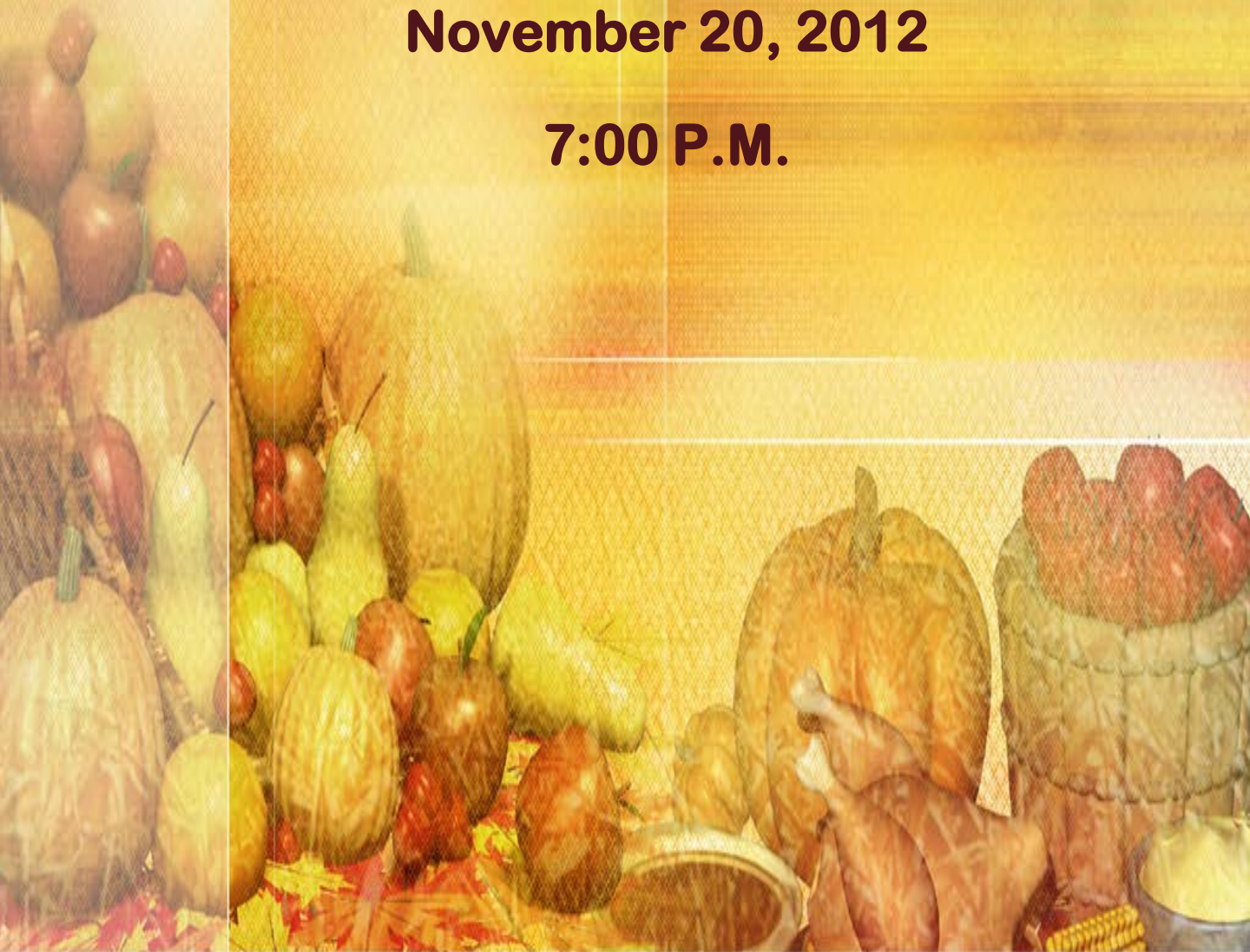


Kenai Peninsula Borough

Assembly Packet
November 20, 2012
7:00 P.M.



November 2012

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 7:00 PM Hope/Sunrise APC	2	3
				Absentee Voting - General Election		
4	5 6:00 PMAFHP Task Force 7:00 PM Seward-Bear Creek Flood SA	6 7:00 PM Anchor Point APC GENERAL ELECTION	7 6:00 PM Cooper Landing APC	8 6:30 PM South Pen Hospital SA 7:00 PM KESA	9	10
Absentee Voting - General Election						
11	12 7:00 PM KPB School Board Borough Holiday: Veteran's Day	13 5:30 PM Nikiski Senior SA 5:30 PM Plat Committee & 7:30 PM Planning Commission 7:30 PM Bear Creek FSA 7:00 PM Road SA	14 6:00 PM Anchor Point Fire 7:30 PM Nikiski Fire SA	15 7:00 PM CES	16	17
Alaska Municipal League Annual Conference (Anchorage)						
18	19 5:30 PM Central Pen Hosp SA **CANCELLED** 7:00 PM Seward-Bear Creek Flood SA	20 7:00 PM Anchor Point APC 7:00 PM Assembly Meeting	21	22	23	24
				Borough Holidays: Thanksgiving		
25	26 5:30 PM Plat Committee & 7:30 PM Planning Commission 7:00 PM North Pen.Rec.SA	27	28 6:00 PM Anchor Point Fire	29	30	

December 2012

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																	
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November 2012 - December 2012

Assembly Yearly Planner

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NOVEMBER

- 6 **General Election**
- 12 **11/12-11/16 AML Annual Conf. (Anchorage)**

**Borough Holiday:
Veterans Day**

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- 20 **Assembly Meeting**
- 22 **Borough Holiday:
Thanksgiving**
- 23 **Borough Holiday:
Thanksgiving**

DECEMBER

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- 4 **Assembly Meeting**
- 24 **Borough Holiday:
Christmas Eve**
- 25 **Borough Holiday:
Christmas**

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TUESDAY, NOVEMBER 20, 2012

- 3:15 PM Finance Committee**
- 4:00 PM Lands Committee**
- 4:30 PM Policies and Procedures Committee**
- 7:00 PM Regular Assembly Meeting**

Above listed meetings will be held in:

Assembly Chambers
George A. Navarre Kenai Peninsula Borough Administration Building
144 North Binkley Street, Soldotna, Alaska

November 20, 2012	3:15 PM	Assembly Chambers George A. Navarre Kenai Peninsula Borough Administration Building, Soldotna
Charlie Pierce, Chair	Bill Smith, Vice Chair	Kelly Wolf

AGENDA

M. PUBLIC HEARINGS ON ORDINANCES

- 1. Ordinance 2012-19-34: Appropriating \$293,069.52 to the Special Assessment Fund for the Woods Drive Road Improvement Special Assessment District (Mayor)81
- 2. Ordinance 2012-19-35: Appropriating \$50,000 from the General Fund to be Granted to the City of Seldovia for Completion of Seldovia’s Comprehensive Plan (Mayor)86
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*Consent Agenda Items

November 20, 2012	4:00 PM	Assembly Chambers George A. Navarre Kenai Peninsula Borough Administration Building, Soldotna
Ray Tauriainen, Chair	Sue McClure, Vice Chair	Brent Johnson

AGENDA

O. NEW BUSINESS

3. Other

- *c. Petition to Vacate Portions of the 60-Foot Public Right-of-Way Easement Known as Woods Drive Shown on Plat KN 2007-84; Vacate Portions of the 60-Foot Transportation and Utility Corridor within Book 229 Pages 14 – 20; Vacate ADL 226364 Recorded within Book 456 Page 806; and Vacate a Portion of the 15-Foot Wide ADL 223797 Utility Easement (Retaining Easement within Lots 1 and 7 Block 4) of Widgeon Woods Phase Two: All within Section 13, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-037; Location: On Woods Drive, Soldotna Area.....175

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*Consent Agenda Items

Policies and Procedures Committee

November 20, 2012	4:30 PM	Assembly Chambers George A. Navarre Kenai Peninsula Borough Administration Building, Soldotna
Mako Haggerty, Chair	Brent Johnson, Vice Chair	Hal Smalley

AGENDA

ITEMS NOT APPEARING ON THE REGULAR MEETING AGENDA

- 1. Discussion Regarding Meeting and Public Hearing Procedures (10 minutes)

- K. MAYOR’S REPORT13**
 - 1. Assembly Requests/Responses – None.

 - 2. Agreements and Contracts
 - a. Authorization to Award Contract for Nikiski Fire Station #1 Bunkroom Remodel to Holden Company.....15

 - b. Authorization to Award Contract for Borough Administration Building Planning/Assessing Departments Office Carpet to Eastside Carpet Company, LLC, Anchorage, Alaska.....17

 - c. Authorization to Award Contract for Central Peninsula Landfill Recycle Hauling to JCM Inc., Anchorage, Alaska19

 - d. Authorization to Award Contract for Central Emergency Services Station #1 Roof Replacement to Christiansen Construction, LLC, Wasilla, Alaska21

 - e. Authorization to Award Contract for North Peninsula Recreation Service Area Trails Improvement to A&A Enterprises, Inc.....23

 - f. Request for Waiver of Formal Bidding – Central Peninsula Landfill C&D Cell Expansion and Fill Plan to HDR Alaska, Inc.24

 - g. Request for Waiver of Formal Bidding Procedures for the Purchase of Office Furnishings for the Planning and Assessing Remodel Project to U.S. Communities Purchasing Group25

h.	Amending Citizen Corps Program Grant 10CCP-GR34065. The Amendment Allocates \$2,165.75 to the Planning Category, Increasing the Total Award to \$32,076.33.....	26
3.	Other	
a.	FY13 ~ First Quarter Senior Grant Narrative Reports.....	31
b.	FY13 ~ First Quarter Non Department Grant Reports	42
c.	Recap of 2012 Tax Foreclosure Auction as Authorized by Ordinance 2012-23.....	58
d.	Project Reports ~ September 30, 2012	59
e.	Budget Revisions ~ September 2012.....	76
f.	Revenue-Expenditure Report ~ September 2012	78
O.	NEW BUSINESS	
1.	Resolutions	
*c.	<u>Resolution 2012-086</u> : Amending the Borough’s Finance Cash Management Records Retention Schedule (Murphy at the Request of the Borough Clerk).....	124
*f.	<u>Resolution 2012-089</u> : Postponing the Energy Audit Requirement for the Bear Creek Fire Service Area Fire Station (Mayor).....	136
*g.	<u>Resolution 2012-090</u> : Authorizing an Agreement for Bear Creek Fire Service Area to Loan a Water Pumper Truck to Cooper Landing Emergency Services, Inc. (Mayor).....	139
3.	Other	
*a.	Approval of the 2013 Assembly Meeting Schedule (Murphy).....	169
*b.	Confirmation of New Department Head, Scott Griebel, Maintenance Department (Mayor).....	170

*Consent Agenda Items

Assembly Agenda

November 20, 2012 - 7:00 PM

Regular Meeting

Assembly Chambers, Soldotna, Alaska

*Linda Murphy
Assembly President
Seat 4 - Soldotna
Term Expires 2013*

*Hal Smalley
Assembly Vice President
Seat 2 - Kenai
Term Expires 2014*

*Mako Haggerty
Assembly Member
Seat 9 - South Peninsula
Term Expires 2015*

*Brent Johnson
Assembly Member
Seat 7 - Central
Term Expires 2013*

*Sue McClure
Assembly Member
Seat 6 - East Peninsula
Term Expires 2015*

*Charlie Pierce
Assembly Member
Seat 5-Sterling/Funny
River
Term Expires 2014*

*Bill Smith
Assembly Member
Seat 8 - Homer
Term Expires 2014*

*Ray Tauriainen
Assembly Member
Seat 3 - Nikiski
Term Expires 2013*

*Kelly Wolf
Assembly Member
Seat 1 - Kalifornsky
Term Expires 2015*

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INVOCATION

D. ROLL CALL

E. COMMITTEE REPORTS

F. APPROVAL OF AGENDA AND CONSENT AGENDA

(All items listed with an asterisk (*) are considered to be routine and non-controversial by the Assembly and will be approved by one motion. There will be no separate discussion of these items unless an Assembly Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

G. APPROVAL OF MINUTES

- *1. October 23, 2012 Regular Assembly Meeting Minutes 1

H. COMMENDING RESOLUTIONS AND PROCLAMATIONS

- *1. A Resolution Commending the Soldotna High School Football Team as the Alaska School Activities Association Medium Schools State Champions for the Year 2012 (Pierce, Murphy) 10

I. PRESENTATIONS WITH PRIOR NOTICE (20 minutes total)

- 1. Debi Fowler and Bryan Zak, Alaska Small Business Development Center, "FY12 Results and Overview of Services" (10 minutes)

J. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 minutes per speaker; 20 minutes aggregate)

K. MAYOR'S REPORT 13

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L. ITEMS NOT COMPLETED FROM PRIOR AGENDA – None.

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N. UNFINISHED BUSINESS - None.

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P. PUBLIC COMMENTS AND PUBLIC PRESENTATIONS (3 minutes per speaker)

Q. ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. December 3, 2012 Anadromous Fish Habitat Protect Task Force 6:00 p.m. Gilman River Center Conference Room, Soldotna
2. December 4, 2012 Regular Assembly Meeting 7:00 PM Soldotna

R. ASSEMBLY COMMENTS

S. PENDING LEGISLATION (This item lists legislation which will be addressed at a later date as noted.)

T. INFORMATIONAL MATERIALS AND REPORTS

U. NOTICE OF NEXT MEETING AND ADJOURNMENT

The next meeting of the Kenai Peninsula Borough Assembly will be held on December 4, 2012, at 7:00 P.M. in the Borough Assembly Chambers, Soldotna, Alaska.

This meeting will be broadcast on KDLL-FM 91.9 (Central Peninsula), KBBI-AM 890 (South Peninsula), K201AO-FM 88.1 (East Peninsula).

Copies of agenda items are available at the Borough Clerk's Office in the Meeting Room just prior to the meeting. For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at www.borough.kenai.ak.us for copies of the agenda, meeting summaries, ordinances and resolutions.

Kenai Peninsula Borough

Assembly Meeting Minutes

October 23, 2012

Regular Meeting - Soldotna, Alaska

CALL TO ORDER

A Regular Meeting of the Kenai Peninsula Borough Assembly was held on October 23, 2012, in the Borough Assembly Chambers, Soldotna, Alaska. Vice President Pierce called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was recited followed by the invocation given by Rick Cupp from the Kenai Fellowship Church.

There were present:

Charlie Pierce, Presiding
Mako Haggerty
Brent Johnson
Sue McClure
Linda Murphy

Hal Smalley
Bill Smith
Ray Tauriainen
Kelly Wolf

comprising a quorum of the assembly.

Also in attendance were:

Holly Montague, Deputy Borough Attorney
Johni Blankenship, Borough Clerk
Shellie Saner, Deputy Clerk

COMMITTEE REPORTS

Assembly Member Smith said the Finance Committee met and discussed its agenda items. (07:02:20)

Assembly Member Haggerty said the Policies and Procedures Committee met and discussed its agenda items.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

MOTION TO APPROVE AGENDA:

Murphy moved for the approval of the agenda and consent agenda. (07:07:38)

Vice President Pierce called for additions, corrections or deletions to the agenda or consent agenda.

The following item was withdrawn by the sponsor:

- Resolution 2012-082: Supporting Kasilof Radio Station KWJG and Homer Radio Station KMJG (Johnson) (Referred to Policies and Procedures Committee)

The following item was added to the agenda and consent agenda:

- Resolution 2012-084: Supporting the Efforts of the Tsalteshi Trails Association to Secure a Grant from the State of Alaska (Johnson)

The following items were added to the agenda:

- Mayor's Proclamation Declaring the Third Week of October 2012 as, "Freedom from Workplace Bullies Week"
- Mayor's Proclamation Declaring November 2012 as, "Pancreatic Cancer Awareness Month"

Copies having been made available to the public, Borough Clerk Johni Blankenship noted by title only the resolutions and ordinances on the consent agenda.

- October 9, 2012 Regular Assembly Meeting Minutes
- Resolution Commending Autumn Ludwig for her Act of Bravery and Outstanding Service and Commitment to the Bear Creek Fire Service Area (McClure, Mayor)
- Resolution 2012-083: Approving Additional Road Projects as FY13 Capital Improvement Projects (Mayor) (Referred to Finance Committee)

[Clerk's Note: An amendment was made to Resolution 2012-083 as follows: The sixth whereas to read, "at its regular meeting of October 16, 2012, the RSA Board considered RSA Resolution 2012-16, Recommending adding #N3TUS, Tustumena Street, McKinley Avenue, Shemya Way and Mentasta Avenue, as FY13 Capital Improvement Projects and recommended approval; and"]

- Resolution 2012-084: Supporting the Efforts of the Tsalteshi Trails Association to Secure a Grant from the State of Alaska (Johnson)
- Ordinance 2012-19-34: Appropriating \$293,069.52 to the Special Assessment Fund for the Woods Drive Road Improvement Special Assessment District (Mayor) (Hearing on 11/20/12) (Referred to Finance Committee)
- Ordinance 2012-19-35: Appropriating \$50,000 from the General Fund to be Granted to the City of Seldovia for Completion of Seldovia's Comprehensive Plan (Mayor) (Hearing on 11/20/12) (Referred to Finance Committee)

- Ordinance 2012-38: Amending KPB 5.10.0940(A)(13) to Increase the Amount the Borough can Invest in Special Assessments of the Borough or One of its Political Subdivisions (Mayor) (Hearing on 11/20/12) (Referred to Finance Committee)

Vice President Pierce called for public comment.

Chip Woodard, Kenai, spoke in support of Ordinance 2012-19-34.

There being no one else who wished to speak, the public comment period was closed.

AGENDA APPROVED AS AMENDED: Unanimous.

ASSEMBLY REORGANIZATION

(07:17:31)

Vice President Pierce called for nominations for the office of Assembly President.

NOMINATION: Wolf nominated Murphy.

NOMINATION: Smith nominated Johnson.

Seeing no further nomination, Vice President Pierce closed the nomination period.

Borough Clerk Johni Blankenship counted the secret ballots and read the results of the vote for Assembly President.

VOTE ON ELECTION OF ASSEMBLY PRESIDENT:

Murphy: 5

Johnson: 4

Assembly Member Murphy was elected to the office of Assembly President.

Vice President Pierce passed the gavel to President Murphy.

President Murphy called for nominations for the office of Assembly Vice President.

NOMINATION: Wolf nominated Pierce.

NOMINATION: Smith nominated Smalley.

Seeing no further nominations, President Murphy closed the nomination period.

Borough Clerk Johni Blankenship counted the secret ballots and read the results of the vote for Assembly Vice President.

VOTE ON ELECTION OF ASSEMBLY VICE PRESIDENT:

Smalley: 5

Pierce: 4

COMMENDING RESOLUTIONS AND PROCLAMATIONS

(07:21:26)

Mayor Navarre read a resolution commending Autumn Ludwig for her act of bravery and commitment to the Bear Creek Fire Service Area.

Mayor Navarre presented **Jeannette Browning** from the Lee Shore Center with a proclamation declaring October 2012, as “Domestic Violence Awareness Month.”

Mayor Navarre presented **Kelly Cooper** with a proclamation declaring the month of November as, “Pancreatic Cancer Awareness Month.”

Mayor Navarre presented **Celia Harrison** with a proclamation declaring the third week of October as, “Freedom From Workplace Bullies Week.”

PRESENTATIONS WITH PRIOR NOTICE

(07:36:

Rick Davis, Chief Executive Officer of Central Peninsula Hospital, Inc. And **Loren Weimer**, President of Central Peninsula General Hospital, Inc. Board presented a quarterly report for the period ending September 2012.

Gunnar Knapp, gave a presentation on, “Economics of the Seafood Industry in the Kenai Peninsula Borough.”

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

(08:16:09)

President Murphy called for public comment.

The following people addressed the Assembly regarding the Alaska Board of Fisheries and the fishing industry within the Kenai Peninsula Borough:

John McCombs, Ninilchik

Steve Vanek, Ninilchik

Paul Shadura, Kenai

George Pierce, Kasilof

The following people addressed the Assembly regarding the PETS Working Group:

Faith Hayes, Kasilof

Tim Colbath, Nikiski

Peg Schnider, Soldonta

There being no one else who wished to speak, the public comment period was closed.

MAYOR'S REPORT

(08:45:03)

1. Assembly Requests/Responses - None.
2. Agreements and Contracts
 - a. Authorization to Award Contract for RFP 13-004 Assessment Notice Production and Mass Mailing to DATAMATX of Atlanta, Georgia
 - b. Authorization to Award Contract for West Point Avenue Fuel Reduction Project to Paul's Services
 - c. Authorization to Award Contract for Professional Design Services, Mountain View and Nikiski-North Star Elementary Schools Site Improvements to SGM, Inc.
 - d. Authorization to Award Contract for RFP 13-003 Salary Classification and Compensation Study to Fox Lawson & Associates
 - e. Authorization to Award Contract for Kenai Peninsula Borough Service Area Energy Efficiency Audit - Central Area to Central Alaska Engineering
 - f. Authorization to Award Contract for Kenai Peninsula Borough Service Area Energy Efficiency Audit - Seward Area to Wisdom and Associates
 - g. Authorization to Award Contract for Kenai Peninsula Borough Service Area Energy Efficiency Audit - Homer Area to Wisdom and Associates
 - h. Authorization to Award Contract for Purchase of Electrical Hardware for the Future Installation of Security Cameras through a Cooperative Purchasing Group
3. Other
 - a. Alaska Small Business Development Center - South West Region First Quarter Report FY2013 - July 1, 2012 through September 30, 2012
 - b. Litigation Status Report
 - c. Recap of 2012 Surplus Property Auction

ITEMS NOT COMPLETED FROM PRIOR AGENDA - None.

PUBLIC HEARING ON ORDINANCES

(08:48:30)

Ordinance 2012-19-25: Appropriating \$36,832 from the Kachemak Emergency Service Area Operating Fund Balance for Additional Personnel Cost and Authorizing Changing the Shared Mechanic Position Between Kachemak Emergency Service Area and Anchor Point Fire and Emergency Medical Service Area to a Full-Time Mechanic Position for Kachemak Emergency Service Area (Haggerty) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-25.

President Murphy called for public comment.

The following people spoke in support of Ordinance 2012-19-31:

Jeff Middleton, Kachemak Emergency Service Area Board Chair
Bob Ciccarella, Kachemak Emergency Service Area Fire Chief

There being no one else who wished to speak, the public comment period was closed.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Pierce, Smalley,
Smith, Tauriainen, Wolf, Murphy
No: None
Absent: None
MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(09:00:20)

Ordinance 2012-19-30: Accepting and Appropriating \$12,848 from the U.S. Fish and Wildlife Service to Supplement the River Debris Removal Project (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-30.

President Murphy called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Pierce, Smalley,
Smith, Tauriainen, Wolf, Murphy
No: None
Absent: None
MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(09:01:26)

Ordinance 2012-19-31: Appropriating \$35,000 in Interest Income from the Spruce Bark Beetle Program to Address the Need for an Emergency Power Generator at the Anchor Point Water Treatment and Distribution Plant (Mayor, Smith, Haggerty) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-31.

President Murphy called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Pierce, Smalley, Smith, Tauriainen, Wolf, Murphy

No: None

Absent: None

MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

UNFINISHED BUSINESS - None.

NEW BUSINESS - None.

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

(09:03:36)

President Murphy called for public comment.

The following people addressed the Assembly regarding a new school for the villages of Kachemak Selo, Razdolna and Voznesenka:

Zinovia Reutov, Kahcemak Selo

Agafia Reutov, Kahcemak Selo

John Cook, Soldotna, addressed the Assembly regarding Planning Commission Resolution SN2012-07

There being no one else who wished to speak, the public comment period was closed.

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

(09:16:14)

The next meeting of the Kenai Peninsula Borough Assembly was scheduled for November 20, 2012, at 7:00 p.m. in the Borough Assembly Chambers, Soldotna, Alaska.

ASSEMBLY COMMENTS

(09:16:22)

Assembly Member Haggerty congratulated President Murphy and Vice President Smalley for their election as officers and requested and excused absence for the November 20, 2012 meeting.

Assembly Member Johnson congratulated President Murphy and Vice President Smalley for their election as officers.

Assembly Member McClure congratulated President Murphy and Vice President Smalley for their election as officers. She reminded everyone that Halloween was coming up, it would be dark and the children would be wearing dark costumes and to please be cautious.

Assembly Member Taurianen congratulated President Murphy and Vice President Smalley for their election as officers. He thanked Assembly Members Johnson and Pierce for putting themselves forward as candidates. He reminded his constituents that the Community Meeting for Nikiski was scheduled for October 29, 2012, 7:00 p.m. at the Nikiski Senior Center.

Assembly Member Smith congratulated President Murphy and Vice President Smalley for their election as officers, he welcomed new Assembly Member Wolf. He noted his appreciation for the number of people from Kachemak Selo who attended the meeting and stated that the Assembly and Mayor would continue to follow up on the issue.

Vice President Smalley congratulated President Murphy for election to the Presidency, he thanked the Assembly for their support in electing him as Vice President, and welcomed new Assembly Member Wolf. He said it would be interesting to see what happened regarding the possible funding for the PETS issue. The economic impact studies of the fisheries would give credence to the position of the Kenai Peninsula with regard fisheries whether commercial or sport, and would hopefully convince the Board of Fish that there was reason for some meetings to be held on the Kenai Peninsula. He welcomed new Human Resource Director Stormy Brown, and wished everyone a safe and Happy Halloween.

Assembly Member Wolf congratulated President Murphy and Vice President Smalley for their election as officers. He thanked Mayor Navarre for the presentation by Gunnar Knapp. He said the fishing industry on the Kenai Peninsula was one of the viable resources and the infrastructure at the mouth of the Kasilof and Kenai Rivers was a testament to our economy. He felt it was prudent for the Kenai Peninsula Borough to pursue this and he would be interested in seeing the full data Mr. Knapp had prepared.

Assembly Member Pierce congratulated President Murphy and Vice President Smalley for their election as officers and welcomed new Assembly Member Wolf.

Assembly President Murphy thanked the Assembly for showing their confidence in her, she congratulated Assembly Member Smalley for his election to Vice President and welcomed Assembly Member Wolf. She thanked the Mayor for the proclamation on domestic violence. She indicated there she would be presiding over the meetings a little differently as the role of the chair was to be neutral.

ADJOURNMENT

With no further business to come before the assembly, President Murphy adjourned the meeting at 9:23 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of October 23, 2012.

Johni Blankenship, MMC, Borough Clerk

Approved by Assembly:_____

Introduced by: Pierce, Murphy
Date: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE SOLDOTNA HIGH SCHOOL
FOOTBALL TEAM AS THE ALASKA SCHOOL ACTIVITIES ASSOCIATION
MEDIUM SCHOOLS STATE CHAMPIONS FOR THE YEAR 2012**

1 **WHEREAS**, the State Medium-Schools High School Football Championship game was held at
2 Tom Huffer Sr. Field at Chugiak High School on October 13, 2012; and

3 **WHEREAS**, the Soldotna High School Stars qualified to participate in the state championship
4 by undefeated conference season; and

5 **WHEREAS**, under the direction of Head Coach Galen Brantley Jr. and Assistant Coaches Tai
6 Lepule, Derek Urban, Josh Brantley, Phil Leck, Jeremy Chezik, Guy Riley and
7 Jim Schell in the championship game the Stars extended their winning streak by
8 defeating the Homer Mariners by a score of 62-20; and

9 **WHEREAS**, this marks the 12th appearance at the State Championship Game for the Stars and
10 their first Alaska Medium-Schools State Championship; and

11 **WHEREAS**, members of the winning team include Bos Asimakopoulos (1), Blake Riley (2),
12 Colton Young (5), Zac Halford (6), Tyler Fenton (7), Jared Chavez (8), Max
13 Conradi (13), Noah Fowler (14), Keely Abendroth (17), River Calloway (18),
14 Brooks Furlong (19), Hunter Lott (21), Chet Henson (22), Drew Gibbs (28),
15 Cameron Grothe (31), Mason Prior (33), Drew Fowler (35), Jake Kooly (42),
16 Reid Schmelzenbach (43), Zane Miller (44), Troy Streiff (47), Hunter Hamrick
17 (50), Jarrett Urban (53), Austin Hatten (59), Daniel Rosin (62), Gavin Larson
18 (65), Connor Schoessler 68, Dylan Smith (72), Jimmy Horner (73), Jared Briggs

1 (76), Jonathan Alexander (78), John Brown (79), Trevor Walden (99); and

2 **WHEREAS,** All-Conference honorable mention was given to Drew Gibbs, Running Back; and

3 **WHEREAS,** 2nd Team All-Conference awards were presented to Zane Miller, Long Snapper;
4 Daniel Rosin, Interior Lineman; Dylan Smith, Interior Lineman; Colton Young,
5 Punter; and

6 **WHEREAS,** 1st Team All-Conference and 1st Team All-State awards were presented to Noah
7 Fowler, Quarterback and Defensive Back; Colton Young, Running Back, Return
8 Specialist and Defensive Back; Zane Miller, Tight End and Inside Linebacker;
9 Jonathon Alexander, Tackle and Interior Lineman; Daniel Rosin, Tackle; Jarrett
10 Urban, Guard; Gavin Larson, Center; Cameron Grother, Kicker; Troy Streiff,
11 Outside Linebacker; Reid Schmelzenbach, Utility Player; and

12 **WHEREAS,** Northern Lights All-Conference and Medium Schools All-State Team awards
13 were presented to Noah Fowler, Offensive Player of the Year and Zane Miller,
14 Defensive Player of the Year; and

15 **WHEREAS,** Northern Lights All-Conference and Medium Schools All-State Assistant Coach
16 of the Year Awards were presented to Phil Leck; and

17 **WHEREAS,** the performance of the winning football team was superb and a credit to their
18 parents, school and community;

19 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
20 **PENINSULA BOROUGH:**

1 **SECTION 1.** That the Kenai Peninsula Borough Assembly commends the Soldotna High
2 School Football Team for their performance in winning the Year 2012 Medium-
3 Schools State Championship.

4 **SECTION 2.** A special Certificate of Achievement shall be presented to each member of the
5 winning team.

6 **SECTION 3.** That a copy of this commending resolution shall be given to Principal Todd
7 Syverson of Soldotna High School, Head Coach Galen Brantley Jr. and Assistant
8 Coaches Tai Lepule, Derek Urban, Josh Brantley, Phil Leck, Jeremy Chezik, Guy
9 Riley and Jim Schell, and Manager Ali Dusek.

10 **SECTION 4.** This resolution becomes effective upon its adoption.

11 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS**
12 **20TH DAY OF NOVEMBER, 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

144 North Binkley St. Soldotna, Alaska 99669-7520
Toll-Free within the Borough 1-800-478-4441
Phone 907-714-2150 • Fax 907-714-2377
www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

MAYOR'S REPORT TO THE ASSEMBLY

TO: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

FROM: Mike Navarre, Kenai Peninsula Borough Mayor *MN*

DATE: November 20, 2012

Assembly Requests/ Response

None

Agreements and Contracts

- a. Authorization to Award Contract for Nikiski Fire Station #1 Bunkroom Remodel to Holden Company.
- b. Authorization to Award Contract for Borough Administration Building Planning/Assessing Departments Office Carpet to Eastside Carpet Company, LLC, Anchorage, Alaska.
- c. Authorization to Award Contract for Central Peninsula Landfill Recycle Hauling to JCM Inc., Anchorage, Alaska.
- d. Authorization to Award Contract for Central Emergency Services Station #1 Roof Replacement to Christiansen Construction, LLC, Wasilla, Alaska.
- e. Authorization to Award Contract for North Peninsula Recreation Service Area Trails Improvement to A&A Enterprises, Inc.
- f. Request for Waiver of Formal Bidding – Central Peninsula Landfill C&D Cell Expansion and Fill Plan to HDR Alaska, Inc.
- g. Request for Waiver of Formal Bidding Procedures for the Purchase of Office Furnishings for the Planning and Assessing Remodel Project to U.S. Communities Purchasing Group.

- h. Amending Citizen Corps Program Grant 10CCP-GR34065. The Amendment Allocates \$2,165.75 to the Planning Category, Increasing the Total Award to \$32,076.33

Other

- a. FY13 ~ First Quarter Senior Grant Narrative Reports
- b. FY13 ~ First Quarter Non Department Grant Reports
- c. Recap of 2012 Tax Foreclosure Auction as Authorized by Ordinance 2012-23
- d. Project Reports ~ September 30, 2012
- e. Budget Revisions ~ September 2012
- f. Revenue-Expenditure Report ~ September 2012



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Mike Navarre, Mayor

THRU: Mark Fowler, Purchasing & Contracting Director

FROM: Kevin Lyon, Capital Projects Director

DATE: November 6, 2012

SUBJECT: Authorization to Award Contract for Nikiski Fire Station #1 Bunkroom Remodel

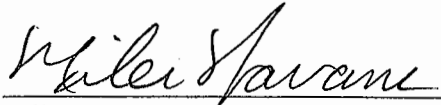
RECEIVED
NOV 06 2012
KPB
FINANCE DEPT ACCOUNTING

The Purchasing and Contracting Office formally solicited and received bids for the Nikiski Fire Station #1 Bunkroom Remodel. Bid packets were released on September 28, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on September 28, and October 1, 2012 and the Anchorage Daily News on September 28, 2012.

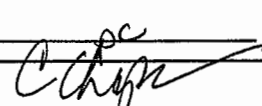
The project consists of remodeling existing 3-bed bunk room into three separate bunk rooms, to include 6 new lockers per room; individual entries; new code compliant windows, painting and flooring.

On the due date of October 30, 2012, four (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$66,166.00 was submitted by Holden Company, Soldotna, AK.

Your approval for this bid award is hereby requested. Funding for this project is in account number 441.51110.13416.49125.


Mike Navarre, Mayor

11/7/12
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>441.51110.13416.49125</u>
Amount	<u>\$66,166.00</u>
By: 	Date: <u>11/6/12</u>

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB13-014 Nikiski Fire Station #1 Bunkroom Remodel

CONTRACTOR	BASE BID
Holden Company	\$66,166.00
S R Bales Construction	\$73,000.00
Wolverine Supply	Non-Responsive
B&T Enterprises	Withdrawn

DUE DATE: October 30, 2012 @ 2:00 PM

KPB OFFICIAL: 
 Mark Fowler, Purchasing & Contracting Director



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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM


TO: Mike Navarre, Mayor
THRU: Mark Fowler, Purchasing & Contracting Director
FROM: Kevin Lyon, Capital Projects Director
DATE: October 31, 2012
SUBJECT: Authorization to Award Contract for the Borough Administration Building Planning / Assessing Departments Office Carpet

A Request for Waiver of Formal Bidding Procedures was approved by the Mayor on October 23, 2012. The Purchasing and Contracting Office informally solicited and received bids for the Borough Administration Building Planning / Assessing Departments Office Carpet. Bid packets were released on October 24, 2012 and the Request for Quotes were sent to seven (7) carpet suppliers.

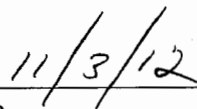
The project consists of the purchase of carpet only.

On the due date of October 26, 2012, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$27,777.00 was submitted by Eastside Carpet Company, LLC, Anchorage, AK.

Your approval for this bid award is hereby requested. Funding for this project is in account number 407.19010.13RML.49125.

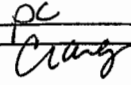


Mike Navarre, Mayor



Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>407.19010.13RML.49125</u>	
Amount <u>\$27,777.00</u>	
By: <u>pc</u>	Date: <u>10/31/12</u>



KENAI PENINSULA BOROUGH

QUOTE TAB FOR: BAB Planning/Assessing Departments Office Carpe

CONTRACTOR	BASE QUOTE
Eastside Carpet Company	\$27,777.00
Floor-Ever Inc.	\$31,400.00
Four D Carpet One	\$35,032.00



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Mike Navarre, Mayor
THRU: Mark Fowler, Purchasing & Contracting Director *[Signature]*
FROM: Jack Maryott, Solid Waste Director *JM*
DATE: October 26, 2012
SUBJECT: Authorization to Award Contract for Central Peninsula Landfill Recycle Hauling

The Purchasing and Contracting Office formally solicited and received bids for the Central Peninsula Landfill Recycle Hauling Contract. Bid packets were released on October 11, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on October 11, 2012.

The project consists of hauling recyclable materials from the Central Peninsula Landfill to Rock-Tenn Company in Anchorage.

On the due date of October 25, 2012, one (1) bid was and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$27,960.00 was submitted by JCM Inc, P O Box 110818, Anchorage, AK 99511.

Your approval for this bid award is hereby requested. Funding for this project is in account number 290.32122.00000.43011.

[Signature]
Mike Navarre, Mayor

10/31/12
Date

RECEIVED

OCT 26 2012

**KPB
FINANCE ADMINISTRATION**

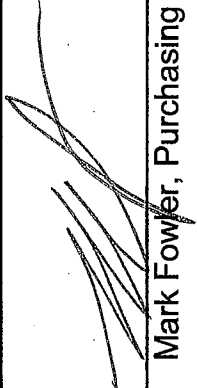
FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. 290.32122.00000.43011	
Amount: \$13,980.00 FY13 - pc \$13,980.00 FY14 - Contingent upon assembly approval of FY14 budget	
By: <u>pc</u> <i>[Signature]</i>	Date: <u>10/30/12</u>

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB13-016 CPL Recycle Hauling

CONTRACTOR	Unit Price (per dry van trailer)	Total Extended Price (based on 40 containers/year)
JCM	\$ 699.00	\$ 27,960.00

DUE DATE: October 25, 2012 @ 2:00 PM



KPB OFFICIAL: Mark Fowler, Purchasing & Contracting Officer



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Mike Navarre, Mayor

THRU: Mark Fowler, Purchasing & Contracting Director *[Signature]*

FROM: Kevin Lyon, Capital Projects Director *[Signature]*

DATE: October 10, 2012

SUBJECT: Authorization to Award Contract for Central Emergency Services Station #1 Roof Replacement

The Purchasing and Contracting Office formally solicited and received bids for the Central Emergency Services Station #1 Roof Replacement. Bid packets were released on September 14, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on September 14, and September 16, 2012.

The project consists of removing the existing ribbed metal roofing and vapor barrier and replace with new metal roofing on self adhering membrane per plans. Install four roof curbs for future installation of power ventilation fans. Area of replacement limited to the roof over the apparatus bay.

On the due date of October 3, 2012, four (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$96,680.00 was submitted by Christiansen Construction, LLC, Wasilla, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 443.51610.12RUF.49101.

[Signature]
Mike Navarre, Mayor

10/15/12
Date

RECEIVED

OCT 10 2012

KPB
FINANCE ADMINISTRATION

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>443.51610.12RUF.49101</u>	
Amount <u>\$96,680.00</u>	
By: <u><i>[Signature]</i></u>	Date: <u>10/10/12</u>

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB13-011 CES Station #1 Roof Replacement

CONTRACTOR	BASE BID
Little Susitna Construction	\$187,240.00
Christiansen Construction	\$96,680.00
Rain Proof Roofing	\$146,800.00
Wolverine Supply	\$147,000.00

DUE DATE: October 3, 2012 @ 2:00 PM

KPB OFFICIAL:



Mark Fowler, Purchasing & Contracting Director





KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7520
 Toll-free within the Borough: 1-800-478-4441, Ext. 2260
 www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Mike Navarre, Mayor

THRU: Mark Fowler, Purchasing & Contracting Director 

FROM: Kevin Lyon, Capital Projects Director 

DATE: October 24, 2012

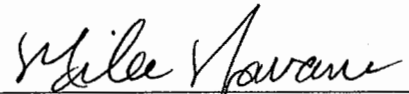
SUBJECT: Authorization to Award Contract for North Peninsula Recreation Service Area Trails Improvement

The Purchasing and Contracting Office formally solicited and received bids for the North Peninsula Recreation Service Area Trails Improvement. Bid packets were released on September 21, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on September 21, and September 23, 2012 and the Anchorage Daily News on September 21, 2012.

The project consists of extending trails along previously cleared skid roads and other trail locations, developing an 18-hole disc golf course and adding signs and other trail amenities.

On the due date of October 10, 2012 two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$187,106.00 was submitted by A&A Enterprises, Inc.

Your approval for this bid award is hereby requested. Funding for this project is in account number 459.61110.13TRL.49101.


 Mike Navarre, Mayor

10/29/12
 Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>459.61110.13TRL.49101</u>	
Amount <u>\$187,106.00</u>	
By: <u>pc</u>	Date: <u>10/24/12</u>



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441


PHONE: (907) 262-4441 • FAX: (907) 262-1892

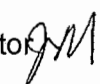
www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Mike Navarre, Mayor

THRU: Mark Fowler, Purchasing & Contracting Director 

FROM: Jack Maryott, Solid Waste Director 

DATE: October 10, 2012

SUBJECT: Request for Waiver of Formal Bidding – Central Peninsula Landfill C&D Cell Expansion and Fill Plan.

This memo is to request that waiver of formal bidding procedures, per KPB Code 5.28.300, be considered for the following reasons:


The cost of this work was estimated to be approximately \$15,000.00. The Solid Waste Department was able to clearly identify the market place and therefor requested quotes.

A request for quotes was issued September 26, 2012 to Four (4) Engineering Firms. Two (2) quotes were received on October 9, 2012.

HDR Alaska Inc.	\$17,139.00
URS Alaska LLC.	\$47,480.00

We request that a contract be awarded to HDR Alaska Inc. for a not to exceed amount of \$17,139.00. A short form contract will be issued.

All expenditures for this project will be charged to account 290.32122.00000.43011.

for 

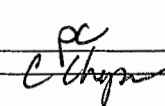
 Mike Navarre, Borough Mayor

_____ 10/15/12
 Date

RECEIVED

OCT 11 2012

KPB
FINANCE ADMINISTRATION

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>290.32122.43011</u>	
Amount <u>\$17,139.00</u>	
By: <u></u>	Date: <u>10/11/12</u>



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441, Ext. 2260
www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Mike Navarre, Mayor

THRU: Mark Fowler, Purchasing & Contracting Director

THRU: Kevin Lyon, Capital Projects Director

FROM: David May, Project Manager *DM*

DATE: October 17, 2012


SUBJECT: Request for Waiver of Formal Bidding Procedures for the purchase of Office Furnishings for the Planning and Assessing Remodel Project

This memo is to request that waiver of formal bidding procedures, per KPB Code 5.28.300, be considered for the following reasons and under the listed limitations:

Capital Projects would like to request waiving formal bidding procedures for the purchase of the office furnishings for the Planning and Assessing Remodel project. This project was funded by passage of Ordinance 2012-19. All expenditures for this project will be charged to account number 407.19010.13RML.48720.

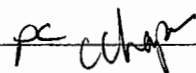
If approved, office furnishings will be purchased by the Borough through the co-op U. S. Communities Purchasing Group at a discounted price based on a GSA group purchasing agreement. The office furnishings contract will be negotiated through the co-op with a not-to-exceed amount of \$123,553.54.

We appreciate your consideration on the subject.

for

Mike Navarre, Mayor

10/19/12
Date

RECEIVED
OCT 17 2012
KPB
FINANCE ADMINISTRATION

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>407.19010.13RML.48720</u>	
Amount <u>\$123,553.54</u>	
By: <u></u>	Date: <u>10/18/12</u>



KENAI PENINSULA BOROUGH GRANTS MANAGEMENT

M E M O R A N D U M

TO: Mike Navarre, Mayor
THRU: Craig Chapman, Finance Director *C. Chapman*
Scott Walden, OEM Director *SW*
FROM: Brenda Ahlberg, Community & Fiscal Projects Manager *B. Ahlberg*
DATE: 14 September 2012
SUBJECT: Citizen Corps Program Grant 10CCP-GR34065

To be included in the Mayor's Report per KPB R2000-014:

RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT GRANTS FOR \$5000 OR LESS THAT DO NOT REQUIRE A SUPPLEMENTAL APPROPRIATION

The State of Alaska, Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management has given the borough notification amending grant 10CCP-GR34065. The amendment allocates \$2,165.75 to the planning category, increasing the total award to \$32,076.33. The increase does not require supplemental appropriation and may be accepted without assembly approval as directed in R2000-014.

- \$2,165.75 will be added to 271.91240.10CCP.49999

STATE OF ALASKA

**DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

SEAN PARNELL, GOVERNOR

P.O. Box 5750
JBER, AK 99505-5750
Phone: (907) 428-7000
Fax: (907) 428-7009
Toll Free: (800) 478-2337
www.ready.alaska.gov

September 5, 2012

The Honorable Mike Navarre, Mayor
Kenai Peninsula Borough
144 N Binkley Street
Soldotna AK 99669



RE: 2010 Citizen Corps Program, 2010-SS-T0-0023
State Grant No.: 10CCP-GR34065
Amendment # 10, Effective August 29, 2012

Dear Mayor Navarre:

Please find the attached award amendment for the Kenai Peninsula Borough's 2010 Citizen Corps Program. This amendment allocates \$2,165.75 to the Planning category, increasing the total grant award to \$32,076.33. All previous Grant Terms and Conditions, and Grant Requirements, Assurances and Agreements still apply.

Attached are two pre-signed grant award obligating documents. Please review the information for accuracy, sign both obligating documents, keep one copy for your records and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact
PO Box 5750
JBER, AK 99505

The Division of Homeland Security and Emergency Management Project Manager for this grant, Christine Stroda, may be contacted directly at 907-428-7061, toll-free at 800-478-2337, or by email at christine.stroda@alaska.gov if you have questions or need further assistance.

Sincerely,


John W. Madden
Director

jwm:cas:cas

Enclosures: Obligating Document (2 Copies)
Project Budget Details Report

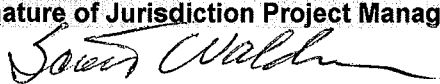


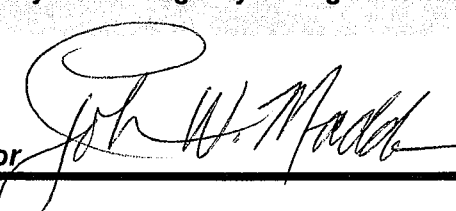
CC: Scott Walden, Jurisdiction Project Manager
Craig C. Chapman, Jurisdiction Chief Financial Officer



**ALASKA DEPT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

Obligating Award Document for
2010 Citizen Corps Program
U.S. DEPT OF HOMELAND SECURITY
Federal Emergency Management Agency
Grant Programs Directorate


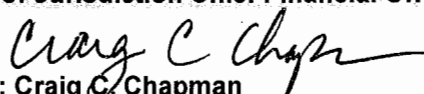
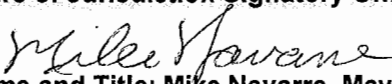
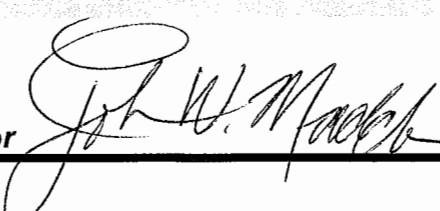
2010 Federal Grant No. 2010-SS-T0-0023 CFDA No. 97.067

1. State Grant No. 10CCP-GR34065	2. Recipient DUNS # 071845168	3. Award <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Amendment # 10	4. Employer Tax ID # 92-0030894
5. Recipient Name and Address Kenai Peninsula Borough 144 N Binkley Street Soldotna AK 99669		6. Issuing Office and Address Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, Alaska 99505-5750 http://www.ready.alaska.gov/	
7. Effective Date of This Action August 29, 2012		8. Method of Payment: Electronic	
9. Grant Award and Terms and Conditions: (all previous Grant Terms and Conditions still apply) Total Awarded Amount: \$32,076.33 Planning: \$30,620.83 Training: \$1,455.50 <i>This amendment allocates \$2,165.75 to the Planning category, increasing the total grant award to \$32,076.33.</i> Grant Performance Period: October 01, 2010 through December 31, 2012 For State Use Only: CC # 9290031 File No. # 10 CCP 1.6.10.3.4			
10. Grant Requirements, Assurances and Agreements: (all previous Grant Requirements, Assurances and Agreements still apply) <i>The acceptance of a grant from the United States government creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. IGAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]</i>			
11. Special Conditions: (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details) None			
12. Recipient is required to sign and return one (1) copy of this document with the terms and conditions to the issuing address in Block 6, within 30 days of jurisdiction receipt.			
13. Division of Homeland Security and Emergency Management Project Manager Christine Stroda		Phone: 907-428-7061 Fax: 907-428-7009 Email: christine.stroda@alaska.gov	
14. Signature of Jurisdiction Project Manager  Printed Name: Scott Walden		Phone: 907-262-2097 Fax: 907-714-2395 Email: swalden@borough.kenai.ak.us	
15. Signature of Jurisdiction Chief Financial Officer  Printed Name: Craig C. Chapman		Phone: 907-714-2170 Fax: 907-714-2376 Email: cchapman@borough.kenai.ak.us	
16. Signature of Jurisdiction Signatory Official  Printed Name and Title: Mike Navarre, Mayor		Date _____ Phone: 907-714-2150 Fax: 907-714-2377 Email: mnavarre@borough.kenai.ak.us	
17. Division of Homeland Security and Emergency Management Signatory Official  John W. Madden, Director		Date 9/4/2012	



ALASKA DEPT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT
 Obligating Award Document for
2010 Citizen Corps Program
U.S. DEPT OF HOMELAND SECURITY
 Federal Emergency Management Agency
 Grant Programs Directorate

2010 Federal Grant No. 2010-SS-T0-0023 CFDA No. 97.067

1. State Grant No. 10CCP-GR34065	2. Recipient DUNS # 071845168	3. Award <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Amendment # 10	4. Employer Tax ID # 92-0030894
5. Recipient Name and Address Kenai Peninsula Borough 144 N Binkley Street Soldotna AK 99669		6. Issuing Office and Address Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, Alaska 99505-5750 http://www.ready.alaska.gov/	
7. Effective Date of This Action August 29, 2012		8. Method of Payment: Electronic	
9. Grant Award and Terms and Conditions: (all previous Grant Terms and Conditions still apply)			
Total Awarded Amount:		\$32,076.33	
Planning:		\$30,620.83	
Training:		\$1,455.50	
<i>This amendment allocates \$2,165.75 to the Planning category, increasing the total grant award to \$32,076.33.</i>			
Grant Performance Period: October 01, 2010 through December 31, 2012			
For State Use Only:		CC # 9290031	File No. # 10 CCP 1.6.10.3.4
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11. Special Conditions: (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details) None			
12. Recipient is required to sign and return one (1) copy of this document with the terms and conditions to the issuing address in Block 6, within 30 days of jurisdiction receipt.			
13. Division of Homeland Security and Emergency Management Project Manager Christine Stroda		Phone: 907-428-7061 Fax: 907-428-7009 Email: christine.stroda@alaska.gov	
14. Signature of Jurisdiction Project Manager  Printed Name: Scott Walden		Phone: 907-262-2097 Fax: 907-714-2395 Email: swalden@borough.kenai.ak.us	
15. Signature of Jurisdiction Chief Financial Officer  Printed Name: Craig C. Chapman		Phone: 907-714-2170 Fax: 907-714-2376 Email: cchapman@borough.kenai.ak.us	
16. Signature of Jurisdiction Signatory Official  Printed Name and Title: Mike Navarre, Mayor		Date <u>9-13-12</u> Phone: 907-714-2150 Fax: 907-714-2377 Email: mnavarre@borough.kenai.ak.us	
17. Division of Homeland Security and Emergency Management Signatory Official  John W. Madden, Director		Date <u>9/4/2012</u>	

Project Budget Details Report

2010 Homeland Security Grant Program / CCP

Kenai Peninsula Borough

Reported Category = ALL. Reported Revision = 2 of 2.

PBD#	Expense Category	Solution Area	Discipline	Qty	Budgeted Cost	Amt Spent	PBD#	PBD#
1	Plan.Org	Prog: Dev,Coord,Imp,Eval	EMA	1				
	EHP	Item:			\$30,620.83	\$24,920.66		\$5,700.17
	<input type="checkbox"/> EHP	Application Project Priority 1: Kenai Peninsula Citizen Corps Program (KPCCP)						
	Description	Build and Strengthen the KPCCP by Training and Organizing CERT and Engaging Citizens in Individual and Neighborhood Preparedness - Program Coordinator's Salary						

2	Training	Course: Dev,Del,Eval	EMA	1				
	EHP	Item:			\$1,455.50	\$1,455.50		
	<input type="checkbox"/> EHP	Application Project Priority 1: KPCCP Training						
	Description	Additional CERT training instructor and travel costs for course delivery in Seldovia, Port Graham, Nanwalek, and/or Tyonek						

Adjusted Grant Award	
State	
Federal	\$32,076.33
Total Budgeted Allocated (Fed & State)	
	\$32,076.33

PBD Total Allocations:	
State	
Federal	\$32,076.33
Total Expenses:	
State	
Federal	\$26,376.16
Summary Balance:	
State	
Federal	\$5,700.17
PBD Non-Budgeted Funds:	
	\$0.00



**KENAI PENINSULA BOROUGH
GRANTS MANAGEMENT**

M E M O R A N D U M

TO: Mike Navarre, Mayor
FROM: Brenda Ahlberg, Community & Fiscal Projects Manager
DATE: 07 November 2012
SUBJECT: **FY13 – 1Q Senior Grant Narrative Reports**

The following senior grant reports have been submitted for FY13 first quarter:

Anchor Point Senior Citizens
Cooper Landing Senior Citizens
Forget-Me-Not Center
Homer Friendship Center
Kenai Senior Citizens
Nikiski Senior Citizens
Seward Seniors
Soldotna Senior Citizens
Sterling Area Senior Citizens



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@borough.kenai.ak.us

FROM: Anchor Point Senior Citizens
KPB ACCOUNT: 100.62110.ANCSR.43011

Award Amount: \$44,869
Ending: 30 June 2013

Financial / Progress Report

Submit Report To:	Project Name: FY13 Senior Grant Program
Brenda Ahlberg	Date: September 28, 2012
Community & Fiscal Projects Manager	Report No.: 1
Kenai Peninsula Borough	Quarter From: July 1, 2011
144 N. Binkley St., Soldotna, AK 99669	To: September 30, 2012

FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	22,669	-	5,766.31	5,766.31	\$ 16,902.69
Utilities	16000	-	4,071.46	4,071.46	\$ 11,928.54
Contractual	5500	-	359.57	359.57	\$ 5,140.43
Supplies	700	-	-	-	\$ 700.00
Equipment		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 44,869.00	-	\$ 10,197.34	\$ 10,197.34	\$ 34,671.66

Payment Request	\$ 10,197.34
------------------------	---------------------

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

The Anchor Point Senior Center has Bingo with concessions every Friday night. We have a dinner every Thursday night and a once a month breakfast. We have an exercise class 2 days a week; Wii bowling one afternoon a week and a once a month Quilter group get together. We had a special 3 day Bingo party and a Fish Fry in August. SVT held a Medicare information meeting, open to the public in September.

10/01/12

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: *Roberta Ness* Date: September 28, 2012

Printed Name and Title: Roberta Ness, Vice President

Reviewed and forwarded to Mayor/finance 10/17/12 B

FROM: Cooper Landing Senior Citizens
KPB ACCOUNT: 100.62115.CLSEN.43011

Award Amount: \$18,665
Ending: 30 June 2013

Financial / Progress Report

Submit Report To:

Project Name: FY13 Senior Grant Program

Brenda Ahlberg

Date: October 1, 2012

Community & Fiscal Projects Manager

Report No.: 1

Kenai Peninsula Borough

Quarter From: July 1, 2012 September 30, 2012

144 N. Binkley St., Soldotna, AK 99669

To: September 30, 2012

FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
	\$ 18,655.00				
Utility Expense		-	279.21	279.21	\$ (279.21)
Transportation			555.80	555.80	\$ (555.80)
Contractual		-	2,063.00	2,063.00	\$ (2,063.00)
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 18,655.00	-	\$ 2,898.01	\$ 2,898.01	\$ 15,756.99

Payment Request

\$ 2,898.01

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

The first quarterly report reflects expenditures for electricity usage in the senior bus garage, fuel and maintenance costs related to the operation of the two senior buses used in transporting seniors to doctor appointments, food shopping and other elder activities and contributing to the payment of services in support of seniors by the bookkeeper and administrative assistant.

Rec'd 10/10/12 02

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Ronald Sloan

Date: Oct 8, 2012

Printed Name and Title: RONALD SLOAN, President

Reviewed and forwarded to mayor/finance 10/17/12 02



KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@borough.kenai.ak.us

FROM: Forget-Me-Not Center
KPB ACCOUNT: 100.62195.FNTCO.43011

Award Amount: \$33,045
Ending: 30 June 2013

Financial / Progress Report

Submit Report To: Brenda Ahlberg Community & Fiscal Projects Manager Kenai Peninsula Borough 144 N. Binkley St., Soldotna, AK 99669	Project Name: FY13 Senior Grant - Adult Daycare Prgm Date: 10/11/2012 Report No.: 1 st Quarter Quarter From: 7/1/2012 To: 9/30/2012
--	---

FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	33,045.00	-	5,190.30	5,190.30	\$ 27,854.70
Transportation		-	-	-	\$ -
Contractual		-	-	-	\$ -
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 33,045.00	-	\$ 5,190.30	\$ 5,190.30	\$ 27,854.70

Payment Request	\$ 5,190.30
-----------------	-------------

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

The Forget Me Not Center served twenty seniors during the first quarter (7/1/12-9/30/12.) Eleven staff members provided services (activities, medication assistance, vitals monitoring, transportation to and from center and community outings, and assistance with activities of daily living, ADL's.) A 1:4 staffing ratio is required due to the physical and cognitive needs of the people who attend the program, most days, we served our seniors at a 1:2 ratio. Staff provided 126 round trips and eight outing trips encompassing 2,400 miles for those seniors who did not have another means of transportation. Supplies were purchased to ensure the comfort of the seniors while at the center. These supplies helped provide food items to meet nutritional needs, supported musical, baking, and craft programming, and also ensured the physical comfort of the attendees. We provided two trial days for potential new members, one of whom is now a participant of the program.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: LaRae Paxton Date: 10.15.12

Printed Name and Title: LaRae Paxton, Finance Director



KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@borough.kenai.ak.us

FROM: Homer Friendship Center
KPB ACCOUNT: 100.62125.HOMSR.43011

Award Amount: \$17,754
Ending: 30 June 2013

Financial / Progress Report

Submit Report To:	Project Name: FY13 Senior Grant Prgm - Adult Daycare
Brenda Ahlberg	Date: October 15, 2012
Community & Fiscal Projects Manager	Report No.: 1
Kenai Peninsula Borough	Quarter From: July 1, 2012
144 N. Binkley St., Soldotna, AK 99669	To: September 30, 2012

FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	17,754.00	-	17,754.00	17,754.00	
Transportation		-	-	-	
Contractual		-	-	-	
Supplies		-	-	-	
Equipment		-	-	-	
		-	-	-	
TOTALS	\$ 17,754.00		\$ 17,754.00	\$ 17,754.00	

Payment Request **\$ 17,754.00**

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Provided for wages for the Adult Day Services employees. The Adult Day services works with individuals during the day to provide activities, meals, care, arts and crafts.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Keren Kelley **Date:** October 15, 2012

Printed Name and Title: Keren Kelley, Executive Director



KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@borough.kenai.ak.us

FROM: Kenai Senior Citizens
KPB ACCOUNT: 100.62130.KENSR.43011

Award Amount: \$126,207
Ending: 30 June 2013

Financial / Progress Report

Submit Report To: Brenda Ahlberg
 Community & Fiscal Projects Manager
 Kenai Peninsula Borough
 144 N. Binkley St., Soldotna, AK 99669

Project Name: FY13 Senior Grant Program
Date: 09/30/2012
Report No.: #1
Quarter From: 07/01/2012
To: 09/30/2012

FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	126,207.00	-	62,210.80		\$ 126,207.00
Transportation		-	-	-	\$ -
Contractual		-	-	-	\$ -
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 126,207.00	-	\$ 62,210.80	\$ -	\$ 126,207.00

Payment Request \$ 62,210.80

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

See Attached

Rec'd 10/11/12 02

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Terry Eubank Date: 9/30/12

Printed Name and Title: Terry Eubank, Finance Director

Reviewed and forwarded to mayor/finance 10/17/12 02

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Include challenges experienced, any foreseen problems, and/or any special requests. Attach additional pages if necessary.

This past quarter the program director facilitated 2 staff meetings, attended 6 department head meetings, 3 city council meetings, attended an area-wide Director's meeting in Soldotna, 3 Council on Aging Meetings, 3 Senior Connection, Inc. meetings. During this quarter she coordinated the July 4th Pie/Hot Dog Booth Fundraiser, in September assisted with a garage sale, and with Ken Duff, Director of Frontier Community Services, produced a Mystery Dinner Fundraiser for both agencies on a Friday and Saturday at the senior center. This quarter, through the three fundraisers, Kenai Senior Connection Inc. we raised over \$10,046. Having three fundraisers in one quarter is an awesome task for the seniors. The Director applauds them! It is a lot of hard work!

This past quarter, the Director enjoyed getting out and assisting the seniors with special trips. She drove for the Halibut Cove trip in August. There were 11 seniors that participated in that trip. There were 8 seniors, ages 60 to 85 that participated in the Juneau Falls hike. She and her husband organized and planned the hike. Both trips were fun and it is nice for the seniors to see the director out of the facility and participate in various events.

This quarter we provided 5,773 home meals and 2,877 congregate meals. Our home meals are delivered by three home meal drivers. Two drivers deliver food in part of our service area Monday through Friday. The other driver delivers one hot meal and 6 frozen home meals once a week to each of the three Kasilof clients.

In August the senior center hosted the annual "Old Timers" luncheon. We had 240 seniors in attendance. The seniors look forward to this annual event and the seniors come from all over the peninsula to visit old friends, share stories and honor those who have passed away. Staff assisted in this event.

In August, we held our annual picnic. We were fortunate to have HilCorp provide their "camp" area to hold the picnic. We grilled hot dogs and BBQ chicken. There were 45 seniors that participated in the event. It was a gorgeous day and all enjoyed the outing. All our staff participated in this event.

The Activity Coordinator provided various activities, outings, workshops this quarter. We continue to have a very active wellness and exercise program. During this quarter 150 seniors participated in various workshops facilitated by the retired volunteer nurse. Topics included; Weight Management and Health," and "Natural Health Solutions Class," "Emergencies Happen...Are You Prepared?" We began a Thursday, late afternoon, Gold Zumba class. There have been 14 women attending. We continue to have 18 seniors participate in the weight resistance class, 11 in the Richard Simmons Aerobics Class, and 12 in the Tai Chi class. The 7 line dancers practice three times a week and entertain once a month. The Bell Ringing Class is 8 strong and they too, practiced and entertained. The bell ringers provided 52 hours of service in the community this quarter. We have a regular group of seniors that challenge their cognition through duplicate bridge and pinochle. This quarter, 171 hours were spent playing the two card games. The blue grass jam activity continues to provide evening practice for the musicians as well as providing great music for the audience. This quarter, we had 309 players and participants. 19 seniors and 7 dogs participated in the annual Pet Parade. We provided space to 22 seniors that participated in the Caregiver Support Group. This quarter, topics presented and discussed were, "Secrets of the Mind," "Caring for Your Parents, Stress is a silent Killer," and "Silver Age Yoga." This is a wonderful group that supports one another as well as being educated on a variety of vital topics. Care giving is a stressful job.

Besides planning and coordinating activities for our seniors, our Activity Coordinator also facilitates the volunteer program. Coordinating volunteers is a job all by itself. This past quarter our

volunteers provided 2,888 community service hours to our program. As the reader can see, we could not provide the services we do without our volunteers. If you think about our wonderful "non-paid" staff, they saved us (based upon minimum wage) approximately \$21,226.80 this quarter. They deserve more than minimum wage and they are truly a gift to the staff and the seniors who come to the senior center.

This quarter the outreach worker provided 24 hours of ceramics class as well as 24 hours of knitting and crochet class. She had 14 home visits this quarter. The outreach worker was instrumental in providing documented information as proof for the need of a new caregiver for the senior client.

Our security person provided 12 facility rentals with security services. The rentals provide the senior center with revenue. The rentals could be weddings, memorial services, various meetings, and or reunions.



KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7599
PHONE: (907) 714-2153 • **FAX:** (907) 714-2377
EMAIL: bahlberg@borough.kenai.ak.us

FROM: Seward Senior Citizens
KPB ACCOUNT: 100.62150.SEWSR.43011

Award Amount: \$47,238
Ending: 30 June 2013

Financial / Progress Report

Submit Report To: Brenda Ahlberg Community & Fiscal Projects Manager Kenai Peninsula Borough 144 N. Binkley St., Soldotna, AK 99669	Project Name: FY13 Senior Grant Program Date: October 30, 2012 Report No.: FY13, Qtr 1 Quarter From: July 1, 2012 To: September 30, 2012
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FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	25000	-	6,250.00	6,250.00	\$ 18,750.00
Transportation		-	-	-	\$ -
Contractual		-	-	-	\$ -
Supplies	17000	-	4,250.00	4,250.00	\$ 12,750.00
Equipment		-	-	-	\$ -
Facility/Utilities	5452	-	1,363.00	1,363.00	\$ 4,089.00
TOTALS	\$ 47,452.00	-	\$ 11,863.00	\$ 11,863.00	\$ 35,589.00

Payment Request	\$ 11,863.00
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PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Served 1420 congregate meals, 360 units of fitness classes, 711 one way rides and 523 meals on wheels and 16 classroom hours in computer education during the first quarter of 2012. Provided Medicare counseling to 13 senior citizens, assisted in form completion for 15 different senior citizens and fielded more than 160 phone inquiries of age related issues and referrals.

The problems we face today is the rising cost of utilities and fuel, escalating food costs and a steady increase in gasoline prices. This is happening at the same time of when program income is on the decline. The center will be required to raise \$20k more in fundraising efforts this next fiscal year just to keep the doors open five days a week.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Submitted electronically 10/30/2012 Date: _____

Printed Name and Title: _____



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599

PHONE: (907) 714-2153 • FAX: (907) 714-2377

EMAIL: bahlberg@borough.kenai.ak.us

FROM: Soldotna Senior Citizens
KPB ACCOUNT: 100.62170.SOLSR.43011

Award Amount: \$90,886
Ending: 30 June 2013

Financial / Progress Report

Submit Report To:
Brenda Ahlberg
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Project Name: FY13 Senior Grant Program
Date: 10/2/2012
Quarter From: 7/1/2012
To: 9/30/2012

FINANCIAL REPORT:

FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	71,258.00		24,746.46	24,746.46	46,511.54
Transportation			-	-	-
Contractual	3,524.00			-	3,524.00
Supplies	16,104.00		5,368.22	5,368.22	10,735.78
Equipment				-	-
				-	-
TOTALS	90,886.00	-	30,114.68	30,114.68	60,771.32

Payment Request	\$	30,114.68
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PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Provided congregate meals and home delivered meals daily, provided senior transportation without interruption during the quarter. Numerous information and referral services and senior outreach to isolated, poverty level, disabled home bound seniors. Completed the re-roofing of the Center due to wind damage incurred during last November's wind storm. Regrettably, the contractor failed to cover half of the roof and had a heavy downpour that night. Water came into the building with water dripping out of light fixtures, fire detectors and ducting. Repairs competed after a couple weeks and facility inspected. Did not disrupt services. Sewage drains from the Center to the road sewer system plugged requiring cleaning. The compressor low pressure solenoid to the walk-in cooler failed, turning the cooler into a heater. Lost \$1000 in perishable foods. Freezer was unaffected. Completed replacing sidewalk to Center as well as concrete approach to garage. Determined one large birch tree by housing unit was rotting internally and had to have it removed. Started on the physical work to install an emergency generator (lengthy project). Monthly no-host dinners, four different dance sessions weekly for exercise. Held our Summer Bazaar and quilt show in July and the Fall Roundup fundraisers to raise money to support senior programs. Held annual Membership Meeting to elect members of Board of Directors.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature:

Carolyn Prince

Date: 10/2/12

Printed name and title:

Carolyn Prince

Treasurer

Reviewed and forwarded to Mayor/finance 10/17/12



KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@borough.kenai.ak.us

FROM: Sterling Senior Citizens
KPB ACCOUNT: 100.62180.STESR.43011

Award Amount: \$60,376
Ending: 30 June 2013

Financial / Progress Report

Submit Report To: Brenda Ahlberg
 Community & Fiscal Projects Manager
 Kenai Peninsula Borough
 144 N. Binkley St., Soldotna, AK 99669

Project Name: FY13 Senior Grant Program
Date: 10/11/12
Report No.: 1
Quarter From: 07/01/12
To: 09/30/12

FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Personnel	43,000	-	13,347.28	13,347.28	\$ 29,652.72
Transportation		-	-	-	\$ -
Contractual	15000	-	3,068.76	3,068.76	\$ 11,931.24
Supplies	2376	-	-	-	\$ 2,376.00
Equipment		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 60,376.00	-	\$ 16,416.04	\$ 16,416.04	\$ 43,959.96
Payment Request					\$ 16,416.04

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Rec'd 10/13/12 OZ

Our two major fundraisers this summer were more successful than ever before. Both the silent auction and the gun show made approximately \$1,000 more than they did last year. So, we consider our fundraising efforts a huge success this year and have really gotten the support of the community of Sterling. We are also already gearing up for the Thanksgiving and Christmas Food Boxes and Angel Tree. Last year we sent out about 135 food boxes for needy families in Sterling. We also gave out over 100 presents to the children of those families.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Glenda M. Graham Date: 10/11/12

Printed Name and Title: Glenda Graham - President

Reviewed and forwarded to mayor/grantee 10/17/12 OZ



KENAI PENINSULA BOROUGH GRANTS MANAGEMENT

M E M O R A N D U M

TO: Mike Navarre, Mayor
FROM: Brenda Ahlberg, Community & Fiscal Projects Manager
DATE: 07 November 2012
SUBJECT: **FY13 – 1Q Non Department Grant Reports**

The following non-departmental grant reports have been submitted for FY13 first quarter:

Central Area Rural Transit
Kenai Peninsula Economic Development
Kenai Peninsula Tourism Marketing Council
Small Business Development Center



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599

PHONE: (907) 714-2153 • FAX: (907) 714-2377

EMAIL: bahlberg@borough.kenai.ak.us

FROM: CARTS
 KPBA ACCOUNT: 100.94910.CARTS.43010

Contract Amount: \$25,000
 Ending: June 30, 2013

Financial / Progress Report

Submit Report To:

Project Name: Public Transportation

Brenda Ahlberg

Date: 10/25/12

Community & Fiscal Projects Manager

Report No.: 1

Kenai Peninsula Borough

Quarter From: 07/01/12

144 N. Binkley St., Soldotna, AK 99669

To: 09/30/12

FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	12891	-	-		\$ 12,891.00
Travel		-	-	-	\$ -
Contractual	7109	-	-	-	\$ 7,109.00
Supplies	5000	-			\$ 5,000.00
Equipment		-	-	-	\$ -
		-		-	\$ -
TOTALS	\$ 25,000.00	-	\$ -	\$ -	\$ 25,000.00

Payment Request	\$ -
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PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

There were no expenditures against the grant this reporting period.

The Mobile Data Terminals have been installed in all of our vehicles. All staff has been trained on the use of the units. We have worked out any bugs in the programming and are now seeing the benefits of the devices including secure information transfer, improved information collection and more effective time management for our drivers. I am sure we will continue to see efficiencies using these.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Jennifer Beckmann Date: 10/25/12

Printed Name and Title: Jennifer Beckmann, Executive Director



KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@borough.kenai.ak.us

10/15/12

FROM: Kenai Peninsula Economic Development District **Contract Amount:** \$90,000.00
KPB ACCOUNT: 100.94910.KPRDD.43009 **Ending:** 6/30/13

Financial / Progress Report

Submit Report To: Project Name: Kenai Peninsula Economic Development District
 Brenda Ahlberg Date: October 15, 2012
 Community & Fiscal Projects Manager Report No.: 1 of 4
 Kenai Peninsula Borough Quarter From: July 1, 2012
 144 N. Binkley St., Soldotna, AK 99669 To: September 30, 2012

FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	\$ 40,000.00	-	11,250.00	11,250.00	\$ 28,750.00
Travel		-	-	-	\$ -
Contractual	\$ 50,000.00	-	11,250.00	11,250.00	\$ 38,750.00
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
TOTALS	\$ 90,000.00	-	\$ 22,500.00	\$ 22,500.00	\$ 67,500.00

Advance funding	\$ -
Expenditures applied to advance	-
Remaining Advance Balance	\$ -

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Please see attached.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: *John Tomerson* Date: 10/9/12
 Printed Name and Title: John Tomerson Executive Director

Reviewed and forwarded to Mayor/Finance 10/17/12

Kenai Peninsula Economic Development District

Kenai Peninsula Borough Quarterly Progress Report

KPB Account: 100.94910.KPRDD.43009

Report Period July 1, 2012 – September 30, 2012

SCOPE OF WORK

Economic Development Partnerships

9/30/12

KPEDD is a recognized by the State of Alaska as an Alaska Regional Development Organization (ARDOR). Southwest Alaska Municipal Conference (SWAMC) the ARDOR representing the Aleutians, Bristol Bay and Kodiak. Residents from the area interested in future opportunities for LNG shipments to western Alaska. KPEDD was instrumental in arranging a tour of the ConocoPhillips LNG plant for SWAMC staff and board members.

Small Business Assistance

9/30/12

Eight clients contacted KPEDD for assistance. Two were looking for a grant to start a business. Four were looking for assistance with starting a business. Three wanted information on our MircoLoan Program.

Approximately \$80,000 is available for lending through our MicroLoan Program. One application was submitted for funding in the amount of \$5,000. Due to credit issues the loan application was declined for funding.

The Business Innovation Center (BIC) is 100% occupied. 75% of our turned raw land is leased. Tenants include a start up oil/gas exploration company, two oilfield support services companies, two oil/gas construction companies, two pipeline inspection companies, a safety training business, a self employed video production/editor, a start up petroleum based products and lubricants sales and services company and a nonprofit radio station.

KPEDD was successful in securing a legislative grant for the Kenai Peninsula construction Academy to construct a much needed store building. Initial site development is underway.

Workshops and Forums

9/30/12

KPEDD, Land's End Resort and KPTMC are sponsoring the 4th annual Business, Marketing and Technology Conference held at Land's End Resort in Homer on October 15th and 16th. The conference brings together business leaders and entrepreneurs to hear from speakers and collaborate about how to accelerate business practice, technology and innovation.

Planning for the 2013 Industry Outlook Forum is underway. The event will be held in Homer at the Land's End Resort Thursday, January 31st and Friday February 1st. The City of Homer is the co-host this year.

Cook Inlet Infrastructure & Workforce Assessment

9/30/12

KPEDD submitted an application to EDA for \$75,000 for this project. The application was not approved for funding. The overall project budget has been adjusted to accommodate the reduction. The scope of the project has not been affected.

The RFP for Consultant #1 has been drafted and will be made available to the public the first week of October. KPEDD has been in negotiations with Alaska Process Industry Careers Consortium (APICC) for the Consultant #2/Workforce Assessment portion of the project.



KENAI PENINSULA BOROUGH
 144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@borough.kenai.ak.us

FROM: KPTMC
KPB ACCOUNT: 100.94910.KPTMC.43021

Contract Amount: \$300,000
Ending: June 30, 2013

Financial / Progress Report

Submit Report To: Brenda Ahlberg
 Community & Fiscal Projects Manager
 Kenai Peninsula Borough
 144 N. Binkley St., Soldotna, AK 99669

Project Name: Tourism Marketing/Peninsula Promotion
Date: October 4, 2012
Report No.: 1
Quarter From: July 1, 2012
To: September 30, 2012

FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	42924.00		7,238.47	7,238.47	\$35,685.53
Travel	20365.80		3,972.24	3,972.24	\$16,393.56
Contractual	70000.00		57,967.00	57,967.00	\$12,033.00
Supplies	166710.20		31,546.29	31,546.29	\$135,163.91
Equipment					
TOTALS	\$300,000.00		\$100,724.00	\$100,724.00	\$199,276.00

Payment Request **\$100,724.00**

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Rec'd 10/04/12 BZ

Summary: The 1st quarter of our reporting year is a time that our membership is in full swing with visitors and our organization is busy analyzing how the season is progressing, working with visiting media and travel trade, placing our media buys for 2013, distributing our collateral material and selling and producing our Discovery Guide Planner for the following season.

We do not have current sales tax data for the 2012 visitor season at this time. At the beginning of summer KPTMC predicted that in 2012 we would see numbers that rivaled our record tourism year in 2008. The unforeseen failure of the King salmon run may have derailed a full recovery, although some of the impact was absorbed by a very strong sockeye run. Anecdotally, most KPTMC members reported a strong season.

Discovery Guide Distribution: While KPTMC is continuing to increase our web and social media presence, the cornerstone of our marketing remains the Discovery Guide. Studies have shown that the Alaskan visitor demographic relies on a myriad of planning sources, but they still prefer a printed guide. 2012 Guide Distribution breaks down as follows:

COME PLAY WITH US.

Nothing about the Kenai Peninsula is formal or stuffy. In fact, no other Alaskan destination offers such an up close and personal Alaska experience. That's why we are known as

Alaska's Playground.

Visit www.kenaipeninsula.org
 to order or download your FREE Guide to the Kenai

800.935.3624

BAH initials

- 50,000 guides mailed in February 2012 to leads purchased from ATIA qualified to people who have decided to visit Alaska within the two years.
- 4000 Guides were shipped to be included in an Infox Travel Agent mailing that provides travel agents with an Alaska information packet upon request.
- Over 5000 Guides were handed out at in-state consumer shows.
- 2500 are distributed at our kiosk in the Tok Visitor Center.
- Over 15,000 guides were sent to leads generated from our web site, advertising in the Anchorage Convention and Visitor Bureau Recreation Guide, and the State of Alaska Vacation Planner.
- Over 13,000 were distributed to the tour industry, visitor centers, Alaska airports, ferry terminals and national trade shows.
- Approximately 30,000 guides went to the Anchorage market, including distribution at the downtown Saturday Market, using Anchorage Brochure Distribution.
- 1000 will be distributed through ATIA at the upcoming New York Times Travel Show, Adventures in Travel Expo in Chicago, and the Boston Globe Travel Show
- We will finalize the 2012 Guide distribution in mid November to leads purchased from ATIA, clearing way for the 2013 Guide.

2013 Discovery Guide Sales: Sales for the 2013 Discovery Guide have just closed, coming in at \$143,069, up \$14,000 over last year. The new guide is being laid out and will be sent to the printer October 25, 2012. We are expecting to receive the bulk of our order mid to late November.

Passport to The Kenai: 20,000 Passports to Adventure on The Kenai were distributed to visitors this year through ABC Motorhome Rental, mailings and at visitor centers throughout Alaska. This program continues to be one of our most popular, encouraging visitors and locals alike to visit all of our diverse communities. We will begin advertising sales for our 2013 Passport in November.

Media Assistance: KPTMC helped coordinate trips throughout The Kenai for the following journalists:

- **Eric Plante:** Independent Travel Writer and Photographer
www.picturesbyplante.com
- **Mark Taylor:** Outdoors Editor for The Roanoke Times
- **Bill Thompson III:** Editor of Bird Watcher's Digest
- **Larry Larson:** Independent Travel Writer with 21 books, 2,000+ magazine articles, 8,000+ photos and 2 websites.

Hi Shanon

Now that we've had a few days to get organized after our trip to Alaska we wanted to send our sincere thanks for your hard work. It was obvious that everything was very well organized and our schedule happened as planned. We certainly enjoyed everything about the Kenai Peninsula except our short time there! The Hutch B&B was so convenient to everything, and George at Alaska River Adventures and his guides did a great job making our photos and article information very easy to gather.

We will keep you informed when our articles appear and will send the links to them. We plan on doing an Alaska special.

*Thanks again for everything!
Take care,
Larry and Lillian Larsen*

Kenai Peninsula Business Development:

Nationally Acclaimed Customer Service Speaker Tim Richardson:

KPTMC coordinated and hosted nationally acclaimed customer service speaker, Tim Richardson, to help Kenai Peninsula businesses kick off the summer visitor season with their best foot forward. To reach the maximum number of businesses, Tim gave presentations in Seward, Homer and the Central Peninsula.

Annual Business, Marketing, & Technology Conference:

KPTMC is also a proud organizer and sponsor of the Annual Business, Marketing & Technology Conference in Homer-

Land's End, the KPTMC and the Kenai Peninsula Economic Development District (KPBEDD) are pleased to announce that the 4th Annual Business, Marketing, & Technology Conference (BMTTC) will be held on October 15th and 16th, at Land's End Resort in Homer.

This is an intimate conference; participants will be able to talk to speakers before and after sessions, as well as during networking breaks and meals. You will have the opportunity to meet and engage with virtually any attendee, exchanging ideas and forming lasting business relationships.

Topics cover a broad range of critical business and technology functions, including:

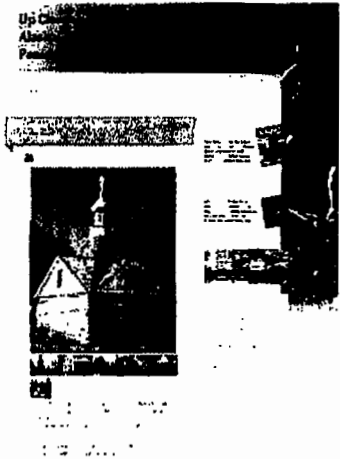
- Digital Signage & Mobile Payments
- Leadership and Teambuilding Development
- Enhancing, Managing & Promoting Your Facebook Page with Facebook's New Features
- Marketing Your Business with Pinterest, Google+ and Other New Networks and Tools
- Mobile Marketing with Images: Instagram, Pinterest, Trover and More Info about seminars on "Profit Mastery" and "Pitch then Plan" creating a financial projection
- Presentations of the status of healthcare reform: the laws, impact on businesses, and our options.

Social Media: KPTMC just concluded a very successful facebook campaign that encouraged entrants to "like" not only our page, but the pages of participating communities as well. The winner, selected September 30th, won a thirteen day vacation on the Kenai Peninsula. All the activities and lodging were donated by members.

The results speak for themselves, here is a graph detailing fan growth due to the sweepstakes:

City	KPTMC	Homer	Soldotna	Cooper Landing	Seward	Seldovia	Kenai
New Likes (Growth)	1900	1327	1304	1289	1815	1281	1284
Beginning Fan Base	1256	350	5891	0	3415	125	483
Current Fan Base	3010	1609	7054	1256	5119	1349	1651

We have also just concluded our "Keen Eye" photo contest for the summer of 2012. Entries in the photo contest automatically become property of KPTMC to use in marketing. With the addition of online submissions through our facebook page, our photo gallery has grown significantly over the summer.



We recently updated our blog site to better reflect our brand and stay current. Weekly blog updates increase our website SEO.

The future of our facebook page: When we reach 5,000 fans we will begin charging our members for opportunity to post information about their business on our page, increasing their exposure and our earned revenue.

Google Adwords, Preliminary Campaign:

Between July 26 and August 26, under the direction of CPC consultants with previous travel-industry experience, we launched a preliminary Google Adwords Campaign to collect strategic data while soliciting for guide requests..

Campaign Goals:

1. Generate Guide Requests
2. Collect data to inform a larger, planning-season AdWords campaign.
 - a. Identify Effective Keywords
 - b. Identify Effective Landing Pages
 - c. Identify Baseline Conversion Rates

Performance Summary:

COST: \$1,008.57 (+ \$2K Consulting)
CLICKS: 475
IMPRESSIONS: 38,609
CTR: 1.23%
AVG CPC: \$2.12
CONVERSIONS: 14 (\$72/Conversion)
(8 Mailed Guides + 6 Downloaded Guides)

Source / Medium	Visits	Goal Conversion Rate
google / organic	1,922	3.38%
(direct) / (none)	606	4.79%
google / cpc	400	3.50%
bing / organic	209	2.39%
yahoo / organic	194	4.12%
2chambers.com / referral	65	0.06%
travelalaska.com / referral	47	12.77%
aol / organic	29	8.90%
facebook.com / referral	29	0.00%
boroughkenai.ak.us / referral	28	0.00%

Next Steps

1. Analyze ROI Conversion between Print and CPC
2. Determine Guide Request goals & Online Packages goals.
3. Refine sub-campaigns to meet goals.
 - a. Use highest-performing AdWords sub-campaigns only.
 - b. Exclude Alaska entirely from all CPC campaigns.
 - c. Finalize a Display Network campaign to work w/Search campaign.
 - d. Implement Google's Remarketing code snippet.
4. Launch larger campaign no later than January.

TRAFFIC SOURCE BREAKDOWN

July, 26 2012 to August 26, 2012

PERFORMANCE COMPARED TO 2011

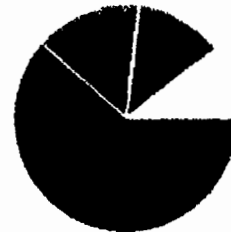
Unique Visits: +8.24%
 Unique Visitors: +12.09%
 Avg. Visit Duration +5.18%

Goal Conversion Rates

Website Avg: 3.55%
 Guide Pg. Avg: 24.00%

Direct Avg: 4.79%
 G CPC Avg: 3.50%
 G Org Avg: 3.38%

- 61.36% organic
- 15.44% direct
- 12.92% referral
- 10.21% paid



Items to note when reconciling KPTMC's financials:

We are including a breakdown of all staff hours charged to the grant in an invoice format. In addition, personnel costs are reported on a separate column on the same spreadsheet as our marketing expenditures, coded to the activity that the hours are billed to in our budget worksheet.

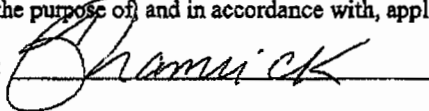
We had a slight change in the allocation of our expenses from the beginning of our grant period; I added \$6441.00 to our travel expenses and subtracted the same amount from our marketing expenses.

I re-created the cost category graph at the top of the Financial/Progress Report as the version it was originally created in is not compatible with our software.

Thank you and please let me know if you have any questions.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: _____



Date: October 4, 2012

Printed Name and Title: **Shanon Hamrick, Executive Director**



South West Region
43335 Kalifornsky Beach Road, Suite 12
Soldotna, AK 99669
TEL 907.260.5629
FAX 907.260.1695
www.aksbdc.org

(Brenda)

October 1, 2012

The Honorable Mike Navarre
Mayor of The Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, AK. 99669

Dear Mayor Navarre:

I'm pleased to offer the following Alaska Small Business Development Center (AK SBDC), South West Region report for your review:

Key Performance Indicators

- Clients counseled: 70
- New clients counseled: 36
- New businesses: 5
- Jobs created: 7
- Training events: 6
- Training attendees: 18
- Capital infusion: \$306,000
- Business plan development: 23

Trends

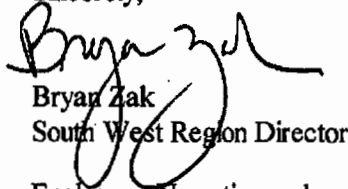
The numbers above provide the results for our Key Performance Indicators for the Kenai Peninsula Borough's 1st Quarter (July 1, 2012 through September 30, 2012). Yearly performance to date is reported in the attached report. These results indicate a positive trend compared to prior years which we attribute to our commitment, long lasting partnerships, and continued support from our community stakeholders.

Results for all

The Kenai Peninsula Borough Regional office continues to be staffed full-time with a Regional Director and an Administrative Assistant. Our team continues to develop strong working relationships with clients, Chambers of Commerce, lenders and government agencies.

Thank you on behalf of the AK SBDC for your continued support which is so greatly appreciated. Your support provides the opportunity for us to continue to provide business and professional services to the members of our community.

Sincerely,



Bryan Zak
South West Region Director

Enclosure: Narrative and corresponding documentation

STATEWIDE CENTERS: Anchorage, Fairbanks, Juneau, Kenai Peninsula, Mat-Su Valley

FAMILY PROGRAMS: PTAC - Procurement Technical Assistance Centers of Alaska, APEX - Alaska Performance Excellence, TREND - Technology Research and Development Center of Alaska, ROPE - Rural Outreach Program for Entrepreneurs, and our Buy Alaska Program



**Alaska Small Business Development Center- South West Region
43335 Kalifornsky Beach Rd., Suite 12
Soldotna, AK 99669
907-260-5629**

**First Quarter Report
FY2013
July 1, 2012 through September 30, 2012**

Presented to:

**Kenai Peninsula Borough
Mayor Mike Navarre
144 North Binkley Street
Soldotna, AK 99669**

October 1, 2012

The Alaska Small Business Development Center South West Region (AKSBDC-SW) offers services to businesses just getting started and existing on the Kenai Peninsula.

Our goal is to provide education, information and services designed to help, develop, sustain and grow small businesses within our service area.

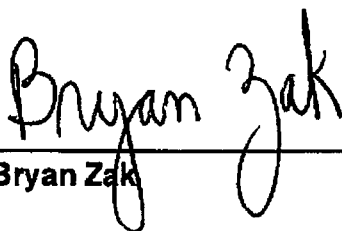
The hallmark to our services is the free, one-on-one, confidential counseling individualized to meet each client's needs. A counseling session may cover a myriad of topics related to business, including business plan development and review, business projections, cash flow analysis, marketing, bookkeeping, loan packaging, licensing and permitting, to name a few.

The AKSBDC-SW also provides entrepreneurs access to a business library, Internet computer usage for research and business training through no - and low-cost seminars and workshops.

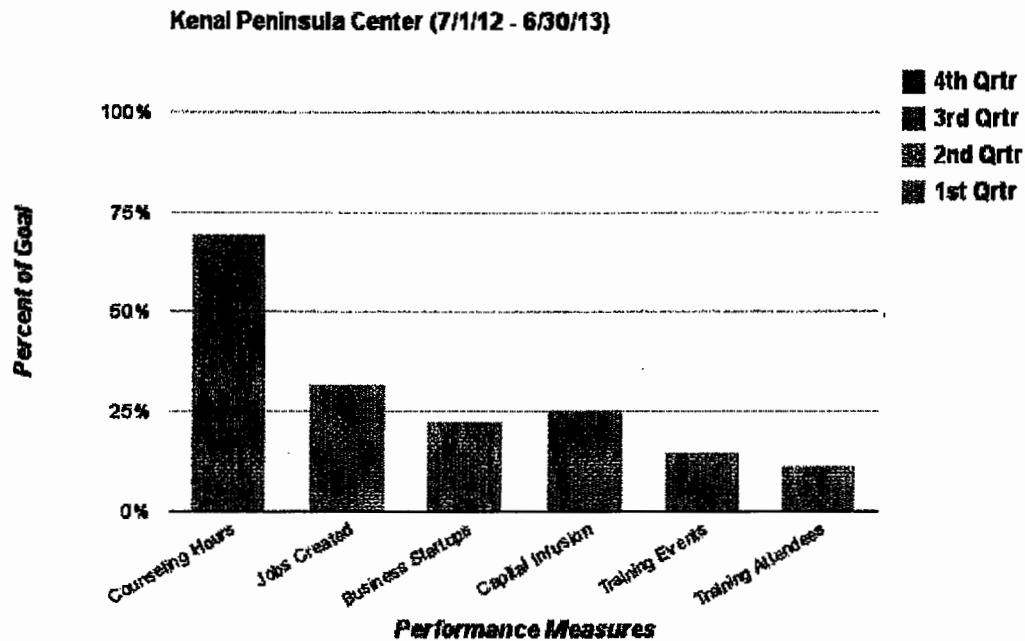
The Offices in Soldotna, Homer, and Seward offer further assistance through AKSBDC-SW's partner program PTAC, which provides assistance with state, federal and local government procurement opportunities. Other available resources include a set of business tools at www.AKSBDC-SW.org, ongoing live webinars, access to market research, and a statewide network of knowledgeable staff.

On the Kenai Peninsula the AKSBDC-SW has established collaborative relationships with the Kenai Peninsula Borough, all of the Chambers of Commerce, the cities of Homer and Seward, the Kenai Peninsula Tourism Marketing Council and the Kenai Peninsula Economic Development District. These relationships provide a small amount of funding or in-kind services, and promote our workshops and counseling in their newsletters.

I certify that to the best of my knowledge, the information contained herein is accurate and reflects the activities executed by the AKSBDC-SW during the First Quarter FY13.


Bryan Zak

October 1, 2012



Performance Indicators and Progress To-Date

The AKSBDC-SW performance measures for FY2013 (FY 07/01/2012 through 6/30/12) depicted in the figure above are explained below with progress to date.

Number of Clients Counseled Current Quarter: 70
YTD: 70 unique clients

During the First Quarter, 70 clients received counseling assistance. This represents 173.50 hours spent with clients in the quarter. Of start-up and existing business clients, 22 are male, 28 are women-owned and 13 have two or more owners.

Our free, confidential counseling is offered to all individuals seeking assistance. Due to the volume of requests for ounseling the AKSBDC-SW has segmented its clients into the following life cycle: Think, Launch, Grow, Reinvent and Exit. By understanding the stage of a client's business, both the client and the counselor work more efficiently and produce results more effectively.

In order to be considered a reportable counseling session the client's initial counseling session must be no less than 1 hour with the business advisor. Follow-up counseling sessions can be any length of time. Although the Business Advisor offers information and advice to clients on an ongoing regular basis via telephone, email or in person, only the reportable sessions are listed.

Clients represented a wide range of businesses including service-related businesses (19), retail (10), construction (4), manufacturing (2) and other business ventures (35). Most appear to be starting or continuing with year-round ventures, with several seasonal businesses exploring options for year-round operations.

The regional results reported below represent the AKSBDC-SW's Key Performance Indicators (KPI's) which are each tied to our strategic plan. The trend for all KPI's indicate a steady upward trend and we attribute this to our organization's Baldrige journey to achieve performance excellence.

Jobs Created

YTD: 7

The South West Region of the AK SBDC continues to see an increasing trend for number of jobs created as compared to prior year's results. During the First Quarter, 7 new jobs were added.

Business Starts

YTD: 5

Additionally, results for business starts shows a positive trend as business owners take advantage of low interest rates and new business opportunities. An enterprise is considered "in-business" when all required licensing/permitting is acquired and has either payroll, acquired debt or equity capital, incurred business expenses, and/or has a sale. During the First Quarter, we had 5 new businesses created.

Capital Infusion

YTD: \$306,000

Capital Infusion is also showing an increasing trend compared to previous years. We attribute this to the continued marketing, improvement and development of our services, lower interest rates, owners' willingness to finance businesses, and private investment.

TOTAL TO DATE:

SBA Loans: \$0

Non-SBA: \$250,000

Non-Debt Financing: \$56,000

Training Events & Attendees

YTD Events: 6

YTD Attendees: 18

Training events, in the form of workshops and classes, are available through the AKSBDC-SW office. These trainings may be provided by the Business Advisor or other professionals. During the First quarter, we offered 6 training events with a total of 18 attendees. The training topics covered pre-business training, business planning, accounting, and QuickBooks.

Recently the AKSBDC-SW has improved how it offers workshops. Many of our workshops are now available via an online software, ReadyTalk. An individual needs only a computer, Internet connection, and phone line to join the workshop. These workshops are also archived so our customers can view at times that are convenient for them. We're pleased to say that with this new offering there were 3 clients from the KPB who took advantage of this new technology.

We anticipate many new improvements over the next fiscal year for workshops. It will be our pleasure to keep you posted on new developments and technology that will better assist business start-ups and growth.



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441
PHONE: (907) 714-2200 • FAX: (907) 714-2378
www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

To: Mike Navarre, Mayor
Thru: Craig C. Chapman, Finance Director *C Chapman*
Max Best, Planning Director *MB*
Marcus Mueller, Land Management Officer *MM*
From: *D.C.* Dan Conetta, Land Management Agent
Date: November 1, 2012
Subject: Recap of 2012 Tax Foreclosure Auction as
Authorized by Ordinance 2012-23

Routed From
Mayor's Office to:
Clerk _____
Assembly _____
Legal _____
Finance _____
Assessing _____
Planning _____
Roads _____
SBB _____
Purchasing *Paul*
Other _____
Date: *11/5/12*

Land Management is pleased to report that all 37 parcels that were offered in the Borough's 2012 Tax Foreclosure Sale were sold at auction on October 13, 2012. The results of this sale are also posted to the KPB Land Management website. Seven of the 37 parcels had structures on them. There we a total of 27 successful bidders as 9 bidders had purchased more than one parcel. A total of \$2,064.51 was spent on newspaper ads (public notices). Grubstake Auction Company, Inc. conducted the auction at a cost of \$3,495 and registered a total of 98 bidders. The auction effort was also supported by five Borough employees—three from Finance and two from Land Management. The Borough is due to recover \$74,110 in unpaid real property taxes, penalties, interest, and other related costs. In addition, excess proceeds resulted in a total of \$227,993.49. Pursuant to state statutes the prior record owner will be notified of their right to claim excess proceeds.

In addition to the 37 parcels sold, another 19 were retained by the Borough for a public purpose pursuant to Ordinance 2012-23, eight were repurchased prior to sale, and three were conveyed to the City of Seward as requested, pursuant to state statutes.

This year, to attract more interest, Land Management mailed a courtesy notice to adjacent property owners about the auction. Our statistical analysis shows that out of the 98 registered bidders 15 were adjacent property owners, and that of the 37 parcels sold 12 were to adjacent property owners.

RECEIVED

NOV 02 2012

KPB
FINANCE DEPT ACCOUNTING



KENAI PENINSULA BOROUGH - FINANCE DEPARTMENT

To: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

Thru: Mike Navarre, Borough Mayor *MN*

Thru: Craig Chapman, Finance Director *C Chapman*

From: Brandi Harbaugh, Controller

Date: November 6, 2012

Subject: Project Reports – September 30, 2012

Attached are the quarterly project reports for the Borough's capital project funds.

Fund 400-Borough and Grant Funded School Capital Projects Fund
Fund 401-Bond Funded Capital Projects Fund
Fund 407-General Government Capital Projects Fund
Fund 411-Solid Waste Capital Projects Fund
Fund 434-Road Service Area Capital Projects Fund
Fund 441-Nikiski Fire Service Area Capital Projects Fund
Fund 442-Bear Creek Service Area Capital Projects Fund
Fund 443-CES Service Area Capital Projects Fund
Fund 444-Anchor Point Service Area Capital Projects Fund
Fund 446-Kachemak Emergency Service Area Capital Projects Fund
Fund 455-911 Communication Capital Projects Fund
Fund 459-North Peninsula Recreation Service Area Capital Projects Fund
Fund 490-Central Peninsula Hospital Capital Projects Fund
Fund 491-South Peninsula Hospital Capital Projects Fund

School Revenue Projects - Fund 400

Balances through September 30, 2012

Project	Year Authorized	Site	Site Number	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
07714	2007	Chapman Elementary	71010	Siding/window	50,000	49,590	-	410	49,590	-	49,590
12WLD	2012	Nanwalek Welding	71030	Storage to Welding Shop	38,505	35,351	20,228	23,382	15,123	2,687	12,436
13704	2013	Nanwalek School	71030	Propane Tank Separation	100,000	100,000	10,026	10,026	89,974	800	89,174
06195	2006	Ninlichik Elem.	71100	Re-roof Section D & E	492,671	16,330	-	476,341	16,330	16,330	(0)
12CAN	2012	Skyview HS	71180	Canopy	399,372	388,657	127,844	138,559	260,813	118,472	142,341
08232	2008	Homer High	72010	FY08 HoHi - ADA Comp.	12,000	11,783	-	217	11,783	-	11,783
12723	2012	Homer High	72010	Pool filter Upgrade	80,000	77,477	290	2,813	77,187	-	77,187
12823	2012	Homer High	72010	Front Entry Upgrade	100,000	100,000	-	-	100,000	-	100,000
12TRC	2012	Homer High	72010	H. S. Track Replacement	1,175,000	1,105,504	16,628	86,123	1,088,877	1,025,266	63,611
08320	2008	West Homer Elem.	72051	Mortar Jts. -Seal Brick	50,000	43,649	-	6,351	43,649	-	43,649
13AUR	2013	Aurora Borealis	73010	Land Purchase	87,600	87,600	85,141	85,141	2,459	2,459	-
12KUT	2012	Kenai High	73020	Kitchen/Home Ec	73,132	70,009	59,694	62,817	10,315	8,085	2,230
13556	2013	Kenai High	73020	Track and Field Improve.	1,900,000	1,900,000	1,520	1,520	1,898,480	126,710	1,771,770
11755	2011	Kenai Middle School	73030	Flooring Rep/Upgrade	6,933	6,933	6,933	6,933	-	-	-
07314	2007	Sears Elem	73040	Roof Repair	30,000	16,051	-	13,949	16,051	10,400	5,651
07716	2007	Seward High	75020	Parking lot light upgrade	30,000	9,735	9,691	29,956	45	45	-
12EXP	2012	Seward High	75020	Shop Expansion	179,898	160,618	2,102	21,381	158,517	-	158,517
08743	2008	Seward Middle	75030	Playfield Complex	413,000	10,028	9,809	412,781	219	-	219
12748	2012	Soldotna High	76020	Home Ec. Room Upgrade	75,000	75,000	-	-	75,000	-	75,000
13556	2013	Soldotna High	76020	Track and Field Improve.	1,200,000	1,200,000	950	950	1,199,050	126,710	1,072,340
12851	2012	Portables & Outbuildings	78010	Areawide Outbuildings	100,000	23,487	-	76,513	23,487	23,487	87,952
12PTB	2012	Portables & Outbuildings	78010	Move & Setup 2 Portables	150,000	150,000	8,300	8,300	141,700	53,748	10,106
07009	2007	Areawide Facilities	78050	HVAC/DDC upgrades	386,064	99,070	84,015	371,009	15,055	4,949	159,390
09727	2009	Areawide Facilities	78050	Bleacher Replacement	200,000	159,928	-	40,072	159,928	538	41,259
09782	2009	Areawide Facilities	78050	ADA Compliance	80,000	56,018	5,763	29,745	50,255	8,996	11,970
09802	2009	Areawide Facilities	78050	Paving Upgrades	200,000	21,764	9,314	187,550	12,450	480	-
10759	2010	Areawide Facilities	78050	Elevator Upgrades	100,000	16,426	-	83,574	16,426	16,426	-
10802	2010	Areawide Facilities	78050	Arsenic Compliance	300,000	2,546	-	297,454	2,546	2,546	-
10856	2010	Areawide Facilities	78050	Paving Rep/Upgrade	125,000	98,223	12,012	38,789	86,211	1,268	84,943
11728	2011	Areawide Facilities	78050	Fire/Life/Safety Projects	100,000	74,388	1,889	27,501	72,499	-	72,499
11756	2011	Areawide Facilities	78050	Doors/Entries Replace.	75,000	284	284	75,000	-	604	(0)
11758	2011	Areawide Facilities	78050	Asbestos abatement	98,500	15,202	14,598	97,896	604	-	224
11759	2011	Areawide Facilities	78050	Elec. & Lighting Upgrades	100,000	4,052	3,827	99,776	224	-	3,988
11780	2011	Areawide Facilities	78050	Water quality/Arsenic	200,000	11,442	3,690	92,248	7,752	3,764	66,669
11801	2011	Areawide Facilities	78050	Playground Upgrades	100,000	71,529	842	129,313	70,687	4,018	2,228
11802	2011	Areawide Facilities	78050	HVAC Upgrades	200,000	53,203	50,745	97,541	2,459	230	1,848
11802	2011	Areawide Facilities	78050	Asphalt/Paving Replace.	175,000	8,145	4,319	196,174	3,826	1,978	175,000
SMART	2011	Areawide Facilities	78050	Security Camera	160,000	39,745	-	120,255	39,745	-	39,745
12860	2012	FY11 KPBSD Smart Bd.	78050	Smart Board Project	154,000	3,504	936	151,432	2,568	-	2,568
12856	2012	Areawide Facilities	78050	Generator & Hardware	100,000	53,454	11,134	57,680	42,320	10,515	31,804
12728	2012	Areawide Facilities	78050	Fire Marshall/Safety	125,000	124,954	9,593	9,639	115,361	-	115,361
12780	2012	Areawide Facilities	78050	Doors and Entries	125,000	119,665	243	5,578	119,422	-	119,422
12755	2012	Areawide Facilities	78050	Playground Upgrades	116,868	108,552	22,340	30,657	86,211	9,922	76,290
12758	2012	Areawide Facilities	78050	Flooring	125,000	122,984	34,952	36,968	88,032	8,264	79,768
12802	2012	Areawide Facilities	78050	Electrical & Lighting	101,000	33,326	29,631	97,305	120,000	2,416	120,000
12803	2012	Areawide Facilities	78050	Asphalt & Sidewalk	120,000	120,000	-	-	120,000	-	120,000
12DCS	2012	Areawide Facilities	78050	Elevator Upgrades	75,000	74,682	6,023	6,341	68,659	12,286	56,374
12PAV	2012	Areawide Facilities	78050	ADA Compliance Study	100,000	100,000	2,541	2,541	97,459	-	97,459
				Asphalt Repairs	250,000	250,000	-	-	250,000	-	250,000

School Revenue Projects - Fund 400

Balances through September 30, 2012

Project	Year	Authorized	Site	Site Number	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
12DSG	2012	Areawide Facilities	78050	Design Dev.-	50,000	44,550	-	5,450	44,550	14,697	29,853	
AUDOR	2012	Aurora	78050	Doors & Hardware	34,085	1,157	385	33,312	773	444	329	
13000	2013	Areawide Facilities	78050	Auditorium Lighting	100,000	100,000	-	-	100,000	-	100,000	
13489	2013	Areawide Facilities	78050	Security Camera Systems	1,625,000	1,625,000	-	-	1,625,000	-	1,625,000	
13755	2013	Areawide Facilities	78050	Flooring Repl/Upgrade	75,000	75,000	-	-	75,000	-	75,000	
13756	2013	Areawide Facilities	78050	Asbestos Removal	150,000	150,000	145,200	145,200	4,800	-	4,800	
13758	2013	Areawide Facilities	78050	Elec. & Lighting Upgrades	125,000	125,000	25	25	124,975	4,706	120,269	
13780	2013	Areawide Facilities	78050	Playground Upgrades	75,000	75,000	-	-	75,000	-	75,000	
13801	2013	Areawide Facilities	78050	HVAC Upgrades	100,000	100,000	1,285	1,285	98,715	-	98,715	
13855	2013	Areawide Facilities	78050	Locker Replacement	75,000	75,000	-	-	75,000	5,623	69,377	
13856	2013	Areawide Facilities	78050	Fire Marshal/Safety	150,000	150,000	-	-	150,000	-	150,000	
13860	2013	Areawide Facilities	78050	Generator Upgrades	100,000	150,000	-	-	100,000	-	100,000	
Total					\$ 13,493,628	\$ 10,326,596	\$ 814,741	\$ 4,031,773	\$ 9,461,855	\$ 1,629,870	\$ 7,831,986	

Beginning Fund Balance 6/30/12

\$ 2,098,334

Funds Provided:

FY13 Transfer from General Fund	\$ 1,050,000
FY13 Local Contribution - KPBSD Kenai Central High, FY12 appropriation 2011-19-74	70,009.00
FY13 Local Contribution - KPBSD Nanwalek Welding Shop, FY12 appropriation 2011-19-74	35,351.00
FY13 Local Contribution - KPBSD ADA Compliance, FY12 appropriation 2011-19-78	100,000.00
FY13 Local Contribution - KPBSD Design Development, FY12 appropriation 2011-19-78	44,550.00
FY13 Local Contribution - KPBSD Asphalt Repairs, FY12 appropriation 2011-19-78	250,000.00
FY13 Local Contribution - KPBSD Move and Set up 2 Portables, FY12 appropriation 211-19-78	150,000.00
FY13 Local Contribution - KPBSD Homer Track design, FY12 appropriation 211-19-78	5,504.00
FY13 Local Contribution - KPBSD Seward H.S. Shop, FY12 appropriation 2011-19-74	160,619.00
FY13 Local Contribution - KPBSD Skyview H.S. Shop Canopy, FY12 appropriation 2011-19-74	388,657.00
FY13 Local Contribution - KPBSD Aurora, FY11 appropriation 2010-19-45	87,600
Grants Awarded	3,504
Total Funds Provided	<u>5,841,050</u>

8,186,844

Funds Applied - Current Year Expenditures

(814,741)

Funds obligated to existing projects

(9,461,855)

Projects completed, cancelled or other funding source identified.

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 8,582

General Government Projects - Fund 407

Balances through September 30, 2012

Project	Year	Project Description	Authorized Amount	FY12 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
84073	2008	Vehicle Parking	125,000	51,225	34,067.76	107,843	17,157	950	16,207
09407	2009	Conference Rooms Upgrade	100,000	52,911	-	47,089	52,911	-	52,911
10407	2010	Administration Building Remodel	139,324	10,657	5,465.51	134,132	5,192	-	5,192
1040A	2010	Administration Building Remodel	189,497	171,258	93,839.15	112,078	77,419	71,841	5,578
12ADA	2012	Basement restrooms ADA Compliance	40,000	40,000	8,051.25	8,051	31,949	30,700	1,249
13RML	2013	Admin Bldg. Remodel Assess/Plan/Mayor	376,059	376,059	3,490.41	3,490	372,569	\$0	372,569
Total			\$ 969,880	\$ 702,110	\$ 144,914	\$ 412,684	\$ 557,196	\$ 103,491	\$ 453,706

Beginning Fund Balance 6/30/12

1,098,922

Funds Provided:

FY2013 Transfer from General Fund

\$ -

Total Funds Provided

-

Funds Applied - Current Year Expenditures

(144,914)

Funds obligated to existing projects

(557,196)

Projects completed or cancelled

-

Funds available for appropriation and to satisfy future capital expansion plans.

396,811

Bond Projects - Fund 401

Balances through September 30, 2012

Project	Year Appropriated	Site	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
10SWB	2010	Central Peninsula Landfill	Landfill Expansion Project	\$ 4,960,000	\$ 88,864	\$ 59,278	\$ 4,130,674	\$ 829,326	\$ 1,979	\$ 827,346
11SCH	2011	Areawide Roof Replacements	KPBSD Roof Replacements	16,865,000	8,898,256	3,487,876	11,454,619	5,410,381	1,159,707	4,250,674
Total				\$ 21,825,000	\$ 8,987,120	\$ 3,547,154	\$ 15,585,294	\$ 6,239,706	\$ 1,161,686	\$ 5,078,020

Beginning Fund Balance 6/30/12

\$ 10,032,133

Funds Provided:

FY2013 SW Bond (FY10) Interest
 FY2013 School Roofing Bonds Interest

\$ 36
 206

Total Funds Provided

242

Funds Applied - Current Year Expenditures

(3,547,154)

Funds obligated to existing projects

(6,239,706)

Projects completed or cancelled

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 245,514

Resource Management Projects - Fund 409

Balances through September 30, 2012

Year	Project Description	Authorized Amount	FY12 Budget	Expend FY12	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Beginning Fund Balance 6/30/12					\$ 38,132		
	Funds Provided:							
	FY2012 Transfer from General Fund			\$ -				
	Grants Awarded			-				
	Total Funds Provided							
	Funds Applied - Current Year Expenditures							
	Funds obligated to existing projects							
	Projects completed or cancelled							
	Funds available for appropriation and to satisfy future capital expansion plans.					\$ 38,132		

Solid Waste Projects - Fund 411

Balances through September 30, 2012

Project	Year	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance			
10HOM	2010	\$ 614,736	\$ 22,327	\$ 476	\$ 592,885	\$ 21,851	\$ -	\$ 21,851			
11PPP	2011	100,000	91,521	-	8,479	91,521	-	91,521			
11PTG	2011	125,000	57,232	-	67,768	57,232	8,212	49,020			
12HLC	2012	250,000	250,000	-	-	250,000	205,166	44,834			
12LMS	2012	150,000	70,676	12,244	91,568	58,432	22,739	35,693			
12SCL	2012	310,000	304,825	124,140	129,315	180,685	169,042.50	11,643			
Grt 12380	2012	8,998,000	6,577,940	1,757,917	4,177,977	4,820,023	3,988,336	831,688			
13DMP	2013	70,000	70,000	64	64	69,936	25,088	44,848			
					\$ 10,617,736	\$ 7,444,521	\$ 1,894,841	\$ 5,068,055	\$ 5,549,681	\$ 4,418,583	\$ 1,131,098

Beginning Fund Balance 6/30/12
Closure/Postclosure Costs

\$ 730,954
5,455,415
\$ 6,186,369

Funds Provided:
FY2013 Transfer from Solid Waste Operating
FY2013 Provision for Future Closure/postclosure costs
Interest

70,000
848,172
75,000
6,577,940
7,571,112

Funds Applied:
Current Year Expenditures
Current Year Closure/Postclosure Expenditures

(1,894,841)
(279,580)
(2,174,421)

Funds obligated to existing projects

(5,549,681)

Projects completed or cancelled

*

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 6,033,380

Closure/Postclosure Liability

(6,024,007)

Net Funds available for appropriation and to satisfy future capital expansion plans.

\$ 9,373

Nikiski Fire Projects - Fund 441

Balances through September 30, 2012

Project	Year Appropriated	Year	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended		Outstanding		Unencumbered Balance
								Balance	Encumbrances	Encumbrances	Balance	
Grt/Local 11ARL	2011		Fire Alarm System at Station #1	\$ 103,040	\$ 17,569	\$ 13,347	\$ 98,818	\$ 4,222	\$ -	\$ -	\$ 4,222	
11414	2011		Engineering Survey - Stn. #1	10,000	7,759	-	2,241	7,759	5,998		1,761	
12COR	2012		Sta. #2 - Corrosive Water Mitigati	30,000	12,760	701	17,941	12,059	33		12,027	
Grt/Local 12411	2012		Two 4,000 GPM Tankers/Pumpel	1,050,000	168,356	-	881,644	168,356	-		168,356	
13415	2013		SCBA Air Bottle Replacement	15,250	15,250	-	-	15,250	14,690		560	
13416	2012		Sta. #1 - Bunkroom Remodel	80,230	80,230	2,103	2,103	78,127	183		77,945	
Grt 13459	2013		Aerial Fire Apparatus	975,000	975,000	-	-	975,000	-		975,000	
Total				\$ 2,263,520	\$ 1,276,924	\$ 16,150	\$ 1,002,747	\$ 1,260,773	\$ 20,903	\$ -	\$ 1,239,870	

Beginning Fund Balance 6/30/12

\$ 935,442

Funds Provided:

FY2013 Transfer from Operating Fund

Grants Awarded

FY2013 Interest Earnings

Total Funds Provided

\$ 200,000

991,197

-

1,191,197

Funds Applied

Current Year Expenditures

(16,150)

Funds obligated to existing projects

(1,260,773)

Projects completed or cancelled by Service Area Board Action

*

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 849,715

Bear Creek Fire Service Area Projects - Fund 442

Balances through September 30, 2012

Project	Year Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
Grt 09422	2009	New Station Design	\$ 150,000	\$ 9,626	\$ 122	\$ 140,496	\$ 9,504	\$ 2,850	\$ 6,654
Grt 09482	2009	DCCED Grt-Toward Multi-Use Facility	55,000	40,224	-	14,776	40,224	1,500	38,724
10421	2012	Hose bed for Tanker/Pumper	7,114	7,114	-	-	7,114	7,114	-
11421	2011	New Fire Station-Site Work	65,000	64,323	73	751	64,249	5,000	59,249
12421	2012	Land for Proposed Station	100,000	98,501	-	1,499	98,501	-	98,501
12422	2012	Mobile Radio Repeater	15,000	15,000	-	-	15,000	-	15,000
Grt 13566	2013	Multi-Use Facility Construction	3,976,000	3,976,000	-	-	3,976,000	-	3,976,000
Total			\$ 4,368,114	\$ 4,210,788	\$ 196	\$ 157,522	\$ 4,210,592	\$ 16,464	\$ 4,194,128

Beginning Fund Balance 6/30/12

Funds Provided:

FY2013 Transfer from Operating Fund

Grants Awarded

FY2013 Interest Earnings

Total Funds Provided

\$ 258,023

\$ 50,000

4,016,224

-

4,066,224

Funds Applied - Current Year Expenditures

Funds obligated to existing projects

Projects completed or cancelled by Service Area Board Action

Funds available for appropriation and to satisfy future capital expansion plans.

(196)

(4,210,592)

\$ 113,460

Central Emergency Services Projects - Fund 443

Balances through September 30, 2012

Project	Year Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
11466	2011	Radio Equipment Upgrade	169,000	26,746	-	142,254	26,746	-	26,746 *
12GNR	2012	Funny River Fire Sta. - Generator	35,000	17,160	3,639	21,479	13,521	345	13,175
12RUF	2012	Soldotna Sta. 1 Roof Replacement	420,000	420,000	3,675	3,675	416,325	1,025	415,300
12462	2012	Training Officer Vehicle Replace.	50,000	10,541	-	39,459	10,541	-	10,541 *
12463	2012	Ambulance	201,000	201,000	-	-	201,000	-	201,000
12469	2012	Training Facility Relocation	350,000	274,481	15,353	90,872	259,128	97,255	161,873
G 13165	2013	Rescue Boat	100,750	100,750	-	-	100,750	-	100,750
13461	2013	Deputy Fire Marshal Vehicle	50,000	50,000	-	-	50,000	-	50,000
13462	2013	High Efficiency Boiler-Sterling	55,000	55,000	587	587	54,413	-	54,413
13463	2013	Replace Engine #6-Kasilof	460,000	460,000	-	-	460,000	-	460,000
13464	2013	ECG Monitor Replacement	110,000	110,000	97,311	97,311	12,689	470	12,218 *
13465	2013	Mobile Data Terminals	105,000	105,000	-	-	105,000	-	105,000
13466	2013	Thermal Imaging Cameras	52,800	52,800	-	-	52,800	0.00	52,800
			\$ 2,158,550	\$ 1,883,477	\$ 120,566	\$ 395,638	\$ 1,762,912	\$ 99,096	\$ 1,663,816

Beginning Fund Balance 6/30/12

\$ 1,156,178

Funds Provided:

FY2013 Transfer from Operating Fund

\$ 600,000

Grants Awarded

100,750

FY2013 Interest Earnings

Total Funds Provided

700,750

Funds Applied - Current Year Expenditures

(120,566)

Funds obligated to existing projects

(1,762,912)

Projects completed or cancelled

* 49,505

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 22,956

Anchor Point Fire Service Area Projects - Fund 444

Balances through September 30, 2012

Project	Appropriated Year	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
11TNK	2011	Water Storage Tank Installation	\$ 50,000	\$ 49,526	\$ -	\$ 474	\$ 49,526	\$ -	\$ 49,526
12PMP	2012	Class A Pumper	241,000	16,667	-	224,333	16,667	10,937	5,730
13SCB	2013	SCBA Replacement Equipment	60,000	60,000	-	-	60,000	-	60,000
Total			\$ 351,000	\$ 126,193	\$ -	\$ 224,807	\$ 126,193	\$ 10,937	\$ 115,256

Beginning Fund Balance 6/30/12

\$ 88,843

Funds Provided:

FY2013 Transfer from Operating Fund

\$ 65,000

FY2013 Interest Earnings

-

Total Funds Provided

65,000

Funds Applied - Current Year Expenditures

-

Funds obligated to existing projects

(126,193)

Projects completed or cancelled by Service Area Board Action

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 27,650

Kachemak Service Area Capital Projects - Fund 446

Balances through September 30, 2012

Project	Year Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
08481	2008	FY08 Diamond Ridge Sta. Dvl/pr	\$ 75,000	\$ 10,924	\$ -	\$ 64,076	\$ 10,924	\$ -	\$ 10,924
ORPTR	2010	Repeater	13,750	4,113	-	9,637	4,113	4,113	-
11TKR	2011	Tanker/Pumper	341,250	330,181	324,856	335,925	5,325	(1,815)	7,140
12379	2012	Diamond Ridge Station - Grant	450,000	402,706	-	47,294	402,706	17,610	385,097
13481	2013	Three Brush Trucks	30,000	30,000	-	-	-	-	30,000
Totals			\$ 910,000	\$ 777,925	\$ 324,856	\$ 456,931	\$ 423,069	\$ 19,908	\$ 433,161

Beginning Fund Balance 6/30/12

\$ 471,538

Funds Provided:

FY2012 Transfer from Operating Fund

Grants Awarded

FY2012 Interest Earnings

Total Funds Provided

\$ 150,000
402,706

552,706

Funds Applied - Current Year Expenditures

(324,856)

Funds obligated to existing projects

(423,069)

Projects completed

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 276,320

Communication Center 911 Projects - Fund 455

Balances through September 30, 2012

Year	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Beginning Fund Balance 6/30/12					\$ 3,255		
	Funds Provided:							
	Grants Awarded				\$ -			
	Total Funds Provided				\$ -			
	Funds Applied - Current Year Expenditures							
	Funds obligated to existing projects							
	Projects completed or cancelled							
	Funds available for appropriation and to satisfy future capital expansion plans.					\$ 3,255		

North Pen Rec Capital Projects-Fund 459

Balances through September 30, 2012

Project	Year	Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balances
Grt/local	2012	12028	Playground Equipment DCCED Grant	314,459	306,869	43,284	50,874	263,585	217,141	46,444
	2012	12453	Security Cameras for NPRSA Facilities	75,000	73,348	2,007	3,658	71,342	67,662	3,680
	2012	12454	Siding & Exterior Paint for NCRC	100,000	95,981	-	4,019	95,981	-	95,981
Grt	2013	13011	Rec Center Roof & Exterior Replace.	750,000	750,000	-	-	750,000	-	750,000
	2013	13452	Snow Machine & Trail Grooming Eq.	20,000	20,000	-	-	20,000	-	20,000
Grt	2013	13TRL	Upgrade & Expand Trails	225,000	225,000	4,043	4,043	220,958	13,264	207,693
Total				\$ 1,484,459	\$ 1,471,199	\$ 49,333	\$ 62,593	\$ 1,421,866	\$ 298,067	\$ 1,123,799

Beginning Fund Balance 6/30/12

\$ 697,999

Funds Provided:

FY2013 Transfer from Operating Fund

\$ 50,000

Grants Awarded

1,117,410

FY2013 Interest Earnings

-

Total Funds Provided

1,167,410

Funds Applied - Current Year Expenditures

(49,333)

Funds obligated to existing projects

(1,421,866)

Projects completed or cancelled by Service Area Board Action

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 394,211

Central Peninsula Hospital Capital Projects - Fund 490

Balances through September 30, 2012

Project	Year Authorized	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
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ACTIVE PROJECTS

State of Alaska									
12ONC	2013	Radiation Oncology Facility	\$ 1,000,000	\$ 1,000,000	\$ 80,274	\$ 80,274	\$ 919,726	\$ 919,726	\$ -
12ONC	2013	Radiation Oncology Facility	1,000,000	1,000,000	-	-	1,000,000	1,000,000	-
Total State Grants			\$ 2,000,000	\$ 2,000,000	\$ 80,274	\$ 80,274	\$ 1,919,726	\$ 1,919,726	\$ -

FUNDS PROVIDED BY HOSPITAL PLANT REPLACEMENT FUND

11CCD	2011	Document Exchange System	\$ 455,148	\$ 28,004	\$ -	\$ 427,144	\$ 28,004	\$ -	\$ 28,004
11MD1	2011	Mundel bldg improvements	750,000	172,371	-	577,629	172,371	-	172,371
12ANS	2012	Hospital Equipment	671,867	671	-	671,196	671	-	671
12IMG	2012	Renovations-Imaging Dept.	980,431	980,338	5,308	5,401	975,030	67,900	907,130
12ONC	2012	Radiation Oncology Facility	4,700,000	4,421,876	-	278,124	4,421,876	4,045,193	376,683
12OPR	2012	Operating Room (4th)	1,067,281	168,873	979	899,387	167,894	5,870	162,023
13EHR	2013	Electronic Health Records System	666,646	666,646	-	-	666,646	-	666,646
13OBR	2013	OB Renovation	769,228	769,228	-	-	769,228	-	769,228
TOTAL FUNDS PROVIDED BY HOSPITAL PLANT REPLACEMENT FUND			\$ 10,060,601	\$ 7,208,007	\$ 6,287	\$ 2,858,881	\$ 7,201,720	\$ 4,118,963	\$ 3,082,756

TOTAL ACTIVE PROJECTS

\$ 12,060,601	\$ 9,208,007	\$ 86,561	\$ 2,939,155	\$ 9,121,446	\$ 6,038,689	\$ 3,082,756
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TOTAL CPGH CAPITAL PROJECTS

\$ 12,060,601	\$ 9,208,007	\$ 86,561	\$ 2,939,155	\$ 9,121,446	\$ 6,038,689	\$ 3,082,756
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Unrestricted Beginning Fund Balance 07/01/12

\$ 634,099

Funds Provided:

FY2013 Transfer from Operating Fund/PRF (budgeted)

State Grants

FY2013 Interest Earnings

Total Funds Provided

\$ 7,201,720
2,000,000

9,201,720

Funds Applied: Current Year project related expenditures

(86,561)

Funds obligated to existing projects

(9,121,446)

Projects completed or cancelled

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 541,252

South Peninsula Hospital Capital Projects - Fund 491

Balances through September 30, 2012

Project	Year Authorized	Year	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
8SH01	2008		FY08 Emergency Equipment	\$ 140,000	\$ 62,670	\$ -	\$ 77,330	\$ 62,670	\$ -	\$ 62,670
11SHK	2011		Security System Upgrade	50,000	24,193	-	25,807	24,193	-	24,193
11SHN	2011		OR Instrument Replacement	40,000	40,000	-	-	40,000	-	40,000
11SHS	2011		Nurse Communication System	30,000	22,524	-	7,476	22,524	-	22,524
11SHT	2011		Health Information Mgmt. Furniture	30,000	21,763	-	8,237	21,763	-	21,763
12SHA	2012		Various Equipment	331,999	183,082	-	148,917	183,082	-	183,082
12SHD	2012		Nurse Call System	152,000	53,752	-	98,248	53,752	-	53,752
12SHF	2012		House Med Air/O2/Vacuum expansion in LTC	72,000	72,000	-	-	72,000	-	72,000
12SHK	2012		Draeger Vital Sign Monitor	39,000	39,000	-	-	39,000	-	39,000
12SHL	2012		Inpatient Medication Management	37,500	24,550	-	12,950	24,550	-	24,550
12SHM	2012		Parking Lot Stairs	35,000	1,402	-	33,598	1,402	-	1,402
12SHR	2012		Page Writer TC 70 Cardiograph/Carts	26,785	7,177	-	19,608	7,177	-	7,177
12SHS	2012		Ceiling Lifts	26,000	26,000	-	-	26,000	-	26,000
13SHB	2013		Communication Equipment-VOIP Phone Syst	300,000	300,000	-	-	300,000	-	300,000
13SHC	2013		Bariatric Room Construction	10,000	10,000	-	-	10,000	-	10,000
13SHD	2013		Autoclave/Washer/Sterilizer	150,000	150,000	-	-	150,000	-	150,000
13SHE	2013		Anesthesia Machine	122,185	122,185	-	-	122,185	-	122,185
13SHF	2013		IU22 Ultrasound Unit	116,000	116,000	-	-	116,000	-	116,000
13SHG	2013		Wireless Location System	90,000	90,000	-	-	90,000	-	90,000
13SHH	2013		Helistop Fire Suppression	100,000	100,000	-	-	100,000	-	100,000
13SHJ	2013		Glycol Chiller/Dry Cooler	90,000	90,000	-	-	90,000	-	90,000
13SHK	2013		Fetal Heart Monitors	77,870	77,870	-	-	77,870	-	77,870
13SHL	2013		UPS for MRI Gradients	72,000	72,000	-	-	72,000	-	72,000
13SHM	2013		Infant Bed Warmers	62,492	62,492	-	-	62,492	-	62,492
13SHN	2013		Building Controls	50,000	50,000	-	-	50,000	-	50,000
13SHO	2013		MS Windows Server Backup Software	47,000	47,000	-	-	47,000	-	47,000
13SHP	2013		Orthopedic Instrument	40,000	40,000	-	-	40,000	-	40,000
13SHQ	2013		Server Replacement	37,500	37,500	-	-	37,500	-	37,500
Total				\$ 2,375,331	\$ 1,943,159	\$ -	\$ 432,172	\$ 1,943,159	\$ -	\$ 1,943,159

Beginning Fund Balance 6/30/12

Funds Provided:

FY2013 Transfer from Operating Fund

FY2013 Interest Earnings

Total Funds Provided

Funds Applied - Current Year Expenditures

Current Year Expenditures

Funds obligated to existing projects

Projects completed or cancelled

Funds available for appropriation and to satisfy future capital expansion plans.

Beginning Fund Balance 6/30/12	\$ 647,990
Funds Provided:	
FY2013 Transfer from Operating Fund	\$ 1,350,000
FY2013 Interest Earnings	-
Total Funds Provided	1,350,000
Funds Applied - Current Year Expenditures	-
Current Year Expenditures	(1,943,159)
Funds obligated to existing projects	-
Projects completed or cancelled	-
Funds available for appropriation and to satisfy future capital expansion plans.	\$ 54,831



KENAI PENINSULA BOROUGH

Finance Department

144 North Binkley Street • Soldotna, Alaska 99669-8250

PHONE: (907) 714-2170 • **FAX:** (907) 714-2376

MIKE NAVARRE
BOROUGH MAYOR

To: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

Thru: Mike Navarre, Borough Mayor *MN*

Thru: Craig C. Chapman, Finance Director *C Chapman*

From: Brandi Harbaugh, Controller *BH*

Date: October 9, 2012

Subject: Budget Revisions – September 2012

Attached is a budget revision listing for September 2012. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.

	<u>INCREASE</u>	<u>DECREASE</u>
<u>ASSESSING-APPRAISAL:</u> Moving funds budgeted for course text to training supplies from training.		
100.11520.00000.43260 (Training)		360.00
100.11520.00000.42263 (Training Supplies)	360.00	
 <u>CENTRAL EMERGENCY SERVICES:</u> This budget revision transfers funds from the remodel line to the appropriate line to cover the cost of a TV, DVD player, TV wall mounts, and alarm clocks. Station 4 remodel includes kitchen, bath, and living room.		
211.51610.00000.49125 (Remodel)		1,150.00
211.51610.00000.42410 (Small Tools)	850.00	
211.51610.00000.42210 (Operating Supplies)	300.00	
 <u>NORTH PENINSULA RECREATION SERVICE AREA:</u> Funding necessary to replace office chair.		
225.61110.00000.43780 (Building/Grounds Maintenance)		700.00
225.61110.00000.48710 (Minor Office Furniture)	700.00	
 <u>MAINTENANCE:</u> Transfer funds to cover the cost of an F921, UL142 compliant diesel fuel tank to bring the Maintenance Shop into compliance, and allow the KPB Environmental Compliance Manager to ensure the site SPCC plan is up-to-date.		
241.41010.00000.42310 (Materials)		6,000.00
241.41010.00000.48740 (Minor Machines and Equipment)	6,000.00	



KENAI PENINSULA BOROUGH

Finance Department

144 North Binkley Street • Soldotna, Alaska 99669-8250

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MIKE NAVARRE
BOROUGH MAYOR

To: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

Thru: Mike Navarre, Borough Mayor *MN*

Thru: Craig C. Chapman, Finance Director *CChap*

From: Brandi Harbaugh, Controller *BHS*

Date: October 18, 2012

Subject: Revenue-Expenditure Report – September 2012

Attached is the Revenue-Expenditure Report of the General Fund for the month of September, 2012. Please note that 25.0% of the year has elapsed, 22.44% of budgeted expenditures have been made, and 40.76% of budgeted revenues have been collected.

KENAI PENINSULA BOROUGH
REVENUE REPORT
FOR THE PERIOD
SEPTEMBER 1
THROUGH SEPTEMBER 30, 2012

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YTD RECEIPTS	PTD RECEIPTS	VARIANCE	% COLLECTED
31100	TOTAL REAL TAX	\$ 25,388,631	\$ 12,068,722	\$ 6,361,580	\$ (13,319,909)	47.54%
31200	TOTAL PERS TAX	1,564,154	1,006,138	621,392	(558,016)	64.32%
31300	TOTAL OIL TAX	3,645,293	3,635,429	1,076	(9,864)	99.73%
31400	MOTOR VEHICLE TAX	700,000	-	-	(700,000)	0.00%
31510	PROPERTY TAX PENALTY & INTEREST	507,192	28,329	6,253	(478,863)	5.59%
31610	SALES TAX	30,064,593	8,527,086	1,338,304	(21,537,507)	28.36%
33110	IN LIEU PROPERTY TAX	2,222,144	-	-	(2,222,144)	0.00%
33117	OTHER FEDERAL REVENUE	70,000	-	-	(70,000)	0.00%
34110	SCHOOL DEBT REIMBURSEMENT	1,792,872	775,647	130,579	(1,017,225)	43.26%
34221	ELECTRICITY AND TELEPHONE REVENUE	170,000	-	-	(170,000)	0.00%
34222	FISH TAX REVENUE SHARING	750,000	-	-	(750,000)	0.00%
34210	REVENUE SHARING	3,046,996	3,066,445	-	19,449	100.64%
37350	INTEREST ON INVESTMENTS	1,250,000	91,205	30,774	(1,158,795)	7.30%
39000	OTHER LOCAL REVENUE	250,000	57,955	28,116	(192,045)	23.18%
	SOLID WASTE REVENUE	777,000	173,852	7,676	(603,148)	22.37%
TOTAL REVENUES		\$ 72,198,875	\$ 29,430,808	\$ 8,525,750	\$ (42,768,067)	40.76%

KENAI PENINSULA BOROUGH
EXPENDITURE REPORT
FOR THE PERIOD
SEPTEMBER 1
THROUGH SEPTEMBER 30, 2012

DESCRIPTION	REVISED BUDGET	YTD EXPENDED	PTD EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
ASSEMBLY ADMINISTRATION	\$ 836,528	\$ 102,294	\$ 29,054	\$ 64,897	\$ 669,337	12.23%
ASSEMBLY CLERK	519,324	99,652	36,036	31,244	388,428	19.19%
ASSEMBLY ELECTIONS	116,500	38,309	23,313	35,984	42,207	32.88%
ASSEMBLY RECORDS MANAGEMENT	259,248	55,308	17,582	14,815	189,125	21.33%
MAYOR ADMINISTRATION	771,970	142,895	51,442	2,089	626,986	18.51%
PURCHASING AND CONTRACTING	299,375	49,669	18,590	4,385	245,321	16.59%
GENERAL SERVICES	633,813	113,893	39,613	19,244	500,676	17.97%
GENERAL SERVICES - MIS	1,842,578	347,419	120,793	52,492	1,442,667	18.86%
GENERAL SERVICES - GIS	554,657	136,648	30,413	4,750	413,259	24.64%
GENERAL SERVICES - PRINT/MAIL	226,259	33,231	12,296	41,314	151,714	14.69%
GENERAL SERVICES - CUSTODIAL MAINT	129,154	26,076	8,863	4,936	98,142	20.19%
EMERGENCY MANAGEMENT	675,311	111,038	28,123	218,576	345,697	16.44%
LEGAL ADMINISTRATION	933,794	194,821	58,672	63,945	675,028	20.86%
FINANCE - ADMINISTRATION	513,243	126,037	42,289	7,462	379,744	24.56%
FINANCIAL SERVICES	922,201	175,291	57,160	3,015	743,895	19.01%
FINANCE - PROPERTY TAX AND COLLECTION	964,006	247,586	57,483	32,063	684,357	25.68%
FINANCE - SALES TAX	608,986	144,164	33,335	46,919	417,903	23.67%
ASSESSING ADMINISTRATION	1,296,981	317,218	81,046	5,742	974,021	24.46%
ASSESSING APPRAISAL	1,709,112	325,845	121,000	2,315	1,380,952	19.07%
RESOURCE PLANNING ADMINISTRATION	1,182,490	279,880	92,266	39,794	862,816	23.67%
THE RIVER CENTER	769,827	160,196	44,983	23,251	586,380	20.81%
MAJOR PROJECTS - ADMINISTRATION	277,877	36,181	21,918	4,942	236,754	13.02%
SENIOR CITIZENS GRANT PROGRAM	608,969	-	-	575,924	33,045	0.00%
SCHOOL DISTRICT OPERATIONS	46,621,245	12,308,349	3,670,834	-	34,312,896	26.40%
SOLID WASTE TRANSFER	9,063,960	985,895	306,283	1,912,760	6,165,305	10.88%
NON-DEPARTMENTAL	2,006,692	124,285	(60,203)	515,000	1,367,407	6.19%
TOTAL EXPENDITURES	\$74,344,100	\$ 16,682,180	\$ 4,943,184	\$ 3,727,858	\$53,934,062	22.44%

Introduced by: Mayor
Date: 10/23/12
Hearing: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-34**

**AN ORDINANCE APPROPRIATING \$293,069.52 TO THE SPECIAL ASSESSMENT
FUND FOR THE WOODS DRIVE ROAD IMPROVEMENT
SPECIAL ASSESSMENT DISTRICT**

1 **WHEREAS**, KPB Chapter 14.31 provides authority for creating and financing road improvement
2 assessment districts for improvements to roads in public rights-of-way; and

3 **WHEREAS**, a petition has been received requesting the formation of a special assessment district
4 for improving and paving a portion of Woods Drive and Memory Circle located off
5 of Ciechanski Road; and

6 **WHEREAS**, the assembly adopted Resolution 2012-____ on November 20, 2012, to form the
7 Woods Drive Road Improvement Assessment District and proceed with the
8 improvement; and

9 **WHEREAS**, KPB 14.31.070(C)(1) requires signatures of the owners of more than 70 percent of
10 the parcels within the proposed district sign the petition, and 72.2 percent have
11 signed the petition; and

12 **WHEREAS**, KPB 14.31.070(C)(2) requires signatures of the owners that would bear more than 70
13 percent of the total assessments in the proposed district, and 72.2 percent have signed
14 the petition; and

15 **WHEREAS**, the Road Service Area Board adopted Resolution 2012-14 to fund a 50 percent match
16 (\$146,534.76) from the RIAD Match Fund; and

1 **WHEREAS**, financing is necessary to complete the administrative requirements of the ordinance
2 and regulations; and

3 **WHEREAS**, pursuant to KP.B 5.10.040(A)(13) the borough may invest in special assessment
4 districts; and

5 **WHEREAS**, the estimated total cost of the project of \$293,069.52 less the 50% Road Service Area
6 match (\$146,534.76) is to be provided as an investment by the general fund which
7 will be repaid with interest by assessments on the parcels within the district; and

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

10 **SECTION 1.** That the amount of \$146,534.76 is authorized to be advanced to the assessment fund
11 from the General Fund and appropriated into Account No.
12 897.92037.WSDR.49999.

13 **SECTION 2.** That the special assessment fund shall repay to the General Fund the full amount
14 invested by the General Fund with interest through payments made on the special
15 assessments levied.

16 **SECTION 3.** That the amount of \$146,534.76 is authorized to be transferred from the road service
17 area RIAD match fund Account No. 238.33960.WSDR.50897 to the assessment
18 fund and appropriated into Account No. 897.92037.WSDR.49999.

19 **SECTION 4.** That this ordinance shall take effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF NOVEMBER, 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Gary Knopp, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *M.N.*

FROM: Craig Chapman, Director of Finance *C. Chapman*

DATE: October 11, 2012

SUBJECT: Ordinance 2012-19-34, appropriating funds for the Woods Drive Road Improvement Assessment District

A petition has been received requesting the formation of a special assessment district for improving and paving a portion of Woods Drive and Memory Circle. These roads are located off of Ciechanski Road. This petition process is the first step of the process. A resolution is scheduled to be heard at the November 20, 2012 assembly meeting to authorize the formation of the Woods Drive Road Improvement Assessment District (RIAD).

The second step in the process is consideration of this ordinance that will appropriate the necessary funds should the assembly approve the project with adoption of the Resolution to Proceed and Form the District. The third and final step of the process will be the ordinance of assessment following completion of the project.

KPB 14.31.070(C)(1) & (2) require signatures of the owners of more than 70 percent of the parcels and 70 percent of the total assessments within the proposed district sign the petition, and 72.2 percent of the parcel owners and 72.2 percent of the total assessment owners have signed the petition.

The total cost of the Woods Drive RIAD is estimated to be \$293,069.52. This ordinance appropriates \$293,069.52 to the assessment fund with 50 percent or \$146,534.76 provided as an interfund loan from the borough General Fund and 50 percent or \$146,534.76 match from the Road Service Area RIAD Match Fund.

On September 9, 2012, the Road Service Area board adopted resolution 2012-14 to fund the 50 percent match. The loan will be repaid through 10 annual assessments levied on property located

within the RIAD. Billings will include an interest charge equal to the published prime rate in effect at the time of the loan plus 2%. The prime rate is currently 3.25%. If it remains unchanged through project completion, residents of the RIAD will be charged an interest rate of 5.25% (3.25% + 2%). This is the same formula used to determine the rate of interest on the interfund loans used to finance the other utility special assessment district and RIAD projects. Early payments can be made without penalty.

If for any reason the RIAD is not formed, the loan will not be made and the General Fund will absorb any administrative costs that exceed the \$4,600 filing fee received with the petition.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100. 27910</u> \$146,534.76
Amount	<u>238. 27910</u> \$146,534.76
By:	<u>pc</u> Date: <u>10/8/12</u>

Introduced by: Mayor
Date: 10/23/12
Hearing: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-35**

**AN ORDINANCE APPROPRIATING \$50,000 FROM THE GENERAL FUND TO BE
GRANTED TO THE CITY OF SELDOVIA FOR COMPLETION OF SELDOVIA'S
COMPREHENSIVE PLAN**

1 **WHEREAS**, the Kenai Peninsula Borough provides for planning on an areawide basis in
2 accordance with Alaska Statute 29.40.010; and

3 **WHEREAS**, goal 1.1, objective 7, of the 2005 Kenai Peninsula Borough Comprehensive Plan
4 is to regularly update the Comprehensive Plan to reflect changing conditions,
5 trends, laws, regulations and policies; and

6 **WHEREAS**, in 2003 the City of Seldovia approved an update to the City's 1980
7 comprehensive plan but the document was never forwarded to the Kenai
8 Peninsula Borough Assembly for approval; and

9 **WHEREAS**, nearly ten years have passed since the City of Seldovia developed its 2003 draft
10 plan and an update to that document would be appropriate at this time; and

11 **WHEREAS**, the Seldovia City Council passed Resolution 12-07, requesting that the Seldovia
12 administration seek grant funding for the purpose of completing a comprehensive
13 plan that would be submitted to the Kenai Peninsula Borough Assembly and
14 Planning Commission for approval; and

15 **WHEREAS**, in a letter dated October 4, 2012, the Seldovia City Manager asked the Kenai
16 Peninsula Borough to provide funds for the purpose of completing a new
17 comprehensive plan; and

1 **WHEREAS**, the Kenai Peninsula Borough has, in the past, made grant funds available to cities
2 within the borough for comprehensive plan development; and

3 **WHEREAS**, the Kenai Peninsula Borough Planning Commission at its regularly scheduled
4 meeting of _____, 2012, recommended _____;

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

7 **SECTION 1.** That the sum of \$50,000 is appropriated from the General Fund fund balance to
8 account number 100.21110.00000.43011, planning department contracts, to be
9 paid to the City of Seldovia for the purpose of developing a new city
10 comprehensive plan.

11 **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

12 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
13 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Linda Murphy, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Mike Navarre, Borough Mayor *MN*

FROM: Max Best, Planning Director *MB*

DATE: November 8, 2012

SUBJECT: Ordinance 2012-19-35, appropriating \$50,000 from the General Fund to be granted to the City of Seldovia for completion of Seldovia's comprehensive plan

The Planning Commission reviewed the subject ordinance during their regularly scheduled November 5, 2012 meeting. A motion passed by unanimous consent to recommend adoption of the ordinance.

In the ordinance, please make the following amendment to the last WHEREAS:

WHEREAS, the Kenai Peninsula Borough Planning Commission at its regularly scheduled meeting of November 5, 2012, recommended adoption by unanimous consent.

Attached are the unapproved minutes of the subject portion of the meeting.

AGENDA ITEM F. PUBLIC HEARINGS

5. Ordinance 2012-19-35, appropriating \$50,000 from the General Fund to be granted to the City of Seldovia for completion of Seldovia's comprehensive plan

The City of Seldovia has requested grant funding for the completion of a new comprehensive plan. Pursuant to AS 29.35.180 and AS 29.40.010, the Kenai Peninsula Borough (KPB) provides for planning on an area wide basis. Therefore, the comprehensive plan prepared by the City of Seldovia will ultimately be forwarded to the Borough Assembly for approval and become the comprehensive plan for that portion of the Borough within the boundaries of the City of Seldovia. A grant agreement will be entered with the City of Seldovia and the KPB planning department will provide staff support to the city for this project.

According to a letter received by the KPB Planning Director dated October 4, 2012 from the Seldovia City Manager, the City of Seldovia began work on a plan in 2003, but due to a variety of factors the document was never finalized. The last Seldovia comprehensive plan to be adopted by the Borough Assembly was through KPB Ordinance 80-18.

Goal 1.1, Objective 7, of the 2005 KPB Comprehensive Plan is to regularly update the Comprehensive Plan to reflect changing conditions, trends, laws, regulations and policies within the borough. The KPB has, in the past, made grant funds available to cities within the Borough for comprehensive plan development. Fulfilling this grant request will enable the City of Seldovia and the KPB to keep current with changing planning needs.

END OF MEMORANDUM

Chairman Bryson opened the meeting for public comment noting no members from the public were in attendance at the meeting.

MOTION: Commissioner Carluccio moved, seconded by Commissioner Isham to recommend adoption of Ordinance 2012-19-35, appropriating \$50,000 from the General Fund to be granted to the City of Seldovia for completion of Seldovia's comprehensive plan.

Commissioner Ruffner asked if the cities usually participate in the funding of the development of their own comprehensive plans or if the Borough covers the whole cost. He thought there was a 50/50 share in the cost. Mr. Best replied that there hasn't really been an apportioned amount. Each City has taken it on from a different perspective. He stated there has never been a 50/50 share but the Borough as their share has always offered up \$50,000.

Commissioner Carluccio replied that the City of Seldovia has in the past developed a preliminary Comprehensive Plan that they spent months on but was never able to complete. They has some drafts which are now outdated. The City now realizes that they need a comprehensive plan that can be sent to the Borough for approval. She stated the City does not currently have a formal plan and now is the time to do it.

Commissioner Tauriainen asked if all the other cities received \$50,000. Mr. Best replied that was correct.

Commissioner Ruffner thought that there should be a policy put in place that the City should contribute an amount of funding for the development of their plan. Commissioner Tauriainen asked if there was any kind of policy. Mr. Best replied that there is no written policy in place. The City of Soldotna asked for \$25,000 and the City of Kenai requested \$50,000. He stated that typically \$50,000 is not enough to complete a Comprehensive Plan

Commissioner Foster asked if Kachemak City received \$50,000. Mr. Best replied that they did not ask for anything. They stated that they did not want help and would do it themselves. Commissioner Tauriainen stated that he liked Kachemak City.

Commissioner Lockwood understood that the bottom line was that the Borough was ultimately responsible for



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Planning Department

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Assembly President
KPB Assembly Members

THRU: Mike Navarre, Mayor *P.O. from M.U.*
Craig Chapman, Director of Finance *C Chapman*
Max J. Best, Director of Planning *mb*

FROM: Crista Cady, Planner

DATE: October 11, 2012

RE: Ordinance 2012-19-35, appropriating \$50,000 from the General Fund to be granted to the City of Seldovia for completion of Seldovia's comprehensive plan

The City of Seldovia has requested grant funding for the completion of a new comprehensive plan. Pursuant to AS 29.35.180 and AS 29.40.010, the Kenai Peninsula Borough (KPB) provides for planning on an areawide basis. Therefore, the comprehensive plan prepared by the City of Seldovia will ultimately be forwarded to the Borough Assembly for approval and become the comprehensive plan for that portion of the Borough within the boundaries of the City of Seldovia. A grant agreement will be entered with the City of Seldovia and the KPB planning department will provide staff support to the city for this project.

According to a letter received by the KPB Planning Director dated October 4, 2012 from the Seldovia City Manager, the City of Seldovia began work on a plan in 2003, but due to a variety of factors the document was never finalized. The last Seldovia comprehensive plan to be adopted by the Borough Assembly was through KPB Ordinance 80-18.

Goal 1.1, Objective 7, of the 2005 KPB Comprehensive Plan is to regularly update the Comprehensive Plan to reflect changing conditions, trends, laws, regulations and policies within the borough. The KPB has, in the past, made grant funds available to cities within the Borough for comprehensive plan development. Fulfilling this grant request will enable the City of Seldovia and the KPB to keep current with changing planning needs.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.27910-FB</u>
Amount	<u>\$ 50,000.⁰⁰</u>
By:	<u>pc</u> Date: <u>10/11/12</u>



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663

Phone: (907) 234-7643 Fax: (907) 234-7430

Email: citymanager@cityofseldovia.com

October 4, 2012

Max Best
Planning Director
KPB
144 North Binkley
Soldotna, AK 99669

Max-

Thank you for spending time on the phone with me yesterday. On behalf of the City of Seldovia we are requesting a grant of \$50,000 to assist us in writing a Comprehensive Plan. The City of Seldovia began work on a plan in 2003. Due to a variety of factors the document was never finalized.

As I begin my 5th year as City Manager I believe our community is ready to tackle the development and implementation of a Comprehensive Plan. If additional information is needed please feel free to call. Thank you for your consideration.

Tim Dillon
City Manager

**CITY OF SELDOVIA
RESOLUTION 12-07**

**A RESOLUTION REQUESTING THE CITY COUNCIL OF THE CITY OF SELDOVIA
TO SUPPORT THE EFFORT OF PURSUING FUNDING TO COMPLETE A
COMPREHENSIVE PLAN FOR OUR COMMUNITY.**

WHEREAS, the City of Seldovia and the Planning Commission have worked together putting together information for a Comprehensive Plan for the community;

WHEREAS, the Planning Commission had a final draft in print that was approved by the City Council;

WHEREAS, this draft comprehensive plan was never approved by the Kenai Borough Assembly;

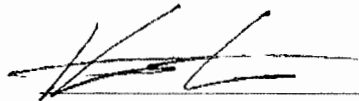
WHEREAS, A Borough approved Comprehensive Plan is a valuable tool for any community to be able to utilize opportunities and funding that may be available to Municipalities,

NOW THEREFORE BE IT RESOLVED THAT: The City Council by this resolution requests that the City of Seldovia seek funding sources to complete an efficient Comprehensive Plan that will be accepted by the Kenai Peninsula Assembly;

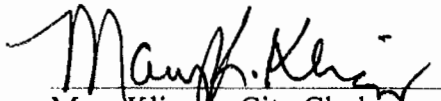
BE IT FURTHER RESOLVED THAT: The City Council by this resolution encourages the City Council and its City Manager to pursue the completion of a Comprehensive Plan for the City of Seldovia

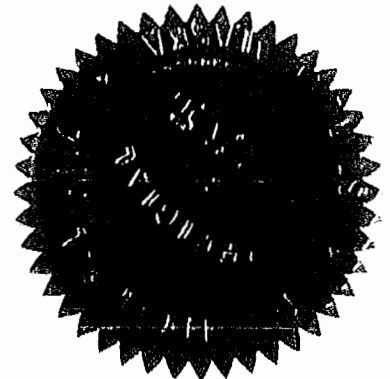
PASSED and APPROVED by a duly constituted quorum of the City Council of Seldovia, Alaska, this 24th day of August, 2011

SIGNED:


Keith Gain, Mayor

ATTEST:


Mary Klinger, City Clerk



Introduced by: Mayor
Date: 10/23/12
Hearing: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-38**

**AN ORDINANCE AMENDING KPB 5.10.040(A)(13) TO INCREASE THE AMOUNT
THE BOROUGH CAN INVEST IN SPECIAL ASSESSMENTS OF THE BOROUGH OR
ONE OF ITS POLITICAL SUBDIVISIONS**

1 **WHEREAS**, Kenai Peninsula Borough (KPB) 5.10.040(A) (13) authorizes the Borough to
2 invest in special assessments of the borough or one of its political subdivisions;
3 and

4 **WHEREAS**, the total principle investment is not to exceed \$2,000,000 at the end of any fiscal
5 year; and

6 **WHEREAS**, the current investment balance is \$1,912,581; and

7 **WHEREAS**, there are a number of special assessments that are currently being proposed that if
8 approved would exceed the \$2,000,000 limit authorized by Borough code for
9 investment in special assessment districts; and

10 **WHEREAS**, increasing the limit from \$2,000,000 to \$3,000,000 would provide additional
11 funds needed for investment in this program;

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

14 **SECTION 1.** That KPB 5.10.040(A)(13) is hereby amended as follows:

1 **5.10.040. Authorized investments.**

2 A. Borough moneys shall be invested only in the following instruments. All securities
3 purchased by the borough, and all other borough investments, must mature not later
4 than the time indicated below, measured from the date of the borough's investment
5 transaction:

6 ...

7 13. Special assessments of the borough or one of its political subdivisions
8 authorized by Chapter 5.35 or 14.31. Total principal investment is not to
9 exceed \$3,000,000.00 [\$2,000,000.00] at the end of any fiscal year. The rate
10 the borough shall receive when investing in special assessments is the prime
11 rate plus two percent on the date the ordinance confirming the assessment roll is
12 enacted by the assembly.

13 **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

14 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
15 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *P.O. for M.N.*

FROM: Craig Chapman, Director of Finance *C Chapman*

DATE: October 11, 2012

SUBJECT: Ordinance 2012-38, Amending KP.B 5.10.040(A), Authorized investments, to increase the amount the borough can invest in special assessments

KPB 5.10.040(A)(13) authorizes the borough to invest in special assessments of the borough or one of its political subdivisions authorized by Chapter 5.35 or 14.31 and the total principal investment is not to exceed \$2,000,000 at the end of any fiscal year. The current investment balance is \$1,912,581 and is expected to exceed the \$2,000,000 at year end if the current proposed special assessment districts are approved.

This ordinance would increase the limit the borough can invest in special assessments from \$2,000,000 to \$3,000,000.

Introduced by: Mayor
Date: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-081**

**A RESOLUTION TO FORM THE WOODS DRIVE ROAD IMPROVEMENT
ASSESSMENT DISTRICT AND PROCEED WITH THE IMPROVEMENT**

- 1 **WHEREAS**, KPB Chapter 14.31 authorizes the formation of road improvement districts within
2 the Kenai Peninsula Road Service Area (RSA); and
- 3 **WHEREAS**, an application for a petition to form a special assessment district was received
4 from the property owners within the proposed district; and
- 5 **WHEREAS**, on July 10, 2012, the RSA board reviewed the application and authorized funding
6 to obtain an engineer's estimate for the Woods Drive Road Improvement
7 Assessment District (RIAD) for the purpose of improving and paving the
8 roadways of Woods Drive and Memory Circle; and
- 9 **WHEREAS**, pursuant to KPB 14.31.060(B), on September 11, 2012, the RSA board adopted
10 RSA Resolution 2012-14 approving the circulation of the Woods Drive Road
11 Improvement Assessment District petition consistent with the recommendations
12 in the staff report of July 10, 2012; and
- 13 **WHEREAS**, KPB 14.31.070(C)(1) requires signatures of the owners of more than 70 percent
14 of the parcels within the proposed district sign the petition and 72.22 percent have
15 signed the petition; and
- 16 **WHEREAS**, KPB 14.31.070(C)(2) requires signatures of the owners that would bear more than
17 70 percent of the total assessments in the proposed district and 72.22 percent have
18 signed the petition; and
- 19 **WHEREAS**, the borough clerk certified the petition and acknowledged receipt of a filing fee
20 check for \$4,600.00; and

1 **WHEREAS**, KPB 14.31.090 requires the mayor to present to the assembly an estimated
2 assessment roll and resolution authorizing the mayor to proceed with construction
3 of the improvement;

4 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
5 **PENINSULA BOROUGH:**

6 **SECTION 1.** That the Kenai Peninsula Borough shall form the Woods Drive Road
7 Improvement Assessment District, and the mayor is authorized to proceed with
8 the construction of the improvement in accordance with the provisions of KPB
9 Chapter 14.31 and RSA Resolution 2012-14, and negotiate and execute such
10 documents as are determined to be in the best interests of the borough to
11 accomplish this project.

12 **SECTION 2.** That pursuant to the requirements of KPB 14.31.090, this resolution is supported
13 by the mayor's report, which is attached hereto and incorporated herein by
14 reference.

15 **SECTION 3.** That the improvement is to improve and pave a portion of Woods Drive and
16 Memory Circle.

17 **SECTION 4.** That the boundaries of the RIAD for improving and paving the roadways set forth
18 in the map attached to the mayor's report as Attachment 4, and the properties
19 legally described in Attachment 3 to the mayor's report are hereby approved as
20 comprising the RIAD.

21 **SECTION 5.** That the estimated cost of the improvement is \$293,069.52, and the proposed
22 method of allocating the cost of the improvement among the benefited parcels is
23 based on equal allocation as further described in the mayor's report.

24 **SECTION 6.** An estimated assessment roll is Attachment 3 to the mayor's report, and is
25 incorporated herein by reference.

1 **SECTION 7.** That the borough clerk shall cause a copy of the resolution and estimated
2 assessment roll to be recorded in the District Recorder's Office for the State of
3 Alaska at Kenai.

4 **SECTION 8.** That properties within the district are properly included and subject to
5 assessment for the improvement.

6 **SECTION 9.** That this resolution shall take effect immediately upon its adoption.

7 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS**
8 **20TH DAY OF NOVEMBER, 2012.**

Linda Murphy, Assembly President

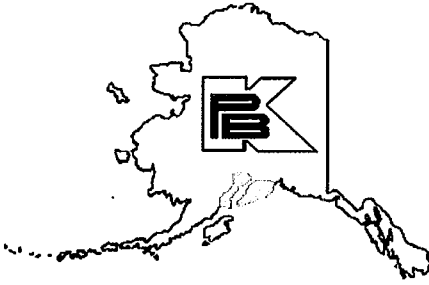
ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441
PHONE: (907) 262-4441 • **FAX:** (907) 262-1892
www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

TO: Linda Murphy, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*
Tom Anderson, Director of Assessing *TEA*

FROM: Marie Payfer, Special Assessment Coordinator *MP*

DATE: November 7, 2012

SUBJECT: Resolution 2012-081, To Form the Woods Drive Road Improvement Assessment District (RIAD) and proceed with the improvement

MAYOR'S REPORT

Property owners in the proposed Woods Drive Road Improvement Assessment District (RIAD) have worked with the borough administration to form the proposed RIAD. At its meeting of September 11, 2012, the Road Service Area Board adopted RSA Resolution 2012-14, approving the petition for formation of this RIAD prior to its circulation among benefited property owners and approving up to \$146,534.76 as the RSA match for this project (see Attachment 1).

A completed petition for the formation of the Woods Drive Road Improvement Assessment District (RIAD) was received on September 28, 2012. The borough clerk subsequently certified the petition with 26 of 36 property owners (72.22%) supporting the proposed district (see Attachment 2), sent all required notices to the property owners and published the required information concerning the proposed district as required by borough code. This matter is now presented to the assembly for approval to proceed with the project. Any objections received will be provided to the assembly on the hearing date. KPB 14.31.090 requires that the mayor's report accompany the resolution to proceed and that it contain the following information, all of which is detailed in the referenced attachments to this memo.

- 1) A legal description of the benefited parcels and a map of the proposed district. See Attachment 3, the estimated assessment roll, and Attachment 4, a map of the proposed Woods Drive RIAD.
- 2) A description of the current condition of the rights-of-way proposed for improvement and a statement of the need for the proposed local improvement: See Attachment 5, a staff report directed to the RSA board dated July 10, 2012.

- 3) The proposed allocation of the cost of the improvement among parcels in the district is by equal allocation to each of the benefited parcels in the proposed district. See Attachments 3 and 6, RIAD Profile Information sheet.
- 4) The estimated amount to be assessed against each parcel is \$4,070.41. See Attachments 3 and 6.
- 5) A profile of the parcels in the proposed district, including the nature of ownership and status of tax payments. See Attachments 5 and 6. There are currently no parcels within the proposed district delinquent in payment of real property taxes. This satisfies KPB 14.31.080, which requires that no more than 10 percent of the parcels in the proposed district be delinquent in the immediately preceding tax year.
- 6) Whether there are other special assessment liens against any of the parcels in the proposed district. There are no other borough special assessment liens on parcels in this district.
- 7) A description of any benefited parcels that exceed the assessment-to-value ratio set forth in KPB 14.31.080(A). No lien will exceed the 25 percent of the value of a parcel as required by Borough Code. The 28 improved parcels range in value from \$56,700 to \$909,600; additionally, the eight unimproved parcels range in value from \$52,200 to \$2,629,000. The assessed values indicate the assessment per parcel will be substantially less than the 25 percent maximum, and all have sufficient value to support the estimated assessment lien of \$4,070.41. See Attachments 3 and 5.
- 8) The method of financing the improvement, e.g., bonding, borough investment, or a combination. This project will be financed as a borough investment. See Attachment 7, memo from the Finance Director and Kenai Peninsula Borough Ordinance 2012-19-34 appropriating funds for the RIAD.
- 9) All estimated costs of the improvement set forth in KPB 14.31.110. See Attachments 3 and 6, and also Attachment 8, the engineer's estimate of cost for this project.

Staff will be available at the November 20, 2012, assembly meeting to answer any additional questions.

**KENAI PENINSULA BOROUGH ROAD SERVICE AREA
RESOLUTION 2012-14**

**A RESOLUTION APPROVING WOODS DRIVE RIAD
MATCH PER KPB 14.31.055 AND PROCEEDING WITH
THE NECESSARY STEPS TO FORM THE ROAD
IMPROVEMENT ASSESSMENT DISTRICT**

WHEREAS, the road service area (RSA) board authorized funding to obtain an engineer's estimate for the Woods Drive Road Improvement Assessment District (RIAD) at its July 10, 2012, meeting; and

WHEREAS, the engineer's estimate is \$237,125.00 for the Woods Drive RIAD; and

WHEREAS, a 10 percent design and administration cost and a 10 percent contingency along with a borough administrative fee need to be added to the engineers estimate bringing the total estimated project cost to \$293,069.52; and

WHEREAS, the RSA board received and reviewed the Woods Drive RIAD petition; and

WHEREAS, KPB 14.31.055(A) and (B) authorizes the RSA board to defray up to 50 percent (%) of the cost of an internal subdivision RIAD project through a borough match program for pavement projects for existing roads which have been certified for borough maintenance; and

WHEREAS, the petitioners for Woods Drive RIAD made a timely application to participate in the match program; and

WHEREAS, it is in the best interest of the road service area and borough residents to approve a match per KPB 14.31.055 and proceed with the necessary steps to form the RIAD;

NOW, THEREFORE, BE IT RESOLVED BY THE KENAI PENINSULA BOROUGH ROAD SERVICE AREA BOARD:

SECTION 1. The board recommends the assembly form and proceed with Woods Drive RIAD as set forth in the attached petition contingent upon the further requirements of KPB 14.31 being met.

SECTION 2. The board approves expenditure of up to 50 percent (estimated to be \$146,534.76) from the RIAD Match Fund for the Woods Drive RIAD. This RIAD includes the upgrade and paving of 2,700 linear feet of Woods Drive and 1,250 linear feet of Memory Circle, internal subdivision roads, for a total linear footage of 3,950 RSA maintained internal roads.

SECTION 3. The board makes the following findings required by KPB 14.31.055:

1. Standard: Whether it is economically feasible to improve the road to RSA certification standards.
Finding: The entire project cost is estimated to be \$293,069.52. The project would provide pavement and reduce maintenance costs. The roads are in good condition without out of the ordinary costs for construction anticipated. Considering these factors, along with the funds available for RIAD matches, the project is economically feasible.
2. Standard: To what extent do the assessed values of the benefited properties support the scope of work for the project.
Finding: No lien will exceed 25 percent of the value of a parcel as required by KPB 14.31.080(A)(1). The attached spreadsheet shows that if the borough makes a 50 percent match assessments for each parcel will be \$4,070.41. Considering the parcels range in value from \$52,200 to \$2,629,000, the assessment will be less than the 25 percent maximum. . The assessed values support the project.
3. Standard: The number of applications for projects received that year.
Finding: This is the only application for projects received this year.
4. Standard: The funds available in the Road Improvement Assessment District Match Fund.
Finding: There is \$406,312.83 available in the fund, more than sufficient to cover the match costs.
5. Standard: Whether an application for district formation has been previously filed and whether conditions have changed to make the project more feasible than in past application years.
Finding: Woods Drive RIAD has not been previously considered or rejected for a match.
6. Standard: The number of residents served.
Finding: The proposed RIAD serves an estimated 18 local residents.
7. Standard: The number of parcels served.
Finding: There are 36 parcels within this project.
8. Standard: The feasibility of the project's compliance with KPB 14.31.080 criteria regarding restrictions on formation.
Finding: The project meets all the following feasibility criteria:
A. Does the assessment to assessed value ratio exceed 21 percent for gravel improvements, or 25 percent for pavement? No. The assessment will not exceed 25 percent of assessed value for any parcel.

B. Are there parcels bearing more than 10 percent of the estimated costs of the improvement delinquent in real property taxes in the immediately preceding tax year? No. Presently there are no parcels within the RIAD which are delinquent in payment of borough real property taxes.. KPB 14.31.080(B) states that this provision must be met at the time the clerk certifies the petition pursuant to KPB 14.31.070(C).

C. Do unimproved parcels represent more than 40 percent of the assessed value within the district? No. There are eight (8) unimproved parcels in the proposed district, representing 22.22%.

9. Standard: Whether there is alternate access to properties serviced by the road and the condition of that alternate access.

Finding: Woods Drive and Memory Circle provide the only access to the properties.

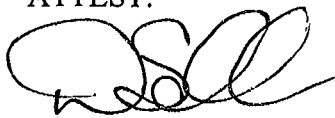
SECTION 4. That this resolution takes effect immediately and a copy of this resolution be forwarded to the mayor and assembly.

RESOLVED BY THE KENAI PENINSULA BOROUGH ROAD SERVICE AREA BOARD ON THIS 11TH DAY OF SEPTEMBER, 2012.



Stan A. McLane, Road Service Area
Board Chair

ATTEST:



Doug Schoessler, Roads Service Area Director



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2160 • **FAX:** (907) 714-2388

Toll-free within the Borough: 1-800-478-4441 Ext. 2160

Email: jblankenship@borough.kenai.ak.us

**JOHNI BLANKENSHIP, MMC
BOROUGH CLERK**

*****REVISED*****

KENAI PENINSULA BOROUGH CERTIFICATION OF PETITION

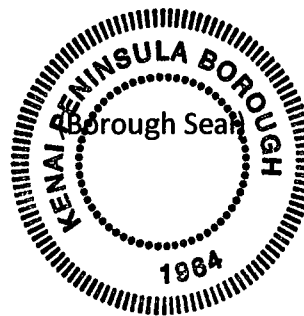
Woods Drive Road Improvement Assessment District

A petition for formation of the Woods Drive Road Improvement Assessment District was received in the Office of the Borough Clerk on September 28, 2012. I hereby certify the petition as sufficient. Signatures of property owners of 25.2 parcels (70% of 36 parcels) were required. Signatures of property owners of 26 (72.22%) parcels were validated.

A Check in the amount of \$4,600.00 was received with the petition.

Dated this 4th day of October, 2012.

Johni Blankenship, MMC
Borough Clerk



Copies Provided to:

Larry Klawunder, 38130 Woods Drive, Kenai, AK 99611 (Project Sponsor)
Frank Woodard, 38345 Memory Circle, Kenai, AK 99611 (Project Sponsor)
Marie Payfer, KPB Special Assessment Coordinator
KPB Assembly President Knopp and Members of the Assembly
KPB Mayor Mike Navarre

ATTACHMENT #2

WOODS DRIVE ROAD IMPROVEMENT ASSESSMENT DISTRICT

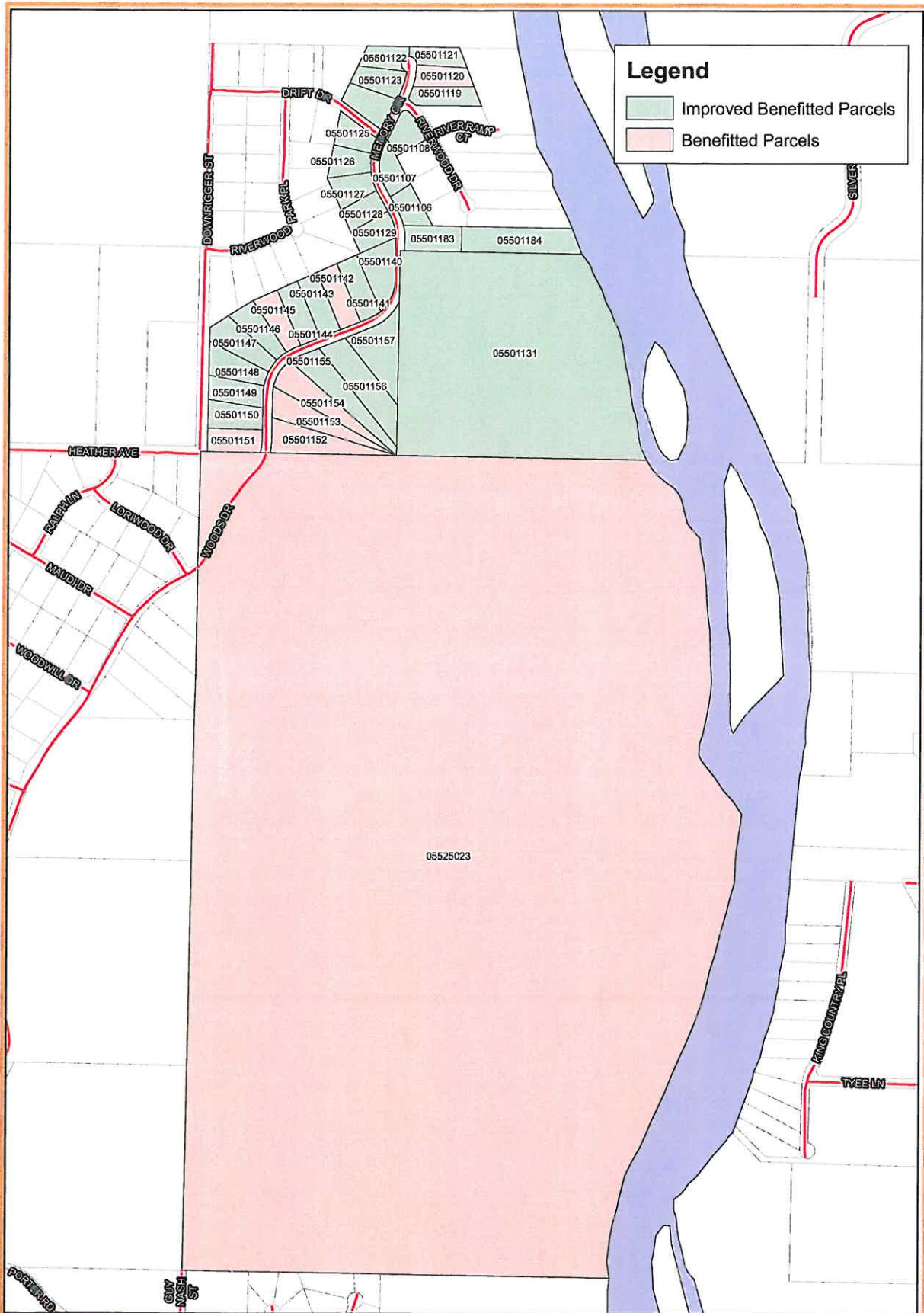
Estimated Cost:

<p>Construction: Design & Administration: 237,125.00 Contingency: 23,712.50 Total Estimated Construction Cost: 260,837.50</p> <p>Filing Fee Adjustment: XPB Admin Fee: 8,519.52 Total Estimated Cost: 269,357.02 Less Road Service Area Match: 146,534.76 Final Estimated Cost to Parcel Owners: <u>122,822.26</u></p> <p>Number of benefitted parcels: 36 Cost per parcel: <u>\$4,070.41</u></p>	<p>HEADING DEFINITIONS:</p> <p>Total Assessed Value: 2012 Assessments Cost per parcel - Lien per parcel</p> <p>Required pre-pay: \$0.00 -Lien on each benefitted parcel cannot exceed 25% of 2012 Assessed Value</p> <p>Total Number of Parcels: 36</p> <p>Parcels in Favor of Project: 26 Percent of Parcels in Favor of Project: 72.22%</p> <p>Percent of Parcels Delinquent: 0.00%</p>
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PARCEL ID	LEGAL	TOTAL ASSESSED VALUE	MAXIMUM ASSESSMENT	REQUIRED PRE PAY	OWNER	ADDRESS	CITY/STATE/ZIP	2011 Tax Delinq Y=Yes	Y = Yes Vote
05501106	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 1 BLK 3	219,600	4,070.41	0.00	FOWLER ROBERT R	38300 MEMORY CIR	KENAI, AK 99611		Y
05501107	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 2 BLK 3	229,300	4,070.41	0.00	LANNET GREGORY A JOHN N LANNET ERIC D LANNET	1155 POINT SUCCESS AVE PO BOX 58118 PO BOX 56917	HENDERSON, NV 89015 FAIRBANKS AK 99711-0118 NORTH POLE AK 99705-1917		Y
05501108	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 3 BLK 3	168,800	4,070.41	0.00	HEBERT LAWRENCE F 2009 TRUST LARRY HEBERT	681 PORTAL ST	COTATI, CA 94931		Y
05501119	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 13 BLK 3	68,800	4,070.41	0.00	JORDAN ERNEST E & MARJORIE	PO BOX 90	KENAI, AK 99611		
05501120	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 14 BLK 3	62,000	4,070.41	0.00	OWEN DUKOWITZ, RYAN DUKOWITZ, DENISE DUKOWITZ & DUKOWITZ KEVIN	47191 WILDBERRY CT	KENAI, AK 99611		Y
05501121	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 15 BLK 3	176,500	4,070.41	0.00	DIETERS WILLIAM C & JANET	16134 MAMMOTH CT	EAGLE RIVER, AK 99577		
05501122	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 16 BLK 3	256,500	4,070.41	0.00	LARSON RICHARD D & BARBARA A	38485 MEMORY CIR	KENAI, AK 99611		
05501123	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 17 BLK 3	62,500	4,070.41	0.00	KAY QUYEN C & PAULA K	16350 HEADLANDS CIR	ANCHORAGE, AK 99516		
05501124	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 18 BLK 3	292,200	4,070.41	0.00	VIRGIL B ROCKSTAD & BYRON J ROCKSTAD	4200 MT HIGHWAY 37	LIBBY, MT 59923		Y
05501125	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 1 BLK 2	232,700	4,070.41	0.00	VANDERZANDEN HAROLD C FAMILY TRUST	45785 DRIFT DR	KENAI, AK 99611		Y
05501126	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 2 BLK 2	243,900	4,070.41	0.00	WOODARD FRANK LESLIE	38345 MEMORY CIR	KENAI, AK 99611		Y
05501127	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 3 BLK 2	220,500	4,070.41	0.00	YAMAMOTO DENNIS J & ANN N	2368 APOEPOE ST	PEARL CITY, HI 96782		Y

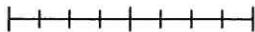
PARCEL ID	LEGAL	TOTAL ASSESSED VALUE	MAXIMUM ASSESSMENT	REQUIRED PRE PAY	OWNER	ADDRESS	CITY/STATE/ZIP	2011 Tax Deling Y=Yes	Y = Yes Vote
05501128	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 4 BLK 2	175,500	4,070.41	0.00	RANDALL OEFELIN SR BILLYE OEFELIN	2520 TRADEWIND DR 2520 TRADEWIND DR	ANCHORAGE AK 99516-3403 ANCHORAGE AK 99516-3403		
05501129	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0840182 RIVERWOOD SUB PHASE 1 LOT 5 BLK 2	64,400	4,070.41	0.00	RANDALL OEFELIN SR BILLYE OEFELIN	2655 MARITIME LOOP 2520 TRADEWIND DR	ANCHORAGE AK 99516-3403 ANCHORAGE AK 99516-3403		
05501131	T 5N R 10W SEC 7 SEWARD MERIDIAN KN GOVT LOT 15	909,600	4,070.41	0.00	ALASKA STATE D N R	550 W 7TH AVE STE 650	ANCHORAGE, AK 99501		
05501140	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 6 BLK 2	300,500	4,070.41	0.00	FENSKE WILLIAM G & AMY H	PO BOX 2305	KENAI AK 99611-2305		Y
05501141	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 7 BLK 2	412,300	4,070.41	0.00	KAPPEN CARL L & DIANA K	38175 WOODS DR	KENAI, AK 99611		Y
05501142	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 8 BLK 2	57,000	4,070.41	0.00	WOODS DRIVE LLC	PO BOX 895	LIBERTY LAKE, WA 99019		Y
05501143	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 9 BLK 2	60,600	4,070.41	0.00	MOYE PATRICIA A	310 BIRCH ST	KENAI, AK 99611		Y
05501144	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 10 BLK 2	373,700	4,070.41	0.00	KNOX DEAN W	38131 WOODS DR	KENAI, AK 99611		Y
05501145	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 11 BLK 2	54,500	4,070.41	0.00	CROFT ROBERT & KIM	45 CASTOLDI WAY	WALLA WALLA, WA 99362		Y
05501146	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 12 BLK 2	258,800	4,070.41	0.00	LYONS JAMIE	38111 WOODS DR	KENAI, AK 99611		Y
05501147	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 13 BLK 2	347,900	4,070.41	0.00	JOHNSON ROGER & RHONDA	PO BOX 2321	SOLDOTNA, AK 99669		Y
05501148	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 14 BLK 2	151,800	4,070.41	0.00	YOUNGQUIST PHILIP HILDING JR & ROBIN M	12542 IRON CT SW	OLYMPIA, WA 98512		Y
05501149	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 15 BLK 2	56,700	4,070.41	0.00	OSTRANDER PAUL C & TERESA F	48645 RUNNERS AVE	SOLDOTNA, AK 99669		Y
05501150	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 16 BLK 2	265,100	4,070.41	0.00	UCHIMA LAWRENCE TAMOTSU	2430 LAKOLOA PL	HONOLULU, HI 96819		
05501151	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 17 BLK 2	54,500	4,070.41	0.00	FLESHER ROBERT G & LINDA T	4 N WEST OAK DR	HOUSTON, TX 77056-2120		Y
05501152	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 6 BLK 1	52,200	4,070.41	0.00	TIMLIN GARY M & DEE J	PO BOX 3477	KENAI, AK 99611		Y
05501153	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 5 BLK 1	61,900	4,070.41	0.00	HURN SALLY A & MIKKELSEN NELS E	243 PORTER CREEK RD	ELMA, WA 98541		
05501154	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 4 BLK 1	65,300	4,070.41	0.00	KLAWUNDER LARRY L & GWEN A & WHITMAN BELINDA S	38130 WOODS DR	KENAI, AK 99611		Y

PARCEL ID	LEGAL	TOTAL ASSESSED VALUE	MAXIMUM ASSESSMENT	REQUIRED PRE PAY	OWNER	ADDRESS	CITYSTATEZIP	2011 Tax Delinq Y=Yes	Y = Yes Vote
05501155	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 3 BLK 1	307,700	4,070.41	0.00	KLAWUNDER LARRY L & GWEN A	38130 WOODS DR	KENAI, AK 99611		Y
05501156	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 2 BLK 1	435,400	4,070.41	0.00	SANDAHL TIMOTHY DALE & LYNNE MARIE	38140 WOODS DR	KENAI, AK 99611		Y
05501157	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 0850123 RIVERWOOD SUB PHASE 2 LOT 1 BLK 1	361,800	4,070.41	0.00	BURCHAM MICHAEL & KATIE L	38150 WOODS DR	KENAI, AK 99611		Y
05501183	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 2002041 ROY WOODS HOMESTEAD SUB JEFFERSON ADDN LOT 1	266,400	4,070.41	0.00	JEFFERSON JEFFREY D	PO BOX 889	KENAI, AK 99611		Y
05501184	T 5N R 10W SEC 7 SEWARD MERIDIAN KN 2002041 ROY WOODS HOMESTEAD SUB JEFFERSON ADDN LOT 2	785,300	4,070.41	0.00	JEFFERSON JEFFREY D	PO BOX 889	KENAI, AK 99611		Y
05525023	T 5N R 10W SEC 18 & 19 SEWARD MERIDIAN KN GL 4 5 6 7 10 11 12 & 13 & E1/2 NW1/4 & E1/2 SW1/4 IN SEC 18 & GL 4 5 6 8 9 & 10 IN SEC 19	2,629,000	4,070.41	0.00	ALASKA STATE D N R	550 W 7TH AVE STE 650	ANCHORAGE, AK 99501		
36		10,741,200	146,534.76	0.00				0	26



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

0 300 600 1,200 Feet



Woods Dr. RIAD



Date: 5/25/2012

**MEMORANDUM
KENAI PENINSULA BOROUGH**

144 N. Binkley Street
Soldotna, Alaska 99669

Tel. (907) 262-4441
Fax (907) 262-1892

TO: Sam McLane, Road Service Area Board Chairman
Members, Kenai Peninsula Borough Road Service Area Board

FROM: Doug Schoessler, Roads Director *DS*
Marie Payfer, Appraiser/Auditor *ml*

DATE: July 10, 2012

SUBJECT: Woods Dr. RIAD Engineer's Estimate Staff Report

Pursuant to KPB 14.31.050, the following staff report is provided to the road service area ("RSA") board for its consideration in evaluating the application for petition and determining whether the engineer's estimates for the following road improvement assessment district ("RIAD") project should be funded through the Engineer's Estimate Fund established under KPB 5.20.160. Application must be received by June 1 of each year for construction the following year. (KPB 14.31.050). Petitions must be reviewed by August 1 of each year. Following is an analysis of the criteria the board must consider when it determines whether to appropriate money from the fund:

SECTION 1. APPLICATION:

SPONSORS: Frank Woodard and Larry Klawunder

SUBJECT ROADS: That portion of Riverwood Subdivision, which includes Woods Drive, from Loriwood Drive north, also includes Memory Circle. These roads are in the RSA West Region, Unit 1 and an application has been made for improving these roadways. These roads and approximate distances are that portion of Woods Drive, 2,700 feet and Memory Circle 1,250 feet. Total road length for the proposed project is 3,950 linear feet.

SCOPE: The application requests that the subject roads be improved and paved.

SECTION 2. KPB 14.31.080 RESTRICTIONS ON FORMATION:

Pursuant to KPB 14.31.050(A), staff must evaluate the feasibility of the project based on the proposed boundaries (see attached map) and the criteria set forth in KPB 14.31.080.

A. Does the assessment to assessed value ratio exceed 21 percent for gravel improvements, or 25 percent for pavement?

ATTACHMENT #5
Page 1 of 3

A preliminary estimate has been received from McLane Consulting, Inc, for a total of \$295,298.64, which includes construction cost of \$242,968.25, engineering cost of \$22,469.93, KPB interdepartmental cost of \$8,069.32, a 5% contingency cost of \$13,271.91, and, an estimated KPB Administration fee of \$8,519.23. Estimating a 50% match fund of \$147,649.32, the total estimated cost to the parcel owners will be \$147,649.32. There are 36 parcels in the proposed district; based on a probable equal allocation per parcel assessment, the estimated cost per parcel will be approximately \$4,101.37. Based on this estimate, the assessment to assessed value ratio does not exceed the allowable 25 percent per parcel lien for pavement improvement. Assessing believes this project is feasible because of the preliminary estimate and substantial support for the project, the benefited parcels are of homogeneous size and use, and the proposed district involves internal subdivision roads facilitating the determination of benefited parcels and the method of assessment (probably equal allocation).

B. Are the parcels bearing more than 10 percent of the estimated costs of the improvement delinquent in real property taxes?

No. As of this date, one (1) parcel is delinquent for the prior year taxes. This delinquency represents 2.78 percent of the estimated costs of the improvement.

C. Do unimproved parcels represent more than 40 percent of the assessed value within the district?

No. Unimproved parcels represent 22.22 percent of the assessed value in the proposed district.

SECTION 3. KPB 14.31.050(D) RSA BOARD CRITERIA:

The RSA board is required to consider the following factors in determining which projects should have engineer's estimate front-funded through KPB 14.31.050(A).

A. Whether the roads are currently on the maintenance system.

The roads within the proposed district are certified for KPB RSA maintenance.

B. To what extent assessed values of properties support the proposed scope of work for each project.

The values of the benefited parcels range from \$52,200 to \$2,629,000. There are eight unimproved parcels within the proposed district however their respective values seem sufficient to support the allowable assessment lien. Twenty-one of the improved parcels have assessed values between \$151,800 and \$435,400; five parcels have assessed values less than \$151,800; and two parcels have assessed values greater than \$435,400.

C. The number of petitions for projects received that year.

This is the only petition (application) for projects received this year.

D. The funds available in the RLAD Engineer's Estimate Fund established under KPB 5.20.160.

It is estimated that the RIAD application fee will cover the engineers estimate. There current balance in the RSA's Engineer's Estimate Fund is \$2,000.

E. Whether an application for district formation has been previously filed and whether conditions have changed that make the project more feasible than in past application years.
The project has not been subject to a previous application for district formation.

ADDITIONAL COMMENTS:

This RIAD is unique in the fact that a preliminary engineer's report was completed for a recent road improvement project (gravel) which brought the road surface to code for road maintenance. As such, the preliminary engineer's estimate for the paving portion for these roads was been submitted prior to RSA approval of the application. Once an as-built survey and design has been completed, the remaining portion of this project will consist primarily of prepping the existing grade and placing D-1 and asphalt.

RECOMMENDATION:

Woods Drive RIAD appears to be viable based on the engineer's estimate and substantial support for the project. Code requirements have been satisfied in regards to tax delinquency and unimproved parcel ratio. The assessed value of the unimproved parcels seems sufficient to support the maximum assessment lien the equivalent of which is 25 percent of a parcel's value. The roads are currently on the maintenance system and serve a number of borough residents. Therefore, it is recommended that the RSA board approve the application and match fund.

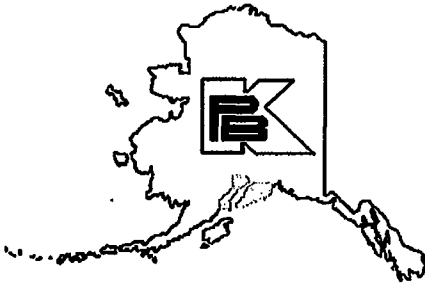
ATTACHMENT #5
Page 3 of 3

WOODS DRIVE ROAD IMPROVEMENT ASSESSMENT DISTRICT

Estimated Cost:
 Construction: 237,125.00
 Design & Administration: 23,712.50
 Contingency: 23,712.50
Total Estimated Construction Cost: 284,550.00
 Filing Fee Adjustment: 0.00
 KPB Admin Fee: 8,519.52
Total Estimated Cost: 293,069.52
 Less Road Service Area Match: 146,534.76
Final Estimated Cost to Parcel Owners: 146,534.76

HEADING DEFINITIONS:
 Total Assessed Value: 2012 Assessments
 Cost per parcel - Lien per parcel
 Required pre-pay: \$0.00
 -Lien on each benefitted parcel cannot exceed 25% of 2012 Assessed Value
 Total Number of Parcels: 36
 Parcels in Favor of Project: 26
 Percent of Parcels in Favor of Project: 72.22%
 Percent of Parcels Delinquent: 0.00%

PARCEL ID	TOTAL ASSESSED VALUE	Cost Per Parcel	REQUIRED PRE PAY	OWNER	2011 Tax Delinq Y=Yes	Y = Yes Vote
05501106	219,600	4,070.41	0.00	FOWLER ROBERT R		Y
05501107	229,300	4,070.41	0.00	LANNET GREGORY A, JOHN N LANNET, ERIC D LANNET		Y
05501108	168,800	4,070.41	0.00	HEBERT LAWRENCE F 2009 TRUST, LARRY HEBERT		Y
05501119	68,800	4,070.41	0.00	JORDAN ERNEST E & MARJORIE		Y
05501120	62,000	4,070.41	0.00	OWEN DUKOWITZ, RYAN DUKOWITZ, DENISE DUKOWITZ, DUKOWITZ KEVIN		Y
05501121	176,500	4,070.41	0.00	DIETERS WILLIAM C & JANET		Y
05501122	256,500	4,070.41	0.00	LARSON RICHARD D & BARBARA A		Y
05501123	62,500	4,070.41	0.00	KAY QUIYEN C & PAULA K		Y
05501124	292,200	4,070.41	0.00	VIRGIL B ROCKSTAD, & ROCKSTAD BYRON J		Y
05501125	232,700	4,070.41	0.00	VANDERZANDEN HAROLD C FAMILY TRUST		Y
05501126	243,900	4,070.41	0.00	WOODARD FRANK LESLIE		Y
05501127	220,500	4,070.41	0.00	YAMAMOTO DENNIS J & ANN N		Y
05501128	175,500	4,070.41	0.00	RANDALL OEFELIN SR, BILLYE OEFELIN, OEFELIN RANDALL W JR		Y
05501129	64,400	4,070.41	0.00	RANDALL OEFELIN SR, BILLYE OEFELIN, OEFELIN RANDALL W JR		Y
05501131	909,600	4,070.41	0.00	ALASKA STATE D N R		Y
05501140	300,500	4,070.41	0.00	FENSKE WILLIAM G & AMY H		Y
05501141	412,300	4,070.41	0.00	KAPPEN CARL L & DIANA K		Y
05501142	57,000	4,070.41	0.00	WOODS DRIVE LLO		Y
05501143	60,600	4,070.41	0.00	MOYE PATRICIA A		Y
05501144	373,700	4,070.41	0.00	KNOX DEAN W		Y
05501145	54,500	4,070.41	0.00	GROFT ROBERT & KIM		Y
05501146	258,800	4,070.41	0.00	LYONS JAMIE		Y
05501147	347,900	4,070.41	0.00	JOHNSON ROGER & RHONDA		Y
05501148	151,800	4,070.41	0.00	YOUNGQUIST PHILIP HILDING JR & ROBIN M		Y
05501149	56,700	4,070.41	0.00	OSTRANDER PAUL C & TERESA F		Y
05501150	265,100	4,070.41	0.00	UCHIMA LAWRENCE TAMOTSU		Y
05501151	54,500	4,070.41	0.00	FLESHER ROBERT G & LINDA T		Y
05501152	52,200	4,070.41	0.00	TIMLIN GARY M & DEE J		Y
05501153	61,900	4,070.41	0.00	HURN SALLY A & MIKKELSEN NELS E		Y
05501154	65,300	4,070.41	0.00	KLAWUNDER LARRY L & GWEN A & WHITMAN BELINDA S		Y
05501155	307,700	4,070.41	0.00	KLAWUNDER LARRY L & GWEN A		Y
05501156	435,400	4,070.41	0.00	SANDAHL TIMOTHY DALE & LYNNE MARIE		Y
05501157	361,800	4,070.41	0.00	BURCHAM MICHAEL & KATIE L		Y
05501163	286,400	4,070.41	0.00	JEFFERSON JEFFREY D		Y
05501184	785,300	4,070.41	0.00	JEFFERSON JEFFREY D		Y
05625023	2,629,000	4,070.41	0.00	ALASKA STATE D N R		Y
36	10,741,200	146,534.76	0.00		0	26



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 262-4441 • FAX: (907) 262-1892

www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Gary Knopp, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *M.N.*

FROM: Craig Chapman, Director of Finance *C Chapman*

DATE: October 11, 2012

SUBJECT: Ordinance 2012-19-34 appropriating funds for the Woods Drive Road Improvement Assessment District

A petition has been received requesting the formation of a special assessment district for improving and paving a portion of Woods Drive and Memory Circle. These roads are located off of Ciechanski Road. This petition process is the first step of the process. A resolution is scheduled to be heard at the November 20, 2012 assembly meeting to authorize the formation of the Woods Drive Road Improvement Assessment District (RIAD).

The second step in the process is consideration of this ordinance that will appropriate the necessary funds should the assembly approve the project with adoption of the Resolution to Proceed and Form the District. The third and final step of the process will be the ordinance of assessment following completion of the project.

KPB 14.31.070(C)(1) & (2) require signatures of the owners of more than 70 percent of the parcels and 70 percent of the total assessments within the proposed district sign the petition, and 72.2 percent of the parcel owners and 72.2 percent of the total assessment owners have signed the petition.

The total cost of the Woods Drive RIAD is estimated to be \$293,069.52. This ordinance appropriates \$293,069.52 to the assessment fund with 50 percent or \$146,534.76 provided as an interfund loan from the borough General Fund and 50 percent or \$146,534.76 match from the Road Service Area RIAD Match Fund.

On September 9, 2012, the Road Service Area board adopted resolution 2012-14 to fund the 50 percent match. The loan will be repaid through 10 annual assessments levied on property located

ATTACHMENT #7
Page 1 of 5

within the RIAD. Billings will include an interest charge equal to the published prime rate in effect at the time of the loan plus 2%. The prime rate is currently 3.25%. If it remains unchanged through project completion, residents of the RIAD will be charged an interest rate of 5.25% (3.25% + 2%). This is the same formula used to determine the rate of interest on the interfund loans used to finance the other utility special assessment district and RIAD projects. Early payments can be made without penalty.

If for any reason the RIAD is not formed, the loan will not be made and the General Fund will absorb any administrative costs that exceed the \$4,600 filing fee received with the petition.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100. 27910</u> \$146,534.76
Amount	<u>238. 27910</u> \$146,534.76
By:	<u>pc.</u> Date: <u>10/8/12</u>

Introduced by: Mayor
Date: 10/23/12
Hearing: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-34**

**AN ORDINANCE APPROPRIATING \$293,069.52 TO THE SPECIAL ASSESSMENT
FUND FOR THE WOODS DRIVE ROAD IMPROVEMENT
SPECIAL ASSESSMENT DISTRICT**

- 1 **WHEREAS**, KPB Chapter 14.31 provides authority for creating and financing road improvement
2 assessment districts for improvements to roads in public rights-of-way; and
- 3 **WHEREAS**, a petition has been received requesting the formation of a special assessment district
4 for improving and paving a portion of Woods Drive and Memory Circle located off
5 of Ciechanski Road; and
- 6 **WHEREAS**, the assembly adopted Resolution 2012-____ on November 20, 2012, to form the
7 Woods Drive Road Improvement Assessment District and proceed with the
8 improvement; and
- 9 **WHEREAS**, KPB 14.31.070(C)(1) requires signatures of the owners of more than 70 percent of
10 the parcels within the proposed district sign the petition, and 72.2 percent have
11 signed the petition; and
- 12 **WHEREAS**, KPB 14.31.070(C)(2) requires signatures of the owners that would bear more than 70
13 percent of the total assessments in the proposed district, and 72.2 percent have signed
14 the petition; and
- 15 **WHEREAS**, the Road Service Area Board adopted Resolution 2012-14 to fund a 50 percent match
16 (\$146,534.76) from the RIAD Match Fund; and

1 **WHEREAS,** financing is necessary to complete the administrative requirements of the ordinance
2 and regulations; and

3 **WHEREAS,** pursuant to KPB 5.10.040(A)(13) the borough may invest in special assessment
4 districts; and

5 **WHEREAS,** the estimated total cost of the project of \$293,069.52 less the 50% Road Service Area
6 match (\$146,534.76) is to be provided as an investment by the general fund which
7 will be repaid with interest by assessments on the parcels within the district; and

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

10 **SECTION 1.** That the amount of \$146,534.76 is authorized to be advanced to the assessment fund
11 from the General Fund and appropriated into Account No.
12 897.92037.WSDR.49999.

13 **SECTION 2.** That the special assessment fund shall repay to the General Fund the full amount
14 invested by the General Fund with interest through payments made on the special
15 assessments levied.

16 **SECTION 3.** That the amount of \$146,534.76 is authorized to be transferred from the road service
17 area RIAD match fund Account No. 238.33960.WSDR.50897 to the assessment
18 fund and appropriated into Account No. 897.92037.WSDR.49999.

19 **SECTION 4.** That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 20TH DAY OF NOVEMBER, 2012.

Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

WOODS DRIVE & MEMORY CIRCLE PAVING					
Project No. W7WOM			2012 RIAD PROGRAM		
ENGINEER'S ESTIMATED CONSTRUCTION COST 8/15/2012					
Pay Item No.	Pay Item Description	Pay Unit	Quantity	Unit Bid Price	Amount Bid
BASIC BID					
301(1)	Aggregate Base Course, Grading D-1	Ton	1400	\$ 28.00	\$ 39,200.00
303(1)	Reconditioning	Station	38.5	\$ 250.00	\$ 9,625.00
401(1)	Asphalt Concrete, Type II, Class B	Ton	1300	\$ 110.00	\$ 143,000.00
639(4)	Driveway Paved Apron	Each	21	\$ 200.00	\$ 4,200.00
639(5)	Paved Public Approach	Each	2	\$ 800.00	\$ 1,600.00
640(1)	Mobilization and Demobilization	Lump Sum	All Required	(LUMP SUM)	\$ 15,000.00
643(2)	Traffic Maintenance	Lump Sum	All Required	(LUMP SUM)	\$ 7,500.00
650(1)	Miscellaneous Work	Contingent Sum	All Required	(CONTINGENT SUM)	\$ 15,000.00
670(1)	Painted Traffic Markings	Lump Sum	All Required	(LUMP SUM)	\$ 2,000.00
TOTAL ESTIMATED COST				\$	237,125.00

ESTIMATED CONSTRUCTION COST		\$ 237,125.00
DESIGN & ADMINISTRATION	10%	\$ 23,712.50
CONTINGENCY	10%	\$ 23,712.50
TOTAL		\$ 284,550.00

Prepared By:



Date:

15-Aug-12

ATTACHMENT #8

Introduced by: Mayor
Date: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-085**

**A RESOLUTION AUTHORIZING COMMUNITY REVENUE SHARING PROGRAM
EXPENDITURES FOR UNINCORPORATED COMMUNITIES**

1 **WHEREAS**, the Alaska State Legislature has provided funding to municipalities and
2 unincorporated communities through the Community Revenue Sharing Program,
3 hereinafter referred to as “Program;” and

4 **WHEREAS**, AS 29.60.865 and 3 AAC 180.070 requires the assembly of a borough or unified
5 municipality to adopt a resolution identifying those unincorporated communities
6 located within their municipal boundaries that the assembly determines meet the
7 Program eligibility criteria established under AS 29.60.865, AS 29.60.879, and 3
8 AAC 180.110; and

9 **WHEREAS**, the borough assembly approved the list of 27 unincorporated communities within
10 the Kenai Peninsula Borough that are eligible for participation in the State’s FY13
11 Program by way of Resolution 2012-013; and

12 **WHEREAS**, community meetings were held throughout the borough as well as direct mail and
13 electronic communications to provide Program information to community
14 residents and eligible nonprofit or tribal entities; and

15 **WHEREAS**, the assembly approved acceptance of Program funds and appropriated \$772,200
16 to a project contingency account through enactment of KPB Ordinance 2012-19-
17 24; and

1 **WHEREAS**, the Program allows funds to be used for any public purpose at the discretion of
2 the local governing body and as allowed by state statutes and borough code; and

3 **WHEREAS**, the non-profit corporations representing the communities of Anchor Point, Bear
4 Creek, Clam Gulch, Cohoe, Cooper Landing, Crown Point, Diamond Ridge, Fritz
5 Creek, Funny River, Hope, Kachemak Selo, Kalifornsky Beach, Kasilof, Lowell
6 Point, Moose Pass, Nanwalek, Nikiski, Nikolaevsk, Ninilchik, Port Graham,
7 Primrose, Razdolna, Salamatof, Seldovia, Sterling, Tyonek and Voznesenka have
8 submitted grant requests to fund community projects; and

9 **WHEREAS**, it is in the best interest of the borough and the communities to approve the
10 proposed projects and to distribute community revenue sharing funds to eligible
11 non-profit or tribal entities;

12 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
13 **PENINSULA BOROUGH:**

14 **SECTION 1.** That the Mayor is authorized to enter into grant agreements and any other
15 documents necessary with tribal or nonprofit organizations on behalf of the
16 qualified unincorporated communities for public projects that benefit the
17 community as identified in the following chart:

FY13 COMMUNITY REVENUE SHARING Recipients and Projects			
Community	Recipient	Project	Amount
Anchor Point	Anchor Point Public Library	General operation	\$10,000
	Anchor Point Senior Citizens, Inc.	Equipment/supplies	\$9,252
	Anchor Point Cemetery	Grounds equipment	\$6,504
	Snomads, Inc.	Trail and safety programs	\$2,000
Bear Creek	Bear Creek Volunteer Fire & EMS	EMS equipment/supplies/training	\$27,756

Clam Gulch	Caribou Hills Cabin Hoppers	Trail maintenance and access	\$27,756
Cohoe	Kasilof Public Library	General operation/supplies	\$13,280
	Boys & Girls Club of Kenai Peninsula	After school program	\$10,720
	Tustamena 200 Sled Dog Race Assoc	Equipment/supplies	\$3,756
Cooper Landing	Cooper Landing Community Club, Inc.	Community projects	\$27,756
Crown Point	Moose Pass Volunteer Fire Company	EMS equipment/supplies	\$27,756
Diamond Ridge	Kachemak Ski Club, Inc.	Facility improvements/equipment	\$7,402
	Kachemak Emergency Services Membership Association	Emergency supplies/equipment	\$7,402
	Kachemak Nordic Ski Club, Inc.	Trail improvements	\$5,550
	Snomads, Inc.	Trail and safety expenditures	\$7,402
Fritz Creek	Kachemak Nordic Ski Club, Inc.	Trail improvements/equipment	\$9,252
	Kachemak Emergency Services Membership Association	EMS equipment/supplies	\$9,252
	Snomads, Inc.	Trail and safety expenditures	\$9,252
Funny River	Funny River Chamber of Commerce and Community Association	Community Ctr. general operation	\$27,756
Hope	Hope, Inc.	Community projects	\$27,756
Kachemak Selo	Village of Kachemak Selo Water Co., Inc.	Village road and culvert repairs	\$27,756
Kalifornsky Beach	Cook Inlet Aquaculture Center	Meeting room improvements	\$6,756
	Tsalteshi Trails Assoc., Inc.	Trail improvements	\$9,000
	Kenai Peninsula Food Bank, Inc.	Food provisions	\$12,000
Kasilof	Kasilof Regional Historical Assoc.	General operation/bldg renovations	\$23,925
	Kasilof-Cohoe Cemetery Assoc.	Land access and improvements	\$3,831
Lowell Point	Lowell Point Community Council, Inc.	Community/EMS Center	\$27,756
Moose Pass	Moose Pass Volunteer Fire Company	EMS equipment/supplies	\$27,756
Nanwalek	Native Village of Nanwalek	Deferment requested	\$27,756
Nikiski	North Peninsula Community Council, Inc.	General operation	\$27,756
Ninilchik	Ninilchik Community Library	General operation/supplies	\$5,189
	Ninilchik Fair Association	General operation/equip/training	\$12,189
	Ninilchik Emergency Services	General operation	\$5,189
	Ninilchik Senior Citizens, Inc.	General operation	\$5,189

Nikolaevsk	Nikolaevsk, Inc.	General operation/supplies	\$27,756
Port Graham	Port Graham Village Council	General operation/EMS	\$27,756
Primrose	Moose Pass Volunteer Fire Company	EMS equipment/supplies	\$27,756
Razdolna	Village of Razdolna	Playground improvements	\$27,756
Salamatof	AK Children's Institute for the Performing Arts, Inc.	Bldg improvements/utilities	\$27,756
Seldovia Village	Seldovia Village Tribe	Volunteer Fire Station operations	\$27,756
Sterling	Sterling Community Center	General operation	\$13,878
	Sterling Area Senior Citizens	Computers hard/software upgrades	\$13,878
Tyonek	Boys & Girls Clubs of Southcentral Alaska	Elder and youth program	\$27,756
Voznesenka	Voznesenka Community Council, Inc.	Deferment requested	\$27,756

1 **SECTION 2.** That each eligible non-profit or tribal entity, representing an unincorporated
2 community, shall enter into a grant agreement with the borough prior to receipt of
3 any revenue sharing funds.

4 **SECTION 3.** This resolution shall become effective immediately upon adoption.

5 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS**
6 **20TH DAY OF NOVEMBER, 2012.**

Linda Murphy, Assembly President

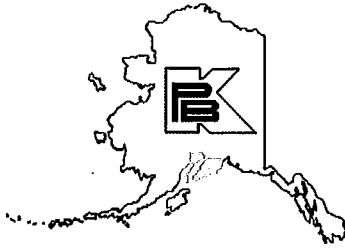
ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH GRANTS MANAGEMENT

MEMORANDUM

TO: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*
Craig Chapman, Director of Finance *C Chapman*

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

DATE: November 8, 2012

SUBJECT: Resolution 2012-085, authorizing Community Revenue Sharing Program expenditures for unincorporated communities

The Alaska State Legislature has approved funding to municipalities and unincorporated communities through the Community Revenue Sharing Program; hereinafter referred to as "Program." The Program requires that the assembly identify communities within the borough that are eligible for funds. By way of Resolution 2012-013, the assembly approved a list of 27 unincorporated communities that are eligible to receive Program funds for fiscal year 2012/2013. Program funds in the amount of \$772,200 were accepted and appropriated by way of O2012-19-24. This proposed resolution recognizes the projects and expenditures per the non-profit or tribal entities representing their unincorporated community. Each community will receive \$27,756 for FY13 public projects.

The entities will be required to execute a simple grant agreement with the borough prior to receiving any funds. The agreement identifies the grant recipient, the amount allocated and the narrative/fiscal reporting requirements. Upon execution of the grant agreement, the entities will be reimbursed for eligible project costs. Please note that tribal entities will be required to complete a "Waiver of Sovereign Immunity," as required by the State of Alaska in addition to the grant agreement.

Introduced by: Murphy at the Request
of the Borough Clerk
Date: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-086**

**A RESOLUTION AMENDING THE BOROUGH'S FINANCE CASH MANAGEMENT
RECORDS RETENTION SCHEDULE**

1 **WHEREAS**, the Records Management Division provides the Borough with a comprehensive
2 system for the creation, maintenance, preservation, retention and disposal of
3 information; and

4 **WHEREAS**, state and federal guidelines prescribe specific time periods for the retention of
5 certain records; and

6 **WHEREAS**, the current retention schedule should be amended in accordance with state and
7 federal regulations;

8 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
9 **PENINSULA BOROUGH:**

10 **SECTION 1.** That the attached amended Kenai Peninsula Borough Finance Cash Management
11 Retention Schedule for Cash Management Record Series CSH-17 which
12 incorporated herein by reference is hereby adopted.

13 **SECTION 2.** That this resolution becomes effective immediately upon its adoption.

1 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS**
2 **20TH DAY OF NOVEMBER, 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

KENAI PENINSULA BOROUGH

Kenai Peninsula Borough Assembly

144 North Binkley Street
Soldotna, AK 99669
Phone 907-714-2160
Fax 907-714-2388

Johni Blankenship, MMC
Borough Clerk

MEMORANDUM

To: Linda Murphy, Assembly President
Assembly Members

Thru: Johni Blankenship, Borough Clerk (JB)

From: Shellie Saner, Deputy Borough Clerk (SS)

Date: November 20, 2012

Re: Resolution 2012-086, Finance Cash Management Records Retention Schedule Revision

The current records retention schedule lists Tax Bills – Real and Personal Property (CSH-17) as permanent records. The “State of Alaska Local Government Model General Administrative Record Retention Schedule #300.1” recommends this type of record be retained for 3-years then destroyed, provided an audit or other annual financial statement has been certified.

Due to the nature of the record it is recommended for the Kenai Peninsula Borough that the retention period for these records be changed to 7-years then destroyed. The recommended changes are shown on the attached Finance Cash Management Department Retention for record series CSH-17.

CSH-17	TAX BILLS - REAL & PERSONAL PROPERTY Invoices to taxpayers returned with payments. Sorted by [BANK DEPOSIT BATCH] <u>invoice year then account</u> number; ADJUSTMENTS TO AMOUNTS].	[PERMANENT] <u>2 year/office</u> <u>5 years/ in</u> <u>Record Ctr</u>
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THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

**Department of Education &
Early Development**

Division of Libraries, Archives & Museums

P.O. Box 110525
Juneau, Alaska 99811-0525
Main: 907.465-2275
Fax: 907.465-2465

October 15, 2012

Kenai Peninsula Borough
144 North Binkley Street
Soldotna, Alaska 99669

Dear Ms. Saner

Retention of Property Tax Invoices and Receipts

Regarding the retention period of property tax invoices and receipts, our advice would be to retain these under item #3.1 *General Accounting Records*, which is found in the *Local Government Model General Administrative Records Retention Schedule* #300.1. As stated in the introduction, the local government schedule is there to "recommend minimum retention periods". The recommended minimum retention period for this records series is "3 years, provided an audit or other financial statement has been certified". The State of Alaska keeps similar records for the current fiscal year plus 3 years.

It is important to make clear that the *Local Government Model General Administrative Records Retention Schedule* is only intended as a guide for local municipalities to adapt to their own fiscal, legal and administrative need. You need to determine your own preferred retention period for this records series and it is essential that you have receive authorization by your borough attorney and senior management.

Sincerely,

A handwritten signature in black ink, appearing to read "Gordon E. Brown".

Gordon E. Brown, State Records Manager
Alaska State Archives/Records & Information Management Service (ASA/RIMS)

Introduced by:
Date:
Action:
Vote:

Mayor
11/20/12

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-087**

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM PROVIDED BY THE STATE OF
ALASKA DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC
DEVELOPMENT DIVISION OF COMMUNITY AND REGIONAL AFFAIRS FOR A
PUBLIC SCHOOL FACILITY PROJECT**

1 **WHEREAS**, the Community Development Block Grant Program (CDBG) is a flexible source
2 of competitive funding for a broad range of community development projects that
3 benefit low and moderate income residents; and

4 **WHEREAS**, the residents of Kachemak Selo, Fox River Census District Precinct, have
5 expressed the need for a public school facility to house kindergarten through
6 twelfth grade students; and

7 **WHEREAS**, elementary and secondary education is currently taught in three houses that have
8 been converted to classrooms; and

9 **WHEREAS**, the borough and the school district intend to apply for a CDBG grant in the
10 amount of \$160,000 from the State of Alaska Department of Commerce,
11 Community and Economic Development for the purpose of completing the
12 Educational Specification Process, which will guide class instruction and
13 classroom design; and

14 **WHEREAS**, the borough and the school district staff assigned to the project will document
15 time and effort, which will be calculated for in-kind services; and

16 **WHEREAS**, the school district will provide the cash contribution required to meet the 25
17 percent match; and

1 **WHEREAS**, it is in the borough’s best interest to apply for the CDBG funds for the purpose of
2 this project;

3 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
4 **PENINSULA BOROUGH:**

5 **SECTION 1.** That the mayor is authorized to negotiate, execute and submit any and all
6 documents required for participation in the CDBG program including granting
7 and managing funds awarded by the Alaska Department of Commerce,
8 Community and Economic Development under the CDBG program for a public
9 school facility project in Kachemak Selo, Fox River Census District Precinct.

10 **SECTION 2.** That the mayor is authorized to execute subsequent amendments to said grant
11 agreement to provide for adjustments to the project within the scope of services or
12 tasks, based upon the needs of the project.

13 **SECTION 3.** This resolution shall become effective immediately upon its adoption.

14 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS**
15 **20TH DAY OF NOVEMBER, 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

Grant Management

MEMORANDUM

TO: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MP*
Dr. Steve Atwater, KPBSD Superintendent
Craig Chapman, Finance Director *C Chapman*
Kevin Lyon, Capital Projects Director *KL*

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

DATE: November 7, 2012

SUBJECT: Resolution 2012-087, authorizing participation in the Community Development Block Grant Program provided by the State of Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs

The overall mission of the State of Alaska Community Development Block Grant Program (CDBG) is to enhance the quality of life for low and moderate income residents, particularly in rural Alaska. The CDBG Program fulfills this mission by acting upon its defined goals and objectives such as providing financial resources to communities for public facilities, planning, and special economic development activities which encourage community self-sufficiency, reduce or eliminate conditions which are detrimental to the health and safety of local residents, and reduce the costs of essential community services.

Borough and school district staff have met with residents of Kachemak Selo, Fox River Census District Precinct, who have expressed the need for a public school for their children. Currently, classes are taught in three converted homes, which are leased to the school district. The process for constructing a new school includes community involvement and input from the initial public meeting that describe possible funding sources to the multi-year process to complete the project.

The borough and the school district wish to apply for CDBG funds to complete the required educational specification document, a process that documents community and educators' input for the purpose of guiding project feasibility. Additionally, this process is an essential support document needed for the grant application to the Alaska Department of Education, which may fund design, engineering and construction.

In order to apply for CDBG funds, the grant program requires: a resolution of support from the governing body; Kachemak Selo, Fox River Census District Precinct, residents qualify for low to moderate income level at 62.9 percent; documentation that the project and potential funding have

been presented to the residents in a public forum; and 25 percent cash or in-kind services are provided as a matching contribution to the project.

Upon award, the school district and borough staff assigned to the project will document time and effort to a project number to be calculated for in-kind services. The school district will contribute the cash balance to meet the 25 percent match requirement.

Introduced by: Mayor
Date: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-088**

**A RESOLUTION ADOPTING AN ALTERNATE ALLOCATION METHOD FOR THE FY13
SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS
ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT
EFFECTS OF FISHERIES BUSINESS ACTIVITY IN THE COOK INLET FISHERIES
MANAGEMENT AREA**

1 **WHEREAS**, AS 29.60.450 requires that for a municipality to participate in the FY13 Shared
2 Fisheries Business Tax Program, the municipality must demonstrate to the
3 Department of Commerce, Community, and Economic Development that the
4 municipality suffered significant effects during calendar year 2011 from fisheries
5 business activities; and

6 **WHEREAS**, 3 AAC 134.060 provides for the allocation of available program funding to
7 eligible municipalities located within fisheries management areas specified by
8 the Department of Commerce, Community, and Economic Development; and

9 **WHEREAS**, 3 AAC 134.070 provides for the use, at the discretion of the Department of
10 Commerce, Community, and Economic Development, of alternative allocation
11 methods which may be used within fisheries management areas if all eligible
12 municipalities within the area agree to use the method and the method
13 incorporates some measure of the relative significant effect of fisheries business
14 activity on the respective municipalities in the area; and

15 **WHEREAS**, the Kenai Peninsula Borough Assembly proposes to use an alternative allocation
16 method for allocation of the FY13 funding available within the FMA14: Cook
17 Inlet fisheries management area in agreement with all other municipalities in this
18 area participating in the FY13 Shared Fisheries Business Tax Program;

1 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
2 **PENINSULA BOROUGH:**

3 **SECTION 1.** That by this resolution the Assembly certifies that the Kenai Peninsula Borough
4 did suffer significant effects during calendar year 2011 from fisheries business
5 activities that occurred within the Cook Inlet fisheries management area and
6 wishes to apply for funding under the FY13 Shared Fisheries Business Tax
7 Program.

8 **SECTION 2.** All eligible communities in the Cook Inlet fisheries management area will
9 receive fifty percent (50%) divided equally, and fifty percent (50%) divided on a
10 per capita basis.

11 **SECTION 3.** That this resolution takes effect immediately upon its adoption.

12 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS**
13 **20TH DAY OF NOVEMBER, 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441
PHONE: (907) 262-4441 • **FAX:** (907) 262-1892
www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Linda Murphy, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Craig Chapman, Director of Finance *C Chapman*

DATE: November 8, 2012

SUBJECT: Resolution 2012-~~088~~, adopting an alternate allocation method for the FY13 Shared Fisheries Business Tax Program

Shared Fisheries Business Tax Program - Cook Inlet Fisheries Management Area

In order for the Kenai Peninsula Borough to participate in the FY13 Shared Fisheries Business Tax Program, the Borough Assembly must submit a resolution indicating the adoption of an alternative method for allocation of the FY13 available funding. If the municipalities within each fisheries management area choose not to select the alternative method, it would then become necessary to gather and submit data on actual cost impacts of commercial fishing within each designated area. Given the relatively small amount of funds available, this approach would not be cost effective. A resolution adopting the alternative method is attached for your approval.

The Kenai Peninsula Borough is located in the Cook Inlet Fisheries Management Area. The municipalities located in this area include Anchorage, Homer, Kenai, Kenai Peninsula Borough, Kachemak, Seldovia, Seward, and Soldotna. The FY13 program total allocation to be shared within this area is expected to be approximately \$8,600.

Introduced by: Mayor
Date: 11/20/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-089**

**A RESOLUTION POSTPONING THE ENERGY AUDIT REQUIREMENT FOR THE
BEAR CREEK FIRE SERVICE AREA FIRE STATION**

1 **WHEREAS**, in Ordinance 2012-25 the assembly amended KPB 16.06.030(A) requiring energy
2 audits to be conducted on all services area facilities prior to January 31, 2013; and

3 **WHEREAS**, the Bear Creek Fire Service Area station is scheduled to be demolished and
4 rebuilt within the next two years; and

5 **WHEREAS**, the funds required to conduct an energy audit on a facility scheduled to be
6 destroyed would be better spent towards energy conservation in the new facility;

7 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
8 **PENINSULA BOROUGH:**

9 **SECTION 1.** That pursuant to KPB 16.06.030(A) the assembly hereby authorizes the
10 administration to delay obtaining an energy audit of the Bear Creek Fire Service
11 Area station until one year after construction of the new fire station is completed.

12 **SECTION 2.** That this resolution takes effect immediately upon its adoption.

13 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
14 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

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PHONE: (907) 262-4441 • **FAX:** (907) 262-1892
www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Linda Murphy, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Kevin Lyon, Capital Projects Director *KL*

DATE: November 7, 2012

SUBJECT: Resolution 2012-089, postponing the energy audit requirement for the Bear Creek Fire Service Area fire station

KPB 16.06.030 requires energy audits to be conducted of all service area facilities in which opportunities for energy conservation would be identified, a comparison made between the cost of implementation and projected resulting cost savings within a period of at least ten years, and a detail of the work necessary to implement the identified energy conservation measures with a payback of ten years or less. The current deadline for obtaining this energy audit is January 31, 2013. However, the Bear Creek Fire Service Area property for the new station has recently been identified and the new facility is scheduled for construction within the next two years. The existing facility would be demolished as a part of that project. Accordingly, conducting an energy audit of the existing facility would not result in a long-term financial savings. The administration respectfully requests authorization to postpone this requirement until one year after the new facility is constructed. Your favorable consideration of this resolution is appreciated.

Introduced by:

Mayor

Date:

11/20/12

Action:

Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-090**

**A RESOLUTION AUTHORIZING AN AGREEMENT FOR BEAR CREEK FIRE
SERVICE AREA TO LOAN A WATER PUMPER TRUCK TO COOPER LANDING
EMERGENCY SERVICES, INC.**

- 1 **WHEREAS**, Cooper Landing Emergency Services, Inc. (CLESI) provides medical services,
2 ambulance transportation and fire protection within its operational boundaries;
3 and
- 4 **WHEREAS**, Bear Creek Fire Service Area (BCFSA) provides medical services and fire
5 protection within the BCFSA; and
- 6 **WHEREAS**, CLESI is currently lacking an operational water tanker and would benefit from
7 the water storage capability of an additional pumper; and
- 8 **WHEREAS**, BCFSA has three water pumpers, one of which was stored at the Lowell Point
9 Fire Service Area which has since been abolished; and
- 10 **WHEREAS**, BCFSA does not have adequate space to store that pumper truck in a heated
11 facility and CLESI has sufficient space; and
- 12 **WHEREAS**, BCFSA can maintain adequate levels of service within the Bear Creek Fire
13 Service Area if it loans this water pumper truck to CLESI; and
- 14 **WHEREAS**, CLESI has a mutual aid agreement with Central Emergency Services which
15 would benefit from this additional equipment; and

1 **WHEREAS,** it is in the best interest of the BCFSA, CLESI and the Kenai Peninsula Borough to
2 loan CLESI a water pumper as the arrangement provides for indoor storage of the
3 pumper in winter and increases the ability of CLESI to respond to emergencies;
4 and

5 **WHEREAS,** at its meeting of November 13, 2012, the BCFSA board recommended _____
6 _____;

7 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI**
8 **PENINSULA BOROUGH:**

9 **SECTION 1.** That the mayor is authorized to execute a Water Pumper Loan Agreement
10 between Bear Creek Fire Service Area and Cooper Landing Emergency Services,
11 Inc. substantially in the form of the agreement attached hereto.

12 **SECTION 2.** That this resolution shall take effect immediately upon its adoption.

13 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
14 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

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www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Linda Murphy, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Mark Beals, BCFSA Fire Chief *CE & MB*

DATE: November 7, 2012

SUBJECT: Resolution 2012-090, authorizing an agreement to loan a water pumper to Cooper Landing Emergency Services, Inc.

Bear Creek Fire Service Area (BCFSA) currently has a 1983 water pumper truck that has been stored at the former Lowell Point Fire Service Area facility. The pumper is being returned to BCFSA which lacks adequate heated storage space for the truck to be readily available. Cooper Landing Emergency Services, Inc., which has a mutual aid agreement with Central Emergency Services (CES), has requested that BCFSA loan it this pumper truck. Approving this loan would benefit the borough by providing a place to store the equipment, making it available for service throughout the year to borough residents and visitors.

Your approval of this resolution would be appreciated.

**WATER PUMPER LOAN AGREEMENT
BETWEEN THE KENAI PENINSULA BOROUGH
ON BEHALF OF THE BEAR CREEK FIRE SERVICE AREA
AND COOPER LANDING EMERGENCY SERVICES, INC.**

WHEREAS, Cooper Landing Emergency Services, Inc. (CLESI) provides medical services, ambulance transportation and fire protection within its operational boundaries; and

WHEREAS, Bear Creek Fire Service Area (BCFSA) provides medical services and fire protection within the BCFSA; and

WHEREAS, CLESI is currently lacking an operational water tanker and would benefit from the water storage capability of an additional pumper; and

WHEREAS, BCFSA has three water pumps; and

WHEREAS, BCFSA does not have adequate space to store all of these vehicles in a heated facility and CLESI has sufficient space; and

WHEREAS, BCFSA can loan CLESI a water pumper for the duration of this Agreement and maintain adequate levels of service within the Bear Creek Fire Service Area; and

WHEREAS, it is in the best interest of the BCFSA, CLESI and residents of the Kenai Peninsula Borough for Bear Creek Fire Service Area to loan CLESI a water pumper for the duration of this Agreement as the arrangement provides for indoor storage of the pumper in winter and increases the ability of CLESI to respond to emergencies; and

WHEREAS, this Agreement was approved by the BCFSA Board at its board meeting on November ____, 2012;

WHEREAS, the Kenai Peninsula Borough Assembly authorized the borough mayor to execute this agreement during its meeting of _____, 2012;

NOW THEREFORE, the Kenai Peninsula Borough (KPB) on behalf of BCFSA, and CLESI, for good and valuable consideration, including the covenants, terms and conditions in this agreement, receipt of which is hereby acknowledged, do hereby agree as follows:

1. While retaining full title and ownership of the following-described water pumper truck (hereinafter “equipment”), the KPB on behalf of BCFSA hereby grants to CLESI the temporary custody and possession of the equipment for use subject to the terms and conditions in this agreement:

One medium pumper: Unit #117.
VIN: 1FDNF70K7DVA24363
License#: XXM222
Make: Ford
Model: F-700
Engine: 429
Trans: Standard
Pump: Waterous 1000 gpm – CSWB-1000
Year: 1983

2. This agreement shall be effective for one year from the date of the last signature on this Agreement. The Agreement may be extended for an additional one year term upon mutual written agreement by the parties.
3. Either party may terminate this agreement upon 5 days written notice with or without cause.
4. KPB may immediately terminate this agreement without advance notice in the event CLESI fails or refuses to strictly comply with all terms of this agreement.
5. Upon termination of this agreement CLESI shall return the equipment in the same condition it was received except for reasonable wear and tear. Any damage to the equipment due to neglect or CLESI’s failure to reasonably protect and maintain the equipment shall cause the equipment to be repaired at CLESI’s sole expense.
6. CLESI covenants and agrees to keep the equipment subject to this Agreement in a reasonably safe and secure location at all times when not in use, and shall be responsible for the replacement and/or repair of any stolen, lost or damaged equipment, whether the loss is the result of CLESI’s own acts or omissions or the acts or omissions of any third party.
7. CLESI shall be responsible for the purchase and maintenance of minimum insurance coverage as specified in paragraphs A, B, and C of this section. This insurance coverage shall be in acceptable form, and for the amounts specified by the Borough, or as required by law, whichever is greater.

This insurance coverage shall remain in effect for the life of this Agreement and shall be a part of the contract price. This insurance shall be primary and exclusive of any other insurance carried by the Borough.

- A. Commercial general/automobile liability insurance shall not be less than \$1,000,000 combined single limit bodily injury and property damage per occurrence.
- B. Worker's compensation and employer's liability insurance shall be provided for all employees and volunteers per Alaska State Statutes who are performing work under this Agreement.
- C. Fire and property damage insurance in an amount sufficient to repair or replace the equipment in the event of damage.
- D. Certificate(s) of insurance as described in paragraphs A and B of this section shall be provided by CLESI or its agents upon signing this agreement. The Borough shall be named as an additional insured on the policies specified in paragraph A for the work specified in this Agreement. Certificates of insurance, acceptable in form and content, will be delivered to:

Risk Manager
Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, AK 99669

- E. There shall be no cancellation or material change of the insurance coverages, or intent not to renew the insurance coverages as specified in this Agreement, without thirty (30) days prior written notice to the Borough. Notice of cancellation, material change in coverage, or intent not to renew will be delivered to the address designated in paragraph D of this section. Cancellation or material change in insurance coverage without written authorization by the Borough is a material breach of this Agreement, and subjects this Agreement to termination for cause.
 - F. Upon renewal or change in policies during this Agreement, certificates of insurance shall be delivered to the address designated in paragraph C of this section.
8. CLESI covenants and agrees to keep all equipment subject to this Agreement in good clean working order and condition and to perform and/or pay for any and all recommended or required maintenance on said equipment. CLESI agrees that it shall be responsible for the condition of said equipment at all times the equipment is in its possession and or control. CLESI agrees to sign off on an apparatus check sheet at least once a quarter and to provide the completed check sheet to BCFSa.
9. CLESI agrees to permit BCFSa to have access to check the equipment at any time with reasonable notice and a minimum of once a quarter. Any equipment check performed by BCFSa shall not be construed as affirmation that the equipment is in good working order

and condition and does not in any way affect CLESI'S duty to maintain it in good working order and condition.

10. CLESI covenants and agrees to allow only properly trained personnel to operate the equipment.
11. CLESI covenants and agrees that, to the maximum extent allowed by law, CLESI shall indemnify, defend, and hold harmless the Kenai Peninsula Borough, its assemblies, boards, officers, and employees, including BCFSA, its boards, officers, and employees for all damages of any kind or nature, all costs of any kind and all attorneys' fees arising from any or all claims, suits, or actions of any nature that result, in total or in part, from the actions or the omissions of CLESI, its officers, agents, and employees in connection with the use of the equipment, or the failure to use the equipment, including but not limited to any equipment malfunction, breakdown, or failure for the equipment to perform as intended. CLESI shall not be bound to indemnify and defend the KPB or BCFSA, where the KPB or BCFSA's action(s) is/are the sole cause of the damage or loss or where the damages or loss was caused by the KPB's willful misconduct. CLESI shall not be required to indemnify the Borough for damage or loss that has been found to be attributable to any third party directly responsible to the KPB or BCFSA under a separate written contract.

Dated: _____
Mike Navarre, Mayor
Kenai Peninsula Borough

Dated: _____
Mark Beals, Chief
Bear Creek Fire Service Area

Dated: _____
Dan Michels, President
Cooper Landing Emergency Services, Inc.

Dated: _____
Carrie Williams Secretary
Cooper Landing Emergency Services, Inc.

ATTEST:

APPROVED as to Form and
Legal Sufficiency for KP

Johni Blankenship, Borough Clerk

Colette Thompson, Borough Attorney

(Borough Seal)

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2012, by Mike Navarre, Mayor of the Kenai Peninsula Borough, an Alaska Municipal corporation, for and on behalf of the corporation.

(Notary Seal)

Notary Public for State of Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2012, by Mark Beals, Chief, Bear Creek Fire Service Area, for and on behalf of Bear Creek Fire Service Area.

(Notary Seal)

Notary Public for State of Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2012, by Dan Michels, President, Cooper Landing Emergency Services, Inc., for and on behalf of the corporation.

(Notary Seal)

Notary Public for State of Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2012, by Carrie Williams, Secretary, Cooper Landing Emergency Services, Inc., for and on behalf of the corporation.

(Notary Seal)

Notary Public for State of Alaska
My Commission Expires: _____



**P.O. Box 510
Cooper Landing, Alaska 99572
Phone/Fax: 907-595-1800
e-mail: cles@arctic.net**

Kenai Peninsula Borough
144 North Binkley Street
Soldotna, Alaska 99669

Attn: ColletteThompson

Cooper Landing Emergency Services requests the loan/lease of the Grumman Pumper currently housed at Lowell Point. We have viewed the pumper and confirmed that it will be an asset to our fire department.

Our current trucks are a 300 gallon mini-pumper, a 500 gallon engine and a 150 gallon state brush truck. The Grumman 500 gallon engine will substantially increase our mobile water capacity. In addition, it is better suited for the tight driveways in the Cooper Landing service area than is our long wheel base engine.

Thank you,

Mike Smith
Assistant Fire Chief
Cooper Landing Emergency Services
907-598-1102

Cc: Mark Beals, Bear Creek Fire Department

Introduced by: Mayor
Date: 11/20/12
Shortened Hearing: 12/04/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-36**

**AN ORDINANCE ACCEPTING EMERGENCY RESPONSE EQUIPMENT FROM THE
SOUTHERN REGION EMERGENCY MEDICAL SERVICES COUNCIL, INC., AND
APPROPRIATING MATCHING FUNDS IN THE AMOUNT OF \$9,976.32 ON BEHALF
OF KACHEMAK EMERGENCY SERVICE AREA**

- 1 **WHEREAS**, Kachemak Emergency Service Area (KESA) submitted an application to the
2 Southern Region Emergency Medical Services Council, Inc. (Southern Region)
3 for an equipment grant; and
- 4 **WHEREAS**, Southern Region notified KESA that the application for emergency response
5 equipment has been approved; and
- 6 **WHEREAS**, the total equipment purchase is \$66,508.94, which includes two defibrillators with
7 monitors and support equipment and one power gurney; and
- 8 **WHEREAS**, Southern Region has purchased the equipment using federal and state funding
9 sources to pay for 85 percent of the total cost; and
- 10 **WHEREAS**, KESA is required to provide the 15 percent local matching funds,; and
- 11 **WHEREAS**, KESA requests a supplemental appropriation in the amount of \$9,976.32 from its
12 Capital Fund, fund balance to meet the required match; and
- 13 **WHEREAS**, at its regularly scheduled meeting held November 8, 2012, the KESA Board
14 recommended _____;

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

3 **SECTION 1.** That the Mayor is authorized to accept the emergency response equipment valued
4 at \$66,508.94 from the Southern Region Emergency Medical Services Council,
5 Inc., on behalf of the Kachemak Emergency Service Area.

6 **SECTION 2.** That matching funds in the amount of \$9,976.32 are appropriated from the KESA
7 Capital Projects Fund, fund balance to account 446.51810.13BLU.48311 for the
8 match funds needed for this purchase of this equipment.

9 **SECTION 3.** That due to the length and nature of this project, the appropriations established
10 through this ordinance shall not lapse at the end of any particular fiscal year.

11 **SECTION 4.** This ordinance shall become effective immediately upon enactment.

12 **ENACTEDED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
13 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

Kachemak Emergency Service Area

MEMORANDUM

TO: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

MIKE NAVARRE
BOROUGH MAYOR

THRU: Mike Navarre Mayor *MN*
Craig Chapman, Director of Finance *C. Chapman*
Brenda Ahlberg, Community & Fiscal Projects Manager *B. Ahlberg*

FROM: Bob Cicciarella, KESA Fire Chief *Bob for RWC*

DATE: November 7, 2012

SUBJECT: Ordinance 2012-19-36, accepting equipment from Southern Region Emergency Medical Services Council, Inc. and appropriating matching funds in the amount of \$9,976.32 on behalf of Kachemak Emergency Service Area

Southern Region Emergency Medical Services Council, Inc., (“Southern Region”) is a nonprofit corporation that serves as a resource center for emergency medical response agencies located in low to moderate income, rural communities. Kachemak Emergency Service Area (KESA) submitted an application to Southern Region for two monitor/defibrillators with support equipment and for a power gurney.

Southern Region approved KESA’s application for the equipment grant and has purchased the equipment on behalf of KESA. KESA is required to provide a 15 percent match. Funds are available in the service area’s capital fund, fund balance to meet the match requirement. On November 8, 2012, the KESA board will consider receipt of the equipment and expenditure of the matching funds.

Equipment Awarded	Qty	Amount	15% Match
Monitor/defibrillator and support equipment	2	\$54,414.32	\$8,162.16
Power gurney	1	\$12,094.62	1,814.16
		\$66,508.94	\$9,976.32

Shortened hearing is requested which will allow KESA to pay Southern Region the 15 percent match for the equipment that has been delivered to the service area.

Attachments: SREMSC invoices

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>446.00000.00000.27910</u>
Amount	<u>\$9,976.32</u>
By:	<u>pc</u> Date: <u>11/7/12</u>

SOUTHERN * REGION EMS COUNCIL, INC.

6130 Tuttle Place
Suite B
Anchorage, AK 99507
Phone: (907) 562-6449
Fax: (907) 562 9893
Web: www.sremsc.org

INVOICE

Invoice Number: 31078 CB11 K
Invoice Date: Jun 30, 2012
Page: 1
Duplicate

Bill To:
Kachemak Emergency Services 53048 Ashwood Ave Homer, AK 99603 907-235-9811

Ship to:
53048 Ashwood Ave Homer, AK 99603

Customer ID	Customer PO	Payment Terms	
KACHES		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	UPS Ground		7/30/12

Quantity	Item	Description	Unit Price	Amount
		CODE BLUE Program, Phase 11 Energpect; Invoice #6667 06/21/12 - Defibrillator		8,162.16
		BILLED:		
		State 65C-12-265	\$46,252.16	
		Community Match	\$8,162.16	
		TOTAL:	\$54,414.32	

Check/Credit Memo No:	Freight	
	Total Invoice Amount	8,162.16
	Payment/Credit Applied	
	TOTAL	8,162.16

SOUTHERN REGION EMS COUNCIL, INC.

6130 Tuttle Place
Suite B
Anchorage, AK 99507
Phone: (907) 562-6449
Fax: (907) 562 9893
Web: www.sremsc.org

INVOICE

Invoice Number: 31385 CB11 K
Invoice Date: Sep 30, 2012
Page: 1

Duplicate

Bill To:
Kachemak Emergency Services 53048 Ashwood Ave Homer, AK 99603 907-235-9811

Ship to:
53048 Ashwood Ave Homer, AK 99603

Customer ID	Customer PO	Payment Terms	
KACHES		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	UPS Ground		10/30/12

Quantity	Item	Description	Unit Price	Amount
		CODE BLUE PH11 - Kachemak Arctic Fire & Safety Inv #A12742 09/26/12		1,814.16
		BILLED:		
		State 65c-12-265	\$10,280.46	
		Com. Match 15%	\$1,814.16	
		TOTAL:	\$12,094.62	

Check/Credit Memo No:	Freight	
	Total Invoice Amount	1,814.16
	Payment/Credit Applied	
	TOTAL	1,814.16

Introduced by: Mayor
Date: 11/20/12
Shortened Hearing: 12/04/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-37**

**AN ORDINANCE ACCEPTING AN AMBULANCE FROM THE SOUTHERN REGION
EMERGENCY MEDICAL SERVICES COUNCIL, INC. AND APPROPRIATING
MATCHING FUNDS IN THE AMOUNT OF \$10,000 ON BEHALF OF KACHEMAK
EMERGENCY SERVICES**

- 1 **WHEREAS**, Kachemak Emergency Service Area (KESA) was formed to provide fire
2 suppression and emergency medical services to the areas surrounding Homer and
3 Kachemak City; and
- 4 **WHEREAS**, KESA submitted an application to the Southern Region Emergency Medical
5 Services Council, Inc. (Southern Region) for an ambulance at a cost of \$180,000;
6 and
- 7 **WHEREAS**, the Southern Region notified KESA that its request for the ambulance had been
8 approved, and purchase of an ambulance will be made through the Code Blue
9 program; and
- 10 **WHEREAS**, Southern Region will provide funds from the U.S. Department of Agriculture and
11 State of Alaska, which requires KESA to match the remaining balance of
12 \$10,000; and
- 13 **WHEREAS**, Southern Region will purchase the ambulance upon receipt of the required
14 matching funds; and
- 15 **WHEREAS**, KESA requires a supplemental appropriation of \$10,000 to meet the matching
16 obligation; and

1 **WHEREAS**, at its regularly scheduled meeting of _____, the KESA Board
2 recommended _____; and

3 **WHEREAS**, it is in the best interest of the residents of KESA that the best possible equipment
4 be made available to them;

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

7 **SECTION 1.** That the mayor is authorized to accept an ambulance valued at \$180,000 from the
8 Southern Region Emergency Medical Services Council, Inc., on behalf of
9 Kachemak Emergency Service Area, and is authorized to execute any documents
10 deemed necessary to accept the ambulance and to fulfill the intents and purposes
11 of this ordinance.

12 **SECTION 2.** That matching funds in the amount of \$10,000 are appropriated from the KESA
13 Capital Projects Fund, fund balance to account 446.51810.13AMB.48514.

14 **SECTION 3.** That due to the length and nature of this project, the appropriations established
15 through this ordinance shall not lapse at the end of any particular fiscal year.

16 **SECTION 4.** This ordinance shall become effective immediately upon enactment.

17 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
18 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

Kachemak Emergency Service Area

MEMORANDUM

MIKE NAVARRE
BOROUGH MAYOR

TO: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Mike Navarre Mayor *MN*
Craig Chapman, Director of Finance *CC*
Brenda Ahlberg, Community & Fiscal Projects Manager *BA*

FROM: Bob Cicciarella, KESA Chief *Subs for RWL*

DATE: November 08, 2012

SUBJECT: Ordinance 2012-19-37, accepting an ambulance from the Southern Region Emergency Medical Services Council, Inc. and appropriating supplemental funds in the amount of \$10,000 on behalf of the Kachemak Emergency Service Area

Southern Region Emergency Medical Services Council, Inc. ("Southern Region") is a nonprofit corporation that serves as a resource center for emergency medical service systems. After it receives a request for equipment or vehicles, and if the request is approved, it identifies funding sources to purchase the requested item. Kachemak Emergency Service Area (KESA) submitted an application to Southern Region for a new ambulance. Notice was received from Southern Region that KESA's application has been approved and that funding is available from a USDA Rural Development grant and from the State of Alaska. Southern Region will purchase the ambulance and deliver it to KESA. Southern Region requires KESA to provide a \$10,000 match before the ambulance can be purchased.

The KESA Board will consider receipt of the ambulance and the need to transfer funds from its capital reserve to meet the require match of \$10,000 and the board's action will be reported to the assembly before final hearing. Shortened hearing is requested so that Southern Region can purchase the ambulance over a month sooner than it could if the hearing is held on the regular hearing date of January 8, 2013, allowing construction of the ambulance to begin that much sooner.

Bob Cicciarella, KESA Chief, shall provide grant oversight and project completion.

Attachment: Award notification

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Acct. No.	<u>446.00000.00000.27910</u>
Amount	<u>\$10,000</u>
By:	<u>pc</u> Date: <u>11/7/12</u>
157	

From: [Susan Hecks](#)
To: [Ahlberg, Brenda](#)
Cc: [Cicciarella, Bob](#)
Subject: Kachemak Code Blue Ambulance
Date: Friday, November 02, 2012 6:08:44 PM
Attachments: [CBPhase10-Kachemak Emergency Services State Funding Approval.xlsx](#)
[KESA Code BluePhase 10 ambulance award letter 5-20-10.pdf](#)

Brenda,

Here are some supporting documents for the KESA ambulance project. I've attached the original award letter where it indicates the local match is \$9,000. I have also attached a copy of the State Code Blue Steering Committee approved list of transportation project for Phase 10 which shows that there was \$1,000 under the "Other/Unmet" column. What that means is the allocated funding was \$1,000 short and which increases the local match to \$10,000.

Please note that the USDA-RD funding for this project is approved for 75% of the total project cost up to \$135,000 maximum. The State funding is capped at \$35,000. The amount initially budgeted for this project is \$180,000. If there are change orders or additional costs added to this project during the pre-build conference at the Braun Northwest factory, or during the construction (through change orders approved by all parties) the cost may change effecting the local match.

I fully understand that we need to follow the municipal guidelines and process and I thank you for all of your help with this! If you need anything else from me please let me know.

Sue Hecks

Executive Director
Southern Region EMS Council, Inc.
6130 Tuttle Place Suite B
Anchorage, AK 99507
(907) 562-6449
(907) 562-9893 FAX
Email: shecks@sremsc.org

"Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has." - Margaret Mead

Southern Region
EMERGENCY
Medical Services Council, Inc.

May 20, 2010

Robert Ciccirella, Fire Chief
Kachemak Emergency Services
53048 Ashwood Ave.
Homer, AK 99603

Dear Chief Ciccirella,

The Code Blue Phase 10 equipment requests submitted by your agency for consideration in November 2009 have gone through a rigorous review process over the last several months. There have been multiple review steps along the way, which include Southern Region staff, Board of Directors Equipment Review Committee, the Southern Region Board of Directors, and then the Statewide Code Blue Steering Committee.

During these steps, items have been considered based on many established criteria, including whether they are essential EMS equipment, whether they meet minimum criteria, reasonableness of the request, application to the community setting, documentation of need, costs, how they fit into regional and statewide priorities, and a host of others. In addition, there are always more requests than can ultimately be funded, so some simply do not make the list or their funding is capped.

At this time we developed a well reviewed and thoroughly vetted list of equipment on which to focus our energies over the next year.

The portion of funding we receive from the State via the Governor's Capital Equipment bill is awaiting the Governor's signature at this time. We don't anticipate any problems with that funding and anticipate that when all the paperwork is completed, it will be available by mid August.

We have submitted a grant request to the USDA – Rural Development office and are waiting on the results of that application. We usually receive notification in late August on these grants. If we are awarded funding through the USDA-RD, we anticipate all paperwork should be completed and funds released by November 2010. If this grant application is not successful, we will then look for other grant sources.

If you submitted requests for items that were not approved, do not loose heart. Perhaps next year's application can be strengthened, more data supplied or reformatted to be clearly stated. Perhaps Code Blue just is not the right source and you can look elsewhere for funding better suited to your individual equipment or high cost, high tech item.

If your item is listed below as *approved*, when all funding is secured, we will start working towards the purchase of this equipment. You will be contacted when we start the process. If it is *changed*, it was altered within the review process and an explanation will be detailed below. If it is listed as *dropped*, it will not be considered in this Code Blue phase.

<u>Item</u>	<u>Status</u>	<u>Your Match Amount</u>	<u>Total Amount</u>
Ambulance Type I	Approved	\$9,000.00	\$180,000.00
SimMan	Not Approved / Dropped		

Notes:

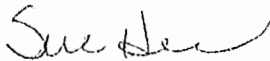
Ambulance Type I: This was approved. If all grant sources are approved (including your local match) the following funding will be available for this project: USDA – 135,000; Local - \$9,000; State - \$35,000; unmet shortfall of funding \$1,000.

The State of Alaska caps their funding for ambulances at \$35,000, which was increased this year from \$30,000 by the State Code Blue Steering Committee.

SimMan: The Southern Region Capital Equipment Committee and Board of Directors did not approve this request and it was dropped from the Code Blue Phase 10 list. The Code Blue grant program is designed for essential EMS equipment and this was not considered essential training equipment.

Thank you for all you do for EMS in Alaska. At Southern Region, we are working hard to support you in every way that we can.

Sincerely,



Sue Hecks,
Executive Director

CC: Jane Shultz, Subarea Coordinator



Introduced by: Mayor
Date: 11/20/12
Shortened Hearing: 12/04/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-38**

**AN ORDINANCE APPROPRIATING \$400,000 FROM THE GENERAL FUND FOR
FLOOD RESPONSE UNDER THE DECLARED LOCAL DISASTER
EMERGENCIES WITHIN THE KENAI PENINSULA BOROUGH**

- 1 **WHEREAS**, in response to flooding in the Kenai Peninsula Borough during September 2012,
2 the borough mayor declared a local disaster; and
- 3 **WHEREAS**, Ordinance 2012-19-33 appropriated \$500,000 to provide funding for response,
4 recovery, and assessment of the disaster which has been substantially expended;
5 and
- 6 **WHEREAS**, as part of the emergency response approximately 20,000 to 30,000 cubic yards of
7 bed load/debris were removed from the Lost Creek stream bed and accumulated
8 on the Old Mill subdivision land that was previously purchased by the borough
9 using grant funds through Ordinance 2008-19-18; and
- 10 **WHEREAS**, the grant funds contained conditions, including a prohibition against storing the
11 bed load/debris on the property; and
- 12 **WHEREAS**, the cost to remove the bed load/debris is estimated to be between \$8 and \$12 per
13 cubic yard and should be eligible for reimbursement from the Federal Emergency
14 Management Agency (FEMA) under the declared disaster; and
- 15 **WHEREAS**, the borough's best interests would be served by providing advance funding for the
16 removal of the bed load/debris in order to expedite its removal;

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

3 **SECTION 1.** That the sum of \$400,000 is hereby appropriated from the general fund balance
4 and transferred to account no. 260.11251.13FLO.49999 for costs associated with
5 disposing of the bed load/debris that has accumulated on borough-owned Old Mill
6 subdivision land.

7 **SECTION 2.** That this ordinance shall take effect immediately upon its enactment.

8 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
9 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441
PHONE: (907) 262-4441 • FAX: (907) 262-1892
www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Linda Murphy, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Scott Walden, OEM Director *Swalden*
Marcus Mueller, Disaster Response Coordinator *mm*
Craig Chapman, Director of Finance *C Chapman*

DATE: November 8, 2012

SUBJECT: Ordinance 2012-19-38, appropriating \$400,000 for flood response under the declared local disaster related to damages from flooding in the Kenai Peninsula Borough

Heavy rainfall during the month of September 2012 resulted in significant damages and flooding in many areas of the borough. A local emergency disaster was declared by the mayor on September 21, 2012 and Governor Sean Parnell declared a state disaster for the Kenai Peninsula Borough.

Ordinance 2012-19-33 appropriated \$500,000 to provide funding for response, recovery, and assessment of the disaster which has been substantially expended. As part of the emergency response, approximately 20,000 to 30,000 cubic yards of bed load/debris that was removed from the Lost Creek stream bed was accumulated on the Old Mill subdivision land that was previously purchased through ordinance 2008-19-18(Substitute). The covenants of the grant funds used to purchase the Old Mill subdivision land do not allow the bed load/debris to be stored on the property.

The cost to remove the bed load/debris is estimated to be between \$8 and \$12 per cubic yard and should be eligible for reimbursement from FEMA under the declared disaster. In order to expedite removal of the bed load/debris and avoid problems with the grant fund covenants, the borough administration recommends proceeding quickly to remove the bed load/debris and shortened hearing is requested.

This ordinance would appropriate \$400,000 for the removal of the bed load/debris.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100. 27910 FB</u>
Amount	<u>\$ 400,000.00</u>
By: <u>pc</u>	Date: <u>11/7/12</u>

Introduced by: Mayor
Date: 11/20/12
Shortened Hearing: 12/04/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-39**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$70,148 FROM THE STATE
OF ALASKA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT TO
PURCHASE EQUIPMENT, SUPPLIES AND TO CONDUCT TRAINING**

1 **WHEREAS**, the State of Alaska Department of Military and Veterans Affairs, Division of
2 Homeland Security & Emergency Management (DHS&EM) provides funds to
3 enhance the capability of local governments to prevent, deter, respond to and
4 recover from all-hazard incidents and to enhance regional preparedness efforts;
5 and

6 **WHEREAS**, the DHS&EM State Homeland Security Program is a federal grant pass through
7 program with the Federal Emergency Management Agency which provides
8 funding for planning, equipment, training and exercises; and

9 **WHEREAS**, the borough applied for funding to purchase Community Emergency Response
10 Team supplies, to conduct training and to purchase communication equipment;
11 and

12 **WHEREAS**, award notification in the amount of \$70,148 has been received from DHS&EM to
13 be used for equipment, supplies and training; and

14 **WHEREAS**, it is in the best interest of the borough to accept the grant funds;

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

1 **SECTION 1.** That the mayor is authorized to accept \$70,148 from the State of Alaska
2 Department of Military and Veteran Affairs, Division of Homeland Security and
3 Emergency Management and to execute a grant agreement and any other
4 documents deemed necessary to accept and to expend the grant funds and to
5 fulfill the intents and purposes of this ordinance.

6 **SECTION 2.** That grant funds in the amount of \$70,148 are appropriated to account
7 271.11250.34077.49999.

8 **SECTION 3.** This ordinance shall become effective immediately upon its enactment.

9 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ***
10 **DAY OF * 2012.**

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

Office of Emergency Management

MEMORANDUM

MIKE NAVARRE
BOROUGH MAYOR

TO: Linda Murphy, Assembly President
Members of the Kenai Peninsula Assembly

THRU: Mike Navarre, Mayor *MN*
Craig Chapman, Director of Finance *C. Chapman*
Brenda Ahlberg, Community & Fiscal Projects Manager *B. Ahlberg*

FROM: Scott Walden, Emergency Management Director *SWalden*

DATE: November 8, 2012

SUBJECT: Ordinance 2012-19-39, accepting and appropriating \$70,148 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management to purchase equipment, supplies and to conduct training

The borough has received award notification from the Alaska Division of Homeland Security and Emergency Management (DHS&EM) in the amount of \$70,148 through the State Homeland Security Program grant (SHSP) to purchase equipment, supplies and to conduct training.

Prior to submitting applications, project evaluations were based upon forecasted needs by departments as well as based upon input generated from meetings held prior to the release of SHSP applications. The KPB applications that received award notification were as follows:

Community Emergency Response Team (CERT) equipment/supplies	\$18,745
CERT training and supplies	12,050
Recording system equipment for SPSCC dispatch center	33,625
2014 AK Shield Exercise planning	5,728
TOTAL AWARDED	\$70,148

The intent to accept funds must be completed before December 21, 2012, therefore, shortened hearing of December 04, 2012 is requested. Scott Walden, OEM Director, shall be the project manager for the grant funds. The performance period ends March 31, 2014.

Attachment: Award letter

FINANCE DEPARTMENT ACCOUNT VERIFIED	
Acct. No.	<u>271.11250.34077.4999</u>
Amount	<u>N/A</u>
By:	<u>pc</u> Date: <u>11/6/12</u>

SEAN PARNELL, GOVERNOR

**DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

P.O. Box 5750
JBER, AK 99505-5750
Phone: (907) 428-7000
Fax: (907) 428-7009
Toll Free: (800) 478-2337
www.ready.alaska.gov

October 10, 2012

The Honorable Mike Navarre, Mayor
Kenai Peninsula Borough
144 N Binkley Street
Soldotna AK 99669

RE: 2012 State Homeland Security Program, EMW-2012-SS-00127
State Grant No.: 12SHSP-GR34077

Dear Mayor Navarre:

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award the Kenai Peninsula Borough the amount of \$70,148.00 under the 2012 State Homeland Security Program for the performance period of October 1, 2012 through March 31, 2014.

Funding from this program is provided to enhance the ability of states, territories, and urban areas to prepare for, prevent, and respond to terrorist attacks and all-hazards events.

The performance period of this grant is 18 months. If a project cannot be operational within the first reporting quarter, the sub-grantee should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

Attached are two pre-signed Obligating Award Documents. Please review the information for accuracy and review the Special Conditions. Sign the obligating documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency (SAA) Point of Contact
PO Box 5750
JBER, AK 99505

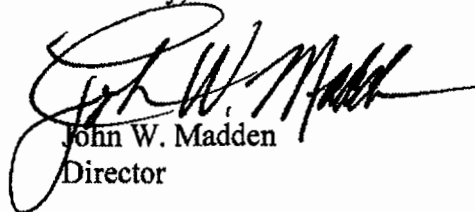
If the Obligating Award Documents cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form and instructions is available for download on DHS&EM's Grants website, <http://ready.alaska.gov/grants.htm>.

Mayor Navarre
RE: 2012 State Homeland Security Program
October 10, 2012
Page 2 of 2

If signatory points of contacts have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed Obligating Award Document. The Signatory Authority Form is available for download on DHS&EM's Grants website. If needed, Electronic Payment (EDI) enrollment forms are also available upon request.

If you have questions, or need further assistance, the DHS&EM project manager for this grant, Adrian Avey, may be contacted at 907-428-7027, toll-free at 800-478-2337, or by email at adrian.avey@alaska.gov.

Sincerely,



John W. Madden
Director

jwm:ama:cas

Enclosures: Obligating Award Document (2 originals)
Project Budget Details
Environmental and Historical Preservation (EHP) Statement of Work Request Form
**Only provided to applicable jurisdictions*

CC: Scott Walden, Jurisdiction Project Manager
Craig C. Chapman, Jurisdiction Chief Financial Officer

KENAI PENINSULA BOROUGH

Kenai Peninsula Borough Assembly

144 North Binkley Street
Soldotna, AK 99669
Phone 907-714-2160
Fax 907-714-2388

Linda Murphy, Assembly President
Hal Smalley, Vice President

MEMORANDUM

To: Kenai Peninsula Borough Assembly Members

From: Assembly President Linda Murphy (JB for L.M.)

Date: November 20, 2012

RE: 2013 Assembly Meeting Schedule

KPB 22.40.010 (A) states in part, "Regular meetings of the assembly shall be held on the first and third Tuesday of each month at 7:00 p.m. in the assembly room of the Borough Administration Building. The assembly shall by resolution or motion establish the date and place for assembly meetings by approving a calendar for the upcoming year. The assembly shall, at a minimum, schedule at least two meetings per month for 8 months of each year".

The proposed meeting schedule for 2013 is as follows:

MONTH	1ST MEETING	2ND MEETING	IMPORTANT DATES
January	8	22	Due to Holiday
February	5	19	AML Legislative Conference February 12-14, 2013 in Juneau
March	19		NACo Legislative Conference March 2-6 in Washington DC Spring Break March 11-15, 2013
April	2	16 Seward	
May	7	21	WIR Conference May 22-24 in Flagstaff, Arizona IIMC Conference May 19-23 in Atlantic City, New Jersey
June	4	18	
July	2		NACo Annual Conference July 19-22 in Tarrant County/Ft. Worth, Texas
August	6	20	
September	3	17 Homer	
October	8	22	Regular Election - October 1, 2013 Meetings on 2 nd and 4 th Tuesday due to Election
November	5		AML Annual Conference November 18-22 in Fairbanks
December	3		Winter Break December 23-31, 2013



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 262-4441 • FAX: (907) 262-1892

www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Linda Murphy, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Paul Ostrander, Chief of Staff *P.O.*

DATE: November 8, 2012

SUBJECT: Confirmation of new department head

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, the name of Scott Griebel is hereby submitted for confirmation as the Director of Maintenance of the Kenai Peninsula Borough.

KPB 2.20.030 states:

The assembly shall examine the qualifications of the executive for the purpose of determining whether they comply with the requirements prescribed by statute or ordinance for the position occupied. If they comply, the assembly shall so find and shall confirm the appointment. If they find the executive not qualified, they shall deny confirmation and the mayor shall thereafter hire a qualified person. No more than 31 days shall pass after the mayor has submitted the name of a new executive officer before the assembly shall determine by majority vote whether or not the qualifications set by statute and ordinance have been met. Failure to consider the matter within this time shall be deemed to constitute a finding that the officer possesses the requisite qualifications.

Mr. Griebel's resume and job description are attached. Based on his qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.

Position Description: Director of Maintenance

Service Type: Administrative – Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the director of maintenance is responsible for the operation, management and administration of the maintenance department as set forth in KPB 2.50, Department of Maintenance.

Minimum Qualifications: Bachelor's degree in a related field and at least ten years of progressively responsible experience in the areas of administration, building trades and maintenance or an equivalent combination of training and experience. Must possess an ability to supervise a crew of sixty or more workers; and to plan, budget and regulate expenditures. Must have a valid Alaska driver's license to perform all functions.

Essential Functions:

1. Responsible for maintenance and repair of all borough buildings, structures, facilities and mechanized equipment owned, operated or leased by the Kenai Peninsula Borough.
2. Responsible for expedient repairs on school complexes, insuring emergency situations are corrected in the shortest period of time possible.
3. Works closely with local, state and federal agencies to ensure all regulations are met and strictly enforced.
4. Works closely with Capital Projects Department, Risk Management and school district to ensure the objectives of each department are implemented and followed.
5. Prepares budgets and regulates expenditures and purchase orders for the department.
6. Prepares and accepts bids of maintenance, equipment and supplies as required.
7. Works closely with human resources in employment related matters. Interviews, hires and terminates classified employees in the maintenance department. Gives recommendations to the mayor and participates in the interviews, hiring and termination of administrative employees.
8. Monitors schedule of inspection and repair on all borough facilities.
9. Responsible for minor/major borough and school related capital projects.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



RECEIVED

JUN 27 2012

HUMAN RESOURCES

Kenai Peninsula Borough

Office of Human Resources

Soldotna, Alaska 99669 (907) 714-2130 (907) 714-2396 Fax

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION (Please print)			
Name	Scott Griebel		Date of birth (optional)
Other names you are known by	N/A		SSN (optional)
Current mailing address	39654 Erlwein Rd		
City	Soldotna	State	Alaska
		ZIP Code	99669
Home Phone:	907-262-3576		How/Where did you hear about this position? <input type="checkbox"/> Newspaper? <input type="checkbox"/> Borough Website? <input type="checkbox"/> ALEXsys Website? <input type="checkbox"/> Other Website? _____ <input checked="" type="checkbox"/> Other? _____
Cell Phone:	907-398-7193		
Are you at least 18 years of age? Yes <input checked="" type="checkbox"/> No _____ (K.P.B. is required to comply with federal, state or local law)	Are you legally eligible for employment in the U.S.? Yes <input checked="" type="checkbox"/> No _____ (All new hires will be required to provide proof of eligibility to work in the U.S.)		

EMPLOYMENT DESIRED		
Position	Location	Salary Desired
Director of Maintenance	Soldotna	Current
Schedule Desired	Are you able to work overtime? Yes <input checked="" type="checkbox"/> No _____	Are you able to perform the essential functions of the position with or without accommodations? Yes <input checked="" type="checkbox"/> No _____
4-10 / as needed		
Have you ever worked for the Borough before? Yes <input checked="" type="checkbox"/> No _____	If yes, when?	Which department?
	Current	Maint.
Please list relatives currently working for us or the KPB School District		Relationship
N/A		
Do you have a current driver's license? Yes <input checked="" type="checkbox"/> No _____		
State Issued AK Driver's license number 5025751		
Do you have any motor vehicle violations during the past three years? Yes _____ No <input checked="" type="checkbox"/> If yes, how many? _____		

EDUCATION				
	Name and Location of School	Years Completed	Degree	Subjects Studied
High School	Kenai Central High School	4	Dipl.	Required
College	University of Alaska Anch.	4	BA	Education/History
Post College				
Trade, Business, or Correspondence School				

Professional Licenses, Certifications or Registrations

Alaska State: Boiler 3, Asbestos Abatement

List skills relevant to the position applied for

Familiar w/ all aspects of Maintenance operation, Calm, Professional, Deliberate

SKILLS For Office/Administrative positions only Typing WPM _____ 10-Key Yes _____ No _____

Computer Proficiency: Microsoft Word Excel Others: DDC Systems of several manufacturers.

competency in network basics

Kenai Peninsula Borough
Application for Employment

EMPLOYMENT INFORMATION			
Current or last employer <u>Kenai Peninsula Borough - Maintenance</u>			
Address <u>144 N Binkley / 47140 E Poppy LN</u>		From: <u>12/2008</u> To: <u>Current</u>	
City <u>Soldotna</u>	State <u>Alaska</u>	Zip Code <u>99669</u>	
Position Title <u>General Foreman</u>	Primary Duties		
Salary <u>84,700</u>	<u>Lead & Manage Staff / Work Efficiency / Contractor Mngt.</u>		
Previous Employer <u>Same</u>			
Address		From: <u>10/2004</u> To: <u>12/2008</u>	
City	State	Zip Code	
Position Title <u>Lead Energy Systems Mech</u>	Primary Duties <u>Direct Staff - Plan & Schedule projects personally perform tech tasks.</u>		
Salary <u>62-64K</u>			
Previous Employer <u>Same</u>			
Address		From: To:	
City	State	Zip Code	
Position Title <u>Energy Systems Mech</u>	Primary Duties <u>Environmental Control work - Pneumatic & DDC</u>		
Salary <u>42K</u>	<u>Repair all components of facility HVAC Systems</u>		
Previous Employer <u>Same</u>			
Address		From: <u>9/1999</u> Summers <u>199</u> To: <u>5/2002</u> 199	
City	State	Zip Code	
Position Title <u>Painter</u>	Primary Duties		
Salary <u>33K - 42K</u>			
HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please explain the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed and type(s) of rehabilitation.			

REFERENCES			
Name	Relationship	Address	Phone
<u>Jack Maryott</u>	<u>Work/Assoc.</u>		<u>398-0436</u>
<u>Dave Spence</u>	<u>Work/Assoc.</u>		<u>398-4336</u>
<u>Dave Tressler</u>	<u>Current Boss</u>		<u>398-3710</u>

Thank you for completing your application with Kenai Peninsula Borough. Your application has been received and will be forwarded to the hiring supervisor. If you are selected for an interview, you will be notified, otherwise we will not contact you. Please understand there are many applications received for each position, only the top two or three applicants are selected and interviewed. After a final decision is made, the applicants that were interviewed will be contacted.

I hereby authorize the Kenai Peninsula Borough to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by the K.P.B. to provide any relevant information regarding my current and/or previous employment. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. You may also be required to fill out a health questionnaire and/or have a physical examination and/or be screened for illegal drugs.

Signature _____

Date 6-27-12

Scott M. Griebel

39654 Erlwein Rd, Soldotna, Alaska 99669
(907)398-7193 , sgriebel@borough.kenai.ak.us

Career Objective

Continue to provide service to the Kenai Peninsula Borough as a department director, in which I am given the opportunity to play a direct role in in human relations, project and facilities development, staff recruitment and training, and guide department policy.

Personal Profile

I possess a wide range of knowledge, skills and talents that make me able to oversee the work of a large variety of trade areas. I have experience in and/or have been directly involved with every department within Borough Maintenance. I have a bachelors degree in education, and a learned knowledge of the educational process. This allows me an understanding and appreciation of the School Districts path. I can use my background and knowledge to achieve our goals while respecting theirs.

Primary Functional Expertise

- 4 years as Lead in the HVAC department: planning and scheduling projects, tasking HVAC staff, participating in HVAC department hire.
- 4 years as General Foreman – KPBM: planning and scheduling projects, preparing purchase and service contracts, contract oversight, tasking all departmental staff, participating in whole department hire.
- Short term interim Maintenance Director, prior to the current Director

Secondary Functional Expertise

- Served 7 years as a painter in the KPBM Paint Department (temp/full)
- Served 6 years as a HVAC mechanic in the KPBM HVAC Department (tech/lead)

Additional Functional Expertise

- Educational background: counseling services, substitute teaching
- Various professional and Haz. Certifications – notably: paint, boiler and asbestos abatement

KENAI CENTRAL HIGH – Kenai, Alaska
HS Diploma, 1987

UNIVERSITY OF ALASKA ANCHORAGE – Anchorage, Alaska
Bachelors of Education (Elementary), 1996



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2200 • **FAX:** (907) 714-2378

Toll-free within the Borough: 1-800-478-4441, Ext. 2200

www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

M E M O R A N D U M

TO: Linda Murphy, Assembly President
Kenai Peninsula Borough Assembly Members

FROM:  Max Best, Planning Director

DATE: October 25, 2012

SUBJECT: Vacate portions of the 60-foot public right-of-way easement known as Woods Drive shown on Plat KN 2007-84; vacate portions of the 60-foot transportation and utility corridor within Book 229 Pages 14 – 20; vacate ADL 226364 recorded within Book 456 Page 806; and vacate a portion of the 15-foot wide ADL 223797 utility easement (retaining easement within Lots 1 and 7 Block 4) of Widgeon Woods Phase Two: all within Section 13, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-037; Location: On Woods Drive, Soldotna area

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly.

A. PUBLIC RIGHT-OF-WAY EASEMENT AND TRANSPORTATION & UTILITY CORRIDOR VACATION

During their regularly scheduled meeting of October 22, 2012 the Kenai Peninsula Borough Planning Commission granted approval of the proposed public right of way easement and transportation & utility corridor vacation by unanimous consent based on the following findings of fact.

Findings

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
4. The public roadway and the utility easements have been realigned to a new location.
5. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
6. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
7. The roadways within the rights-of-way dedicated by KN 2012-32 have been constructed to KPB road standards.
8. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.
9. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
10. To date, three utility companies have provided statements of no comment.
11. 2009 Satellite imagery shows the entire length of the subject easement is not constructed.
12. The 33-foot section line easement and 33 feet of the subject easement will remain if the vacation is approved.

13. Sufficient rights-of-way exist to serve surrounding properties.
14. No surrounding properties will be denied access.
15. KPB GIS mapping shows HEA overhead power lines cross the subject easement.
16. Since finalization of the vacation, if it's approved, will be by subdivision plat, HEA will have another opportunity to request a utility easement centered on their existing facilities.
17. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.

B. ADL 226364 AND ADL 223797 EASEMENT VACATIONS

During their regularly scheduled meeting of October 22, 2012 the Kenai Peninsula Borough Planning Commission granted a two year approval of the proposed ADL 226364 and ADL 223797 easement vacations based on the following findings of fact.

Findings

2. Per the submittal, the public roadway and the utility easements have been realigned to a new location.
3. The portion of the ADL Easement proposed for vacation no longer appears to be in use by utility providers.
4. ACS, Homer Electric Association, and ENSTAR submitted statements of no objection.
5. All vacation petitions are sent to utility providers for review and comment.
6. Sufficient rights-of-way exist to serve the surrounding acreage parcels.
7. No surrounding acreage parcels will be denied access or utilities.
8. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
9. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
10. The roadways (dedicated by KN 2012-32) have been constructed to KPB road standards.
11. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.

This petition is being sent to you for your consideration and action. The Assembly has 30 days from October 22, 2012 in which to veto the decision of the Planning Commission. If the Commission receives no veto within the 30-day period, the decision of the Commission will stand.

Draft, unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

cc: petitioners' w/minutes only

AGENDA ITEM F. PUBLIC HEARINGS

1. Vacate portions of the 60-foot public right-of-way easement known as Woods Drive shown on Plat KN 2007-84; vacate portions of the 60-foot transportation and utility corridor within Book 229 Pages 14 – 20; vacate ADL 226364 recorded within Book 456 Page 806; and vacate a portion of the 15-foot wide ADL 223797 utility easement (retaining easement within Lots 1 and 7 Block 4) of Widgeon Woods Phase Two: all within Section 13, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-037; Location: On Woods Drive, Soldotna area

NOTE: A 60-foot public right-of-way is dedicated and constructed by Widgeon Woods Phase Two (Plat KN 2012-32).

Staff Report given by Max Best

PC Meeting: 10/22/12

Staff Discussion:

Two different but inter-related actions have been combined in the staff report and public hearing notice. The vacation actions are interdependent, and the justifications support both actions.

The Planning Commission is the authority to vacate the public right-of-way easement and transportation and utility corridor. The State of Alaska is the authority to vacate the ADL easements.

To save money and keep duplication to a minimum, notification to adjoining and adjacent property owners, agencies, and interested parties was handled in one mail out. A preliminary plat has not yet been scheduled for Plat Committee review.

Since vacation of the public right-of-way easement and transportation & utility corridor and the ADL easements are under separate authority (KPB and the State of Alaska respectively), **staff recommends** the Commission take separate action on vacation items A and B.

Purpose as stated in petition: The public roadway and the utility easements have been realigned to a new location. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW which was dedicated by the recording of Widgeon Woods Phase 2 subdivision plat. Utilities have also been relocated to the new location of Woods Drive within the utility easements which were granted by the same plat.

Petitioners: Frank S. and Doris M. Lane of Kenai & Marcus Mueller, Land Management Officer for the Kenai Peninsula Borough

Notification: Public notice appeared in the October 11 and October 18, 2012 issues of the Peninsula Clarion.

Six (6) certified mailings were sent to owners of property within 300 feet of the parcels. Four receipts had been returned when the staff report was prepared.

Fifteen (15) regular mailings were sent to agencies and interested parties. Six (6) notices were sent to KPB Departments. Notices were mailed to the Soldotna Post Office and Soldotna Community Library to be posted in public locations. The notice and maps were posted on the Borough web site and bulletin board.

Comments Received:

ACS: No objections

Homer Electric Association: No Comments.

ENSTAR: No objection

KPB Floodplain Administrator: Not within the KPB regulatory floodplain.

A. PUBLIC RIGHT-OF-WAY EASEMENT AND TRANSPORTATION & UTILITY CORRIDOR VACATION

Findings:

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. The right-of-way has been dedicated.
4. The public roadway and the utility easements have been realigned to a new location.
5. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
6. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
7. The roadways within the rights-of-way dedicated by KN 2012-32 have been constructed to KPB road standards.
8. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.
9. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
10. To date, three utility companies have provided statements of no comment.

STAFF RECOMMENDATION: Based on Findings 1, 2, and 4-10, staff recommends granting a two-year approval of the vacation as petitioned, subject to:

1. Submittal of a preliminary plat for Plat Committee review in accordance with Chapter 20 of the KPB Code.
2. Submittal of a final plat in accordance with Chapter 20 of KPB Code within two years of vacation approval.

If the vacation is approved, the Kenai Peninsula Borough Assembly has thirty days in which they may veto Planning Commission approval of the vacation.

DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].

B. ADL 226364 AND ADL 223797 EASEMENT VACATIONS

Staff Discussion:

Authority to vacate the ADL easements rests with the State of Alaska. The Planning Commission's action regarding the ADL easements is advisory to the State.

Staff searched for ADL Easement vacation actions to determine an approximate time line from action by the Planning Commission to recording the plat. Very few ADL Easement vacation petitions have been reviewed in the last few years. An ADL Easement vacation petition was approved by the Commission in 2007, and the plat was recorded in 2009.

The ADL Easement vacation plat was submitted to the State of Alaska this summer, and the State of Alaska staff conducted a site visit.

Staff recommends additional approval time be granted to allow the petitioner time to work with the State's process and hopefully not require the petition to be brought back to the Commission for a time extension request. For clarify, staff recommends the Commission take separate action on the exception and the proposed vacation.

Exception Required: KPB 20.28.120 [If a final plat is not presented to the planning commission within one year of the vacation approval, the approval will be deemed void. No time extensions shall be granted.].

Findings for the Exception

1. Based on a comparison between approval of an ADL Easement Vacation Plat (2007) and recording of the plat (2009), it appears more than the standard one-year approval is needed.
2. ADL easements are under the regulation of the State of Alaska.
3. The Borough action on the vacation will be advisory to the State of Alaska.
4. ADL Easement vacations are finalized with a State Easement Vacation Plat.
5. ADL Easement vacation plats must be approved and signed by the State of Alaska.
6. An ADL Easement Vacation Plat has been submitted for the Planning Commission's review.
7. The ADL Easement Vacation plat was submitted to the State of Alaska this summer.
8. State of Alaska staff conducted a site visit of the proposed easement vacation this summer.

Staff reviewed the exception and recommends granting approval. **Staff recommends** the Commission select the findings they determine are applicable, make additional findings if needed, tie the findings to the following facts, and vote on the exception in a separate motion.

20.24.010 provides that the Commission may authorize exceptions to any of the requirements set forth in Title 20. This section also states - The Commission shall find the following facts before granting any exceptions:

1. That special circumstances or conditions affecting the property have been shown by application
Findings 1-8 support this fact.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right and is the most practical manner of complying with the intent of this title;
Findings 1-8 support this fact.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the area in which said property is situated.
Findings 1-8 support this fact.

Findings for the ADL Easement Vacation

1. Per the submittal, the ADL Easement has been constructed.
2. Per the submittal, the public roadway and the utility easements have been realigned to a new location.
3. The portion of the ADL Easement proposed for vacation no longer appears to be in use by utility providers.
4. ACS, Homer Electric Association, and ENSTAR submitted statements of no objection.
5. All vacation petitions are sent to utility providers for review and comment.
6. Sufficient rights-of-way exist to serve the surrounding acreage parcels.
7. No surrounding acreage parcels will be denied access or utilities.
8. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
9. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
10. The roadways (dedicated by KN 2012-32) have been constructed to KPB road standards.
11. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.

STAFF RECOMMENDATION: Based on Findings 2-11, staff recommends granting a two-year approval for the section line easement vacation as submitted, subject to:

1. Submittal of ADL Vacation Plat for Plat Committee review within two years of vacation approval.
2. Compliance with any State requirements for the ADL vacation.

If the vacation is approved, the Borough Assembly has thirty days in which they may veto Planning Commission approval of the vacation.

DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT

KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].

END OF STAFF REPORT

Chairman Bryson read the rules by which public testimony was taken.

Chairman Bryson opened the meeting for public comment.

1. Doris Lane, 37023 Woods Dr.
Ms. Lane spoke in favor of vacating the 60 foot public right of way easement. The people from the State came down this past summer who stated that they hoped to have it vacated by next summer. There is a much better road nearby. She stated that a lot of people are still being directed to this dead end location through a GPS.

If this easement was vacated Ms. Lane wondered if it would be possible to put up a sign that states something like "private driveway, no through access" which would be helpful. She wanted to go on record that she supported the vacation petition and hoped this could be done as soon as possible.

Mr. Best asked if there was a street sign at the new Woods Dr. Ms. Lane replied no, there was nothing at the stop sign. She stated that people don't know that it's not a through street. It would be beneficial to have some kind of sign stating that it was just a driveway.

Chairman Bryson asked if there were questions for Ms. Lane. Hearing none the public hearing continued.

Seeing and hearing no one else wishing to speak, Chairman Bryson closed the public comment period and opened discussion among the Commission.

A. PUBLIC RIGHT OF WAY EASEMENT AND TRANSPORTATION & UTILITY CORRIDOR VACATION

MOTION: Commissioner Ruffner moved, seconded by Commissioner Carluccio to vacate the 60 foot public right of way easement on Woods Dr as shown on Plat KN 2007-84 subject to staff recommendations, citing the following findings of fact.

Findings

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
4. The public roadway and the utility easements have been realigned to a new location.
5. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
6. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
7. The roadways within the rights-of-way dedicated by KN 2012-32 have been constructed to KPBR road standards.
8. Rights-of-way within KN 2012-32 will be maintained by KPBR Roads Department.
9. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
10. To date, three utility companies have provided statements of no comment.

VOTE: The motion passed by unanimous consent.

BRYSON YES	CARLUCCIO YES	COLLINS YES	ECKLUND ABSENT	FOSTER ABSENT	GROSS YES	HOLSTEN YES
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	TAURIAINEN YES	WHITNEY YES	11 YES 2 ABSENT

B. ADL 226364 AND ADL 223797 EASEMENT VACATIONS

MAIN MOTION: Commissioner Ruffner moved, seconded by Commissioner Martin to vacate the ADL 226364 and ADL 223797 easements citing the following findings of fact.

Findings

2. Per the submittal, the public roadway and the utility easements have been realigned to a new location.
3. The portion of the ADL Easement proposed for vacation no longer appears to be in use by utility providers.
4. ACS, Homer Electric Association, and ENSTAR submitted statements of no objection.
5. All vacation petitions are sent to utility providers for review and comment.
6. Sufficient rights-of-way exist to serve the surrounding acreage parcels.
7. No surrounding acreage parcels will be denied access or utilities.
8. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
9. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
10. The roadways (dedicated by KN 2012-32) have been constructed to KPB road standards.
11. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.

AMENDMENT MOTION: Commissioner Ruffner moved, seconded by Commissioner Isham to grant exception to KPB 20.28.120, citing the 8 findings and tying them to the three facts per staff recommendations.

Findings

1. Based on a comparison between approval of an ADL Easement Vacation Plat (2007) and recording of the plat (2009), it appears more than the standard one-year approval is needed.
2. ADL easements are under the regulation of the State of Alaska.
3. The Borough action on the vacation will be advisory to the State of Alaska.
4. ADL Easement vacations are finalized with a State Easement Vacation Plat.
5. ADL Easement vacation plats must be approved and signed by the State of Alaska.
6. An ADL Easement Vacation Plat has been submitted for the Planning Commission's review.
7. The ADL Easement Vacation plat was submitted to the State of Alaska this summer.
8. State of Alaska staff conducted a site visit of the proposed easement vacation this summer.

AMENDMENT VOTE: The motion passed by unanimous consent.

BRYSON YES	CARLUCCIO YES	COLLINS YES	ECKLUND ABSENT	FOSTER ABSENT	GROSS YES	HOLSTEN YES
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	TAURIAINEN YES	WHITNEY YES	11 YES 2 ABSENT

MAIN MOTION VOTE: The motion passed by unanimous consent.

BRYSON YES	CARLUCCIO YES	COLLINS YES	ECKLUND ABSENT	FOSTER ABSENT	GROSS YES	HOLSTEN YES
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	TAURIAINEN YES	WHITNEY YES	11 YES 2 ABSENT

AGENDA ITEM F. PUBLIC HEARINGS

2. Rename existing streets to facilitate the Enhanced 911 Street Naming and Addressing Methods within the Kenai Peninsula Borough. Streets under consideration at this meeting are described as follows:
 - a. Unnamed Private Rd within an aliquot part of land owned by Cook Inlet Region Inc; T 4S R 11W SECTION 34 SEWARD MERIDIAN, AK; off of East End Rd in the Fritz Creek Community; ESN 202

Staff Report given by Carrie Henson

PC MEETING 10/22/2012



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

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www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

October 25, 2012

KENAI PENINSULA BOROUGH PLANNING COMMISSION NOTICE OF DECISION

MEETING OF OCTOBER 22, 2012

RE: Vacate portions of the 60-foot public right-of-way easement known as Woods Drive shown on Plat KN 2007-84; vacate portions of the 60-foot transportation and utility corridor within Book 229 Pages 14 – 20; vacate ADL 226364 recorded within Book 456 Page 806; and vacate a portion of the 15-foot wide ADL 223797 utility easement (retaining easement within Lots 1 and 7 Block 4) of Widgeon Woods Phase Two: all within Section 13, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-037; Location: On Woods Drive, Soldotna area

A. PUBLIC RIGHT-OF-WAY EASEMENT AND TRANSPORTATION & UTILITY CORRIDOR VACATION

During their regularly scheduled meeting of October 22, 2012 the Kenai Peninsula Borough Planning Commission granted approval of the proposed public right of way easement and transportation & utility corridor vacation by unanimous consent based on the following findings of fact.

Findings

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
4. The public roadway and the utility easements have been realigned to a new location.
5. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
6. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
7. The roadways within the rights-of-way dedicated by KN 2012-32 have been constructed to KPB road standards.
8. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.
9. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
10. To date, three utility companies have provided statements of no comment.
11. 2009 Satellite imagery shows the entire length of the subject easement is not constructed.
12. The 33-foot section line easement and 33 feet of the subject easement will remain if the vacation is approved.
13. Sufficient rights-of-way exist to serve surrounding properties.
14. No surrounding properties will be denied access.
15. KPB GIS mapping shows HEA overhead power lines cross the subject easement.
16. Since finalization of the vacation, if it's approved, will be by subdivision plat, HEA will have another opportunity to request a utility easement centered on their existing facilities.
17. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.

B. ADL 226364 AND ADL 223797 EASEMENT VACATIONS

During their regularly scheduled meeting of October 22, 2012 the Kenai Peninsula Borough Planning Commission granted a two year approval of the proposed ADL 226364 and ADL 223797 easement vacations based on the following findings of fact.

Findings

2. Per the submittal, the public roadway and the utility easements have been realigned to a new location.
3. The portion of the ADL Easement proposed for vacation no longer appears to be in use by utility providers.
4. ACS, Homer Electric Association, and ENSTAR submitted statements of no objection.
5. All vacation petitions are sent to utility providers for review and comment.
6. Sufficient rights-of-way exist to serve the surrounding acreage parcels.
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10. The roadways (dedicated by KN 2012-32) have been constructed to KPB road standards.
11. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly. The proposed vacation will be forwarded to the Borough Assembly. The Assembly shall have 30 calendar days from the date of approval (October 22, 2012) in which to veto the Planning Commission decision. If the Planning Director receives no veto within the specified period, the Assembly shall be considered to have given consent to the vacation.

Please contact the Borough Clerk's office (907-714-2160 or 1-800-478-4441 toll-free within the borough) to verify the date the subject vacation will be reviewed by the Assembly.

This notice and unapproved minutes of the subject portion of the meeting were sent October 25, 2012 to:

Integrity Surveys
820 Set Net Drive
Kenai, AK 99611

Frank & Doris Lane
37023 Woods Dr.
Soldotna, AK 99669

Marcus Mueller
KPB Land Management Officer
144 North Binkley St.
Soldotna, AK 99669

AGENDA ITEM F. PUBLIC HEARINGS

1. Vacate portions of the 60-foot public right-of-way easement Woods Drive shown on Plat KN 2007-84; vacate portions of the 60-foot transportation and utility corridor within Book 229 Pages 14 – 20; vacate ADL 226364 recorded within Book 456 Page 806; and vacate a portion of the 15-foot wide ADL 223797 utility easement (retaining easement within Lots 1 and 7 Block 4) of Widgeon Woods Phase Two: all within Section 13, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-037; Location: On Woods Drive, Soldotna area

NOTE: A 60-foot public right-of-way is dedicated and constructed by Widgeon Woods Phase Two (Plat KN 2012-32).

STAFF REPORT

PC Meeting: 10/22/12

Staff Discussion:

Two different but inter-related actions have been combined in the staff report and public hearing notice. The vacation actions are interdependent, and the justifications support both actions.

The Planning Commission is the authority to vacate the public right-of-way easement and transportation and utility corridor. The State of Alaska is the authority to vacate the ADL easements.

To save money and keep duplication to a minimum, notification to adjoining and adjacent property owners, agencies, and interested parties was handled in one mailout. A preliminary plat has not yet been scheduled for Plat Committee review.

Since vacation of the public right-of-way easement and transportation & utility corridor and the ADL easements are under separate authority (KPB and the State of Alaska respectively), **staff recommends** the Commission take separate action on vacation items A and B.

Purpose as stated in petition: The public roadway and the utility easements have been realigned to a new location. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW which was dedicated by the recording of Widgeon Woods Phase 2 subdivision plat. Utilities have also been relocated to the new location of Woods Drive within the utility easements which were granted by the same plat.

Petitioners: Frank S. and Doris M. Lane of Kenai & Marcus Mueller, Land Management Officer for the Kenai Peninsula Borough

Notification: Public notice appeared in the October 11 and October 18, 2012 issues of the Peninsula Clarion.

Six (6) certified mailings were sent to owners of property within 300 feet of the parcels. Four receipts had been returned when the staff report was prepared.

Fifteen (15) regular mailings were sent to agencies and interested parties. Six (6) notices were sent to KPB Departments. Notices were mailed to the Soldotna Post Office and Soldotna Community Library to be posted in public locations. The notice and maps were posted on the Borough web site and bulletin board.

Comments Received:

ACS: No objections

Homer Electric Association: No Comments.

ENSTAR: No objection

KPB Floodplain Administrator: Not within the KPB regulatory floodplain.

A. PUBLIC RIGHT-OF-WAY EASEMENT AND TRANSPORTATION & UTILITY CORRIDOR VACATION

Findings:

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. The right-of-way has been dedicated.
4. The public roadway and the utility easements have been realigned to a new location.
5. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
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7. The roadways within the rights-of-way dedicated by KN 2012-32 have been constructed to KPB road standards.
8. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.
9. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
10. To date, three utility companies have provided statements of no comment.

STAFF RECOMMENDATION: Based on Findings 1, 2, and 4-10, staff recommends granting a two-year approval of the vacation as petitioned, subject to:

1. Submittal of a preliminary plat for Plat Committee review in accordance with Chapter 20 of the KPB Code.
2. Submittal of a final plat in accordance with Chapter 20 of KPB Code within two years of vacation approval.

If the vacation is approved, the Kenai Peninsula Borough Assembly has thirty days in which they may veto Planning Commission approval of the vacation.

DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].

B. ADL 226364 AND ADL 223797 EASEMENT VACATIONS

Staff Discussion:

Authority to vacate the ADL easements rests with the State of Alaska. The Planning Commission's action regarding the ADL easements is advisory to the State.

Staff searched for ADL Easement vacation actions to determine an approximate time line from action by the Planning Commission to recording the plat. Very few ADL Easement vacation petitions have been reviewed in the last few years. An ADL Easement vacation petition was approved by the Commission in 2007, and the plat was recorded in 2009.

The ADL Easement vacation plat was submitted to the State of Alaska this summer, and the State of Alaska staff conducted a site visit.

Staff recommends additional approval time be granted to allow the petitioner time to work with the State's process and hopefully not require the petition to be brought back to the Commission for a time extension request. For clarify, staff recommends the Commission take separate action on the exception and the proposed vacation.

Exception Required: KPB 20.28.120 [If a final plat is not presented to the planning commission within one year of the vacation approval, the approval will be deemed void. No time extensions shall be granted.].

Findings for the Exception

1. Based on a comparison between approval of an ADL Easement Vacation Plat (2007) and recording of the plat (2009), it appears more than the standard one-year approval is needed.
2. ADL easements are under the regulation of the State of Alaska.
3. The Borough action on the vacation will be advisory to the State of Alaska.
4. ADL Easement vacations are finalized with a State Easement Vacation Plat.
5. ADL Easement vacation plats must be approved and signed by the State of Alaska.
6. An ADL Easement Vacation Plat has been submitted for the Planning Commission's review.
7. The ADL Easement Vacation plat was submitted to the State of Alaska this summer.
8. State of Alaska staff conducted a site visit of the proposed easement vacation this summer.

Staff reviewed the exception and recommends granting approval. **Staff recommends** the Commission select the findings they determine are applicable, make additional findings if needed, tie the findings to the following facts, and vote on the exception in a separate motion.

20.24.010 provides that the Commission may authorize exceptions to any of the requirements set forth in Title 20. This section also states - The Commission shall find the following facts before granting any exceptions:

1. That special circumstances or conditions affecting the property have been shown by application
Findings 1-8 support this fact.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right and is the most practical manner of complying with the intent of this title;
Findings 1-8 support this fact.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the area in which said property is situated.
Findings 1-8 support this fact.

Findings for the ADL Easement Vacation

1. Per the submittal, the ADL Easement has been constructed.
2. Per the submittal, the public roadway and the utility easements have been realigned to a new location.
3. The portion of the ADL Easement proposed for vacation no longer appears to be in use by utility providers.
4. ACS, Homer Electric Association, and ENSTAR submitted statements of no objection.
5. All vacation petitions are sent to utility providers for review and comment.
6. Sufficient rights-of-way exist to serve the surrounding acreage parcels.
7. No surrounding acreage parcels will be denied access or utilities.
8. Utilities have been relocated to the new location of Woods Drive within the utility easements granted by KN 2012-32.
9. The traveled way commonly known as Woods Drive has been reclaimed and a new roadway has been constructed in the ROW dedicated by Widgeon Woods Phase 2 subdivision plat (KN 2012-32).
10. The roadways (dedicated by KN 2012-32) have been constructed to KPB road standards.
11. Rights-of-way within KN 2012-32 will be maintained by KPB Roads Department.

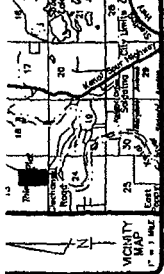
STAFF RECOMMENDATION: Based on Findings 2-11, staff recommends granting a two-year approval for the section line easement vacation as submitted, subject to:

1. Submittal of ADL Vacation Plat for Plat Committee review within two years of vacation approval.
2. Compliance with any State requirements for the ADL vacation.

If the vacation is approved, the Borough Assembly has thirty days in which they may veto Planning Commission approval of the vacation.

DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].

END OF STAFF REPORT



CERTIFICATE OF OWNERSHIP AND DESIGNATION
 THE HEREIN GRANTOR HAS THE OWNER OF THE REAL PROPERTY OF THE HEREIN GRANTEE AND BY THIS INSTRUMENT CONFIRMS THE PLAN OF SUBDIVISION AND BY THIS INSTRUMENT CONFIRMS ALL EASEMENTS AND RIGHTS OF PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN.

WANDA K. WOODS, MAJOR
 144 N. BRUNNEN STREET
 ANCHORAGE, ALASKA 99503
 (FORMER TRACT A WOODEN WOODS PHASE ONE)

FRANK S. LAKE, TRUSTEE
 DONNE M. LAKE, TRUSTEE
 FRANK S. & DONNE M. LAKE FAMILY TRUST
 31023 WOODS DRIVE
 (TRACT B WOODEN WOODS PHASE ONE)

1. THE UNDERSIGNED, HEREBY CERTIFY THAT COOK INLET RECORD NO. 2007-84 IS A CORRECT AND TRUE COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA AND THAT THE SAME IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA AND THAT THE SAME IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

FRANK S. LAKE, TRUSTEE
 DONNE M. LAKE, TRUSTEE
 FRANK S. & DONNE M. LAKE FAMILY TRUST
 31023 WOODS DRIVE
 (TRACT B WOODEN WOODS PHASE ONE)

FRANK S. LAKE, TRUSTEE
 DONNE M. LAKE, TRUSTEE
 FRANK S. & DONNE M. LAKE FAMILY TRUST
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FRANK S. LAKE, TRUSTEE
 DONNE M. LAKE, TRUSTEE
 FRANK S. & DONNE M. LAKE FAMILY TRUST
 31023 WOODS DRIVE
 (TRACT B WOODEN WOODS PHASE ONE)

CERTIFICATE OF PUBLIC ACCESS EASEMENT VACATION
 THE STATE OF ALASKA, BEING BY AND THROUGH THE OFFICE OF THE ATTORNEY GENERAL, DO HEREBY CERTIFY THAT THE PUBLIC ACCESS EASEMENT VACATED BY THIS INSTRUMENT IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA AND THAT THE SAME IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

APPROVED BY: _____ DATE: _____
 COMMISSIONER
 DEPARTMENT OF NATURAL RESOURCES

NOTES:
 1) CROSS HATCHED AREAS INDICATE THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT. THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA AND THAT THE SAME IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

2) THIS VACATION IS IN COMPLIANCE WITH THE FINAL FINDING AND RECOMMENDATION OF THE ALASKA DEPARTMENT OF NATURAL RESOURCES.
 3) THIS VACATION WAS APPROVED BY THE ANCHORAGE AIRPORT AUTHORITY.
 4) EXCEPT TO THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT, THE REMAINDER OF ADL 226364 IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

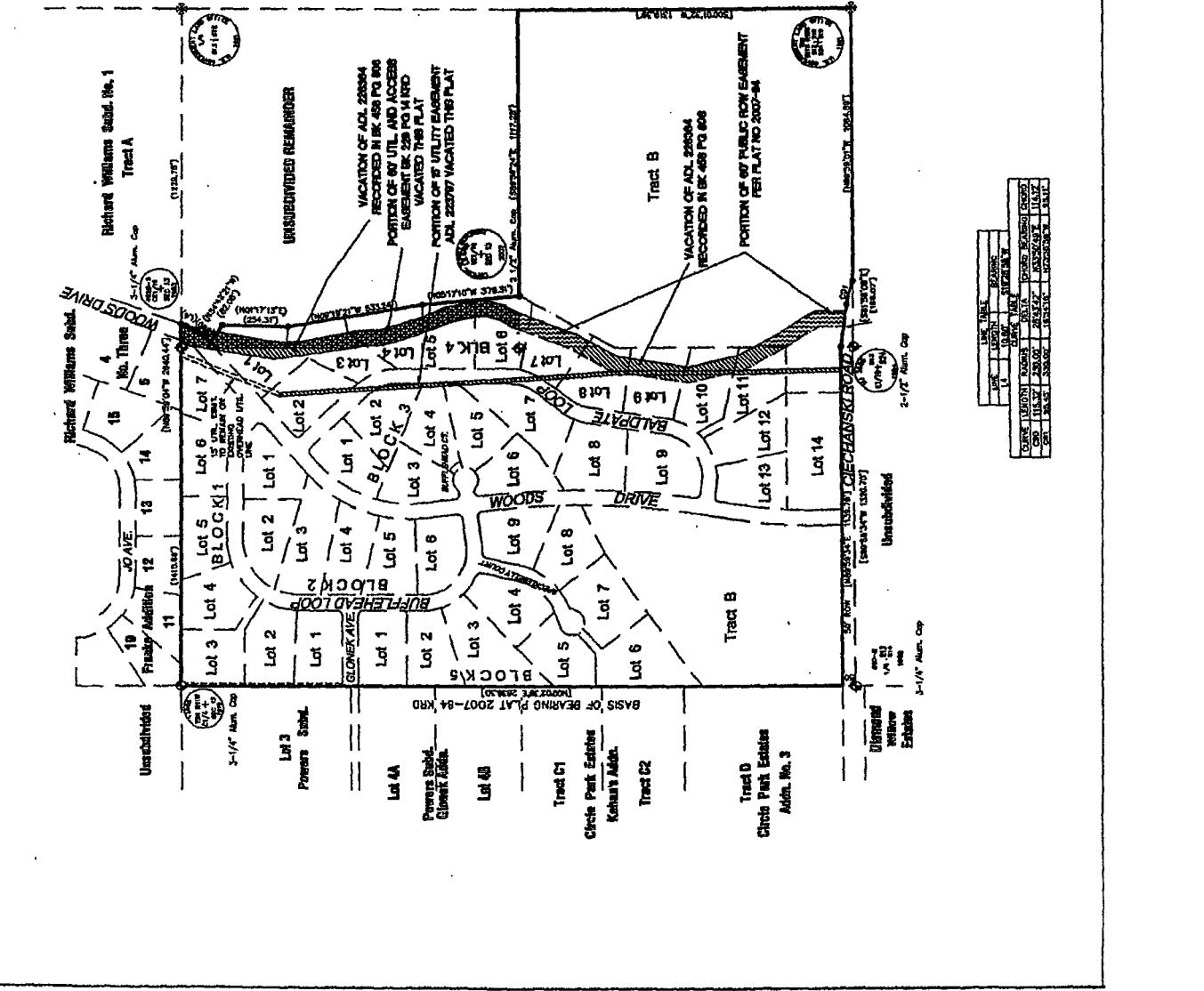
5) THE VACATION WAS APPROVED BY THE ANCHORAGE AIRPORT AUTHORITY.
 6) EXCEPT TO THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT, THE REMAINDER OF ADL 226364 IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

7) THE VACATION WAS APPROVED BY THE ANCHORAGE AIRPORT AUTHORITY.
 8) EXCEPT TO THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT, THE REMAINDER OF ADL 226364 IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

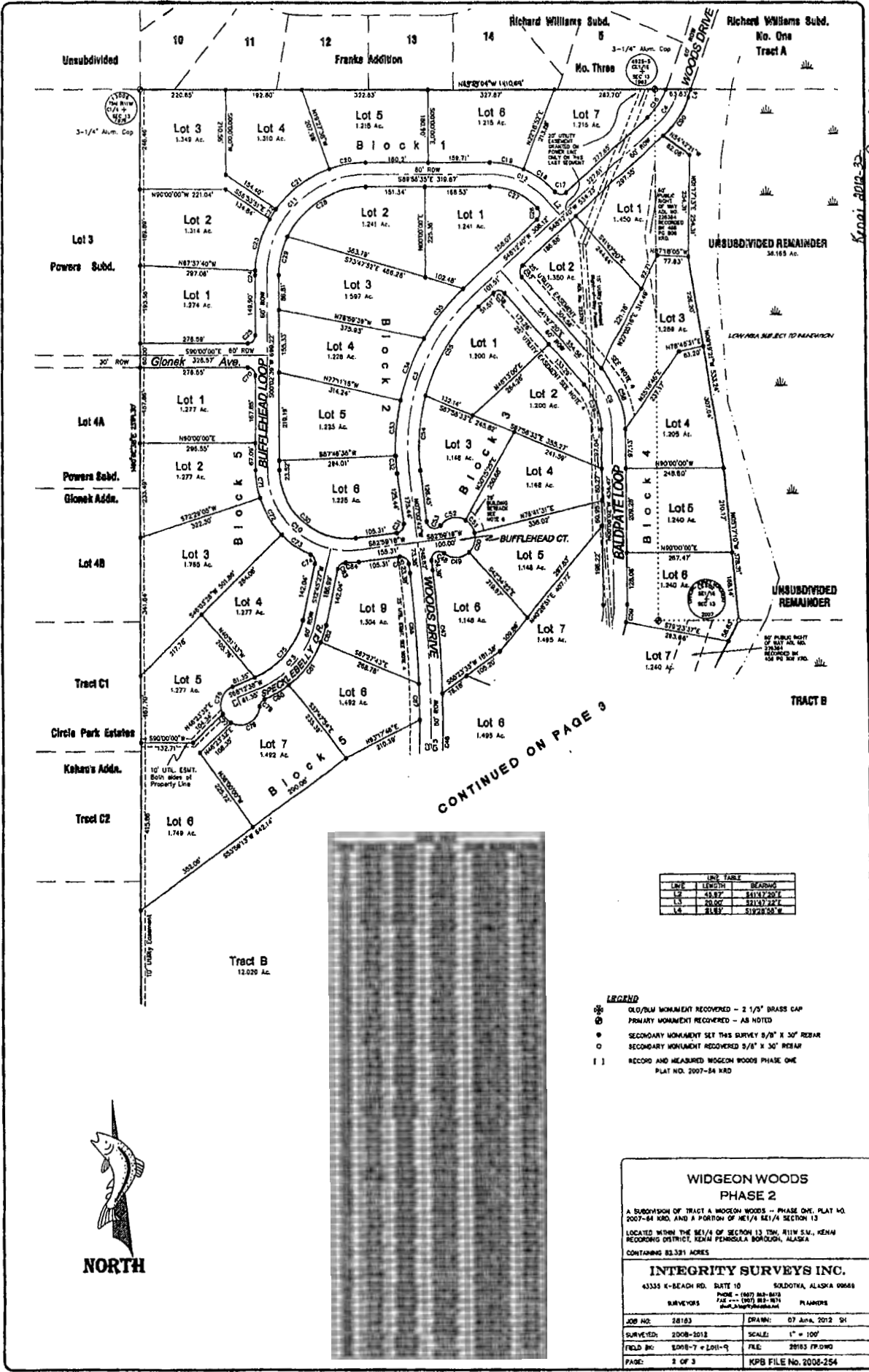
9) THE VACATION WAS APPROVED BY THE ANCHORAGE AIRPORT AUTHORITY.
 10) EXCEPT TO THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT, THE REMAINDER OF ADL 226364 IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

11) THE VACATION WAS APPROVED BY THE ANCHORAGE AIRPORT AUTHORITY.
 12) EXCEPT TO THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT, THE REMAINDER OF ADL 226364 IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.

13) THE VACATION WAS APPROVED BY THE ANCHORAGE AIRPORT AUTHORITY.
 14) EXCEPT TO THE PORTION OF ADL 226364 WHICH IS BEING VACATED BY THIS INSTRUMENT, THE REMAINDER OF ADL 226364 IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE STATE OF ALASKA.



2012-03-17



CONTINUED ON PAGE 3

LINE	LENGTH	BEARING
L-1	45.87'	S111°22'00"E
L-2	20.00'	S114°22'22"E
L-3	81.87'	S192°28'58"W

- LEGEND**
- ⊙ OLD/BLM MONUMENT RECOVERED - 2 1/2" BRASS CAP
 - ⊕ PRIMARY MONUMENT RECOVERED - AS NOTED
 - ⊙ SECONDARY MONUMENT SET THIS SURVEY 8/8" X 30" REBAR
 - ⊕ SECONDARY MONUMENT RECOVERED 8/8" X 30" REBAR
 - [] RECORD AND MEASURED WIDGEON WOODS PHASE ONE PLAT NO. 2007-24 RRD



**WIDGEON WOODS
PHASE 2**

A SUBDIVISION OF TRACT A WIDGEON WOODS - PHASE ONE, PLAT NO. 2007-24 RRD, AND A PORTION OF NE 1/4 SECTION 13 LOCATED WITHIN THE SE 1/4 OF SECTION 13 T14N, R11W S14W, KENAI RECORDING DISTRICT, KENAI PENINSULA BOROUGH, ALASKA

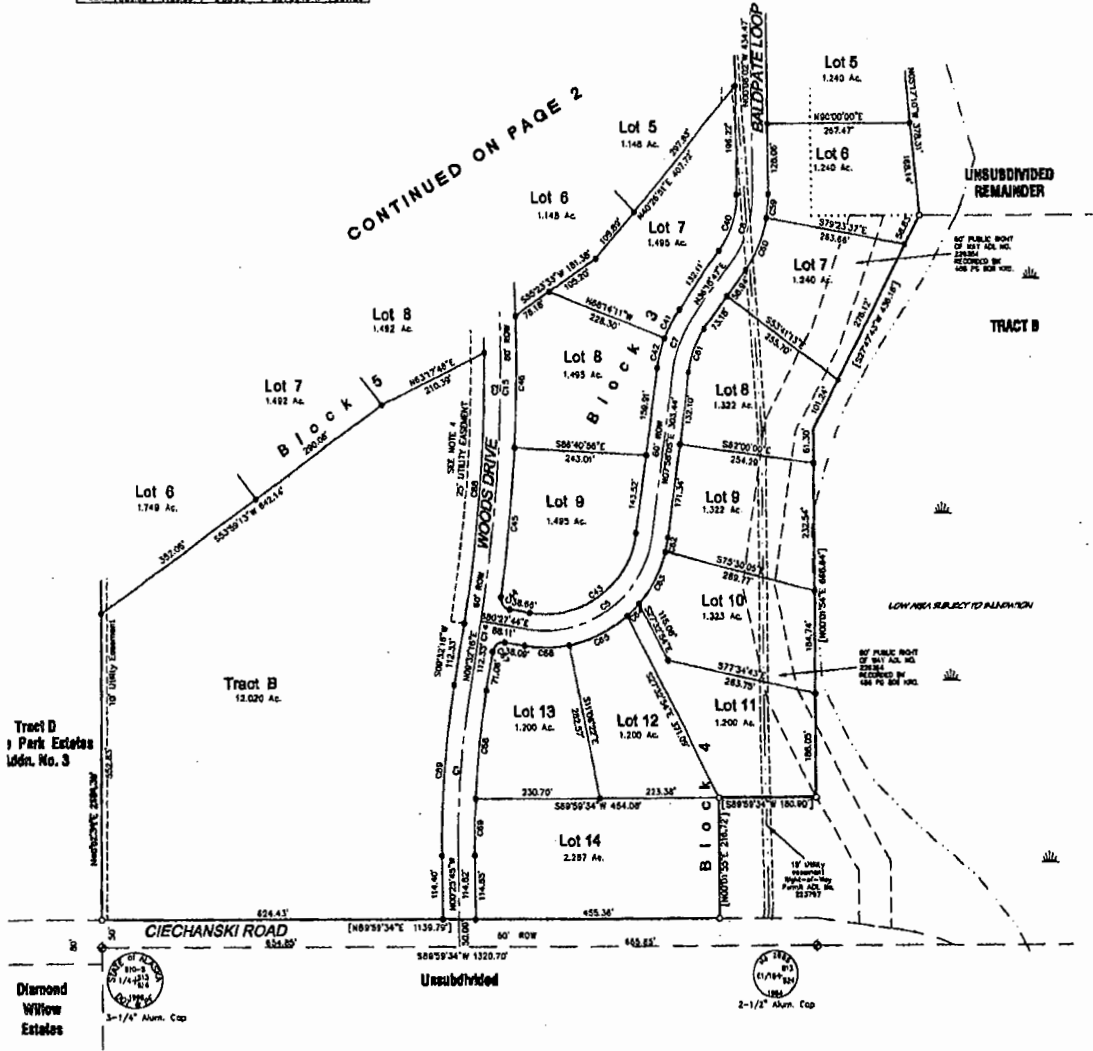
CONTAINING 83.321 ACRES

INTEGRITY SURVEYS INC.

4335 K-BEACH RD. SUITE 10 SODOTNA, ALASKA 99688
 PHONE - (907) 883-8678
 FAX - (907) 883-8678
 SURVEYS PLANNERS
 www.integrityalaska.com

JOB NO: 28183	DATE: 07 April, 2012	SI
SURVEYED: 2008-2012	SCALE: 1" = 100'	
FIELD BY: 2008-7 + LONI-Q	FILE: 28183 PP.DWG	
PAGE: 2 OF 3	KPB FILE NO. 2008-254	

CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD
C1	304.43	1750.00	9.5802°	S04°33'15"W	304.04'
C2	868.47	3000.00	16.3758°	N01°13'47"E	868.32'
C3	318.62	200.00	91.2511°	N53°35'11"E	286.68'
C7	89.81	500.00	28.2042°	S22°08'28"W	87.84'
C8	127.47	300.00	38.2818°	N18°02'22"E	125.09'
C14	8.27	3000.00	0.2000°	N92°21'48"E	8.27'
C15	852.80	3000.00	16.2258°	N01°10'47"E	854.88'
C40	108.18	170.00	36.2548°	N18°52'22"E	108.33'
C41	58.47	230.00	14.3158°	S18°30'18"W	58.25'
C42	45.38	230.00	13.8744°	S14°51'57"W	45.04'
C43	271.69	170.00	81.5411°	N53°48'11"E	242.69'
C44	31.00	20.00	89.3348°	S84°30'30"E	28.01'
C45	273.77	3000.00	5.0910°	N00°31'20"E	272.88'
C46	288.28	3000.00	4.5083°	N01°01'09"E	288.20'
C50	43.11	230.00	10.4423°	N02°14'10"E	43.02'
C50	103.92	230.00	25.9224°	S22°22'53"E	103.33'
C81	34.10	170.00	28.2042°	S22°08'28"W	33.25'
C81	28.27	230.00	4.3130°	N11°45'00"E	28.20'
C83	107.88	330.00	28.5870°	S12°24'20"E	106.81'
C84	31.47	230.00	7.4931°	N48°32'01"E	31.41'
C85	118.47	230.00	29.4542°	N58°00'47"E	118.13'
C86	82.87	230.00	20.2820°	N38°37'52"E	82.42'
C87	31.47	230.00	8.0200°	S54°24'18"W	28.20'
C88	187.28	170.00	61.4118°	S08°13'08"W	182.18'
C89	181.69	170.00	32.3127°	S01°16'08"W	181.80'
C89	183.87	200.00	9.3152°	N04°44'33"E	183.11'
C89	309.62	1780.00	9.2802°	S04°33'15"W	309.26'



CONTINUED ON PAGE 2

**WIDGEON WOODS
PHASE 2**

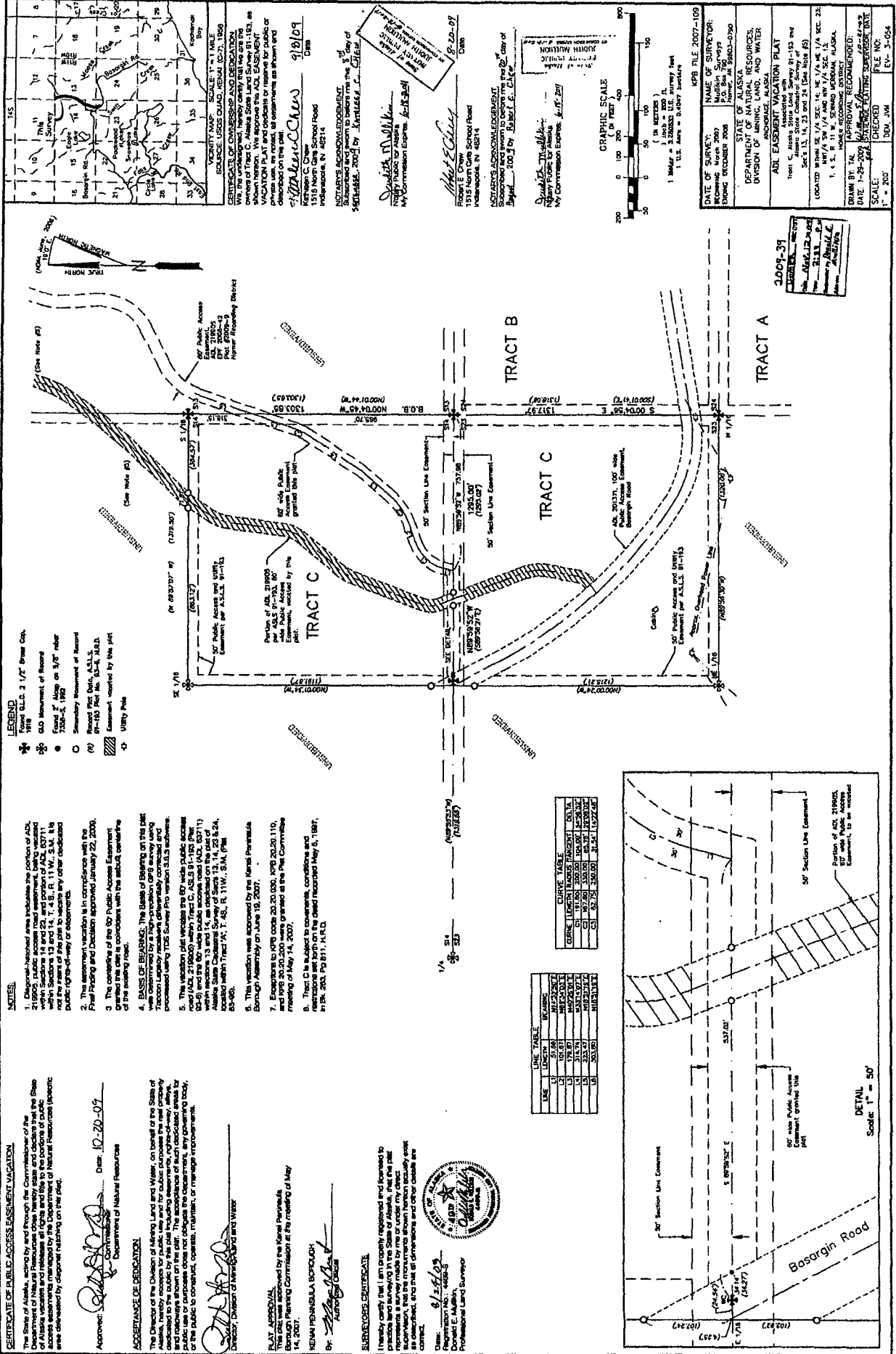
A SUBDIVISION OF TRACT A WIDGEON WOODS - PHASE ONE, PLAT NO. 2007-84 WFO, AND A PORTION OF NE 1/4 SE 1/4 SECTION 13
LOCATED WITHIN THE SE 1/4 OF SECTION 13 T8N, R11W S.W. KENNA
RECORDING DISTRICT, KENNA PENNSHELVA BOROUGH, ALASKA
CONTAINING 82.321 ACRES

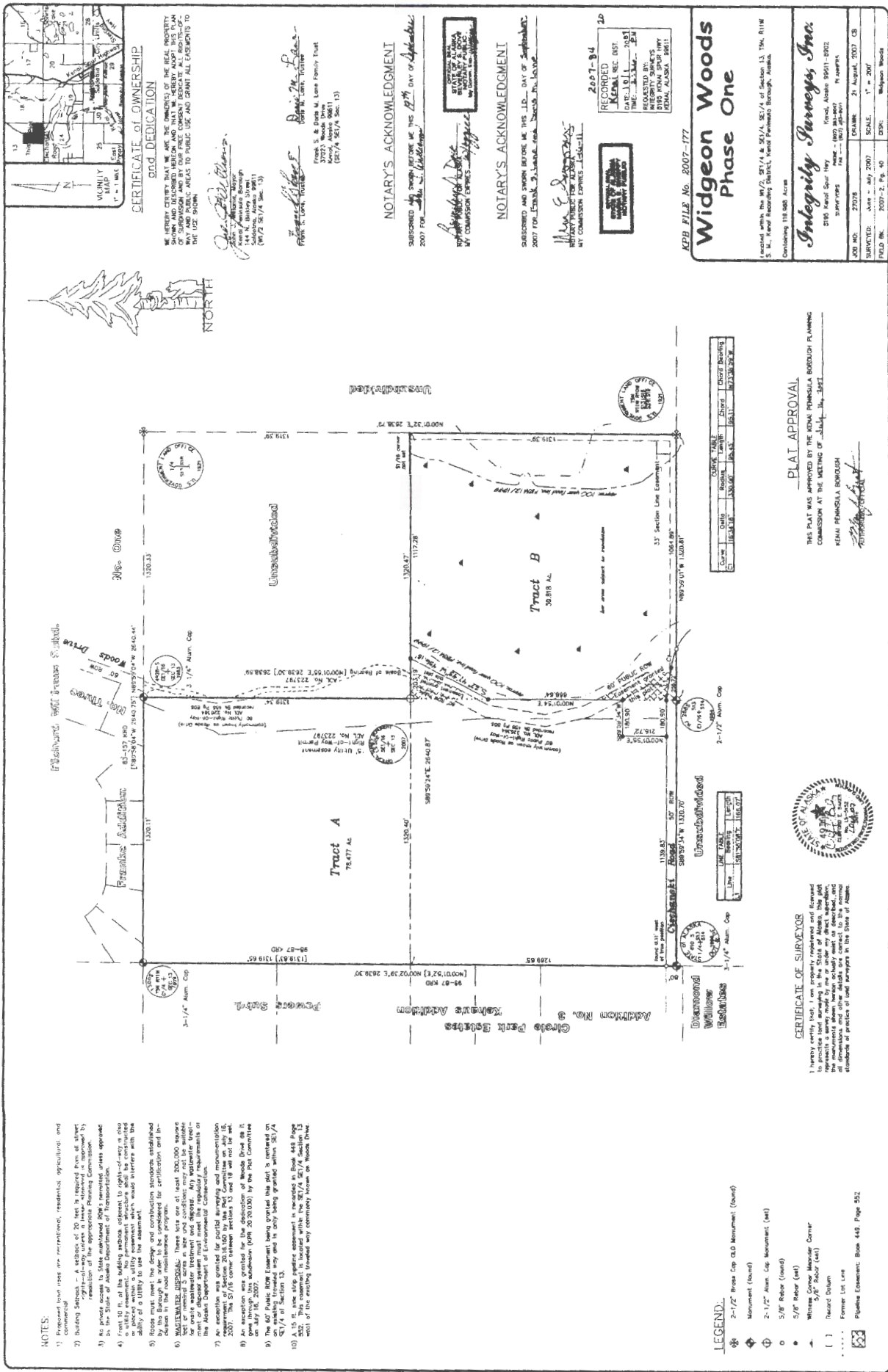
INTEGRITY SURVEYS INC.
43335 K-BEACH RD., SUITE 10 SOLDOTHA, ALASKA 99668
PHONE - (907) 983-5473 FAX - (907) 983-8974
SURVEYORS PLANNERS
http://www.integritysurvey.com

JOB NO: 28183 DRAWING: 08 June, 2012 SH
SURVEYED: 2008-2012 SCALE: 1" = 100'
FIELD BK: 1008-7 & 2011-9 FILE: 28183 FP.280
PAGE: 3 OF 3 KPB FILE NO. 2008-254

2012-90
Plat #
7-18-12
11:45 A.

Sample ADL Easement Vacation Plat





- NOTES:**
- 1) Proposed lots are in residential, residential agricultural and commercial.
 - 2) Building setback - A setback of 20 feet is required from all street frontages.
 - 3) No points access to State maintained RWA permitted unless approved by the State of Alaska Department of Transportation.
 - 4) Utility easements - No permanent structures shall be constructed within utility easements.
 - 5) Easements - All easements shall be shown on the plat.
 - 6) Easements - All easements shall be shown on the plat.
 - 7) An exception was granted for partial surveying and monumentation by the Kenai Peninsula Borough Planning Commission on 08/14/2007.
 - 8) An exception was granted for the disposition of Block D and E on 08/14/2007. This 57/16 corner between sections 13 and 18 will not be set.
 - 9) The 407 Public ROW Easement being granted this plat is centered on the existing road and is only being granted within SE/4.
 - 10) A 15' wide utility easement is recorded in Book 448 Page 552. This easement is located within the SE/4 SE/4 Section 13 west of the existing traveled way commonly known as Woods Drive.

- LEGEND:**
- 2-1/2" Brea Cap Old Monument (found)
 - Monument (found)
 - 2-1/2" Alum. Cap Monument (set)
 - 5/8" Rebar (found)
 - 5/8" Rebar (set)
 - Whitewash Corner
 - 5/8" Rebar (set)
 - Rebar Datum
 - Former Lot Line
 - Platting Easement: Book 448, Page 552

CERTIFICATE OF SURVEYOR

I hereby certify that the above described plat was prepared and reduced to provide land markings in the State of Alaska. This plat represents a survey made by me or under my direct supervision, and all measurements and other details are correct to the accuracy standards of practice of land surveyors in the State of Alaska.



PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF July 14, 2007.

KENAI PENINSULA BOROUGH

Widgeon Woods Phase One

KPB FILE No. 2007-177

Recorded with the 91/2, 91/4 & 91/4 SE/4 of Section 13, T4N, R11W S. 1, Kenai Recording District, Kenai Peninsula Borough, Alaska.

Containing 118.295 Acres

Integrity Surveys, Inc.

2165 Acad Spur Hwy Kenai, Alaska 99511-0022
 Telephone: (907) 965-5001 Fax: (907) 965-5001

JOB NO: 27078 DRAWN: 21 August, 2007 CB
 SURVEYED: June - July 2007 SCALE: 1" = 200'
 FIELD NO.: 2007-2, Pgs. 40 400C: Widgeon Woods

NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SWORN BEFORE ME THIS 13th DAY OF September 2007 FOR FRANK S. LANGE, aka. Frank S. Lange.

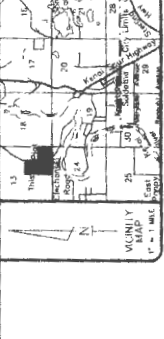
Frank S. Lange
 FRANK S. LANGE, Notary Public
 STATE OF ALASKA
 MY COMMISSION EXPIRES 09/13/2010

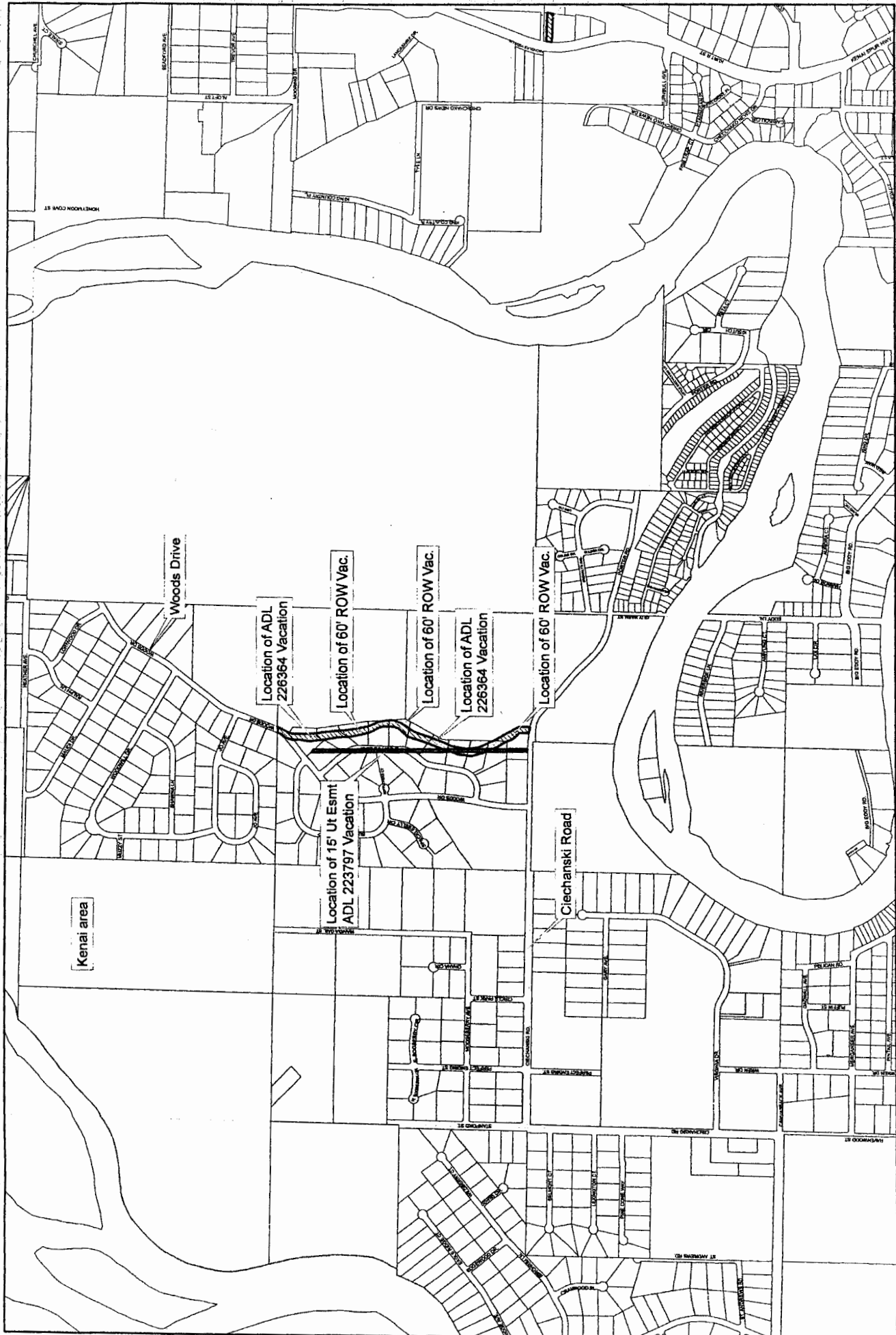
2007-94
 RECORDED
 KENAI REC. DIST.
 DATE: 09-11-2007
 REQUESTED BY:
 INTEGRITY SURVEYS
 2165 ACAD SPUR HWY
 KENAI, ALASKA 99511

CERTIFICATE OF OWNERSHIP

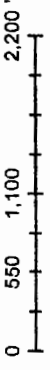
WE HEREBY CERTIFY THAT THE RECORDS FOR THE BEST INTEREST OF SKOWEN AND DESCRIBED HEREON AND THAT WE HEREBY ADAPT THIS PLAN OF SUBDIVISION AND BY OUR FREE CONSENT RESOLVE ALL RIGHTS OF THE 1ST SHOW.

Frank S. & Linda M. Lange Family Trust
 Frank S. & Linda M. Lange Family Trust
 37273 Woods Drive
 Kenai, Alaska 99511
 (907) 361/4 Sec. 13)





Date: 8/27/2012



Vicinity Map

The information depicted hereon is for a graphical representation only of best available sources. The user assumes no responsibility for any errors on this map.





Date: 8/27/2012



Vicinity Map

The information depicted herein is for informational purposes only. The Kenai Peninsula Borough assumes no responsibility for any errors on the map.





ENSTAR Natural Gas Company
A DIVISION OF SEMCO ENERGY
Engineering Department
Right of Way Section
401 E. International Airport Road
P. O. Box 190288
Anchorage, Alaska 99519-0288
(907) 334-7753
FAX (907) 334-7798

September 27, 2012

Paul Voeller, Platting Officer
Kenai Peninsula Borough
Planning Department
144 North Binkley Street
Soldotna, Alaska 99669-7520

Re: Petition to Vacate a public ADL ROW and Utility Easements – Widgeon Woods
KPB File No. 2012-037

Dear Mr. Voeller:

Thank you for the opportunity to review the proposed vacation of Public Rights-of-way and Utility Easements, known as KPB file 2012-037.

ENSTAR Natural Gas Company has no objection to the proposed vacation. ✓

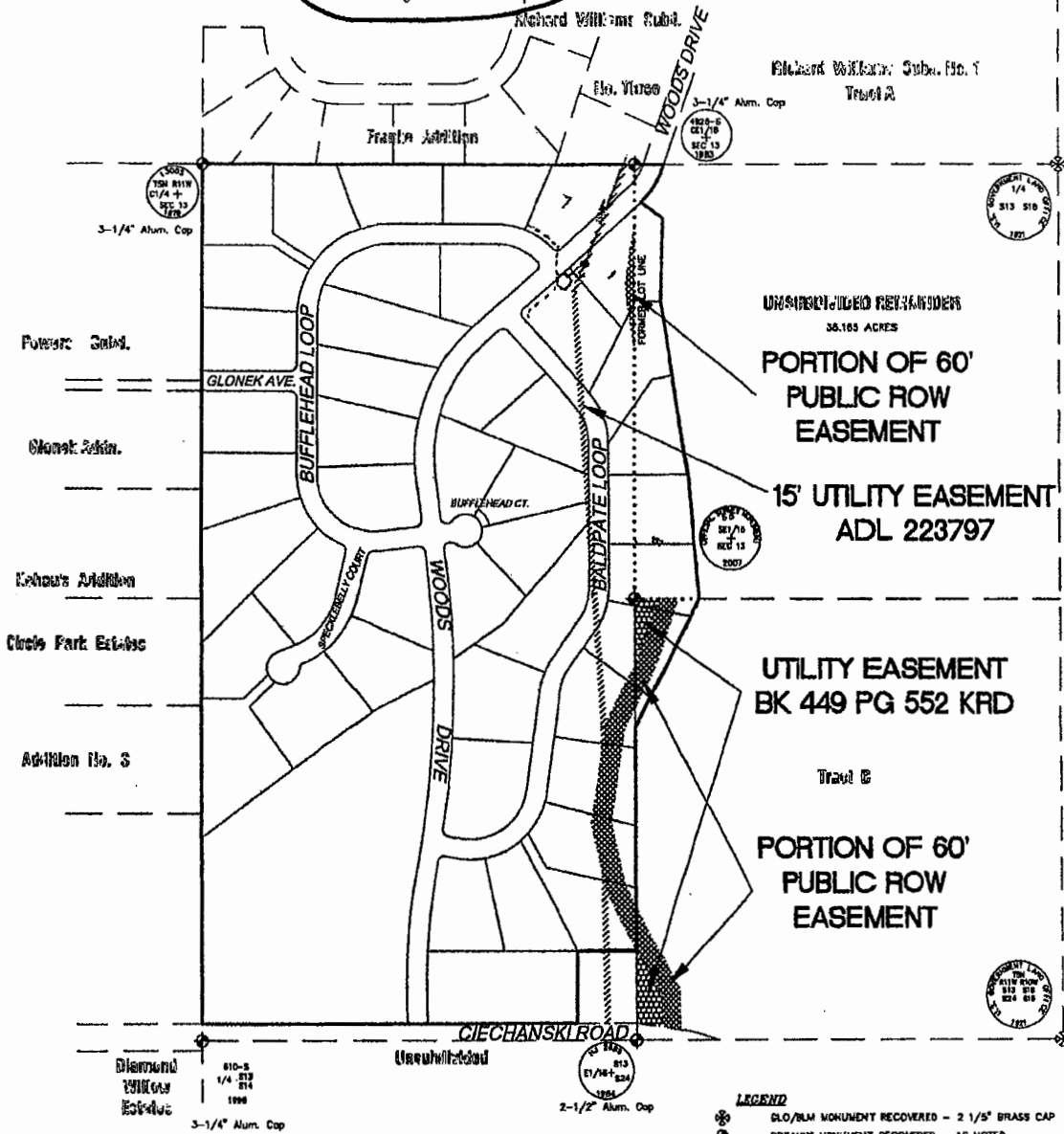
Sincerely,

Andrew Fraiser
Right-of-Way Agent
ENSTAR Natural Gas Company

cc: File

KPB
OCT 3 - 2012
Planning Dept.

HEA
 REQUESTED EASEMENTS
 DATE 2/27/2012
Coyle J. Murphy



**WIDGEON WOODS
 PHASE TWO**

A SUBDIVISION OF TRACT A WIDGEON WOODS - PHASE ONE, PLAT NO. 2007-84 KR D, AND A PORTION OF NE1/4 SE1/4 SECTION 13

LOCATED WITHIN THE SE1/4 OF SECTION 13 T5N, R11W S.M., KENAI RECORDING DISTRICT, KENAI PENINSULA BOROUGH, ALASKA
 CONTAINING 82.321 ACRES

- LEGEND**
- ⊗ GLO/BLM MONUMENT RECOVERED - 2 1/8" BRASS CAP
 - ⊙ PRIMARY MONUMENT RECOVERED - AS NOTED
 - SECONDARY MONUMENT SET THIS SURVEY 5/8" X 30" REBAR
 - SECONDARY MONUMENT RECOVERED 5/8" X 30" REBAR
 - [] RECORD AND MEASURED WIDGEON WOODS PHASE ONE PLAT NO. 2007-84 KR D
 - [X] ROW VACATION FOR ADL 228364 AND EASEMENT FROM PLAT 2
 - [] EASEMENT VACATION FOR ENSTAR NATURAL GAS EASEMENT BK
 - [] EASEMENT VACATION FOR 15' UTILITY EASEMENT FROM ADL 22:

21.46.040. - Single-Family Residential (R-1) Districts.

- A. The following Single-Family Residential (R-1) districts and official maps are hereby adopted:
1. Ten Mar Ranch, described as a subdivision of the S ½ NE ¼, S ½ NW ¼, N ½ SW ¼, and W ½ SE ¼ including Gov't. Lots 3 and 6, Mary Miller Subdivision (Plat No. 97-90 KRD) excluding Hollingsworth Subdivision. Located within Section 18, T5N, R9W, S.M., Kenai Recording District, Kenai Peninsula Borough Alaska. Containing 311.893 acres.
 2. Grande View Heights One, described as Grande View Heights Subdivision Phase 1, Plat 2004-68, Kenai Recording District, Kenai Peninsula Borough, Alaska, containing 56.912 acres.
 - a. The local option zoning applies to any further replats of Grande View Heights Phase 1 Subdivision.
 3. Funny River Grove, described as Funny River Grove Subdivision, KPB File No. 2007-294, located within the SW ¼ of Section 24, T5N, R9W, Seward Meridian, Kenai Recording District, State of Alaska, containing 52.622 acres.
 - a. The local option zoning applies to any further replats of Funny River Grove Subdivision.
 4. Widgeon Woods, described as Widgeon Woods Phase Two Subdivision, located within the SE ¼ of Section 13 T5N, R11W S.M., Kenai Recording District, Kenai Peninsula Borough, Alaska, KPB File No. 2008-254, excluding Lot 14 Block 4, and Tract B.
 - a. The local option zoning applies to any further replats of Widgeon Woods Subdivision, except Lot 14 Block 4, and Tract B.

(Ord. No. 2012-20, § 2, 7-3-12; Ord. No. 2008-30, § 1, 1-18-08; Ord. No. 2004-28, § 1, 9-7-04; Ord. No. 2000-47, § 1, 10-24-00)



Kenai Peninsula Borough Planning Department
 144 North Binkley
 Soldotna, Alaska 99669-7599
 Toll free within the Borough 1-800-478-4441, extension 2200
 (907) 714-2200

**Petition to Vacate Public Right-of-Way / Section Line Easement
 Public Hearing Required**

Upon receipt of complete application with fees and all required attachments; a public hearing before the Planning Commission will be scheduled. The petition with all required information and attachments must be in the Planning Department at least 30 days prior to the preferred hearing date. By State Statute and Borough Code, the public hearing must be scheduled within 60 days of receipt of complete application.

- Fees - \$500 non-refundable fees to help defray costs of advertising public hearing. Plat fees will be in addition to vacation fees.
 - City Advisory Planning Commission. Copy of minutes at which this item was acted on, along with a copy of City Staff Report.
 - Name of public right-of-way proposed to be vacated is _____; dedicated by plat of _____ Subdivision, filed as Plat No. _____ in _____ Recording District.
 - Are there associated utility easements to be vacated? Yes No
 - Are easements in use by any utility company, if so which? ND
 - Easement for public road or right-of-way as set out in (specify type of document) ADL 228364 as recorded in Book 0458 Page 808-812 of the Kenai Recording District. (Copy of recorded document must be submitted with petition.) ALSO ESMT. ON WIDGEON WOODS PHASE ONE PLAT NO. 2007-04 KRJ.
 - Section Line Easement. Width of easement must be shown on sketch. 2007-04 KRJ.
 - Submit three copies of plat or map showing area proposed to be vacated. Must not exceed 11x17 inches in size. In the case of public right-of-way the submittal must include a sketch showing which parcels the vacated area will be attached to. Proposed alternative dedication is to be shown and labeled on the sketch.
- Has right-of-way been fully or partially constructed? Yes No
 Is right-of-way used by vehicles / pedestrians / other? Yes No
 Has section line easement been constructed? Yes No
 Is section line easement being used? Yes No
 Is alternative right-of-way being provided? Yes No

The petitioner must provide reasonable justification for the vacation. Reason for vacating:
The public roadway and the utility easements have been realigned to a new location. The traveled way commonly known as Woods Drive has been removed and a new roadway has been constructed in the ROW which will be granted by the recording of Widgeon Woods Phase 2 subdivision plat. Utilities have also be relocated to the new location of Woods Drive within the utility easements which will be granted by the same plat.

The petition must be signed (written signature) by owners of majority of the front feet of land fronting part of the right-of-way or section line easement proposed to be vacated. Each must include address and legal description of his / her property.

Submitted by: Signature [Signature] As Petitioner Representative
 Name Scott Huff
 Address 43335 K-Beach Rd
Suite 10
Soldotna, AK
 Phone (907) 262-5573

RECEIVED

FEB 29 2012

Petitioners:

KENAI PENINSULA BOROUGH
 PLANNING DEPARTMENT

Signature [Signature]
 Name Kenai Peninsula borough
 Address 144 North Binkley St.
Soldotna, AK 99669

Signature [Signature]
 Name Doris M. Lane
 Address 37023 37023 Woods Dr

Owner of former tract A

Owner of Tract B

Signature [Signature]
 Name FRANK S. LANE
 Address 37023 Woods Dr

Signature _____
 Name _____
 Address _____

Owner of Tract B

Owner of _____

Voeller, Paul

From: Giefer, Joe (DFG) [joe.giefer@alaska.gov]
Sent: Wednesday, October 17, 2012 10:29 AM
To: Voeller, Paul
Cc: Fink, Mark J (DFG); Litchfield, Ginny
Subject: KPB #2012-037 - Proposed Vacation : Widgeon Woods Subdivision

Paul,

The Alaska Department of Fish & Game (ADF&G) has reviewed the proposal to vacate portions of the 60-foot public right-of-way easement Woods Drive, vacate portions of the 60-foot transportation and utility corridor (Book 229, Pages 14-20), vacate ADL 226364, and vacate a portion of 15-foot wide ADL 223797 utility easement of Widgeon Woods Phase Two, located in Section 13, T. 5 N., R. 11 W., S.M., AK. Public roadways and utility easements have been realigned and will be dedicated in their new locations. There do not appear to be any actions that would block or remove public access to public lands or waters. ADF&G has no objection to the vacation as proposed. Thank you for the opportunity to review and comment on this proposal. If you have questions or would like to discuss this further, please feel free to call or email me.

Joe Giefer

*Habitat Biologist
Alaska Dept. of Fish & Game
Division of Sport Fish
Statewide Access Defense
333 Raspberry Road, Anchorage AK 99518
907-267-2336*



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2200 • **FAX:** (907) 714-2378


Toll-free within the Borough: 1-800-478-4441, Ext. 2200

www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

M E M O R A N D U M

TO: Linda Murphy, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: Max Best, Planning Director 

DATE: November 7, 2012

SUBJECT: Vacate a portion of Wren Drive, a 60-foot right-of-way centered between Tracts A2 and A3; and vacate any utility easements associated with this portion of Wren Drive as granted by Diamond Willow Estates Subdivision Part 10 (Plat KN 2008-135); within Section 24, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-159; Location: On Virginia Drive off Ciechanski Road

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly.

During their regularly scheduled meeting of November 5, 2012 the Kenai Peninsula Borough Planning Commission granted approval of the vacation by unanimous consent based on the following findings of fact.

Findings

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. Per the submittal, the right-of-way proposed for vacation crosses a gravel pit.
4. Per the submittal, the right-of-way proposed for vacation is not being used for access.
5. The right-of-way does not appear to be in use for utilities.
6. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
7. ACS and HEA have provided written comments of non-objection and/or no comment.
8. Per ENSTAR's September 26, 2012 letter and as-built drawing, their existing facilities are not within or near the right-of-way proposed for vacation.
9. The Plat Committee granted conditional approval to the associated preliminary plat on October 8, 2012.
10. KPB Roads Department commented that the proposed vacation is acceptable since it crosses a gravel pit that is partially backfilled with organics. The ROW is not needed for access.

This petition is being sent to you for your consideration and action. The Assembly has 30 days from November 5, 2012 in which to veto the decision of the Planning Commission. If the Commission receives no veto within the 30-day period, the decision of the Commission will stand.

Draft, unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

cc: petitioners' w/minutes only

AGENDA ITEM F. PUBLIC HEARINGS

- 2. Vacate a portion of Wren Drive, a 60-foot right-of-way centered between Tracts A2 and A3; and vacate any utility easements associated with this portion of Wren Drive as granted by Diamond Willow Estates Subdivision Part 10 (Plat KN 2008-135); within Section 24, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-159; Location: On Virginia Drive off Ciechanski Road

Staff Report given by Max Best

PC Meeting: 11/5/12

Purpose as stated in petition: ROW crosses existing gravel pit which is being filled in with assorted fill material. It is unlikely to be constructed.

Petitioner: Mercedes A. Gibbs of Soldotna, Alaska

Notification:

Public notice appeared in the October 25 and November 1, 2012 issues of the Peninsula Clarion.

Six (6) certified mailings were sent to owners of property within 300 feet of the parcels. Four (4) receipts have been returned.

Fifteen (15) regular mailings were sent to agencies and interested parties. Six (6) notices were sent to KPB Departments. Notices were mailed to the Kenai Post Office and Kenai Community Library to be posted in public locations. The notice and maps were posted on the Borough bulletin board and Planning Department public hearing notice web site.

Comments Received:

Alaska Communications Systems: No objections.

KPB Floodplain Administrator: This property does not lie within the KPB regulatory floodplain and is not subject to KPB Chapter 21.06.

Staff Discussion:

The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.

In response to the plat public hearing notice, KPB Roads Department commented that the proposed vacation is acceptable since it crosses a gravel pit that is partially backfilled with organics. The ROW is not needed for access.

In response to the plat public hearing notice, HEA submitted a statement of reviewed/no comments.

In response to the plat public hearing notice, ENSTAR requested a 15-foot wide easement for their existing facilities. Per their as-built drawing, ENSTAR's existing gas line is not within or near Wren Drive.

Findings:

- 1. Sufficient rights-of-way exist to serve surrounding properties.
- 2. No surrounding properties will be denied access.
- 3. Per the submittal, the right-of-way proposed for vacation crosses a gravel pit.
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10. KPB Roads Department commented that the proposed vacation is acceptable since it crosses a gravel pit that is partially backfilled with organics. The ROW is not needed for access.

STAFF RECOMMENDATION: Based on the above findings, staff recommends approval of the vacations as petitioned, subject to:

1. Submittal of a final plat in accordance with Chapter 20 of the KPB within one year of vacation approval.

If the vacation is approved, the Kenai Peninsula Borough Assembly has thirty days in which they may veto Planning Commission approval of the vacation.

DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].

END OF STAFF REPORT

Chairman Bryson opened the meeting for public comment noting no members from the public were in attendance at the meeting.

MOTION: Commissioner Tauriainen moved, seconded by Commissioner Isham to grant the vacation as petitioned subject to staff recommendations and findings.

Findings:

1. Sufficient rights-of-way exist to serve surrounding properties.
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9. The Plat Committee granted conditional approval to the associated preliminary plat on October 8, 2012.
10. KPB Roads Department commented that the proposed vacation is acceptable since it crosses a gravel pit that is partially backfilled with organics. The ROW is not needed for access.

VOTE: The motion passed by unanimous consent.

BRYSON YES	CARLUCCIO YES	COLLINS YES	ECKLUND YES	FOSTER YES	GROSS YES	HOLSTEN YES
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	TAURIAINEN YES	WHITNEY YES	12 YES 1 ABSENT

AGENDA ITEM F. PUBLIC HEARINGS

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STAFF REPORT

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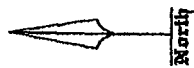
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END OF STAFF REPORT

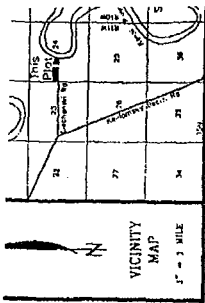
LEGEND:

- MONUMENT (bound this survey)
- 5/8" REBAR (bound this survey)
- 5/8" REBAR (not this survey)
- () RECORD DATUM PLAT 2006-135 RD



LINE	BEARING	LENGTH
L1	N00°02'00"W	30.00
L2	S90°00'00"W	15.81
L3	S15°30'00"W	25.00

CURVE	BEARING	LENGTH	CHORD BEARING	CHORD LENGTH
C1	N89°58'00"E	100.00	S89°58'00"W	100.00
C2	S89°58'00"W	100.00	N89°58'00"E	100.00
C3	S89°58'00"W	100.00	N89°58'00"E	100.00
C4	N89°58'00"E	100.00	S89°58'00"W	100.00
C5	S89°58'00"W	100.00	N89°58'00"E	100.00
C6	N89°58'00"E	100.00	S89°58'00"W	100.00
C7	S89°58'00"W	100.00	N89°58'00"E	100.00
C8	N89°58'00"E	100.00	S89°58'00"W	100.00
C9	S89°58'00"W	100.00	N89°58'00"E	100.00
C10	N89°58'00"E	100.00	S89°58'00"W	100.00



CERTIFICATE OF OWNERSHIP and DEDICATION

I, HEREBY CERTIFY THAT I AM THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT I HEREBY AGREE TO THIS PLAT AND TO THE DEDICATION OF THE COMMON DRIVE TO THE PUBLIC IN ANY WAY AND PUBLIC RIGHTS TO THE PUBLIC AND GRANT ALL EGRESS TO THE USE SHOWN.

BERNARD A. ORRIS
SOLDIER, AK 99669

NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN BEFORE ME THIS 01th DAY OF 2007

NOTARY PUBLIC FOR ALASKA
AT COMMISSION EXPIRES

PLAT APPROVAL

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

KENAI PENINSULA BOROUGH

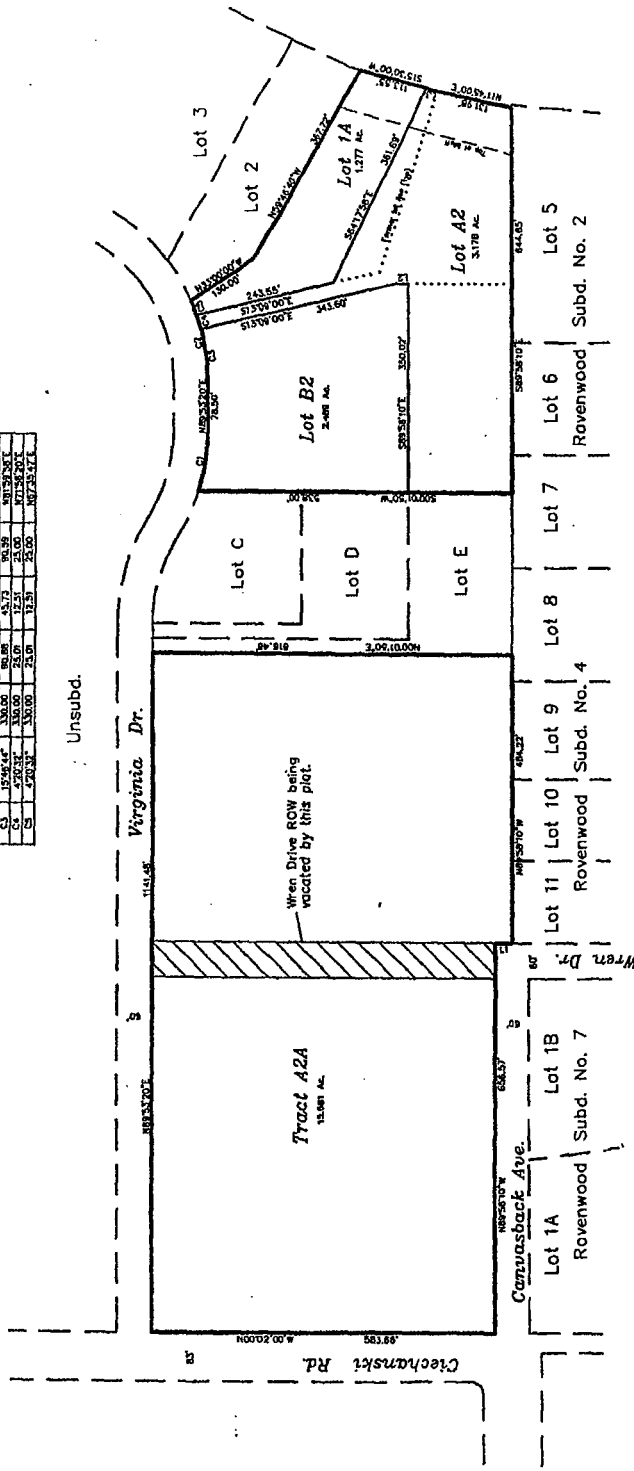
AUTHORIZED OFFICIAL



SURVEYOR'S CERTIFICATE

I hereby certify that I am a duly licensed and qualified Surveyor in the State of Alaska. This plat has been prepared by me or under my direct supervision, and I am satisfied that it conforms to the requirements of the Alaska Department of Environmental Conservation.

Date _____



NOTES:

- 1) Block of lot(s) taken from Diamond Willow Subdivision Part 11.
- 2) Building setback-A setback of 20 feet is required from all street frontages. The setback shall be approved by resolution of the Kenai Peninsula Borough Planning Commission.
- 3) Lots which the subdivision map is located within a subdivided tract. Record area, development must comply with Chapter 21 of the Kenai Peninsula Borough Code of Ordinances. A survey to determine the boundaries of the property shall be conducted.
- 4) Easements of the property map which affects this plot is filed in the public records.
- 5) Front 10 feet of the 20 foot building setback and the entire setback width of the 20 foot lot line is utility easement. No permanent structures shall be located within this utility easement. The utility easement shall be subject to the requirements of the Alaska Department of Environmental Conservation.

KPB FILE NO. 2006-135-1359

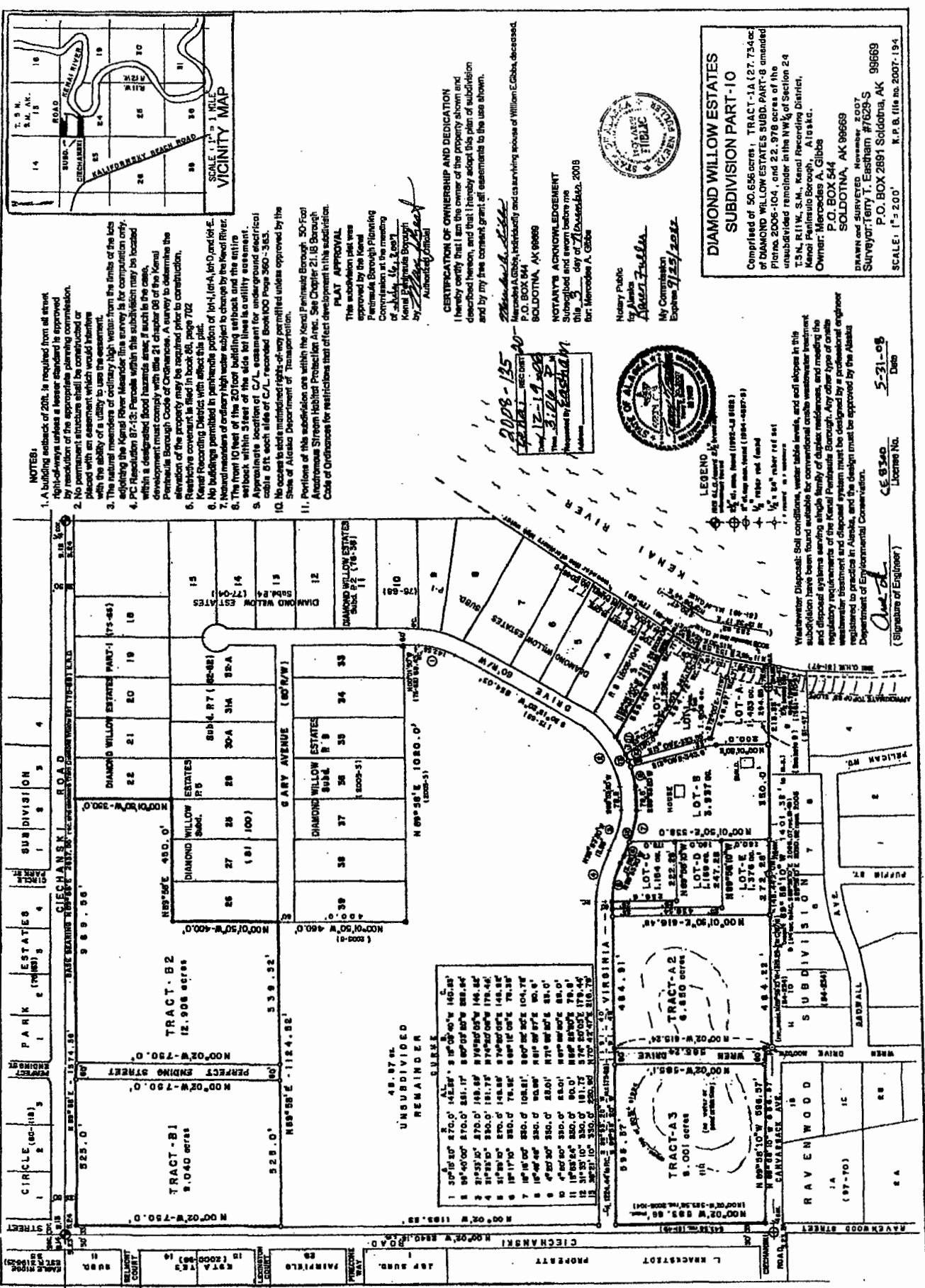
**Diamond Willow Estates
Subdivision Part 11**

Prepared by: [Name]
Date: 2006-135, Kenai Recording District.
Located within the 1/4 Section 24, 19th, R11N, S4W, Kenai Peninsula Borough, Alaska.

Containing 27.087 AC.

SEGESSEY SURVEYS
30485 Rosland St.
Soldotna, AK 99669

APP. NO. 12370
APPROVED: [Signature] DATE: 2007
SCALE: 1"=100'
FIELD BOOK: 12-1
SHEET: 1 of 1



- NOTES:**
1. A building setback of 20ft. is required from all street right-of-ways unless a lesser standard is approved. By resolution of the appropriate planning board or commission, a variance may be granted.
 2. The plat is subject to the provisions of the Uniform Code of Ordinances which would otherwise apply with an easement which would otherwise be required.
 3. The natural meanders of ordinary high water from the limits of the lots adjoining the Kenal River Meander this survey is for computation only.
 4. P.C. Resolution 87-13: Parcel within this subdivision may be located within a designated flood hazard area. Each lot in the case, development must comply with title 21 chapter 09 of the Kenal Peninsula Borough Code of Ordinances. A survey to determine the elevation of the property may be required prior to construction.
 5. Kenal Recording District with effect this plat.
 6. No buildings permitted in peninsula portion of 1/4, 1/4, 1/4, and 1/4 E. of the Kenal River Meander.
 7. Natural meanders of ordinary high water subject to change by the Kenal River Meander.
 8. The tract 10 feet of the 20-foot building setback and the entire setback within 3 feet of the side lot line is a utility easement.
 9. Approximate location of C/L easement for underground electrical cables 5ft. each side of C/L. recorded Book 100 Page 360-363.
 10. No access to state maintained rights-of-way permitted unless approved by the State of Alaska Department of Transportation.
 11. Portions of this subdivision are within the Kenal Peninsula Borough, 50-Foot Autonomous Stream Habitat Protection Area. See Chapter 21.18 Borough Autonomous Stream Habitat Protection Area. See Chapter 21.18 Borough Code of Ordinances for restrictions that affect development in this subdivision.

PLAY APPROVAL
 This subdivision plat was approved by the Kenal Peninsula Borough Planning Commission at its meeting of March 11, 2008 at Kenal Peninsula Borough, Alaska by [Signature] Authorized Official

CERTIFICATION OF OWNERSHIP AND DEDICATION
 I hereby certify that I am the owner of the property shown and described hereon, and that I hereby adopt this plan of subdivision and by my true consent grant all easements to the use shown.

Mercedes A. Gibbs
 Mercedes A. Gibbs, Individually and as surviving spouse of William C. Gibbs, deceased.
 P.O. BOX 944
 BOLDOTNA, AK 99669

NOTARY'S ACKNOWLEDGEMENT
 Subscribed and sworn before me this 13 day of February, 2008
 At: Mercedes A. Gibbs

Notary Public for Alaska
[Signature]
 My Commission Expires 3/25/2011

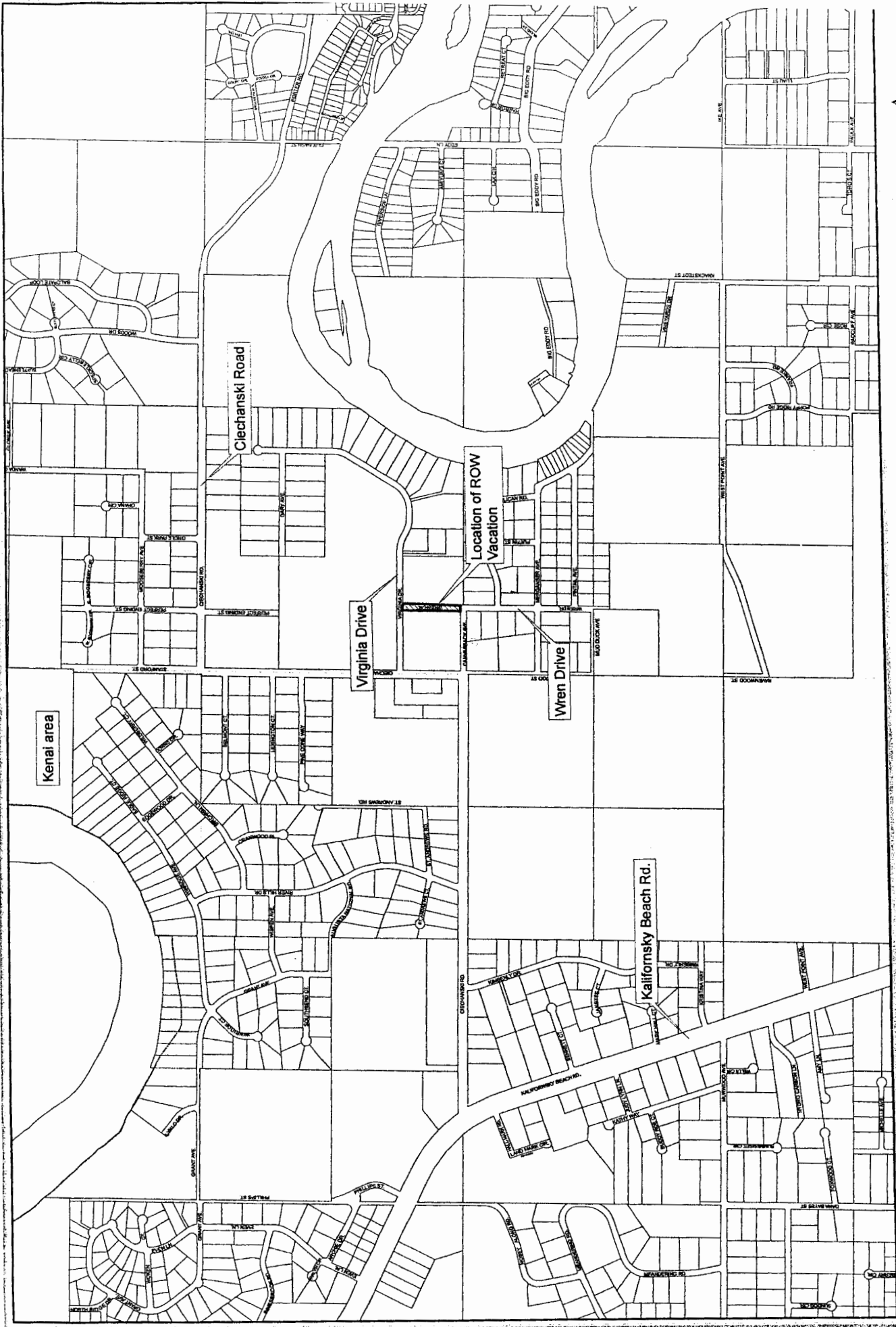
DIAMOND WILLOW ESTATES
SUBDIVISION PART-10
 Comprised of 50.656 acres: TRACT-1A (27.734 acres) of DIAMOND WILLOW ESTATES SUBD. PART-8 undivided Plat No. 2006-104, and 22.978 acres of the undivided remainder in the NW 1/4 of Section 24 T.3N, R.11W, S.M., Kenal Recording District, Kenal Peninsula Borough, Alaska.
 Owner: Mercedes A. Gibbs
 P.O. BOX 544
 BOLDOTNA, AK 99669
 DRAWN and SURVEYED: November, 2007
 Surveyor: Terry T. Eastham #7629-S
 P.O. BOX 2891 Soldotna, AK 99669
 SCALE: 1" = 200' N.P.B. Title No. 2007-194



LEGEND
 -> all easements shown
 -> 50-foot stream habitat protection area
 -> 5-foot stream habitat protection area
 -> 1/2" water table
 -> 1/4" water table
 -> 1/8" water table
 -> 1/16" water table
 -> 1/32" water table

Wastewater Disposal: Soil conditions, water table levels, and soil slopes in this subdivision have been found suitable for conventional on-site wastewater treatment and disposal systems serving single family of duplex residences, and meeting the regulatory requirements of the Kenal Peninsula Borough. Any other type of on-site wastewater treatment and disposal system must be designed by a professional engineer registered to practice in Alaska, and the design must be approved by the Alaska Department of Environmental Conservation.

[Signature]
 (Signature of Engineer)
 License No. CE 8340
 Date 5-31-08



Kenai area

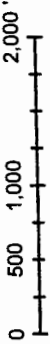
Clechanski Road

Virginia Drive

Location of ROW
Vacation

Wren Drive

Kaiiformsky Beach Rd.



Vicinity Map

The information depicted hereon is for a graphical location only. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.





Date: 9/20/2012



Vicinity Map

The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.





Kenai Peninsula Borough Planning Department
 144 North Binkley
 Soldotna, Alaska 99669-7599
 Toll free within the Borough 1-800-478-4441, extension 2200
 (907) 714-2200

RECEIVED

Petition to Vacate Public Right-of-Way / Section Line Easement
Public Hearing Required

KENAI PENINSULA BOROUGH
 PLANNING DEPARTMENT

Upon receipt of complete application with fees and all required attachments; a public hearing before the Planning Commission will be scheduled. The petition with all required information and attachments must be in the Planning Department at least 30 days prior to the preferred hearing date. By State Statute and Borough Code, the public hearing must be scheduled within 60 days of receipt of complete application.

- Fees - \$500 non-refundable fees to help defray costs of advertising public hearing. Plat fees will be in addition to vacation fees.
- City Advisory Planning Commission. Copy of minutes at which this item was acted on, along with a copy of City Staff Report.
- Name of public right-of-way proposed to be vacated is WREN DRIVE; dedicated by plat of DIAMOND WILLOW EST #10 Subdivision, filed as Plat No 2008-135 in KEWAI Recording District.
- Are there associated utility easements to be vacated? Yes No
- Are easements in use by any utility company, if so which? NO
- Easement for public road or right-of-way as set out in (specify type of document) _____ as recorded in Book _____ Page _____ of the _____ Recording District. (Copy of recorded document must be submitted with petition.)
- Section Line Easement. Width of easement must be shown on sketch.
- Submit three copies of plat or map showing area proposed to be vacated. Must not exceed 11x17 inches in size. In the case of public right-of-way the submittal must include a sketch showing which parcels the vacated area will be attached to. Proposed alternative dedication is to be shown and labeled on the sketch.
- Has right-of-way been fully or partially constructed? Yes No
- Is right-of-way used by vehicles / pedestrians / other? Yes No
- Has section line easement been constructed? Yes No
- Is section line easement being used? Yes No
- Is alternative right-of-way being provided? Yes No

The petitioner must provide reasonable justification for the vacation. Reason for vacating:

ROW CROSSES EXISTING GRAVEL PIT WHICH IS BEING FILLED
IN WITH ASSORTED FILL MATERIAL. IT IS UNLIKELY TO BE
CONSTRUCTED.

The petition must be signed (written signature) by owners of majority of the front feet of land fronting part of the right-of-way or section line easement proposed to be vacated. Each must include address and legal description of his / her property.

Submitted by: Signature John Segesser As Petitioner Representative
 Name JOHN SEGESSER
 Address 30485 ROSLAND ST
SOLDOTNA AK 99669
 Phone 262 3909

RECEIVED

SEP 17 2012

KENAI PENINSULA BOROUGH
 PLANNING DEPARTMENT

Petitioners:

Signature Mercedes A. Gibbs Signature _____
 Name Mercedes A. Gibbs Name _____
 Address P.O. Box 554 Address _____
Soldotna 99669

Owner of TRACTS A2 & A3 Owner of _____

Signature _____ Signature _____
 Name _____ Name _____
 Address _____ Address _____

Owner of _____ Owner of _____



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2200 • **FAX:** (907) 714-2378

Toll-free within the Borough: 1-800-478-4441, Ext. 2215

www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

November 7, 2012

KENAI PENINSULA BOROUGH PLANNING COMMISSION NOTICE OF DECISION

MEETING OF NOVEMBER 5, 2012

RE: Vacate a portion of Wren Drive, a 60-foot right-of-way centered between Tracts A2 and A3; and vacate any utility easements associated with this portion of Wren Drive as granted by Diamond Willow Estates Subdivision Part 10 (Plat KN 2008-135); within Section 24, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-159; Location: On Virginia Drive off Ciechanski Road

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2. No surrounding properties will be denied access.
3. Per the submittal, the right-of-way proposed for vacation crosses a gravel pit.
4. Per the submittal, the right-of-way proposed for vacation is not being used for access.
5. The right-of-way does not appear to be in use for utilities.
6. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
7. ACS and HEA have provided written comments of non-objection and/or no comment.
8. Per ENSTAR's September 26, 2012 letter and as-built drawing, their existing facilities are not within or near the right-of-way proposed for vacation.
9. The Plat Committee granted conditional approval to the associated preliminary plat on October 8, 2012.
10. KPB Roads Department commented that the proposed vacation is acceptable since it crosses a gravel pit that is partially backfilled with organics. The ROW is not needed for access.

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly. The proposed vacation will be forwarded to the Borough Assembly. The Assembly shall have 30 calendar days from the date of approval (November 5, 2012) in which to veto the Planning Commission decision. If the Planning Director receives no veto within the specified period, the Assembly shall be considered to have given consent to the vacation.

Please contact the Borough Clerk's office (907-714-2160 or 1-800-478-4441 toll-free within the borough) to verify the date the subject vacation will be reviewed by the Assembly.

This notice and unapproved minutes of the subject portion of the meeting were sent November 7, 2012 to:

Segesser Surveys
30485 Rosland St
Soldotna, AK 99669

Mercedes Gibbs
PO Box 554
Soldotna, AK 99669



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2200 • **FAX:** (907) 714-2378


Toll-free within the Borough: 1-800-478-4441, Ext. 2200

www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

M E M O R A N D U M

TO: Linda Murphy, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: Max Best, Planning Director 

DATE: November 7, 2012

SUBJECT: Vacate a portion of the cul-de-sac within Lot 7-A Block 3 at the west end of Amy Lane and any associated utility easement granted by M.D. Buckman Homestead Subdivision 1990 Addition (Plat KN 90-65); within Section 26, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-144; Location: West of Kalifornsky Beach Road, Soldotna area

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly.

During their regularly scheduled meeting of November 5, 2012 the Kenai Peninsula Borough Planning Commission granted approval of the vacation of a portion of the cul-de-sac within Lot 7-A Block 3 by unanimous consent based on the following findings of fact.

Findings

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. Per the submittal, the portion of Amy Lane proposed for vacation is not in use for access.
4. Per the submittal, the portion of Amy Lane proposed for vacation has not been constructed.
5. The portion of Amy Lane proposed for vacation does not appear to be in use for utilities.
6. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
7. To date, one utility company has provided a letter of non-objection.
8. The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.
9. The proposed vacation will remove only the bulb portion of the cul-de-sac at its present location.
10. The associated preliminary plat extends Amy Lane approximately 110 feet to the west and provides a new cul-de-sac bulb per KPB 20.20.090.
11. The petitioners own all parcels adjoining Amy Lane.
12. The Plat Committee granted an exception to cul-de-sac length on October 8, 2012.

This petition is being sent to you for your consideration and action. The Assembly has 30 days from November 5, 2012 in which to veto the decision of the Planning Commission. If the Commission receives no veto within the 30-day period, the decision of the Commission will stand.

Draft, unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

cc: petitioners' w/minutes only

AGENDA ITEM F. PUBLIC HEARINGS

1. Vacate a portion of the cul-de-sac within Lot 7-A Block 3 at the west end of Amy Lane and any associated utility easement granted by M.D. Buckman Homestead Subdivision 1990 Addition (Plat KN 90-65); within Section 26, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-144; Location: West of Kalifornsky Beach Road, Soldotna area

Staff Report given by Max Best

PC Meeting: 11/5/12

Purpose as stated in petition: Amy Lane is being extended further to the southwest with a new cul-de-sac being dedicated. This vacation will remove only the bulb portion of the cul-de-sac at its present location. The surveyor clarified via email on 10/23/12 that the easements extending from the right-of-way to the west boundary were to remain in place.

Petitioners: Edwin and Marianne Saltz of Soldotna, Alaska

Notification:

Public notice appeared in the October 25 and November 1, 2012 issues of the Peninsula Clarion.

Eight (8) certified mailings were sent to owners of property within 300 feet of the parcels. Six (6) receipts have been returned.

Fifteen (15) regular mailings were sent to agencies and interested parties. Six (6) notices were sent to KPB Departments. Notices were mailed to the Soldotna Post Office and Soldotna Community Library to be posted in public locations. The notice and maps were posted on the Borough bulletin board and Planning Department public hearing notice web site.

Comments Received:

Alaska Communications Systems: No objections.

KPB Floodplain Administrator: This property does not lie within the KPB regulatory floodplain and is not subject to KPB Chapter 21.06.

Staff Discussion:

The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.

Findings:

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. Per the submittal, the portion of Amy Lane proposed for vacation is not in use for access.
4. Per the submittal, the portion of Amy Lane proposed for vacation has not been constructed.
5. The portion of Amy Lane proposed for vacation does not appear to be in use for utilities.
6. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
7. To date, one utility company has provided a letter of non-objection.
8. The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.
9. The proposed vacation will remove only the bulb portion of the cul-de-sac at its present location.
10. The associated preliminary plat extends Amy Lane approximately 110 feet to the west and provides a new cul-de-sac bulb per KPB 20.20.090.
11. The petitioners own all parcels adjoining Amy Lane.
12. The Plat Committee granted an exception to cul-de-sac length on October 8, 2012.

STAFF RECOMMENDATION: Based on the above findings, staff recommends approval of the vacation as petitioned, subject to:

1. Submittal of a final plat in accordance with Chapter 20 of the KPB within one year of vacation approval.

If the vacation is approved, the Kenai Peninsula Borough Assembly has thirty days in which they may veto Planning Commission approval of the vacation.

DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].

END OF STAFF REPORT

Chairman Bryson opened the meeting for public comment noting no members from the public were in attendance at the meeting.

MOTION: Commissioner Martin moved, seconded by Commissioner Tauriainen to grant the vacation per staff recommendations and based on the following findings of fact.

Findings

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. Per the submittal, the portion of Amy Lane proposed for vacation is not in use for access.
4. Per the submittal, the portion of Amy Lane proposed for vacation has not been constructed.
5. The portion of Amy Lane proposed for vacation does not appear to be in use for utilities.
6. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
7. To date, one utility company has provided a letter of non-objection.
8. The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.
9. The proposed vacation will remove only the bulb portion of the cul-de-sac at its present location.
10. The associated preliminary plat extends Amy Lane approximately 110 feet to the west and provides a new cul-de-sac bulb per KPB 20.20.090.
11. The petitioners own all parcels adjoining Amy Lane.
12. The Plat Committee granted an exception to cul-de-sac length on October 8, 2012.

VOTE: The motion passed by unanimous consent.

BRYSON YES	CARLUCCIO YES	COLLINS YES	ECKLUND YES	FOSTER YES	GROSS YES	HOLSTEN ABSENT
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	TAURIAINEN YES	WHITNEY YES	12 YES 1 ABSENT

AGENDA ITEM F. PUBLIC HEARINGS

2. Vacate a portion of Wren Drive, a 60-foot right-of-way centered between Tracts A2 and A3; and vacate any utility easements associated with this portion of Wren Drive as granted by Diamond Willow Estates Subdivision Part 10 (Plat KN 2008-135); within Section 24, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-159; Location: On Virginia Drive off Ciechanski Road

Staff Report given by Max Best

PC Meeting: 11/5/12

AGENDA ITEM F. PUBLIC HEARINGS

1. Vacate a portion of the cul-de-sac within Lot 7-A Block 3 at the west end of Amy Lane and any associated utility easement granted by M.D. Buckman Homestead Subdivision 1990 Addition (Plat KN 90-65); within Section 26, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-144; Location: West of Kalifornsky Beach Road, Soldotna area

STAFF REPORT

PC Meeting: 11/5/12

Purpose as stated in petition: Amy Lane is being extended further to the southwest with a new cul-de-sac being dedicated. This vacation will remove only the bulb portion of the cul-de-sac at its present location. The surveyor clarified via email on 10/23/12 that the easements extending from the right-of-way to the west boundary were to remain in place.

Petitioners: Edwin and Marianne Saltz of Soldotna, Alaska

Notification:

Public notice appeared in the October 25 and November 1, 2012 issues of the Peninsula Clarion.

Eight (8) certified mailings were sent to owners of property within 300 feet of the parcels. Six (6) receipts have been returned.

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Comments Received:

Alaska Communications Systems: No objections.

KPB Floodplain Administrator: This property does not lie within the KPB regulatory floodplain and is not subject to KPB Chapter 21.06.

Staff Discussion:

The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.

Findings:

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. Per the submittal, the portion of Amy Lane proposed for vacation is not in use for access.
4. Per the submittal, the portion of Amy Lane proposed for vacation has not been constructed.
5. The portion of Amy Lane proposed for vacation does not appear to be in use for utilities.
6. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
7. To date, one utility company has provided a letter of non-objection.
8. The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.
9. The proposed vacation will remove only the bulb portion of the cul-de-sac at its present location.
10. The associated preliminary plat extends Amy Lane approximately 110 feet to the west and provides a new cul-de-sac bulb per KPB 20.20.090.
11. The petitioners own all parcels adjoining Amy Lane.
12. The Plat Committee granted an exception to cul-de-sac length on October 8, 2012.

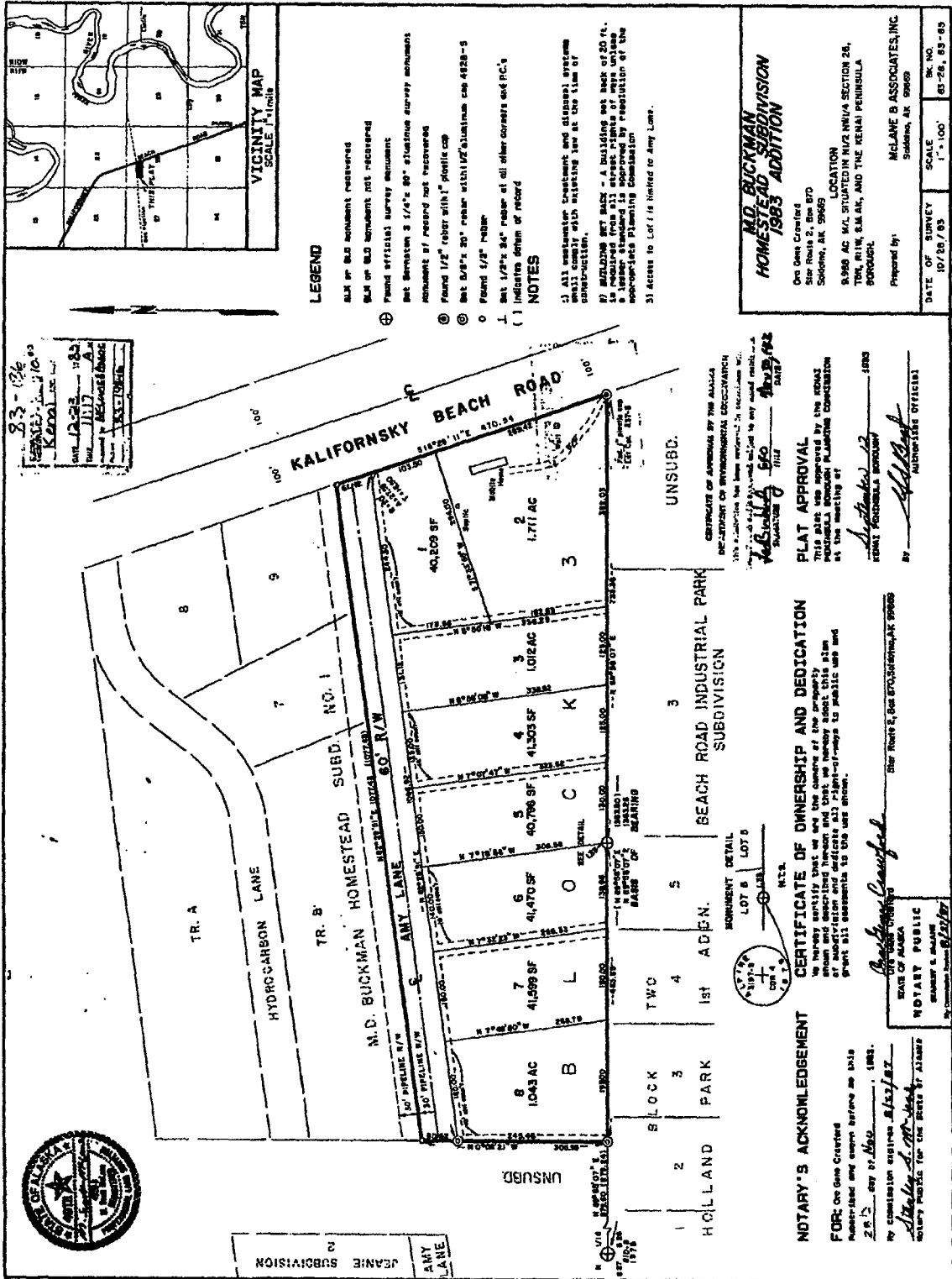
STAFF RECOMMENDATION: Based on the above findings, staff recommends approval of the vacation as petitioned, subject to:

1. Submittal of a final plat in accordance with Chapter 20 of the KPB within one year of vacation approval.

If the vacation is approved, the Kenai Peninsula Borough Assembly has thirty days in which they may veto Planning Commission approval of the vacation.

DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].

END OF STAFF REPORT

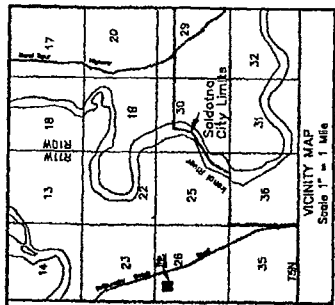




WASTEWATER: This subdivision is exempt from review from Subdivision Plan Review as defined by the State of Alaska Department of Environmental Conservation Wastewater Disposal Regulations 18 AAC 72.320.

Notarized Title of Alaska Department of Environmental Conservation Approving Official

Lot	Area	Acres	Area	Acres
Lot 1	0.25	0.25	0.25	0.25
Lot 2	0.25	0.25	0.25	0.25
Lot 3	0.25	0.25	0.25	0.25
Lot 4	0.25	0.25	0.25	0.25
Lot 5	0.25	0.25	0.25	0.25
Lot 6	0.25	0.25	0.25	0.25
Lot 7-A	0.25	0.25	0.25	0.25
Lot 8	0.25	0.25	0.25	0.25
Lot 9	0.25	0.25	0.25	0.25
Lot 10	0.25	0.25	0.25	0.25
Lot 11	0.25	0.25	0.25	0.25
Lot 12	0.25	0.25	0.25	0.25
Lot 13	0.25	0.25	0.25	0.25
Lot 14	0.25	0.25	0.25	0.25
Lot 15	0.25	0.25	0.25	0.25

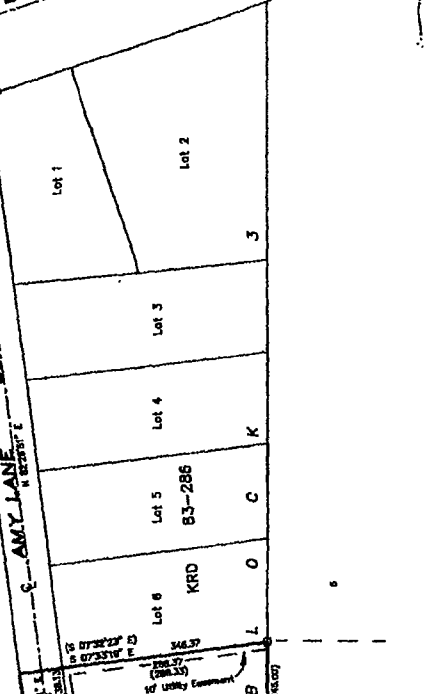


- LEGEND**
- Found 1/2" rubber
 - Found 1/4" rubber
 - Found 1" foundation egg attached to 3/4" rubber
 - Found 1/4" and utility easement located by the plat.
- NOTES**
- Water supply and sewage disposal systems shall be permitted only in accordance with applicable requirements of 18 AAC 70, 18 AAC 72, and 18 AAC 80.
 - BUILDING SET BACKS--A building set back of 20 ft. is required from all street rights-of-way unless a lesser standard is approved by resolution of the appropriate Planning Commission.
 - No direct access to state maintained ROWS permitted unless approved by State of Alaska Department of Transportation.
 - Record and found survey data agree unless noted otherwise.
 - RI ROW and utility easement locations were reported by the Kenai Peninsula Borough Planning Commission at the meeting of March 12, 1990.

KALIFORNISKY BEACH ROAD 200' R/W

M.D. BUCKMAN HOMESTEAD SUBDIVISION

AMY LANE 80' R/W



M.D. BUCKMAN HOMESTEAD SUBDIVISION 1990 ADDITION

A REPLAT OF LOTS 7 AND 8 BLOCK 3, M.D. BUCKMAN HOMESTEAD SUBDIVISION 1983 ADDITION & VACATION OF UTILITY EASEMENTS AND A PORTION OF AMY LANE R/W

Edwin and Marlene Soltz, owners
P.O. Box 747
Soldotna, Alaska 99669

2,420 ACRES M/A LOCATED IN THE N1/2 NW1/4 SECTION 26, T24N, R11W, S4M, ALASKA AND THE KENAI PENINSULA BOROUGH IN THE KENAI RECORDING DISTRICT.

Surveyed by: MCLANE AND ASSOCIATES
Soldotna, Alaska 99669

Date Surveyed	Scale	Sheet
10/28/90	1" = 100'	Drawing File
Drawn by mjb	Book No. 90-21-12	1 01 302203
Checked by mjm	Job No. 90-2003	K.P.B. File No.
		90015

PLAT APPROVAL

This plat was approved by the KENAI PENINSULA BOROUGH PLANNING COMMISSION at the meeting of

APR 11 1990

KENAI PENINSULA BOROUGH by
Richard J. ...
Municipal Director

CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of the property described herein and that we have accepted the plan of subdivision and dedicate all rights-of-way to public use and grant all easements to the job shown.

Edwin Soltz
Edwin Soltz
Marlene Soltz

NOTARY'S ACKNOWLEDGEMENT

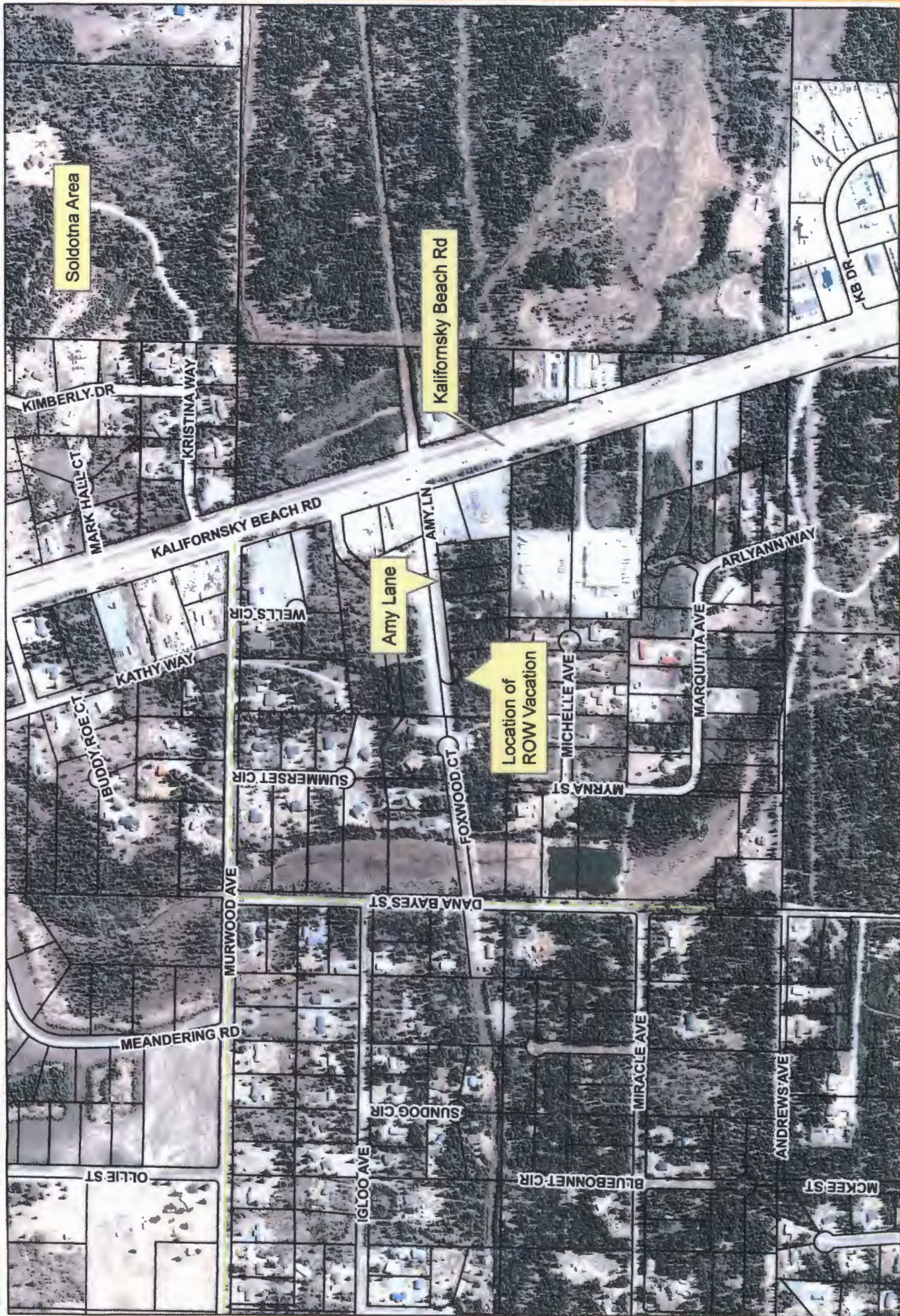
FOR: Edwin Soltz
Marlene Soltz

Subscribed and sworn before me this 11th day of March, 1990.

My commission expires 12/31/90

Edwin Soltz
Notary Public for the State of Alaska





Date: 9/10/2012

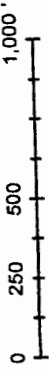
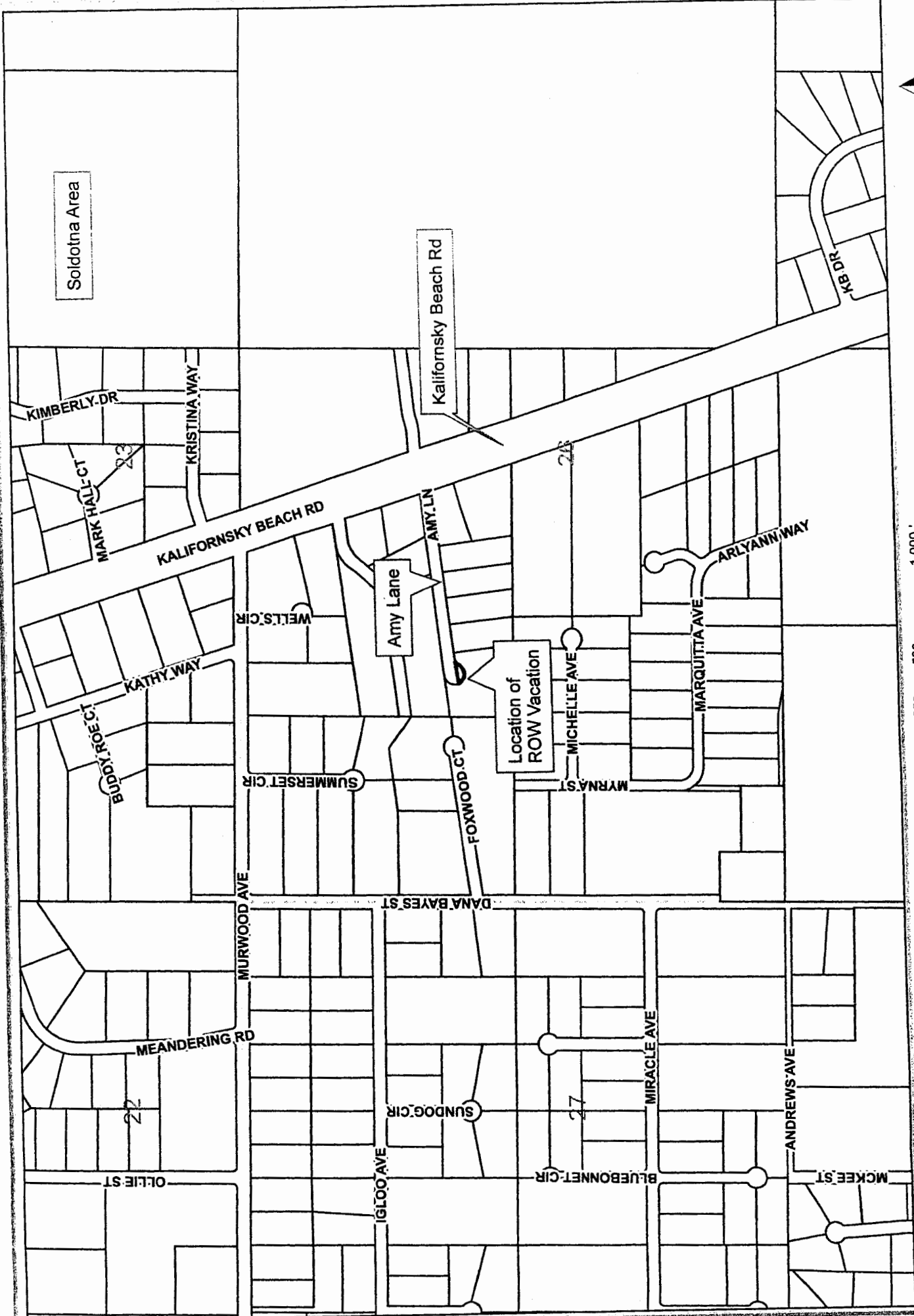
Vicinity Map

The information depicted herein is for informational purposes only of best available source. The Kasil Peninsula Borough assumes no responsibility for any errors on this map.





Date: 9/10/2012



Vicinity Map

The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



Voeller, Paul

From: shuff_integrity@alaska.net
Sent: Tuesday, October 23, 2012 11:53 PM
To: Voeller, Paul
Subject: Re: Amy Lane Vacations

Paul,

I just wanted to remove the easements that are adjoining the c-d-s. The easement from the bulb to the western boundary can remain in place.

Scott Huff

----- Reply message -----

From: "Voeller, Paul" <PVoeller@borough.kenai.ak.us>
Date: Tue, Oct 23, 2012 4:59 pm
Subject: Amy Lane Vacations
To: "Scott Huff" <shuff_integrity@alaska.net>

Hello Scott,

In doing my review of the staff reports for Nov. 5, I did notice some wording with the advertisement and petition for the subject vacation proceedings.

The advertisement states "... any associated utility easement granted by M.D. Buckman Homestead Subdivision 1990 Addition (Plat KN 90-65)" ... and there was one 15' utility easement granted with that plat that extended from the present location of the cul-de-sac west to the boundary of the subdivision(+/- 200 feet). So, in reading the statement, I am inclined this easement was intended to be vacated along with the bit of the c-d-s bulb that falls outside of the normal 60 foot r-o-w. Now for the problem:

* The only portion of the sketches that went out for comments had the c-d-s bulb highlighted and hatched. Not the utility easement too so there is a bit of ambiguity between the two.

It is my hopes you can clarify the intent of the petition as soon as you can. If the owner's and you wanted this utility easement vacated also we need to get this back to the utility provides ASAP for their comments.

Please let me know when you can, have a safe trip, and other than the above, enjoy your time away! I just passed Lofsdell down the hall for Max's signature so there is a big plus!

Later,

Paul Voeller

Platting Officer

Kenai Peninsula Borough

(907) 714-2212 Office

(907) 714-2378 Fax

Sweppy, Maria

From: Sweppy, Maria
Sent: Thursday, October 18, 2012 4:19 PM
To: Integrity Surveys
Subject: FW: M.D. Buckman Homestead Subdivision 2012 Addition

Hi Scott,

I am drafting the staff report for the proposed vacation of the cul-de-sac bulb for Amy Lane, which is scheduled for November 5 Planning Commission meeting. I notice the vacation petition didn't include the 20-foot utility easements along the former common lot lines as listed below. There's still time to submit a utility easement vacation petition and get it finalized before the end of the year, but I wouldn't wait too much longer.

Any easements of record must be shown and labeled on the final plat (20.16.130).

Maria

From: Scott Huff [mailto:shuff_integrity@alaska.net]
Sent: Friday, September 28, 2012 12:50 PM
To: Sweppy, Maria
Subject: RE: M.D. Buckman Homestead Subdivision 2012 Addition

Maria,

Yes, this would be a good time to remove those easements. I will be submitting a utility easement vacation application as soon as I can obtain the owner's signatures.

I would also like to ask for an exception to KPB 20.20.090 (Cul-de-sac length). The current cul-de-sac length is very close to the maximum allowable length. With this slight adjustment of the lot lines and ROW it will create a cul-de-sac length that is longer than allowed by KPB 20.20.090. This platting action will not be making a drastic change to the ROW alignment. The new cul-de-sac location will be located only +/- 130 from the previous cul-de-sac location. An exception to KPB 20.20.090 will allow this small modification to be made.

Thank you,

Scott Huff

From: Sweppy, Maria [mailto:MSWEPPY@borough.kenai.ak.us]
Sent: Wednesday, September 19, 2012 7:09 AM
To: Integrity Surveys
Subject: M.D. Buckman Homestead Subdivision 2012 Addition

Good soggy morning to you,

I'm drafting the staff report for M.D. Buckman Homestead Subdivision 2012 Addition.

I see you've got a petition to vacate the existing cul-de-sac bulb for Amy Lane. Does the owner want all those 20-foot utility easements along the lot lines common to former Lots 1/2/3, 4/5, and 6/7A per KN 83-286? Our mapping software doesn't show any utilities in the easements, but we don't have ACS lines and I'm not sure how up-to-date our HEA and ENSTAR layers are.

If the owner would like to eliminate some of these easements and/or relocate them along the new lot lines, now would be the time.

Have a good day!

Maria



Kenai Peninsula Borough Planning Department
 144 North Binkley
 Soldotna, Alaska 99669-7599
 Toll free within the Borough 1-800-478-4441, extension 2200
 (907) 714-2200

RECEIVED

SEP 13 2007

Petition to Vacate Public Right-of-Way / Section Line Easement
Public Hearing Required

KENAI PENINSULA BOROUGH
 PLANNING DEPARTMENT

Upon receipt of complete application with fees and all required attachments; a public hearing before the Planning Commission will be scheduled. The petition with all required information and attachments must be in the Planning Department at least 30 days prior to the preferred hearing date. By State Statute and Borough Code, the public hearing must be scheduled within 60 days of receipt of complete application.

- Fees - \$500 non-refundable fees to help defray costs of advertising public hearing. Plat fees will be in addition to vacation fees.
 - City Advisory Planning Commission. Copy of minutes at which this item was acted on, along with a copy of City Staff Report.
 - Name of public right-of-way proposed to be vacated is portion of Amy Lane; dedicated by plat of M.D. Buckman Homestead Subd. 1990 Addn Subdivision, filed as Plat No. 90-65 in Kenai Recording District.
 - Are there associated utility easements to be vacated? Yes No
 - Are easements in use by any utility company, if so which? _____
 - Easement for public road or right-of-way as set out in (specify type of document) _____ as recorded in Book _____ Page _____ of the _____ Recording District. (Copy of recorded document must be submitted with petition.)
 - Section Line Easement. Width of easement must be shown on sketch.
 - Submit three copies of plat or map showing area proposed to be vacated. Must not exceed 11x17 inches in size. In the case of public right-of-way the submittal must include a sketch showing which parcels the vacated area will be attached to. Proposed alternative dedication is to be shown and labeled on the sketch.
- Has right-of-way been fully or partially constructed? Yes No
 Is right-of-way used by vehicles / pedestrians / other? Yes No
 Has section line easement been constructed? Yes No
 Is section line easement being used? Yes No
 Is alternative right-of-way being provided? Yes No

The petitioner must provide reasonable justification for the vacation. Reason for vacating:
Amy Lane is being extended further to the southwest with a new cul-de-sac being dedicated. This vacation will remove only the bulb portion of the cul-de-sac at it's present location.

The petition must be signed (written signature) by owners of majority of the front feet of land fronting part of the right-of-way or section line easement proposed to be vacated. Each must include address and legal description of his / her property.

Submitted by: Signature Scott Huff As Petitioner Representative
 Name Scott Huff (Integrity Surveys)
 Address 43335 K-Beach Rd
Suite 10
Soldotna, AK 99669
 Phone 262-5573

Petitioners:

Signature _____
 Name Marianne Saltz
 Address PO Box 747
Soldotna, AK 99669

Signature Edwin Saltz
 Name Edwin Saltz
 Address PO Box 747
Soldotna, AK 99669

Owner of Lot 7-A

Owner of Lot 7-A

Signature _____
 Name _____
 Address _____

Signature _____
 Name _____
 Address _____

Owner of _____

Owner of _____

6744

Voeller, Paul

From: Giefer, Joe (DFG) [joe.giefer@alaska.gov]
ent: Friday, November 02, 2012 2:16 PM
o: Voeller, Paul
Cc: Fink, Mark J (DFG)
Subject: KPB #2012-144: Proposed Vacation - Cul-de-sac@Amy Lane

Paul,

The Alaska Department of Fish & Game (ADF&G) has reviewed the proposed vacation of a portion of the cul-de-sac at the west end of Amy Lane and any associated utility easement, located in Section 26, T. 5 N., R. 11 W., S.M., AK. There do not appear to be any actions that would block or remove public access to public lands or waters. ADF&G has no objection to the vacation as proposed. Thank you for the opportunity to review and comment on this proposal. If you have questions or would like to discuss this further, please feel free to call or email me.

Joe Giefer

Habitat Biologist

Alaska Dept. of Fish & Game

Division of Sport Fish

Statewide Access Defense

333 Raspberry Road, Anchorage AK 99518

907-267-2336



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2200 • **FAX:** (907) 714-2378

Toll-free within the Borough: 1-800-478-4441, Ext. 2215

www.borough.kenai.ak.us

**MIKE NAVARRE
BOROUGH MAYOR**

November 7, 2012

KENAI PENINSULA BOROUGH PLANNING COMMISSION NOTICE OF DECISION

MEETING OF NOVEMBER 5, 2012

RE: Vacate a portion of the cul-de-sac within Lot 7-A Block 3 at the west end of Amy Lane and any associated utility easement granted by M.D. Buckman Homestead Subdivision 1990 Addition (Plat KN 90-65); within Section 26, Township 5 North, Range 11 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2012-144; Location: West of Kalifornsky Beach Road, Soldotna area

During their regularly scheduled meeting of November 5, 2012 the Kenai Peninsula Borough Planning Commission granted approval of the vacation of a portion of the cul-de-sac within Lot 7-A Block 3 by unanimous consent based on the following findings of fact.

Findings

1. Sufficient rights-of-way exist to serve surrounding properties.
2. No surrounding properties will be denied access.
3. Per the submittal, the portion of Amy Lane proposed for vacation is not in use for access.
4. Per the submittal, the portion of Amy Lane proposed for vacation has not been constructed.
5. The portion of Amy Lane proposed for vacation does not appear to be in use for utilities.
6. All subdivision plats finalizing vacations are sent to utility companies for review and easement requirements.
7. To date, one utility company has provided a letter of non-objection.
8. The Plat Committee granted conditional approval to the preliminary plat on October 8, 2012.
9. The proposed vacation will remove only the bulb portion of the cul-de-sac at its present location.
10. The associated preliminary plat extends Amy Lane approximately 110 feet to the west and provides a new cul-de-sac bulb per KPB 20.20.090.
11. The petitioners own all parcels adjoining Amy Lane.
12. The Plat Committee granted an exception to cul-de-sac length on October 8, 2012.

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly. The proposed vacation will be forwarded to the Borough Assembly. The Assembly shall have 30 calendar days from the date of approval (November 5, 2012) in which to veto the Planning Commission decision. If the Planning Director receives no veto within the specified period, the Assembly shall be considered to have given consent to the vacation.

Please contact the Borough Clerk's office (907-714-2160 or 1-800-478-4441 toll-free within the borough) to verify the date the subject vacation will be reviewed by the Assembly.

This notice and unapproved minutes of the subject portion of the meeting were sent November 7, 2012 to:

Integrity Surveys
820 Set Net Drive
Kenai, AK 99611

Edwin & Marianne Saltz
PO Box 747
Soldotna, AK 99669-0747

Kenai Peninsula Borough Assembly Committees 2012 – 2013

ASSEMBLY COMMITTEES

- **Finance Committee**
Charlie Pierce, Chair
Bill Smith, Vice Chair
Kelly Wolf
- **Lands Committee**
Ray Tauriainen, Chair
Sue McClure, Vice Chair
Brent Johnson
- **Policies & Procedures Committee**
Mako Haggerty, Chair
Brent Johnson, Vice Chair
Hal Smalley
- **Legislative Committee**
Kelly Wolf, Chair
Hal Smalley, Vice Chair
All Assembly Members
- **President Pro Tem**
Charlie Pierce

OTHER BOROUGH COMMITTEES

- **School Board**
Brent Johnson

SERVICE AREA BOARD LIAISONS

- **Anchor Point Fire & EMS** - Mako Haggerty
- **Bear Creek Fire** - Sue McClure
- **CES/CPEMS** - Brent Johnson
- **Central Peninsula General Hospital**
Kelly Wolf, Charlie Pierce, Linda Murphy
- **Kachemak Emergency Service Area**
Mako Haggerty
- **KPB Roads**
Kelly Wolf, Charlie Pierce
- **Lowell Point Emergency SA** - Sue McClure
- **Nikiski Seniors** - Ray Tauriainen
- **Nikiski Fire** - Ray Tauriainen
- **North Peninsula Recreation** - Ray Tauriainen
- **Seward/Bear Creek Flood SA** - Sue McClure
- **South Peninsula Hospital** - Mako Haggerty,
Bill Smith

NON-BOROUGH COMMITTEES

- **Cook Inlet Aquaculture**
Brent Johnson
- **Cook Inlet R.C.A.C.**
Grace Merkes, Term Expires March, 2014
- **Economic Development District**
Linda Murphy, Term Expires 12/31/13
Hal Smalley, Term Expires 12/31/14
- **Kenai Peninsula College Council**
Hal Smalley, Term Expires 06/30/14
- **Kenai River Special Management Area
Advisory Board**
Brent Johnson
- **Prince William Sound R.C.A.C.**
Blake Johnson, Term Expires May, 2013