clerk's compensation agreement for FY2020 was more than what was included in the draft budget.



**City of Kenai  
Fiscal Year 2020 Operating Budget**

**General Fund  
Budget Projection**

	<b>Actual FY2017</b>	<b>Actual FY2018</b>	<b>Original Budget FY2019</b>	<b>Projection FY2019</b>	<b>Proposed FY2020</b>	<b>Projection FY2021</b>	<b>Projection FY2022</b>
TAXABLE VALUES (000'S)	\$ 868,724	\$ 871,076	\$ 872,108	\$ 871,829	\$ 892,023	\$ 905,020	\$ 918,839
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
<b>REVENUES</b>							
Property & Sales Taxes							
Property Tax	3,919,797	3,868,445	3,855,798	3,881,792	3,940,692	4,008,100	4,067,011
Sales Tax	6,715,501	6,854,253	7,124,915	7,207,189	7,387,175	7,572,053	7,761,354
Total Property & Sales Taxes	10,635,298	10,722,698	10,980,713	11,088,981	11,327,867	11,580,153	11,828,365
Intergovernmental Revenue:							
PERS Funding	288,137	218,726	386,406	386,406	470,553	484,670	499,210
Community Assistance	278,232	250,852	223,258	210,345	171,001	171,001	171,001
Fish Tax	165,087	118,543	165,000	130,000	130,000	133,900	137,917
Other	83,990	101,120	58,000	96,740	113,300	118,965	124,913
Total State/Federal Revenue	815,446	689,241	832,664	823,491	884,854	908,536	933,041
Other Revenue							
Licenses and Permits	48,557	93,863	63,500	63,000	63,500	65,405	67,367
Ambulance Fees	419,940	443,544	425,000	450,000	500,000	515,000	530,450
Interest	35,762	45,801	100,000	150,000	180,000	180,000	180,000
Other	613,358	585,268	736,541	683,256	606,346	624,536	643,272
Total Other Revenue	1,117,617	1,168,476	1,325,041	1,346,256	1,349,846	1,384,941	1,421,089
<b>Total Revenues</b>	<b>12,568,361</b>	<b>12,580,415</b>	<b>13,138,418</b>	<b>13,258,728</b>	<b>13,562,567</b>	<b>13,873,630</b>	<b>14,182,495</b>
Transfer From Other Funds							
Charges to other funds	1,494,200	1,542,390	1,574,200	1,574,200	1,596,000	1,643,880	1,693,196
Capital Projects / Special Revenue	124,303	-	283,221	283,221	50,000	50,000	50,000
Enterprise	34,000	400,000	-	-	-	-	-
Trust Fund	149,802	161,561	162,999	-	124,252	126,737	129,272
Total Transfers	1,802,305	2,103,951	2,020,420	1,857,421	1,770,252	1,820,617	1,872,468
<b>Total Revenues and Transfers</b>	<b>14,370,666</b>	<b>14,684,366</b>	<b>15,158,838</b>	<b>15,116,149</b>	<b>15,332,819</b>	<b>15,694,247</b>	<b>16,054,963</b>
<b>EXPENDITURES/APPROPRIATIONS</b>							
General Government	2,682,321	2,526,974	3,417,880	3,430,630	3,565,592	3,641,610	3,714,442
Public Safety	6,679,790	7,075,417	7,559,066	7,559,066	7,702,840	7,856,897	8,014,035
Public Works	2,148,432	2,270,210	2,492,669	2,496,246	2,399,834	2,447,831	2,496,788
Parks, Recreation & Cultural	1,984,887	1,955,374	2,073,983	2,118,402	2,070,830	2,112,247	2,154,492
<b>Total Operating Expenditures</b>	<b>13,495,430</b>	<b>13,827,975</b>	<b>15,543,598</b>	<b>15,604,344</b>	<b>15,739,096</b>	<b>16,058,585</b>	<b>16,379,757</b>
Transfers or Non-Operating	745,130	833,913	622,429	622,429	781,205	640,684	652,405
Total Expenditures/Appropriations	14,240,560	14,661,888	16,166,027	16,226,773	16,520,301	16,699,269	17,032,162
Total Surplus (Deficit)	130,106	22,478	(1,007,189)	(1,110,624)	(1,187,482)	(1,005,022)	(977,199)
Projected Lapse - 5%	-	-	777,180	780,217	786,955	802,929	818,988
Adjusted Surplus (Deficit)	130,106	22,478	(230,009)	(330,407)	(400,527)	(202,093)	(158,211)
Beginning Fund Balance	10,418,100	10,548,206	10,463,198	10,570,684	10,240,277	9,839,750	9,637,657
Ending Fund Balance	10,548,206	10,570,684	10,233,189	10,240,277	9,839,750	9,637,657	9,479,446
Restricted	(588,937)	(682,068)	(700,599)	(718,068)	(754,068)	(790,068)	(826,068)
Committed	(409,746)	(6,976,762)	(7,117,565)	(7,175,452)	(6,836,838)	(6,616,234)	(6,171,686)
Assigned	(1,409,610)	(2,416,658)	(2,415,025)	(2,346,757)	(2,248,844)	(2,231,355)	(2,481,692)
Unassigned Fund Balance	\$ 8,139,913	\$ 495,196	\$ -	\$ -	\$ -	\$ -	\$ -



**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Budget Projection**  
**Fund: 006 - Personal Use Fishery Fund**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
<b>Revenues</b>					
PERS Grant	\$ 2,688	\$ 1,546	\$ 4,169	\$ 4,169	\$ 4,637
Usage Fees					
Beach Parking	182,853	174,613	175,000	118,307	146,460
Beach Camping	238,752	210,269	225,000	129,938	170,100
Dock Launch & Park	128,109	111,528	115,000	91,608	101,600
Dock Parking Only	14,807	12,010	15,000	9,547	10,800
Participant Drop-off Fee	<u>10,717</u>	<u>7,481</u>	<u>8,000</u>	<u>5,943</u>	<u>6,715</u>
Total Usage Fees	575,238	515,901	538,000	355,343	435,675
Miscellaneous Revenues					
Investment earnings	671	1,522	750	750	750
Other	<u>(3,680)</u>	<u>674</u>	<u>(1,500)</u>	<u>(3,100)</u>	<u>(3,500)</u>
Total Miscellaneous Revenues	<u>(3,009)</u>	<u>2,196</u>	<u>(750)</u>	<u>(2,350)</u>	<u>(2,750)</u>
Total Revenue	<u>574,917</u>	<u>519,643</u>	<u>541,419</u>	<u>357,162</u>	<u>437,562</u>
<b>Expenditures</b>					
Public Safety	116,875	114,542	96,686	96,686	88,051
Streets	53,068	32,938	61,066	61,066	55,235
Boating Facility	72,668	56,380	72,137	72,137	64,161
Parks, Recreation & Beautification	<u>268,686</u>	<u>225,445</u>	<u>275,224</u>	<u>278,712</u>	<u>241,588</u>
Total Expenditures	511,297	429,305	505,113	508,601	449,035
Transfers - General Fund	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Expenditures & Transfers	<u>511,297</u>	<u>429,305</u>	<u>555,113</u>	<u>558,601</u>	<u>499,035</u>
Contribution To/(From) Fund Balance:	63,620	90,338	(13,694)	(201,439)	(61,473)
Projected Lapse	<u>-</u>	<u>-</u>	<u>21,151</u>	<u>77,167</u>	<u>18,722</u>
Adjusted (Deficit)/Surplus	63,620	90,338	7,457	(124,272)	(42,751)
Beginning Fund Balance	<u>139,936</u>	<u>203,556</u>	<u>209,896</u>	<u>293,894</u>	<u>169,622</u>
Ending Fund Balance	<u>\$ 203,556</u>	<u>\$ 293,894</u>	<u>\$ 217,353</u>	<u>\$ 169,622</u>	<u>\$ 126,871</u>

**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Budget Projection**  
**Fund: 010 - Water and Sewer Fund**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
<b>Revenues</b>					
PERS Grant	\$ 23,142	\$ 17,347	\$ 33,668	\$ 33,668	\$ 42,205
Usage Fees					
Service Hook-up	2,205	2,608	3,927	2,945	3,063
Residential Water	791,580	830,102	832,279	839,251	872,821
Commercial Water	315,494	327,519	350,141	335,700	349,128
Residential Sewer	1,170,897	1,182,083	1,182,299	1,197,528	1,245,429
Commercial Sewer	445,805	453,930	494,807	466,251	484,901
Total Usage Fees	<u>2,725,981</u>	<u>2,796,242</u>	<u>2,863,453</u>	<u>2,841,675</u>	<u>2,955,342</u>
Miscellaneous Revenues					
Penalty and Interest	35,839	36,959	43,250	40,000	41,600
Interest Earnings	5,117	11,775	16,000	12,000	12,480
Other	4,361	24,775	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>45,317</u>	<u>73,509</u>	<u>62,250</u>	<u>55,000</u>	<u>57,080</u>
Total Revenues	<u>2,794,440</u>	<u>2,887,098</u>	<u>2,959,371</u>	<u>2,930,343</u>	<u>3,054,627</u>
<b>Expenditures</b>					
Water Department	719,328	841,231	949,971	967,771	1,037,087
Sewer Department	723,136	456,195	499,384	499,384	594,826
Wastewater Treatment Plant Department	<u>987,096</u>	<u>1,116,312</u>	<u>1,208,057</u>	<u>1,208,057</u>	<u>2,055,544</u>
Total Expenditures	<u>2,429,560</u>	<u>2,413,738</u>	<u>2,657,412</u>	<u>2,675,212</u>	<u>3,687,457</u>
Contribution To/(From) Fund Balance:	364,880	473,360	301,959	255,131	(632,830)
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>136,903</u>	<u>137,971</u>	<u>162,297</u>
Adjusted (Deficit)/Surplus			438,862	393,102	(470,533)
Beginning Fund Balance	<u>1,705,552</u>	<u>2,070,432</u>	<u>2,633,097</u>	<u>2,543,792</u>	<u>2,936,894</u>
Ending Fund Balance	<u>\$ 2,070,432</u>	<u>\$ 2,543,792</u>	<u>\$ 3,071,959</u>	<u>\$ 2,936,894</u>	<u>\$ 2,466,361</u>

**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Fund: 008 - Airport Fund**  
**Department: Airport Fund Summary**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
<b>Revenues</b>					
State & Federal Grants	\$ 29,726	\$ 21,891	\$ 36,385	\$ 36,385	\$ 42,663
Usage Fees					
Fuel Sales	7,621	10,685	10,000	17,500	17,500
Fuel Flowage	29,207	12,093	35,000	15,000	15,000
Float Plane	620	722	1,500	750	750
Tie Down	7,403	6,832	7,500	7,500	7,500
Landing	529,132	401,556	432,500	432,500	505,500
Plane Parking	5,725	9,018	5,000	10,000	10,000
Total Usage Fees	579,708	440,906	491,500	483,250	556,250
Rents and Leases					
Land	674,781	691,152	547,610	547,610	563,293
Total Rents and Leases	674,781	691,152	547,610	547,610	563,293
Miscellaneous					
Penalty and Interest	8,321	7,513	5,000	5,000	5,000
Interest on Investments	15,598	20,563	25,000	25,000	35,000
Other	12,666	9,769	10,000	10,000	10,000
Total Miscellaneous	36,585	37,845	40,000	40,000	50,000
Terminal Revenue					
Parking Fees	233,284	223,360	250,000	250,000	250,000
Rents and Leases	308,275	317,431	378,160	378,160	395,344
Penalty and Interest	1,728	3,989	4,500	4,500	4,500
Car Rental Commissions	156,497	171,096	175,000	175,000	180,000
Advertising Commissions	7,421	10,648	9,000	9,000	9,000
Miscellaneous	1,145	3,983	1,500	1,500	1,500
Total Terminal Revenue	708,350	730,507	818,160	818,160	840,344
Transfers In					
Airport Land Trust Fund	1,175,414	1,210,348	1,230,025	1,230,025	908,811
Total Transfers In	1,175,414	1,210,348	1,230,025	1,230,025	908,811
Total Revenues	3,204,564	3,132,649	3,163,680	3,155,430	2,961,361
<b>Expenditures</b>					
Airport Terminal	578,256	578,328	630,109	2,200,875	616,753
Airport Airfield	1,640,517	1,631,810	1,731,779	1,757,779	1,750,795
Airport Administration	411,745	621,759	596,199	591,699	348,507
Airport Other Buildings and Areas	139,947	261,943	164,943	169,443	248,777
Airport Training Facility	40,295	36,125	38,474	38,474	38,474
Total Expenditures	2,810,760	3,129,965	3,161,504	4,758,270	3,003,306
Contribution To/(From) Fund Balance:	393,804	2,684	2,176	(1,602,840)	(41,945)
Projected Lapse (6%)	-	-	116,255	116,254	116,016
Adjusted (Deficit)/Surplus			118,431	(1,486,586)	74,071
Beginning Fund Balance	4,682,502	5,076,306	5,380,197	5,078,990	3,592,404
Ending Fund Balance	\$ 5,076,306	\$ 5,078,990	\$ 5,498,628	\$ 3,592,404	\$ 3,666,475

**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Fund: 019 - Senior Citizens Fund**  
**Department: Title III Summary**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
<b>Revenues</b>					
State Grants	\$ 208,654	\$ 198,577	\$ 203,626	\$ 203,626	\$ 205,831
USDA Grant	22,415	18,958	15,000	15,000	20,000
Choice Waiver	220,419	195,012	200,000	135,000	125,000
KPB Grant	126,207	126,207	126,207	126,207	126,207
United Way	5,977	9,598	15,000	15,000	15,000
Rents and Leases	8,260	8,324	13,000	13,000	13,000
Donations	6,975	47,668	32,000	32,000	32,000
Donation - Senior Connection	7,677	50,000	50,000	50,000	50,000
Meal Donations	75,321	82,837	82,500	82,500	82,500
Transfer from General Fund - Operations	183,291	176,739	170,857	214,252	241,393
Transfer from General Fund - Capital	-	-	45,670	45,670	14,100
Other	306	(42)	300	300	300
Total Revenue	<u>865,502</u>	<u>913,878</u>	<u>954,160</u>	<u>932,555</u>	<u>925,331</u>
<b>Expenditures</b>					
Senior Citizen Access	153,905	157,065	157,364	157,364	191,256
Congregate Meals	218,035	220,661	285,370	287,995	261,266
Home Meals	176,509	205,562	209,875	210,750	223,664
Senior Transportation	67,803	80,087	81,234	81,234	104,527
Choice Waiver	249,525	250,503	244,671	244,671	165,893
Total Expenditures	<u>865,777</u>	<u>913,878</u>	<u>978,514</u>	<u>982,014</u>	<u>946,606</u>
Contribution To/(From) Fund Balance:	(275)	-	(24,354)	(49,459)	(21,275)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>24,354</u>	<u>49,459</u>	<u>23,460</u>
Adjusted (Deficit)/Surplus	(275)	-	-	-	2,185
Beginning Fund Balance	<u>275</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,185</u>

**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Budget Projection**  
**Fund: 009 - Congregate Housing Fund**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
<b>Revenues</b>					
PERS Grant	\$ 1,780	\$ 1,153	\$ 1,866	\$ 1,866	\$ 2,865
Rents and Leases	386,613	394,618	390,515	390,515	406,145
Interest on Investments	1,822	2,558	4,000	4,000	4,000
Miscellaneous	95	(300)	-	-	-
Total Revenues	<u>390,310</u>	<u>398,029</u>	<u>396,381</u>	<u>396,381</u>	<u>413,010</u>
<b>Expenses</b>	<u>498,181</u>	<u>475,300</u>	<u>503,144</u>	<u>503,144</u>	<u>496,568</u>
Net Income (loss)	(107,871)	(77,271)	(106,763)	(106,763)	(83,558)
Beginning Retained Earnings	474,257	506,832	539,893	570,007	482,690
Capital Asset Acquisitions	-	-	(121,000)	(121,000)	-
Allocated to Capital Projects	-	-	-	-	-
Credit for Depreciation	<u>140,446</u>	<u>140,446</u>	<u>140,446</u>	<u>140,446</u>	<u>140,446</u>
Available Retained Earnings	<u>\$ 506,832</u>	<u>\$ 570,007</u>	<u>\$ 452,576</u>	<u>\$ 482,690</u>	<u>\$ 539,578</u>

**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Fund: 011 - Employee Health Care Fund**  
**Department: 18 - Health Care Fund Summary**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
<b>Revenues</b>					
Charge for Services	\$ -	\$ 1,903,581	\$ 2,148,495	\$ 2,148,495	\$ 2,436,200
Participant premiums	-	236,949	243,552	243,552	297,108
Transfer from Other Funds	117,637	-	-	-	-
Interest Earnings	-	836	1,000	1,000	1,000
Total Revenues	<u>117,637</u>	<u>2,141,366</u>	<u>2,393,047</u>	<u>2,393,047</u>	<u>2,734,308</u>
<b>Expenses</b>	<u>-</u>	<u>2,010,581</u>	<u>2,391,806</u>	<u>2,391,806</u>	<u>2,733,336</u>
Net Income (loss)	117,637	130,785	1,241	1,241	972
Beginning Retained Earnings	<u>-</u>	<u>117,637</u>	<u>100,000</u>	<u>248,422</u>	<u>249,663</u>
Available Retained Earnings	<u>\$ 117,637</u>	<u>\$ 248,422</u>	<u>\$ 101,241</u>	<u>\$ 249,663</u>	<u>\$ 250,635</u>

**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Fund: 061 - Equipment Replacement Fund**  
**Department: 59 - Equipment Replacement Fund Summary**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
<b>Revenues</b>					
Rents & Leases	\$ 339,205	\$ 324,104	\$ 379,876	\$ 379,876	\$ 321,754
Interest Earnings	4,770	7,006	20,000	20,000	14,000
Other income	-	-	-	400,000	25,000
Total Revenues	<u>343,975</u>	<u>331,110</u>	<u>399,876</u>	<u>799,876</u>	<u>360,754</u>
<b>Expenses - Depreciation</b>	<u>168,486</u>	<u>160,125</u>	<u>160,125</u>	<u>160,125</u>	<u>190,000</u>
Net Income (loss)	175,489	170,985	239,751	639,751	170,754
Transfers out	-	(400,000)	-	-	-
Total net income (loss) and transfers out	175,489	(229,015)	239,751	639,751	170,754
Beginning Net Position	<u>2,981,827</u>	<u>3,157,316</u>	<u>2,928,301</u>	<u>2,928,301</u>	<u>3,568,052</u>
Ending Net Position	3,157,316	2,928,301	3,168,052	3,568,052	3,738,806
Invested in Capital Assets	<u>(1,456,036)</u>	<u>(1,754,920)</u>	<u>(2,739,818)</u>	<u>(2,594,366)</u>	<u>(2,404,366)</u>
Unrestricted Net Position	<u>\$ 1,701,280</u>	<u>\$ 1,173,381</u>	<u>\$ 428,234</u>	<u>\$ 973,686</u>	<u>\$ 1,334,440</u>

**City of Kenai  
Fiscal Year 2020 Operating Budget**

**Budget Projection  
Land Sales Permanent Funds**

	<b><u>Actual FY2017</u></b>	<b><u>Actual FY2018</u></b>	<b><u>Original Budget FY2019</u></b>	<b><u>FY2019 Projection</u></b>	<b><u>Manager Proposed FY2020</u></b>
<b>FUND 082-52 Airport Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 2,055,039	\$ 1,513,454	\$ 1,520,536	\$ 1,520,536	\$ 1,333,556
Acct. 36645 Interest on Land Sale Contracts	-	-	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>362,731</u>	<u>9,234</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	2,417,770	1,522,688	1,530,536	1,530,536	1,343,556
<b>Expenses</b>					
Transfer to Airport Land System Fund	<u>1,175,414</u>	<u>1,210,348</u>	<u>1,230,025</u>	<u>1,230,025</u>	<u>908,811</u>
Contributions To/(From) Fund Balance	1,242,356	312,340	300,511	300,511	434,745
Beginning Fund Balance	<u>23,037,659</u>	<u>24,280,015</u>	<u>24,600,203</u>	<u>24,592,355</u>	<u>24,892,866</u>
Ending Fund Balance	<u>\$ 24,280,015</u>	<u>\$ 24,592,355</u>	<u>\$ 24,900,714</u>	<u>\$ 24,892,866</u>	<u>\$ 25,327,611</u>
<b>FUND 081-52 General Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 256,966	\$ 187,598	\$ 189,844	\$ 189,844	\$ 175,829
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>-</u>	<u>54,001</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	256,966	241,599	189,844	189,844	175,829
<b>Expenses</b>					
Transfer to General Fund	<u>149,802</u>	<u>161,561</u>	<u>162,999</u>	<u>-</u>	<u>124,252</u>
Contributions To/(From) Fund Balance	107,164	80,038	26,845	189,844	51,577
Beginning Fund Balance	<u>2,942,775</u>	<u>3,049,939</u>	<u>2,965,790</u>	<u>3,129,977</u>	<u>3,319,821</u>
Ending Fund Balance	<u>\$ 3,049,939</u>	<u>\$ 3,129,977</u>	<u>\$ 2,992,635</u>	<u>\$ 3,319,821</u>	<u>\$ 3,371,398</u>



**City of Kenai**  
**Fiscal Year 2020 Operating Budget**

**Fund 048 - Debt Service**

	<b>Actual FY2017</b>	<b>Actual FY2018</b>	<b>Original Budget FY2019</b>	<b>Projection FY2019</b>	<b>Manager Proposed FY2020</b>
<b>Revenues</b>					
Bond Interest Subsidy	34,959	34,996	34,996	34,996	32,607
Transfer from General Fund	140,439	142,002	143,402	143,402	140,097
Total Revenue	<u>175,398</u>	<u>176,998</u>	<u>178,398</u>	<u>178,398</u>	<u>172,704</u>
<b>Expenditures</b>					
Parks, Recreation & Culture	<u>175,398</u>	<u>176,998</u>	<u>178,398</u>	<u>178,398</u>	<u>172,704</u>
Contributions To/From Fund Balance	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai  
Fiscal Year 2020 Capital Budget**

**Summary of Projects and Funding Sources**

	<b><u>General Fund</u></b>	<b><u>Airport Special Revenue Fund</u></b>	<b><u>Water &amp; Sewer Special Revenue Fund</u></b>	<b><u>Senior Citizen Special Revenue Fund</u></b>	<b><u>Library Improvements Capital Project Fund</u></b>
<b>Funds Provided:</b>					
General Fund Revenues/Reserves	\$ 14,100	\$ -	\$ -	\$ -	\$ -
Airport Fund Revenues/Reserves	-	800	-	-	-
Water & Sewer Fund Revenues/Reserves	-	-	355,000	-	-
Transfer from Other Funds:					
General Fund	-	-	-	14,000	50,000
Airport Special Revenue Fund	-	-	-	-	-
Water & Sewer Special Revenue Fund	-	-	-	-	-
<b>Total Funds Provided</b>	<b>14,100</b>	<b>800</b>	<b>355,000</b>	<b>14,000</b>	<b>50,000</b>
<b>Funds Applied:</b>					
Network equipment replacement Phase I	14,100	800	-	-	-
Concrete sidewalk and retaining wall repair	-	-	-	-	50,000
Kenai Recreation Center roof repair	-	-	-	-	-
Kenai Recreation Center grading repair	-	-	-	-	-
Airport Operations dry sprinkler system replacement	-	-	-	-	-
Water & Sewer Utility masterplan and rate study	-	-	300,000	-	-
WWTP Clarifier/Pump house coatings	-	-	-	-	-
WWTP Belt Press replacement	-	-	-	-	-
WWTP Aeration basin restore/coating	-	-	-	-	-
SCADA system integration	-	-	55,000	-	-
Hydrant mapping & installation Phase I	-	-	-	-	-
City street sink hole repairs	-	-	-	-	-
Other street repair and improvement projects to be identified	-	-	-	-	-
Municipal Park trail construction	-	-	-	-	-
Senior Center sound system upgrade Phase II	-	-	-	14,000	-
<b>Total Funds Applied</b>	<b>14,100</b>	<b>800</b>	<b>355,000</b>	<b>14,000</b>	<b>50,000</b>
<b>Net Results From Operations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Kenai  
Fiscal Year 2020 Capital Budget**

**Summary of Projects and Funding Sources**

<b>Kenai Recreation Center Improvements Capital Project Fund</b>	<b>Airport Operations Facility Capital Project Fund</b>	<b>Waste Water Treatment Plant Capital Project Fund</b>	<b>Water &amp; Sewer Capital Project Fund</b>	<b>Municipal Roadway Improvements Capital Project Fund</b>	<b>Trail Construction Capital Project Fund</b>	<b>Total</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,100
-	-	-	-	-	-	800
-	-	-	-	-	-	355,000
100,000	-	-	-	200,000	37,800	401,800
-	40,000	-	-	-	-	40,000
-	-	630,000	75,000	-	-	705,000
<u>100,000</u>	<u>40,000</u>	<u>630,000</u>	<u>75,000</u>	<u>200,000</u>	<u>37,800</u>	<u>1,516,700</u>
-	-	-	-	-	-	14,900
-	-	-	-	-	-	50,000
50,000	-	-	-	-	-	50,000
50,000	-	-	-	-	-	50,000
-	40,000	-	-	-	-	40,000
-	-	-	-	-	-	300,000
-	-	40,000	-	-	-	40,000
-	-	500,000	-	-	-	500,000
-	-	90,000	-	-	-	90,000
-	-	-	-	-	-	55,000
-	-	-	75,000	-	-	75,000
-	-	-	-	71,000	-	71,000
-	-	-	-	-	-	-
-	-	-	-	129,000	-	129,000
-	-	-	-	-	37,800	37,800
-	-	-	-	-	-	14,000
<u>100,000</u>	<u>40,000</u>	<u>630,000</u>	<u>75,000</u>	<u>200,000</u>	<u>37,800</u>	<u>1,516,700</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>Network Equip. Replacement</u>	Project Manager: <u>Dan Castimore</u>
Fund: <u>Various</u>	Fund Number: <u>001, 008</u>
Department: <u>Finance</u>	Department Priority: <u>2</u>

**Estimated Cost:** \$14,900

**Proposed Funding Source(s):**

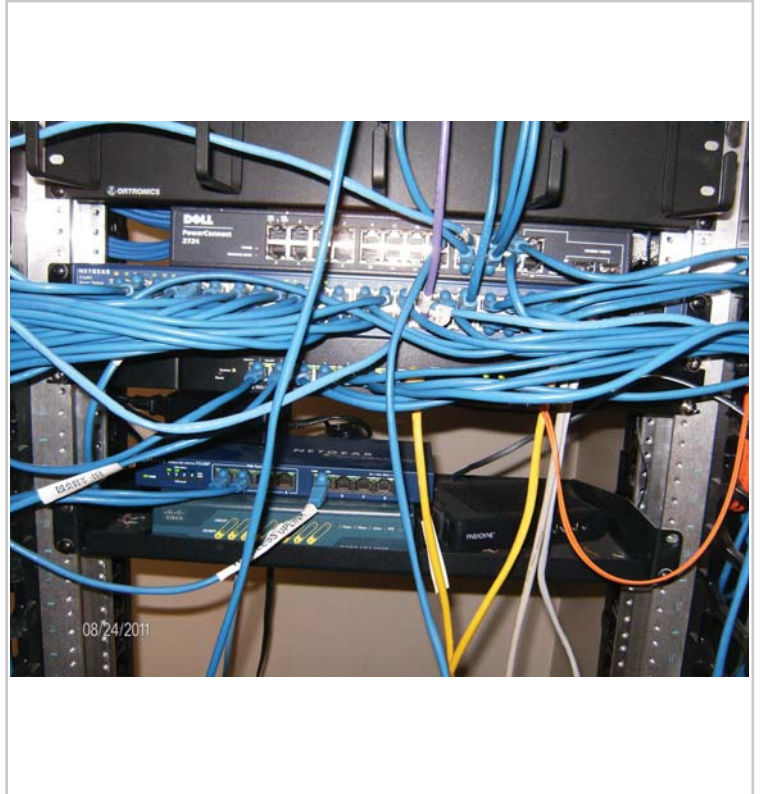
Source 1: <u>0014182024</u>	Amount: <u>\$14,100</u>
Source 2: <u>0084642024</u>	Amount: <u>\$800</u>
Source 3: _____	Amount: _____
Source 4: _____	Amount: _____
Source 5: _____	Amount: _____

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Purchase and install prior to July 2020.



**Project Description:**

Replace network equipment that is no longer supported by the vendor. This includes network switches that are 10 years old, and wireless equipment that is no longer compatible with the wireless controller.

**Anticipated Impact on Operating Budget:**

None.

**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>Concrete Sidewalk &amp; Retaining</u>	Project Manager: <u>Scott Curtin</u>
Fund: <u>Library Impr. Capital Proj Fund</u>	Fund Number: <u>218</u>
Department: <u>Buildings</u>	Department Priority: <u>1</u>

**Estimated Cost:** \$50,000

**Proposed Funding Source(s):**

Source 1: GF Amount: \$50,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Design - 1st quarter FY20  
Construction - dependent on block availability



**Project Description:**

The existing CMU wall at the Library was not replaced with the Library Renovation Project 10 years ago. It is failing and does not look good with the renovated portions of the Library. Additionally, there are several cracked sidewalks that should be replaced for safety reasons.

Demolition and replacement of affected areas, installation of new concrete sidewalks and new landscape retaining wall blocking.

**Anticipated Impact on Operating Budget:**

**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>Kenai Rec. Center Roof Repair</u>	Project Manager: <u>Scott Curtin</u>
Fund: <u>Kenai Recreation Center CP</u>	Fund Number: <u>119</u>
Department: <u>Recreation</u>	Department Priority: <u>2</u>

**Estimated Cost:** \$50,000

**Proposed Funding Source(s):**

Source 1: GF Amount: \$50,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

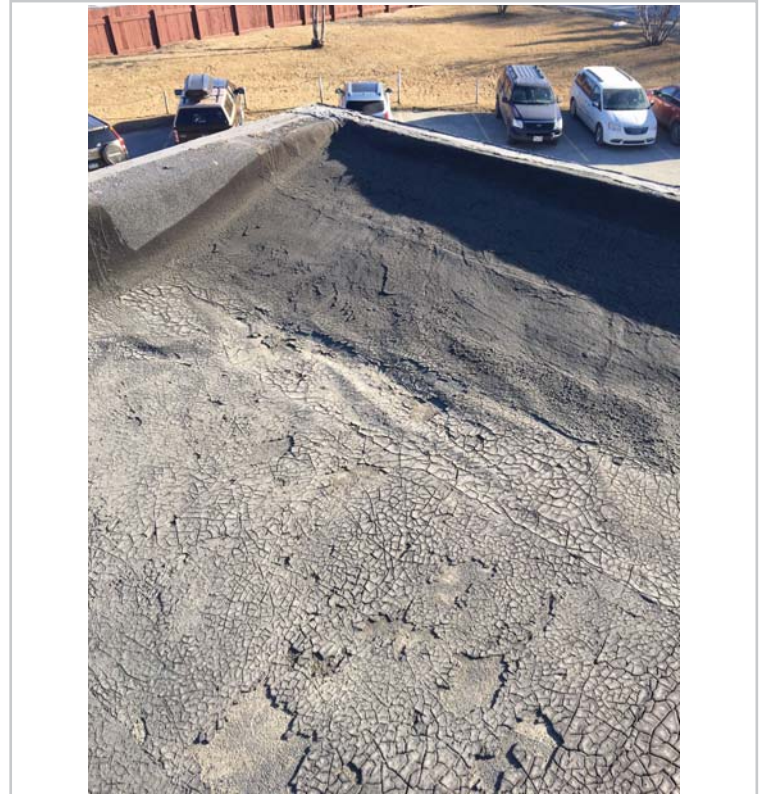
- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Repair 1st Quarter FY20

**Project Description:**

The Recreation Center roof has portions that are beyond their intended useful life. Areas within the Rec Center are experiencing some minor roof leaking. This project will provide for a Hot Mop and top cap layer to seal up leaking areas.



**Anticipated Impact on Operating Budget:**

**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>Kenai Rec. Center Grading</u>	Project Manager: <u>Scott Curtin</u>
Fund: <u>Kenai Recreation Center CP</u>	Fund Number: <u>119</u>
Department: <u>Recreation</u>	Department Priority: <u>3</u>

**Estimated Cost:** \$50,000

**Proposed Funding Source(s):**

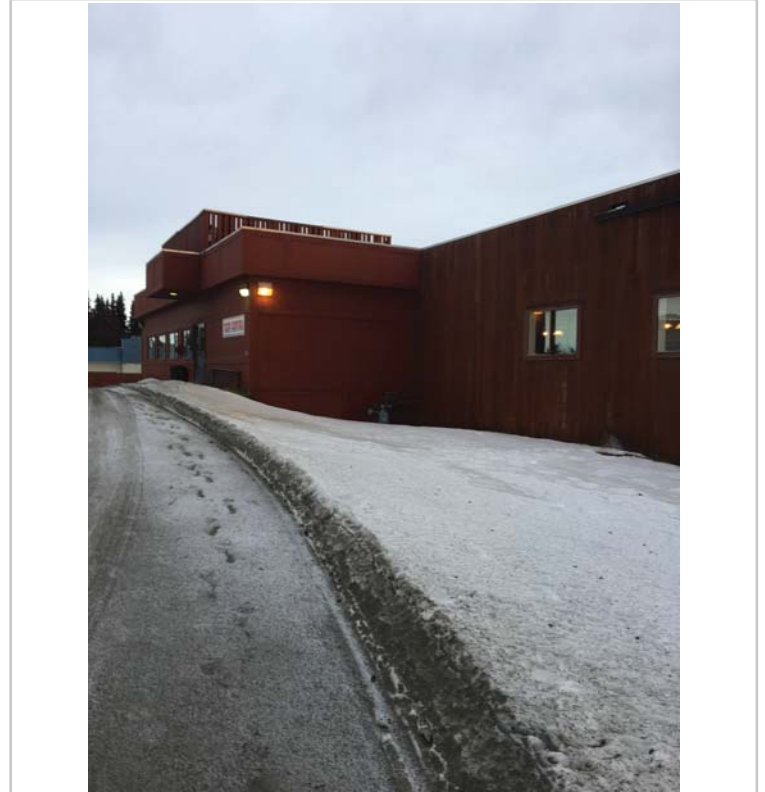
Source 1: GF Amount: \$50,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Design / Construction - 1st quarter FY20



**Project Description:**

The grading at the Recreation Center does not currently provide enough positive drainage away from the structure. Snow & Rain have begun to deteriorate the exterior siding, as well as interior drywall and tile within the affected area. This project will regrade the property to drain away from the building down to a new storm detention basin.

**Anticipated Impact on Operating Budget:**



**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name:	Replace Dry Sprinkler	Project Manager:	Scott Curtin
Fund:	Airport Ops Capital Proj Fund	Fund Number:	328
Department:	Airport - Kenai Ops Facility	Department Priority:	1

**Estimated Cost:** \$40,000

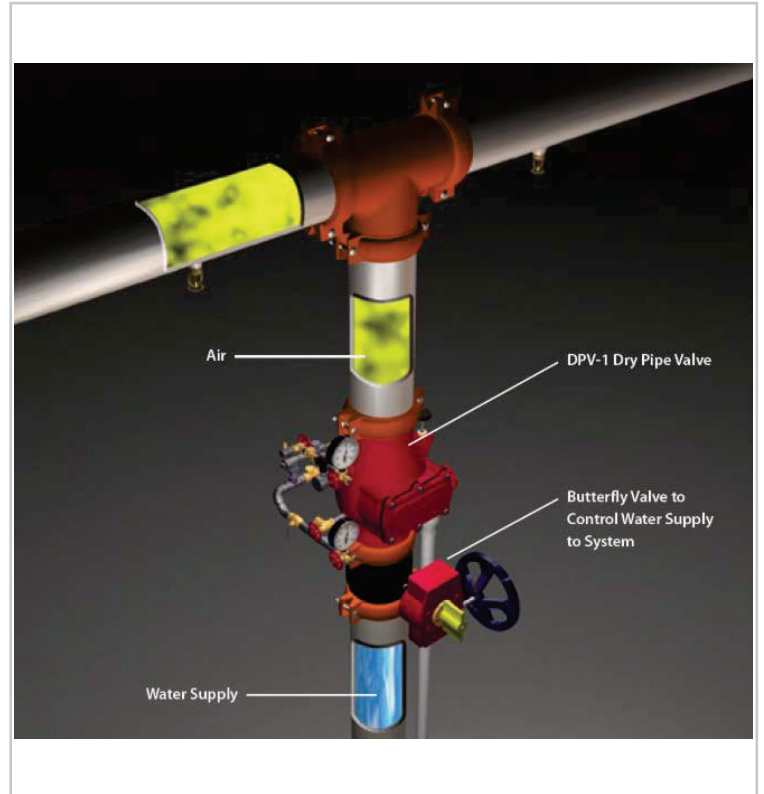
**Proposed Funding Source(s):**

Source 1: Airport SR Amount: \$40,000  
Source 2: Amount:  
Source 3: Amount:  
Source 4: Amount:  
Source 5: Amount:

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**



**Project Description:**

Seventeen year old Dry Sprinkler piping is corroding and again starting to develop leaks. When leaks occur, the dry system could activate and fill with water. During freezing conditions, pipes could freeze and cause extensive damage. Three bays are involved: Apparatus bay, wash bay and sand storage bay.

Replace dry sprinkler piping, and reroute under ceiling with galvanized pipe.

**Anticipated Impact on Operating Budget:**

Failure of dry sprinkler system will cause system discharge and damage to the facility and its contents.



**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name:	Update Master Plan/Rate Study	Project Manager:	Scott Curtin
Fund:	Water & Sewer SR Fund	Fund Number:	010
Department:	Water, Sewer & WWTP	Department Priority:	2

**Estimated Cost:** \$300,000

**Proposed Funding Source(s):**

Source 1:	0104674531	Amount:	\$150,000
Source 2:	0104664531	Amount:	\$75,000
Source 3:	0104654531	Amount:	\$75,000
Source 4:		Amount:	
Source 5:		Amount:	

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

RFP - 1st quarter FY20

**Project Description:**

The current Master Plan was completed in 2003/2004. There have been numerous changes to permitting requirements, personnel changes, equipment failures, etc. in that time. The rate increases that resulted from that plan were implemented and we have not had a rate increase for two years. Costs split between water and sewer are \$75,000 each.

**Anticipated Impact on Operating Budget:**

The direction this report will provide will prevent funds from being expended on lower priority items. Master Plans should be updated every 10 years. This will provide a direction for future improvements and expenditures.

*Final*

## City of Kenai

# Wastewater Facility Master Plan

Prepared for  
**City of Kenai**  
Public Works Department  
210 Fidalgo Avenue  
Kenai, Alaska 99811

March 2004

**CH2MHILL**  
301 West Northern Lights Boulevard, Suite 801  
Anchorage, Alaska 99503-2882  
(907) 278-2551

**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>Clarifier/Pump Housing Coatings</u>	Project Manager: <u>Scott Curtin</u>
Fund: <u>WWTP CP Fund</u>	Fund Number: <u>625</u>
Department: <u>WWTP</u>	Department Priority: <u>5</u>

**Estimated Cost:** \$40,000

**Proposed Funding Source(s):**

Source 1: WWTP Amount: \$40,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Seasonal work.  
Begin 1st quarter FY20  
Complete 4th quarter FY20

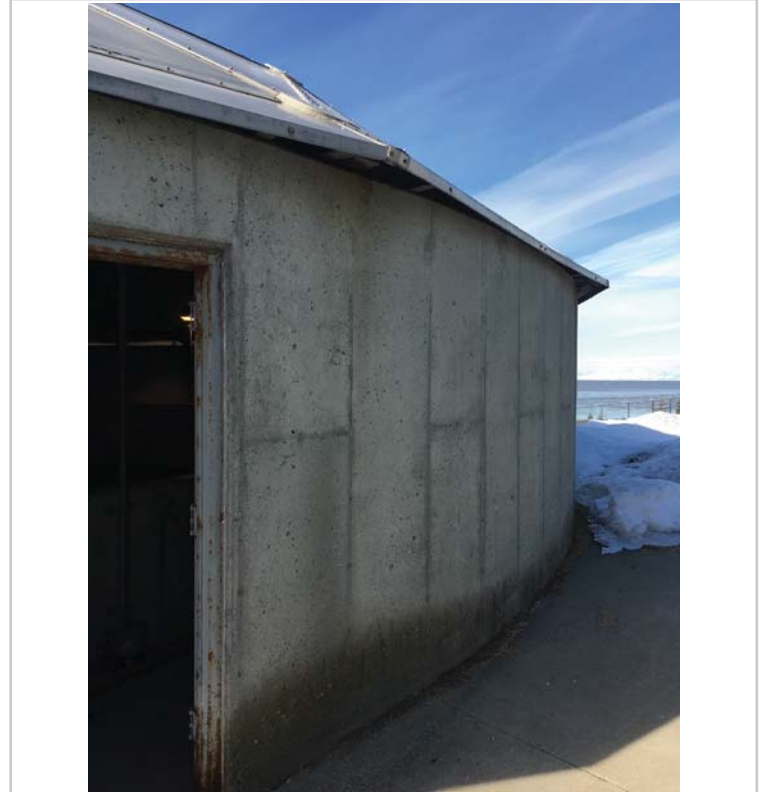
**Project Description:**

Exteriors of Clarifier Tanks are raw concrete that have weathered for 40 years. Areas of concrete have exposed aggregate, doors and frames are extremely rusted due to the salt air. This project will provide an exterior coating to both clarifier's and pump house and replacement of exterior doors. Most of the work will be completed by staff.

Replacement of three metal doors, frames and hardware. Patching of rough concrete areas. Application of topcoat. This will be rolled on product and will look similar to a rough stucco. Staff will work on as work/staff availability permits.

**Anticipated Impact on Operating Budget:**

This is appropriate long term maintenance. It will provide a noticeable face lift to the facility where the public will notice the property is being cared for.



**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name:	Belt Filter Press	Project Manager:	Roscoe Barrett
Fund:	WWTP CP Fund	Fund Number:	625
Department:	WWTP	Department Priority:	1

**Estimated Cost:** \$500,000

**Proposed Funding Source(s):**

Source 1: WWTP Amount: \$500,000  
Source 2: Amount:   
Source 3: Amount:   
Source 4: Amount:   
Source 5: Amount:

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Design - 1st quarter FY20  
Invitation to bid - 3rd quarter FY20  
Construction - 4th quarter FY20

**Project Description:**

The belt press was installed during the last upgrade in 1981, for the past 15 years it has remained serviceable only by the extraordinary effort of the crew. This press is no longer in production and it has become difficult to find replacement parts. Some parts have been fabricated to remain operational.

Add a screw press to the existing system utilizing the same sludge piping, polymer injection and drainage system currently in place. Estimates of design and improvements would cost approximately \$500,000.00.

**Anticipated Impact on Operating Budget:**

The belt press is the last stage of wastewater treatment and a very critical component in operational control. If for any reason this process through either a major breakdown or the possibility of a long delay in obtaining parts our process could be compromised to the point of failing our permit.



**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name:	Aeration Basin Restore/Coating	Project Manager:	Scott Curtin
Fund:	WWTP CP Fund	Fund Number:	625
Department:	WWTP	Department Priority:	4

**Estimated Cost:** \$90,000

**Proposed Funding Source(s):**

Source 1: WWTP Amount: \$90,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

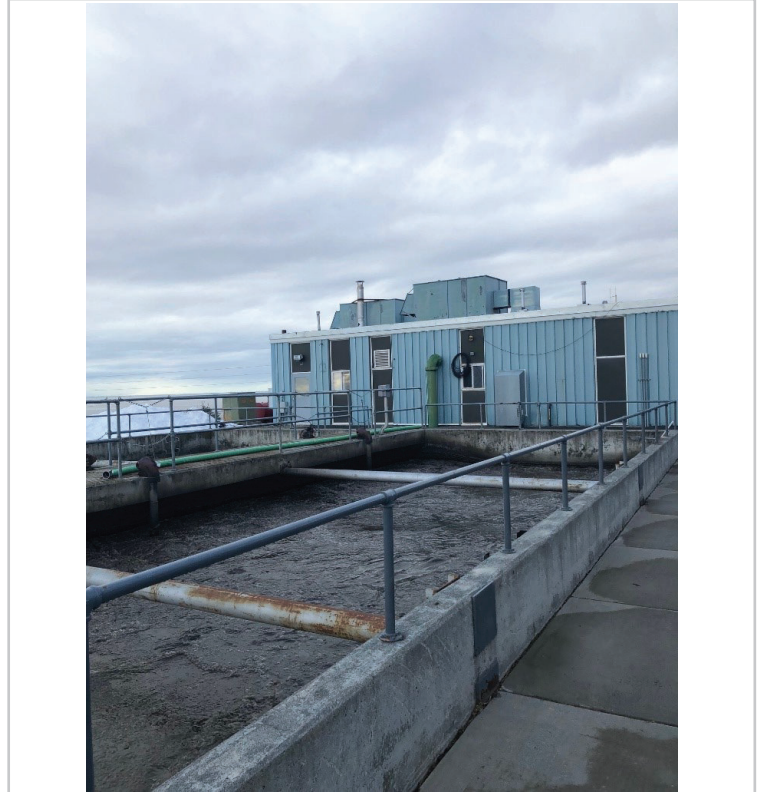
- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Design - 1st quarter FY20  
Construction - 4th quarter FY20

**Project Description:**

The WWTP has four, 130,000 gallon aeration basins. Each basin is approximately 76' x 20' x 12'. The basins are 40+ years old, and they have some concrete cracking, as well as some concrete scouring at the surface from years of the basins churning. Basins need sand blasting, epoxy fill of cracks, patching of scoured areas and epoxy coating. Phase I will complete one of the four basins.



**Anticipated Impact on Operating Budget:**

Completion of this work will allow the basins to continue to operate for another 30 years.

## City of Kenai

### Fiscal Year 2020 Capital Budget

Project Name:	SCADA Integration	Project Manager:	Scott Curtin
Fund:	Water & Sewer SR Fund	Fund Number:	621
Department:	Water/Sewer/WWTP	Department Priority:	3

**Estimated Cost:** \$55,000

#### Proposed Funding Source(s):

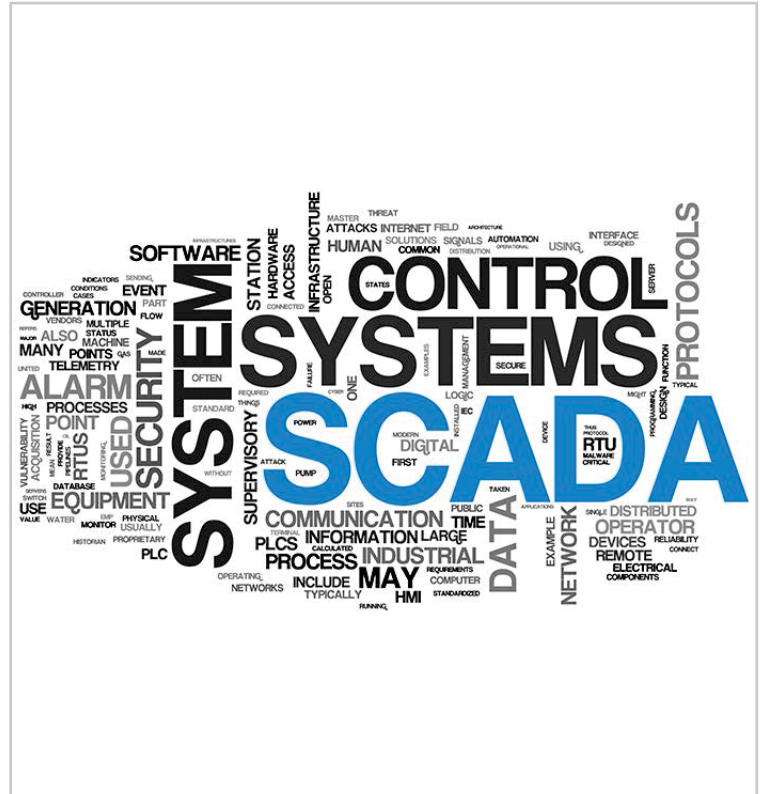
Source 1:	0104654531	Amount:	\$12,500
Source 2:	0104664531	Amount:	\$12,500
Source 3:	0104674531	Amount:	\$30,000
Source 4:		Amount:	
Source 5:		Amount:	

#### Project Status:

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

#### Proposed Project Schedule:

Phase I to be completed in FY2020.



#### Project Description:

The City has an existing Wonderware SCADA system operational. The Water/Sewer side is extensively more setup than the WWTP. The only items tying into SCADA at the WWTP are level indicators for the hypochlorite and bisulfite tanks. There are numerous other items that could be tied in, including the new blowers and DO probes.

Requesting we spread costs out over the next few years to coincide with new equipment replacing old.

Water/Sewer: Continue with an annual \$25K/year service contract for SCADA Integration split between Water and Sewer for the next three years.

#### Anticipated Impact on Operating Budget:

Implementation of this system will gain insight and oversight into our operational processes which will provide opportunities for efficiency and lower operating costs.



**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name:	<u>Hydrant Mapping &amp; Installation</u>	Project Manager:	<u>Scott Curtin</u>
Fund:	<u>Water &amp; Sewer CP Fund</u>	Fund Number:	<u>621</u>
Department:	<u>Water</u>	Department Priority:	<u>6</u>

**Estimated Cost:** \$150,000

**Proposed Funding Source(s):**

Source 1: W&S SR Amount: \$150,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Mapping - 1st quarter FY20  
Installation - 4th quarter FY20

**Project Description:**

Correctly identify all hydrants within city limits and map to GIS. Provide for installation of hydrants at dead ends of main runs to allow for sufficient flushing.

This project will provide for the verification of all hydrants, their locations and ownership, placement onto GIS by Gary, our GIS integrator, and some installation of new hydrants in areas identified. This will allow for a greater control and understanding of our water system. Provide a more thorough flushing of the distribution system.

**Anticipated Impact on Operating Budget:**

Areas of the City which may continue to be underserved by hydrants at risk of fire. Risk of allowing some areas of distribution system seeing low flows having lower quality water due to inability to thoroughly flush mains.



**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>City Street Sink Hole Repairs</u>	Project Manager: <u>Scott Curtin</u>
Fund: <u>Municipal Roadway Imp. CP</u>	Fund Number: <u>755</u>
Department: <u>N/A</u>	Department Priority: <u>1</u>

**Estimated Cost:** \$71,000

**Proposed Funding Source(s):**

Source 1: Gen. Fund Amount: \$71,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

FY20 Construction season.



**Project Description:**

Public Works has identified several City streets which have been negatively impacted by sinkholes and other settling. Cause of the problems varies from failing storm drains to non-suitable materials being present in road base. This project will excavate and repair broken storm drains, excavate and remove non-suitable materials, and repave impacted areas. City streets identified for work include Aliak, Highbush, Water Gate & Pirate, Water Gate & Schooner, Water Gate & Setnet, Fourth & Haller, Eagle Rock & Tern, and Silver Salmon.

**Anticipated Impact on Operating Budget:**

Repair will mitigate future damage and expense associated with failures.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	<u>Streets Improvements/Repairs</u>	Project Manager:	<u>Scott Curtin</u>
Fund:	<u>Municipal Roadway Imp. CP</u>	Fund Number:	<u>755</u>
Department:	<u>Streets</u>	Department Priority:	<u>2</u>

**Estimated Cost:** \$129,000

**Proposed Funding Source(s):**

Source 1: General Amount: \$129,000  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

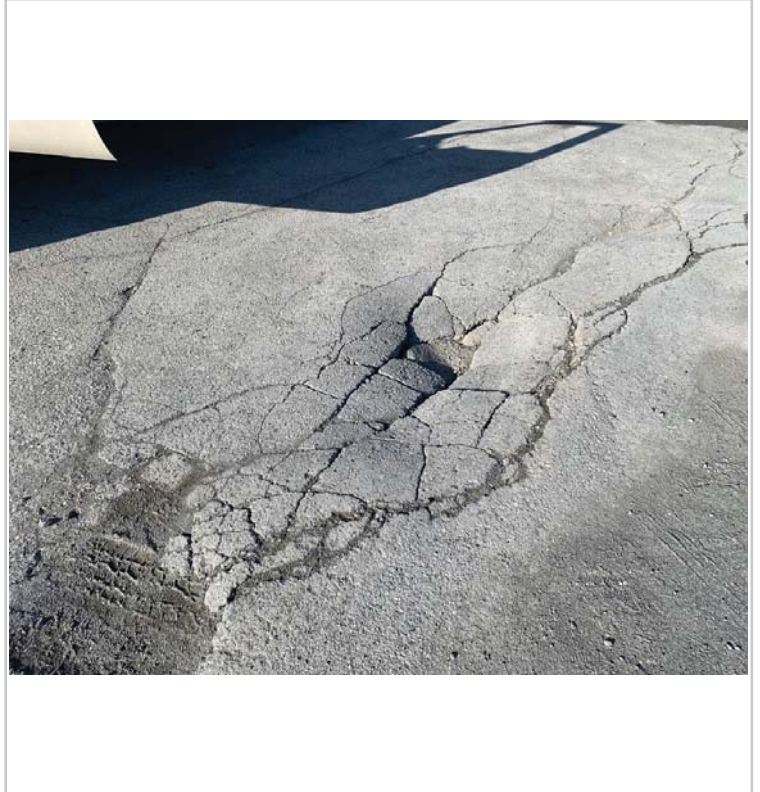
- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

FY2020 Construction season after project identification.

**Project Description:**

Funds to be available for road and curb repairs after project prioritization.



**Anticipated Impact on Operating Budget:**

N/A



**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>Municipal Park Trail Const.</u>	Project Manager: <u>Bob Frates</u>
Fund: <u>Trail Construction CP Fund</u>	Fund Number: <u>751</u>
Department: <u>N/A</u>	Department Priority: <u>1</u>

**Estimated Cost:** \$37,800

**Proposed Funding Source(s):**

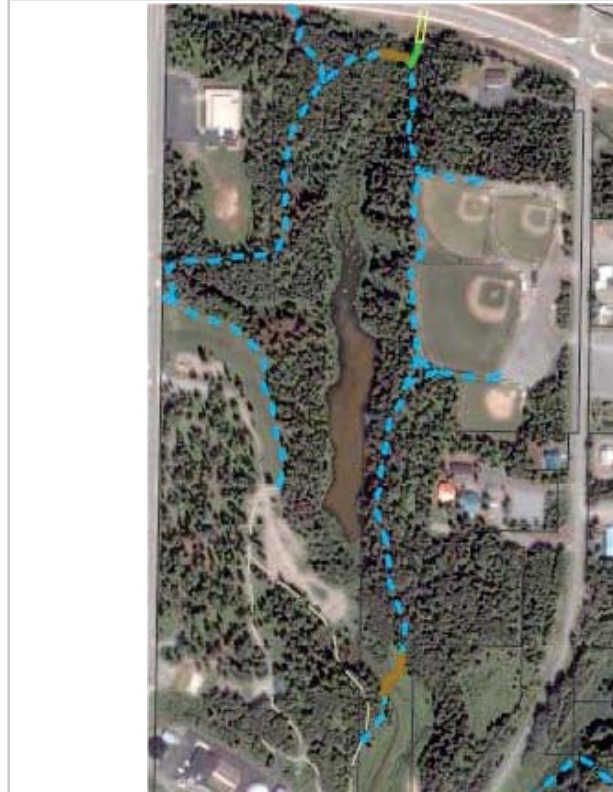
Source 1: Gen. Fund Amount: \$37,800  
Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Construction in summer 2019.



**Project Description:**

Project establishes trails in close proximity of existing use areas (ballpark, poetry trail, and playground area). Project will include construction of 0.40 miles of new trail, surveying for future trail construction, and bridge design work for future trail construction.

**Anticipated Impact on Operating Budget:**

Future operational costs for the trail work would be minimal and are estimated to be less than \$1,000.

**City of Kenai**  
**Fiscal Year 2020 Capital Budget**

Project Name: <u>Senior Center Sound Phase II</u>	Project Manager: <u>Dan Castimore</u>
Fund: <u>Senior Citizen Fund</u>	Fund Number: <u>019</u>
Department: <u>Access</u>	Department Priority: <u>1</u>

**Estimated Cost:** \$14,000

**Proposed Funding Source(s):**

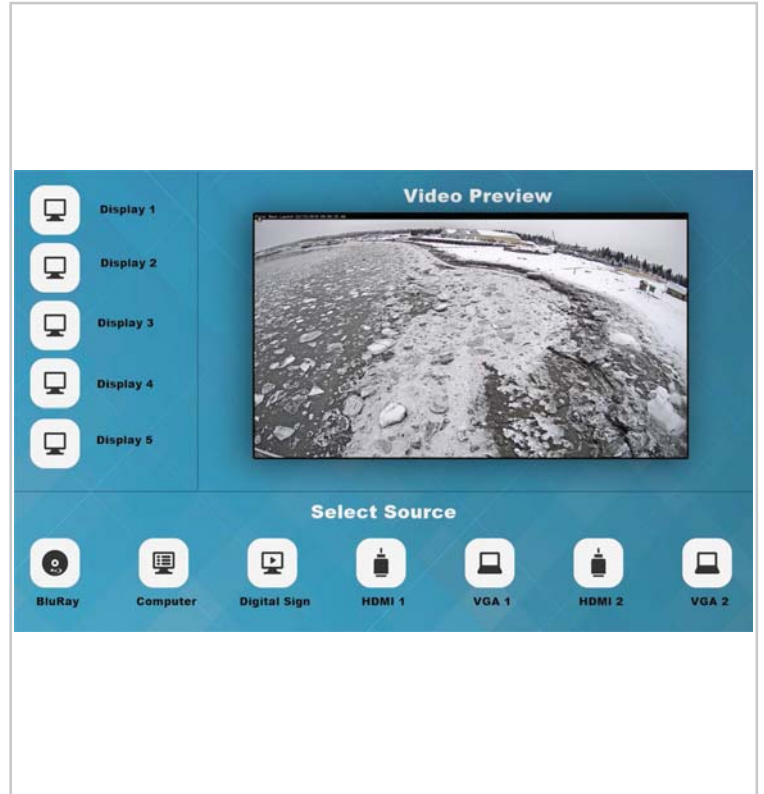
Source 1: GF Amount: \$14,000  
 Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**Project Status:**

- ☒ New  
☐ Continuation of proposed project  
☐ Supplemental funding to existing project

**Proposed Project Schedule:**

Install equipment prior to July 2020



**Project Description:**

This project would provide additional microphones and microphone stands, provide a VOIP card to allow for teleconferences using the sound system, and complete the control system. Currently there are no controls for the sound system in the game room, which limits the usefulness of this system. In the initial project, cabling for wired microphones was installed, but no equipment was purchased.

**Anticipated Impact on Operating Budget:**

This will allow us to better accommodate our seniors who have hearing or visual impairments, thus improving their quality of life. With this new addition, we will increase our add on options for Center rentals making us more competitive with modern technology in a tight market.



Sponsored by: Administration

## CITY OF KENAI

### ORDINANCE NO. 3064-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS BY \$339.90 IN THE GENERAL FUND – POLICE DEPARTMENT FOR STATE TRAFFIC GRANT OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department joins with other law enforcement agencies statewide to support Alaska Highway Safety Office (AHSO) traffic safety programs to reduce fatalities and injuries on roadways; and,

WHEREAS, AHSO traffic-related overtime funds require no local match and allow the department to provide specific traffic safety patrols; and,

WHEREAS, actual AHSO overtime expenditures for traffic safety patrols totaled \$339.90 from July 1, 2018 through April 15, 2019; and,

WHEREAS, overtime for these additional traffic safety patrols was not budgeted and the department is requesting appropriation into overtime budget equal to the amount of AHSO grant funding received.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 1.** That the City Manager is authorized to accept these grant funds from the State of Alaska in the amount of \$339.90 and to expend grant funds to fulfill the purpose and intent of this ordinance.

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

General Fund:

Increase Estimated Revenues –	
State Grants - Police	<u>\$339.90</u>
Increase Appropriations –	
Police - Overtime	<u>\$339.90</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 15<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: May 1, 2019  
Enacted: May 15, 2019  
Effective: May 15, 2019



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
[www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** David Ross, Police Chief  
**DATE:** April 16, 2019  
**SUBJECT:** **Ordinance No. 3064-2019 - Ordinance accepting and appropriating Alaska Highway Safety Office grant funds for Police Overtime**

---

The Kenai Police Department continues to participate in traffic enforcement overtime patrols, reimbursed to the City of Kenai through a grant by the Alaska Highway Safety Office (AHSO). These overtime patrols are not budgeted in the FY19 budget.

Actual overtime costs for traffic enforcement during fiscal year FY19 to date, which qualified for AHSO reimbursement, was \$339.90. AHSO – overtime reimbursements are deposited into the general fund.

I respectfully request consideration of the ordinance accepting and appropriating the grant amount to the police overtime account.





Sponsored by: Administration

## CITY OF KENAI

### ORDINANCE NO. 3065-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ACCEPTING AND APPROPRIATING A VOLUNTEER FIRE ASSISTANCE (VFA) GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE PASSED THROUGH THE STATE OF ALASKA DIVISION OF FORESTRY FOR THE PURCHASE OF FORESTRY FIREFIGHTING EQUIPMENT.

WHEREAS, Kenai Fire Department (KFD) personnel currently use structural firefighting ensemble to respond to wildland fire incidents, which causes increased stress and fatigue while engaged in firefighting activities; and

WHEREAS, grant funding will be used to purchase pants and shirts for KFD personnel, to be used while responding to Forest Fire Incidents; and

WHEREAS, the State of Alaska Division of Forestry has provided a grant in the amount of \$7,467.97 to assist the City of Kenai Fire Department in purchasing forestry firefighting gear; and,

WHEREAS, appropriation of this grant for its intended purpose is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 1.** That the City Manager is authorized to accept a grant from the United States Department of Agriculture Forest Service passed through the State of Alaska Division of Forestry in the amount of \$7,467.97 for the purchase of forestry firefighting equipment and is authorized to execute a grant agreement and to expend the grant funds to fulfill the purpose and intent of this Ordinance.

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

General Fund:

Increase Estimated Revenues –  
Federal Grants – Fire

\$7,467.97

Increase Appropriations –  
Fire – Small Tools/Minor Equipment

\$7,467.97

**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 15<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: May 1st, 2019  
Enacted: May 15th, 2019  
Effective: June 14th, 2019



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
[www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Tony Prior, Battalion Chief  
**DATE:** April 18, 2019  
**SUBJECT:** **Ordinance No. 3065-2019 – Accepting and Appropriating a Volunteer Fire Assistance Grant for the Purchase of Forestry Firefighting Equipment**

---

The City of Kenai Fire Department has been awarded a Volunteer Fire Assistance (VFA) grant in the amount of \$7,467.97 for the purchase of forestry firefighting gear from the United States Department of Agriculture Forest Service through State of Alaska Division of Forestry. The grant will fund the purchase of forestry firefighting pants and shirts for our personnel, which will enable them to respond to forestry fires in gear other than structural turn outs.

Your consideration is appreciated.





**KENAI COUNCIL ON AGING  
REGULAR MEETING  
APRIL 11, 2019 – 4:30 P.M.  
KENAI SENIOR CENTER  
CHAIR ROY WILLIAMS, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Chair Williams called the meeting to order at 4:30 p.m.

**a. Pledge of Allegiance**

Chair Williams led those assembled in the Pledge of Allegiance.

**b. Roll was confirmed as follows:**

Members Present: Chair R. Williams, Vice Chair D. Erwin, V. Geller, A. Weeks, C. Thornton, S. Bise, L. Nelson, B. Modigh

Members Absent: M. Milewski

Staff/Council Liaison Present: Senior Center Director K. Romain, City Planner E. Appleby

A quorum was present.

**c. Agenda Approval**

**MOTION:**

Councilor Geller **MOVED** for approval of the agenda and Councilor Erwin **SECONDED** the motion. There were no objections; **SO ORDERED**.

**2. SCHEDULED PUBLIC COMMENTS**

**a. Elizabeth Appleby -- Planning Resources Available from AARP**

City Planner, Elizabeth Appleby reported she attended the Annual Planning Conference and reviewed the information included in the packet, as well as provided a synopsis of the conference and classes she attended. She noted there were many planning opportunities for seniors on the AARP website and invited the seniors to be involved in the process.

*[Clerk's Note: Council Member Modigh arrived at 4:40 PM]*

E. Appleby also noted a Regional Transit Plan Workshop would be held the end of May to develop goals.

**3. UNSCHEDULED PUBLIC COMMENT – None.**

#### **4. APPROVAL OF MEETING SUMMARY**

- a. February 14, 2019

#### **MOTION:**

Councilor Thornton **MOVED** to approve the February 14, 2019 meeting summary and Councilor Erwin **SECONDED** the motion. There were no objections; **SO ORDERED**.

#### **5. UNFINISHED BUSINESS – None.**

#### **6. NEW BUSINESS – None.**

#### **7. REPORTS**

- a. **Senior Center Director** – Romain reported the following:
- The salad bar placement and queue to meal distribution was changed to allow for a better pathway into the dining room during meal time;
  - Due to increasing costs for salad ingredients, salads were mixed and choice of dressings were fewer; and
  - Kitchen staff were implementing better portion control.
- b. **Council on Aging Chair** – Williams stated that the March for Meals event was excellent and suggested to take advantage of any resources AARP may be able to provide for Kenai as the Council on Aging prepares for years ahead.
- c. **City Council Liaison** – No Report.

#### **8. NEXT MEETING ATTENDANCE NOTIFICATION – May 9, 2019**

#### **9. COUNCIL MEMBERS COMMENTS AND QUESTIONS**

Concern was noted that shoe/boot cleats should be removed at the front door to alleviate wear and tear on the facility's carpets.

Member Geller thanked everyone for their participation in the March for Meals event.

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

#### **11. INFORMATIONAL ITEMS – None.**

#### **12. ADJOURNMENT**

There being no further business, the Council on Aging meeting adjourned at 5:35 p.m.

Meeting summary prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
APRIL 11, 2019 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
CHAIR GLENDA FEEKEN, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Chair Feeken called the meeting to order at 6:08 p.m.

**a. Pledge of Allegiance**

Chair Feeken led those assembled in the Pledge of Allegiance.

**b. Roll was confirmed as follows:**

Commissioners Present: G. Feeken, J. Bielefeld, P. Minelga

Commissioners Absent: J. Zirul, K. Dodge, D. Pitts

Staff/Council Liaison Present: Airport Manager M. Bondurant, Council Member G. Pettey

No quorum was present.

**c. Agenda Approval**

**2. SCHEDULED PUBLIC COMMENT**

**3. UNSCHEDULED PUBLIC COMMENT**

**4. APPROVAL OF MEETING SUMMARY**

a. March 14, 2019

**5. UNFINISHED BUSINESS – None.**

**6. NEW BUSINESS**

a. **Discussion/Recommendation** – Lease Renewal – Schilling Rentals, LLC Lot 9A, FBO Subdivision

**7. REPORTS**

a. Airport Manager  
b. City Council Liaison

**8. NEXT MEETING ATTENDANCE NOTIFICATION – April 11, 2019**

**9. COMMISSIONER COMMENTS AND QUESTIONS**

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

**11. INFORMATION ITEMS**

- a. April 2019 Kenai Historical Society Newsletter

**12. ADJOURNMENT**

Meeting summary prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

DRAFT

**KENAI HARBOR COMMISSION  
APRIL 8, 2019 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
CHAIR MIKE DUNN, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Chair Dunn called the meeting to order at approximately 6:05 p.m.

**a. Pledge of Allegiance**

Chair Dunn led those assembled in the Pledge of Allegiance.

**b. Roll Call**

Roll was confirmed as follows:

Commissioners present: Chair M. Dunn, C. Hutchison, B. Peters, G. Greenberg, N. Berga

Commissioners absent: Vice-Chair C. Crandall, J. Desimone

Staff/Council Liaison present: Public Works Director S. Curtin, Public Works Assistant K. Feltman, City Clerk J. Heinz, Council Member R. Peterkin

A quorum was present.

**c. Agenda Approval**

The following revisions to the packet were noted:

Add to item 6.a Possible Questionnaire about the City Dock

- Potential Poll Questions
- Organizations Contacted reg. Potential Poll

Add to item 6.c Potential Credit Card Readers at the City Dock Cranes

- Proposal for City of Kenai Crane Control

**MOTION:**

Commissioner Greenberg **MOVED** to approve the agenda with revisions noted and Commissioner Peters **SECONDED** the motion. There were no objections; **SO ORDERED**.

**2. SCHEDULED PUBLIC COMMENTS – (10 minutes) None scheduled.**

**3. UNSCHEDULED PUBLIC COMMENT**

Resident Abe Pelgrim noted the importance of the Kenai City Dock and his uses for it with commercial fishing and moving freight materials May 25 through October 1, three to five times a week. He added that in previous years he would call the City ahead of time to get fuel as well.

**4. APPROVAL OF MEETING SUMMARY**

- a. March 11, 2019

**MOTION:**

Commissioner Peters **MOVED** to approve the meeting summary of March 11, 2019; and Commissioner Greenberg **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. UNFINISHED BUSINESS**

- a. **Discussion/Recommendation** – Kenai Municipal Code Amendments for Wake Signage, Safety Signage and Navigational Buoys

**MOTION:**

Commissioner Hutchison **MOVED** to recommend two additional buoys be placed within the mouth of the Kenai River closer to the Dipnet fishery, add two informational signs, and include the information on the Dipnet app; and Commissioner Berga **SECONDED** the motion. There were no objections; **SO ORDERED**.

- b. **Discussion/Recommendation** – Harbor Commission Title 11 Amendments

The Public Works Director discussed the difference between Tidelands and Airport Lands noting it would not be appropriate for leases to match Airport Lands regulations.

**MOTION:**

Commissioner Peters **MOVED** to recommend to Council revisions to Title 11 as is and Commissioner Greenberg **SECONDED** the motion. There were no objections; **SO ORDERED**.

**6. NEW BUSINESS**

- a. **Discussion/Recommendation** – Possible Questionnaire about the City Dock

The Public Works Director referenced the laydown materials with potential poll questions and asked the Commission for any revisions to the draft questionnaire.

**MOTION:**

Commissioner Hutchison **MOVED** to recommend to Council to pursue the survey initiative, incorporating both sets of questions into one survey using Survey Monkey, distribute it to associated user groups, advertise in the newspaper, the City's website, and on Facebook, and have printed copies available in City Hall; and Commissioner Greenberg **SECONDED** the motion.

Monthly updates were requested.

There were no objections; **SO ORDERED**.

- b. **Discussion** - Potential for Dredging at the City Dock

The Public Works Director noted tying off to mooring was permitted with the Army Corp of Engineers and the City would start excavating the launch ramp around April 18.

## **MOTION:**

Commissioner Hutchison **MOVED** to postpone this discussion item to the August meeting and Commissioner Peters **SECONDED** the motion. There were no objections; **SO ORDERED**.

### **c. Discussion - Potential Credit Card Readers at the City Dock Cranes**

The Public Works Director referenced the quote from Alaska ATS for card readers for three cranes. The Director added that dock improvements was on the Capital Improvements Projects (CIP) list and he would include card readers at the City Dock Cranes.

It was noted the CIP list would be provided at the next meeting.

## **7. REPORTS**

- a. **Public Works Director** – S. Curtin reported on the following:
  - A Request for Proposals was being put together for the contract to use cranes, offices, and operating area at the boating facility; and
  - He was currently working on FY20 budgets.
- b. **Commission Chair** – M. Dunn thanked everyone for their help and input.
- c. **City Council Liaison** – R. Peterkin reported on the April 3 City Council Meeting actions. He also noted communication with the U.S. Coast Guard regarding a joint enforcement effort during Dipnet season, and that they would attend the next Harbor Commission meeting.

## **8. NEXT MEETING ATTENDANCE NOTIFICATION – May 13, 2019**

Due to a conflict in scheduling, the next meeting date was changed from May 6 to May 13.

## **9. COMMISSIONER COMMENTS AND QUESTIONS**

Chair Dunn recommended Commissioners read the Harbor Website page.

Commissioners thanked Mr. Pelgrim for attending the Harbor Commission meeting.

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

## **11. INFORMATION ITEMS – None.**

## **12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:50 p.m.

Meeting summary prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

**KENAI PARKS & RECREATION COMMISSION  
APRIL 4, 2019 – 6:00 PM  
KENAI CITY COUNCIL CHAMBERS  
PRESIDENT PRO TEMPORE JENNIFER JOANIS, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Commissioner Joanis called the meeting to order at 6:10 p.m.

**a. Pledge of Allegiance**

Commissioner Joanis led those assembled in the Pledge of Allegiance.

**b. Roll was confirmed as follows:**

Commissioners present: J. Joanis, J. Dennis

Commissioners absent: Chair C. Stephens, Vice-Chair T. Wisniewski J. Joanis, S. Kisenia, F. Perez

Staff/Council Liaison present: Parks & Rec Director B. Frates, Council Member H. Knackstedt

No quorum was present.

**c. Agenda Approval**

**2. SCHEDULED PUBLIC COMMENTS – None.**

**3. UNSCHEDULED PUBLIC COMMENT**

**4. APPROVAL OF MEETING SUMMARY**

- a. February 7, 2019
- b. March 7, 2019

**5. UNFINISHED BUSINESS – None.**

**6. NEW BUSINESS**

- a. **Discussion** – 2019 Non-Routine Work Tasks & Project List
- b. Review and Demonstration of new Parks & Recreation Website

**7. REPORTS**

- a. Parks and Recreation Director
- b. Commission Chair
- c. City Council Liaison



8. **NEXT MEETING ATTENDANCE NOTIFICATION – May 2, 2019**
9. **COMMISSION QUESTIONS & COMMENTS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION**
12. **ADJOURNMENT**

Meeting summary prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
APRIL 10, 2019 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
CHAIR JEFF TWAIT, PRESIDING**

**MINUTES**

**1. CALL TO ORDER**

Commission Chair Twait called the meeting to order at 7:00 p.m.

**a. Pledge of Allegiance**

Commission Chair Twait led those assembled in the Pledge of the Allegiance.

**b. Roll Call**

Commissioners present: Chair J. Twait, Vice-Chair D. Fikes, R. Springer, G. Greenberg, T. McIntyre

Commissioners absent: V. Askin, J. Halstead

Staff/Council Liaison present: City Planner E. Appleby, Deputy Clerk J. LaPlante, Planning Dept. Assistant W. Anderson, Council Liaison B. Molloy

A quorum was present.

**c. Agenda Approval**

**MOTION:**

Commissioner Springer **MOVED** to approve the agenda as presented and Commissioner McIntyre **SECONDED** the motion. There were no objections; **SO ORDERED**.

**d. Consent Agenda**

**MOTION:**

Commissioner Greenberg **MOVED** to approve the consent agenda to include the excused absence of Commissioner Halstead; and Commissioner Springer **SECONDED** the motion. There were no objections; **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.

e. \*Excused absences – V. Askin, J. Halstead

2. **APPROVAL OF MINUTES** – None.

3. **SCHEDULED PUBLIC COMMENT**

a. **John Czarnezki** – City Planner, City of Soldotna regarding the sign code for the City of Soldotna

Mr. Czarnezki noted the rewrite process began two years ago and Soldotna's Comprehensive Plan Goals included review and revision to the sign ordinance, and improvement of the streetscape along the Sterling and Kenai Spur Highways. He specified goals in the sign code and provided examples of types of signs including painted signs, temporary event signs, on premise temporary/portable signs, non-conforming signs, electronic message signs, number of signs, size of sign relative to distance from roadway, mobile vendor signs, home occupations, signs in residential areas, and pun signs. Mr. Czarnezki explained the Soldotna sign code development approach process that included education, public input, legal aspects with the City Attorney, and specifying sign parameters in code.

4. **UNSCHEDULED PUBLIC COMMENT** – (3 minutes)

Doug Fields, Owner of Kenai Neon Sign Company for over 30 years noted there were several signs at street corners exposed since the snow melted, and temporary signs in the Right-of-Way, and he suggested a priority enforcement of them. He further requested the Commission examine the motives for enforcing and changing the sign code, and the overall goals for it.

5. **CONSIDERATION OF PLATS**

a. **Resolution PZ2019-10** – Original Preliminary Plat of Inlet Woods 2019 Replat, submitted by McLane Consulting, Inc., P.O. Box 468, Soldotna, Alaska 99611, on behalf of the Hall Building LLC, P.O. Box 2829, Kenai, AK 99611

**MOTION:**

Commissioner McIntyre **MOVED** to approve Resolution No. PZ2019-10 and Commissioner Greenberg **SECONDED** the motion.

The City Planner reviewed the staff report that was provided in the packet, noting elimination of the parcel line between lots 27 and 28 to create one larger lot to allow the development of one larger residence on the combined lot.

City Staff recommended approval of the preliminary plat of Inlet Woods 2019 replat, subject to the following condition:

- Further development of the property shall conform to all federal, State of Alaska, and local regulations.

Chair Twait opened the floor for public testimony.

Applicant, Clint Hall clarified that instead of trying to build a smaller home or cause conflict with

neighbors with homes built close to the property line, it was more reasonable to combine the lots and have one residence on the property with less constrictions.

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

**MOTION TO AMEND:**

Commissioner Springer **MOVED** to amend to include approval with staff recommendations and requested **UNANIMOUS CONSENT**; Commissioner Greenberg **SECONDED** the motion. Hearing no objections; **SO ORDERED**.

**VOTE ON THE MAIN MOTION AS AMENDED:**

YEA: Fikes, Springer, McIntyre, Greenberg, Twait  
NAY:

**MOTION PASSED UNANIMOUSLY.**

6. **PUBLIC HEARINGS** – None.

7. **UNFINISHED BUSINESS** – None.

8. **NEW BUSINESS**

- a. **Discussion and Recommendation** – Application for Renewal of Lease Land within the Airport Reserve submitted by Schilling Rentals LLC, for the property described as Lot 9A, FBO Subdivision No. 9, located at 433 N. Willow Street, Kenai, Alaska 99611

**MOTION:**

Commissioner Springer **MOVED** to recommend approval of a lease renewal application by Schilling Rentals LLC, and Commissioner Greenberg **SECONDED** the motion.

The City Planner reviewed the staff report as provided in the meeting packet and noted the application for a lease renewal was also being reviewed by the Airport Commission and the recommendations by both Commissions would be presented before Council on April 17. It was clarified that due to the term table in Kenai Municipal Code 21.10.080, the City and the applicant agreed to the maximum term of 33 years.

Duane Bannock, representative for Schilling Rentals, LLC, requested recommendation for renewal noting all conditions were met and he clarified Schilling Rentals, LLC absorbed the cost of another parcel's overflow on the property and removal of it.

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

**VOTE:**

YEA: Twait, Greenberg, Fikes, Springer, McIntyre  
NAY:

**MOTION PASSED UNANIMOUSLY.**

**9. PENDING ITEMS** – None.

**10. REPORTS**

- a. **City Council** – Council Member Molloy reviewed the action agenda from the April 3 City Council Meeting and specifically noted Ordinance No. 3056-2019, regarding discussion of amendments to the land use table was postponed to April 17; and Ordinance No. 3061-2019 regarding amending Kenai Municipal Code to incorporate onsite consumption, was referred to the Planning and Zoning Commission for recommendation to Council. Council Member Molloy added the bluff erosion project was signed off and sent to Washington D.C. in effort to gain funding for the project.
- b. **Borough Planning** – Vice-Chair Fikes reported the Commission met on April 8, approved a plat and a vacation of easement on a property in Homer to allow public access.
- c. **Administration** – City Planner Appleby reported on the following:
  - The funding application for a pedestrian pathway along part of Bridge Access Road was with the Federal Highway Administration for review;
  - She was working with City of Soldotna, City of Homer, City of Seward and Kenai Peninsula Borough on the Kenai Peninsula Coordinated Public Transit-Human Services Transportation Plan; a draft was expected in June.
  - The new City of Kenai website was live and encouraged members to familiarize themselves with resources and useful information for planning and zoning.

**11. ADDITIONAL PUBLIC COMMENT** – None.

**12. INFORMATIONAL ITEMS**

- a. Planning and Zoning Resolutions – First Quarter 2019
- b. Building Permits – First Quarter 2019
- c. Code Enforcement – First Quarter 2019
- d. Information on Ordinance 3061-2019 – Amending Kenai Municipal Code 14.20.320 – Definitions, 14.20.330 – Standard for Commercial Marijuana Establishments and 14.22.010 – Land Use Table, to Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments

The City Planner noted that Item 12.d. would be a Public Hearing agenda item at the next Commission meeting. It was clarified that it was only provided in this packet to allow the Commission a review of the memo and information provided by the City Attorney on State regulations, clarifying that there were three options being proposed. It was added that there were currently four marijuana establishments in the City of Kenai.

**13. NEXT MEETING ATTENDANCE NOTIFICATION** – April 24, 2019

The City Planner noted there would be a Sign Code work session prior to the next regular meeting.

#### **14. COMMISSION COMMENTS & QUESTIONS**

Commissioner Greenberg asked about trails plan to connect trails better in residential areas. It was clarified that Parks and Rec Director was looking into available grants for funding.

#### **15. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 9:03 p.m.

Minutes prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
APRIL 24, 2019 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
CHAIR JEFF TWAIT, PRESIDING**

**MINUTES**

**1. CALL TO ORDER**

Commission Chair Twait called the meeting to order at 7:00 p.m.

**a. Pledge of Allegiance**

Commission Chair Twait led those assembled in the Pledge of the Allegiance.

**b. Roll Call**

Commissioners present: Chair J. Twait, Vice-Chair D. Fikes, R. Springer, G. Greenberg, J. Halstead, V. Askin

Commissioners absent: T. McIntyre

Staff/Council Liaison present: City Planner E. Appleby, Deputy Clerk J. LaPlante, Planning Dept. Assistant W. Anderson, Council Liaison B. Molloy

A quorum was present.

**c. Agenda Approval**

**MOTION:**

Commissioner Springer **MOVED** to approve the agenda as presented and Commissioner Halstead **SECONDED** the motion. There were no objections; **SO ORDERED**.

**d. Consent Agenda**

**MOTION:**

Commissioner Askin **MOVED** to approve the consent agenda include the excused absence of Commissioner McIntyre and Commissioner Halstead **SECONDED** the motion. There were no objections; **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.

e. \*Excused absences – T. McIntyre

2. **\*APPROVAL OF MINUTES**

- a. March 27, 2019
- b. April 10, 2019

The minutes were approved by the Consent Agenda.

3. **SCHEDULED PUBLIC COMMENT** – None.

4. **UNSCHEDULED PUBLIC COMMENT** – None.

5. **CONSIDERATION OF PLATS** – None.

6. **PUBLIC HEARINGS**

- a. **Resolution No. PZ2019-13** – Amending Kenai Municipal Code 14.20.320 – Definitions - 14.20.330 – Standard for Commercial Marijuana Establishments and 14.22.010 – Land Use Table, to Incorporate Onsite Consumption of Marijuana at Retail Marijuana Establishments into the City of Kenai's Code of Ordinances

**MOTION:**

Commissioner Fikes **MOVED** to approve Resolution No. PZ2019-13 and Commissioner Askin **SECONDED** the motion.

The City Planner reviewed the staff report that was provided in the packet, noting the proposed new definition category with conditional use permits and an onsite consumption endorsement. It was further noted that only marijuana stores may obtain an onsite consumption endorsement. It was added that there were currently four permitted marijuana stores operating in the City of Kenai.

City Staff advised the Commission that passage of Resolution No. PZ2019-13 would recommend approval of Ordinance No. 3056-2019 to the Kenai City Council.

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

The City Attorney clarified that per the State of Alaska regulations the allowable onsite consumption products were limited to edibles and the plant product for inhalation.

The Commission discussed potential limitations on the hours of operations for onsite consumption.

**MOTION TO AMEND:**

Commissioner Springer **MOVED** to amend the Resolution to include a limitation of hours of operation of onsite consumption; Commissioner Greenberg **SECONDED** the motion.



**VOTE ON THE AMENDMENT:**

YEA: Fikes, Springer, Askin, Greenberg, Twait, Halstead  
NAY:

**MOTION PASSED UNANIMOUSLY.**

**VOTE ON THE MAIN MOTION AS AMENDED:**

YEA: Greenberg, Halstead, Springer, Fikes, Askin, Twait  
NAY:

**MOTION PASSED UNANIMOUSLY.**

7. **UNFINISHED BUSINESS** – None.

8. **NEW BUSINESS** – None.

9. **PENDING ITEMS** – None.

10. **REPORTS**

- a. **City Council** – Council Member Molloy reviewed the action agenda from the April 17 City Council Meeting and specifically noted the informative presentation on the History of Kenai Local Food Connection; a budget work session was on April 18 to review and discuss the FY20 Proposed Budget; and the evaluations of the City Manager, Attorney and City Clerk were on April 23.
- b. **Borough Planning** – Vice-Chair Fikes reported the Commission met on April 22, approved four plats, a vacation of easement in Seldovia, and a resolution for an application of a conditional use permit for two bridges in the habitat protection district and improvement of Windy Bay Road of the Katchemak Bay area. She added there was special consideration for building setback in the Longmere Subdivision; a consideration of a motion to amend after adoption for a continuation of a hearing date for a conditional land use permit application for materials site extraction; and the Materials Site Plan Working Group was moving forward.
- c. **Administration** – City Planner Appleby reported on the following:
  - The FY20 budget for Planning and Zoning was reviewed by Council on April 18; and
  - The current Code enforcement activity in Kenai.

11. **ADDITIONAL PUBLIC COMMENT** – None.

12. **INFORMATIONAL ITEMS** – None.

13. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 8, 2019

The City Planner noted there would be a Sign Code work session prior to the next regular meeting.

#### **14. COMMISSION COMMENTS & QUESTIONS**

Commissioner Halstead thanked Administration for their hard work.

Commissioner Springer noted interest in having the onsite alcohol consumption locations also in the Kenai Code.

#### **15. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 8:10 p.m.

Minutes prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

**MINI-GRANT STEERING COMMITTEE  
APRIL 12, 2019 – 4:00 P.M.  
KENAI CITY HALL  
CLERK'S CONFERENCE ROOM  
CHAIR BRIAN GABRIEL, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER & ROLL CALL**

Mayor Gabriel called the meeting to order at 4:05 p.m. Roll was confirmed as follows:

Members present: Chair B. Gabriel, J. Beech, B. Randle, K. Reed (late)  
Members absent: M. Bernard

A quorum was present.

**2. AGENDA APPROVAL**

**MOTION:**

Member Beech **MOVED** to approve the agenda and Member Randle **SECONDED** the motion. There were no objections; **SO ORDERED**.

**3. APPROVAL OF MEETING SUMMARY**

a. July 6, 2019

**MOTION:**

Member Randle **MOVED** to approve the meeting summary from July 6, 2019 and Member Beech **SECONDED** the motion. There were no objections; **SO ORDERED**.

**4. PERSONS SCHEDULED TO BE HEARD – None.**

**5. PERSONS PRESENT NOT SCHEDULED TO BE HEARD – None.**

**6. UNFINISHED BUSINESS – None.**

**7. NEW BUSINESS**

- a. Review of Mini-Grant Applications for Award
- Coloring of the Kenai Book

Member Reed declared a conflict; the teacher approving the coloring book was her son-in-law. Chair Gabriel ruled she could participate in the discussion.

All Members voiced their support of the project idea. It was noted that it was an educational tool and the applicant was one of twelve finalists for Caring for the Kenai program. There were questions regarding the intent of the book, clarification of progress, how the book would be marketed and distributed, and if the provided book was the final product.

## **MOTION:**

Member Beech **MOVED** to schedule a meeting with the applicant prior to determination of award; Member Randle **SECONDED** the motion. There were no objections; **SO ORDERED**.

## **8. ANNOUNCEMENTS**

Member Beech reported the following happening at the Chamber of Commerce:

- On April 17 there would be a BIK&S Group Presentation, and a Sexual Assault Awareness Proclamation by Mayor Gabriel;
- On April 18 a special breakfast was scheduled with an announcement by the Kenaitze Indian Tribe; and
- On April 23 there would be a Chamber of Commerce hosted luncheon with Representative Don Young.

## **9. ADJOURNMENT**

There being no further business before the Committee, the meeting was adjourned at 4:34 p.m.

Meeting summary prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

**MINI-GRANT STEERING COMMITTEE  
APRIL 24, 2019 – 4:00 P.M.  
KENAI CITY HALL  
CLERK'S CONFERENCE ROOM  
CHAIR BRIAN GABRIEL, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER & ROLL CALL**

Mayor Gabriel called the meeting to order at 4:05 p.m. Roll was confirmed as follows:

Members present: Chair B. Gabriel, B. Randle, J. Beech, K. Reed, M. Bernard

Members absent:

A quorum was present.

**2. AGENDA APPROVAL**

**MOTION:**

Member Bernard **MOVED** to approve the agenda and Member Randle **SECONDED** the motion. There were no objections; **SO ORDERED**.

**3. APPROVAL OF MEETING SUMMARY**

- a. April 12, 2019

**MOTION:**

Member Reed **MOVED** to approve the meeting summary from April 12, 2019 and Member Beech **SECONDED** the motion. There were no objections; **SO ORDERED**.

**4. PERSONS SCHEDULED TO BE HEARD – None.**

**5. PERSONS PRESENT NOT SCHEDULED TO BE HEARD – None.**

**6. UNFINISHED BUSINESS**

- a. Review of Mini-Grant Applications for Award
- Coloring of the Kenai Book

The Committee reviewed the Coloring of the Kenai Book and the applicant provided clarification to members questions including distribution, additional funding, and the intent of the book.

All Members voiced their support and agreed on the following recommended terms with approval of the grant:

- On page 4 of the Coloring Book, change or remove the third question;
- On page 13, change the title to How to be Courteous to the Environment;
- Also on page 13, end the first sentence at “season” and remove the remaining part of the sentence;

- Add the author's name, Kenai Central High School student; and
- Add "Caring for the Kenai Project" on the back page.

**MOTION:**

Member Bernard **MOVED** to approve the mini-grant application with the recommendations listed; Member Randle **SECONDED** the motion. There were no objections; **SO ORDERED**.

**7. NEW BUSINESS** – None.

**8. ANNOUNCEMENTS** – None.

**9. ADJOURNMENT**

There being no further business before the Committee, the meeting was adjourned at 4:36 p.m.

Meeting summary prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

**PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW**

**COUNCIL MEETING OF: MAY 1, 2019**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPT.</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
FOUR D CARPET ONE	FIRE DEPARTMENT CABINETS	PUBLIC SAFETY CAPITAL PROJECT	CONSTRUCTION	14,729.00
CDW GOVERNMENT	CISCO EQUIPMENT	EQUIP REPLACEMENT	MACHINERY & EQUIP	6,518.32
J&D PAINTING	WALLPAPER REMOVAL/PAINTING	CONGREGATE HOUSING	REPAIR & MAINTENANCE	3,800.00
YUKON EQUIPMENT	BROOMS, ETC.	SHOP	OPERATING SUPPLIES	6,389.85
ANIXTER	FIBER OPTIC PARTS	EQUIP REPLACEMENT	MACHINERY & EQUIP	3,917.90
AK. GARDEN & PET SUPPLY	FERTILIZER, WEED & FEED	RECREATION	OPERATING SUPPLIES	6,897.20

# Cook Inlet Regional Citizens Advisory Council Board of Directors Regular & Annual Meeting Friday, April 5, 2019 Kenai, Alaska

## Update from John Williams Representing the City of Kenai



CIRCAC held its Regular and Annual Board of Directors meeting in Kenai on April 5. In attendance were representatives from the Alaska Department of Environmental Conservation (DEC), Hilcorp Alaska, LLC, Nuka Research, Marathon Petroleum Corporation, CIRCAC's Environmental Monitoring Committee (EMC), State Pipeline Coordinator's Ex Officio, Department of Natural Resources (DNR), City of Kenai Mayor's Office, Crowley Alaska Tankers, Peninsula Clarion, Alaska Department of Fish and Game Ex Officio, Cook Inletkeeper and CISPRI. Mayor Brian Gabriel welcomed the Board to Kenai and thanked the organization for its work.



Denise Koch (right) addresses the Board.

DEC SPAR (Spill Prevention and Response) Director, Denise Koch, introduced herself and her experience with the department and background in environmental consulting. She addressed Commissioner Brune's remarks regarding regulation review and efficiencies, in particular a review of C-Plan regulations "with an eye toward maintaining stringent environmental protections." She assured the Council that DEC would be talking with the RCACs during that process, and thanked CIRCAC for its productive partnership. Ms. Koch spoke to the Governor's proposed budget for SPAR. DEC budget reductions include an economist and dairy program in Environmental Health Division and the Ocean Ranger program. On questioning from the Board, she addressed the impetus to remove the Ocean Ranger program, which is supported by passenger fees, saying that the scrutiny of the industry was disproportionate to that applied to other industries. Of concern to CIRCAC is the C-Plan regulation review, whether there are enough DEC staff in house to conduct such a review and what it would entail.

## Public Comments

Mr. Bob Shavelson with Cook Inletkeeper spoke to the Clean Water Act and the increase in effluent discharges in Cook Inlet.

## Special Presentations

The Board of Directors honored Hilcorp Alaska for the construction of the Cross Inlet pipeline and safe operations.

## Service Awards and Special Recognition

Jim McHale, 5 Years on PROPS

John Williams, 10 Years as City of Kenai Representative

Molly McCammon, 15 Years as Municipality of Anchorage Representative

Dr. Richard Prentki, EMC and Ex Officio, 25 years

Robert Peterkin, Volunteer of the Year (for second consecutive year)

The Executive Committee honored Michael Munger with a Special Recognition and Bonus for his tireless work and many contributions on behalf of the Council



John Williams (left) honors Dr. Richard Prentki for 25 years of service to CIRCAC.



## PRESENTATIONS

### Pipeline Infrastructure Risk Assessment

Tim Robertson with Nuka Research spoke of significant progress being made with the pipeline risk assessment project, including the nearly completed pipeline inventory and selection of the Expert Panel. He also introduced a separate public outreach campaign to engage stakeholders and the general public in developing strategies for pipeline safety.

### Hilcorp/Harvest Projects Update

Rich Novcaski, Harvest Alaska, provided an update on the Cross Inlet Pipeline and Drift River Oil Terminal. Harvest has recently received RCA (Regulatory Commission of Alaska) approval to begin decommissioning Drift River and will work with ADEC to devise a contaminants cleanup plan.

### Environmental Field Research

CIRCAC Director of Science and Research, Susan Saupe, provided an in-depth review of CIRCAC's 2018 field research, including the fourth year of sampling for the Lower Cook Inlet Habitat Assessment and Ecosystem Modeling project funded mainly by BOEM, with contributions by CIRCAC, NPS, UAF, and NOAA. CIRCAC organized the field program for the project which was initiated in 2015 to provide information in areas at risk from future activities associated with BOEM's lease sales in lower Cook Inlet. BOEM is interested in understanding baselines and trends, as well as recommendations for future monitoring in the Inlet.

Ms. Saupe also described CIRCAC's interest in and support of a study of water column particulate organic matter (marine snow) and its potential role in the fate and transport of dispersed oil. Recent research has shown that marine snow can be a mechanism for oil to reach the seafloor. Our role in the research grew out of concerns for shallow shelf areas that overlapped with proposed preauthorization zones for dispersant use in the western Gulf of Alaska. In 2019, CIRCAC will continue to support a graduate student's field work in Kachemak Bay, as well as a small pilot project on the shallow "banks" northeast of Kodiak. For more on the Marine Snow research project, see our [September 2018 e-Newsletter](#) and [2018 Annual Report](#).

### Seismic Surveys

In light of Hilcorp's proposal and subsequent decision to postpone 3-D seismic surveys in Lower Cook Inlet until after fishing season, the board made a motion to add the topic to the agenda to discuss concerns about the potential negative impacts on Cook Inlet marine life.

### Executive Director's Report

The Executive Director is meeting with Alaska's congressional delegation and senior US Coast Guard personnel in Washington to advocate for CIRCAC issues and for passage of Senator Sullivan's Spill Response and Prevention Surety Act.

Mr. Munger announced Maddie Jamora's transition to full-time staff and welcomed the appointment of Denise Koch as SPAR Director, but described Commissioner Brune's plans to revise ADEC's contingency plan regulations because they are "burdensome," as very concerning. C-Plan review and comment is CIRCAC's strongest avenue to influence how industry does their business and conducts their operations. C-Plans have gone through numerous revisions and CIRCAC supports clarification of existing regulations and additional regulations if they result in safer operations and environmental protection; however, CIRCAC will reject efforts to diminish what Mr. Munger considers some of the most robust oil spill contingency plan regulations in the United States.

Finally, CIRCAC is putting the finishing touches on a scholarship program with Marathon Petroleum and AVTEC to address a shortage of professional licensed mariners.



Rich Novcaski (right) accepts commendation award on behalf of Hilcorp



CIRCAC Executive Director Michael Munger is recognized for his considerable contributions.

## The Council announced the following Appointments and Reappointments, election of officers, and seats on committees:

Bob Flint (reelected for 3 years by Recreation Interest groups)

Robert Peterkin, II (reelected for 3 years by Tourism interest groups)

Molly McCammon (reappointed for 3 years by the Municipality of Anchorage)

Walt Sonen (reappointed for 3 years by the City of Seldovia)

### Election of Officers

President: John Williams

V. President: Robert Peterkin, II

Secretary Treasurer: Gary Fandrei

### Executive Committee

John Williams, Robert Peterkin, II, Gary Fandrei, Deric Marcorelle and Bob Flint

### Audit Committee

Gary Fandrei, Molly McCammon, Grace Merkes, and Robert Peterkin as alternate

### Credentials Committee

Robert Peterkin, II, Grace Merkes, Gary Fandrei and Michael Opheim as alternate

### Protocol Control Committee

Robert Peterkin, Bob Flint, Deric Marcorelle, Paul Shadura,, Rob Lindsey and Gary Fandrei as alternate

### PROPS Committee

Rob Lindsey, Deric Marcorelle, Bob Flint, Michael Opheim, Carla Stanley and Walt Sonen

Public Members Reappointed for 3 years: Robert Reges, Scott Hamann, and Ted Moore

### Environmental Monitoring Committee

Michael Opheim, Molly McCammon, Carla Stanley, Deric Marcorelle

Appointed: Kyle Crow

Public Members Reappointed for 3 years: Robert Reges, Rick Frederic and Bruce Magyar

The Council holds its next meeting on September 6, 2019, in Seldovia. To download board packets and presentations from this or any previous board meeting, visit: <https://www.circac.org/who-we-are/council-meetings-minutes/>



8195 Kenai Spur Highway, Kenai, AK 99611

907.283.7222



April 16, 2019

Ms. Jamie Heinz  
City Clerk  
City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611



Dear Ms. Heinz:

On March 29, 2019, Trans-Foreland Pipeline Company LLC (Trans-Foreland) filed an application with the Federal Energy Regulatory Commission (FERC) requesting approval of the Kenai LNG Cool Down Project (Project). The Project consists of modifications at the existing liquefied natural gas (LNG) export facility in Nikiski, Alaska, known as the Kenai LNG Plant. On April 12, 2019, FERC issued a formal notice of the Project's application. The Project is subject to FERC jurisdiction under the *Natural Gas Act*. FERC has assigned docket number CP19-118-000 to the Project.

Trans-Foreland owns the Kenai LNG Plant, which includes a dock and 161.1-acre liquefaction facility, via Trans-Foreland's subsidiary, Kenai LNG LLC. The Kenai LNG Plant includes related tanks, compressors, exchangers, equipment, and ancillary facilities used for operation. The Kenai LNG Plant is operated by Trans-Foreland's affiliate, Tesoro Logistics GP, LLC. Trans-Foreland's proposed project includes the installation, construction and operation of a new boil-off-gas (BOG) booster compressor unit, trim vaporizers, ancillary facilities, additional LNG transfer system valves, and equipment to manage the existing BOG facilities (collectively referred to as the BOG Management System) to facilitate the import of LNG to cool down the existing LNG storage tanks and associated LNG facilities. The installation of the BOG Management System and cool down of the existing LNG facilities and LNG storage tanks will allow the Kenai LNG Plant to provide up to 7.0 million standard cubic feet per day of natural gas to Trans-Foreland's affiliated Kenai Refinery located adjacent to the Kenai LNG Plant. The area designated for Project workspace is wholly within the existing Kenai LNG Plant's fenced operating footprint of about 76 acres.

The Project facilities include:

- A skid-mounted electric powered trim LNG vaporizer,
- A new LNG vaporizer feed pump,
- One electric drive BOG booster compressor unit with compressor building,
- Electrical and control panels in a separate building,
- New LNG transfer system side valves,
- A new LNG circulation pump, and
- LNG transfer system "can" conversions in the south LNG pit.

The Kenai LNG Plant is currently operating in a warm idle state. The Project will permit Trans-Foreland to cool down the existing LNG storage tanks and associated LNG facilities and deliver BOG generated under normal operations from the Kenai LNG Plant to the Refinery. Trans-Foreland's proposed additional facilities to the existing BOG Management System at the Plant will result in improved BOG operations and promote economic and environmental efficiency because, without such modifications, the resulting BOG would be vented into the atmosphere or flared.

Trans-Foreland or its affiliate will apply to the Department of Energy's Office of Fossil Energy for authorization to import LNG before the Project enters service in 2020. Pending regulatory approval, Trans-Foreland expects commencement of construction in the third quarter of 2019 and the Project in-service by the fourth quarter of 2020.



Affected landowners whose property is located within 0.5 miles of the facility are receiving a similar notification that includes the following information:

- Project site map (enclosed)
- Notice of Application (enclosed)
- FERC pamphlet for landowners *"An Interstate Natural Gas Facility on My Land? What Do I Need To Know?"*  
(View at <https://www.ferc.gov/resources/guides/gas/gas.pdf>)

Trans-Foreland is committed to keeping you informed about progress on the Project. Both the application and other Project information are available on the FERC website ([www.ferc.gov](http://www.ferc.gov)) using the eLibrary link (click on the eLibrary link, click on "General Search" and enter the docket number in the "Docket Number" field excluding the last three digits). An electronic copy of the project application is available for viewing at the Kenai Community Library, located at 163 Main Street Loop, Kenai, AK.

Please call or email us should you have any questions or like additional information about the Project.

Sincerely,

/s/ Casey Sullivan  
Casey Sullivan  
Government & Public Affairs Manager  
Marathon Petroleum Company  
1076 Ocean Dock Road  
Anchorage, AK 99501  
(907) 261-7221  
[csullivan1@marathonpetroleum.com](mailto:csullivan1@marathonpetroleum.com)

/s/ Martin Marz  
Martin Marz  
Tariff Manager  
Andeavor  
19100 Ridgewood Parkway  
San Antonio, TX 78261  
(210) 626-6517  
[Martin.j.Marz@andeavor.com](mailto:Martin.j.Marz@andeavor.com)

Enclosures

UNITED STATES OF AMERICA  
FEDERAL ENERGY REGULATORY COMMISSION

Trans-Foreland Pipeline Company LLC

Docket No. CP19-118-000

NOTICE OF APPLICATION

(April 12, 2019)

Take notice that on March 29, 2019, Trans-Foreland Pipeline Company LLC (Trans-Foreland), 539 South Main Street, Findlay, Ohio 45840 filed an application in Docket No. CP19-118-000 pursuant to section 3(a) of the Natural Gas Act (NGA) and Part 153 of the Commission's regulations requesting authorization to construct and install modifications to the existing Kenai LNG Plant located in Kenai, Alaska. Trans-Foreland proposes to make facility modifications to bring parts of Kenai LNG Plant out of its current warm idle status and add a 1,000 horsepower electric-driven boil-off gas compressor unit. Trans-Foreland avers that Kenai LNG Plant facilities will not be used to render any transportation service, as more fully described in the application which is on file with the Commission and open to public inspection. The filing may also be viewed on the web at <http://www.ferc.gov> using the "eLibrary" link. Enter the docket number excluding the last three digits in the docket number field to access the document. For assistance, contact FERC at [FERCOnlineSupport@ferc.gov](mailto:FERCOnlineSupport@ferc.gov) or call toll-free, (866) 208-3676 or TTY, (202) 502-8659.

Any questions regarding this application should be directed to Martin J. Marz, Tariff Manager, Tesoro Logistics GP LLC, 19100 Ridgewood Parkway, San Antonio, Texas 78259, by telephone at (210) 626-6517, by facsimile at (205) 623-2396, or by email at [martin.j.marz@andeavor.com](mailto:martin.j.marz@andeavor.com).

Pursuant to section 157.9 of the Commission's rules, 18 CFR 157.9, within 90 days of this Notice the Commission staff will either: complete its environmental assessment (EA) and place it into the Commission's public record (eLibrary) for this proceeding; or issue a Notice of Schedule for Environmental Review. If a Notice of Schedule for Environmental Review is issued, it will indicate, among other milestones, the anticipated date for the Commission staff's issuance of the final environmental impact statement (FEIS) or EA for this proposal. The filing of the EA in the Commission's public record for this proceeding or the issuance of a Notice of Schedule for Environmental Review will serve to notify federal and state agencies of the timing for the completion of all necessary reviews, and the subsequent need to complete all federal authorizations within 90 days of the date of issuance of the Commission staff's FEIS or EA.

There are two ways to become involved in the Commission's review of this project. First, any person wishing to obtain legal status by becoming a party to the proceedings for this project should, on or before the comment date stated below file with the Federal Energy Regulatory Commission, 888 First Street, NE, Washington, DC 20426, a motion to intervene in accordance with the requirements of the Commission's Rules of Practice and Procedure (18 CFR 385.214 or 385.211) and the Regulations under the NGA (18 CFR 157.10). A person obtaining party status will be placed on the service list maintained by the Secretary of the Commission and will receive copies of all documents filed by the applicant and by all other parties. A party must submit 3

copies of filings made in the proceeding with the Commission and must provide a copy to the applicant and to every other party. Only parties to the proceeding can ask for court review of Commission orders in the proceeding.

However, a person does not have to intervene in order to have comments considered. The second way to participate is by filing with the Secretary of the Commission, as soon as possible, an original and two copies of comments in support of or in opposition to this project. The Commission will consider these comments in determining the appropriate action to be taken, but the filing of a comment alone will not serve to make the filer a party to the proceeding. The Commission's rules require that persons filing comments in opposition to the project provide copies of their protests only to the party or parties directly involved in the protest.

Persons who wish to comment only on the environmental review of this project should submit an original and two copies of their comments to the Secretary of the Commission. Environmental commentors will be placed on the Commission's environmental mailing list, and will be notified of any meetings associated with the Commission's environmental review process. Environmental commentors will not be required to serve copies of filed documents on all other parties. However, the non-party commentors will not receive copies of all documents filed by other parties or issued by the Commission and will not have the right to seek court review of the Commission's final order.

As of the February 27, 2018 date of the Commission's order in Docket No. CP16-4-001, the Commission will apply its revised practice concerning out-of-time motions to intervene in any new NGA section 3 or section 7 proceeding.<sup>1</sup> Persons desiring to become a party to a certificate proceeding are to intervene in a timely manner. If seeking to intervene out-of-time, the movant is required to "show good cause why the time limitation should be waived," and should provide justification by reference to factors set forth in Rule 214(d)(1) of the Commission's Rules and Regulations.<sup>2</sup>

The Commission strongly encourages electronic filings of comments, protests and interventions in lieu of paper using the "eFiling" link at <http://www.ferc.gov>. Persons unable to file electronically should submit an original and 3 copies of the protest or intervention to the Federal Energy regulatory Commission, 888 First Street, NE, Washington, DC 20426.

Comment Date: May 3, 2019

Kimberly D. Bose,  
Secretary.

---

<sup>1</sup> *Tennessee Gas Pipeline Company, L.L.C.*, 162 FERC ¶61,167 at ¶ 50 (2018).

<sup>2</sup> 18 CFR 385.214(d)(1).





### Legend

- Fence Line (operating area of ~76 acres)
- Approximate Property Boundary (area of 161.1 acres)
- Existing Liquefaction Area
- Underground Piping

**Figure 1.3-1**  
**Proposed Facilities at Terminal**  
 Kenai LNG Cool Down Project  
 Trans-Foreland Pipeline Company LLC  
 Kenai Peninsula Borough, Alaska  
 (Aerial Map)







*Our Mission: To enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens*

April 12, 2019

To whom it may concern,



We are excited to invite you to participate in Boys & Girls Clubs of the Kenai Peninsula's 28<sup>th</sup> Annual Golf Tournament sponsored by **Peninsula, Ear, Nose & Throat Clinic, Inc.** Our tournament will be held at the Kenai Golf Course on **Friday, June 21, 2019**. There will be a continental breakfast and lunch provided as well as raffles, chances to win prizes and more. Support from this event directly influences the lives of our young Club members with 425 kids walking through our doors every day.

Local fundraising, contributions and donations allow us to create an important and much needed presence at our Clubs & Teen Centers across the Peninsula including locations in Kenai, Soldotna, Nikiski, Kasilof and Seward. With your help, we can continue to provide a safe, positive place for kids to be during the after school hours and summer months.

Attached you will find our sponsor / registration form. We hope that you will join us again for this fun filled event and please consider partnering with us to support youth by choosing one of our sponsorship opportunities.

Thank you for your continued support and investment in youth on the Peninsula.

Sincerely,

Heather Schloeman  
Executive Director

Chris Hough  
Board President



**BOYS & GIRLS CLUBS  
OF THE KENAI PENINSULA**

Programs Office  
705 Frontage Road Suite B  
Kenai, Alaska 99611  
907.283.2682  
907.283.8190 Fax  
www.bgckp.com

**Club Locations**

Kasilof  
Kenai  
Kenai Teen Center  
Nikiski  
Nikiski Jr. /Sr. High  
Seward  
Soldotna  
Soldotna Teen Center

**Board of Directors**

Chris Hough, President  
Tim Redder, Vice President  
Kyle Kornelis, Treasurer  
Mike Navarre  
Sen. Peter Micciche  
Camille Sorensen  
Kaarlo Wik  
Erika Kemp  
Ryan Tunseth  
Jeff Dolifka

**Honorary Board of Trustees**

Rep, Mike Chenault

**Cornerstone Sponsors**



**SOLDOTNA**  
City of Soldotna, Alaska



**Champion of Youth**



**ConocoPhillips**



**Ambassador of Youth**



**GREAT FUTURES START HERE.**

GREAT FUTURES START HERE.



Sponsored By:

*Peninsula  
Ear, Nose & Throat  
Clinic, Inc.*



## ANNUAL GOLF CLASSIC

# Friday, June 21, 2019 / Kenai Golf Course

☐

### Ball Sponsor (\$5,000)

- ♦ 4 Person team entry
- ♦ Company logo on every golf ball
- ♦ Team sponsor signage at hole
- ♦ 2 golf carts per team

☐

### Food Sponsor Limit 2(\$750)

- ♦ Team sponsor signage at hole
- ♦ Banner at main tent
- ♦ Recognition at the event

☐

### Driving Range Sponsor Limit 2 (\$500)

- ♦ Team sponsor signage at hole
- ♦ Banner at Driving Range
- ♦ Golf course staff will give every player a bucket of balls "IN COURTESY OF YOUR BUSINESS"

☐

### Team Entry (\$800)

- ♦ Team sponsor signage at hole
- ♦ 4 person team entry
- ♦ Mulligan Package
- ♦ 2 golf carts per team

☐

### Goodie Bag Sponsor Limit (\$500)

- ♦ Team sponsor signage at hole
- ♦ Company logo on every bag given to each player and volunteer

☐

### Donation (s)

- ♦ Cash
- ♦ Goodie Bag Item or
- ♦ Raffle Prize Item

Please describe:

---

---

---



GREAT FUTURES START [HERE](#).

**2018 Winning Team  
Team City of Soldotna**

**Scott Sundberg  
Shane Sundberg  
Trevor Baldwin  
Lee Frey**

**CONTINENTAL  
BREAKFAST AND  
LUNCH PROVIDED  
REGISTRATION 7:00 AM  
TEE TIME 8:30 AM**





GREAT FUTURES START HERE.



Sponsored By:

Peninsula  
Ear, Nose & Throat  
Clinic, Inc.



## ANNUAL GOLF CLASSIC

Friday, June 21, 2019 / Kenai Golf Course

**TEAM NAME / SPONSOR**

**CONTACT NAME & PHONE #**

**BILLING ADDRESS:**

**EMAIL:**

**Payment Method:** ☐ **Check Enclosed** ☐ **Credit Card**  
**Card #** \_\_\_\_\_

**Exp. Date** \_\_\_\_\_ **Security Code** \_\_\_\_\_

### SUBMIT REGISTRATION OR QUESTIONS

Jen Moore (907)283-2682

jenmoore@bgckp.com

705 Frontage Road Suite B Kenai, AK 99611

BGCKP is a 501(c)(3)

Non Profit EIN# 94-306714

Individual Registrations (\$200) must

be made in advance by June 9th. Filled based on team need.

### **Office use only:**

**Amount Paid:** \_\_\_\_\_

\_\_\_ Cash \_\_\_ Check \_\_\_ Credit

**Check #:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_



ConocoPhillips

