



Kenai Peninsula Borough

Community & Fiscal Projects

MEMORANDUM

TO: President Cooper and Assembly Members

THRU: Charlie Pierce, Mayor 

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager 

DATE: August 11, 2020

RE: 20CAR Summary Reports Ending 07/31/20

The Kenai Peninsula Borough, CARES Act Coronavirus Relief Fund projects are tracked using the following project codes and titles. This abridge summary provides activities for each project ending July 31, 2020 and is provided to the administration and to the assembly for the August 11, 2020 Special Assembly Meeting.

CAR01 GRANTS TO SMALL BUSINESS

A total of 822 applications are currently tracked in the online system and move through different review folders. The application period closed July 24, 2020 for the first application round. Please note that all hardcopy applications received before the deadline were entered into the system by a proxy reviewer. The following breakdown by status includes:

Draft status	182	Duplications, partially completed or appeals; currently eight appeals
Submitted	5	Review to be initiated
In Review	23	In some level of the review process
Granted	182	Review process satisfactorily completed
Queued for Pay	280	Ready to be paid
Declined	150	Did not meet the application requirements

Of the 822 applications, 51 were submitted by nonprofits; there are presently 18 nonprofits are in granted or queued for payment. The borough also provided this application opportunity for commercial fisheries and big game permit holders, provided that they could demonstrate physical presence within the borough boundaries.

CAR02 AUDITING SERVICES FOR SINGLE AUDITS

Formally "Waivers for Sales Tax Penalties" moved to provide funding to offset additional single audit requirements due to COVID19-related activities.

CAR03 REIMBURSE HOSPITAL COSTS

\$400,000 reimbursed to South Peninsula Hospital (SPH) for emergency protective measures (EPM) 03/01-06/30/20; an amendment increase of \$300,000 to SPH will be released August 12, 2020. The remaining balance of \$100,000 will be used to purchase air purification system and installation in the SPH and CPH facilities (Reference CAR13 for details).

CAR04 VOLUNTEER FIRE & EMS

The application was provided the volunteer fire departments within the Kenai Peninsula Borough of which four departments have elected to participate in the grant program. The following will receive \$10,000 grant for projects to be completed by November 30, 2020: Cooper Landing Emergency Services, Lowell Point Volunteer Fire, Village of Port Graham and Moose Pass Volunteer Fire Company.

CAR05 FIRE & EMS SA PERSONNEL COSTS

Reimburse the service areas' personnel costs for administering COVID19-related activities during the period 03/01/20 – 12/30/20.

CAR06 KPB EMERGENCY RESPONSE-PPE-PERSONNEL

Reimburse emergency response, personal protective equipment and personnel costs eligible as defined under FEMA Public Assistance Category B guidelines during the period 03/01/20 – 12/30/20.

CAR07 ABSENTEE VOTE BY MAIL

Phase 1 – Absentee Ballot Application Access

- Agnew::Beck has been contracted to develop a marketing and promotional campaign. – Target Date for Phase 1 August 14th
 - Brand logo to be used on all publications and related materials
 - Development of Absentee Ballot Application Package to include:
 - Cover Letter/Information Page which will include information about the online application option and an FAQ section.
 - Absentee Ballot Application
 - Returned Self Addressed Envelope
- PIP Printing of Alaska has been contracted to provide printing and mailing services. They will be supplied with a mailing list of every registered voter in the KPB, minus by mail precinct voters and voters that have already submitted an Absentee ballot application. – Target Date for Mailing August 21st.
- Online Application Development – Target Go Live Date August 24th
 - The KPB I.T. Department is developing an online absentee ballot application which will include email authentication and electronic signature with acknowledgement language. The Legal Department

is assisting with review of the security features and related language.

- o The GIS Division is creating the 53+ unique jurisdictions to allow for automation of the ballot identification process. They are also working to clean up some of the bad data in the mapping that has been carried over from census data and precinct descriptions from the state. This will help staff to more easily identify the correct jurisdiction and therefore the correct ballot type for the voter.

Phase 2 - Education and Promotion Via Mailings, Advertising, Stakeholder Outreach and Social Media

- Agnew::Beck has been contracted to develop a marketing and promotional campaign.

Phase 3 – Processing Applications, Mailing Ballot Packages and Review of Return Voted Ballots

- 50,000 additional Absentee by mail envelope packages have been ordered from Print Works in Homer in anticipation of an increase in absentee by mail applications and in anticipation of a Mayoral Run Off election.

CAR08 & CAR10 REMOTE MEETING INTEGRATION & RETROFIT ASSEMBLY CHAMBERS TO ACCOMMODATE PHYSICAL AND TECHNOLOGY INTEGRATIONS

Phase 1 Assembly Chambers Retrofit/Remodel – Design:

- K+A Designstudios P.C. has been contracted to provide Professional Design Services to evaluate the needs of the space and to create a design which will accommodate physical social distancing requirements as well as to virtual technology needs. Target Date for Completion of Design August 31st.

Phase 1 Audio / Video Technology Upgrades – Options:

- The team has received demonstration from two audio/video conferencing equipment providers and have identified current options available to meet the needs in both the Assembly Chambers and for remote meetings.
- We are currently working with one of the preferred providers to create A/V plan for both the Assembly Chambers and for remote meetings.

CAR09 TECH-COMMUNICATIONS TOWER SITE DEVELOPMENT

The Request for Proposals to improve access to high speed, low latency, uncapped internet for residents of the Kenai Peninsula Borough are due August 14, 2020 at 4PM. The purpose of the project is to remedy the broad and varied challenges that surround providing internet access in sparsely populated, remote areas of the Kenai Peninsula. The borough will supplement qualified projects by way of grant agreements that can demonstrably improve internet

access for Borough residents to support needs for education and teleworking as a result of the COVID-19 pandemic.

CAR11 KPBSD RESPONSE & PREPAREDNESS

Maintenance continues installing clear barrier panes, focusing on priority areas due to supply limitations. The department is also in the process of isolating supply for the bottle filler/drinking fountains to replace 35 traditional mouth outlet units.

Maintenance and Purchasing & Contracting are collaborating on the purchase and installing of air purification systems to existing air supply systems in school facilities; the needed equipment would purify air in main building corridors, reducing viral spread, mold spore and odors as well as the reduction of airborne particulates. This project concept has been introduced to the school district administration and preliminary approval has been granted.

The school district has requested the need to investigation the potential of installing door mag holder; these devices require tie into fire monitoring systems and may not be feasible due to the time constraints of the grant. Lastly, maintenance is pursuing a device that will generate a safe cleaning solution, which is safer than chemical products and ensures cleaning product availability.

CAR12 HOSPITAL TESTING EQUIPMENT

Purchasing & Contracting is purchasing the high capacity testing equipment through general services agreement. The borough will enter into a subrecipient grant agreement to transfer the testing equipment to Central Peninsula Hospital and to reimburse construction costs necessary to install the equipment.

CAR13 RETROFIT KPB FACILITIES

Maintenance and Purchasing & Contracting are collaborating on the purchase and installing of air purification systems to existing air supply systems in borough facilities and fire stations; the needed equipment would purify air in main building corridors, reducing viral spread, mold spore and odors as well as the reduction of airborne particulates.

CAR14 TECH-IMT REMOTE WORK-PC UPGRADES

Equipment for IMT kits has been ordered and some have been configured by our in-house IT staff. This includes surface tablets and accessories, as well as licensing for remote use of Borough IP phones. These two major components enable remote work for the Incident Management Team.

CAR15 TECH-REMOTE WORK KITS FOR TELEWORK

Computer hardware and software needs specific for staff that are teleworking as a result from COVID19 impacts are charged to this project code.

CAR16 GIS UPDATE FOR REMOTE ASSESSMENT

Vender report that 100 percent of west side imagery has been captures and

approximately 80 percent of Seward imagery has been captured.

CAR17 TECH-911 BACKUP DISPATCH ANSWERING CENTER

The backup dispatch answering center will be located in the Don E. Gilman River Center for the purpose of creating necessary redundancy in the event that dispatch personnel must quarantine due to COVID19 expose.

Procurement of equipment is proceeding. The RFP for the tower construction has been issued, and an architect has been retained to update the drawings and provide the remodel plan for the construction work. The preparation of the space is nearly complete, and the foundations for project completion have been put in place. Furniture design is complete and all needs for the physical plant have been identified.

Timeline is holding for the entire project to be completed within the performance period, however integration of all components will likely not take place until November. The design for the radio components has not yet been submitted from the vendor, and we are still waiting for FAA clearance from the tower. The pricing for contracts has come in higher than expected, and I have requested an additional \$200,000 appropriation to ensure that the project can be completed with the costs involved within the performance period (see proposed budget revision).

CAR18 TECH-COMMUNICATIONS ENGINEERING ANALYSIS

The purpose of the analysis is to evaluate communication needs for the Eastern Peninsula Highway Emergency Service Area. The drafted RFP for Communications Study and circulated with purchasing/contracting, EPHESA, IT, and other stakeholders.

CAR19 GRANTS TO SMALL BUSINESS-2ND DISTRIBUTION

See proposed budget revision. No additional action as of 08/11/20.

CAR20 SOLID WASTE DEBRIS/SLASH DISPOSAL

Solid Waste has completed the chipping portion of work for the woody debris/slash. The chipped material is in the process of being relocated from the brush/slash accumulation area to the disposal site. The chipped debris is being disposed of in the lined cell and is being used for interior slope stabilization and alternate source for cover material. At this time, approximately 50% of the chipped material has been moved to the lined cell in the landfill.

CAR21 FY21 KPB RESPONSE-PPE-PERSNL & RECOUP LOST REVENUE

No additional action as of 08/11/20.