



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: April 1, 2021

RE: **Reprogramming of FY 2020 Designated Legislative Grant for Mitigating the Risk of COVID-19**

By report dated March 11, 2021, my office submitted to the City Council General Government and KPU Operating and Capital Budget mitigation plans for substantially reduced or no cruise conditions in 2021. As part of the General Government mitigation plan, I advised the City Council of staff's efforts to have the Legislature reappropriate the \$1.1 million FY 20 Designated Legislative Grant that was awarded to the City for COVID-19 relief so that it could be applied to the Port's Berth III debt service.

As indicated in the attached email from Assistant City Manager Lacey Simpson, the City has received verbal confirmation from the Department of Commerce, Community and Economic Development that the state has approved a reprogramming of the grant such that it can be applied to debt service. The City is expecting either an amendment to or a revised grant agreement in the next several days. My office will keep the City Council advised accordingly.

Karl Amylon

From: Lacey Simpson
Sent: Thursday, April 1, 2021 9:08 AM
To: Karl Amylon
Subject: FW: CPV Designated Legislative Grant for Ketchikan
Attachments: DL Signatory Authority Form.pdf

Karl,

Please see the below correspondence between me and Robin Park at the Dept. of Commerce, Community and Economic Development regarding our request to use our CPV Designated Legislative Grant for Port of Ketchikan debt service obligations.

On March 30, 2021 at 1:48 pm, I received a voicemail from Ms. Park stating:

“Hey Lacey. Apparently their ears must have been ringing. Your request has been approved. They want us to keep with the similar language to what Juneau did, so I guess I’ll be forwarding you a copy of their (Juneau’s) grant agreement. You can call me back... Bye now.”

I called Robin back to thank her, and she had already sent me the language used in Juneau’s grant agreement. I then modified the proposed grant scope language for the City’s use, sent her the language to be incorporated into the agreement, and then received the attached Designated Legislative Grant Signatory Authority Form. The form was filled out, executed, and returned to Ms. Park later in the day on March 30, 2021.

Lacey

From: Park, Robin J (CED) <robin.park@alaska.gov>
Sent: Tuesday, March 30, 2021 3:22 PM
To: Lacey Simpson <LaceyS@City.Ketchikan.Ak.Us>
Subject: RE: CPV Designated Legislative Grant for Ketchikan

CAUTION: External Email

This email originated from a source outside the City of Ketchikan. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lacey,

Hello, can you have this document completed and emailed back to me?

Robin

From: Lacey Simpson [<mailto:LaceyS@City.Ketchikan.Ak.Us>]
Sent: Tuesday, March 30, 2021 3:17 PM
To: Park, Robin J (CED) <robin.park@alaska.gov>
Subject: RE: CPV Designated Legislative Grant for Ketchikan

Hi Robin,

Thank you for the call and notice that the City of Ketchikan’s request to use our grant for Port of Ketchikan debt service has been approved. We can’t thank you enough for your support and assistance here.

Per your request, below is the City of Ketchikan’s scope of work for the grant agreement:

The purpose of this FY2020 Designated Legislative Grant in the amount of **\$1,100,300.50** [pursuant to the provisions of AS 37.05.315, SLA 2020, HB 234, Chapter 7, Section 8, Page 12, and Line 11-20] is to provide funding to the City of Ketchikan for use towards responding to and mitigating the risk of corona virus disease (COVID-19) outbreak in the state for the fiscal years ending June 30, 2020 and June 30, 2021. The objective of this project is to “respond to the COVID-19 outbreak” by allocating these funds to critical infrastructure elements that support the marine enterprise.

This project may include the following items:

- \$1,100,300.50 for required debt service on bonded cruise port dock improvements.

Additional expenditures must be reasonable and relative to the project objective and may require pre- approval by the department.

As the Port of Ketchikan’s annual revenue bond debt service obligation exceeds the CPV Designated Legislative Grant, the entirety of the grant award will be dedicated to the Port’s debt service obligation for dock improvements.

Please let me know if you need additional information.

Thank you,
Lacey

From: Park, Robin J (CED) <robin.park@alaska.gov>
Sent: Tuesday, March 30, 2021 1:54 PM
To: Lacey Simpson <LaceyS@City.Ketchikan.Ak.Us>
Subject: FW: CPV Designated Legislative Grant for Ketchikan

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I sent this to myself by mistake, lol.

From: Park, Robin J (CED)
Sent: Tuesday, March 30, 2021 1:53 PM
To: Park, Robin J (CED) <robin.park@alaska.gov>
Subject: RE: CPV Designated Legislative Grant for Ketchikan

Lacey,

Please provide me with the specific for the scope of work – this is what we did for CBJ:

The purpose of this FY2020 Designated Legislative Grant in the amount of **\$2,444,564.00** [pursuant to the provisions of AS 37.05.315, SLA 2020, HB 234, Chapter 7, Section 8, Page 12, and Line 11-20] is to provide funding to City and Borough of Juneau for use towards responding to and mitigating the risk of corona virus disease (COVID-19) outbreak in the state for the fiscal years ending June 30, 2020 and June 30, 2021. The objective of this project is to “respond to the COVID-19 outbreak” by allocating these funds to critical infrastructure elements that support the marine enterprise.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS
Juneau Office

F.O. Box 110809
Juneau, Alaska 99811-0809
Alaska: 907.465.4731
Fax: 907.465.4761

RECEIVED
MAY 11 2020
City Manager's Office
334 Front Street
Ketchikan, AK 99901

April 29, 2020

City of Ketchikan
Karl Amylon, City Manager
334 Front Street
Ketchikan 99901

RE: FY 20 Designated Legislative Grant

Dear Mr. Amylon:

I am pleased to notify you the City of Ketchikan has been appropriated a FY 2020 Designated Legislative Grant per AS 37.05.315, Grants to Municipalities, for the purpose of Mitigating the risk of COVID-19. The amount of state funding appropriated for this grant is \$1,100,300.50.

In order to receive grant funds, a grant agreement must be executed. Please provide the following information within 30 days:

- A scope of work for this project which includes a detailed project description, proposed timeline and detailed budget narrative.
- Original completed Signatory Authority Form (enclosed).

Upon receipt of the requested information, I will prepare and send the grant agreement for signature. Please note: Grant recipients will be required to provide a final summary report once the project is complete.

The latest Designated Legislative Handbook is available online at:

<https://www.commerce.alaska.gov/web/dcra/GrantsSection/DLGrants.aspx> and should answer any questions you have regarding management and use of grant funds.

Congratulations on this award. I look forward to working with you to ensure the success of this project. If you have any additional questions, contact me via phone at (907)465-4731 or email robin.park@alaska.gov.

Sincerely,

Robin Park
Grants Administrator II

Enclosure