

**KENAI CITY COUNCIL - REGULAR MEETING**  
**MAY 15, 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. 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](#)

[Ordinance No. 3063-2019 Budget Amendments.pdf](#)

D.2. 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](#)

D.3. 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](#)

D.4. Resolution No. 2019-28 – Authorizing a Budget Transfer within the Water and Sewer Fund for Appraisal Costs Related to the Purchase of Well Radius Property for the City's Public Water

System. (Administration)  
[Resolution No. 2019-28.pdf](#)

- D.5. Resolution No. 2019-29 – Fixing the Rate of Levy of Property Tax for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020. (Administration)  
[Resolution No. 2019-29.pdf](#)
- D.6. Resolution No. 2019-30 - Supporting Kenai Peninsula Borough Ordinance 2019-09 Amending the Borough's Sales Tax Code to Levy a 12 Percent Tax on Temporary Lodging, Exempt Temporary Lodging Rentals from the General Sales Tax, and Allow Cities that Levy a Similar Sales Tax on Temporary Lodging to Exempt Up to One-Half of the Borough's Temporary Lodging Tax, Subject to Borough Voter Approval. (Administration)  
[Resolution No. 2019-30.pdf](#)
- D.7. Resolution No. 2019-31 – Awarding a Concession Agreement for Management and Administrative Services to Provide Summer Ice Activities at the City of Kenai Multi-Purpose Facility. (Administration)  
[Resolution No. 2019-31.pdf](#)
- D.8. Resolution No. 2019-32 – Authorizing an Amendment to the Airport Advertising Concession Agreement for the Kenai Municipal Airport. (Administration)  
[Resolution No. 2019-32.pdf](#)
- D.9. Resolution No. 2019-33 – Authorizing Contracts for Employee Health Care and Other Benefits Effective July 1, 2019. (Administration)  
[Resolution No. 2019-33.pdf](#)

## **E. MINUTES**

- E.1. \*Regular Meeting of May 1, 2019  
[05-01-19 Council Minutes - DRAFT.pdf](#)

## **F. UNFINISHED BUSINESS - None.**

## **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. \*Action/Approval – Non-Objection to the Issuance of a New Liquor License for Griffin Golf, LLC. (City Clerk)  
[Kenai Golf Course License No. 5788.pdf](#)
- G.4. \*Ordinance No. 3066-2019 – Accepting and Appropriating a Grant from the Federal Aviation Administration for the 2019 Airfield Marking, Crack Sealing, and Minor Pavement Repair Project and Awarding a Construction Contract to Complete the Work. (Administration)  
[Ordinance No. 3066-2019.pdf](#)
- G.5. \*Ordinance No. 3067-2019 – Accepting and Appropriating \$26,605.40 in Asset Forfeiture Sharing Funds and Appropriating Those Funds Into the Police Small Tools Account for the

Purpose of Purchasing Law Enforcement Equipment. (Administration)

[Ordinance No. 3067-2019.pdf](#)

- G.6. \*Ordinance No. 3068-2019 – Amending Kenai Municipal Code 14.20.320- Definitions and 14.20.330- Standards for Commercial Marijuana Establishments to Prohibit Onsite Consumption of Marijuana at Retail Marijuana Stores Requiring an Onsite Consumption Endorsement. (Council Members Pettey and Glendening)  
[Ordinance No. 3068-2019.pdf](#)
- G.7. 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 from May to September During 2019 and 2020. (Administration)  
[Clerk’s Note: This ordinance was enacted at the 5/1/19 meeting. Notice has been received by the granting agency that the amounts of the grant have changed. A motion to amend something previously adopted is in order and as such, appearance on this agenda serves as notice.]  
[Ordinance No. 3062-2019.pdf](#)  
[Ordinance No. 3062-2019 Memo Amendment - Roberts Rules.pdf](#)  
[Ordinance No. 3062-2019 Memo Amendment No. 2.pdf](#)
- G.8. Action/Approval – Application for Extension of Lease Application Expiration Date for the Undeveloped Portion of Tract A, General Aviation Apron No. 2. (Administration)  
[Application for Extension of Lease.pdf](#)
- G.9. Action/Approval – Consenting to the Assignment of Lease to Don Moffis for Lot 5, Block 1, Gustly Subdivision, Addition No. 1, Amended. (Administration)  
[Lease Assignment to Don Moffis.pdf](#)
- G.10. Action/Approval – Awarding an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel) [Clerk’s Note: Council May Convene into Executive Session to Discuss this Agenda Item which Pursuant to AS 44.62.310(C)(2) May be a Subject that Tends to Prejudice the Reputation and Character of the Applicant and per AS 44.62.310(c)(1) is a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City.]
- G.11. Action/Approval – Amending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel)
- G.12. Action/Approval – Amending an Employment Agreement between the City of Kenai and City Manager, Paul Ostrander. (Mayor Gabriel)
- G.13. Action/Approval – Amending an Employment Agreement between the City of Kenai and City Clerk, Jamie Heinz. (Mayor Gabriel)

- G.14. Discussion – Schedule a Work Session to Review and Discuss City Land Sale and Leasing

**H. COMMISSION/COMMITTEE REPORTS**

- H.1. Council on Aging
- H.2. Airport Commission
- H.3. Harbor Commission
- H.4. Parks and Recreation Commission
- H.5. Planning and Zoning Commission
- H.6. Beautification Committee
- H.7. Mini-Grant Steering Committee

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

- J.1. City Manager
  - [Mid-Month Reports.pdf](#)
  - [Quarterly Financial Report.pdf](#)
  - [Quarterly Investment Report.pdf](#)
- J.2. City Attorney
- J.3. City Clerk

**K. ADDITIONAL PUBLIC COMMENT**

- K.1. Citizens Comments (Public comment limited to five (5) minutes per speaker)
- K.2. Council Comments

**L. EXECUTIVE SESSION – See item G.10.**

**M. PENDING ITEMS - None.**

## INFORMATION ITEMS

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

Disability Pride Event  
[Disability Pride Event.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: 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
<b>(a) SUPERVISORY AND PROFESSIONAL</b>		
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>(b) ADMINISTRATIVE SUPPORT</b>		
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
<b>(c) PUBLIC SAFETY</b>		
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
<b>(d) PUBLIC WORKS</b>		

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:

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\_\_\_\_\_  
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

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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	<u>20</u>
	<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

	Actual FY2017	Actual FY2018	Original Budget FY2019	Projection FY2019	Proposed FY2020	Projection FY2021	Projection FY2022
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	987,096	1,116,312	1,208,057	1,208,057	2,055,544
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%)	-	-	136,903	137,971	162,297
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	<u>579,708</u>	<u>440,906</u>	<u>491,500</u>	<u>483,250</u>	<u>556,250</u>
Rents and Leases					
Land	674,781	691,152	547,610	547,610	563,293
Total Rents and Leases	<u>674,781</u>	<u>691,152</u>	<u>547,610</u>	<u>547,610</u>	<u>563,293</u>
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	<u>36,585</u>	<u>37,845</u>	<u>40,000</u>	<u>40,000</u>	<u>50,000</u>
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	<u>708,350</u>	<u>730,507</u>	<u>818,160</u>	<u>818,160</u>	<u>840,344</u>
Transfers In					
Airport Land Trust Fund	1,175,414	1,210,348	1,230,025	1,230,025	908,811
Total Transfers In	<u>1,175,414</u>	<u>1,210,348</u>	<u>1,230,025</u>	<u>1,230,025</u>	<u>908,811</u>
Total Revenues	<u>3,204,564</u>	<u>3,132,649</u>	<u>3,163,680</u>	<u>3,155,430</u>	<u>2,961,361</u>
<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	<u>2,810,760</u>	<u>3,129,965</u>	<u>3,161,504</u>	<u>4,758,270</u>	<u>3,003,306</u>
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	<u>4,682,502</u>	<u>5,076,306</u>	<u>5,380,197</u>	<u>5,078,990</u>	<u>3,592,404</u>
Ending Fund Balance	<u>\$ 5,076,306</u>	<u>\$ 5,078,990</u>	<u>\$ 5,498,628</u>	<u>\$ 3,592,404</u>	<u>\$ 3,666,475</u>

**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
<b>Total Revenue</b>	<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
<b>Total Expenditures</b>	<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%)	-	-	24,354	49,459	23,460
Adjusted (Deficit)/Surplus	(275)	-	-	-	2,185
Beginning Fund Balance	275	-	-	-	-
<b>Ending Fund Balance</b>	<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)	-	-	-
<b>Total Revenues</b>	<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
<b>Total Revenues</b>	<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**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>FY2019 Projection</u>	<u>Manager Proposed FY2020</u>
<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>

**FUND 081-52 General Land Sales Permanent Fund**

<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**

	<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>					
Bond Interest Subsidy	34,959	34,996	34,996	34,996	32,607
Transfer from General Fund	<u>140,439</u>	<u>142,002</u>	<u>143,402</u>	<u>143,402</u>	<u>140,097</u>
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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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**

	<u>General Fund</u>	<u>Airport Special Revenue Fund</u>	<u>Water &amp; Sewer Special Revenue Fund</u>	<u>Senior Citizen Special Revenue Fund</u>	<u>Library Improvements Capital Project Fund</u>
Funds Provided:					
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	-	-	-	-	-
Total Funds Provided	<u>14,100</u>	<u>800</u>	<u>355,000</u>	<u>14,000</u>	<u>50,000</u>
Funds Applied:					
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	-
Total Funds Applied	<u>14,100</u>	<u>800</u>	<u>355,000</u>	<u>14,000</u>	<u>50,000</u>
Net Results From Operations	<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>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
100,000	40,000	630,000	75,000	200,000	37,800	1,516,700
-	-	-	-	-	-	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
100,000	40,000	630,000	75,000	200,000	37,800	1,516,700
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai

Fiscal Year 2020 Capital Budget

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

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

**Proposed Funding Source(s):**

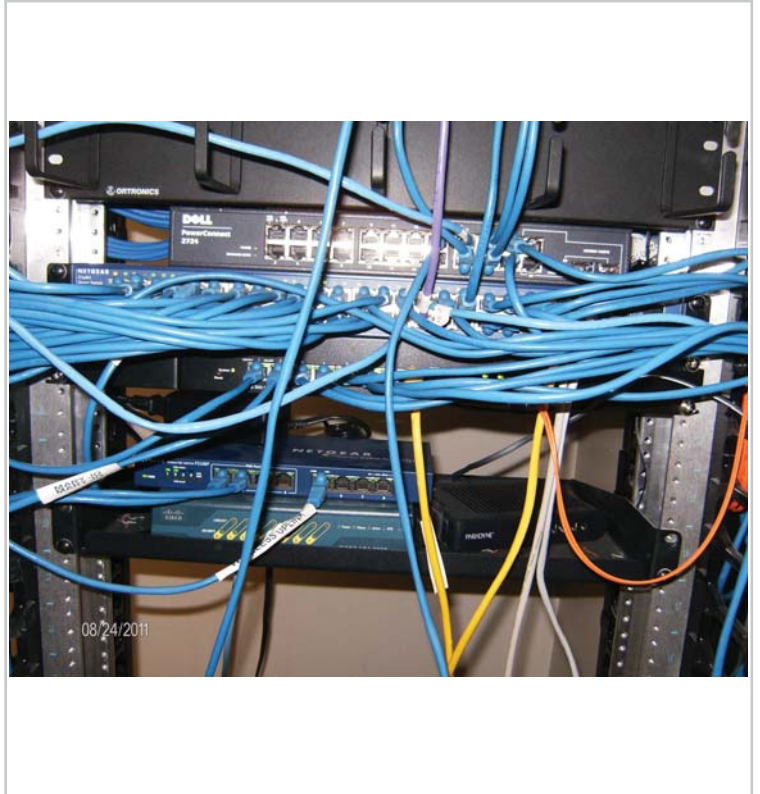
- Source 1: 0014182024 Amount: \$14,100
- Source 2: 0084642024 Amount: \$800
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**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:	Kenai Rec. Center Roof Repair	Project Manager:	Scott Curtin
Fund:	Kenai Recreation Center CP	Fund Number:	119
Department:	Recreation	Department Priority:	2

Estimated Cost: \$50,000

Proposed Funding Source(s):

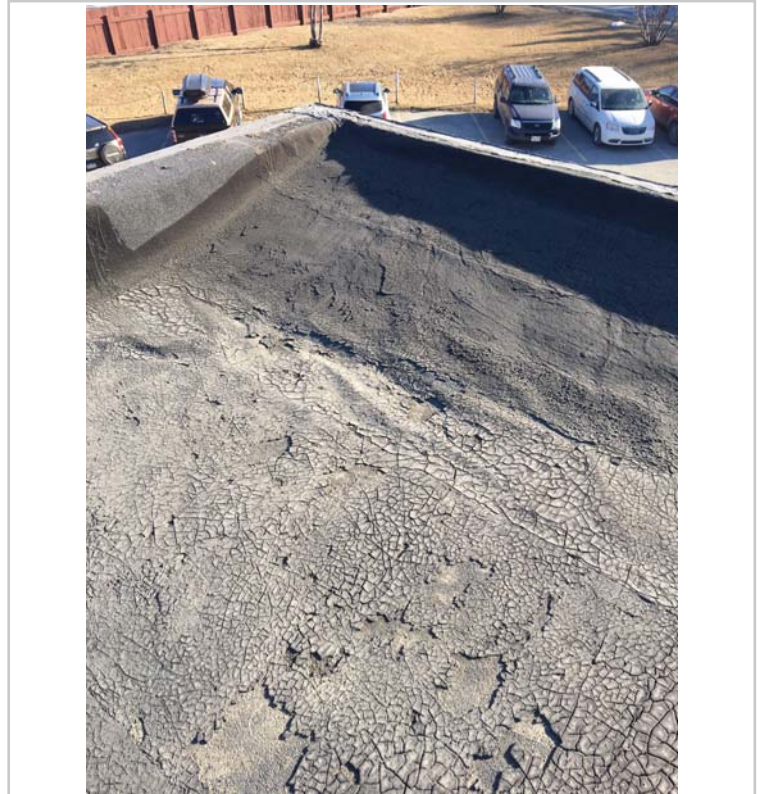
- Source 1: GF Amount: \$50,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

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):**

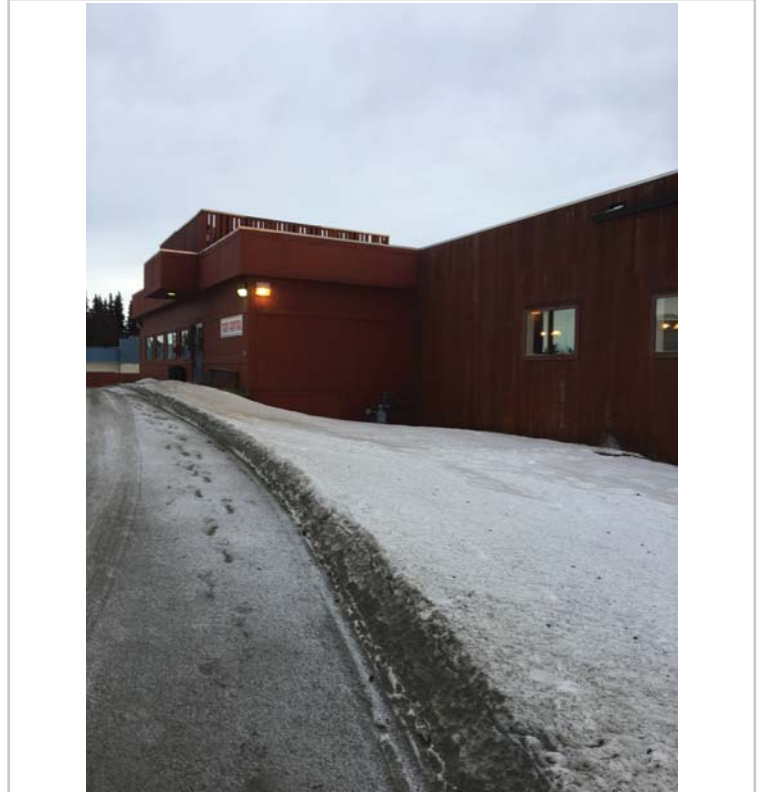
- Source 1: GF Amount: \$50,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

**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

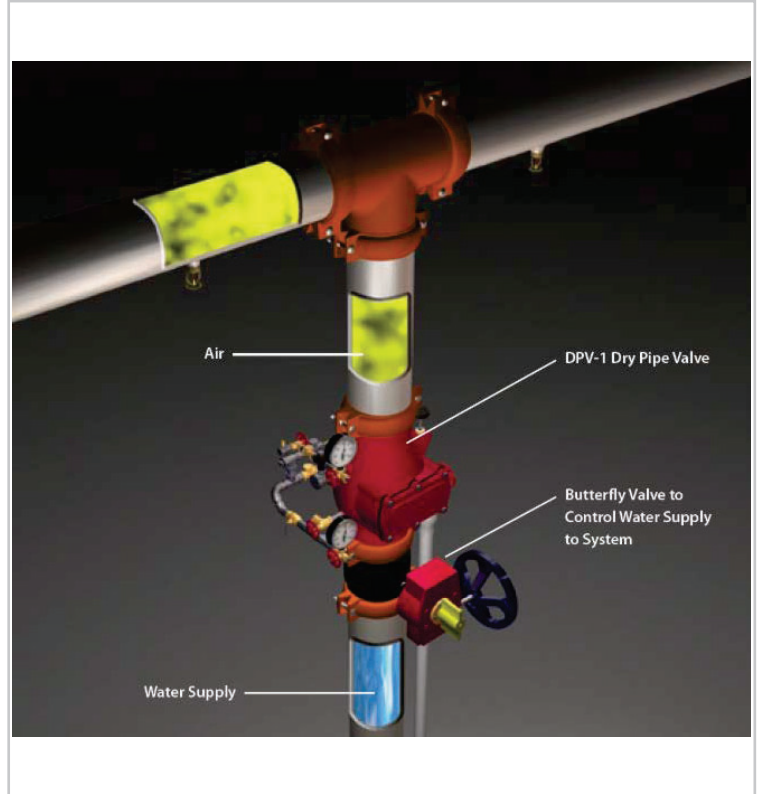
Proposed Funding Source(s):

- 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: <u>Update Master Plan/Rate Study</u>	Project Manager: <u>Scott Curtin</u>
Fund: <u>Water &amp; Sewer SR Fund</u>	Fund Number: <u>010</u>
Department: <u>Water, Sewer &amp; WWTP</u>	Department Priority: <u>2</u>

**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):

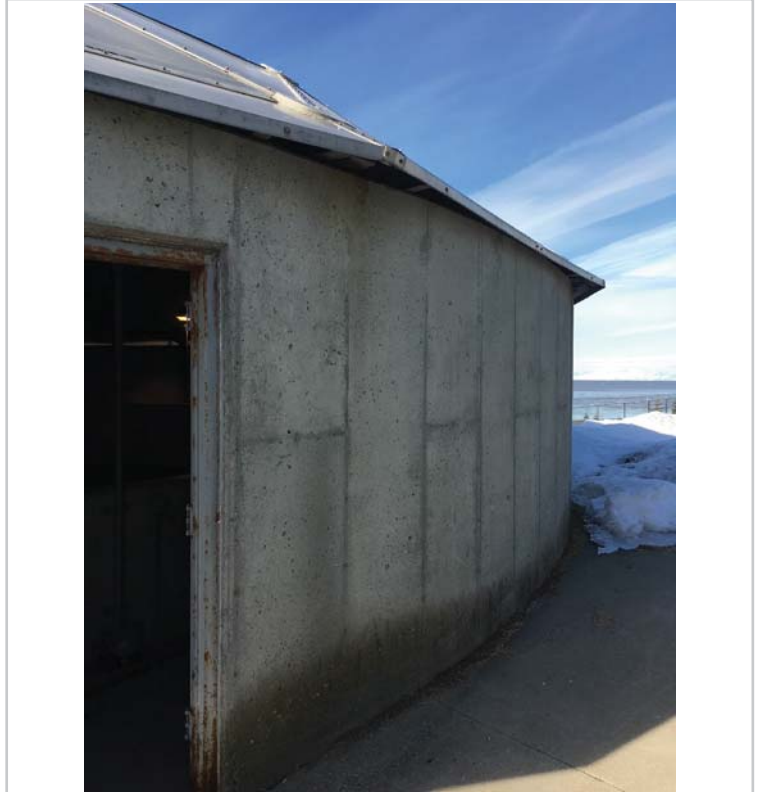
- Source 1: WWTP Amount: \$40,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

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:	<u>Aeration Basin Restore/Coating</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>4</u>

**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:**

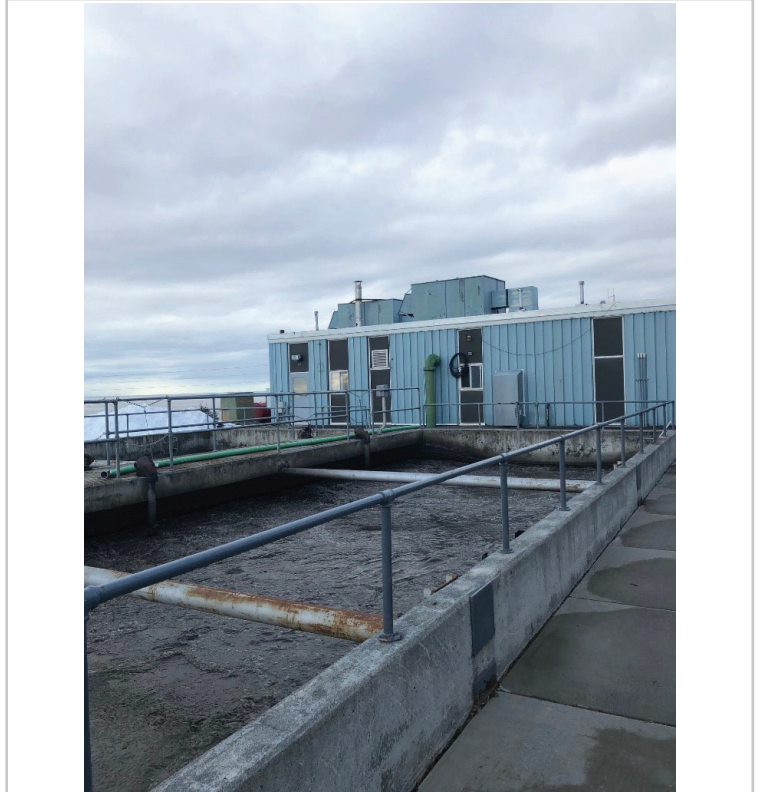
- New
- Continuation of proposed project
- Supplemental funding to existing project

**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' x12'. 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:	Hydrant Mapping & Installation	Project Manager:	Scott Curtin
Fund:	Water & Sewer CP Fund	Fund Number:	621
Department:	Water	Department Priority:	6

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

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:**

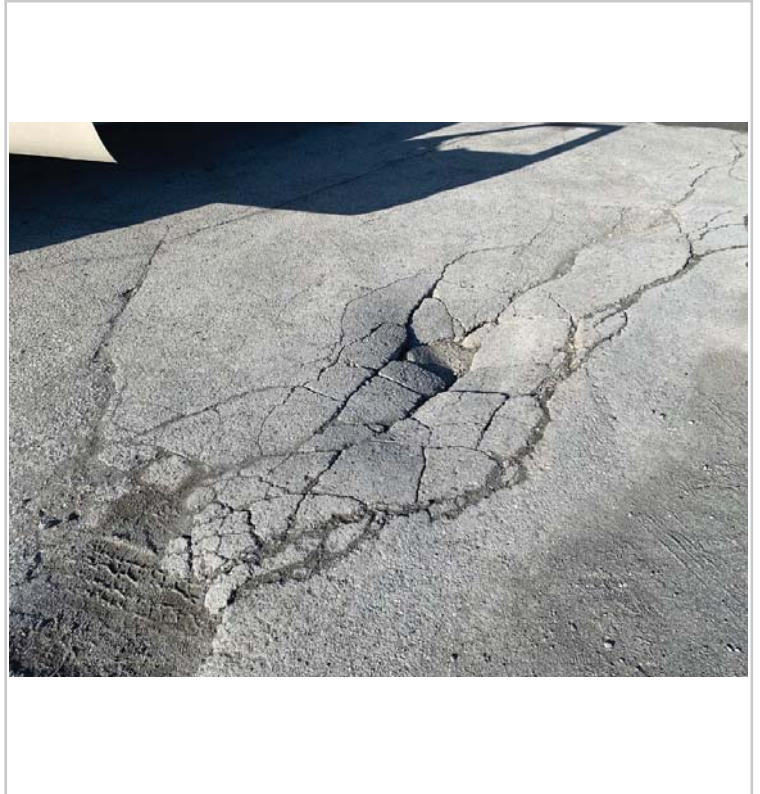
- New
- Continuation of proposed project
- Supplemental funding to existing project

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

Estimated Cost: \$37,800

Proposed Funding Source(s):

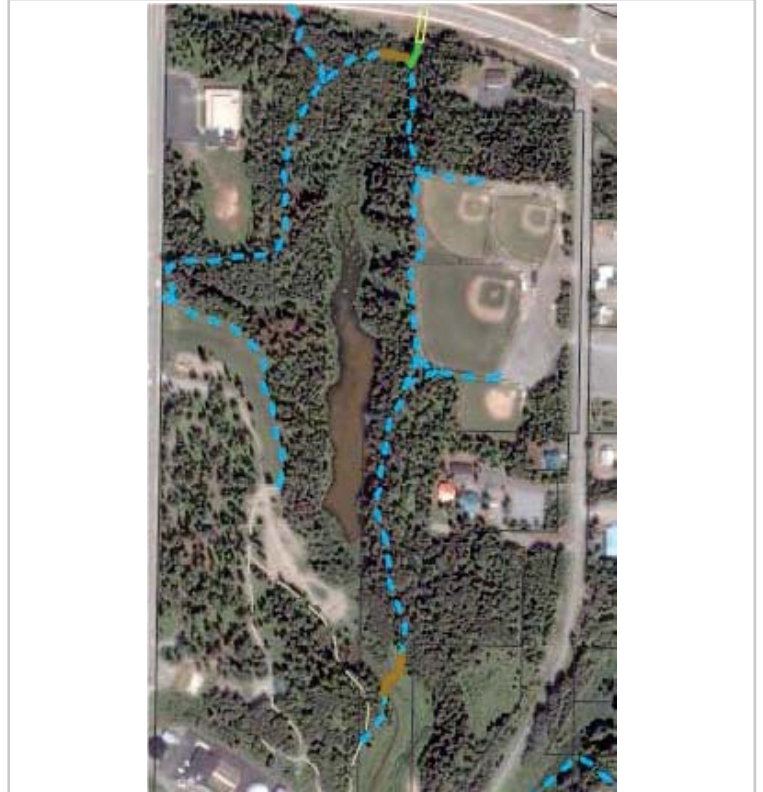
- Source 1: Gen. Fund Amount: \$37,800
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

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:	Senior Center Sound Phase II	Project Manager:	Dan Castimore
Fund:	Senior Citizen Fund	Fund Number:	019
Department:	Access	Department Priority:	1

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:

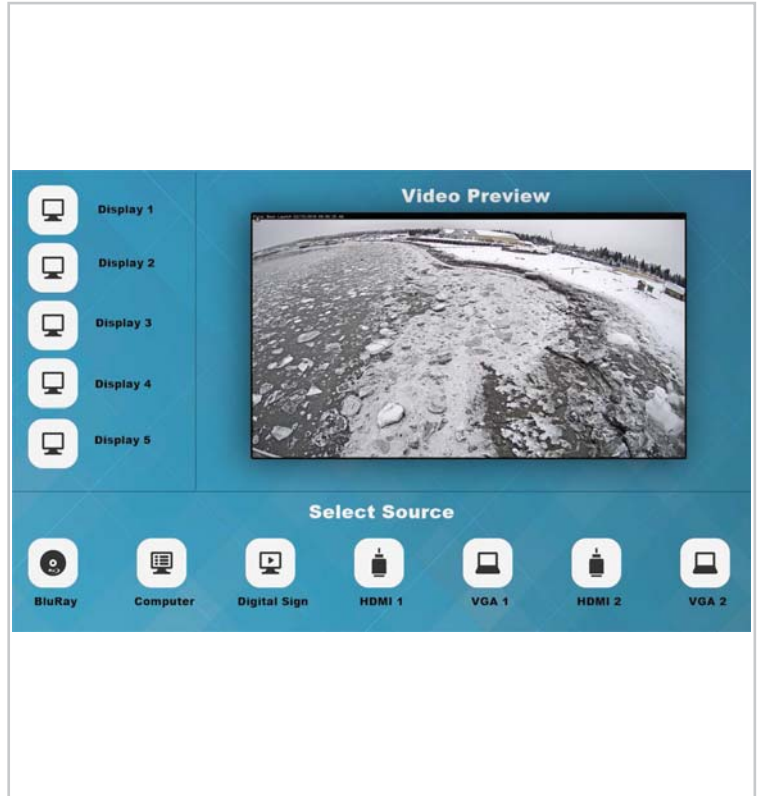
Install equipment prior to July 2020

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.







*"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:** May 8, 2019  
**SUBJECT:** Recommended Amendment to Ordinance 3063-2019

The purpose of this memo is to recommend amendments to the FY2020 Draft Budget and FY2020 Budget adoption ordinance, Ordinance 3063-2019, and the basis for each recommendation. New summary pages for the all funds, after incorporating the changes, are attached for your review.

### Budget Document Amendments

#### General Fund

##### Revenues:

Other Animal Shelter Fees \$42,000

##### Expenditures:

Police  
Transportation \$26,000  
Animal Control  
Operating Supplies 1,500  
Professional Services 3,500  
\$31,000

### Budget Ordinance Amendments

The following amendment is needed to Ordinance 3063-2019 to incorporate this recommendation.

**Amend the General Fund appropriation amount in Section 2 to be \$16,551,301 and amend the Total All Funds appropriation amount to be \$30,446,176.**

Proposed changes to the Police – Transportation account is recommended to fund police academy training for two officers. In the past, the State of Alaska has paid the costs for new



officers to attend the Alaska State Trooper academy in Sitka. Budget cuts in recent years has forced the Alaska Police Standards Council to begin charging local agencies approximately \$13,000 per attendee. The department currently has three open position and anticipates at least two will be new officers requiring attendance to the Sitka academy.

Proposed changes to Animal Control are the result of a proposal to contract with the City of Soldotna to perform animal control shelter services. The City will accept and shelter animals from Soldotna Animal Control in exchange for a minimum annual fee of \$42,000 for up to one-hundred fifty (150) animals and a fee of \$384 per animal over one-hundred fifty (150).

**Budget Document Amendments**

**Water & Sewer Fund**

Expenditures:

Water	
Professional Services	(\$ 87,500)
Transfer to Other Funds	<u>87,500</u>
	-
Sewer	
Professional Services	(\$ 87,500)
Transfer to Other Funds	<u>87,500</u>
	-
Waste Water Treatment Plant	
Professional Services	(\$180,000)
Transfer to Other Funds	<u>180,000</u>
	-
Total Water & Sewer Fund	<u><u>\$ -</u></u>

**Water & Sewer Improvements Capital Project Fund**

Revenues:

Transfer from Other Funds	<u>\$175,000</u>
---------------------------	------------------

Expenditures:

Water & Sewer Utility masterplan and rate study	\$150,000
SCADA system integration	<u>25,000</u>
Total Expenditures	<u>\$175,000</u>

**Wastewater Treatment Plan Improvements Capital Project Fund**

Revenues:

Transfer from Other Funds	<u>\$180,000</u>
---------------------------	------------------

Expenditures:

Water & Sewer Utility masterplan and rate study	\$150,000
SCADA system integration	<u>30,000</u>
Total Expenditures	<u>\$180,000</u>

**Budget Ordinance Amendments**

The following amendment is needed to Ordinance 3063-2019 to incorporate this recommendation.

**Amend the Water & Sewer Improvements Capital Project Fund appropriation amount in Section 2 to be \$250,000, amend the Wastewater Treatment Plant Improvements Capital**



**Project Fund appropriation amount to be \$810,000 and amend the Total All Funds appropriation amount to be \$30,801,176.**

The administration is recommending moving the expenditures for the Water & Sewer Utility masterplan and rate study from the utility's operating budget to the capital budget as the project is likely to last beyond a single fiscal year and budgets for capital project funds are project length rather than limited to a single fiscal year. Overall spending does not increase but total expenditures do because the transfer from the utility's operating fund is an expenditure of funds and the spending of funds in the capital project is also an expenditure.

**Budget Ordinance Amendments**

The following clerical amendments are needed to Ordinance 3063-2019.

**Amend the Class Title of the Human Resource Director\* to delete the underline in Section 5.**

The underline should not have been included in the ordinance and should be removed.

**Amend the Range of the Janitor from a Range 2.4 to a Range 2.3 in Section 5.**

This proposed amendment to the Janitor Position pay range was inadvertently omitted from the Ordinance at introduction. With the recent vacancy in the position, the administration took an opportunity to regrade the position and believe it is better classified at range 2.3. Personnel amounts for the Senior Citizen Fund represent the position at a range 2.3 as well.

Your support for these amendment is respectfully requested.



City of Kenai  
Fiscal Year 2020 Operating Budget

General Fund  
Budget Projection

	Actual FY2017	Actual FY2018	Original Budget FY2019	Projection FY2019	Proposed FY2020	Projection FY2021	Projection FY2022
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	105,500	108,665	111,925
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	1,391,846	1,428,201	1,465,647
<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>13,604,567</b>	<b>13,916,890</b>	<b>14,227,053</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>15,374,819</b>	<b>15,737,507</b>	<b>16,099,521</b>
<b>EXPENDITURES/APPROPRIATIONS</b>							
General Government	2,682,321	2,347,926	3,237,629	3,250,379	3,392,394	3,464,948	3,534,247
Public Safety	6,679,790	7,075,417	7,559,066	7,559,066	7,733,840	7,888,517	8,046,287
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	2,134,422	2,254,234	2,298,653	2,244,028	2,288,909	2,334,687
<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>15,770,096</b>	<b>16,090,205</b>	<b>16,412,009</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	16,551,301	16,730,889	17,064,414
Total Surplus (Deficit)	130,106	22,478	(1,007,189)	(1,110,624)	(1,176,482)	(993,382)	(964,893)
Projected Lapse - 5%	-	-	777,180	780,217	788,505	804,510	820,600
Adjusted Surplus (Deficit)	130,106	22,478	(230,009)	(330,407)	(387,977)	(188,872)	(144,293)
Beginning Fund Balance	10,418,100	10,548,206	10,463,198	10,570,684	10,240,277	9,852,300	9,663,428
Ending Fund Balance	10,548,206	10,570,684	10,233,189	10,240,277	9,852,300	9,663,428	9,519,135
Restricted	(588,937)	(682,068)	(700,599)	(718,068)	(754,068)	(790,068)	(826,068)
Committed	(409,746)	(6,976,762)	(7,117,565)	(7,164,452)	(6,835,109)	(6,614,037)	(6,169,000)
Assigned	(1,409,610)	(2,416,658)	(2,415,025)	(2,357,757)	(2,263,123)	(2,259,323)	(2,524,067)
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: 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	987,096	1,116,312	1,208,057	1,208,057	2,055,544
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%)	-	-	136,903	137,971	140,997
Adjusted (Deficit)/Surplus			438,862	393,102	(491,833)
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>\$ 2,445,061</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	<u>579,708</u>	<u>440,906</u>	<u>491,500</u>	<u>483,250</u>	<u>556,250</u>
Rents and Leases					
Land	674,781	691,152	547,610	547,610	563,293
Total Rents and Leases	<u>674,781</u>	<u>691,152</u>	<u>547,610</u>	<u>547,610</u>	<u>563,293</u>
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	<u>36,585</u>	<u>37,845</u>	<u>40,000</u>	<u>40,000</u>	<u>50,000</u>
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	<u>708,350</u>	<u>730,507</u>	<u>818,160</u>	<u>818,160</u>	<u>840,344</u>
Transfers In					
Airport Land Trust Fund	1,175,414	1,210,348	1,230,025	1,230,025	908,811
Total Transfers In	<u>1,175,414</u>	<u>1,210,348</u>	<u>1,230,025</u>	<u>1,230,025</u>	<u>908,811</u>
Total Revenues	<u>3,204,564</u>	<u>3,132,649</u>	<u>3,163,680</u>	<u>3,155,430</u>	<u>2,961,361</u>
<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	<u>2,810,760</u>	<u>3,129,965</u>	<u>3,161,504</u>	<u>4,758,270</u>	<u>3,003,306</u>
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	<u>4,682,502</u>	<u>5,076,306</u>	<u>5,380,197</u>	<u>5,078,990</u>	<u>3,592,404</u>
Ending Fund Balance	<u>\$ 5,076,306</u>	<u>\$ 5,078,990</u>	<u>\$ 5,498,628</u>	<u>\$ 3,592,404</u>	<u>\$ 3,666,475</u>



**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	239,208
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>923,146</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	<u>249,525</u>	<u>250,503</u>	<u>244,671</u>	<u>244,671</u>	<u>165,893</u>
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)	(23,460)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>24,354</u>	<u>49,459</u>	<u>23,460</u>
Adjusted (Deficit)/Surplus	(275)	-	-	-	-
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>\$ -</u>

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

**Fund 048 - Debt Service**

	<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>					
Bond Interest Subsidy	34,959	34,996	34,996	34,996	32,607
Transfer from General Fund	<u>140,439</u>	<u>142,002</u>	<u>143,402</u>	<u>143,402</u>	<u>140,097</u>
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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

**Budget Projection  
Land Sales Permanent Funds**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>FY2019 Projection</u>	<u>Manager Proposed FY2020</u>
<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>

**FUND 081-52 General Land Sales Permanent Fund**

<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>162,999</u>	<u>124,252</u>
Contributions To/(From) Fund Balance	107,164	80,038	26,845	26,845	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>3,156,822</u>
Ending Fund Balance	<u>\$ 3,049,939</u>	<u>\$ 3,129,977</u>	<u>\$ 2,992,635</u>	<u>\$ 3,156,822</u>	<u>\$ 3,208,399</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
<b>Total Revenues</b>	<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
<b>Total Revenues</b>	<u>343,975</u>	<u>331,110</u>	<u>399,876</u>	<u>799,876</u>	<u>360,754</u>
<b>Expenses - Depreciation</b>	-	-	160,125	160,125	190,000
<b>Net Income (loss)</b>	343,975	331,110	239,751	639,751	170,754
Transfers out	-	(160,125)	-	-	-
<b>Total net income (loss) and transfers out</b>	343,975	170,985	239,751	639,751	170,754
<b>Beginning Net Position</b>	<u>2,981,827</u>	<u>3,325,802</u>	<u>3,496,787</u>	<u>3,496,787</u>	<u>4,136,538</u>
<b>Ending Net Position</b>	3,325,802	3,496,787	3,736,538	4,136,538	4,307,292
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>
<b>Unrestricted Net Position</b>	<u>\$ 1,869,766</u>	<u>\$ 1,741,867</u>	<u>\$ 996,720</u>	<u>\$ 1,542,172</u>	<u>\$ 1,902,926</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)	-	-	-
<b>Total Revenues</b>	<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>



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





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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:** 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	<u>\$7,467.97</u>
--	-------------------

Increase Appropriations – Fire – Small Tools/Minor Equipment	<u>\$7,467.97</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 1st, 2019  
Enacted: May 15th, 2019  
Effective: June 14th, 2019



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## 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.





Sponsored by: Administration

## CITY OF KENAI

### RESOLUTION NO. 2019-28

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AUTHORIZING A BUDGET TRANSFER WITHIN THE WATER AND SEWER FUND FOR APPRAISAL COSTS RELATED TO THE PURCHASE OF WELL RADIUS PROPERTY FOR THE CITY'S PUBLIC WATER SYSTEM.

WHEREAS, the parcel adjacent to the Beaver Creek Subdivision located at the intersection of the Kenai Spur Highway and Shotgun Drive, described as Alaska State Land Survey 2013-49 Tract A and recorded as Plat 2017-8, Kenai Recording District and located in Section 36, Township 6 North, Range 11 West, Seward Meridian, will be used for well site and watershed protection; and,

WHEREAS, on August 31, 2010, the City of Kenai applied to purchase the property from the State of Alaska Department of Natural Resources, Division of Mining, Land, and Water; and,

WHEREAS, on October 29, 2012, pursuant to Alaska Statute 38.05, the State of Alaska Department of Natural Resources, Division of Mining, Land, and Water issued a Final Finding and Decision allowing the property to be sold through a non-competitive sale to the City subject to a reversionary interest by the State should the property cease to be used for public and charitable purposes; and,

WHEREAS, on March 27, 2014, pursuant to Alaska Statute 38.05, the State of Alaska Department of Natural Resources, Division of Mining, Land, and Water issued a First Amended Final Finding and Decision to address Boundbrook Drive and the dedication of a 30-foot right-of-way; and,

WHEREAS, on February 25, 2019, the Department of Natural Resources, Division of Mining, Land, and Water issued a Second Final Finding and Decision to address the School Trust Land, an appraisal valuation date, and fee; and,

WHEREAS, on February 25, 2019, the Alaska Department of Natural Resources, Division of Mining, Land, and Water gave notice to the City of Kenai to proceed to appraisal following the State requirements; and,

WHEREAS, after requesting three quotes for an appraisal, the City selected MacSwain Associates, LLC, based upon their cost estimate of the appraisal of \$7,000; and,

WHEREAS, sufficient funds are available for transfer within the Water and Sewer Fund for the purchase of these services.

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

**Section 1:** That the following budget transfer be made:

Water & Sewer Fund

From:		
	010-465-4999 Water, Contingency	\$7,000
To:		
	010-465-8061 Land	\$7,000


**Section 2.** That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15th day of May 2019.

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

ATTEST:

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

Approved by Finance: 



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## MEMORANDUM

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

**THROUGH:** Paul Ostrander, City Manager

**Cc:** Scott Curtin, Public Works Director

**FROM:** Elizabeth Appleby, City Planner

**DATE:** April 26, 2019

**SUBJECT:** **Resolution 2019-28 – Authorizing a Budget Transfer within the Water and Sewer Fund**

---

In 2010, the City of Kenai applied to the State of Alaska to acquire a parcel as a preference right applicant for a public and charitable use of municipal well site and for protection of the Beaver Creek Watershed. In 2012, the State signed a Final Finding and Decision to approve the sale of the property to the City. The Decision allows for a non-competitive sale to the City for the appraised fair market value, subject to a reversionary interest by the State should the property cease to be used for public and charitable purposes. In 2014, pursuant to Alaska Statute 38.05, the State of Alaska Department of Natural Resources, Division of Mining, Land, and Water issued a First Amended Final Finding and Decision to address Boundbrook Drive and the dedication of a 30-foot right-of-way on the plat of the parcel.

The City paid for a survey of the property which created the subject parcel, described as Alaska State Land Survey 2013-49 Tract A and recorded as Plat 2017-8, Kenai Recording District. The parcel is approximately 28.77 acres within the Rural Residential Zone of the City.

In 2019, the City received a Second Final Finding and Decision to address the School Trust Land, appraisal valuation date, and appraisal fee. The City also received notice to proceed to appraisal in 2019. After requesting three quotes, the City selected MacSwain Associates, LLC, based upon their cost estimate of the appraisal to be \$7,000. Sufficient funds are available for transfer within the Water and Sewer Fund for the purchase of these services. Resolution 2019-28 would transfer \$7,000 from Water, Contingency to Land within the Water and Sewer Fund.

Thank you for your consideration.



**PLAT APPROVAL**

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL

**NOTES:**

1. THESE PARCELS ARE SUBJECT TO THE CITY OF KENAI ZONING REGULATIONS.
2. NO PRIVATE ACCESS TO STATE MAINTAINED ROWS PERMITTED UNLESS APPROVED BY THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION.
3. FRONT 15 FEET ADJACENT TO THE RIGHTS-OF-WAY AND 20 FEET WITHIN 5 FEET OF THE SIDE LOT LINES IS ALSO A UTILITY EASEMENT BEING GRANTED BY THIS PLAT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
4. PORTIONS OF THIS SUBDIVISION ARE WITHIN THE KENAI PENINSULA BOROUGH 50 FOOT ANADROMOUS HABITAT PROTECTION DISTRICT. SEE NPB CHAPTER 21.18, AS MAY BE AMENDED, FOR RESTRICTIONS THAT AFFECT DEVELOPMENT IN THIS SUBDIVISION.
5. THIS PARCEL IS AT LEAST 200,000 SQUARE FEET OR A NOMINAL 5 ACRES IN SIZE AND CONDITIONS MAY NOT BE SUITABLE FOR ON-SITE WASTEWATER TREATMENT AND DISPOSAL. ALL WASTEWATER TREATMENT OR DISPOSAL SYSTEM MUST MEET THE REGULATORY REQUIREMENTS OF THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
6. THIS SURVEY HAS ACCOMPLISHED IN ACCORDANCE WITH AS 38.05.810(a) AND P&C 9 2013-49.
7. THE ERROR OF CLOSURE DOES NOT EXCEED 1:5000.
8. ALL PARCELS OF LAND OWNED BY THE STATE OF ALASKA, LOCATED WITHIN 50.00 FEET OF, OR BISECTED BY A SURVEYED OR PROTRACTED SECTION LINE, ARE SUBJECT TO A 50 FOOT (50') EASEMENT, ON EACH SIDE OF THE SECTION LINE, WHICH IS RESERVED TO THE STATE OF ALASKA FOR PUBLIC HIGHWAYS UNDER AS 19.10.010.
9. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL DISTANCES.
10. THE BASIS OF COORDINATES FOR THIS PLAT WAS DETERMINED BY RECORD INFORMATION AS SHOWN ON PLAT 2007-1 KENAI RECORDING DISTRICT. THE HAD 27 VALUES AS SHOWN ON RECORD PLAT WERE CONVERTED TO HAD 83 VALUES USING NORTH AMERICAN DATUM CONVERSION PROGRAM VERSION 2.11.
11. A PUBLIC ACCESS EASEMENT ON THE BED OF AND 50 FEET UPLAND FROM THE ORDINARY HIGH WATER LINE OF BEAVER CREEK SHALL BE RESERVED TO THE STATE IN ACCORDANCE WITH AS 38.05.127.
12. PURSUANT TO THE KENAI AREA PLAN; A 100 FOOT BUILDING SETBACK COINCIDENT WITH AND 100 FEET UPLAND FROM THE ORDINARY HIGH WATER LINE OF EACH SIDE OF BEAVER CREEK IS RESERVED BY THE STATE. THE ONLY ALLOWABLE IMPROVEMENTS WITHIN THIS SETBACK ARE THOSE NECESSARY FOR A MUNICIPAL WELL(S).
13. PURSUANT TO THE KENAI AREA PLAN AND KENAI RIVER COMPREHENSIVE MANAGEMENT PLAN; A 200 FOOT MANAGEMENT BUFFER COINCIDENT WITH AND 200 FEET UPLAND FROM THE ORDINARY HIGH WATER LINE OF EACH SIDE OF BEAVER CREEK IS RESERVED FOR THE PURPOSE OF RIPARIAN PROTECTION. THE ONLY ALLOWABLE IMPROVEMENTS WITHIN THIS BUFFER ARE THOSE NECESSARY FOR MUNICIPAL WELL(S).
14. SEE SHEET 2 FOR MONUMENT INFORMATION AND EASEMENT DETAIL DRAWINGS.
15. 100' PUBLIC ACCESS EASEMENT DEDICATED BY THIS PLAT. SAID EASEMENT IS COINCIDENT WITH ADL NO. 51055.
16. THE KENAI PENINSULA BOROUGH PLAT COMMITTEE GRANTED EXCEPTIONS TO KPR20.30.030 - PROPOSED STREET LAYOUT AND KPR20.30.170 - BLOCK LENGTH AT THE MEETING OF JULY 18, 2016.
17. ANY PERSON OR ORGANIZATION DEVELOPING THE PROPERTY IS RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS, INCLUDING A U.S. ARMY CORPS OF ENGINEERS WETLAND DETERMINATION IF APPLICABLE.
18. ANY ROADWAY CONSTRUCTION OR IMPROVEMENT WITHIN N. FERN ST. WILL BE SUBJECT TO KMC 18.10 AND WILL REQUIRE REVIEW AND APPROVAL BY THE CITY OF KENAI.

**LEGEND**

- GLO/BLM MONUMENT RECOVERED AS NOTED
- PRIMARY MONUMENT SET THIS SURVEY
- 2 1/2" ALLUM. MGR. ON ALUM. PIPE AS SHOWN
- PRIMARY MONUMENT RECOVERED AS NOTED
- SECONDARY MONUMENT RECOVERED
- 5/8" REBAR WITH 2" ALLUM. CAP
- DNR TRACT CORNER NUMBER
- SURVEY MONUMENTATION DIAGRAM KEY
- RECORD PER BIRCH FIELDS SUBDIVISION KENAI WELL ADDITION NO.2 PLAT NO. 2012-7 KRD
- RECORD PER BEAVER CREEK ALASKA SUBDIVISION AMENDED PLAT NO. 81-101 KRD
- RECORD PER ALASKA STATE LAND SURVEY NO. 76-118 PLAT NO. 76-168 KRD
- SURVEYED LINES - BOUNDARY
- SURVEYED LINES
- UN-SURVEYED LINES
- CENTERLINE
- ORDINARY HIGH WATER LINE
- OVERHEAD UTILITY LINE
- UTILITY POLE
- WETLAND
- EDGE OF GRAVEL ROAD

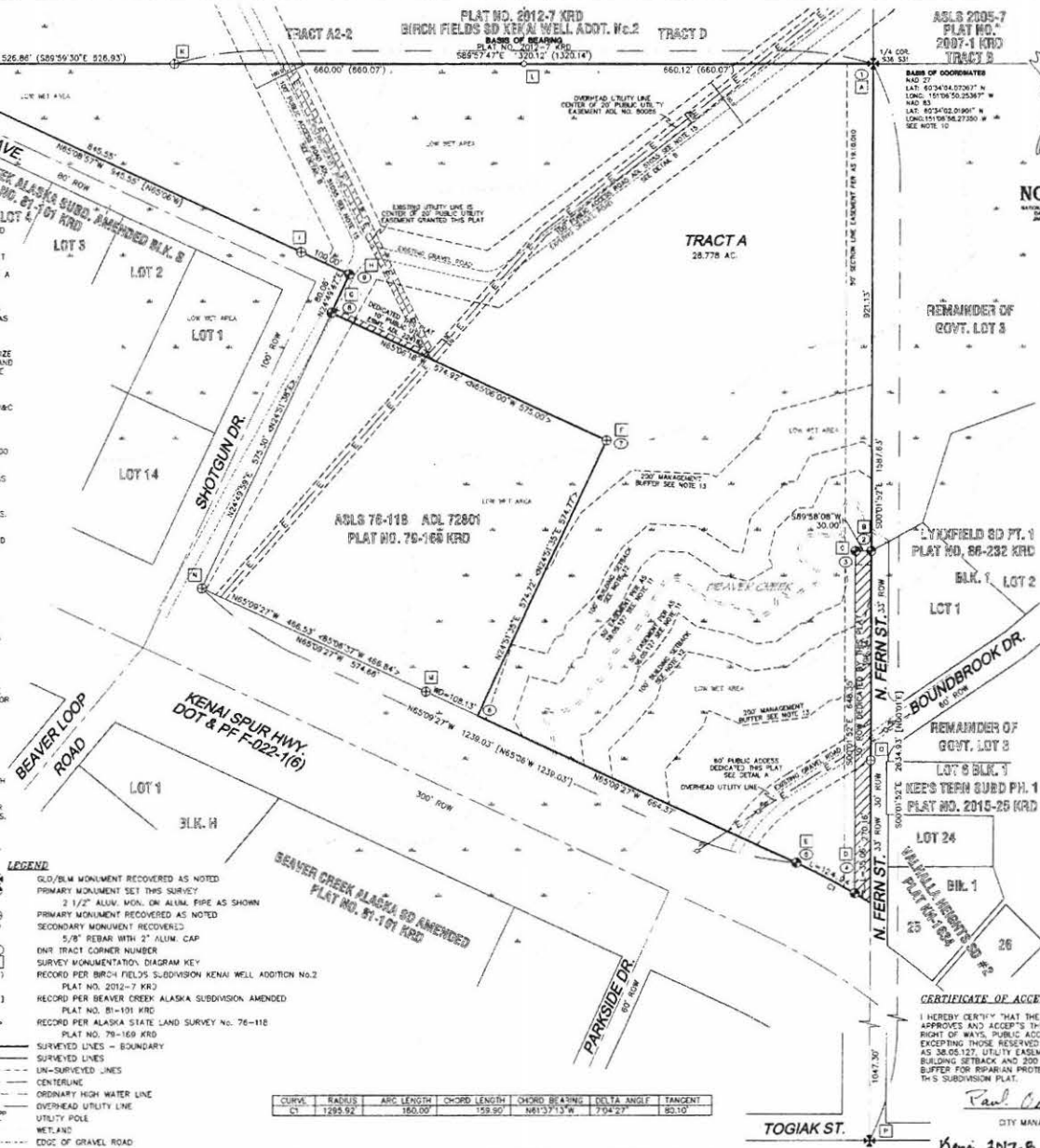
**CERTIFICATE OF SURVEYOR**

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT

2/16/17  
DATE

SCOTT HUFF  
REGISTERED LAND SURVEYOR  
LS 11728

CURVA	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE	TANGENT
C1	1295.92	160.00'	159.90'	N81°31'13"W	7°04'27"	80.10'



ASLS 2005-7  
PLAT NO. 2007-1 KRD  
TRACT B

BASE OF COORDINATES  
NAD 83  
LAT: 60°34'34.070017" N  
LONG: 151°04'50.253477" W  
HAD 83  
LAT: 60°34'32.019607" N  
LONG: 151°04'52.273900" W  
SEE NOTE 10



**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE DIRECTOR, DIVISION OF MINING, LAND AND WATER AND THAT THE STATE OF ALASKA IS THE OWNER OF ASLS NO. 2013-49, AS SHOWN HEREON. I HEREBY APPROVE THIS SURVEY AND PLAT FOR THE STATE OF ALASKA, AND DEDICATE FOR PUBLIC OR PRIVATE USE AS NOTED, ALL EASEMENTS, PUBLIC UTILITY AREAS, AND/OR RIGHTS-OF-WAY AS SHOWN AND DESCRIBED HEREON.

2/16/17  
DATE

Paul Ostranger  
DIRECTOR, DIVISION OF MINING, LAND AND WATER

**NOTARY'S ACKNOWLEDGMENT**

FOR Paul Ostranger  
ACKNOWLEDGED BEFORE ME THIS 16th DAY OF February, 2017.  
BY Paul Ostranger  
Paul Ostranger  
NOTARY PUBLIC FOR ALASKA  
MY COMMISSION EXPIRES 12/31/2018

**APPLICANT CERTIFICATE**

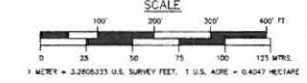
WE, THE UNDERSIGNED, HEREBY CERTIFY THAT WE ARE THE APPLICANTS AS SHOWN HEREON. WE HEREBY APPROVE THIS SURVEY AND PLAT.

ADL NO. 231036 TRACT A  
Paul Ostranger  
CITY MANAGER  
210 FIDALGO AVE. SUITE 200  
KENAI, AK 99501

2/16/17  
DATE

**NOTARY'S ACKNOWLEDGMENT**

FOR Paul Ostranger  
ACKNOWLEDGED BEFORE ME THIS 16th DAY OF February, 2017.  
BY Paul Ostranger  
NOTARY PUBLIC FOR ALASKA  
MY COMMISSION EXPIRES 12/31/2018



**CERTIFICATE OF ACCEPTANCE**

I HEREBY CERTIFY THAT THE CITY OF KENAI APPROVES AND ACCEPTS THE DEDICATION OF THE RIGHT OF WAY, PUBLIC ACCESS EASEMENTS EXCEPTING THOSE RESERVED TO THE STATE UNDER AS 38.05.127, UTILITY EASEMENTS, 100 FOOT BUILDING SETBACK AND 200 FOOT MANAGEMENT BUFFER FOR RIPARIAN PROTECTION AS SHOWN ON THIS SUBDIVISION PLAT.

2/16/17  
DATE

Paul Ostranger  
CITY MANAGER  
210 FIDALGO AVE.  
KENAI, AK 99501

Kenai 2017-B

KRP FILE NO. 2016-073 PAGE 1 OF 2

DATE OF SURVEY: OCT. 2013 INTERESTED PARTY REVIEW INC. 2013

ENDING: MARCH, 2015 KENAI AK 99501 100' SETBACK 200' BUFFER

STATE OF ALASKA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND & WATER  
ANCHORAGE, ALASKA

ALASKA STATE LAND SURVEY NO. 2013-49

AND THE DEDICATION OF A PORTION OF N. FERN STREET  
LOCATED WITHIN SURVEYED SECTION 36 TOWNSHIP 6 NORTH, RANGE 11 WEST SEWARD MERIDIAN, CITY OF KENAI, KENAI PENINSULA BOROUGH, ALASKA

CONTAINING 28.23 ACRES  
KENAI RECORDING DISTRICT

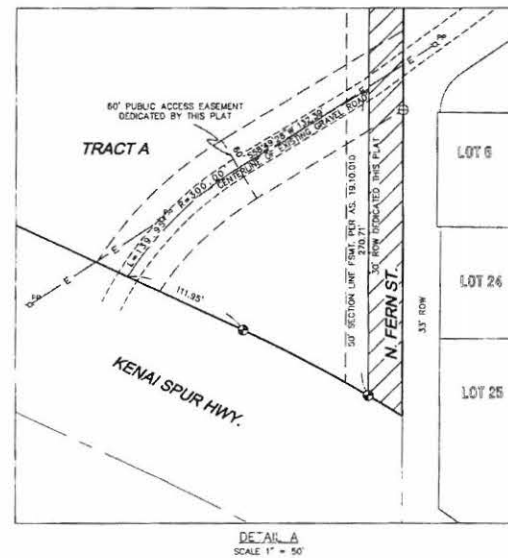
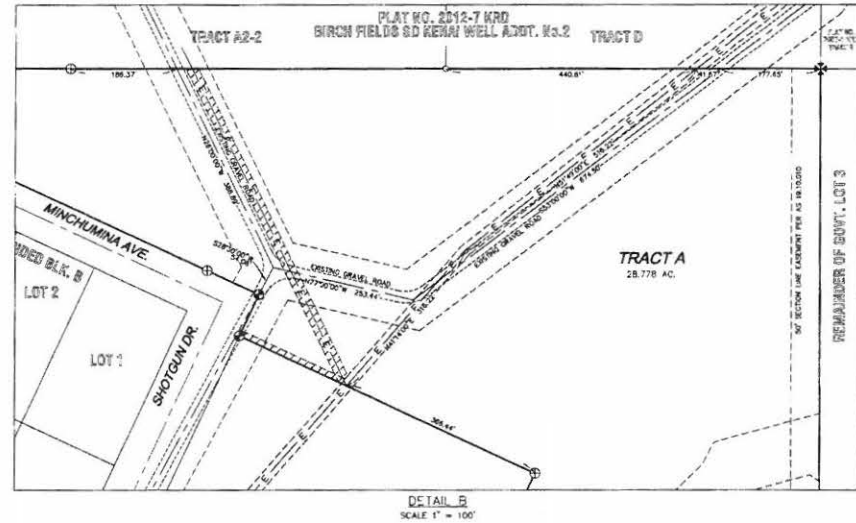
DRAWN BY: S. HUFF  
DATE: 2/16/17  
JOB NO.: 213165  
SCALE: 1"=100'

APPROVAL (RECOMMENDED)  
DATE: 2/16/17  
FIELD BOOK: 2013-10 PG. 21-27  
CHECKED BY: S. HUFF  
FILE NO.: AS-S 20130049



A		FOUND 2 1/2" BRASS MONUMENT IN GOOD CONDITION
B		SET 2 1/2" ALUM. CAP MONUMENT ON STAINLESS STEEL DRIVE ROD. FROM WHICH BEARS: 3 1/2" ALUM. MON. S89°58'08"W 30.0' 3/4" REBAR W/ 1 1/2" ALUM. CAP N50°E 10.0' 3/4" REBAR W/ 1 1/2" ALUM. CAP S05°E 10.0'
C		SET 2 1/2" ALUM. CAP MONUMENT ON STAINLESS STEEL DRIVE ROD. FROM WHICH BEARS: 3 1/2" ALUM. MON. N89°58'08"E 30.0' 3/4" REBAR W/ 1 1/2" ALUM. CAP S05°E 10.0' 3/4" REBAR W/ 1 1/2" ALUM. CAP N80°W 10.0'
D		SET 2 1/2" ALUM. MONUMENT ON 30" ALUM. PIPE. FROM WHICH BEARS: 8" SPRUCE N87°W 81.6' 16" SPRUCE N59°E 32.8' 4" SPRUCE S34°E 18.0'
E		SET 2 1/2" ALUM. MONUMENT ON 30" ALUM. PIPE. FROM WHICH BEARS: 12" SPRUCE S42°W 15.6' 9" SPRUCE W17°E 12.1' 8" ASPEN N45°W 14.1'
F		FOUND 3 1/4" ALUM. MONUMENT IN GOOD CONDITION
G		FOUND 2" ALUM. PIPE 0.6' BELOW GROUND. CAP MISSING. RESET 2 1/2" ALUM. MONUMENT ON 30" ALUM. PIPE AT SAME LOCATION OF FOUND PIPE. FROM WHICH BEARS: 8" ASPEN S70°W 47.9' 9" SPRUCE S53°E 40.8' 3 1/2" ALUM. MON. N24°49'47"E 80.1'
H		SET 2 1/2" ALUM. MONUMENT ON 30" ALUM. PIPE. FROM WHICH BEARS: 3 1/2" ALUM. MON. S24°49'47"W 80.1' 7" SPRUCE S30°E 33.2' 6" SPRUCE N89°W 43.0'

I		FOUND 3 1/4" BRASS MONUMENT IN GOOD CONDITION
J		FOUND 2 1/2" ALUM. MONUMENT IN GOOD CONDITION
K		FOUND 2 1/2" ALUM. MONUMENT IN GOOD CONDITION
L		FOUND 2" ALUM. CAP ON REBAR IN GOOD CONDITION
M		FOUND 3 1/4" ALUM. MONUMENT IN GOOD CONDITION
N		FOUND 3 1/4" ALUM. MONUMENT IN GOOD CONDITION
O		FOUND 2 1/2" BRASS MONUMENT IN GOOD CONDITION
P		FOUND MONUMENT IN A MONUMENT CASE UNDER 1.0 FEET OF WATER UNABLE TO READ MARKINGS.



**LEGEND**

- GLO/BLM MONUMENT RECOVERED AS NOTED
- PRIMARY MONUMENT SET THIS SURVEY
- 2 1/2" ALUM. MON. ON ALUM. PIPE AS SHOWN
- PRIMARY MONUMENT RECOVERED AS NOTED
- SECONDARY MONUMENT RECOVERED
- 5/8" REBAR WITH 2" ALUM. CAP
- DNR TRACT CORNER NUMBER
- SURVEY MONUMENTATION DIAGRAM KEY
- RECORD PER BIRCH FIELDS SUBDIVISION KENAI WELL ADDITION NO. 2
- RECORD PER BEAVER CREEK ALASKA SUBDIVISIONS AMENDED
- RECORD PER ALASKA STATE LAND SURVEY NO. 76-118
- RECORD PER ALASKA STATE LAND SURVEY NO. 79-169 KRD
- SURVEYED LINES - BOUNDARY
- SURVEYED LINES
- UN-SURVEYED LINES
- CENTERLINE
- ORDINARY HIGH WATER LINE
- OVERHEAD UTILITY LINE
- UTILITY POLE
- WETLAND
- EDGE OF GRAVEL ROAD

**SCALE**

0 25 50 75 100 25 MTRS  
1 METR = 3.280833 U.S. SURVEY FEET. 1 U.S. ACRE = 0.4047 HECTARE

PAGE 2 OF 2

KPB FILE NO. 2016-073

DATE OF SURVEY: BEGINNING: ENDING: 2013 DEC. 2014

NAME OF SURVEYOR: INTERESTED PARTY: S. HUFF

STATE OF ALASKA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND & WATER  
ANCHORAGE, ALASKA

ALASKA STATE LAND SURVEY NO. 2013-49

AND THE DEDICATION OF A PORTION OF N. FERN STREET

LOCATED WITHIN SURVEYED SECTION 36 TOWNSHIP 6 NORTH, RANGE 11 WEST SEWARD MERIDIAN, ALASKA

CONTAINING 29.231 ACRES

KENAI RECORDING DISTRICT

2017-B  
Kenai  
3/15/17  
11:21 A.M.

DRAWN BY: S. HUFF  
DATE: 2/7/2017  
JOB NO.: 213-65

APPROVAL/RECOMMENDATION: [Signature]  
DATE: 2/21/17

STAKE/READING SUPERVISOR: [Signature]  
DATE: 2/21/17

FIELD BOOK: 2013-10 PG. 21-27

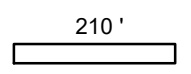
CHECKED BY: S. HUFF  
FILE NO.: ASLS 20130049

SCALE: 1"=100'

Draw 242



Alaska State Land Survey  
 2013-49  
 Tract A  
 (Kenai Peninsula Borough  
 Parcel Number  
 04103060)  
 460 Shotgun Drive



1 inch equals 250 feet

The information depicted here on is for graphic representation only of the best available sources. The City of Kenai assumes no responsibility for errors on this map.

**STATE OF ALASKA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND AND WATER**

**SECONDED AMENDED FINAL FINDING AND DECISION  
Noncompetitive Sale – AS 38.05.810(a) Public and Charitable Use  
ADL 231036 – City of Kenai**

This seconded Amended Final Finding and Decision is based on a Final Finding and Decision for ADL 231036 issued on October 29, 2012, to grant a non-competitive sale to the applicant, the City of Kenai (City), pursuant to AS 38.05.810(a) Public and charitable use. The first Amended Final Finding and Decision, issued March 27, 2014, resolved survey issues. See the attached first Amended Final Finding and Decision with the original Final Finding and Decision. This second Amended Final Finding and Decision for ADL 231036 concerns School Trust lands and date of valuation for appraisal purposes. Public notice is not required for this seconded Amended Final Finding and Decision as the modifications to the original Final Finding and Decision are considered by the Department to be minor.

**Summary of the Decision:**

The Final Finding and Decision approved the sale to the City a parcel of state land for a future municipal well site and for protection of the Beaver Creek watershed. The parcel is located within the municipal boundaries of the City and abuts the Kenai Spur Highway. The survey has been completed per the first Amended Final Finding and Decision. The updated legal description for the parcel is Tract A of ASLS 2013-49, recorded as Plat 2017-8 in the Kenai Recording District. The parcel is located in Section 36, Township 6 North, Range 11 West, Seward Meridian. The parcel is approximately 28.778 acres in size.

**Modifications to the Decision:**

The decision of October 29, 2012 is modified as follows:

Modification One: This project is on school trust land and was subject to Department Order (DO) 143. However, the school trust litigation for which DO 143 was written has been resolved and is no longer a factor. DO 143 has been rescinded. Therefore, DO 143 no longer applies and its directive will not be followed. The purchase price is still the fair market value per current procedures.

Modification Two: An appraisal is needed to determine fair market value. The applicant bears the cost of appraisal. The valuation date of the appraisal is changed to the date of inspection by the appraiser. An appraisal is valid for two years. The appraisal will take into account the deed restrictions and reversionary interest when determining fair market value.


Per the original final finding and decision, the applicant's appraiser is required to contact the Division's Appraisal Unit for appraisal instruction in advance of the appraisal.

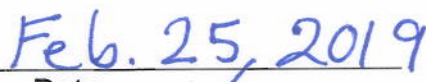
Modification Three: The original stipulations of the sale list a \$100 document handling fee to be charged as part of the final paperwork to complete the purchase. Fee regulations were updated and approved July 1, 2018. Fee changes are described below and are subject to change.

- If the applicant pays in full, total fees due are \$265 for patent application and recordation along with the purchase price.
- If the applicant finances the purchase through the state, a minimum deposit of 5% of the purchase price is required, plus fees for \$405 land sales contract application and recordation.

All other terms and special conditions as set forth in the original decision and the first amended decision remain unchanged.

**Recommend Approval:**

  
\_\_\_\_\_  
Kathryn Young, Section Manager  
Land Sales Section  
Division of Mining, Land and Water

  
\_\_\_\_\_  
Date

**Appeal:**

A person affected by this decision may appeal it, in accordance with 11 AAC 02. Any appeal must be received within 20 calendar days after the date of issuance of this decision, as defined in 11 AAC 02.040(c) and (d) and may be mailed or delivered to Commissioner, Department of Natural Resources, 550 W. 7th Avenue, Suite 1400, Anchorage, Alaska 99501; faxed to 1-907-269-8918; or sent by electronic mail to [dnr.appeals@alaska.gov](mailto:dnr.appeals@alaska.gov). If no appeal is filed by that date, this decision goes into effect as a final order and decision on the 31<sup>st</sup> day after issuance. An eligible person must first appeal this decision in accordance with 11 AAC 02 before appealing this decision to Superior Court. A copy of 11 AAC 02 may be obtained from any Public Information Office of the Department of Natural Resources.

Attached: First Amended and Original Final Finding and Decisions



Sponsored by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2019-29**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020.

WHEREAS, Kenai Municipal Code requires that the rate of levy of property tax be set annually not later than the tenth day of June; and,

WHEREAS, the Council has adopted the "City of Kenai 2020 Annual Budget," which estimates property tax revenue based upon a tax rate of 4.35 mills.

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

**Section 1.** That the rate of levy of property tax for the fiscal year commencing July 1, 2019 and ending June 30, 2020 be fixed at 4.35 mills.

**Section 2.** That this resolution takes effect immediately upon passage.

PASSED 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



*"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:** May 9, 2019  
**SUBJECT:** **Resolution 2019-29 Establishing the City of Kenai FY2020 Property Tax Mill Rate**

---

Resolution 2019-29 will establish the rate of levy of property tax for FY2020, tax year 2019. The proposed rate of levy is 4.35 and will result in \$435 in taxes being paid for each \$100,000 of assessed property value. The rate is unchanged and will generate the necessary property taxes to support the adopted FY20 budget. The last mill rate change for the City was in FY2015.

Your support is respectfully requested.





Sponsored by: Administration

## CITY OF KENAI

### RESOLUTION NO. 2019 - 30

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, SUPPORTING KENAI PENINSULA BOROUGH ORDINANCE 2019-09, AMENDING THE BOROUGH'S SALES TAX CODE TO LEVY A 12 PERCENT TAX ON TEMPORARY LODGING, EXEMPT TEMPORARY LODGING RENTALS FROM THE GENERAL SALES TAX, AND ALLOW CITIES THAT LEVY A SIMILAR SALES TAX ON TEMPORARY LODGING TO EXEMPT UP TO ONE-HALF OF THE BOROUGH'S TEMPORARY LODGING TAX, SUBJECT TO BOROUGH VOTER APPROVAL.

WHEREAS, due to the continuing decline in state assistance to municipalities and other losses of revenue, the Kenai Peninsula Borough is pursuing a borough-wide tax on temporary lodging rentals similar to bed taxes levied by other Cities and Boroughs in Alaska; and

WHEREAS, the City of Kenai attracts a significant number of visitors to the Kenai Peninsula each year, and although visitors contribute to the economy, the City does not currently receive any direct revenue from visitors to offset demands on public services other than the City's share of general sales tax; and,

WHEREAS, the City at one time had a Hotel/Motel Room Tax of five percent (5%), which was transmitted from the operator and/or owner renting rooms to the City; however, effective June 15, 1996, the Hotel/Motel Room Tax was suspended until such time as Council directs otherwise; and,

WHEREAS, under the Borough Ordinance, a temporary lodging tax would be established and apply to "temporary lodging," defined as "a service to provide any structure or portion of a structure, permanent or temporary, fixed or mobile, in which a person, for money or other consideration, may obtain lodging, dwelling or sleeping accommodations for less than one month," and excludes any motor home or tent not provided by the seller; and,

WHEREAS, the City of Kenai does not currently have a bed tax and, if adopted and approved by voters, Borough Ordinance 2019-09 would allow the City to participate in a Borough-wide bed tax levied by cities within the Borough in which the borough-wide bed tax would be collected by the Borough and fifty percent (50%) remitted to the City; and,

WHEREAS, the revenue generated from the Borough portion of the bed tax would be used for educational purposes and make other Borough revenues available to offset visitor costs, the City would be able to designate where to direct its portion of the bed tax; and,

WHEREAS, this Resolution of support does not obligate the City to enact a bed tax but if a majority of Borough qualified voters approved Borough Ordinance 2019-09 on the October 1, 2019 Kenai Peninsula Borough ballot then the City must enact its own bed tax in order to participate in the City's share in the Borough-wide rate remitted to the City of Kenai.

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

**Section 1:** That it supports Kenai Peninsula Borough Ordinance 2019-09, Amending the Borough's Sales Tax Code to Levy a Tax on Temporary Lodging, Exempt Temporary Lodging Rentals from the General Sales Tax, and Allow Cities that Levy a Similar Sales Tax on Temporary Lodging to Exempt up to One-Half of The Borough's Temporary Lodging Tax, Subject to Borough Voter Approval.

**Section 2:** That a copy of this resolution be transmitted to Mayor Charlie Pierce and Kenai Peninsula Borough Assembly Members.

**Section 3:** That this resolution take effect immediately upon passage.

ADOPTED 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





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Telephone: (907) 283-7535 | Fax: (907) 283-3014  
www.kenai.city

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Paul Ostrander, City Manager  
**DATE:** May 6, 2019  
**SUBJECT:** **Resolution 2019-30 – Supporting Kenai Peninsula Borough Ordinance 2019-09 to Establish a Temporary Lodging Tax**

---

Kenai Peninsula Borough Ordinance 2019-09 would establish a Temporary Lodging Tax, exempt temporary lodging rentals from the General Sales Tax, and allow cities to exempt up to one half of the Borough's Temporary Lodging Tax, subject to Borough voter approval. Borough Ordinances 2017-17 and 2017-29 as well as 2018-24, which would have asked voters to approve a 6% and 12% bed tax, respectively, failed in 2017 and 2018. City of Kenai Resolution 2017-53 supported Borough Ordinance 2017-17.

In 1991, the City enacted a Hotel/Motel bed tax of 5%, which was administered by the City and transmitted by the operator and/or owner renting rooms. The tax was put in place to promote economic development and tourism within the City but was suspended in 1996 until such time as the Council directed otherwise. At the time, an area-wide bed tax was not in place, putting City of Kenai businesses at a competitive disadvantage when local lodging was in low demand. The suspension of the bed tax was due to the possibility of adverse impacts on Kenai hotel/motel operators that asserted the tax made them uncompetitive with similar businesses outside of the City of Kenai that did not have a bed tax. City of Kenai businesses have expressed that RV and tent sites should be subject to any Temporary Lodging Tax to provide equity and assure competitiveness with motels, hotels and bed and breakfasts. Council may want to consider recommending the Assembly amend Borough Ordinance 2019-09 to include the taxation of RV and tent sites.

If adopted and approved by voters, Borough Ordinance 2019-09 would allow the City to participate in a Borough-wide 6% bed tax levied by cities within the Borough in which the borough-wide rate of 12% would be collected by the Borough and 6% remitted to the City. The City's participation in a bed tax would include approximately 28 businesses operating as motels, hotels, or bed and breakfasts within the City of Kenai and would not include motor homes or tents.



Bed taxes are a common source of local government revenues. Other Alaska cities and boroughs have a bed tax with rates that range from 4% to 12%. Opposition to a bed tax by the hotel and travel industry is often lessened if some of the bed tax revenue is directed towards tourism promotion efforts. If a bed tax was enacted, the Council could appropriate a portion of the revenues specifically towards tourism marketing.

The City of Kenai attracts a significant number of visitors to the Kenai Peninsula each year, and although visitors contribute to the economy, the City does not currently receive any direct revenue from visitors to offset demands on public services other than the City's share of general sales tax. The estimated annual distribution of tax revenue of a 6% bed tax for a full fiscal year is approximately \$150,000 to the City of Kenai.

Support of Resolution 2019-30 does not obligate the City to enact a bed tax or determine the distribution of revenue but supports placing an area-wide bed tax on the October 1, 2019 Kenai Peninsula ballot.

Your consideration is appreciated.

Introduced by: Bagley  
Date: 05/07/19  
Hearing: 06/05/19  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2019-09**

**AN ORDINANCE AMENDING THE BOROUGH’S SALES TAX CODE TO LEVY A 12 PERCENT TAX ON TEMPORARY LODGING, EXEMPT TEMPORARY LODGING RENTALS FROM THE GENERAL SALES TAX, AND ALLOW CITIES THAT LEVY A SIMILAR SALES TAX ON TEMPORARY LODGING TO EXEMPT UP TO ONE-HALF OF THE BOROUGH’S TEMPORARY LODGING TAX, SUBJECT TO VOTER APPROVAL**

**WHEREAS,** the Kenai Peninsula Borough (“borough”) needs to raise revenue to protect the general fund, which has been declining due to substantial losses in tax revenues due to past increases in tax exemptions, the continuing and projected large decline in state assistance to municipalities, other proposed cuts in municipal funding, and the increasing reliance on borough funding for education; and

**WHEREAS,** the borough is currently facing a potentially severe budget deficit for FY 2020; and

**WHEREAS,** currently 49 Alaska municipalities including cities and boroughs have a bed tax, with bed tax rates that are based on a percentage of price ranging from 4 percent to 12 percent; and

**WHEREAS,** the Kenai Peninsula Borough and the Aleutians East Borough are the only second-class boroughs in the state without an additional sales tax on temporary lodging; and

**WHEREAS,** several hundred thousand visitors travel to the Kenai Peninsula each year and contribute in a large way to the area’s economy but also create a large demand on public services in the borough; and

**WHEREAS,** impacted borough services include solid waste, roads, recreational and senior citizen services, 911 and emergency services, hospital services and disaster services; and

**WHEREAS,** while the revenue to the borough generated from this additional sales tax on temporary lodging would be used solely for educational purposes, it would also make other borough revenues available to offset these visitor costs and help maintain the fund balance; and

**WHEREAS**, “temporary lodging” is currently defined in the borough sales tax code as “a service to provide any lodging of less than one month”; and

**WHEREAS**, to clarify that this tax does not apply to the rental of spaces for motor homes, tents, and other similar temporary shelters not provided by the seller, and what is considered temporary lodging, the definition of “temporary lodging” is amended; and

**WHEREAS**, a temporary lodging tax of 12 percent is estimated to generate approximately \$1,100,000 in additional revenues in FY2020 and \$4,400,000 in FY2021 and FY2022; and

**WHEREAS**, to enable the cities to levy a similar tax and allow the tax to apply evenly throughout the borough, the ordinance exempts from the borough’s 12 percent temporary lodging tax an amount equal to a similar city tax of up to one-half of the borough’s temporary lodging tax; and

**WHEREAS**, as this includes an increase in the sales tax rate voter approval is required; and

**WHEREAS**, this also specifically authorizes cities to levy a temporary lodging tax to ensure the general law cities may legally do so under AS 29.45.700(a) after the borough exempts temporary lodging from its general sales tax provisions in this ordinance;

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

**SECTION 1.** KPB 5.18.100 is amended as follows:

**5.18.100. General—Levied—Amount.**

- A. There is levied by the borough a consumer's sales tax of up to 3 percent maximum rate on all retail sales, on all rents, and on all services made or rendered within the borough, measured by the gross sales price of the seller.
- B. In addition to the tax levied in paragraph A of this section, there is levied in the borough a sales tax on the rental of temporary lodging of up to 12 percent of the rental price of all such rentals within the borough, except as specifically exempted herein.
- C. In addition to the sales taxes levied by the borough, any municipality within the borough may levy a consumer's sales tax and a temporary lodging tax that may be included in their general sales tax, taxed separately, or both, as provided by Alaska Statute which shall be reported, collected, and enforced according to the terms of this chapter.

**SECTION 2.** That KPB 5.18.200(A) is amended by amending paragraph 22, as follows:

**5.18.200. Exemptions/waivers—Exemptions.**

A. The following classes of retail sales, services and rentals are exempt:

...

22. The rental of temporary lodging shall be exempt from the borough general sales tax levied pursuant to KPB 5.18.100(A).

**SECTION 3.** That KPB 5.18.215 is hereby enacted, as follows:

**5.18.215. Exemptions/waivers—Temporary lodging within cities in the borough.**

Rentals of temporary lodging within any city in the borough are exempt from the borough's temporary lodging room tax in an amount equal to a similar temporary lodging tax that is either levied separately from or included in the city's general sales tax, or both, with a maximum total exemption of one-half of the borough's temporary lodging tax.

**SECTION 4.** That KPB 5.18.900, Definitions, is hereby amended by amending the definition of temporary lodging as follows:

**5.18.900. Definitions.**

When not clearly otherwise indicated by the context, the following words and phrases, as used in this chapter, have the following meanings:

...

“Temporary lodging” [IS DEFINED AS] means a service to provide any structure or portion of a structure, permanent or temporary, fixed or mobile, in which a person, for money or other consideration, may obtain lodging, dwelling, or sleeping accommodations for less than one month. This term includes hotels, apartment hotels, motels, tourist homes, houses or courts, lodging houses, inns, rooming houses, hostels, trailers, bed and breakfasts, dormitories except as excluded below, and any other facility, structure, or room of whatever name where space for lodging, dwelling, or sleeping may be secured for consideration. “Room” excludes any self-contained and powered motor home or tent not provided by the seller, tent or tent space, hospital, medical clinic, sanitarium, or nursing home; or any student dormitory operated by a non-profit or public educational entity.

**SECTION 5.** That a ballot proposition shall be placed before borough voters at the regular election on October 1, 2019 to read as follows:

Shall Ordinance 2019-09 be approved? Ordinance 2019-09 establishes a borough sales tax of up to 12 percent on temporary lodging, exempts temporary lodging from the borough general sales tax, and exempts the amount of any city temporary lodging tax up to one-half of the borough's temporary lodging tax. "Temporary lodging" includes a service to provide lodging as described in the ordinance of less than one month for money or other consideration".

Yes \_\_\_\_\_ A "yes" vote means you approve of a borough temporary lodging tax of up to 12 percent instead of the general sales tax on temporary lodging, with an exemption for any similar tax on temporary lodging tax levied by a city on the lodging. This exemption in cities cannot exceed one-half of the borough's temporary lodging tax.

No \_\_\_\_\_ A "no" vote means you oppose a borough temporary lodging tax of up to 12 percent instead of the existing general sales tax on temporary lodging, with an exemption for any similar tax on temporary lodging tax levied by a city on the lodging. This exemption in cities cannot exceed one-half of the borough's temporary lodging tax.

**SECTION 6.** That Sections 5 and 6 of this ordinance shall become effective immediately upon enactment of this ordinance. Sections 1, 2, 3 and 4 of this ordinance shall become effective April 1, 2020, only if the proposition contained in Section 5 is approved by a majority of voters voting on the question in the regular election of October 1, 2019.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THE \* DAY OF \*, 2019.**

\_\_\_\_\_  
Wayne H. Ogle, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



Sponsored by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2019 - 31**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AWARDING A CONTRACT FOR MANAGEMENT SERVICES TO PROVIDE SUMMER ICE ACTIVITIES AT THE CITY OF KENAI MULTI-PURPOSE FACILITY.

WHEREAS, the City has been contracting with a contractor to provide summer ice at the Kenai Multi-Purpose Facility during the months of May through September; and,

WHEREAS, in exchange for the payment of utilities the contractor maintains the facility and independently runs certain services including youth camps, tournaments and public skates benefiting the local community; and,

WHEREAS, the City's three year contract to maintain the facility and perform management and administrative services for summer ice ended September 30, 2018; and,

WHEREAS, the City advertised in the Clarion Newspaper and solicited other potential interest for managing the facility for summer ice activities; and,

WHEREAS, Red Line Sports was the only response to the solicitation for management services and the recommendation of the Administration is to award the Contract for Contract Management Services to Red Line Sports; and,

WHEREAS, it is in the best interest of the City of Kenai to authorize the City Manager to enter into such agreement with Red Line Sports on behalf of the City.

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

**Section 1.** That a Contract for Management Services at the City of Kenai Multi-Purpose Facility for summer ice activities is awarded to Red Line Sports and the City Manager is authorized to execute an Agreement with generally the same terms as the previous agreement for the period beginning May 25, 2019 and ending September 30, 2021.

**Section 2.** That this resolution takes effect immediately upon adoption.

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15 day of May, 2019.

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

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Robert J. Frates, Parks & Recreation Director  
**DATE:** May 7, 2019  
**SUBJECT:** **Resolution No. 2019-31 – Management Services Contract for Summer Ice Activity at the Kenai Multi-Purpose Facility**

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Purpose of this correspondence is to notify you that the seasonal three year term contract for management services to provide summer ice activities at the City of Kenai Multi-Purpose Facility has expired.

The City advertised in the Clarion Newspaper and solicited other potential interest for managing the facility for summer ice activities. Red Line Sports was the only response to the solicitation for management services.

If approved, Red Line Sports will provide summer ice activities at the Kenai Multi-Purpose Facility during the months of May through September in exchange for payment of utilities, Zamboni rental and public skates benefiting the local community.

Thank you for your consideration.





**CONTRACT FOR SERVICES AT  
CITY OF KENAI MULTI-PURPOSE FACILITY**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_ 2019, by and between the CITY OF KENAI (Owner), 210 Fidalgo Avenue, Kenai, AK 99611-7794, and DBA Red Line Sports (Contractor), owned by Vince Redford, an individual, 168 Trumpeter Ave, Soldotna, AK 99669(address).

WITNESSETH:

WHEREAS, Owner desires to contract for annual management and administrative services of the facility in order to provide summer ice at the Multi-Purpose Facility, and;

WHEREAS, the Owner advertised and solicited interest for the right to perform management and administration services for the purpose of providing summer ice skating activities, and;

WHEREAS, Red Line Sports and the Owner have come to an agreement regarding the terms and conditions of such a contract.

NOW, THEREFORE, the parties hereto agree as follows:

1. Beginning each year on May 23 through September 30 Contractor shall provide and perform management and administration of the City of Kenai Multipurpose Facility for Summer Ice Activities -beginning May 23, 2019 and ending September 30, 2021.

2. All personnel furnished by Contractor shall be employees of Contractor, and Contractor shall pay all salaries and expenses of, and all federal social security taxes, federal and state unemployment taxes, and any similar payroll taxes relating to such employees. Contractor is an independent contractor, and it will not at any time directly or indirectly act as an agent, servant, or employee of the Owner, or make any commitments or incur any liabilities on behalf of the Owner without its express written consent.

3. Contractor shall provide all proper safeguards and assume all risks incurred in performing its services hereunder.

4. Contractor shall provide the insurance coverage set forth herein and deliver to Owner certificates of insurance in accordance therewith within ten days of the signing of this Agreement and before any services are performed under this Agreement.

5. Contractor is responsible for the direct supervision of its personnel through his designated representative, and such representative shall in turn be available at all reasonable times to report and confer with the designated agents of the Owner with respect to services rendered. The designated agent for Contractor is Vince Redford.

6. Contractor agrees that the services to be provided hereunder shall be performed by qualified, careful and efficient employees in strict conformity with the best practices and highest applicable standards.

7. In exchange for the right to manage and administer the facility, Contractor agrees to make monthly payments to the Owner for actual utility costs (less the City's average summer carrying costs) and use of the City's Zamboni (\$25 per day). The estimated cost based on historical utility usage is approximately \$13,389.90. An ice installation credit, representing the costs of ice installation, will be credited to contractor as long as usable installed ice in a condition meeting general industry standards remains in the facility as of September 30, of each year of the contract. Contractor will be invoiced for utility costs and Zamboni use on the first day of each following month, and payment to the owner will be due on the 15th of each month.

8. Ice Scheduling, reservations, scheduling and collection of program fees shall be the responsibility of the Contractor. Public Skate times shall be offered throughout the week at a minimum of 1.5 hours per week and a minimum of 2-hours per week shall be dedicated to Open Skate. All Public Skate and Open Skate times shall be publicly advertised.

---

1. An estimate and example is provided in Attachment A.

9. The Contractor shall perform ice installation and provide necessary material and supplies, such as ice paint, line kits and goal kits.

10. The Ice Resurfacing Machine (Zamboni) is owned by the City of Kenai. The Contractor and his/her designee shall perform all Zamboni driving and perform ice resurfacing at scheduled times.

11. Purchase of propane for the purposes of filling the Zamboni shall be the responsibility of the Contractor.

12. Routine Maintenance and Operations of Ice Resurfacing Machine (Zamboni) shall be the responsibility of the Contractor. The Contractor shall perform the following routine maintenance operations:

1. Perform oil/fluids and perform changes at manufacturer's prescribed maintenance schedule.
2. Purchase lubricant and lubricate fittings and moving parts per manufacturer's prescribed maintenance schedule.
3. Remove, install, and adjust Zamboni blades prior to and after sharpening. The Contractor shall be responsible for sharpening of the blades.
4. Remove, change and install board brushes on Zamboni as needed.
5. Wash and wax Zamboni.
6. Regular maintenance of tires on Zamboni .

All major repair work such as, but not limited to, internal or external engine work, drive train, auger bearings, hydraulic or cooling system leaks shall be the responsibility of the Contractor. All repair work and preventative maintenance shall be documented and submitted to the City of Kenai at the end of the summer ice session.

A daily inspection of the Zamboni shall be documented and submitted to the City of Kenai at the end of the summer session.

13. The Contractor shall perform ice edge maintenance as necessary.

14. Lock-Up and Security. The Contractor shall be responsible for securing the Zamboni and performing daily or nightly facility lock-up.

15. The Contractor shall assume responsibility for general cleanliness of Facility. This shall include, but not limited to, cleaning of bleachers, sweeping of warming shacks, litter control, sweeping/mopping of mats and perimeter area, and cleaning/disinfecting restroom facility, and stocking of restroom products.

16. The Contractor shall be responsible for routine maintenance of the rink boards, glass and goals. Routine maintenance of the rink boards and glass shall include, but not limited to, light repair work and cleaning as needed.

17. Electrical. The City shall be responsible for maintenance of electrical components related to the Facility, unless stated otherwise in the Agreement.

18. Refrigeration System. The Contractor shall be responsible for routine and preventative maintenance of the refrigeration system as specified by the manufacturer. Purchase of oil and refrigeration chemicals needed to operate the refrigeration system shall be the responsibility of the Contractor.

The Contractor or his/her employees shall perform light repair work as needed to all mechanical and machinery components related to the refrigeration system i.e., compressors, pumps, belts, electrical circuits, plumbing, motors and controls with exception to warranty work. The system shall be inspected daily and maintained in good functioning order required to operate the facility and make artificial ice. All daily inspection and maintenance records shall be posted for review and submitted to the City at the end of season.

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

19. Major repair work or replacement of machinery and equipment shall be the responsibility of the Contractor. Major repair work may include, but is not limited to, internal or external engine or equipment work.

The City will be responsible for administering subcontracts or agency agreements related to the O&M of the Facility and the refrigeration system, if needed.

20. Permits, Regulations and Certificates. The Contractor or any of his/her designees working with or handling Freon must possess a valid EPA Recovery Technician Type II Certificate. Proof of certification must be submitted to the City and a copy of such certification posted on the premises.

The Contractor and his/her designee must comply with all applicable federal, state and local government laws, regulations and permits.

21. The Contractor shall be responsible for all related utility costs.

22. Insurance Requirements & Indemnification:

a. General

The Contractor shall not commence work until he has obtained all insurance required under this section and has satisfied the City in this respect; nor shall he allow any subcontractor to commence work until he also has obtained similar insurance which is applicable to his work. The Contractor shall maintain insurance throughout the life of this Contract. Such insurance shall be by a company/corporation currently rated "A-" or better by A.M. Best.

b. Workmen's Compensation Insurance

The Contractor shall obtain and maintain during the life of this Contract, workmen's compensation insurance for all employees who will work on this project, and if any work is sublet, the Contractor shall require the subcontractor similarly to provide such insurance for all of the latter's

employees unless they are included under the protection afforded by the Contractor. If employees engaged in hazardous work are not protected under the AS23.30, by workmen's compensation insurance, the Contractor and any subcontractor who is affected must provide compensation insurance with a private company which in amount shall be equivalent to that provided by the Alaska workmen's compensation insurance for the protection of employees who are not so engaged.

The minimum limits of coverage shall be:

- |   |  |
|---|--|
| <p><b>(A) Alaska Worker's Compensation and<br/>(B) Employer's Liability Insurance</b></p> | <p><b>(A) Statutory<br/>(B) \$1,000,000 per occurrence</b></p> |
|---|--|

*All workman's compensation policies or endorsements thereto shall in all cases where possible contain a waiver of subrogation against the City.*

c. Bodily Injury, Property Damage and Vehicle Liability Insurance

The Contractor shall obtain and maintain in force during the life of this Contract such general liability and property-damage insurance as shall protect the City and the Contractor against losses which may result from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from any operations under this Contract, whether such operations be those of the Contractor, a subcontractor or anyone directly or indirectly employed by either of them and the amount of such insurance shall be as follows unless modified by the Special Provisions of these specifications.

The minimum limits of coverage shall be:

General Liability Bodily Injury & Property Damage	<b>\$1,000,000 (Five Hundred Thousand Dollars) Combined Single Limit per occurrence</b>
Auto Liability with included Operations, Contractual Liability, and Owned, Hired, and Non-owned Vehicles	<b>\$300,000 (Three Hundred Thousand Dollars) Combined Single Limit per occurrence</b>

*All general liability policies or endorsements thereto shall in all cases where possible name the City as Additional Named Insured thereunder and shall contain a waiver of subrogation against the City.*

d. Subcontractor's Bodily Injury and Property Damage Insurance and Vehicle Liability Insurance

The Contractor shall either (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Bodily Injury and Property Damage Insurance and Vehicle Liability Insurance of the type and in the amounts specified in subparagraph (c) hereof or, (2) insure the activities in his policy, specified in subparagraph (c) hereof.

e. Scope of Insurance

The insurance required under subparagraphs (c) and (d) hereof shall provide adequate protection for the Contractor and his subcontractors, respectively, against damage claims which may arise from operations under this Contract, whether such operations be by the insured or by anyone directly or indirectly employed by him.

f. Proof of Carriage of Insurance

The Contractor shall furnish the City with certificates showing the type, amount, class of operations covered, effective dates and date of expiration of policies. Such certificates shall also contain substantially the following statement: "The insurance covered by certificate will not be canceled or materially altered, except after twenty (20) days written notice has been received by letter by the City of Kenai."

### **23. Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the City of Kenai and its agents, officers, and employees from and against all claims, damages,

losses and expenses including attorneys' fees arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, death or personal injury, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder .

In any and all claims against the City of Kenai or its agents, officers, or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Article shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation acts, disability benefit acts, or other employee benefit acts.

24. This Agreement may be terminated with cause by giving fifteen (15) days written notice by certified mail to the other party. Cause is defined as the violation of the terms and conditions of this Agreement. The City may terminate without cause with thirty (30) days written notice. Termination of this Agreement by the Contractor without cause shall cause the Contractor to be liable to the City for any increased costs of procuring the services provided in this Agreement and any other damages provided by law. This Agreement, together with the attached Specifications, contains all of the covenants and agreements between said parties with respect to the subject matter of this Agreement.

25. The parties may by mutual written consent amend the terms of this Agreement.

IN WITNESS WHEREOF, parties have caused this Agreement to be executed as of the date first above written.

**CITY OF KENAI**

**RED LINE SPORTS**



By: \_\_\_\_\_  
Paul Ostrander  
Its: City Manager

By: \_\_\_\_\_  
Vince Redford  
Its: Owner

STATE OF ALASKA            )  
  )ss  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY the foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019, by Paul Ostrander, City Manager of the City of Kenai, a home rule municipality, on behalf of the City.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission expires: \_\_\_\_\_

STATE OF ALASKA            )  
  )ss  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY the foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019, by Vince Redford, Owner of Red Line Sports., an Alaska corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission expires: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Scott M. Bloom  
City Attorney

**ATTACHMENT A**  
**Kenai Multi-Purpose Facility**  
**Calculation of Facility Rental Rates for Summer of 2019**

**EXPLANATION/CALCULATION OF EXPENSES**

Cost of Electricity per Month	\$12,500.00	(\$13,800 less average summer cost of \$1,300/month)
Cost of Natural Gas per Month	\$ 140.00	(\$300 less average summer cost of \$160/month)

**COST OF ICE INSTALLATION (IF ICE STAYS IN UNTIL HOCKEY SEASON)**

Description of Cost Item	Unit	Quantity	Unit Cost	Sub-Total
Ice Paint/Stripe Kit	EA	1	\$ 500.00	\$ 500.00
Ice Maintenance Contractor	HR	40	\$ 40.00	\$ 1,600.00
Laborer	HR	8	\$ 20.00	\$ 160.00
Electricity	Day	3	\$ 416.67	\$ 1,250.01
Natural Gas	Day	3	\$ 14.00	\$ 42.00
			<b>Total</b>	<b>\$ 3,552.01</b>

**DAILY COST OF ICE OPERATION**

Description of Cost Item	Unit	Quantity	Unit Cost	Sub-Total
Electricity	Day	1	\$ 416.67	\$ 416.67
Natural Gas	Day	1	\$ 4.67	\$ 4.67
Zamboni	Day	1	\$ 25.00	\$ 25.00
			<b>Total</b>	<b>\$ 446.34</b>



Sponsored by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2019 - 32**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, AUTHORIZING AN AMENDMENT TO THE AIRPORT ADVERTISING CONCESSION AGREEMENT FOR THE KENAI MUNICIPAL AIRPORT.

WHEREAS, on March 1, 2017 the Kenai City Council adopted a resolution authorizing the City Manager to enter into an Agreement with the Concessionaire based upon certain terms and conditions covering operation of the terminal advertising concession at the Airport; and,

WHEREAS, the terminal rehabilitation project will temporarily disrupt the Concessionaire's business and require additional capital investment from the Concessionaire; and,

WHEREAS, the City and the Concessionaire mutually desire to amend the existing Terminal Advertising Concession Agreement for the benefit of both parties, by addressing costs of new display improvements, temporary reduced fees, and a 3-year extension.

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

**Section 1:** That the City Manager is authorized to enter into an Airport Advertising Concession Agreement with Alaska Channel for the period of March 1, 2017 through February 28, 2025.

**Section 2:** That this resolution take effect immediately upon passage.

ADOPTED 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



*"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:** Mary L. Bondurant, Airport Manager  
**DATE:** May 6, 2019  
**SUBJECT:** Resolution 2019-32 – Terminal Advertising Concession

---

The terminal rehabilitation project will make extensive changes to areas in the terminal that are currently used by the advertising concessionaire.

In order to accommodate these changes, the Airport and Alaska Channel have agreed to modernize the wall displays bringing a visual enhancement that eyes will be drawn to when entering the terminal building. The current displays are old and tired. New tension displays will add to the new aesthetics, function, ambiance, and can be put any place.

Current advertisers are excited for the upgrades and new advertisers are waiting for the completion of the terminal rehabilitation project to enter the program.

Thank you for your consideration.



**FIRST AMENDMENT TO CITY OF KENAI  
KENAI MUNICIPAL AIRPORT  
TERMINAL ADVERTISING CONCESSION AGREEMENT**

THIS FIRST AMENDMENT is made this \_\_\_ day of May, 2019, between the City of Kenai (City), whose address is 210 Fidalgo, Kenai, AK 99611, and Alaska Channel (Concessionaire), whose address is 507 E. Street, Suite 206, Anchorage, AK 99501.

**RECITALS**

- A. The City owns and operates the Kenai Municipal Airport and Airport Terminal Building (collectively “Airport”), located in Kenai, Alaska.
- B. On March 1, 2017, the Kenai City Council adopted a resolution authorizing the City Manager to enter into an Agreement with the Concessionaire based upon certain terms and conditions covering operation of the terminal advertising concession at the Airport.
- C. The City has undertaken an extensive terminal remodel project that will temporarily disrupt Concessionaire’s business in the terminal and require additional capital investment from the Concessionaire once the project is complete.
- D. The City and Concessionaire mutually desire to amend the existing Terminal Advertising Concession Agreement for the benefit of both parties.

**The City and Concessionaire therefore agree as follows:**

- 1. Amend Article II- Term, of the Agreement to read as follows:**

**ARTICLE II-TERM**

- A. Term: The term of this Agreement is effective as of March 1, 2017 through midnight of February 28, 2025, unless terminated earlier as provided herein.
- B.  Holding Over: If the Concessionaire holds over, provides services, and remains in possession of the Premises without a written renewal or extension of this Agreement, the City’s allowance of continued operations by Concessionaire does not operate as a renewal or extension of the rights granted under this Agreement, and, instead the parties agree that this creates only a month-to-month extension, regardless of any payment the City accepts. The Concessionaire’s obligations to perform under this Agreement will continue until either it or the City terminates the services under this Agreement by giving the other party at least 10 days’ written notice. The payment due for any extended period during which services are provided without a written extension of this Agreement is the monthly rent as it would have been due for the preceding year and plus the applicable percentage rent due for that period of additional operation and such payments shall be payable in the same manner.

**2. Amend Article V-Rent, Fees, Taxes and Payments, of the Agreement to read as follows:**

**ARTICLE V – RENT, FEES, TAXES, AND PAYMENTS**

A. For the rights and privileges granted under this Agreement, and Concessionaires agreement to make a capital investment in the Kenai Airport Terminal as provided in the April 15, 2019 Revised Budget for Non Lit Tension Fabric Displays & 2 Digital Displays with Digital Signage, Attached hereto as Exhibit 1, Concessionaire shall pay the City:

1. From the effective date of this First Amendment until August 1, 2020, or 6 months after renovations are substantially completed, whichever comes later, a percentage payment of 30% of annual gross revenue plus applicable sales tax.
2. (a) After August 1, 2020, or 6 months after renovations are substantially completed, whichever comes later, a minimum annual guaranteed amount of Nine-Thousand Dollars (\$9,000), plus applicable sales tax. The percent payment, of 30% on annual gross revenue beyond the minimum annual guaranteed amount will be retained by Concessionaire until the total retainage equals \$14,264.  
  
(b) Thereafter, Concessionaire will make payments to the City as follows: \$9,000 minimum annual guaranteed amount or the percent of gross revenue payments below (including applicable sales tax) whichever is higher:

Year One	30 %
Year Two	30 %
Year Three	30 %
Year Four	30 %
Year Five	30 %
Year Six	30 %
Year Seven	30 %
Year Eight	31 %

Concessionaire shall furnish to the Airport each month a statement showing total Gross Revenue by advertiser, as defined herein, for the preceding month. After subsection 2(a) above is completed, with each monthly statement, the Concessionaire shall remit to the Airport 1/12<sup>th</sup> of the MAG and the above stated percentage of its Gross Revenue, in excess of \$30,000, derived through the end of the reporting month.

The monthly statements and payment will be paid by the 20th day of the month following the last day of the reporting month of service. For purposes of this Agreement, annual revenue will include all revenue earned from the first day of this Agreement and end one calendar year thereafter. Concessionaire agrees to remit payments to the City at Kenai, City Hall, in United States currency,

either by check, cash, bank draft, or money order. Concessionaire will submit payments free from any claim, demand, setoff, or counterclaim of any kind against the City.

After subsection 2(a) above is completed the percentage payment payable to the City by the Concessionaire under this Agreement shall be owned by the City when the Concessionaire's annual gross revenue exceeds \$30,000 and at the time of each customer transaction and will be held in trust by the Concessionaire while the funds are in Concessionaire's custody and control. The Concessionaire is responsible for these fees until delivered to the City. If any fees payable to the City are lost, stolen, or otherwise unlawfully removed from the custody and control of the Concessionaire, the Concessionaire remains responsible to the City for the revenue.

Concessionaire shall pay for all telephone service to the assigned areas. The Airport shall pay for all heating, air conditioning and electrical service provided to the Assigned Areas.

B. Unpaid Fees: Any rent, charge, fee, liquidated damage/penalty, interest, or other consideration due but unpaid at the expiration or cancellation of this Agreement is a charge against the Concessionaire and its property, real or personal, at the Airport or where otherwise located. The City has any lien rights allowed by law. Either the City or its authorized agent may provide enforcement.

C. Taxes: Concessionaire shall pay any borough, city, or other sales and property taxes due on base rent, percentage rent, and any other fee due under this Agreement.

D. Other Fees: The City reserves the right to impose and collect charges and fees from Concessionaire for the following:

1. The use of specified equipment, facilities, or services when such use is requested by Concessionaire; and/or,
2. The privilege of accessing the Airport to conduct any business other than an on-Airport advertising concession business.

E. Audit: In addition to the audit rights specified elsewhere herein, the City (itself or through and/or its designated representatives) reserves the right to audit Concessionaire's books and records at any time for the purpose of verifying the Gross Revenue. If, as a result of such an audit, it is established by the City that Concessionaire has understated the Gross Receipts received by 3% or more (after the deductions and exclusions provided for herein), the entire expense of said audit shall be borne by Concessionaire. Any amount found to be underpaid will be assessed to Concessionaire along with penalty, audit costs, if applicable, and interest.

E. Revenue Diversion: Concessionaire shall not cause or allow to be diverted from the Airport any of its advertising business in any manner to avoid or reduce its Gross Revenues upon which its financial obligations owed the City is computed. In the event Concessionaire establishes, owns, operates, or manages during the term hereof any advertising business within five miles of the Airport, it agrees to make all books, records, and other pertinent documents of such advertising business available for audit by the City and/or its designated representative to ensure compliance





THIRD JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2019, by Yeal Kaufman, General Manager of Alaska Channel, an Alaska corporation, on behalf of the corporation.

\_\_\_\_\_  
NOTARY PUBLIC for State of Alaska  
My Commission Expires: \_\_\_\_\_

ATTEST:

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

SEAL:

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott Bloom, City Attorney



Sponsored by: Administration

## CITY OF KENAI

### RESOLUTION NO. 2019-33

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AUTHORIZING CONTRACTS FOR EMPLOYEE HEALTH CARE AND OTHER BENEFITS EFFECTIVE JULY 1, 2019.

WHEREAS, as part of a comprehensive employee benefit package and pursuant to KMC 23.40.120 the City provides group medical, dental, vision, life, and supplemental life insurance to its employees; and,

WHEREAS, the City's current provider for this group medical and dental insurance is PREMERA Blue Cross Blue Shield of Alaska, VSP for vision insurance, and UNUM for both life and supplemental life insurance; and,

WHEREAS, PREMERA Blue Cross Blue Shield of Alaska has provided a no-shop renewal quote plus a one-month premium holiday for continuing group medical and dental coverage at a premium increase of X.XX% and minor changes to plan provisions; and,

WHEREAS, VSP has provided a renewal quote with no increase; and,

WHEREAS, \_\_\_\_\_ has provided a quote with \_\_\_\_\_ in rate per \$1,000 of insurance but a requested increase in the maximum amount of basic life insurance provided by the City from the lesser of one and one-half (1 1/2) an employee's base pay or \$65,000 to the lesser of one and one-half (1 1/2) an employee's base pay or \$100,000; and,

WHEREAS, the estimated increase in the maximum City provided life insurance amount is estimated to cost \$X,XXX annually; and,

WHEREAS, providing quality major medical, dental, vision, life, and supplemental life insurance is a component of a comprehensive compensation package which allows the City to recruit and retain quality employees to provide the services of the City for its residents.

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

**Section 1.** That the City Council authorizes the City Manager to execute a contract with PREMERA Blue Cross Blue Shield of Alaska to provide group medical and dental insurance to the employees of the City of Kenai effective July 1, 2019 for an estimated annual premium of \$X,XXX,XXX.

**Section 2.** That the City Council authorizes the City Manager to execute a contract with VSP to provide vision insurance to the employees of the City of Kenai effective July 1, 2019 for an estimated annual premium of \$15,858.

**Section 3.** That the City Council authorizes the City Manager to execute a contract with \_\_\_\_\_ to provide life and supplemental life insurance to the employees of the City of Kenai effective July 1, 2019 for an estimated annual premium of \$XX,XXX.

**Section 4.** That this resolution takes effect immediately upon passage.

PASSED 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:\_\_\_\_\_

**KENAI CITY COUNCIL – REGULAR MEETING  
MAY 1, 2019 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
VICE MAYOR TIM NAVARRE, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on May 1, 2019, in City Hall Council Chambers, Kenai, AK. Vice Mayor Navarre called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Vice Mayor Navarre led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Brian Gabriel, Mayor (absent)	Robert Molloy
Henry Knackstedt	Tim Navarre
Jim Glendening	Robert Peterkin
Glenese Pettey	

A quorum was present.

Also in attendance were:

\*\*Tristan Summers, Student Representative  
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. 3061-2019 • Amendment Memo
Add to item D.2.	Ordinance No. 3062-2019 • Amendment Memo

**MOTION:**

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

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

4. **Consent Agenda**

**MOTION:**

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

Vice Mayor Navarre 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** – None.

**C. UNSCHEDULED PUBLIC COMMENTS**

None.

**D. PUBLIC HEARINGS**

- 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)

**MOTION:**

Council Member Molloy **MOVED** to enact Ordinance No. 3061-2019 and Council Member Peterkin **SECONDED** the motion.

Vice Mayor Navarre opened for public hearing.

Sherry Innes spoke against the ordinance noting the recent crime and her understanding it was related to drugs. She added she was opposed to marijuana when it was initially legalized in the state and expressed concern for those consuming, and then getting on the road to drive home.

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

An overview of the Planning and Zoning Commission recommendation was provided.

Whether there was a need for the endorsement in the community, local operators intent to apply for the endorsement, concerns about testing levels in a person's system when driving, length of

time marijuana stays in a person's system, not wanting to put drivers on roads at risk, and minimal public input regarding the matter were topics discussed.

**MOTION TO AMEND:**

Council Member Molloy **MOVED** to amend section 2 of the ordinance to read: "(a) Commercial marijuana establishments and indoor only 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," and Council Member Knackstedt **SECONDED** the motion.

It was noted the effect was to limit consumption to indoor only. Clarification was provided that there were regulations in place for odor control.

**VOTE ON THE AMENDMENT:**

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

NAY:

\*\*Student Representative Summers: YEA

**MOTION PASSED UNANIMOUSLY.**

**MOTION TO AMEND:**

Council Member Molloy **MOVED** to amend section 2 of the ordinance to read: "(k) An onsite consumption endorsement may only be operated on a daily basis between the hours of 2:00 p.m. and 10:00 p.m." and Council Member Peterkin **SECONDED** the motion.

It was suggested there needed to be something in code to limit the hours as there was nothing in state law.

**VOTE ON THE AMENDMENT:**

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

NAY:

\*\*Student Representative Summers: YEA

**MOTION PASSED UNANIMOUSLY.**

**MOTION TO AMEND:**

Council Member Molloy **MOVED** to amend by adding a fifth whereas clause to read, "whereas, to protect public health and safety, hours of operation of onsite consumption endorsements are limited to between 2:00 p.m. and 10:00 p.m.; and." Council Member Knackstedt **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

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

**MOTION TO AMEND:**

Council Member Knackstedt **MOVED** to amend by adding a sixth whereas to read, “whereas, to protect public health and safety as well as minimize conflicts between onsite consumption and adjacent businesses, residences and the public, outdoor onsite consumption is prohibited; and,” and requested **UNANIMOUS CONSENT**. Council Member Molloy **SECONDED** the motion.

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

There was no objection to opening for additional public comment.

Ryan Tunseth spoke in favor of the ordinance noting if the liberty of doing something was allowed under the law, it should be allowed. He added that the Marijuana Control Board made an effort to clarify the freestanding building clause in the law; also added that the recent movement of the enforcement division of the marijuana licensing division caused difficulty in understanding how enforcement worked and who reported to who. Ryan suggested there wasn't a huge need for onsite consumption but there was some need such as renters that couldn't consume where they rented.

There being no one else wishing to speak; public comment was closed.

Clarification was provided that the ordinance failing was not the same as prohibiting the endorsement and, if the desire was to prohibit the endorsement, an ordinance prohibiting would be needed to be brought forth.

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

YEA:                Molloy, Peterkin  
NAY:                Knackstedt, Glendening, Pettey, Navarre  
\*\*Student Representative Summers: NAY

**MOTION FAILED.**

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)

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3062-2019 and Council Member Molloy **SECONDED** the motion.

Vice Mayor Navarre opened the public hearing.

Maggie Harings thanked Council for support in the past and asked for continued support. She provided clarification on the Kenai Watershed Forum's testing process and their interactions with the State of Alaska Department of Environmental Conservation (DEC).

Branden Bornemann clarified what was said to the media in 2018 adding that if there was an exceedance, DEC was obligated to publicly notice within 24 hours. He explained that he negotiated in this year's contract, City of Kenai involvement in the public noticing prior to releasing. Finally, Branden clarified there was funding for one set of samples to have DNA testing.

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

**MOTION TO AMEND:**

Council Member Knackstedt **MOVED** to amend the last line in the title to read, "bacteria level monitoring on the City's beaches from May to September during 2019 and 2020, "amend the first whereas clause to read, "whereas, the State of Alaska Department of Environmental Conservation has issued a grant to the City for bacterial level monitoring from May to September during 2019 and 2020; and," amend the third whereas clause to read, "whereas, bacteria levels during the testing period in the past have exceeded water recreation standards established by the State of Alaska Department of Environmental Conservation in Register 226 that could pose a health risk to the fishery participants and City residents utilizing the beach; and," and amend the final whereas clause to read, "whereas, it is in the best interest of the City to monitor the bacterial level on its beaches." and Council Member Molloy **SECONDED** the motion. **UNANIMOUS CONSENT** was requested.

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

**VOTE ON THE MAIN MOTION:**

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

NAY:

\*\*Student Representative Summers: YEA

**MOTION PASSED UNANIMOUSLY.**

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)

**MOTION:**

Council Member Molloy **MOVED** to adopt Resolution No. 2019-27 and Council Member Peterkin **SECONDED** the motion.

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

**VOTE:**

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

NAY:

\*\*Student Representative Summers: YEA

**MOTION PASSED UNANIMOUSLY.**



**E. MINUTES**

- 1.\*Regular Meeting of April 17, 2019

Approved by the consent agenda.

- 2.\*Work Session of April 18, 2019

Approved by the consent agenda.

- 3.\*Special Meeting of April 23, 2019

Approved by the consent agenda.

**F. UNFINISHED BUSINESS – None.**

**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. **\*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)

Introduced by the consent agenda and public hearing set for May 15.

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)

Introduced by the consent agenda and public hearing set for May 15.

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)

Introduced by the consent agenda and public hearing set for May 15.

**H. COMMISSION/COMMITTEE REPORTS**

1. Council on Aging – restated his report from the April 17 meeting; next meeting May 9.
2. Airport Commission – No report; next meeting May 9.
3. Harbor Commission – No report; next meeting rescheduled to May 13.
4. Parks and Recreation Commission – No report; next meeting May 2.
5. Planning and Zoning Commission – It was reported that at their April 24 meeting the Commission approved a resolution supporting onsite marijuana consumption. Also noted the Commission discussed alcohol establishments not being included in the land use table and commissioners expressed gratitude for training for commissioners in the budget; next meeting May 8.
6. Beautification Committee – No report; next meeting May 14.
7. Mini-Grant Steering Committee – No report.

**I. REPORT OF THE MAYOR**

Vice Mayor Navarre reiterated that the Mayor had presented proclamations for National Youth Week and Sexual Assault Awareness Month on April 17.

**J. ADMINISTRATION REPORTS**

1. City Manager – P. Ostrander reported on the following:
  - Met with the State of Alaska Department of Environmental Conservation regarding the Kenai River;
  - The draft budget had been distributed;
  - Spoke about the City on a radio talk show;
  - Noted John Wichmann had retired from the fire department;
  - In discussions regarding consolidating Soldotna and Kenai animal shelters into Kenai's shelter;
  - Noted an upcoming Alaska Municipal League meeting regarding online sales tax collection, statewide;
  - Engaging the federal delegation regarding Wildwood Road ownership;
  - The next concession being impacted by the Terminal Rehabilitation Project, the advertising concession, would be coming forth for amendments;
  - Working with the Boys and Girls Club on management of the Recreation Center.
2. City Attorney – No Report.
3. City Clerk – J. Heinz reported the deadline for adopting ballot proposition language was August 7 and a bill to change state election procedures to by mail had been introduced in the legislature.

**K. ADDITIONAL PUBLIC COMMENT**

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

Sherry Innes noted she enjoyed watching the officials discuss the matters before them and appreciated the time taken on the matters adding that government doesn't have to say "yes" to every request. She also encouraged preservation of the outdoor lifestyle that is prevalent in Kenai and spoke in favor of the local schools.

## 2. Council Comments

Council Member Pettey thanked those that testified.

Council Member Glendening thanked Vice Mayor Navarre for running the meeting and thanked the City Manager for updates to the important issues. He also noted he would be absent from the next meeting.

Council Member Peterkin appreciated the discussion and thanked the City Manager for his work.

Student Representative Summers noted end-of-year testing was taking place and provided an update on upcoming musical competitions.

Council Member Molloy thanked the student representative for his report, John Williams for the Cook Inlet Regional Citizen's Advisory Council report, and Andeavor for the information regarding the project to convert the AK Liquid Natural Gas facility to a cool down facility; commended the Vice Mayor for running a smooth meeting.

Council Member Knackstedt expressed gratitude to the Finance Director and staff for the draft budget; attended the Kenaitze ground breaking ceremony for their education complex noting it was a large development that would employ several in the city; attended the banquet for the 2019 Caring for the Kenai project development grant; noted the water line upgrade project at the Kenai Spur Highway at Beaver Loop had not been awarded yet.

**L. EXECUTIVE SESSION** – None.

**M. PENDING ITEMS** – None.

**N. ADJOURNMENT**

There being no further business before the Council, the meeting was adjourned at 8:30 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of May 1, 2019.

---

Jamie Heinz, CMC  
City Clerk

*\*\*The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast in the rotation of the official council vote and shall not affect the outcome of the official council vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a council meeting.*

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

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
PERS	PERS	VARIOUS	LIABILITY	88,696.21
INTEGRITY JANITORIAL	APRIL SERVICE AT CITY HALL	NON-DEPARTMENTAL	REPAIR & MAINTENANCE	1,389.00
PRECIOUS JANITORIAL	APRIL SERVICE AT LIBRARY	LIBRARY	REPAIR & MAINTENANCE	2,795.00
PRECIOUS JANITORIAL	APRIL SERVICE AT TERMINAL	AIRPORT	REPAIR & MAINTENANCE	4,495.00
PRECIOUS JANITORIAL	APRIL SERVICE AT POLICE	POLICE	REPAIR & MAINTENANCE	978.00
PRECIOUS JANITORIAL	APRIL SERVICE AT VISITOR CENTER	VISITOR CENTER	REPAIR & MAINTENANCE	928.00
HOMER ELECTRIC	ELECTRICITY USAGE	VARIOUS	UTILITIES	122,941.57

**INVESTMENTS**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>MATURITY DATE</b>	<b>AMOUNT</b>	<b>Effect. Int.</b>
PIPER JAFFRAY	U.S. GOV'T SECURITY	5/3/2021	245,000.00	2.45%
PIPER JAFFRAY	U.S. GOV'T SECURITY	5/10/2022	245,000.00	2.45%
PIPER JAFFRAY	U.S. GOV'T SECURITY	4/17/2024	247,361.80	2.8%
PIPER JAFFRAY	U.S. GOV'T SECURITY	5/23/2022	245,000.00	2.45%

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

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPT.</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
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**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>
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	117420 - LIBRARY	ADDITIONAL MATERIALS	4,000.00	25,000.00



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

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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:** Mary Jo Joiner, Library Director  
**DATE:** May 7, 2019  
**SUBJECT:** **Increase to Purchase Order 117420**

---

The City Council approved Resolution 2019-11 at their meeting on February 6, 2019.

The Resolution awarded a Three Year Agreement to Ingram Content Group for the Purchase of Library Materials and authorized the issuance of a Purchase Order in the Amount of \$21,000 for the remainder of Fiscal Year 2019.

The Agreement is for a three year term with the option to execute two, one-year extensions. Additional fiscal year Purchase Orders shall total \$40,000 per year through the duration of the agreement.

At this time the Library Director requests that Purchase Order 117420 be increased in the amount of \$4,000. This would bring the total amount of purchase orders to Ingram for Fiscal Year 2019 to \$39,000 more accurately representing the amount anticipated when we issued the Request for Proposals and expenditures for future fiscal years as per the agreement.

Council consideration is respectfully requested.





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Jamie Heinz, City Clerk  
**DATE:** May 3, 2019  
**SUBJECT:** **New Liquor License**

---

The following establishment submitted an application to the Alcohol and Marijuana Control Office for a new liquor license:

- Griffin Golf, LLC D/B/A Kenai Golf Course

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicant and they have satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the new liquor license will be forwarded to the ABC Board and the applicant.

Your consideration is appreciated.





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Telephone: 907-283-7535 / FAX: 907-283-3014



## MEMORANDUM

TO: David Ross, Chief of Police  
Willie Anderson, Lands  
Terry Eubank, Finance Department  
Scott Bloom, Legal Department  
Elizabeth Appleby, City Planner

FROM: Jamie Heinz, CMC, City Clerk

DATE: April 23, 2019

RE: **Liquor License Renewal**

The Alcohol & Marijuana Control Office has sent notification that the following applicant has applied for a new Liquor License #5788:

Applicant: Griffin Golf, LLC  
D/B/A: Kenai Golf Course

Pursuant to KMC 2.40.010, *it is determined to be in the public interest that holders of or applicants for licenses issued by the Alcoholic Beverage Control Board of the State of Alaska shall have all obligations to the City of Kenai on a satisfactory basis prior to the City Council approval of any activity of said license holder or applicant.*

Please review account(s) maintained by your department (i.e. water and sewer billings, lease/property payment history, citations, etc.) by the above reference applicant. Initial whether account(s) and/or payment plan(s) are current or delinquent. If accounts are delinquent, attach information to this memorandum indicating amounts owed and for which accounts.

Please let me know if you have any questions. Once you have completed your section, please route to the next department. Thanks!

1. Police Department <u>DR</u> initials
<input checked="" type="checkbox"/> I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
<input type="checkbox"/> The applicant has outstanding obligations and an additional page has been attached.
2. Finance <u>TS</u> initials
<input checked="" type="checkbox"/> I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
<input type="checkbox"/> The applicant has outstanding obligations and an additional page has been attached.
3. Legal <u>SB</u> initials
<input checked="" type="checkbox"/> I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
<input type="checkbox"/> The applicant has outstanding obligations and an additional page has been attached.
4. Lands Management <u>WLB</u> initials
<input checked="" type="checkbox"/> I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
<input type="checkbox"/> The applicant has outstanding obligations and an additional page has been attached.
5. Planning and Zoning <u>EA</u> initials
<input checked="" type="checkbox"/> I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
<input type="checkbox"/> The applicant has outstanding obligations and an additional page has been attached.
Returned to Clerk's office: <u>go</u>







**Alaska Alcoholic Beverage Control Board**  
**Form AB-00: New License Application**

**What is this form?**

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to be licensed.

Licensee:	Griffin Golf, LLC		
License Type:	Golf Course	Statutory Reference:	04.11.115
Doing Business As:	Kenai Golf Course		
Premises Address:	1500 Lawton Drive		
City:	Kenai	State:	AK
		ZIP:	99611
Local Governing Body:	City of Kenai		
Community Council:	Kenai City Council		

Mailing Address:	P.O. Box 289		
City:	Kenai	State:	AK
		ZIP:	99611

Designated Licensee:	Mark Griffin, Member		
Contact Phone:	907-690-1398	Business Phone:	
Contact Email:	magriff30@hotmail.com		

Seasonal License?  Yes  No If "Yes", write your six-month operating period: April 15-October 15

OFFICE USE ONLY			
Complete Date:		License Years:	License #: 5788
Board Meeting Date:		Transaction #:	1041288
Issue Date:		BRE:	TJZ



Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 2 – Premises Information**

Premises to be licensed is:

- an existing facility       a new building       a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

**Form AB-00: New License Application**

**Section 4 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Mark Griffin				
Title(s):	Member	Phone:	9076901398	% Owned:	50
Address:	47083 Belmont Court				
City:	Kenai	State:	AK	ZIP:	99611

Entity Official:	Lara Griffin				
Title(s):	Member	Phone:	9073985215	% Owned:	50
Address:	47083 Belmont Court				
City:	Kenai	State:	AK	ZIP:	99611

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



**Alaska Alcoholic Beverage Control Board**  
**Form AB-00: New License Application**

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10095955	AK Formed Date:	12/11/2018	Home State:	AK
Registered Agent:	Mark Griffin		Agent's Phone:	907-690-1398	
Agent's Mailing Address:	47083 Belmont Court				
City:	Kenai	State:	AK	ZIP:	99611

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

**Section 5 – Other Licenses**

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

**Section 6 – Authorization**

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Gregory D. Stein, Attorney



Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 7 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

MG

I certify that all proposed licensees have been listed with the Division of Corporations.

MG

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

MG

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

MG

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

MG

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Mark Griffin  
Signature of licensee

Gregory D. Stein  
Signature of Notary Public

Mark Griffin  
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 5/3/21

Subscribed and sworn to before me this 5<sup>th</sup> day of February, 2019.

GREGORY D. STEIN  
Notary Public  
State of Alaska  
My Commission Expires  
May 03, 2021



## Alaska Alcoholic Beverage Control Board

# Form AB-02: Premises Diagram

### What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The **second page** of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

**This form must be completed and submitted to AMCO's main office before any license application will be considered complete.**

Yes No

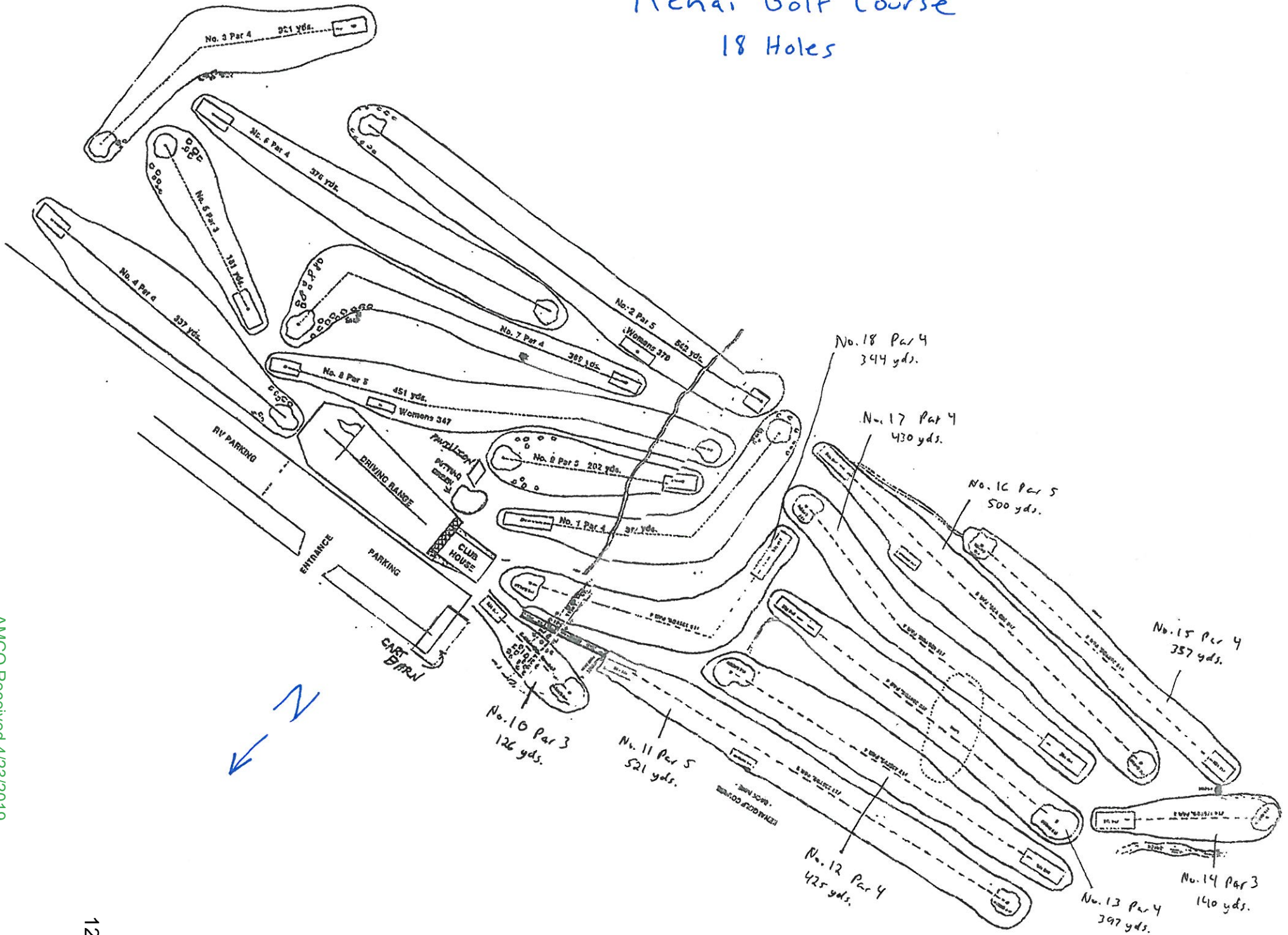
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

## Section 1 - Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Griffin Golf, LLC	License Number:	5788		
License Type:	Golf Course				
Doing Business As:	Kenai Golf Course				
Premises Address:	1500 Lawton Dr.				
City:	Kenai	State:	AK	ZIP:	99611

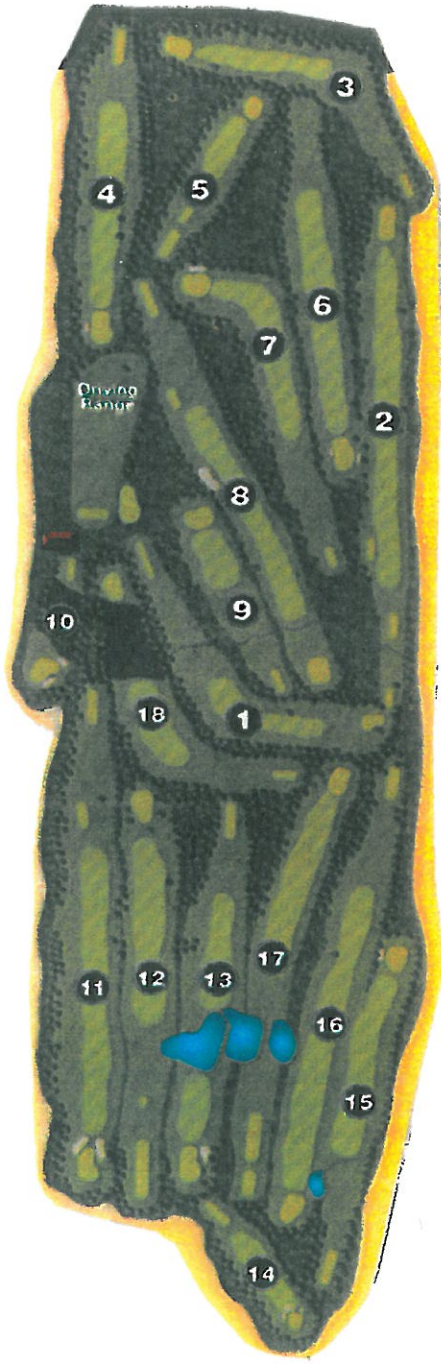
# Kenai Golf Course 18 Holes





**KENAI GOLF COURSE - 18 HOLES**

HOLE	YARDAGE	PAR
1	355	4
2	549	5
3	323	4
4	322	4
5	187	3
6	384	4
7	376	4
8	470	5
9	207	3
10	126	3
11	521	5
12	425	4
13	397	4
14	140	3
15	357	4
16	500	5
17	430	4
18	344	4



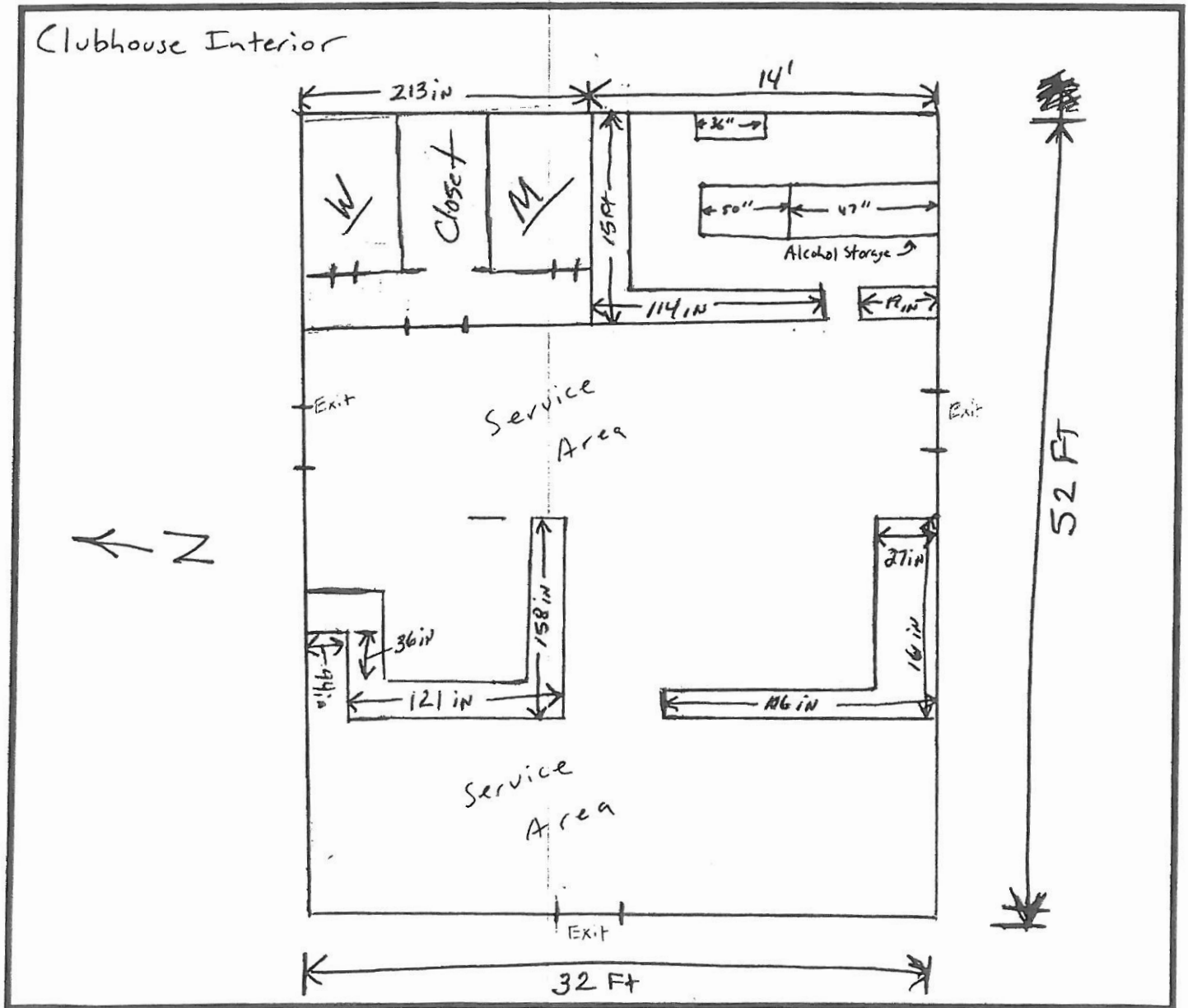
Hand-drawn blue arrows pointing right.



# Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

## Section 2 - Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



### **Security and Storage Statement**

All alcoholic beverages will be securely stored behind the counter inside the clubhouse building within staff controlled areas with no public access allowed. The staff area is chained off to prevent access by the public. Alcohol will be served to patrons at the clubhouse and consumed within the clubhouse or on the grounds of the course itself per the terms of the seasonal golf course license.

At least one employee will always be on hand at the clubhouse to ensure there is no unauthorized access to the alcohol storage areas. Signs indicating video surveillance are placed around the property to deter minors and others from unauthorized access to the premises during closed hours. The clubhouse is routinely locked down upon closing. Golf course staff routinely patrol the course during their regular maintenance activities.

The course itself is generally bounded by private property to the north along Lawton Drive and uninhabited lowlands to the east and south. The west side backs up to city park lands. As a lessee of a public entity, Griffin Golf, LLC is not able to erect physical barriers around the property boundaries. Signs are, or will be, placed indicating the boundaries of the golf course property along potential access points off Lawton Drive and the park areas to the west. These signs will indicate that alcohol cannot be brought into or out of the designated property.

## Menu

Hot Dog  
Cheeseburger  
Philly Cheesesteaks sandwich  
Breakfast Sandwich  
Chips  
Nuts  
Trailmix  
Candybars  
Gum  
Soda  
Water  
Powerade  
Ice Tea  
Coffee  
Beer  
Wine  
Cider  
Muffins  
Bananas

AMGO

MAR 13 2019



## Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC  
Borough Clerk

4/25/2019

**Sent via email:** jheinz@kenai.city

Kenai City Hall  
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Griffin Golf, LLC
Business Name	:	Kenai Golf Course
License Type	:	Golf Course
License Location	:	1500 Lawton Drive , City of Kenai
License No.	:	5788
Application Type	:	New Liquor License

Dear Ms. Heinz,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC  
Borough Clerk

JB/TS

Encl.

cc: magriff30@hotmail.com; jheinz@kenai.city; DHenry@kpb.us; JRodgers@kpb.us



Suggested by: Administration

**CITY OF KENAI**

**ORDINANCE NO. 3066-2019**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ACCEPTING AND APPROPRIATING A GRANT FROM THE FEDERAL AVIATION ADMINISTRATION FOR THE 2019 AIRFIELD MARKING, CRACK SEALING, AND MINOR PAVEMENT REPAIR PROJECT AND AWARDDING A CONSTRUCTION CONTRACT TO COMPLETE THE WORK.

WHEREAS, the runway and taxiway centerlines, hold lines, surface painted position signs, and apron markings require remarking due to fading, rubber marks, and the lack of reflective beads; and,

WHEREAS, Federal Aviation Grant Assurance No. 11 requires the City to assure or certify that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the Kenai Municipal Airport; and,

WHEREAS, the Federal Aviation Administration agreed that the marking and crack sealing on the runway, taxiways and apron and the minor pavement repair in the safety area of the runway is grant eligible; and,

WHEREAS, Ordinance No. 3046-2018 SUBSTITUTE enacted December 19, 2019 appropriated \$26,000 for the design of this project which was awarded to Wince-Corthell-Bryson; and,

WHEREAS, the Administration has received confirmation these services are eligible for 93.75% Federal Aviation Administration (FAA) reimbursement, \$XXX, XXX with the remaining and 6.25% of project costs, \$XX, XXX to be provided by the City of Kenai; and,

WHEREAS, XXX bids were received and XXXXXXXX, Inc. was the lowest responsive bid; and,

WHEREAS, award of the bid to XXXXXXXX, Inc. would be in the best interest of the City; and,

WHEREAS, the recommendation from City Administration is to award the contract to XXXXXXXX, Inc. for the total cost of \$X,XXX, XXX.

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

**Section 1.** That the City Manager is authorized to accept grant funding for \$X,XXX,XXX from the Federal Aviation Administration and to execute a grant agreement and to expend grant funds to fulfill the purpose and intent of this ordinance.

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

Airport Improvement Capital Project Fund

Increase Estimated Revenues -  
Federal Grant

\$X,XXX,XXX

Increase Appropriations	
Construction	\$X, XXX, XXX
Administration	<u>XX, XXX</u>
	<u>\$XXX, XXX</u>

**Section 3.** That the City Manager is authorized to execute a construction contract to XXXXX, Inc., for \$X, XXX, XXX.

**Section 4.** That the City Manager is authorized to issue a purchase order to XXXXXX, Inc., in the amount of \$X, XXX, XXX.

**Section 5.** That the City Manager is authorized to execute an Amendment to the Professional Services Agreement with Wince-Corthell-Bryson in the amount of \$ 63,020 for construction administration services.

**Section 6.** 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 7.** Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 5<sup>TH</sup> day of June, 2019.

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

ATTEST:

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

Approved by Finance: \_\_\_\_\_

Introduced: May 15, 2019  
Enacted: June 5, 2019  
Effective June 5, 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:** Mary L. Bondurant, Airport Manager  
**DATE:** May 6, 2019  
**SUBJECT:** **Ordinance 3066-2019 – Airfield Marking, Crack sealing, & Minor Pavement Repair**

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The Airport received notification from the FAA to move forward with the Invitation to Bid for the above FY19 project.

This project consists of airfield painting, the crack sealing of the runway, taxiways and apron, apron seal coating, and minor pavement repair along the shoulders of the runway.

The project will be advertised the week of May 6, 2019 for 21 days.

Bid review and recommendation will be presented to Council at the June 5, 2019 meeting. This ordinance provides for acceptance of a grant from the Federal Aviation Administration and execution of a construction contract to the successful bidder with a corresponding purchase order and authorization to amend the professional services contract to Wince-Corthell-Bryson for construction management.

Thank you for your consideration.







Sponsored by: Administration

## CITY OF KENAI

### ORDINANCE NO. 3067-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ACCEPTING \$26,605.40 IN ASSET FORFEITURE SHARING FUNDS AND APPROPRIATING THOSE FUNDS INTO THE POLICE SMALL TOOLS ACCOUNT FOR THE PURPOSE OF PURCHASING LAW ENFORCEMENT EQUIPMENT.

WHEREAS, in April of 2019 Kenai Police Department received an asset forfeiture sharing check in the amount of \$26,605.40 from the Alaska State Troopers, Alaska Bureau of Investigations – Statewide Drug Enforcement Unit; and,

WHEREAS, the Police Department, pursuant to conditions of acceptance, will utilize the forfeiture funds to purchase law enforcement equipment for use by the Police Department.

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 Equitable Sharing Funds in the amount of \$26,605.40 and to expend those 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 – Forfeitures	<u>\$26,605.40</u>
Increase Appropriations – Police – Small Tools	<u>\$26,605.40</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 5<sup>th</sup> day of June, 2019.

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

ATTEST:

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

Approved by Finance: 

Introduced: May 15, 2019  
Enacted: June 5, 2019  
Effective: June 5, 2019



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## MEMORANDUM

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

**THROUGH:** Paul Ostrander, City Manager

**FROM:** David Ross, Police Chief

**DATE:** May 2, 2019

**SUBJECT:** **Ordinance No. 3067-2019 - Ordinance Accepting and Appropriating Asset Forfeiture Sharing Funds from the State of Alaska Department of Public Safety**

---

The Kenai Police Department received \$26,605.40 in asset forfeiture sharing funds from the State of Alaska Department of Public Safety. Those funds were shared with the Kenai Police Department after being forfeited to the State of Alaska through Federal court and are subject to federal "Equitable Sharing" requirements to be use for Law Enforcement. The funds were forfeited in connection with drug investigation cases, for which the regional drug task force (including the Kenai Police Department) was involved.

I am respectfully requesting consideration of the ordinance appropriating \$26,605.40 into the General Fund, Police- Small Tools account to pay for law enforcement equipment.

Your consideration is appreciated.





Sponsored by: Council Members Pettey and Glendening

## CITY OF KENAI

### ORDINANCE NO. 3068-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING KENAI MUNICIPAL CODE 14.20.320- DEFINITIONS AND 14.20.330- STANDARD FOR COMMERCIAL MARIJUANA ESTABLISHMENTS TO PROHIBIT ONSITE CONSUMPTION OF MARIJUANA AT RETAIL MARIJUANA STORES REQUIRING AN ONSITE CONSUMPTION ENDORSEMENT.

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 through a state issued onsite consumption endorsement to a retail marijuana store; and,

WHEREAS, 3 AAC 306.200 provides that a City Council by ordinance may prohibit onsite consumption endorsements to a retail marijuana store within its jurisdiction; and,

WHEREAS, after consideration by the Planning and Zoning Commission, the City Council failed to enact Ordinance 3061-2019, which would have allowed onsite consumption through the City's conditional use permit process; and,

WHEREAS, it is in the best interest for public safety and welfare for the City to prohibit onsite consumption of marijuana requiring an onsite consumption endorsement at retail marijuana stores; and,

WHEREAS, at it's regular meeting of May 22, 2019 the Planning and Zoning Commission recommended the City Council \_\_\_\_\_ this Ordinance.

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

**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 excluding onsite consumption endorsements, 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 of 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 reclassification 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 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. Onsite Consumption Endorsements may not be approved by conditional use permit or otherwise and are not permitted within the City.

(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 nonrigid 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](#).

**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 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this \* day of \*, 2019.

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

ATTEST:

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

Introduced: \*, 2019  
Enacted: \*, 2019  
Effective: \*, 2019



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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Council Members Glenese Pettey and Jim Glendingen  
**DATE:** March 12, 2019  
**SUBJECT:** **Ordinance No. 3068 – 2019**

---

This Ordinance would prohibit onsite consumption of marijuana and marijuana products at retail stores requiring an onsite consumption endorsement. We feel this ordinance is necessary to protect public safety and welfare. Because this Ordinance requires a change to the City's zoning code, requires a recommendation from the Planning and Zoning Commission. We request it be pulled from the consent agenda and be referred to the Planning and Zoning Commission for consideration at their May 22, 2019 meeting, and be brought back to Council for a public hearing at the first meeting in June.

Your consideration is appreciated.





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 FROM MAY TO SEPTEMBER DURING 2019 AND 2020.

WHEREAS, the State of Alaska Department of Environmental Conservation has issued a grant to the City for bacteria level monitoring from May to September during 2019 and 2020; and,

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

WHEREAS, bacteria levels during the testing period in the past have exceeded water recreation standards as established by the State of Alaska Department of Environmental Conservation in Register 226 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.

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	<u>\$35,418</u>

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.

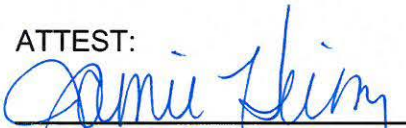
**Section 4.** Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all 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





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## 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.





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Paul Ostrander, City Manager  
**DATE:** May 1, 2019  
**SUBJECT:** Ordinance No. 3062-2019 - Amendments

---

To accurately reflect that bacteria level monitoring on and around the Kenai City beaches is conducted from May to September, not just during the personal use fishery, to specifically explain what bacteria levels are being exceeded, and to clarify that the elevated bacteria levels are not a result of the personal use fishery, the administration respectfully requests the following amendments be considered by the Kenai City Council.

In the title:

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 FROM MAY TO SEPTEMBER DURING [THE] 2019 AND [-] 2020 [PERSONAL USE FISHERY].

In the first whereas:

WHEREAS, the State of Alaska Department of Environmental Conservation has issued a grant to the City for bacteria level monitoring from May to September during [THE] 2019 [-] and 2020 [PERSONAL USE FISHERY]; and,

In the third whereas:

WHEREAS, bacteria levels during the testing period [PERSONAL USE FISHERY] in the past have exceeded water recreation standards as established by the State of Alaska Department of



Environmental Conservation in Register 226 [TESTED AT ELEVATED LEVELS] that could pose a health risk to the fishery participants and City residents utilizing the beach; and,

In the final whereas:

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].



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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Jamie Heinz, City Clerk  
**DATE:** May 8, 2019  
**SUBJECT:** **Ordinance No. 3062-2019 – Robert's Rules Procedures**

---

After enactment of Ordinance No. 3062-2019, administration was notified by the granting agency that they wanted to change amounts in the grant being passed through. In order to accomplish this, I recommend a motion to amend something previously adopted.

Robert's Rules provides the following information on amending something previously adopted:

- That this action be noticed (accomplished in the publication of the agenda);
- Must be moved when no other motion is pending;
- Can be applied to anything;
- Must be seconded;
- Is debatable;
- Is amendable;
- Requires a majority vote when notice is provided;
- An affirmative vote cannot be reconsidered;
- Would not be in order if something had been done, as a result of the vote on the main motion, that is impossible to undo (the associated grant has not yet been executed).

Suggested Script:

In accordance with the notice given in the call of this meeting, I move to amend Ordinance No. 3062-2019 by [read amendments provided in the memo provided by administration].

Thank you for your consideration.





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Robert J. Frates, Parks & Recreation Director  
**DATE:** May 8, 2019  
**SUBJECT:** Ordinance No. 3062-2019 – Amendment #2

---

The Alaska Department of Environmental Conservation (AKDEC) desires to include microbial source tracking (MST) testing in May and June before the start of the Personal Use Fishery. In the previous version of the grant, there was no MST testing scheduled for FY19, only in FY20. MST testing helps determine fecal bacteria sources and will include human, gull and dog markers to further assess the bacteria sources at the Kenai beaches. The Administration respectfully requests the following additional amendments be considered by the Kenai City Council:

In the title:

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING FY2019 GENERAL FUND ESTIMATED REVENUES AND APPROPRIATIONS BY \$25,359 [\$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 FROM MAY TO SEPTEMBER DURING 2019 AND 2020.

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

General fund:

Increase Estimated Revenues: \$25,359 [\$20,859]  
Federal Grants – Other

Increase Appropriations: \$25,359 [\$20,859]  
Parks, Recreation & Beautification -





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## MEMORANDUM

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

**THROUGH:** Paul Ostrander, City Manager

**Cc:** Mary Bondurant, Airport Manager

**FROM:** Elizabeth Appleby, City Planner

**DATE:** May 8, 2019

**SUBJECT:** **Action/Approval – Request Submitted by SOAR for Extension of Lease Application Expiration Date**

---

On May 6, 2019, SOAR International Ministries, Inc. (SOAR) submitted a letter requesting a six-month extension to the expiration date of the their lease application for an undeveloped portion of Tract A, General Aviation Apron No. 2 within the Airport Reserve. SOAR's lease application expires on May 18, 2019. Kenai Municipal Code 21.10.050 states that lease applications, "shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not the exceed six (6) months".

The property requires subdivision prior to entering into a lease with the City. Pursuant to Kenai Municipal Code 21.10.040(c), lease applications which propose a subdivision require the applicant to pay for the subdivision unless City Council determines the subdivision serves other airport purposes and it is reasonable for the City to share in the cost. SOAR's lease application was passed by City Council on August 1, 2018 after it was approved by the Planning and Zoning Commission on June 13, 2018 and the Airport Commission on July 14, 2018. SOAR was provided three costs estimates by the City to complete the subdivision on October 9, 2018 with reminders sent December 13, 2018, March 13, 2019, April 18, 2019. SOAR has not responded to these requests, indicated which surveyor they would use to complete the subdivision, or provided other update on their plan to complete the improvements outlined in their lease application. The survey quotes at this point in time may be no longer be accurate and new cost estimates would need to be requested.

If an extension were approved, no other potential lessee may file an application to lease the parcel. Based on the minimum work completed toward subdivision in the first year of the



Page 2 of 2

Application for Extension of Lease

application and the potential for other applications on this lot, Administration recommends denial of the extension as SOAR has not presented good cause to grant an extension. This would allow for competing lease applications to be submitted for the parcel to the City for the parcel.

Thank you for your consideration.



April 1, 2019

City of Kenai  
210 Fidalgo Avenue  
Kenai, Alaska 99611

Due to the delay in the sale of SOAR's current buildings and the transfer of SOAR's current leases SOAR would like to request a six month extension of the expiration date of our current lease application for the undeveloped portion of Tract A, General Aviation Apron No. 2.  
Thank you for your consideration.

  
Richard Page  
Director, SOAR International Ministries







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

210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 / FAX: (907) 283-3014  
[www.ci.kenai.ak.us](http://www.ci.kenai.ak.us)

April 18, 2019

SOAR International Ministries Inc.  
135 Granite Point Court  
Kenai, AK 99611

Attn: Dick Page

**Re: 30-Day Notice of Expiration of Lease Application for the Undeveloped Portion of Tract A, General Aviation Apron No. 2**

Dear Mr. Page:

On May 18, 2018, SOAR International Ministries, Inc. (SOAR) submitted an application to the City of Kenai to lease the undeveloped portion of Tract A, General Aviation Apron No. 2 within the Airport Reserve. On August 1, 2018, the Kenai City Council approved a lease with lot improvements as outlined on the lease application, including a hangar, aircraft ramp and tie-down area, and parking. City Council approved of a 45-year lease term.

Kenai Municipal Code 21.10.050 states that lease applications, "shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months." Your lease application will expire on May 18, 2019 without further action by you.

SOAR was to subdivide the property prior to lease execution such that only the portion of the lot SOAR wished to lease would be included in the lease and in lease payments. The City of Kenai obtained three estimates for the cost of the subdivision:

- Edge Survey, \$4,850
- Segesser Surveys, \$3,500
- McLane Consultants, \$5,990

The City of Kenai has requested SOAR choose a surveyor to conduct the subdivision. Kenai Municipal Code 21.10.040 (c) requires the lease applicant to pay subdivision costs, "Applications which propose a subdivision shall require the applicant to be responsible for all costs associated with the subdivision, including but not limited to any new appraisal, engineering services, surveying and consulting costs, unless in the sole discretion of the City Council, the City Council determines that the subdivision serves other airport purposes."

Until a subdivision is completed, the City may not enter into a lease with SOAR.

**Prior to the expiration of your lease application on May 18,2019, either:**

- 1) Select a surveyor, complete the subdivision, and enter into a lease, or,
- 2) Submit a written request for an extension of the expiration date of your lease application (not to exceed six months).

Attached to this letter is Resolution 2018-46 approving of your lease application.

Please contact Elizabeth Appleby about this matter at 283-8235 or [eappleby@kenai.city](mailto:eappleby@kenai.city).

CITY OF KENAI



Wilma E. Anderson  
Planning Assistant

Attachments

cc: Paul Ostrander, City Manager  
Christine Cunningham, Assistant to City Manager  
Willie Anderson, Planning Assistant  
Mary Bondurant, Airport Manager



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[www.ci.kenai.ak.us](http://www.ci.kenai.ak.us)

March 15, 2019

SOAR International Ministries Inc.  
135 Granite Point Court  
Kenai, AK 99611

Attn: Dick Page

**Re: 60-Day Notice of Expiration of Lease Application for the Undeveloped Portion of Tract A, General Aviation Apron No. 2**

Dear Mr. Page:

On May 18, 2018, SOAR International Ministries, Inc. (SOAR) submitted an application to the City of Kenai to lease the undeveloped portion of Tract A, General Aviation Apron No. 2 within the Airport Reserve. On August 1, 2018, the Kenai City Council approved a lease with lot improvements as outlined on the lease application, including a hangar, aircraft ramp and tie-down area, and parking. City Council approved of a 45-year lease term.

Kenai Municipal Code 21.10.050 states that lease applications, "shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months." Your lease application will expire on May 18, 2019 without further action by you.

SOAR was to subdivide the property prior to lease execution such that only the portion of the lot SOAR wished to lease would be included in the lease and in lease payments. The City of Kenai obtained three estimates for the cost of the subdivision:

- Edge Survey, \$4,850
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The City of Kenai has requested SOAR choose a surveyor to conduct the subdivision. Kenai Municipal Code 21.10.040 (c) requires the lease applicant to pay subdivision costs, "Applications which propose a subdivision shall require the applicant to be responsible for all costs associated with the subdivision, including but not limited to any new appraisal, engineering services, surveying and consulting costs, unless in the sole discretion of the City Council, the City Council determines that the subdivision serves other airport purposes."

Until a subdivision is completed, the City may not enter into a lease with SOAR.

**Prior to the expiration of your lease application on May 18, 2019, either:**

- 1) Select a surveyor, complete the subdivision, and enter into a lease, or,
- 2) Submit a written request for an extension of the expiration date of your lease application (not to exceed six months).

Attached to this letter is Resolution 2018-46 approving of your lease application.

Please contact me about this matter at 283-8235 or [eappleby@kenai.city](mailto:eappleby@kenai.city).

CITY OF KENAI

A handwritten signature in cursive script that reads "Elizabeth Appleby".

Elizabeth Appleby  
City Planner

Attachments

cc: Paul Ostrander, City Manager  
Christine Cunningham, Assistant to City Manager  
Willie Anderson, Planning Assistant  
Mary Bondurant, Airport Manager



Sponsored by: Administration

## CITY OF KENAI

### RESOLUTION NO. 2018 - 46

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA APPROVING THE EXECUTION OF A LEASE OF AIRPORT RESERVE LANDS USING THE STANDARD LEASE FORM BETWEEN THE CITY OF KENAI AND SOAR INTERNATIONAL MINISTRIES, INCORPORATED, FOR THE UNDEVELOPED PORTION OF TRACT A, GENERAL AVIATION APRON NUMBER TWO.

WHEREAS, on May 18, 2018, SOAR International Ministries, Inc., (SOAR) submitted an application to lease City owned properties within the Airport Reserve, described as the undeveloped portion of Tract A, General Aviation Apron Number 2; and,

WHEREAS, SOAR's lease application states plans to construct a hangar facility for aircraft storage and maintenance; a connecting office facility, an aircraft ramp and tie-down area, and parking, an investment that aligns with a lease term of 45 years;

WHEREAS, the proposed development would be mutually beneficial and would conform with the Kenai Municipal Code for zoning, Kenai's Comprehensive Plan, the Airport Land Use Plan, Airport Layout Plan, Federal Aviation Administration regulations, Airport Master Plan, Airport Improvement Program grant assurances, and Airport operations; and,

WHEREAS, the City of Kenai did not receive a competing lease application within thirty (30) days of publishing a public notice of the lease application from SOAR; and,

WHEREAS, at their regular meeting on June 13, 2018, the Planning and Zoning Commission reviewed the lease application and recommended approval by the City Council; and,

WHEREAS, at their regular meeting on July 12, 2018, the Airport Commission reviewed the lease application and recommended approval by the City Council.

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

**Section 1:** That a Lease of Airport Reserve Lands is approved and the City Manager is authorized to execute a lease between the City of Kenai, Lessor, and SOAR International Ministries, Incorporated, Lessee, as follows:

Lot improvements as outlined in lease application from SOAR International Ministries, Incorporated, including an approximately 120 foot x 180 foot hangar facility for aircraft storage and maintenance, an approximately 100 foot x 110 foot connecting office facility, an aircraft ramp and tie-down area, and parking to be completed within two (2) years of signing the lease;

The evidence must be submitted to the City within 60 days of the completion of the development and improvements;

The lease term will be 45 years;

Lot developments will prevent unauthorized access to the airfield;

Structures will be built behind the 100 foot building restriction line;

The relocation of the airport perimeter fence will allow aircraft full access to the proposed aircraft ramp and tie down area;

Paving will be completed up to the existing transient aircraft apron pavement;

SOAR is responsible for all snow removal, and snow may not touch the perimeter security fence or be piled to a height that would allow access to the airport; and

SOAR will subdivide the property to designate the portion of Tract A, General Aviation Apron Number Two (2) that it wishes to lease from the City of Kenai as set forth on Exhibit A attached hereto, and the subdivision will include a 40-foot easement for utilities.

**Section 2:** That this resolution takes effect immediately upon passage.

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1st day of August, 2018.

  
BRIAN GABRIEL SR., MAYOR

ATTEST:

  
Jamie Heinz, CMC, City Clerk





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

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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:** Elizabeth Appleby, City Planner

**DATE:** July 24, 2018

**SUBJECT:** **Resolution 2018-46 – Kenai Municipal Airport Reserve Lease Application from SOAR International Ministries, Inc. – 209 N. Willow St, the undeveloped portion of Tract A, General Aviation Apron No. 2**

---

SOAR International Ministries, Inc. (SOAR) submitted an application on May 18, 2018, to lease an undeveloped portion of Tract A, General Aviation Apron No. 2 within the Airport Reserve. SOAR is current on rent payments for the three lots currently leased within the Airport Reserve from the City.

SOAR proposes to lease Tract A, General Aviation Apron No. 2 for an aeronautical use. SOAR proposes to construct an approximately 120 foot x 180 foot hangar for aircraft storage and maintenance. There would also be a connecting office facility of approximately 100-foot x 110-foot, an aircraft ramp and tie-down area, and parking. Possible activities noted on SOAR's lease application include flight training, aircraft parts sales, aviation safety meetings, community meetings, and storage of aircraft floats. SOAR requested a lease term of 55 years to start on September 1, 2018, however, the maximum term of a lease allowed under KMC 21.10.080 is 45 years.

SOAR proposes to build on the portion of the lot that is currently treed, and would need to subdivide the lot prior to construction. This section of the lot is surrounded by existing development and other disturbed surfaces. SOAR would need to ensure the fence encompassing its development met Airport safety and security standards.

Pursuant to KMC 14.20.065, the parcel is within the Airport Light Industrial (ALI) Zone. The purpose of the ALI Zone is to protect the viability of the Kenai Municipal Airport as a significant resource to the community by encouraging compatible land uses and reducing hazards that may endanger the lives and property of the public and aviation users. The proposed aeronautical use by SOAR is a permitted and compatible use in the ALI Zone.



The Imagine Kenai 2030 Comprehensive Plan outlines goals, objectives, and action items for the City, including this one pertaining to the Kenai Municipal Airport:

- Objective T-1: Support future development near or adjacent to the airport when such development is in alignment with the Kenai Municipal Airport's primary mission, "To be the commercial air transportation gateway to the Kenai Peninsula Borough and Cook Inlet."

The proposed use by SOAR complies with the Imagine Kenai 2030 Comprehensive Plan in that it supports development on lease lots and the development is in alignment with the Kenai Municipal Airport's marketing strategy.

The Airport Land Use Plan was developed to identify the highest and best uses of Kenai Municipal Airport land. The Airport Land Use Plan discusses leasing land and enhancing opportunities for local economic development. The proposed use by SOAR complies with the Airport Land Use Plan. It would enhance local economic development.

The lease application complies with the Airport Layout Plan, Airport Master Plan, Airport Improvement Program Grant Assurances, Federal Aviation Administration requirements, and Airport Operations. The development will create new land lease revenue, employment opportunities, and offer services to airport users that are not currently available.

Pursuant to KMC 21.10.060(c), the City must publish public notice of a lease application and allow thirty (30) days for competing lease applications for the same property to be submitted to the City for consideration. The City published a public notice of the SOAR lease application in the *Peninsula Clarion* on May 29, 2018. The City did not receive a competing application to lease this parcel within 30 days of the notice (through June 28th).

The Planning and Zoning Commission recommended approval of the lease application at their meeting held on June 13, 2018, contingent upon SOAR submitting a plat to the Planning and Zoning Commission for the subdivision of the lot that SOAR is interested in leasing from the City of Kenai. The Airport Commission and Airport Manager recommended approval of the lease application at their July 14<sup>th</sup> meeting, contingent upon SOAR subdividing the property and reserving a 40-foot utilities easement, paving up to the existing transient aircraft apron pavement, relocating one flood light to the north, and meeting Federal Aviation Administration and Transportation Security Administration requirements for security and access.

Thank you for your consideration.



MAY 8 1 2018

PLANNING DEPARTMENT



**City of Kenai  
Kenai Municipal Airport  
Land Lease Application**

Application for:	
<input checked="" type="checkbox"/> New Lease	
<input type="checkbox"/> Amendment	
<input type="checkbox"/> Extension/Renewal	
Application Date:	05/18/2018

**Applicant Information**

Name of Applicant:	Richard Page						
Mailing Address:	34225 Page Street	City:	Soldotna	State:	Alaska	Zip Code:	99669
Phone Number(s):	Home Phone: (907) 252-1841 Cell		Work/ Message Phone: (907) 283-1961				
E-mail: (Optional)	RichardPage@soarinternational.org						
Name to Appear on Lease:	SOAR International Ministries						
Mailing Address:	135 Granite Point Court	City:	Kenai	State:	Alaska	Zip Code:	99611
Phone Number(s):	Home Phone: (907) 252-1841 Cell		Work/ Message Phone: (907) 283-1961				
E-mail: (Optional)							
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Government <input type="checkbox"/> Other _____						

**Description of Property and Term Requested**

Legal Description of Property:	Undeveloped portion of General Aviation Subdivision #2 Tract A		
Does the Property Require Subdivision? (if Yes, answer next two questions)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are you prepared to be responsible for all costs associated with subdivision?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you believe the proposed subdivision would serve other Airport purposes?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you have or have you ever had a Lease with the City of Kenai?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
If Yes, please provide description of property leased (e.g. legal or physical description): Lot 1A, Block 2, General Aviation Apron No. 3 Lot 3, Block 1 General Aviation Apron, according to Plat No. 73-68 Lot 2, Block 3 General Aviation Apron, according to Plat No. 73-68			
Is this application for renewal or term extension of an existing lease?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If Yes, please provide a description of the property leased:			
Lease Term Requested:	55 Years	Starting Date:	September 01, 2018

**Proposed Use and Activities**

Proposed Use (check one):	<input checked="" type="checkbox"/> Aeronautical	<input type="checkbox"/> Non-Aeronautical
Do you plan to construct new or additional improvements?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

If yes, will the improvement change or alter the use under an existing lease?  YES  NO

If yes, what is the new proposed use?

If yes, what is the type of improvement? (e.g. building improvement, land improvement)  
 New office and hangar facilities for SOAR International Ministries and hangar facilities to accommodate transient corporate aircraft.  
 Potential FBO operation and/or flight training facility

If yes, what is the nature of the improvements? (e.g. maintenance, landscaping, new construction)  
 New construction, paving, and landscaping.

List of proposed use and business activities:  
 Base of operations for SOAR International Ministries including aircraft storage and maintenance, hangaring of transient aircraft, possible FBO operation, possible flight training facility, possible aircraft parts sales, facilities for installation, removal, and inside storage of aircraft floats, facilities for community activities such as aviation safety meetings, community fundraisers, etc.

**Lease Extension or Renewal**

Method to determine value of improvements/term for a lease renewal or expiring lease:

Professional estimate of the remaining useful life of the principle improvement on the property

Market value appraisal of the principle improvement on the property

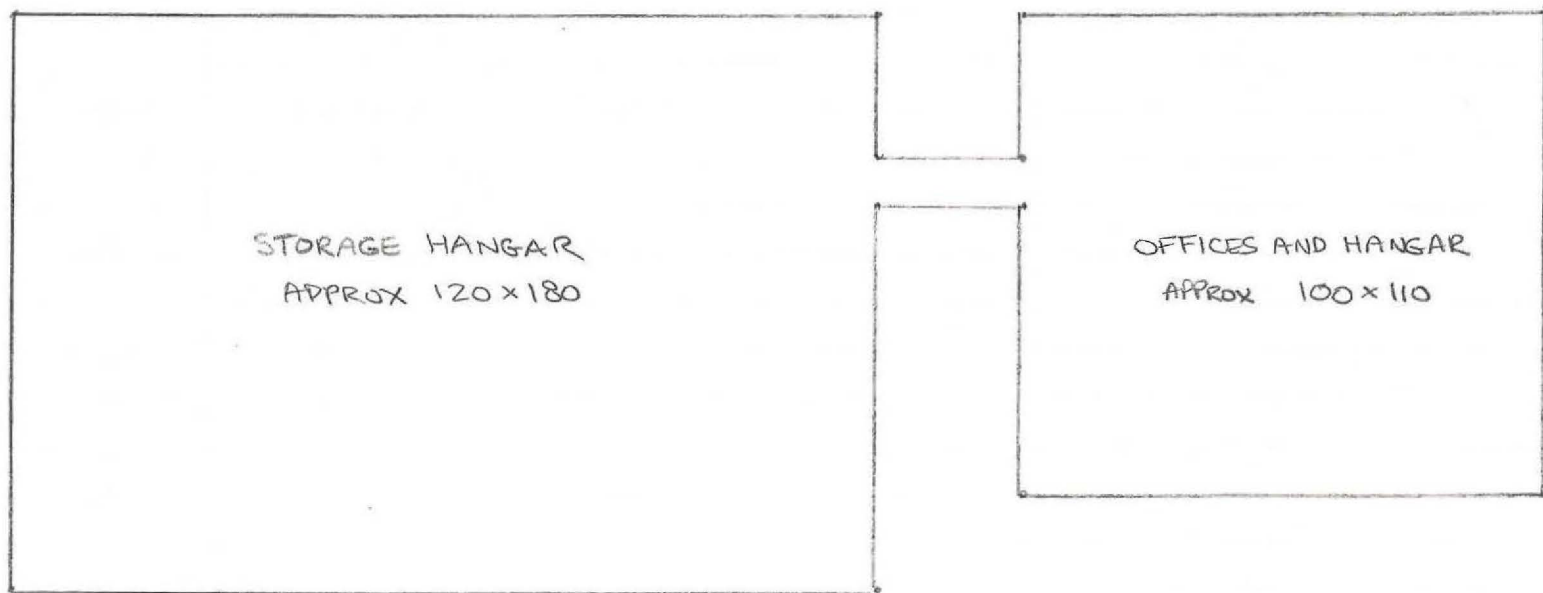
Purchase price of improvements

Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City

Signature:	<i>Richard L Page</i>	Date:	<i>05/18/2018</i>
Print Name:	<i>RICHARD L. PAGE</i>	Title:	<i>PRESIDENT</i>

AIRCRAFT RAMP AND TIE-DOWN AREA

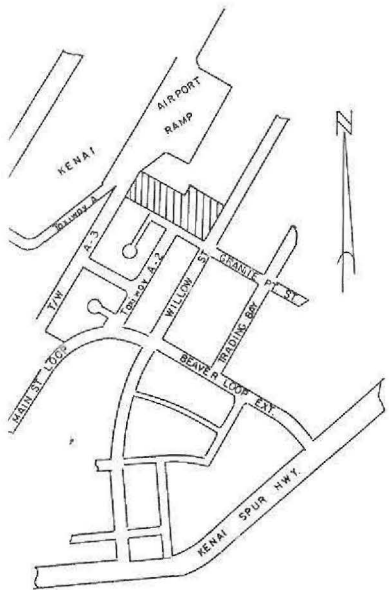
APPROX 350'



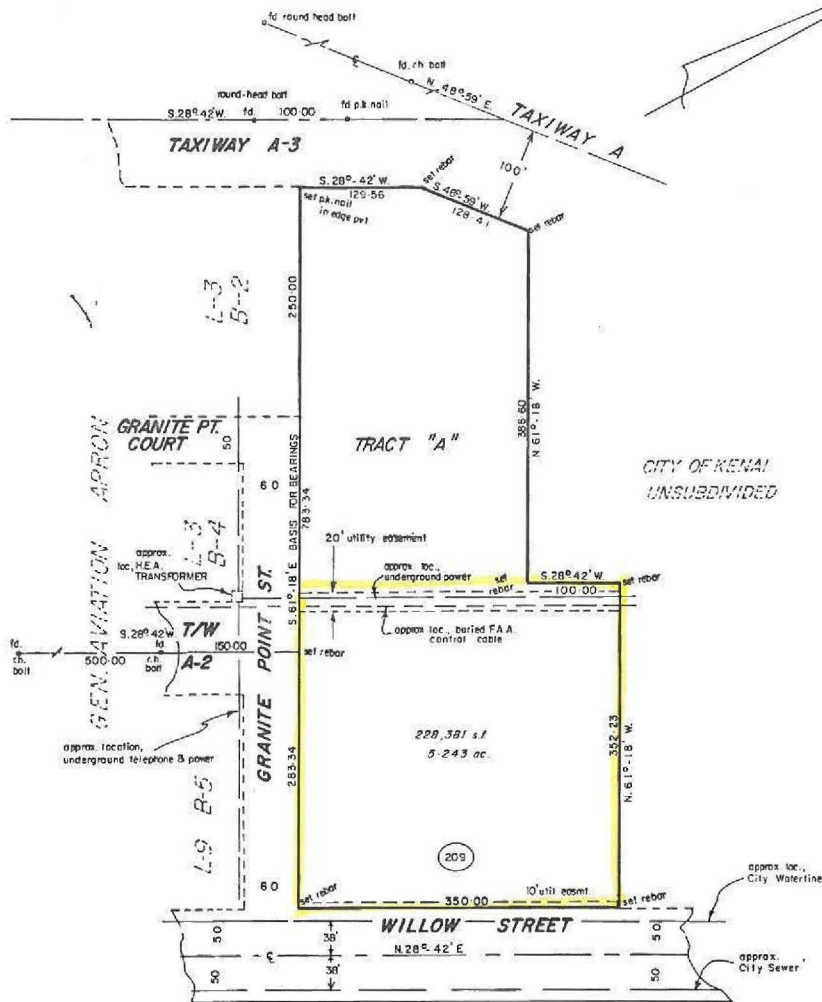
PARKING

APPROX 350'





VICINITY MAP  
1"=800'  
PDR S.32,T.6N,R.11W,S.5M



**CERTIFICATE OF OWNERSHIP & DEDICATION**

I HEREBY CERTIFY THAT THE CITY OF KENAI IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, THAT THE CITY ADOPTS THIS PLAN OF SUBDIVISION, AND DOES HEREBY GRANT ALL EASEMENTS TO THE USE SHOWN.

*William Brighton*  
CITY MANAGER - WILLIAM BRIGHTON

ATTEST:  
*Janet Whelan*  
CITY CLERK - JANET WHELAN

NOTARY'S ACKNOWLEDGMENT FOR WILLIAM BRIGHTON AND JANET WHELAN

SUBSCRIBED AND SWORN TO BEFORE ME THIS 20<sup>th</sup> DAY OF August 19 81.

*Janice E. Saylor*  
NOTARY PUBLIC FOR ALASKA  
MY COMMISSION EXPIRES 2/20/83



**PLAT APPROVAL**

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF July 29, 1981

KENAI PENINSULA BOROUGH

BY: *Frank D. Lagan*  
AUTHORIZED OFFICIAL

200 - STREET ADDRESS

81-110

RECORDED, FILED 10<sup>00</sup>

Kenai, AK PER 1<sup>ST</sup>

DATE: 8-28 1981

TIME: 3:56 P.M.

BY: KEB



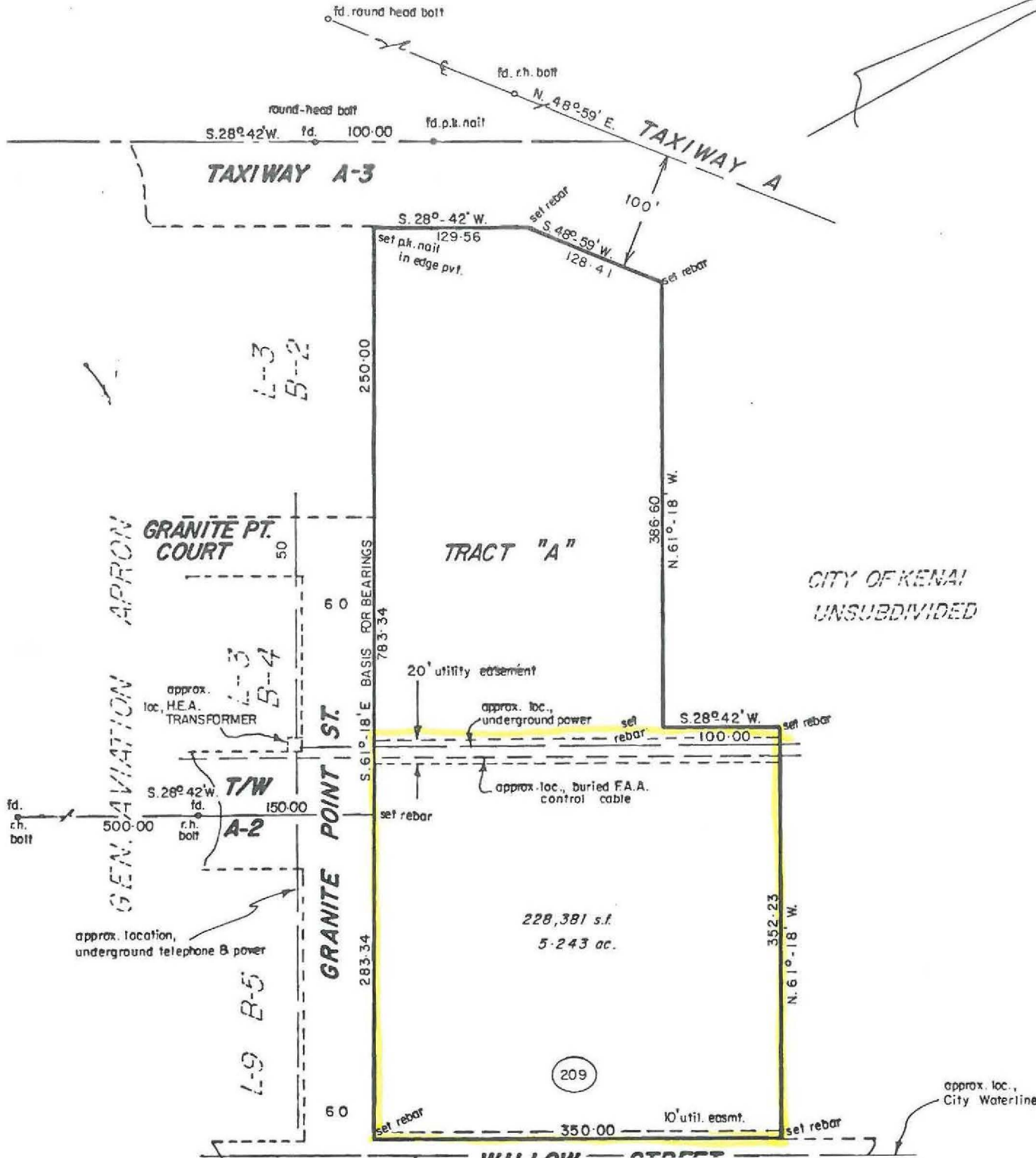
SCALE 1"=100'

**GENERAL AVIATION APRON NO. 2**

5.243 ACRES WITHIN THE NE1/4 SW 1/4 OF SEC. 32, T.6N, R.11W, S.5M, KENAI PENINSULA BOROUGH, ALASKA

CITY OF KENAI BOX 580 KENAI, AK 99611	MALONE SURVEYING BOX 586 KENAI, AK 99611
---	--

*Malone* 6-5-81



CERTIFICATE

I HEREBY  
 PROPERTY S  
 PLAN OF SUI  
 THE USE SH

*W...*  
 CITY MANA

ATTEST:  
*Jane*  
 CITY CLERK

NOTARY'S

SUBSCRIBED  
 19 81

*Jarice*  
 NOTARY PUB  
 MY COMMIS

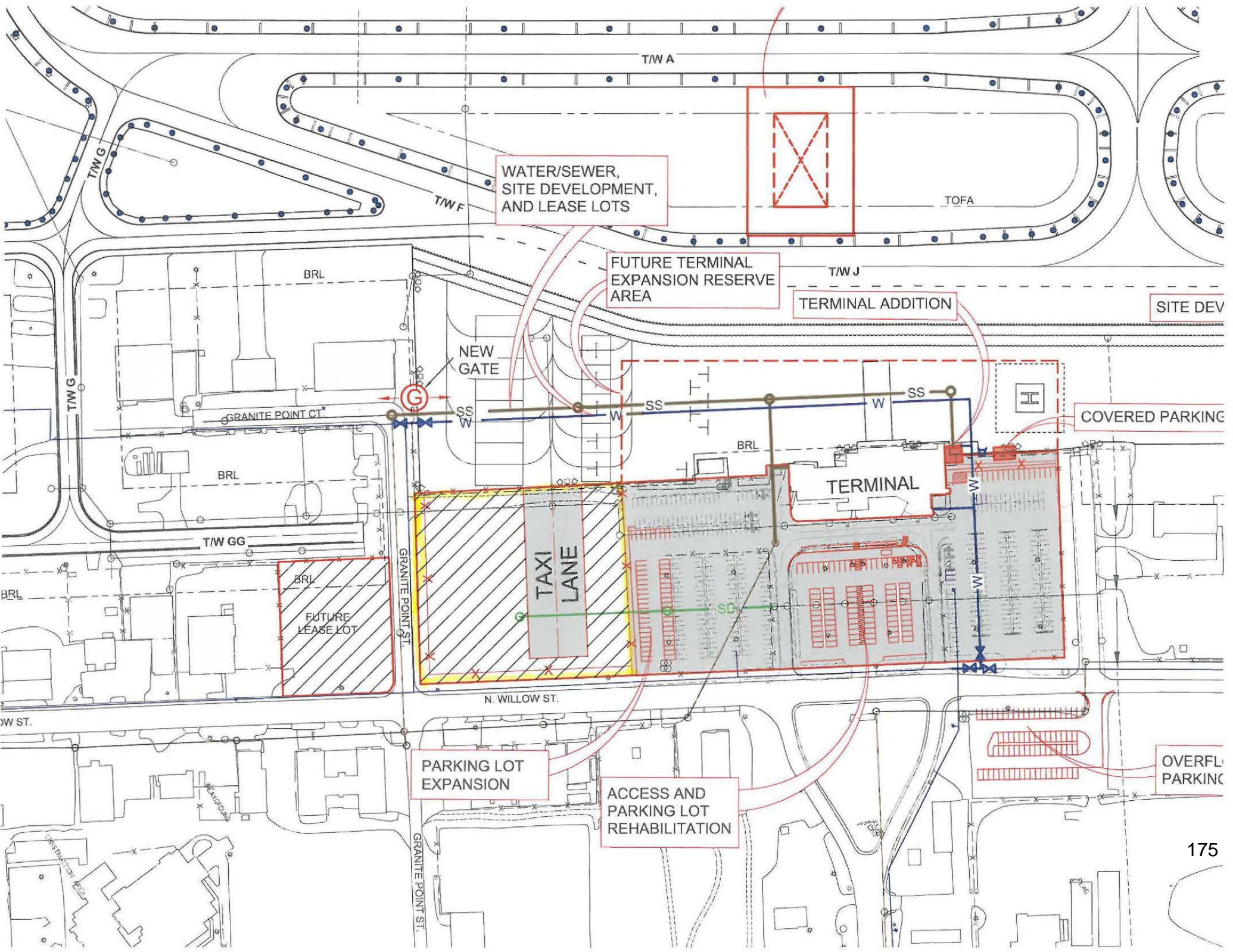
PLAT APPR

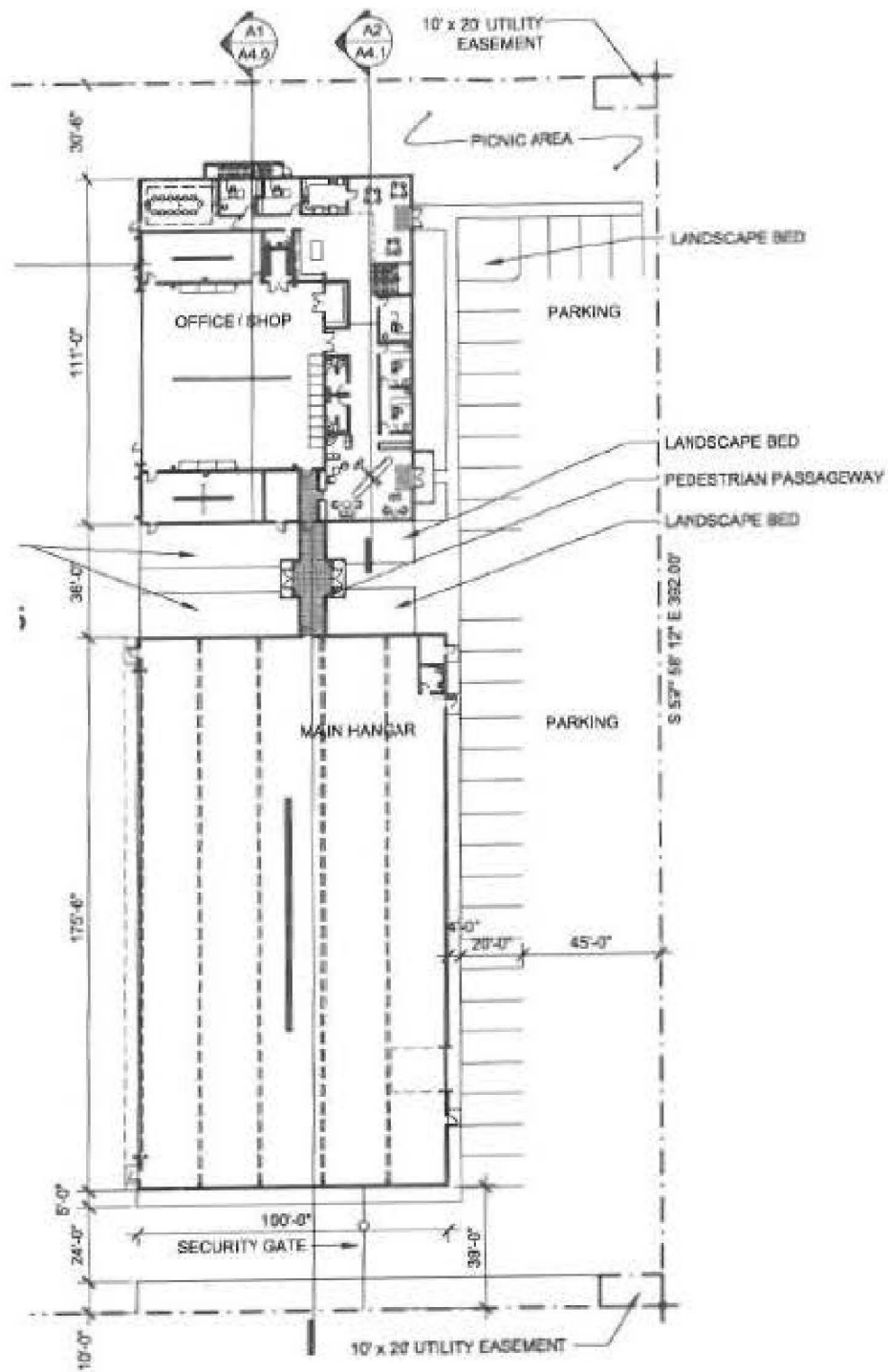
THIS PL  
 PLANNING

KENAI PEN

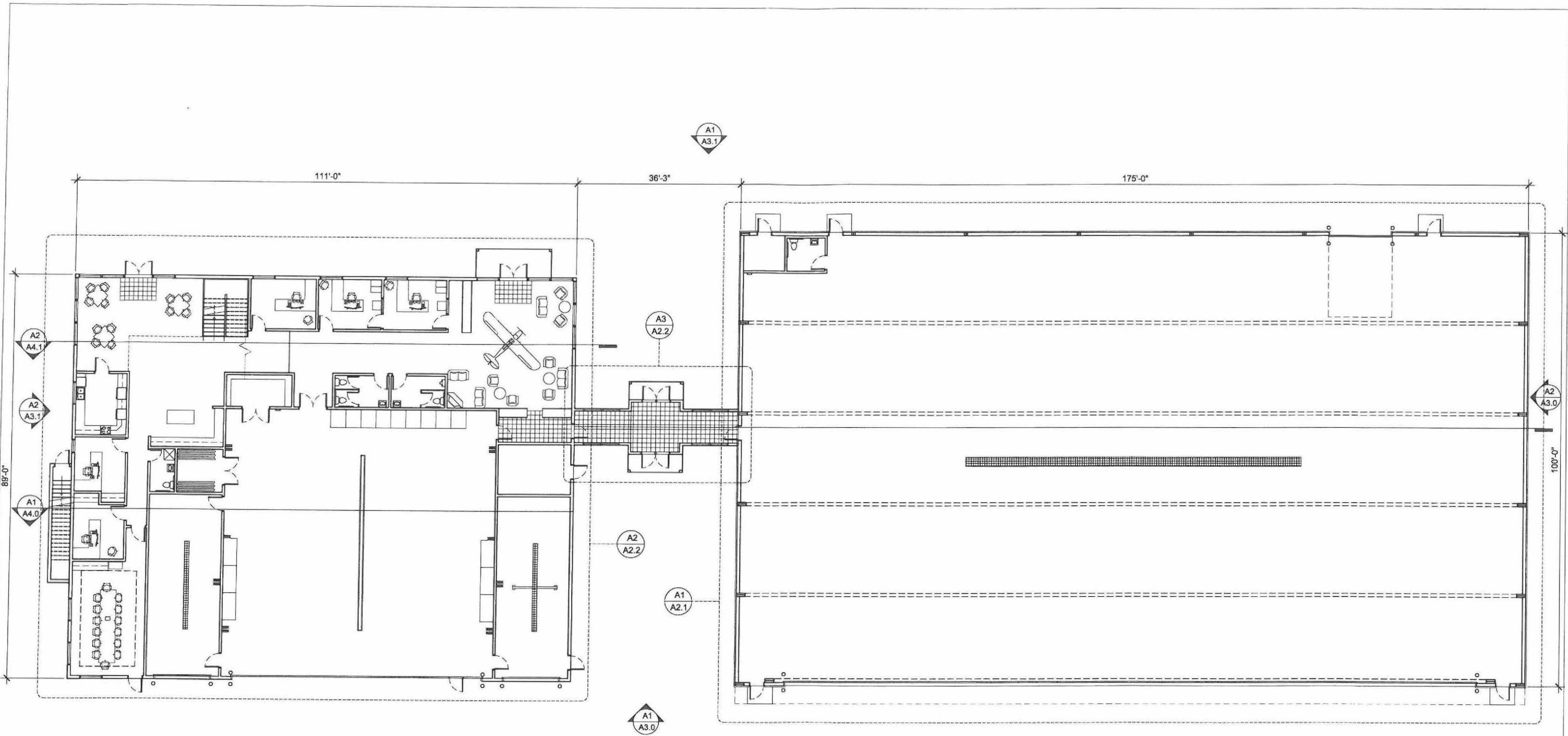
BY: *Pro*  
 AUTHOR

209 = 5



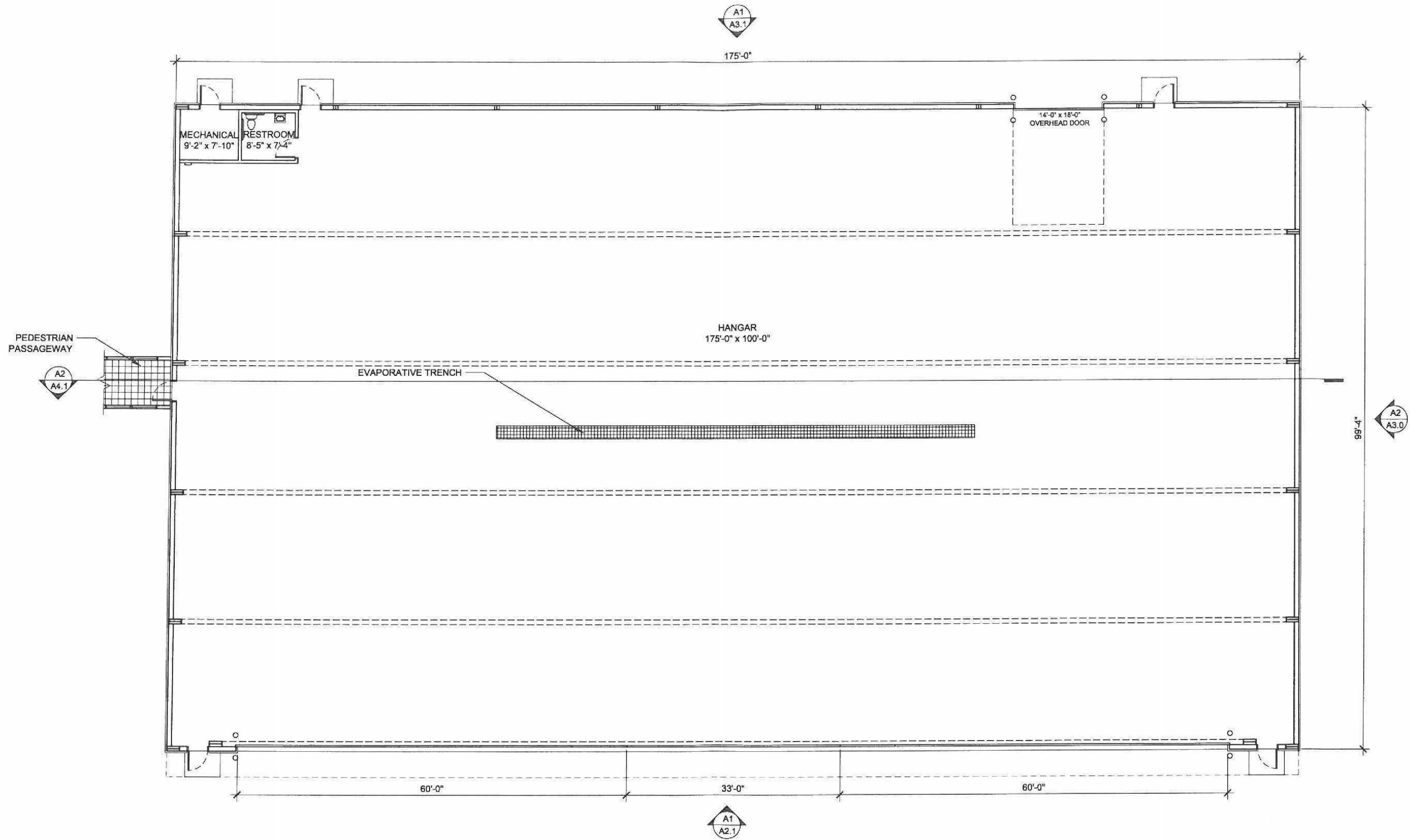






**A1 FIRST FLOOR PLAN**  
**A2.0** 3/32" = 1'-0" (22X34); 3/64" = 1'-0" (11X17)

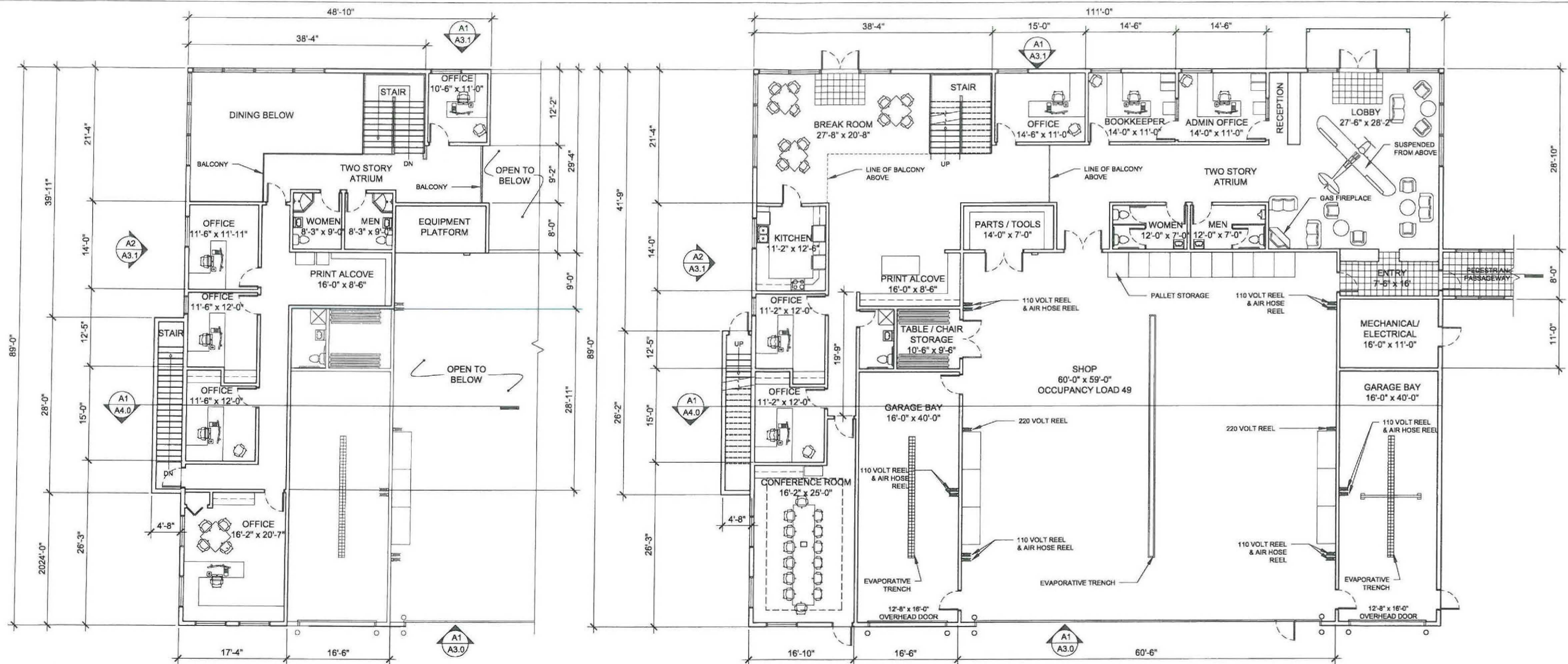




**A1 MAIN HANGAR FLOOR PLAN**  
**A2.1** 1/8" = 1'-0" (22X34); 1/16" = 1'-0" (11X17)

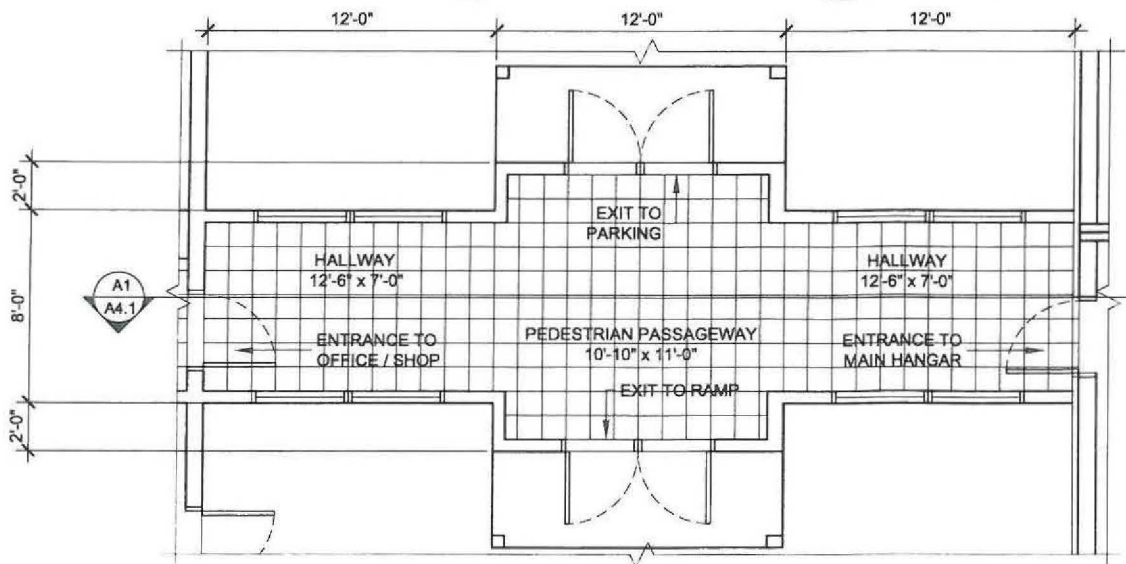


**KLAUDER & COMPANY ARCHITECTS, INC.**  
 SOAR HANGAR  
 MARCH 21, 2017  
 JOB # 1623



**A1 SECOND FLOOR PLAN**  
**A2.2** 1/8" = 1'-0" (22X34); 1/16" = 1'-0" (11X17)

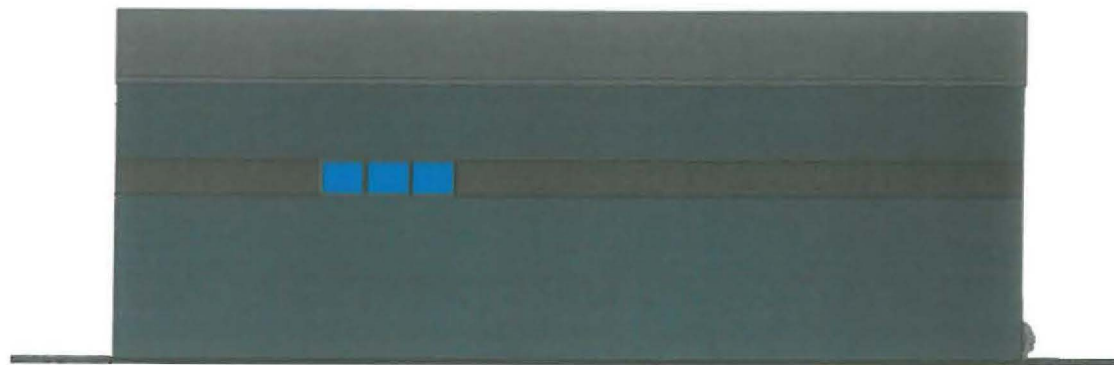
**A2 OFFICE / SHOP FIRST FLOOR PLAN**  
**A2.2** 1/8" = 1'-0" (22X34); 1/16" = 1'-0" (11X17)



**A3 ENLARGED PEDESTRIAN PASSAGEWAY**  
**A2.2** 1/4" = 1'-0" (22X34); 1/8" = 1'-0" (11X17)



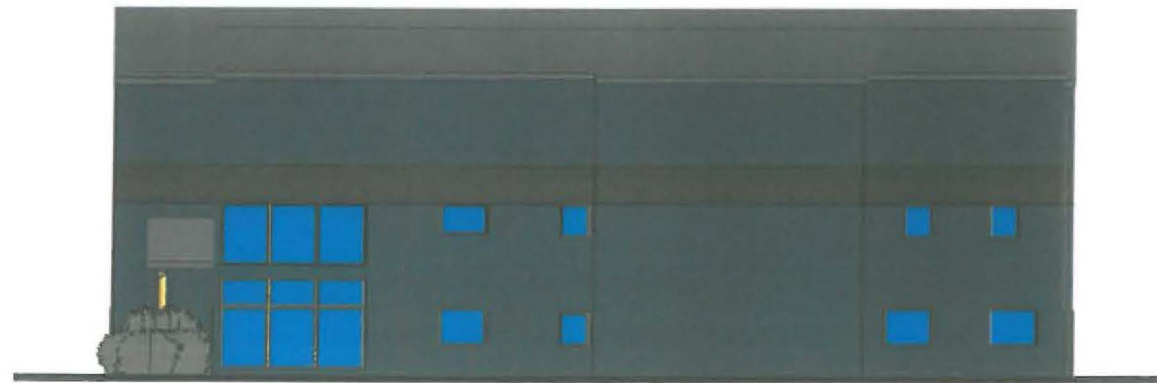
A1 SOUTH ELEVATION  
A3.0 3/32" = 1'-0" (22x34); 3/64" = 1'-0" (11x17)



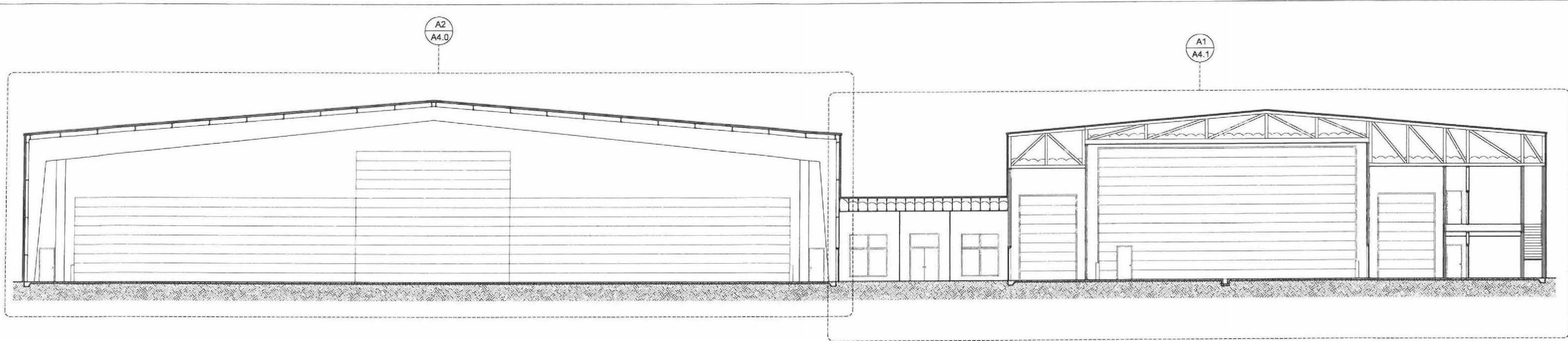
A2 EAST ELEVATION  
A3.0 3/32" = 1'-0" (22x34); 3/64" = 1'-0" (11x17)



A1 NORTH ELEVATION  
A3.1 3/32" = 1'-0" (22x34); 3/64" = 1'-0" (11x17)

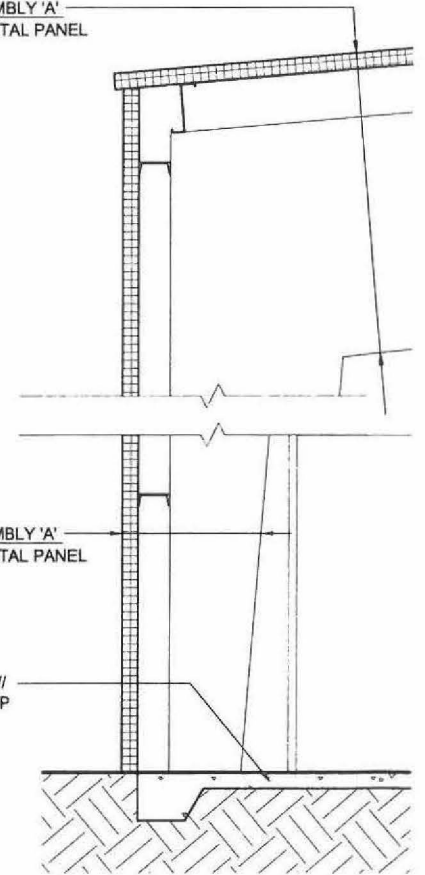


A2 WEST ELEVATION  
A3.1 3/32" = 1'-0" (22x34); 3/64" = 1'-0" (11x17)



**A1 BUILDING SECTION**  
 A4.0 3/32" = 1'-0" (22x34); 3/64" = 1'-0" (11x17)

- TYPICAL ROOF ASSEMBLY 'A'
- 5" INSULATED METAL PANEL
  - STEEL PURLINS
  - STEEL BEAM



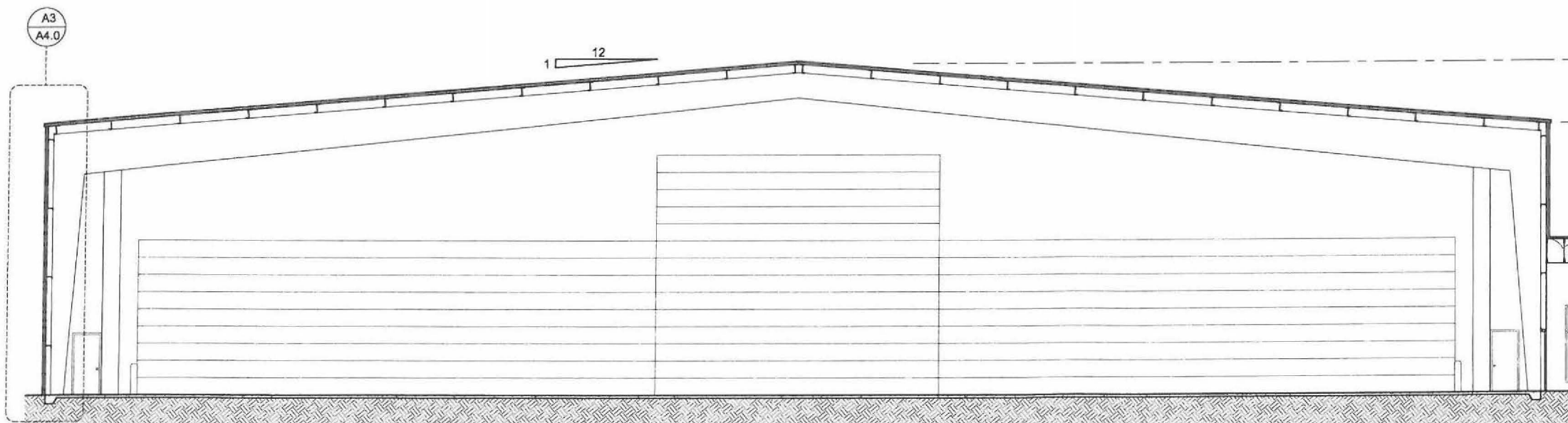
- TYPICAL WALL ASSEMBLY 'A'
- 4" INSULATED METAL PANEL
  - STEEL GIRT
  - STEEL COLUMN

4" CONCRETE SLAB W/  
 THICKENED EDGE, TYP

ELEV. 38'-7 1/2"  
 T.O. RIDGE

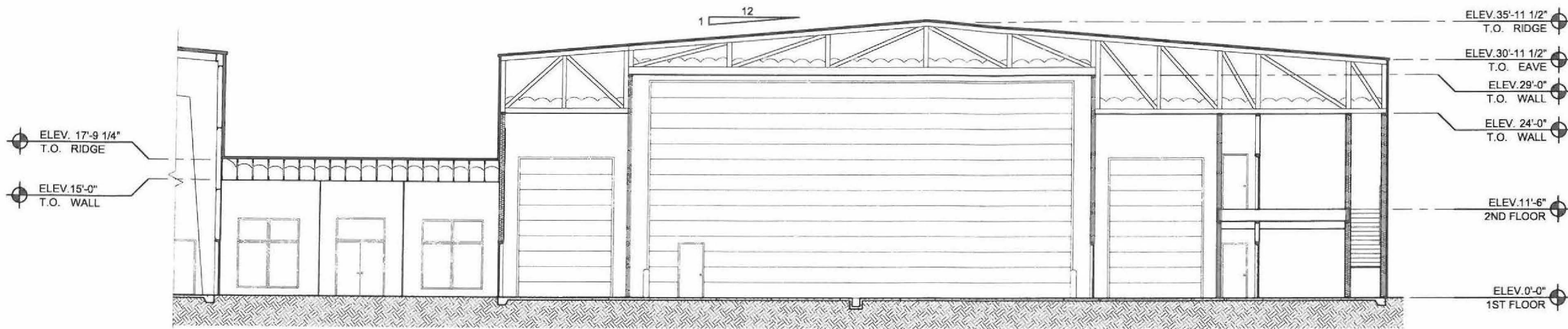
ELEV. 31'-4"  
 T.O. EAVE

ELEV. 0'-0"  
 1ST FLOOR

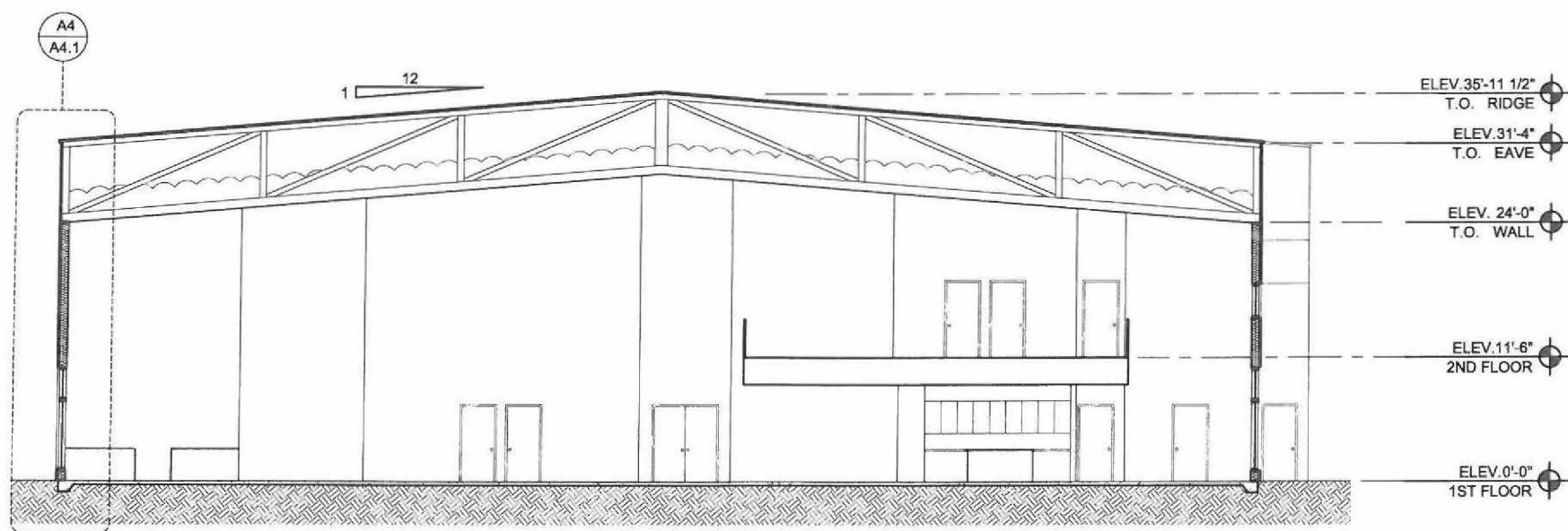


**A2 BUILDING SECTION - ENLARGED**  
 A4.0 1/8" = 1'-0" (22x34); 1/16" = 1'-0" (11x17)

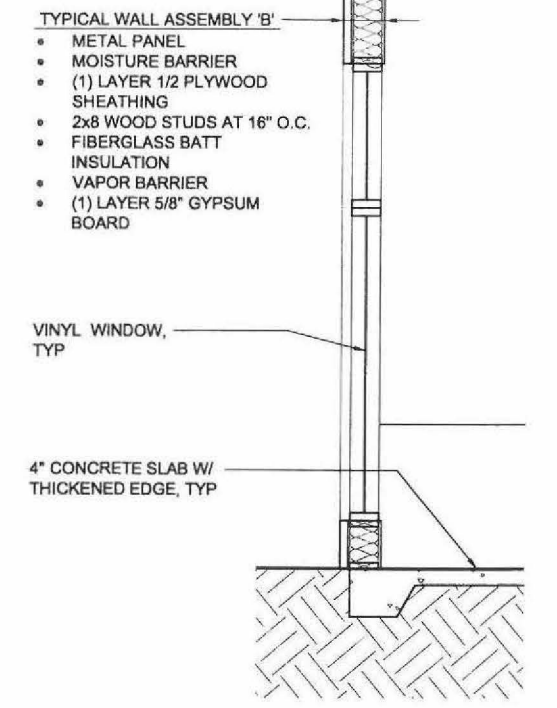
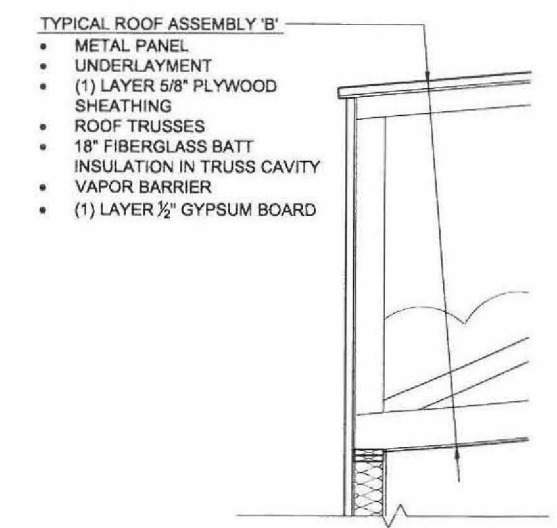
**A3 WALL SECTION**  
 A4.0 1/2" = 1'-0" (22x34); 1/4" = 1'-0" (11x17)



**A1 BUILDING SECTION - ENLARGED**  
 A4.1 1/8" = 1'-0" (22x34); 1/16" = 1'-0" (11x17)



**A2 BUILDING SECTION - ENLARGED**  
 A4.1 1/8" = 1'-0" (22x34); 1/16" = 1'-0" (11x17)



**A3 WALL SECTION**  
 A4.1 1/2" = 1'-0" (22x34); 1/4" = 1'-0" (11x17)







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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:** Elizabeth Appleby, City Planner  
**DATE:** May 8, 2019  
**SUBJECT:** **Action Approval for Lease Assignment to Don Moffis and Joann Doyle**

---

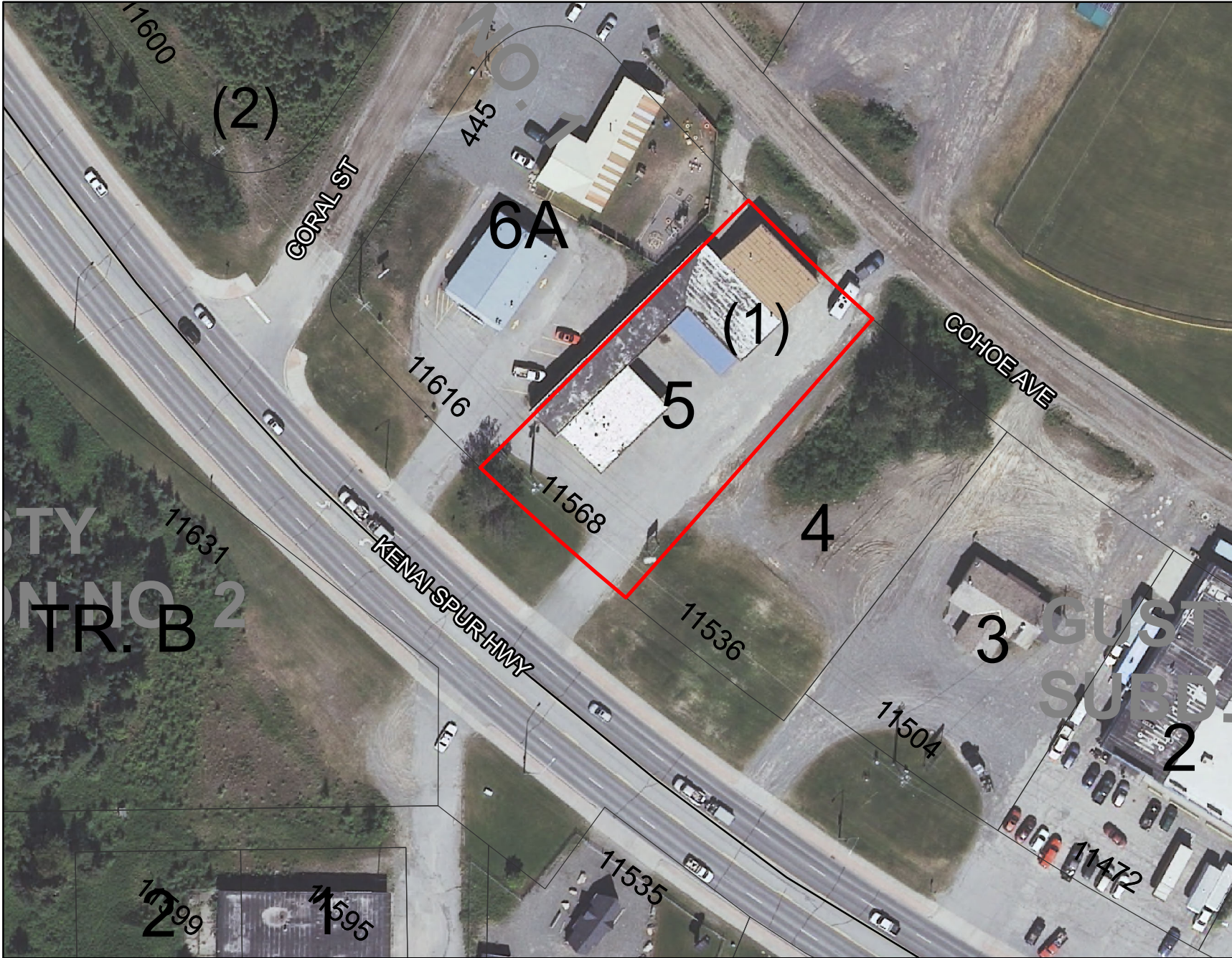
Mary Jane Doyle has submitted a request to the City to assign her Lease of Airport Lands to Don Moffis and Joann Doyle. Mary Jane Doyle leases the property described as Lot 5, Block 1, Gusto Subdivision Addition No. 1. The lot will continue to be leased for the Big Dipper Car Wash and the assignment will not constitute a change of use. A map of the parcel is attached to this memorandum.

Mary Jane Doyle is in compliance with the terms of the existing lease. The original lease was executed on November 16, 1983, and recorded on December 12, 1983, in Book 225 at Pages 376 – 394. The most recent amendment is the Eighth Amendment to Lease executed on January 22, 2013, which adjusted the lease rate to \$7,236.97 per year.

The original lease was executed by Patrick J. Doyle and Mary J. Doyle, husband and wife. Patrick Doyle passed away on August 20, 2016. Mary Jane Doyle entered into an Agreement for Purchase and Sale of Real Property to Don Moffis and Joann Doyle on May 7, 2019, for the business and leasehold interest in the property.

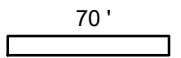
If City Council approves, City Administration would execute the assignment of the leases from Mary Jane Doyle to Don Moffis and Joann Doyle. City Administration has no objection to the lease assignment. Thank you for your consideration.





Lot 5,  
Block 1,  
Gusty Subdivision,  
Addition No. 1

(Kenai Peninsula Borough  
Parcel Number  
04327015)



1 inch equals 83 feet

The information depicted here  
on is for graphic representation  
only of the best available sources.  
The City of Kenai assumes no  
responsibility for errors on this  
map.

**CITY OF KENAI**

**CONSENT TO ASSIGNMENT**

The Assignment of that certain Lease of Airport Lands entered into on November 16, 1983, and recorded in Book 225 at Page 376 - 394, on December 12, 1983, in the Kenai Recording District, from MARY JANE DOYLE whose address is 2243 Beaver Loop Road, Kenai, AK 99611, to DON MOFFIS and JOANN DOYLE, husband and wife, whose address is 2241 Beaver Loop Road, Kenai, AK 99611, covering the following-described property:

Lot 5, Block 1, GUSTY SUBDIVISION ADDITION NO. 1, AMENDED, according to the official plat thereof, filed under Plat No, 84-183, in the records of the Kenai Recording District, Third Judicial District, State of Alaska,

is hereby ACKNOWLEDGED AND CONSENTED TO, subject to the same terms and conditions as contained in the above-described original Lease of Airport Lands, and any and all amendments thereto.

This Consent is given by the City of Kenai without waiving any right or action, or releasing the Assignor from any liability or responsibility under the aforementioned Lease, and does not relieve the Assignee from the condition requiring the City's approval for any subsequent sublease or assignment.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Paul Ostrander  
City Manager

ACKNOWLEDGEMENT

STATE OF ALASKA                    )  
  ) ss  
THIRD JUDICIAL DISTRICT        )

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, Paul Ostrander, City Manager of the City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Scott Bloom, City Attorney

After Recording, Return to:

City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611



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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Paul Ostrander, City Manager  
**DATE:** May 6, 2019  
**SUBJECT:** **Discussion Item – Scheduling a Council Work Session for Land Sale and Leasing Policies and Practices**

---

The purpose of this memo is to provide additional information to assist in scheduling a work session to discuss administrative recommendations on changes to the City's Land Sale and Leasing Policies and Practices.

Administration will provide an approximately ten-minute presentation on recommendations from a working group of City staff involved in land management as it relates to the lease and sale of General Fund Lands and Airport Land Outside of the Airport Reserve as well as an update on the City's Land Management Plan. The working group is available to present June 10 – June 30, 2019.

Your consideration is appreciated.



# June

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8 Kenai Peninsula Air Fair
9	10 Clerk and Deputy Clerk in WA at Training  Harbor Commission Mtg 6:00 p.m.	11	12 Planning & Zoning Work Session 5:30 p.m. Planning & Zoning Mtg. 7:00 p.m.	13 Council on Aging Mtg 4:30 pm Airport Commission Mtg 6:00 pm	14	15 Kenai Kite Festival
16 Father's Day	17	18	19 City Council Mtg. 6:00 p.m.	20	21	22
23	24	25	26 Planning & Zoning Mtg. 7:00 p.m.	27	28	29
30						



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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Terry Eubank, Finance Director  
**DATE:** May 9, 2019  
**SUBJECT:** Finance Department, May 2019 Mid-month Report

---

For the past month much of the department's focus has been on the preparation of the City's FY2020 Budget. Budget Ordinance adoption is scheduled for the May 15<sup>th</sup> Council meeting. City code requires adoption by June 10<sup>th</sup>. The Resolution establishing the 2019 mill rate is also scheduled for adoption on May 15<sup>th</sup> to coincide with adoption of the FY2020 Budget Ordinance.

The department is working on a renewal plan for employee benefits. A resolution authorizing renewal is also in the May 15<sup>th</sup> Council Packet. The City is negotiating through our broker, USI Insurance Services, to get the best renewal rate and coverage for the City and its employees.

The department submitted its property, liability and workers' compensation insurance premium credit application for the upcoming renewal year. This is a large document that takes cooperation from all departments. Special thanks is owed to Ms. Feltman of Public Works for her assistance in putting the document together. This document is a bit time consuming but has reduced the City's insurance costs by an average of \$40,000 per year. The document shows the commitment to safety, training and education by the City and its employees. We are currently waiting on renewal quotes for these coverages from both public entity risk pools operating in the State. Quotes are expected any day and a resolution authorizing the binding of coverage for FY2020 will likely be before Council for passage at the June 5<sup>th</sup> Council meeting.

The department is preparing for the upcoming Personal Use Fishery. Preparation includes updates to the Dip Net App, updates to our point of sale software, and road work on South Spruce Ave.





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Jeff Tucker, Fire Chief  
**DATE:** May 6, 2019  
**SUBJECT:** Fire Department Mid-Month Report - April

---

In April the department responded to 125 call for service as compared to 121 calls in April 2018. April statistically is the department's slowest month of the year. For the first quarter of the year the department has responded to 531 calls compared to 478 in 2018. This is an 11.09% increase compared to 2018. Compared to the previous 5 years average of 449 calls for service during the first quarter of the year the department is up 18.26%.

With the retirement of Engineer John Wichman the department conducted a testing process for the vacant Engineer position. Firefighter Pete Coots was the successful candidate and was promoted effective April 22, 2019.

The Department sent three individuals to the pre-build conference for our new fire engine. Engineer Sam Satathite, Shop Foreman Randy Parrish and Fire Chief Jeff Tucker met with factory representatives at the Pierce factory in Bradenton, Florida, to review the design of the new engine. Delivery at this time is planned for mid-November.

Fire Chief Jeff Tucker attended the Congressional Fire Services Institute's 31st Annual National Fire & Emergency Services Symposium and Dinner in Washington DC.

Administrative Assistant Rebecca Matthews attended the Kenai Chamber of Commerce & Visitor Centers Women in Business Summit.

The department completed our annual training program at CINGSA. The crews review operating plans and receive updates on any changes at the facility.







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## MEMORANDUM

**TO:** Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Mary Jo Joiner  
**DATE:** May 1, 2019  
**SUBJECT:** Library Mid-Month Report

### April Circulation Figures

Adult Fiction	1,148	Internet Access	766
Adult Non-Fiction	1,005	iPad use	155
Young Adult Fiction	159	Games	4
Periodicals	101	Room Booking	148
Juvenile Fiction	339	Music	51
Juvenile Non-Fiction	333	DVDs	1,922
Easy Fiction	831	Audio books	70
Easy Non-Fiction	160	Miscellaneous	65
Interlibrary Loan	3	Computer Programs	
Books – Consortium	329	Media – Consortium	135
<b>Total Print</b>	<b>4,408</b>	<b>Total Non-Print</b>	<b>3,316</b>

	<b>Total Circulation 4/19</b>	<b>7,724</b>	<b>Downloadable Audio</b>	<b>662</b>
	<b>Total Circulation 4/18</b>	<b>8,455</b>	<b>Downloadable EBooks</b>	<b>535</b>
	<b>% change</b>	<b>-8.6%</b>	<b>% change in downloadable</b>	<b>+20%</b>
	<b>In-House circulation</b>	<b>325</b>		



---



**Library Door Count..... 8,046**

**Income**

Fines	\$ 415.84
Xerox	159.25
Lost/Damaged	19.20
Test Proctoring Fee	20.00
Printing	273.00
<u>Other</u>	<u>2.00</u>
<b>Total income</b>	<b>\$ 889.29</b>



<b>Library Cards Issued</b>	<b>April</b>
Kasilof	3
Kenai	28
Nikiski	5
Ninilchik	1
Non-Resident	3
Other Peninsula	6
Soldotna	4
<b>Total</b>	<b>50</b>

 **Programs** 

In April 10 volunteers worked about 58 hours. There were 18 children’s programs with 462 total in attendance, and 220 adult and family programs with 192 attendees. In April, we ordered 1 interlibrary loan item not available through the consortium and received 1 item, we returned 1 item and loaned 2 items to other libraries who are out of state or not in the consortium.



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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Scott Curtin, Public Works Director  
**DATE:** May 2019  
**SUBJECT:** **Mid-Month Report; Public Works / Capital Projects**

---

- Terminal Building Rehabilitation Project – Blazy Construction was issued a Notice to Proceed on October 1, 2018. The project is approximately 37% *complete* to date. Inside the facility the new Car Rental areas and Airline Tenant space 2 are nearing their final completion. Anticipating Grant and Budget moving into their new spaces within the next month. On the exterior the roof abatement continues, new roofing installation is now complete on about 1/3 of the building and is expected to continue through the end of May. Project Completion date remains scheduled for February 2, 2020. The A/E Team and Contractor have processed roughly 95% of the required submittals, as well as responding to 179 RFIs to date. The project is proceeding well.



New Roofing



Lounge & New Steel



- Automated Flight Service Station Renovations Phase 3 (Interior remodel) – Invitations to Bid were released on November 16, 2018 with Bids due on December 14, 2018. Ordinance 3049-2019 was enacted on February 20, 2019 accepting additional Funding from the FAA for the Project to be completed as requested. Polar North Construction was issued a formal Notice of Award on February 27, 2019; Agreement has been executed with a Notice to Proceed issued on March 14, 2019. Submittals are being processed, however work has yet to begin due to additional unanticipated requirements from the FAA. *Update: Contractor was able to mobilize and begin work on facility starting 4/29/19, demolition of training rooms is underway. Coordination with the FAA is now proceeding well.*
- WWTP Improvements – The combined Aeration Blower Replacement / DO Probes project Invitation to Bid was released on February 13, 2019 with Bids due on March 27, 2019. Two Bids were received with Peninsula Construction being the lowest responsive and responsible bidder. The City elected to execute a deductive alternate #1 which removed the digester blowers and associated DO probe from the project for budget purposes. Executed Contract is for \$1,035,000.00 and shall provide for complete replacement of the three Aeration Basin Blowers and associated DO Probes and analyzer. Project is anticipated to take place throughout the summer with completion in the fall. Council approved the project through Resolution 2019-21 at the April 3, 2019 meeting. Notice to Award was issued to Peninsula Construction on April 10, 2019. *Update: Contractor has mobilized to the site, submittals are ongoing. Notice to Proceed was issued on April 11, 2019. Project is expected to run through October 31, 2019.*



Blower



Dissolved Oxygen Probe

- Dock repair – The City Dock received some new damages as a result of the November 30, 2018 Earthquake. Public Works and Finance are coordinating with the insurance company to complete an Engineer's assessment of the damages. Anticipating the current project



documents being modified to account for the new damages. Invitations to Bid for this project will likely be May 2019.

- Purchase Street Sweeper – Bid was awarded to Yukon Equipment and Street Sweeper was delivered 5/10/19 and placed into service!



- Recreation Center Improvements – Repairs to correct the exterior grading / drainage will take place May/June 2019. Remaining grant funds are expected to be used by end of fiscal year June 30<sup>th</sup>.
- Kenai Cemetery Expansion 2018 – Design Documents are 100% complete. Project will bid late winter for a May/June 2019 construction start.
- Peninsula Avenue Bluff Erosion 2018 – Design Documents are now 100% complete. Project Area continues to be monitored throughout the winter months for additional erosion. Invitations to Bid will be released late winter for a May/June 2019 construction start. Early March 2019 Public Works Staff removed trees near the roadway erosion to allow trucks to quickly access in the event breakup occurs too quickly.
- Alaska Regional Fire Training Facility – RFP for Engineering, Design, and Construction Administration Services Released March 14, 2019 with Proposals due on April 4, 2019. A Professional Services Agreement was executed with Morrison Maierle on May 8, 2019. Site Visits are schedule for 5/13-5/14 with Design Documents anticipated completion of July 31, 2019, and a formal invitation to bid for construction first week of August 2019.



- USACE Bluff Erosion – See City Manager’s report. Director’s Report from the Army Corp of Engineers was signed April 10, 2019.
- DOT KSH Rehabilitation (Widening to 5 lanes) Phase 1 Swires Rd. to Eagle Rock Dr. was bid on March 30, 2018. City of Kenai water main replacement crossing KSH at Shotgun/Beaver Loop designed, funded, and will be bid with DOT project. *Update: The 16” new water main associated with this project has now been installed under the Highway.*
- DOT KSH Rehabilitation (Widening to 5 lanes) Phase 2 Eagle Rock Dr. to Sports Lake – ADOT advises this project will take place 2019.
- DOT Beaver Loop Road and Pedestrian Pathway Project – ADOT advises construction may *begin as early as June 2019.*





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Mary Bondurant, Airport Manager  
**DATE:** May 1, 2019  
**SUBJECT:** **May Mid-month Report**

---

2018 Terminal Rehabilitation Project – Construction: This project is well under way. The Upper Deck is closed from April 1 through May 31, 2019. All Departure and Arrival traffic is at the north end of the terminal, south entrance is closed off.

2019 Airfield Marking, Crack Sealing, & Pavement Repair – Design is complete and the project will be advertised the week of May 7, 2019.

2019 Alaska Fire Training Facility Rehabilitation – A contract was awarded for design services and should be complete middle of July. Invitations to bid for construction will be advertised late July and early August 2019.

In-house Activities – Airport Operations continues snow and sand clean-up on the airfield and terminal grounds. The float plane basin is open and the crew will be working on the slips and repairing the roof to the registration shack.

19<sup>th</sup> Annual Kenai Peninsula Air Fair - Mark your calendar for Saturday, June 8<sup>th</sup>! Posters and t-shirts are printed! We are very excited to have the 9<sup>th</sup> Army Band for live music and many military units have committed to the event.

TSA Inspection – The annual TSA inspector will be at the Kenai Airport on May 13-14<sup>th</sup>.

FAA Certification Inspection – The annual FAA 139 certification inspection will be held June 25-27, 2019.



Tri-annual Mass Casualty – A requirement of CFR 139.325 for a holder of a Class 1 Airport Operating Certificate is a full-scale airport emergency plan exercise at least once every 36 consecutive calendar months. This drill is scheduled for October 2, 2019.

**19th Annual  
Kenai Peninsula Air Fair  
June 8th, 2019**

**SOLDOTNA**  
City of Soldotna, Alaska

**THE CITY OF  
KENAI, ALASKA**

**POKER RUN**

**Hilcorp Alaska**

**EAA**  
THE SPIRIT OF AVIATION

**Beacon**

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Appreciation  
Day**

**PUBLIC  
WELCOME**

**Kenai  
Municipal Airport**  
**Kenai Airport**  
BAR-B-QUE  
LIVE MUSIC  
9TH ARMY  
BAND  
12:00 pm to 3:00 pm

**Soldotna Airport**  
EAA BREAKFAST  
PILOT REGISTRATION  
8:00 a.m. to 11:00 a.m.

**FOR INFORMATION CALL (907) 283-7951 or (907) 262-4672**  
[www.KenaiAirport.com](http://www.KenaiAirport.com) [www.ci.soldotna.ak.us](http://www.ci.soldotna.ak.us)





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**THROUGH:** Dave Ross, Police Chief  
**FROM:** Jessica "JJ" Hendrickson, Animal Control Chief  
**DATE:** May 6, 2019  
**SUBJECT:** April 2019 Monthly Report

This month the Kenai Animal Shelter took in **68** animals. Animal intake and disposition:

DOGS:				
	INTAKE	<b>41</b>	DISPOSITION	<b>21</b>
	Waiver	16	Adopted	7
	Stray	8	Euthanized	1
	Impound	3	Claimed	5
	Protective Custody	0	Field Release	0
	Quarantine	3	Transferred to Rescue	8
	Other Intakes	11	Other Dispositions	0
CATS:				
	INTAKE	<b>25</b>	DISPOSITION	<b>30</b>
	Waiver	12	Adopted	18
	Stray	13	Euthanized	5
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred to Rescue	6
	Other Intakes	0	Other Dispositions	0
OTHER ANIMALS:				
	INTAKE	<b>2</b>	DISPOSITION	<b>2</b>
	Guinea Pig	2	Guinea Pig	2
	DOA:	<b>5</b>	OTHER STATISTICS:	
	Dog	4	Licenses (City of Kenai Dog Licenses)	11
	Cat	1	Microchips (Dog and Cat)	2
			Rabies Clinic	331



<b>2</b>	Citations
<b>6</b>	Animal dropped with After Hours (days we are closed but cleaning and with KPD)
<b>61.5</b>	Volunteer Hours Logged
<b>?</b>	Animals are <i>known</i> borough animals
<b>31</b>	Field Investigations & patrols

Statistical Data:

<b>223</b>	2017 YTD Intakes
<b>228</b>	2018 YTD Intakes
<b>246</b>	2019 YTD Intakes





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Elizabeth Appleby, City Planner  
**DATE:** May 7, 2019  
**SUBJECT:** **Planning and Zoning April 2019 Report**

---

Below are a summary of activity in April 2019 for the Planning and Zoning Department.

### Planning and Zoning Commission Agenda Items and Resolutions

The Planning and Zoning Commission recommended approval of one plat, recommended approval of one lease renewal of land within the Airport Reserve, and recommended approval one change to Kenai Municipal Code with amendments:

- 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
- 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
- Resolution 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

Planning and Zoning staff approved of two site plans administratively:



- Resolution PZ2019-08 – Application for a landscaping/site plan approval for Kenai Peninsula Housing Initiative located at 2390 Redoubt Avenue, Kenai, Alaska 99611, and further described as Lot 2, Kenai Meadows
- Resolution PZ2019-05 – Application for a landscaping/site plan approval for John C. Schweiger Loving Trust located at 255 South Willow Street, Kenai, Alaska 99611, and further described as Lot 8, Aleyeska Subdivision Part 2

#### Lands, Economic Development, and Outreach

The City Planner attended a board meeting for the Kenai Peninsula Economic Development District.

The City Planner attended a meeting of the 2020 U.S. Census Complete Count Committee.

The City Planner attended a meeting of the City of Kenai Council on Aging to discuss planning resources from AARP.

The City Planner attend a board meeting for the Alaska Chapter of the American Planning Association.

The temporary lands staff-person is making progress research City-owned lands, which will be used to create a Land Management Plan.

The City Planner and Administration met to clarify lands processes and tracking and following up with City lands contacts.

City staff met to discuss Kenai Municipal Code for City-owned properties.

#### Plans and Reports

The City Planner met to discuss the Kenai Peninsula Coordinated Public Transit-Human Services Transportation Plan, with a draft plan expected to be released in May 2019.

#### Code Enforcement

5 cases were opened in April 2019:

- 2 – Junked or Abandoned Vehicles
- 1 – Garbage
- 2 – Illegal Structures



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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Robert J. Frates, Parks & Recreation Director  
**DATE:** May 7, 2019  
**SUBJECT:** **Mid-month Report - May**

---

The department has been performing various maintenance tasks and making preparations in anticipation of the summer season. The following is a list of recent accomplishments:

- Coordinating use of baseball and softball fields with KCHS. Late snow in Homer and in the Mat-Su Valley caused some scheduling issues and allowed Kenai to host some extra games. KCHS will be hosting the 2019 Region III Conference Softball Tournament, May 24 and 25.
- Completed all interviews for our temporary maintenance openings.
- Held our first annual Easter Egg Hunt on April 19, 2019.
- Staff spent some time scouting various City properties for illegal camps.
- Coordinated removal of dead spruce trees with a church organization. There are some pending trees in Municipal Park and a few behind the Main St. Tap & Grill along Ryan's Creek Trail.
- The Director and Mark Griffin inventoried beetle kill trees at the Kenai Golf Course on May 4, 2019. There are 65 to 70 trees that are recommended for removal.
- Restrooms with running water were serviced and opened for use. Trash receptacles delivered to several spots.
- Staff obtained permit and burned slash in the City yard.
- Parking lot and sidewalk areas swept, including Municipal Park, Daubenspeck Family Park, Blue Star Memorial and Leif Hansen Memorial Park.
- Maintenance is being performed to remaining ball diamonds at the Kenai Little League and Adult Softball complex. All fields should be opened and available for use by May 10.
- Ordered & received fertilizer.
- Solicited last year's community gardeners for early sign-ups.
- The department has recovered 18 sharps from the field since March 25.





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## MEMORANDUM

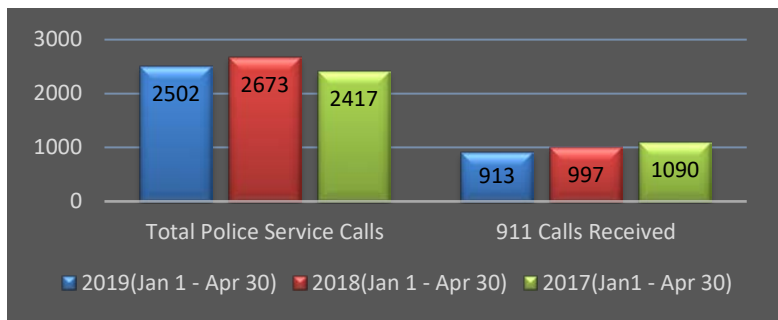
**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** David Ross, Police Chief  
**DATE:** May 6, 2019  
**SUBJECT:** **Police & Communications Department Activity – April 2019**

Police handled 719 calls for service in March. Dispatch received 256 9-1-1 calls. Officers made 41 arrests. Traffic enforcement resulted in 117 traffic contacts and 45 traffic citations.

There were 4 DUI arrests (1 felony). Officers investigated 9 motor vehicle crashes. There were no collisions involving moose. There were no collisions involving drugs or alcohol.

April training included: The KPD officer on the SERT team attended two days of training. One officer attended a three day Street Crimes training in Anchorage. One officer attended a week of Child First interview training in Anchorage. One officer started a two week Drug Enforcement class in Anchorage. One dispatcher attended a week long emergency medical dispatching training conference in Washington, DC.

In addition to handling police calls in various schools, the School Resource Officer assisted with ALICE drills at four of the Kenai schools. He also participated in a pre-prom safety presentation at KCHS and was present for prom.





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**MEMORANDUM**

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Kathy Romain, Senior Center Director  
**DATE:** May 6, 2019  
**SUBJECT:** **April 2019 Monthly Report**

Congregate Meals Served (Dining Room)	1312
Home Delivered Meals	1426
Volunteer Hours	(43 individuals) 553
Unassisted Transportation Rides	389
Assisted Transportation Rides	151
Social Security Video Service	53 individuals
Senior Center Rentals	2
Total Events Sign Ins (through MySeniorCenter)	2,657
Total Unduplicated Participants (through MySeniorCenter)	274

Spring is here!

April activities included a No-Host Dinner to Roscoe's in Ninilchik, Easter egg decorating and a delicious Easter Brunch on Good Friday.

The Senior Center is the new home for the local Pioneers of Alaska, which is a statewide organization whose mission is to collect and preserve the history of Alaska and maintain genealogy rolls of those who founded Alaska and made it their home. Monthly meetings are held on the 2<sup>nd</sup> Monday of each month at 6 p.m. The Pioneers used to meet at the Senior Center when it was housed in the Fort Kenai building.

Spotlighting volunteer Don Erwin this month. Don is retired Marathon management and is quite essential to the weekly operations of the Senior Center. He volunteers regularly as a driver and trains staff on the use of the wheelchair van. He also serves as Vice-Chair of the Mayor's Council on Aging. Don is a great asset to the Senior Center staff for his knowledge and abilities that he brings to the table.





*"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:** May 6, 2019  
**SUBJECT:** Quarterly Financial Report

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Attached is a relatively easily produced quarterly financial report for the General Fund, Personal Use Fishery Fund, Airport Fund, Water/Sewer Fund, and Senior Fund as of March 31, 2019.

This report is essentially on a cash basis, so there are accounts that may not look reasonable. In the General Fund for example, sales and property tax revenue only includes payments made to the City by the Borough through February. The first calendar quarter 2019 sales tax filings and tax payments are not in at this point and we will not be received for this quarter until the end of April or early May.

State and Federal is below budget in all funds because of PERS aid. The State doesn't actually give us any money. Instead they make an 'on-behalf' payment to the pension system. Similarly we have not booked expenditures for the PERS the State is covering, so the Non-Departmental department is way under budget. At year-end we will record revenue and expenditures for these items.





**Quarterly General Fund  
Expenditure Report  
For Quarter Ended March 31, 2019**

	<b>FY2018 Actual</b>	<b>Original * FY2019 Budget</b>	<b>Amended Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	<b>%</b>
<b>REVENUES</b>						
Appropriation of Fund Balance	\$ -	\$ 1,024,939	\$ 1,037,439	\$ -	\$(1,037,439)	0.00%
Taxes	10,722,698	10,980,713	10,980,713	7,938,685	(3,042,028)	72.30%
Licenses/Permits and Ambulance	580,156	528,000	528,000	351,298	(176,702)	66.53%
State/Federal	740,441	885,464	929,710	422,511	(507,199)	45.45%
Dock/Multipurpose/Miscellaneous	152,902	119,500	119,500	116,097	(3,403)	97.15%
Fines and Forfeitures	67,347	93,000	95,154	53,379	(41,775)	56.10%
Interest and Miscellaneous	316,871	531,741	637,791	515,758	(122,033)	80.87%
Transfers/Central Admin Fees	<u>2,103,951</u>	<u>2,020,420</u>	<u>2,020,420</u>	<u>1,252,093</u>	<u>(768,327)</u>	<u>61.97%</u>
<b>Total Revenues</b>	<b><u>14,684,366</u></b>	<b><u>16,183,777</u></b>	<b><u>16,348,727</u></b>	<b><u>10,649,821</u></b>	<b><u>(5,698,906)</u></b>	<b><u>65.14%</u></b>
<b>EXPENDITURES &amp; TRANSFERS</b>						
General Government						
01 City Clerk	\$ 247,305	\$ 311,005	\$ 312,555	\$ 213,474	\$ 99,081	31.70%
11 Legislative	158,693	174,150	174,150	124,798	49,352	28.34%
12 Legal	297,294	359,998	359,998	235,243	124,755	34.65%
13 City Manager	327,461	352,446	352,446	247,318	105,128	29.83%
14 Human Resources	-	169,809	169,809	66,850	102,959	60.63%
15 Finance	635,325	709,531	709,531	494,420	215,111	30.32%
16 Land Administration	1,333	24,337	29,337	9,515	19,822	67.57%
18 Non-Departmental	478,599	903,077	910,577	424,697	485,880	53.36%
19 Planning and Zoning	198,156	226,876	226,876	155,027	71,849	31.67%
20 Safety	<u>3,760</u>	<u>19,150</u>	<u>19,150</u>	<u>650</u>	<u>18,500</u>	<u>96.61%</u>
Total General Government	<u>2,347,926</u>	<u>3,250,379</u>	<u>3,264,429</u>	<u>1,971,992</u>	<u>1,292,437</u>	<u>39.59%</u>
Public Safety						
21 Police	2,852,647	3,107,201	3,109,355	2,184,952	924,403	29.73%
22 Fire	3,052,652	3,171,122	3,171,122	2,117,249	1,053,873	33.23%
23 Communications	788,262	858,551	858,551	575,640	282,911	32.95%
29 Animal Control	<u>381,856</u>	<u>422,192</u>	<u>423,692</u>	<u>300,089</u>	<u>123,603</u>	<u>29.17%</u>
Total Public Safety	<u>7,075,417</u>	<u>7,559,066</u>	<u>7,562,720</u>	<u>5,177,930</u>	<u>2,384,790</u>	<u>31.53%</u>
Public Works						
31 Public Works Administration	196,415	185,811	185,811	102,843	82,968	44.65%
32 Shop	617,384	669,652	669,652	418,307	251,345	37.53%
33 Streets	961,944	1,077,437	1,077,437	579,350	498,087	46.23%
34 Buildings	320,542	386,950	386,950	241,713	145,237	37.53%
35 Street Lighting	173,925	172,819	176,396	118,429	57,967	32.86%
60 Dock	<u>52,665</u>	<u>74,783</u>	<u>71,206</u>	<u>16,243</u>	<u>54,963</u>	<u>77.19%</u>
Total Public Works	<u>2,322,875</u>	<u>2,567,452</u>	<u>2,567,452</u>	<u>1,476,885</u>	<u>1,090,567</u>	<u>42.48%</u>
Parks and Recreation & Culture						
03 Visitor Center	179,048	180,251	180,251	129,779	50,472	28.00%
40 Library	893,001	892,033	900,283	575,662	324,621	36.06%
# Parks, Recreation & Beautification	<u>1,009,708</u>	<u>1,112,167</u>	<u>1,251,163</u>	<u>786,301</u>	<u>464,862</u>	<u>37.15%</u>
Total Parks and Recreation & Culture	<u>2,081,757</u>	<u>2,184,451</u>	<u>2,331,697</u>	<u>1,491,742</u>	<u>839,955</u>	<u>36.02%</u>
Total Operating Expenditures	<u>13,827,975</u>	<u>15,561,348</u>	<u>15,726,298</u>	<u>10,118,549</u>	<u>5,607,749</u>	<u>35.66%</u>
Transfer to other funds						
Street Improvement Capital Project Fund	75,172	200,000	200,000	200,000	-	0.00%
Senior Center Impr. Capital Projects	-	45,670	45,670	-	45,670	100.00%
Kenai Recreation Center Capital Project Fund	-	27,500	27,500	27,500	-	0.00%
New City Shop Capital Project Fund	35,000	-	-	-	-	-
Public Safety Building Capital Proj. Fund	120,000	35,000	35,000	35,000	-	-
Kenai Animal Shelter Capital Proj. Fund	35,000	-	-	-	-	-
Cemetery Improvements Capital Proj. Fund	250,000	-	-	-	-	-
Senior Citizen Special Revenue Fund	176,739	170,857	170,857	128,142	42,715	25.00%
Debt Service	<u>142,002</u>	<u>143,402</u>	<u>143,402</u>	<u>143,271</u>	<u>131</u>	<u>0.09%</u>
Total Transfer to other funds	<u>833,913</u>	<u>622,429</u>	<u>622,429</u>	<u>533,913</u>	<u>88,516</u>	<u>14.22%</u>
<b>Total Expenditures &amp; Transfers</b>	<b><u>14,661,888</u></b>	<b><u>16,183,777</u></b>	<b><u>16,348,727</u></b>	<b><u>10,652,462</u></b>	<b><u>5,696,265</u></b>	<b><u>34.84%</u></b>
<b>Net Revenues over(under) Expenditures</b>	<b>\$ <u>22,478</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>(2,641)</u></b>	<b>\$ <u>(2,641)</u></b>	

\* Note: The original budget includes outstanding encumbrances at 6/30/2018.

**Quarterly Personal Use Fishery Fund  
Expenditure Report  
For Quarter Ended March 31, 2019**

	<b>FY2018 <u>Actual</u></b>	<b>Original * FY2019 <u>Budget</u></b>	<b>Amended <u>Budget</u></b>	<b>YTD <u>Actual</u></b>	<b><u>Variance</u></b>	<b><u>%</u></b>
<b><u>REVENUES</u></b>						
Beach Parking	\$ 174,614	\$ 175,000	\$ 175,000	\$ 118,307	\$ (56,693)	-32.40%
Beach Camping	210,269	225,000	225,000	129,939	(95,061)	-42.25%
Dock Launch & Park	111,528	115,000	115,000	91,478	(23,522)	-20.45%
Dock Parking Only	12,009	15,000	15,000	9,547	(5,453)	-36.35%
Participant Drop-off Fee	7,481	8,000	8,000	5,943	(2,057)	-25.71%
Interest Earnings	1,522	750	750	-	(750)	-100.00%
PERS Grant	1,546	4,169	4,169	-	(4,169)	-100.00%
Credit Card Fees	674	(1,500)	(1,500)	(3,175)	(1,675)	111.67%
<b>Total Revenue</b>	<b><u>519,643</u></b>	<b><u>541,419</u></b>	<b><u>541,419</u></b>	<b><u>352,039</u></b>	<b><u>(189,380)</u></b>	<b><u>-34.98%</u></b>
<b><u>EXPENDITURES</u></b>						
Public Safety	\$ 114,542	\$ 96,686	\$ 96,686	\$ 86,431	\$ 10,255	10.61%
Streets	32,938	61,066	61,066	40,358	20,708	33.91%
Boating Facility	56,380	72,137	72,137	42,853	29,284	40.59%
Parks, Recreation & Beautification	225,445	328,712	328,712	260,916	67,796	20.62%
<b>Total Expenditures</b>	<b><u>429,305</u></b>	<b><u>558,601</u></b>	<b><u>558,601</u></b>	<b><u>430,558</u></b>	<b><u>128,043</u></b>	<b><u>22.92%</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>\$ 90,338</u></b>	<b><u>\$ (17,182)</u></b>	<b><u>\$ (17,182)</u></b>	<b><u>\$ (78,519)</u></b>	<b><u>\$ (61,337)</u></b>	

\* Note: The original budget includes outstanding encumbrances at 6/30/2018.

**Quarterly Airport Fund  
Expenditure Report  
For Quarter Ended March 31, 2019**

	FY2018 <u>Actual</u>	Original * FY2019 <u>Budget</u>	Amended <u>Budget</u>	YTD <u>Actual</u>	<u>Variance</u>	<u>%</u>
<b><u>REVENUES</u></b>						
Appropriation of Fund Balance	\$ -	\$ -	\$ 1,594,590	\$ -	\$ (1,594,590)	0.00%
State/Federal	21,891	36,385	36,385	-	(36,385)	0.00%
Interest , Leases & Fees	797,425	716,745	716,745	621,526	(95,219)	86.72%
Terminal Revenues	701,429	748,025	748,025	536,169	(211,856)	71.68%
Landing Fees	401,556	432,500	432,500	288,749	(143,751)	66.76%
Transfers In	<u>1,210,348</u>	<u>1,230,025</u>	<u>1,230,025</u>	<u>-</u>	<u>(1,230,025)</u>	<u>0.00%</u>
<b>Total Revenues</b>	<b><u>3,132,649</u></b>	<b><u>3,163,680</u></b>	<b><u>4,758,270</u></b>	<b><u>1,446,444</u></b>	<b><u>(3,311,826)</u></b>	<b><u>30.40%</u></b>
<b><u>EXPENDITURES &amp; TRANSFERS</u></b>						
Terminal Area	\$ 578,328	\$ 630,109	\$ 630,676	\$ 380,620	\$ 250,056	39.65%
Airfield	1,631,810	1,731,779	1,757,779	1,259,043	498,736	28.37%
Administration	287,537	596,199	357,611	206,753	150,858	42.18%
Other Buildings & Areas	199,008	(68,278)	169,743	97,529	72,214	42.54%
Training Facility	<u>36,125</u>	<u>38,474</u>	<u>38,474</u>	<u>3,240</u>	<u>35,234</u>	<u>91.58%</u>
Total Expenditures	<u>2,732,808</u>	<u>2,928,283</u>	<u>2,954,283</u>	<u>1,947,185</u>	<u>1,007,098</u>	<u>34.09%</u>
Transfer to other funds						
Airport Improvement Capital Projects	<u>397,157</u>	<u>233,221</u>	<u>1,803,987</u>	<u>1,570,721</u>	<u>233,266</u>	<u>0.00%</u>
Total Transfer to other funds	<u>397,157</u>	<u>233,221</u>	<u>1,803,987</u>	<u>1,570,721</u>	<u>233,266</u>	<u>12.93%</u>
<b>Total Expenditures &amp; Transfers</b>	<b><u>3,129,965</u></b>	<b><u>3,161,504</u></b>	<b><u>4,758,270</u></b>	<b><u>3,517,906</u></b>	<b><u>1,240,364</u></b>	<b><u>26.07%</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>\$ 2,684</u></b>	<b><u>\$ 2,176</u></b>	<b><u>\$ -</u></b>	<b><u>\$(2,071,462)</u></b>	<b><u>\$(2,071,462)</u></b>	

\* Note: The original budget includes outstanding encumbrances at 6/30/2018.

**Quarterly Water Sewer Fund  
Expenditure Report  
For Quarter Ended March 31, 2019**

	FY2018 <u>Actual</u>	Original * FY2019 <u>Budget</u>	Amended <u>Budget</u>	YTD <u>Actual</u>	<u>Variance</u>	<u>%</u>
<b><u>REVENUES</u></b>						
Appropriation of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
State/Federal	17,347	33,668	33,668	-	(33,668)	0.00%
Water/Sewer Fees	2,796,242	2,863,453	2,863,453	2,124,153	(739,300)	74.18%
Penalty and Interest	36,959	43,250	43,250	34,013	(9,237)	78.64%
Interest and Miscellaneous	36,550	19,000	19,000	3,768	(15,232)	19.83%
<b>Total Revenues</b>	<b><u>2,887,098</u></b>	<b><u>2,959,371</u></b>	<b><u>2,959,371</u></b>	<b><u>2,161,934</u></b>	<b><u>(797,437)</u></b>	<b><u>73.05%</u></b>
<b><u>EXPENDITURES &amp; TRANSFERS</u></b>						
Water	\$ 841,231	\$ 967,771	\$ 980,271	\$ 673,372	\$ 306,899	31.31%
Sewer	310,002	499,384	499,384	269,685	229,699	46.00%
Wastewater Treatment Plant	1,116,312	1,208,057	1,208,057	771,910	436,147	36.10%
Total Expenditures	<u>2,267,545</u>	<u>2,675,212</u>	<u>2,687,712</u>	<u>1,714,967</u>	<u>972,745</u>	<u>36.19%</u>
Transfer to other funds -						
Water & Sewer Capital Projects	146,193	-	-	-	-	-
Total Transfer to other funds	<u>146,193</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures &amp; Transfers</b>	<b><u>2,413,738</u></b>	<b><u>2,675,212</u></b>	<b><u>2,687,712</u></b>	<b><u>1,714,967</u></b>	<b><u>972,745</u></b>	<b><u>36.19%</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>\$ 473,360</u></b>	<b><u>\$ 284,159</u></b>	<b><u>\$ 271,659</u></b>	<b><u>\$ 446,967</u></b>	<b><u>\$ 175,308</u></b>	

\* Note: The original budget includes outstanding encumbrances at 6/30/2018.

**Quarterly Senior Fund  
Expenditure Report  
For Quarter Ended March 31, 2019**

	FY2018 <u>Actual</u>	Original * FY2019 <u>Budget</u>	Amended <u>Budget</u>	YTD <u>Actual</u>	<u>Variance</u>	<u>%</u>
<b><u>REVENUES</u></b>						
Appropriation of Fund Balance	\$ -	\$ 24,354	\$ 24,354	\$ -	\$ (24,354)	0.00%
State Grants	198,577	203,626	203,626	143,136	(60,490)	70.29%
USDA Grant	18,958	15,000	15,000	12,445	(2,555)	82.97%
Choice Waiver	195,012	200,000	200,000	105,651	(94,349)	52.83%
KPB Grant	126,207	126,207	126,207	126,207	-	100.00%
United Way	9,598	15,000	15,000	3,631	(11,369)	24.21%
Rents & Leases	8,324	13,000	13,000	3,478	(9,522)	26.75%
Miscellaneous Donations	40,797	25,000	28,500	1,709	(26,791)	6.00%
Donations - Senior Connection	50,000	50,000	50,000	11,918	(38,082)	23.84%
Meal Donations	82,836	82,500	82,500	49,787	(32,713)	60.35%
Ride Donations	6,870	7,000	7,000	3,211	(3,789)	45.87%
Transfer from General Fund - Operations	176,739	170,857	170,857	128,143	(42,714)	75.00%
Transfer from General Fund - Capital	-	45,670	45,670	-	(45,670)	0.00%
Other	(40)	300	300	20	(280)	6.67%
<b>Total Revenues</b>	<b><u>913,878</u></b>	<b><u>978,514</u></b>	<b><u>982,014</u></b>	<b><u>589,336</u></b>	<b><u>(392,678)</u></b>	<b><u>60.01%</u></b>
<b><u>EXPENDITURES &amp; TRANSFERS</u></b>						
Senior Citizen Access	\$ 157,065	\$ 157,364	\$ 157,364	\$ 97,030	\$ 60,334	38.34%
Congregate Meals	220,661	285,370	287,995	153,065	134,930	46.85%
Home Meals	205,563	209,875	210,750	131,720	79,030	37.50%
Senior Transportation	80,086	81,234	81,234	58,759	22,475	27.67%
Choice Waiver	250,503	244,671	244,671	169,210	75,461	30.84%
<b>Total Expenditures</b>	<b><u>913,878</u></b>	<b><u>978,514</u></b>	<b><u>982,014</u></b>	<b><u>609,784</u></b>	<b><u>372,230</u></b>	<b><u>37.90%</u></b>
Transfer to other funds -	-	-	-	-	-	-
Total Transfer to other funds	-	-	-	-	-	-
<b>Total Expenditures &amp; Transfers</b>	<b><u>913,878</u></b>	<b><u>978,514</u></b>	<b><u>982,014</u></b>	<b><u>609,784</u></b>	<b><u>372,230</u></b>	<b><u>37.90%</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (20,448)</u></b>	<b><u>\$ (20,448)</u></b>	

\* Note: The original budget includes outstanding encumbrances at 6/30/2017.



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

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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Terry Eubank, Finance Director  
**DATE:** April 29, 2019  
**SUBJECT:** March 2019 Quarterly Investment Report

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### City of Kenai Investment Portfolio

At March 31, 2019 the City had investments with a market value of \$22,280,896 that is down from \$24,304,851 at December 31, 2018. The City's portfolio is yielding 2.24% that is up from 2.14% at December 31, 2019.

### City's Investment Portfolio

US Agency Securities	\$ 3,487,025
AML Investment Pool	487,341
Wells Fargo Money Market	1,590,806
FDIC Insured Certificates of Deposit	16,152,532
Bank Balance	<u>563,192</u>
Total	<u>\$ 22,288,896</u>

### Permanent Fund Investments

The first quarter 2019 saw a recovery of the fourth quarter 2018 sell-off and no change in the Federal Funds Rate. Equities propelled the portfolio to a return of 7.77% for calendar year 2019. Since inception the portfolio has returned 7.99%. As of March 31, 2019 the portfolio value was \$28,558,245, comprised of \$25,251,842 (88.42%) Airport Land Sale Permanent Fund, \$3,158,393 (11.06%) General Land Sale Permanent Fund monies, and \$148,011 (0.52%) Kenai Community Foundation holdings.

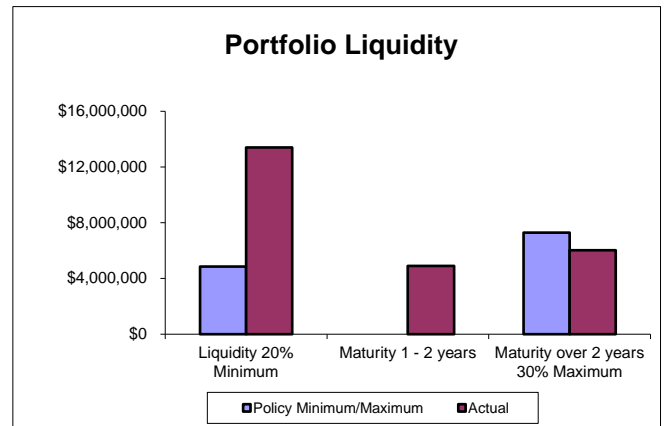
With the Airport Land Sale Permanent Fund's year ending balance of \$23,429,628, the allowable transfer to airport operations for FY2019 is \$1,203,690. The FY2019 budgeted amount was \$1,230,025 meaning the actual will be \$26,335 less than budgeted. This transfer will be made in June prior to yearend. Because of the sell-off in the fourth quarter of 2018 there will be no transfer in FY2019 from the General Land Sale Permanent Fund. Future transfers are more probable with the new methodology codified by Council.



**CITY OF KENAI  
INVESTMENT PORTFOLIO SUMMARY  
March 31, 2019**

	<b>March 31, 2019 Fair Market Value</b>	<b>Current Yield</b>
<b>Cash &amp; Cash Equivalents</b>		
Wells Fargo Checking	\$ 563,192	0.40%
Wells Fargo Secured Money Market	1,590,806	2.39%
FDIC Insured Certificates of Deposit	16,152,532	2.37%
Alaska Municipal League Investment Pool	<u>487,341</u>	<u>2.34%</u>
Total Cash & Cash Equivalents	18,793,871	2.31%
<b>Government Securities</b>		
Maturities Less than 1 Year	1,000,000	2.43%
Maturities 1 to 2 Years	1,997,505	1.69%
Maturities Greater than 2 Years	<u>489,520</u>	1.50%
Total Government Securities	<u>3,487,025</u>	<u>1.88%</u>
Total Portfolio	<u>\$ 22,280,896</u>	<u>2.24%</u>

Investment Portfolio - Purchase Price	\$ 20,394,240
Investment Portfolio - Fair Value 06/30/18	<u>20,134,606</u>
Fair Value Adjustment - 06/30/18	(259,634)
Fair Value Adjustment thru - 03/31/19	<u>155,321</u>
Cummulative Change in Fair Value	<u>\$ (104,313)</u>



CITY OF KENAI  
Investments 03-31-19 COK

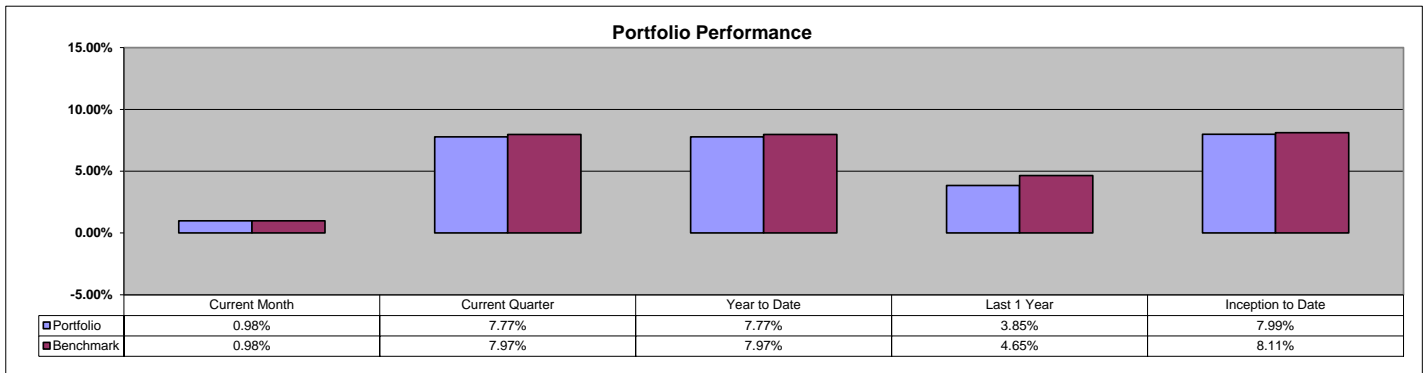
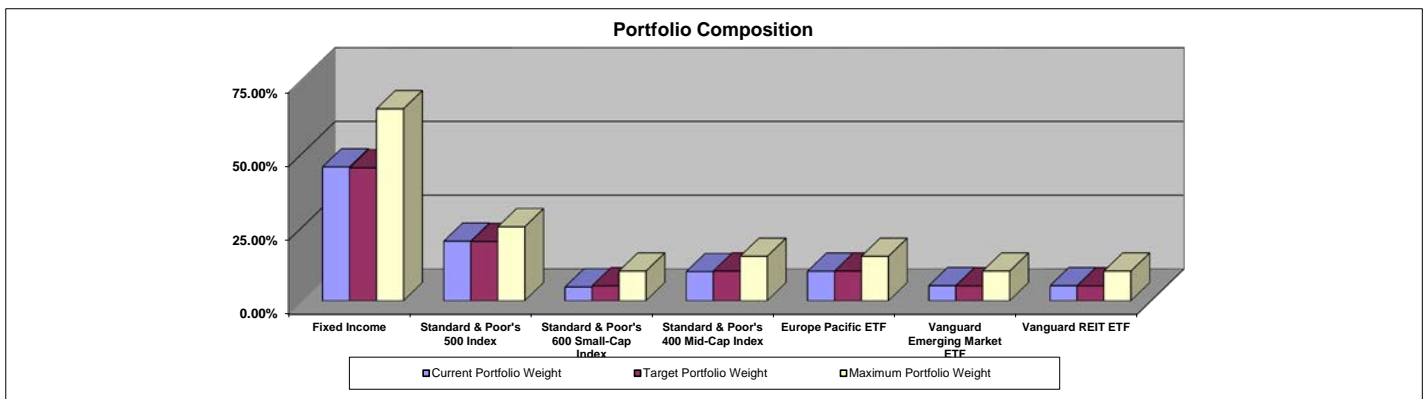
CITY OF KENAI  
INVESTMENTS  
3/31/2019

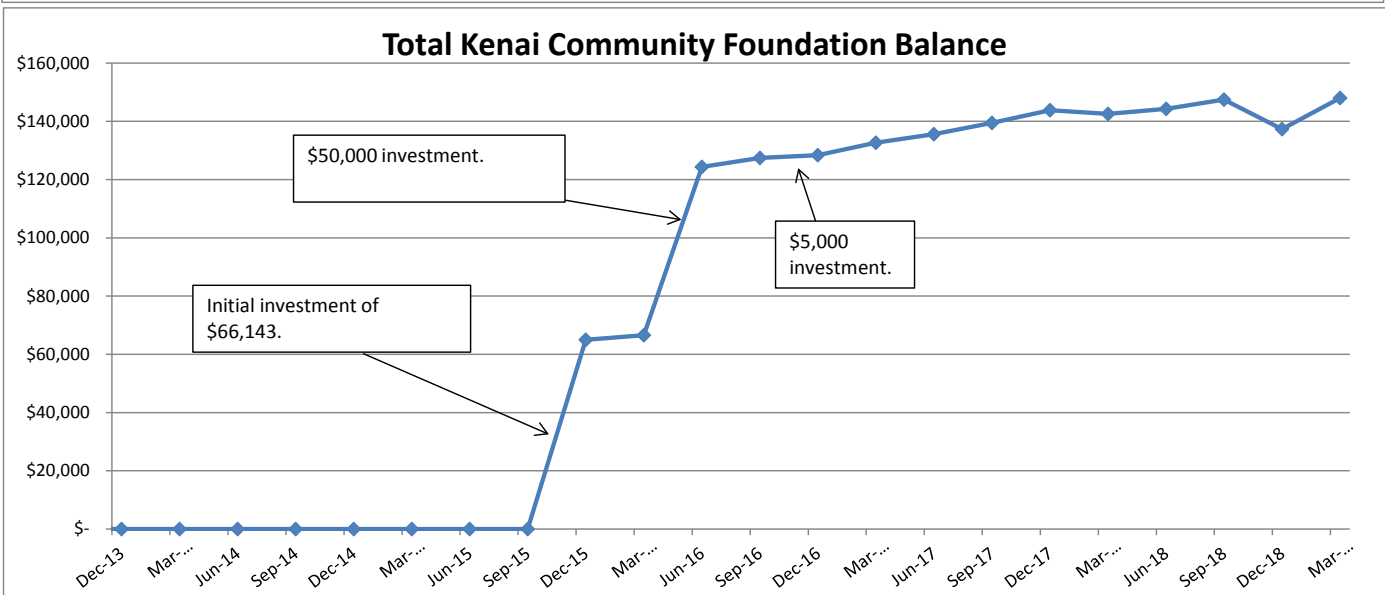
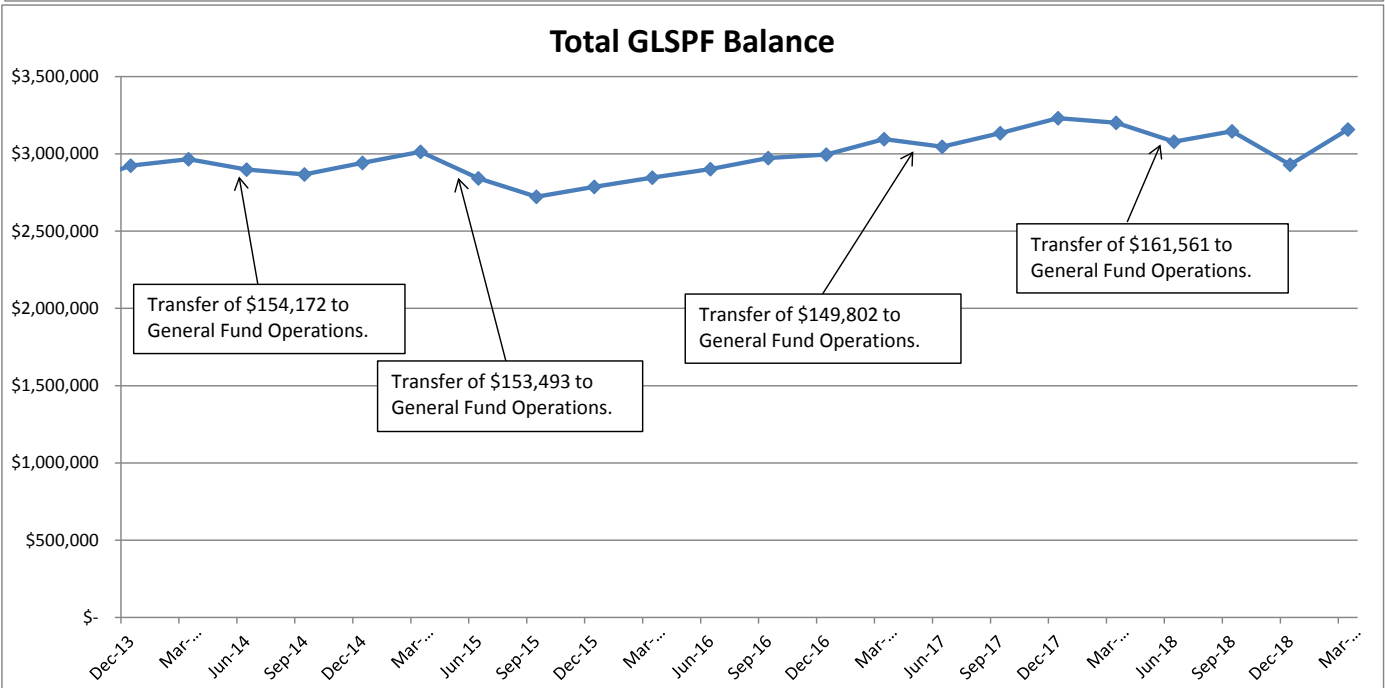
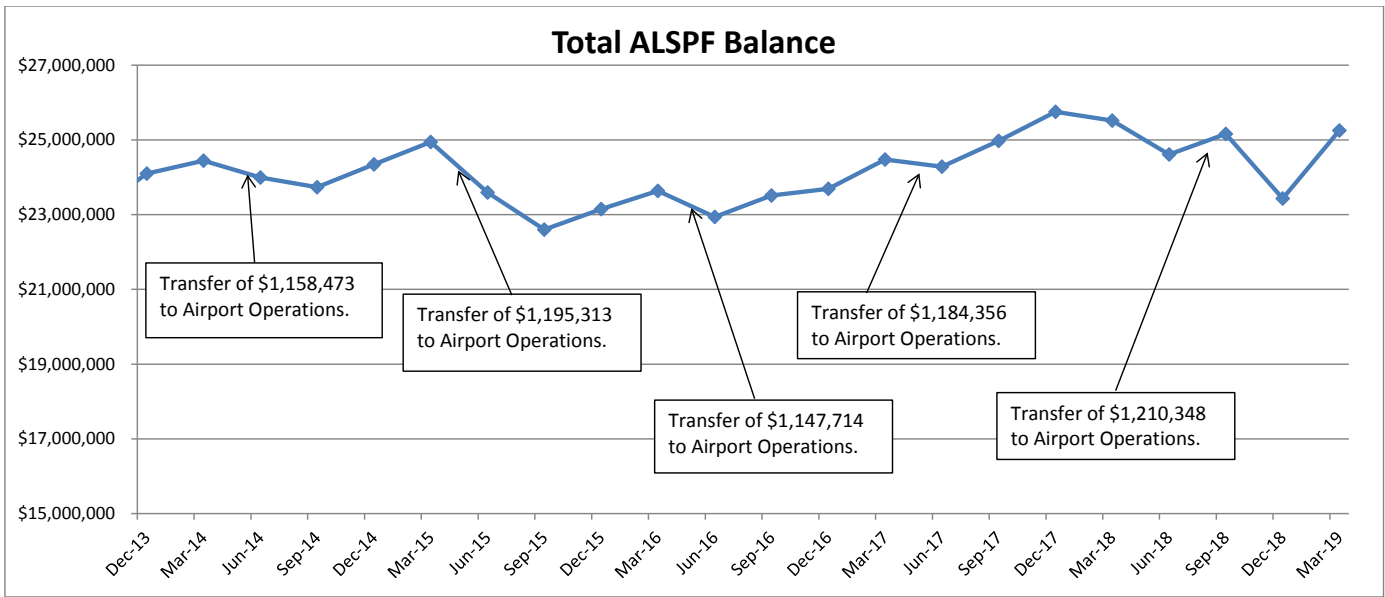
SECURITY	Expected Call or Maturity	CUSIP	original cost	Current year cost or 06/30/18 Market Value	03/31/19 Market Value	Unrealized Gain or Loss	Accrued Interest	EFFECT. RATE
FHLMC 1.70 8/24/20	1 TIME 5/24/18 w/ 5 days	3134GBMD1	1,000,000	978,760.00	990,320.00	11,560.00	1,747.22	1.700
FNMA 1.375 3/30/21	9/30/2016 Quarterly w/10 days. Step 3/17 1.50, 3/18 1.75, 3/19 2.0, 3/20 3.25	3136G3DV4	500,000	485,080.00	493,695.00	8,615.00	3,456.60	2.000
FNMA 1.50 5/25/21	11/25/2016 Quarterly w/10 days.	3136G3MW2	502,479	481,300.00	489,520.00	8,220.00	2,625.00	1.500
TVA 3.875 2/15/21	Bullet	880591EL2	555,678	514,815.00	513,490.00	(1,325.00)	2,475.69	1.370
US Treasury 1.625 3/31/19	Bullet	912828C65	1,000,451	1,000,451.07	1,000,000.00	(451.07)	8,125.00	2.430
TOTAL			3,558,607.95	3,460,406.07	3,487,025.00	26,618.93	18,429.51	1.800
FDIC Insured CD's	CD - 12/31/10							
3.55 AXP 12/4/23		27471 02589AA28	249,998	249,998.13	251,619.90	1,621.77	2,811.79	3.160
2.50 BOBIN 7/31/19		33681 06062R5M0	245,000	245,000.00	245,088.20	88.20	2,550.68	2.500
2.35 BOIIN 5/1/19		33648 06279KRF5	245,000	245,000.00	245,017.15	17.15	2,381.87	2.350
3.10 BANK MIDWEST CD 9/15/23		5170 063615BM9	245,000	245,000.00	246,913.45	1,913.45	312.12	3.100
2.60 OZK 11/4/19		110 06417NDZ3	245,000	245,000.00	245,262.15	262.15	488.66	2.600
1.60 BPRN 10/28/19		58513 064520AH2	245,000	242,040.40	243,843.60	1,803.20	53.70	1.600
2.30 BACR 10/18/22		57203 06740KLD7	245,000	236,385.80	240,697.80	4,312.00	2,547.33	2.300
2.85 BAY ST. SVGS BK 4/6/20		90311 072623AK7	245,000	245,000.00	245,911.40	911.40	2,219.10	2.850
1.65 BHLB 10/28/19		23621 084601KU6	245,000	242,199.65	243,917.10	1,717.45	1,738.83	1.650
2.30 CAMDEN NATION BANK 4/30/19		4255 133033DV3	245,000	245,000.00	245,004.90	4.90	2,346.63	2.300
2.4 COF 4/19/22		33954 1404202E9	247,000	240,825.00	244,426.26	3,601.26	2,663.54	2.400
2.4 COF 8/30/22		4297 14042RHS3	245,000	237,809.25	241,770.90	3,961.65	483.29	2.400
1.65 CATY 10/28/19		18503 149159LK9	245,000	242,199.65	243,914.65	1,715.00	55.38	1.650
2.60 CENBKK 6/18/20		35450 156444BG5	245,000	245,000.00	245,365.05	365.05	244.33	2.600
3.15 CFBANK 9/18/23		28263 15721UCQ0	245,000	245,000.00	247,430.40	2,430.40	296.01	3.150
3.30 C 9/7/23		7213 17312QS34	245,000	245,000.00	248,946.95	3,946.95	553.77	3.300
1.70 ADS 8/28/19		57570 20033AWB8	245,000	242,885.65	244,304.20	1,418.55	45.64	1.700
1.65 CWBKNA 12/30/19		57176 20084TJW4	247,000	243,549.41	245,535.29	1,985.88	357.30	1.650
2.75 DISCOVER BANK 9/21/20		5649 254673TS5	245,000	245,000.00	246,006.95	1,006.95	239.97	2.750
2.55 CMS 1/18/22		57293 29278TAK6	245,000	240,724.75	244,056.75	3,332.00	273.86	2.550
2.55 FRMRBT 3/19/20		1291 309162AE5	245,000	245,000.00	245,166.60	166.60	222.51	2.550
2.60 FRSTFD 1/10/20		58647 32026JUM1	245,000	245,000.00	245,259.70	259.70	1,396.16	2.600
2.85 FIBIND 6/30/20		34607 32056GDE7	245,000	245,000.00	246,136.80	1,136.80	612.16	2.850
1.60 FRME 12/30/19		4365 32028BE19	247,000	243,369.10	245,441.43	2,072.33	346.48	1.600
2.30 FINN 02/21/20		5452 332135HH8	245,000	243,576.55	244,634.95	1,058.40	169.82	2.300
2.70 FRC 7/7/20		59017 33616CBR0	245,000	245,000.00	245,700.70	700.70	453.08	2.700
1.50 FSBQDN 6/28/19		21805 336460CC2	247,000	244,858.51	246,476.36	1,617.85	324.82	1.500
3.10 SRCE 10/21/22		9087 33646CKJ2	245,000	245,000.00	247,288.30	2,288.30	228.89	3.100
2.65 First St Bk Bigfork		10991 33651EAD4	245,000	245,000.00	245,367.50	367.50	213.45	2.650
2.80 FIRST WESTN TR BK		57607 337504AE4	245,000	245,000.00	245,820.75	820.75	206.74	2.800
2.35 GS 8/30/22		33124 38148PNS2	245,000	237,333.95	241,374.00	4,040.05	473.22	2.350
2.30 HSBC 7/14/22		57890 40434YLE5	245,000	237,341.30	241,266.20	3,924.90	1,188.75	2.300
2.55 HAFK 10/21/19		24170 410493DS6	245,000	245,000.00	245,188.65	188.65	188.28	2.550
2.60 IBKC 3/23/20		28100 45083AKP6	245,000	245,000.00	245,284.20	284.20	191.97	2.600
1.65 ILBKIL 10/31/19		33708 45906ABU0	245,000	242,177.60	243,902.40	1,724.80	354.41	1.650
2.35 IDBNY 6/26/19		19977 465076MS3	245,000	245,000.00	244,985.30	(14.70)	-	2.350
2.30 KENNEDY 08/24/20		17897 489265AZ1	245,000	242,243.75	244,424.25	2,180.50	586.66	2.300
1.65 KEY 10/25/19		17534 49306SZA7	245,000	242,226.60	243,934.25	1,707.65	1,749.90	1.650
2.60 LSAVBK 1/3/20		253 549104EF0	245,000	245,000.00	245,257.25	257.25	1,535.78	2.600
2.25 MBFI 2/14/20		3628 55266CYJ9	245,030	243,432.00	244,541.85	1,109.85	271.85	2.250
1.70 MSBKGR 10/24/19		5766 56062HAD1	245,000	242,395.65	244,007.75	1,612.10	91.29	1.700
2.30 MERCHANTS BNK OF INDIANA 4/30/19		8056 588493JS6	245,000	245,000.00	245,004.90	4.90	2,346.63	2.300
2.40 MERBKB 7/30/19		57777 58958PFB5	245,000	245,000.00	245,007.35	7.35	2,464.77	2.400
1.70 MERICK 8/30/19		34519 59013JA25	245,000	242,868.50	244,294.40	1,425.90	365.15	1.700
2.65 Metabank Sioux Falls SD		30776 59101LFD4	245,000	245,000.00	245,311.15	311.15	2,419.12	2.650
2.60 MS 2/15/22		32992 61747MK83	245,000	240,996.70	244,216.00	3,219.30	785.34	2.600
1.75 MS 9/30/19		34221 61760ADR7	245,000	242,981.20	244,318.90	1,337.70	375.89	1.700
2.05 NTLNYC 8/30/22		18734 634116CM7	245,000	234,438.05	238,973.00	4,534.95	440.33	2.050
3.40 NCBVSVG 12/21/23		32612 635573AL2	247,234	247,233.86	250,034.75	2,800.89	2,305.01	3.220
2.75 NEWBUF 1/17/20		31257 643056BG8	245,000	245,000.00	245,575.75	575.75	276.88	2.750
2.15 NRTHFL 10/25/22		28710 66612ABX5	245,000	234,842.30	239,414.00	4,571.70	2,280.18	2.150
2.80 ORIENTAL BANK 9/14/20		31469 68621KCC3	245,000	245,000.00	246,166.20	1,166.20	375.89	2.800
2.10 SMARTB 11/27/19		58463 83172HDR8	245,000	243,436.90	244,465.90	1,029.00	56.38	2.100
1.75 SOWNAT 5/8/20		4801 84518ZBA1	245,000	240,563.05	243,042.45	2,479.40	281.92	1.750
2.75 SBIIN 02/16/23		33682 856285HZ7	245,000	239,877.05	243,961.20	4,084.15	812.19	2.750
2.35 SYF 10/20/22		27314 87164WTC2	245,000	236,856.20	241,097.15	4,240.95	2,571.16	2.350
2.15 EVER 10/28/22		34775 87270LAV5	245,000	234,785.95	239,379.70	4,593.75	2,208.02	2.150
2.05 THFDL 10/27/21		30012 88413QBT4	245,000	237,356.00	241,508.75	4,152.75	2,146.60	2.050
1.60 TWNBK 10/28/19		18487 89210PBL6	245,000	242,040.40	243,843.60	1,803.20	53.70	1.600
3.00 TOWN 9/27/21		35095 89214PCA5	245,000	245,000.00	247,364.25	2,364.25	1,028.82	3.000
2.80 UBS 9/14/20		57565 90348JDQ0	245,000	245,000.00	246,166.20	1,166.20	338.30	2.800
2.45 UMPQ 7/31/19		17266 90421MCL5	245,000	245,000.00	245,046.55	46.55	2,499.67	2.450
3.25 VYSTAR CREDIT UNION 12/11/20		68490 92891CCB6	245,000	245,000.00	248,219.30	3,219.30	698.08	3.250
1.70 WEX 10/18/19		34697 92937CGA0	245,000	242,449.55	244,042.05	1,592.50	1,882.81	1.700
2.00 WFC 10/27/22		3511 94986T2N6	245,000	240,016.70	244,492.85	4,476.15	2,094.25	2.000
2.50 ZION 8/14/19		2270 98970L3N1	245,000	245,000.00	245,093.10	93.10	2,315.75	2.500
TOTAL FDIC Insured CD's			16,185,262.20	16,033,315.11	16,152,531.69	119,216.58	65,984.86	2.368
WELLS MONEY MKT AML POOL - City ACCT	Agreed to Amlip		1,590,806.18	1,590,806.18	1,590,806.18	-	3,041.94	2.390
	Agreed to GL		487,341.22	487,341.22	487,341.22	-	907.13	2.340
			21,822,017.55	21,571,868.58	21,717,704.09	145,835.51	88,363.44	
WF Cash	Agreed to WF		563,191.81	563,191.81	563,191.81	-	-	0.400
TOTAL			22,385,209.36	22,135,060.39	22,280,895.90	145,835.51	88,363.44	
TOTAL CURRENT YIELD		MONTHS			(104,313.46)			2.2437%
Maturity over 2 years 30% Maximum	Max/Min	Return	Actual	Difference				
Liquidity 20% Minimum	6,684,268.77	2.5020%	5,615,753	1,068,516.21	OK			
Maturity 1 - 2 years	4,456,179.18	2.1077%	11,719,512	(7,263,332.51)	OK			
		2.2729%	4,945,632					
		2.2437%	22,280,896					



**CITY OF KENAI  
PERMANENT FUND  
INVESTMENT PORTFOLIO SUMMARY  
March 31, 2019**

	Fair Market Value					Current or Average Yield	Current Portfolio Weight	Target Weight	Portfolio Maximum
	31-Mar-18	30-Jun-18	30-Sep-18	31-Dec-18	31-Mar-19				
<b>Fixed Income</b>									
Cash & Cash Equivalents	2,100,230	1,403,998	90,388	1,661,032	1,545,212	2.39%	5.41%		
Total Cash & Cash Equivalents	2,100,230	1,403,998	90,388	1,661,032	1,545,212				
Government & Corporate Securities									
Government Securities	4,902,429	5,372,788	7,514,414	5,874,888	6,821,504	2.38%	23.89%		
Corporate Securities	5,661,962	5,577,526	5,166,325	5,153,955	4,570,777	2.82%	16.01%		
Total Government & Corporate Securities	10,564,391	10,950,314	12,680,739	11,028,843	11,392,281	2.56%	39.90%		
Total Fixed Income	12,664,621	12,354,312	12,771,127	12,689,875	12,937,493	2.55%	45.31%	45.00%	65.00%
<b>Equities</b>									
Domestic Equities									
Standard & Poor's 500 Index	5,529,449	5,579,731	5,702,415	5,007,131	5,751,108		20.14%	20.00%	25.00%
Standard & Poor's 600 Small-Cap Index	1,459,340	1,412,562	1,402,625	1,170,059	1,323,301		4.63%	5.00%	10.00%
Standard & Poor's 400 Mid-Cap Index	2,879,200	2,802,375	2,819,740	2,416,173	2,807,855		9.83%	10.00%	15.00%
Total Domestic Equities	9,867,989	9,794,668	9,924,780	8,593,363	9,882,264		34.60%	35.00%	50.00%
International Equities									
Europe Pacific ETF	3,335,175	2,957,795	2,893,212	2,577,221	2,845,695		9.96%	10.00%	15.00%
Vanguard Emerging Market ETF	1,940,340	1,588,428	1,451,135	1,321,379	1,449,173		5.07%	5.00%	10.00%
Total International Equities	5,275,515	4,546,223	4,344,347	3,898,600	4,294,868		15.03%	15.00%	25.00%
Real Estate									
Vanguard REIT ETF	1,056,580	1,140,300	1,410,465	1,315,599	1,443,620		5.06%	5.00%	10.00%
Total Real Estate	1,056,580	1,140,300	1,410,465	1,315,599	1,443,620		5.06%	5.00%	10.00%
Total Equities	16,200,084	15,481,191	15,679,592	13,807,562	15,620,752				
Total Portfolio	28,864,705	27,835,503	28,450,719	26,497,437	28,558,245	7.77%	100.00%	100.00%	150.00%
Total ALSPF Balance	25,520,119	24,612,777	25,156,764	23,429,629	25,251,842				
Total GLSPF Balance	3,202,031	3,078,461	3,146,501	2,930,478	3,158,393				
Total Kenai Community Foundation	142,554	144,265	147,454	137,330	148,011				





# CITY OF KENAI PERMANENT FUNDS

Account Statement - Period Ending March 31, 2019



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

Portfolio Value on 02-28-19	28,277,366
Contributions	0
Withdrawals	-384
Change in Market Value	203,369
Interest	29,044
Dividends	45,911

Portfolio Value on 03-31-19 28,555,306

## MANAGEMENT TEAM

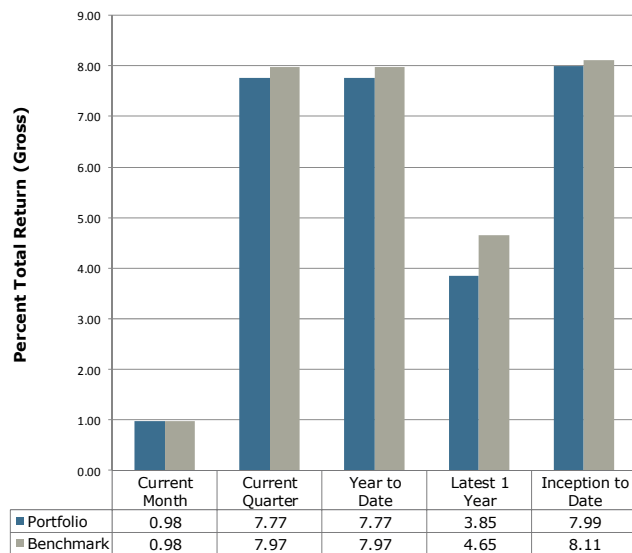
Client Relationship Manager: Amber Frizzell, AIF®  
Amber@apcm.net

Your Portfolio Manager: Bill Lierman, CFA®

Contact Phone Number: 907/272 -7575

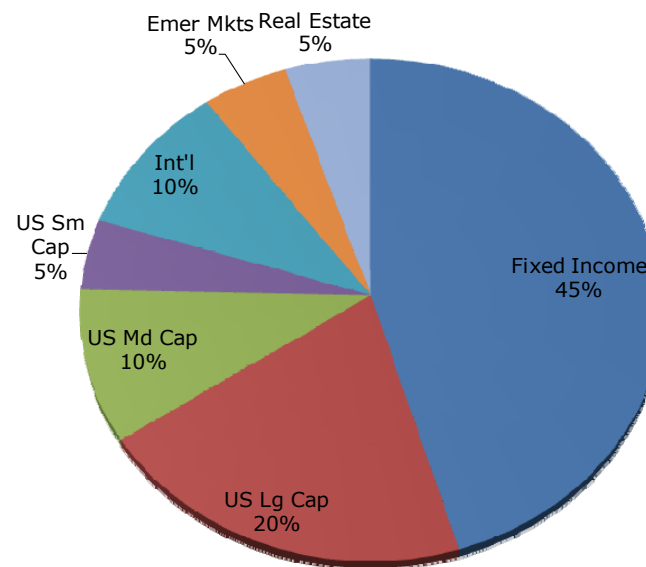
## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



Clients are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.  
**PORTFOLIO SUMMARY AND TARGET**  
***CITY OF KENAI PERMANENT FUNDS***  
*March 31, 2019*

Asset Class & Target	Market Value	% Assets	Range
<b>FIXED INCOME (45%)</b>			
US Fixed Income (40.0%)	11,392,281	39.9	35% to 65%
Cash (5.0%)	1,563,668	5.5	0% to 10%
<b>Subtotal:</b>	<b>12,955,949</b>	<b>45.4</b>	
<b>EQUITY (50%)</b>			
US Large Cap (20.0%)	5,751,108	20.1	15% to 25%
US Mid Cap (10.0%)	2,807,855	9.8	5% to 15%
US Small Cap (5.0%)	1,301,906	4.6	0% to 10%
Developed International Equity (10.0%)	2,845,695	10.0	5% to 15%
Emerging Markets (5.0%)	1,449,173	5.1	0% to 10%
<b>Subtotal:</b>	<b>14,155,737</b>	<b>49.6</b>	
<b>ALTERNATIVE INVESTMENTS (5%)</b>			
Real Estate (5.0%)	1,443,620	5.1	0% to 10%
<b>Subtotal:</b>	<b>1,443,620</b>	<b>5.1</b>	
<b>TOTAL PORTFOLIO</b>	<b>28,555,306</b>	<b>100</b>	

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF KENAI PERMANENT FUNDS**  
*March 31, 2019*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>FNMA &amp; FHLMC</b>									
20,773	FHLMC POOL G14203 4.000% Due 04-01-26 Accrued Interest	104.56	21,720	103.20	21,438	0.08	831	69	2.62
					69	0.00			
			21,720		21,507	0.08		69	
<b>CASH AND EQUIVALENTS</b>									
	DIVIDEND ACCRUAL		21,395		21,395	0.07			
	WF ADV GOVT MM FD-INSTL #1751		1,542,273		1,542,273	5.40			
			1,563,668		1,563,668	5.48			
<b>CORPORATE BONDS</b>									
200,000	MICROSOFT CORP 4.200% Due 06-01-19	117.24	234,472	100.24	200,476	0.70	8,400	2,800	2.68
200,000	HSBC USA INC 2.375% Due 11-13-19	99.61	199,216	99.75	199,494	0.70	4,750	1,821	2.78
250,000	CAPITAL ONE 2.350% Due 01-31-20	99.94	249,850	99.50	248,742	0.87	5,875	995	2.96
200,000	ENTERPRISE PRODUCTS OPER 5.200% Due 09-01-20	112.75	225,494	103.33	206,666	0.72	10,400	867	2.78
250,000	PNC BANK NA 2.450% Due 11-05-20	99.72	249,300	99.60	248,995	0.87	6,125	2,484	2.70
200,000	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	109.20	218,408	103.30	206,608	0.72	8,750	4,375	2.66
200,000	AMERICAN EXPRESS CREDIT 2.250% Due 05-05-21	99.92	199,850	99.35	198,698	0.70	4,500	1,825	2.57
200,000	MORGAN STANLEY 5.500% Due 07-28-21	114.98	229,964	105.81	211,624	0.74	11,000	1,925	2.89
200,000	GILEAD SCIENCES INC 1.950% Due 03-01-22	96.28	192,564	98.00	196,002	0.69	3,900	325	2.66
200,000	BANK AMER CORP 3.300% Due 01-11-23	99.34	198,686	101.27	202,540	0.71	6,600	1,467	2.94
200,000	AVALONBAY COMMUNITIES 2.850% Due 03-15-23	100.82	201,632	99.65	199,302	0.70	5,700	253	2.94
150,000	DISCOVERY COMMUNICATIONS 3.250% Due 04-01-23	98.88	148,320	99.55	149,319	0.52	4,875	2,437	3.37
200,000	AFLAC INC 3.625% Due 06-15-23	104.97	209,950	103.92	207,836	0.73	7,250	2,135	2.63
200,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	195,666	97.26	194,512	0.68	4,400	550	2.87
200,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	210,362	104.10	208,192	0.73	7,750	1,292	2.96
200,000	METLIFE INC 3.600% Due 04-10-24	105.46	210,930	103.32	206,638	0.72	7,200	3,420	2.88

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF KENAI PERMANENT FUNDS**  
*March 31, 2019*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
175,000	PRUDENTIAL FINANCIAL INC 3.500% Due 05-15-24	103.15	180,505	103.47	181,072	0.63	6,125	2,314	2.77
200,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	199,764	100.78	201,568	0.71	6,600	403	3.14
150,000	KIMCO REALTY CORP 3.300% Due 02-01-25	94.92	142,377	99.08	148,624	0.52	4,950	825	3.47
150,000	REYNOLDS AMERICAN INC 4.450% Due 06-12-25	108.47	162,700	102.79	154,189	0.54	6,675	2,021	3.93
200,000	APPLIED MATERIALS INC 3.900% Due 10-01-25	107.96	215,912	105.20	210,400	0.74	7,800	3,900	3.01
150,000	CITIGROUP INC 3.700% Due 01-12-26	101.65	152,470	101.58	152,373	0.53	5,550	1,218	3.43
200,000	LOWE'S COS INC 3.100% Due 05-03-27	100.05	200,098	97.35	194,704	0.68	6,200	2,549	3.48
	Accrued Interest				42,201	0.15			
			4,628,491		4,570,777	16.01		42,201	
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
18,975	FLEXSHARES QUAL DIV ETF	40.79	773,897	44.80	850,080	2.98	NA		
17,350	SPDR S&P 500 ETF	142.48	2,472,028	282.48	4,901,028	17.16	NA		
			3,245,925		5,751,108	20.14			
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
14,825	ISHARES CORE S&P MIDCAP 400 ETF	72.98	1,081,926	189.40	2,807,855	9.83	NA		
<b>DOMESTIC SMALL CAP EQUITY FUNDS/ETF</b>									
16,875	ISHARES S&P SMALLCAP 600 INDEX ETF	33.28	561,644	77.15	1,301,906	4.56	NA		
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
23,400	ISHARES ETF CORE MSCI EAFE	51.54	1,206,150	60.77	1,422,018	4.98	NA		
21,950	ISHARES MSCI EAFE INDEX FUND CLOSED-END FU	61.68	1,353,874	64.86	1,423,677	4.99	NA		
			2,560,024		2,845,695	9.97			
<b>EMERGING MARKET FUNDS/ETF</b>									
28,025	ISHARES ETF CORE MSCI EMERGING MKTS	42.08	1,179,249	51.71	1,449,173	5.07	NA		
<b>REAL ESTATE</b>									
17,275	JPMORGAN BETABUILDERS MSCI US REIT ETF	76.55	1,322,481	83.57	1,443,620	5.06	NA		
<b>U.S. TREASURY</b>									
200,000	US TREASURY NOTES 2.500% Due 02-28-21	100.09	200,172	100.39	200,774	0.70	5,000	435	2.29
150,000	US TREASURY NOTES 1.125% Due 06-30-21	100.06	150,094	97.57	146,349	0.51	1,687	424	2.24

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF KENAI PERMANENT FUNDS**  
*March 31, 2019*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
375,000	US TREASURY NOTES 2.125% Due 06-30-21	99.34	372,510	99.67	373,770	1.31	7,969	2,003	2.27
750,000	US TREASURY NOTES 2.000% Due 10-31-21	100.59	754,414	99.36	745,192	2.61	15,000	6,305	2.26
525,000	US TREASURY NOTES 2.000% Due 12-31-21	101.31	531,879	99.38	521,761	1.83	10,500	2,654	2.23
425,000	US TREASURY NOTES 2.125% Due 06-30-22	97.12	412,765	99.66	423,555	1.48	9,031	2,270	2.23
350,000	US TREASURY NOTES 2.625% Due 02-28-23	99.72	349,016	101.45	355,071	1.24	9,187	799	2.24
300,000	US TREASURY NOTES 2.500% Due 08-15-23	98.24	294,727	101.07	303,210	1.06	7,500	932	2.24
500,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	501,133	100.50	502,520	1.76	11,875	1,476	2.27
150,000	US TREASURY NOTES 2.750% Due 06-30-25	99.71	149,561	102.58	153,867	0.54	4,125	1,037	2.30
110,000	US TREASURY NOTES 2.625% Due 01-31-26	100.35	110,382	101.93	112,119	0.39	2,887	479	2.32
550,000	US TREASURY NOTES 2.500% Due 02-28-26	99.75	548,645	101.14	556,253	1.95	13,750	1,196	2.32
205,000	US TREASURY NOTES 1.625% Due 05-15-26	93.93	192,557	95.39	195,543	0.68	3,331	1,261	2.33
250,000	US TREASURY NOTES 2.000% Due 11-15-26	95.26	238,145	97.57	243,915	0.85	5,000	1,892	2.35
190,000	US TREASURY NOTES 2.250% Due 11-15-27	95.29	181,049	98.94	187,982	0.66	4,275	1,618	2.39
220,000	US TREASURY NOTES 2.750% Due 02-15-28	98.74	217,225	102.85	226,274	0.79	6,050	752	2.39
300,000	US TREASURY NOTES 3.125% Due 11-15-28	102.38	307,141	106.07	318,222	1.11	9,375	3,548	2.41
200,000	US TREASURY NOTES 2.625% Due 02-15-29	100.48	200,953	101.84	203,672	0.71	5,250	653	2.41
	Accrued Interest				29,733	0.10			
			5,712,366		5,799,784	20.31		29,733	
<b>AGENCIES</b>									
250,000	FHLMC 1.700% Due 09-29-20	99.73	249,325	98.99	247,485	0.87	4,250	24	2.38
250,000	FEDERAL HOME LOAN BANK - STEP UP 2.000% Due 11-14-22	99.85	249,625	98.73	246,835	0.86	5,000	1,889	2.36
300,000	FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25	100.00	300,000	100.00	300,000	1.05	8,550	3,729	2.85
200,000	FHLB 3.625% Due 03-19-27	99.79	199,580	100.00	200,010	0.70	7,250	242	3.62

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
***CITY OF KENAI PERMANENT FUNDS***  
*March 31, 2019*

<u>Quantity</u>	<u>Security</u>	<u>Average Cost</u>	<u>Total Average Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Annual Income</u>	<u>Accrued Interest</u>	<u>Yield to Maturity</u>
	Accrued Interest		998,530		5,883	0.02		5,883	
<b>TOTAL PORTFOLIO</b>			<b>22,876,025</b>		<b>28,555,306</b>	<b>100</b>	<b>309,050</b>	<b>77,887</b>	



Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF KENAI PERMANENT FUNDS**  
*From 03-01-19 To 03-31-19*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>PURCHASES</b>				
U.S. TREASURY				
03-07-19	03-08-19	US TREASURY NOTES 2.625% Due 02-15-29	125,000	124,833.99
03-08-19	03-12-19	US TREASURY NOTES 2.500% Due 02-28-21	200,000	200,171.88
03-20-19	03-22-19	US TREASURY NOTES 2.500% Due 02-28-26	150,000	150,691.41
03-22-19	03-25-19	US TREASURY NOTES 1.625% Due 05-15-26	100,000	95,117.19
03-22-19	03-25-19	US TREASURY NOTES 2.625% Due 02-15-29	75,000	76,119.14
				646,933.61
				<b>646,933.61</b>
<b>DEPOSITS AND EXPENSES</b>				
MANAGEMENT FEES				
03-31-19	03-31-19	MANAGEMENT FEES		4,046.28
				<b>4,046.28</b>
<b>DIVIDEND</b>				
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
03-15-19	04-30-19	SPDR S&P 500 ETF		21,394.61
03-21-19	03-21-19	FLEXSHARES QUAL DIV ETF		3,864.58
				25,259.19
DOMESTIC MID CAP EQUITY FUNDS/ETF				
03-26-19	03-26-19	ISHARES CORE S&P MIDCAP 400 ETF		10,389.51
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
03-26-19	03-26-19	ISHARES S&P SMALLCAP 600 INDEX ETF		4,395.16

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF KENAI PERMANENT FUNDS**  
*From 03-01-19 To 03-31-19*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>REAL ESTATE</b>				
03-25-19	03-25-19	JPMORGAN BETABUILDERS MSCI US REIT ETF		5,867.11
				<b>45,910.97</b>
<b>INTEREST</b>				
<b>AGENCIES</b>				
03-19-19	03-19-19	FHLB 3.625% Due 03-19-27		3,625.00
03-29-19	03-29-19	FHLMC 1.700% Due 09-29-20		2,125.00
				<u>5,750.00</u>
<b>CASH AND EQUIVALENTS</b>				
03-01-19	03-01-19	WF ADV GOVT MM FD-INSTL #1751		2,902.90
<b>CORPORATE BONDS</b>				
03-01-19	03-01-19	ENTERPRISE PRODUCTS OPER 5.200% Due 09-01-20		5,200.00
03-01-19	03-01-19	GILEAD SCIENCES INC 1.950% Due 03-01-22		1,950.00
03-11-19	03-11-19	WELLS FARGO & COMPANY 3.300% Due 09-09-24		3,300.00
03-15-19	03-15-19	AVALONBAY COMMUNITIES 2.850% Due 03-15-23		2,850.00
				<u>13,300.00</u>

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF KENAI PERMANENT FUNDS**  
*From 03-01-19 To 03-31-19*

Trade Date	Settle Date	Security	Quantity	Trade Amount
FNMA & FHLMC				
03-15-19	03-15-19	FHLMC POOL G14203 4.000% Due 04-01-26		70.81
				<b>22,023.71</b>
<b>PRINCIPAL PAYDOWNS</b>				
FNMA & FHLMC				
03-15-19	03-15-19	FHLMC POOL G14203 4.000% Due 04-01-26	471.72	471.72
				<b>471.72</b>
<b>PURCHASED ACCRUED INTEREST</b>				
U.S. TREASURY				
03-07-19	03-08-19	US TREASURY NOTES 2.625% Due 02-15-29		190.35
03-08-19	03-12-19	US TREASURY NOTES 2.500% Due 02-28-21		163.04
03-20-19	03-22-19	US TREASURY NOTES 2.500% Due 02-28-26		224.18
03-22-19	03-25-19	US TREASURY NOTES 1.625% Due 05-15-26		583.56
03-22-19	03-25-19	US TREASURY NOTES 2.625% Due 02-15-29		206.66
				1,367.79
				<b>1,367.79</b>
<b>SALES, MATURITIES, AND CALLS</b>				
CORPORATE BONDS				
03-08-19	03-12-19	TORONTO-DOMINION BANK 2.250% Due 09-25-19	200,000	199,500.00
03-20-19	03-22-19	NEWELL BRANDS INC 3.850% Due 04-01-23	150,000	147,447.00
				346,947.00

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF KENAI PERMANENT FUNDS**  
*From 03-01-19 To 03-31-19*

Trade Date	Settle Date	Security	Quantity	Trade Amount
U.S. TREASURY				
03-07-19	03-08-19	US TREASURY NOTES 1.250% Due 02-29-20	125,000	123,447.27
03-22-19	03-25-19	US TREASURY NOTES 2.625% Due 07-31-20	170,000	170,484.77
				293,932.04
				<b>640,879.04</b>
<b>SOLD ACCRUED INTEREST</b>				
CORPORATE BONDS				
03-08-19	03-12-19	TORONTO-DOMINION BANK 2.250% Due 09-25-19		2,087.50
03-20-19	03-22-19	NEWELL BRANDS INC 3.850% Due 04-01-23		2,743.13
				4,830.63
U.S. TREASURY				
03-07-19	03-08-19	US TREASURY NOTES 1.250% Due 02-29-20		33.97
03-22-19	03-25-19	US TREASURY NOTES 2.625% Due 07-31-20		653.35
				687.32
				<b>5,517.95</b>
<b>WITHDRAW</b>				
CASH AND EQUIVALENTS				
03-20-19	03-20-19	WF ADV GOVT MM FD-INSTL #1751		383.81
				<b>383.81</b>

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***CITY OF KENAI PERMANENT FUNDS***  
*From 03-01-19 Through 03-31-19*

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
03-07-19	125,000	US TREASURY NOTES 1.250% Due 02-29-20	124,806.64	123,447.27	-1,359.37
03-08-19	200,000	TORONTO-DOMINION BANK 2.250% Due 09-25-19	203,782.00	199,500.00	-4,282.00
03-15-19	471.72	FHLMC POOL G14203 4.000% Due 04-01-26	493.24	471.72	-21.52
03-20-19	150,000	NEWELL BRANDS INC 3.850% Due 04-01-23	159,022.50	147,447.00	-11,575.50
03-22-19	170,000	US TREASURY NOTES 2.625% Due 07-31-20	170,059.77	170,484.77	425.00
TOTAL GAINS					425.00
TOTAL LOSSES					-17,238.40
			<b>658,164.16</b>	<b>641,350.76</b>	<b>-16,813.40</b>

Alaska Permanent Capital Management Co.  
**CASH LEDGER**  
**CITY OF KENAI PERMANENT FUNDS**  
*From 03-01-19 To 03-31-19*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
<b>WF ADV GOVT MM FD-INSTL #1751</b>					
03-01-19			Beginning Balance		1,497,549.90
03-01-19	03-01-19	dp	Interest	WF ADV GOVT MM FD-INSTL #1751	2,902.90
03-01-19	03-01-19	dp	Interest	ENTERPRISE PRODUCTS OPER 5.200% Due 09-01-20	5,200.00
03-01-19	03-01-19	dp	Interest	GILEAD SCIENCES INC 1.950% Due 03-01-22	1,950.00
03-07-19	03-08-19	wd	Purchase	US TREASURY NOTES 2.625% Due 02-15-29	-124,833.99
03-07-19	03-08-19	wd	Accrued Interest	US TREASURY NOTES 2.625% Due 02-15-29	-190.35
03-07-19	03-08-19	dp	Sale	US TREASURY NOTES 1.250% Due 02-29-20	123,447.27
03-07-19	03-08-19	dp	Accrued Interest	US TREASURY NOTES 1.250% Due 02-29-20	33.97
03-08-19	03-12-19	wd	Purchase	US TREASURY NOTES 2.500% Due 02-28-21	-200,171.88
03-08-19	03-12-19	wd	Accrued Interest	US TREASURY NOTES 2.500% Due 02-28-21	-163.04
03-08-19	03-12-19	dp	Sale	TORONTO-DOMINION BANK 2.250% Due 09-25-19	199,500.00
03-08-19	03-12-19	dp	Accrued Interest	TORONTO-DOMINION BANK 2.250% Due 09-25-19	2,087.50
03-11-19	03-11-19	dp	Interest	WELLS FARGO & COMPANY 3.300% Due 09-09-24	3,300.00
03-15-19	03-15-19	dp	Interest	AVALONBAY COMMUNITIES 2.850% Due 03-15-23	2,850.00
03-15-19	03-15-19	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	70.81

Alaska Permanent Capital Management Co.  
**CASH LEDGER**  
**CITY OF KENAI PERMANENT FUNDS**  
*From 03-01-19 To 03-31-19*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
03-15-19	03-15-19	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	471.72
03-19-19	03-19-19	dp	Interest	FHLB 3.625% Due 03-19-27	3,625.00
03-20-19	03-22-19	wd	Purchase	US TREASURY NOTES 2.500% Due 02-28-26	-150,691.41
03-20-19	03-22-19	wd	Accrued Interest	US TREASURY NOTES 2.500% Due 02-28-26	-224.18
03-20-19	03-22-19	dp	Sale	NEWELL BRANDS INC 3.850% Due 04-01-23	147,447.00
03-20-19	03-22-19	dp	Accrued Interest	NEWELL BRANDS INC 3.850% Due 04-01-23	2,743.13
03-20-19	03-20-19	wd	Withdrawal	from Portfolio	-383.81
03-21-19	03-21-19	dp	Dividend	FLEXSHARES QUAL DIV ETF	3,864.58
03-22-19	03-25-19	wd	Purchase	US TREASURY NOTES 1.625% Due 05-15-26	-95,117.19
03-22-19	03-25-19	wd	Accrued Interest	US TREASURY NOTES 1.625% Due 05-15-26	-583.56
03-22-19	03-25-19	wd	Purchase	US TREASURY NOTES 2.625% Due 02-15-29	-76,119.14
03-22-19	03-25-19	wd	Accrued Interest	US TREASURY NOTES 2.625% Due 02-15-29	-206.66
03-22-19	03-25-19	dp	Sale	US TREASURY NOTES 2.625% Due 07-31-20	170,484.77
03-22-19	03-25-19	dp	Accrued Interest	US TREASURY NOTES 2.625% Due 07-31-20	653.35
03-25-19	03-25-19	dp	Dividend	JPMORGAN BETABUILDERS MSCI US REIT ETF	5,867.11
03-26-19	03-26-19	dp	Dividend	ISHARES CORE S&P MIDCAP 400 ETF	10,389.51

Alaska Permanent Capital Management Co.  
**CASH LEDGER**  
**CITY OF KENAI PERMANENT FUNDS**  
*From 03-01-19 To 03-31-19*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-26-19	03-26-19	dp	Dividend	ISHARES S&P SMALLCAP 600 INDEX ETF	4,395.16
03-29-19	03-29-19	dp	Interest	FHLMC 1.700% Due 09-29-20	2,125.00
<b>03-31-19</b>			<b>Ending Balance</b>		<b>1,542,273.47</b>
<b>DIVIDEND ACCRUAL</b>					
03-01-19			Beginning Balance		0.00
03-15-19	04-30-19	dp	Dividend	SPDR S&P 500 ETF	21,394.61
<b>03-31-19</b>			<b>Ending Balance</b>		<b>21,394.61</b>



Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF KENAI PERMANENT FUNDS**  
*March 31, 2019*

Cusip9	Original Face	Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income
<b>FNMA &amp; FHLMC</b>									
3128MC3L7	256,397.0000	20,772.6600	FHLMC POOL G14203	104.562501	21,720.41	103.20200	21,437.80	69.24	830.91
	Accrued I						69.24		
					21,720.41		21,507.04	69.24	830.91
<b>CASH AND EQUIVALENTS</b>									
VP4560000			DIVIDEND ACCRUAL		21,394.61		21,394.61		0.00
			WF ADV GOVT MM FD-INSTL #1751		1,542,273.47		1,542,273.47		0.00
					1,563,668.08		1,563,668.08		0.00
<b>CORPORATE BONDS</b>									
001055AL6	200,000.0000	200,000.0000	AFLAC INC	104.975000	209,950.00	103.91800	207,836.00	2,134.72	7,250.00
0258M0EB1	200,000.0000	200,000.0000	AMERICAN EXPRESS CREDIT	99.925000	199,850.00	99.34900	198,698.00	1,825.00	4,500.00
038222AJ4	200,000.0000	200,000.0000	APPLIED MATERIALS INC	107.956000	215,912.00	105.20000	210,400.00	3,900.00	7,800.00
05348EAR0	200,000.0000	200,000.0000	AVALONBAY COMMUNITIES	100.816000	201,632.00	99.65100	199,302.00	253.33	5,700.00
06051GEU9	200,000.0000	200,000.0000	BANK AMER CORP	99.343000	198,686.00	101.27000	202,540.00	1,466.67	6,600.00
06406FAD5	200,000.0000	200,000.0000	BANK OF NEW YORK MELLON	97.833000	195,666.00	97.25600	194,512.00	550.00	4,400.00
14042RFH9	250,000.0000	250,000.0000	CAPITAL ONE	99.940000	249,850.00	99.49700	248,742.50	995.49	5,875.00
172967KG5	150,000.0000	150,000.0000	CITIGROUP INC	101.647000	152,470.50	101.58200	152,373.00	1,217.92	5,550.00
25470DAH2	150,000.0000	150,000.0000	DISCOVERY COMMUNICATIONS	98.880000	148,320.00	99.54600	149,319.00	2,437.50	4,875.00
29379VAP8	200,000.0000	200,000.0000	ENTERPRISE PRODUCTS OPER	112.747000	225,494.00	103.33300	206,666.00	866.67	10,400.00
375558BH5	200,000.0000	200,000.0000	GILEAD SCIENCES INC	96.282000	192,564.00	98.00100	196,002.00	325.00	3,900.00
40428HPN6	200,000.0000	200,000.0000	HSBC USA INC	99.608000	199,216.00	99.74700	199,494.00	1,820.83	4,750.00
46625HJT8	200,000.0000	200,000.0000	JPMORGAN CHASE & CO	105.181000	210,362.00	104.09600	208,192.00	1,291.67	7,750.00
49446RAU3	150,000.0000	150,000.0000	KIMCO REALTY CORP	94.918000	142,377.00	99.08300	148,624.50	825.00	4,950.00
548661DP9	200,000.0000	200,000.0000	LOWE'S COS INC	100.049000	200,098.00	97.35200	194,704.00	2,548.89	6,200.00
59156RBH0	200,000.0000	200,000.0000	METLIFE INC	105.465000	210,930.00	103.31900	206,638.00	3,420.00	7,200.00
594918AC8	200,000.0000	200,000.0000	MICROSOFT CORP	117.236000	234,472.00	100.23800	200,476.00	2,800.00	8,400.00
61747WAL3	200,000.0000	200,000.0000	MORGAN STANLEY	114.982000	229,964.00	105.81200	211,624.00	1,925.00	11,000.00
63946BAE0	200,000.0000	200,000.0000	NBC UNIVERSAL MEDIA LLC	109.204000	218,408.00	103.30400	206,608.00	4,375.00	8,750.00
69353REU8	250,000.0000	250,000.0000	PNC BANK NA	99.720000	249,300.00	99.59800	248,995.00	2,484.03	6,125.00
74432QBZ7	175,000.0000	175,000.0000	PRUDENTIAL FINANCIAL INC	103.146000	180,505.50	103.47000	181,072.50	2,313.89	6,125.00
761713BG0	150,000.0000	150,000.0000	REYNOLDS AMERICAN INC	108.467000	162,700.50	102.79300	154,189.50	2,021.04	6,675.00
94974BGA2	200,000.0000	200,000.0000	WELLS FARGO & COMPANY	99.882000	199,764.00	100.78400	201,568.00	403.33	6,600.00
	Accrued I						42,200.97		
					4,628,491.50		4,570,776.97	42,200.97	151,375.00
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
33939L860	18,975.0000	18,975.0000	FLEXSHARES QUAL DIV ETF	40.785097	773,897.21	44.80000	850,080.00		0.00
78462F103	17,350.0000	17,350.0000	SPDR S&P 500 ETF	142.479989	2,472,027.81	282.48000	4,901,028.00		0.00
					3,245,925.02		5,751,108.00		0.00
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
464287507	14,825.0000	14,825.0000	ISHARES CORE S&P MIDCAP 400 E	72.979855	1,081,926.35	189.40000	2,807,855.00		0.00

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF KENAI PERMANENT FUNDS**  
 March 31, 2019

Cusip9	Original Face	Quantity	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Annual Income
<b>DOMESTIC SMALL CAP EQUITY FUNDS/ETF</b>									
464287804	16,875.0000	16,875.0000	ISHARES S&P SMALLCAP 600 INDEX	282625	561,644.29	77.15000	1,301,906.25		0.00
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
464287465	21,950.0000	21,950.0000	ISHARES MSCI EAFE INDEX FUND	60.679900	1,353,873.81	64.86000	1,423,677.00		0.00
46432F842	23,400.0000	23,400.0000	ISHARES ETF CORE MSCI EAFE	51.544877	1,206,150.11	60.77000	1,422,018.00		0.00
					2,560,023.92		2,845,695.00		0.00
<b>EMERGING MARKET FUNDS/ETF</b>									
46434G103	28,025.0000	28,025.0000	ISHARES ETF CORE MSCI EMERGING	40.078450	1,179,248.56	51.71000	1,449,172.75		0.00
<b>REAL ESTATE</b>									
46641Q738	17,275.0000	17,275.0000	JPMORGAN BETABUILDERS MSCI	765.54600	1,322,480.72	83.56700	1,443,619.92		0.00
<b>U.S. TREASURY</b>									
9128283F5	190,000.0000	190,000.0000	US TREASURY NOTES	95.289063	181,049.22	98.93800	187,982.20	1,617.89	4,275.00
9128283W8	220,000.0000	220,000.0000	US TREASURY NOTES	98.738636	217,225.00	102.85200	226,274.40	752.07	6,050.00
9128284A5	350,000.0000	350,000.0000	US TREASURY NOTES	99.718751	349,015.63	101.44900	355,071.50	798.91	9,187.50
9128285M8	300,000.0000	300,000.0000	US TREASURY NOTES	102.380210	307,140.63	106.07400	318,222.00	3,548.00	9,375.00
9128286A3	110,000.0000	110,000.0000	US TREASURY NOTES	100.347655	110,382.42	101.92600	112,118.60	478.59	2,887.50
9128286B1	200,000.0000	200,000.0000	US TREASURY NOTES	100.476565	200,953.13	101.83600	203,672.00	652.62	5,250.00
9128286D7	200,000.0000	200,000.0000	US TREASURY NOTES	100.085940	200,171.88	100.38700	200,774.00	434.78	5,000.00
9128286F2	550,000.0000	550,000.0000	US TREASURY NOTES	99.753551	548,644.53	101.13700	556,253.50	1,195.65	13,750.00
912828D56	500,000.0000	500,000.0000	US TREASURY NOTES	100.226562	501,132.81	100.50400	502,520.00	1,476.17	11,875.00
912828F96	750,000.0000	750,000.0000	US TREASURY NOTES	100.588543	754,414.07	99.35900	745,192.50	6,304.95	15,000.00
912828R36	205,000.0000	205,000.0000	US TREASURY NOTES	93.930453	192,557.43	95.38700	195,543.35	1,260.72	3,331.25
912828S27	150,000.0000	150,000.0000	US TREASURY NOTES	100.062500	150,093.75	97.56600	146,349.00	424.21	1,687.50
912828U24	250,000.0000	250,000.0000	US TREASURY NOTES	95.257812	238,144.53	97.56600	243,915.00	1,892.27	5,000.00
912828U81	525,000.0000	525,000.0000	US TREASURY NOTES	101.310269	531,878.91	99.38300	521,760.75	2,653.85	10,500.00
912828VS6	300,000.0000	300,000.0000	US TREASURY NOTES	98.242279	294,726.84	101.07000	303,210.00	932.32	7,500.00
912828WR7	375,000.0000	375,000.0000	US TREASURY NOTES	99.335939	372,509.77	99.67200	373,770.00	2,003.19	7,968.75
912828XG0	425,000.0000	425,000.0000	US TREASURY NOTES	97.121094	412,764.65	99.66000	423,555.00	2,270.29	9,031.25
912828XZ8	150,000.0000	150,000.0000	US TREASURY NOTES	99.707033	149,560.55	102.57800	153,867.00	1,036.95	4,125.00
Accrued I							29,733.43		
					5,712,365.75		5,799,784.23	29,733.43	131,793.75
<b>AGENCIES</b>									
3130ACNX8	250,000.0000	250,000.0000	FEDERAL HOME LOAN BANK - ST	99.850000	249,625.00	98.73400	246,835.00	1,888.89	5,000.00
3130ADUE0	200,000.0000	200,000.0000	FHLB	99.790000	199,580.00	100.00500	200,010.00	241.67	7,250.00
3133EHGK3	300,000.0000	300,000.0000	FEDERAL FARM CREDIT BANK	100.000000	300,000.00	100.00000	300,000.00	3,728.75	8,550.00
3134GBH21	250,000.0000	250,000.0000	FHLMC	99.730000	249,325.00	98.99400	247,485.00	23.61	4,250.00
Accrued I							5,882.92		
					998,530.00		1,000,212.92	5,882.92	25,050.00
<b>TOTAL PORTFOLIO</b>					<b>22,876,024.60</b>		<b>28,555,306.16</b>	<b>77,886.56</b>	<b>309,049.66</b>

# KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND

Account Statement - Period Ending March 31, 2019



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

Portfolio Value on 02-28-19	5,334,426
Contributions	0
Withdrawals	0
Change in Market Value	10,311
Interest	4,489
Dividends	0
Portfolio Value on 03-31-19	5,349,227

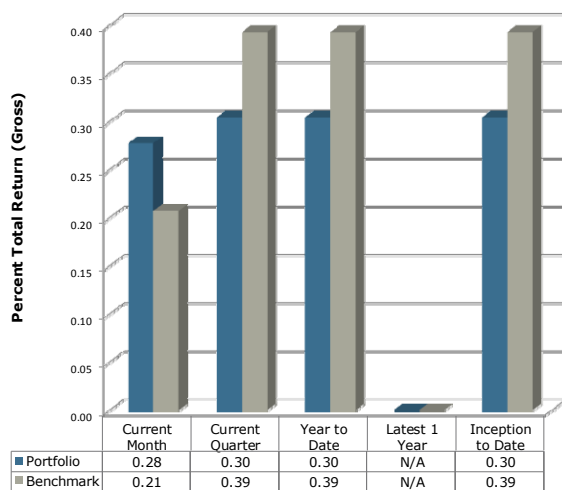
## MANAGEMENT TEAM

Client Relationship Manager:	Amber Frizzell, AIF® Amber@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

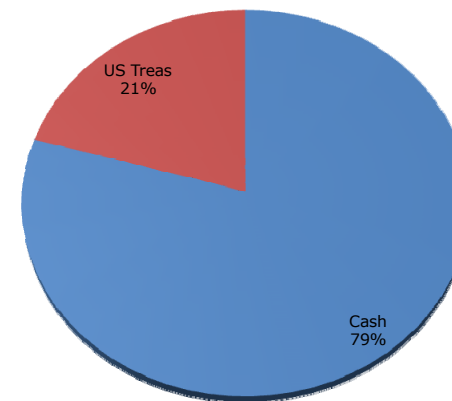
## PORTFOLIO COMPOSITION

## INVESTMENT PERFORMANCE

Current Account Benchmark:  
FTSE 90 day t-bill



Performance is Annualized for Periods Greater than One Year



## Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 2.38% Average Maturity: 0.22 Yrs

Clients are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
***KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND***  
*March 31, 2019*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>CASH AND EQUIVALENTS</b>									
	WFB PUBLIC INST BANK DEPOSIT ACCOUNT		70,493		70,493	1.32			
<b>U.S. TREASURY</b>									
1,100,000	US TREASURY NOTES 1.250% Due 06-30-19 Accrued Interest	99.57	1,095,316	99.69	1,096,568	20.50	13,750	3,456	2.49
					3,456	0.06			
			1,095,316		1,100,024	20.56		3,456	
<b>TREASURY BILLS</b>									
900,000	US TREASURY BILLS 0.000% Due 04-16-19	99.67	897,019	99.90	899,109	16.81	NA	0	2.24
1,050,000	US TREASURY BILLS 0.000% Due 05-23-19	99.42	1,043,889	99.66	1,046,440	19.56	NA	0	2.32
1,050,000	US TREASURY BILLS 0.000% Due 06-20-19	99.23	1,041,967	99.47	1,044,487	19.53	NA	0	2.37
1,200,000	US TREASURY BILLS 0.000% Due 08-22-19	98.79	1,185,493	99.06	1,188,672	22.22	NA	0	2.40
			4,168,367		4,178,709	78.12		0	
<b>TOTAL PORTFOLIO</b>			<b>5,334,177</b>		<b>5,349,227</b>	<b>100</b>	<b>13,750</b>	<b>3,456</b>	

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
***KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND***  
*From 03-01-19 To 03-31-19*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>DEPOSITS AND EXPENSES</b>				
MANAGEMENT FEES				
03-31-19	03-31-19	MANAGEMENT FEES		668.65
				<b>668.65</b>
<b>INTEREST</b>				
CASH AND EQUIVALENTS				
03-01-19	03-01-19	WFB PUBLIC INST BANK DEPOSIT ACCOUNT		3,311.51
				<b>3,311.51</b>

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND***  
*From 03-01-19 Through 03-31-19*

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
TOTAL GAINS					0.00
TOTAL LOSSES					0.00
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Alaska Permanent Capital Management Co.  
**CASH LEDGER**  
***KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND***  
*From 03-01-19 To 03-31-19*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
<b>WFB PUBLIC INST BANK DEPOSIT ACCOUNT</b>					
03-01-19			Beginning Balance		67,181.64
03-01-19	03-01-19	dp	Interest	WFB PUBLIC INST BANK DEPOSIT ACCOUNT	3,311.51
<b>03-31-19</b>			<b>Ending Balance</b>		<b>70,493.15</b>

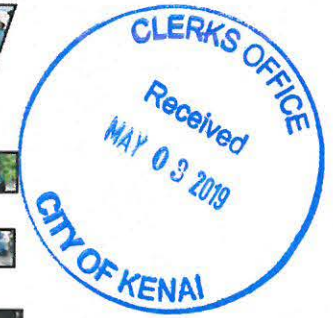
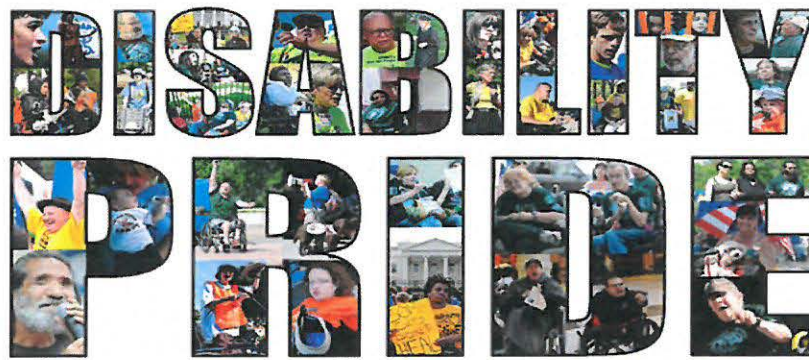
Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
***KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND***  
*March 31, 2019*

<u>Cusip9</u>	<u>Original Face</u>	<u>Quantity</u>	<u>Security</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Accrued Interest</u>	<u>Annual Income</u>
<b>CASH AND EQUIVALENTS</b>									
WFBPIBDA6			WFB PUBLIC INST BANK DEPOSIT A		70,493.15		70,493.15		0.00
<b>U.S. TREASURY</b>									
912828XV7	1,100,000.0000	1,100,000.0000	US TREASURY NOTES	99.574219	1,095,316.41	99.68800	1,096,568.00	3,456.49	13,750.00
Accrued I							3,456.49		
					1,095,316.41		1,100,024.49	3,456.49	13,750.00
<b>TREASURY BILLS</b>									
912796QH5	1,050,000.0000	1,050,000.0000	US TREASURY BILLS	99.417976	1,043,888.75	99.66100	1,046,440.50	0.00	0.00
912796QM4	1,050,000.0000	1,050,000.0000	US TREASURY BILLS	99.234930	1,041,966.77	99.47500	1,044,487.50	0.00	0.00
912796SE0	1,200,000.0000	1,200,000.0000	US TREASURY BILLS	98.791083	1,185,493.00	99.05600	1,188,672.00	0.00	0.00
912796UX5	900,000.0000	900,000.0000	US TREASURY BILLS	99.668750	897,018.75	99.90100	899,109.00	0.00	0.00
					4,168,367.27		4,178,709.00	0.00	0.00
<b>TOTAL PORTFOLIO</b>					<b>5,334,176.83</b>		<b>5,349,226.64</b>	<b>3,456.49</b>	<b>13,750.00</b>



**PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW**  
**COUNCIL MEETING OF: MAY 15, 2019**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPT.</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
BEACON OHSS	KTF FIRE TRAINER	TRAINING FACILITY	REPAIR & MAINTENANCE	13,235.31
YUKON EQUIPMENT	ANNUAL ARFF CERTIFICATION	SHOP	REPAIR & MAINTENANCE	3,500.00
ALASKA LIBRARY NETWORK	AK DIGITAL LIBRARY ANNUAL FEE	LIBRARY	BOOKS	3,300.00
CREATIVE PRODUCT SOURCING	DARE SUPPLIES	POLICE	OPERATING SUPPLIES	8,004.38
AXON ENTERPRISES	BODY CAMERAS	POLICE	SMALL TOOLS	4,794.00



## 2<sup>nd</sup> Annual Disability Pride Event

The Kenai Peninsula will celebrate its 2<sup>nd</sup> Disability Pride Celebration on Saturday, July 20, 2019 at the Soldotna Creek Park from 12pm-4pm. This is a national event, which celebrates the signing of the Americans with Disability Act. But it is particularly significant for our state, since we now have a Shared Vision for Developmental Disabilities in Alaska, which was signed into law in August 2018. Celebrations will occur across the state in Anchorage, Juneau, Kodiak and Fairbanks. We anticipate a strong turnout for the event and are looking forward to seeing Senator Micciche on the giant, accessible slip and slide again.

The day gives individuals with disabilities, and their families and friends, a chance to FULLY participate. As a community it's important to empower our people. We are doing this through inclusion and pride. This is a fully accessible and inclusive event in which all activities will be available to all individuals of any ability. We encourage individuals from all over the Kenai Peninsula to participate. In the future, we hope to expand and reach as many rural communities as possible.

The budget for this event is \$3000.00. We achieve this goal by inviting state and local businesses to participate. Proceeds will purchase the venue, t-shirts, self-advocacy, employer and community member awards, food and activities. All sponsors will be listed on the back of the 2019 Disability Pride t-shirt. Your donation is tax deductible and a public acknowledgement and thank you will be printed in the *Peninsula Clarion*.

Disability Pride extends a warm invitation to you and your business to participate in this awesome community event.

We hope to hear back from you by **June 3, 2019**. For more information, please contact Maggie Winston at 907-740-0410 or Nikki Marcano 907-262-6351.

**Donations can be mailed to the:**

Independent Living Center: 47255 Princeton Ave #8; Soldotna, AK 99669

Thanks in advance for your support.

*Maggie Winston*

Disability Pride Coordinator