



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Agenda Policies and Procedures Committee

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Tuesday, August 5, 2025

3:30 PM

The Porcupine Theater  
106 W. Pioneer Avenue  
Homer, Alaska

Meeting ID: 835 6358 3837 Passcode: 606672  
[https://yourkpb.zoom.us/j/83563583837?](https://yourkpb.zoom.us/j/83563583837?pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1)  
[pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1](https://yourkpb.zoom.us/j/83563583837?pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1)

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### MAYOR'S REPORT

[KPB-7099](#) Mayor's Report Cover Memo

Attachments: [Mayor's Report Cover Memo](#)

1. Assembly Requests/Responses- None.

2. Agreements and Contracts

a. [KPB-7100](#) Authorization to Award Contract ITB25-042 Fire Alarm Inspections FY26

Attachments: [Authorization to Award Contract ITB25-042 Fire Alarm Inspections FY26 07.03.1](#)

b. [KPB-7101](#) Authorization to Award Contract ITB25-043 Summer & Winter Road Maintenance East Region Unit 3A

Attachments: [KPB 7101 - Authorization to Award Contract ITB25-043 Summer & Winter Road](#)

c. [KPB-7102](#) Authorization to Award Contract ITB25-053 Gravel Road Projects FY26 Central Region

Attachments: [Authorization to Award Contract ITB25-053 Gravel Road Projects FY26 Central](#)

d. [KPB-7103](#) Authorization to Award Contract ITB25-054 Gravel Road Projects FY26 North Region Unit 3

Attachments: [Authorization to Award Contract ITB25-054 Gravel Road Projects FY26 N3 07.1](#)

e. [KPB-7104](#) Authorization to Award Contract ITB25-055 Gravel Road Projects FY26 South Region Units 3 & 4

Attachments: [Authorization to Award Contract ITB25-055 Gravel Road Projects FY26 S3&4 07.1](#)

- f. [KPB-7105](#) Authorization to Award Contract ITB25-056 Gravel Road Projects FY26 West Region Unit 2  
*Attachments:* [Authorization to Award Contract ITB25-056 Gravel Road Projects FY26 W2 07.1](#)
- g. [KPB-7106](#) Authorization to Award Contract ITB25-062 Seward High School Bus Parking Improvements  
*Attachments:* [Authorization to Award Contract ITB25-062 Seward High School Bus Parking Improvements](#)
- h. [KPB-7107](#) Authorization to Award Contract ITB25-064 Brushing Vegetation Control - North Region  
*Attachments:* [Authorization to Award Contract ITB25-064 Brushing Vegetation Control - North Region](#)
- i. [KPB-7108](#) Authorization to Award Contract ITB25-065 Brushing Vegetation Control - South Region  
*Attachments:* [Authorization to Award Contract ITB25-065 Brushing Vegetation Control - South Region](#)
- j. [KPB-7109](#) Authorization to Award Contract ITB25-066 Brushing Vegetation Control - East Region  
*Attachments:* [Authorization to Award Contract ITB25-066 Brushing Vegetation Control - East Region](#)
- k. [KPB-7110](#) Authorization to Award Contract ITB25-067 Brushing Vegetation Control - West Region  
*Attachments:* [Authorization to Award Contract ITB25-067 Brushing Vegetation Control - West Region](#)
- l. [KPB-7111](#) Authorization to Award Contract ITB25-068 Brushing Vegetation Control - Central Region  
*Attachments:* [Authorization to Award Contract ITB25-068 Brushing Vegetation Control - Central Region](#)
- m. [KPB-7112](#) Authorization to Award Contract ITB25-070 Gravel Road Projects FY26 South Region Unit 7  
*Attachments:* [Authorization to Award Contract ITB25-070 Gravel Road Projects FY26 S7 07.0](#)
- n. [KPB-7113](#) Authorization to Award Contract ITB25-074 Gravel Road Projects FY26 West Region Unit 7  
*Attachments:* [Authorization to Award Contract ITB25-074 Gravel Road Projects FY26 W7 07.1](#)
- o. [KPB-7114](#) Authorization to Award Contract ITB25-075 Gravel Road Projects FY26 East Region Unit 3  
*Attachments:* [Authorization to Award Contract ITB25-075 Gravel Road Projects FY26 E3 07.0](#)

- p. [KPB-7115](#) Authorization to Award Contract ITB25-076 Summer & Winter Road Maintenance East Region Unit 3B  
*Attachments:* [Authorization to Award Contract ITB25-076 Summer & Winter Road Maintenance](#)
- q. [KPB-7116](#) Authorization to Award Contract ITB25-078 Gravel Road Projects FY26 West Region Unit 7 - KB Drive, Bye Way, Sonder Street  
*Attachments:* [Authorization to Award Contract ITB25-078 Gravel Road Projects FY26 W7 - KB](#)
- r. [KPB-7117](#) Authorization to Award Contract RFP25-027 Municipal Government Services & Tourism-Economic Development Public Relations Campaign  
*Attachments:* [Authorization to Award Contract RFP25-027 Municipal Government Services & Tourism](#)
- s. [KPB-7118](#) Authorization to Award Contract Sole Source NeoGov FY26  
*Attachments:* [Authorization to Award Contract Sole Source NeoGov FY26 06.30.25](#)
3. Other
- a. [KPB-7119](#) Budget Revisions – June 2025  
*Attachments:* [Budget Revisions - June 2025](#)
- b. [KPB-7120](#) Revenue-Expenditure Report – June 2025  
*Attachments:* [Revenue-Expenditure Report - June 2025](#)

## UNFINISHED BUSINESS

### 1. Postponed Items

- a. [2025-030](#) A Resolution Establishing a Seasonal Tax Working Group to Evaluate the Balance Between Positive and Negative Seasonal Tax-Related Impacts on Kenai Peninsula Borough Residents and Businesses (Cox) [Postponed on 07/08/25]  
*Attachments:* [Resolution 2025-030](#)  
[Memo](#)  
[COX Comparison Spreadsheet](#)  
[COX Draft Lodging Tax Ordinance](#)  
[2024 Lodging Tax Fiscal Note R2024-29](#)  
[Tourism Industry Working Group Final Report](#)

## PUBLIC HEARINGS ON ORDINANCES

5. [2025-17](#) An Ordinance Establishing the Ninilchik Recreational Service Area Upon Voter Approval (Johnson)

Attachments:

[Ordinance 2025-17](#)

[Memo](#)

[Assembly Special Committee Community Meeting Summary 071725](#)

[Ninilchik Recreational Service Proposed Boundary](#)

[Mayor's Report](#)

[Revenue Summary](#)

[Expenditure Summary](#)

[Public Comments 080525](#)

## NEW BUSINESS

### 1. Resolutions

- \*b. [2025-032](#) A Resolution Authorizing a Standardization Policy for KPB-Owned Webpage Content Update Services (Mayor)

Attachments:

[Resolution 2025-032](#)

[Memo](#)

### 3. Other

- \*b. [KPB-7078](#) Confirming Nick Kemp as Maintenance Director (Mayor)

Attachments:

[Confirming Nick Kemp as Maintenance Director](#)

- \*c. [KPB-7081](#) Confirming Appointments to the Planning Commission (Mayor)

Diane Fikes, City of Kenai Seat, Term Expires 07/31/2028

Franco Venuti, City of Homer Seat, Term Expires 07/31/2027

Attachments:

[Appointments to Planning Commission](#)

- d. [KPB-7093](#) Approving the Proposition Summary to be Included in the Voter Pamphlet for Proposition No. 1: Citizen Initiative: Hand Count In Person Paper Ballots for Borough Elections (Borough Clerk)

Attachments:

[Memo](#)

[Proposition Summary](#)

- e. [KPB-7094](#) Approving the Proposition Summary to be Included in the Voter Pamphlet for Proposition No. \_\_\_\_: Ordinance 2025-17: Establishing the Ninilchik Recreational Service Area (Borough Clerk)
- Attachments: [Memo](#)  
[Proposition Summary](#)
- f. [KPB-7095](#) Approving the Proposition Summary to be Included in the Voter Pamphlet for Proposition No. \_\_\_\_: Ordinance 2025-16: Residential Property Tax Exemption Change (Borough Clerk)
- Attachments: [Memo](#)  
[Proposition Summary](#)
- g. [KPB-7097](#) Approving the Proposition Summary to be Included in the Voter Pamphlet for Proposition No. \_\_\_\_: Ordinance 2025-15: Seasonal Sales Tax Rate Change (Borough Clerk)
- Attachments: [Memo](#)  
[Proposition Summary](#)
- h. [KPB-7098](#) Approving the Proposition Summary to be Included in the Voter Pamphlet for Proposition No. \_\_\_\_: Ordinance 2025-14: Annually Adjust the Sales Tax Cap for Inflation (Borough Clerk)
- Attachments: [Memo](#)  
[Proposition Summary](#)