

## **CITY OF SELDOVIA**

PO Box B, 245 Dock Street

Seldovia, Alaska 99663

Phone 907-234-7643

Fax 907-234-7430

### **Regular City Council Meeting**

Monday, July 13, 2020

6:00PM

Virtual Meeting- Via Zoom

For more information-

Email [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com)

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**AGENDA FOR A REGULAR MEETING  
OF SELDOVIA CITY COUNCIL  
VIRTUAL MEETING**

**Monday  
July 13, 2020  
6:00pm**

MORRISON ROJAS NATHAN SWEATT COLBERG CAMPBELL
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- A. Call to Order & Roll Call:
- B. Pledge of Allegiance:
- C. Excused Absences:
- D. Agenda Approval:
- E. Consent Agenda: *(All items under the Consent Agenda are approved with a single motion, no discussion, and one vote. A Council Member may request to remove an item(s) for discussion and a separate vote.)*
  - 1. Approval of Minutes: Minutes of the Regular Meeting, June 22, 2020
  - 2. Payment Approval Report:
  - 3. Ordinance Introduction:
    - a. ORDINANCE 21-01 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA, AMENDING SECTION 2.32.150 ABSENTEE VOTING
- F. Mayoral Proclamations:
- G. Public Presentation Prior Notice: (each presenter has up to 10 min)
- H. Public Presentation for Items not on Agenda: (public has 3 min each)
- I. Committee and Advisory Board Reports: (each member has 5 min)
- J. Public Hearings:
  - 1. RESOLUTION 21-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA ESTABLISHING A SMALL BUSINESS RELIEF GRANT PROGRAM UTILIZING FUNDS FROM THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT
    - a. Presentation by Staff or Council
    - b. Council Discussion
    - c. Public Presentation or Hearing (public has 3 min each)
    - d. Action/Disposition
- K. Unfinished Business:
- L. New Business:
  - 1. Discussion- City of Seldovia COVID-19 Thresholds of Risk; Management and Mitigation
    - a. Presentation by Staff or Council
    - b. Council Discussion
    - c. Public Presentation or Hearing (public has 3 min each)
    - d. Action/Disposition
  - 2. Discussion- Policy for Events and Gatherings on Municipal Property during COVID-19 Pandemic
    - a. Presentation by Staff or Council
    - b. Council Discussion
    - c. Public Presentation or Hearing (public has 3 min each)
    - d. Action/Disposition
  - 3. Discussion- Chief of Police Position and Job Description
    - a. Presentation by Staff or Council
    - b. Council Discussion
    - c. Public Presentation or Hearing (public has 3 min each)
    - d. Action/Disposition
- M. Administration Reports:
  - 1. Treasurer's Report: None
  - 2. City Manager's Report: See Laydown

- 3. Chief of Police Report: None
- 4. Harbormaster's Report: None
- 5. Public Works Report: None

- N. Informational Items Not Requiring Action:
- O. Executive Session:
- P. Council and Mayor Comments Concerning Items Not on the Agenda:
- Q. Next Meeting: The next Regular Meeting will be held on Monday, July 27, 2020 at 6:00 pm
- R. Adjournment:

**\*\*\*This meeting will be conducted in a modified format due to the current COVID-19 pandemic and CDC guidelines, the meeting will not physically be open to the public. \*\*\***

#### **TO ATTEND THE MEETING VIRTUALLY:**

1. As technology allows, this meeting will be Live-Streamed to the City's new YouTube Channel in order for the public to virtually attend. To find the meeting log onto Youtube and search for the City of Seldovia.  
*Public comments will not be able to made directly while watching the meeting live on YouTube and must be submitted in writing beforehand by 4:00pm the day of the meeting, or individuals can sign up with the city clerk to be called on the telephone during the meeting in order to provide comments directly to the council telephonically.*
2. The meeting will be available as a Zoom Webinar via the internet or telephone. Due to increased security concerns individuals that wish to attend the meeting via Zoom must sign up through email or leave a message with the City Clerk before 4:00pm on the day of the meeting. Please call 907-234-7643 or email [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com) to sign up for the direct Zoom Webinar link or telephone number. *Public attending the Zoom meeting directly via the link will be able to use the "raise hand option" in order to give public comment directly during the meeting. Those who plan to attend the meeting via the telephone on Zoom can sign up by 4:00pm on the day of the meeting to be called on during the meeting in order to provide comments directly to the council telephonically or dial \*9 to "raise hand" during the meeting.*

#### **TO SUBMIT PUBLIC COMMENT:**

1. Email your public comment specifying which discussion you would like to provide comment for to the [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com). Emails received by 4:00pm on Monday, July 13, 2020 will be read aloud to council by the city clerk.
2. Sign up to be called on the telephone during the meeting to provide your comments directly (907)234-7643 or send your contact information to [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com). Include your full name, the telephone number you wish to have called and the discussion item number with which you would like to provide comment. Calls and emails received by the City Clerk by 04:00pm on Monday, July 13, 2020 will be included in the meeting record. Be prepared to answer the phone starting at 6:00 pm. The telephone number will be called ONE time; if there is no answer, the City Clerk will move on the next public comment.

Public Comments will be delivered to Council in the order they were received by the City Clerk. All Public Comments will be timed and limited to three minutes, as usual.

Detailed instructions and copies of the agenda and ordinances to be considered can be viewed on the City website [www.cityofseldovia.com](http://www.cityofseldovia.com).

If you have questions or technical difficulties, please call 907-234-7643 or email [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com).

# **Seldovia City Council Regular Meeting July 13, 2020**

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Pages 24-32	City of Seldovia COVID-19 Thresholds of Risk; Management and Mitigation
Pages 33-34	Informational Memorandum- Policy for events and social gathering at City Parks and City Properties During COVID-19 Pandemic
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Page 39	Chief of Police Job Description
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## CITY OF SELDOVIA

### ORDINANCE 21-01

#### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA, AMENDING SECTION 2.32.150 ABSENTEE VOTING

**SECTION 1. CLASSIFICATION.** This ordinance is permanent in nature and shall become a part of the Municipal Code of the City of Seldovia.

**SECTION 2. AMENDING SECTION 2.32.150 ABSENTEE VOTING BY REMOVING LANGUAGE IN ~~STRIKEOUT~~ AND ADDING LANGUAGE IN **HIGHLIGHT** TO READ AS FOLLOWS:**

**2.32.150 Absentee voting.** A. A qualified voter may vote absentee:

1. If ~~he~~**they** believes ~~he~~**they** will be unavoidable absent from the City on election day, whether inside or outside the state; or
2. If ~~he~~**they** will be unable to be present at the polls because of physical disability; or
3. If ~~he~~**they** believes ~~he~~**they** will be unable to be present at the polls because of the physical inaccessibility of the polling place causing undue travel expense, hardship or hazard to the voter.

B. Any qualified voter wishing to apply for an absentee ballot in person may do so any day after the ballots are prepared and available, but not on Election Day. (Ord. 19-13)

C. ~~Anyone wishing to~~ **A qualified voter may** apply for an absentee ballot by letter ~~mail and~~ **may do so** no sooner than twenty days prior to the election and not later than five in the afternoon 8 days preceding the election. The application ~~by letter must~~ **be on a form prescribed or approved by the City Clerk and** ~~contain~~ **include** the voter's name, ~~a statement that he is a qualified voter of the City of Seldovia, his~~ **the** address where the absentee ballot is to be sent, ~~and his local~~ **the applicant's full Alaska** residence address- **and the applicant's signature.**

D. A person may apply for an absentee ballot through a personal representative who must supply an application in the voter's behalf containing the same information as if the application had been made through a letter.

E. The City Clerk shall be responsible for:

1. Issuing ballots and envelopes for absentee voting and for keeping a complete record of ballots issued;
2. For receiving and safeguarding absentee ballot envelopes received from absentee voters and for keeping a complete record of these;

3. Providing absentee voters with double envelopes and with necessary information concerning voting.

F. The absentee voter shall be supplied with seal his voted ballot in an unmarked small envelope or secrecy sleeve and fasten the numbered tab to the outside of the envelope. This envelope shall then be sealed in an and a larger return envelope containing a voter's certificate certification on the back in substantially the form used for the State of Alaska general elections, except that the requirement of thirty-day residence shall be included.

G. All absentee ballots must be postmarked no later than five in the afternoon of the day of the election and received no later than five in the afternoon of the Monday immediately following the election.

H. Disposition of absentee ballots will be in accordance with Seldovia City Code Section 2.32.160.

I. The City Clerk may challenge an absentee voter if he has good reason to suspect that the person attempting to vote is not a qualified voter. Challenged and the disposition of challenged absentee ballots shall be handled in the same manner as a challenged ballot as prescribed in Seldovia City Code Section 2.32.110. (Ord. 72-2 Sec. 15, 1972; Ord. 17-01)

**SECTION 3. EFFECTIVE DATE.** This ordinance becomes effective upon its adoption by the City Council.

**ADOPTED** by a duly constituted quorum of the City Council of the City of Seldovia, Alaska this \_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

\_\_\_\_\_

Heidi Geagel, City Clerk

APPROVED:

\_\_\_\_\_

Dean Lent, Mayor

Vote:

Colberg-  
Campbell-  
Morrison-

Rojas-  
Nathan-  
Sweatt-



**CITY OF SELDOVIA  
RESOLUTION 21-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA  
ESTABLISHING A SMALL BUSINESS RELIEF GRANT PROGRAM UTILIZING FUNDS  
FROM THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT**

**WHEREAS**, on April 9, 2020 President Donald J. Trump approved a Disaster Declaration for the State of Alaska; and

**WHEREAS**, on May 27, 2020, the Seldovia City Council enacted Ordinance 20-28 accepting Federal CARES Act funding passed through the State of Alaska for expenditures in response to the Novel Coronavirus COVID-19 Public Health Emergency; and

**WHEREAS**, the administration developed a grant disbursement program for small businesses utilizing funds from the CARES Act to best support meaningful and long-term recovery of our local economy where help is needed due to impacts associated with the COVID-19 Public Health Emergency; and

**WHEREAS**, the grant disbursement program meets the intent of the CARES Act to provide emergency assistance and health care response for individuals, families, and businesses affected by the 2020 coronavirus pandemic and were incurred during the period that begins March 1, 2020, and ends on December 30, 2020; and

**WHEREAS**, the grant disbursement program follows guidance for local governments issued by the federal government that requires expenditures provide economic support to those suffering from employment or business interruptions due to COVID-19 related business closures; and

**WHEREAS**, it is in the best interests of the City of Seldovia to approve a grant disbursement program to ensure that relief funds are granted to businesses in need of critical funding now.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA:**

Section 1. That the City of Seldovia Small Business Relief Grant Program utilizing funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act is approved as Attached of modified in similar form.

Section 2. That this resolution shall become effective immediately upon its adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Seldovia, on this 13<sup>th</sup> day of July, 2020.

ATTEST:

APPROVED:

\_\_\_\_\_  
Heidi Geagel, City Clerk

\_\_\_\_\_  
Dean Lent, Mayor

# City of Seldovia Small Business Relief - Grant Program -

*The City of Seldovia and its business sector have an interconnected relationship where the success or failure of one will directly affect the success or failure of the other. Like many symbiotic relationships, there are times when one must offer support in ways that are outside of the normal roles in order to continue to mutually progress and develop.*

*In the wake of COVID-19 and its impacts on multitudes of humanity, commerce, government, livelihoods and health, Seldovia is faced with challenges that it has not met before. Instead of viewing COVID19 as a struggle, the City of Seldovia chooses to view this challenge as an opportunity to strengthen its relationships, its systems and its sustainability.*

*With Congress' development of the CARES ACT for the nation the City of Seldovia has received funding to aid in the financial impacts of COVID19 and its influences on our business community.*

*The intent of the federally funded CARES Act program is to assist communities and businesses that suffered economic harm from the public health emergency. Impacts could include, though are not limited to, loss of sales due to mandatory shutdown, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.*

The City of Seldovia Administration's goals when developing this grant program:

- Easily Administered
- Support Seldovia businesses that are negatively impacted by COVID-19
- Simple application process; quick turn around
- Straight forward metric based criteria

## Seldovia Small Business Grant Program

The grant categories for small businesses will be divided into levels based on total 2019 gross sales reported on tax returns to the Borough.

- Up to \$2,500 for businesses with 2019 revenues of up to \$50,000
- Up to \$5,000 for businesses with 2019 revenues of \$50,000 to \$125,000
- Up to \$10,000 for businesses with 2019 revenues of \$125,000 to \$250,000



### Business Relief Support Strategy

Upon examination of the language and criteria of additional financial relief programs (AK Cares Grant, PPP, SBA) we realize that eligibility requirements vary greatly across the Federal and State COVID19 relief programs. It is critical for small businesses to access financial relief programs and support without penalty or difficulty.

By recognizing that the eligibility requirements differ, we are anticipating an additional layer of support for businesses that wish to apply to the City of Seldovia Small Business Relief Grant Program.

In collaboration with the Kenai Peninsula Economic Development District, the City of Seldovia is encouraging business owners to consult with us on developing the best application approach to multiple relief programs to ensure that eligibility requirements are met with the highest amount of efficiency and fiscal support for businesses.

### Eligibility

A business must have been in existence as of January 1, 2020 to qualify. This would not exclude existing businesses with a state license, and that has previously filed tax returns with the Borough even though it may have reported no operations in January 2020 (seasonal businesses for example).

For purposes of determining eligibility for a new business without a full year's tax return for 2019, the City would take gross sales reported for any quarters in 2019 or the first quarter in 2020 and extrapolate the numbers to estimate a full year's sales for the business.

The business must be located in the City of Seldovia, with a valid state business license, a valid City of Seldovia business license, and be current in its sales tax registration with the Kenai Peninsula Borough. The business owner(s) does not have to be a resident of the City of Seldovia.

A business may only apply one time for this grant.



**Kenai Peninsula Economic  
Development District, Inc.**



The grant program is open to all qualifying businesses regardless of whether they have applied for or have obtained any other state or federal COVID-19 related financial assistance.

All applicants must disclose, certify and provide a brief explanation as to how the business has suffered a loss of revenue because of the COVID-19 pandemic. The business must agree it has been negatively impacted by the COVID-19 pandemic either through rapid expansion or adaptation to serve the community or because of forced closure in the name of public health. If it is determined that the COS Business Relief Grant funds were used for an ineligible purpose, the applicant may be required to return those funds back to the City.

If the demand for grants exceed the City's availability of funds, the City reserves the right to prorate the grants equally to all recipients to stay within the available funds.

The City of Seldovia reserves the right to interpret the terms of this program.

#### Eligibility Exclusions:

- C Corporations traded on a U.S. Stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned by such a publicly traded corporation.
- Businesses with a City lien for code enforcement or for unpaid utility or service bills as of January 1, 2020.
- Businesses with a Borough lien for unpaid sales tax. A sales tax delinquency would not disqualify a business from the grant program unless the borough has initiated a lien on that debt. Businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant, so long as the lien has been lifted.
- Businesses currently in bankruptcy proceedings.
- Businesses that lack a permanent physical presence in the City of Seldovia for the sale of goods or the provision of services with at least one employee assigned to that facility.
- Marijuana Businesses

Businesses sharing physical presence may each apply and qualify for their own grant, so long as each business has its own state license, files a sales tax return under its own name and does not share the same ownership with the other co-located business.

Applicants will be required to check a box that states they intend to remain in business into 2021.

The grant funds must be fully expended by December 30, 2020.

The applicant must certify that the information provided is true and accurate and that they agree to assist in the verification of information provided in the application and to provide additional information to the City, if requested.

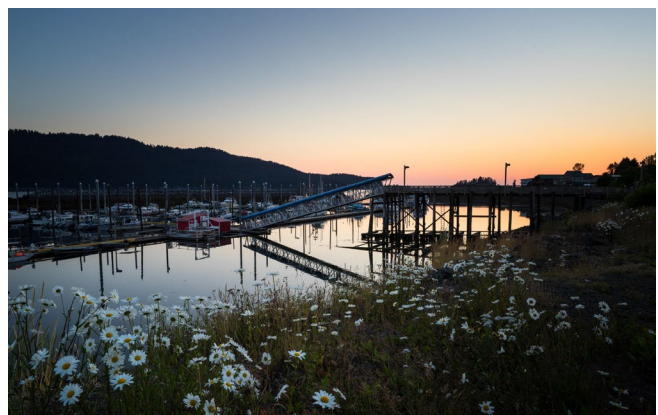
Applications must be received or postmarked by 4:00pm on September 1, 2020. The application period will be open for four weeks.

All information provided will be confidential.

The City review committee will verify the information as the applications come in, but the City will hold off paying out any funds until after the deadline period has closed and the total amount of eligible requests is known.

The review committee will determine whether the application is complete and the business is eligible under the program requirements. The committee will not judge the need or use of the money. An applicant denied by the review committee may appeal to the City Manager (in writing). Any appeal must be filed in writing by 5 p.m. the 10th calendar day after the day the applicant received notice from the City.

It is the City's intent, to the extent allowed by law, that the review committee's work and discussions, and the applications themselves, will not be available to the public. The names of businesses that receive grants and the amount each receives will be considered a public record. The City reserves the right to amend any criteria or procedures as may be required if new state or federal guidelines are issued.



Copyright: 2015 Jody Overstreet



#### Grant Funds may be used for:

1. Payment of rent or required monthly loan payments (i.e. mortgage, business loans)
2. Payments of essential wages, taxes, and normal benefits to employees essential to maintain business
3. Normal operating costs that are included in “cost of goods sold” on business’s income statement (raw materials for manufacturers, component pieces for assemblers, items for resale for retailers, food for restaurants, etc.)
4. Normal operating expenses that are included in “operating expenses” on business’s income statement (utilities, insurance, professional services, etc.)
5. Normal draw or wages on a weekly or monthly basis to owner
6. Purchase of personal protective equipment required by the business
7. Expenses incurred to replenish inventory or other necessary re-opening expenses

#### Grant funds may not be used for:

1. Any expense that would not be considered an eligible business expense by IRS rules
2. Political contributions
3. Bonuses to owners or employees
4. Wages to any member of owner’s family who is not a bona fide employee
5. Charitable contributions
6. Gifts or parties
7. Draw or salary to owner that exceed the amount that they were paid on a weekly or monthly basis for the same period in 2019
8. Pay down or pay off debt by more than required in underlying debt instruments
9. Any expense considered ineligible under the State of Alaska CARES Act grant program





## *Small Business Financial Relief Resources:*

- U.S Federal Small Business Loans:

<https://www.sba.gov/funding-programs/loans>

<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

- Paycheck Protection Program:

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

- Alaska Industrial Development and Export Authority – AIDEA

<http://www.aidea.org/Programs/AKCARES.aspx>

- Kenai Peninsula Economic Development District, Inc.

<https://kpedd.org/>



*City of Seldovia Small Business Relief Grant Program*  
*Application;*

*Applications are due by 4:00pm on September 1, 2020*

**Section 1 – Applicant Information**

Business name:

Contact name:

Contact address:  
(mailing)

City:

State:

Zip:

Contact phone number:

Contact email address:

Physical address of business:  
(business must be located  
within the City of Seldovia)

City:

State:

Zip:

IRS Taxpayer Identification Number  
or proprietor's Social Security Number:  
(SSN will be kept confidential)

**Section 2 – Grant Request Information**

Was your business impacted by the COVID-19 public health emergency and are you in need of economic assistance?

☐ Yes ☐ No

(Impacts may include, but are not limited to, loss of sales due to mandatory shutdown, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.)

What is the grant amount you are requesting (check only one):

- ☐ Up to \$2,500 grant for business with 2019 revenues of up to \$50,000  
☐ Up to \$5,000 grant for business with 2019 revenues of \$50,001 - \$125,000  
☐ Up to \$10,000 grant for business with 2019 revenues of \$125,001-\$250,000

(Grant amounts have been divided into three tiers, based on each business' 2019 total gross sales revenue for four quarters as reported on tax returns to the borough)



Please explain how your business has been negatively affected by COVID-19. Please include if you have suffered a loss of revenue due to the COVID-19 pandemic; if you have not suffered a loss, please describe the anticipated amount of the hardship.

DRAFT

Please explain how the funds will be used for your business:

DRAFT

Please answer the following eligibility questions:

- |  |  |
|--|--|
| 1. My business is a C Corporation traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and owned in whole or majority-owned by such a publicly traded corporation. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. My business is a national chain that owns and operates a premise in the City of Seldovia (individually owned-and-operated local franchises are eligible).   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. My business has a City lien or is in violation of a payment agreement with the City.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. My business has a Borough lien for unpaid sales taxes.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. My business is currently in bankruptcy proceedings.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. My business does not have a permanent physical presence in the City of Seldovia for the sale of goods or provision of services, with at least one worker assigned to that facility.                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. My business is a marijuana business licensed under Alaska Statute 17.38.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

(If you answered yes to any of the above questions, your business is not eligible for a grant)

Do you intend to remain in business into 2021? ☐ Yes   ☐ No

Applications must be received or postmarked by 4 p.m. September 1, 2020 and may be submitted by email to: [finance@cityofseldovia.com](mailto:finance@cityofseldovia.com) or hand-delivered or mailed to City of Seldovia City Hall at 245 Dock Street, PO BOX B, Seldovia, Alaska 99663; Attn: Grant Review Committee. Applications may be amended before the deadline. Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. Questions about the grant program, application process, or application status must be directed to Jan Yeager, Finance Officer of The City of Seldovia; [finance@cityofseldovia.com](mailto:finance@cityofseldovia.com). If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding. It is the sole responsibility of the applicant to determine or to seek independent advice as to the tax implications of receiving the grant funds.

As an official signer for the applicant, I certify that the information provided in this application is true and accurate and acknowledge that the funds will be spent by the required deadline of Dec. 30, 2020. I agree to assist in the verification of information provided in this application and to provide additional information to the city, if requested.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

City of  
Seldovia  
Small Business  
Relief  
- Grant Program -

Evaluation Criteria Score Worksheet

Criteria: Score 1-5 with 5 being the highest possible points awarded

Score (circle one)

1. Completion of Application

1 2 3 4 5

Justification:

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2. Negative Financial Impact due to COVID19

1 2 3 4 5

Justification:

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3. Annual 2019 Sales Tax Reported

1 2 3 4 5

Justification:

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4. Explanation; established need.

1 2 3 4 5

Justification:

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5. Quality of request

1 2 3 4 5

Justification:

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Total Points Awarded \_\_\_\_\_

Notes:

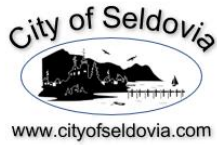
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Review Committee Member \_\_\_\_\_

Date Reviewed \_\_\_\_\_



P.O. Drawer B Seldovia, Alaska 99663 Phone: (907) 234-7643, Fax: (907) 234-7430 email: [citymanager@cityofseldovia.com](mailto:citymanager@cityofseldovia.com)

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To: Mayor Lent and Seldovia City Council  
From: Cassidi Cameron  
Subject: City Of Seldovia Mitigation and Management of COVID-19 Response  
Date: July 8, 2020

2020 is a year that we have met with many challenges and complexities that we did not anticipate. We have had to adapt, evaluate, develop and consider situations that we have never experienced prior. With the everchanging circumstances and information surrounding the COVID-19 pandemic, we have been forced to evaluate even the simplest and previously straightforward activities under a new lens. It is a challenging time for our community, but as I have stated before, united we stand divided we fall.

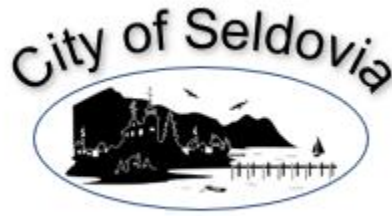
Accurate information, applicable policies and protocols are necessary for the administration and council to conduct city business and provide essential services to the community. In the recent months, the administration has developed and council has approved several mitigation and planning documents relating to the City's efforts to manage and mitigate COVID-19 pandemic. These plans have outlined our emergency response processes, our re-opening of city owned buildings and properties, including our campgrounds and public spaces. As a result of recent council discussions and worksessions, it is clear that policies need to continue to be established for city services, operations and for our residents to ensure the public health is the City of Seldovia's highest priority.

At this time, I am requesting the council to continue to contribute directly in their roles in how the administration and staff are to mitigate and manage the City of Seldovia's COVID-19 response.

- What is the expectation of the administration on the role is the City to take when evaluating the state mandates, implementing emergency plans and balancing the challenges that the pandemic is creating, economically and emotionally in our community?
- Specifically, how does the council wish the administration to manage and mitigate the emergency response to COVID-19 in Seldovia?
- Does the council want to take a wait and see approach to COVID-19?
- Does the council expect the administration to develop plans reactively or proactively?

In closing, I have felt strongly in the effectiveness of the democratic process and there is no better time than now to utilize these systems for local government. I respect local government and the system that is in place to ensure that the community's voice and needs are met through the electing of their peers to represent them. At this time, it is imperative that the council and the administration is on the same page in order to collectively and progressively make city wide determinations that will keep us moving forward. I look forward to the councils' input and discussion of the continuance of developing mitigation and management policies as it pertains to preserving the health, safety and welfare of our

employees and our community. Thank you for your consideration and engagement in this process and the proposal presented.



[www.cityofseldovia.com](http://www.cityofseldovia.com)

P.O. Drawer B Seldovia, Alaska 99663 Phone: (907) 234-7643, Fax: (907) 234-7430 email: [citymanager@cityofseldovia.com](mailto:citymanager@cityofseldovia.com)

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While the State of Alaska Public Health has providing the clinical leadership and healthcare services during this public health emergency, while the City provides overall operational leadership community wide. This coordinated effort includes prevention activities, response/care for those affected by COVID-19 and the de-escalation of this pandemic.

The City of Seldovia City Council, City of Seldovia Emergency Operations Team, and City of Seldovia Administration are working together to create a plan that protects City residents and visitors from the spread of COVID-19 to the greatest extent possible while preserving the resources available to our community to the greatest extent possible.

This Plan includes proposed guidance and metrics adapted from the State of Alaska Department of Health and Social Services, other communities, and other State agencies. The purpose of this Draft Plan is to provide the Council, Administration, Emergency services, community agencies and the members of the public a reference to the City of Seldovia's COVID-19 Recovery plan and how it relates to the operations of the community as a collectively.

This document provides an overview of:

The State of Alaska's Approach to Recovery: A 5-Step System to Recovery  
Thresholds of Risk and Plans for Social Distancing  
Response Measures  
Social Resources  
Local Agency Collaboration



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## The State of Alaska Approach to Recovery: A 5-Step System of Recovery

The State of Alaska has released its 5-phase plan to recovery for Alaska. In order to move through the phases, the State's emergency management team, Unified Command and Governor Dunleavy will refer to a system of a color-coded status – red, yellow or green – to serve as indicators to shift to the different levels of the plan. The intention is to develop criteria and gauges that will afford the state's leadership to assess the current levels and make determinations on when to move to a less restrictive phase, or to roll back depending on statistics and data related to the COVID-19 pandemic in Alaska.

The State of Alaska's Plan is still being finalized, it has established four basic metrics which will be tracked by Alaska Department of Health and Social Services in determining when to move forward or to move back. These metrics are as follows:

1. **Epidemiology** – tracking disease trends and forecasting
2. **Testing** – Monitoring overall testing volume and changes in the percentage of positive tests in the community, regional, and statewide levels. Asserting quick turnaround of test results and reporting outcomes. The goal is to maintain COVID-19 positive tests at less than one per 1,000.
3. **Public Health Capacity** – Monitoring cases and conducting necessary contact investigations and tracing for positive cases.
4. **Health Care Capacity** - Ensuring hospitals have adequate capacity and supplies (PPE, Ventilators) to care for COVID-19 patients in addition to other patients needing higher levels of medical care.

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## Community Mitigation Measures

Community mitigation measures are strategies that can help slow the spread of infection, and are especially important before a vaccine or drug becomes widely available. The following information is based primarily on two CDC documents. The first document below offers the most recent and very specific guidance for the communities:

1. CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again
2. Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission

Because all communities are unique, local characteristics may be useful when considering what mitigation measures are most appropriate. These characteristics include but are not limited to:

- Travel-associated importations. Is your community at risk?
- Large gatherings. Would it be possible to cancel these events without causing undue disruption?
- High-risk workplaces and densely populated areas. Does your community have a long-term care facility? Many long-term care facilities? A correctional facility? A seafood processing plant?
- Risk for "cryptic transmission." Have residents in your community frequently been unable to get tested?
- The proportion of your community might qualify as high risk. What proportion of your community is 65 years and older? What proportion has an underlying medical condition (such as chronic lung disease, being immunocompromised, or severe obesity)?
- Size of community and population density.
- Level of community engagement/support.

In addition to local characteristics, regional and statewide information may also be useful. The Alaska Department of Health and Social Services (DHSS) will be continue to be able to provide state and regional information for communities to consider when making local decisions, and may add other data as well.

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In concert with local data, such as the characteristics listed above, this information can be used to classify a region or community as having a different level of disease spread (non-to-minimal, minimal-to-moderate, of severe) or being in a different phase.

### **Coordinating the State of Alaska's Plan with the City of Seldovia's Approach**

The City of Seldovia will continue to follow the State's lead on mitigation and response measures of COVID-19 pandemic; however, it realizes that the need for the Emergency Operations Team to respond to the local circumstances may differ than the state's approach. The response plan developed takes into account the characteristics of the State's guidance on Community Mitigation Measures listed above. Seldovia specific characteristics have been evaluated with geographic location, emergency response capabilities and resources available, and the risk level of community spread of COVID-19 being catalysts of the response developed.

### **Thresholds of Risk and Plans for Social Distancing**

Risk thresholds and corresponding plans for social distancing to limit the spread of the virus in our community.

These guidelines establish a flexible framework to be applied within the community though it's essential that thresholds are adaptable in this rapidly changing situation.

As Seldovia has had no confirmed cases as of June 19, 2020 the Emergency Operations Center and its emergency management team, the City of Seldovia staff and administration will continue with a cautious approach to COVID-19.

The guidelines laid out in this section will be used to determine the risk tolerance the EOC has for city and business functions within the community. Seldovia is following the State of Alaska's reopening guidelines, however, statuses will be monitored closely. Local governments do have the ability to impose more restrictions than the state; these considerations would be made upon the varying circumstances in Seldovia. These efforts would be coordinated with Unified Command, the State of Alaska Department of Health and Social Services and the Kenai Peninsula Borough Emergency Operations Center.

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**Purpose:** to identify the risk factors associated with the COVID-19 virus and the impacts it would have on daily life in Seldovia. Also, to set threshold limits for cancelling city sponsored events and closing non-essential facilities.

**Risk Factors:** Considerations and assessment of risk will be considered by the Emergency Management Team once COVID-19 reaches Seldovia.

**1. Low Risk**

- a. Alaska has no new confirmed cases for two weeks.
- b. No confirmed positive cases identified in Seldovia.

**2. Medium Risk**

- a. Confirmed community spread of COVID-19 in Alaska.
- b. Cases in Seldovia with definitive travel history and ability to safely isolate from the community.
- c. Seldovia EMS maintains level of support and volunteers for emergency responses.
- d. Ability to isolate all suspected cases of COVID-19 is maintained.

**3. High Risk**

- a. Confirmed community spread or widespread exposure of COVID-19 in Seldovia.
- b. Once there has been two weeks of no additional confirmed community spread cases in Seldovia, consideration will be given to step down to Medium Risk.

**Social distancing Measures:** Risk factors outlined (these measures will build upon one another as the risk factors increase).

**1. Low Risk**

- a. Avoid contact closer than 6 feet of those that may be sick
- b. Practice good hand washing techniques.
- c. Stay home if you are sick.
- d. Family isolation should be considered for those members in close contact with sick family members.

**2. Medium Risk**

- a. Closure of high traffic public buildings to prevent large gatherings inside of the building.
- b. Public buildings that are not natural gathering places may be open by appointment only. Those with appointments will follow all social distancing guidelines set in place by the CDC and State of Alaska and City of Seldovia.
- c. Any city sponsored travel will be approved by the City Manager on a limited basis.
- d. Continue isolation of those in the highest risk categories as outlined by the Centers for Disease Control and Prevention (CDC) and State of Alaska.

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- e. Follow Alaska State mandates regarding quarantine periods and gathering procedures, as well as City of Seldovia Emergency Orders and Resolutions.
  - f. City staff will continue to follow the City of Seldovia Reopening and Operations plan developed for safe workplace standards and protocols.
  - g. Adjust Emergency Operations Center staffing and functionality as necessary.

### **3. High Risk**

- a. All public buildings will be closed to the public.
- b. Further implement remote work protocols to better ensure social distancing and limit contact between persons.
- c. Recommendation from the City to suspend all non-essential public facing businesses and activities.
- d. Enact City of Seldovia Emergency Orders and Resolutions that may further limit contact outside of the home.

## **RESPONSE MEASURES**

Education and Awareness (Operational and monitoring for expanded opportunities): Raising community awareness regarding COVID-19 and how to keep our community safe has been a primary focus of our efforts. In addition to the distribution of the regular news releases and liaison officers interfacing with various segments of the community, the following measures have been taken to increase awareness.

- Developed COVID-19 Section on our City Website [www.cityofseldovia.com](http://www.cityofseldovia.com)
- Created a social media account on Facebook to share information to a broader audience; sharing COVID-19 messaging and resources from reliable information sources: CDC, State of Alaska, and the Kenai Peninsula Borough.
- Staff are well versed in sharing information and resources with the community.
- Continue to attempt to coordinate community messaging on response, action and mitigation efforts that is afforded by local, borough and state governments, municipalities and agencies.

### ***COVID-19 Mandates (Status: Operational and monitoring for a change in circumstance):***

The State has issued a variety of public health mandates ranging from travel restrictions, quarantine requirements, fishing industry- specific requirements, and business operations. Most recent mandates are related to business operations and required safety measures. Additionally, the City has approved local resolutions and emergency orders addressing our local needs and circumstances. The City of Seldovia City Council has observed and followed the State Mandates issued regarding the management and guidance of COVID-19 mitigation and expressed the

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importance of community members, residents, and visitors respect and abide by the state issued mandates.

The City of Seldovia has put the health, welfare and safety of the community above all else and will continue to do so as the effects of COVID-19 are multi-faceted in relation to the City of Seldovia's ability to offer essential services to the City of Seldovia residents.

Essential services as identified are: Public Safety, Emergency Medical Services, Fire Department, Water and Sewer Utility services. The goal of these actions has been to reduce the impact and spread of COVID-19 in our community and avoid disruption in the level of essential services the City of Seldovia provides.

***PUBLIC HEALTH (Status: Operational):***

The State of Alaska Public Health Department is responsible for overall surveillance activities including contact tracing for all confirmed positive COVID-19 cases in the state. The City of Seldovia does have a responsibility to assist DHSS in contact tracing as well as support the State's efforts in developing mandates, guidelines and additional precautionary measures to protect the health and welfare of the community.

***LOCAL COVID-19 TESTING (Status: Operational and monitoring for expanded opportunities):***

Seldovia Village Tribe Health and Wellness Center has "point-of-care" testing for COVID-19 available to patients with qualifying symptoms. SVTH&W has offered drive thru and walk up COVID-19 testing twice in the last 60 days which was held in the clinic parking lot. Additionally, tests are available by SVTH&W clinic by appointment only.

All patients must be screened prior to entering Seldovia Village Tribe facilities. Call (907) 226-2228 for a telephone visit with a provider, which will include screening questions about symptoms.

***PATIENT MEDICAL TRANSPORT (Status Operational)***

In anticipation of the need to transport patients who may be experiencing emergency warning signs or serious complications from the COVID-19 virus the Seldovia Volunteer Fire & EMS Department (SVFD), in consultation with their Medical Director and the City Administration, has been working with local transportation providers to develop medical evacuation protocols. These procedures seek to minimize additional risk of infection to responders and the public while safely and as efficiently as possible transporting patients to treatment.

When transporting patients, a volunteer of the SVFD EMS provider accompanies the patient until care is transferred to another medical provider. The City of Seldovia Emergency Management Team and Seldovia Emergency Medical Services has equipped a secondary vehicle (outside of the

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ambulance) for COVID-19 ground transport. We anticipate being able to continue this service to ensure ongoing care and safety of our patients.

Generally, if an individual is experiencing non-critical symptoms of COVID-19 infection, they should contact their medical provider. If EMS is activated for a COVID-19 symptomatic patient, if possible, the EMS providers will keep the recommended social spacing and provide a surgical mask to be worn by the patient to limit the transmission of the virus. Evaluation will be done in conjunction with medical providers to assess the need for transport.

Mako's Water Taxi has agreed to the transportation of potential COVID-19 patients with additional safety measures. These require the use of personal protective equipment and that patients and responders be transported outside the vessel cabin. Additional local vessels have been identified that may be used in a similar fashion if other options are not available. Patients should prepare for weather and every effort will be made to make the patients as comfortable as possible.

Currently the air ambulance services, LifeMed Alaska and Guardian, will transport potential COVID-19 patients in need of critical care. They have service limitations based on weather and availability and may not be able to immediately transport.

At this time, local airlines will provide their usual service in transporting non-critical ambulatory patients that do not have COVID-19 symptoms. Transport of COVID-19 symptomatic patients has been restricted to protect staff, the public, and to limit the spread of the virus to other communities.

SVFD EMS has gathered additional equipment and personal protective gear that will be utilized in the transport of potential COVID-19 patients.

***PATIENT ISOLATION SITE (Status: Operational):***

In the event that an individual is in the community becomes symptomatic but whose conditions do not necessitate emergency medical transportation and that individual does not have a location to isolate until transportation can be arranged, Seldovia Emergency Medical Services and the Emergency Management Team has identified and prepared an isolation location; in order to sustain patient privacy, this location will not be released to the public.

***MASS FATALITY SITE (Status: Operational):***

In the event that the number of deceased individuals exceed the standard holding capacity, plans are being developed to secure a refrigerated container. Plans are contingent on availability and on Alaska Marine Highway Ferry service or alternative barge transportation services.

**LOCAL AGENCY COLLABORATION**

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The City of Seldovia continues to work with state and local agencies in order to provide assurances of the health, safety and welfare of our citizens. The coordination and continuity of a planned approach will benefit the community as a whole in protecting Seldovia against the spread of COVID-19.

Thank you to those agencies that are part of our EOC structure, and for the support they are providing in various response capacities. Several individuals have donated supplies to support our community at this time. Recognizing that this is public health crisis creates and magnifies the need for a variety of resources as it pertains to our response. The Kenai Peninsula Borough School District has been actively engaged in development of their mitigation strategy and is coordinating with the City of Seldovia to ensure continuity in our plans for Seldovia. We thank all of those individuals, businesses, families, and community organizations that are working proactively together to ensure that the safety, health and welfare of Seldovians and those that visit are safe against the spread of COVID-19.

DRAFT



To: Mayor Lent and Seldovia City Council Members  
From: Cassidi Cameron, City Manager  
Date: June 29, 2020  
Subject: Policy for events and social gatherings at City Parks and City Properties During COVID-19 Pandemic

Following several Council discussions recently regarding activities and gatherings held on City owned properties, I have drafted a policy which I believe provides the City a useful framework for administering events on our city facilities (including parks, pavilion, parking lots, Seldovia Space, etc.) during the COVID-19 pandemic.

The attached policy divides park events into essentially four categories:

- Events that are prohibited, regardless of size, because they present a high level of risk and are inherently difficult to control or mitigate. This category would contain all live music, beer/wine gardens, and events for children (a carnival, bounce house, etc).;
- Small private and community events (less than 15 people) that are allowed without City 'approval.' These events will be encouraged to follow CDC and DHSS guidance, and are considered low risk.
- Larger events (15 or more people with the event being advertised as open to the public or a community event), where the City would require a COVID-19 Mitigation Plan to be submitted that addresses specific items outlined in the Policy, and entering into a facility rental agreement.
- 'Other' community events (such as a market) which the City Manager is authorized to review and approve on a discretionary basis, provided the organizer submits a detailed COVID-19 mitigation plan that meets the minimum requirements for the category above, as well as any other conditions as required by the City Manager. A facility management agreement will be required for these events, as well.

I look forward to the continued discussion, and hope this approach provides value in arriving at a final policy that can be supported by the Council. My plan - absent any Council action - would be to implement these rules administratively (per the specific authority granted in SMC 2.14.020(E)). My goal, however, is for the Council to discuss, amend, and ultimately adopt the policy at your July 27<sup>th</sup> meeting.

A draft of the policy is respectfully submitted for your consideration.



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**CITY OF SELDOVIA POLICY FOR EVENTS AND SOCIAL GATHERINGS AT CITY FACILITIES**  
**DURING THE COVID-19 PANDEMIC**

**PURPOSE**

The City of Seldovia owns and operates several public space facilities which include parks, public buildings, rentable office space, and the Gateway Pavilion. These properties are open to the public and are also available to reserve for social and community gatherings. The events vary in size, some are small private gatherings while others are large community events that can draw large crowds. The Centers of Disease Control (CDC) and the State of Alaska Department of Social Services (DHSS) have issued specific guidance for communities and event organizers aimed at preventing the spread of coronavirus disease 2019 (COVID-19). In recognizing the particular risk social gatherings and mass gatherings pose to the spread of COVID-19, and to ensure that there is enhanced protections of the health and welfare of our residents and visitors, the following policy is necessary to protect the public health of Seldovia.

**APPLICABILITY**

This policy does not limit or prohibit private or public gatherings that lawfully occur on private property within the City of Seldovia, nor does it apply to the general use of City parks or facilities for passive recreation in non-group or organized settings. The City of Seldovia does recognize that large community events pose an elevated risk to public health, and therefore finds it necessary to implement a policy restricting certain events on property owned and operated by the City of Seldovia.

This policy shall apply to reservations, rentals and use of public facilities that include the following:

Central Park, Pieren Park, Mermaid Park, Outside Beach Pavilion and Recreation Area, City of Seldovia RV Park and Campgrounds, Gateway Pavilion, Lollipop Park, Multi-Purpose Building, Seldovia Space, and the numerous City owned public spaces and parks throughout the City of Seldovia. The policy shall be in effect until such time that is amended or repealed either by the Seldovia City Council or the City Manager.

**PROHIBITED EVENTS AND ACTIVITIES**

Certain activities are considered high risk for the potential spread of COVID19 and due to the open nature of the majority of the City facilities in the policy, in which social distancing or other mitigation strategies are difficult to achieve. Therefore, while this policy remains in effect, City parks and facilities shall be closed to the following activities:

- The use of stage facilities for performances, speakers or presenters that have the potential to draw large numbers of people in close proximity to one another.
- Beer/wine gardens
- Attractions intended for children where social distancing would be unlikely to be followed



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Attendees who believe they have been exposed to COVID-19 or are feeling even mildly ill with symptoms are asked to stay home and not come to City parks or enter city facilities.

### **ALLOWABLE EVENTS AND ACTIVITIES**

#### **1. SMALL OUTDOOR PUBLIC GATHERINGS AND PRIVATE EVENTS, LIMITED TO 15 PEOPLE**

The City recognizes that small outdoor gatherings in which individuals remain spaced at least 6 feet apart, do not share objects, and come from the same local community pose a lower risk of transmitting COVID19 than larger events where social distancing is not practical, or where attendees include a mix of residents and out of town visitors. Therefore, the following types of events and activities are allowed provided:

- Event attendance is limited to 15 people
- The event is a private group (birthday party, work meeting, friend/family celebration) or a scheduled public activity (Yoga in the Park) where attendance is by invite only, or known/anticipated not to exceed the target attendance number
- The host or organizer is encouraged to maintain a list of attendees with contact information to provide to public health officials if needed for contact tracing (this information would not be submitted to the City);
- Attendees are encouraged to follow current guidance from DHSS and CDC including specific recommendations about practicing good hygiene, maintaining social distance, and wearing a cloth face covering when in public settings.

#### **2. ORGANIZED ACTIVITIES, PUBLIC OR PRIVATE, BETWEEN 15-100 PEOPLE**

Events that are slightly larger will be allowed, pending approval from the City Manager; provided the additional precautions are taken, including, but not limited to:

- The event does not involve any items listed as “prohibited” in this policy
- The event or gathering does not exceed 100 people, including event organizers, staff, volunteers, and all attendees. It shall be the burden of the applicant to demonstrate that sufficient controls are in place to accomplish and maintain the attendance cap;
- The host or organizer is encouraged to maintain a list of attendees with contact information to provide to public health officials if needed for contact tracing (this information would not be submitted to the City);
- The event organizer shall develop and submit a COVID-19 Mitigation Plan which describes in detail how the event will comply with the State of Alaska DHSS and CDC guidelines for large events and public gatherings, or other developed guidance for the requested activity (camps, workshops, etc.). the plan should include the following items at minimum:



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- a. Requiring the use of cloth face coverings among event staff/volunteers, and strongly encourages attendees ahead of the event to bring and use cloth face coverings during the event;
- b. Ensuring adequate cleaning and disinfection supplies and protocols are in place;
- c. Promoting good hygiene practices among staff, volunteers, and attendees;
- d. Maintaining social distancing with specific descriptions of what physical measures and education/encouragement tools will be used to ensure adequate spacing is achieved;
- e. Describing how attendance will be tracked, and what controls are in place to limit attendance to 100 people;
- f. Including a communications plan, to include any specific messages that will be shared ahead of the event, as well as signage that will be posted at the event itself; and
- g. Designating a “point of Contact” person who is knowledgeable of the COVID-19 Mitigation Plan and responsible for its overall implementation.

The event organizer will enter into a facility rental agreement with the City, outlining the terms of their use of the facility or space for the event or gathering and referencing the COVID19 Mitigation Plan as an attachment.

3. LARGER, “MARKET-TYPE” or “CUSTOMER FLOW” COMMUNITY EVENTS REQUIRING INDIVIDUAL REVIEW, AND SPECIFIC MITIGATION PLANNING WITH CITY STAFF

Some events may exceed 100 people total, but due to the nature of the event, they are able to achieve social distancing if additional protocols are followed. For these community events that are largely booth based, and typically sponsored by a local community organization or business, the Council authorizes the City Manager to work directly with the event sponsor to review an event-specific COVID-19 mitigation plan and determine whether sufficient measures are in place. These events often require a higher level of involvement and additional City resources, and may be approved by the City Manager on a case by case basis, provided the following items are met:

- The event does not include any items listed as ‘Prohibited’ above;
- A COVID19 Mitigation Plan shall be developed by the event organizer, to include those minimum items listed in Section 2, above, and any other safety measures or precautions as deemed necessary by the City Manager;
- The event organizer shall have sufficient staff, volunteer, and financial resources to successfully implement the COVID-19 Mitigation Plan without placing undue burden onto the City of Seldovia staff and resources;



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- Large crowds will not be allowed to gather/congregate within the event, and the event organizer shall be responsible for identifying and implementing specific measures to ensure social distancing is maintained;
- The event organizer will enter into a facility rental agreement with the City, outlining the terms of their use of the park or facility for the event or gathering and referencing the COVID-19 Mitigation Plan as an attachment.

DRAFT



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**City of Seldovia  
Police Chief  
Position  
Opening**

Seldovia, a first-class city located on the south side of Kachemak Bay on the Kenai Peninsula Borough seeks a strong, committed Police Chief who has excellent communication skills, will lead with transparency, and demonstrate the highest degree of integrity.

The ideal candidate for the Chief position will possess a solid educational background and experience with small town policing, ability to lead teams, build and maintain relationships within the community and other law enforcement and governmental agencies. The ideal candidate will also want to reside in the City of Seldovia and maintain a life here; showing commitment to the community and its residents. Additionally, candidates should have knowledge and/or experience in areas such as: preventative and proactive measures in law enforcement, specifically in areas of domestic violence and abuse, substance awareness and abuse programs, and other community outreach.

**JOB REQUIREMENTS:**

- Must have a high school diploma, previous police academy experience and relevant police experience.
- Must meet minimum standards of Alaska Police Standards Council for Police Officers;
- Must be at least 21 years old;
- Must have no felony or serious misdemeanor convictions;
- Must be a U. S. citizen or resident alien;
- Must be able to observe situations analytically and objectively and to record them clearly and completely;
- Must be able to react quickly and calmly in emergencies;
- Must be able to express oneself clearly and concisely, orally and in writing;
- Must be able to handle situations firmly, courteously, tactfully and impartially;
- Must be proficient in de-escalation techniques;
- Must be able to develop skill in the use and care of firearms;
- Must have good physical strength and agility;
- Applicant must meet Alaska Police Standards Council for certification as an Alaskan Peace Officer;
- The position is a full-time exempt position and salary will DOE.

Please submit cover letter, resume, references and APSC Form F-3 to:

City Manager  
City of Seldovia  
PO BOX B  
Seldovia, Alaska 99663  
[citymanager@cityofseldovia.com](mailto:citymanager@cityofseldovia.com)



## Kenai Peninsula Borough Relief Fund Economic Recovery Program

Grants Division  
907-714-2153 or [grants@kpb.us](mailto:grants@kpb.us)

July 07, 2020

### ANNOUNCEMENT:

Grant Opportunity for Small Businesses and Nonprofits in the Kenai Peninsula Borough

On June 16, 2020 The borough assembly approved 21 projects to be completed under the CARES Act, Coronavirus Relief Fund ("Relief Fund"). The borough will receive \$37,458,449.47 in three payments: payment one of \$21,325,715.47; payment two of \$8,066,367; and payment three of \$8,066,367. The borough received payment one last week. The 21 approved projects align with the federal requirements to use the funds for response to first and second order impacts resulting from the Coronavirus pandemic.

Attached is information on the first project to be completed – Grants to Small Businesses and Nonprofits. Please see the attached Relief Fund program guide in final form. The guide is an informative document that is being distributed to assist small businesses and nonprofits that would like to apply for a grant under the borough's program. Thanks to many that assisted in the development of this final document.

The application period is **coming soon** and will be open for two weeks, starting 8:00AM July 13, 2020 and closing 5:00PM July 24, 2020. The grant program, jurisdictional mapping tool and the 21 projects will be hosted at <https://cares.kpb.us>. This site will be updated as projects are completed or to see where these federal funds have been distributed throughout the borough. Only total dollar amounts distributed in the unincorporated areas will be indicated on the interactive map. No proprietary information will be published. NOTE: The online application will also be accessible on this page too.

You may also visit the borough legislative links to learn more about the 21 approved projects at:

KPB O2019-19-39

<https://kpb.legistar.com/LegislationDetail.aspx?ID=4543488&GUID=229B7678-CA28-470F-B225-E61562D8BFC7>

KPB R2020-047

<https://kpb.legistar.com/LegislationDetail.aspx?ID=4572583&GUID=8A7F5725-0CD9-4DE9-9CA5-FC9FF71110FF>

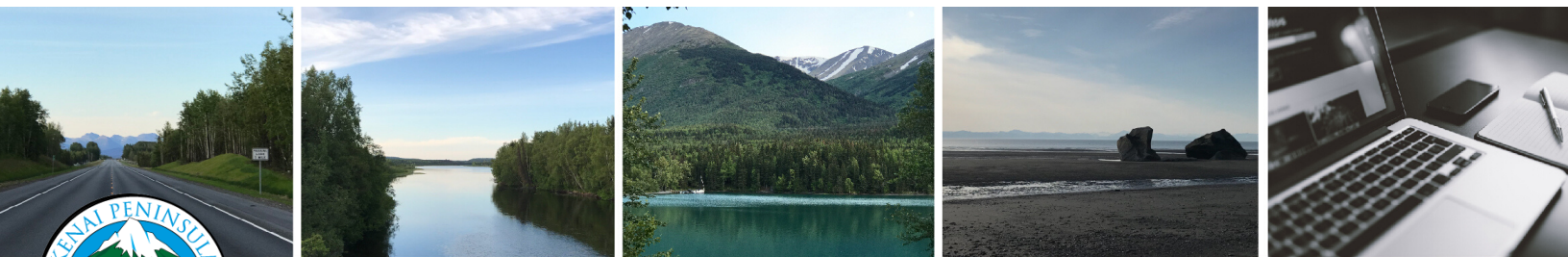
Media Contact:

Brenda Ahlberg

Community & Fiscal Projects Manager / Information Officer

907-231-6505





KENAI PENINSULA BOROUGH

# CARES ACT RELIEF FUND PROGRAM

Application Period: 8:00 AM July 13, 2020 - 5:00 PM July 24, 2020

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## INFORMATION AND ELIGIBILITY REQUIREMENTS

## GRANT APPLICATIONS LAUNCHED FOR ELIGIBLE SMALL BUSINESSES & NONPROFITS

**Grants will be awarded to qualified entities located within the unincorporated communities**

Did you know there are 30 unincorporated communities within the Kenai Peninsula Borough? They are known as census precinct districts. They provide businesses and services to support their local economy and charitable programs that benefit their communities. Can you name all 30 communities?

*See page 9 for the answer.*

On June 16, 2020 the Kenai Peninsula Borough Assembly approved \$15 Million from the CARES ACT Coronavirus Relief Fund to be distributed to eligible small businesses and nonprofits. Beginning Monday July 13, 2020 applicants can apply for a grant from the Relief Fund. An applicant business or the nonprofit must be physically located within the Borough, but not within the boundaries of the incorporated cities (Homer, Kachemak City, Kenai, Seldovia, Seward, and Soldotna).

The program is open to all qualifying businesses and nonprofit organizations, regardless of whether they have applied for or have obtained any other state or federal COVID-19 related assistance as long as they can provide proof upon request that the borough-provided relief funds have been applied to receipts for expenses not previously requested and received through any other local, state or federal assistance.

The distribution matrix is the same for small businesses and nonprofit organizations. The differences are based upon the types of documents needed. The application period opens Monday July 13, 2020 and closes Friday July 24, 2020 (submission details below).

### Small Businesses

- Funding level is based upon your business's 2019 total gross sales revenue for four quarters as reported on your sales tax returns to the Borough
- Current W-9 IRS tax form
- 2019 IRS Schedule C Filing is required for businesses that do not report sales taxes to the borough
- Must be in existence as of 01/01/20
- Must have a valid and current Alaska State Business License

### Nonprofits

- 2019 borough sales tax returns **OR** 2019 IRS 990 Filing **OR** third-party prepared or audited financial statements (whichever is greater)
- Must be 501(c)(3), (c)(4), (c)(5), (c)(6), (c)(19), 501(e) **OR** 501(k)
- Current W-9 IRS tax form
- Must be in operation since 01/01/19
- Must be in good standing with the State of Alaska
- Must have a current biennial report as of 05/30/20



### Grants Will Be Divided into Five Levels:

- Up to \$1,750 based on 2019 gross revenues of \$20,000 to \$50,000
- Up to \$3,500 based on 2019 gross revenues of \$50,001 to \$100,000
- Up to \$8,750 based on 2019 gross revenues of \$100,001 to \$250,000
- Up to \$17,500 based on 2019 gross revenues of \$250,001 to \$500,000
- Up to \$35,000 based on 2019 gross revenues of more than \$500,000

*All grant awards are subject to availability of funds. If the demand for grants exceeds the Borough's available funds, the Borough reserves the right to adjust the grant amounts to all recipients to stay within available funding.*



## GRANTS FOR SMALL BUSINESSES

### Think About It:

An applicant received a loan or grant of any kind to offset their financial hardship resulting from COVID-19. The financial assistance is defined as any type of personal loans, bank loans or grants from local, state or federal programs. The applicant uses these funds to pay utilities and payroll for March and April. The applicant then applies for a borough grant that can be used for expenses incurred from March 1st – December 30th.

### Stop!

The March and April utilities and payroll receipts cannot be used again toward the borough's grant. However, the utility bills for May through November 2020 may be eligible costs under the borough program as long as no other funding source is used to pay these bills.

### Important Note:

See the FAQ pages for more examples on how the funds may be used.

A business must have been in existence as of January 1, 2020, to qualify. That would include an existing business with a state license, and that previously filed sales tax returns with the Borough even though it may have reported no sales in January 2020 (such as a seasonal business). The business owner(s) does not have to be a resident of the Borough.

To determine eligibility for a new business without a full year's sales tax returns for 2019, the Borough will take gross sales reported for any quarters in 2019 or the first quarter 2020 and extrapolate the numbers to estimate a full year's sales for the business.

Businesses that are not required to file sales tax returns with the Borough must provide a copy of their most recent federal income tax return or other proof of revenues as deemed suitable by the Borough review committee to determine the level of grant award they might qualify to receive.

A business with a single business license that has multiple locations inside and outside of city boundaries may receive an aggregated amount not to exceed the total KPB grant award. For example, a business owner – whose reported 2019 revenue of \$450,000 - receives a \$10,000 grant from a city and applies for a borough grant for its shop in Sterling. The borough may consider issuing the Business owner an award of \$7,500 based on the borough's funding threshold of \$17,500 for businesses with 2019 revenues of \$250,001 - \$500,000.

### Are commercial fish entities eligible to apply?

Yes, as long as the entity can meet all of the eligibility requirements and submit a W-9 or Schedule C with the application.

## GRANTS FOR SMALL BUSINESSES:

### Continued...

Businesses sharing physical quarters may each apply and qualify for their own grant, so long as each business has its own Alaska state business license, files a sales tax return under its own name and does not share the same ownership with the other businesses.

Each business will only be eligible to receive one grant through the Kenai Peninsula Borough's CARES Act Relief Fund program.



The business must be current in its sales tax payments through the filing period ending December 31, 2019 and be current in its property taxes, sales tax registration, filing and all other sales tax requirements with the Kenai Peninsula Borough through the date of the application period.

### Nonprofits:

Nonprofit organization means any corporation, trust, association, cooperative, or other organization, not including Institutes of Higher Education, that:

(a) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (b) is not organized primarily for profit; and (c) uses net proceeds to maintain, improve, or expand the operations of the organization [2 CFR 200.70 (a)-(c)].

### For example:

Nonprofit organizations such as 501(c)(4) enacted solely for local associations of employees are not eligible. Labor organizations that politically represent their membership under 501(c)(5) are also excluded from applying.

## GRANTS FOR NONPROFITS:

### 501(c)(3), (c)(4), (c)(5), (c)(6), (c)(19), 501(e) or 501(k)

The program is limited to nonprofits that suffered economic hardship due to the Coronavirus Disease Pandemic. Applicants should request funding to offset expenses; an award cannot be used to replace revenue or to contribute to the organization's reserve fund.

The nonprofit must have a physical presence outside of city municipal boundaries; however, affiliation to a statewide or national organization does not disqualify the application.

The nonprofit may submit an application for each of its locations physically located outside of city boundaries. The nonprofit organization's board of directors does not have to be made up of Alaskan residents. However, officers must be listed on the current biennial report and must have signature authority for the organization. Board members may not financially benefit from the grant.

## INELIGIBLE APPLICANTS

Contact the Borough Grants Division for More Information:

- ✗ Corporations traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority owned by such a publicly traded corporations.
- ✗ Corporation national chains that own and operate their premises in the Borough. Franchise-owned/operated businesses in the Borough but outside incorporated cities in the borough would be eligible.
- ✗ Entities with a Borough sales tax lien that have not entered into or are in violation of a formal payment agreement with the Borough. However, businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant.
- ✗ Entities currently in bankruptcy proceedings.
- ✗ Businesses that lack a permanent physical presence in the Borough outside of the cities for the sale of goods or the provision of services, such as a remote seller or a business whose only presence is a local inventory site or warehouse location.
- ✗ Marijuana businesses licensed under Alaska Statute 17.38.
- ✗ Businesses owned by Kenai Peninsula Borough Assembly Members, service area board, advisory board or commission members and/or borough employees.
- ✗ Nonprofits physically located within city limits. The nonprofit must clearly demonstrate that the grant will be used for those services provided to the unincorporated communities it serves.

**For More Information:**

**907-714-2153 direct**

**800-478-4441 extension 2153**

**[grants@kpb.us](mailto:grants@kpb.us)**



## APPLICANTS WILL BE REQUIRED TO ATTEST TO THE FOLLOWING:

01

Intent to remain in operations into 2021.

02

Will retain records for up to five years or from the date of grant closeout notification. Grantee will provide upon request, receipt and payment documentation that clearly identifies the use of the grants funds.

03

The grant funds must be fully expended and all amounts paid by November 30, 2020, or be returned to the Kenai Peninsula Borough as unused grant funds by December 9, 2020.

04

Applicant must certify that the information provided is true and accurate.

05

Use the grant for intended purposes as described in the application.

06

Applicant must agree to assist in the verification of information provided in the application; and the applicant will provide additional information to the Borough, if requested.

07

Applicant must acknowledge that the funds being provided are federal and may require a single audit. It is the sole responsibility of the applicant to determine or to seek independent advice to determine the tax implications to the applicant and its owners upon receipt and use of the funds.

08

Applicant's attestation and signature shall become a binding contract upon grant award and drawdown of funds upon receipt.

## What to Consider When Submitting an Application:

The intent of the CARES Act Relief Fund is to assist communities that suffered economic harm from the public health emergency. The U.S. Treasury guidance specifically says that grants to local businesses are to be used to reimburse the cost of business interruption caused by the required closures. Examples include: inventory losses, additional operating expenses of reopening and costs of protecting staff and customers. Applicants are required to self-certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts.

Applicants will be provided an opportunity for self-audit where they can submit copies of all applicable receipts and documentation during the application process.

Applicants will be required to provide a narrative describing how they have been affected, and how they intend to use the grant funds being requested.



## APPLICATION PERIOD AND PROGRAM TIMELINES



The application period will be open for two weeks beginning July 13, 2020 at 8:00 AM and ending July 24, 2020 at 5:00 PM.

Applications should be submitted online at <https://cares.kpb.us>. Online submission also allows the Borough to email you updates as the application moves through the process. If you cannot submit an electronic application, you may mail the application to the Kenai Peninsula Borough's Soldotna address →

It must be postmarked no later than July 24, 2020. Mailed applications will only receive an award or denial notice after the review process has been completed.

### Don't have a scanner?...

Scanned documents are preferred, but if you don't have the ability to create .pdf files, take a photo. You may submit photos of records or receipts with your online application.



**Kenai Peninsula Borough  
Online Application**

<https://cares.kpb.us>



**Kenai Peninsula Borough  
Attn: Relief Fund Program**  
144 N. Binkley Street  
Soldotna, AK 99669  
907-714-2153

**Pick up or  
drop off  
your  
application  
at these  
locations**

**Seward Annex - Seaview Plaza**  
302 Railway Ave., Ste. 131  
Seward, AK 99664  
907-224-2001

**Homer Annex - Maintenance Bldg**  
638 E. Pioneer Avenue  
Homer, AK 99603  
907-235-9837

# PREPARING A SUCCESSFUL APPLICATION

Before applying online, the applicant should be prepared to address the following:

## Small Businesses

- ✓ Current with sales tax payments through the December 2019 filing period<sup>1</sup>
- ✓ Current W-9 IRS tax form
- ✓ Current with sales tax registration, all filings and other Borough finance code requirements<sup>2</sup>
- ✓ 2019 IRS Schedule C Filing is required for businesses that do not collect sales taxes
- ✓ Must have a valid and current Alaska state business license
- ✓ How will the grant be used? Create a budget and narrative for the request
- ✓ Be the signature authority that can legally bind the business upon grant award

## Nonprofits

- ✓ Determine which is greater? 2019 borough sales tax returns OR 2019 IRS 990 Filing OR financial statements provided by a third party preparer (filing to be included in the application)
- ✓ Current W-9 IRS tax form
- ✓ Nonprofit verification of "good standing" with the State of Alaska
- ✓ Federal EIN# and 501 status
- ✓ Must have a current biennial report as of May 30, 2020
- ✓ How will the grant be used? Create a budget and narrative for the request
- ✓ Be a board officer that can legally bind the organization upon grant award

## The Fine Print - Temporary Waiver:

1. KPB Ordinance 2019-19-39: That the mayor is authorized to waive the prohibition in KPB 5.28.140 against contracting with an entity if it is in violation of any borough sales taxation ordinance, solely for purposes of issuing a grant under the borough Coronavirus Relief Fund Program subject to the following provisions: To qualify for this waiver an otherwise qualified Applicant must be current in its sales tax payments through the filing period ending December 31, 2019 and otherwise current in its sales tax registration, all filings and all other sales tax requirements as of the date of the grant application. Additionally, an Applicant currently in bankruptcy or subject to a Borough lien for unpaid sales taxes is not eligible for this waiver. This waiver shall sunset on September 30, 2020 with the sales tax payments and returns due November 1, 2020. This applies to all Applicants, including businesses and nonprofit organizations.

2. The applicant must be current with all other borough code requirements, including but not limited to, property taxes, business and personal assessments, road improvement assessment or utility special assessments (if applicable).



## Kenai Peninsula Borough Unincorporated Communities

- Anchor Point
- Bear Creek
- Beluga
- Clam Gulch
- Cohoe
- Cooper Landing
- Crown Point
- Diamond Ridge
- Fox River Villages: Kachemak Selo, Razdolna and Voznesenka
- Fritz Creek
- Funny River
- Halibut Cove
- Happy Valley
- Hope
- Kalifornsky Beach
- Kasilof
- Lowell Point
- Moose Pass
- Nanwalek
- Nikiski
- Nikolaevsk
- Ninilchik
- Port Graham
- Primrose
- Ridgeway
- Salamatof
- Seldovia Village
- Sterling
- Sunrise
- Tyonek

## AWARD AND APPEAL PROCESS

### Timestamps to Consider

The review committee will verify the information as the applications come in, but the Borough will hold off paying out any funds until after the deadline period has closed and the total amount of eligible requests is known.

### Award Release Date

Estimated date for releasing verified grant awards is mid-August 2020.

### Appeal Filing Dates

The review committee will determine whether the application is complete and the business or nonprofit organization is eligible under the program requirements. An applicant denied by the review committee may appeal to the Borough Mayor.

An appeal must be filed in writing by 5:00 PM within seven (7) business days from the date of the notification.

### What date do I use to calculate?

Which date do I use to calculate seven business days? Refer to the date of the emailed notice of denial or the postmarked letter, whichever method of delivery is used by the Borough to issue the notice of denial.

### What happens next?

The Borough will provide a final determination from the date that the Borough receives the appeal.

**Does your application originate from one of these unincorporated communities outside of city limits?**  
Check the location at <https://cares.kpb.us>



# CARES ACT RELIEF FUND PROGRAM



## Frequently Asked Questions

01

### **How can the funds be used?**

Funds may be used for operational costs such as utilities, equipment, insurance, supplies, payroll, emergency protective measures or mitigation efforts related to COVID-19 such as testing staff, temporary housing for quarantined employees, hiring additional staff, protective screens for customers, etc.

02

### **What happens if we received other financial aide?**

Applicants must state that the Borough grant will be used for expenses that have not already been reimbursed by other funding sources. Grantees will be required to keep payment records to show how the funds were used. Payment records may include receipts or canceled checks.

03

### **Who is eligible to apply for the Borough Relief Fund Program?**

Nonprofit organizations or small businesses that maintain a physical presence in the Borough but outside of city boundaries. Cities include: Homer, Kachemak City, Kenai, Seldovia, Seward, and Soldotna.

04

### **Is this a grant or a loan? Do we need to pay back the money?**

The Borough's Relief Fund program is grant-based. A grant does not have to be paid back as long as the funds are used for COVID-19 related impacts. NOTE: these funds being provided are federal and may require a single audit. It is the sole responsibility of the applicant to determine or to seek independent advice to determine the tax implications to the applicant and its owners upon receipt and use of the funds.

05

### **Why are businesses and nonprofits inside of the cities excluded?**

The Borough's economic development powers are restricted to non-area-wide (outside of city limits), which is based upon Alaska State Statutes. The regulations that govern the federal program cannot overrule the local government powers.

06

### **Is my business eligible if I work from my home address?**

Visit <https://cares.kpb.us> to verify that your home address is located outside of city limits. Services or goods conducted from a home business may qualify based upon your physical location.

07

### **Are we eligible to apply if our board members conduct meetings in private homes?**

The nonprofit must clearly demonstrate that the grant will be used for those services provided to the unincorporated communities it serves.

08

### **Am I eligible to apply if the organization's locations are inside and outside of a city?**

A business or nonprofit with a single business license that has multiple locations inside and outside of city boundaries may receive an aggregated amount not to exceed the total KPB grant award. For example, a business owner – whose reported 2019 revenue of \$450,000 – receives a \$10,000 grant from a city and applies for a Borough grant for its shop in Sterling. The Borough may consider issuing the business owner an award of \$7,500 based on the Borough's funding threshold of \$17,500 for businesses with 2019 revenues of \$250,000 - \$500,000.

# CARES ACT RELIEF FUND PROGRAM



## FAQs continued...

09

**How can I tell if my business or nonprofit organization is located inside or outside of a city?**

Visit the Borough's jurisdiction mapping tool to determine your physical address inside/outside of city limits at <https://cares.kpb.us>

10

**Are all 501 tax-exempt organizations eligible to apply?**

Applications are limited to nonprofit organizations under 501(c)(3), (c)(4), (c)(5), (c)(6), (c)(19), 501(e) or 501(k). Those 501(c)(4) organizations enacted solely for local associations of employees are not eligible. Labor organizations that politically represent their membership under 501(c)(5) are also excluded from applying. See page 4 for more information.

11

**Are Tribal entities eligible to apply?**

Small business or nonprofit entities that meet the above-listed criteria are eligible to apply.

12

**Are commercial fishing entities eligible to apply?**

Yes, as long as the entity can meet all of the eligibility requirements and submit a W-9 or Schedule C with the application.

13

**Can Borough employees apply for and receive these funds?**

Borough employees, assembly members, Borough board or commission members, and designees or agents of the Borough are restricted from receiving these funds.

14

**How will I be notified of an award?**

It is important to use the online application process. Online applications must include an email address, which will allow the Borough to confirm receipt of the application, provide regular notifications as the application moves through the review process and allow for Borough/applicant correspondence in the event of an appeal process. For paper applications, award notification will be provided through the U.S. mail.

15

**Will mailed applications be accepted?**

The Borough will accept mailed applications postmarked on or before July 24, 2020. Mailed applications will be entered into the system; however, applicants will only receive either an award or denial notice after the review process has been completed. Be sure to ask for a timestamp if you drop off your application at one of the three borough locations listed on page 7.

16

**When will the grant awards be released?**

Awards will be released mid-August. Grantees are responsible for determining the tax implications upon receipt and use of the funds.

# CARES ACT RELIEF FUND PROGRAM



## FAQs continued...

17

### **How will the grant awards be distributed?**

Checks will be mailed to the business address on the Alaska state business license. For nonprofit organizations, the check will be mailed to the address associated with the entity's Alaska state business license or the Alaska corporate entity number, whichever is applicable to the nonprofit's eligibility.

18

### **Can I expect to be audited if our organization receives a borough grant?**

The borough will randomly draw grantees to conduct sample audits during the months of September through November. The Borough Grants Division will be available to assist grantees to ensure that the funds are being properly used.

19

### **What can I do to get ready for the application?**

Confirm that you meet the current requirements, have tax documentation to determine the level of grant award, and register your business to pay sales taxes online. The online registration will help expedite the application review. To learn more on how you can register your business to pay sales taxes online, visit [https://www.kpb.us/images/KPB/FIN/Sales\\_Tax/Online/Registration\\_Instructions.pdf](https://www.kpb.us/images/KPB/FIN/Sales_Tax/Online/Registration_Instructions.pdf)

20

### **Will the FAQ pages be updated?**

Yes. Program updates and frequently asked questions will be updated online at <https://cares.kpb.us>

## HOW TO APPLY

Online application <https://cares.kpb.us>

Hardcopy: See page six for mail or drop off instructions.

## FOR MORE INFORMATION

907-714-2153 direct

800-478-4441 extension 2153

[grants@kpb.us](mailto:grants@kpb.us)

