

Session 21-08, a Regular Meeting of the Public Works Campus Task Force was called to order by Chair Donna Aderhold at 4:44 p.m. on May 26, 2021 via Zoom Webinar from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. One seat is vacant due to resignation.

**PRESENT:** MEMBERS ENGBRETSSEN, SLONE, VENUTI, KEISER, ADERHOLD

**ABSENT:** MEMBER BARNWELL (EXCUSED)

**STAFF:** RENEE KRAUSE, DEPUTY CITY CLERK

The meeting was delayed to connectivity and device issues.

### **AGENDA APPROVAL**

Chair Aderhold requested a motion to approve the agenda.

ENGBRETSSEN/KEISER MOVED TO APPROVE THE AGENDA

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

### **APPROVAL OF MINUTES**

A. Regular Meeting Minutes for May 12, 2021

Chair Aderhold requested a motion to approve the minutes.

VENUTI/ ENGBRETSSEN MOVED TO APPROVE THE MINUTES OF MAY 12, 2021.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

### **REPORTS**

### **PENDING BUSINESS**

## **NEW BUSINESS**

### **A. Memorandum from Public Works Director re: Criteria for Evaluating Strategies**

Chair Aderhold introduced the item by reading of the title and invited Ms. Keiser to review the memorandum.

Member Keiser provided the following information:

- The Task Force was directed to develop strategies and then develop criteria to evaluate those strategies.

The Task Force developed the following three strategies:

- Strategy #1 – The Limp Along Plan
  - o The City continues as it has always done and takes no action regarding the Public Works Campus.
- Strategy #2 – Lock, Stock & Barrel
  - o Make the decision to relocate the Public Works Facility as a priority
- Strategy #3 – Long Term Incremental
  - o Recognize that there is an issue and phase the project
    - Site Acquisition
    - Design
    - Funding
    - Construction in Phases

Member Keiser then stated that she developed the Criteria as follows to be applied to the strategies:

- o Criteria #1 – Cost/Benefit Ratio
  - This can be finite or more intuitive
  - Computing the expected costs
  - Quantifying the expected benefits
    - These may support the higher costs
- o Criteria #2 – Supports Public Works Mission
  - Preserves the ability to perform essential functions
    - Assist in Emergency situations
    - Construction Management and Design
    - Repair and Replace city infrastructure
- o Criteria #3 – Funding Strategies
  - Grants, In-house or Loans
- o Criteria #4 – Strategy can be Phased
  - This would allow the strategy to be more feasible and financially viable
    - Limp Along
    - Lock Stock & Barrel

- Long term incremental
  - Criteria #5 – Time is of the Essence
    - How timely could the mitigation be put into place

So taking the three strategies developed at the last meeting and using the criteria that was develop to review and rank them with High, Medium and low point values as follows:

- Low – 1 point
- Medium – 2 points
- High – 3 points

So the higher the number, the more favorable the strategy:

Criterion	Strategy #1 Limp Along Plan		Strategy #2 Lock, Stock & Barrel		Strategy #3 Long Term Incremental	
Cost/Benefit Analysis	Low	1	Medium	2	High	3
Supports PW Mission	Low	1	High	3	Medium	2
Funding Availability	High	3	Low	1	Medium	2
Can be Phased	High	3	Low	1	High	3
Time is of Essence	High	3	High	3	High	3
TOTAL		11		10		13

Chair Aderhold opened the floor to questions or comments from the Task Force.

Discussion was facilitated on the following:

- Noted that there was an error in the point value shown on Strategy #3 under Funding Availability should reflect 2

- The strategies all were scored the same for time is of essence
- From a public perspective with a three point spread difference
  - Out of 15 points available the 3 point spread there is not much difference between the strategies
  - Giving the value of 6 per point would then place the value for Strategy #1 at 66 which if we increased the overall value to 100 the perception could be changed
  - Allowing more points would express the spread and difference in the strategies

- Strategy #3 should be rated high under supports Public Works Mission, instead of medium
- Refining Time is of Essence on the strategies should be refined
- Public Receptivity should be included as a criteria and recommendation made on the following:
  - o Limp along Plan 3 points – no additional costs to the public
  - o Lock, Stock and Barrel 1 points
  - o Long Term Incremental could be rated a 2 points - \$250K land purchase to start
- Public Perception on large expenditures on construction projects is not favorable with the Police Station as an example of the time and effort needed to get that project approved
- Need to define the Ranking Scale
  - o Defining the Cost Benefit Analysis, it stands that the cost of doing nothing is rated high but we need to depict how the benefit is outweighing the cost. Need to define how you get to each of the ranks
  - o Providing a narrative that describes how the scores were developed.
- The current Public Works CIP has included \$50K for creating an implementation plan which would develop and create a plan and phasing
- The recommendation will be based on the information provided by the experts, include the facts with the story
- Narrative can be supplied for the ranking and adding a public perception criteria would be a good thing and will be added to the table.
- Capacity of Public Works, consideration to include the costs for doing nothing
  - o Including a separate memorandum that covers the inefficiencies that are existing currently, the operations and staff that are placed in other facilities that are not appropriate or suitable to reflect that doing nothing is not a viable response
    - Maintenance and repair of equipment increases in some newer equipment so appropriate facilities are required to conduct that business no matter
  - o Defining the benefits to keeping Public Works Departments together and not supporting separation of services.
  - o Include facilities being occupied by Public Works Departments/Personnel

B. Next Steps

1. Draft Report Outline and Content

Chair Aderhold introduced the item by reading of the title and facilitated discussion on the framework for the report and what they should include in the report. The following topics were to be included:

- risk, risk analysis, site selection, site evaluation, criteria, strategy evaluation, recommendations, next steps
- introduction that provides why the task force created and what were they directed or tasked with
- Memorandum of two pages or less with a summary of recommendations to Council and the report will be about 20 pages with the details
- Using the same narrative voice throughout the document

- The memorandum dated April 30, 2021 was submitted to Council and some of the language would be included in the report but it would be attached as an exhibit to the report.
- Executive Summary, Overview, body of the report that speaks to the phases and attached the report would be the memorandums and tables for more details.

Deputy City Clerk Krause inquired if the Task Force would consider canceling the next regular meeting to allow them to work on the draft report. She additionally noted that she would be on vacation for two weeks and that Member Engebretsen as stated that she has a prior commitment and will be unable to attend that meeting as well.

VENUTI/SLOANE MOVED TO CANCEL THE JUNE 9, 2021 REGULAR MEETING.

Discussion included points on canceling the meeting would allow a more complete draft of the document to be presented to the Task Force for review; staff commitments and additional absences of members.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Member Keiser volunteered to draft up the Next steps section for the report to have at the next meeting as well.

#### **INFORMATIONAL MATERIALS**

- A. Resolution 20-125, Creating the Public Works Campus Task Force and establishing the Scope of Work and Parameters under which the Task Force will Conduct its Work.
- B. Memorandum dated May 12, 2021 from Member Engebretsen re: Site Selection Review
- C. Memorandum dated April 20, 2021 to City Council re: Risk Catalog and Evaluation
- D. Memorandum dated April 22, 2021 from Member Engebretsen re: Short & Long Term Mitigation Costs
- E. 2021-2026 Capital Improvement Project Sheet - New Public Works Facility

Chair Aderhold reviewed each of the items and asked if there were any questions or comments.

#### **COMMENTS OF THE AUDIENCE**

#### **COMMENTS OF THE CITY STAFF**

Deputy City Clerk Krause commented that she will endeavor to do her best.

#### **COMMENTS OF THE TASK FORCE**

Member Venuti commented on the Memorial Day holiday coming up and the importance of the holiday to many folks and wished Deputy City Clerk Krause a safe trip.

Chair Aderhold hoped everyone enjoys the almost month off from the Task Force meetings and have a great Holiday weekend.

**ADJOURNMENT**

There being no further business to come before the Task Force the meeting adjourned at 5:32 p.m. The next regular meeting is scheduled for Wednesday, June 23, 2021 at 4:30 p.m. at the City Hall Cowles Council Chambers via Zoom Webinar located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_