



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Agenda Assembly

*Brent Hibbert, President*  
*Brent Johnson, Vice President*  
*Jesse Bjorkman*  
*Kenn Carpenter*  
*Lane Chesley*  
*Tyson Cox*  
*Richard Derkevorkian*  
*Willy Dunne*  
*Bill Elam*

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Tuesday, September 7, 2021

6:00 PM

Betty J. Glick Assembly Chambers

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**Zoom ID: 938 6524 5999 Passcode: 886199**

Zoom ID: 938 6524 5999 Passcode: 886199

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

*Any invocation that may be offered at the beginning of the assembly meeting shall be a voluntary offering of a private person, to and for the benefit of the assembly. No member of the community is required to attend or participate in the invocation.*

[Clerk's Note: The invocation will be offered by Willy Dunne.]

### ROLL CALL

### COMMITTEE REPORTS

### 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. Public testimony will be taken. 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.)*

**ACTION ITEMS CURRENTLY ON CONSENT AGENDA:**

KPB 3484 – August 17, 2021 Regular Assembly Meeting Minutes  
Resolution 2021-065 – Accepting 1,548.02 for Emergency Mgmt  
Resolution 2021-066 – Alaska Court System Agreement  
Resolution 2021-069 – Accepting \$160,000 for Emergency Mgmt  
Resolution 2021-070 – Amending COVID Spending Plan  
Resolution 2021-071 – 911 Com Center City of Soldotna Agreement  
Resolution 2021-067 – Declaring Borough an Inclusive Community  
Resolution 2021-068 – Acknowledging National Recovery Month  
Ordinance 2021-19-11 – Appropriating funds for 911 Com Center  
Ordinance 2021-34 – Late File Senior Citizen Exemption  
Ordinance 2021-35 – Smoking Prohibition  
KPB 3462 – Naptown Brewing New Brewery License  
KPB 3466 – Kachemak Bay APC Appointments  
KPB 3467 – Anchor Point APC Appointment

**ACTION ITEMS ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA:**

Ordinance 2021-19-10 – Accepting \$18,000 from State of Alaska for Emergency Mgmt  
Ordinance 2021-33 – Late File Farm Use Deferment Application

**APPROVAL OF MINUTES**

- \*1. [KPB-3484](#) August 17, 2021 Regular Assembly Meeting Minutes  
*Attachments:* [August 17, 2021 Regular Assembly Meeting Minutes](#)

**COMMENDING RESOLUTIONS AND PROCLAMATIONS****PRESENTATIONS WITH PRIOR NOTICE**

*(20 minutes total)*

1. [KPB-3486](#) Alaska Christian College Update, Keith Hamilton (10 Minutes)
2. [KPB-3487](#) Kenai Peninsula Economic Development District Quarterly Report, Tim Dillon, Executive Director (10 Minutes)

**PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

*(3 minutes per speaker; 20 minutes aggregate)*

**ITEMS NOT COMPLETED FROM PRIOR AGENDA****PUBLIC HEARINGS ON ORDINANCES**

*(Testimony limited to 3 minutes per speaker)*

## Ordinances referred to Finance Committee

1. [2021-19-10](#) An Ordinance Accepting and Appropriating an Additional \$18,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Incident Management Training (Mayor)

*Attachments:* [Ordinance 2021-19-10](#)  
[Memo](#)  
[Grant Award Amendment Letter](#)

2. [2021-33](#) An Ordinance Authorizing the Assessor to Accept One Late Filed Farm Use Deferment Application for 2021 and Providing an Exception to KPB 5.12.040(B) (Mayor)

*Attachments:* [Ordinance 2021-33](#)  
[Memo](#)  
[Applicaiton](#)

**UNFINISHED BUSINESS**

## 1. Postponed Items

## Unfinished Business referred to Lands Committee

- a. [2021-28](#) An Ordinance Authorizing a Lease to Robert Gibson, dba Alaska Land and Cattle Company of Approximately 280 Acres of Borough Land in the Basargin Road Area for Agricultural Use (Mayor)

*Attachments:* [Ordinance 2021-28](#)  
[Memo](#)  
[Advisory Board Recommendations 080321](#)  
[Department Memo and Applicant Amendment 090721](#)  
[Ak Land & Cattle MAP](#)  
[AK Land & Cattle Rate MAP](#)  
[Lease](#)  
[Farm and Rangeland Development Plan](#)

**NEW BUSINESS**

## 1. Resolutions

## Resolutions referred to Finance Committee

- \*a. [2021-065](#) A Resolution Accepting \$1,548.02 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Emergency Management Operations during Fiscal Year 2020/2021 (Mayor)

Attachments: [Resolution 2021-065](#)  
[Memo](#)  
[Grant Award Letter](#)  
[Reference Copy Resolution 2020-050](#)

- \*b. [2021-066](#) A Resolution Approving an Agreement for Transfer of Delinquent Fines and Other Debts for Collection in Minor Offense Cases Between the Alaska Court System and the Kenai Peninsula Borough (Mayor)

Attachments: [Resolution 2021-066](#)  
[Memo](#)  
[Court System MOU](#)  
[Reference Copy Ordinance 2020-10](#)  
[Reference Copy Ordinance 2019-39](#)

- \*c. [2021-069](#) A Resolution Accepting \$160,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Emergency Management Operations during Fiscal Year 2020/2021 (Mayor)

Attachments: [Resolution 2021-069](#)  
[Memo](#)  
[Grant Award Letter](#)

- \*d. [2021-070](#) A Resolution Amending the Spending Plan for the COVID-19 Community Funding Program to Purchase Personal Protection Equipment, Supplement Funding to Central Peninsula Hospital and South Peninsula Hospital for Prevention and Treatment of COVID-19, and Harden North Peninsula and Seldovia Recreation Facilities to Ensure Future Use in Case of an Emergency (Mayor)

Attachments: [Resolution 2021-070](#)  
[Memo](#)  
[21VAC Rewrite](#)  
[Reference Copy Ordinance 2020-19-25](#)

Resolutions referred to Policies and Procedures Committee



- \*e. [2021-071](#) Authorizing the Mayor to Execute an Agreement with the City of Soldotna for Services Provided by the Borough through the Soldotna Public Safety Communications Center (Mayor)

Attachments: [Resolution 2021-071](#)  
[Memo](#)  
[Signed 911 agreement](#)

Resolutions referred to Legislative Committee

- \*f. [2021-067](#) A Resolution Declaring the Kenai Peninsula Borough to be an Inclusive Community where Citizens are Treated Equally and Empowered with Free Choice (Mayor, Bjorkman, Derkevorkian, Elam)

Attachments: [Resolution 2021-067](#)  
[Memo](#)

- \*g. [2021-068](#) A Resolution Acknowledging the Southern Kenai Peninsula Opioid Task Force and Encouraging Kenai Peninsula Borough Residents to Participate in National Recovery Month (Dunne)

Attachments: [Resolution 2021-068](#)

2. Ordinances for Introduction

Ordinances for Introduction and referred to the Finance Committee

- \*a. [2021-19-11](#) An Ordinance Appropriating Funds to Purchase Capital Computer Equipment for the 911 Soldotna Public Safety Communications Center (Mayor) (Hearing on 09/21/21)

Attachments: [Ordinance 2021-19-11](#)  
[Memo](#)

- \*b. [2021-34](#) An Ordinance Authorizing the Assessor to Accept One Late -Filed Senior Citizen Exemption Application for 2021 Filed after March 21 and Providing an Exception to KP.B 5.12.040(B) (Mayor) (Hearing on 09/21/21)

Attachments: [Ordinance 2021-34](#)  
[Memo](#)  
[Curry Late Filed Senior Exempt](#)

Ordinances for Introduction and referred to the Policies and Procedures Committee

- \*c. [2021-35](#) An Ordinance Amending KPB 10.08 to Prohibit Smoking in all Kenai Peninsula Borough Buildings and Vehicles, and Amending KPB 1.24.090 the Minor Offense Penalty Schedule (Johnson) (Hearing on 10/12/21)

Attachments: [Ordinance 2021-35](#)  
[Memo](#)  
[Reference Copy Ordinance 80-67](#)

### 3. Other

- \*a. [KPB-3462](#) Approving a Letter of Non-Objection to the Issuance of the New Brewery License as Requested by Naptown Brewing, License No. 5981

Attachments: [5981 - Complete Application](#)  
[5981 - Memo to Assembly](#)  
[5981 - Planning Memo to Assembly & Aerial Map](#)

Other items referred to Policies and Procedures Committee

- \*c. [KPB-3466](#) Confirming the Appointment to the Kenai Peninsula Kachemak Bay Advisory Planning Commission (Mayor)

Owen Meyer, Seat C, Term Expires September 30, 2021  
Courtney Cox Brod, Seat D, Term Expires September 30, 2021

Attachments: [Appointments](#)

- \*d. [KPB-3467](#) Confirming the Appointment to the Kenai Peninsula Anchor Point Advisory Planning Commission (Mayor)

Mary Trimble, Seat C, Term Expires September 30, 2021

Attachments: [Appointment](#)

## MAYOR'S REPORT

[KPB-3470](#) Mayor's Report Cover Memo

Attachments: [Cover Memo](#)

1. Assembly Requests/Responses - None.
2. Agreements and Contracts

- a. [KPB-3471](#) Central Emergency Services Purchasing Request for Ambulance Gurney System  
*Attachments:* [CES Purchasing Request](#)
- b. [KPB-3472](#) Human Resources Sole Source Waiver “Onboard” from NeoGov  
*Attachments:* [HR Sole Source](#)
- c. [KPB-3473](#) Authorization to Award a Contract for ITB22-004 North Peninsula Recreation Service Area Hydronic Piping Upgrade to Superior Plumbing and Heating, Anchorage, Alaska  
*Attachments:* [Authorization to Award ITB22-004](#)
- d. [KPB-3474](#) Authorization to Award a Contract for ITB22-002 Nikiski Fire Station #1 Bay Exhaust System to Consolidated Contracting and Engineering, LLC., Anchorage, Alaska  
*Attachments:* [Authorization to Award ITB22-002](#)
- e. [KPB-3475](#) Authorization to Award a Contract for ITB22-003 Nikiski Fire Station #2 Lighting Upgrades to Huffer Electric, Inc., Soldotna, Alaska  
*Attachments:* [Authorization to Award ITB22-003](#)
- f. [KPB-3476](#) Solid Waste Department Sole Source Waiver to SouthCentral Construction, Inc.  
*Attachments:* [SouthCentral Construction Sole Source](#)
- g. [KPB-3477](#) Self-Contained Breathing Apparatus (SCBA) Purchase under HGAC Contract No. EE08-19 Emergency Medical and Rescue Equipment from Sea Western, Firefighting Equipment Inc.  
*Attachments:* [Self Contained Breathing Apparatus Purchase](#)
3. Other
- a. [KPB-3478](#) Investment Report Quarter Ended 06/30/21  
*Attachments:* [Investment Report](#)
- b. [KPB-3479](#) Revenue-Expenditure Report  
*Attachments:* [Revenue-Expenditure Report July 2021](#)
- c. [KPB-3480](#) Budget Revisions - July 2012  
*Attachments:* [Budget Revisions - July 2021](#)

- d. [KPB-3481](#) Capital Project Reports - June 30, 2021

Attachments: [Capital Project Reports](#)

- e. [KPB-3482](#) Tax Adjustment Request Approval

Attachments: [Tax Adjustment Request Approval](#)

## **PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

### **ASSEMBLY COMMENTS**

### **PENDING LEGISLATION**

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

## **INFORMATIONAL MATERIALS AND REPORTS**

### **ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. 1. September 21, 2021 Regular Assembly Meeting

6:00 PM Betty J. Glick Assembly Chambers

Borough Administration Building Remote participation available through Zoom Meeting ID:

938 6524 5999 Passcode: 886199

### **ADJOURNMENT**

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

*The meeting will be held through Zoom, the Meeting ID: 938 6524 5999 Passcode: 886199 and in-person from the Betty J. Glick Assembly Chambers, Borough Administration Building, Soldotna, Alaska. COVID-19 mitigation protocols will be observed. To join the meeting from a computer, visit <https://zoom.us/j/93865245999>. To attend the Zoom meeting by telephone call toll free 1-888-788-0099 or 1-877-853-5247 and enter the Meeting ID: 938 6524 5999 Passcode: 886199. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at [kpb.us](http://kpb.us): "Meeting and Public Notices" "Current Assembly Agenda".*

*Copies of the agenda and ordinances to be considered can be viewed on the website referenced above or at the Public Bulletin Board located on the window right of the double doors in the back of the Borough Administration Building. 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.kpb.us](http://www.kpb.us) for copies of the agenda, meeting summaries, ordinances and resolutions.*



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Minutes

### Assembly

*Brent Hibbert, President*

*Brent Johnson, Vice President*

*Jesse Bjorkman*

*Kenn Carpenter*

*Lane Chesley*

*Tyson Cox*

*Richard Derkevorkian*

*Willy Dunne*

*Bill Elam*

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Tuesday, August 17, 2021

6:00 PM

Betty J. Glick Assembly Chambers

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**Zoom ID: 938 6524 5999 Passcode: 886199**

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

[Clerk's Note: The invocation was given by Debbie Hamilton.]

### ROLL CALL

**Present:** 8 - Jesse Bjorkman, Kenn Carpenter, Tyson Cox, Willy Dunne, Brent Hibbert, Brent Johnson, Bill Elam, and Lane Chesley

**Excused:** 1 - Richard Derkevorkian

Also present were:

Charlie Pierce, Borough Mayor

Aaron Rhoades, Chief of Staff

Brandi Harbaugh, Borough Finance Director

Patty Burley, Acting Borough Attorney

Johni Blankenship, Borough Clerk

Michele Turner, Deputy Borough Clerk

### COMMITTEE REPORTS

Assembly Member Cox stated the Finance Committee met and discussed its agenda items.

Vice President Johnson stated the Lands Committee met and discussed its agenda items.

Assembly Member Bjorkman stated the Policies and Procedures Committee met and discussed its agenda items.

Vice President Johnson stated the Legislative Committee met and discussed its agenda items.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

[KPB-3428](#) August 3, 2021 Regular Assembly Meeting Minutes  
**approved.**

[2020-19-37](#) An Ordinance to Record FY2021 Expenditures Paid by the State of Alaska Department of Administration, Division of Retirement & Benefits on Behalf of the Kenai Peninsula Borough toward the Borough’s Unfunded PERS Liability (Mayor)

[Clerk's Note: Amend Section 1 to read, "That FY20021 revenue budgets are increased by the following amounts to reflect funds the Department of Administration, Division of Retirement and Benefits received on behalf o the Kenai Peninsula Borough:

- Fund | Amount
- General Fund | 651,920.00
- Nikiski Fire Service Area | 187,347.00
- Bear Creek Fire Service Area | 11,143.00
- Western Emergency Service Area | 41,213.00
- Central Emergency Services | 320,279.00
- Kachemak Emergency Service Area | 25,545.00
- North Peninsula Recreation Service Area | 48,430.00
- Road Service Area | 48,541.00
- School Maintenance | 271,341.00
- Land Trust | 24,734.00
- Seward Bear Creek Flood Service Area | 8,441.00
- 911 Emergency Communications | 106,985.00
- Solid Waste | 90,803.00
- Risk Management | 27,590.00
- 1,864,312.00"

Section 2 to read, "That \$1,864,312.00 is appropriated to the following accounts:

- Fund | Department | Project | Object | Amount
- 100 | 11120 | 00000 | 40221 | 25,182.00
- 100 | 11140 | 00000 | 40221 | 11,240.00
- 100 | 11210 | 00000 | 40221 | 33,911.00
- 100 | 11227 | 00000 | 40221 | 58,364.00
- 100 | 11230 | 00000 | 40221 | 31,419.00

100 | 11231 | 00000 | 40221 | 78,878.00  
 100 | 11232 | 00000 | 40221 | 19,978.00  
 100 | 11233 | 00000 | 40221 | 4,735.00  
 100 | 11235 | 00000 | 40221 | 6,583.00  
 100 | 11250 | 00000 | 40221 | 30,946.00  
 100 | 11310 | 00000 | 40221 | 41,655.00  
 100 | 11410 | 00000 | 40221 | 22,721.00  
 100 | 11430 | 00000 | 40221 | 44,941.00  
 100 | 11440 | 00000 | 40221 | 34,465.00  
 100 | 11441 | 00000 | 40221 | 21,402.00  
 100 | 11510 | 00000 | 40221 | 49,688.00  
 100 | 11520 | 00000 | 40221 | 73,832.00  
 100 | 21110 | 00000 | 40221 | 41,048.00  
 100 | 21135 | 00000 | 40221 | 20,932.00  
 206 | 51110 | 00000 | 40221 | 187,347.00  
 207 | 51210 | 00000 | 40221 | 11,143.00  
 209 | 51410 | 00000 | 40221 | 41,213.00  
 211 | 51610 | 00000 | 40221 | 320,279.00  
 212 | 51810 | 00000 | 40221 | 25,545.00  
 225 | 61110 | 00000 | 40221 | 48,430.00  
 236 | 33950 | 00000 | 40221 | 48,541.00  
 241 | 11235 | 00000 | 40221 | 5,616.00  
 241 | 41010 | 00000 | 40221 | 265,725.00  
 250 | 21210 | 00000 | 40221 | 24,734.00  
 259 | 21212 | 00000 | 40221 | 8,441.00  
 264 | 11255 | 00000 | 40221 | 106,985.00  
 290 | 32010 | 00000 | 40221 | 30,286.00  
 290 | 32122 | 00000 | 40221 | 60,517.00  
 700 | 11234 | 00000 | 40221 | 27,590.00  
1,864,312.00"

**This Budget Ordinance was enacted as amended.**

[2021-19-06](#) An Ordinance Appropriating Funds to the Legal Department for the Costs and Fees Associated with Hiring Outside Counsel to Represent the Kenai Peninsula Borough in an Appeal from an Administrative Agency (Mayor)

**This Budget Ordinance was enacted.**

[2021-19-07](#) An Ordinance Appropriating \$330,000 from the Insurance and Litigation Unrestricted Net Position for Additional Cost of Insurance Premium for FY2022 (Mayor)

**This Budget Ordinance was enacted.**

- [2021-19-08](#) An Ordinance Approving and Accepting \$11,403,341 from the U.S. Department of Treasury, Coronavirus State and Local Fiscal Recovery Funds Established by the American Rescue Plan Act of 2021 (Mayor)  
**This Budget Ordinance was enacted.**
- [2021-19-09](#) An Ordinance Appropriating Funds for the Construction of the Western Emergency Service Area Emergency Fire Water Fill Site Project (Mayor)  
**This Budget Ordinance was enacted.**
- [2021-29](#) An Ordinance Authorizing the Assessor to Accept One Late-Filed Senior Exemption Application for 2021 Filed After March 31 and Providing an Exception to KPB 5.12.040(B) (Mayor)  
**This Ordinance was enacted.**
- [2021-30](#) An Ordinance Authorizing the Assessor to Accept One Late-Filed Religious Exemption Application for 2021 and Providing an Exception to KPB 5.12.040(B) (Mayor)  
**This Ordinance was enacted.**
- [2021-31](#) An Ordinance Authorizing an Amendment to a Master Land Lease Development Agreement with Alaska Department of Transportation and Public Facilities in Support of the Sterling Highway MP 45-60 Construction Project Near Cooper Landing to Include a Staging Area at Tract C Quartz Creek Subdivision and Appraisal Provisions (Mayor)  
**This Ordinance was enacted.**
- [2021-32](#) An Ordinance Authorizing a Negotiated Lease at Fair Market Value with Edward and Kathleen Martin, dba Cozy Inn, in Kenai for a Parking Area (Mayor)  
[Clerk's Note: The title was amended to read, "An Ordinance Authorizing a Negotiated Lease at Fair Market Value with Edward and Kathleen Martin, DBA Cozy Inn, 702 Lawton Drive, [IN] Kenai, Alaska for a Parking Area.]  
**This Ordinance was enacted as amended.**
- [2021-060](#) A Resolution Supporting the Alaska Remote Sellers Sales Tax Commission's Proposed Interpretation of the Definition of Point of Delivery as it Relates to Sourcing for Sales Levied on Services (Mayor)  
[Clerk's Note: A new Section 2 to read as follows, "That the assembly recommends that the Alaska Remote Sellers Sales Tax Commission begin an audit and compliance"]



program to ensure not only revenue collection but compliant revenue collection."

and a new Section 3 to read, "That the assembly supports increasing the obligation to collect tax threshold from \$100,000 to \$250,000 to relieve the burden on small business owners providing remote sales in the State of Alaska."

Renumber the remaining sections accordingly.]

**This Resolution was adopted as amended.**

[2021-061](#)

A Resolution Authorizing the Kenai Peninsula Borough Mayor to Enter into a Sole Source Contract with Laerdal Medical Corporation for the Purchase of EMS Training Simulator Mannequins (Mayor)

**This Resolution was adopted.**

[2021-062](#)

Approving a Quarterly Update to the Borough Retention Schedule (Hibbert at the Request of the Borough Clerk)

**This Resolution was adopted.**

[2021-063](#)

A Resolution Encouraging all Qualified Residents to Participate Fully in the 2021 Kenai Peninsula Borough Elections (Dunne, Bjorkman, Cox)

**This Resolution was adopted.**

[2021-064](#)

A Resolution Adopting Joint Resolution No. 2021-002 of the Assembly of the Kenai Peninsula Borough and Councils of the Cities of Homer, Kachemak, Kenai, Seldovia, Seward and Soldotna, Supporting a Request for Federal Aid Submitted by the Kenai Peninsula Borough to Alaska's U.S. Congressional Delegation for the Purpose of Spruce Bark Beetle Mitigation (Mayor)

**This Resolution was adopted.**

[2021-19-10](#)

An Ordinance Accepting and Appropriating an Additional \$18,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Incident Management Training (Mayor)

**This Budget Ordinance was introduced and set for public hearing.**

[2021-33](#)

An Ordinance Authorizing the Assessor to Accept One Late Filed Farm Use Deferment Application for 2021 and Providing an Exception to KPB 5.12.040(B) (Mayor)

**This Ordinance was introduced and set for public hearing.**

- [KPB-3423](#) Approving a Letter of Non-Objection to the Issuance of the New Liquor License as Requested by Bird Homestead Golf Course, License No. 5976  
approved.

#### Approval of the Agenda and Consent Agenda

President Hibbert called for public comment.

The following people spoke in support of Resolution 2021-063:

**Carrie Henson**, Kalifornsky

**Alex Koplín**, Homer

**Mary Crann**, Kasilof spoke in opposition to Resolution 2021-063.

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

**The motion to approve the agenda and consent agenda as amended carried by the following vote:**

**Yes:** 8 - Bjorkman, Carpenter, Cox, Dunne, Hibbert, Johnson, Elam, and Chesley

**Absent:** 1 - Derkevorkian

#### COMMENDING RESOLUTIONS AND PROCLAMATIONS

#### PRESENTATIONS WITH PRIOR NOTICE

1. [KPB-3429](#) Central Peninsula General Hospital, Inc. Quarterly Report

[Clerk's Note: A quarterly Report was given by Shaun Keef, COO, Central Peninsula Hospital, Inc.]

#### PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

President Hibbert called for public comment.

The following people spoke against the soil remediation project in Nikiski.

**Jim Rosa**, Nikiski

**Amy Kivi**, Nikiski

**Larry Hoperman**, Soldotna spoke in support of the soil remediation project in Nikiski.

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

#### ITEMS NOT COMPLETED FROM PRIOR AGENDA

**PUBLIC HEARINGS ON ORDINANCES****UNFINISHED BUSINESS****NEW BUSINESS****MAYOR'S REPORT**

[KPB-3430](#) Mayor's Report Cover Memo

1. Assembly Requests/Responses - None
2. Agreements and Contracts
  - a. [KPB-3431](#) Authorization to Award a Contract for ITB21-035 Kwechak Creek Maintenance to Andrews and Sons, LLC., Seward, AK
  - b. [KPB-3432](#) Human Resources / Insight Sole Source Waiver
  - c. [KPB-3433](#) Hutler Road CIP (S7HLR) Budget
3. Other
  - a. [KPB-3434](#) Litigation Status Report - Quarter Ending 06/30/21
  - b. [KPB-3450](#) Sales Tax Update  
  
[Clerk's Note: A presentation was given during Policies and Procedures Committee by Brandi Harbaugh, Finance Director.]
  - c. [KPB-3449](#) Overview of 911 Fee for Service Model  
  
[Clerk's Note: A presentation was given during Policies and Procedures Committee by Brandi Harbaugh, Finance Director.]

**PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

President Hibbert called for public comment.

**Jim Rosa**, Nikiski spoke on hospital prices throughout the state.

**Amy Kivi**, Nikiski thanked Mayor Pierce for his work during the COVID-19 pandemic.

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

## ASSEMBLY COMMENTS

Assembly Member Bjorkman wished students, parents and teachers a happy first day of school. He thanked the school district for allowing masks to be optional for students and teachers. He spoke on the importance of the COVID-19 vaccination. He stated he was pleased the Assembly passed Resolution 2021-064 as it will help combat the spruce bark beetle mitigation efforts. He thanked Bryce Stanton at KSRM for his dedication to the peninsula and wished him the best on his future endeavors. He congratulated the Nikiski High School Football team on their first win of the season. He spoke about the North Road Extension Project.

Assembly Member Cox wished everyone a happy first day of school. He spoke on moderate COVID-19 protocols.

Assembly Member Elam thanked everyone for their participation. He encouraged everyone to be respectful to one another. He wished everyone a good night.

Vice President Johnson spoke on the upcoming municipal election. He provided a personal story regarding the efficiency of first responders and the borough's 911 call center. He spoke on the increase in life expectancy over time due to science.

Assembly Member Carpenter congratulated the kids going back to school. He encouraged everyone to be safe.

Assembly Member Chesley thanked the borough staff for their continued support.

Assembly Member Dunne thanked everyone for their participation. He spoke on local option zones as a tool for land use issues within the borough. He thanked people who testified on Resolution 2021-063.

President Hibbert congratulated Kenai Peninsula Borough Finance Director, Brandi Harbaugh for being appointed to the Trustee of Alaska Municipal League Joint Insurance Association. He announced the Borough Assembly was not traveling to Homer or Seward for remote assembly meetings.

## PENDING LEGISLATION

1. [2021-28](#) An Ordinance Authorizing a Lease to Robert Gibson, dba Alaska Land and Cattle Company of Approximately 280 Acres of Borough Land in the Basargin Road Area for Agricultural Use (Mayor) (Postponed to 09/07/21)

## INFORMATIONAL MATERIALS AND REPORTS

**ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

- 1. September 7, 2021      Regular Assembly Meeting  
6:00 PM    Betty J. Glick Assembly Chambers  
Borough Administration Building  
Remote participation available through Zoom Meeting ID: 938 6524 5999 Passcode: 886199

**ADJOURNMENT**

With no further business to come before the assembly, President Hibbert adjourned the meeting at 8:53 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of August 17, 2021.

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

Approved by the Assembly: \_\_\_\_\_

Introduced by: Mayor  
Date: 08/17/21  
Hearing: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2021-19-10**

**AN ORDINANCE ACCEPTING AND APPROPRIATING AN ADDITIONAL \$18,000 FROM THE STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT FOR INCIDENT MANAGEMENT TRAINING**

**WHEREAS**, the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management (DHS&EM) provides funds to enhance the capability of local governments to prevent, deter, respond to and recover from all-hazard incidents and to enhance regional preparedness efforts; and

**WHEREAS**, the DHS&EM State Homeland Security Program is a federal grant pass through program with the Federal Emergency Management Agency which provides funding for planning, equipment, training and exercises; and

**WHEREAS**, DHS&EM approved the borough's request for funding to provide incident management training through an amendment increase of \$18,000 totaling \$82,794 under the 2019 State Homeland Security Grant Program award; and

**WHEREAS**, it is in the best interest of the borough to accept the grant funds;

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

**SECTION 1.** That the mayor is authorized to accept \$18,000 from the State of Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management and to execute a grant agreement and any other documents deemed necessary to accept and to expend the grant funds and to fulfill the intents and purposes of this ordinance.

**SECTION 2.** That grant funds in the amount of \$18,000 are appropriated to the account 271.94910.20HSP.49999.

**SECTION 3.** This ordinance shall become effective immediately upon enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \*  
DAY OF \*, 2021.**

\_\_\_\_\_  
Brent Hibbert, Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough Community & Fiscal Projects

---

## MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*  
Brandi Harbaugh, Finance Director *BH*

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

**DATE:** August 5, 2021

**RE:** Ordinance 2021-19-10, Accepting and Appropriating an Additional \$18,000 from the State of Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management for Incident Management Training (Mayor) (Hearing on 09/07/21)

---

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) approved an amendment increase to the 2019 State Homeland Security Program (SHSP) award in the amount of \$18,000. The amendment increase will provide Incident Management training to be completed before December 31, 2021.

Brenda Ahlberg, Acting Emergency Manager, will assist project managers to ensure completed reporting requirements. The grant performance period ends December 31, 2021.

Attachment: 20SHSP-GY19.A03 Amendment Increase Letter 07/28/21.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
<b>Account:</b>	<u>271.94910.20HSP.49999</u>
<b>Amount:</b>	\$ <u>    N/A    </u>
By: <u>    <i>PP</i>    </u>	Date: <u>8/4/2021</u>





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Military and  
Veterans Affairs**

Division of Homeland Security and  
Emergency Management

P.O. Box 5750  
JBER, AK 99505-0750  
Main: 907.428.7000  
Fax: 907.428.7009  
ready.alaska.gov

July 28, 2021

The Honorable Charlie Pierce, Mayor  
Kenai Peninsula Borough  
144 N. Binkley Street  
Soldotna, AK 99669

RE: 2019 State Homeland Security Grant, EMW-2019-SS-00031-S01  
State Program No.: 20SHSP-GY19  
Amendment 3, Effective July 15, 2021

Mayor Pierce:

Enclosed is the Award Amendment for the Kenai Peninsula Borough's 2019 State Homeland Security Grant. This amendment allocates \$18,000.00 to the Training Category for a new grant award total of \$82,794.00. This amendment also extends the performance period to December 31, 2021 and the Final report to February 15, 2022. All previous Grant Terms and Conditions, Grant Requirements, and Assurances and Agreements still apply.

A pre-signed Obligating Award Document (OAD) is attached. Please print the document, sign the OAD and send a scanned copy to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) within 30 days of subrecipient receipt. Keep the hard copy for your records.

If you have any questions, please contact the Division Project Manager for this grant, Tiffany Peltier at (907) 428-7026 or by email at [tiffany.peltier@alaska.gov](mailto:tiffany.peltier@alaska.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "William A. Dennis".

William A. Dennis  
Administrative Operations Manager

Enclosure(s): Obligating Award Document  
Project Budget Details Report

cc: Dan Nelson, Jurisdiction Project Manager  
Brandi Harbaugh, Jurisdiction Chief Financial Officer

Introduced by: Mayor  
Date: 08/17/21  
Hearing: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2021-33**

**AN ORDINANCE AUTHORIZING THE ASSESSOR TO ACCEPT ONE LATE-FILED  
FARM USE DEFERMENT APPLICATION FOR 2021 AND PROVIDING AN  
EXCEPTION TO KPB 5.12.040(B)**

**WHEREAS,** AS 29.45.060(a) provides farm use land included in a farm unit not dedicated or being used for nonfarm purposes shall be assessed on the basis of full and true value for farm use and not be assessed as if subdivided or used for some other nonfarm purpose; and

**WHEREAS,** the farm use deferment is a tax deferment not a tax exemption; and

**WHEREAS,** if the land is sold, leased or otherwise disposed of for uses incompatible with farm use or converted to a use incompatible with farm use by the owner, the owner is liable to pay an amount equal to the additional tax at the current mil levy together with eight percent interest for the preceding seven years; and

**WHEREAS,** per AS 29.45.060(d) the state shall, subject to legislative appropriation, reimburse a borough or city, as appropriate, for the loss of property tax revenues due to the statutory farm use value deferment, however the state has failed to appropriate funds for this purpose;

**WHEREAS,** the application, filed by property owner Mairiis Kilcher, was not filed on or before May 15 as required and this ordinance seeks assembly approval to accept the late-filed application and find that a good cause basis existed that resulted in the applicant's failure to apply timely for the farm use deferment; and

**WHEREAS,** this ordinance further seeks to authorize an exception to KPB 5.12.040(B) to allow the assessor to make a change to the assessment roll after June 1 due to a tax deferment valuation change should the assessor otherwise find that the application meets the farm use deferment requirements;

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

**SECTION 1.** Upon reviewing the farm use deferment application, the assembly hereby waives the May 15 deadline for filing an application for the 2021 farm use deferment based upon a finding that the applicant was unable to comply with that deadline due to a serious condition or extraordinary event beyond their control.

**SECTION 2.** That the assessor shall process the application in accordance with standard assessing department procedures for processing such applications.

**SECTION 3.** Notwithstanding KPB 5.12.040(B), in the event the assessor finds that the late-filed farm use deferment application should be otherwise approved, the assessor is hereby authorized to make a change to the assessment roll after June 1, 2021 to reflect the farm use value.

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

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:


# Kenai Peninsula Borough

## Assessing Department

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### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Kenai Peninsula Borough Mayor 

**FROM:** Adeena Wilcox, Director of Assessing *aw*

**DATE:** August 5, 2021

**RE:** Ordinance 2021-33, Authorizing the Assessor to Accept One Late Filed Farm Use Deferment Application for 2021 and Providing an Exception to KPB 5.12.040(B) (Mayor) (Hearing on 09/07/21)

---

One farm deferment applicant, Mairiis Kilcher Living Trust through trustee Mairiis Kilcher, has requested the assembly allow the assessor to accept a late-filed Farm Use Deferment Application received after May 15, 2021 for three parcels totaling approximately 83.9 acres (KPB Parcel ID #: 174-060-040, 185-212-48 & 185-210-07). Pursuant to AS 29.45.060(a) farm use land included in a farm unit not dedicated or being used for nonfarm purposes shall be assessed on the basis of full and true value for farm use and not be assessed as if subdivided or used for some other nonfarm purpose.

Per AS 29.45.060(d) the state, subject to legislative appropriation, shall reimburse a borough or city, as appropriate, for the loss of property tax revenues due to the statutory farm use value deferment. However, the state has failed to appropriate funds for this purpose therefore reimbursement from the state is unlikely at this time.

The applicant provides that the reason for missing the application filing deadline was due to a death in the family and that she has been using the property exclusively for farm purposes for 40 years. This ordinance seeks assembly approval to accept the late-filed application of Mairiis Kilcher Living Trust.

This ordinance also seeks approval for the assessor to adjust the assessment roll to make changes in the valuation or taxable status of property on the roll after June 1, 2021, pursuant to KPB 5.12.040(B).

Your consideration of this ordinance is appreciated.





# Assessing Department

144 N. Binklev Street, Soldotna, Alaska 99669 • (907) 714-2230 • (907) 714-2393 Fax

Charlie Pierce  
Borough Mayor

## ORDINANCE SPONSORSHIP FOR LATE FILED EXEMPTION APPLICATION RECEIVED BETWEEN JUNE 1 – DECEMBER 31

NAME: Mairiis Kilcher DATE: 7/23/2021

REQUEST: Ordinance to accept late-filed exemption application/verification

Farm Deferment

Date received: 7/22/2021 Date Due: 5/15/2021

Reason for late application verification: death in the family

185-210-07

Assessing opinion if late-file reason meets "good cause" criteria?  Yes  No

Is application verification eligible for approval?  Yes  No

Recommended by Adeena Wilcox, Director  Yes  No

I will sponsor an ordinance to the Kenai Peninsula Borough Assembly

APPROVED  DISAPPROVED

July 23, 2021  
DATE

[Signature]  
Charlie Pierce, Borough Mayor

## Farm Deferral Calculator

Name: Mairiis Kilcher

Multiple

### Schedule F

Line E	Yes
Line 1C	\$0.00
Line 2	\$5,399.00
Sum	\$5,399.00

### 1040 Form

Line 9	\$5,031.00
Schedule F	
Line 34	(\$6,638.00)
Total	\$10,430.00

% of Income **51.76%**

Status **Approved**

July 20, 2021

Kenai Peninsula Borough  
Finance Department  
Soldotna , Ak.

RECEIVED

JUL 22 2021

KPB ASSESSING DEP

To whom it may concern

I am submitting this belated Agricultural deferment application form with hopes that the borough might choose to give me a waiver for late submission. This spring (April) I had a death in the family [REDACTED] and this event has set me back considerably in my ability to take care of my farm, my business, and my personal life.

While I understand that this is a state statute and there are usually no exceptions made, I have been a consistent practicing farmer for over 40 years, have always filed on time and have paid my fair share of taxes every year. I was certain that I had filed by May 15 deadline and was shocked to discover I had not sent the forms in! It would help me out a lot financially to not have to pay the full taxes this year.

Please consider my request to allow me the ag deferment even though its late. I hope to continue farming on one of the last remaining parcels of farmland left in Homer for as long as I possibly can.

Thank you

Mossy Kilcher,  
Seaside Farm  
40904 Seaside Farm Rd.  
Homer, Alaska 99603

Mairiis Kilcher  
Seaside Farm  
P.O.Box 1547,  
Homer Ak 99603

To:  
Kenai Peninsula Borough  
Assessing Dept.  
Soldotna, Alaska

To Whom It May Concern:

Here is a summary of my farm produce sales in 2020

Due to pandemic I was unable to earn a lot of money on farm products, beef, hay berries, etc. and also again this year I anticipate less farm income (reduced berry and beef and hay production and shortage of labor)

Total beef, \$1500 \$ r ◆ apples % \$3199  
Hay ^ \$ 700

^! . \$\$5399

Si!◆4ely,

Mossy (NT )QU \*◆  
E◆◆@◆



**2021 FARM USE ASSESSMENT APPLICATION - AS 29.45.060 - KPB**



**RECEIVED**  
 JUL 22 2021  
 KPB ASSESSING DEPT

Applications must be received or postmarked by May 15th of the assessment year.

Property ID (PIN): **185-210-07** Service Area: **81 - KACHEMAK EMERGENCY SERVICES**

Legal Description: **T 4S R 11W SEC 36 Seward Meridian HM 0003002 US SURVEY 3002**

<b>Owner of Record</b>	<b>Lessee (if Applicable):</b>
KILCHER MAIRIS LIVING TRUST PO BOX 1547 HOMER AK 99603-1547	Name: _____ Mailing Address: _____ City, State, Zip: _____
Telephone No. <b>907 235 7850</b>	Telephone No.: _____
Applicant is: Owner of Record <input checked="" type="checkbox"/> Lessee _____ (copy of lease attached)	Ownership Verified (Assessor or Clerk): _____
Describe the Farm Use of the Property (Dairy, Farm, Corn, Row Crops, etc): <b>HAY, GRAZING (33.5 AC)</b>	Total Acreage: <b>50</b>

I hereby make application for Farm Use Assessment on the above described property for assessment year 2021. I also state that I am engaged in farming the above described parcel of land for profit and that my previous year's gross income from this land was \_\_\_\_\_% of my yearly adjusted gross income. I hereby submit information to document this income per 3 AAC 138.020 & 3 AAC 138.060. I have read the requirements for the application and understand that a willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210.

Owner Signature: Mairis Kilder Lessee Signature: \_\_\_\_\_

Gross Income from livestock raised and sold from this property in the previous year:	
Gross Income from crops grown and sold from this property in the previous year:	
Gross Income from dairy products produced and sold from this property in the previous year:	

**INCOME VERIFICATION**

Last Year's Income      \_\_\_\_\_ Past Three Years (in the event of a crop failure by an act of God the previous year)      \_\_\_\_\_ Estimated income this year. Notarized statement will be filed with the local assessor prior to February 1, next year. (No history of farm related income).

\_\_\_\_\_ Income verification documents submitted to local assessor

Income Documentation (Must include one of the following tax returns):

\_\_\_\_\_ Form 1040 & Schedule F      \_\_\_\_\_ Form 1040NR & Schedule F      \_\_\_\_\_ Form 1041 & Schedule F      \_\_\_\_\_ Form 1065 & Schedule F

\_\_\_\_\_ Form 1120 & 1120S (Corporations & Sub-Chapter S Corporations)

I the undersigned, hereby certify that I have read this application and the answers given are true and correct to the best of my knowledge. I understand that a willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210. In the event that the land is converted to a use incompatible with farm use, the owner shall be liable for the amount of tax deferred plus interest for the preceding seven years in accordance with AS 29.45.060(a). (Statutory citation on reverse side of form.)

Signature of Owner: Mairis Kilder Date: 7-21-21

I, the undersigned, hereby certify that I have read this application and the answers given are true and correct to the best of my knowledge. I understand that willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210.

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

<http://intranet.borough.kenaiak.us/Assessing/Reports/Annual Renewal Letters/Annual - Farm Deferment Application PIN List.pdf>

# 2021 FARM USE ASSESSMENT APPLICATION - AS 29.45.060 - KPB



RECEIVED  
JUL 22 2021  
ASSESSING DEPT

Applications must be received or postmarked by May 15th of the assessment year.

Property ID (PIN): **185-212-48** Service Area: **81 - KACHEMAK EMERGENCY SERVICES**

Legal Description: **T 4S R 10W & 11W SEC 31 & 36 Seward Meridian, HM 2002043 KACHEMAK SELO LOT 48**

<b>Owner of Record</b>	<b>Lessee (If Applicable):</b>
KILCHER MAIRIS LIVING TRUST PO BOX 1547 HOMER AK 99603-1547	Name: _____ Mailing Address: _____ City, State, Zip: _____
Telephone No. <b>907-235-7850</b>	Telephone No. _____
Applicant is: Owner of Record <input checked="" type="checkbox"/> Lessee _____ (copy of lease attached)	Ownership Verified (Assessor or Clerk): _____
Describe the Farm Use of the Property (Dairy Farm, Corn, Row Crops, etc.): <b>HAY 11.4</b>	Total Acreage: <b>11.9</b>

I hereby make application for Farm Use Assessment on the above described property for assessment year 2021. I also state that I am engaged in farming the above described parcel of land for profit and that my previous year's gross income from this land was \_\_\_\_\_% of my yearly adjusted gross income. I hereby submit information to document this income per 3 AAC 138.020 & 3 AAC 138.060. I have read the requirements for the application and understand that a willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210.

Owner Signature: Mairis Kilcher Lessee Signature: \_\_\_\_\_

Gross Income from livestock raised and sold from this property in the previous year:	
Gross Income from crops grown and sold from this property in the previous year:	
Gross Income from dairy products produced and sold from this property in the previous year:	

**INCOME VERIFICATION**

<input checked="" type="checkbox"/> Last Year's Income	<input type="checkbox"/> Past Three Years (in the event of a crop failure by an act of God the previous year)	<input type="checkbox"/> Estimated income this year. Notarized statement will be filed with the local assessor prior to February 1, next year. (No history of farm related income).
--	---	---

\_\_\_\_ Income verification documents submitted to local assessor

Income Documentation (Must include one of the following tax returns):

\_\_\_\_ Form 1040 & Schedule F    \_\_\_\_ Form 1040NR & Schedule F    \_\_\_\_ Form 1041 & Schedule F    \_\_\_\_ Form 1065 & Schedule F

\_\_\_\_ Form 1120 & 1120S (Corporations & Sub-Chapter S Corporations)

I the undersigned, hereby certify that I have read this application and the answers given are true and correct to the best of my knowledge. I understand that a willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210. In the event that the land is converted to a use incompatible with farm use, the owner shall be liable for the amount of tax deferred plus interest for the preceding seven years in accordance with AS 29.45.060(a). (Statutory citation on reverse side of form.)

Signature of Owner: Mairis Kilcher Date: 7-21-21

I, the undersigned, hereby certify that I have read this application and the answers given are true and correct to the best of my knowledge. I understand that willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210.

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

# 2021 FARM USE ASSESSMENT APPLICATION - AS 29.45.060 - KPB



RECEIVED  
JUL 22 2021  
ASSESSING DEP

Applications must be received or postmarked by May 15th of the assessment year.	
Property ID (PIN): <b>174-060-40</b>	Service Area: <b>80 - KACHEMAK</b>
Legal Description: <b>T 6S R 13W SEC 12 Seward Meridian HM GOVT LOT 2 EXCLUDING THAT PARCEL AS PER DEED 56 @ 106 &amp; DEED 85 @ 847</b>	
<b>Owner of Record</b>	<b>Lessee (if Applicable):</b>
 MAIRIS KILCHER LIVING TRUST & CORNELIUS PO BOX 1547 HOMER AK 99603-1547	Name: _____
	Mailing Address: _____
Telephone No. <b>907-235-7850</b> / <b>907-399-7540</b>	Telephone No. _____
Applicant is: <input checked="" type="checkbox"/> Owner of Record <input type="checkbox"/> Lessee (copy of lease attached)	Ownership Verified (Assessor or Clerk): _____
Describe the Farm Use of the Property (Dairy Farm, Com. Row Crops, etc.): <b>Raspberry 1.5 ac Pasture 6 ac -</b> <b>Hayfields 10 ac</b>	Total Acreage: <b>22</b>
I hereby make application for Farm Use Assessment on the above described property for assessment year 2021. I also state that I am engaged in farming the above described parcel of land for profit and that my previous year's gross income from this land was _____% of my yearly adjusted gross income. I hereby submit information to document this income per 3 AAC 138.020 & 3 AAC 138.060. I have read the requirements for the application and understand that a willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210.	
Owner Signature: <u>Mairis Kilcher</u>	Lessee Signature: _____
Gross Income from livestock raised and sold from this property in the previous year:	_____
Gross Income from crops grown and sold from this property in the previous year:	_____
Gross Income from dairy products produced and sold from this property in the previous year:	_____
<b>INCOME VERIFICATION</b>	
<input type="checkbox"/> Last Year's Income.	<input type="checkbox"/> Past Three Years (in the event of a crop failure by an act of God the previous year)
<input type="checkbox"/> Estimated income this year. Notarized statement will be filed with the local assessor prior to February 1, next year. (No history of farm related income).	
<input type="checkbox"/> Income verification documents submitted to local assessor	
Income Documentation (Must include one of the following tax returns):	
<input type="checkbox"/> Form 1040 & Schedule F <input type="checkbox"/> Form 1040NR & Schedule F <input type="checkbox"/> Form 1041 & Schedule F <input type="checkbox"/> Form 1065 & Schedule F	
<input type="checkbox"/> Form 1120 & 1120S (Corporations & Sub-Chapter S Corporations)	
I, the undersigned, hereby certify that I have read this application and the answers given are true and correct to the best of my knowledge. I understand that a willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210. In the event that the land is converted to a use incompatible with farm use, the owner shall be liable for the amount of tax deferred plus interest for the preceding seven years in accordance with AS 29.45.060(a). (Statutory citation on reverse side of form.)	
Signature of Owner: <u>Mairis Kilcher</u>	Date: <u>7-21-21</u>
I, the undersigned, hereby certify that I have read this application and the answers given are true and correct to the best of my knowledge. I understand that willful misstatement is subject to punishment by fine or imprisonment under AS 11.56.210.	
Signature of Lessee: _____	Date: _____

Introduced by:	Mayor
Date:	07/06/21
Hearing:	08/03/21
Action:	Postponed to 09/07/21
Vote:	9 Yes, 0 No, 0 Absent
Date:	09/07/21
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2021-28**

**AN ORDINANCE AUTHORIZING A LEASE TO ROBERT GIBSON, DBA ALASKA  
LAND AND CATTLE COMPANY FOR APPROXIMATELY 280 ACRES OF  
BOROUGH LAND IN THE BASARGIN ROAD AREA FOR AGRICULTURAL USE**

**WHEREAS,** Robert Gibson, dba Alaska Land and Cattle Company, applied for an agricultural use lease of borough land in the Basargin Road area; and

**WHEREAS,** the parcel is described as NW1/4 & NW1/4NE1/4 & S1/2NE1/4, Section 22, Township 4 South, Range 11 West, Seward Meridian, Homer Recording District, Third Judicial District, State of Alaska (Parcel No. 18521053); and

**WHEREAS,** the parcel is subject to the Basargin Road right-of-way, a haul route to the borough’s Eagle Lake Material Site, section line easements, and recreational trails; and

**WHEREAS,** the subject parcel is 280 acres +/- and is classified Agriculture and Resource Management per KPB Resolutions 2017-024 and 2020-020; and

**WHEREAS,** pursuant to KPB 17.10.100(I), assembly approval of the lease shall be by ordinance upon receipt of the planning commission’s recommendation; and

**WHEREAS,** leasing borough land for agricultural purposes with enforceable lease terms is consistent with the KPB Comprehensive Plan Agriculture Focus Area, Objective A, Strategies 1 and 2; and

**WHEREAS,** the Kenai Peninsula Borough Planning Commission at its regularly scheduled meeting of July 12, 2021, recommended approval by unanimous consent;

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

**SECTION 1.** That the assembly finds that leasing this land to Robert Gibson, dba Alaska Land and Cattle Company for agricultural use is in the best interest of the public and the borough. This finding is based on the following facts:

1. The borough will receive rent for the term of the lease.
2. The land will be used for grazing and agricultural production.

**SECTION 2.** The mayor is authorized, pursuant to KPB 17.10.100(I), Negotiated Sale or Lease, to negotiate and enter into a lease of the above-described parcel to Robert Gibson, dba Alaska Land and Cattle Company, subject to all lease conditions required by this ordinance and the applicable provisions of KPB 17.10, Borough Land and Resources.

**SECTION 3.** The mayor is authorized to sign any documents necessary to effectuate this ordinance.

**SECTION 4.** That this ordinance shall become effective immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Planning Department – Land Management Division

---

### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Charlie Pierce, Mayor *BAFC*  
Melanie Aeschliman, Planning Director *MA*

**FROM:** Marcus Mueller, Land Management Officer *mm*

**DATE:** June 24, 2021

**RE:** Ordinance 2021-28, Authorizing a Lease to Robert Gibson, dba Alaska Land and Cattle Company of Approximately 280 Acres of Borough Land in the Basargin Road Area for Agricultural Use (Mayor)

---

The borough owns approximately 280 acres of land near Basargin Road which has been classified as Agriculture and Resource Management per KPB resolutions 2017-024 and 2020-020. The land is bisected by Basargin Road, the Eagle Lake Material Site Haul Road, and by two designated trails.

Mr. Robert Gibson, DBA Alaska Land and Cattle Company, has applied for an agricultural lease of the land.

The lease rates were set by ordinance 2021-01, which are included in the borough's schedule of rates and fees.

The proposed lease is based on a farm management and development plan which is provided as an attachment to the lease. The proposed term is 20 years.

Your consideration of this ordinance is appreciated.



Kenai Peninsula Borough  
Office of the Borough Clerk

---

**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Johni Blankenship, Borough Clerk (JB)

**FROM:** Michele Turner, Deputy Borough Clerk (MT)

**DATE:** June 28, 2021

**RE:** Ordinance 2021-28: Authorizing a Lease to Robert Gibson, dba Alaska Land and Cattle Company of Approximately 280 Acres of Borough Land in the Basargin Road Area for Agricultural Use (Mayor)

---

Per KPB 22.40.050(F), the borough clerk, or the clerk's designee in his or her absence, has the authority to revise pending resolutions and ordinances prior to assembly action, by filling in any blanks in the legislation stating advisory board recommendations made concerning the legislation. This serves as our memorandum to advise the assembly of same.

Conforming to the Planning Commission's actions, the final Whereas clause has been updated to read:

**"WHEREAS,** the Kenai Peninsula Borough Planning Commission at its regularly scheduled meeting of July 12, 2021, recommended approval by unanimous consent."

Thank you.

## Turner, Michele

---

**From:** Shirnberg, Ann  
**Sent:** Tuesday, July 13, 2021 2:20 PM  
**To:** Blankenship, Johni; Turner, Michele  
**Subject:** Ordinances Forwarded by PC Recommending Approval

**Importance:** High

Hi Johni,

The Planning Commission at its regularly scheduled meeting of July 12, 2021 voted unanimously (10-Yes, 0-No, 1-Absent) to forward to the Assembly a recommendation to adopt the following two ordinances.

1. Ordinance 2021-28: An ordinance authorizing a lease to Robert Gibson, DBA Alaska Land & Cattle Company for approximately 280 acres of Borough land in the Basargin Road area for agricultural use.
2. Ordinance 2021-27: An ordinance authorizing a WISP tower and ground lease agreement at certain locations with SPITwSPOTS Inc.

Thank You,

Ann Shirnberg  
Administrative Assistant  
Planning Department  
(907) 714-2215

KENAI PENINSULA BOROUGH  
144 North Binkley Street  
Soldotna, Alaska 99669



**PUBLIC RECORDS LAW DISCLOSURE:** This email and responses to this email may be subject to provisions of Alaska Statutes and may be made available to public upon request.



Kenai Peninsula Borough  
Planning Department – Land Management Division

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**MEMORANDUM**

**TO:** Kenai Peninsula Borough Planning Commission  
Kachemak Bay Advisory Planning Commission  
Melanie Aeschliman, Planning Director  
Bryan Taylor, KPB Planner

**FROM:** Marcus Mueller, Land Management Officer *Marcus Mueller*

**DATE:** Aug 13, 2021

**RE:** APC & PC Review of Farm & Rangeland Development Plan;  
Ordinance 2021-28

---

Ordinance 2021-28 would authorize an Agricultural Lease to Alaska Land & Cattle Company. The agricultural lease is structured to authorize use and development according to a Farm & Rangeland Development Plan.

During the initial review of Ordinance 2021-28, the Farm and Rangeland Development Plan was not available to the Kachemak Bay Advisory Planning Commission (KBayAPC), and the plan was presented to the Planning Commission as a laydown just prior to the meeting. The KPB Assembly postponed action on Ordinance 2021-28 in order that the KBayAPC could review the plan and that the Planning Commission could consider the KBayAPC comments.

The KPB Assembly additionally asked for clarification on aspects of the original plan, which the applicant has attempted to address in a plan amendment.

The applicant's Farm & Rangeland Development Plan and a Plan Amendment are included for review of the lease being considered by Ordinance 2021-28.

The meeting schedule for Ordinance 2021-28 is as follows:

Kachemak Bay APC Special Meeting	August 19
KPB Planning Commission	August 23
KPB Assembly Hearing	September 7

**AMENDMENT TO THE DE AGRICULTURAL LEASE DEVELOPMENT PLAN**

0812221

For

**ALASKA LAND AND CATTLE COMPANY**

The following Amendment is meant to clarify some statements in the previously submitted plan, as well as provide some additional new information.

**FENCING**

Any responsible livestock operation shall always be fenced with a permanent PERIMETER FENCING , to provide safety for livestock and the public.

The outline of this type of fencing and its location and installation on the leased land is shown on the enclosed map.

To clarify: Rotational grazing is performed within the permanent fence -line with cross fenced temporary fence.

For obvious safety reasons the barnyard site will be protected with a permanent fence system.

**LOCATION of WATER SOURCESFOR LIVESTOCK and Agricultural IRRIGATION.**

The location of water sources are marked on the enclosed map.

**NUMBER OF LIVESTOCK TO UTILIZE BTHE LAND**

This all depends on how vegetation for livestock feed will respond to our effort in crop and

Hay production

We figure the land can support 50-100 livestock taking into consideration what the land can produce

In conjunction with supported feeding of stored hay and feed.

**HOW MANY ACRES OF HAY PRODUCTION**

Our calculated estimate is 75 acres

**USE OF CATTLEMEN's CABIN**

The installation of a cattlemen's cabin is meant to provide

A seasonal and temporary shelter for ranch workers and cowboys while working

On the leased land.

Based on historic weather conditions most likely the leased land (and cabin) will be occupied from month of May thru end of October.

Again weather depending.

The cabin will not be use as a permanent residence.

#### INSTALLATION of CATTLE Guards

Enclosed is a print out showing how a cattle guard will be constructed and their location on the leased land.

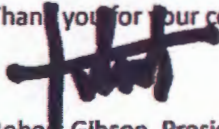
#### EXTRACTION of GRAVEL ON THE LEASED LAND<

Provide extractible gravel can be found within the leased parcel,

1000 yards will be excavated and used over the life of this lease contract

Compensation to KPB for extracted gravel is at the KPB rate of \$3.25 per yard.

Thank you for your consideration.



Robert Gibson, President

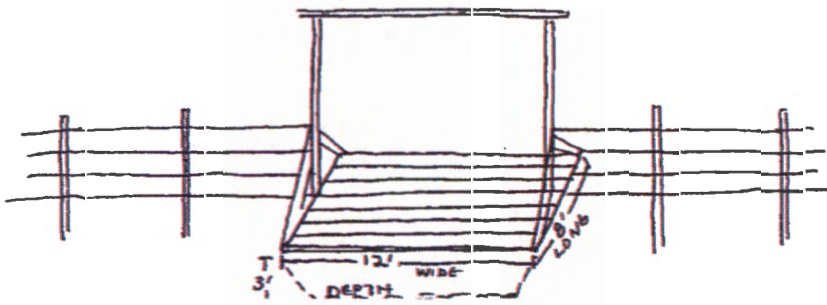
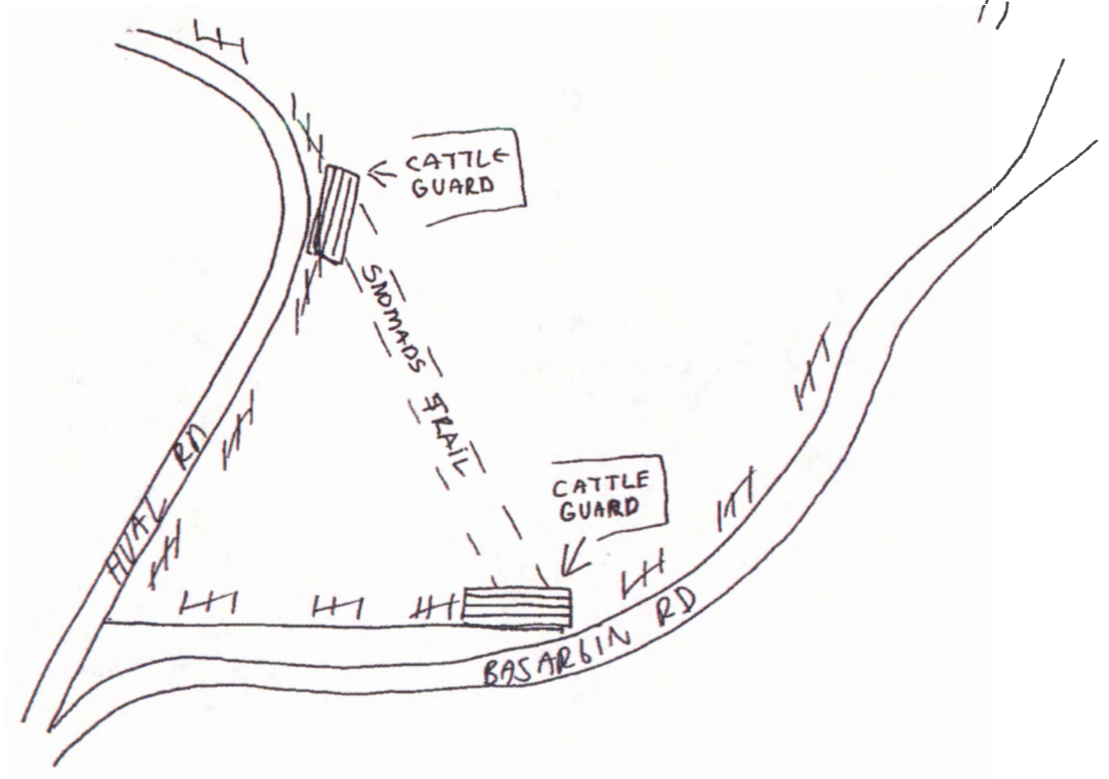
ALASKA LAND AND CATTLE COMPANY

PO X 650

Cooper Landing, AK 99572

907-5980-2000

robert@arctic.net.



# Agriculture Lease Rate Map

Township 04 South, Range 11 West

Section 22: NW1/4 & NW1/4NE1/4 & S1/2NE1/4, Seward Meridian, containing 280 +/- acres

*delete this fencing  
inside non-farmed area*

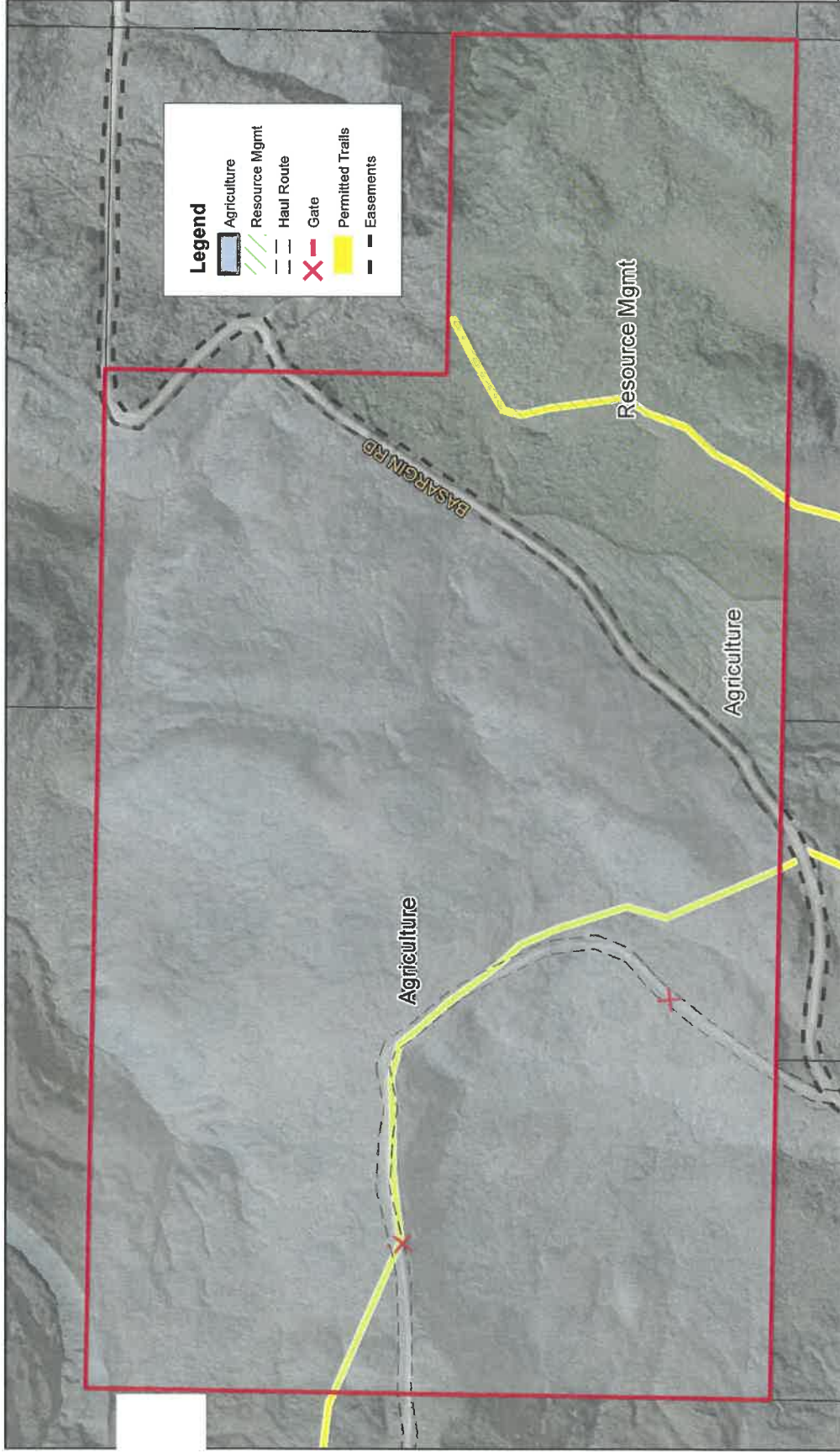


- ⬆️ PERMANENT FENCE
- ▨ CATTLE GUARD
- WATER HOLES

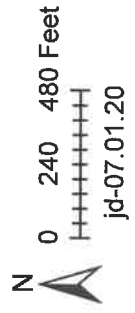


LMD 19-36; Agricultural Use Lease  
Alaska Land and Cattle Company

Ordinance 2020-XX



APN: 18521053 NW1/4 & NW1/4 NE1/4 & S1/2 NE1/4, Section 22,  
Township 04 South, Range 11 West, Seward Meridian,  
Homer Recording District

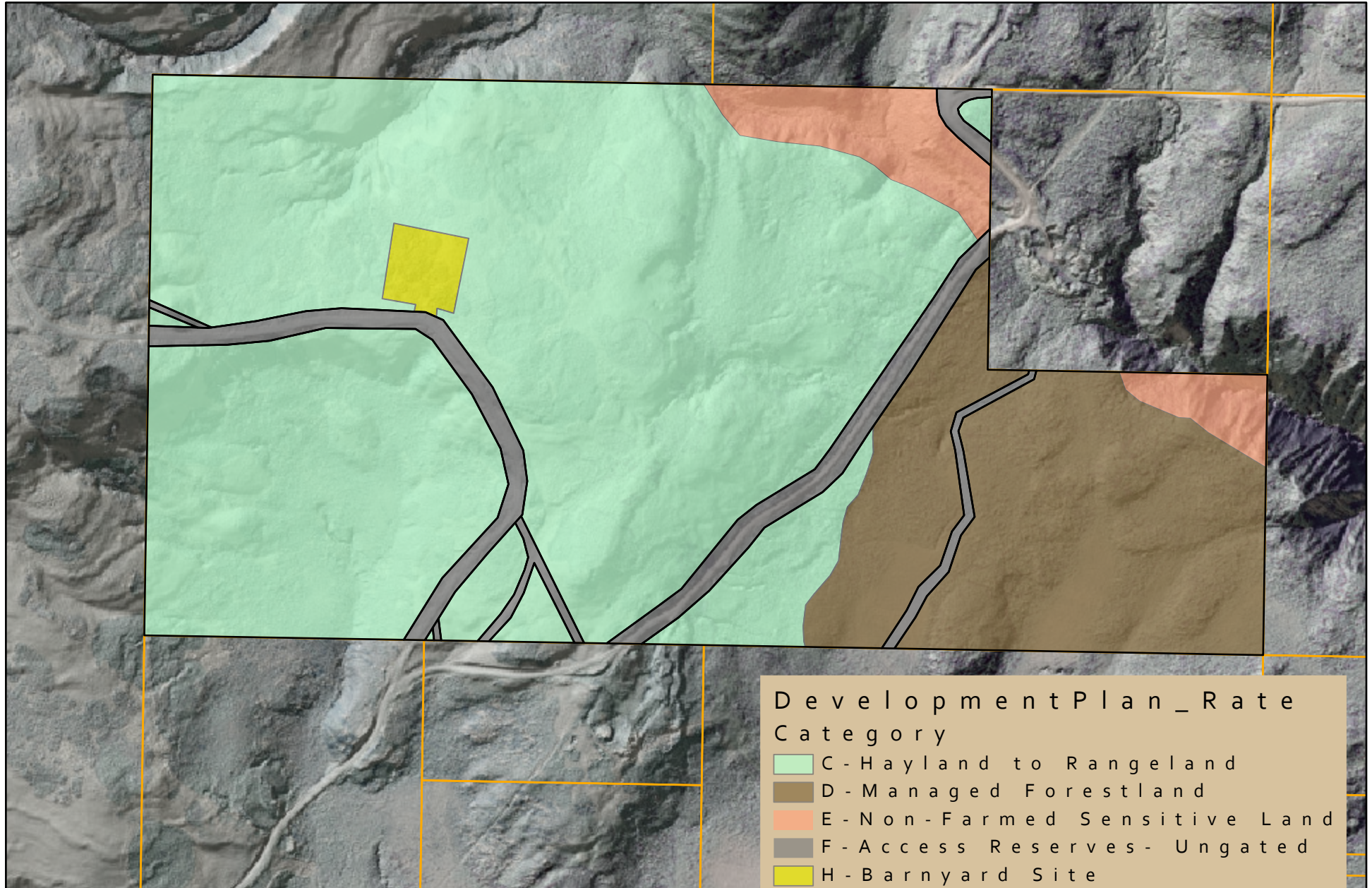




# Agriculture Lease Rate Map

Township 04 South, Range 11 West

Section 22: NW1/4 & NW1/4NE1/4 & S1/2NE1/4, Seward Meridian, containing 280 +/- acres



0 330 660 1,320 Feet



DevelopmentPlan\_Rate  
Category

- C-Hayland to Rangeland
- D-Managed Forestland
- E-Non-Farmed Sensitive Land
- F-Access Reserves - Ungated
- H-Barnyard Site
- <all other values>
- Parcels

## **AGRICULTURAL LEASE**

KPBL# xx-xxxx-xx

For good and valuable consideration, and pursuant to Ordinance 2021-xx, enacted MM-DD-YYYY, this Grazing Lease (hereinafter called "LEASE"), is made and entered into by and between the Kenai Peninsula Borough, an Alaska municipal corporation, whose address is 144 N. Binkley Street, Soldotna, AK 99669 (hereinafter called "LESSOR"), and Robert Gibson and Filip Martushev, DBA Alaska Land and Cattle Company, whose address is PO Box 650, Cooper Landing, AK 99572 (hereinafter called "LESSEE").

### **I. DESCRIPTION OF REAL PROPERTY**

This LEASE grants LESSEE use of the following described real property, located in the Homer Recording District, Third Judicial District, State of Alaska:

Section 22, Township T04S, Range R11W

NW1/4 & NW1/4NE1/4 & S1/2NE1/4, Section 22, T04S, R11W, Seward Meridian, containing 280 gross (273.5 net) more or less (hereinafter called "PROPERTY").

Property is subject to ADL 63711, a 60' wide public access road and utility easement recorded on December 17, 2018 in the Homer Recording District as document number 1980-00067, and commonly referred to as Basargin Road. An additional 20 feet on either side of this easement is reserved by KPBL for road construction, utilities, and public transportation.

Property is further subject to the reservation of a 80' wide roadway to the Eagle Lake Material Site. Property is further subject to CTMA 2021-01, a Community Trail Management Agreement to develop, use, and maintain open to the public recreational trails, with management widths to 50-feet.

Property is further subject to the reservation of sand and gravel materials and communication sites along with the right to enter the property for the exploration, development, and use of the same in the time and manner as may be convenient to Lessor.

### **II. PURPOSE OF LEASE**

1. Authority. Pursuant to Ordinance 2021-xx and KPBL 17.10.140(C), the purpose of this lease is for agricultural purposes according to the terms set forth herein including the applicable land classifications; and the use, improvements and development timetable specified in the approved Farm Management and Development Plan.



### III. TERMS AND CONDITIONS

2. Performance. The LESSOR and the LESSEE agree that this LEASE is conditioned on satisfactory performance by the LESSEE of all covenants and conditions contained in this LEASE. Failure to substantially use and develop the lease in accordance with the approved Range Management and Development Plan within the time frame specified in the plan shall constitute grounds for cancellation.
3. Lease Term. This lease is for a term of 20 years commencing September 1, 2021, and ending August 30, 2041.
4. Lease Rental.
  - a. Rental Rates: The annual lease rental rates are set according to the Kenai Peninsula Borough Schedule of Rates, Charges, and Fees pursuant to KPBL 1.26, as may be amended from time to time by resolution of the Kenai Peninsula Borough Assembly.
  - b. Agricultural Lease Areas: The lease is divided into several lease areas according to allowed use/management, and soils/topographic features as shown on Attachment B "Lease Rates Map" and summarized below, which shall be the basis for applying lease rental:

i. Category C: Rangeland to Hayland	190.4 Acres
ii. Category D: Managed Forestland	55.9 Acres
iii. Category E: Non-Farmed Sensitive Land	13.7 Acres
iv. Category F: Access Reserves- Ungated	16.7 Acres
v. Category H: Barnyard Site	3.0 Acres (1 Each)
  - c. Rents are subject to any applicable sales taxes as may otherwise be required by law, which shall be due with each annual lease payment. The first annual lease rental payment shall be due within 30 days of the execution of this Lease. Thereafter, the annual lease payment is due and payable on or before September 1 of each year. Rent is subject to adjustment each lease year in according to the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees (KPBL 1.26).

d. Initial Rent, for the first year of the lease, is calculated as follows:

Agricultural Lease Area	Acres	KPB 1.26 Rate	2021 Rent
Category C: Rangeland to Hayland	190.4 Acres	\$5/Ac	\$952.00
Category D: Managed Forestland	55.9 Acres	\$2.5/Ac	\$139.75
Category E: Non-Farmed Sensitive Land	13.7 Acres	\$1/Ac	\$13.70
Category F: Access Reserves- Ungated	16.7 Acres	No Fee	\$0.00
Category H: Barnyard Site	(1 each) 3.0 Acres	\$25ea +\$10/Ac	\$55.00
<b>1<sup>st</sup> Year Rent:</b>			<b>\$1,160.45</b>

5. Defense and Indemnification. LESSEE shall indemnify, defend, save and hold LESSOR, its elected and appointed officers, agents and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character including costs, expenses, and attorney's fees resulting from LESSEE's performance or failure to perform in accord with the terms of this LEASE in any way whatsoever. LESSEE shall be responsible under this clause for any and all claims of any character resulting from LESSEE or LESSEE's officers, agents, employees, partners, attorneys, suppliers, and subcontractor's performance or failure to perform this agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by LESSOR or its agents which are said to have contributed to the losses, failure, violations, or damage. However, LESSEE shall not be responsible for any damages or claims arising from the sole negligence or willful misconduct of LESSOR, its agents or employees.

To the extent allowed by law and subject to assembly appropriation of available lands, LESSOR shall indemnify, defend, save and hold LESSEE, its elected and appointed officers, agents and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character including costs, expenses, and attorney's fees resulting from the sole negligence or willful misconduct of LESSOR, its agents or employees.

6. Insurance.

a. General terms. Insurance coverage required under this Agreement shall be primary and exclusive of any other insurance carried by the Borough. Minimum levels of insurance coverage required under this Agreement shall remain in effect for the life of this Agreement and shall be a part of the contract price. If

Contractor's policies contain higher limits, the KPB shall be entitled to coverage to the extent of such higher limits. 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) calendar days' prior written notice to the Borough. Certificates of Insurance, acceptable in form and content, will be delivered to the Borough at the time of submission of the signed Agreement and updated certificates shall be provided upon insurance coverage renewal, where applicable.

At its option, the Borough may request copies of required policies and endorsements. Such copies shall be provided within (10) TEN CALENDAR DAYS of the Borough's request. All insurance required hereunder shall be maintained in full force and effect with insurers with Best's rating of AV or better and be licensed and admitted in Alaska. All policies required shall be written as primary policies and not contributing to nor in excess of any coverage the Borough may choose to maintain.

No Representation of Coverage Adequacy. By requiring insurance herein, the Borough does not represent that coverage and limits will necessarily be adequate to protect Contractor and its subcontractor(s) of any tier, and such coverage and limits shall not be deemed as a limitation on the liability of the Contractor and subcontractor(s) of any tier under the indemnities granted to the Borough in this Agreement.

- b. Commercial General Liability. LESSEE shall provide and maintain, Commercial General Liability Insurance (CGL). The CGL Policy shall be written on an occurrence basis and with a limit of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) each occurrence and aggregate. CGL insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, broad form property damage, independent contractors, products-completed operations, personal injury and advertising injury, explosion, collapse, underground hazards, and liability assumed under a contract including the tort liability of another assumed in a business contract. If necessary to provide the required limits, the Commercial General Liability policy's limits may be layered

with a Commercial Umbrella or Excess Liability policy. This policy shall name the KPBL as Additional Insured. To the extent damages are covered by commercial general liability insurance, subrogation shall be waived.

- c. Auto Liability. LESSEE shall provide and maintain, Auto Liability Insurance (ALI). The Auto Liability Policy shall include a Combined Single Limit of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00); Underinsured and Uninsured Motorists limit of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00); Coverage shall include Non-Owned and Hired Car coverage. This policy shall name the KPBL as Additional Insured. To the extent damages are covered by auto liability insurance, subrogation shall be waived.
- d. Worker's Compensation. LESSEE shall provide and maintain, for all of its employees engaged in work under this Agreement, Workers' Compensation Insurance in accordance with the laws of the State of Alaska. The LESSEE shall be responsible for Workers' Compensation Insurance for any subcontractor(s) who directly or indirectly provides services under this Agreement. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than the minimum amounts required by law. Where applicable, coverage for all federal acts (i.e., U.S.L. & H and Jones Act) must also be included. Subrogation shall be waived.

- 7. Use of Leasehold. LESSEE may use and develop the property only for agricultural purposes as specified in the approved Farm Management and Development Plan, attached hereto and incorporated by reference; and within the scope of provisions of this lease.

Failure to use the Property in accordance with the provisions of this lease above may result in the LESSOR, at the LESSOR'S discretion and upon 60 days written notice, reducing the lease area to reflect the actual level of use or may constitute grounds for cancellation.

If utilization of the lease, even under an approved practice, causes or begins to cause substantial damage to vegetation, soil stability, water quality, or any other valuable resource it is the responsibility of the LESSEE to take immediate actions to abate and correct the problem. The LESSOR should be notified as soon as possible of the required actions that were taken and the proposed changes in

management that will address the situation into the future. Failure to take corrective actions or to notify the LESSOR shall be grounds for cancellation. The LESSEE shall use and occupy the leasehold in compliance with the all applicable laws, regulations, ordinances, and orders that a public authority has put into effect or may put into effect. The LESSEE shall properly locate all activities and improvements on the leasehold, and may not commit waste of the parcel. The LESSEE shall maintain and repair the leasehold including improvements in a reasonably neat and clean condition, and shall take all necessary precautions to prevent or suppress grass, brush, or forest fires, and to prevent erosion, unreasonable deterioration, or destruction of the land or improvements.

8. Farm Management and Development Plan. A Farm Management and Development Plan is required for this lease. No activities or improvements are authorized on the leasehold unless they are in a plan approved by LESSOR.

A Range Management and Development Plan shall be a record containing explicit information specific to the leasehold, accompanied by supporting maps and references that serve to document existing and proposed improvements, operational details and activities, and schedules thereof. The planning process shall include technical guidance from the appropriate Soil and Water Conservation District. The plan must be based on sound farm management practices, it must be supported by technical procedures, and it must conform to the uses authorized by this lease.

The minimum requirements of a development plan are: 1) disclosure of use of the Property including crop or animal type, cultivation or feeding practices; crop volume or animal unit months as applicable; 2) location and nature of existing improvements and their estimated value; 3) location and nature of proposed improvements, their purpose, and their value; 4) a development, use, and construction time table.

The Farm Management and Development Plan is subject to approval by the mayor or mayor's designee, and may be modified with stipulations, conditions and/or exclusions by the mayor, or the mayor's designee, as deemed reasonable and appropriate to ensure that the use of the leasehold is within the scope of the lease and sound management practices. An approved Farm Management and Development Plan may be later modified and/or amended by mutual agreement subject to written approval by the mayor, or the mayor's designee. The LESSEE shall provide the LESSOR with an updated Farm Management and Development Plan within 120 days of the date a request is made by the LESSOR to update the Farm Management and Development Plan required by this lease.

Pursuant to 17.10.140(D)(4), failure on the part of the LESSEE to substantially use and develop the leasehold in accordance with the Farm Management and Development Plan within the timeframe specified in the plan shall constitute grounds for cancellation. Utilization or development of the leased land for uses other than those allowed by this lease and specified in the approved Farm Management and Development Plan shall be grounds for termination of the lease. The mayor or his designee shall determine whether the plan is substantially complete and may extend these deadlines for good cause shown or when the mayor determines it to be in the borough's best interests.

9. Identification of Livestock. All livestock permitted on a borough grazing lease shall be properly identified and, if applicable, such identification registered in accordance with AS 03.40.010 -03.40.270.
10. Health of Livestock. Prior to placing livestock on the lease all animals shall be examined by a veterinarian, experienced cattleman or other qualified professional, and if determined necessary treated for any diseases and parasites. Livestock shall be cared for using acceptable livestock husbandry practices at all times. Sick or dead animals shall be promptly treated or disposed of in a lawful manner which affords the greatest protection of humans, other livestock, wildlife and domestic animals. If applicable, AS 03.45 controls over this section.
11. Control of Livestock. LESSEE shall have sufficient control of livestock to keep all livestock within the boundaries of the leasehold at all times. It is the responsibility of the LESSEE, upon approval and at no expense to the LESSOR, to properly locate and place fencing or other deterrents to the movement of livestock.
12. Certified Seed, Forage and Other Plant Materials. Whenever possible, any plant seed introduced to the property shall be certified. Certification shall be by a state program or a state recognized program or authority. LESSEE shall take all other reasonable precautions to avoid the spread of noxious or invasive species through forage products, plant seeds, other plant materials, feedstuffs or any other means.
13. Surface Resources. Unless otherwise provided by this lease, Farm Management and Development Plan, or other written authorization, the LESSEE may not sell or remove from the leasehold any timber, stone, gravel, peat moss, topsoil, or any other material valuable for building or commercial purposes.

Up to 1,000 Cubic Yards of on-site materials may be utilized at the current rate set forth in the Kenai Peninsula Borough Schedule of Rates, Charges, and Fees pursuant to KPBL 1.26, provided LESSEE includes the borrow site location and utilization plan in the Farm Management and Development Plan.



14. Petroleum Products, Chemicals, and Hazardous Materials. LESSEE shall comply with all applicable laws and regulations concerning petroleum products, chemicals, hazardous chemicals and other hazardous materials, and shall properly store, transfer and use all hazardous chemicals and other hazardous materials and not create any environmental hazards on the lands leased herein. In no event may LESSEE utilize underground storage tanks for the storage or use of hazardous chemicals or other hazardous materials including petroleum products.

Storage and use of petroleum products, pesticides, or other chemicals is allowed only in amounts necessary, only as specified in the approved Farm Management and Development Plan, and only upon condition that LESSEE exercise proper care, handling, and safe and proper storage, and according to labeled directions when applicable. Fuel may not be placed within 100 feet of any wetland or the mean or ordinary high water mark of any lakes, streams, or other bodies of water. Fuel and pesticides must be stored in leak proof containers and placed within a secondary containment, impermeable berms and basins capable of retaining 110 percent of storage capacity plus 12 inches of free board to minimize uncontained spills or leaks.

The LESSEE agrees that it will not discharge or dispose of or suffer the discharge or disposal of any petroleum products, gasoline, hazardous chemicals, or hazardous materials into the atmosphere, ground, wastewater disposal system, sewer system, or any body of water. Pesticides may be used only according to labeled directions. Aerial spraying of pesticides shall not be allowed.

Should any hazardous chemicals or hazardous materials of any kind or nature whatsoever, or hazardous wastes be released upon the subject lands during the term of this lease, LESSEE shall IMMEDIATELY report such release to the KPB Planning Director or other appropriate KPB official and to any other agency as may be required by law, and LESSEE shall, at its own cost, assess, contain and clean up such spilled materials in the most expedient manner allowable by law.

As used herein, "hazardous chemical" means a chemical that is a physical hazard or a health hazard.

As used herein, "hazardous material" means a material or substance, as defined in 49 C.F.R. 171.8, and any other substance determined by the federal government, the state of Alaska or KPB, to pose a significant health and safety hazard.

As used herein, "hazardous waste" means a hazardous waste as identified by the Environmental Protection Agency under 40 C.F.R. 261, and any other hazardous waste as defined by the federal government, the state of Alaska or KPB.

The covenants and obligations described in this article shall survive the termination of this lease.

15. Liens and Mortgages. LESSEE shall not cause or allow any liens of any kind or nature whatsoever to attach to the property during the term of this lease. In the event that any prohibited lien is placed against the property, LESSEE shall immediately cause the lien to be released. LESSEE shall immediately refund to LESSOR any monies that LESSOR may, at its sole discretion, pay in order to discharge any such lien, including all related costs and a reasonable sum for attorney's fees.

#### **IV. RIGHTS RESERVED BY LESSOR**

16. Reservation of Easements. The LESSOR expressly reserves the right to take for the use of the LESSOR and the right to grant to third parties, easements or rights-of-way of unlimited size across the parcel herein leased if it is determined to be in the best interest of the LESSOR to do so, even if the creation of the easement or right-of-way terminates the entire leasehold estate; provided, however, that the LESSEE shall be entitled to compensation for all improvements which are damaged or destroyed as a direct result of such easement or right-of-way. LESSEE will not be entitled to compensation for loss of available forage, however the rental rates may be adjusted to reflect any changes in total lease-hold acreage.
17. Surface Reservations. The LESSOR hereby expressly saves and reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right to enter by itself, its or their agents, attorneys, and servants upon said lands, or any part or parts thereof, at any and all times, for the purpose of exploring for, opening, developing, harvesting, drilling and working surface mines, excavations, or timber sales on these or other lands and taking out and removing therefrom all valuable surface resources such as timber, stone, gravel or any other material valuable for building or commercial purposes and to that end it further expressly reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right by its or their agents, servants and attorneys at any and all times to erect, construct, maintain, and use all such buildings, machinery, roads, pipelines, power lines, and railroads, sink such shafts, drill such wells, remove such soil, and to remain on said lands or any part thereof for the foregoing purposes and to occupy as much of said lands as may be necessary or convenient to such purposes, hereby expressly reserving to itself, its lessees, successors, and assigns, as aforesaid, generally all rights and power in, to and over said land, whether herein expressed or not, reasonably necessary or convenient to render beneficial and efficient the complete enjoyment of the property and rights hereby expressly reserved.



The parties acknowledge and agree that this lease and land are subject to a reservation of rights by the State of Alaska to enter and extract minerals and to use the surface as provided in AS 38.05.125.

As the parties agree that these are reserved rights, which are reflected in the annual lease rental, in the event that LESSOR exercises a right in Items 1 or 2 above, it is agreed and understood that LESSEE shall receive no damages for such grant or action.

## **V. MISCELLANEOUS TERMS AND CONDITIONS**

18. Assignments. Lessee may assign this Lease only if approved in advance by KPBL. Applications for assignment shall be made in writing on a form provided by the Land Management Division. The assignment shall be approved if it is found that all interests of KPBL are fully protected. The assignee shall be subject to and governed by the provisions of this Lease and laws and regulations applicable thereto. No agricultural lease may be assigned within two years of the anniversary date.
19. Subleasing. LESSEE shall not sublease the Premises or any part thereof without written permission of the KPBL Mayor when applicable. A sublease shall be in writing and subject to the terms and conditions of this Lease.
20. Waste. LESSEE shall not commit waste upon or injury to the lands leased herein.
21. Fire Protection. LESSEE shall take all reasonable precautions to prevent, and take all reasonable actions to suppress destructive and uncontrolled grass, brush, and forest fires on the PROPERTY, and comply with all laws, regulations, and rules promulgated and enforced by the protection agency responsible for forest protection within the area wherein the PROPERTY is located.
22. Safety. LESSEE shall be solely responsible for maintaining the premises in a safe and fit condition, including without limitation snow and ice removal from all improvements and areas on the PROPERTY as needed for LESSEE's use of the PROPERTY. LESSEE is responsible for the safety of all persons conducting activities on the PROPERTY under this LEASE.
23. Sanitation. LESSEE shall comply with all laws, regulations or ordinances promulgated for the promotion of sanitation. The PROPERTY shall be kept in a clean and sanitary condition and every effort shall be made to prevent pollution of the waters and lands. Sanitary facilities shall be in accordance with the State of Alaska, Department of Environmental Conservation regulations.

24. Hazardous Materials and Hazardous Waste. Storage, handling and disposal of hazardous waste shall not be allowed on PROPERTY. LESSEE shall comply with all applicable laws and regulations concerning hazardous chemicals and other hazardous materials, and shall properly store, transfer and use all hazardous chemicals and other hazardous materials and not create any environmental hazards on the PROPERTY. In no event may LESSEE utilize underground storage tanks for the storage or use of hazardous chemicals or other hazardous materials.

Should any hazardous chemicals or hazardous materials of any kind or nature whatsoever, or hazardous wastes be released upon the PROPERTY during the term of this LEASE, LESSEE shall IMMEDIATELY report such release to LESSOR and any other agency as may be required by law, and LESSEE shall, at its own cost, assess, contain, and clean up such spilled materials in the most expedient manner allowable by law.

As used herein, "hazardous chemical" means a chemical that is a physical hazard or a health hazard.

As used herein, "hazardous material" means a material or substance, as defined in 49 CFR 171.8, and any other substance determined by the federal government, the State of Alaska or Kenai Peninsula Borough, to pose a significant health and safety hazard. The covenants and obligations described in this article shall survive the termination of this License.

25. Compliance with Laws. LESSEE shall abide by all applicable federal, state, city, and borough statutes, ordinances, rules, and regulations. LESSEE is responsible for obtaining all federal, state, and local permits applicable to licensee's activities and shall keep such permits in good standing.

26. Easements and Rights-of-Way. This LEASE is subject to all easements, rights-of-way, covenants and restrictions of which LESSEE has actual or constructive notice. LESSOR reserves and retains the right to grant additional easements for utility and public access purposes across the PROPERTY and nothing herein contained shall prevent LESSOR from specifically reserving or granting such additional easements and rights-of-way across the PROPERTY as may be deemed reasonable and necessary.

As the parties agree that this is a reserved right which is reflected in the annual lease rental, in the event that KPBL grants future additional easements or rights-of-way across the PROPERTY, it is agreed and understood that LESSEE shall receive no damages for such grant.

27. Inspections. LESSEE shall allow LESSOR, through its duly authorized representative, to enter and inspect the PROPERTY at any reasonable time, with or without advance notice to LESSEE, to ensure compliance with the terms and conditions of this lease. LESSOR's right to enter and inspect shall be exercised at LESSOR's sole discretion and the reservation or exercise of this right, and any related action or inaction by LESSOR, shall not in any way impose any obligation whatsoever upon LESSOR, and shall not be construed as a waiver of any rights of LESSOR under this LEASE.
28. Property Taxes. LESSEE shall timely pay all real property taxes, assessments and other debts or obligations owed to the Kenai Peninsula Borough. Pursuant to KPBL Code, Section 17.10.150(H), any taxes levied against the leasehold interest shall be the responsibility of the LESSEE to pay when due. Pursuant to KPBL Code, Section 17.10.120(F) this LEASE will terminate automatically should LESSEE become delinquent in the payment of any such obligations.
29. Cancellation. At any time that this LEASE is in good standing it may be canceled in whole or in part upon mutual agreement by LESSEE and LESSOR, on such terms as the Mayor, or Mayor's Designee determines to be in the best interest of the Kenai Peninsula Borough.
30. Termination. Upon termination of this LEASE, LESSEE covenants and agrees to return the property to LESSOR in the condition which existed immediately prior to entry on the PROPERTY by LESSEE, and to immediately remove all items of personal property subject to the conditions of Section 24 below. All terms and conditions set out herein are considered to be material and applicable to the use of the PROPERTY under this LEASE. Subject to the following, in the event of LESSEE's default in the performance or observance of any of the LEASE terms, conditions, covenants and stipulations thereto, and such default continues for thirty (30) calendar days after written notice of the default, LESSOR may cancel this lease, or take any legal action for damages or recovery of the PROPERTY. No improvements may be removed during the time in which the LEASE is in default.

In the event LESSEE breaches any provisions prohibiting the release of hazardous chemicals, hazardous materials, or hazardous waste on the PROPERTY, and fails to immediately terminate the operation causing such release upon notice from LESSOR, then LESSOR may immediately terminate this LEASE without notice to LESSEE.

31. Violation. Violation of any of the terms of this LEASE may expose LESSEE to appropriate legal action including forfeiture of lease interest, termination, or cancellation of its interest in accordance with state law.

32. Notice of Default. Notice of the default, where required, will be in writing and as provided in Section 27 of this LEASE.

33. Entry or Re-entry. In the event that this LEASE is terminated, canceled or forfeited, or in the event that the demised lands, or any part thereof, should be abandoned by the LESSEE during the LEASE term, LESSOR or its agents, servants or representatives, may immediately or any time thereafter, enter or re-enter and resume possession of said lands or such part thereof, and remove all persons and property therefrom either without judicial action where appropriate, by summary proceedings, or by a suitable action or proceeding at law or equity without being liable for any damages therefor. Entry or re-entry by LESSOR shall not be deemed an acceptance of surrender of the contract.

34. Removal or Reversion of Improvements Upon Termination of Lease.

Improvements on the PROPERTY owned by LESSEE shall, within ninety (90) calendar days after the termination of the LEASE, be removed by LESSEE; provided such removal will not cause injury or damage to the land; and further provided that LESSOR may extend the time for removing such improvements in cases where hardship is proven. LESSEE may dispose of its improvements to a succeeding lessee with the consent of LESSOR.

If LESSEE fails to remove improvements or chattels upon LESSOR's request, the LESSOR may do so at the expense of LESSEE.

At LESSOR's sole option, it may choose to retain the improvements or chattels rather than having them removed. If LESSOR elects to retain the improvements and chattels, it shall give written notice of the election to LESSEE. Upon request, LESSEE shall convey said improvements and/or chattels by appropriate instrument to LESSOR.

35. Rental for Improvements or Chattels Not Removed. Any improvements and/or chattels belonging to LESSEE or placed on the PROPERTY during its tenure with or without its permission and remaining upon the premises after the termination of the contract shall entitle LESSOR to charge a reasonable rent therefor.

36. Resale. In the event that this LEASE is terminated, canceled, forfeited, or abandoned, LESSOR may offer said land for sale, lease, or other appropriate disposal pursuant to the provisions of KPB Code, Chapter 17.10 or other applicable regulations.

37. Notice. Any notice or demand, which under the terms of this LEASE must be given or made by the parties thereto, shall be in writing, and be given or made by registered or certified mail, addressed to the other party at the address shown on the contract. However, either party may designate in writing such other address to which such notice of demand shall thereafter be so given, made or mailed. A notice given hereunder shall be deemed received when deposited in a U.S. general or branch post office by the addressor.

All notices shall be sent to both parties as follows:

LESSOR:

Planning Director  
Kenai Peninsula Borough  
144 N. Binkley Street  
Soldotna, AK 99669

LESSEE:

Robert Gibson, Partner  
Alaska Land and Cattle Company  
PO Box 650  
Cooper Landing, AK 99572

38. Responsibility of Location. It shall be the responsibility of LESSEE to properly locate itself and its improvements on the PROPERTY.

39. Liens and Mortgages. LESSEE shall not cause or allow any liens of any kind or nature whatsoever to attach to the property during the term of this lease. In the event that any prohibited lien is placed against the PROPERTY, LESSEE shall immediately cause the lien to be released. LESSEE shall immediately refund to LESSOR any monies that LESSOR may, at its sole discretion, pay in order to discharge any such lien, including all related costs and a reasonable sum for attorney's fees. For the purpose of interim financing or refinancing of the improvements to be placed upon the PROPERTY, and for no other purpose, LESSEE may, upon written approval of LESSOR, encumber by mortgage, deed of trust, assignment or other appropriate instrument, LESSEE's interest in the PROPERTY and in and to the LEASE, provided said encumbrance pertains only to the leasehold interest. Any such encumbrance shall be entirely subordinate to LESSOR's rights and interest in the PROPERTY.

A leasehold mortgagee, beneficiary of a deed of trust or security assignee shall have and be subrogated to any and all rights of the LESSEE with respect to the curing of any default hereunder by LESSEE.

In the event of cancellation or forfeiture of this LEASE for cause, the holder of a properly recorded mortgage, deed of trust, or assignment will have the option to

acquire the LEASE for the unexpired term thereof, subject to the same terms and conditions as in the original instrument, as may be amended.

40. Non-Waiver Provision. The receipt of payment by LESSOR, regardless of LESSOR's knowledge of any breach by LESSEE, or of any default on the part of LESSEE in observance or performance of any of the conditions or covenants of this LEASE, shall not be deemed to be a waiver of any provision of the LEASE. Failure of LESSOR to enforce any covenant or provision herein contained shall not discharge or invalidate such covenant or provision or affect the right of LESSOR to enforce the same in the event of any subsequent breach or default. The receipt by LESSOR of any payment of any other sum of money after notice of termination or after the termination of the LEASE for any reason, shall not reinstate, continue or extend the LEASE, nor shall it destroy or in any manner impair the efficacy of any such notice of termination unless the sole reason for the notice was nonpayment of money due and the payment fully satisfies the breach.
41. Jurisdiction. Any lawsuits filed in connection with the terms and conditions of this LEASE, and of the rights and duties of the parties, shall be filed and prosecuted at Kenai, Alaska and shall be governed by Alaska law, without regard to conflict of law principles.
42. Savings Clause. Should any provision of this LEASE fail or be declared null or void in any respect, or otherwise unenforceable, it shall not affect the validity of any other provision of this LEASE or constitute any cause of action in favor of either party as against the other.
43. Binding Effect. It is agreed that all covenants, terms, and conditions of this LEASE shall be binding upon the successors, heirs and assigns of the parties hereto.
44. Full and Final Agreement. This LEASE constitutes the full and final agreement of the parties hereto and supersedes any prior or contemporaneous agreements. This LEASE may not be modified orally, or in any manner other than by an agreement in writing and signed by both parties or their respective successors in interest. LESSEE avers and warrants that no representations not contained within this LEASE have been made with the intention of inducing execution of this LEASE.
45. Warranty of Authority. LESSEE warrants that the person executing this LEASE is authorized to do so on behalf of LESSEE.

LESSEE: Robert Gibson and Filip  
Martushev, DBA Alaska Land &  
Cattle

LESSOR: Kenai Peninsula Borough

\_\_\_\_\_  
Robert Gibson, Partner

\_\_\_\_\_  
Charlie Pierce, Borough Mayor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Filip Martushev, Partner

\_\_\_\_\_  
Dated

\_\_\_\_\_  
ATTEST:

\_\_\_\_\_  
APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Johni Blankenship  
Borough Clerk

\_\_\_\_\_  
Sean Kelley  
Deputy Borough Attorney

**KPB NOTARY ACKNOWLEDGMENT**

STATE OF ALASKA            )  
  ) ss.  
THIRD JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by Charlie Pierce, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, on behalf of the corporation.

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

**LESSEE NOTARY ACKNOWLEDGMENTS**

STATE OF ALASKA            )

Kenai Peninsula Borough  
KPBL# «Authorization»; Alaska Land & Cattle Co

THIRD JUDICIAL DISTRICT                    ) ss.  
  )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Robert Gibson, of Alaska Land and Cattle Company, for and on behalf of the company.

\_\_\_\_\_  
Notary Public for State of Alaska  
Commission Expires: \_\_\_\_\_

STATE OF ALASKA                            )  
  ) ss.  
THIRD JUDICIAL DISTRICT                    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Filip Martushev, of Alaska Land and Cattle Company, for and on behalf of the company.

\_\_\_\_\_  
Notary Public for State of Alaska  
Commission Expires: \_\_\_\_\_



**FARM- & RANGELAND**

**DEVELOPMENT PLAN for KENAI BOROUGH OWNED LAND Parcel # 18521053**

---

The following plan is designed and submitted by  
Robert Gibson for ALASKA LAND & CATTLE COMPANY.

**Land parcel Description**

---

The total land parcel size is 280 acres of undisturbed land  
The land has never been cultivated and is massively overgrown by alder patches and thick willow brush.  
There are some open alpine meadow patches of land with very thick tussock forming  
Calamagrostis reed grass as well as other grasses and forbes.  
Some noxious weeds has been found throughout these meadows.  
The terrain is undulating and steep with multiple deep ravines parts of which will have to be graded  
To provide access to farmable fields.  
This land parcel is located 22 miles outside of the city of Homer proper.  
There is no electricity nor any landline or cellular service provided in the vicinity.  
The parcel is transected by the Basargin Road and the Echo Lake gravel pit.

**Mission Statement and Use of Land**

---

It is our desire to develop this virgin land for the purpose of  
Production of Hay  
Development and creation of Pastured land for livestock.  
Utilize a portion of the land (Described in Contract as Managed Forestry) to harvest Forestry Products.

**Fencing of Leased lands**

---

Alaska Land & Cattle Company practices a Holistic and Permaculture approach to dealing with the land.  
Therefore we will use the grazing technique called Rotational Grazing in which livestock is moved  
frequently from paddock to the next paddock giving the grazed vegetation a better chance for

regenerated growth Upon which that regenerated area is again visited by livestock for fresh new grazing.

In this grazing method there is no need for permanent fencing , as the fences have to be moved frequently.

#### **Barn yard site**

---

A barn site of up to 3 acres in size will be created to provide ample space for

Hay Storage facilities

Tool Sheds

Livestock Sorting Corrals

Loading

Farm Machinery and Implements Storage

Cattlemen's Cabin

The Barnyard Site will be permanently fenced and marked for information of it's existence to the public

And trail users.

Location of the Barnyard Site is marked on attached map with the label B.

#### **Water**

---

Given the fact of Rotational Grazing It is obvious that drinking water stations for livestock also have to be rotated in their locations.

Therefor no permanent water troughs will be installed.

However, depending of weather and climatic conditions it may become necessary to excavated one or several ponds within the grazing area.

If that need arises the landowner will be notified.

#### **Access**

---

A few graded pads will later be constructed for egress to the different fields.

#### **Livestock to graze the leased land**

---

Beef Cows , Horses , Sheep and Goats.

Each animal will be verified and inspected by a licensed veterinarian or skilled livestock manager prior to placement on the land.

Each animal will carry proper identification as required by Alaska Department of Agriculture.

Identification by bhy Branding and a numbered Ear Tag.

Sheep and Goats will be registered with a Scrapie NJumber identifier.

#### Development Work Schedule and Time Table

---

The first 2 years will be mainly concentrated on clearing vegetation to give room for hay fields and p0astures.

There is a fairly good amount of vegetative biomass already on the land so we will initially allow some grazing with a controlled numbers of livestock on select and suitable meadow open land sections.

Weather allowing we will attempt to seed in some cleared areas.

Third year continued clearing of bru8sh and alders growths with more areas seeded in.

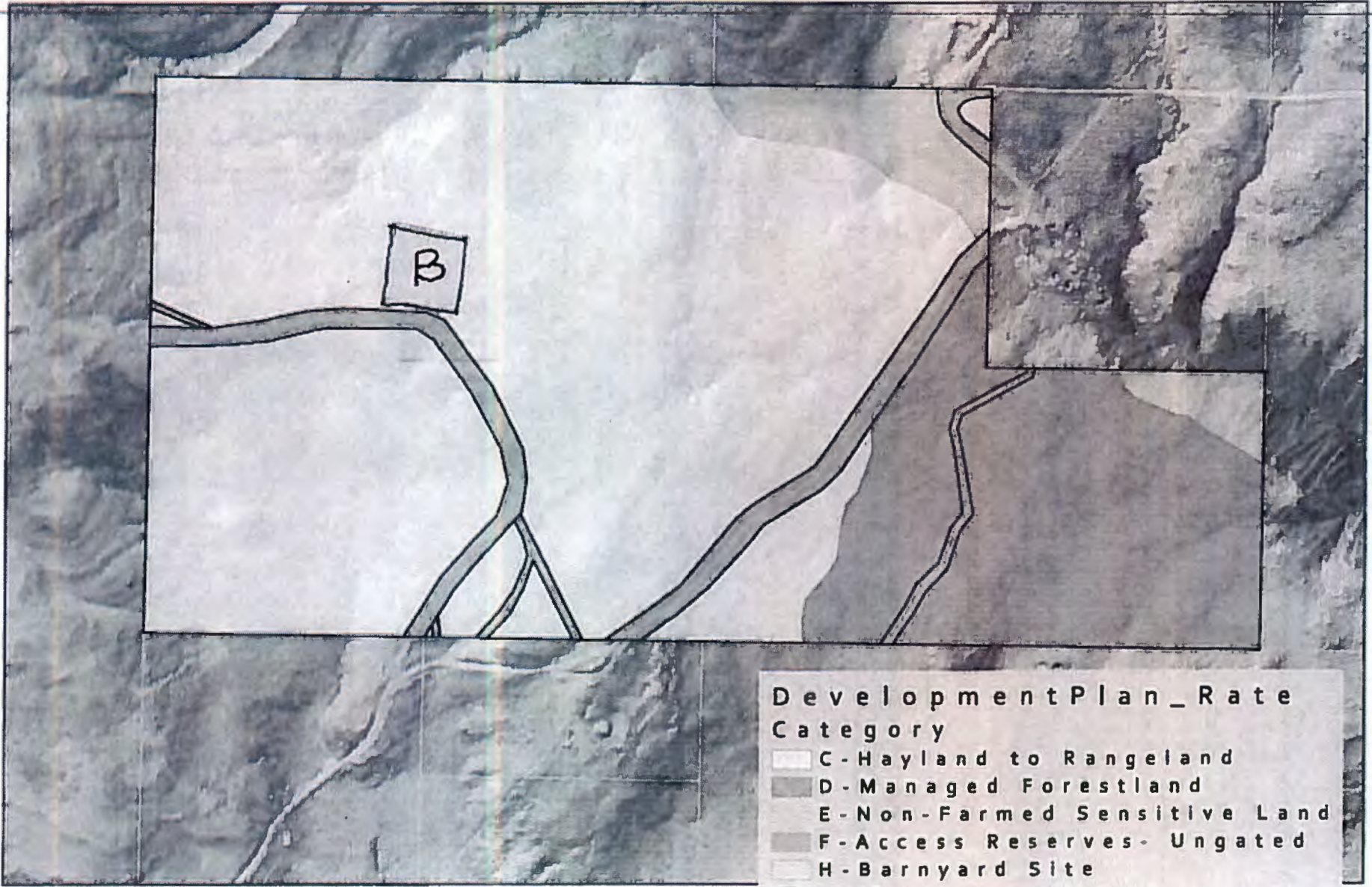
Consecutive years will hopefully see the first harvest of our efforts..



# Agriculture Lease Rate Map

Township 04 South, Range 11 West

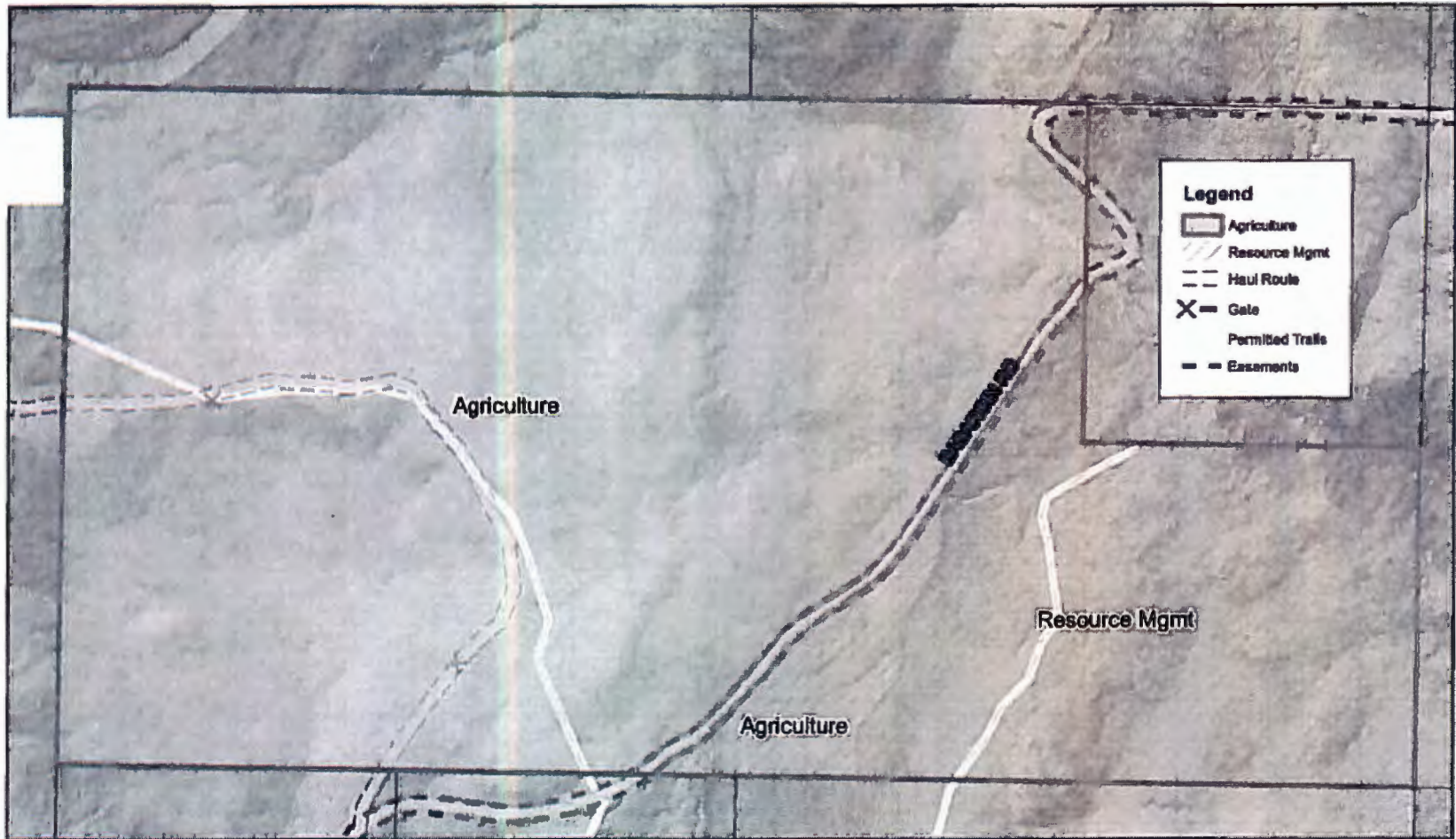
Section 22: NW1/4 & NW1/4NE1/4 & S1/2NE1/4, Seward Meridian, containing 280 +/- acres



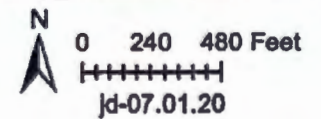
0 330 660 1,320 Feet







APN: 18521053 NW1/4 & NW1/4 NE1/4 & S1/2 NE1/4, Section 22,  
280 acres +/- Township 04 South, Range 11 West, Seward Meridian,  
Homer Recording District



Introduced by: Mayor  
Date: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2021-065**

**A RESOLUTION ACCEPTING \$1,548.02 FROM THE STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, DIVISION OF  
HOMELAND SECURITY AND EMERGENCY MANAGEMENT FOR EMERGENCY  
MANAGEMENT OPERATIONS DURING FISCAL YEAR 2020/2021**

**WHEREAS,** the borough’s Office of Emergency Management (“OEM”) is responsible for disaster management and activities; and

**WHEREAS,** the State of Alaska receives funding from the Federal Emergency Management Agency to support the efforts of local governments in emergency preparedness and response; and

**WHEREAS,** Resolution 2020-050 approved \$160,000 under the 2020 Emergency Management Performance Grant program administered by the Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management (“DHS & EM”); and

**WHEREAS,** the grant program requires a local match of non-federal funds on a 50/50 ratio, or dollar-to-dollar match, for expenditures made from July 1, 2020, through June 30, 2021 (FY21); and

**WHEREAS,** the borough received notice from DHS & EM to increase the FY21 award to \$161,548.02 to support personnel and activities essential to local emergency management; and

**WHEREAS,** the match requirement was met through FY21 operational expenditures of OEM;

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

**SECTION 1.** That the mayor is authorized to accept grant funds in the amount of \$1,548.02 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management, for emergency management operations and is authorized to execute all documents deemed necessary to accept the grant.

**SECTION 2.** That expenditures associated with the grant and match funds occurred retroactively from April 1, 2021 to June 30, 2021 in General Fund Office of Emergency Management accounts 100.11250.00000.4XXXX and 100.11250.21EMP.4XXXX.

**SECTION 3.** That upon adoption, this resolution takes effect retroactively on April 1, 2021.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF SEPTEMBER, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Office of Emergency Management

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## MEMORANDUM

**TO:** Brent Hibbert Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*  
Brandi Harbaugh, Finance Director *BH*

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

**DATE:** August 26, 2021

**SUBJECT:** Resolution 2021-065, Accepting \$1,548.02 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Emergency Management Operations during Fiscal Year 2020/2021 (Mayor)

---

Resolution 2020-050 approved \$160,000 from the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) for disaster management activities. This funding is provided by the Federal Emergency Management Agency under the Emergency Management Performance Grant ("EMPG") program. In August 2021, DHS&EM provided an additional \$1,548.02 to the FY21 EMPG grant, increasing the award to \$161,548.02.

This grant offsets staff salary percentages directly associated with the EMPG program. The 50/50 match funds were supplied from the balance of the OEM department FY2021 annual budget. The purpose of the EMPG program is to assist in the development, maintenance and improvement of state and local emergency management capabilities in responding to disasters that may result from natural or man-made events.

Upon approval of this resolution, \$1,548.02 will be applied retroactively to eligible activities under the FY21 EMPG grant.

Attachment: award letter

<b>FINANCE DEPARTMENT MATCH ACCOUNT/FUNDS VERIFIED</b>	
Acct. No. <u>100.11250.00000.40110 - \$1,548.02</u>	
By: <u>PP</u>	Date: <u>8/25/2021</u>





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Military and  
Veterans Affairs**

Division of Homeland Security and  
Emergency Management

P.O. Box 5750  
JBER, AK 99505-0800  
Main: 907.428.7000  
Fax: 907.428.7009  
[ready.alaska.gov](http://ready.alaska.gov)

August 16, 2021

Charlie Pierce, Mayor  
Kenai Peninsula Borough  
144 N. Binkley Street  
Soldotna, AK 99669

RE: 2020 Emergency Management Performance Grant, EMS-2020-EP-00001-S01  
State Grant No.: 20EMPG-GY20  
Amendment 1, Effective June 30, 2021

Mayor Pierce:

Enclosed is the Award Amendment for the Kenai Peninsula Borough's 2020 Emergency Management Performance Grant. This amendment obligates \$1,548.02 for a new total award amount of \$161,548.02. All previous Grant Terms and Conditions, Grant Requirements, and Assurances and Agreements still apply.

A pre-signed Obligating Award Document (OAD) is attached. Please print the document, sign the OAD and send a scanned copy to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) within 30 days of subrecipient receipt. Keep the hard copy for your records.

If you have any questions, please contact the Division Project Manager for this grant, Kevin Reeve at (907) 428-7019 or by email at [kevin.reeve@alaska.gov](mailto:kevin.reeve@alaska.gov).

Sincerely,

Handwritten signature of William A. Dennis.

William A. Dennis  
Administrative Operations Manager

Enclosure(s): Obligating Award Document  
Project Budget Details Report

cc: Dan Nelson, Jurisdiction Project Manager  
Brandi Harbaugh, Jurisdiction Chief Financial Officer

Introduced by: Mayor  
Date: 08/04/20  
Action: Adopted  
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2020-050**

**A RESOLUTION ACCEPTING \$160,000 FROM THE STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, DIVISION OF  
HOMELAND SECURITY AND EMERGENCY MANAGEMENT FOR EMERGENCY  
MANAGEMENT OPERATIONS**

**WHEREAS,** the borough’s Office of Emergency Management (“OEM”) is responsible for disaster management and activities; and

**WHEREAS,** the State of Alaska receives funding from the Federal Emergency Management Agency to support the efforts of local governments in emergency preparedness and response; and

**WHEREAS,** OEM applied for funding under the 2020 Emergency Management Performance Grant program administered by the Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management (“DHS & EM”); and

**WHEREAS,** the borough received notice from DHS & EM of a grant award in the amount of \$160,000 to support personnel and activities essential to local emergency management; and

**WHEREAS,** the grant program requires a local match of non-federal funds on a 50/50 ratio, or dollar-to-dollar match, for expenditures made from July 1, 2020, through June 30, 2021; and

**WHEREAS,** the match requirement will be met through operational expenditures of OEM and the planning department; and

**WHEREAS,** grant funds were anticipated during the budget process and were appropriated as part of FY2021 budget;

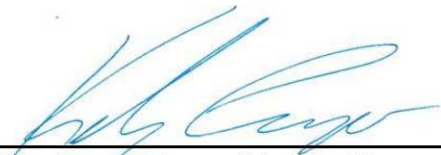
**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the mayor is authorized to accept grant funds in the amount of \$160,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management, for emergency management operations and is authorized to execute all documents deemed necessary to accept the grant.


**SECTION 2.** That expenditures associated with the grant funds will be recorded to account 100.11250.EMP21.4XXXX.

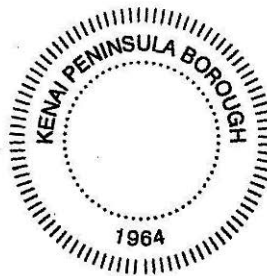
**SECTION 3.** This resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF AUGUST, 2020.**

  
\_\_\_\_\_  
Kelly Cooper, Assembly President

ATTEST:

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



Yes: Bjorkman, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper  
No: None  
Absent: Blakeley

Introduced by: Mayor  
Date: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2021-066**

**A RESOLUTION APPROVING AN AGREEMENT FOR TRANSFER OF  
DELINQUENT FINES AND OTHER DEBTS FOR COLLECTION IN MINOR  
OFFENSE CASES BETWEEN THE ALASKA COURT SYSTEM AND THE KENAI  
PENINSULA BOROUGH**

- WHEREAS,** in January of 2020, the assembly passed Ordinance 2019-39 repealing the previous Junk and Abandoned Vehicles ordinance and enacting a new version; and
- WHEREAS,** the updated version aligned the borough’s procedures with those outlined in Alaska Statutes; and
- WHEREAS,** the Junk and Abandoned Vehicle ordinance introduced infractions to the KPB Code of Ordinances in place of civil fines which had previously been the standard; and
- WHEREAS,** infractions were recommended because they involved no cost to the borough, were easier to enforce, and guaranteed that a person accused of a violation was provided speedy access to a judicial officer; and
- WHEREAS,** based upon the success of the infraction process with junk and abandoned vehicles, in April of 2020, the assembly passed Ordinance 2020-10 amending further sections of the KPB Code of Ordinances from civil fines to infractions and creating a simple table listing those infractions; and
- WHEREAS,** since the passage of Ordinance 2019-39, approximately 44 citations have been issued but not all were able to be served; and
- WHEREAS,** voluntary payment on the citations, despite payment going to the Alaska Court system has been low with less than one-quarter of the citations paid to date; and
- WHEREAS,** the court system sends reminders and allows individuals the opportunity to contest the citation at no cost; and
- WHEREAS,** only when a person refuses to pay or respond in any way does the court system issue a default which would make the citation eligible for transfer; and
- WHEREAS,** upon transfer the citation information would still need to be cross-verified against PFD information to ensure that the correct person’s PFD is being garnished; and

**WHEREAS,** the agreement would greatly increase the ability of the borough to collect on the amounts owed while not infringing on the rights of the individuals , all at no cost to the borough;

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

**SECTION 1.** That the agreement between the Alaska Court System and the Kenai Peninsula Borough for the transfer of delinquent fines and other debts for collection in minor offense cases is hereby approved. The mayor is authorized to execute an agreement substantially in the form of the attached agreement.

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

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF SEPTEMBER, 2021.**

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Brent Hibbert, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Legal Department

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## MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor CP  
Brandi Harbaugh, Finance Director BH

**FROM:** Patty Burley, Acting Borough Attorney PB

**DATE:** August 26, 2021

**RE:** Resolution 2021-066, Approving an Agreement Between the Alaska Court System and the Kenai Peninsula Borough (Mayor)

---

This resolution would approve the attached Agreement between the Alaska Court System and the Kenai Peninsula Borough for the transfer of delinquent fines and other debts for collection in minor offense charges.

The agreement would authorize the Alaska Court System to electronically transfer files containing information on unpaid citations issued by the borough. This information would then be uploaded to the Alaska Permanent Fund Dividend Division. The end result would be that citations which a person elects not to pay, despite notice and multiple opportunities to do so, will have the ability to be collected upon at no cost to the borough.

Your consideration is appreciated.

**AGREEMENT BETWEEN THE ALASKA COURT SYSTEM AND KENAI PENINSULA  
BOROUGH REGARDING THE TRANSFER OF DELINQUENT FINES AND OTHER DEBTS  
FOR COLLECTION IN MINOR OFFENSE CASES**

The Kenai Peninsula Borough (the borough) and the Alaska Court System (the court system) agree as follows:

1. Borough's Readiness

- a. Technical Specifications. The borough has reviewed and agrees to comply with the technical specifications for receiving electronic information from the court system's electronic case management system, currently CourtView. A copy of the current Technical Specifications and Data Elements is attached. The court system will notify the borough of changes in the specifications.
- b. Ability to Import Data. The borough has successfully imported test data from the court system showing that the borough has the ability to electronically import collection records from court system.
- c. Permanent Fund Dividend RPII Memorandum of Agreement. The borough has entered or agrees that it will enter into an agreement with the Permanent Fund Dividend Division to file electronic garnishments.
- d. Account Password Agreement. The borough agrees to designate up to three borough personnel to have access to the collection records provided by the court system. The borough understands that each designated borough employee is required to sign an Account Password Agreement. A copy of the Account Password Agreement is attached.

2. Administrative Bulletin 43

The borough agrees to comply with applicable sections of Administrative Bulletin No. 43 and any future revisions to that bulletin. A copy of the bulletin is attached. The court will notify the borough of changes in the bulletin other than additions to the list of cities in section IV.A.2 that are authorized to serve writs on the PFD Division electronically.

3. Electronic Transfer Procedures

The court system will provide the borough with an electronic file containing the necessary data elements for debts that are transmitted electronically. The Information Services (IS) department of the court system is responsible for developing the format and delivery method for transferring the electronic file.

- a. The court system agrees to transfer information on the obligations listed in sections 4, 5, and 6 of this agreement.
- b. The court system will place the information in electronic files on a secure court system server so that the files are accessible only to the borough and the court system.
- c. The borough agrees not to alter in any way the information received from the court system or to add additional costs or charges without prior written approval of the court system.

- d. The borough agrees that it will not electronically garnish any permanent fund dividends for any debts that were not transferred to it electronically by the court.<sup>1</sup>
- e. If the borough obtains additional identifying information for the debtor (for example, SSNs) from its own sources (for example, police files, tax rolls), it may include that information when it executes on the PFD. The borough must ensure that additional identifying information is matched to the correct debtor.
- f. The borough agrees that all data provided to it by the court system will be electronically imported into its database or other collection system. The borough agrees that it will not manually input the data into its collection system.
- g. The court will issue the borough a continuing Writ of Execution.<sup>2</sup> The borough agrees to permanently retain this writ and make it available for inspection upon request by a debtor.

4. Costs to Be Transferred for Collection

- a. Existing Judgments. Judgments for costs listed in 4.b that were entered more than five years before the effective date of the original agreement will not be transferred because Civil Rule 69(d) requires that a motion be filed before a writ of execution can be issued if five years have elapsed without a writ being issued on a judgment. These debts will be transferred within 30 days after the effective date of the original agreement.
- b. New Judgments. The court system agrees to electronically transfer the following to the borough within 30 days after the due date. The borough agrees to accept these debts for collection.

Minor Offenses

- (a) Fines
- (b) Police Training Surcharges Owed to the State<sup>3</sup>
- (c) Court Costs Owed to the State (Minor Offense Rule 10(e))<sup>4</sup>
- (d) Collection Costs Owed to the City (Minor Offense Rule 10(f))<sup>5</sup>

5. Debts Owed to the State

---

<sup>1</sup> For example, if a city has obtained a small claims judgment against a debtor, the city may not include that debt in its collection procedures under this agreement because that judgment would not be included in any electronic transfer from the court system to the city under this agreement.

<sup>2</sup> For more information on the Continuing Writ of Execution see Administrative Bulletin 43, Section III.D.

<sup>3</sup> Police Training Surcharges are ordered under AS 12.55.039. These surcharges must be deposited in the state's general fund as required by AS 12.55.039(d) and AS 29.25.074. Under AS 29.25.074, a municipality may not enforce a penalty for violation of an ordinance for which AS 12.55.039 requires a surcharge unless the municipality authorizes the imposition of and provides for the collection of this surcharge.

<sup>4</sup> Minor offense default judgments require the defendant to pay \$35 in court costs. Minor Offense Rule 10(e). Unlike collection costs, which belong to the city, court costs belong to the State of Alaska.

<sup>5</sup> See Section 6 of this agreement for more information.



- a. The borough agrees to collect the following costs for the State of Alaska, maintain accurate records of the amount each defendant owes and the amount paid or collected and transfer all payments as follows:

(1) Police Training Surcharges

The borough agrees to transfer all police training surcharges at least quarterly by check to:

Alaska Police Standards Council  
P.O. Box 111200  
Juneau, AK 99811-1200

The check should be made payable to the State of Alaska. The check will then be deposited into the State's Revenue Account pursuant to AS 12.55.039(f). It is **not** necessary to include a list of the case numbers and defendants' names.

(2) Court Costs

The borough agrees to transfer all court costs collected to the court system as follows:

(a) When:

- on January 2, April 1, July 1, and September 1 each year.  
 on the 1<sup>st</sup> of each month.

(b) How:

- (i) Mail the check and an Excel spreadsheet to:

Fiscal Operations/Centralized Accounting  
Alaska Court System  
820 West 4<sup>th</sup> Avenue  
Anchorage, AK 99501

The check must be made payable to: "Alaska Court System."

The excel spreadsheet must list the case numbers, defendants' full names, and the amount of court costs collected in each case. An example is attached.

- (ii) In addition, the borough agrees to **email** the Excel spreadsheet to: [CentralizedAccounting@courts.state.ak.us](mailto:CentralizedAccounting@courts.state.ak.us)

- b. The borough further agrees that before assigning debts owed to the State of Alaska to a private collection agency, the borough must receive written authorization from the administrative director of the Alaska Court System. The court system will authorize collection by a private collection agency only if there is no cost to the state, unless otherwise approved by the Department of Law Collections Unit.

The administrative director agrees that the borough may assign debts owed to the State of Alaska to a private collection agency as long as there is no cost to the state to do so.

6. Borough Collection Costs

Under Minor Offense Rule 10(f), the court will assess the defendant \$35 in collection costs in minor offense cases when the fine and surcharges are transferred to the borough for collection. Collection costs belong to the borough. The borough agrees that it will **not** assess additional collection costs for seizing the PFD, even if its actual expenses exceed \$35, without prior written approval of the administrative director of the court system.<sup>6</sup>

7. Record of Payments, Credits and Refunds

For all debts transferred for collection, the borough agrees to maintain an accurate accounting of the amount each defendant owes, including all payments, credits and refunds.

8. Priority of Claims Against PFD

AS 43.23.065 establishes the priority of claims against permanent fund dividends. Because fines, court costs, collection costs, and surcharges have different priorities, the borough agrees that collection costs, court costs, and surcharges will not be combined with the fine. Instead, the fine, each cost, and the surcharges will be garnished separately. The borough further agrees that funds received from the Permanent Fund Dividend Division will be separately accounted for and allocated between the borough and the State of Alaska according to the priority specified in the statute. See attached chart entitled "Priority of Claims Against PFD."

9. Objections to Permanent Fund Dividend Seizure

If the borough seizes a permanent fund dividend and the defendant notifies the borough that a mistake has been made, the borough agrees that it will immediately attempt to determine whether the borough has made a mistake and, if so, correct the mistake. If the matter cannot be resolved within fifteen calendar days, the borough agrees to inform the defendant that (a) the defendant can file an objection with the court system; and (b) this objection must be filed with the court within 30 calendar days from the date the Permanent Fund Dividend Division mailed notice to the defendant that the defendant's dividend was seized.

10. Integration

This agreement and all attachments and amendments embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

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<sup>6</sup> The \$35 collection cost is for electronic executions on the PFD. If a city elects to seize other property to satisfy the judgments, the city must request a writ of execution from the court. For service of that writ, the defendant may be assessed collection costs in the amount authorized by Civil Rule 69 and Administrative Rule 11.

10. Amendment

- a. Any change in this agreement must be in writing, executed by authorized representatives of the parties, with the same formality as this agreement was executed.
- b. For purposes of any change to the terms and conditions of this agreement, the only authorized representatives of the parties are:

Court System:                         Stacey Marz,  
  Administrative Director

  Doug Wooliver,  
  Deputy Administrative Director

Kenai Peninsula Borough:

Brandi Harbaugh  
Finance Director

Charlie Pierce  
Mayor

- c. Any attempt to change this agreement by either an unauthorized representative or unauthorized means shall be void.

12. Termination

- a. This agreement may be terminated
  - (1) by mutual consent of the parties, or
  - (2) by either party upon 90 days written notice to the other party prior to the effective date of the termination. Notice of termination must be sent via facsimile (fax), email, or mailed by first class mail to the following addresses:

Kenai Peninsula Borough:

Kenai Peninsula Borough, Alaska  
Brandi Harbaugh  
Finance Director  
Email: [bharbaugh@kpb.us](mailto:bharbaugh@kpb.us)

Phone Number: (907) 714-2170  
Fax No: (907) 714-2376

With a copy to:

Kenai Peninsula Borough  
Legal Department  
144 N. Binkley St.  
Soldotna, AK 99669  
[legal@kpb.us](mailto:legal@kpb.us)

Court: Stacey Marz, Administrative Director  
Alaska Court System  
820 W. Fourth Ave.  
Anchorage AK 99501

Fax No: (907) 264-8291  
Email: [smarz@akcourts.gov](mailto:smarz@akcourts.gov)

- b. Upon termination, the borough will transfer information regarding the balance due on each case to the court system. The transfer must occur no later than 10 days after the termination date. The borough agrees to preserve all records regarding writs of execution, payments, credits, and refunds and to provide this information to the court system upon request.

13. Effective Date of Original Agreement: \_\_\_\_\_

KENAI PENINSULA BOROUGH

ALASKA COURT SYSTEM

\_\_\_\_\_  
Charlie Pierce, Mayor

\_\_\_\_\_  
Stacey Marz  
Administrative Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:

Administrative Bulletin 43  
Technical Specifications and Data Elements  
Excel Spreadsheet for Transferring Court Costs to Fiscal Operations Alaska Court System  
Chart of Priority of Claims Against PFD

Distribution:

Original to Administrative Director  
Duplicate Original to City Collections Department

Copy to: IS Applications Manager  
IS CMS Manager  
Clerk of Court

Introduced by: Mayor  
Date: 03/17/20  
Hearing: 04/21/20  
Action: Enacted  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-10**

**AN ORDINANCE AMENDING PROVISIONS IN KPB 1.24, KPB 5.12, KPB 5.18, KPB 10.18, KPB 10.20, KPB 11.10, KPB 12.08 AND KPB 20.10 TO REPLACE CRIMINAL PENALTIES WITH INFRACTIONS**

**WHEREAS,** KPB 1.24 was last updated in 1998 and is outdated; and

**WHEREAS,** an example of its inapplicability is found in the opening section, KPB 1.24.010, which makes violation of much of the borough code a misdemeanor crime; and

**WHEREAS,** KPB 1.24 is actually in conflict with the rest of the code and requires updating; and

**WHEREAS,** numerous other sections of the code state that certain violations are misdemeanors and provide for incarceration upon conviction; and

**WHEREAS,** the borough lacks criminal law enforcement authority so would be required to rely on state or city law enforcement personnel and facilities to enforce such provisions, requiring the borough to pay court and incarceration costs as well as costs for public defenders; and

**WHEREAS,** with the repeal of KPB 14.06 and adoption of KPB 14.08 (Abandoned Vehicles) the timing is now ideal to put all of the penalties into one section and to amend these other sections of the code to replace criminal penalties with infractions in order to minimize amendments to borough code in the future; and

**WHEREAS,** having all of the penalties listed in only one section of the borough's code will make it easier for citizens, staff and the court system to locate information making it easier to enforce minimizing the need for future code amendments; and

**WHEREAS,** the amended language in KPB 1.24 has been verified to conform to the requirements of the Alaska Court System allowing anyone who violates borough code the ability to contest a fine at no cost to the borough; and

**WHEREAS,** having the court system hear any challenges will save the borough thousands of dollars in administrative hearing costs while still providing due process for the citizens and visitors of the borough;

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

**SECTION 1.** That KPB Chapter 1.24 entitled “General Penalty” is amended as follows:

**CHAPTER 1.24. GENERAL PENALTY**

**1.24.010.** [IMPOSITION AND COLLECTION OF SURCHARGE] Integration into other enactments.

This penalty provision shall be considered as an integral and organic part of every ordinance, regulation and order that does not contain a specific penalty clause.

[A. IN ADDITION TO ANY OTHER FINE OR PENALTY PRESCRIBED BY THIS CODE, ANY DEFENDANT WHO PLEADS GUILTY OR NOLO CONTENDERE TO, FORFEITS BAIL FOR, OR IS CONVICTED OF A

1. VIOLATION OF ANY BOROUGH ORDINANCE COMPARABLE TO A MISDEMEANOR OFFENSE UNDER AS 28.33.030, 28.33.031, 28.35.030, OR 28.35.032 RELATING TO OPERATION OF MOTOR VEHICLES WHILE INTOXICATED, SHALL BE ASSESSED A SURCHARGE OF \$75.00 TO THE EXTENT SUCH SURCHARGE IS REQUIRED BY STATE STATUTES;
2. MISDEMEANOR OR VIOLATION OF A MUNICIPAL ORDINANCE FOR WHICH A SENTENCE OF INCARCERATION MAY BE IMPOSED, OTHER THAN A PERSON IDENTIFIED IN 1. OF THIS SUBSECTION, SHALL BE ASSESSED A SURCHARGE OF \$50.00 TO THE EXTENT SUCH SURCHARGE IS REQUIRED BY STATE STATUTE; AND
3. A MISDEMEANOR OR VIOLATION OF A BOROUGH ORDINANCE IF A SENTENCE OF INCARCERATION MAY NOT BE IMPOSED SHALL BE ASSESSED A SURCHARGE OF \$10.00 IF THE FINE AMOUNT FOR THE OFFENSE IS \$30.00 OR MORE TO THE EXTENT SUCH SURCHARGE IS REQUIRED BY STATE STATUTE.

B. ALL SURCHARGES IMPOSED PURSUANT TO PARAGRAPH A OF THIS SECTION SHALL BE COLLECTED SIMULTANEOUSLY WITH THE COLLECTION OF THE UNDERLYING FINE, AND ALL SUCH COLLECTED SURCHARGES SHALL BE REMITTED TO THE STATE OF ALASKA, DEPARTMENT OF ADMINISTRATION AS REQUIRED BY AS 29.25.072. ANY PARTIAL PAYMENTS SHALL BE APPLIED PRO RATA TO THE SURCHARGE AND THE BOROUGH FINE.]

**1.24.020. Violation of Kenai Peninsula Borough Code.**

- A. A person who violates any provision of the Kenai Peninsula Borough Code (borough code) or a regulation promulgated thereunder may be guilty of an infraction and may be issued a citation.
- B. A person charged with a violation under the borough code is not entitled to a trial by jury nor representation by counsel at public expense.
- C. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense.
- D. In addition to issuing citations for violation of any portion of the borough code, the borough may bring a civil action to:
  - 1. Enjoin a violation of any portion of the borough code. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall enjoin the violation.
  - 2. Recover a civil penalty of up to one thousand dollars (\$1,000) per day for each violation of the borough code.
  - 3. Foreclose a recorded lien or judgment as provided by law.
- E. All remedies hereunder are cumulative and are in addition to those existing at law or equity.

**1.24.030. Procedure.**

- A. A charge for the violation of a code provision may be brought by any of the following: the mayor, the mayor's written designee, or that borough official responsible for the administration and enforcement of the code provision which has been violated.
- B. The borough shall use the most current version of the Alaska Uniform Citation form to provide notice of an infraction to anyone accused of violating any provision of this code.

**1.24.040. Aiding or abetting.**

The prohibition of any act in this code, and in any rule or regulation adopted in this code, shall include the causing, securing, aiding or abetting of another person to do such act.

**1.24.050. - Attempted violation.**

- A. It is a violation for any person to attempt to disobey any provision of this code or any rule, order or regulation issued thereunder.

- B. In a prosecution pursuant to this chapter, it is not a defense that it was factually or legally impossible to commit the violation which was the object of the attempt if the conduct engaged in by the defendant would be a violation had the circumstances been as defendant believed them to be.

**1.24.060. Solicitation.**

It is a violation for any person to solicit another person to engage in conduct constituting a violation.

**1.24.070. General penalty.**

Unless another penalty is specifically provided by this code for the violation of any particular provision, any person who violates any of the provisions or fails to comply with any of the mandatory requirements of this code, upon conviction, shall be punished by a fine not to exceed three hundred dollars (\$300) and the violation shall be treated as an infraction.

**1.24.080. Minor offense penalties and remedies.**

- A. Consistent with AS 29.25.070(a), citations for which a fine has been clearly identified may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of the fine amounts listed plus the state surcharge required by AS 12.55.039 and 29.25.074. Fines must be paid to the court. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses. Citations charging these offenses must meet the requirements of Minor Offense Rule 3.
- B. If an offense is not listed on a fine schedule, or has no fine amount, the defendant must appear in court to answer to the charges. Fines may not be judicially reduced.
- C. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense the plus surcharge.

**1.24.090. Minor offense penalty schedule.**

<b><u>Section</u></b>	<b><u>Offense Title</u></b>	<b><u>Fine Amount</u></b>
<u>KPB 5.12.117B</u>	<u>False Representations re: Exemptions on Property Taxes</u>	<u>\$500</u>
<u>KPB 5.12.380B</u>	<u>False Representations re: Property Taxes</u>	<u>\$500</u>
<u>KPB 5.18.620A</u>	<u>Failure to Timely File Sales Tax Returns or Remit Taxes</u>	<u>\$500</u>
<u>KPB 5.18.630</u>	<u>Failure to Keep Adequate Sales Tax Records</u>	<u>\$500</u>
<u>KPB 5.18.640A</u>	<u>Misuse of Resale or Exempt Card</u>	<u>\$500</u>
<u>KPB 10.18.020</u>	<u>Use of Fireworks within the Borough</u>	<u>\$500</u>
<u>KPB 10.18.050</u>	<u>Sale of Fireworks</u>	<u>\$500</u>
<u>KPB 10.20.080</u>	<u>Fail to Report Hazardous Materials</u>	<u>\$750</u>
<u>KPB 11.10.030</u>	<u>Operation of Gambling Establishment or Game of Chance</u>	<u>\$1,000</u>



KPB 12.08.020(a)	Abandoned Vehicle in Area Maintained by Borough	\$100
KPB 12.08.020(b)	Abandoned Vehicle on Property not Designated for Vehicle Disposal	\$100
KPB 12.08.030(c)	Abandoned Vehicle on Private Property	\$100
KPB 12.08.040(a)	Junk Vehicle Placed or Remaining on Borough Property or ROW	\$100
KPB 20.10.030F	Sale of subdivision land prior to Final Plat	\$750

**1.24.100. Collection of fines.**

- A. Fines and any other allowable costs and interest may be collected through any legal means including but not limited to:
  - 1. Disqualification from use or receipt of borough services.
  - 2. Garnishment of Alaska Permanent Fund dividend payments.
  - 3. Civil suits.
  - 4. Garnishment of wages.
  - 5. Lien foreclosure.
- B. Actions for the collection of fines or assessments are independent of any other remedy available for resolution of violations of this code.
- C. Outstanding fines and assessments owed by the same person may be pursued in a single collection action.
- D. Interest on fines and assessments not paid within thirty days of the decision shall accrue at a rate of eight (8%) percent per year.

**SECTION 2.** That KPB 5.12.117 is amended as follows:

**5.12.117. Real property tax—Exemptions—False representations prohibited- Penalties.**

- A. No person shall file with the borough any application for exemption from real property valuation or taxation if the application contains any false representations.
- B. [A VIOLATION OF THIS SECTION IS A MISDEMEANOR PUNISHABLE BY A FINE OF NOT MORE THAN \$500.00 AND BY IMPRISONMENT NOT TO EXCEED 30 DAYS, OR BOTH.] Any violation of this chapter is an infraction. The fine for offenses in this title is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070.
- C. Any exemption granted on the basis of any false representations shall be revoked, and the liability for all taxes, penalties and interest shall remain

**SECTION 3.** That KPB 5.12.380 is amended as follows:

**5.12.380. Other taxes and tax liens—Exemption—False representations prohibited—Penalties.**

- A. No person shall file with the borough an exemption from personal property valuation or taxation if the application contains any false representations.
- B. [A VIOLATION OF THIS SECTION IS A MISDEMEANOR PUNISHABLE BY A FINE OF NOT MORE THAN \$500.00, OR BY IMPRISONMENT NOT TO EXCEED 30 DAYS, OR BOTH.] Any violation of this chapter is an infraction. The fine for offenses in this title is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070.
- C. Any exemption granted on the basis of any false representations shall be revoked, and the liability for all taxes, penalties and interest shall remain.

**SECTION 4.** That KPB 5.18.620 is amended as follows:

**5.18.620. Enforcement—Failure to file returns or remit taxes—Criminal penalty—Civil penalties and interest—Injunction—Publication.**

- A. Failure to file two [2] or more returns in any one [1] calendar year after notice from the borough to the seller's last registered address[; WHEN INTENTIONAL, CONSTITUTES A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT FOR UP TO 30 DAYS, AND BY A FINE NOT TO EXCEED \$500.00, PLUS COSTS OF PROSECUTION, IN ADDITION TO ANY CIVIL PENALTY ASSESSED] is an infraction. The fine for offenses in this section is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070. Civil penalties may be assessed in addition to the infraction.

**SECTION 5.** That KPB 5.18.630 is amended as follows:

**5.18.630. Enforcement—Failure to keep adequate records.**

Each of the following acts [, WHEN INTENTIONAL,] constitutes an infraction. [A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT FOR UP TO 30 DAYS, AND BY A FINE NOT TO EXCEED \$500.00, PLUS COSTS OF PROSECUTION, IN ADDITION TO ANY CIVIL PENALTY ASSESSED:].

- A. Falsification or misrepresentation of any record filed with the borough hereunder or required to be kept hereby, if used to mislead borough tax authorities;

- B. Refusal of a seller to allow inspection at reasonable times of records required to be kept by this chapter.

The fine for offenses in this section is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070. Civil penalties may be assessed in addition to the infraction.

**SECTION 6.** That KPB 5.18.640 is amended as follows:

**5.18.640. Enforcement—Misuse of a resale or exempt card—Criminal penalties.**

- A. Misuse of resale or exemption cards [WHEN INTENTIONAL, CONSTITUTES A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT FOR UP TO 30 DAYS, AND BY A FINE NOT TO EXCEED \$500.00, PLUS COSTS OF PROSECUTION, IN ADDITION TO ANY CIVIL PENALTY ASSESSED] is an infraction. The fine for offenses in this section is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070. Civil penalties may be assessed in addition to the infraction.
- B. Misuse of a resale card is a violation subject to penalty.

**SECTION 7.** That KPB 10.18.080 is amended as follows:

**10.18.080. Penalties.**

[UPON CONVICTION, EACH VIOLATION OF THIS CHAPTER SHALL BE SUBJECT TO A FINE OF \$500.] Any violation of this chapter is an infraction. The fine for offenses in this title is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070.

**SECTION 8.** That KPB 10.20.080 is amended as follows:

**10.20.080. Enforcement.**

A person who violates any provision of this chapter shall be subject to civil penalties, injunctive relief, or both. The owner, agent, contractor, lessee or tenant of any part of a structure or premises in which a part of a violation of this chapter shall exist, is guilty of [A MISDEMEANOR AND UPON CONVICTION THEREOF SHALL BE FINED NOT MORE THAN THE AMOUNT LISTED IN THE MOST CURRENT KENAI PENINSULA BOROUGH SCHEDULE OF RATES, CHARGES AND FEES. EACH AND EVERY DAY THAT A VIOLATION CONTINUES SHALL BE DEEMED A SEPARATE AND DISTINCT VIOLATION an infraction. The fine for offenses in this section is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070.

**SECTION 9.** That 11.10.030 is amended as follows:

**11.10.030. Penalty.**

Persons who violate this chapter shall be guilty of [A MISDEMEANOR AND UPON CONVICTION SHALL BE FINED \$1,000 FOR EACH VIOLATION] an infraction. Each and every day that activities are conducted in violation of this chapter shall be deemed a separate and distinct violation. [A CIVIL PENALTY OF \$1,000 IS IMPOSED FOR EACH VIOLATION SHOULD THE BOROUGH ELECT NOT TO PROSECUTE THE VIOLATION AS A MISDEMEANOR.] The fine for offenses in this chapter is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070.

**SECTION 10.** That KPB 12.08.160 is amended as follows:

**12.08.160. [GENERAL PENALTY FOR VIOLATION] Penalties.**

[A VIOLATION OF THIS SECTION IS AN INFRACTION WITHIN THE TERMS OF AS 28.90.010 AND IS PUNISHABLE BY THE FOLLOWING FINES:

KPB 12.08.020	UNLAWFUL ABANDONED VEHICLE	\$100
KPB 12.08.040	UNLAWFUL JUNK VEHICLE	\$100]

Any violation of this chapter is an infraction. The fine for offenses in this title is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070.

**SECTION 11.** That KPB 20.10.030 is amended as follows:

**20.10.030. Violations and Remedies**

- A. No person shall transfer, sell, offer to sell, or enter into a contract to sell land that must be subdivided under this ordinance until an approved final plat has been recorded. For purposes of this provision the term “transfer” means a transfer of ownership and does not include a lease, license or permit.
- B. No person shall file or record a plat or other document depicting subdivided land unless the plat or document has been approved under this ordinance.
- C. A person shall not violate a provision of AS 29.40, KPB Title 20, or a term, condition or limitation imposed by the platting authority.
- D. Pursuant to AS 29.40.190(a), the borough may request the superior court enjoin a violation or threatened violation of AS 29.40 to this title.


- E. The borough or an aggrieved person may institute a civil action against a person who violates KPB 20.10.030(A), (B), or (C). A civil penalty not to exceed \$1,000 may be imposed for each violation. Each day that an unlawful act or condition continues is a separate violation.
- F. Violation of KPB 20.10.030(A), (B), or (C) constitute [A MISDEMEANOR PUNISHABLE BY A FINE NOT TO EXCEED \$1,000 AND BY IMPRISONMENT NOT TO EXCEED 90 DAYS FOR EACH VIOLATION] an infraction. The fine for offenses in this section is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070. Each transfer, sale, offer to sell, or entry into a contract to sell any land subdivided in violation of this title shall constitute a separate offense.
- G. Violation of KPB 20.10.030(A), (B) or (C) is subject to a fine not exceeding \$1,000 for every day the violation continues which shall be enforced through the applicable provisions of KPB 21.50.010-170.

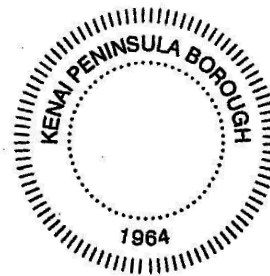
**SECTION 12.** That this ordinance shall take effect immediately upon its enactment

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST DAY OF APRIL, 2020.**

  
 \_\_\_\_\_  
 Kelly Cooper, Assembly President

ATTEST:

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



Yes: Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper  
 No: None  
 Absent: None

Introduced by: Mayor  
Date: 12/03/19  
Hearing: 01/07/20  
Action: Enacted  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2019-39**

**AN ORDINANCE REPEALING KPB 12.06 AND ENACTING 12.08 JUNK AND  
ABANDONED VEHICLES**

**WHEREAS,** current borough code regarding the abatement of junk or abandoned vehicles is a mixture of code and state statutory process; and

**WHEREAS,** state law provides that a municipality may adopt by ordinance established procedures for the abatement and removal of junk or abandoned vehicles so long as the requirements AS 28.11.100 are met; and

**WHEREAS,** vehicles abandoned on public roadways or public property are public nuisances that create health and safety hazards; and

**WHEREAS,** it is in the best interests of the borough to have a clearly established procedure for the abatement, removal, and disposal of vehicles abandoned on public property; and

**WHEREAS,** the public is served by the establishment of code-driven procedures that meet the requirements of state law; and

**WHEREAS,** the public is further served by having procedures to follow when junk or abandoned vehicles are left on private property without the owner's consent; and

**WHEREAS,** due to significant changes to borough code as enacted by this ordinance KPB 12.06 is repealed in its entirety and replaced by a new chapter KPB 12.08; and

**WHEREAS,** at its regularly scheduled meeting held on October 29, 2019, the Kenai Peninsula Borough Road Service Area board recommended approval of this ordinance by unanimous consent;

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

**SECTION 1.** KPB 12.06. ABANDONED VEHICLE ABATEMENT PROCEDURE is hereby repealed.

**SECTION 2.** KPB 12.08. JUNK AND ABANDONED VEHICLES is hereby enacted as follows:

## **CHAPTER 12.08. JUNK AND ABANDONED VEHICLES**

### **12.08.010. Purpose—Authority—Administration.**

The assembly declares that abandoned and junk vehicles are a public nuisance and must be properly disposed of as solid waste in accordance with this chapter and current rules and regulations regarding solid waste disposal, including use fees. The borough may cause to be removed from public property and borough roads abandoned, junk, wrecked or inoperative vehicles following the procedures set forth in this chapter. The Road Service Area Director (“roads director”) shall administer this chapter in coordination with the solid waste director.

### **12.08.020. Abandoned Vehicles Prohibited.**

- A. It is unlawful for a person to abandon a vehicle on a road, vehicular way, or area that is publicly dedicated to or maintained by the borough.
- B. It is unlawful for a person to abandon a vehicle on public property of the borough not set aside by ordinance as a refuse disposal open for the disposal of vehicles.
- C. It is unlawful for a person, without consent of the property owner or person in possession or control of the property, to abandon a vehicle on private property unless such property is licensed as a junkyard, is open for disposal, all necessary fees for removal and storage have been paid, and all other requirements of disposal have been met.
- D. The owner of the vehicle, as shown by the records of the State of Alaska, Department of Administration, Department of Motor Vehicles (DMV) is considered responsible for the abandonment of the vehicle and is liable for the cost of its removal and disposition unless:
  - 1. The vehicle was abandoned by a person without the permission of the owner; and
  - 2. The identity of the person abandoning the vehicle is established and the abandonment as well as the lack of consent of the owner.

State Law Reference - Similar provisions in AS 28.11.010

### **12.08.030. Presumption of Abandonment.**

A vehicle is presumed abandoned if:

- A. The vehicle is registered or titled as required under AS 28.10 and reasonably appears to have been left unattended, standing, or parked upon or within ten (10) feet of the traveled portion of a road or vehicular way or area in excess of 48 hours; or
- B. The vehicle is registered or titled as required under AS 28.10 and reasonably appears to have been left standing or parked upon public property owned or managed by the borough for more than thirty (30) calendar days; or
- C. The vehicle is a wrecked or junk vehicle that reasonably appears to have been left unattended, standing, or parked upon or within ten (10) feet of the traveled portion of a road or vehicular way or area in excess of 48 hours; or
- D. It is a wrecked or junk vehicle that reasonably appears to have been left standing or parked on public property owned or managed by the borough, in excess of two (2) days and without the consent of the owner or the borough.
- E. Private Property.
  - 1. A vehicle that is registered or titled as required under AS 28.10 and reasonably appears to have been left unattended, standing, or parked upon private property in excess of 24 hours may be removed by the borough at the request of the private property owner. The borough shall not be responsible for the costs of removal and will assess such costs to the private property owner.
  - 2. A vehicle that is a wrecked or junk vehicle that reasonably appears to have been left standing or parked on private property in excess of 48 hours and without the consent of the owner or the property owner may be removed by the borough at the request of the private property owner. The borough shall not be responsible for the costs of removal and will assess such costs to the private property owner.

State Law Reference – AS 28.11.020

**12.08.040. Junk Vehicles Prohibited.**

- A. It is unlawful for the registered owner, tenant or other person with legal right to possession of or control over a junk vehicle to place or allow such vehicle to remain, for two (2) or more calendar days, in public view on any road, vehicular way or area that is publicly dedicated to or maintained by the borough.



- B. Upon observation of what appears to be a junk vehicle, the roads director, or their designee, shall give written notice as outlined in section 12.08.060 of this chapter.
- C. Notwithstanding the provisions of subsection A of this section, if the director has reasonable grounds to believe that repairs can be made to render a junk vehicle operable, that the registered owner or other person entitled to possession of the vehicle is willing to undertake or have performed such repairs, that the vehicle does not pose any health or safety hazard, and that there is no reasonable means for removing the vehicle from public view while repairs are being performed, the director may authorize a period of no more than thirty (30) calendar days for the performance of such repairs. In no case, however, may this section be construed as authorizing the operation of a junkyard or other salvage or repair business where other requirements of law, including ordinances, have not been met.

#### **12.08.050. Abandoned and Junk Vehicles.**

If a vehicle is both junk and abandoned, the borough may pursue its abatement under either the junk or abandoned vehicle provisions of this chapter or parts of both.

#### **12.08.060. Removal of Abandoned — Junk Vehicles.**

- A. A vehicle that is presumed abandoned or junked may be impounded and disposed of by the director or their designee in accordance with this chapter. Notwithstanding, the borough shall not be responsible for removal or disposal of junk or abandoned vehicles on private property. Removal and disposition of abandoned or junked vehicles on private property is the responsibility of the owner of the property.
- B. Notice to remove abandoned or junked vehicles shall be given at least 48 hours prior to removal unless the vehicle constitutes an immediate hazard to the public by reason of its condition or location, or if it impedes the regular flow of traffic or the ordinary use of the public property on which it is located. Notice shall be given by posting a copy of the notice on the vehicle stating:
1. A description of the vehicle;
  2. The grounds for removal of the vehicle;
  3. The proposed action to be taken;
  4. Contact information for the director; and

5. That the vehicle will be towed and impounded, and may be disposed of in accordance with this chapter if unclaimed.

C. A written report of removal shall be made by an employee causing a vehicle to be removed under this chapter, and the report shall be sent to the person or entity storing the removed vehicle and to the director. The written report shall contain the description of the vehicle, the date, time, grounds, and place of removal, and the place where the vehicle is impounded.

**12.08.070. Waiver of Claim for Damages.**

A. An owner of an abandoned or junk vehicle waives any claims they may have for damage to or loss of their vehicle which may result from actions taken pursuant to this chapter. Such damage or loss includes, but is not limited to, accidental damage or destruction occasioned by removal, transport and storage, and acts of third parties.

B. Should a vehicle purchased at auction pursuant to KPB 12.08.090 be damaged or destroyed prior to release, the purchaser's remedy is limited to a return of the purchase price.

**12.08.080. Notice to Owners and Lienholders.**

A. As soon as practicable, but not later than ten (10) calendar days after removal, the director, or their designee, shall issue notice of the impoundment by either certified mail, return receipt requested, or personal service to:

1. The registered owner of record and to lienholders of record, if any;
2. Persons known to be lawfully entitled to the possession of the abandoned/junk vehicle; and
3. The Department of Motor Vehicles ("DMV").

B. The giving of notice by mail is considered complete upon the return of the receipt or upon return of the notice as undeliverable, refused or unclaimed. If the vehicle is not registered in the State of Alaska or the name and address of the registered or legal owner or lienholder cannot be ascertained, notice shall be by publication at least once in a newspaper of general circulation for the borough at least twenty (20) calendar days before any final action, such as a sale is undertaken. The director, or their designee, shall use reasonable efforts to ascertain ownership, including but not limited to contacting the DMV.

- C. Notice under this section shall contain:
1. The description of the vehicle; and
  2. The date, time, grounds and place of removal; and
  3. The place where the vehicle is impounded; and
  4. An itemized statement of amounts due the borough for towing and storage (impoundment), administrative fees (DMV search, certified mail, advertising), vehicle prep fees, and stating that such fees must be paid prior to redemption of the vehicle; and
  5. A statement that unless the right to possession is established to the satisfaction of the director and the vehicle reclaimed, or unless arrangements are made for the storage of the vehicle within that time, the vehicle and its contents may be sold at public auction or, in the director's discretion, if the vehicle is determined by the director to be inoperable or worth less than One Thousand Five Hundred (\$1,500.00) Dollars, disposed of by crushing or other means of destruction; and
  6. A statement that the owner of the vehicle may, at any time within ten (10) calendar days, provide a written request for a hearing before the Road Service Area (RSA) Board, pursuant to section 12.08.130, concerning whether the vehicle was abandoned or is a junk vehicle in violation of this chapter and subject to disposal.

**12.08.090. Disposition – Sale.**

- A. Upon expiration of the time period to request a hearing, the director may sell abandoned or junk vehicles impounded in accordance with this chapter at a public auction.
- B. The public auction shall be preceded by at least twenty (20) calendar days' notice of public auction posted within the borough. The auction may be conducted online.
- C. The notice of public auction shall state the description of the vehicle, date, time and place of auction, the name of the owner, if known, and a statement that, subject to the provisions of subsection (E) of this section, the vehicle shall be sold to the highest bidder.

- D. A certificate of sale shall be issued for all vehicles sold at the auction. The certificate shall stipulate that the vehicle must be registered and titled with the DMV within thirty (30) calendar days and that the vehicle will not be released to the buyer until proof of same has been received by the borough. If no such showing has been made within the thirty (30) day period, one-half (1/2) of the purchase price will be forfeited and the vehicle will be returned to auction status to be disposed of pursuant to this section.
- E. The owner of the vehicle may redeem an abandoned or junk vehicle at any time prior to actual sale upon presenting satisfactory proof of ownership and upon payment of all fees and costs incurred and/or imposed by the borough.

**12.08.100. Disposition – Destruction.**

- A. If the director determines that an abandoned or junk vehicle impounded pursuant to this chapter has been scrapped, dismantled or destroyed beyond repair, or that because of the age and condition of the vehicle it is no longer of significant value, the director may authorize disposal by crushing, recycling, or other means of destruction upon the expiration of the fifteen (15) calendar day period required by KPB 12.08.080(c)(6).
- B. The borough may also dispose of abandoned or junk vehicles at the written request of the registered owner of the vehicle or person in lawful possession or control of the vehicle. This written request shall be on a form prescribed by the borough. Disposal by written request of the owner shall not relieve the owner of removal and disposition costs. After receipt of a written request for disposal from the owner, the director may determine, after receipt of removal and disposition costs from the owner, that it is in the best interests of the borough to waive all or part of the fine.

**12.08.110. - Recovery of costs.**

The costs of impounding, towing, storing, selling and/or destroying abandoned or junk vehicles may be charged or assessed by the borough against the registered owner of the vehicle, any person who has acquired legal title to the vehicle from or through the registered owner, any person who has violated sections 12.08.020 or 12.08.040, and/or any proceeds received from the sale of the vehicle pursuant to this chapter.

**12.08.120. Liability for abandoned or junk vehicles.**

The registered owner of an abandoned or junk vehicle, and any other person responsible for the vehicle, shall be jointly and severally liable for the costs of towing, storing and selling or otherwise disposing of the vehicle, as well as the costs of abating any safety or pollutant hazard that is caused by the vehicle.

**12.08.130. Hearing.**

- A. A person claiming an interest in a vehicle that is the subject of a notice under this chapter may obtain a hearing on whether the vehicle is subject to disposal by filing a written appeal to the Road Service Area (RSA) Board within ten (10) calendar days after the date of the notice.
- B. All appeals shall be in writing, signed by the person filing the appeal, and submitted to the Road Service Area Director by delivery to the borough clerk. All notices of appeal shall also contain the following information:
1. Name, address and telephone number of the person filing the appeal;
  2. A specific and detailed statement of the basis for the appeal, with reference to the specific sections of this Title which are claimed to have been violated.
  3. A statement of the relief sought.
- C. Failure to file an appeal within the time and manner provided shall be deemed a waiver of the right to any appellate review.
- D. A request for an appeal is filed on the date it is personally delivered or, if delivered to the borough by United States mail, the date of the United States Postal Service postmark stamped on the properly addressed cover in which the request is mailed.
- E. A current mailing address must be provided to the borough with the request for appeal and any change in mailing address after the request for appeal is filed must be reported in writing to the borough clerk's office.
- F. Within five (5) business days of receiving the notice of appeal, the borough clerk will give notice of the date and time for the appeal hearing. The hearing will be scheduled a minimum of 15 (fifteen) days after the date of the request for appeal has been received. The notice of the hearing will advise the parties of all deadlines for the exchange of discovery.
- G. At least seven (7) days before the hearing, the parties will provide the following to the borough clerk:
1. The names, mailing address and telephone number for all witnesses intended to be called at the hearing.

2. The name, mailing address and telephone number of the person who will speak on behalf of each party at the hearing.

Copies of all documents or exhibits intended to be used as evidence during the hearing.

Copies of all documents filed by the parties shall be served upon the remaining parties by the borough clerk, either by mail, email or personal service, within three (3) business days of the filing deadline.

#### **12.08.135. Appeal Hearing.**

- A. A matter shall proceed to hearing only on those allegations and claimed in the notice issued pursuant to Section 12.08.080. If no allegations or claims in the notice are contested, the matter shall proceed to a decision by the RSA Board without the taking of evidence or argument.
- B. The RSA Board Chair shall set the agenda for the hearing. The hearing shall be open to the public. The RSA Board may permit telephonic participation in the hearing by a party or a witness. The RSA Board may continue the hearing if necessary to obtain additional evidence.
- C. The hearing shall be conducted in an informal manner and shall not be subject to the technical rules of evidence. Any person claiming an interest in the vehicle may appear, present evidence, and cross-examine witnesses.
- D. Formality in pleadings, motions, and the introduction of evidence is not required. A writing filed as a complaint, answer or application shall be legible and brief.
- E. At the hearing, the parties may appear in person or through counsel. The parties may present evidence and testimony on their own behalf, call witnesses, and cross examine other parties' witnesses to the extent the RSA Board determines reasonably necessary to explore any matters which tend to contradict, modify, or explain testimony given on direct. The RSA Board may call witnesses, may ask questions of the witnesses and may request additional evidence.
- F. Each party shall have a maximum of thirty (30) minutes to present their case, including any opening and/or closing statements.
- G. Evidence.
  1. All testimony shall be given under oath or affirmation.

2. The RSA Board is authorized to admit or exclude evidence and to rule upon all objections regarding evidence. The RSA Board may exclude irrelevant, immaterial or unduly repetitious evidence. An erroneous ruling on the admission or exclusion of evidence shall not affect the validity of the RSA Board's decision unless the ruling is shown to have substantially prejudiced the rights of a party.

3. Relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of a common law or statutory rule which makes improper the admission of the evidence over objection in a civil action. Hearsay evidence may be considered provided there are guarantees of its trustworthiness and that it is more probative on the point for which it is offered than any other evidence which the proponent can procure by reasonable efforts.

4. The RSA Board may take notice of judicially recognizable facts. The RSA Board shall notify the parties during the proceeding, and before the final decision, of material officially noticed and they shall be afforded an opportunity to contest the facts so noticed.

H. The Appellant shall bear the burden of proof by clear and convincing evidence regarding whether the vehicle was abandoned or junk.

I. The hearing shall be recorded. Any party desiring a formal transcript of the hearing may order one at their own expense.

J. Within ten (10) business days after the conclusion of the hearing, the RSA Board shall prepare a written decision as to whether the vehicle is subject to disposal under this chapter, and specifying the reasons for their decision. The borough clerk shall provide a copy of the decision to each person who appeared at the hearing and claimed an interest in the vehicle and to the roads director.

K. A decision under this section is appealable to the Superior Court in the Third Judicial District at Kenai as provided by court rules for administrative appeals.

**12.08.140. Preservation of certain rights regarding junk or abandoned vehicles.**

A. Right to operate lawful junkyard or storage yard. Nothing in this chapter shall be construed as limiting the right of any person to operate a lawful junkyard or storage yard.



B. Authority to abate public nuisances. Nothing in this chapter shall be construed to limit the right of the borough, pursuant to other provisions of this title and the common law, to abate summarily a public nuisance, including but not limited to the nuisances defined elsewhere in this code.

**12.08.150. Definitions.**

A. “Abandoned vehicle” means a motor vehicle left unattended, standing, or parked upon or within ten (10’) feet of the traveled portion of a public roadway, or a public right-of-way without the consent of the owner or person reasonably in charge of the property.

B. “Director” means the road service area director, or their designee.

C. “Junk vehicle” means a vehicle that:

1. Is not currently registered, except for a vehicle used exclusively for competitive racing; or

2. Is stripped, wrecked, or otherwise inoperable due to mechanical failure; or

3. Has not been repaired because of mechanical difficulties or because the cost of repairs required to make it operable exceeds the fair market value of the vehicle; or

4. Is in a condition that exhibits more than one of the following: broken glass, missing wheels or tires, missing body panels or parts, or missing drive train parts.

D. “Responsible Person” means the owner of a vehicle or a person authorized to drive, store, or control a vehicle.

E. “Vehicle” means a device in, upon, or by which a person or property may be transported or drawn upon or immediately over a highway or vehicular way or area and that is subject to registration; “vehicle” does not include (1) devices used exclusively upon stationary rails or tracks; (2) mobile homes. A vehicle includes but is not limited to cars, trucks, motorcycles, motorbikes, three and four wheelers, and snow machines; outboard, inboard or air boats; other recreational vehicles commonly driven; and all trailers and semitrailers.

F. “Vehicular way or area” means a way, path, or area, other than a highway or private property, that is designated by official traffic control devices or customary usage and that is open to the public for purposes of pedestrian or

vehicular travel, and which way or area may be restricted in use to pedestrians, bicycles, or other specific types of vehicles.

G. “Wrecked vehicle” means a vehicle that is disabled and cannot be used as a vehicle without substantial repair or reconstruction.

These definitions are for the purpose of this chapter only and shall not be used as definitions for other chapters.

**12.08.160. General Penalty for Violation.**

A violation of this section is an infraction within the terms of AS 28.90.010 and is punishable by the following fines:

<u>KPB 12.08.020</u>	<u>Unlawful Abandoned vehicle</u>	<u>\$100.00</u>
<u>KPB 12.08.040</u>	<u>Unlawful Junk vehicle</u>	<u>\$100.00</u>

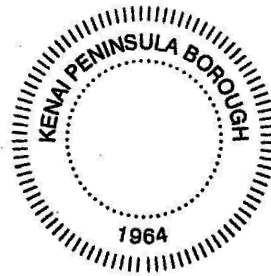
**SECTION 3.** That this ordinance shall become effective immediately upon its enactment

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF JANUARY, 2020.**

  
\_\_\_\_\_  
Kelly Cooper, Assembly President

ATTEST:

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



Yes: Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper  
No: None  
Absent: None

Introduced by: Mayor  
Date: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2021-069**

**A RESOLUTION ACCEPTING \$160,000 FROM THE STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, DIVISION OF  
HOMELAND SECURITY & EMERGENCY MANAGEMENT FOR EMERGENCY  
MANAGEMENT OPERATIONS DURING FISCAL YEAR 2020-2021**

**WHEREAS**, the borough’s Office of Emergency Management (“OEM”) is responsible for disaster management and activities; and

**WHEREAS**, the State of Alaska receives funding from the Federal Emergency Management Agency to support the efforts of local governments in emergency preparedness and response; and

**WHEREAS**, OEM applied for funding under the 2021 Emergency Management Performance Grant program administered by the Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management (“DHS & EM”); and

**WHEREAS**, the borough received notice from DHS & EM of a grant award in the amount of \$160,000 to support personnel and activities essential to local emergency management; and

**WHEREAS**, the grant program requires a local match of non-federal funds on a 50/50 ratio, or dollar-to-dollar match, for expenditures made from July 1, 2021, through June 30, 2022; and

**WHEREAS**, the match requirement will be met through operational expenditures of OEM and the planning department; and

**WHEREAS**, grant funds were anticipated during the budget process and were appropriated as part of FY2022 budget;

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

**SECTION 1.** That the mayor is authorized to accept grant funds in the amount of \$160,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management, for emergency management operations and is authorized to execute all documents deemed necessary to accept the grant.

**SECTION 2.** That expenditures associated with the grant funds will be recorded to account 100.11250.EMP22.4XXXX.

**SECTION 3.** This resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY SEPTEMBER, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Office of Emergency Management

## MEMORANDUM

**TO:** Brent Hibbert Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*  
Brandi Harbaugh, Finance Director *BH*

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

**DATE:** August 26, 2021

**SUBJECT:** Resolution 2021-069, Accepting \$160,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Emergency Management Operations during Fiscal Year 2020/2021 (Mayor)

The borough has received funding from the State of Alaska Division of Homeland Security and Emergency Management for disaster management activities. This funding is provided by the Federal Emergency Management Agency under the Emergency Management Performance Grant ("EMPG") program.

The purpose of the EMPG program is to assist in the development, maintenance and improvement of state and local emergency management capabilities in responding to disasters that may result from natural or man-made events.

The borough's Office of Emergency Management ("OEM") applied for this funding and received a notice of award in the amount of \$160,000. The grant will offset staff salary percentages directly associated with the EMPG program. There is a 50/50 matching fund ratio of non-federal funds. The match funds will be supplied from the balance of the OEM department FY2022 annual budget.

Activities eligible for reimbursement include personnel and activity costs associated with public education on emergency response plans and individual emergency planning, improving borough emergency response plans, developing hazard and risk assessments and evacuation planning activities.

The OEM Senior Manager, will provide grant management and project completion. Project performance period ends June 30, 2022.

<b>FINANCE DEPARTMENT MATCH ACCOUNT/FUNDS VERIFIED</b>	
Acct. No. <u>100.11250.00000.40110 - \$160,000.00</u>	
By: <u>PP</u>	Date: <u>8/26/2021</u>

Attachment: award letter



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Military and  
Veterans Affairs**

Division of Homeland Security and  
Emergency Management

P.O. Box 5750  
JBER, AK 99505-0750  
Main: 907.428.7000  
Fax: 907.428.7009  
ready.alaska.gov

August 24, 2021

Charlie Pierce, Mayor  
Kenai Peninsula Borough  
144 N. Binkley Street  
Soldotna, AK 99669

RE: 2021 Emergency Management Performance Grant, EMS-2021-EP-00001-S01  
State Grant No.: 21EMPG-GY21

Mayor Pierce:

We received funds from the Federal Emergency Management Agency (FEMA) under the 2021 Emergency Management Performance Grant (EMPG). We are pleased to award the Kenai Peninsula Borough the amount of \$160,000.00 under this grant.

We want you to be aware that our agency is developing a new process for assessing future EMPG applications that will be discussed with grantees during the 2022 Alaska State Emergency Management Conference next Spring. It is possible that the new calculation methodology may result in a reduction in future-year EMPG allocations.

EMPG performance includes but is not limited to the following:

- Accomplishment of activities identified in the jurisdiction's 2021 EMPG Work Plan.
- Update or completion of the Whole Community Input Form (WCIF).
- Development of a local jurisdiction Multi-Year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the State's multi-year Training and Exercise Plan Workshop (TEPW). This event may be held in conjunction with the 2021 Preparedness Conference or by other means and conditions allow.
- EMPG-funded personnel should make every attempt to participate in no less than three exercises during the performance period. Exercises may be discussion-based (seminars, workshops, tabletop simulations) or operations-based (drills, functional exercises, full scale exercises). Sponsored opportunities by us may be available during the performance period. Real world events may not always count as exercise participation.
- Continued utilization and work towards adoption and implementation of the National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.
- Complete the FEMA Independent Study Professional Development Series.
- Timely quarterly progress report submissions.
- Dollar-for-dollar, local, in-kind match.

EMPG funding allocations to local jurisdictions are a direct result of continued reporting on actual funds spent at the local level on emergency management activities. With that in mind, we encourage reporting all funds spent on emergency management activities even if they exceed the required match.

Mayor Pierce  
August 24, 2021  
Page 2 of 2

Federal regulations (CFR Part 200.430) requires charges for federal awards for salaries and wages must be based on records that accurately reflect the work performed, and after the fact determination of the actual total activity of the employee. This includes all funding sources and all hours for the pay period to be accounted for when submitting for reimbursement. The required documentation for reimbursement includes payroll reports or timesheets signed and certified that capture the employee's name, position, payroll time period, breakdown of all hours charged to each allocation to total 100% of employee's worked time, amount paid and copies of the corresponding pay warrants, are acceptable. Completion of the Optional Financial Work Sheet for Identifying & Certifying Program Costs Worksheet available at <http://ready.alaska.gov/grants> may be submitted with the appropriate financial reconciliation in lieu of timesheets.

Attached is a pre-signed Obligating Award Documents (OAD). Please review the information for accuracy and review any Special Conditions. Please print the document, sign the OAD and send a scanned copy to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) within 30 days of subrecipient receipt. Keep the hard copy for your records.

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants>.

If signatory points of contact have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, electronic payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Kevin Reeve at (907) 428-7019 or by email at [kevin.reeve@alaska.gov](mailto:kevin.reeve@alaska.gov).

Sincerely,



William A. Dennis  
Administrative Operations Manager

Enclosure(s): Obligating Award Document  
Project Budget Details Report

cc: Brenda Ahlberg, Jurisdiction Project Manager  
Brandi Harbaugh, Jurisdiction Chief Financial Officer



Introduced by: Mayor  
Date: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2021-070**

**A RESOLUTION AMENDING THE SPENDING PLAN FOR THE COVID-19  
COMMUNITY FUNDING PROGRAM TO PURCHASE PERSONAL PROTECTION  
EQUIPMENT, SUPPLEMENT FUNDING TO CENTRAL PENINSULA HOSPITAL  
AND SOUTH PENINSULA HOSPITAL FOR PREVENTION AND TREATMENT OF  
COVID-19, AND HARDEN NORTH PENINSULA AND SELDOVIA RECREATION  
FACILITIES TO ENSURE FUTURE USE IN CASE OF AN EMERGENCY**

**WHEREAS,** the Alaska State Legislature has provided funding to the Kenai Peninsula Borough through the COVID-19 Community Funding Program, a federal pass-thru program under the Center for Disease Control and Prevention; and

**WHEREAS,** Ordinance 2020-19-25 approved and appropriated the COVID-19 Community Funding Program funds; and

**WHEREAS,** the revised spending plan will utilize \$735,418.25 to purchase personal protection equipment, supplement funding to Central Peninsula Hospital and South Peninsula Hospital for prevention and treatment of COVID-19, and harden North Peninsula Recreation Facility and Seldovia Recreation Facility to ensure future use in case of an emergency event; and

**WHEREAS,** this amendment to the spending plan will authorize moving money among COVID-19 Community Funding Program projects to meet possible cost overruns, upon prior approval of the mayor, not to exceed 10% of the individual project budget; and

**WHEREAS,** it is in the borough's best interest to approve the amended spending plan for the purpose of addressing the impacts of the coronavirus pandemic;

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

**SECTION 1.** That the assembly hereby approves the portion of the COVID-19 Community Funding Program funds - Amended September 7, 2021, \$735,418.25, to purchase personal protection equipment, supplement funding to Central Peninsula Hospital and South Peninsula Hospital for the prevention and treatment of COVID-19, and harden North Peninsula Recreation Facility and Seldovia Recreation Facility to ensure future use in case of an emergency event.

**SECTION 2.** That the assembly hereby approves the portion of the COVID-19 Community Funding Program funds - Amended September 7, 2021, to authorize moving money among COVID-19 Community Funding Program projects to meet possible cost overruns which are subject to prior approval by the mayor, and shall not exceed 10% of the individual project budget.

**SECTION 3.** That this resolution shall become effective immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF SEPTEMBER, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Community & Fiscal Projects

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### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *Bll*  
Brandi Harbaugh, Finance Director *BH*

**DATE:** August 26, 2021

**RE:** Resolution 2021-070, Amending the Spending Plan for the COVID-19 Community Funding Program to Purchase Personal Protection Equipment, Supplement Funding to Central Peninsula Hospital and South Peninsula Hospital for Prevention and Treatment of COVID-19, and Harden North Peninsula and Seldovia Recreation Facilities to Ensure Future Use in Case of an Emergency (Mayor)

---

This resolution, upon approval, will authorize the actions outlined in the attached COVID-19 Community Funding Program Scope of Work, which has been approved by the Alaska Department of Health and Social Services (AK DHSS), including: (1) \$735,418.25 for the purchase of personal protection equipment for fire service areas, supplemental funding to Central Peninsula Hospital and South Peninsula Hospital for use in the prevention and treatment of COVID19, and harden North Peninsula and Seldovia Recreation Facilities to ensure future use in case of emergency event; and, (2) moving money among COVID-19 Community Funding Program projects to meet possible cost overruns, not to exceed 10% of the individual project budget, upon prior approval by the Mayor.

Lastly, AK DHSS has approved a No Cost Time Extension ending June 30, 2023.

Your consideration of this resolution is appreciated.

Attachment:  
COVID-19 Community Funding Program SOW and Revised Budget Narrative (08/23/2021)

AK DHSS DIVISION OF PUBLIC HEALTH: COVID-19 COMMUNITY FUNDING PROGRAM - 21VAC - REWRITE

Kenai Peninsula Borough Project Scope of Work and Budget Detail

Status	Fund	Account	Project Code	ObjectCode	Project Description	Original Narrative	Original Budget	Revised Narrative	Revised Budget	Notes
<b>Personnel</b>										
Hired	271	11250	21VAC	40***	One PTE position: Program Manager	The program manager manages these contracts and all other details related to the vaccination program, including contract administration and monitoring, public information activities, and works with emergency management, fire departments, and Borough administration.	\$ 80,000.00	No Change	\$ 80,000.00	\$70,000 Personnel costs \$10,000 Grant Management Training
	271	11250	21VAC	40***	Two PTE positions: 1 Call Center Manager and 1 Vaccine Clinic Assistant	Personnel costs include one year of a call center manager and vaccine clinic assistant. These personnel perform all logistics and planning for vaccine clinics, answer incoming calls, make outbound reminder calls, and other details.	\$ 62,400.00	N/A	\$ -	Unused. Personnel paid from CARES Funding (CAR06). Roll \$62,400
	271	11250	21VAC	40***	Firefighter/EMS Vaccine Administration	Overtime for vaccine administration reflects the portion of mobile, fixed, and pop-up vaccination clinics that are performed by Borough fire/EMS service areas as overtime (see contract section).	\$ 150,000.00	N/A	\$ -	Unused. Personnel paid from CARES Funding (CAR06). Roll \$150,000
					FF/EMS Support	NA	\$ -	Per DHSS approval via email on 08/04/21; purchasing of the following equipment would assist in with challenges which presented itself during the COVID19 response. 1. Portable air purifiers for living quarters and ambulances 2. Portable UV light purifiers for living quarters and ambulances 3. Electrostatic Disinfectant Sprayers for living quarters and ambulances 4. Powered Air Purifying Respirators (PAPR)	\$ 250,000.00	Estimates \$221,742.69 to \$249,042.69

Status	Fund	Account	Project Code	ObjectCode	Project Description	Original Narrative	Original Budget	Revised Narrative	Revised Budget	Notes
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**Contractual**

06/01/21 RFP Released jkb*** 06/22/21 RFP closes...one bid rcvd*** 06/24/21 Evaluation complete*** 07/02/21 RFP discussion scheduled jkb***07/02/21 Non responsive jkb	271	11250	21VAC VACPR	43011	Public information campaign	Public relations/communications firm to provide for communication and outreach for vaccine clinics and information, with a particular emphasis on underserved communities and populations. Scope of work will include outreach campaigns, arranging for translation of materials into native and other languages, producing electronic, printed, and other materials, and other strategies to reach the target audiences. COVID-19 topics to include vaccine distribution, testing, recovery and prevention messaging. Includes costs for direct advertising in radio, newspaper, social media, and other outlets.	\$ 250,000.00	Focus primarily on Recover/Prevention Messaging, but will include vaccine distribution and testing. Scope of work will include internal and external messaging, producing electronic, printed, audio and other materials, and arranging for translation of materials into native and other languages. Training for incoming Public Information Officers (PIOs) to prepare for future events. • Internal messaging for KPBB staff. • External messaging for public outreach, placing a particular emphasis on underserved communities and populations. • Health & Wellness/Prevention Programs.	\$ 100,508.53	RFP 21-010 Non Responsive Revised SOW: 1. \$40,000 contract services 2. \$20,000 media buys (radio/newspaper/SM) 09/01 – 03/31/22 3. \$40,000 training for PIOs for future events Roll remaining \$149,491.47
06/02/21 RFP Under Review - Sent to Purchasing jkb*** 06/16/21 RFP released jkb *** 07/08/21 RFP closes jkb**No Bids jkb	271	11250	21VAC VACEX	43011	Extended Site Clinics	Funding to support private medical providers, pharmacies, and qualified entities to provide smaller clinics during extended hours. For example, a medical office may keep staff from 5pm – 9pm on weeknights or open on weekends for the sole purpose of providing vaccinations.	\$ 125,000.00	N/A	\$ 482.82	RFP 21-012 Non Responsive \$482.82 Ads for RFP Roll \$124,517.18
06/02/21 RFP Under Review - Sent to Purchasing jkb*** 06/16/21 RFP released jkb *** 07/08/21 RFP closes jkb**Non Responsive jkb	271	11250	21VAC VACMO	43011	Mobile Vaccination Clinics	Commission medical providers to provide services to individual homes, group homes, isolated communities, public events, villages, and other areas where the population may be limited in mobility and not able to travel to a fixed site.	\$ 175,000.00	N/A	\$ 526.61	RFP 21-013 Non Responsive \$526.61 Ads for RFP Roll \$174,473.39
06/02/21 RFP Under Review - Sent to Purchasing jkb*** 06/16/21 RFP released jkb *** 07/08/21 RFP closes jkb**No Bids jkb	271	11250	21VAC VACTR	43011	Transportation	Local taxi cab companies, transportation, or agencies to provide transportation to vaccine clinics when the individuals' health allows. These would reimburse these companies/agencies for the costs of trips taken (i.e. cab rides) or could be a hire for certain days to provide for one or more vaccine clinics.	\$ 75,000.00	N/A	\$ 463.79	RFP 21-011 Non Responsive \$463.79 Ads for RFP Roll \$74,536.21
07/23/21 Sent to Brenda and Bud for final review. Set to release 08/16 jkb	271	11250	21VAC VACAA	43011	Preparedness and Planning - After Action	Develop the after action report and improvement plan for vaccination process undertaken by the OEM and partners.	\$ 30,000.00	No Change	\$ 30,000.00	PQR Released 08/16/21 Due 08/27/21

07/23/21 Sent to Brenda review. Set to release 08/17 jkb	271	11250	21VAC VACPP	43011	Preparedness and Planning - COOP	Revise the Borough Continuity of Operations Plan (COOP) to take into account pandemic procedures and other updates.	\$ 50,000.00	No Change	\$ 50,000.00	RFP22-002 releasing 08/17/21 Due 08/31/21
07/26/21 RFP set to release 08/24 jkb	271	11250	21VAC VACCR	43011	Borough Code Revisions	Update sections of code specific to response and recovery in areawide and nonareawide capacities. Updates and additions should not conflict with fire & EMS and hospital service area powers, but complement existing powers and identify potential changes or other recommendations based upon lessons-learned in correlation with COVID-19 response actions.	\$ 150,000.00	No Change	\$ 150,000.00	RFP22-003 releasing 08/24/21 Due 09/09/21

Status	Fund	Account	Project Code	ObjectCode	Project Description	Original Narrative	Original Budget	Revised Narrative	Revised Budget	Notes
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**Subrecipient Agreements to KPB Service Areas**

06/09/21 Agreements sent to grantees jkb***06/16/21 rcvd signed agreement*** 06/18/21 Forwarded executed agreement and SOA approval. bpa***	271	81210	21VAC	43011	South Peninsula Hospital (SPH)	Pass-through funding to address the hospital service area needs specific to the COVID-19 MOA. SPH serves communities of Homer, Kachemak City, Seldovia and unincorporated communities (CDPs) of Anchor Point, Ninilchik, Nikolaevsk, Fritz Creek, Diamond Ridge and smaller CDPs along the Kachemak Bay coastline.	\$ 200,000.00	No Change	\$ 350,000.00	July '21 payment \$9,095.05 Invoice number 22-001326 posted 08/13/21. Exhausted original \$200,000 grant agreement. Jkb Increase from \$200k to \$350K
06/09/21 Agreements sent to grantees jkb*** 06/30/21 Rcvd signed agreement. COI needs to be revised jkb***07/10/21 Executed Grant Agreement. Jkb	271	81110	21VAC	43011	Central Peninsula Hospital (CPH)	Pass-through funding to address the hospital service area needs specific to the COVID-19 MOA. CPH serves Kenai, Soldotna and CDPs along the Sterling and Spur Highways as well as CDPs across upper Cook Inlet.	\$ 200,000.00	No Change	\$ 350,000.00	Increase from \$200k to \$350K
05/27/21 Detailed budget requested jkb**** 06/23/21 budget items rcvd*** 07/01/21 forwarded items to SOA for review jkb.	271	61110	21VAC	43011	North Peninsula Recreation (NPRSA)	NPRSA parks, recreational facility, pool, hockey rink and trails give all families and individuals opportunities to boost physical and mental health, and offer young children an opportunity to develop social skills, regardless of their socioeconomic status. The focus will be to develop and implement avenues for promoting health and wellness, and keys to prevention of COVID-19. These projects will develop more multi-programming with varied user groups, emphasize outdoor recreation, open spaces, programming and event areas, encourage social distancing and sanitation and focus on our community's health and well-being. An investment in these covid-19 recovery projects is an investment in continued health, vitality and resiliency of the people who live on the KPB. Projects to emphasize health and wellness in safe spaces include: Pool Lap Lanes/Dividers, Gym Curtains/Dividers, Outdoor tents-large / stage, Virtual streaming of classes (fitness and other) for public, Upgrades and equipment for outdoor multi-purpose court, Sanitation stations for the playground, No touch fixtures in pool and recreation facilities (lights, toilets, sinks, urinals).	\$ 340,129.59	The evaluation of the NPRSA multi-purpose spaces during the post disaster response and recovery efforts confirmed that these spaces need to be addressed to ensure future use of the facility as an alternate mass care facility or emergency shelter. NPRSA has refined its approach to emergency response, centering the key practices of leveraging outdoor spaces, establishing clear and consistent communications, demonstrating adaptability and conducting community outreach. The following items need to be installed to address ADA compliance, safe functionality and execution of mission-critical objectives during a response at the NPRSA multi-purpose facility: Pool Lap Lanes/Dividers, Gym Curtains/Dividers, Outdoor tents-large / stage, equipment for outdoor multi-purpose court, resurfacing outdoor multi-purpose court, Sanitation stations for the playground, No touch fixtures in pool and recreation facilities (lights, toilets, sinks, urinals), and lighting the existing trail system.	\$ 515,000.00	**\$515k covers all projects** 1. Touchless Fixtures: \$116k; DHSS approved 07/01/21 2. Curtain Divider \$21k; DHSS approved 07/01/21 3. Outdoor tent & Stage \$25k; DHSS approved 07/01/21 4. Outdoor Hand Sanitizer \$4k; DHSS approved 07/01/21 5. Pool Lap Lanes \$4k; Under \$50k no DHSS approval needed 6. Outdoor table & chairs \$25k; Under \$50k no DHSS approval needed 7. Rec Equip \$15k; Under \$50k no DHSS approval needed 8. Resurfacing Court \$175k; DHSS approved 07/29/21 9. Trail Lighting \$130k; DHSS approved 07/29/21
Detailed budget requested 05/27/21 jkb	271	61210	21VAC	43011	Seldovia Recreation (SRSA)	SRSA provides a meeting place for Seldovia residents with a focus on arts, cultural awareness, health and wellness for young and young at heart. Projects to emphasize health and wellness in safe spaces include: Curtains/Dividers, Sanitation stations for playground, No touch fixtures in the facility.	\$ 150,000.00	SRSA provides a meeting place for Seldovia residents with a focus on arts, cultural awareness, health and wellness for young and young at heart. Projects to emphasize health and wellness in safe spaces include: Curtains/Dividers, Sanitation stations for playground, No touch fixtures in the facility, replacing existing hot water heater with one which has a greater hot water capacity, purchase a generator to keep COVID cleaning demand during power outages, install a stackable washer/dryer for the ability to comply with ongoing COVID mitigation.	\$ 160,547.84	Increase from \$150k to \$160,547.84
							<b>Original Budget</b>		<b>Revised Budget</b>	<b>Notes</b>
							\$ 2,037,529.59		\$ 2,037,529.59	

\*Authorization to move money among 21VAC projects to meet possible cost overruns, not to exceed \$203,752.96 or 10% of total grant award. Overruns subject to prior approval by the mayor per borough procurement code.

\$ 2,037,529.59  
\$ 2,037,529.59  
\$ -

Introduced by: Mayor  
Date: 04/06/21  
Hearing: 04/20/21  
Action: Enacted  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-19-25**

**AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDING FROM THE  
STATE OF ALASKA IN THE AMOUNT UP TO \$2,037,529.59 FOR COVID-19  
COMMUNITY FUNDING, A FEDERAL PASS-THRU AWARD UNDER THE CENTER  
FOR DISEASE CONTROL AND PREVENTION**

**WHEREAS**, the Alaska Department of Health and Social Services has notified municipalities of funding through the “COVID-19 Community Funding Program” (funding) that is a federal pass-thru program under the Center for Disease Control and Prevention (CDC); and

**WHEREAS**, the borough was notified of funding up to \$2,037,529.59 that may be used to assist COVID-19 testing and vaccine administration as well as recovery activities; and

**WHEREAS**, the program requires that a minimum of 10 percent of the funding be focused on health equity to help those who have been disproportionately impacted by COVID-19; and

**WHEREAS**, it is in the best interest of the borough to accept these funds to help defray costs resulting from the impacts of the coronavirus pandemic;

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

**SECTION 1.** That the mayor is authorized to accept the COVID-19 Community Funding Program award up to \$2,037,529.59 from the State of Alaska for testing and vaccine response as well as recovery activities based upon COVID-19 impacts.

**SECTION 2.** That the mayor is authorized to execute any documents deemed necessary to accept and expend the funds and to fulfill the intents and purposes of this ordinance.

**SECTION 3.** That the federal pass-thru funds in the amount of up to \$2,037,529.59 are appropriated to account 271.11250.21VAC.49999, contingent upon actual award amount.

**SECTION 4.** This ordinance shall become effective immediately upon its enactment.



ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 20TH DAY OF APRIL, 2021.

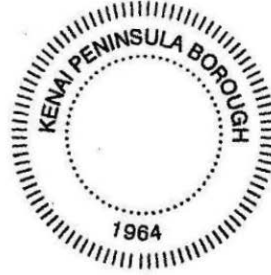


\_\_\_\_\_  
Brent Hibbert, Assembly President

ATTEST:



\_\_\_\_\_  
Jonni Blankenship, MMC, Borough Clerk



Yes: Bjorkman, Carpenter, Chesley, Cox, Derkevorkian, Dunne, Elam, Johnson, Hibbert

No: None

Absent: None

Introduced by: Mayor  
Date: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2021-071**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT  
WITH THE CITY OF SOLDOTNA FOR SERVICES PROVIDED BY THE BOROUGH  
THROUGH THE SOLDOTNA PUBLIC SAFETY COMMUNICATIONS CENTER**

**WHEREAS,** the Kenai Peninsula Borough (“borough”) has changed its operation of the multi-agency E911 dispatch center, known as the Soldotna Public Safety Communications Center (“SPSCC”), from being jointly operated with the State of Alaska Department of Public Safety (DPS) to a stand-alone operation which charges all responding agencies using the SPSCC services a fee for the services provided; and

**WHEREAS,** as a part of this process, the borough has entered into contracts with most of the responding agencies for which it provides E911-related call taking and dispatching services; and

**WHEREAS,** the City of Soldotna is a vital partner agency of the SPSCC as it provides law enforcement services, which require specialized services from the SPSCC; and

**WHEREAS,** the City of Soldotna and borough administration have negotiated an agreement for the provision of E911 call taking and dispatch services, and related matters; and

**WHEREAS,** at its meeting of August 11, 2021, the Soldotna City Council voted to approve this agreement for fiscal year 2022; and

**WHEREAS,** the best interests of the borough would be served by entering into this agreement with the City of Soldotna;

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

**SECTION 1.** That the mayor is authorized to execute an agreement substantially in the form of the accompanying agreement for the provision of E911 dispatch services with the City of Soldotna.

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



**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF SEPTEMBER, 2021.**

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Brent Hibbert, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## 911 Operations

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### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Tammy Goggia-Cockrell, 911 Emergency Communications  
Coordinator *TGC*  
Sean Kelley, Deputy Borough Attorney *SK*  
Brandi Harbaugh, Finance Director *BH*

**DATE:** August 26, 2021

**RE:** Resolution 2021- 071, Authorizing the Mayor to Execute an Agreement with the City of Soldotna for Services Provided by the Borough through the Soldotna Public Safety Communications Center (Mayor)

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The borough is in the process of converting the Soldotna Public Safety Communications Center (SPSCC) to operate on a fee-for-services basis. The mayor's office sent letters to each agency in January 2021 advising them of the upcoming change and the amount each agency would be charged. The fees were determined based on an allocation of SPSCC's time spent providing services for each agency.

Analogous to the process for approving similar agreements with various agencies that use SPSCC's service, this resolution would approve the agreement recently reached with the City of Soldotna.

At its meeting held on August 11, 2021, the Soldotna City Council approved entering into this agreement for fiscal year 2022. The agreement has since been executed by the City of Soldotna.

Your consideration of this resolution is appreciated.

## **DISPATCH SERVICES AGREEMENT BETWEEN**

**CITY OF SOLDOTNA**

**AND**

**THE KENAI PENINSULA BOROUGH**

### **ARTICLE 1. PARTIES**

The parties to this agreement are the City of Soldotna (COS) and the Kenai Peninsula Borough (KPB).

### **ARTICLE 2. PURPOSE**

The KPB will provide dispatch services to the COS in accordance with the terms and conditions of this agreement.

### **ARTICLE 3. DEFINITIONS**

"24/7" means twenty-four hours a day, seven days a week.

"City" means the City of Soldotna.

"CJIS Security Policy" means the US Department of Justice Federal Bureau of Investigation Criminal Justice Information Services (CJIS) Security Policy version 5.9 dated June 1, 2019.

"Continuous" means without interruption or delay.

"Dispatch" and "Dispatching" means the interpretation of request for service information and the transmission of that information to an agency for their response to the desired location, as well as the recording of communications related to that response.

"COS Dispatch Service Area" means the KPB and the geographic area served by only the City of Soldotna,

"COS" means the City of Soldotna

"FTE" means full time employee.

"KPB" means the Kenai Peninsula Borough.

"SPSCC" means the regional dispatch center facility and organization owned and operated by the KPB located at 253 Wilson Lane, Soldotna, AK 99669.

"SPD" means the Soldotna Police Department located at 44510 Sterling Highway, Soldotna, AK 99669.

#### **ARTICLE 4. EFFECTIVE DATE AND PERIOD OF AGREEMENT**

The effective date of this agreement is July 1, 2021. This agreement shall expire on June 30, 2022 unless extended or otherwise amended in accordance with this agreement.

#### **ARTICLE 5. SCOPE OF SERVICES TO BE PERFORMED BY SPSCC**

KPB will provide the services described in this agreement in a manner that does not discriminate concerning the level of service provided based on calls from the public or the agency to which the call is directed, but which may be prioritized based on the nature of the call.

SPSCC is required to affirmatively identify any questions or issues with SPD methods, means, procedures or communications protocols that impact SPSCC's ability to provide services. SPD will respond in a timely manner with specific clarification or will undertake good faith consideration of SPSCC's proposed changes to operating procedures.

##### **a. Facility**

KPB will provide a secure facility for its operations sufficient to maintain 911 equipment and provide dispatch services to COS and will comply with the applicable requirements of CJIS Security Policy.

##### **b. Administrative Calls**

SPSCC staff will answer SPD administrative phone lines after normal business hours, on weekends, and on holidays. SPSCC staff will appropriately route administrative calls on behalf of SPD. SPD will be responsible for forwarding

administrative calls to interface with the KPB-owned phone lines integrated into the 911 management software system. SPD will also be responsible for insuring SPD recipients of returned calls are provisioned with voicemail services for the purpose of message taking. Any changes made to the SPD administrative phone lines call forwarding must be discussed with SPSCC no less than 30 days before the change is made.

**c. Dispatch Services**

KPB will provide the necessary personnel to staff the SPSCC and shall adhere to applicable industry standards when processing and dispatching calls.

SPSCC staff will capture in CAD incident history all SPD staff or unit activities and status changes directed to SPSCC via radio or telephone, as well as service requests directed to SPSCC originating from SPD.

SPSCC staff will receive and record the availability and activity of any SPD member communicated through radio channels. This will include an off-duty SPD member using a radio to relay a call for service requirement for assignment to an on-duty SPD officer or a request for another agency to respond.

**d. Radio Channels**

All CJIS-related information and Personally Identifiable Information will only be transmitted on encrypted talk groups.

SPSCC staff will have the following talk groups on 'Selected' audio and monitored by dispatch personnel at one or more console positions 24 hours per day:

AST E (A) Dispatch

SPSCC staff will monitor A Detachment talk groups on "Unselected" audio and monitored by dispatch personnel at one or more console positions 24 hours per day, seven days per week:

AST E (A) NCIC     AST E (A) TRAF  
AST E (A) TAC

SPD has provided SPSCC with a SPD-recommended list of Ten Code abbreviations which SPSCC and SPD staff will use over SPD radio talk groups.

As operational requirements change and demand for services increases, COS may request that one or more additional talk groups be monitored on a temporary basis. SPD is required to provide advance notification when possible. KPBB will provide its reasonable best efforts to allocate SPSCC staffing to accommodate surges in radio communications demands.

**e. Computer Aided Dispatch**

All calls for service that conform to SPD incident types shall be recorded in SPSCC's CAD system. SPSCC staff may codify and enter other incident types at its own discretion.

**f. Database Inquiry and Update**

SPSCC staff will monitor at least one APSIN/NCIC terminal position 24 hours a day, seven days per week. SPSCC staff will reply to APSIN/NCIC confirmation requests as received. Confirmation requests may be received through APSIN/NCIC/NLETS messaging or via telephone call. Confirmations to requesting entities will be provided within ten minutes or one hour as required by applicable CJIS standards.

**g. ARMS Incident Entry**

SPSCC staff will perform data entry of incident report information into the Automated Records Management System ("ARMS") based on the COS-provided incident types and officer activity within the COS Dispatch Service Area.

This information entry will include CAD incident number, incident classification (type and priority), incident location, reporting party name, names of witnesses, victims, suspects, officer assigned, and any involved vehicles. This data entry will only be required once per ARMS incident number (i.e., updates to ARMS incidents once created by SPSCC will be made by SPD personnel).

**h. Special Operations**

On occasion, SPD may deploy special operations teams that require specific dispatch support including temporary modifications to SPSCC's staffing requirements. SPD will include SPSCC staff in pre-operation planning to communicate specific roles and expectations of dispatch center support.

**i. Surges in SPSCC Demands**

If SPSCC experiences an unexpected demand for service, a manager or supervisor may contact SPD and request specific relief such as a pause in targeted enforcement activities.

SPD will in good faith consider these requests if they do not interfere with public safety priorities.

**j. SPSCC Personnel**

KPB will recruit, train and schedule sufficiently qualified personnel to perform the call taking and dispatch tasks required by this agreement.

**ARTICLE 6. KPB - PROVIDED TECHNOLOGY**

SPSCC will be the primary point of contact for its contractors and technology providers, including the management of vendor scope of services, configuration change requests, trouble reporting, updates, upgrades and quotations for additional services.

**a. Remote Access**

KPB will provide remote, read-only access to the KPB-owned CAD system (CAD View) to SPD personnel.

This access is to allow SPD to query CAD history for the purpose of incident research and unit activity.

The SPD Chief or his designee will have unrestricted remote access to all dispatch records pertaining to SPD operations.

**b. ARMS Access**

KPB will provide for and support the installation of ARMS-capable computers and displays in the dispatch center.

**c. Logging Recorder**

KPB will provide for an audio recording system that will record and archive telephone calls and voice radio traffic. Communications to be recorded for SPD purposes include:

- All inbound and outbound 911 calls
- Inbound and outbound telephone calls identified specifically for SPD Radio talk groups to be recorded for SPD purposes include:
  - AST E (A) Dispatch
  - AST E (A) TAC
  - AST E (A) TRAF
  - AST E (A) NCIC

SPSCC will provide access to a logging recorder to copy selected telephone and radio talk group recordings onto transportable electronic media such as a CD-ROM or thumb drive. COS will be responsible for costs associated with making copies for all SPD related audio records at the rate for time spent researching and preparing the records as allowed under the Public Records Act.

#### **ARTICLE 7. RELEASE OF INFORMATION**

KPB will be the custodian of records for communications answered by telecommunications equipment at the SPSCC dispatch center and residing in the SPSCC CAD system, and shall release such records to the extent required by applicable law. The KPB shall contact the SPD Chief prior to releasing any SPD related records and obtain approval to release any such records.

##### **a. Records Requests**

KPB will route any SPD public records information requests for any SPD radio traffic, 911 or administrative phone audio to SPD. Public requests for SPD information shall be forwarded to the City within one business day of receipt.

##### **b. Public Reports**

KPB shall release a report to the City by April 1, 2022, summarizing calls for service activity of the SPSCC for all SPD agency operations for the time-period beginning on the effective date of this Agreement and ending February 28, 2022.

All records kept by KPB in support of this agreement shall be the property of KPB and these records shall be made available to SPD upon reasonable notice.

##### **c. Records Retention**

The ability for SPD to review written or electronic records held by KPB in support of this agreement continues for six years after the termination of this



agreement.

KPB will also comply with state and federal criminal justice requirements and COS records retention policy for retention of access logs, database maintenance and audit trails. Upon execution of this agreement COS shall provide KPB with a copy of the current applicable COS records retention policy for such records. Thereafter COS agrees to promptly provide KPB copies of any changes to the applicable provisions of its records retention policy for the above-described records.

Audio recordings of telephone calls and radio traffic shall be maintained by SPSCC for five years unless otherwise required by law or COS records retention policy. The COS records retention schedule for such recordings is currently the close of file date plus two years. COS agrees to promptly provide KPB copies of any changes to the relevant provisions of its records retention policy applicable to the above-described records.

## **ARTICLE 8. EQUIPMENT AND SERVICES TO BE PROVIDED BY COS**

### **a. Inter-Agency Communications**

SPD will identify a primary and secondary point of contact for SPSCC staff to use with formal administrative communications. This is intended to provide a reliable and consistent means of transmitting and receiving technical and operational information as well as accountability for complaints and contractual issues.

### **b. Contact Information**

SPD will provide a comprehensive listing of members to SPSCC staff to include telephone contact information and assigned radio designators. The list will be updated by SPD as changes occur. This list contains confidential information and will be protected from disclosure or further dissemination by KPB to the fullest extent allowed by law.

SPD will facilitate the provision of a list containing the statewide radio designators of all units using ALMR resources.

### **c. Operational Directives and Protocols**

KPB will incorporate SPD policies and procedures as appropriate into SPSCC Policy and Procedures documentation as well as internal training and reference

materials. KPB may, at its discretion, incorporate SPD protocols into automated (CAD) call taking screens.

**d. APSIN/NCIC**

KPB will continue to conform and comply with prior agreements relating to CJIS information including:

- CJIS Systems User Agreement
- Holder of Record Agreements for SPD
- SPSCC will remain the Terminal Access Control (TAC) for SPD
- SPD will remain the Local Agency Security Officer (LASO)

**e. ARMS**

SPD will provide SPSCC with user (application) access to ARMS for each dispatch and admin workstation position.

Subsequent CJIS audits of SPSCC may include ARMS data management activities performed by SPSCC.

**f. Electronic Mail**

All SPSCC employees will maintain KPB email accounts as their primary email communications system.

**g. Technical Trouble Reporting**

SPSCC staff will promptly notify appropriate on-duty SPD staff of any outage or interruption in service of any SPD or Alaska Office of Information Technology provided technology or telecommunications service.

**ARTICLE 9. MANAGEMENT REPORTING**

**a. Annual Operating Budget and Staffing Plan**

KPB will provide City a copy of the Mayor's proposed SPSCC Budget no later than March 1, 2022, including any changes to the proposed staffing of the SPCC.

**b. Management Report.**

KPB will provide a report to the City no later than March 15, 2022. The report will discuss the following related to SPD activities performed under this agreement through January 31, 2022: the volume and type of calls; any changes in authorized positions of the SPSCC; revenue received by KPB from July 1, 2021 through February 28, 2022 for the E-911 surcharge; a copy of the annual review of the E-911 surcharge conducted pursuant to AS 29.35.131(a) and indicate revenue received by KPB from July 1, 2021 through February 28, 2022 from all other entities/service areas for SPCC operations.

In order for any recommendations for changes to budgetary items from the COS to be considered for the next fiscal year the COS must first submit them in writing to the KPB Emergency Communications Coordinator by April 1, 2022. It is anticipated this would be followed with a subsequent meeting with the mayor and Finance Director.

**c. Ad Hoc Reporting**

On an as-need basis with reasonable advance notice, SPSCC will provide SPD the following reports to include:

SPSCC activity related to incidents involving the SPD in multi-agency responses includes:

- Regional impact (e.g., earthquake, wildfire)
- Incidents resulting in fatalities
- More than five agencies responding to incidents lasting more than 48 hours

**ARTICLE 10. COMPLIANCE WITH LAWS AND PERMITS**

The KPB and City shall comply with all statutes, ordinances, rules, regulations, and requirements of all federal, state, and local governments and agencies and departments thereof which are applicable to the KPB for the services provided under this agreement and to the City for actions taken by the City under this agreement.

### **ARTICLE 11. APPLICABLE LAW**

This agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

### **ARTICLE 12. NO ASSIGNMENT OR DELEGATION**

The KPB shall not assign or delegate this agreement, or any part of it, or any right to any of the money to be paid under it, except with the written approval of COS.

### **ARTICLE 13. INSURANCE**

It is agreed that the KPB is self-insured and has purchased at its own expense and will maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. Certificates of self-insurance and excess coverage must be furnished to COS prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this agreement and shall be grounds for termination of KPB's services under this agreement. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes (AS) Title 21.

Workers' Compensation Insurance: KPB shall provide and maintain, for all employees engaged in work under this agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements.

Commercial General Liability Insurance: covering all business premises and operations used by the KPB in the performance of services under this agreement with minimum coverage limits of \$1,000,000 combined single limit per claim.

Commercial Automobile Liability Insurance: covering all vehicles used by the KPB in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

#### **ARTICLE 14. CHANGES AND AMENDMENTS**

Changes and/or amendments to this agreement shall be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person shall be interpreted as amending or otherwise affecting the terms of this agreement. Any party to this agreement may request that it be amended, whereupon the parties will consult to consider such amendment.

#### **ARTICLE 15. PAYMENT FOR SERVICES**

The compensation for the July 1, 2021 to June 30, 2022 for the scope of work outlined in this agreement for fiscal year 2022 shall be three hundred fifty thousand dollars (\$350,000). The City shall pay this amount in prorated quarterly payments, payable on July 15, October 15, January 15, and April 15. Any request for an adjustment to the time, scope, or cost of the agreement must be negotiated between the KPB and COS.

The COS is not responsible for and will not pay local, state, or federal taxes. All costs associated with the agreement must be stated in U.S. currency.

The COS is a government entity and it is understood and agreed that the COS's payments herein provided for may be paid from COS appropriations, and approval or continuation of an agreement is contingent upon COS appropriation and payment of sufficient funds for this purpose. KPB reserves the right to terminate this agreement in whole or part upon at least 14 days written notice if the COS fails, neglects, or refuses to appropriate sufficient funds as may be required for the COS to continue such payments as of the date of the

notice, or if funds are not budgeted or otherwise available within 14 days of the date of the notice.

#### **ARTICLE 16. NOTICES.**

Notices: Notices by the parties pursuant to this agreement shall be in writing sent to the following addresses or as may be updated by written notice to the

other party:

Borough Mayor  
144 N. Binkley Street  
Soldotna, AK 99669  
Email: [cpierce@kpb.us](mailto:cpierce@kpb.us)

City Manager  
City of Soldotna  
177 N. Birch Lane  
Soldotna, AK 99669  
Email: [squeen@soldotna.org](mailto:squeen@soldotna.org)

#### **ARTICLE 17. TERMINATION FOR DEFAULT**

Either party may, in good faith, terminate this agreement for default at any time prior to its expiration date, for good cause shown, after first giving the other party at least ninety days prior written notice of default. Such notice shall specifically identify the effective date of termination, the material contract provisions alleged to have been violated, and the facts supporting the claimed violation or violations. If the party receiving the notice has not cured the default by the identified termination date or commenced to cure the default and be diligently working to complete a cure, this agreement may be terminated by providing an additional written notice of termination.

The 90 days' advance written notice of the alleged default in the agreement is intended to provide time for both parties to in good faith cooperatively address the identified violations and attempt to resolve the matter. The party initiating the written notice of termination will not incur any liability or obligation to the terminated party, other than payment of amounts due and owing and performance of obligations accrued in each case on or prior to the termination date, as applicable. All funds due after termination will be established based on payments issued and charges incurred prior to termination and, as appropriate, a refund or bill will be issued and paid within 60 days of the date of termination.

#### **ARTICLE 18. DISPUTES**

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the parties must participate in good faith in a formal

mediation process. If the dispute is not resolved by mediation either party may file suit in the courts of the State of Alaska, Third Judicial District at Kenai.


**ARTICLE 19. ENTIRE AGREEMENT**

This document is the entire agreement of the parties, who accept the terms of this agreement as shown by their signatures below. In the event the parties duly execute any amendment to this agreement, the terms of such amendment will supersede the terms of this agreement to the extent of any inconsistency.

Signed and sealed by the parties on the dates shown:

CITY OF SOLDOTNA

KENAI PENINSULA BOROUGH

  
Stephanie Queen  
City Manager

\_\_\_\_\_  
Charlie Pierce  
Mayor

Date: 8/27/21

Date: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:


*Brooks Chandler*

\_\_\_\_\_  
Brooks W. Chandler, Partner  
Boyd, Chandler, Falconer & Munson  
City Attorney

\_\_\_\_\_  
Sean Kelley  
Deputy Borough Attorney

ATTEST:

ATTEST:

  
Shellie Saner  
Soldotna City Clerk

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

**NOTARY ACKNOWLEDGMENT**

STATE OF ALASKA                    )  
  ) ss.  
THIRD JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 2021, by Charlie Pierce, Mayor of the Kenai Peninsula Borough, an Alaska Municipal Corporation, for and on behalf of the Corporation.

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

**NOTARY ACKNOWLEDGMENT**

STATE OF ALASKA                    )  
  ) ss.  
THIRD JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this 27<sup>th</sup> day of August, 2021, by Stephanie Queen, City Manager of the City of Soldotna, an Alaska Municipal Corporation, for and on behalf of the Corporation.



*Michelle Saner*  
Notary Public in and for Alaska  
My Commission Expires: 5-24-25



Introduced by: Mayor, Bjorkman,  
Derkevorkian, Elam  
Date: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2021-067**

**A RESOLUTION DECLARING THE KENAI PENINSULA BOROUGH TO BE AN  
INCLUSIVE COMMUNITY WHERE CITIZENS ARE TREATED EQUALLY AND  
EMPOWERED WITH FREE CHOICE**

- WHEREAS,** the Kenai Peninsula Brough is an inclusive community, where all people should be treated equally, with equity, compassion, communal kindness, and understanding; and
- WHEREAS,** through previously adopted legislation the borough assembly has expressed support for public health and encouraging people to get the COVID-19 vaccination, but not requiring citizens to be inoculated with a COVID-19 vaccine; and
- WHEREAS,** the borough assembly and borough administration do not support government mandated restrictions imposing mandated COVID-19 vaccine segregation in our community; and
- WHEREAS,** all citizens should have the right to choose to not get a COVID-19 vaccination based on religious, medical, or personal reasons; and
- WHEREAS,** proof of vaccination status should not be required by any government mandate in order to access businesses, places of worship, or cultural events; and
- WHEREAS,** the borough assembly has no legal authority to waive mandates imposed by the State of Alaska or the borough's School District; and
- WHEREAS,** this resolution recognizes that citizens know what is best for their health and safety, the health and safety of their families, and through this resolution the borough assembly expresses its support for citizens' free choice; and
- WHEREAS,** empowering citizens free choice includes not disparaging or discouraging the use of face coverings or the decision to get a COVID-19 vaccine; and
- WHEREAS,** the assembly continues to recommend that citizens follow CDC guidelines or best practices and take personal responsibility for their choices but the assembly does not support government-imposed health care mandates; and

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

**SECTION 1.** The Kenai Peninsula Borough is an inclusive community where citizens and business are treated with equity regardless of vaccination status or mask usage.

**SECTION 2.** The assembly supports freedom of choice for all our citizens and businesses, and supports their judgment to do what is prudent and in the best interests of their person, their family, and their business.

**SECTION 3.** The assembly does not promote COVID-19 vaccine segregation. All people will be treated equally and empowered with personal choice, all while implementing safety measures to keep or citizens healthy and secure.

**SECTION 4.** The assembly opposes government-mandated requirements on citizens to show proof of vaccination status in order to access local businesses, places of worship, or cultural events. The assembly upholds the values of personal responsibility and individual liberties to empower citizens to make their own healthcare choices.

**SECTION 5.** That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY SEPTEMBER, 2021.**

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Brent Hibbert, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:





# Kenai Peninsula Borough

## Office of the Borough Mayor

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### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Mayor   
Jesse Bjorkman, Assembly Member   
Richard Derkevorkian, Assembly Member   
Bill Elam, Assembly Member 

**DATE:** August 26, 2021

**RE:** Resolution 2021 - 061, Declaring the Kenai Peninsula Borough to be an Inclusive Community where Citizens are Treated Equally and Empowered with Free Choice (Mayor, Bjorkman, Derkevorkian, Elam)

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The borough assembly has previously supported public health with the passage of legislation encouraging borough residents to follow CDC guidelines regarding the COVID-19 pandemic and encouraging citizens to receive the COVID-19 vaccination. While encouraging citizens to follow CDC guidelines and best practices, the assembly has not supported government-imposed vaccine inoculation or mask wearing mandates. This resolution supports citizens' free choice and opposes government mandated restrictions that may segregate and divide our community based on vaccine status.

This resolution, if passed, would declare the Kenai Peninsula Borough an inclusive community, where all residents are treated equally and free from discrimination regarding individual health decisions.

This resolution emphasizes that the assembly and administration are opposed to government mandates that would require proof of vaccination status for access to local businesses, places of worship or community events.

This resolution also emphasizes the idea that empowering free choice includes not disparaging fellow citizens for their personal choice to get a COVID-19 vaccination or their choice to wear face coverings.

Your support of this resolution is appreciated.

Introduced by: Dunne  
Date: 09/07/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2021-068**

**A RESOLUTION ACKNOWLEDGING THE SOUTHERN KENAI PENINSULA  
OPIOID TASK FORCE AND ENCOURAGING KENAI PENINSULA BOROUGH  
RESIDENTS TO PARTICIPATE IN NATIONAL RECOVERY MONTH**

- WHEREAS,** September has been designated National Recovery Month in the State of Alaska and nationwide in an effort to educate Americans that substance use treatment and mental health services can enable those with a mental and/or substance use disorder to live a healthy and rewarding life, and
- WHEREAS,** Recovery Month celebrates the gains made by those in recovery, reinforcing the positive message that behavioral health is essential to overall health, prevention works, treatment is effective and people can and do recover; and
- WHEREAS,** every day residents of the Kenai Peninsula Borough recover from substance use disorders and join the many others in our community who live in long-term recovery; and
- WHEREAS,** the 2021 National Recovery Month theme, “Recovery is for Everyone: Every Person, Every Family, Every Community,” reminds people in recovery and those who support them that no one is alone in the journey through recovery; and
- WHEREAS,** alcohol and drug addictions are a public health issue of concern to all Alaskans, but with proper support from family, friends, medical professional and the community at large, those affected can overcome their disease; and
- WHEREAS,** we must provide support and compassion for relatives and friends with substance use disorders, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and
- WHEREAS,** individuals in recovery can help dispel myths and stigma surrounding substance use disorders and addictions, and can serve as guides for others throughout the course of treatment; and
- WHEREAS,** the Kenai Peninsula Borough supports local recovery coalitions and programs in an effort to help more people achieve and sustain long-term recovery;

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

**SECTION 1.** The Kenai Peninsula Borough Assembly invites all borough residents to learn about and participate in National Recovery Month.

**SECTION 2.** The Kenai Peninsula Borough Assembly encourages all residents to express compassion for those who are struggling with substance use; to foster an open, honest, and supportive dialogue about the effects of substance use in our communities; and, to support programs that improve the circumstances for fellow Alaskans striving for recovery.

**SECTION 3.** That this resolution shall become effective immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF SEPTEMBER, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Mayor  
Date: 09/07/21  
Hearing: 09/21/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2021-19-11**

**AN ORDINANCE APPROPRIATING FUNDS TO PURCHASE CAPITAL COMPUTER  
EQUIPMENT FOR THE 911 SOLDOTNA PUBLIC SAFETY COMMUNICATIONS  
CENTER**

**WHEREAS**, currently the Soldotna Public Safety Communications Center (“SPSCC”) has identified the need to replace eight computers, each providing one of eight individual computers for a workstation setup at SPSCC; and

**WHEREAS**, the existing computers are becoming obsolete and require upgrade beyond Windows 7; and

**WHEREAS**, these are specialized computers that have preloaded programs and they will reside on the State of Alaska’s network due to the programs and nature of the data they provide; and

**WHEREAS**, the State of Alaska Information Technology support staff are requesting this upgrade in order to interface properly with the State of Alaska’s network; and

**WHEREAS**, the Kenai Peninsula Borough Information Technology Department has verified the technical specification and ability for these computers to work properly within the SPSCC technology structure overall;

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

**SECTION 1.** That the amount of \$9,500.00 is appropriated from the SPSCC 911 Communications Operating Fund fund balance to account 264.11255.22COM.48710 for the purchase of preloaded computer stations and associated costs.

**SECTION 2.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 3.** That upon enactment this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \*  
DAY OF \*, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Soldotna Public Safety Communications Center

## MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Assembly

**THRU:** Charlie Pierce, Mayor *CP*  
Brandi Harbaugh, Finance Director *BH*

**FROM:** Tammy Goggia-Cockrell, 911 Emergency Communications *TGC*  
Coordinator  
Ben Hanson, Information Technology Director *BH*

**DATE:** August 26, 2021

**SUBJECT:** Ordinance 2021-19-11, Appropriating Funds to Purchase Capital Computer Equipment for the 911 Soldotna Public Safety Communications Center (Mayor)

The Soldotna Public Safety Communications Center ('SPSCC') has recently received notification that eight computers that provide State of Alaska programming and information are becoming obsolete and require upgrade beyond Windows 7. These computers each provide one of eight individual computers for a workstation setup at SPSCC.

The proposed computer equipment is unique in that it has preloaded programs that will reside on the State of Alaska's network due to the programs and nature of the data they provide. The State of Alaska Information Technology support staff are requesting this upgrade in order to interface properly with the State of Alaska network. The Kenai Peninsula Borough Information Technology Department has verified the technical specification and ability for these computers to work properly within the SPSCC technology structure overall.

This ordinance requests appropriation of funds from the SPSCC 911 Communications Operations Fund fund balance to purchase computer equipment and cover associated costs of \$9,500.00.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
<b>Account:</b>	<u>264.27910</u>
<b>Amount:</b>	<u>\$9,500.00</u>
By: <u>PP</u>	Date: <u>8/26/2021</u>



Introduced by: Mayor  
Date: 09/07/21  
Hearing: 09/21/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2021-34**

**AN ORDINANCE AUTHORIZING THE ASSESSOR TO ACCEPT ONE LATE-FILED SENIOR CITIZEN EXEMPTION APPLICATION FOR 2021 FILED AFTER MARCH 31 AND PROVIDING AN EXCEPTION TO KPB 5.12.040(B)**

**WHEREAS,** KPB 5.12.105(E) provides that an application for a senior citizen exemption must be filed by March 31 of the year for which the exemption is sought; and

**WHEREAS,** in accordance with AS 29.45.030(f) and KPB 5.12.105(E) the assembly may, for good cause shown, waive the claimant's failure to make timely application and authorize the assessor to accept the application as if timely filed; and

**WHEREAS,** in accordance with KPB 5.12.105(E)(4) if an otherwise qualified claimant is unable to comply with the March 31 deadline for filing an application, and the inability to comply is caused by a serious condition or extraordinary event beyond the taxpayer's control, the assembly may, by resolution, waive the claimant's failure to file the application by such date, and authorize the assessor to accept the application as if timely filed; and

**WHEREAS,** the senior citizen exemption applicant has benefitted from the senior citizen exemption since 2017; and

**WHEREAS,** the applicant has submitted an affidavit stating that he had extraordinary circumstances which prevented him from timely filing a 2021 senior citizen exemption application; and

**WHEREAS,** in accordance with KPB 5.12.040(B) the assessor shall not make changes to the assessment roll after June 1 except for the reasons provided therein, which do not include adjustments for late-filed senior exemption applications; and

**WHEREAS,** an exception to KPB 5.12.040(B) is required because even when the assembly has approved a late-filed senior exemption application after June 1, borough code does not allow the assessor to make a change to the assessment roll after June 1 due to a tax exemption status change;

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

**SECTION 1.** Upon reviewing the senior citizen exemption application and affidavit submitted, the assembly hereby waives the March 31 deadline for filing an application for the 2021 senior citizen exemption based upon a finding that the applicant was unable to comply with that deadline due to a serious condition or extraordinary event beyond his control.

**SECTION 2.** That the assessor shall process the application in accordance with standard assessing department procedures for processing such applications.

**SECTION 3.** Notwithstanding KPB 5.12.040(B), in the event the assessor finds that the one late-filed senior exemption application should be otherwise approved, the assessor is hereby authorized to make a change to the assessment roll after June 1, 2021 to reflect the approved exemption.

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

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Assessing Department

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### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Kenai Peninsula Borough Mayor *CP*

**FROM:** Adeena Wilcox, Borough Assessor *aw*

**DATE:** August 26, 2021

**SUBJECT:** Ordinance 2021- 34, Authorizing the Assessor to Accept One Late -Filed Senior Citizen Exemption Application for 2021 Filed after March 21 and Providing an Exception to KPB 5.12.040(B) (Mayor)

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John Curry has submitted a late-filed application for the Senior Citizen Real Property Tax Exemption and is requesting the assembly allow the assessor to accept his application filed after March 31, 2021.

KPB 5.12.105 and AS 29.45.030(f) allow for late-filed exemptions to be granted by the assembly. For an application filed after March 31, the applicant must file an affidavit stating good cause for failure to comply with the deadline. Good cause is defined by KPB 5.12.105(E)(4) as:

. . . an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event.

Mr. Curry previously had the senior citizen exemption and was notified by the Assessing Department that he must reapply for the 2021 senior citizen exemption. He was unable to comply by the filing deadline of March 31, 2021, due to health issues.

Based upon a review of Mr. Curry's exemption application, affidavit and backup documentation, he would qualify for exemption if the assembly authorizes his late-filed request.

2021

# SENIOR CITIZEN EXEMPTION

DUE ON OR BEFORE MARCH 31 OF THE EXEMPTION YEAR  
APPLICANTS MUST BE AGE 65 ON OR BEFORE DECEMBER 31  
OF THE PRECEDING YEAR.

Proof of age is required prior to application approval.



PIN: 13112055



John +

PATTI J CURRY  
PO BOX 1130  
KASILOF AK 99610-1130

SYSTEM INPUT  
AUG 4 2021  
S. GUZMAN

Physical Address: 28401 COASTLINE ST S

Legal Description: T 4N R 12W SEC 36 Seward Meridian KN  
0530166 KASILOF ALASKA SUB AMENDED LOT 4 BLK 4

Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_  
 Applicant's Date: \_\_\_\_\_ Spouse's Date: \_\_\_\_\_  
 Applicant's SSN: \_\_\_\_\_ Spouse's SSN: \_\_\_\_\_

I am applying as a: \_\_\_\_\_ Senior age 65 and spouse  
 Individual age 65 or older \_\_\_\_\_ Surviving spouse age 60 or older

<b>Dwelling Type:</b> <input checked="" type="checkbox"/> Single Family _____ Multi-Family Dwelling _____ Mobile Home _____ Other _____ Condominium	<b>Is any portion of this property used for:</b> Commercial Use? _____ YES <input checked="" type="checkbox"/> NO Rental Purposes? _____ YES <input checked="" type="checkbox"/> NO Explain: _____
--	---

Is occupancy shared with someone other than your spouse and/or minor children? \_\_\_\_\_ YES  NO  
 If yes, when did shared occupancy begin? \_\_\_\_\_  
 What portion of the home do they occupy? \_\_\_\_\_  
 If live-in care is medically necessary, attach a letter from a physician recommending need for live-in care.

Do you or your spouse own property in another Borough or State? _____ YES <input checked="" type="checkbox"/> NO If YES, does the property receive an exemption? _____ YES _____ NO	Please list your other property address, city & state:
---	--

**Alaska Permanent Fund Eligibility**  
 When was the last year you applied for the Alaska Permanent Fund Dividend? 2021  
 Will you apply for the next Permanent Fund Dividend?  YES \_\_\_\_\_ NO What year will that be? 2022  
 Applicants who do not receive an Alaska Permanent Fund Dividend must complete KPB Supplemental Form #1 or the application will be denied. (Supplemental forms are available at the Assessing Department or on-line.)

**I CERTIFY:** This property is my primary residence and permanent place of abode. I occupied it as my primary residence for a minimum of 185 days in the year prior to the year of this application. If you do not meet this requirement, you must provide satisfactory evidence that you meet the statutory criteria for an allowable absence under AS 43.23.008. I hereby attest that the information above is true and correct to the best of my knowledge, and I will notify the borough assessing department if I do not meet this requirement in any future year for the duration of this exemption.

JOHN M CURRY  
PRINT OWNER NAME

*[Signature]*  
SIGNATURE

8/4/2021  
DATE

\*\*\*\* ASSESSOR'S USE ONLY \*\*\*\*

SPBV	AGE <u>Prior</u>	FULL	VARIABLE	APPROVED	ENTERED BY
OWNERSHIP <u>3-25-21</u>	PERM FUND <u>2021-yes</u>	CONTIG	DENIED		

AFFIDAVIT OF JOHN M CURRY  
(Senior Citizen or Disabled Veteran Applicant Name)  
**AND APPLICATION FOR APPROVAL OF LATE FILING  
FOR SENIOR CITIZEN OR DISABLED VETERAN EXEMPTION**

SYSTEM INPUT  
AUG 4 2021  
S. GUZMAN

This application is made pursuant to A.S. 29.45.030 Required Exemptions and KPB Code 5.12.105. Real Property Tax - Exemptions - Senior Citizens, Disabled Veterans and surviving spouses thereof.

Good cause means an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event. (Absent extraordinary circumstances, a mere failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up and read mail or a failure to provide a current address to the Department of Assessing will not be deemed good cause). Failure to meet the filing deadline is based upon the following good cause:

**Please describe the serious condition or extraordinary event that caused your failure to meet the March 31st filing deadline. (Please attach any documentation you may have that supports your request).**

I HAVE HAD EXEMPTION IN THE PAST, I'M GOING TO BE TO THE END OF THIS YEAR. HAVE HAD MEDICAL ISSUES, HOSPITALIZED AND HAVE CONTINUED ISSUES TO DATE

FURTHER AFFIANT SAITH NAUGHT.

Dated at SOLDOTNA, Alaska, this 4 day of Aug, 20 21

[Signature]  
Applicant Signature

SUBSCRIBED AND SWORN to before me this 4 day of August, 20 21



[Signature]  
Notary Public  
My Commission Expires: w/office

Exemption applications submitted for consideration for late-file acceptance will be forwarded to the Assembly by the Mayor's Office.

**Assembly Action:** APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_



## Assessing Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2230 • (907) 714-2393 Fax

Charlie Pierce  
Borough Mayor

June 24, 2020

John Curry  
Patti Curry  
PO Box 1130  
Kasilof, AK 99610

Re: Senior Citizen Exemption Eligibility / Title  
Parcel number: 13112055  
Property location: 28401 Coastline St. S

Dear Mr. Curry:

You were previously approved for exemption on the above parcel. Our records indicated that you were allowed the exemption as the spouse of the owner of record but you do not hold any "of record" ownership interest in the above parcel. It has been determined that the exemption was authorized in error for previous years. **EFFECTIVE FOR THE 2021 TAX YEAR AN EXEMPTION MAY ONLY BE APPROVED IF THE APPLICANT HOLDS AN ACTUAL OF RECORDED OWNERSHIP INTEREST IN THE PROPERTY FOR WHICH THE EXEMPTION IS SOUGHT. A NEW EXEMPTION APPLICATION FOR THE ABOVE PARCEL WILL BE REQUIRED FOR 2021 TAX YEAR.**

Ownership will be determined as of January 1, 2021. This change is being implemented to comply with Alaska statute and borough code. The change will not have retroactive application; meaning, the Kenai Peninsula Borough will not be looking back at recapturing taxes for those prior years or penalizing anyone for prior years' exemptions.

Moving forward, no exemption will be approved unless the applicant is one of the parcel owners of record. The ownership criteria does not require sole ownership, but the applicant must have some ownership interest. Proof of marriage to the owner of record will no longer satisfy the ownership criteria.

You may wish to consult an attorney or title company to assist you with attaining "of record" ownership for the above parcel. Please be aware that the Assessing Department's standard practice is to only add, remove or change ownership records based upon recorded conveyance documents. We get our copies from the State Recorder's office and from them we change our records. **(PLEASE NOTE:** The Kenai Peninsula Borough does not record documents for the public).

**COPY**

If you have any questions you may contact me at 907-714-2230 or toll-free within the borough at 800-478-4441.

Sincerely,

A handwritten signature in black ink that reads "Susan Guzman". The signature is written in a cursive style with a long horizontal flourish at the end.

Susan Guzman  
Exemption Examiner  
KPB Assessing Department

**COPY**



Introduced by: Johnson  
Date: 09/07/21  
Hearing: 10/12/21  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2021-35**

**AN ORDINANCE AMENDING KPB 10.08 TO PROHIBIT SMOKING IN ALL KENAI  
PENINSULA BOROUGH BUILDINGS AND VEHICLES, AND AMENDING KPB  
1.24.090 THE MINOR OFFENSE PENALTY SCHEDULE**

**WHEREAS,** KPB 10.08.010 prohibits smoking in the assembly room of the Kenai Peninsula borough at any time the assembly is in session at a public meeting; and

**WHEREAS,** the ordinance that led to KPB 10.08.010 was introduced by Assemblyman John Davis in 1980 and passed 10-6 in January of 1981; and

**WHEREAS,** the 1980-81 preamble to the ordinance contained a clause that read, in part “the Alaska legislature has enacted a state law which prohibits smoking in public places and vehicles and which specifically prohibits smoking in meeting places or public assemblies under control of the State or an agency of it;” and

**WHEREAS,** the 1980-81 preamble to the ordinance also contained a clause which stated that the prohibition on smoking does not extend to the smoking in assembly rooms of municipalities; and

**WHEREAS,** Senator Peter Micciche introduced a bill every year from 2015 to 2017 to ban smoking in workplaces; and

**WHEREAS,** in July of 2018 Governor Walker signed Senator Micciche’s bill (which by then had 21 co-sponsors) into state law; and

**WHEREAS,** AS 18.35.301(a) states that an individual may not smoke in an enclosed area in a public place; and

**WHEREAS,** AS 18.35.301(a)(5) further prohibits an individual from smoking at a place of government or public assembly located on property that is owned or operated by the state or a municipality; and

**WHEREAS,** AS 18.35.301(b)(3) prohibits an individual from smoking in an enclosed area in a place of employment, including a vehicle; and

**WHEREAS,** AS 18.35.301(c)(4)(B) prohibits an individual from smoking within 20 feet of an entrance, open window, or heating or ventilation system air intake vent at a place where smoking is prohibited; and



WHEREAS, KPB 10.08 has not been amended in over 40 years and should reflect current Alaska law;

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

SECTION 1. That KPB 10.08 is hereby amended as follows:

**10.08.010. Smoking Prohibited**

[SMOKING IS PROHIBITED IN THE ASSEMBLY ROOM OF THE KENAI PENINSULA BOROUGH AT ANY TIME THAT THE ASSEMBLY IS IN SESSION AT A PUBLIC MEETING.]

A. Smoking is prohibited at the following places:

1. All enclosed areas on properties owned or controlled by the Kenai Peninsula Borough, including the Kenai Peninsula Borough School District, and including every room, chamber, place of meeting or public assembly under the control of the assembly, a commission, committee, board, or assembly authority.
2. All areas that are within twenty feet (20') of each entrance to enclosed areas on properties owned or controlled by the Kenai Peninsula Borough including the Kenai Peninsula Borough School District, and including every room, chamber, place of meeting or public assembly under the control of the assembly, a commission, committee, board, or assembly authority.
3. Outdoors within ten feet (10') of playground equipment at a public school;
4. All areas within fifty feet (50') of each entrance to a Kenai Peninsula Borough service area hospital.
5. All vehicles owned, operated or controlled by the Kenai Peninsula Borough, including the Kenai Peninsula Borough School District.

B. Nothing in this chapter shall be construed or interpreted to provide any person a right to smoke on premises or property owned, leased or under the control of another.

**10.08.020. [NO SMOKING SIGNS POSTED] Violations and penalties.**

[THE MAYOR SHALL CAUSE NOTICE TO BE POSTED AND MAINTAINED AT THE ASSEMBLY MEETING ROOM.]

A. Any violation of this chapter is an infraction. The fine for offenses in this title is the fine provided in the minor offense fine schedule found in KPB 1.24.090. If no fine is listed in the fine schedule for an offense, then the defendant must appear in court and is subject to the fine provided in KPB 1.24.070.

**SECTION 2.** That KPB 1.24.090 is hereby amended as follows:

**1.24.090. - Minor offense penalty schedule.**

Section	Offense Title	Fine Amount
KPB 5.12.117(B)	False Representations re: Exemptions on Property Taxes	\$500
KPB 5.12.380(B)	False Representations re: Property Taxes	\$500
KPB 5.18.620(A)	Failure to Timely File Sales Tax Returns or Remit Taxes	\$500
KPB 5.18.630	Failure to Keep Adequate Sales Tax Records	\$500
KPB 5.18.640(A)	Misuse of Resale or Exempt Card	\$500
<u>KPB 10.08.010(A)(1)</u>	<u>Smoking in public building</u>	<u>\$100</u>
<u>KPB 10.08.010(A)(2)</u>	<u>Smoking within 20 feet of public building</u>	<u>\$100</u>
<u>KPB 10.08.010(A)(3)</u>	<u>Smoking within 10 feet of playground</u>	<u>\$100</u>
<u>KPB 10.08.010(A)(4)</u>	<u>Smoking within 50 feet of hospital</u>	<u>\$100</u>
<u>KPB 10.08.010(A)(5)</u>	<u>Smoking inside municipal vehicle</u>	<u>\$100</u>
KPB 10.18.020	Use of Fireworks within the Borough	\$500
KPB 10.18.050	Sale of Fireworks	\$500
KPB 10.20.080	Fail to Report Hazardous Materials	\$750
KPB 11.10.030	Operation of Gambling Establishment or Game of Chance	\$1,000
KPB 12.04.020	Parking in a designated No Parking Area	\$100
KPB 12.04.070	Parking in Manner that Impedes Traffic or Maintenance	\$100
KPB 12.08.020(b)	Abandoned Vehicle on Property not Designated for Vehicle Disposal	\$100
KPB 12.08.030(c)	Abandoned Vehicle on Private Property	\$100
KPB 12.08.040(a)	Junk Vehicle Placed or Remaining on Borough Property or ROW	\$100
KPB 12.40.300(A)	Encroachment without a Permit	\$100
KPB 20.10.030(F)	Sale of subdivision land prior to Final Plat	\$750

**SECTION 3.** That this ordinance shall take effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2021.**

---

Brent Hibbert, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Brent Johnson, Assembly Vice-President BJ

**DATE:** August 26, 2021

**SUBJECT:** Ordinance 2021-35, Amending KPB 10.08 to Prohibit Smoking in all Kenai Peninsula Borough Buildings and Vehicles, and Amending KPB 1.24.090 the Minor Offense Penalty Schedule (Johnson)

---

I was proud of Senator Micciche when his smoking ban bill was adopted into state law. The borough's ban of smoking in the Betty Glick Assembly Chambers during assembly meetings (1981) is old and outdated. It needs to be brought into compliance with state law (2018).

If someone is in a borough building, there should be a borough employee working in it, which makes smoking both unhealthy and illegal. If no borough employee is in a borough building and someone smokes there, it is dangerous in regard to fires.

Your consideration of this ordinance is appreciated.

Introduced by: Davis  
Date: Dec. 16, 1980  
Hearing: Jan. 20, 1981  
Vote: 10 YES: 6 NO  
Action: ENACTED

KENAI PENINSULA BOROUGH

ORDINANCE 80-67

PROHIBITING SMOKING DURING BOROUGH ASSEMBLY MEETINGS.

WHEREAS, smoking during the Assembly meetings may constitute a health hazard and discomfort to those present; and

WHEREAS, the Alaska legislature has enacted a State law which prohibits smoking in public places and vehicles and which specifically prohibits smoking in meeting places or public assemblies under the control of the State or an agency of it; and

WHEREAS, these prohibitions do not extend to smoking in the assembly rooms of municipalities;

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

Section 1. That the Borough Code of ordinances is amended by adding a new chapter to be numbered 10.08, which shall read:

CHAPTER 10.08  
PROHIBITION OF SMOKING

10.08.010 Smoking Prohibited. Smoking is prohibited in the Assembly Room of the Kenai Peninsula Borough at any time that the Assembly is in session at a public meeting.

10.08.020. No Smoking Signs Posted. The Mayor shall cause notice to be posted and maintained at the assembly meeting room.

Section 2. This ordinance shall become effective on the first day of the month following its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 20 DAY OF January, 1981.

Paula Fischer  
Paul Fischer, Assembly President

ATTEST:

Frances Bryner  
Borough Clerk



July 29, 2021

Kenai Peninsula Borough

Attn: Borough Clerks

Via Email: [MJenkins@kpb.us](mailto:MJenkins@kpb.us)

[Mberg@kpb.us](mailto:Mberg@kpb.us)

[SNess@kpb.us](mailto:SNess@kpb.us)

[BTaylor@kpb.us](mailto:BTaylor@kpb.us)

[jBlankenship@kpb.us](mailto:jBlankenship@kpb.us)

[shuff@kpb.us](mailto:shuff@kpb.us)

[TShassetz@kpb.us](mailto:TShassetz@kpb.us)

<b>License Type:</b>	Brewery	<b>License Number:</b>	5981
<b>Licensee:</b>	Naptowne Brewing LLC		
<b>Doing Business As:</b>	Naptowne Brewing		
<b>Premises Address:</b>	35021 Sterling Highway		

**New Application**

**Transfer of Ownership Application**

**Transfer of Location Application**

**Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Glen Klinkhart

Director, ABC Board

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

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

**What is this form?**

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

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

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to be licensed.

Licensee:	Naptowne Brewing LLC		
License Type:	Brewery	Statutory Reference:	04.11.130
Doing Business As:	Naptowne Brewing		
Premises Address:	35021 Sterling Highway		
City:	Sterling	State:	AK
		ZIP:	99672
Local Governing Body:	Kenai Peninsula Borough		
Community Council:			

Mailing Address:	PO Box 1012		
City:	Sterling	State:	AK
		ZIP:	99672

Designated Licensee:	Jacob Walgenbach		
Contact Phone:	907-398-1981	Business Phone:	
Contact Email:	Naptownebrewing@gmail.com		

Seasonal License?    Yes     No     If "Yes", write your six-month operating period: \_\_\_\_\_

OFFICE USE ONLY			
Complete Date:	7-29-2021	License Years:	License #: 5981
Board Meeting Date:	8-17-2021	Transaction #:	100071119
Issue Date:		BRE:	KRS





Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## Section 2 - Premises Information

Premises to be licensed is:

- an existing facility     
  a new building     
  a proposed building

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

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

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

## Section 3 - Sole Proprietor Ownership Information

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

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

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

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	





Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907 269 0350

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

**Section 4 – Entity Ownership Information**

\* Also goes to 'Jake'

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.  
If more space is needed, please attach a separate sheet with the required information.

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

Entity Official:	Jacob Walgenbach			
Title(s):	Manager/Member	Phone:	907-398-1981	% Owned: 20
Address:	37837 Three Johns Street			
City:	Sterling	State:	AK	ZIP: 99672

Entity Official:	April Walgenbach			
Title(s):	Member	Phone:	907-398-0421	% Owned: 20
Address:	37837 Three Johns Street			
City:	Sterling	State:	AK	ZIP: 99672

Entity Official:	Rory Jankowski			
Title(s):	Member	Phone:	907-398-8883	% Owned: 20
Address:	37465 Feuding Lane			
City:	Sterling	State:	AK	ZIP: 99672

Entity Official:	Bailey Jankowski			
Title(s):	Member	Phone:	907-398-1891	% Owned: 20
Address:	37465 Feuding Lane			
City:	Sterling	State:	AK	ZIP: 99672



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0330

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

**Section 4 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.  
 If more space is needed, please attach a separate sheet with the required information.

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

Entity Official:	Eric Johnson			
Title(s):	Member	Phone:	907-690-1045	% Owned: 20
Address:	PO Box 3165			
City:	Soldotna	State:	AK	ZIP: 99669

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

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

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





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

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

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

DOC Entity #:	10154887	AK Formed Date:	3/1/21 2/9/21	Home State:	Alaska
Registered Agent:	Jacob Walgenbach		Agent's Phone:	907-398-1981	
Agent's Mailing Address:	PO Box 1012				
City:	Sterling	State:	AK	ZIP:	99672

Residency of Agent: Yes No

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

**Section 5 – Other Licenses**

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

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

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

**Section 6 – Authorization**

Communication with AMCO staff: Yes No

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

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



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

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

**Section 7 – Certifications**

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

Initials

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

JW

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

JW

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

JW

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

JW

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

JW

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

*Jacob C. Walgenbach*  
Signature of licensee

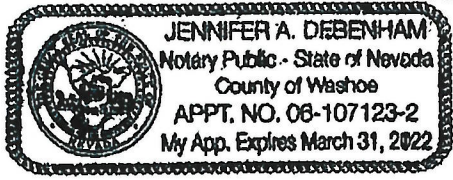
*Jennifer A. DeBenham*  
Signature of Notary Public

Jacob. C. Walgenbach  
Printed name of licensee

Notary Public in and for the State of Nevada

My commission expires: March 31, 2022

Washoe Co, NV  
Subscribed and sworn to before me this 19<sup>th</sup> day of March, 2021.  
by Jacob C. Walgenbach







Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

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

**What is this form?**

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

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

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

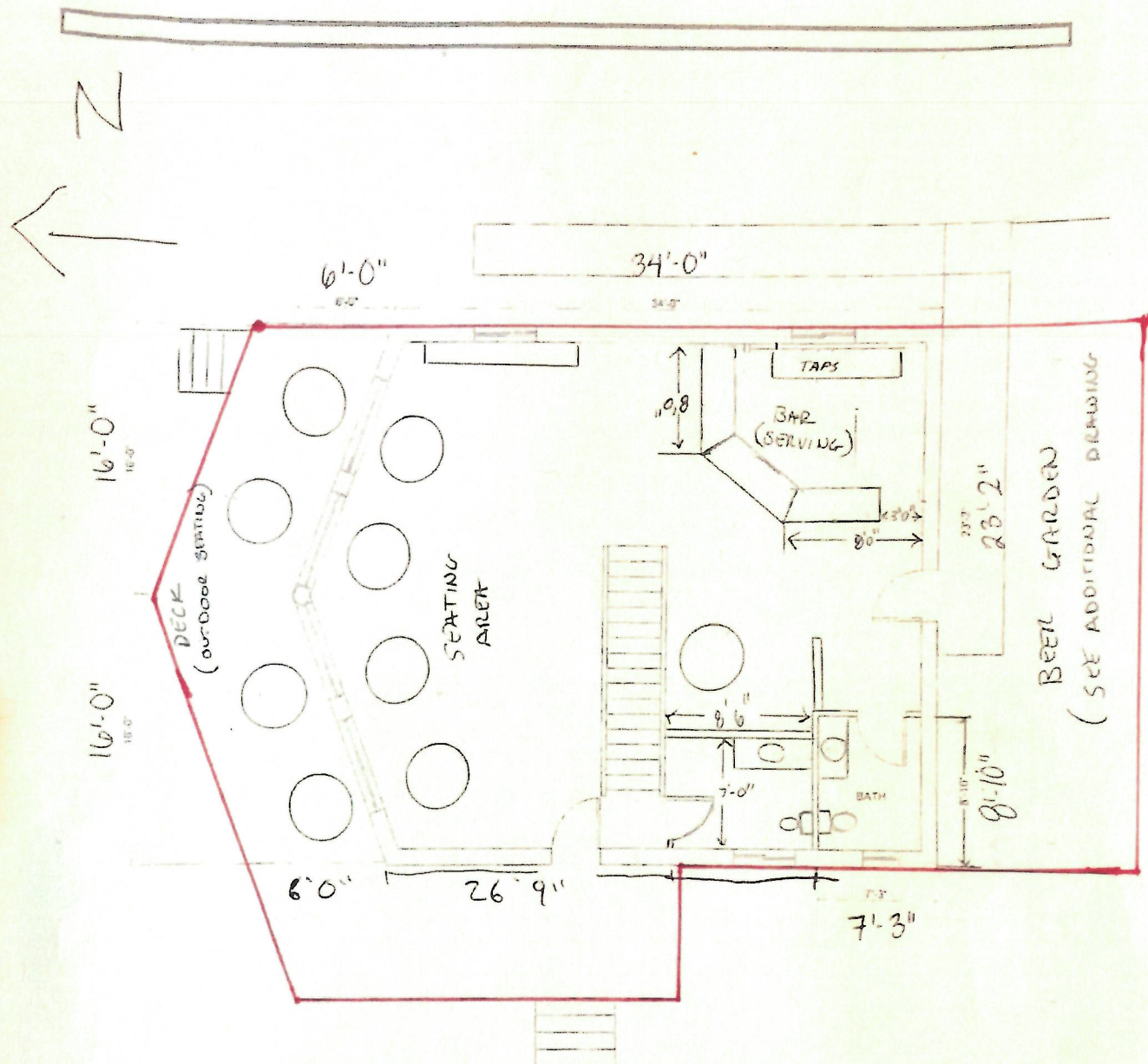
Yes No

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

**Section 1 – Establishment Information**

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

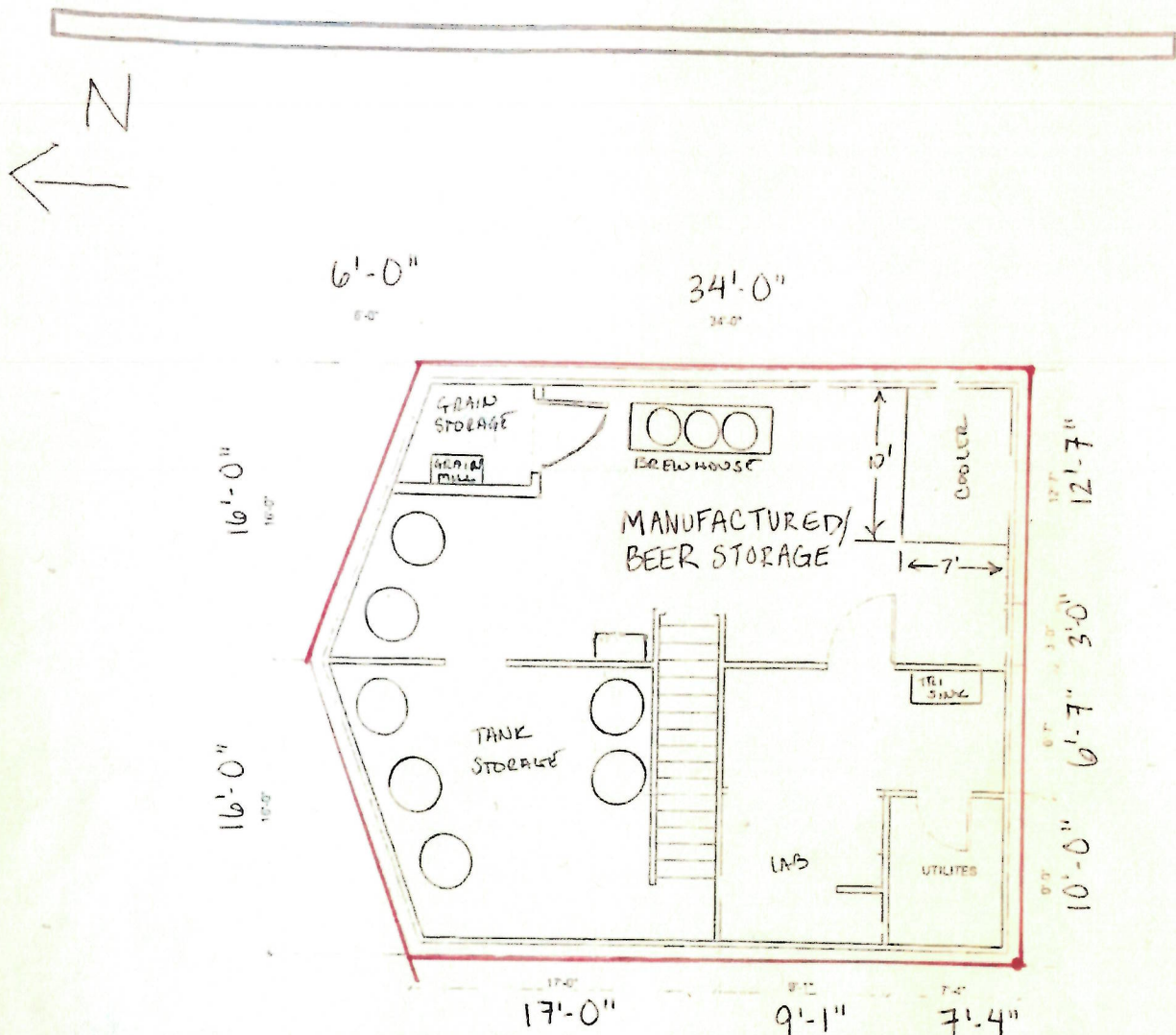
Licensee:	Naptowne Brewing LLC	License Number:	
License Type:	Brewery		
Doing Business As:	Naptowne Brewing		
Premises Address:	35021 Sterling Highway		
City:	Sterling	State:	AK ZIP: 99672



A1  
A1.0 MAIN FLOOR PLAN  
1/2" = 1'-0" (8/12x11)

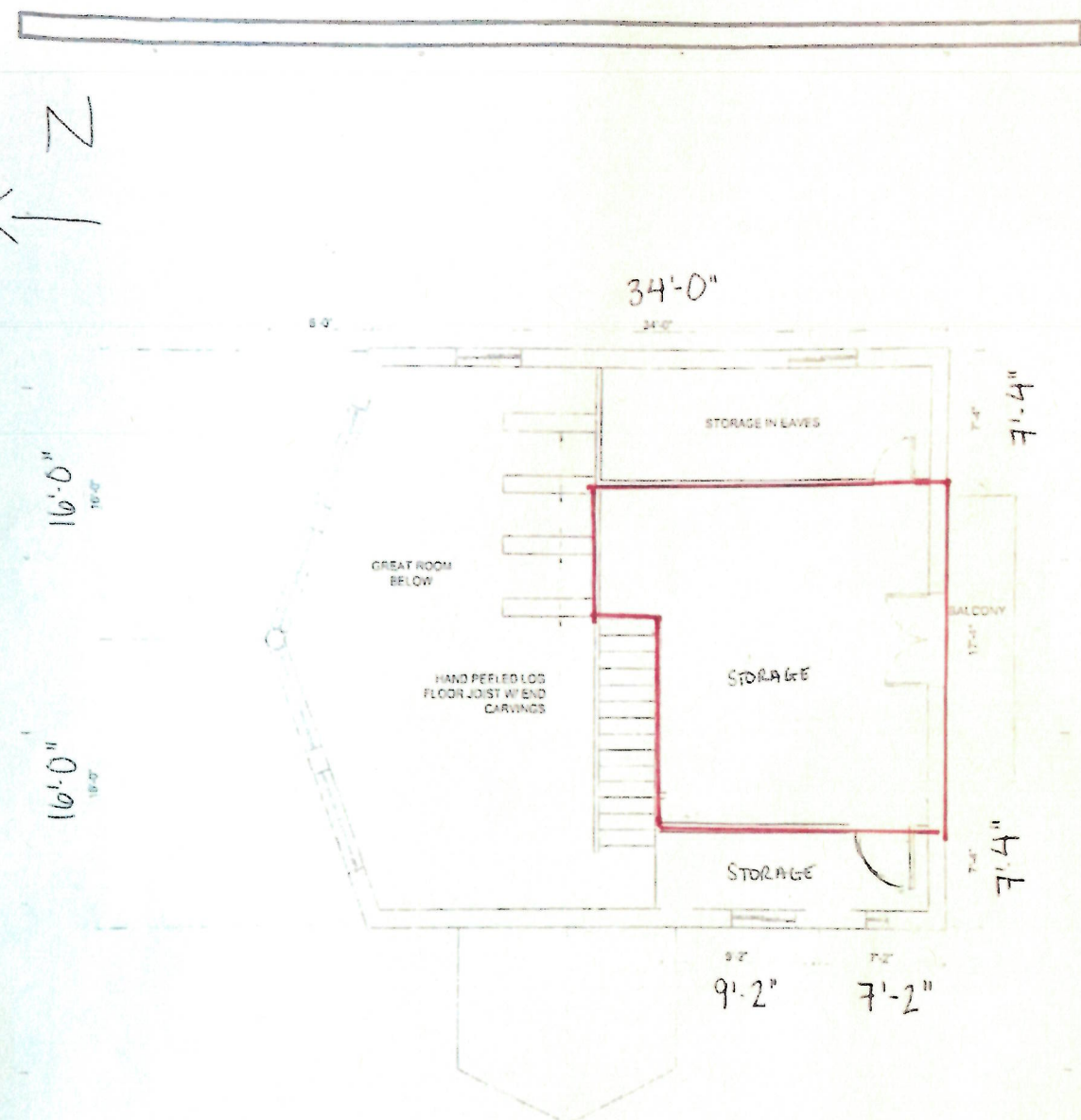
<p>A1.0</p>	<p>DATE: 11/10/11 SCALE: 1/2" = 1'-0" DRAWN BY: [unclear]</p>	<p>MAIN FLOOR PLAN</p>	<p>Ron Maddox RESIDENTIAL OPTION 35021 Sterling Highway, Sterling, AK 99672</p>	<p>DRAFT ALASKA [unclear]</p>
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**A3.0** BASEMENT FLOOR PLAN  
1/2" = 1'-0" (B 1/2x11)

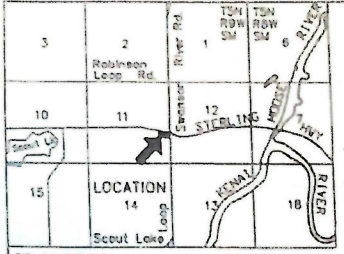
<p><b>A3.0</b></p>	<p>Drawn &amp; Shaded        Date: 11/15/2018        Rev: 01/15/2019</p>	<p><b>BASEMENT FLOOR PLAN</b></p>	<p>Ron Maddox  <b>RESIDENTIAL OPTION</b>        35021 Sterling Highway, Sterling, AK 99672</p>	<p><b>DRAFT ALASKA</b></p>
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**A1** LOFT FLOOR PLAN  
 1/2" = 1'-0" (8 1/2x11)

<p>A2.0</p>	<p>Project: A2.0        Date: 11/11/2020        Scale: 1/2" = 1'-0"</p>	<p>LOFT FLOOR PLAN</p>	<p>Ron Maddox        RESIDENTIAL OPTION        30021 Sterling Highway, Sterling, AK 99672</p>	<p><b>DRAFT ALASKA</b></p>
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VICINITY 1" = 1 mile MAP

## Barker Subd. #2 Preliminary Plat

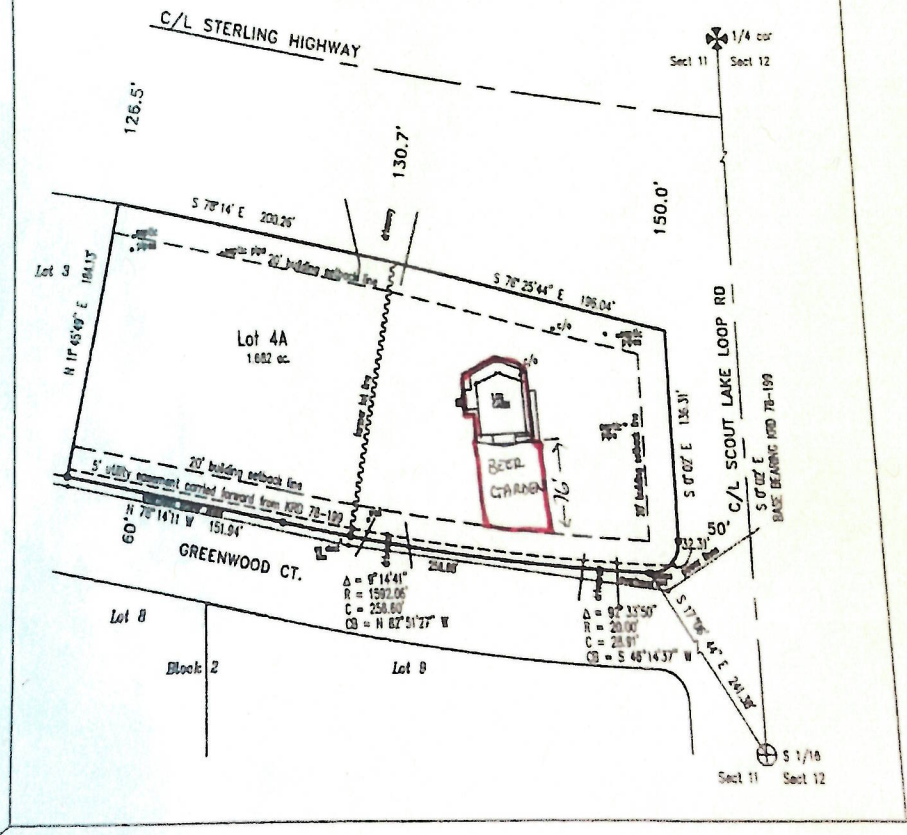
A replat combining Lots 4 & 5 Block 1 Barker Subd., KRD 78-199  
 Located in the SE 1/4 Section 11, T34N R9W S4, Sterling, Alaska.  
 Kennel Recording District Kennel Peninsula Borough

Prepared for: **Keytrava Holdings, LLC**  
 3787 Thru Johns St.  
 Sterling, AK 99672

Prepared by: **Johnson Surveying**  
 P.O. Box 27  
 Chena Valley, AK 99508

SCALE 1" = 60' AREA = 1.682 ac. 23 March, 2021

- NOTES**
1. A building setback of 20' from all street ROWs is required unless a lesser standard is approved by a resolution of the appropriate planning commission. Front 10' of building setback is also a utility easement on the entire setback within 5' of side lot lines.
  2. No permanent structure shall be constructed or placed within an easement which would interfere with the ability of a utility to use the easement.
  3. This is a paper plat replat. No field survey was conducted in conjunction with preparing this plat, no corners were found or set.
  4. No access to state maintained ROWs permitted unless approved by the State of Alaska Dept. of Transportation.
  5. Sterling Hwy ROW is as shown on State DOT ROW plan #0A3-3(X) sheet 48 of 74.
  6. Lots topography is flat. There are no wet areas on the property.



**NAPTOWNE BREWING LLC****Outdoor/Indoor Serving Security Plan**

1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.
2. All new patrons are carded upon ordering alcohol.
3. All staff is trained in the identification of fake IDs.
4. Four-foot metal paneling is around the outdoor servicing area.
5. Underaged persons will be monitored closely by our professionally trained alcohol servers.
6. Proper egress from the outdoor service area will always remain unobstructed.
7. ABC mandated posters as required by law are posted inside Naptowne Brewing LLC and at the entrances of the outdoor seating area.
8. All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.
9. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol WILL continue to be a part of our training for our staff.
10. All safety related operations for our current liquor service will additionally be enforced in the new service area.
11. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.
12. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.
13. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.
14. Servers will be present in the outdoor area to monitor consumption.



**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Johni Blankenship, Borough Clerk (JB)

**FROM:** Tatyana Shassetz, Borough Clerk Administrative Assistant (AS)

**DATE:** August 31, 2021

**RE:** New Brewery License – Naptowne Brewing – License 5981

---

Kenai Peninsula Borough Code § 7.10.010 provides for a mandatory Assembly review of applications for new licenses at locations within the Borough. Accordingly, the attached application for a new brewery license as filed by Naptowne Brewing, LLC dba Naptowne Brewing located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The Borough Finance Department has reviewed the application and has no objection to the new license based on unpaid taxes. The Planning Department has reviewed the application for proximity to churches and/or schools and has no objection to the new license based on location.

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**RECOMMENDATION:** That the Kenai Peninsula Borough does not protest the issuance of the new brewery license requested by Naptowne Brewing, LLC dba Naptowne Brewing with the condition that the north driveway of the premise, be obstructed for pedestrian access.

cc: Naptowne Brewing, LLC

**MEMORANDUM**

**TO:** Johni Blankenship, Borough Clerk  
**THRU:** Melanie Aeschliman, Planning Director *MA*  
**FROM:** Bryan Taylor, Planner  
**DATE:** August 31, 2021  
**RE:** Brewery License Application for Naptowne Brewing

---

Upon measuring the shortest pedestrian routes from the public entrance of the proposed brewery, the Planning Department found that the distance to the Sterling Elementary school grounds required protest of the license pursuant to (KPB 7.10.020(A)(2)(c)) when using the north driveway of the property that directly accesses the Sterling Highway.

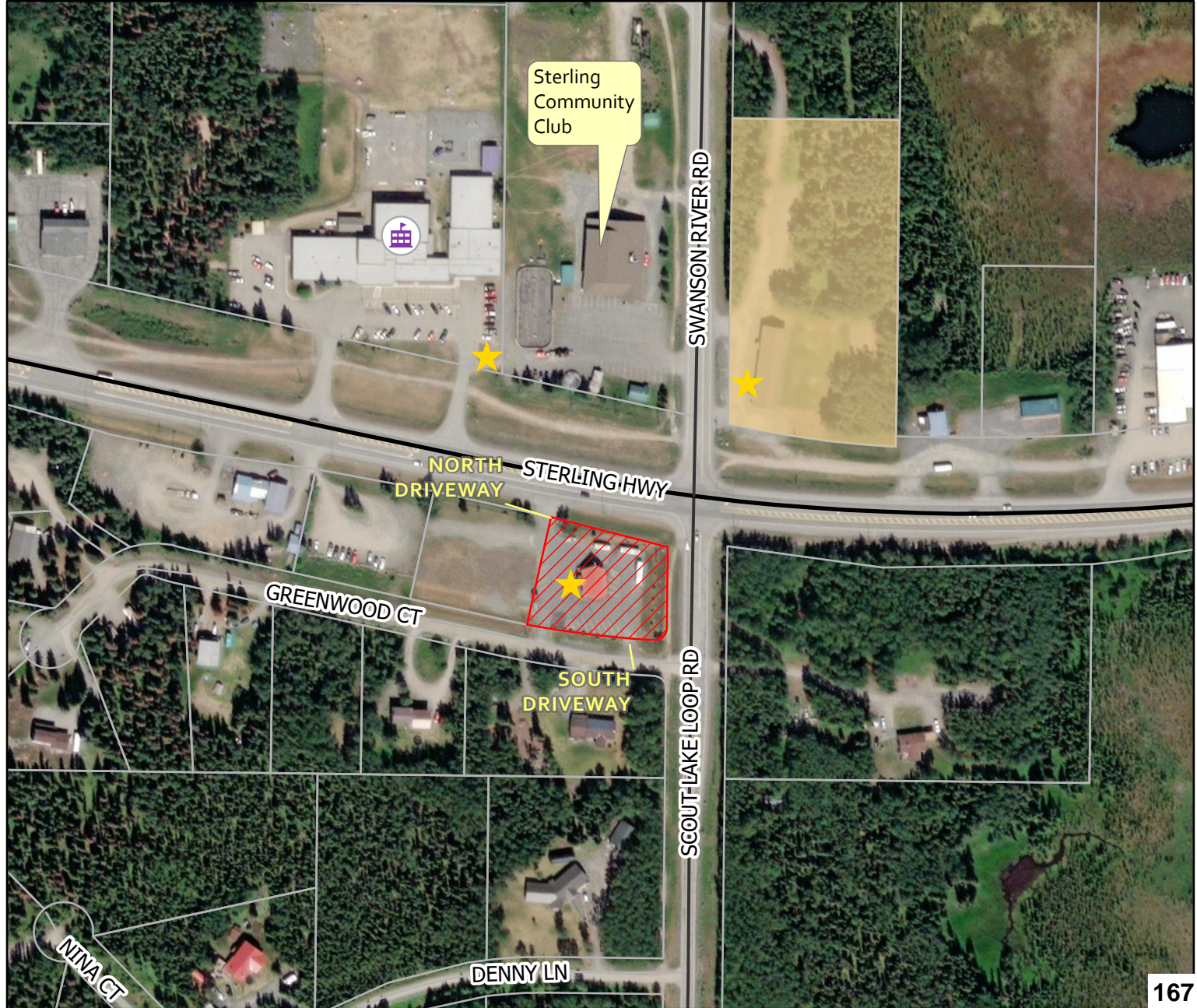
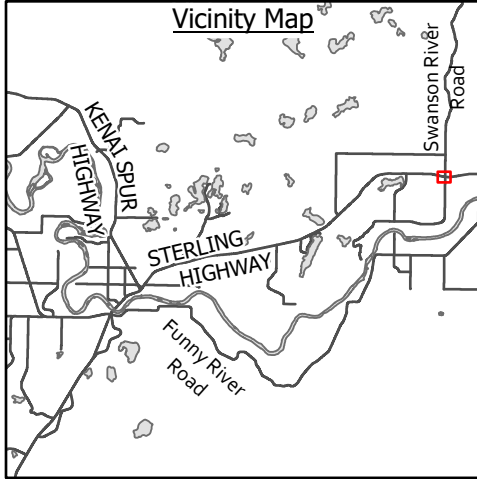
Through subsequent correspondence, the applicant indicated that pedestrian access through the north driveway would be closed off by the gate at all times. The pedestrian route would then be via the south driveway exiting onto Greenwood Court. A pedestrian route through the south driveway would increase the distance to both the school grounds and the neighboring Sterling Baptist Church public entrance and no protest by KPB would be required (see enclosed map).

It is recommended that a condition be placed on the license to ensure that the north driveway is obstructed for pedestrian access. The condition is recommended because the State of Alaska's Alcohol and Marijuana Control Office review standards for pedestrian route distances are shorter than those of KPB and would not require that the licensee operate with the north driveway obstructed. Adding the condition would ensure the pedestrian route out of the north driveway would remain obstructed as a matter of compliance with the license.

encl.

# Kenai Peninsula Borough Review of State Application for Brewery License

**Parcel: 063-680-10**  
**Applicant: Naptowne Brewing**  
**Property Owner: Naptowne Holdings LLC**



LEGEND

- KPB Tax Parcels
- SubjectParcel\_Naptowne
- 🏫 Sterling Elementary
- Private Institutional (Sterling Baptist Church)
- ★ Pedestrian Route Beginning/ End


0    125    250    500  
Feet

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



**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor 

**DATE:** September 7, 2021

**RE:** Appointment to the Kachemak Bay Advisory Planning Commission

---

In accordance with KPB 21.02, appointments to Kenai Peninsula Borough Advisory Planning Commissions are recommended by the Borough Mayor, subject to confirmation by the Borough Assembly. The applicant meets the residency and registered voter qualifications. I hereby submit to the Assembly my recommendation for confirmation of the following appointment to the KPB Kachemak Bay Advisory Planning Commission:

<u>Kachemak Bay APC</u>	<u>Seat</u>	<u>Expires</u>
Courtney Cox Brod	D	September 30, 2021

Cc: Melanie Aeschliman, Planning Director  
Bryan Taylor, Land Management  
Clerk's Office

# Kenai Peninsula Borough Planning Department

Advisory Planning Commission Application Submitted 2021-08-25 15:03:53

APC/Seat: Kachemak Bay – Seat D (Term Expires 09/30/2021)

<b>Name</b> Courtney Cox Brod	<b>Mobile Phone</b> 907-301-2311
<b>Home Phone</b>	<b>Work Phone</b>
<b>Email</b> coxbrod66@gmail.com	<b>Date of Birth</b> [REDACTED]
<b>SSN</b> [REDACTED]	<b>Voter #</b>
<b>Residence Address</b>	<b>Mailing Address</b> 59798 Lookout Mtn Lane Homer, Alaska 99603
<b>How long have you lived in the area served by this Advisory Planning Commission?</b> 23 years	<b>What knowledge, experience, or expertise will you bring to this board?</b> Having been raised on a working midwestern farm, my experience in agriculture began early. Though my career has been unrelated to land stewardship (I retired from Roling after 20 years of private practice), I'm a longtime Alaska Master Gardener with a focus on native habitat restoration and soil regeneration. I've taught horticulture in Oregon prisons to short-timer inmates seeking certification for nursery and greenhouse management jobs. This year I completed a three month in-depth course in Regenerative Agriculture and soil advocacy, and I currently volunteer at a thriving Homer farm which utilizes cutting edge regenerative principles and technologies. How the Kenai Peninsula Borough's Agricultural Initiative is implemented is of great interest to me, along with trails, affordable housing, habitat conservation, ecosystem functionality, and community education and involvement in planning concerns.



**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor *CP*

**DATE:** September 7, 2021

**RE:** Appointment to the Kachemak Bay Advisory Planning Commission

---

In accordance with KPB 21.02, appointments to Kenai Peninsula Borough Advisory Planning Commissions are recommended by the Borough Mayor, subject to confirmation by the Borough Assembly. The applicant meets the residency and registered voter qualifications. I hereby submit to the Assembly my recommendation for confirmation of the following appointment to the KPB Kachemak Bay Advisory Planning Commission:

<u>Kachemak Bay APC</u>	<u>Seat</u>	<u>Expires</u>
Owen Meyer	C	September 30, 2021

Cc: Melanie Aeschliman, Planning Director  
Bryan Taylor, Land Management  
Clerk's Office

# Kenai Peninsula Borough Planning Department

Advisory Planning Commission Application Submitted 2021-08-10 20:04:58

APC/Seat: Kachemak Bay – Seat C (Term Expires 09/30/2021)

<b>Name</b> Owen Meyer	<b>Mobile Phone</b> 907-756-3722
<b>Home Phone</b>	<b>Work Phone</b> 907-435-3124
<b>Email</b> owenb.meyer.ak@gmail.com	<b>Date of Birth</b> [REDACTED]
<b>SSN</b> [REDACTED]	<b>Voter #</b>
<b>Residence Address</b>	<b>Mailing Address</b> 40210 Alpenglou Circle Homer, Alaska 99603
<b>How long have you lived in the area served by this Advisory Planning Commission?</b> 24 Years	<b>What knowledge, experience, or expertise will you bring to this board?</b> I have a bachelor's degree in political science. I also work as the project technician for the City of Homer Public Works Department which has given me very extensive knowledge of municipal government processes.

# OWEN MEYER

40210 Alpenglow Circle | Homer, AK 99603 · (907)-756-3722

[omeyer@ci.homer.ak.us](mailto:omeyer@ci.homer.ak.us)  
[owenb.meyer.ak@gmail.com](mailto:owenb.meyer.ak@gmail.com)

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## EXPERIENCE

### LANDSCAPER, DUTCH BOY LANDSCAPING

MAY, 2015 – AUGUST, 2015

- Worked with a weed-whacker or a shovel and rake.
- Operated a tractor occasionally.

### GROUNDSKEEPER, WHIP FAMILY HORSE FARM

MAY, 2016 – AUGUST, 2020 SUMMER EMPLOYMENT

- This job included a wide variety of tasks.
- Most days, the job consisted of mowing and horse pastures and weed-whacking around fence lines and buildings
- Other work including but not limited to: collecting hay bales from for the horses, cutting and limbing trees with a chainsaw, working on the construction of a new shop, helping with construction of a new house, and earthwork.
- Used a wide variety of equipment including a 4-wheeler with a drag-behind field mower and various other trailers, multiple types of lawn mower, weed whackers, hand scythes and heavy equipment including a backhoe and a skid steer.

### STUDENT INTERN, CITY OF HOMER

JUNE, 2020 – AUGUST, 2020

- The internship started with the City Clerk but expanded to working with the Planning Department, the Public Information Officer, Public Works and Parks & Recreation.
- Duties for the City Clerk included stuffing envelopes, organizing filing cabinets, processing ordinances and resolutions and entering updates to the status of ordinances and resolutions on the City website.
- Duties for the Public Information Officer included contacting state agencies and local businesses to update the City's capital improvement plan and writing/editing entries for the capital improvement plan.
- Duties for Public Works included aiding the City Engineer in various research, writing descriptions for the City website, arranging radio and newspaper interviews for the City Engineer, and aiding water distribution and sewer collection crews with various tasks including sand blasting, pH testing and lift station maintenance.

- Duties for Parks & Recreation included organizing filing cabinets and researching past public interactions.

**ASSET MANAGEMENT COORDINATOR, CITY OF HOMER PUBLIC WORKS DEPARTMENT**

JANUARY, 2021 – JUNE, 2021

- Researched and wrote a comprehensive product recommendation for Public Works' asset management software.
- Designed a spreadsheet to track Public Works' capital project finances.
- Other duties included: Coordinating implementation of the City's ADA transition plan, processing invoices, drafting task orders for engineers and surveyors, miscellaneous research, creating bid packages for construction contractors, working as a parking lot attendant at vaccination clinic and other tasks as assigned by the Public Works Director.

**PROJECT TECHNICIAN, CITY OF HOMER PUBLIC WORKS DEPARTMENT**

JULY 2021 – PRESENT

- I serve as the assistant to the Public Works Director, performing any tasks which come to her that she does not have time for.
- Am responsible for creating all of the bid packages, RFPs and task orders that Public Works puts out for capital projects as well as the financial management of those projects.
- Responsible for designing Public Works' implementation strategies for the City's ADA transition plan.

## **EDUCATION**

**HIGH SCHOOL DIPLOMA, CONNECTIONS HOMESCHOOL**

**GRADUATED MAY, 2016**

- Received the Superintendent's Award of Excellence three years in a row, for having maintained a 4.00 GPA or higher for each of those years.
- Was one of twelve finalists in the Caring for the Kenai competition.

**BA IN POLITICAL SCIENCE, LINFIELD UNIVERSITY**

**GRADUATED DECEMBER, 2020**

- Majored in Political Science with a minor in Mathematics.
- Studied abroad for one semester at the University of Nottingham in Nottingham, UK.
- Was part of a student advocacy group trying to prevent Linfield University from firing tenured professors. We managed to collect over 400 signatures from students on a petition for the professors not to be fired.

**ADA COORDINATOR CERTIFICATE, UNIVERSITY OF MISSOURI**

**WILL COMPLETE IN AUGUST, 2021**

- Currently in the process of completing my ADA Coordinator Certificate. I have finished approximately half of the needed credits and I expect to attain the certificate in August.

## **SKILLS**

- Very strong written and verbal communications skills.
- Skills in researching.
- Strong analytical and problem-solving skills.
- Extremely fast learner and very adaptable.

## **OTHER ACTIVITIES**

- Was an assistant instructor in a Karate class. I was given those responsibilities when I attained my brown belt in 2015.
- Have sung in choirs since middle school. In every choir I've sung in, I've been one of the lowest bass singers.
- Have played guitar since I was a small child. My parents are both talented musicians as well and we've formed a band that plays for contra and square dances in my town.
- I've always liked birds and one year I helped a local birding group with the Christmas Bird Count which is a massive count of birds seen in and around Homer. The data was used by conservation groups to track species population over time.
- I have attended the Conference of Young Alaskans (COYA), an event hosted by the Alaska Municipal League for Alaskans between the ages of 16 and 25 with the purpose of discussing how to improve municipal governments across the state.

## **REFERENCES**

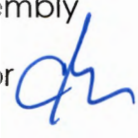
Janette Keiser, PE  
City of Homer  
Public Works Director  
[jkeiser@ci.homer.ak.us](mailto:jkeiser@ci.homer.ak.us)  
206-714-8955

Jenny Carroll  
City of Homer  
Special Projects & Communication Coordinator  
[jcarroll@ci.homer.ak.us](mailto:jcarroll@ci.homer.ak.us)

Melissa Jacobsen  
City of Homer  
City Clerk  
[mjacobsen@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us)

**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor 

**DATE:** September 7, 2021

**RE:** Appointment to the Anchor Point Advisory Planning Commission

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In accordance with KPB 21.02, appointments to Kenai Peninsula Borough Advisory Planning Commissions are recommended by the Borough Mayor, subject to confirmation by the Borough Assembly. The applicant meets the residency and registered voter qualifications. I hereby submit to the Assembly my recommendation for confirmation of the following appointment to the KPB Anchor Point Advisory Planning Commission:

<u>Anchor Point APC</u>	<u>Seat</u>	<u>Expires</u>
Mary Trimble	C	September 30, 2023

Cc: Melanie Aeschliman, Planning Director  
Bryan Taylor, Land Management  
Clerk's Office



# Kenai Peninsula Borough Planning Department

Advisory Planning Commission Application Submitted 2021-07-21 21:10:17

APC/Seat: Anchor Point - Seat C (Term Expires 09/30/2023)

<b>Name</b> Mary Trimble	<b>Mobile Phone</b> 907-299-2677
<b>Home Phone</b>	<b>Work Phone</b>
<b>Email</b> maryetrimble@gmail.com	<b>Date of Birth</b> [REDACTED]
<b>SSN</b>	<b>Voter #</b>
<b>Residence Address</b> 32835 Shorebird Lane Anchor Point, AK 99556	<b>Mailing Address</b> PO Box 193 Anchor Point, AK 99556
<b>How long have you lived in the area served by this Advisory Planning Commission?</b> 45 years	<b>What knowledge, experience, or expertise will you bring to this board?</b> Business owner, real estate broker (Coastal Realty), land developer, community supporter. I have worked on committees for various non profit organizations and the school district. I am interested in helping with the formation of the comprehensive plan for my community.

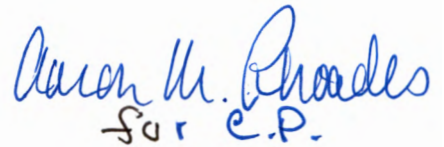


**MAYOR'S REPORT TO THE ASSEMBLY**

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor

**DATE:** September 7, 2021



Aaron M. Rhoades  
for C.P.

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Assembly Request / Response

None

Agreements and Contracts

- a. CES Purchasing Request for Ambulance Gurney System
- b. Human Resources Sole Source Waiver "Onboard" from NeoGov
- c. Authorization to Award a Contract for ITB22-004 North Peninsula Recreation Service Area Hydronic Piping Upgrade to Superior Plumbing & Heating, Anchorage, Alaska.
- d. Authorization to Award a Contract for ITB22-002 Nikiski Fire Station #1 Bay Exhaust System to Consolidated Contracting & Engineering, LLC., Anchorage, Alaska.
- e. Authorization to Award a Contract for ITB22-003 Nikiski Fire Station #2 Lighting Upgrades to Huffer Electric, Inc., Soldotna, Alaska.
- f. Solid Waste Dept. Sole Source Waiver to Southcentral Construction Inc.
- g. Self-Contained Breathing Apparatus (SCBA) Purchase under HGAC Contract No. EEO8-19 Emergency Medical and Rescue Equipment from Sea Western, Firefighting Equipment Inc.

Other

- Investment Report Quarter Ended 06/30/21
- Revenue-Expenditure Report – July 2021
- Budget Revisions – July 2021
- Capital Project Reports – June 30, 2021
- Tax Adjustment Request Approval

# Kenai Peninsula Borough Central Emergency Services

## MEMORANDUM

**TO:** Charlie Pierce, Borough Mayor  
**THRU:** John Hedges, Purchasing and Contracting *JH*  
**FROM:** Roy Browning, CES Chief *RB*  
**DATE:** August 6, 2021  
**RE:** Purchasing Request for Ambulance Gurney System

This is a request to purchase an ambulance gurney system for Central Emergency Service Area. Funds were appropriated in the FY 2022 Capital Projects for the purchase of an ambulance. The gurney system, power cot and power loader will be purchased under Kenai Peninsula Borough Resolution 2016-071, authorizing an Ambulance Gurney & Load Systems Standardization Policy for the Fire Service Areas.

The purchase will be from Stryker, price quoted \$40,668.45

Funding for this purchase is available in account 443.51610.22465.48514

Your consideration and support of this request is appreciated.

Approved: Charlie Pierce Date: 8/9/2021

Charlie Pierce  
Borough Mayor

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>443.51610.22465.48514</u>	
Amount <u>\$ 40,668.45</u>	
By: <u>PP BH</u> Date: <u>8/9/2021</u>	
NOTES:	

# Kenai Peninsula Borough Human Resources Department

## MEMORANDUM

**TO:** Charlie Pierce, Borough Mayor

**THRU:** John Hedges, Purchasing Director *JH*

**THRU:** Brandi Harbaugh, Finance Director *BH*

**FROM:** Kim Saner, Director of Human Resources *KS*

**DATE:** August 10, 2021

**RE:** Onboard Sole Source Waiver

The Kenai Peninsula Borough, Human Resources department, would like to request approval for payment to continue using "Onboard" from NeoGov. Human Resources started implementing Onboard in late 2020 after Covid-19 highlighted the need to move toward a more modern hiring process. Onboard is a new hire onboarding platform that allows for paperless "paperwork" – from completing the forms electronically to storing completed forms online; allowing for check-in's, a dashboard for communications, as well as the ability to assign mentors. Additionally, this software allows for less time taken up by HR employees and for the possibility of remote hiring as well. This product integrates with other products we are currently using including Learn and Insight (and is directly tied to Insight, which makes adding new employees easy and quick). This product was budgeted for in FY22.

Approved: Charlie Pierce  
Charlie Pierce  
Borough Mayor

8/11/2021  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.:	<u>100.11230.00000.43019</u>
Amount:	<u>\$5,761.45 – FY22</u>
By: <i>PP</i>	Date: <u>8/10/2021</u>
NOTES:	FINANCE NOTES:
Term 07.01.2022 – 06.30.2023 \$8,638.24 – FY23	FY23 & FY24
Term 07.01.2023 – 06.30.2021 \$9,070.15 – FY24	amounts subject to Assembly appropriation.



NEOGOV ORDER FORM			
NEOGOV:		Customer Name & Address:	
Governmentjobs.com, Inc. (dba "NEOGOV") 300 Continental Blvd., Suite 565 El Segundo, CA 90245 billing@neogov.com		Kenai Peninsula Borough, County of (AK) 144 N. Binkley St. Soldotna, AK 99669 USA	
Quote Creation Date:	07/27/2021	Contact Name:	Larissa Mika
Quote Expiration Date:	30 days from Quote Creation	Contact Email:	LMika@kpb.us
Payment Terms	Annual. Net 30 from NEOGOV invoice.	FTE:	

Fee Summary		
Service Description	Term	Term Fees
Onboard Subscription (ON)	10/17/2021 – 06/30/2022	\$5,761.45
Onboard Subscription (ON)	07/01/2022 – 06/30/2023	\$8,638.24
Onboard Subscription (ON)	07/01/2023 – 06/30/2024	\$9,070.15
	<b>2021 Total:</b>	<b>\$5,761.45</b>
	<b>2022 Total:</b>	<b>\$8,638.24</b>
	<b>2023 Total:</b>	<b>\$9,070.15</b>
	<b>Total:</b>	<b>\$23,469.84</b>

**A. Terms and Conditions**

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated, all SaaS Subscriptions shall commence on the Effective Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

**B. Special Conditions (If any).**

1. Onboard Initial Term 10/17/2021 – 06/30/2024.



IN WITNESS WHEREOF, the parties have caused this Order to be executed by their respective duly authorized officers as of the date set forth below, and consent to the Agreement.

Customer	Governmentjobs.com, Inc. (DBA "NEOGOV")
Entity Name: kenai Peninsula Borough  Signature: <u>Charlie Pierce</u>  Print Name: Charlie Pierce, Borough Mayor  Date: 8/12/2021	Signature: _____  Print Name:  Date:

# Kenai Peninsula Borough Purchasing and Contracting Department

## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Carmen Vick, Project Manager *CV*

**DATE:** August 18, 2021


**RE:** Authorization to Award a Contract for ITB22-004  
North Peninsula Recreation Service Area Hydronic Piping Upgrade

The Purchasing and Contracting Office formally solicited and received bids for North Peninsula Recreation Service Area Hydronic Piping Upgrade. Bid packets were released on July 14, 2021 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on July 14, 2021.

The project consists of the following: Provide all labor & materials to replace hydronic piping at NPRSA facility per contract documents.

On the due date of August 5, 2021 two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$151,421.00 was submitted by Superior Plumbing & Heating, Anchorage, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 459.61110.22453.43011.

  
\_\_\_\_\_  
Charlie Pierce, Mayor

8/19/2021  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	459.61110.22453.43011
Amount	\$151,421.00
By:	<i>PP BH</i>
Date:	8/19/2021

NOTES :



**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB21-004 NPRSA Hydronic Piping Upgrade**

CONTRACTOR	LOCATION	BASE BID
Superior Plumbing & Heating	Anchorage, Alaska	\$151,421.00
JGH Plumbing & Heating, Inc.	Palmer, Alaska	\$232,875.00

DUE DATE: August 5, 2021

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director



# Kenai Peninsula Borough Purchasing and Contracting Department

## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Carmen Vick, Project Manager *CV*

**DATE:** August 19, 2021

**RE:** Authorization to Award a Contract for ITB22-002 Nikiski Fire Station #1 Bay Exhaust System

The Purchasing and Contracting Office formally solicited and received bids for Nikiski Fire Station #1 Bay Exhaust System. Bid packets were released on July 13, 2021 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on July 13, 2021.

The project consists of the following: Provide all labor and materials to install complete Station Bay Exhaust units per contract documents.

On the due date of August 4, 2021 three (3) and reviewed to ensure that all the specifications and delivery schedules were met. The negotiated bid of \$169,682.00 was submitted by Consolidated Contracting & Engineering, LLC, Anchorage, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 441.51110.18412.43011.

*CP*  
\_\_\_\_\_  
Charlie Pierce, Mayor

8/19/2021  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>441.51110.18412.43011</u>
Amount	<u>\$169,682.00</u>
By: <i>PP BH</i>	Date: <u>8/19/2021</u>

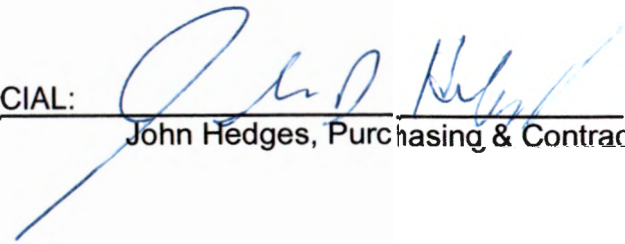
NOTES:

### KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

**BID TAB FOR: ITB22-002 Nikiski Fire Station #1 Bay Exhaust System**

CONTRACTOR	LOCATION	BASE BID	ADDITIVE ALTERNATE	TOTAL BID
Consolidated Contracting & Engineering LLC	Anchorage, Alaska	\$179,777.00	\$15,777.00	\$195,554.00
Slayden Plumbing & Heating Inc.	Wasilla, Alaska	\$199,407.34	\$11,731.78	\$211,139.12
Peninsula Plumbing & Heating Inc.	Soldotna, Alaska	\$223,021.00	\$18,517.00	\$241,538.00

DUE DATE: August 4, 2021

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director

# Kenai Peninsula Borough Purchasing and Contracting Department

## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Carmen Vick, Project Manager *CV*

**DATE:** August 24, 2021

**RE:** Authorization to Award a Contract for ITB22-003 Nikiski Fire Station #2 Lighting Upgrades

The Purchasing and Contracting Office formally solicited and received bids for Nikiski Fire Station #2 Lighting Upgrades. Bid packets were released on July 13, 2021 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on July 13, 2021.

The project consists of the following: Provide all labor & materials to repair, replace lighting and fixtures per contract documents.

On the due date of August 4, 2021 four (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The negotiated bid of \$61,500.00 was submitted by Huffer Electric, Inc., Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 441.51110.21412.43011.

Charlie Pierce  
Charlie Pierce, Mayor

8/24/2021  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>441.51110.21412.43011</u>
Amount	<u>\$61,500.00</u>
By: <i>PP</i>	<i>BH</i> Date: <u>8/24/2021</u>

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB22-003 Nikiski Fire Station #2 Lighting Upgrades**

CONTRACTOR	LOCATION	BASE BID
Huffer Electric Inc.	Soldotna, Alaska	\$92,672.00
Consolidated Contracting & Engineering LLC	Anchorage, Alaska	\$115,833.00
Spectre Electric LLC	Fairbanks, Alaska	\$118,000.00
Eberline Building Inc.	Soldotna, Alaska	\$128,022.00

DUE DATE: August 10, 2021

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director

# Kenai Peninsula Borough Solid Waste Department

## MEMORANDUM

**TO:** Charlie Pierce, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**THRU:** Daniel Kort, SWD Director *DK*

**FROM:** Brian Smith, CPL Manager *[Signature]*

**DATE:** August 20, 2021

**RE:** Southcentral Construction Inc. Sole Source Waiver

The Kenai Peninsula Borough Solid Waste Department is requesting a sole source to Southcentral Construction Inc. to repair bear damage to the Cell 3 protective rainsheeting and underlying infrastructure. Due to the severity of the damage and the urgent need to mitigate further damage, erosion and additional repair costs, we request Southcentral Construction Inc., who originally installed the liner, be contracted to perform the repair.

We request approval for this purchase. Funding for this project is in account number 290.32122.43011 in the amount of \$38,000.00.

APPROVED: *Charlie Pierce* DATE: 8/25/2021  
Charlie Pierce, Mayor

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.:	<u>290.32122.00000.43011</u>
Amount:	<u>\$38,000.00</u>
By: <i>PP</i> <i>BH</i>	Date: <u>8/24/2021</u>
NOTES:	.

# Kenai Peninsula Borough

## Purchasing and Contracting Department

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### MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**THRU:** Brenda Ahlberg, Community and Fiscal Projects Manager *BA*

**FROM:** Chief Richard Brackin, Bear Creek Fire Service Area *RB*  
Chief Bob Cicciarella, Kachemak Emergency Service Area *RWC*  
Chief Jon Marsh, Western Emergency Service Area *JM*

**DATE:** August 26, 2021

**RE:** Self Contained Breathing Apparatus (SCBA) Purchase under HGAC Contract No. EE08-19 for Emergency Medical and Rescue Equipment

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Bear Creek, Kachemak and Western Emergency Service Areas are in need of replacing obsolete Self Contained Breathing Apparatus (SCBA). The current SCBA equipment and air bottles utilized by the departments does not meet the current NFPA and NIOSH safety certifications. Many of the current SCBA bottles must be replaced as they are unable to be hydrostatically tested to DOT standards for compressed air cylinders. Likewise, replacement supplies and support for these outdated SCBA becomes a challenge as more departments have upgraded to the new standard SCBA.

In the FY 22 Capital Budgets, each fire service area was appropriated for funding the purchase of SCBA replacement this year. This is a critical safety component needed to carry out the primary mission of the fire service areas. In addition, Western Emergency Service Area also budgeted for SCBA-air compressor fill stations for their Anchor Point and Ninilchik stations.

It is our preference to align the proposed SCBA purchase with the other SCBA systems with our neighboring auto-aid/mutual-aid partners throughout the borough and municipalities. It would be in the best interest of the Borough to standardize the SCBA's for interoperability, training, maintenance, and support. Purchasing and Contracting has received a quote for 3M Scott air packs, air bottles and Bauer air compressor fill stations from Sea Western, Firefighting Equipment, Inc. that includes group purchasing organization (GPO) involvement, specifically HGAC for the sum of \$803,700.00.

Your approval is hereby requested. Funding for this project is in account number 442.51210.22421.48514, \$101,970.80 (Bear Creek); 444.51410.22441.48514 - \$399,767 & 271.51410.21HSP.48514 - \$52,000 (WESA) and 446.51810.22485.48514 - \$249,962.20 (KESA).

Charon Rhoades for CP  
Charlie Pierce, Mayor

8/27/2021  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct: <u>442.51210.22421.48514 (BCFSA)</u>	
Amount: <u>\$101,970.80</u>	
Acct: <u>271.51410.21HSP.48514 (WESA)</u>	
Amount: <u>\$52,000.00</u>	
Acct: <u>444.51410.22441.48514 (WESA)</u>	
Amount: <u>\$399,767.00</u>	
Acct: <u>446.51810.22485.48514 (KESA)</u>	
Amount: <u>\$249,962.20</u>	
By: <u>PP BH</u>	Date: <u>8/27/2021</u>
NOTES: .	



# Kenai Peninsula Borough

## Finance Department

### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Borough Mayor *ch*  
Brandi Harbaugh, Finance Director *BS*

**FROM:** Penny Pickarsky, Financial Planning Manager *PP*

**DATE:** September 7, 2021

**RE:** Investment Report quarter ended 06/30/21

Attached is the Quarterly Investment Report of the Kenai Peninsula Borough for the quarter ending June 30, 2021.

Portfolio Statistics	Quarter Ended 3/31/2021	Quarter Ended 6/30/2021
Average Daily Balance	\$260,297,380	\$249,823,083
Earned Interest Yield	0.787%	0.774%
Duration in Years	1.98	1.99
Book Value	\$270,349,477	\$249,132,285
Market Value	\$271,276,276	\$249,627,515
Percent % of Market Value	99.66%	99.80%

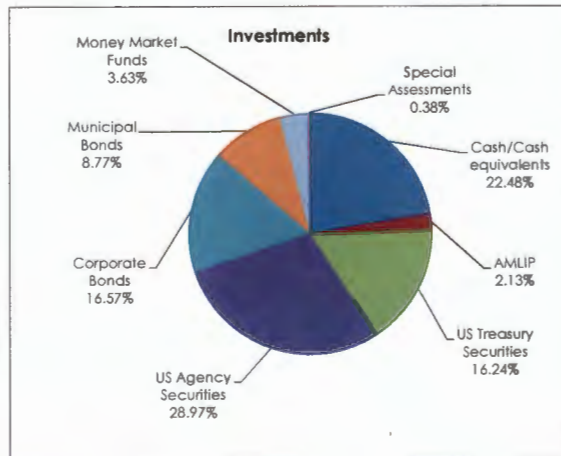
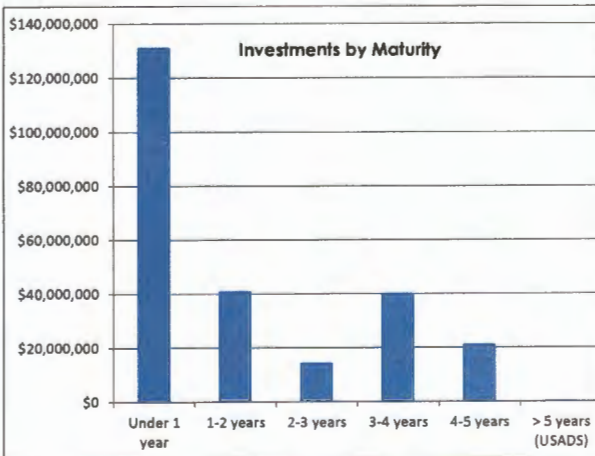
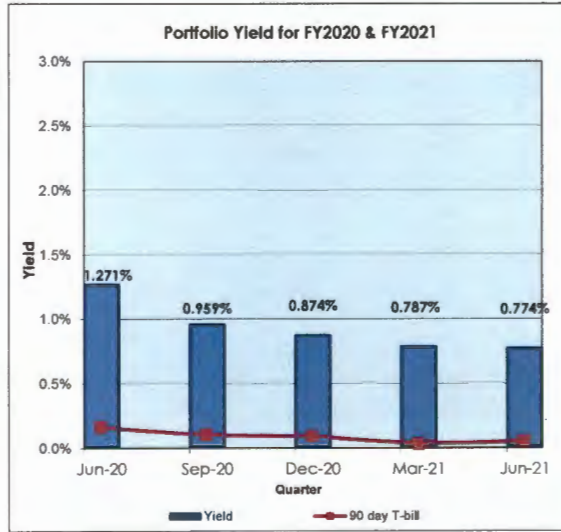
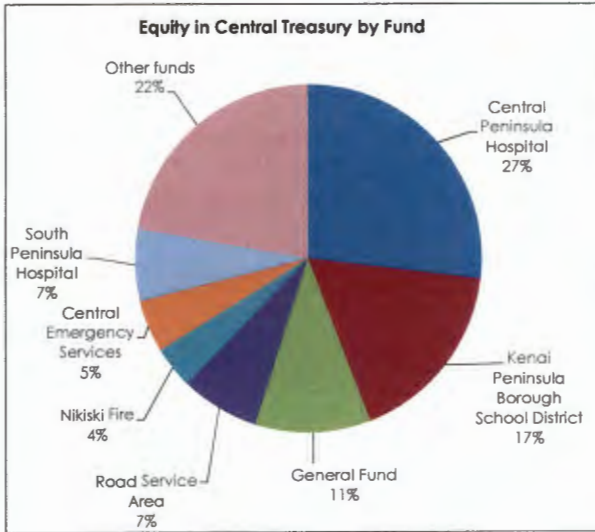
Investment Description	Yield quarter ending 3/31/2021	Yield quarter ending 6/30/2021	Market Value quarter ending 6/30/2021
Cash and Cash Equivalents	0.15%	0.15%	\$55,995,417
AMLIP	0.01%	0.01%	5,301,894
U.S. Treasury Securities	0.44%	0.44%	40,499,215
US Agencies	1.30%	1.28%	72,235,611
Corporate Bonds	1.50%	1.47%	41,478,898
Municipal Bonds	1.61%	1.51%	24,120,605
Money Market Mutual Funds	0.01%	0.01%	9,038,180
Special Assessments	5.47%	5.47%	957,695
<b>Total</b>			<b>\$249,627,515</b>

Major Categories:	Percentage of Portfolio	Book Value quarter ending 6/30/2021
Bond related funds	4.46%	\$11,115,333
CARES Advance funding	0.18%	435,804
Hospital plant/equipment replacement funds (PERF)-unobligated	24.32%	60,602,146
School District	17.30%	43,102,132
Capital Project fund restrictions	11.53%	28,721,402
Special Revenue funds restrictions	22.18%	55,256,921
Internal Service/Agency fund restrictions	5.24%	13,059,586
General Fund	14.79%	36,838,961

**INVESTMENT PORTFOLIO**  
**June 30, 2021**

	Par Value	Purchase Price	Fair Value 06/30/2021
<b>Investments by Borough Finance Director</b>			
CORPORATE	9,747,000.00	9,996,129.50	9,886,858.92
COMMERCIAL PAPER	0.00	0.00	0.00
MUNICIPAL	2,000,000.00	2,000,000.00	1,999,940.00
AGENCY	26,000,000.00	26,434,573.36	26,223,045.00
US TREASURY	26,500,000.00	26,902,616.00	26,670,125.00
<b>Total Investment by Borough Finance Director:</b>	<b>64,247,000.00</b>	<b>65,333,318.86</b>	<b>64,779,968.92</b>
<b>Investment with External manager:</b>			
CORPORATE	30,562,000.00	31,275,072.91	31,592,039.44
MUNICIPAL	21,360,000.00	21,926,381.00	22,120,665.30
AGENCY	45,558,072.17	45,748,031.44	46,012,565.93
US TREASURY	13,500,000.00	13,556,295.23	13,829,090.00
<b>Total Security Investment with External manager:</b>	<b>110,980,072.17</b>	<b>112,505,780.58</b>	<b>113,554,360.67</b>
<b>TOTAL SECURITY INVESTMENTS</b>	<b>175,227,072.17</b>	<b>177,839,099.44</b>	<b>178,334,329.59</b>
CASH & CASH EQUIVALENTS	70,335,490.34	70,335,490.34	70,335,490.34
SPECIAL ASSESSMENTS	957,695.45	957,695.45	957,695.45
<b>TOTAL PORTFOLIO</b>	<b>246,520,257.96</b>	<b>249,132,285.23</b>	<b>249,627,515.38</b>

Investment Portfolio - Purchase Price	\$ 179,093,639.47
Investment Portfolio - Fair Value 06/30/21	179,588,869.62
<b>Fair Value Adjustment -06/30/21</b>	<b>495,230.15</b>
Fair Value Adjustment - 6/30/20	3,394,305.27
Change in Fair Value FY2021	\$ (2,899,075.12)



# KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND

Account Statement - Period Ending April 30, 2021



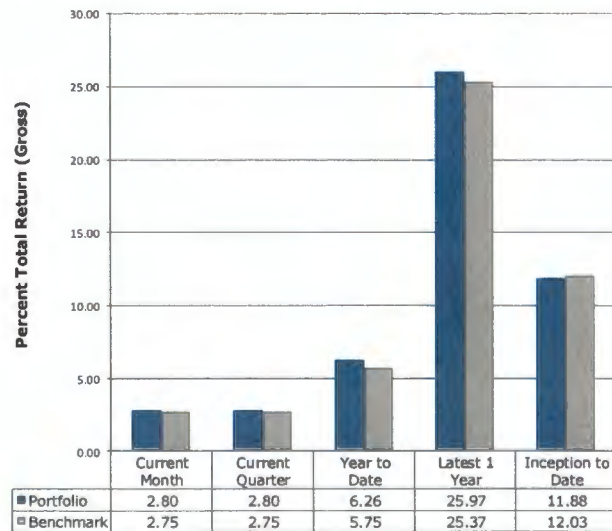
## ACCOUNT ACTIVITY

Portfolio Value on 03-31-21	7,462,101
Contributions	0
Withdrawals	-933
Change in Market Value	205,335
Interest	3
Dividends	3,886

Portfolio Value on 04-30-21 7,670,393

## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

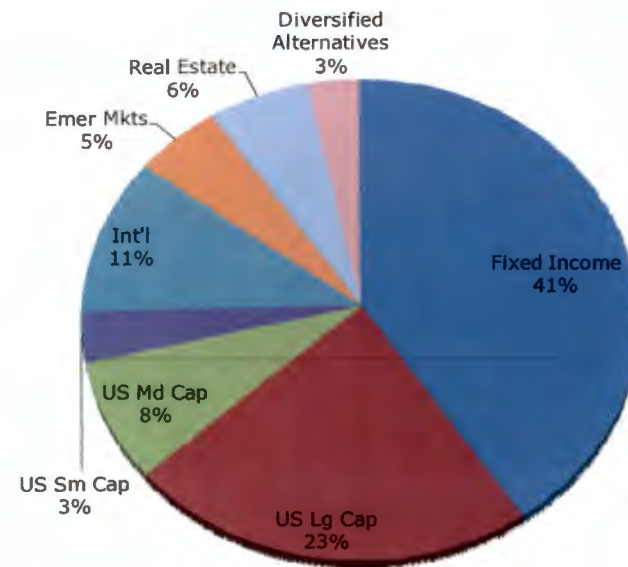
## MANAGEMENT TEAM

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

Your Portfolio Manager: Brandy Niclai, CFA®

Contact Phone Number: 907/272-7575

## PORTFOLIO COMPOSITION





# KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND

Account Statement - Period Ending May 31, 2021



**ALASKA PERMANENT  
CAPITAL MANAGEMENT**  
Registered Investment Adviser

## ACCOUNT ACTIVITY

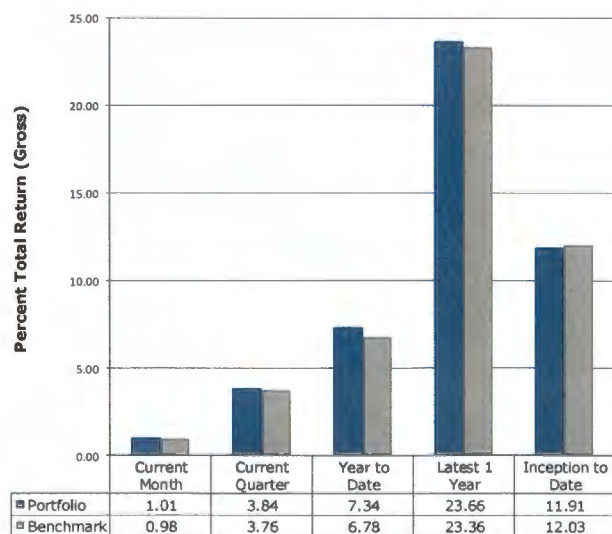
Portfolio Value on 04-30-21	7,670,393
Contributions	0
Withdrawals	-959
Change in Market Value	74,563
Interest	3
Dividends	2,802
Portfolio Value on 05-31-21	7,746,803

## MANAGEMENT TEAM

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

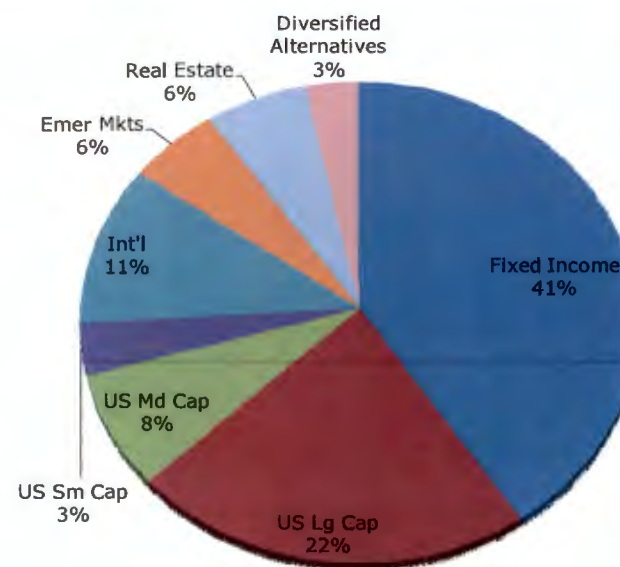
## INVESTMENT PERFORMANCE

**Current Account Benchmark:  
Equity Blend**



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



Please do not disseminate or copy this report or the official statement from which it is taken.

# KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND

Account Statement - Period Ending June 30, 2021



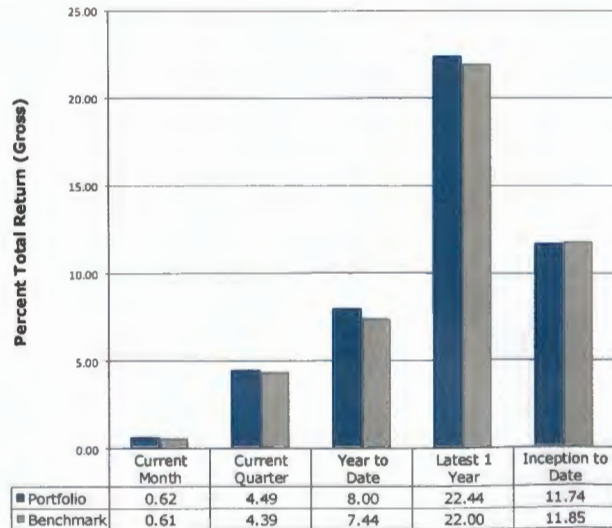
## ACCOUNT ACTIVITY

Portfolio Value on 05-31-21	7,746,803
Contributions	0
Withdrawals	-968
Change in Market Value	20,211
Interest	3
Dividends	28,085

Portfolio Value on 06-30-21 7,794,134

## INVESTMENT PERFORMANCE

**Current Account Benchmark: Equity Blend**



Performance is Annualized for Periods Greater than One Year

Client's are encouraged to compare investment performance to the relevant appropriate benchmark.

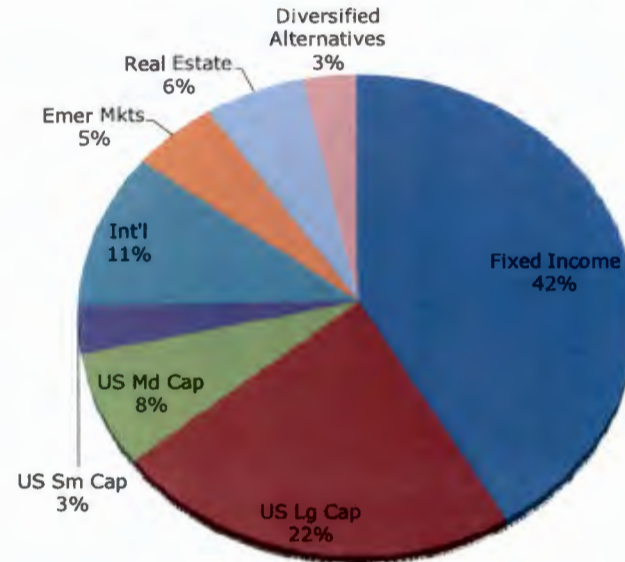
## MANAGEMENT TEAM

Client Relationship Manager: Blake Phillips, CFA®  
Blake@apcm.net

Your Portfolio Manager: Brandy Niclai, CFA®

Contact Phone Number: 907/272-7575

## PORTFOLIO COMPOSITION



**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Borough Mayor *CP*

**THRU:** Brandi Harbaugh, Finance Director *BH*

**FROM:** Sarah Hostetter, Payroll Accountant *SH*

**DATE:** August 24, 2021

**RE:** Revenue-Expenditure Report – July 2021

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Attached is the Revenue-Expenditure Report of the General Fund for the month of July 2021. Please note that 8.33% of the year has elapsed, 13.70% of budgeted revenues have been collected, and 2.37% of budgeted expenditures have been made.

# KENAI PENINSULA BOROUGH

## Revenue Report

For the Period

July 1 through July 31, 2021

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 31,078,028	\$ 3,824,474	\$ 3,824,474	\$ (27,253,554)	12.31%
31200	Personal Property Tax	1,928,769	266,963	266,963	(1,661,807)	13.84%
31300	Oil Tax	6,680,655	6,677,206	6,677,206	(3,449)	99.95%
31400	Motor Vehicle Tax	642,580	-	-	(642,580)	0.00%
31510	Property Tax Penalty & Interest	697,431	14,851	14,851	(682,580)	2.13%
31610	Sales Tax	30,709,937	16,661	16,661	(30,693,276)	0.05%
33110	In Lieu Property Tax	3,100,000	-	-	(3,100,000)	0.00%
33117	Other Federal Revenue	140,000	-	-	(140,000)	0.00%
33220	Forestry Receipts	500,000	-	-	(500,000)	0.00%
34110	School Debt Reimbursement	1,277,544	-	-	(1,277,544)	0.00%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	-	-	(500,000)	0.00%
34210	Revenue Sharing	300,000	-	-	(300,000)	0.00%
37350	Interest on Investments	289,673	4,892	4,892	(284,781)	1.69%
39000	Other Local Revenue	275,000	22,140	22,140	(252,860)	8.05%
290	Solid Waste	802,000	6,084	6,084	(795,915.58)	0.76%
Total Revenues		<u>\$ 79,076,617</u>	<u>\$ 10,833,270</u>	<u>\$ 10,833,270</u>	<u>\$ (68,243,347)</u>	<u>13.70%</u>



KENAI PENINSULA BOROUGH  
Expenditure Report  
For the Period  
July 1 through July 31, 2021

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	%
						EXPENDED
Assembly:						
Administration	\$ 488,176	\$ 40,827	\$ 40,827	\$ 154,678	\$ 292,671	8.36%
Clerk	585,302	27,004	27,004	25,729	532,569	4.61%
Elections	249,698	-	-	33,935	215,763	0.00%
Records Management	339,057	28,500	28,500	21,015	289,542	8.41%
Mayor Administration	807,292	27,997	27,997	1,489	777,806	3.47%
Purch/Contracting/Cap Proj	650,877	21,557	21,557	19,551	609,769	3.31%
Human Resources:						
Administration	759,927	49,012	49,012	3,586	707,329	6.45%
Print/Mail	194,590	5,622	5,622	11,708	177,260	2.89%
Custodial Maintenance	125,045	5,638	5,638	111	119,296	4.51%
Information Technology	2,136,877	102,703	102,703	37,131	1,997,043	4.81%
Emergency Management	1,026,834	57,195	57,195	16,314	953,325	5.57%
Legal Administration	1,293,741	39,695	39,695	173,112	1,080,935	3.07%
Finance:						
Administration	520,870	23,250	23,250	2,397	495,223	4.46%
Services	1,160,504	80,378	80,378	878	1,079,248	6.93%
Property Tax	1,144,165	166,812	166,812	82,192	895,161	14.58%
Sales Tax	997,093	86,658	86,658	1,989	908,445	8.69%
Assessing:						
Administration	1,384,355	163,936	163,936	43,547	1,176,872	11.84%
Appraisal	1,750,966	60,641	60,641	11,281	1,679,043	3.46%
Resource Planning:						
Administration	1,274,860	52,590	52,590	36,459	1,185,811	4.13%
GIS	690,573	76,880	76,880	8,191	605,502	11.13%
River Center	716,401	19,716	19,716	26,107	670,578	2.75%
Senior Citizens Grant Program	719,494	-	-	250,454	469,040	0.00%
School District Operations	53,910,125	950,200	950,200	-	52,959,925	1.76%
Solid Waste Operations	13,703,964	31,485	31,485	1,242,979	12,429,500	0.23%
Economic Development	400,000	-	-	203,600	196,400	0.00%
Non-Departmental	2,350,297	2,691	2,691	57,580	2,290,026	0.11%
<b>Total Expenditures</b>	<b>\$ 89,381,083</b>	<b>\$ 2,120,989</b>	<b>\$ 2,120,989</b>	<b>\$ 2,466,012</b>	<b>\$ 84,794,083</b>	<b>2.37%</b>

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Borough Mayor *chi*

**THRU:** Brandi Harbaugh, Finance Director *BH*

**FROM:** Sarah Hostetter, Payroll Accountant *SH*

**DATE:** August 24, 2021

**RE:** Budget Revisions – July 2021

---

Attached is a budget revision listing for July 2021. 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.

**JULY 2021**

**INCREASE**

**DECREASE**

**MAYOR'S OFFICE**

To purchase an iPad for the Chief of Staff to use in Assembly Meetings.

100-11210-00000-43021 (Peninsula Promotion)

\$300.00

100-11210-00000-48710 (Minor Office Equipment)

\$300.00

**MAYOR'S OFFICE**

To replace a broken headset.

100-11210-00000-43021 (Peninsula Promotion)

\$326.00

100-11210-00000-48710 (Minor Office Equipment)

\$326.00

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Borough Mayor *CP*

**THRU:** Brandi Harbaugh, Finance Director *BH*

**FROM:** Sarah Hostetter, Payroll Accountant *SH*

**DATE:** August 16, 2021

**RE:** Capital Project Reports – June 30, 2021

---

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 Fire Service Area Capital Projects Fund  
Fund 443 - Central Emergency Service Area Capital Projects Fund  
Fund 444 - Western Emergency Service Area Capital Projects Fund  
Fund 446 - Kachemak Emergency Service Area Capital Projects Fund  
Fund 455 - Communication Center 911 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 June 30, 2021

Sch	Project	Year Appropriated	Site Number	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
	13DSG	2013	78050	A/W Design Improvements	\$ 200,000	\$ 147,565	\$ 2,891	\$ 55,326	\$ 144,674
Sch	13FLR	2013	19010	Admin Building Flooring	35,000	5,109	-	29,891	5,109
	14000	2014	78050	A/W Auditorium Lighting Upgrades	75,000	9,322	-	65,678	9,322
	16855	2016	78050	A/W Locker Replacement	125,000	12,164	-	112,836	12,164
	17714	2017	78050	A/W Window/Siding Replacement	275,000	34,399	-	240,601	34,399
	17727	2017	78050	A/W Bleacher Replacement	100,000	22,675	-	77,325	22,675
	17780	2017	78050	A/W Playground Upgrades	75,000	16,716	9,295	67,579	7,421
	17782	2017	78050	A/W ADA Upgrades	75,000	3,256	-	71,744	3,256
	17802	2017	78050	A/W Asphalt/Sidewalk Repair	75,000	734	-	74,266	734
	17860	2017	78050	A/W Generator/Hardware	100,000	5,546	306	94,760	5,240
	18728	2018	78050	A/W Doors/Entries	100,000	727	80	99,353	647
	18759	2018	78050	A/W Water Quality Improvements	125,000	42,487	18,189	100,702	24,298
	18802	2018	78050	A/W Asphalt/Sidewalk Repair	150,000	97,876	-	52,124	97,876
	18851	2018	78010	A/W Portables/Outbuildings	75,000	2,750	438	72,688	2,312
	18860	2018	78050	A/W Generator/Hardware	75,000	17,144	790	58,646	16,354
	19714	2019	78050	A/W Window/Siding Replacement	150,000	126,309	32,481	56,171	93,829
	19758	2019	78050	A/W Electrical/Lighting	150,000	4,831	4,831	149,999.80	0
	19782	2019	78050	A/W ADA Upgrades	75,000	19,341	-	55,659	19,341
	19802	2019	78050	A/W Asphalt/Sidewalk Repair	150,000	150,000	-	-	150,000
	19803	2019	78050	A/W Elevator Upgrades	50,000	50,000	-	-	50,000
	19856	2019	78050	A/W Security/Safety	300,000	68,350	68,350	300,000	-
	19860	2019	78050	A/W Generator/Hardware	50,000	50,000	-	-	50,000
	19BOI	2019	72010	Homer High Boiler Replacement	425,000	21,926	16,537	419,611	5,389
	KSELO	2019	71065	KSELO New School Construction	10,010,000	10,010,000	-	-	10,010,000
	20728	2020	78050	A/W Doors/Entries	100,000	90,134	47,987	57,853	42,147
	20755	2020	78050	A/W Flooring Upgrades	125,000	15,161	9,691	119,530	5,470
	20756	2020	78050	A/W Asbestos Removal/Repair	75,000	75,000	31,325	31,325	43,675
	20758	2020	78050	A/W Electrical/Lighting	125,000	33,773	32,610	123,837	1,163
	20759	2020	78050	A/W Water Quality Improvements	100,000	100,000	53,348	53,348	46,652
	20780	2020	78050	A/W Playground Upgrades	75,000	75,000	-	-	75,000
	20782	2020	78050	A/W ADA Upgrades	75,000	75,000	-	-	75,000
	20801	2020	78050	A/W HVAC/DDC/Boiler Upgrades	1,225,000	1,022,974	703,048	905,073	319,927
	20803	2020	78050	A/W Elevator Upgrades	50,000	50,000	-	-	50,000
	20855	2020	78050	A/W Locker Replacement	75,000	75,000	-	-	75,000
	20856	2020	78050	A/W Security/Safety	100,000	100,000	76,535	76,535	23,465
	20860	2020	78050	A/W Generator/Hardware	50,000	48,415	14,237	15,822	34,178
	20PRP	2020	730(30/20)	Kenai Intensive Needs Remodel	410,000	18,092	10,834	402,742	7,258
	20CON	2020	7(1/2)010	Chapman Remodel/Homer HS DDC	1,000,000	999,480	821,642	822,162	177,838
Sch	20FLR	2021	73040	Kaleidoscope Floor Replacement	84,738	84,738	84,738	84,738	-
	21714	2021	78050	A/W Window/Siding Replacement	100,000	100,000	-	-	100,000
	21755	2021	78050	A/W Flooring Upgrades	175,000	175,000	181	181	174,819
	21756	2021	78050	A/W Asbestos Removal/Repair	75,000	75,000	-	-	75,000
	21758	2021	78050	A/W Electrical/Lighting	125,000	125,000	121,507	121,507	3,493
	21759	2021	78050	A/W Water Quality Improvements	50,000	50,000	-	-	50,000
	21801	2021	78050	A/W HVAC/DDC/Boiler Upgrades	75,000	75,000	1,767	1,767	73,233
	21802	2021	78050	A/W Asphalt/Sidewalk Repair	100,000	100,000	-	-	100,000
	21803	2021	78050	A/W Elevator Upgrades	75,000	75,000	-	-	75,000
	21851	2021	78010	A/W Portables/Outbuildings	75,000	75,000	19,633	19,633	55,367
	21855	2021	78050	A/W Locker Replacement	75,000	75,000	-	-	75,000
	21856	2021	78050	A/W Security/Safety	100,000	100,000	-	-	100,000
	21860	2021	78050	A/W Generator/Hardware	50,000	50,000	11,743	11,743	38,257
	21ADA	2021	78050	A/W ADA Upgrades	75,000	75,000	-	-	75,000
	21DRS	2021	78050	A/W Doors/Entries	100,000	100,000	-	-	100,000

Project Totals \$ 17,939,738 \$ 15,031,995 \$ 2,195,014 \$ 5,102,757 \$ 12,836,981

Beginning Fund Balance 7/1/20 \$ 3,537,309

Funds Provided:

	FY21 Transfer from General Fund	\$ 1,250,000	
13DSG	Local Contribution - KPBSD Design	147,565	
13FLR	Local Contribution - KPBSD Admin Bldg Floor	5,109	
20FLR	Local Contribution - Kaleidoscope Flooring	84,738	<b>Returned 25,261.95 per request Jan 21</b>
KESLO	AK Dept of Education & Early Development	10,010,000	
	Miscellaneous Revenue	16,561	
	<b>Total Funds Provided</b>		<b>11,513,973</b>

Funds applied - current year expenditures (2,195,014)

Funds obligated to existing projects (12,836,981)

Projects completed, cancelled or other funding source identified 7,258

Funds available for appropriation and for future capital expansion plans \$ 26,545

# Bond Projects - Fund 401

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
11SCH	2011	KPBSD Roof Replacements	\$ 16,894,646	\$ 25,523	\$ -	\$ 16,869,123	\$ 25,523
14SCH	2014	FY14 School Roofs/Homer Field	61	61	-	-	61
20SCH	2020	FY20 School Roof Replacements	2,518,302	2,426,278	1,132,793	1,224,818	1,293,484
21SCH	2021	FY21 Bond Refinance - July	15,000	15,000	12,653	12,653	2,347 *
21BND	2021	FY21 Bond Refinance - June	75,798	75,798	75,798	75,798	- *
22SCH	2021	Homer High School Roof	180,000	180,000	139,494	139,494	40,506
Project Totals			<u>\$ 19,683,808</u>	<u>\$ 2,722,660</u>	<u>\$ 1,360,739</u>	<u>\$ 18,321,887</u>	<u>\$ 1,361,921</u>
Beginning Fund Balance 7/1/20							\$ 2,606,524
Funds Provided:							
FY21 School Bond (FY14 issued) Interest						\$ 275	
21SCH	FY21 Bond Refinance					15,000	
21BND	FY21 Bond Refinance					75,798	
22SCH	FY21 Transfer from General Fund					180,000	
Total Funds Provided						<u>271,073</u>	
Funds applied - current year expenditures							(1,360,739)
Funds obligated to existing projects							(1,361,921)
Projects completed or cancelled							<u>2,347 *</u>
Funds available for appropriation and for future capital expansion plans							<u>\$ 157,285</u>

## General Government Projects - Fund 407

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance	
14MAN	2014	Manatron Software Upgrade	\$ 75,000	\$ 73,800	\$ -	\$ 1,200	\$ 73,800	
15SOF	2015	Software Upgrade	75,000	64,364	-	10,636	64,364	
16KRC	2016	River Center Bldg Repairs	49,000	12,395	-	36,605	12,395 *	
19407	2019	Card Entry Security System	150,000	31,411	22,145	140,734	9,266	
21VOT	2021	Voting Machine System	100,816	100,816	100,816	100,816	- *	
Project Totals			<u>\$ 449,816</u>	<u>\$ 282,786</u>	<u>\$ 122,961</u>	<u>\$ 289,991</u>	<u>\$ 159,825</u>	
Beginning Fund Balance 7/1/20							\$ 735,481	
Funds Provided:								
FY21 Transfer from General Fund						\$ 250,000		
21VOT	FY21 Transfer from General Fund						<u>100,816</u>	
Total Funds Provided							350,816	
Funds applied - current year expenditures							(122,961)	
Funds obligated to existing projects							(159,825)	
Projects completed or cancelled							12,395 *	
Funds restricted for Kenai River Center							<u>(12,395)</u>	
Funds available for appropriation and for future capital expansion plans							<u>\$ 803,511</u>	



# Solid Waste Projects - Fund 411

Balances through June 30, 2021

	Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
Bond	17SWB	2017	SW CPL Equip/Plan/Design/Construction	\$ 5,999,365	\$ 497,442	\$ -	\$ 5,501,923	\$ 497,442
	18CDE	2018	FY18 C&D Cell Expansion	350,000	88,762	85,235	346,473	3,527
	18GAS	2018	Landfill Gas to Energy Project	100,000	29,400	-	70,600	29,400
	19CDE	2019	FY19 C&D Cell Expansion	46,000	46,000	45,896	45,896	104 *
C/Post	19HLC	2019	FY19 SW-Homer Landfill Closure - Phase 2	2,702,000	2,503,754	1,381,095	1,579,341	1,122,659
	20FUN	2020	Funny River Transfer Site Expansion	670,525	486,185	438,111	622,451	48,074
	21DMP	2021	Dumpster Replacement	104,000	104,000	96,000	96,000	8,000
	21HMR	2021	Excavator Hammer/Breaker	38,000	38,000	38,000	38,000	- *
	21TRN	2021	Loader Transmission	85,000	85,000	65,685	65,685	19,315 *
	21UNC	2021	Excavator Undercarriage	56,000	56,000	49,694	49,694	6,306 *
Project Totals				<u>\$ 10,150,890</u>	<u>\$ 3,934,543</u>	<u>\$ 2,199,717</u>	<u>\$ 8,416,063</u>	<u>\$ 1,734,827</u>

	Capt Proj Fund	Closure/Post	17SWB Bond	Total
Beginning Fund Balance 7/1/20	\$ 1,222,187	\$ 9,513,992	\$ 608,401	\$ 11,344,580
Funds Provided:				
FY21 Transfer from Operating Fund	250,000			
FY21 Interest Earnings	24,301			
FY21 Transfer for Closure/Post		947,940		
FY21 Interest Earnings on 17SWB Bond Proceeds			85	1,222,326
Funds applied - current year expenditures	(818,622)	(1,448,825)	-	(2,267,447)
Funds obligated to existing projects	(114,725)	(1,122,659)	(497,442)	(1,734,827)
Projects completed or cancelled	25,724	-	-	25,724 *
Funds available for approp. and future capital expansion plans	<u>\$ 588,865</u>			588,865
Closure/post closure liability		<u>\$ 7,890,448</u>		7,890,448
Funds restricted for SWD bond			<u>\$ 111,044</u>	111,044
Ending fund balance				<u>\$ 8,590,356</u>

# Road Service Area Projects - Fund 434

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
2014 DCCED for Borough Wide Road Grant (\$100,000)							
14JAC	2014	Jacobs Ladder Repair	\$ 100,000	\$ 32,613	\$ -	\$ 67,387	\$ 32,613
2016-17 North Road Extension							
16NRD	2016	North Road Extension	7,023,591	2,343,594	936,201	5,616,197	1,407,394
2019 Road CIP Projects (\$2,428,000)							
19CIP	2019	Borough Wide FY19 Local Funds	381,951	381,951	-	-	381,951
C2DIA	2017	Diane St/Glacier Ave	10,000	10,000	-	-	10,000 *
S7TRA	2017	Tracy Ave	10,000	10,000	-	-	10,000 *
W7IGL	2017	Divine Estates/Igloo-Dana Bayes	10,000	10,000	-	-	10,000
S5BDR	2019	Flintlock Ln/Bidarki Dr/Bridger Rd	383,450	46,505	13,738	350,683	32,767 *
S7GLE	2019	Glenn Rd/Kipling Cir	482,933	42,507	18,226	458,653	24,280 *
S7HLR	2019	Hulter Road	767,341	748,374	37,758	56,724	710,617
W4TIM	2019	Tim Ave/Muir St/Creek View Rd	302,940	15,741	(10,138)	277,062	25,878 *
W6TER	2019	Tern Cir/Jacnjil Cir/Jitney Cir	79,385	79,385	-	-	79,385
			2,428,000				
2020 Road CIP Projects (\$2,519,000)							
20CIP	2020	Borough Wide FY20 Local Funds	63,626	63,626	-	-	63,626
20GRV	2020	FY20 Borough Gravel Projects	130,544	3,438	3,438	130,544	-
20WRT	2020	Warranty Funds	20,000	20,000	-	-	20,000
S7WAL	2020	Walters St/Wilderness Ln	1,006,500	948,017	13,557	72,039	934,461
S8BSG	2020	Basargin Rd	1,155,000	1,068,340	759,656	846,316	308,684
W6ROC	2020	Roosevelt Cir	143,330	132,855	131,907	142,383	947
			2,519,000				
20431	2020	Inspector Vehicle	39,175	6,792	6,499	38,882	293
2021 Road CIP Projects (\$2,347,400)							
21GRV	2021	FY21 Borough Gravel Projects	300,000	300,000	262,740	262,740	37,260
C2MRR	2021	Moose River Dr/River Ridge Rd	150,000	150,000	1,642	1,642	148,358
E2FER	2021	Ferrin Road	239,000	239,000	21,023	21,023	217,977
S7MAN	2021	Mansfield Ave	627,700	627,700	49,894	49,894	577,806
S8BGN	2021	Basargin Road	871,200	871,200	68,803	68,803	802,397
W2CRE	2021	Creary Circle	159,500	159,500	12,192	12,192	147,308
			2,347,400				
21SAL	2021	Fish Passage/Old Exit Glacier	155,000	155,000	-	-	155,000
Project Totals			\$ 14,612,166	\$ 8,466,137	\$ 2,327,137	\$ 8,473,166	\$ 6,139,001
Beginning Fund Balance 7/1/20							\$ 8,791,267
Funds Provided:							
FY21 Transfer from Operating Fund					\$ 2,300,000		
FY21 Interest Earnings					24,050		
14JAC	DCCED Boro Wide Improvement					32,613	
16NRD	US Dept. of Transportation					2,343,594	
21SAL	US Dept. of Commerce					150,164	
Total Funds Provided						4,850,422	
Funds applied - current year expenditures							(2,327,137)
Funds obligated to existing projects							(6,139,001)
Projects completed or cancelled by Service Area Board Action							102,925 *
Funds restricted for 19CIP projects							(102,925)
Funds available for appropriation and for future capital expansion plans							\$ 5,175,552

# Nikiski Fire Service Area Projects - Fund 441

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
16412	2016	Roadway Emergency Signs	\$ 75,000	\$ 5,568	\$ -	\$ 69,432	\$ 5,568
18411	2018	ST 1 Repairs/Maintenance	157,500	90,672	71,604	138,432	19,068
18412	2018	ST 1 Exhaust Removal System	100,000	97,910	8,314	10,403	89,597
19411	2019	NFSA Fire ST 3 New Construction	4,719,000	2,905,782	2,823,859	4,637,077	81,923
19412	2019	Parking Lot Repairs ST 1 & 2	100,000	7,750	-	92,250	7,750
19413	2019	Fire Station Alerting Systems	102,833	1,501	-	101,332	1,501
19GEN	2019	Emergency Generator/Parts	92,000	2,096	776	90,680	1,320
20412	2020	Emergency Response Vehicle	75,000	7,843	4,623	71,780	3,220
20413	2020	Enclosed Conex Carport	150,000	141,953	-	8,047	141,953
SCBA3	2020	NFSA SCBA Equipment	186,182	60,608	60,608	186,182	-
21411	2021	NFSA Emerg Response Truck & Plow	75,000	75,000	45,849	45,849	29,151
21412	2021	NFSA Station 2 Lighting	40,000	40,000	5,564	5,564	34,436
21413	2021	NFSA Air Pack Compressor	150,000	150,000	149,784	149,784	216
Project Totals			\$ 6,022,515	\$ 3,586,683	\$ 3,170,981	\$ 5,606,812	\$ 415,703

Beginning Fund Balance 7/1/20		\$ 3,823,657
Funds Provided:		
FY21 Transfer from Operating Fund	\$ 400,000	
FY21 Interest Earnings	10,054	
SCBA3 FEMA Assistance Program	60,608	
Total Funds Provided		470,662
Funds applied - current year expenditures		(3,170,981)
Funds obligated to existing projects		(415,703)
Projects completed or cancelled by Service Area Board Action		-
Funds available for appropriation and for future capital expansion plans		<u>\$ 707,636</u>

# Bear Creek Fire Service Area Projects - Fund 442

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
14421	2014	Dispatch/Communication Equip	\$ 25,000	\$ 2,547	\$ 1,204	\$ 23,658	\$ 1,342
19422	2019	SCBA Bottle Replacement	20,786	20,786	20,396	20,396	390 *
20421	2020	Turnout Gear	10,820	10,820	-	-	10,820
21421	2021	Heavy Rescue Engine	400,000	400,000	-	-	400,000
21BND	2021	FY21 Bond Refinance	11,919	11,919	11,919	11,919	- *
Project Totals			<u>\$ 468,525</u>	<u>\$ 446,071</u>	<u>\$ 33,520</u>	<u>\$ 55,973</u>	<u>\$ 412,552</u>
Beginning Fund Balance 7/1/20							\$ 486,496
Funds Provided:							
FY21 Transfer from Operating Fund						\$ 100,000	
FY21 Interest Earnings						1,409	
21BND	FY21 Bond Refinance					11,919	
Total Funds Provided						<u>113,328</u>	
Funds applied - current year expenditures							(33,520)
Funds obligated to existing projects							(412,552)
Projects completed or cancelled by Service Area Board Action							<u>390</u> *
Funds available for appropriation and for future capital expansion plans							<u>\$ 154,142</u>

# Central Emergency Service Area Projects - Fund 443

Balances through June 30, 2021

	Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
	12469	2012	Training Facility Relocation	\$ 339,950	\$ 53,291	\$ 1,113	\$ 287,772	\$ 52,178
Bond	16CES	2016	Emergency Response Vehicles	2,785,629	35,241	22,123	2,772,511	13,118
	18461	2018	Fire Station Alerting System	400,000	50,953	27,716	376,763	23,237 *
	19461	2019	SCBA Compressor	450,000	170,511	22,905	302,395	147,605
	19465	2019	Mobile Data Terminals	35,000	26,668	17,304	25,637	9,363 *
	19469	2019	Training Site Phase 2 Expansion	150,000	150,000	-	-	150,000
Grant	19TKR	2019	CES Pumper/Tanker	666,550	36,279	32,869	663,139	3,411 *
	20461	2020	CES Station 1 Land Acquisition	900,000	900,000	12,214	12,214	887,787
	20462	2020	CES Ambulance	262,235	218,286	215,656	259,605	2,630 *
Bond	20CES	2020	Emergency Response Vehicles	1,611,196	215,113	214,248	1,610,331	864 *
	20FTK	2020	FY20 CES Fire Truck	750,000	3,888	3,806	749,918	82 *
	SCBA1	2020	FY20 CES SCBA Equipment	686,546	223,492	223,492	686,546	- *
	21461	2021	CES Staff Vehicle	60,000	60,000	-	-	60,000
	21462	2021	Hose Replacement	50,000	50,000	49,965	49,965	35 *
	J025C	2021	CES Ambulance Medic #935	30,000	30,000	-	-	30,000
Project Totals				<u>\$ 9,177,105</u>	<u>\$ 2,223,721</u>	<u>\$ 843,410</u>	<u>\$ 7,796,795</u>	<u>\$ 1,380,310</u>

	Capt Proj Fund	16CES Bond	20CES Bond	Total
Beginning Fund Balance 7/1/20	\$ 1,912,589	\$ 50,649	\$ 215,113	\$ 2,178,351
Funds Provided:				
FY21 Transfer from Operating Fund	600,000			
FY21 Interest Earnings	4,579			
19TKR State of AK Dept CCED	17,149			
SCBA1 FEMA Assistance Program	223,492			
J025C Insurance Proceeds	30,000			
FY21 Interest Earnings on 16CES Bond Proceeds		22		875,242
Funds applied - current year expenditures	(607,039)	(22,123)	(214,248)	(843,410)
Funds obligated to existing projects	(1,366,328)	(13,118)	(864)	(1,380,310)
Projects completed or cancelled by Service Area Board Action	38,758	-	864	39,622 *
Funds avail. for approp. and for future capital expansion plans	<u>\$ 853,200</u>			853,200
Funds restricted for 16CES bond		<u>\$ 15,431</u>		15,431
Funds restricted for 20CES bond			<u>\$ 864</u>	864
Ending fund balance				<u>\$ 869,495</u>

# Western Emergency Service Area Projects - Fund 444

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
11TNK	2011	Water Storage Tank Installation	\$ 50,000	\$ 16,438	\$ -	\$ 33,562	\$ 16,438
18441	2018	Emergency Water Fill Site FY18	100,000	9,665	542	90,878	9,122
19441	2019	Emergency Water Fill Site FY19	100,000	68,511	14,770	46,259	53,741
20441	2020	Command Vehicle	60,000	3,473	3,164	59,691	309
21441	2021	Emergency Water Fill Site FY21	125,000	125,000	-	-	125,000
Project Totals			<u>\$ 435,000</u>	<u>\$ 223,086</u>	<u>\$ 18,476</u>	<u>\$ 230,390</u>	<u>\$ 204,610</u>

Beginning Fund Balance 7/1/20	\$ 239,514
Funds Provided:	
FY21 Transfer from Operating Fund	\$ 100,000
FY21 Interest Earnings	725
Total Funds Provided	<u>100,725</u>
Funds applied - current year expenditures	(18,476)
Funds obligated to existing projects	(204,610)
Projects completed or cancelled by Service Area Board Action	<u>309</u>
Funds available for appropriation and for future capital expansion plans	<u>\$ 117,462</u>

# Kachemak Emergency Service Area Projects - Fund 446

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
17482	2017	ST 2 Water Tank/Generator	\$ 25,000	\$ 6,962	\$ -	\$ 10,000	\$ 6,962
21482	2021	ST 2 Generator	35,000	35,000	-	-	35,000
21483	2021	Command Vehicle	80,000	80,000	56,903	56,903	23,097
21484	2021	Repeater Upgrade	40,000	40,000	1,555	1,555	38,445
21485	2021	ST 1 Well Replacement/Paving	35,000	35,000	-	-	35,000
Project Totals			\$ 215,000	\$ 196,962	\$ 58,459	\$ 76,497	\$ 138,503

Beginning Fund Balance 7/1/20	\$ 127,852
Funds Provided:	
FY21 Transfer from Operating Fund	\$ 100,000
FY21 Interest Earnings	472
Total Funds Provided	<u>100,472</u>
Funds applied - current year expenditures	(58,459)
Funds obligated to existing projects	(138,503)
Projects completed or cancelled by Service Area Board Action	<u>-</u>
Funds available for appropriation and for future capital expansion plans	<u>\$ 31,362</u>



# Communication Center 911 Projects - Fund 455

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
Totals			\$ -	\$ -	\$ -	\$ -	\$ -
		Beginning Fund Balance 7/1/20					\$ 10,889
		Funds applied - current year expenditures					-
		Funds obligated to existing projects					-
		Projects completed or cancelled					-
		Due to the General Fund					(10,889)
		Funds available for appropriation and for future capital expansion plans					\$ -

# North Peninsula Recreation Projects - Fund 459

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
19451	2019	Community Center Remodel	\$ 29,315	\$ 2,895	\$ -	\$ 26,420	\$ 2,895 *
20455	2020	Pool Boiler/HVAC Replacements	578,400	395,201	395,201	578,400	- *
21451	2021	Pool Admin Roof Replacement	757,285	757,285	454,446	454,446	302,839
21455	2021	Pool HVAC/BAS System	187,000	187,000	176,531	176,531	10,469
Project Totals			<u>\$ 1,552,000</u>	<u>\$ 1,342,381</u>	<u>\$ 1,026,178</u>	<u>\$ 1,235,796</u>	<u>\$ 316,204</u>

Beginning Fund Balance 7/1/20		\$ 1,406,278
Funds Provided:		
FY21 Transfer from Operating Fund	\$ 200,000	
FY21 Interest Earnings	4,046	
Total Funds Provided		204,046
Funds applied - current year expenditures		(1,026,178)
Funds obligated to existing projects		(316,204)
Projects completed or cancelled by Service Area Board Action		2,895 *
Funds available for appropriation and for future capital expansion plans		<u>\$ 270,838</u>

# Central Peninsula Hospital Projects - Fund 490

Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
Provided by Bond Proceeds							
14CPH	2014	CPH Specialty Clinic Bld	\$ 41,249,563	\$ 93,027	\$ -	\$ 41,156,536	\$ 93,027
18CPH	2018	CPH OB/Cath Lab	29,140,645	142,278	118,500	29,116,867	23,778
21BND	2021	FY21 Bond Refinance	42,865	42,865	42,865	42,865	- *
Funds Provided by Hospital Plant Replacement Fund							
15IMG	2015	CPH Imaging Dept Project	8,153,785	75,622	-	8,078,163	75,622 *
17OBL	2017	CPH OB/Cardiac Cath Lab	10,215,000	979,999	253,502	9,488,502	726,498
20D1R	2020	FY20 COVID-19 CPGH	400,000	400,000	-	-	400,000 *
21PRK	2021	CPH Parking Lot	1,500,000	1,500,000	4,965	4,965	1,495,035
Total Funds Provided by Hospital Plant Replacement Fund			20,268,785	2,955,621	258,467	17,571,631	2,697,154
Project Totals			\$ 90,701,858	\$ 3,233,791	\$ 419,831	\$ 87,887,898	\$ 2,813,960

	Capt Proj Fund	KHCTR	CPH Bonds	Total
Beginning Fund Balance 7/1/20	\$ 783,707	\$ 789,483	\$ 1,060,014	\$ 2,633,203
Funds Provided:				
15IMG CPH Local Contribution - CPH Imaging Center	75,622			
17OBL CPH Local Contribution - OB / Card Cath Lab	979,999			
20D1R CPH Local Contribution - COVID-19	400,000			
21PRK CPH Local Contribution - CPH Parking Lot	1,500,000			
FY21 Interest Earnings	8,655			
State Contributions KHCTR		34,957		
Local Contributions KHCTR		21,425		
FY21 Interest Earnings KHCTR		1,801		
21BND FY21 Bond Refinance			42,865	
FY21 Interest Earnings on CPH Bond Proceeds			144	3,065,469
Funds applied - current year expenditures	(258,467)	-	(161,365)	(419,831)
Funds obligated to existing projects	(2,697,154)	-	(116,806)	(2,813,960)
Projects completed or cancelled	475,622	-	-	475,622 *
Funds available for approp. and future capital projects	\$ 1,267,984			1,267,984
Funds restricted For Kenai Health Center Maintenance		\$ 847,666		847,666
Funds restricted for CPH bonds			\$ 824,853	824,853
Ending fund balance				\$ 2,940,503

# South Peninsula Hospital Projects - Fund 491


Balances through June 30, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance	
<b>Funds Provided by Local Funds</b>								
Bond	17SPH	2017	HVAC System	\$ 1,789,896	\$ 13,025	\$ 13,025	\$ 1,789,896	\$ -
Bond	17SPM	2017	Homer Medical Center	3,007,999	37,751	35,689	3,005,936	2,063
	18SHF	2018	Patient Monitoring System Upgrades	122,800	122,800	-	-	122,800
	18SHJ	2018	Elevator Upgrade	83,000	55,317	27,684	55,367	27,633
	19SHE	2019	Access Control/Security Cameras	95,000	24,556	10,285	80,729	14,271
	20SHC	2020	CT Scanner	2,145,314	2,061,757	2,044,524	2,128,081	17,233
	20SHD	2020	HIS Server Replacement	114,894	1,841	-	113,053	1,841
	20SHE	2020	Steris 1E	111,737	57,529	-	54,208	57,529
	20SHF	2020	Fire Alarm Upgrade	105,000	50,190	50,190	105,000	-
	20SHG	2020	Micro Analyzer	86,670	16,670	-	70,000	16,670
	20SHL	2020	Virtual Server Replacement	25,200	584	-	24,616	584
	20SHN	2020	Glidescope	19,433	4,338	-	15,095	4,338
	20SHP	2020	Bladderscan	15,375	5,055	-	10,320	5,055
	20SHU	2020	Blood Plasma Thawer	4,915	99	-	4,816	99
	20DTK	2020	Deaerator Tank	470,000	451,124	422,346	441,222	28,778
	20STB	2020	Steris Orthovision Table	25,800	4,001	-	21,799	4,001
	21SHC	2021	SPH Roof Replacement	325,000	325,000	46,588	46,588	278,412
	21SHD	2021	Nuclear Medicine System	303,673	303,673	-	-	303,673
	21SHE	2021	Staff Locator Badge System	225,000	225,000	204,749	204,749	20,251
	21SHF	2021	X-Ray Machine Specialty Clinic	190,637	190,637	-	-	190,637
	21SHG	2021	SPH Wi-Fi System	172,500	172,500	123,896	123,896	48,604
	21SHH	2021	C-Arm Imaging Equipment	133,000	133,000	114,208	114,208	18,792
	21SHI	2021	Innovian Software Upgrade	126,838	126,838	126,838	126,838	-
	21SHJ	2021	EKG Storage System	122,156	122,156	122,156	122,156	-
	21SHK	2021	Long-Term Care Beds	78,595	78,595	78,595	78,595	-
	21SHL	2021	Apollo Anesthesia Machines	64,454	64,454	61,661	61,661	2,793
	21SHM	2021	Phaco Machine	63,500	63,500	63,398	63,398	102
	21SHN	2021	Birthing Beds	59,280	59,280	59,280	59,280	-
	21SHO	2021	Timekeeper/HR Software	55,000	55,000	55,000	55,000	-
	21SHP	2021	EKG Cart - Muse Compatible	41,247	41,247	41,247	41,247	-
	21SHQ	2021	Uninterruptible Power Source	39,300	39,300	31,644	31,644	7,656
	21SHR	2021	Holter Monitor System	39,298	39,298	39,298	39,298	-
	21SHS	2021	Video Bronchoscope	35,784	35,784	-	-	35,784
	21SHU	2021	Homer Medical Clinic Lobby Remode	30,500	30,500	-	-	30,500
	21SHV	2021	Fees Swallowing System	27,290	27,290	27,058	27,058	232
	21SHW	2021	Virtual Server	24,616	24,616	24,366	24,366	250
	21SHX	2021	Panda iRes Bedded Warmer	21,086	21,086	21,086	21,086	-
	21SHY	2021	Ultrasound Machines/Probes	72,975	72,975	39,393	39,393	33,582
	21SHZ	2021	Various Minor Hospital Equip/Software	150,882	150,882	132,224	132,224	18,658
<b>Total Funds Provided by Local Funds</b>			<b>10,625,643</b>	<b>5,309,249</b>	<b>4,016,426</b>	<b>9,332,821</b>	<b>1,292,823</b>	
<b>Funds Provided by Hospital Plant Replacement Fund</b>								
	19MON	2019	Patient Monitors	756,000	80,050	-	675,950	80,050
	21MRF	2021	Homer Medical Clinic Roof	360,000	360,000	281,270	281,270	78,730
	21SHA	2021	Nuclear Medicine Renovations	606,000	606,000	-	-	606,000
	21SHB	2021	Remodel Kachemak Prof Building	500,000	500,000	43,129	43,129	456,871
	21LND	2021	Property Purchase - 4135 Hohe Street	315,000	315,000	304,083	304,083	10,917
<b>Total Funds Provided by Hospital Plant Replacement Fund</b>			<b>2,537,000</b>	<b>1,861,050</b>	<b>628,482</b>	<b>1,304,432</b>	<b>1,232,568</b>	
<b>Project Totals</b>			<b>\$ 13,162,643</b>	<b>\$ 7,170,299</b>	<b>\$ 4,644,908</b>	<b>\$ 10,637,252</b>	<b>\$ 2,525,391</b>	
					<b>Capt Proj Fund</b>	<b>17SPH/M Bond</b>	<b>Total</b>	
Beginning Fund Balance 7/1/20					\$ 3,764,346	\$ 72,544	\$ 3,836,890	
Funds Provided:								
FY21 Transfer from Operating Fund					1,700,000			
FY21 Interest Earnings					11,028			
19MON	SPH Local Contribution - Patient Monitors				80,050			
21MRF	SPH Local Contribution - Homer Medical Clinic Roof				360,000			
21SHA	SPH Local Contribution - Nuclear Medicine Reno				606,000			
21SHB	SPH Local Contribution - Kachemak Prof Bldg Reno				500,000			
21LND	SPH Local Contribution - Real Property Purchase				315,000			
FY20 Interest Earnings on 17SPH/M Bond Proceeds						8	3,572,085	
Funds applied - current year expenditures					(4,596,195)	(48,714)	(4,644,908)	
Funds obligated to existing projects					(2,523,328)	(2,063)	(2,525,391)	
Projects completed or cancelled					182,303	-	182,303	
Funds available for approp. and future capital expansion plans					\$ 399,204		399,204	
Funds restricted for 17SPH Bond						\$ 21,775	21,775	
Ending fund balance							\$ 420,979	

Kenai Peninsula Borough  
Assessing Department

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**MEMORANDUM**

**TO:** Charlie Pierce, Borough Mayor  
**FROM:** Adeena Wilcox, Director of Assessing   
**DATE:** August 11, 2021  
**RE:** Tax Adjustment Request Approval

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Attached is a spreadsheet of tax adjustment requests required by changes to the assessment roll. These adjustments are being submitted to the Finance Department for processing.

Borough code 5.12.119 (D) authorizes the mayor to approve tax adjustment requests prepared by the borough assessor.

I hereby certify that I have reviewed the tax adjustment requests submitted for your signature and I find them to be proper and correct.

DATED: August 11, 2021

Adeena Wilcox   
Director of Assessing

**APPROVED**

  
\_\_\_\_\_  
Charlie Pierce  
Borough Mayor

## AUGUST TARS CITY VALUES

	2021	2020	2019	2018	2017
<b>TAG 10 (assessed)</b>					
<b>(taxable)</b>					
<b>Seldovia Flat Tax</b>					
<b>TAG 20 (assessed)</b>	\$0	(\$3,500)	(\$3,500)		
<b>(taxable)</b>	(\$111,900)	(\$3,500)	(\$3,500)		
<b>Homer Flat Tax</b>					
<b>TAG 21 (assessed)</b>					
<b>(taxable)</b>					
<b>TAG 30 (assessed)</b>	(\$171,200)				
<b>(taxable)</b>	(\$297,100)				
<b>Disability Tax Credit</b>					
<b>TAG 40 (assessed)</b>					
<b>(taxable)</b>					
<b>TAG 41 (assessed)</b>					
<b>(taxable)</b>					
<b>TAG 70 (assessed)</b>					
<b>(taxable)</b>					
<b>Soldotna Flat Tax</b>					
<b>TAG 80 (assessed)</b>					
<b>(taxable)</b>					

## AUGUST TARS

	2021	2020	2019	2018	2017
TAG 10 (assessed)					
(taxable)					
TAG 11 (assessed)					
(taxable)					
TAG 20 (assessed)	\$0	(\$3,500)	(\$3,500)		
(taxable)	(\$81,900)	(\$3,500)	(\$3,500)		
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)	(\$171,200)				
(taxable)	(\$286,100)				
TAG 40 (assessed)					
(taxable)					
TAG 41 (assessed)					
(taxable)					
TAG 42 (assessed)					
(taxable)					
TAG 43 (assessed)					
(taxable)					
TAG 52 (assessed)					
(taxable)					
TAG 53 (assessed)					
(taxable)					
TAG 54 (assessed)					
(taxable)					
TAG 55 (assessed)	\$0				
(taxable)	(\$300,000)				
TAG 57 (assessed)					
(taxable)					
TAG 58 (assessed)	\$0				
(taxable)	(\$821,100)				
TAG 61 (assessed)					
(taxable)					
TAG 63 (assessed)					
(taxable)					
TAG 64 (assessed)					
(taxable)					
TAG 65 (assessed)					
(taxable)					
TAG 67 (assessed)					
(taxable)					
TAG 68 (assessed)	\$0	\$0	\$0		
(taxable)	(\$880,400)	(\$3,800)	(\$3,800)		
TAG 70 (assessed)					
(taxable)					
TAG 80 (assessed)					
(taxable)					
TAG 81 (assessed)					
(taxable)					
<b>TOTAL ASSESSED</b>	(\$171,200)	(\$3,500)	(\$3,500)	\$0	\$0
<b>TOTAL TAXABLE</b>	(\$2,369,500)	(\$7,300)	(\$7,300)	\$0	\$0
<b>KPB FLAT TAX</b>	(\$51,612)				



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 41-21-001  
PARCEL ID 95801  
PRIMARY OWNER VITUS ENERGY LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>41</u>	<u>41</u>
BOAT CLASS/COUNT	<u>BC5-1, BC6-3, BC7-5</u>	<u>BC5-1, BC6-3, BC7-5</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION 2021 VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR  
VESSELS CAVEK, NANIQ, HANNAH 2801, AVEC 183 & AVEC 208. KPB FLAT TAX PORTION ONLY.  
SEWARD SPECIAL AD VALOREM TAX REMAINS.

	CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
	CITY TAXABLE <u>\$0</u>
	KPB FLAT TAX <u>(\$4,000)</u>
	CITY FLAT TAX <u>\$0</u>

Zip	Class	Value Type	Address	Secondary Address	Precedent Amount	Amount
	Default - Default Value Class				1.00	1.00
		Boat Class 5 Court			2.00	2.00
		Boat Class 6 Court			2.00	2.00
	Appraised	Improvement Market Value			53,877,272.00	53,877,272.00
		TAG			40.00	40.00
		TAB.14			40.00	40.00
	Assessed	Boat Assessed Value			13,872,315.00	13,872,315.00
		Boat Class 3			1162,888.00	1162,888.00
		Boat Class 4			27,879,813.00	27,879,813.00
		Particulars, Features & Equipment			64,780.00	64,780.00
		Personal Property Assessed Value			64,467.00	64,467.00
		Supplies			1197.00	1197.00
		Total Assessed Value - City			13,877,272.00	13,877,272.00
		Total Borough Optional Payment Value			64,467.00	64,467.00
		Total City Optional Borough Value			0	0
		Total Assessed Value - Borough			64,467.00	64,467.00
	Taxable	City Taxable Value	48 - BOWEN CITY		53,877,272.00	53,877,272.00
		Taxable Value - Borough			0	0
	Exemption	Exemption Value City	48 - BOWEN CITY		0	0
		OP PP Bar \$100K Ex Value			64,957.00	64,957.00
		OP PP 100K Exemption			110,000.00	110,000.00
		OP PP Borough \$100K Exemption			110,000.00	110,000.00
		OP PP City \$100K Exemption	48 - BOWEN CITY		110,000.00	110,000.00
		Special Regsry TAX CREDIT \$1,000			1000.00	1000.00
		Special Regsry TAX CREDIT \$100			100.00	100.00
		Exemption Value Borough			64,957.00	64,957.00
	Date	Year of Estimate			2021.0000000000	2021.0000000000
		Effective date of value change			20210101.0000000000	20210101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 40-21-001  
 PARCEL ID 96213  
 PRIMARY OWNER SIERRA GALE FISHERIES INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>40</u>	<u>40</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF SEWARD ADVALOREM TAX REMAINS.

		CHANGE SUMMARY
DATE	<u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$250)</u>
		CITY FLAT TAX <u>\$0</u>

Site	Class	Value Type	Abatement	Exemptory Abatement	Previous Amount	Current or New Value
Default - Default Value Group		Best Personal Class 8 Court			1.00	1.00
	Assessed	Improvement Market Value			\$44,880.00	\$44,880.00
		TAD			40.00	40.00
		TAG,14			40.00	40.00
	Assessed	Best Assessed Value			\$44,880.00	\$44,880.00
		Best Personal Class 8			\$44,880.00	\$44,880.00
		Personal Property Assessed Value			0	0
		Total Assessed Value - City			\$44,880.00	\$44,880.00
		Total City Optional Payment Value			0	0
		Total Assessed Value - Borough			0	0
	Taxable	City Taxable Value	40 - EDWARD CITY		\$44,880.00	\$44,880.00
		Taxable Value - Borough			0	0
	Exemption	Exemption Value City	40 - EDWARD CITY		0	0
		OP PP For \$100K Exemption			0	0
		OP PPV \$50K Exemption			\$100,000.00	\$100,000.00
		OP PPV Borough \$25K Exemption			\$100,000.00	\$100,000.00
		OP PPV City \$25K Exemption	40 - EDWARD CITY		\$100,000.00	\$100,000.00
		Varied Rate TAX CREDIT \$250			0	250.00
		Exemption Value Borough			0	0
	Year of Colation				7027.000000000000	7071.000000000000
	Effective date of value change				20210401.0000000000	20210101.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 41-21-002  
PARCEL ID 96967  
PRIMARY OWNER VITUS ENERGY LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>41</u>	<u>41</u>
BOAT CLASS/COUNT	<u>BC5-1, BC6-3, BC7-5</u>	<u>BC5-1, BC6-3, BC7-5</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION 2021 VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR  
VESSELS CAVEK, NANIQ, HANNAH 2801, AVEC 183 & AVEC 208. KPB FLAT TAX PORTION ONLY.  
SEWARD SPECIAL AD VALOREM TAX REMAINS.

		CHANGE SUMMARY
DATE	<u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$4,000)</u>
		CITY FLAT TAX <u>\$0</u>

Type	Class	Value Type	Ally/Id	Secondary Ally/Id	Previous Amount	Current or New Value
Default - Default Value Group		Best Class 5 Count			1.00	1.00
		Best Class 6 Count			3.00	3.00
		Best Class 7 Count			3.00	3.00
Assessed		Improvement Market Value			\$18,336,493.00	\$18,336,493.00
		TAB			42.00	42.00
Assessed		TAB/LE			42.00	42.00
		Total Assessed Value			\$18,378,493.00	\$18,378,493.00
		Best Class 5			\$493,730.00	\$493,730.00
		Best Class 6			\$4,218,366.00	\$4,218,366.00
		Best Class 7			\$13,666,397.00	\$13,666,397.00
	Personal Property Assessed Value			0	0	
	Total Assessed Value - City			\$18,378,493.00	\$18,378,493.00	
	Total City Outside District Value			0	0	
	Total Assessed Value - Borough			0	0	
Taxable		City Taxable Value	41 - SEWARD SPECIAL		\$18,378,493.00	\$18,378,493.00
Exemption		Taxable Value - Borough			0	0
		Exemption Value City	41 - SEWARD SPECIAL		0	0
		OP PP Ser 6180K Exp Value			0	0
		OP PPV 900K Exemption			\$198,000.00	\$198,000.00
		OP PPV Borough 950K Exemption			\$198,000.00	\$198,000.00
		OP PPV City 950K Exemption			\$198,000.00	\$198,000.00
		Unassessed TAX CREDIT 8 L000	41 - SEWARD SPECIAL		\$198,000.00	\$198,000.00
	Unassessed TAX CREDIT 8300			0	1800.00	
	Exemption Value Borough			0	0	
Date		Year of Cadastre			2021.0000000000	2021.0000000000
		Effective date of value change			20210001.0000000000	20210001.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021

TAR NUMBER 20-21-004

PARCEL ID 98724

PRIMARY OWNER RHODA JE ANNE INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.

KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

### CHANGE SUMMARY

DATE	<u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u>(\$250)</u>
		CITY FLAT TAX	<u>\$0</u>





# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-005  
 PARCEL ID 98725  
 PRIMARY OWNER OUTLAW INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

		CHANGE SUMMARY
DATE	<u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$250)</u>
		CITY FLAT TAX <u>\$0</u>

Category	Class	Value Type	Abolition	Property Address	Previous Amount	Expected in FY2016 Value
Default - Default Value Group	Approved	Best Class 5 Court			1.00	1.00
		Improvement Market Value			553,400.00	553,400.00
		1.00			70.00	70.00
		TAC, M			70.00	70.00
	Assessed	Best Assessed Value			563,400.00	563,400.00
		Best Class 5			597,400.00	597,400.00
		Personal Property Assessed Value			0	0
		Total Assessed Value - City			0	0
		Total City Outland Property Value			0	0
		Total Assessed Value - Borough			0	0
Taxable		City Taxable Value	20 - HONER CITY		0	0
		Taxable Value - Borough			0	0
Exemption		Exemption Value City	20 - HONER CITY		0	0
		OP 99 Bur 510K Ex Value			0	0
		OP 99V HSDI Exemption			1100,000.00	1100,000.00
		OP 99V Borough 510K Exemption			1100,000.00	1100,000.00
		OP 99V City 510K Exemption	20 - HONER CITY		1100,000.00	1100,000.00
		Household Register TAX CREDIT 5200			0	200.00
		Exemption Value Borough			0	0
Date		Year of Continuation			2021.0000000000	2021.0000000000
		Effective date of value change			20210101.0000000000	20210101.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 41-21-003  
 PARCEL ID 99773  
 PRIMARY OWNER SMITH GREGORY S

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>41</u>	<u>41</u>
BOAT CLASS/COUNT	<u>BC7-1</u>	<u>BC7-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. SEWARD SPECIAL ADVALOREM TAX REMAINS.

	CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
	CITY TAXABLE <u>\$0</u>
	KPB FLAT TAX <u>(\$1,000)</u>
	CITY FLAT TAX <u>\$0</u>

Default Value	Class	Value Type	Rate	County/Agency	Previous Amount	Current to File Value
Default - Default Value Group		Best Personal Class 7 Court			1.00	1.00
	Appraised	Supplemental Market value			512,375.00	512,375.00
		TAG			41.00	41.00
		TAG-Id			41.00	41.00
	Assessed	Best assessed value			512,375.00	512,375.00
		Best Personal Class 7			512,375.00	512,375.00
		Personal Property Assessed Value			0	0
		Total Assessed Value - City			512,375.00	512,375.00
		Total City Outstand Excess Value			0	0
	Taxable	Total Assessed Value - Borough			0	0
		City Taxable Value	41 - SEWARD SPECIAL		512,375.00	512,375.00
		Taxable Value - Borough			0	0
	Exemption	Exemption Value City	41 - SEWARD SPECIAL		0	0
		OP PP for 50000 low Value			0	0
		OP PPV 100K Exemption			110,000.00	110,000.00
		OP PPV Borough 110K Exemption			110,000.00	110,000.00
		OP PPV City 50000 Exemption			110,000.00	110,000.00
		Normal Repair TAX CREDIT 6 1,000	41 - SEWARD SPECIAL		0	1000.00
		Exemption Value Borough			0	0
	Date	Year of Calculation			7671.0000000000	7671.0000000000
		Effective date of value change			20210001.0000000000	20210001.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-006  
PARCEL ID 100533  
PRIMARY OWNER LOUNSBURY BRETT R

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

		CHANGE SUMMARY
DATE	<u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$250)</u>
		CITY FLAT TAX <u>\$0</u>

Category	Class	Utility/Type	Rate	Assessment Method	Previous Amount	Current Amount
Default - Default Value Group		Best Personal Class 3 Count			1.00	1.00
	Appraised	Improvement Market Value			\$26,468.00	\$26,468.00
		TAC			76.00	76.00
		TAC 3d			20.00	20.00
	Assessed	Best Assessed Value			\$26,468.00	\$26,468.00
		Best Personal Class 3			\$26,468.00	\$26,468.00
		Personal Property Assessed Value			0	0
		Total Assessed Value - City			0	0
		Total City Special Assessmt Value			0	0
		Total Assessed Value - Borough			0	0
	Taxable	City Taxable Value	26 - HOMER CITY		0	0
		Taxable Value - Borough			0	0
	Exemption	Exemption Value City	26 - HOMER CITY		0	0
		OP PP Sur 5100K Fee Value			0	0
		OP PPV 180K Exemption			\$100,000.00	\$100,000.00
		OP PPV Borough 6500K Exemption			\$100,000.00	\$100,000.00
		OP PPV City 9100K Exemption	26 - HOMER CITY		\$100,000.00	\$100,000.00
		Unpaid Regular TAX CREDIT 6250				200.00
		Exemption Value Borough			0	0
	Date	Year of Calculation			2021,00000000	2021,00000000
		Effective date of value change			20210901 00000000	20210901 00000000



## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-007  
 PARCEL ID 100699  
 PRIMARY OWNER BARR BRAD L

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

### CHANGE SUMMARY

		KPB ASSESSED <u>\$0</u>
DATE <u>07/21/21</u>		KPB TAXABLE <u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$250)</u>
		CITY FLAT TAX <u>\$0</u>



## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-008  
 PARCEL ID 100735  
 PRIMARY OWNER PER HUGO INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-2</u>	<u>BC5-2</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION 2021 VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR  
VESSELS ATKA AND PER HUGO. KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION  
REMAINS.

		CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u>(\$500)</u>
	CITY FLAT TAX	<u>\$0</u>

Category Values			Exempt for Filter Values	
Class	Value Type	Amount	Previous Amount	Amount
Default - Default Value Group	Best Class 5 Capt		2.00	2.00
	Improvement Market Value		\$54,000.00	\$54,000.00
	TAG		29.00	29.00
	TAG 10		29.00	29.00
	Best Assessed Value		\$54,000.00	\$54,000.00
	Best Class 5		\$54,000.00	\$54,000.00
	Personal Property Assessed Value		0	0
	Total Assessed Value - City		0	0
	Total City Optional Exempt Value		0	0
	Total Assessed Value - Borough		0	0
Taxable	City Taxable Value	20 - HORN CITY	0	0
	Taxable Value - Borough		0	0
Exemption	Exemption Value City	20 - HORN CITY	0	0
	OP PP Bar \$10M Fee Value		0	0
	OP PPV 100K Exemption		\$100,000.00	\$100,000.00
	OP PPV Borough \$100K Exemption		\$100,000.00	\$100,000.00
	OP PPV City \$100K Exemption	20 - HORN CITY	\$100,000.00	\$100,000.00
Year of Repair TAG CREDIT \$250				0
Date	Exemption Value Borough		0	0
	Year of Construction		2013 0000000000	2013 0000000000
	Effective date of value change		2012 00 01 0000000000	2012 00 01 0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021

TAR NUMBER 20-21-009

PARCEL ID 100736

PRIMARY OWNER CETAK CHARLES

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.

KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

### CHANGE SUMMARY

DATE	<u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u>(\$250)</u>
		CITY FLAT TAX	<u>\$0</u>

Value Type		Exempt in Value		Amount	
Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Current Amount
<b>Default - Default Value Group</b>					
Approved	Best Personal Class 3 Contd			1.00	1.00
	Improvement Market Value			642,000.00	642,000.00
Assessed	TAB			20.00	20.00
	TINLd			20.00	20.00
	Best Assessed Value			642,000.00	642,000.00
	Best Personal Class 3			642,000.00	642,000.00
Taxable	Personal Property Assessed Value			0	0
	Total Assessed Value - City			0	0
	Total City General Interest Value			0	0
	Total Assessed Value - Borough			0	0
	City Taxable Value	20 - ROMER CITY		0	0
	Taxable Value - Borough			0	0
Exemption	Exemption Value City	20 - ROMER CITY		0	0
	OP PP Bur 519K Ex Value			0	0
	OP PPV 100K Exemption			110,000.00	110,000.00
	OP PPV Borough 500K Exemption			110,000.00	110,000.00
	OP PPV City 600K Exemption	20 - ROMER CITY		110,000.00	110,000.00
Date	Yassal Resale TAX CREDIT 4250			0	0
	Exemption Value Borough			0	0
	Year of Calculation			2021.0000000000	2021.0000000000
	Effective date of value change			20210001.0000000000	20210001.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-010  
 PARCEL ID 100884  
 PRIMARY OWNER PARRY TONY R

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

### CHANGE SUMMARY

		KPB ASSESSED <u>\$0</u>
DATE <u>07/21/21</u>		KPB TAXABLE <u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$150)</u>
		CITY FLAT TAX <u>\$0</u>



Custom Values				Export to Filter Values		
File	Class	Value (Dollar)	Quantity	Property Address	Previous Amount	Amount
<b>Default - Default Value Group</b>						
	<b>Appraised</b>	<b>Best Personal Class 4 Count</b>			1.00	1.00
		Improvement Market Value			\$112,909.00	\$112,909.00
		YAC			26.00	26.00
		YMS.Ld			26.00	26.00
	<b>Assessed</b>	<b>Best Assessed Value</b>			\$112,909.00	\$112,909.00
		Best Personal Class 4			\$112,909.00	\$112,909.00
		Personal Property Assessed Value			0	0
		Total Assessed Value - City			0	0
		Total City Optional Exempt Value			0	0
		Total Assessed Value - Borough			0	0
	<b>Taxable</b>	<b>City Taxable Value</b>	20 - HOMER CITY		0	0
		Taxable Value - Borough			0	0
	<b>Exemption</b>	<b>Exemption Value City</b>	20 - HOMER CITY		0	0
		OP PP For \$100K Exp Value			0	0
		OP PP For \$50K Exemption			\$100,000.00	\$100,000.00
		OP PP Borough \$100K Exemption			\$100,000.00	\$100,000.00
		OP PP City \$100K Exemption	20 - HOMER CITY		\$100,000.00	\$100,000.00
		Personal Property TAX CREDITS \$154			0	154.00
		Exemption Value Borough			0	0
	<b>Date</b>	<b>Year of Capture</b>			2021.0000000000	2021.0000000000
		Effective date of value change			20210101.0000000000	20210101.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-011  
 PARCEL ID 100886  
 PRIMARY OWNER GUNDERSON MARTIN

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

		CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u>(\$250)</u>
	CITY FLAT TAX	<u>\$0</u>

Category	Class	Value Type	2019 Value	2020 Value	Proposed Amount	Proposed to 2020 Values
<b>Default - Default Value Group</b>						
Appraised		Best Personal Class 3 Contc			1.00	1.00
		Improvement Market Value			\$171,000.00	\$171,000.00
		TAG			20.00	20.00
Assessed		TAG.Ld			20.00	20.00
		Best Assessed Value			\$171,000.00	\$171,000.00
		Best Personal Class 3			\$125,000.00	\$125,000.00
Taxable		Personal Property Assessed Value			0	0
		Total Assessed Value - City			0	0
		Total City General Excise Value			0	0
		Total Assessed Value - Borough			0	0
		City Taxable Value	20 - HOMER CITY		0	0
Exemption		Taxable Value - Borough			0	0
		Exemption Value City	20 - HOMER CITY		0	0
Date		OP PV Bur \$100K Exemption			0	0
		OP PV \$50K Exemption			\$100,000.00	\$100,000.00
		OP PV Borough \$100K Exemption			\$100,000.00	\$100,000.00
		OP PV City \$100K Exemption	20 - HOMER CITY		\$100,000.00	\$100,000.00
		Household Register TAX CREDIT \$250				\$50.00
	Exemption Value Borough			0	0	
	Year of Cadastre			2021,0000000000	2021,0000000000	
	Effective Date of value change			20210101,0000000000	20210101,0000000000	

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-012  
 PARCEL ID 100940  
 PRIMARY OWNER EROFEEFF PETER

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

		CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u>(\$150)</u>
	CITY FLAT TAX	<u>\$0</u>

Category Values				Expanded to Other Values	
Class	Value Type / FY	Attribute	Territory Abbreviation	Previous Amount	Amount
<b>Default - Default Value Group</b>					
Appraised	Best Personal Class 4 Cost			1.00	1.00
	Improvement Market Value			1570,000.00	1570,000.00
	TAC			20.00	20.00
Assessed	TACSL			20.00	20.00
	Best Assessed Value			1570,000.00	1570,000.00
	Best Personal Class 4			1570,000.00	1570,000.00
	Personal Property Assessed Value			0	0
	Total Assessed Value - City			0	0
Taxable	Total City District District Value			0	0
	Total Assessed Value - Borough			0	0
	City Taxable Value	30 - HONER CITY		0	0
Exemption	Taxable Value - Borough			0	0
	Exemption Value City	30 - HONER CITY		0	0
	OP PP Bar \$100K Ex Value			0	0
	OP PP 100K Exemption			1100,000.00	1100,000.00
	OP PP Borough \$100K Exemption			1100,000.00	1100,000.00
	OP PP City \$100K Exemption	30 - HONER CITY		1100,000.00	1100,000.00
	Personal Property TAX CREDIT \$150			0	150.00
Exemption Value Borough			0	0	
Date	Year of Capture			2021,0000000000	2021,0000000000
	Effective date of value change			20210101,0000000000	20210101,0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-013  
 PARCEL ID 100943  
 PRIMARY OWNER EROFEEFF FEODOR

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

		CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u>(\$150)</u>
	CITY FLAT TAX	<u>\$0</u>

Default Value Group	Class	Value Type	Category	Secondary Address	Previous Amount	Current Amount
		Real Personal Class 4 Count			1.00	1.00
	Appraised	Improved Market Value			\$44,000.00	\$44,000.00
		TAC			20.00	20.00
		TAC2			20.00	20.00
	Assessed	Real Assessed Value			\$44,000.00	\$44,000.00
		Real Personal Class 4			\$44,000.00	\$44,000.00
		Personal Property Assessed Value			0	0
		Total Assessed Value - City			0	0
		Total City Exempt Value			0	0
		Total Assessed Value - Borough			0	0
	Taxable	City Taxable Value	30 - HONK CITY		0	0
		Taxable Value - Borough			0	0
	Exemption	Exemption Value City	30 - HONK CITY		0	0
		OP PP Sur 51001 Exe Value			0	0
		OP PP Borough 51001 Exemption			\$100,000.00	\$100,000.00
		OP PP City 51001 Exemption	30 - HONK CITY		\$100,000.00	\$100,000.00
		Assessed Register Fall 2019			0	0
		Exemption Value Borough			0	0
	Date	Year of Calculation			2021.00000000	2021.00000000
		Effective date of value change			2021001.00000000	2021001.00000000



## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 40-21-002  
 PARCEL ID 100952  
 PRIMARY OWNER MCLEAN R BRUCE & CHARLENE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>40</u>	<u>40</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF SEWARD ADVALOREM TAX REMAINS.

		CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u>(\$150)</u>
	CITY FLAT TAX	<u>\$0</u>

Exemption Values		Exemption		Exemption		Exemption	
Class	Value	Class	Value	Class	Value	Class	Value
Default - Default Value Class		Best Personal Class 6 Class	1.00				1.00
		Improvement Market Value	574,100.00				574,100.00
		TAS	40.00				40.00
		TAS-IF	40.00				40.00
		Best Assessed Value	574,100.00				574,100.00
		Best Personal Class 4	574,100.00				574,100.00
		Personal Property Assessed Value	0				0
		Total Assessed Value - City	574,100.00				574,100.00
		Total City Optimal Property Value	0				0
		Total Assessed Value - Borough	0				0
		City Taxable Value	574,100.00	40 - SEWARD CITY			574,100.00
		Taxable Value - Borough	0				0
		Borough Value City	0	40 - SEWARD CITY			0
		CP 99 Bar 8100K Day Value	0				0
		CP 99V 100K Exemption	0				0
		CP 99V Borough 1100K Exemption	1100,000.00				1100,000.00
		CP 99V City 1100K Exemption	1100,000.00	40 - SEWARD CITY			1100,000.00
		Unpaid Special TAS CREDIT 6750	1100,000.00				1100,000.00
		Borough Value Borough	0				0
		Year of Colation	2021,0000000000				2021,0000000000
		Effective Date of Value Change	7/27/2021,0000000000				7/27/2021,0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-014  
 PARCEL ID 100955  
 PRIMARY OWNER ETERNITY INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

		CHANGE SUMMARY
DATE	<u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$150)</u>
		CITY FLAT TAX <u>\$0</u>

Calculation		Assessment		Expend on Value	
File	Class	Value	Assessment	Assessment	Assessment
<b>Default - Default value Group</b>					
	<b>Appraised</b>	<b>Best Personal Class 4 Count</b>		1.00	1.00
		Improvement Market Value		\$176,000.00	\$176,000.00
		T&S		20.00	20.00
		T&S		20.00	20.00
	<b>Assessed</b>	<b>Best Assessed Value</b>		\$176,000.00	\$176,000.00
		Best Personal Class 4		\$176,000.00	\$176,000.00
		Personal Property Assessed Value		0	0
		Total Assessed Value - City		0	0
		Total City Optional Exempt Value		0	0
		Total Assessed Value - Borough		0	0
	<b>Taxable</b>	<b>City Taxable Value</b>	20 - HONDA CITY	0	0
		Taxable Value - Borough		0	0
	<b>Exemption</b>	<b>Exemption Value City</b>	20 - HONDA CITY	0	0
		OP PV for \$100K Fee Value		0	0
		OP PV HOV Exemption		\$100,000.00	\$100,000.00
		OP PV Borough \$100K Exemption		\$100,000.00	\$100,000.00
		OP PV City \$100K Exemption	20 - HONDA CITY	\$100,000.00	\$100,000.00
		Vehicle Register TAX CREDIT \$150			\$50.00
		Exemption Value Borough		0	0
	<b>Date</b>	<b>Year of Cadastre</b>		2021.0000000000	2021.0000000000
		Effective date of value change		2021.01.01.0000000000	2021.01.01.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-018  
 PARCEL ID 101018  
 PRIMARY OWNER SCOTT JARED

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-0</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION MANIFEST CLERICAL ERROR. TAXPAYER REPORTED BOAT LOCATED IN PALMER ON JANUARY 1 2021. NO KPB SITUS FOR 2021. ACCOUNT SHOULD NOT HAVE BEEN CREATED BY THE APPRAISER FOR 2021.

		CHANGE SUMMARY	
		KPB ASSESSED	<u>\$0</u>
DATE	<u>07/19/21</u>	KPB TAXABLE	<u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	CITY ASSESSED	<u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u>(\$150)</u>
		CITY FLAT TAX	<u>\$0</u>

**MANIFEST CLERICAL ERROR - CHECKLIST**

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties

Parcel ID / Acct # 00101018

X  Typographical, computational or other similar error?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. TAXPAYER REPORTED BOAT LOCATED IN PALMER FOR JANUARY 1 2021. NO KPB SITUS FOR 2021. ACCOUNT SHOULD NOT HAVE BEEN CREATED BY THE APPRAISER FOR 2021.

X  Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. TAXPAYER REPORTED BOAT LOCATED IN PALMER FOR JANUARY 1 2021. NO KPB SITUS FOR 2021. ACCOUNT SHOULD NOT HAVE BEEN CREATED BY THE APPRAISER FOR 2021.

X  Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. TAXPAYER REPORTED BOAT LOCATED IN PALMER FOR JANUARY 1 2021. NO KPB SITUS FOR 2021. ACCOUNT SHOULD NOT HAVE BEEN CREATED BY THE APPRAISER FOR 2021.

Certified Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Adjusted Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Prepared by Clyde Johnson 7/19/2021

Approved by *Adrian Dwyer* *7/19/2021*  
 Department Director Date

Primary Value	Class	Value Type	Address	Secondary Address	Previous Amount	Current Amount
Site		West Personal Class 4 Contd			1.00	1.00
Default - Default Value Group	Approved	Improvement Market Value			\$27,334.00	\$27,330.00
		TAG			36.00	36.00
		TAG, 14			34.00	34.00
	Assessed	Best Assessed Value			\$27,368.00	\$27,350.00
		Best Personal Class 4			\$27,350.00	\$27,350.00
		Personal Property Assessed Value			0	0
		Total Assessed Value - City			0	0
		Total City District Control Value			0	0
		Total Assessed Value - Borough			0	0
	Taxable	City Taxable Value	58 - CENTRAL EMERGENCY SERVICES		0	0
		Taxable Value - Borough			0	0
	Exemption	Exemption Value - City	30 - CENTRAL EMERGENCY SERVICES		0	0
		OP PP Bar (S) 0101 014 Value			0	0
		OP PPV 1001 Exemption			\$100,000.00	\$100,000.00
		OP PPV Borough 31001 Exemption			\$100,000.00	\$100,000.00
		OP PPV City 21001 Exemption	50 - CENTRAL EMERGENCY SERVICES		\$100,000.00	\$100,000.00
		Special Report TAX CBLSDT 0100			0	0
		Exemption Value Borough			0	0
	Site	Year of Cadastre			2021 000000000	2021 000000000
		Effective date of value change			2021 000000000	2021 000000000



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-015  
 PARCEL ID 101024  
 PRIMARY OWNER LALICH BRANISLAV A

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC5-1</u>	<u>BC5-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

		CHANGE SUMMARY	
DATE	<u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u>(\$250)</u>
		CITY FLAT TAX	<u>\$0</u>

Default Values				Related to File Value	
Class	Description	Subscript	Subscript/Attribute	Previous Amount	Current
Default - Default Value Group	Scot Class 5 Count			1.00	1.00
Appraised	Improvement Market Value			\$10,000.00	\$10,000.00
	TAC			30.00	30.00
	TAG.II			30.00	30.00
Appraised	Scot Assessed Value			\$10,000.00	\$10,000.00
	Scot Class 5			\$10,000.00	\$10,000.00
	Personal Property Assessed Value			0	0
	Total Assessed Value - City			0	0
	Total City Optional Exempt Value			0	0
	Total Assessed Value - Borough			0	0
Y taxable	City Taxable Value	20 - MORRIS CITY		0	0
	Taxable Value - Borough			0	0
Exemption	Exemption Value City	20 - MORRIS CITY		0	0
	OP PP Bur \$100K Exemption			0	0
	OP PPV 200K Exemption			\$100,000.00	\$100,000.00
	OP PPV Borough \$100K Exemption			\$100,000.00	\$100,000.00
	OP PPV City \$100K Exemption	20 - MORRIS CITY		\$100,000.00	\$100,000.00
	Personal Property TAX CREDIT \$250			0	250.00
	Exemption Value Borough			0	0
Date	Year of Calculation			2021.0000000000	2021.0000000000
	Effective date of value change			2021.02.01.0000000000	2021.02.01.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-016  
 PARCEL ID 101081  
 PRIMARY OWNER WOOD JASON R

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-1</u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>                    </u>	<u>                    </u>
KPB TAXABLE (VT 1003)	<u>                    </u>	<u>                    </u>
CITY ASSESSED (VT 1011)	<u>                    </u>	<u>                    </u>
CITY TAXABLE (V 1013)	<u>                    </u>	<u>                    </u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.  
KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

	CHANGE SUMMARY
DATE <u>07/21/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
	CITY TAXABLE <u>\$0</u>
	KPB FLAT TAX <u>(\$150)</u>
	CITY FLAT TAX <u>\$0</u>



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021

TAR NUMBER 20-21-017

PARCEL ID 101090

PRIMARY OWNER SCHLEIZER JASON

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4-1</u>	<u>BC4-1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION VESSEL REPAIR AND SEASONAL STORAGE EXEMPTION APPROVED FOR 2021.

KPB FLAT TAX PORTION ONLY. CITY OF HOMER FLAT TAX PORTION REMAINS.

### CHANGE SUMMARY

DATE	<u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u>(\$150)</u>
		CITY FLAT TAX	<u>\$0</u>

Category	Class	Value Type	Agency	Assessment	Amount
Default - Default Value Group		Best Personal Class 4 Count			1.00
Appraisal		Improvement Market Value			\$15,000.00
		TAC			30.00
Assessed		TAC			30.00
		Best Assessed Value			\$15,360.00
Taxable		Best Personal Class 4			\$15,360.00
		Personal Property Assessed Value			0
		Total Assessed Value - City			0
		Total City Optional General Value			0
		Total Assessed Value - Borough			0
		City Taxable Value	20 - HONER CITY		0
Exemption		Exempt Value - Borough			0
		Exemption Value City	20 - HONER CITY		0
		CP PP for 2004 Pro Value			0
		CP PP 2004 Exemption			\$180,000.00
		CP PP Borough 2004 Exemption			\$180,000.00
		CP PP City 2004 Exemption	20 - HONER CITY		\$180,000.00
Date		Wages Report TAX CHRGY 01/01			100.00
		Exemption Value Borough			0
		Year of Exemption			2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 55-21-002  
 PARCEL ID 012-431-03  
 PRIMARY OWNER DOOLITTLE DENNY

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>112</u>	<u>112</u>
LAND ASSESSED (VT4)	<u>21,400</u>	<u>21,400</u>
IMPROVEMENT ASSESSED (VT5)	<u>817,000</u>	<u>817,000</u>
KPB ASSESSED (VT 1001)	<u>838,400</u>	<u>838,400</u>
KPB TAXABLE (VT 1003)	<u>488,400</u>	<u>488,400</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXEMPTION APPROVED

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**CHANGE SUMMARY**

		KPB ASSESSED <u>\$0</u>
DATE <u>07/20/21</u>		KPB TAXABLE <u>\$0</u>
SUBMITTED BY <u>SGUZMAN</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$4,131.22)</u>
		CITY FLAT TAX <u></u>





# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 55-21-003  
 PARCEL ID 013-410-37  
 PRIMARY OWNER OLIVA, LOUIS

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>29,600</u>	<u>29,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>581,600</u>	<u>581,600</u>
KPB ASSESSED (VT 1001)	<u>611,200</u>	<u>611,200</u>
KPB TAXABLE (VT 1003)	<u>561,200</u>	<u>261,200</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD

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### CHANGE SUMMARY

		KPB ASSESSED <u>\$0</u>
DATE <u>07/24/21</u>		KPB TAXABLE <u>(\$300,000)</u>
SUBMITTED BY <u>SGUZMAN</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 30-21-002  
 PARCEL ID 045-153-19  
 PRIMARY OWNER REEMTSMA PHIL

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>10,900</u>	<u>10,900</u>
IMPROVEMENT ASSESSED (VT5)	<u>235,300</u>	<u>235,300</u>
KPB ASSESSED (VT 1001)	<u>246,200</u>	<u>246,200</u>
KPB TAXABLE (VT 1003)	<u>196,200</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>246,200</u>	<u>246,200</u>
CITY TAXABLE (VT 1013)	<u>246,200</u>	<u>96,200</u>

EXPLANATION SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBILITY

## CHANGE SUMMARY

DATE	<u>07/09/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE	<u>(\$196,200)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>(\$150,000)</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

Category	Value Type	Boundary Methods	Property Assessor	Year of Change	Amount	Year of Change	Amount
Approved	Land		\$18,990.00	2017	\$18,990.00	2017	\$18,990.00
	Improvements		\$129,300.00	2017	\$129,300.00	2017	\$129,300.00
Land	TAO		20.00	2017	20.00	2017	20.00
	TAO.50		20.00	2017	20.00	2017	20.00
	TAO.50		30.00	2017	30.00	2017	30.00
Quilted for Disposition	Quilted Property Assessed Value		0		0		0
	1st Assessed Value - City		\$248,300.00	2017	\$248,300.00	2017	\$248,300.00
Total Borough District Through Value	Total City General Through Value		\$50,000.00	2017	\$50,000.00	2017	\$50,000.00
	Total Borough District Through Value		0		0		0
	Total Assessed Value - City		\$248,300.00	2017	\$248,300.00	2017	\$248,300.00
	Total Assessed Value - Borough		\$248,300.00	2017	\$248,300.00	2017	\$248,300.00
Transfer	Transfer Value - Borough		\$248,300.00	2017	\$248,300.00	2017	\$248,300.00
	CBV Transfer Value		0		0		0
	BOBOSDICI SECTION Through Value		\$248,300.00	2017	\$248,300.00	2017	\$248,300.00
	CBV for Better Exception		0		0		0
	Transfer Value City		0		0		0
Exemption	Exemption Value City		0		0		0
	OP Municipal Base Exemption		0		0		0
	OP Exemption - 15th through Value		0		0		0
	Exemption Value City		0		0		0
Other	Land Assessed Value		\$18,990.00	2017	\$18,990.00	2017	\$18,990.00
	Improvements Assessed Value		\$129,300.00	2017	\$129,300.00	2017	\$129,300.00
	Land Assessed Value		0		0		0
	Land Assessed Value		0		0		0
	Transfer Value - Borough		\$248,300.00	2017	\$248,300.00	2017	\$248,300.00
	CBV Transfer Value		0		0		0
	BOBOSDICI SECTION Through Value		\$248,300.00	2017	\$248,300.00	2017	\$248,300.00
	CBV for Better Exception		0		0		0
	Transfer Value City		0		0		0
	Exemption Value City		0		0		0
	OP Municipal Base Exemption		0		0		0

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 30-21-001  
 PARCEL ID 047-119-08  
 PRIMARY OWNER KARAFFA, PAUL & CONSIEL, CRYSTAL

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
CLASS CODE	<u>112</u>	<u>112</u>
LAND ASSESSED (VT4)	<u>286,400</u>	<u>130,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>54,300</u>	<u>38,900</u>
KPB ASSESSED (VT 1001)	<u>340,700</u>	<u>169,500</u>
KPB TAXABLE (VT 1003)	<u>133,500</u>	<u>43,600</u>
CITY ASSESSED (VT 1011)	<u>340,700</u>	<u>169,500</u>
CITY TAXABLE (VT 1013)	<u>190,700</u>	<u>43,600</u>

EXPLANATION PARCEL INFLUENCES NOT CURRENTLY CAPTURED AT CANVASS

### CHANGE SUMMARY

DATE	<u>07/29/21</u>	KPB ASSESSED	<u>(\$171,200)</u>
SUBMITTED BY	<u>TOM JOHNSON</u>	KPB TAXABLE	<u>(\$89,900)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>(\$171,200)</u>
		CITY TAXABLE	<u>(\$147,100)</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

**MANIFEST CLERICAL ERROR - CHECKLIST**

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 04711908

YES Typographical, computational or other similar error?  
*Identify & Describe:*  
 PARCEL INFLUENCES NOT CORRECTLY CAPTURED AT CANVASS

YES Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 PARCEL INFLUENCES NOT CORRELY CAPTURED AT CANVASS

YES Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 PARCEL INFLUENCES NOT CORRELY CAPTURED AT CANVASS

Certified Value	Land	<u>\$286,400</u>
	Improvements	<u>\$54,300</u>
	Personal Property	<u>                    </u>
	Total	<u>\$340,700</u>

Adjusted Value	Land	<u>\$130,600</u>
	Improvements	<u>\$38,900</u>
	Personal Property	<u>                    </u>
	Total	<u>\$169,500</u>

Prepared by T JOHNSON 7/29/21  
 Date

Approved by *[Signature]* 7/29/21  
 Department Director Date



Subject's Name		Address		Assessed by Other Values	
City	County	Alphabets	Secondary Attributes	Assessed	Assessed
Default - Default Value Group				1.15 Acres	1.15 Acres
Appraised	Legal Acres			654,389.00	676,949.00
	Improvement Market Value			256,488.00	1126,648.00
Assessed	Land Market Value			14.00	20.00
	TAD			20.00	20.00
Assessed	Improvements			614,888.00	619,649.00
	Land			6143,389.00	666,349.00
Assessed	Parcel Assessed Value			6348,788.00	6166,389.00
	Personal Property Assessed Value			0	0
Assessed	Qualified for Exemption			6187,389.00	675,949.00
	Total Assessed Value - City			6248,788.00	6166,389.00
Assessed	Total Borough Optional Exempt Value			657,389.00	698,889.00
	Total City Optional Exempt Value			0	0
Assessed	Total Mandatory Exempt Value			6156,400.00	676,949.00
	Unqualified Improvements			946,389.00	676,389.00
Assessed	Unqualified Land			6143,389.00	666,349.00
	Land Assessed Value			676,488.00	6126,488.00
Assessed	Improvement Assessed Value			654,389.00	656,389.00
	Total Assessed Value - Borough			6348,788.00	6166,389.00
Taxable	City Taxable Value	30 - MERMAI CITY		6198,788.00	681,649.00
	Taxable Value - Borough			6123,649.00	646,649.00
Exemption	BOROUGH SCHOOL Exempt Value			6187,389.00	675,949.00
	Cap for Senior Exemption			6118,889.00	6118,889.00
Exemption	Exemption Value City	30 - MERMAI CITY		6156,400.00	676,949.00
	OP Residential Base Exemption			656,400.00	656,400.00
Exemption	OP Senior Resident 15% Exempt Value			656,400.00	656,400.00
	Residential Exemption			656,400.00	676,949.00
Exemption	Senior Citizen Exemption			6156,400.00	676,949.00
	Senior Mandatory Exempt Value			614,000.00	614,000.00
Exemption	Senior Mandatory Land			6134,000.00	664,389.00
	Working Improvement Assessed Value			614,389.00	626,949.00
Exemption	Exemption Value Borough			6267,389.00	6123,649.00
	Year of Exemption			7471.000000000000	7471.000000000000
Date of Value Group				30010101.0000000000	30010101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-017  
 PARCEL ID 055-041-44  
 PRIMARY OWNER BELL JACQUELINE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>20,300</u>	<u>20,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>193,800</u>	<u>193,800</u>
KPB ASSESSED (VT 1001)	<u>214,100</u>	<u>214,100</u>
KPB TAXABLE (VT 1003)	<u>164,100</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBLE

### CHANGE SUMMARY

		<u>\$0</u>
DATE <u>07/09/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY <u>SGUZMAN</u>	KPB TAXABLE	<u>(\$164,100)</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>

Class	Value Type	Address	Category Attribute	Original Amount	Exempt to Fair Value
<b>Default - Default Value Group</b>	<b>Legal Area</b>			<b>.05 Acres</b>	<b>.05 Acres</b>
	<b>Appraised</b>				
	Improvement Market Value			\$143,888.00	\$143,888.00
	Land Market Value			\$70,350.00	\$70,350.00
	TAG			38.00	38.00
	Tax Id			46.00	46.00
	<b>Assessed</b>				
	Improvements			\$173,800.00	\$173,800.00
	Land			\$30,350.00	\$30,350.00
	Percent Assessed Value			\$214,150.00	\$214,150.00
	Percent Property Assessed Value			0	0
	Qualified for Exemption			\$214,150.00	\$214,150.00
	Total Assessed Value - City			0	0
	Total Borough Optional Exempt Value			\$30,800.00	\$04,100.00
	Total City Optional Exempt Value			0	0
	Total Mandatory Exempt Value			0	\$100,000.00
	Land Assessed Value			\$30,350.00	\$30,350.00
	Improvement Assessed Value			\$143,888.00	\$143,888.00
	Total Assessed Value - Borough			\$214,150.00	\$214,150.00
	City Exempt Value			0	0
	Taxable		10 - CENTRAL EMERGENCY SERVICES	\$104,100.00	0
	Exempt			0	\$214,150.00
	Exemption		50 - CENTRAL EMERGENCY SERVICES	0	0
	OP Residential Base Exemption			\$50,000.00	0
	OP Senior Resident > 65th Percent Value			0	\$04,100.00
	Accidental Destruction			\$30,000.00	\$30,000.00
	Senior Citizen Exemption			0	\$150,000.00
	Senior Mandatory Exempt Value			0	\$150,000.00
	Senior Mandatory Exempt			0	\$150,000.00
	Working Improvement Assessed Value			\$193,888.00	\$193,888.00
	Exemption Value Borough			\$30,000.00	\$214,150.00
	Date			2021.09.01.0000000000	2021.09.01.0000000000
	Effective date of value change			2021.01.01.0000000000	2021.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-016  
 PARCEL ID 055-270-07  
 PRIMARY OWNER GEASE DENNIS

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>220,300</u>	<u>220,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>704,600</u>	<u>704,600</u>
KPB ASSESSED (VT 1001)	<u>924,900</u>	<u>924,900</u>
KPB TAXABLE (VT 1003)	<u>574,900</u>	<u>574,900</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXEMPTION APPROVED

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		CHANGE SUMMARY
DATE	<u>07/20/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$3,836.02)</u>
		CITY FLAT TAX <u></u>

Customer Values				Expansive Values	
Year	Class	Value Type	Attribute	Previous Amount	Current
Default - Default Value Group		Legal Area		1.00 Acres	1.00 Acres
	Assessed	Improvement Market Value		\$794,600.00	\$794,600.00
		Land Market Value		\$330,300.00	\$330,300.00
		TAS		10.00	10.00
		TAG.54		10.00	10.00
	Assessed	Improvements		\$794,600.00	\$794,600.00
		Land		\$330,300.00	\$330,300.00
		Percent Assessed Value		0	0
		Percent Property Assessed Value		0	0
		Qualified for Exemption		\$174,100.00	\$174,100.00
		Total Assessed Value - City		0	0
		Total Borough Optional Incentive Value		\$790,000.00	\$790,000.00
		Total City Optional Incentive Value		0	0
		Total Mandatory Excess Value		\$130,000.00	\$130,000.00
		Land Assessed Value		\$790,500.00	\$790,500.00
		Improvement Assessed Value		\$794,600.00	\$794,600.00
		Total Assessed Value - Borough		\$794,600.00	\$794,600.00
	Taxable	City Taxable Value	50 - CENTRAL ENERGY SERVICES	0	0
		Taxable Value - Borough		\$574,500.00	\$574,500.00
	Exemption	Michigan State Exempt Value		\$300,000.00	\$300,000.00
		Cap for Sewer Exemption		\$130,000.00	\$130,000.00
		Exemption Value City	50 - CENTRAL ENERGY SERVICES	0	0
		OP Residential Home Exemption		\$90,000.00	\$90,000.00
		OP Senior Resident > 1800 Exempt Value		\$130,000.00	\$130,000.00
		Residential Exemption		\$50,000.00	\$50,000.00
		Senior Citizen Exemption		\$130,000.00	\$130,000.00
		Senior Hardship Credit Amount		\$3,834.02	\$3,834.02
		Senior Mandatory Exempt Value		\$130,000.00	\$130,000.00
		Sewer Mandatory Exempt Value		\$130,000.00	\$130,000.00
		Working Improvement Assessed Value		\$794,600.00	\$794,600.00
		Exemption Value Borough		\$790,000.00	\$790,000.00
	Date	Year of Calculation		2021.0000000000	2021.0000000000
		Effective date of value change		20210901.0000000000	20210901.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-015  
 PARCEL ID 055-550-44  
 PRIMARY OWNER CORR TOMMYE JO

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>112</u>	<u>112</u>
LAND ASSESSED (VT4)	<u>2,444,000</u>	<u>2,444,000</u>
IMPROVEMENT ASSESSED (VT5)	<u>151,200</u>	<u>151,200</u>
KPB ASSESSED (VT 1001)	<u>2,595,200</u>	<u>2,595,200</u>
KPB TAXABLE (VT 1003)	<u>2,245,200</u>	<u>2,245,200</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXEMPTION APPROVED

### CHANGE SUMMARY

		KPB ASSESSED <u>\$0</u>
DATE <u>07/20/21</u>		KPB TAXABLE <u>\$0</u>
SUBMITTED BY <u>SGUZMAN</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$18,269.85)</u>
		CITY FLAT TAX <u></u>

Site	Class	Value Type	Attributes	Inventory Method	Previous Amount	Amount
Default - Default Value Group		Legal Area			147.00 Acres	147.00 Acres
	Approved	Improvement Market Value			6151,700.00	6151,700.00
		Land Market Value			12,444,000.00	12,444,000.00
		TAG			16.00	16.00
		TAG.M			50.00	50.00
	Assessed	Improvements			6117,600.00	6117,600.00
		Land			12,414,000.00	12,414,000.00
		Parcel Assessed Value			12,895,200.00	12,895,200.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			12,817,200.00	12,817,200.00
		Total Assessed Value - City			0	0
		Total Borough Optional Exempt Value			1700,000.00	1700,000.00
		Total City Optional Exempt Value			0	0
		Total Mandatory County Value			1130,000.00	1130,000.00
		Unassessed Improvements			932,600.00	932,600.00
		Unassessed Land			124,400.00	124,400.00
		Land Assessed Value			12,444,000.00	12,444,000.00
		Improvement Assessed Value			6151,700.00	6151,700.00
		Total Assessed Value - Borough			12,993,200.00	12,993,200.00
	Taxable	City Taxable Value	50 - CENTRAL EMERGENCY SERVICES		0	0
		Taxable Value - Borough			12,943,200.00	12,943,200.00
	Exemption	BOROUGH EXEMPT Estimated Value			1300,000.00	1300,000.00
		Cap for Senior Exemption			1130,000.00	1130,000.00
		Exemption Value City	10 - CENTRAL EMERGENCY SERVICES		0	0
		OP Residential Seno Exemption			1700,000.00	1700,000.00
		OP Senior Exempt - 100% Exempt Value			6150,000.00	6150,000.00
		Residential Exemption			170,000.00	170,000.00
		Senior Citizen Exemption			618,000.00	618,000.00
		Water Mainline Credit Amount			110,000.00	110,000.00
		Senior Mandatory Exempt Value			117,600.00	117,600.00
		Senior Mandatory Land			123,400.00	123,400.00
		Working Improvements Assessed Value			4161,200.00	4161,200.00
		Exemption Value Borough			1300,000.00	1300,000.00
	Date	Year of Capture			2021,000,000,000	2021,000,000,000
		Effective date of value change			20210101,000000000	20210101,000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-014  
 PARCEL ID 058-230-10  
 PRIMARY OWNER MADISON WILLIS

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>219,300</u>	<u>219,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>889,400</u>	<u>889,400</u>
KPB ASSESSED (VT 1001)	<u>1,108,700</u>	<u>1,108,700</u>
KPB TAXABLE (VT 1003)	<u>758,700</u>	<u>758,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXEMPTION APPROVED

### CHANGE SUMMARY

		KPB ASSESSED <u>\$0</u>
DATE <u>07/20/21</u>		KPB TAXABLE <u>\$0</u>
SUBMITTED BY <u>SGUZMAN</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$2,959.49)</u>
		CITY FLAT TAX <u></u>



Class	Value Type	Abstrct	Secondary Affiliations	Previous Amount	Current Amount
Default - Default Value Group	Legal Acres			1.18 Acres	1.18 Acres
Approved	Improvement Market Value			\$897,400.00	\$899,400.00
	Land Market Value			\$219,300.00	\$219,300.00
	TAC			10.00	10.00
	TRC 5d			50.00	50.00
Assessed	Improvements			\$899,400.00	\$899,400.00
	Land			\$219,300.00	\$219,300.00
	Percent Assessed Value			\$1,100,700.00	\$1,100,700.00
	Personal Property Assessed Value			0	0
	Qualified for Exemption			\$1,100,700.00	\$1,100,700.00
	Total Assessed Value - City			0	0
	Total Rough Optional Exempt Value			\$700,000.00	\$700,000.00
	Total City Optional Exempt Value			0	0
	Total Mandatory Exempt Value			\$150,000.00	\$150,000.00
	Land Assessed Value			\$219,300.00	\$219,300.00
	Improvement Assessed Value			\$680,100.00	\$680,100.00
	Total Assessed Value - Borough			\$1,100,700.00	\$1,100,700.00
Transfer	City Transfer Value	10 - CENTRAL EMERGENCY SERVICES		0	0
	Transfer Value - Borough			\$750,700.00	\$750,700.00
Exemption	ADDITIONAL SECTION Exempt Value			\$200,000.00	\$200,000.00
	Cap for Senior Exemption			\$170,000.00	\$170,000.00
	Exemption Value City	10 - CENTRAL EMERGENCY SERVICES		0	0
	Old Residential Rate Exemption			\$100,000.00	\$100,000.00
	OP Senior Resident - 150% Exempt Value			\$170,000.00	\$170,000.00
	Residential Exemption			\$80,000.00	\$80,000.00
	Senior Citizens Exemption			\$130,000.00	\$130,000.00
	Senior Residents Credit Amount			\$2,950.00	\$2,950.00
	Senior Mandatory Exempt Value			\$150,000.00	\$150,000.00
	Senior Mandatory/Free			\$130,000.00	\$130,000.00
	Working Improvement Assessed Value			\$600,400.00	\$600,400.00
	Exemption Value Borough			\$250,000.00	\$250,000.00
Date	Year of Capture			2021 0000000000	2021 0000000000
	Effective date of value change			20210101 0000000000	20210101 0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-013

PARCEL ID 058-230-11

PRIMARY OWNER WELLS ALASKA COMMUNITY PROPERTY TRUST

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>221,800</u>	<u>221,800</u>
IMPROVEMENT ASSESSED (VT5)	<u>483,200</u>	<u>483,200</u>
KPB ASSESSED (VT 1001)	<u>705,000</u>	<u>705,000</u>
KPB TAXABLE (VT 1003)	<u>355,000</u>	<u>355,000</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXEMPTION APPROVED

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		CHANGE SUMMARY
DATE	<u>07/20/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$1,612.94)</u>
		CITY FLAT TAX <u></u>

Class	Value Type	Amount	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group	Legal Area			.93 Acres	.93 Acres
	Assessed			\$483,300.00	\$483,300.00
	Market Value			\$271,000.00	\$271,000.00
	TAG			\$8.00	\$8.00
	Tab. 14			\$8.00	\$8.00
	Assessed			\$483,300.00	\$483,300.00
	Land			\$221,000.00	\$221,000.00
	Parcel Assessed Value			\$765,000.00	\$765,000.00
	Personal Property Assessed Value			0	0
	Qualified for Exemption			\$765,000.00	\$765,000.00
	Total Assessed Value - City			0	0
	Total Borough Optional Exempt Value			\$708,000.00	\$708,000.00
	Total City Optional Exempt Value			0	0
	Total Mandatory Exempt Value			\$736,000.00	\$736,000.00
	Land Assessed Value			\$221,000.00	\$221,000.00
	Improvement Assessed Value			\$483,300.00	\$483,300.00
	Total Assessed Value - Borough			\$709,000.00	\$709,000.00
	Taxable		30 - CENTRAL EMERGENCY SERVICES	0	0
	City Taxable Value			\$25,000.00	\$25,000.00
	Taxable Value - Borough			\$206,000.00	\$206,000.00
	Exemption			\$138,000.00	\$138,000.00
	GRANDCHILD SENIOR Exempt Value			0	0
	Cap for Senior Exemption		30 - CENTRAL EMERGENCY SERVICES	\$36,000.00	\$36,000.00
	Formation Value City			\$18,000.00	\$18,000.00
	OP Residential Over Exemption			\$18,000.00	\$18,000.00
	OP Senior Resident >150k Exempt Value			\$18,000.00	\$18,000.00
	Roadfront Exemption			\$18,000.00	\$18,000.00
	Senior Citizen Exemption			\$18,000.00	\$18,000.00
	Senior Homeless Credit Amount			\$18,000.00	\$18,000.00
	Senior Mandatory Exempt Value			\$18,000.00	\$18,000.00
	Senior Mandatory/IMP			\$483,300.00	\$483,300.00
	Working Improvement Assessed Value			\$25,000.00	\$25,000.00
	Exemption Value Borough			\$138,000.00	\$138,000.00
Date	Year of Cadastre			2021.000000000	2021.000000000
	Effective date of value change			202101.000000000	202101.000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-012  
 PARCEL ID 063-181-20  
 PRIMARY OWNER ZUSPAN DARWIN

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>125,700</u>	<u>125,700</u>
IMPROVEMENT ASSESSED (VT5)	<u>482,400</u>	<u>482,400</u>
KPB ASSESSED (VT 1001)	<u>608,100</u>	<u>608,100</u>
KPB TAXABLE (VT 1003)	<u>258,100</u>	<u>258,100</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXEMPTION APPROVED

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		CHANGE SUMMARY
DATE <u>07/20/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY <u>SGUZMAN</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u>(\$986.84)</u>
	CITY FLAT TAX	<u></u>

Original Values		Assessed Values		Exempt Values	
Class	Value Type	Area/Date	Assessed Value	Exempt Value	Net Value
Default - Default Value Group					
Approved	Label Acres		3.29 Acres	3.29 Acres	
	Improvement Market Value		9487,498.00	9487,498.00	
	Land Market Value		125,790.00	125,790.00	
	TAG		30.00	30.00	
Assessed	Improvements		9487,498.00	9487,498.00	
	Land		125,790.00	125,790.00	
	Parcel Assessed Value		9613,288.00	9613,288.00	
	Personal Property Assessed Value		0	0	
	Qualified for Exemption		0	0	
	Total Assessed Value - City		9613,288.00	9613,288.00	
	Total Borough Optional District Value		0	0	
	Total City Optional District Value		0	0	
	Total Mandatory Exempt Value		0	0	
	Land Assessed Value		125,790.00	125,790.00	
	Improvement Assessed Value		9487,498.00	9487,498.00	
	Total Assessed Value - Borough		9613,288.00	9613,288.00	
taxable	City Taxable Value	30 - CENTRAL EMERGENCY SERVICES	0	0	
	Taxable Value - Borough		9613,288.00	9613,288.00	
Exemption	BOROUGH SENIOR Exempt Value		3308,000.00	3308,000.00	
	Cap for Senior Exemptions		1180,000.00	1180,000.00	
	Exemption Value - City	30 - CENTRAL EMERGENCY SERVICES	0	0	
	OP Residential Senr Exemption		180,000.00	180,000.00	
	OP Senior Resident > 1800 Exempt Value		116,000.00	116,000.00	
	Residential Exemption		980,000.00	980,000.00	
	Senior Citizen Exemption		1180,000.00	1180,000.00	
	Senior Membership Credit Amount		0	0	
	Senior Mandatory Exempt Value		3308,000.00	3308,000.00	
	Senior Mandatory Exempt		1180,000.00	1180,000.00	
	Working Improvement Assessed Value		6407,488.00	6407,488.00	
	Exemption Value Borough		3398,000.00	3398,000.00	
Date	Year of Capture		2021.0930000000	2021.0930000000	
	Effective Date of Value Change		20210930.0000000000	20210930.0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-011  
 PARCEL ID 063-700-39  
 PRIMARY OWNER BOUCHER SAMUEL

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>23,600</u>	<u>23,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>339,500</u>	<u>339,500</u>
KPB ASSESSED (VT 1001)	<u>363,100</u>	<u>363,100</u>
KPB TAXABLE (VT 1003)	<u>363,100</u>	<u>13,100</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBILITY

### CHANGE SUMMARY

DATE	<u>07/09/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE	<u>(\$350,000)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

Cadastral Values				Excluded in Filter values		
SIR	Class	Value Type	Attributes	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group		Legal form			1.30 Acres	1.30 Acres
	Appraised	Improvement Market value			\$139,900.00	\$139,900.00
		Land Market value			\$23,000.00	\$23,000.00
		TAG			\$0.00	\$0.00
		TAG3d			\$0.00	\$0.00
	Assessed	Improvements			\$139,900.00	\$139,900.00
		Land			\$23,000.00	\$23,000.00
		Parcel Assessed Value			\$162,900.00	\$162,900.00
		Parcel Regularly Assessed Value			\$0	\$0
		Qualified for Exemption			\$162,900.00	\$162,900.00
		Total Assessed Value - City			\$0	\$0
		Total Borough Optional Exempt Value			\$0	\$0
		Total City Optional Exempt Value			\$0	\$0
		Land Assessed Value			\$23,000.00	\$23,000.00
		Improvement Assessed Value			\$116,900.00	\$116,900.00
		Total Assessed Value - Borough			\$139,900.00	\$139,900.00
	Taxable	City Taxable Value	50 - CENTRAL EMERGENCY SERVICES		\$0	\$0
		Taxable Value - Borough			\$139,900.00	\$139,900.00
	Exemption	Cap for Senior Exemption			\$0	\$0
		Exemption Value City	50 - CENTRAL EMERGENCY SERVICES		\$0	\$0
		OP Residential Senior Exemption			\$0	\$0
		Residential Exemption			\$0	\$0
		Senior Citizen Exemption Percent			1.00	1.00
		Working Improvement Assessed Value			\$139,900.00	\$139,900.00
		Exemption Value Borough			\$0	\$0
	Date	Year of Cadastre			2021.0000000000	2021.0000000000
		Effective date of value change			20210101.0000000000	20210101.0000000000

## MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 13109314

YES Typographical, computational or other similar error?  
*Identify & Describe:*  
 YES, EXEMPTION APPLICATION APPROVED BUT CLERK FAILED TO COMPLETE THE INPUT INTO AUMENTUM

YES Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 YES, KPB RECORDS DID NOT SHOW EXEMPTION

YES Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 YES, EXEMPTION APPROVED BUT INPUT FAILED TO GET ENTERED PROPERLY

Certified Value	Land	\$23,900
	Improvements	\$198,100
	Personal Property	
	Total	\$222,000
Adjusted Value	Land	\$23,900
	Improvements	\$198,100
	Personal Property	
	Total	\$222,000

Prepared by SGUZMAN 7/15/2021  
Date

Approved by *Adean Owitz* 7/15/2021  
Department Director Date



## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-010  
 PARCEL ID 131-093-14  
 PRIMARY OWNER FANNING, CRAIG

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>23,900</u>	<u>23,900</u>
IMPROVEMENT ASSESSED (VT5)	<u>198,100</u>	<u>198,100</u>
KPB ASSESSED (VT 1001)	<u>222,000</u>	<u>222,000</u>
KPB TAXABLE (VT 1003)	<u>172,000</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR - SENIOR EXEMPTION APPROVED PUT INPUT NOT COMPLETED

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### CHANGE SUMMARY

		KPB ASSESSED <u>\$0</u>
DATE <u>07/15/21</u>		KPB TAXABLE <u>(\$172,000)</u>
SUBMITTED BY <u>SGUZMAN</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Category Value	Code	Value Type	Amount	Scope/Rate Attribute	Expanded to Other Values	
					Process Amount	Amount
Legal Acres					1.42 Acres	1.42 Acres
<b>Default - Default Value Group</b>						
	Appraisal	Improvement Market Value			\$196,100.00	\$196,100.00
		Land Market Value			\$23,900.00	\$23,900.00
		TAG			\$0.00	\$0.00
		TAG.25			\$0.00	\$0.00
	Assessed	Improvements			\$196,100.00	\$196,100.00
		Land			\$23,900.00	\$23,900.00
		Parcel Assessed Value			\$219,900.00	\$219,900.00
		Personal Property Assessed Value			\$0.00	\$0.00
		Qualified for Exemption			\$0.00	\$0.00
		Total Assessed Value - City			\$219,900.00	\$219,900.00
		Total Borough Optional Exempt Value			\$0.00	\$0.00
		Total City Optional Exempt Value			\$0.00	\$196,000.00
		Total Mandatory Exempt Value			\$0.00	\$23,900.00
		Land Assessed Value			\$23,900.00	\$23,900.00
		Improvement Assessed Value			\$196,100.00	\$196,100.00
		Total Assessed Value - Borough			\$220,000.00	\$220,000.00
	Ineligible	City Taxable Value	00 - CENTRAL EMERGENCY SERVICES		\$0.00	\$0.00
		Taxable Value - Borough			\$172,000.00	\$0.00
	Exemption	BOGUSHY SCHOOL Exempt Value			\$0.00	\$222,000.00
		Cap for Senior Exemption			\$0.00	\$196,000.00
		Exemption Value City	00 - CENTRAL EMERGENCY SERVICES		\$0.00	\$0.00
		OP Residential Base Exemption			\$0.00	\$77,000.00
		OP Senior Resident > 65% Exempt Value			\$0.00	\$0.00
		Residential Exemption			\$0.00	\$196,000.00
		Senior Citizen Exemption			\$0.00	\$196,000.00
		Senior Mandatory Exempt Value			\$0.00	\$196,000.00
		Senior Mandatory Time			\$0.00	\$196,000.00
		Working Improvement Assessed Value			\$196,100.00	\$196,100.00
		Exemption Value Borough			\$220,000.00	\$220,000.00
	Date	Year of Calculation			2021.0000000000	2021.0000000000
		Effective date of value change			20210101.0000000000	20210101.0000000000

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-009  
 PARCEL ID 133-010-41  
 PRIMARY OWNER OSMAR DEAN

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>388,300</u>	<u>388,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>548,000</u>	<u>548,000</u>
KPB ASSESSED (VT 1001)	<u>936,300</u>	<u>936,300</u>
KPB TAXABLE (VT 1003)	<u>586,300</u>	<u>586,300</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXEMPTION APPROVED

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	CHANGE SUMMARY
DATE <u>07/20/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY <u>SGUZMAN</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
	CITY TAXABLE <u>\$0</u>
	KPB FLAT TAX <u>(\$3,672.23)</u>
	CITY FLAT TAX <u></u>

Category	Class	Value Type	Agency	Boundary Address	Previous Amount	Current Amount	
Default - Default Value Group	Assessed	Legal Acres			43.33 Acres	43.33 Acres	
		Improvement Market Value			\$545,000.00	\$545,000.00	
		Land Market Value			\$264,300.00	\$264,300.00	
			TAG			0.00	0.00
		Assessed	TAG Lid			0.00	0.00
			Improvements			\$545,000.00	\$545,000.00
			Land			\$264,300.00	\$264,300.00
			Percent Assessed Value			9736.300000	9736.300000
			Percent Property Assessed Value			0	0
			Qualified for Exemption			0	0
			Total Assessed Value - City			\$809,300.00	\$809,300.00
			Total Borough Optional Exempt Value			0	0
			Total Borough Optional Exempt Value			\$264,300.00	\$264,300.00
			Total Mandatory Exempt Value			0	0
		Land Assessed Value			\$264,300.00	\$264,300.00	
		Improvement Assessed Value			\$545,000.00	\$545,000.00	
		Total Assessed Value - Borough			\$809,300.00	\$809,300.00	
		Taxable	City Taxable Value	50 - CENTRAL EMERGENCY SERVICES		0	0
			Taxable Value - Borough			\$809,300.00	\$809,300.00
		Exemption	BOROUGH EXEMPT Exempt Value			\$264,300.00	\$264,300.00
			Cap for Senior Exemption			\$156,000.00	\$156,000.00
			Swampland Value City	50 - CENTRAL EMERGENCY SERVICES		0	0
			OP Residential Boro Exemption			\$50,000.00	\$50,000.00
			OP Senior Resident >15th Exempt Value			\$156,000.00	\$156,000.00
			Residential Exemption			\$50,000.00	\$50,000.00
			Senior Citizen Exemption			\$150,000.00	\$150,000.00
			Senior Handicap Credit Amount			0	0
			Senior Mandatory Exempt Value			\$150,000.00	\$150,000.00
			Senior Mandatory Tax			\$150,000.00	\$150,000.00
		Working Improvement Assessed Value			\$545,000.00	\$545,000.00	
		Exemption Value Borough			\$264,300.00	\$264,300.00	
		Date	Year of Construction			2021.00000000	2021.00000000
			Effective Date of Value Change			2021.00000000	2021.00000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 58-21-008  
 PARCEL ID 137-250-57  
 PRIMARY OWNER POTTER, ROBERT

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>16,700</u>	<u>16,700</u>
IMPROVEMENT ASSESSED (VT5)	<u>168,300</u>	<u>168,300</u>
KPB ASSESSED (VT 1001)	<u>185,000</u>	<u>185,000</u>
KPB TAXABLE (VT 1003)	<u>135,000</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBILITY

### CHANGE SUMMARY

DATE	<u>07/21/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE	<u>(\$135,000)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 68-21-009  
 PARCEL ID 157-063-54  
 PRIMARY OWNER MAXWELL, GREG

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>20,300</u>	<u>20,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>320,900</u>	<u>320,900</u>
KPB ASSESSED (VT 1001)	<u>341,200</u>	<u>341,200</u>
KPB TAXABLE (VT 1003)	<u>291,200</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR EXEMPTION APPROVED AFTER CONFIRMATION OF PFD ELIGIBILITY

		CHANGE SUMMARY
DATE	<u>07/16/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE <u>(\$291,200)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Class	Value Type	Address	Secondary Address	Previous Amount	Current Amount
Assessed	Legal Area			1.11 Acres	1.11 Acres
	Improvement Market Value			\$30,908.00	\$30,908.00
Assessed	Land Market Value			\$30,308.00	\$30,308.00
	TAG			00.00	00.00
Assessed	TAG.LI			00.00	00.00
	Improvements			\$30,908.00	\$30,908.00
Assessed	Land			\$30,308.00	\$30,308.00
	Parcel Assessed Value			\$301,308.00	\$301,308.00
Assessed	Personal Property Assessed Value			0	0
	Qualified for Exemption			\$301,308.00	\$301,308.00
Assessed	Total Assessed Value - City			0	0
	Total Borough Optional Through Value			\$30,908.00	\$30,908.00
Assessed	Total City Optional Through Value			0	0
	Total Mandatory Exempt Value			0	\$30,908.00
Assessed	Land Assessed Value			\$30,308.00	\$30,308.00
	Improvement Assessed Value			\$30,908.00	\$30,908.00
Assessed	Total Assessed Value - Borough			\$301,308.00	\$301,308.00
	City Taxable Value	00 - WESTERN EMERGENCY SVS		0	0
Assessed	Taxable Value - Borough			\$301,308.00	0
	Exemption	00000000000000000000		\$300,000.00	\$300,000.00
Assessed	Cap for Senior Exemption			0	0
	Exemption Value City	00 - WESTERN EMERGENCY SVS		0	0
Assessed	00 Residential Home Exemption			\$00,000.00	\$00,000.00
	00 Senior Resident > 150k Exempt Value			0	\$00,000.00
Assessed	Residential Exemption			\$00,000.00	\$00,000.00
	Senior Citizen Exemption			0	\$150,000.00
Assessed	Senior Mandatory Exempt Value			0	\$150,000.00
	Senior Mandatory Exempt Value			0	\$150,000.00
Assessed	Working Improvement Assessed Value			\$30,908.00	\$30,908.00
	Exemption Value through			\$00,000.00	\$30,908.00
Date	Year of Change			202100000000	202100000000
	Western date of value change			2021000000000000	2021000000000000



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 68-21-008  
 PARCEL ID 165-200-14  
 PRIMARY OWNER BOYCE, DENNIS & ALISON

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>600</u>	<u>600</u>
LAND ASSESSED (VT4)	<u>545,200</u>	<u>545,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>545,200</u>	<u>545,200</u>
KPB TAXABLE (VT 1003)	<u>3,800</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018,  
LEASE REMOVED FOR 2019, 2020 & 2021

### CHANGE SUMMARY

DATE	<u>07/29/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>LCRANE</u>	KPB TAXABLE	<u>(\$3,800)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

**MANIFEST CLERICAL ERROR - CHECKLIST**

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 165-200-14

X Typographical, computational or other similar error?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021

X Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021

X Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERRDR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021

Certified Value	Land	_____ \$3,800
	Improvements	_____
	Personal Property	_____
	Total	_____ \$3,800

Adjusted Value	Land	_____ \$0
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Prepared by LCRANE 7/29/2021

Approved by *Adleen D.W. K* 7-29-2021  
 Department Director Date

<b>PN</b> <b>ADR</b> <b>Class Code</b> <b>Roll Type</b> <b>Area Code</b> <b>TAG</b> <b>Primary Owner</b>	<b>16520014</b> 000 Leased Vacant Land Real Property 001 00-00 - WESTERN EMERGENCY SVS ALASKA STATE D R R	<b>16520014</b> 000 Leased Vacant Land Real Property 001 00-00 - WESTERN EMERGENCY SVS ALASKA STATE D R R	<b>Category</b> Default <b>Description</b> Default Value Group <b>Type</b> Real and Personal
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Show All Values  Show All Values  
 Show Reviewed Object Aggregate Values  Show Reviewed Object Aggregate Values

Info	Class	Value Type	Assessment	Secondary Assesses	Previous Assesmt	Assesmt
<b>Default - Default Value Group</b>						
	Appraised	Legal Area			0.0000 Acres	
		Land Market Value			\$545,200.00	\$545,200.00
		Land Use Value			\$3,000.00	
		TAG			00.00	00.00
		TAG 16			00.00	00.00
	Assessed	Land			\$3,000.00	
		Personal Assessed Value			\$3,000.00	0
		Personal Property Assessed Value			0	0
		Qualified for Exemption			\$549,000.00	\$545,200.00
		Total Assessed Value - City			0	0
		Total City Ordinal Exempt Value			0	0
		Land Assessed Value			\$3,000.00	
		Value Assessed Value - Borough			\$3,000.00	0
	Taxable	City Taxable Value	00 - WESTERN EMERGENCY SVS		0	0
		Taxable Value - Borough			\$3,000.00	0
	Exemption	Exemption Value City	00 - WESTERN EMERGENCY SVS		0	0
		City Personal Property Interest Taxed			\$345,200.00	\$345,200.00
		Exemption Value Borough			0	0
	Date	Year of Cadastre			2021,0000000000	2021,0000000000
		Effective date of value change			20210001,0000000000	20210001,0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2020 TAR NUMBER 68-20-16  
 PARCEL ID 165-200-14  
 PRIMARY OWNER BOYCE, DENNIS & ALISON

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>600</u>	<u>600</u>
LAND ASSESSED (VT4)	<u>545,200</u>	<u>545,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>545,200</u>	<u>545,200</u>
KPB TAXABLE (VT 1003)	<u>3,800</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018,  
LEASE REMOVED FOR 2019, 2020 & 2021

		CHANGE SUMMARY
DATE	<u>07/29/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>LCRANE</u>	KPB TAXABLE <u>(\$3,800)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

**MANIFEST CLERICAL ERROR - CHECKLIST**

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 165-200-14

X  Typographical, computational or other similar error?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021

X  Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021

X  Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021

Certified Value	Land	_____	\$3,800
	Improvements	_____	
	Personal Property	_____	
	Total	_____	\$3,800

Adjusted Value	Land	_____	\$0
	Improvements	_____	
	Personal Property	_____	
	Total	_____	\$0

Prepared by LCRANE 7/29/2021

Approved by Adrian Dewy 7/29/2021  
 Department Director Date



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2019

TAR NUMBER 68-19-011

PARCEL ID 165-200-14

PRIMARY OWNER BOYCE, DENNIS & ALISON

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>600</u>	<u>600</u>
LAND ASSESSED (VT4)	<u>382,100</u>	<u>382,100</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>382,100</u>	<u>382,100</u>
KPB TAXABLE (VT 1003)	<u>3,800</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018,  
LEASE REMOVED FOR 2019, 2020 & 2021

		CHANGE SUMMARY
DATE	<u>07/29/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>LCRANE</u>	KPB TAXABLE <u>(\$3,800)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

**MANIFEST CLERICAL ERROR - CHECKLIST**

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 165-200-14

X  Typographical, computational or other similar error?  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021**

X  Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021**

X  Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR. LEASE WITH DNR EXPIRED 11/17/2018, LEASE SHOULD HAVE BEEN REMOVED FOR 2019, 2020 & 2021**

Certified Value	Land	_____	\$3,800
	Improvements	_____	
	Personal Property	_____	
	Total	_____	\$3,800

Adjusted Value	Land	_____	\$0
	Improvements	_____	
	Personal Property	_____	
	Total	_____	\$0

Prepared by LCRANE 7/29/2021  
 Date

Approved by *Orleen Dewar* 07-29-2021  
 Department Director Date





# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 68-21-007  
 PARCEL ID 165-250-30  
 PRIMARY OWNER TURPIN, MAX

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>13,300</u>	<u>13,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>106,700</u>	<u>106,700</u>
KPB ASSESSED (VT 1001)	<u>120,000</u>	<u>120,000</u>
KPB TAXABLE (VT 1003)	<u>120,000</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBILITY

### CHANGE SUMMARY

DATE	<u>08/03/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE	<u>(\$120,000)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

Category	Class	Value Type	Amount	Secondary Amount	2021 Amount	2022 Amount
<b>Default - Default Value Group</b>		<b>Legal Acres</b>			<b>1.82 Acres</b>	<b>1.82 Acres</b>
	<b>Appraised</b>	<b>Improvement Market Value</b>			<b>\$106,700.00</b>	<b>\$106,700.00</b>
		<b>Land Market Value</b>			<b>\$13,300.00</b>	<b>\$13,300.00</b>
		<b>TAG</b>			<b>00.00</b>	<b>00.00</b>
		<b>TAG.Ltd</b>			<b>00.00</b>	<b>00.00</b>
	<b>Assessed</b>	<b>Improvements</b>			<b>\$106,700.00</b>	<b>\$106,700.00</b>
		<b>Land</b>			<b>\$13,300.00</b>	<b>\$13,300.00</b>
		<b>Parcel Assessed Value</b>			<b>\$120,000.00</b>	<b>\$120,000.00</b>
		<b>Personal Property Assessed Value</b>			<b>0</b>	<b>0</b>
		<b>Qualified for Exemption</b>			<b>\$120,000.00</b>	<b>\$120,000.00</b>
		<b>Total Assessed Value - City</b>			<b>0</b>	<b>0</b>
		<b>Total City Optional Exempt Value</b>			<b>0</b>	<b>0</b>
		<b>Total Mandatory Exempt Value</b>				<b>\$120,000.00</b>
		<b>Land Assessed Value</b>			<b>\$13,300.00</b>	<b>\$13,300.00</b>
		<b>Improvement Assessed Value</b>			<b>\$106,700.00</b>	<b>\$106,700.00</b>
		<b>Total Assessed Value - Borough</b>			<b>\$120,000.00</b>	<b>\$120,000.00</b>
	<b>Taxable</b>	<b>City Taxable Value</b>			<b>0</b>	<b>0</b>
		<b>Taxable Value - Borough</b>	<b>00 - WESTERN EMERGENCY SVS</b>		<b>\$120,000.00</b>	<b>\$120,000.00</b>
	<b>Exemption</b>	<b>Exemption at State Exempt Value</b>			<b>0</b>	<b>\$120,000.00</b>
		<b>Cap for Senior Exemption</b>			<b>0</b>	<b>\$120,000.00</b>
		<b>Exemption Value City</b>	<b>00 - WESTERN EMERGENCY SVS</b>		<b>0</b>	<b>0</b>
		<b>Residential Exemption</b>			<b>0</b>	<b>\$90,000.00</b>
		<b>Senior Citizen Exemption</b>			<b>0</b>	<b>\$120,000.00</b>
		<b>Senior Mandatory Exempt Value</b>			<b>0</b>	<b>\$120,000.00</b>
		<b>Senior MandatoryCap</b>			<b>0</b>	<b>\$120,000.00</b>
		<b>Senior MandatoryLand</b>			<b>0</b>	<b>\$13,300.00</b>
		<b>Working Improvement Assessed Value</b>			<b>\$106,700.00</b>	<b>\$106,700.00</b>
		<b>Exemption Value Borough</b>			<b>0</b>	<b>\$120,000.00</b>
<b>Date</b>		<b>Year of Coltrre</b>			<b>2021.0000000000</b>	<b>2021.0000000000</b>
		<b>Effective date of value change</b>			<b>2021.0000000000</b>	<b>2021.0000000000</b>

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 68-21-006  
 PARCEL ID 165-490-08  
 PRIMARY OWNER GOMEZ, JOSE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>190</u>	<u>190</u>
LAND ASSESSED (VT4)	<u>9,500</u>	<u>9,500</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>9,500</u>	<u>9,500</u>
KPB TAXABLE (VT 1003)	<u>9,500</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION LATE FILED 50K APPROVED BY THE MAYOR

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		CHANGE SUMMARY
	KPB ASSESSED	<u>\$0</u>
DATE <u>07/16/21</u>	KPB TAXABLE	<u>(\$9,500)</u>
SUBMITTED BY <u>SGUZMAN</u>	CITY ASSESSED	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>



## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 68-21-005  
 PARCEL ID 165-500-21  
 PRIMARY OWNER BARRON LISIA

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>112</u>	<u>112</u>
LAND ASSESSED (VT4)	<u>35,700</u>	<u>35,700</u>
IMPROVEMENT ASSESSED (VT5)	<u>688,100</u>	<u>688,100</u>
KPB ASSESSED (VT 1001)	<u>723,800</u>	<u>723,800</u>
KPB TAXABLE (VT 1003)	<u>373,800</u>	<u>373,800</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR HARDSHIP EXE APPROVED

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		CHANGE SUMMARY
		KPB ASSESSED <u>\$0</u>
DATE <u>07/23/21</u>		KPB TAXABLE <u>\$0</u>
SUBMITTED BY <u>SGUZMAN</u>		CITY ASSESSED <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$3,443.88)</u>
		CITY FLAT TAX <u></u>

Class	Value Type	Attribute	Inventory Method	Previous Amount	Exposed to Value
Default - Default Value Group	Legal Acres			1.17 Acres	1.17 Acres
Assessed	Intervenor Market Value			1465,100.00	1465,100.00
	Land Market Value			829,700.00	829,700.00
	TAC			68.00	68.00
	TAB.1d			68.00	68.00
Assessed	Improvements			1465,100.00	1465,100.00
	Land			829,700.00	829,700.00
	Rental Assessed Value			672,800.00	672,800.00
	Personal Property Assessed Value			0	0
	Qualified for Conspicuous			1723,800.00	1723,800.00
	Total Assessed Value - City			0	0
	Total Borough Optional Exempt Value			1308,800.00	1308,800.00
	Total City Optional Exempt Value			0	0
	Total Mandatory Exempt Value			1158,800.00	1158,800.00
	Land Assessed Value			829,700.00	829,700.00
	Improvement Assessed Value			1465,100.00	1465,100.00
	Total Assessed Value - Borough			1723,800.00	1723,800.00
Taxable	City Taxable Value	66 - WESTERN EMERGENCY SVS		0	0
	Exempt Value - Borough			1373,800.00	1373,800.00
Exemption	BOROUGH SENIOR Exempt Value			1308,800.00	1308,800.00
	Cap for Senior Exemption			114,800.00	114,800.00
	Exemption Value City	66 - WESTERN EMERGENCY SVS		0	0
	OP Residential Base Exemption			138,800.00	138,800.00
	OP Senior Assessed > 15M Exempt Value			138,800.00	138,800.00
	Residential Exemption			89,800.00	89,800.00
	Senior Citizen Exemption			119,800.00	119,800.00
	Senior Membership Credit Assessed			62,400.00	62,400.00
	Senior Residential Exempt Value			119,800.00	119,800.00
	Senior Membership			119,800.00	119,800.00
	Working Improvement Assessed Value			1465,100.00	1465,100.00
	Exemption Value Borough			1373,800.00	1373,800.00
Date	Year of Collection			2011-01-01	2011-01-01
	Effective date of value change			2011-01-01	2011-01-01

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 68-21-004  
 PARCEL ID 169-141-06  
 PRIMARY OWNER PORTER DAVID REVOCABLE LIVING TRUST

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>21,900</u>	<u>21,900</u>
IMPROVEMENT ASSESSED (VT5)	<u>94,300</u>	<u>94,300</u>
KPB ASSESSED (VT 1001)	<u>116,200</u>	<u>116,200</u>
KPB TAXABLE (VT 1003)	<u>116,200</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION 2021 SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBILITY

		CHANGE SUMMARY
	KPB ASSESSED	<u>\$0</u>
DATE <u>08/03/21</u>	KPB TAXABLE	<u>(\$116,200)</u>
SUBMITTED BY <u>SGUZMAN</u>	CITY ASSESSED	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>



Site	Class	Utility Type	Miscellaneous	Secondary Address	Fiscal Year	Assessed
Default - Default Value Group	Assessed	Legal Acres			2.44 Acres	2.44 Acres
		Improvements Market Value			894,288.00	894,288.00
		Land Market Value			821,988.00	821,988.00
	Assessed	TAG			85.00	85.00
		TAGLID			85.00	85.00
		Improvements			894,288.00	894,288.00
		Land			821,988.00	821,988.00
		Personal Assessed Value			0	0
		Personal Property Assessed Value			0	0
	Taxable	Qualified for Exemption			0	0
		Total Assessed Value - City			1,716,276.00	1,716,276.00
		Total City Optout Exempt Value			0	0
		Total Mandatory Exempt Value			0	0
		Land Assessed Value			821,988.00	821,988.00
		Improvement Assessed Value			894,288.00	894,288.00
		Total Assessed Value - Borough			1,716,276.00	1,716,276.00
		City Taxable Value	60 - WESTERN EMERGENCY SVS		0	0
		Taxable Value - Borough			1,716,276.00	1,716,276.00
		Exemption	60 - WESTERN EMERGENCY SVS		0	0
	Data	Exemption	60 - WESTERN EMERGENCY SVS		0	0
		Exemption Value City			0	0
		Qualified Exemption			0	0
		Senior Citizen Exemption			0	0
		Senior Homestead Exempt Value			0	0
		Senior Homestead			0	0
		Senior Homestead Land			0	0
		Working Improvement Assessed Value			894,288.00	894,288.00
		Exemption Value Borough			0	0
		Year of Capture			2021.0000000000	2021.0000000000
				2021.0000000000	2021.0000000000	
			2021.0000000000	2021.0000000000		

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 68-21-003  
 PARCEL ID 171-370-05  
 PRIMARY OWNER NELSON, JAMES

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>29,900</u>	<u>29,900</u>
IMPROVEMENT ASSESSED (VT5)	<u>309,800</u>	<u>309,800</u>
KPB ASSESSED (VT 1001)	<u>339,700</u>	<u>339,700</u>
KPB TAXABLE (VT 1003)	<u>339,700</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR - SENIOR CITIZEN AND 50K EXEMPTION APPROVED FOR 2021. REMOVED IN ERROR.

		CHANGE SUMMARY
DATE	<u>07/12/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE <u>(\$339,700)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

**MANIFEST CLERICAL ERROR - CHECKLIST**

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Parcel ID / Acct # 17137005

YES Typographical, computational or other similar error?  
*Identify & Describe:*  
 YES, EXEMPTION REMOVED IN ERROR. CLERK THOUGHT THE APPLICANT WANTED TO MOVE EXMEPTION TO ANOTHER PIN AND REMOVED EXEMPTION REEMPTIVELY

YES Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 YES, EXEMPTION DID NOT APPEAR ON ANY BOROUGH DOCUMENTS

YES Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 YES, CLERK REMOVED EXEMPTION WITHOUT 100% ASSURITY THAT THE APPLICANT WAS MOVING TO ANOTHER PIN

Certified Value	Land	<u>\$29,900</u>
	Improvements	<u>\$309,800</u>
	Personal Property	
	Total	<u>\$339,700</u>

Adjusted Value	Land	<u>\$29,900</u>
	Improvements	<u>\$309,800</u>
	Personal Property	
	Total	<u>\$339,700</u>

Prepared by SGUZMAN 7/12/2021  
 Approved by Aileen Dwyer 7/12/2021  
 Department Director Date

Category	Class	Value Type	Assessed	Secondary Address	Proposed Amount	Revised to Date Value		
Detail - Detail Value Group	Assessed	Legal Area			1.25 Acres	1.25 Acres		
		Improvement Market Value			\$209,000.00	\$209,000.00		
		Land Market Value			\$29,900.00	\$29,900.00		
		TAG			68.00	68.00		
		TAG 14			68.00	68.00		
Assessed	Assessed	Improvements			\$209,000.00	\$209,000.00		
		Land			\$29,900.00	\$29,900.00		
		Personal Assessed Value			\$238,900.00	\$238,900.00		
		Personal Property Assessed Value			0	0		
		Qualified for Exemption			\$238,900.00	\$238,900.00		
		Total Assessed Value - City			0	0		
		Total Borough Optional Exempt Value			0	\$180,700.00		
		Total City Optional Exempt Value			0	0		
		Total Mandatory Exempt Value			0	\$180,700.00		
		Land Assessed Value			\$29,900.00	\$29,900.00		
Assessed	Assessed	Improvements Assessed Value			\$209,000.00	\$209,000.00		
		Total Assessed Value - Borough			\$238,900.00	\$238,900.00		
		City Taxable Value	66 - WESTERN EMERGENCY SVS		0	0		
		Taxable Value - Borough			\$238,900.00	0		
		Exemption	Exemption	BOROUGH SENIOR Exempt Value			0	\$238,900.00
				Cap For Senior Exemption			0	\$238,900.00
				Exemption Value City	66 - WESTERN EMERGENCY SVS		0	0
				OP Residential Care Exemption			0	\$238,900.00
				OP Senior Resident > 65th Exempt Value			0	\$238,900.00
				Residential Exemption			0	\$238,900.00
Senior Citizen Exemption					0	\$238,900.00		
Senior Mandatory Exempt Value					0	\$238,900.00		
Senior Mandatory Cap					0	\$238,900.00		
Working Improvement Assessed Value					\$209,000.00	\$209,000.00		
Date	Date	Exemption Value Borough			0	\$238,900.00		
		Year of Calendar			2021.0000000000	2021.0000000000		
		Effective date of value change			20210101.0000000000	20210101.0000000000		

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021

TAR NUMBER 20-21-003

PARCEL ID 177-101-23

PRIMARY OWNER CRAM, CYNTHIA

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>34,000</u>	<u>34,000</u>
IMPROVEMENT ASSESSED (VT5)	<u>90,500</u>	<u>90,500</u>
KPB ASSESSED (VT 1001)	<u>124,500</u>	<u>124,500</u>
KPB TAXABLE (VT 1003)	<u>74,500</u>	<u>42,200</u>
CITY ASSESSED (VT 1011)	<u>124,500</u>	<u>124,500</u>
CITY TAXABLE (VT 1013)	<u>104,500</u>	<u>72,200</u>

EXPLANATION MANIFEST CLERICAL ERROR - EXEMPTION APPROVED, BUT NOT ENTERED  
CORRECTLY IN AUMENTUM

### CHANGE SUMMARY

DATE	<u>07/13/21</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE	<u>(\$32,300)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>(\$32,300)</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

**MANIFEST CLERICAL ERROR - CHECKLIST**

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 17710123

YES Typographical, computational or other similar error?  
*Identify & Describe:*  
 YES, EXEMPTION APPROVED BUT NOT ENTERED INTO AUMENTUM

YES Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 YES, EXEMPTION WAS NOT LISTED ON KPB DOCUMENTS

YES Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 YES, EXEMPTION WAS APPROVED, BUT DID NOT GET ENTERED INTO AUMENTUM

Certified Value	Land	<u>\$34,000</u>
	Improvements	<u>\$90,500</u>
	Personal Property	
	Total	<u>\$124,500</u>

Adjusted Value	Land	<u>\$34,000</u>
	Improvements	<u>\$90,500</u>
	Personal Property	
	Total	<u>\$124,500</u>

Prepared by SGUZMAN 7/13/2021  
 Date  
 Approved by Adam Dewitz 7/13/2021  
 Department Director Date

Category / Item	Class	Value Type	Area/Id	Boundary Address	Previous Amount	Expend to Other Values
Site		Land Area			.54 acres	.54 acres
Default - Default Value Group	Assessed	Improvement Market Value			690,500.00	690,500.00
		Land Market Value			134,000.00	134,000.00
		TAC			20.00	20.00
		TAC, Id			20.00	20.00
	Assessed	Improvements			17,800.00	17,800.00
		Land			68,500.00	68,500.00
		Parcel Assessed Value			1124,500.00	1124,500.00
		Revised Property Assessed Value			0	0
		Qualified for Exemption			132,500.00	132,500.00
		Total Assessed Value - City			1124,500.00	1124,500.00
		Total Borough Optional Exempt Value			640,000.00	640,000.00
		Total City Optional Exempt Value			130,000.00	130,000.00
		Total Mandatory Exempt Value			633,200.00	633,200.00
		Unimproved Improvements			940,700.00	940,700.00
		Unimproved Land			123,500.00	123,500.00
		Land Assessed Value			134,000.00	134,000.00
		Improvement Assessed Value			690,500.00	690,500.00
		Total Assessed Value - Borough			1124,500.00	1124,500.00
	Taxable	City Taxable Value	20 - HOWER CITY		6104,000.00	6173,200.00
		Taxable Value - Borough			174,500.00	142,300.00
	Exemption	BOROUGH BLDG EXEMPT VALUE				6130,900.00
		Cap For Greater Exemption				
		Exemption Value City	20 - HOWER CITY		820,000.00	833,300.00
		OP 2% City Residential Exemption			170,000.00	170,000.00
		OP Residential Boro Exemption			150,000.00	150,000.00
		Residential Exemption			150,000.00	150,000.00
		Greater Citizens Exemption				833,300.00
		Greater Mandatory Exempt Value				833,300.00
		Greater Mandatory Land				123,500.00
		Working Improvement Assessed Value			690,500.00	690,500.00
		Exemption Value Borough			6104,000.00	6173,200.00
Date		Year of Calculation			2021.0000000000	2021.0000000000
		Effective date of value change			20210101.0000000000	20210101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2021 TAR NUMBER 20-21-002  
 PARCEL ID 177-220-10  
 PRIMARY OWNER LEWIS, MILLIE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>39,300</u>	<u>39,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>60,300</u>	<u>60,300</u>
KPB ASSESSED (VT 1001)	<u>99,600</u>	<u>99,600</u>
KPB TAXABLE (VT 1003)	<u>49,600</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>99,600</u>	<u>99,600</u>
CITY TAXABLE (VT 1013)	<u>79,600</u>	<u>0</u>

EXPLANATION SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBLE

		CHANGE SUMMARY
DATE	<u>07/19/21</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE <u>(\$49,600)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>(\$79,600)</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>





## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2019 TAR NUMBER 20-19-027  
 PARCEL ID 800-030-37  
 PRIMARY OWNER Gillmere, Chrystal

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
CLASS CODE	<u>131</u>	<u>131</u>
LAND ASSESSED (VT4)	<u>0</u>	<u>0</u>
IMPROVEMENT ASSESSED (VT5)	<u>3,500</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>3,500</u>	<u>0</u>
KPB TAXABLE (VT 1003)	<u>3,500</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>3,500</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>3,500</u>	<u>0</u>

**EXPLANATION** Manifest clerical error. Assessing created account based on information received from the park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2019.

### CHANGE SUMMARY

		KPB ASSESSED <u>(\$3,500)</u>
DATE <u>07/19/21</u>		KPB TAXABLE <u>(\$3,500)</u>
SUBMITTED BY <u>C. Johnson</u>		CITY ASSESSED <u>(\$3,500)</u>
VERIFIED BY <u>C. FINLEY</u>		CITY TAXABLE <u>(\$3,500)</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

**MANIFEST CLERICAL ERROR - CHECKLIST**

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 80003037

X \_\_\_\_\_ Typographical, computational or other similar error?  
*Identify & Describe:*  
*Manifest Clerical Error. Assessing created account based on information received from park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2019.*

X \_\_\_\_\_ Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
*Manifest Clerical Error. Assessing created account based on information received from park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2019.*

X \_\_\_\_\_ Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
*Manifest Clerical Error. Assessing created account based on information received from park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2019.*

Certified Value	Land	_____
	Improvements	_____ \$3,500
	Personal Property	_____
	Total	_____ \$3,500
Adjusted Value	Land	_____
	Improvements	_____ \$0
	Personal Property	_____
	Total	_____ \$0

Prepared by Clyde Johnson 7/19/2021

Approved by *Clyde Johnson* 7/19/2021  
 Department Director Date

Relative Values				Export to Filter values			
Site	Class	Value Type	Attribute	Secondary Attribute	Priority Amount	Comment	
Default - Default Value Group	Appraised	Improvement Market value			\$3,500.00		
		TAG			20.00		
	Assessed	Improvements				\$3,500.00	
		Parcel Assessed Value				\$3,500.00	
		Personal Property Assessed Value				0	
		Qualified for Exemption				\$3,500.00	
		Total Assessed Value - City				\$3,500.00	
		Total City Optimal Exempt Value				0	
		Improvement Assessed Value				\$3,500.00	
	Valuable	Total Assessed Value - Borough				\$3,500.00	
		City Taxable Value		20 - BOWNE CITY		\$3,500.00	
	Exemption	Yanville Value - Borough				\$3,500.00	
		Exemption Value City		20 - BOWNE CITY		0	
		Working Improvement Assessed Value				\$3,500.00	
	Date	Exemption Value Borough				0	
		Year of Collection				2019.0000000000	
		Effective date of value change				2019101.00000000	

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2020 TAR NUMBER 20-20-033  
 PARCEL ID 800-030-37  
 PRIMARY OWNER Gillmere, Chrystal

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
CLASS CODE	<u>131</u>	<u>131</u>
LAND ASSESSED (VT4)	<u>0</u>	<u>0</u>
IMPROVEMENT ASSESSED (VT5)	<u>3,500</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>3,500</u>	<u>0</u>
KPB TAXABLE (VT 1003)	<u>3,500</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>3,500</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>3,500</u>	<u>0</u>

**EXPLANATION** Manifest clerical error. Assessing created account based on information received from the park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2020.

		CHANGE SUMMARY
		KPB ASSESSED <u>(\$3,500)</u>
DATE	<u>07/19/21</u>	KPB TAXABLE <u>(\$3,500)</u>
SUBMITTED BY	<u>C. Johnson</u>	CITY ASSESSED <u>(\$3,500)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY TAXABLE <u>(\$3,500)</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

### MANIFEST CLERICAL ERROR - CHECKLIST

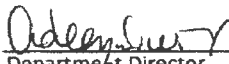
The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 80003037

- X      Typographical, computational or other similar error?  
*Identify & Describe:*  
*Manifest Clerical Error. Assessing created account based on information received from park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2020.*
- X      Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
*Manifest Clerical Error. Assessing created account based on information received from park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2020.*
- X      Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
*Manifest Clerical Error. Assessing created account based on information received from park owner. Finance has obtained corrective information from park owner and taxpayer that taxpayer and unit evicted from park in 2019. Both Finance and Assessing concur that tax should be removed for 2020.*

Certified Value	Land	
	Improvements	\$3,500
	Personal Property	
	Total	\$3,500
Adjusted Value	Land	
	Improvements	\$0
	Personal Property	
	Total	\$0

Prepared by Clyde Johnson      7/19/2021  
Date

Approved by       7/19/2021  
Date  
Department Director

Calculate Values					Current or Prior Values	
Item	Class	Value Type	Attribute	Secondary Attribute	Proposed Amount	Amount
<b>Default - Default Value Group</b>						
	Appraised	Improvement Market Value			63,500.00	
		TAC			20.00	
		TAGLd			20.00	
	Assessed	Improvements			63,500.00	
		Personal Assessed Value			63,500.00	
		Personal Property Assessed Value			0	
		Qualified for Exemption			63,500.00	
		Total Assessed Value - City			63,500.00	
		Total City Optional Exempt Value			0	
		Improvement Assessed Value			63,500.00	
		Total Assessed Value Borough			63,500.00	
	Taxable	City Taxable Value	20 - HOWER CITY		63,500.00	
		Taxable Value - Borough			63,500.00	
	Exemption	Exemption Value City	20 - HOWER CITY		0	
		Working Improvement Assessed Value			63,500.00	
		Exemption Value Borough			0	
	Date	Year of Cadastre			2020.0000000000	
		Effective date of value change			20200001.0000000000	