



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Agenda Policies and Procedures Committee

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Tuesday, November 7, 2023

3:45 PM

Betty J. Glick Assembly Chambers

Meeting ID: 884 7373 9641 Passcode: 671108

[https://us06web.zoom.us/j/88473739641?](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)

[pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)

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Meeting ID: 884 7373 9641 Passcode: 671108

### MAYOR'S REPORT

Mayor's Report Cover Memo

[KPB-5598](#) Mayor's Report to the Assembly

Attachments: [Mayor's Report to the Assembly](#)

1. Assembly Requests/Responses- None.

2. Agreements and Contracts

a. [KPB-5599](#) Authorization to Award a Contract for ITB24-026 Snow Removal and Sanding of Various Borough Schools and Facilities:

1. Steam on Wheels, LLC Section A, Groups 1, 2, 3, 4, 5, 6, 7 & 8
2. Todaly Unlimited, Inc. Section A, Group 9
3. Gregoire Construction Section B, Groups 1, 2, 3, 5 & 6
4. Alaska Welding Works Section B, Group 4
5. Metco Alaska, LLC Section C, Group 2

Attachments: [ITB24-026 Snow Removal and Sanding of Various Borough School and Facilitie](#)

b. [KPB-5600](#) Authorization to Award a Contract for ITB24-027 Central Peninsula Landfill Cell 3 Gas Piping Materials

Attachments: [ITB24-027 Central Peninsula Landfill Cell 3 Gas Materials](#)

c. [KPB-5601](#) Authorization to Award a Contract for RFP-004 McGahan Drive and Goodrich Street / Center Avenue Capital Improvement Project

Attachments: [RFP23-004 McGahan Dr and Goodrich St](#)

3. Other

- a. [KPB-5602](#) Capital Project Reports - September 30, 2023

*Attachments:* [Capital Project Reports - September 30, 2023](#)

## NEW BUSINESS

### 1. Resolutions

- \*d. [2023-073](#) A Resolution Authorizing One Full-Time IT System Manager Administrative Service Position (Mayor)

*Attachments:* [Resolution 2023-073](#)

[Memo](#)

- \*e. [2023-074](#) A Resolution Authorizing the Reinstatement of One Full-Time GIS Analyst Classified Service Position (Mayor)

*Attachments:* [Resolution 2023-074](#)

[Memo](#)

- \*f. [2023-075](#) A Resolution Amending the Assembly Invocation Policy to Provide that Invocations will be given by Chaplains (Mayor, Cox, Cooper)

*Attachments:* [Resolution 2023-075](#)

[Memo](#)

[Reference Copy R2016-056](#)

### 3. Other

- \*a. [KPB-5603](#) Approval of the 2024 Assembly Meeting Schedule (Johnson at the Request of the Borough Clerk)

*Attachments:* [Memo](#)

- \*b. [KPB-5604](#) Confirming the Appointments to Service Area Boards (Mayor)

Kachemak Emergency

Milli Martin, Seat A, Term to Expire: October, 2026

Seldovia Recreational

Jessica Lowdermilk, Seat B, Term to Expire: October, 2026

Jenifer Cameron, Seat E, Term to Expire: October, 2026

Seward Bear Creek Flood

Rodney Roemmich, Seat D, Term to Expire: October, 2026

*Attachments:* [Confirming the Appointments to Service Area Boards](#)

- \*c. [KPB-5605](#) Confirming Appointment to Advisory Planning Commission (Mayor)

Barbra Bureau, Seat E, Term to Expire: September 30, 2026

Attachments: [Confirming the Appointment to Advisory Planning Commission](#)

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MAYOR'S REPORT TO THE ASSEMBLY**

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

**FROM:** Peter A. Micciche, Kenai Peninsula Borough Mayor

**DATE:** 7 November 2023



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Assembly Request / Response

None

Agreements and Contracts

- a. Authorization to Award a Contract for ITB24-026 Snow Removal and Sanding of Various Borough Schools and Facilities:
  1. Steam on Wheels, LLC Section A, Groups 1, 2, 3, 4, 5, 6, 7 & 8
  2. Today Unlimited, Inc. Section A, Group 9
  3. Gregoire Construction Section B, Groups 1, 2, 3, 5 & 6
  4. Alaska Welding Works Section B, Group 4
  5. Metco Alaska, LLC Section C, Group 1
- b. Authorization to Award a Contract for ITB24-027 Central Peninsula Landfill Cell 3 Gas Piping Materials
- c. Authorization to Award a Contract for RFP-004 McGahan Drive and Goodrich Street / Center Avenue Capital Improvement Project

Other

- a. Capital Project Reports – September 30, 2023

# Kenai Peninsula Borough Maintenance Department

## MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Thomas Nelson, Maintenance Director *TN*

**DATE:** October 20, 2023

**RE:** Authorization to Award a Contract for ITB24-026 Snow Removal and Sanding of Various Borough Schools and Facilities

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-026 Snow Removal and Sanding of Various Borough Schools and Facilities. Bid packets were released on September 22, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on September 23, 2023, in the Homer News on September 21, 2023 and in the Seward Journal on September 27, 2023.

The project consists of providing all labor, materials and equipment for Snow Removal and Sanding of Various Borough Schools and Facilities. The facilities where work shall be performed are broken down into five sections, as follows: **SECTION A:** KENAI/SOLDOTNA/NIKISKI AREA, **SECTION B:** HOMER AREA, and **SECTION C:** SEWARD AREA

On the due date of October 12, 2023, thirty-seven (37) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bidders are as follows:

**CONTRACTOR SECTION / GROUP**

Steam on Wheels, LLC	Section A, Groups 1, 2, 3, 4, 5, 6, 7 & 8
Todaly Unlimited, Inc.	Section A, Group 9
Gregoire Construction	Section B, Groups 1, 2, 3, 5 & 6
Alaska Welding Works	Section B, Group 4
Metco Alaska, LLC	Section C, Group 1

Your approval for this bid award is hereby requested. Funding for this project is in account number 241.41010.00000.43764.

Peter A. Micciche, Borough Mayor

10/20/2023

Date

NOTES: NA

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	241.41010.00000.43764
Amount	\$340,000.00
By:	<i>CJ BH</i>
Date:	10/20/2023

## KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

### BID TAB FOR: ITB24-026 Snow Removal and Sanding of Various Borough Schools & Facilities

BIDDER NAME	<u>SECTION A: Group 1</u> BAB, KPBSD Warehouse/ Media Center/ Records; HR Portable, Soldotna Elementary	<u>SECTION A: Group 2</u> Soldotna Maint. Shop, Kalifornsky Beach Elem	<u>SECTION A: Group 3</u> Redoubt Elementary; Soldotna Prep, Soldotna High School	<u>SECTION A: Group 4</u> Tustumena Elementary, Skyview High School	<u>SECTION A: Group 5</u> KCHS/ KCHS Votech Bldg, Kenai Middle, Mt. View
Steam on Wheels, LLC	\$7,696.00	\$7,688.00	\$5,978.00	\$8,980.00	\$10,274.00
Redoubt View Enterprises		\$11,600.00			
Get Plowed Sno-Removal	\$8,668.00	\$9,488.00	\$6,818.00	\$14,014.00	\$21,900.00
Chumley's Inc.				NON-RESPONSIVE	

DUE DATE: October 12, 2023

KPB OFFICIAL: \_\_\_\_\_

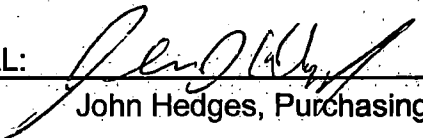
  
John Hedges, Purchasing & Contracting Director

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB24-026 Snow Removal and Sanding of Various Borough Schools & Facilities**

BIDDER NAME	SECTION A: Group 6	SECTION A: Group 7	SECTION A: Group 8	SECTION A: Group 9
	Kenai Elementary (Aurora), Kaleidoscope	Nikiski Jr/Sr	Nikiski/North Star EI	Sterling Elementary
Steam on Wheels, LLC	\$4,144.00	\$14,599.94	\$7,799.94	\$4,594.00
Redoubt View Enterprises	\$6,000.00			
Get Plowed Sno-Removal	\$4,718.00	\$18,660.00	\$10,580.00	\$9,500.00
Chumley's Inc.		NON-RESPONSIVE	NON-RESPONSIVE	
Todaly Unlimited, Inc.				\$3,470.00

**DUE DATE: October 12, 2023**

**KPB OFFICIAL:**   
 John Hedges, Purchasing & Contracting Director

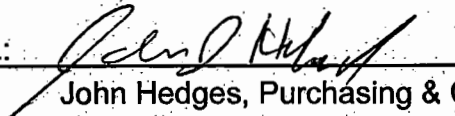
## KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

### BID TAB FOR: ITB24-026 Snow Removal and Sanding of Various Borough Schools & Facilities

BIDDER NAME	SECTION B: Group 1 Homer High, Homer Maintenance	SECTION B: Group 2 Homer Middle, West Homer Elementary	SECTION B: Group 3 Paul Banks Elementary, Homer Flex	SECTION B: Group 4 Ninilchik Elementary & Ninilchik High School	SECTION B: Group 5 Chapman Elementary, Nikolaevsk School	SECTION B: Group 6 McNeil Canyon
Alaska Welding Works				\$3,270.00		
Gregoire Construction	\$5,920.00	\$4,900.00	\$3,440.00		\$9,280.00	\$4,550.00
Dutch Boy Landscaping and Paving	\$10,990.00	\$8,000.00	\$7,000.00		\$14,900.00	\$12,800.00
East Road Services, Inc.						\$4,950.00

**DUE DATE: October 12, 2023**

**KPB OFFICIAL:**

  
 John Hedges, Purchasing & Contracting Director



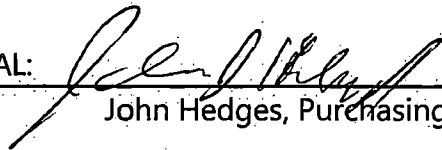
**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB24-026 Snow Removal and Sanding of Various  
Borough Schools & Facilities**

<b>BIDDER NAME</b>	<b>SECTION C: Group 1 Seward High, Seward Middle, Seward Elementary</b>
Metco Alaska, LLC	\$14,388.00

**DUE DATE: October 12, 2023**

**KPB OFFICIAL:**



John Hedges, Purchasing & Contracting Director

# Kenai Peninsula Borough Purchasing & Contracting

## MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Lee Frey, Solid Waste Director *LF*

**DATE:** October 25, 2023

**RE:** Authorization to Award a Contract for ITB24-027 Central Peninsula Landfill Cell 3 Gas Materials

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-027 Central Peninsula Landfill Cell 3 Gas Materials. Bid packets were released on October 2, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on October 4, 2023 and in the Anchorage Daily News on October 2, 2023.

The project consists of providing and delivering SDR17 HDPE pipe and components to the Central Peninsula Landfill per ITB specifications.

On the due date of October 17, 2023, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$65,152.66 was submitted by Ferguson Enterprises, LLC, Anchorage, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 411-32122-23492-48630.



\_\_\_\_\_  
Peter A. Micciche, Borough Mayor

10/26/2023

\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	411-32122-23492-48630
Amount	\$65,152.66
By: <i>CJ BH</i>	Date: 10/25/2023

NOTES : NA

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB24-027 Central Peninsula Landfill Cell 3 Gas Piping Materials**

CONTRACTOR	LOCATION	BASE BID	ADDITIVE ALTERNATE
Ferguson Enterprises, LLC	Anchorage, Alaska	\$65,152.66	\$65,152.66
ISCO Industries	Anchorage, Alaska	\$79,282.07	\$78,982.07

DUE DATE: October 17, 2023

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director

# Kenai Peninsula Borough Purchasing & Contracting

## MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Andrew Walsh, Project Manager *AW*

**DATE:** October 17, 2023

**RE:** Authorization to Award a Contract for RFP23-004 McGahan Drive and Goodrich Street / Center Avenue Capital Improvement Project

On September 6, 2023, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP23-004 McGahan Drive and Goodrich Street / Center Avenue Capital Improvement Project. The request for proposals was advertised in the Peninsula Clarion and the Anchorage Daily News on September 6, 2023.

The project consists of providing professional design services, surveying, and construction contract administration services for the subject group of roads, in the Road Service Area (RSA) Capital Improvement Project. (CIP).

On the due date of September 21, 2023, two (2) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Nelson Engineering, PC	Kenai, Alaska	346
McLane Consulting, Inc.	Soldotna, Alaska	316

The highest-ranking proposal, which includes a cost factor, was submitted by Nelson Engineering, PC with a lump sum cost proposal for \$92,539.00. The proposal review committee recommends award of a contract to Nelson Engineering, PC, Kenai, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 434-33950-N4MCG-49311 & 434-33950-W6GOO-49311

*Alynn*

Peter A. Micciche, Borough Mayor

10/20/2023

Date

NOTES: NA

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>434-33950-N4MCG-49311</u>	<u>\$44,227.00</u>
Acct. No. <u>434-33950-W6GOO-49311</u>	<u>\$48,312.00</u>
By: <u>CJ BH</u>	Date <u>10/18/2023</u>

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Peter A. Micciche, Borough Mayor

**THRU:** Brandi Harbaugh, Finance Director *BA*

**FROM:** Sarah Hostetter, Payroll Accountant *SH*

**DATE:** October 25, 2023

**RE:** Capital Project Reports – September 30, 2023

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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 September 30, 2023

Project	Year	Site Number	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
13DSG	2013	78050	A/W Design Improvements	\$ 200,000	\$ 107,382	\$ -	\$ 92,618	\$ 107,382
14000	2014	78050	A/W Auditorium Lighting	75,000	7,561	-	67,439	7,561
17860	2017	78050	A/W Generator/Hardware	100,000	695	-	99,305	695
18802	2018	78050	A/W Asphalt/Sidewalk Repair	150,000	43,090	43,090	150,000	0
18851	2018	78010	A/W Portables/Outbuildings	75,000	305	-	74,695	305
18860	2018	78050	A/W Generator/Hardware	75,000	1,905	-	73,095	1,905
19714	2019	78050	A/W Window/Siding Replacement	150,000	54,668	-	95,332	54,668
19782	2019	78050	A/W ADA Upgrades	75,000	6,446	-	75,000	-
19802	2019	78050	A/W Asphalt/Sidewalk Repair	150,000	78,390	21,855	95,845	56,535
19803	2019	78050	A/W Elevator Upgrades	50,000	50,000	-	-	50,000
19860	2019	78050	A/W Generator/Hardware	50,000	4,275	-	45,725	4,275
19801	2019	72010	Homer High Boiler Replacement	425,000	2,854	-	422,146	2,854
KSELO	2019	71065	KSELO New School Construction	13,010,000	12,801,426	501	209,074	12,800,926
20728	2020	78050	A/W Doors/Entries	100,000	6,562	2,452	95,890	4,110
20756	2020	78050	A/W Asbestos Removal/Repair	75,000	43,675	30,931	62,256	12,744
20780	2020	78050	A/W Playground Upgrades	75,000	23,087	15,775	67,688	7,312
20782	2020	78050	A/W ADA Upgrades	75,000	18,841	17,754	73,913	1,087
20801	2020	78050	A/W HVAC/DDC/Boiler Upgrades	1,225,000	77,549	-	1,147,451	77,549
20803	2020	78050	A/W Elevator Upgrades	50,000	50,000	-	-	50,000
20856	2020	78050	A/W Security/Safety	100,000	963	960	99,997	3
20CCON	2020	7(1/2)010	Chapman Remodel/Hamer HS DDC	1,000,000	63,079	2,230	939,150	60,850
21714	2021	78050	A/W Window/Siding Replacement	100,000	100,000	-	-	100,000
21756	2021	78050	A/W Asbestos Removal/Repair	75,000	74,651	-	349	74,651
21759	2021	78050	A/W Water Quality Improvements	50,000	28,704	-	21,296	28,704
21801	2021	78050	A/W HVAC/DDC/Boiler Upgrades	75,000	18,836	-	56,164	18,836
21802	2021	78050	A/W Asphalt/Sidewalk Repair	100,000	48,748	4,955	56,207	43,793
21803	2021	78050	A/W Elevator Upgrades	75,000	75,000	-	-	75,000
21851	2021	78010	A/W Portables/Outbuildings	75,000	7,295	-	67,705	7,295
21ADA	2021	78050	A/W ADA Upgrades	75,000	75,000	14,287	14,287	60,713
21DRS	2021	78050	A/W Doors/Entries	100,000	100,000	-	-	100,000
22000	2022	78050	A/W Auditorium Lighting	300,000	295,671	710	5,039	294,961
22714	2022	78050	A/W Building Envelope Upgrades	200,000	200,000	-	-	200,000
22758	2022	78050	A/W Electrical/Lighting	150,000	5,060	829	145,769	4,231
22801	2022	78050	A/W HVAC/DDC/Boiler Upgrades	850,000	172,981	19,377	696,396	153,604
22851	2022	78010	A/W Portables/Outbuildings	133,000	14,790	-	118,210	14,790
22856	2022	78050	A/W Security/Safety	175,000	167,064	48,949	56,884	118,116
22DSG	2022	78050	A/W Assessment/Design	300,000	155,929	16,443	160,514	139,486
HHSRF	2022	72010	Homer High Roof Phase 2 & 3	1,690,000	1,305,665	467,838	852,174	837,826
SLF03	2022	72010	Homer High Roof Replace - ARPA	2,203,341	805,707	455,265	1,852,900	350,441
SLF04	2022	72051	West Homer El Siding - ARPA	700,000	599,148	305,522	406,374	293,626
23714	2023	78050	A/W Building Envelope Upgrades	155,000	155,000	369	369	154,631
23727	2023	78050	A/W Bleacher Replacement	60,000	1,192	-	58,808	1,192
23755	2023	78050	A/W Flooring Upgrades	100,000	40,601	26,831	86,230	13,770
23759	2023	78050	A/W Water Quality Improvements	40,000	36,250	-	3,750	36,250
23780	2023	78050	A/W Playground Upgrades	25,000	25,000	-	-	25,000
23801	2023	78050	A/W HVAC/DDC/Boiler Upgrades	400,000	400,000	8,573	8,573	391,427
23802	2023	78050	A/W Asphalt/Sidewalk Repair	155,000	4,045	4,045	155,000	-
23803	2023	78050	A/W Elevator Upgrades	50,000	50,000	-	-	50,000
23851	2023	78010	A/W Portables/Outbuildings	350,000	213,159	62,356	199,197	150,803
23855	2023	78050	A/W Locker Replacement	250,000	81,969	-	168,031	81,969
23856	2023	78050	A/W Security/Safety	150,000	150,000	-	-	150,000
23860	2023	78050	A/W Generator/Hardware	50,000	43,354	-	6,646	43,354
23861	2023	78050	A/W Auditorium Lighting	300,000	300,000	-	-	300,000
23DSG	2023	78050	A/W Assessment/Design	100,000	92,553	-	7,447	92,553
23HWI	2023	72051	Homer El Water Infiltration	110,000	110,000	-	-	110,000
SLF07	2023	78050	School Projects - Undefined	615,000	615,000	-	-	615,000
24711	2024	78050	A/W Roof Repair	75,000	75,000	-	-	75,000
24714	2024	78050	A/W Building Envelope Upgrades	50,000	50,000	-	-	50,000
24755	2024	78050	A/W Flooring Upgrades	225,000	225,000	-	-	225,000
24756	2024	78050	A/W Asbestos Removal/Repair	200,000	200,000	-	-	200,000
24758	2024	78050	A/W Electrical/Lighting	125,000	125,000	-	-	125,000
24759	2024	78050	A/W Water Quality Improvements	30,000	30,000	-	-	30,000
24780	2024	78050	A/W Playground Upgrades	75,000	75,000	-	-	75,000
24781	2024	78050	A/W Pool Repair	30,000	30,000	-	-	30,000
24801	2024	78050	A/W HVAC/DDC/Boiler Upgrades	1,125,000	1,125,000	-	-	1,125,000
24802	2024	78050	A/W Asphalt/Sidewalk Repair	720,000	720,000	-	-	720,000
24855	2024	78050	A/W Locker Replacement	150,000	150,000	-	-	150,000
24856	2024	78050	A/W Security/Safety	250,000	250,000	-	-	250,000
24860	2024	78050	A/W Generator/Hardware	150,000	150,000	-	-	150,000
24862	2024	78050	A/W Drainage and interior Reno	587,000	587,000	2,117	2,117	584,883

Project Totals \$ 31,413,341 \$ 23,803,124 \$ 1,580,462 \$ 9,190,678 \$ 22,222,663

Beginning Fund Balance 7/1/23 \$ 8,085,670

Funds Provided:  
 FY24 Transfer from General Fund \$ 4,000,000  
 Local Contribution - KPBSD Design 107,382  
 KESLO AK Dept of Education & Early Development 9,850,187  
 SLF US Dept of Treasury - APRA Funds 2,019,855  
 Total Funds Provided 15,977,423

Funds applied - current year expenditures (1,580,462)

Funds obligated to existing projects (22,222,663)

Projects completed, cancelled or other funding source identified 14,790

Funds available for appropriation and for future capital expansion plans \$ 274,759

# School Bond Projects - Fund 401

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
14SCH	2014	FY14 School Roofs/Homer Field	\$ 61	\$ 61	\$ -	\$ -	\$ 61
22SCH	2021	FY22 Homer High School Roof	1,473,484	497,310	-	976,174	497,310
23SCH	2023	FY23 School Bonds	34,087,915	33,766,225	132,454	454,143	33,633,772

Project Totals			<u>\$ 35,561,460</u>	<u>\$ 34,263,595</u>	<u>\$ 132,454</u>	<u>\$ 1,430,318</u>	<u>\$ 34,131,142</u>
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	Bonds	Interest	Local - GF	Total
Beginning Fund Balance 7/1/23	\$ 34,223,357	\$ 786,481	\$ 40,239	\$ 35,050,076
Funds Provided:				
14SCH FY14 School Roofs/Homer Field	-	-	-	-
22SCH FY22 Homer High School Roof	-	7,561	-	7,561
23SCH FY23 School Bonds	-	441,525	-	441,525
Total Funds Provided	-	449,086	-	449,086
Funds applied - current year expenditures:				
14SCH FY14 School Roofs/Homer Field	-	-	-	-
22SCH FY22 Homer High School Roof	-	-	-	-
23SCH FY23 School Bonds	(132,454)	-	-	(132,454)
Total Funds Applied - current year expenditures	(132,454)	-	-	(132,454)
Funds obligated to existing projects:				
14SCH FY14 School Roofs/Homer Field	(61)	-	-	(61)
22SCH FY22 Homer High School Roof	(457,071)	-	(40,239)	(497,310)
23SCH FY23 School Bonds	(33,633,772)	-	-	(33,633,772)
Total funds obligated to existing projects	(34,090,903)	-	(40,239)	(34,131,142)
Projects completed or cancelled	-	-	-	-
Funds avail. for approp. and for future capital expansion plans	\$ -	\$ 1,235,566	\$ -	\$ 1,235,566

Resolution 2023-003 authorized the issuance of bonds, not to exceed 65,550,000, for the financing of certain educational capital improvements. 23SCH is Phase I of the issuance, and projects include:

- 23S01 Soldotna Elementary Replacement
- 23S02 Soldotna Prep Renovation
- 23S03 Seward High Track/Field Replacement
- 23S04 Kenai High Field Concession
- 23S05 Kenai Middle Security/Food Service Renovation
- 23S06 North Star El Roof Replacement
- 23S07 Parent Student Drop Off Improvement
- 23S08 Nikiski Track/Field Replacement
- 23S09 Maintenance Shop
- 23S10 Soldotna Siding Project
- 23S11 Mountain View El Roof
- 23S12 Homer High School Front Entrance Improvements

# General Government Projects - Fund 407

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance	
19407	2019	Card Entry Security System	\$ 150,000	\$ 5,560	\$ -	\$ 144,440	\$ 5,560	
22471	2022	OEM-ERC Server Room A/C Unit	28,000	909	-	27,092	909	
22472	2022	OEM-Radio Communications	125,000	110,685	-	14,315	110,685	
22473	2022	Poppy Ln Building Entry Remodel	155,000	18,254	3,498	140,244	14,756	
22474	2022	B/W Access Cntrl Improvements	180,000	10,586	6,569	175,983	4,017	
22SIR	2022	Siren Warning System Replacement	700,000	690,240	78,459	88,220	611,780	
23436	2023	River Center Boiler/Mechanical Sys	460,000	449,987	27,808	37,822	422,178	
23471	2023	ERC Power Supply	75,000	73,573	57,698	59,126	15,874	
23472	2023	BAB Roof Replacement	1,044,274	960,739	1,820	85,354	958,920	
23473	2023	BAB Chiller Replacement	190,000	179,494	3,195	13,702	176,298	
23474	2023	HR Portable Foundation	10,000	7,749	-	2,251	7,749	
23VOT	2023	ADA Voting Equipment Upgrade	269,572	269,572	-	-	269,572	
24RCD	2024	Records Center Control Panel	39,755	39,755	-	-	39,755	
24SPC	2024	Special Assessment Software	126,000	126,000	-	-	126,000	
Project Totals			<u>\$ 3,552,601</u>	<u>\$ 2,943,102</u>	<u>\$ 179,048</u>	<u>\$ 788,547</u>	<u>\$ 2,764,054</u>	
Beginning Fund Balance 7/1/23							\$ 3,102,731	
Funds Provided:								
FY24 Transfer from General Fund						\$ 265,755		
22472	FY24 Transfer from General Fund - PILT						<u>98,185</u>	
Total Funds Provided							363,940	
Funds applied - current year expenditures							(179,048)	
Funds obligated to existing projects							(2,764,054)	
Projects completed or cancelled							<u>-</u>	
Funds available for appropriation and for future capital expansion plans							<u>\$ 523,570</u>	



# Solid Waste Projects - Fund 411

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
17SWB	2017	SW CPL Equip/Plan/Design/Construction	\$ 5,999,365	\$ 5,414	\$ -	\$ 5,993,951	\$ 5,414
18CDE	2018	FY18 C/D Cell Expansion	350,000	147	-	349,853	147
18GAS	2018	Landfill Gas to Energy Project	100,000	29,400	-	70,600	29,400
21DMP	2021	Dumpster Replacement	104,000	8,000	-	96,000	8,000
22FIR	2022	CPL Building Fire Detection System	40,000	40,000	-	-	40,000
22LIT	2022	AW Facility Lighting	90,000	35,429	2,886	57,457	32,543
22SUR	2022	Transfer Site Surveillance	100,000	100,000	-	-	100,000
SLF02	2022	Leachate Improvements - ARPA Funds	5,160,000	2,082,471	101,547	3,179,077	1,980,923
HOMMF	2022	Homer Monofill Cut/Fill Project	326,446	130,919	51,390	246,917	79,529
23491	2023	SWD Master Plan	300,000	299,649	20,300	20,651	279,349
23492	2023	CPL Gas/Leachate Materials	150,000	150,000	-	-	150,000
23493	2023	CPL Gas Collection Design	100,000	100,000	-	-	100,000
23497	2023	Leachate Liners	457,648	58,008	-	399,640	58,008
LEACH	2023	Leachate Improvements - EPA Grant	4,217,481	2,058,201	215,202	2,374,482	1,842,999
24491	2024	South Peninsula Monofill Site	250,000	250,000	-	-	250,000
24492	2024	Homer Transfer Repairs/Improvements	200,000	200,000	-	-	200,000
24493	2024	CPL Site Security Improvements	200,000	200,000	-	-	200,000
24494	2024	Toolcat and Accessories	150,000	150,000	-	-	150,000
24495	2024	CPL C/D Excavation & Expansion	100,000	100,000	171	171	99,829
24496	2024	Utility Vehicle	60,000	60,000	-	-	60,000
24497	2024	Transfer Site Improvements Design	100,000	100,000	-	-	100,000
24498	2024	Hydroseeder	80,000	80,000	-	-	80,000
24499	2024	CPL Baler Building Boiler Replacement	75,000	75,000	-	-	75,000
24500	2024	Seward Monofill Excavation	100,000	100,000	-	-	100,000
24501	2024	Tire Replacement	35,000	35,000	-	-	35,000
24502	2024	FY24 Dumpster Repair/Replace	120,000	120,000	50	50	119,950
<b>Project Totals</b>			<b>\$ 18,964,940</b>	<b>\$ 6,567,637</b>	<b>\$ 391,547</b>	<b>\$ 12,788,849</b>	<b>\$ 6,176,091</b>

	Capt Proj Fund	Closure/Post	17SWB Bond	Total
Beginning Fund Balance 7/1/23	\$ 2,597,765	\$ 10,565,992	\$ 9,458	\$ 13,173,214
Funds Provided:				
FY24 Transfer from Operating Fund	1,125,000			
LEACH Environmental Protection Agency	1,200,720			
SLF02 US Dept. of Treasury - ARPA Funds	2,082,471			
FY24 Transfer for Closure/Post		641,817		
FY24 Interest Earnings on 17SWB Bond Proceeds			4,635	5,054,642
Funds applied - current year expenditures	(391,547)	-	-	(391,547)
Funds obligated to existing projects	(6,170,677)	-	(5,414)	(6,176,091)
Projects completed or cancelled	-	-	-	-
Funds available for approp. and future capital expansion plans	<u>\$ 443,733</u>			443,733
Closure/post closure liability		<u>\$ 11,207,809</u>		11,207,809
Funds restricted for SWD bond			<u>\$ 8,678</u>	8,678
Ending fund balance				<u>\$ 11,660,219</u>

# Road Service Area Projects - Fund 434

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
<b>Grant Funded Projects</b>							
14JAC	2014	Jacobs Ladder Repair	\$ 100,000	\$ 16,427	\$ -	\$ 83,573	\$ 16,427
16NRD	2016	North Road Extension	7,023,591	552,460	112,194	6,583,324	440,267
21SAL	2021	Fish Passage/Old Exit Glacier	385,000	332,176	3,136	55,960	329,040
SLF05	2022	Bridge Improvements - ARPA	500,000	500,000	-	-	500,000
<b>2020 Road CIP Projects (warranty purposes only)</b>							
S7WAL	2020	Walters St/Wilderness Ln	917,124	9,571	269	907,822	9,302
<b>2021 Road CIP Projects (\$2,552,400)</b>							
21CIP	2021	B/W FY21 Local Funds	173,583	173,583	-	-	173,583
C2MRR	2021	Moose River Dr/River Ridge Rd	105,706	95,306	4,929	15,329	90,377
S7MAN	2021	Mansfield Ave	886,617	6,709	(15,275)	864,633	21,984
		Projects completed prior to FY24	1,386,495	-	-	1,386,495	-
			2,552,400				
<b>2022 Road CIP Projects (\$3,531,000)</b>							
22CIP	2022	B/W FY22 Local Funds	63,938	63,938	-	-	63,938
S8BSR	2022	Basargin Road	1,075,522	1,011,518	466,564	530,568	544,954
N3DUK	2022	Duke Street	349,221	312,283	182,970	219,909	129,312
W7AND	2022	St Andrews Road	285,734	253,350	21,048	53,432	232,302
C5SPO	2022	Sports Lake/Hakala/Cotman	709,045	586,163	372,753	495,635	213,410
N3POL	2022	Poolside Ave	483,114	446,441	-	36,673	446,441
		Projects completed prior to FY24	564,426	-	-	564,426	-
			3,531,000				
<b>2023 Road CIP Projects (\$1,965,550)</b>							
23CIP	2023	B/W FY23 Local Funds	621,290	621,290	-	-	621,290
C5PAR	2023	Parkway/Sylvan/Northern Lights	425,060	401,273	1,403	25,191	399,869
N3LIS	2023	Lisburn Ave	453,700	424,006	202,270	231,964	221,736
W6GOO	2023	Goodrich/Center/Retirement	75,750	75,750	-	-	75,750
W1GRI	2023	Griffing CT/Way/Territorial	313,250	287,306	1,847	27,791	285,459
N4MCG	2023	McGahan Dr	76,500	76,500	-	-	76,500
			1,965,550				
<b>2024 Road CIP Projects (\$150,000)</b>							
24CIP	2024	B/W FY24 Local Funds	-	-	-	-	-
S8BSN	2024	Basargin Road	75,000	75,000	-	-	75,000
C3SEC	2024	Seclusion/Robin/Lourdes/Robert	75,000	75,000	-	-	75,000
			150,000				
<b>Service Area Funded - Other Projects</b>							
21GRV	2021	FY21 Borough Gravel Projects	300,000	15,139	-	284,861	15,139
22GRV	2022	FY22 Borough Gravel Projects	300,000	17,647	-	282,353	17,647
23GRV	2023	FY23 Borough Gravel Projects	300,000	77,986	16,728	238,742	61,258
23BRG	2023	FY23 Bridges Projects	300,000	300,000	-	-	300,000
DRAIN	2023	Eastway Drainage Improvements	300,000	299,308	204,762	205,454	94,546
24GRV	2024	FY23 Borough Gravel Projects	500,000	500,000	196,814	196,814	303,186
24BRG	2024	FY23 Bridges Projects	300,000	300,000	-	-	300,000
<b>Project Totals</b>			<b>\$19,424,665</b>	<b>\$ 7,906,128</b>	<b>\$ 1,772,412</b>	<b>\$ 13,290,948</b>	<b>\$ 6,133,716</b>

Beginning Fund Balance 7/1/23						\$ 10,780,090
<b>Funds Provided:</b>						
FY24 Transfer from Operating Fund						\$ 2,200,000
14JAC	DCCED Boro Wide Improvement					16,427
16NRD	US Dept. of Transportation					552,460
21SAL	US Dept. of Commerce					130,788
SLF05	US Dept. of Treasury - ARPA Funds					500,000
Total Funds Provided						3,399,676
Funds applied - current year expenditures						(1,772,412)
Funds obligated to existing projects						(6,133,716)
Projects completed or cancelled by Service Area Board Action						-
Funds available for appropriation and for future capital expansion plans						<u>\$ 6,273,637</u>

# Nikiski Fire Service Area Projects - Fund 441

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
22411	2022	FY22 SCBA/Radio Communications	\$ 300,000	\$ 1,734	\$ -	\$ 298,266	\$ 1,734
22413	2022	Response Vehicle/Plow	75,000	15,713	-	59,287	15,713
23411	2023	FY23 SCBA/Radio Communications	300,000	133,434	79,506	246,072	53,928
21VAC	2023	Vaccine/Testing/Recovery - Signage	37,370	37,370	-	-	37,370
24411	2024	Fire Engine for Station 3	550,000	550,000	-	-	550,000
24412	2024	Drager Gas Detection Monitors	40,000	40,000	-	-	40,000
Project Totals			<u>\$ 1,302,370</u>	<u>\$ 778,251</u>	<u>\$ 79,506</u>	<u>\$ 603,625</u>	<u>\$ 698,745</u>

Beginning Fund Balance 7/1/23		\$ 819,278
Funds Provided:		
FY24 Transfer from Operating Fund	\$ 260,000	
23411 FY24 Transfer from General Fund - PILT	8,339	
Total Funds Provided		268,339
Funds applied - current year expenditures		(79,506)
Funds obligated to existing projects		(698,745)
Projects completed or cancelled by Service Area Board Action		-
Funds available for appropriation and for future capital expansion plans		<u>\$ 309,367</u>

# Bear Creek Fire Service Area Projects - Fund 442

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
20421	2020	Turnout Gear	\$ 10,820	\$ 10,518	\$ 7,476	\$ 7,778	\$ 3,042
21421	2021	Heavy Rescue Engine	400,000	3,775	-	396,225	3,775
22421	2022	FY22 SCBA/Radio Communications	192,500	90,427	13,245	115,318	77,182
23421	2023	FY23 SCBA/Radio Communications	192,500	192,500	-	-	192,500
23422	2023	Ambulance	250,000	250,000	-	-	250,000
24421	2024	Tanker Replacement	500,000	500,000	-	-	500,000
<b>Project Totals</b>			<b>\$ 1,545,820</b>	<b>\$ 1,047,220</b>	<b>\$ 20,721</b>	<b>\$ 519,321</b>	<b>\$ 1,026,499</b>
Beginning Fund Balance 7/1/23							\$ 708,038
Funds Provided:							
		FY24 Transfer from Operating Fund				\$ 300,000	
22421		FY24 Transfer from General Fund - PILT				73,029	
23421		FY24 Transfer from General Fund - PILT				175,000	
Total Funds Provided							548,029
Funds applied - current year expenditures							(20,721)
Funds obligated to existing projects							(1,026,499)
Projects completed or cancelled by Service Area Board Action							-
Funds available for appropriation and for future capital expansion plans							<u>\$ 208,847</u>

# Central Emergency Service Area Projects - Fund 443

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
16CES	2016	Emergency Response Vehicles	\$ 2,785,629	\$ 2,139	\$ -	\$ 2,783,490	\$ 2,139
19461	2019	SCBA Compressor	450,000	145,701	-	304,299	145,701
19469	2019	Training Site Phase 2 Expansion	150,000	6,064	-	143,936	6,064
20461	2020	Station 1 Land Acquisition	791,795	19,524	-	772,271	19,524
20CES	2020	Emergency Response Vehicles	1,611,196	864	-	1,610,331	864
22464	2022	FY22 Station 1 Relocation	1,000,000	948,161	19,157	70,997	929,003
23461	2023	FY23 SCBA/Radio Communications	575,000	280,808	-	294,192	280,808
23462	2023	Stations 5 & 6 Interior LED Lighting	125,000	125,000	-	-	125,000
23464	2023	FY23 Station 1 Relocation	250,000	250,000	-	-	250,000
23465	2023	Security Doors	175,000	175,000	-	-	175,000
23466	2023	Stations 4 & 6 Bay Floor Resurface	200,000	200,000	-	-	200,000
23467	2023	Interior/Flooring Updates	50,000	50,000	-	-	50,000
23469	2023	Training Site Phase 3	100,000	99,377	1,088	1,711	98,289
21VAC	2023	Vaccine/Testing/Recovery - Signage	40,400	39,658	-	742	39,658
23CES	2023	Station 1 New Construction	16,498,201	16,304,057	43,693	237,837	16,260,364
24461	2024	Fire Live Training Props	150,000	150,000	-	-	150,000
<b>Project Totals</b>			<b>\$ 24,952,221</b>	<b>\$ 18,796,352</b>	<b>\$ 63,939</b>	<b>\$ 6,219,808</b>	<b>\$ 18,732,413</b>

	Capt Proj Fund	16/20CES Bond	23CES Bond	Total
Beginning Fund Balance 7/1/23	\$ 2,738,197	\$ 19,261	\$ 16,588,148	\$ 19,345,606
Funds Provided:				
FY24 Transfer from Operating Fund	700,000			
FY24 Interest Earnings on Bond Proceeds		247	212,779	913,027
Funds applied - current year expenditures	(20,246)	-	(43,693)	(63,939)
Funds obligated to existing projects	(2,469,046)	(3,003)	(16,260,364)	(18,732,413)
Projects completed or cancelled by Service Area Board Action	-	-	-	-
Funds avail. for approp. and for future capital expansion plans	<u>\$ 948,905</u>			948,905
Funds restricted for 16/20 CES bonds		<u>\$ 16,505</u>		16,505
Funds restricted for 23CES bonds			<u>\$ 496,870</u>	496,870
Ending fund balance				<u>\$ 1,462,280</u>

# Western Emergency Service Area Projects - Fund 444

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
23441	2023	FY23 SCBA/Radio Communications	\$ 220,000	\$ 25,517	\$ 12,968	\$ 207,451	\$ 12,549
23443	2023	Command Vehicle	60,000	60,000	-	-	60,000
Project Totals			<u>\$ 280,000</u>	<u>\$ 85,517</u>	<u>\$ 12,968</u>	<u>\$ 207,451</u>	<u>\$ 72,549</u>

Beginning Fund Balance 7/1/23	\$ 100,875
Funds Provided:	
FY24 Transfer from Operating Fund	<u>\$ 50,000</u>
Total Funds Provided	50,000
Funds applied - current year expenditures	(12,968)
Funds obligated to existing projects	(72,549)
Projects completed or cancelled by Service Area Board Action	<u>-</u>
Funds available for appropriation and for future capital expansion plans	<u>\$ 65,358</u>

# Kachemak Emergency Service Area Projects - Fund 446

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
17482	2017	ST 2 Water Tank/Generator	\$ 24,755	\$ 6,717	\$ -	\$ 18,038	\$ 6,717 *
23481	2023	Ambulance/Medic 2	283,204	283,204	-	-	283,204
23485	2023	FY23 SCBA/Radio Communications	273,805	97,255	8,984	185,534	88,271
23486	2023	Snow Machine / SnowBalance	30,000	30,000	-	-	30,000
21VAC	2023	Vaccine/Testing/Recovery - Signage	10,100	10,100	-	-	10,100
24481	2024	Command Vehicle with Plow	80,000	80,000	-	-	80,000
24482	2024	Utility Vehicle with Plow	80,000	80,000	-	-	80,000
Project Totals			<u>\$ 781,864</u>	<u>\$ 587,276</u>	<u>\$ 8,984</u>	<u>\$ 203,572</u>	<u>\$ 578,292</u>

Beginning Fund Balance 7/1/23	\$ 487,084
Funds Provided:	
FY24 Transfer from Operating Fund	<u>\$ 271,000</u>
Total Funds Provided	271,000
Funds applied - current year expenditures	(8,984)
Funds obligated to existing projects	(578,292)
Projects completed or cancelled by Service Area Board Action	<u>6,717</u> *
Funds available for appropriation and for future capital expansion plans	<u>\$ 177,525</u>

# Communication Center 911 Projects - Fund 455

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
23431	2023	ERC Uninterruptible Power	\$ 75,000	\$ 73,573	\$ 57,698	\$ 59,126	\$ 15,874
23432	2023	Router/Switch Replacement	18,000	18,000	-	-	18,000
23434	2023	Distribution Switches	28,000	28,000	-	-	28,000
24432	2024	Router/Switch Replacement	4,000	4,000	-	-	4,000
24433	2024	Workstation Equipment	17,890	17,890	3,336	3,336	14,554
24434	2024	Uninterruptible Power Supply	9,000	9,000	8,590	8,590	410
24436	2024	Data Storage	34,000	34,000	-	-	34,000
Totals			\$ 185,890	\$ 184,463	\$ 69,624	\$ 71,052	\$ 114,838

Beginning Fund Balance 7/1/23	\$ 609,614
Funds Provided:	
FY24 Transfer from Operating Fund	\$ 200,921
Total Funds Provided	200,921
Funds applied - current year expenditures	(69,624)
Funds obligated to existing projects	(114,838)
Projects completed or cancelled	-
Funds available for appropriation and for future capital expansion plans	<u>\$ 626,072</u>



# North Peninsula Recreation Projects - Fund 459

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
23451	2023	Truck/Plow	\$ 65,000	\$ 65,000	\$ -	\$ -	\$ 65,000
23452	2023	Asphalt Resurfacing	62,000	62,000	-	-	62,000
23453	2023	Pool Sidewalks	150,000	137,185	99,574	112,388	37,612
23454	2023	Pool Boilers Replacement	817,950	784,848	1,035	34,137	783,813
23455	2023	Trail Groomer	26,000	26,000	-	-	26,000
24451	2024	Pool Floor & Front Desk Replace	291,000	291,000	-	-	291,000
24452	2024	Pool & Spa Circulation Pumps	126,000	126,000	-	-	126,000
Project Totals			<u>\$ 1,537,950</u>	<u>\$ 1,492,033</u>	<u>\$ 100,608</u>	<u>\$ 146,525</u>	<u>\$ 1,391,425</u>

Beginning Fund Balance 7/1/23	\$ 1,421,544
Funds Provided:	
FY24 Transfer from Operating Fund	<u>\$ 700,000</u>
Total Funds Provided	700,000
Funds applied - current year expenditures	(100,608)
Funds obligated to existing projects	(1,391,425)
Projects completed or cancelled by Service Area Board Action	<u>-</u>
Funds available for appropriation and for future capital expansion plans	<u><u>\$ 629,511</u></u>

# Central Peninsula Hospital Projects - Fund 490

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
Funds Provided by Bond Proceeds							
14CPH	2014	CPH Specialty Clinic	\$ 41,249,563	\$ 80,974	\$ -	\$41,168,590	\$ 80,974
18CPH	2018	CPH OB/Cath Lab	29,140,645	23,379	23,379	29,140,645	-
Funds Provided by Hospital Plant Replacement Fund							
17OBL	2017	CPH OB/Cardiac Cath Lab	10,215,000	566,896	6,838	9,654,943	560,057
22SFT	2022	Software Workday ERP	4,881,993	2,756,875	-	2,125,118	2,756,875
Total Funds Provided by Hospital Plant Replacement Fund			15,096,993	3,323,771	6,838	11,780,060	3,316,933
Funds Provided by the Kenai Health Center Maint. Fund							
23HTL	2023	KHCTR Security Improvement	10,000	10,000	-	-	10,000
Project Totals			\$ 85,497,201	\$ 3,438,124	\$ 30,217	\$82,089,295	\$ 3,407,907

	Capl Proj Fund	KHCTR	CPH Bonds	Total
Beginning Fund Balance 7/1/23	\$ 783,584	\$ 958,126	\$ 964,751	\$ 2,706,461
Funds Provided:				
17OBL CPH Local Contribution - OB / Card Cath Lab	566,896			
22SFT CPH Local Contribution - Software Workday ERP	2,756,875			
FY24 Interest Earnings on Bond Proceeds			12,445	3,336,216
Funds applied - current year expenditures	(6,838)	(5,000)	(23,379)	(35,217)
Funds obligated to existing projects	(3,316,933)	(10,000)	(80,974)	(3,407,907)
Projects completed or cancelled	-	-	-	-
Funds available for approp. and future capital projects	\$ 783,584			783,584
Funds restricted For Kenai Health Center Maintenance		\$ 943,126		943,126
Funds restricted for CPH bonds			\$ 872,844	872,844
Ending fund balance				\$ 2,599,554

# South Peninsula Hospital Projects - Fund 491

Balances through September 30, 2023

Project	Year Appropriated	Project Description	Authorized Amount	FY24 Budget	Expend FY24	Total LTD Expenditures	Unexpended Balance
<b>Funds Provided by Local Funds</b>							
17SPM	2017	Bond - Homer Medical Center Remodel	\$ 3,007,999	\$ 1,478	\$ -	\$ 3,006,520	\$ 1,478
21SHC	2021	Roof Replacement	325,000	58,854	-	266,146	58,854
21SHD	2021	Nuclear Medicine System	303,673	303,673	-	-	303,673
21SHU	2021	Homer Medical Clinic Lobby Remodel	30,500	30,500	-	-	30,500
21SHZ	2021	Various Minor Hospital Equip/Software	150,882	18,658	-	132,224	18,658
22SEC	2022	Security Upgrade	105,000	70,423	-	34,577	70,423
22SHB	2022	A/C Unit - Long Term Care/Rehab	1,450,000	1,224,323	56,803	282,481	1,167,519
22SHG	2022	Incident Management Software	81,760	13,838	-	67,923	13,838
22SHY	2022	Hot Water System Replacement	389,500	388,781	-	719	388,781
23SHA	2023	Imaging Nuc. Med System Part 2	625,000	625,000	-	-	625,000
23SHD	2023	Pre-Op PACU Monitor Replacement	168,579	13,561	-	155,018	13,561
23SHF	2023	Lobby Door Replacement	110,000	72,854	-	37,146	72,854
23SHG	2023	OR Suite Surgical Light Replacement	97,573	17,072	-	80,501	17,072
23SHH	2023	Mammography Software	88,500	88,500	-	-	88,500
23SHL	2023	Minor Hospital Equipment	60,652	13,917	-	46,735	13,917
23SPH	2023	Pre Design Master Plan/Nuc Med/Pharm	659,783	406,079	225	253,929	405,854
24SHA	2024	Acute Care Patient Beds	67,796	67,796	-	-	67,796
24SHB	2024	OB Care Minor Equipment	56,874	56,874	-	-	56,874
24SHC	2024	Long Term Care Minor Equipment	195,680	195,680	-	-	195,680
24SHD	2024	Operating Room CORE 2 Console	24,200	24,200	-	-	24,200
24SHE	2024	Surgery Minor Equipment	451,299	451,299	-	-	451,299
24SHF	2024	ER Minor Equipment	118,228	118,228	-	-	118,228
24SHG	2024	Code Net Software	8,500	8,500	-	-	8,500
24SHH	2024	Transcranial Magnetic Stimulation Unit	148,470	148,470	-	-	148,470
24SHI	2024	Physical Therapy Minor Equipment	40,654	40,654	-	-	40,654
24SHJ	2024	MR Microscopy Coil	35,000	35,000	-	-	35,000
24SHK	2024	Imaging Minor Equipment	275,579	275,579	-	-	275,579
24SHL	2024	Enhanced Mammography Software	97,324	97,324	-	-	97,324
24SHM	2024	DynaCAD Imaging Software	72,720	72,720	-	-	72,720
24SHN	2024	Meal Suite Software	10,786	10,786	-	-	10,786
24SHO	2024	Pediatric Nasopharyngoscope	12,004	12,004	-	-	12,004
24SHP	2024	Loading Dock Scissor Lift	15,150	15,150	-	-	15,150
24SHQ	2024	Materials Mgmt Door Auto Opener	25,250	25,250	-	-	25,250
24SHR	2024	Lab Hematology Analyzers	98,475	98,475	-	-	98,475
24SHS	2024	Lab Minor Equipment	95,142	95,142	-	-	95,142
24SHU	2024	203 W Pioneer Av Bldg Repairs	153,568	153,568	153,568	153,568	-
24SHV	2024	Electronic Case Reporting Interface	9,090	9,090	-	-	9,090
24SHW	2024	IT Minor Hospital Equipment	108,070	108,070	-	-	108,070
<b>Total Funds Provided by Local Funds</b>			<b>9,774,260</b>	<b>5,467,371</b>	<b>210,596</b>	<b>4,517,485</b>	<b>5,256,774</b>
<b>Funds Provided by Hospital Plant Replacement Fund</b>							
21SHB	2021	Remodel Kachemak Prof Building	500,000	454,689	-	45,311	454,689
22SPR	2022	203 W Pioneer Av Bldg Repairs	147,500	88,618	88,614	147,495	5
23DES	2023	Design Infrastructure Deferred Maint	250,000	250,000	-	-	250,000
22SHB	2023	A/C Unit - Long Term Care/Rehab	627,416	627,416	-	-	627,416
23SHM	2023	Ultrasound Software/Hardware	65,000	21,679	-	43,321	21,679
23SHQ	2023	Minor Hospital Equipment	107,608	56,831	-	50,777	56,831
23SHR	2023	SPH Annunciator Switch	613,020	613,020	-	-	613,020
24SHX	2024	Bariatric Floor Lift	9,189	9,189	-	-	9,189
24SHY	2024	ER Room 4 Exam Door	12,625	12,625	-	-	12,625
24SHZ	2024	HMC Exam Rooms Renovation	126,870	126,870	-	-	126,870
<b>Total Funds Provided by Hospital Plant Replacement Fund</b>			<b>2,459,228</b>	<b>2,260,938</b>	<b>88,614</b>	<b>286,904</b>	<b>2,172,324</b>
<b>Funds Provided by South Peninsula Hospital, Inc.</b>							
22SPR	2022	203 W Pioneer Av Bldg Repairs	227,500	227,500	-	-	227,500
24EMR	2024	Electronic Medical Records Software	7,000,000	7,000,000	-	-	7,000,000
<b>Project Totals</b>			<b>\$ 19,460,988</b>	<b>\$ 14,955,808</b>	<b>\$ 299,210</b>	<b>\$ 4,804,389</b>	<b>\$ 14,656,598</b>
					<b>Capt Proj Fund</b>	<b>17SPH/M Bond</b>	<b>Total</b>
Beginning Fund Balance 7/1/23					\$ 4,551,565	\$ 23,254	\$ 4,574,818
Funds Provided:							
FY24 Transfer from Operating Fund					2,119,853		
SPH Local Contributions for Plant Replacement Fund Projects					2,260,938		
SPH Inc. Contributions					7,227,500		11,608,291
Funds applied - current year expenditures					(299,210)	-	(299,210)
Funds obligated to existing projects					(14,655,120)	(1,478)	(14,656,598)
Projects completed or cancelled					-	-	-
Funds available for approp. and future capital expansion plans					\$ 1,205,525		1,205,525
Funds restricted for SPH Bonds						\$ 21,775	21,775
Ending fund balance							\$ 1,227,301

Introduced by: Mayor  
Date: 11/07/23  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2023-073**

**A RESOLUTION AUTHORIZING ONE FULL-TIME IT SYSTEM MANAGER  
ADMINISTRATIVE SERVICE POSITION**

**WHEREAS,** the IT Director has traditionally served as the lead system administrator for all Kenai Peninsula Borough (“Borough”) technology infrastructure; and

**WHEREAS,** it is no longer feasible for the IT Director to effectively lead the Borough’s technology direction while operationally implementing, managing and maintaining technology infrastructure; and

**WHEREAS,** the IT Systems Manager position will handle the day-to-day operational management of technology infrastructure in use by Borough departments and service areas; and

**WHEREAS,** the position will function in both a supervisory role as well as a working manager overseeing all the Borough’s technology infrastructure; and

**WHEREAS,** based on current available information, sufficient funds exist in the current FY2024 budget and no additional fiscal appropriations will be necessary; and

**WHEREAS,** it is in the best interests of the Borough to create a middle management position titled IT Systems Manager;

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

**SECTION 1.** That the Assembly hereby authorizes the addition of one new full-time permanent IT Systems Manager. This position is an administrative service position under KPB 3.04.070.

**SECTION 2.** That this resolution is effective upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF NOVEMBER, 2023.**

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Brent Johnson, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## IT Department

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### MEMORANDUM

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

**THRU:** Peter A. Micciche, Mayor *PMM*  
Justen Huff, Human Resources Director *JH*

**FROM:** Ben Hanson, IT Director *BH*

**DATE:** October 26, 2023

**RE:** Resolution 2023-013, Authorizing One Full-Time IT System Manager Administrative Service Position (Mayor)

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In an FY24 revenue neutral change, this resolution will create a new management position within the IT Department.

The IT Director has traditionally served as the lead system administrator for all Borough systems. With the perpetual increase in scale, complexity and criticality of technology systems, it is no longer feasible for the IT Director to effectively lead the Borough's technology direction while operationally implementing, managing and maintaining technology infrastructure. The IT System Manager will offload the day-to-day operational management of the Borough's technology infrastructure, allowing the IT Director to focus on leading the Borough's technology related organizational objectives.

Due to a number of vacancies within the IT Department, sufficient funds exist in the current FY2024 budget and no additional fiscal appropriations will be necessary.

This position will be classified as an administrative service, Appendix A, position.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
<b>Account:</b>	<u>100.11231.40110</u>
<b>Amount:</b>	<u>\$225,000.00</u>
By: <u><i>CJ</i></u>	Date: <u>10/25/2023</u>
By: <u><i>BH</i></u>	

Introduced by: Mayor  
Date: 11/07/23  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2023-074**

**A RESOLUTION AUTHORIZING THE REINSTATEMENT OF ONE FULL-TIME GIS  
ANALYST CLASSIFIED SERVICE POSITION**

**WHEREAS,** the Kenai Peninsula Borough Geographic Information Systems Division (“GIS”) within the Planning Department reduced staff from five to three in the early days of the Covid-19 pandemic;

**WHEREAS,** the GIS staffing reduction occurred concurrently with other staff turnover and a dip in demand due to the pandemic slowdown; and

**WHEREAS,** conditions have changed and demand for GIS services have returned; and

**WHEREAS,** the Borough’s Planning Director has assumed the manager role within the GIS; and

**WHEREAS,** present workload for maintaining the tax parcel status and online map viewer is not sustainable; and

**WHEREAS,** following a department-wide evaluation of continuing operations, the Planning Department’s most significant succession planning gap exists within the GIS; and

**WHEREAS,** based on current available information, sufficient funds exist in the current FY2024 budget and no additional fiscal appropriations will be necessary; and

**WHEREAS,** it is in the best interests of the Borough to reinstate the GIS Analyst Position;

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

**SECTION 1.** That the Assembly hereby authorizes the addition of one new full-time permanent GIS Analyst. This position is a classified service position under KP.B 3.04.060.

**SECTION 2.** That this resolution is effective upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF NOVEMBER, 2023.**

\_\_\_\_\_  
Brent Johnson, Assembly President

ATTEST:

\_\_\_\_\_  
Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:



# Kenai Peninsula Borough

## Planning Department

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### MEMORANDUM

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

**THRU:** Peter A. Micciche, Mayor *PM*  
Justen Huff, Human Resources Director *JH*

**FROM:** Robert Ruffner, Planning Director *RR*

**DATE:** October 26, 2023

**RE:** Resolution 2023-074 Authorizing the Reinstatement of One Full-Time GIS Analyst  
Classified Service Position (Mayor)

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The Borough's Planning Department respectfully requests that we begin to rebuild our Geographic Information Systems ("GIS") division back to pre-Covid status. This request is to reinstate the GIS Analyst Position within the Planning Department.

The scope of the GIS division is most often associated with the public viewer and the creation of parcels; however, GIS is a critical component of KPB emergency management response, 911, Assessing, Elections, Roads, and Planning Departments. The GIS Division does not just make maps, it relies on a rich and complex database management process combined with specialized programming development that allows for the end product of visual display. GIS has been progressively increasing the efficiency of other departments by creating solutions that reduce staff hours required to perform everyday tasks. This includes field applications, public outreach applications, procurement and delivery of aerial imagery, and the development of custom internal solutions. The GIS Division is also relied upon to provide accurate and readily-available data, high-quality maps and comprehensive technical assistance to the public, private businesses, and other agencies.

In 2020, GIS staff was reduced from five positions to three while demand for the above support continued to increase. Two positions were not replenished and eventually cut from the budget. It is important that we begin to add full capacity back to the GIS Division to accommodate succession planning for such a critical function in the KPB organization.

With the addition of a Borough surveyor position, the Planning Department will be moving toward improving the accuracy of our parcel fabric – the foundation layer for much of our geospatial data infrastructure – which is used in our public facing viewers, in third party apps (such as the heavily-used app "OnX"), and most importantly in day-to-day Borough operations including tax assessment functions.

Page -2-  
October 26, 2023  
RE: R2023-074

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The current demands on staff are already unrealistic to meet the needs of the Borough. GIS is not equipped to handle the additional workload created by the work of the surveyor at current staffing levels.

This analyst position will assist both GIS specialists in their day-to-day work load and – possibly more importantly – provide a depth to the Department that is currently lacking as staff currently has no ability to cross train or share responsibilities and/or create adequate documentation or SOPs for their position. This leaves the above-mentioned Departments in a vulnerable position if even one staff member is missing. The analyst will begin to cross-train under one or both specialists, create SOPs, other documentation, and metadata (background information that documents and describes the provenance, nature and quality of the data as well as its intended use). This type of information will be critical as process and data is removed from its original source.

This position will also assist other Borough departments and service areas with the acquisition of geospatial data and the associated set-up and maintenance of software/ hardware to support the unique individual needs of Borough staff.

The Planning Department projects that it will have sufficient lapse in personnel to cover the costs of this position in FY24, assuming a hire date of 02/01/2024.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
<b>Account:</b>	100.11232.40110 _____
<b>Amount:</b>	<u>\$ 79,500 for the remainder of the FY</u>
By: <u>    CJ    </u>	Date: <u>10/26/2023</u>
By: <u>    BH    </u>	

Introduced by: Mayor, Cox, Cooper  
Date: 11/07/23  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2023-075**

**A RESOLUTION AMENDING THE ASSEMBLY INVOCATION POLICY TO  
PROVIDE THAT INVOCATIONS WILL BE GIVEN BY CHAPLAINS**

**WHEREAS,** the Kenai Peninsula Borough Assembly ("Assembly") is an elected legislative and deliberative public body, serving the residents of the Borough; and

**WHEREAS,** the Borough Code of Ordinances provides for an invocation to be offered at the beginning of each meeting for the benefit of the Assembly to accommodate the spiritual needs of the public officials; and

**WHEREAS,** in Resolution 2016-056 the Assembly adopted a formal written policy to clarify its invocation practices; and

**WHEREAS,** in *Marsh v. Chambers*, 463 U.S. 783 (1983), the United States Supreme Court validated the Nebraska Legislature's practice of opening each day of its sessions with a prayer by a chaplain paid with taxpayer dollars, and specifically concluded, "The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom."; and

**WHEREAS,** in *Town of Greece v. Galloway*, 134 S.Ct. 1811 (2014), the United States Supreme Court validated opening prayers at town council meetings finding that "legislative prayer lends gravity to public business, reminds lawmakers to transcend petty differences in pursuit of a higher purpose, and express a common aspiration to a just and peaceful society."; and

**WHEREAS,** the Supreme Court clarified in *Town of Greece* that opening invocations are "meant to lend gravity to the occasion and reflect values long part of the Nation's heritage" and should not show over time "that the invocations denigrate nonbelievers or religious minorities, threaten damnation, or preach conversion."; and

**WHEREAS,** the Merriam-Webster dictionary defines an invocation as the act or process of asking for help or support, in this case, for the Assembly and Borough; and

**WHEREAS,** over recent years drawn-out, politically and religiously motivated speeches have become more frequent than true invocations; and

- WHEREAS**, these speeches seldom ask for any help or support for the Assembly, the decision making process, or the Borough; and
- WHEREAS**, the Assembly believes a chaplain could more precisely execute a timely invocation specifically asking for help and support for the Assembly and Borough while remaining politically neutral and neutral with regard to religious affiliations; and
- WHEREAS**, the assembly desires to amend the formal, written policy to clarify its invocation definition and intended practices; and
- WHEREAS**, this resolution does not establish a policy that defines the constitutional limits for permissible public invocations but instead is intended to adopt guidelines that are consistent with the guidance provided by several courts that have considered the validity of public invocations; and
- WHEREAS**, the Assembly intends to adopt a policy that does not advance any particular faith, or show a purposeful preference of one religious view over another by not permitting the faith of the person offering the invocation to be considered;
- WHEREAS**, one or more legislative bodies of 46 states and Puerto Rico have invocations delivered by a chaplain; and
- WHEREAS**, using a chaplain to offer the invocation during the beginning of a legislative session was upheld by the U.S. Supreme Court in *Marsh v. Chambers*, 463 US 783 (1983), in which the Nebraska legislature opened each day of its sessions with a prayer by a chaplain paid with taxpayer dollars; and
- WHEREAS**, nothing in the selection of a chaplain will limit the chaplain to any religious belief or affiliation; and
- WHEREAS**, the Assembly's intent is that the invocation should be non-sectarian, with participation completely voluntary, with the purpose of taking a moment to solemnize the proceedings without proselytizing; and
- WHEREAS**, volunteer chaplains serving the Borough's emergency and fire service areas are practiced in providing comfort and solace and not proselytizing a specific viewpoint or religious denomination; and
- WHEREAS**, the Borough Assembly's best interest would be served by asking volunteer emergency services and fire service area chaplains provide a short invocation prior to the meeting;

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

**SECTION 1.** That Section IX paragraph D of the Kenai Peninsula Borough Assembly Manual is hereby amended as follows:

**IX. ASSEMBLY MEETING**

...

**D. Invocations.**

1. It is the intent of the assembly to allow a private citizen to solemnize the proceedings of the Kenai Peninsula Borough Assembly. It is the policy of the assembly to allow for an invocation, which will be limited to a short prayer or solemnizing message asking for help or support for the Assembly, decision making process, and/or Borough that is no longer than two minutes [MAY INCLUDE A SHORT PRAYER OR A SOLEMNIZING MESSAGE], to be offered at the beginning of its meetings for the benefit of the assembly to accommodate the spiritual needs of the public officials.
2. No member or employee of the assembly or any other person in attendance at the meeting shall be required to participate in the invocation that is offered and such decision shall have no impact on the ability of the person to actively participate in the business of the assembly.
3. No member or employee of the assembly will direct the public to stand, bow, or in any way participate in the invocation, make public note of a person's presence or absence, attention or inattention during the invocation, or indicate that decisions of the assembly will in any way be influenced by a person's acquiescence in the invocation opportunity.
4. The invocation shall be voluntarily delivered by a resident of the Kenai Peninsula Borough who serves as a volunteer chaplain for the Borough's fire and emergency medical service areas designated by the Assembly President.
5. If a scheduled chaplain is not in attendance at an assembly meeting the Assembly President may authorize an Assembly member or the Mayor to provide the invocation or a moment of silence or reflection. [TO ENSURE THAT THE OPPORTUNITY TO GIVE AN INVOCATION IS AVAILABLE TO A WIDE POOL OF REPRESENTATIVES

THE INVOCATION SPEAKER SHALL BE SELECTED ACCORDING TO THE FOLLOWING PROCEDURE:

- A. THE CLERK'S OFFICE SHALL KEEP A CALENDAR FOR ALL DATES OF ASSEMBLY MEETINGS. A PERSON WISHING TO GIVE AN INVOCATION MUST SUBMIT A DATED, WRITTEN REQUEST FOR AN INVOCATION TO THE CLERK'S OFFICE FOR ONLY ONE INVOCATION AT A TIME.
  - B. THE POLICY IS INTENDED TO BE APPLIED IN A WAY THAT IS ALL-INCLUSIVE AND DIVERSE TO REPRESENT THE FAITHS OF THE RESIDENTS OF THE KENAI PENINSULA BOROUGH. SHOULD A QUESTION ARISE AS TO THE QUALIFICATION OF A PERSON REQUESTING TO GIVE AN INVOCATION, THE ASSEMBLY PRESIDENT SHALL MAKE THE DECISION BY REFERRING TO THIS POLICY, AND MAY REQUEST CLARIFICATION FROM THE APPLICANT IF NEEDED.
  - C. THE RESPONDENTS TO THE NOTICE SHALL BE SCHEDULED ON A FIRST-COME, FIRST-SERVE BASIS TO DELIVER THE INVOCATION, PROVIDED EACH RESPONDENT MAY ONLY ASK TO PROVIDE ONE INVOCATION AT A TIME, WITH SUBSEQUENT REQUESTS ONLY MADE AFTER THE DATE OF PREVIOUSLY SCHEDULED INVOCATION HAS PASSED. IN ANY EVENT, NO RESPONDENT SHALL BE SCHEDULED TO OFFER AN INVOCATION AT CONSECUTIVE ASSEMBLY MEETINGS OR AT MORE THAN FOUR ASSEMBLY MEETINGS IN ANY CALENDAR YEAR. THESE LIMITATIONS ARE INTENDED TO HELP ENSURE THAT A VARIETY OF SPEAKERS ARE GIVEN AN OPPORTUNITY TO PROVIDE AN INVOCATION AND THAT THERE IS NO APPEARANCE THAT THE ASSEMBLY FAVORS OR PROMOTES ANY ONE FAITH OVER ANOTHER.
  - D. IN THE EVENT AN ELIGIBLE INDIVIDUAL FROM THE KENAI PENINSULA BOROUGH BELIEVES THAT THE CLERK OR PRESIDENT HAS NOT COMPLIED WITH THE TERMS OF THIS POLICY, THE INDIVIDUAL HAS THE RIGHT TO HAVE THE MATTER REVIEWED BY THE ASSEMBLY.
  - E. IF AN INDIVIDUAL SCHEDULED TO OFFER AN INVOCATION IS NOT IN ATTENDANCE AT AN ASSEMBLY MEETING WHEN THE INVOCATION IS SCHEDULED TO BE GIVEN, THE ASSEMBLY PRESIDENT OR AN ASSEMBLY MEMBER MAY BE ASKED BY THE PRESIDENT TO PROVIDE THE INVOCATION OR THE MEETING MAY PROCEED WITHOUT AN INVOCATION BEING OFFERED.]
6. No invocation speaker shall receive direct compensation for his or her service.
  7. No guidelines or limitations shall be issued regarding an invocation's content, except that the Assembly shall request by the language of this policy that no invocation should proselytize or advance any faith, or disparage the religious faith or non-religious views of others.

8. No assembly member nor employee in the clerk’s office shall engage in any prior inquiry, review of, or involvement in the content of any invocation to be offered by an invocation speaker.
9. To clarify the assembly’s intentions the following disclaimer shall be included on any printed assembly meeting agenda for a meeting during which an invocation may be provided immediately below the 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.”*
10. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the assembly with, nor express the assembly’s preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the assembly’s respect for the diversity of religious denominations and faiths represented and practiced among the residents of the borough.

**SECTION 2.** This resolution shall become effective on January 1, 2024.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF NOVEMBER, 2023.**

---

Brent Johnson, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

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

**FROM:** Peter A. Micciche, Mayor *PMM*  
Tyson Cox, Assembly Vice President *TC*  
Kelly Cooper, Assembly Member *KE*

**DATE:** October 26, 2023

**RE:** Resolution 2023-075, Amending the Assembly Invocation Policy Regarding  
Invocations Before the Borough Assembly Meetings to Provide that Invocations will  
be Given by Chaplains (Mayor, Cox, Cooper)

---

This Resolution amends the current invocation policy to ask the volunteer chaplains for the Borough's fire and emergency service areas to provide short invocations that are in-line with U.S. Supreme Court precedent and in-line with the Assembly's intent to take a moment of reflection to benefit the Assembly.

The Assembly's intent is that the invocation should be non-sectarian, not promoting any particular religious affiliation, with participation completely voluntary, and with the purpose of taking a moment to solemnize the proceedings.

Volunteer chaplains serving the Borough's emergency and fire service areas are practiced in providing comfort and solace and not proselytizing a specific viewpoint or religious denomination.

Your consideration is appreciated.



Introduced by:	Gilman, Bagley
Date:	10/11/16
Action:	Adopted
Vote:	6 Yes, 3 No, 0 Absent
Date:	10/25/16
Action:	Adoption Vetoed by Mayor
Action	Motion to Override Veto Passed
Vote on Override:	6 Yes, 3 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2016-056**

**AMENDING THE ASSEMBLY MANUAL TO INCLUDE A POLICY REGARDING  
INVOCATIONS BEFORE BOROUGH ASSEMBLY MEETINGS**

**WHEREAS,** the Kenai Peninsula Borough Assembly ("assembly") is an elected legislative and deliberative public body, serving the residents of the borough; and

**WHEREAS,** the borough code of ordinances provides for an invocation to be offered at the beginning of each meeting; and

**WHEREAS,** the assembly desires to adopt a formal, written policy to clarify its invocation practices; and

**WHEREAS,** in *Marsh v. Chambers*, 463 U.S. 783 (1983), the United States Supreme Court validated the Nebraska Legislature's practice of opening each day of its sessions with a prayer by a chaplain paid with taxpayer dollars, and specifically concluded, "The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom."; and

**WHEREAS,** in *Town of Greece v. Galloway*, 134 S.Ct. 1811 (May 5, 2014), the United States Supreme Court validated opening prayers at town council meetings finding that "legislative prayer lends gravity to public business, reminds lawmakers to transcend petty differences in pursuit of a higher purpose, and express a common aspiration to a just and peaceful society."; and

**WHEREAS,** the Supreme Court clarified in *Town of Greece* that opening invocations are "meant to lend gravity to the occasion and reflect values long part of the Nation's heritage" and should not show over time "that the invocations denigrate nonbelievers or religious minorities, threaten damnation, or preach conversion."; and

**WHEREAS**, this resolution does not establish a policy that defines the constitutional limits for permissible public invocations but instead is intended to adopt guidelines that are consistent with the guidance provided by several courts that have considered the validity of public invocations; and

**WHEREAS**, numerous courts have approved an invocation practice that incorporates a neutral system to invite religious leaders from the local community and/or volunteers to provide an invocation before public meetings. *Town of Greece*. See also *Simpson v. Chesterfield Cnty. Bd. Of Supervisors*, 404 F.3d 276 (4<sup>th</sup> Cir. 2005), cert. denied, 546 U.S. 937 (2005); *Pelphrey v. Cobb Cnty.*, 547 F.3d 1263 (11<sup>th</sup> Cir. 2008); *Rubin v. City of Lancaster*, 710 F.3d 1087 (9<sup>th</sup> Cir. 2013); and

**WHEREAS**, the assembly intends to adopt a policy that does not proselytize or advance any particular faith, or show a purposeful preference of one religious view over another by not permitting the faith of the person offering the invocation to be considered when extending an invitation or scheduling participation;

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

**SECTION 1.** That Section IX of the Kenai Peninsula Borough Assembly Manual is hereby amended by adding a new paragraph D which adopts a written policy regarding opening invocations as follows:

**IX. ASSEMBLY MEETING**

...

**D. Invocations.**

1. It is the intent of the assembly to allow a private citizen to solemnize the proceedings of the Kenai Peninsula Borough Assembly. It is the policy of the assembly to allow for an invocation, which may include a short prayer or a solemnizing message, to be offered at the beginning of its meetings for the benefit of the assembly to accommodate the spiritual needs of the public officials.
2. No member or employee of the assembly or any other person in attendance at the meeting shall be required to participate in any prayer or solemnizing message that is offered and such

decision shall have no impact on the ability of the person to actively participate in the business of the assembly.

3. No member or employee of the assembly will direct the public to stand, bow, or in any way participate in the prayers, make public note of a person's presence or absence, attention or inattention during the invocation, or indicate that decisions of the assembly will in any way be influenced by a person's acquiescence in the prayer opportunity.
4. The invocation shall be voluntarily delivered by an appointed representative from the Associations List developed as described below. To ensure that such person (the "invocation speaker") is selected from among a wide pool of representatives the invocation speaker shall be selected according to the following procedure:
  - a. The Clerk shall post a notice on the borough internet home page that all religious associations with an established presence in the Kenai Peninsula Borough that regularly meet for the primary purpose of sharing a religious perspective, or chaplains who may serve one of more of the fire departments, law enforcement agencies, hospitals, or other similar organizations in the borough, are eligible to provide invocations to the assembly, and that the authorized leader of any such association or chaplain can submit a written request to provide an invocation to the borough clerk. An additional printed notice containing this information shall be made available to the public during assembly meetings and at the clerk's office.
  - b. The borough clerk shall compile and maintain a database (the "Associations List") of the qualifying associations and chaplains who have submitted such a written request (hereinafter referred to as a "religious association").
  - c. The policy is intended to be and shall be applied in a way that is all-inclusive of every diverse religious association serving the residents of the Kenai Peninsula Borough. The Association List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all of the community's religious leaders, who may themselves choose whether to respond to the assembly's invitation and participate. Should a question arise as to the authenticity of

- a religious association, the assembly president shall make the decision by referring to the criteria used by the Internal Revenue Service in its determination of those organizations that would legitimately qualify for I.R.C. §501(c)(3) tax-exempt status.
- d. The respondents to the notice shall be scheduled on a first-come, first-serve basis to deliver the invocation, provided each respondent may only ask to provide one invocation at a time, with subsequent requests only made after the date of previously scheduled invocation has passed. This is intended to help ensure that a variety of eligible representatives are scheduled for the invocations.
  - e. In the event an eligible representative of a religious association serving the local community believes that the Clerk or President has not complied with the terms of this policy, the representative has the right to have the matter reviewed by the Assembly.
  - f. If no scheduled representative is in attendance at an assembly meeting the assembly President may authorize an assembly member to provide the invocation.
5. No invocation speaker shall receive compensation for his or her service.
  6. No guidelines or limitations shall be issued regarding an invocation's content, except that the Assembly shall request by the language of this policy that no invocation should proselytize or advance any faith, or disparage the religious faith or non-religious views of others.
  7. No assembly member nor employee in the clerk's office shall engage in any prior inquiry, review of, or involvement in the content of any invocation to be offered by an invocation speaker.
  8. To clarify the assembly's intentions the following disclaimer shall be included on any printed assembly meeting agenda for a meeting during which an invocation may be provided immediately below the 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.”*

9. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the assembly with, nor express the assembly’s preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the assembly’s respect for the diversity of religious denominations and faiths represented and practiced among the residents of the borough.

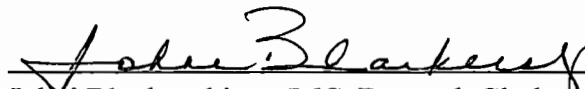
**SECTION 2.** That this resolution takes effect immediately upon its enactment.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 11TH DAY OF OCTOBER, 2016.**

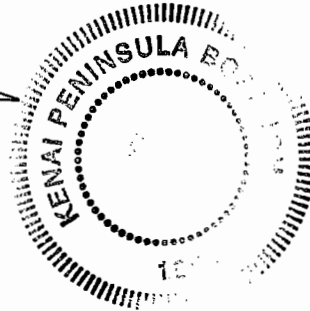


Blaine Gilman, Assembly President

ATTEST:



John Blankenship, MMC, Borough Clerk



10/11/16 Vote on motion to adopt:

Yes: Bagley, Johnson, Knopp, Ogle, Welles, Gilman

No: Cooper, Dunne, Holmdahl

Absent: None

10/25/16 Vote on motion to override Mayor’s Veto:

Yes: Bagley, Fischer, Gilman, Knopp, Ogle, Welles

No: Dunne, Holmdahl, Cooper

Absent: None

Kenai Peninsula Borough  
Assembly

**MEMORANDUM**

**TO:** Kenai Peninsula Borough Assembly Members  
**THRU:** Brent Johnson, Assembly President  
**FROM:** Michele Turner, Borough Clerk (MTW)  
**DATE:** November 7, 2023  
**RE:** 2024 Meeting Schedule

KPB 22.40.010 (A) states in part, "Regular meetings of the assembly shall be held on the first and third Tuesday of each month at 6:00 p.m. in the assembly room of the Borough Administration Building. The assembly shall by resolution or motion, establish the date and place for assembly meetings by approving a calendar for the upcoming year. The assembly shall, at a minimum, schedule at least two meetings per month for six (6) months of each year". The meeting schedule for 2024 is proposed as follows:

MONTH	1ST MEETING	2ND MEETING	COMMENTS
January	2	16	
February	6	27	AML Winter Legislative Conference in Juneau February 20 - 24
March	19		KPBSD Spring Break March 11 - 15, Only one meeting scheduled
April	2	16 (Seward)	April 16 Budget Work Session #1
May	7	21	May 7 Budget Work Session #2 May 20 - 21 Budget Work Sessions #3 & #4
June	4	18	
July	9		Only one meeting scheduled
August	6 (Homer)		August 20 State Primary Election
September	3	17	
October	8	22	October 1 Regular Borough Election
November	12		November 3 State/Federal General Election Only one meeting scheduled
December	10		AML Annual Conference in Anchorage 1st week in December Only one meeting scheduled

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Members of the Borough Assembly

**FROM:** Peter Micciche, Kenai Peninsula Borough Mayor

**DATE:** November 7, 2023

**RE:** Appointments to Service Area Boards



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In accordance with KPB Title 16, appointments from the borough to the Advisory Planning Commission are appointed by the Mayor and confirmed by the Assembly. The following appointments are forwarded to the Assembly for consideration and confirmation:

**KACHEMAK EMERGENCY SERVICE AREA BOARD**

Milli Martin                      Seat A                      Term Expires 10/2026

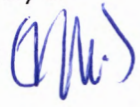
**SELDOVIA RECREATIONAL SERVICE AREA BOARD**

Jeseca Lowdermilk              Seat B                      Term Expires 10/2026  
Jenifer Cameron                Seat E                      Term Expires 10/2026

**SEWARD BEAR CREDD FLOOD SERVICE AREA BOARD**

Rodney Roemmich              Seat D                      Term Expires 10/2026

**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor  
**FROM:** Michele Turner, Borough Clerk   
**DATE:** October 27, 2023  
**RE:** Verification of Service Area Board Applicants

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A notice of vacancy for service area board seats was advertised on October 2, 2023. The application period closed on October 23, 2023.

Pursuant to KPB Title 16, the applicants below have been verified as registered voters of the Borough and reside within the service area listed.

The applications are being submitted for your consideration.

**KACHEMAK EMERGENCY SERVICE AREA BOARD**

Milli Martin                      Seat A

**SELDOVIA RECREATIONAL SERVICE AREA BOARD**

Jessica Lowdermilk      Seat B  
Jenifer Cameron              Seat E

**SEWARD BEAR CREEK FLOOD SERVICE AREA BOARD**

Rodney Roemmich      Seat D

Thank you.



# Kenai Peninsula Borough

## Office of the Borough Clerk

Service Area Board Application Submitted 2023-10-02 17:47:40

Service Area: Kachemak Emergency, Seat A (Term Expires 10/2026)

<b>Applicant Name</b> Milldred Milli Martin	<b>Daytime Phone</b> 907-235-6652
<b>Email</b> millimom37@gmail.com	<b>Date of Birth</b> ██████████
<b>Physical Residence Address</b> 61490 E Skyline Drive HOMER, Alaska 99603	<b>Mailing Address</b> POBox 2652 Homer, Alaska 99603
<b>SS #</b> ██████████	<b>Voter #</b> ██████████
<b>I have been a Resident of the Kenai Peninsula Borough for:</b> 43 years, 0 months	<b>I have been a Resident of the selected Service Area for:</b> 43 years, 0 months
<b>What knowledge, experience, or expertise will you bring to this board?</b> Have served on the Board since 2010 ad was involved with the vote to create KESA.	

# Kenai Peninsula Borough

## Office of the Borough Clerk

Service Area Board Application Submitted 2023-10-02 22:13:56

Service Area: Seldovia Recreational, Seat B (Term Expires 10/2026)


<b>Applicant Name</b> Jesseca Lowdermilk	<b>Daytime Phone</b> 9072347812
<b>Email</b> jes.lowdermilk@gmail.com	<b>Date of Birth</b> ██████████
<b>Physical Residence Address</b> 350 Alder Street #17 Seldovia, Alaska 99663	<b>Mailing Address</b> PO Box 277 Seldovia, Alaska 99663
<b>SS #</b>	<b>Voter #</b>
<b>I have been a Resident of the Kenai Peninsula Borough for:</b> 1 years, 7 months	<b>I have been a Resident of the selected Service Area for:</b> 1 years, 7 months
<b>What knowledge, experience, or expertise will you bring to this board?</b>	
<p>I am applying to the Recreational Service Area Board. I was a "Recreation, Tourism, and Hospitality" major in college at the University of Northern Colorado. I am also a frequent user of the existing recreational services here in Seldovia. I am a member of the Volunteer Fire Department and a member of its Executive Board. I am Treasurer of the Arts Council. I work for the City as the ticket agent for the state ferry, and I do private housecleaning for several prominent members of this community. I have a little involvement with most happenings in town, and am well connected. I believe I can contribute meaningfully to this board in a variety of ways. Community involvement is important to me, and I want to have greater access to healthy recreation for this specific community, and I would like to join the Board to do what I can to make that a reality.</p> <p>(Note to Mayor Campbell - in town I go by Joslyn &amp; I work for Angela. Thank you for your time in reading this!)</p>	

# Kenai Peninsula Borough

## Office of the Borough Clerk

Service Area Board Application Submitted 2023-10-02 15:38:53

Service Area: Seldovia Recreational, Seat E (Term Expires 10/2026)

<b>Applicant Name</b> Jenifer Cameron	<b>Daytime Phone</b> 9074604222
<b>Email</b> cameronoriginals@gmail.com	<b>Date of Birth</b>
<b>Physical Residence Address</b> 675 Anderson Way Seldovia, AK 99663	<b>Mailing Address</b> P.O. Box 258 Seldovia, AK 99663
<b>SS #</b>	<b>Voter #</b> 
<b>I have been a Resident of the Kenai Peninsula Borough for:</b> 5 years, 5 months	<b>I have been a Resident of the selected Service Area for:</b> 5 years, 5 months
<b>What knowledge, experience, or expertise will you bring to this board?</b> My areas of knowledge, experience and expertise are as a retired Alaska educator and a current SRSA Board member. I have admired the work of this board as it is very community centered and is focused on improving the access to recreational and education activities for all age groups and stakeholders.	

# Kenai Peninsula Borough

## Office of the Borough Clerk

Service Area Board Application Submitted 2023-10-03 11:28:27

Service Area: Seward Bear Creek Flood, Seat D (Term Expires 10/2026)

<b>Applicant Name</b> Rodney Roemmich	<b>Daytime Phone</b> 7604170356
<b>Email</b> captainrodney@majormarine.com	<b>Date of Birth</b> ██████████
<b>Physical Residence Address</b> 13380 cherrywood lane Seward, AK 99664	<b>Mailing Address</b> P.O. Box 1043 Seward, AK 99664
<b>SS #</b>	<b>Voter #</b>
<b>I have been a Resident of the Kenai Peninsula Borough for:</b> 15 years, 1 months	<b>I have been a Resident of the selected Service Area for:</b> 6 years, 1 months
<b>What knowledge, experience, or expertise will you bring to this board?</b> Lots of construction over the years.	

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Members of the Borough Assembly

**FROM:** Peter A. Micciche, Borough Mayor *PM*

**DATE:** September 7, 2023

**RE:** Appointment to Advisory Planning Commission

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In accordance to KPB 21.02.060, the applicant listed below has been verified as a resident within the boundaries to be represented, as well as a registered voter within the precinct covered by the commission boundaries.

I hereby submit my recommendation for confirmation by the Assembly.

**HOPE / SUNRISE ADVISORY PLANNING COMMISSION**



Barbra Bureau

Seat E

Term Expires 09/30/2026

Thank you for your consideration.

**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor  
**THRU:** Robert Ruffner, Planning Director   
**FROM:** Michele Turner, Borough Clerk   
**DATE:** October 27, 2023  
**RE:** Advisory Planning Commission Application for Appointment

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The annual notice of vacancy for the Advisory Planning Commission Seats was advertised on August 7, 2023. The application period closed on September 6, 2023 and some seats have remained opened until filled.

Per KPB 21.02.060, the applicant listed below has been verified as:

- 1.) a resident within the commission boundaries in which they are applying, and
- 2.) a registered voter within the precincts covered by the commission boundaries.

The following applications are being submitted for your consideration.

**HOPE / SUNRISE ADVISORY PLANNING COMMISSION**

Barbra Bureau

Seat E

Thank you.

# Kenai Peninsula Borough Planning Department

**Advisory Planning Commission Application Submitted 2023-10-05 08:13:09**

**APC/Seat: Hope / Sunrise – Seat E (Term Expires 09/30/2026)**

<b>Name</b> Barbra Bureau	<b>Mobile Phone</b> 907-244-1902
<b>Home Phone</b>	<b>Work Phone</b>
<b>Email</b> Bjbureau@gmail.com	<b>Date of Birth</b> [REDACTED]
<b>SSN</b>	<b>Voter #</b>
<b>Residence Address</b> 19239 Discovery Drive Hope, AK 99605	<b>Mailing Address</b> PO Box 64 Hope, AK 99605
<b>How long have you lived in the area served by this Advisory Planning Commission?</b> 28 years	<b>What knowledge, experience, or expertise will you bring to this board?</b> Past/present Board member/officer of: Hope Inc, Hope Fire Dept/EMS, Hope library, Hope School PTA, Hope Wagon Run Committee,