



Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

City of Homer Agenda

City Council Regular Meeting

Monday, May 23, 2022 at 6:00 PM

In Person at City Hall Cowles Council Chambers and by Zoom Webinar

Dial: +1 669 900 6833 or +1 253 215 8782 or Toll Free 877 853 5247 or 888 788 0099

Webinar ID: 205 093 973 Passcode: 610853

CALL TO ORDER, PLEDGE OF ALLEGIANCE

AGENDA APPROVAL (Addition of items to or removing items from the agenda will be by unanimous consent of the Council. HCC 2.08.040.)

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA (Items listed below will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- a. Homer City Council Unapproved Regular Meeting Minutes of May 9, 2022. City Clerk. Recommend adoption.
- b. Memorandum 22-083 from Deputy City Clerk re: Liquor License Renewal for Save U More Liquor #6. Recommend approval.
- c. Memorandum 22-084 from Special Projects & Communications Coordinator re: Capital Improvement Plan Development Schedule 2023-2028 and FY2024 Legislative Priorities. Recommend approval.
- d. Ordinance 22-29, An Ordinance of the City Council of Homer, Alaska, Amending the FY22 Capital Budget and Authorizing an Additional Expenditure of \$150,000 from the Sewer Capital Asset Repair and Maintenance Allowance (CARMA) Fund for Sewer Manhole Repair or Replacement Related to the Alaska Department of Transportation and Public Facilities (AKDOT/PF) East Hill Road Repaving Project. City Manager/Public Works Director. Introduction May 23, 2022 Public Hearing and Second Reading June 13, 2022.

Memorandum 22-086 from Public Works Director as backup.

- e. Ordinance 22-30, An Ordinance of the City Council of Homer, Alaska, Amending the FY22 Capital Budget by Appropriating \$18,150 from the General Fund Capital Asset Repair and Maintenance (CARMA) Fund for the Purpose of Upgrading Software Licenses for the City's Security-Camera Systems. City Manager. Introduction May 23, 2022 Public Hearing and Second Reading June 13, 2022.

Memorandum 22-087 from Police Chief as backup.

Memorandum 22-088 from Library Director as backup.

- f. Resolution 22-044, A Resolution of the City Council of Homer, Alaska, Repealing the City of Homer Records Classification and Procedures Manual and Retention Schedule and Adopting An Updated City of Homer Records Management and Retention Manual. City Clerk. Recommend adoption.

Memorandum 22-089 from Deputy City Clerk as backup.

- g. Resolution 22-045, A Resolution of the City Council of Homer, Alaska, Approving a Joint Use of Equipment and Facilities Agreement with the Kenai Peninsula Borough School District for the Period of July 1, 2022 through June 30, 2025 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum 22-090 from Recreation Manager as backup.

- h. Resolution 22-046, A Resolution of the City Council of Homer, Alaska, Approving and Accepting a Donation from Thelma Gower to the City of Homer Municipal Art Collection of a print by Alaskan Artist Thomas Stream Entitled "Vermilion Flycatcher". City Clerk/PARCAC. Recommend adoption.

Memorandum 22-091 from Deputy City Clerk as backup (*Will be provided in Supplemental Packet*)

- i. Resolution 22-047, A Resolution of the City Council of Homer, Alaska, Approving the Amended Homer Public Library Facility Use Policy. City Manager. Recommend adoption.

Memorandum 22-092 from Library Director as backup.

- j. Resolution 22-048, A Resolution of the City Council of Homer, Alaska, Adopting Joint Resolution 2022-01 of the Councils of The Seldovia Village Tribe and Cities of Seldovia and Homer Supporting Homer Electric Association's Pursuit of Funding for the South Kachemak Bay Distribution Upgrade and Broadband Expansion Project. City Manager. Recommend adoption.

- k. Resolution 22-049, A Resolution of the Homer City Council Establishing the City of Homer Property Tax Mil Levy Rate at 4.5 Mills for 2022. City Manager. Recommend adoption.

VISITORS

- a. COVID-19 Agency Update Derotha Ferraro, South Peninsula Hospital Public Information Officer and Lorne Carroll, State of Alaska Public Health Nurse III (10 minutes)
- [b.](#) Southern Kenai Peninsula Resiliency Coalition - Hannah Gustafson (10 minutes)
- c. Kachemak Bay State Parks - Jack Blackwell, Kenai Area Superintendent (10 minutes)

ANNOUNCEMENTS / PRESENTATIONS / REPORTS (5 Minute limit per report)

- a. Committee of the Whole Report
- b. Worksession Report
- c. Lunch with a Councilmember Report
- d. Mayor's Report
- e. Borough Report
- f. Library Advisory Board
- g. Planning Commission
- h. Economic Development Advisory Commission
- i. Parks Art Recreation and Culture Advisory Commission

PUBLIC HEARING(S)

- [a.](#) Ordinance 22-24, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget and Appropriating an Additional Expenditure of \$106,000 from the Homer Accelerated Roads and Trails (HART) Road Fund for the Construction of the Main Street Sidewalk Project. City Manager/Public Works Director. Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

Memorandum 22-075 from Public Works Director as backup.

- [b.](#) Ordinance 22-25, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating \$750,000 from the Homer Accelerated Roads and Trails (HART) Road Fund and \$100,000 from the HART Trails Fund to Establish a Non-Motorized Transportation Opportunity Fund. City Manager/Public Works Director. Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

Memorandum 22-073 from Public Works Director as backup.

- [c.](#) Ordinance 22-26, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating \$500,000 from the Homer Accelerated Roads and Trails (HART) Road Fund to Establish a Pavement Restoration Program. City Manager/Public

Works Director. Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

Memorandum 22-073 from Public Works Director as backup.

- [d.](#) Ordinance 22-27, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating an Additional \$511,228 from the Homer Accelerated Roads and Trails (HART) Road Fund to the Small Works Road Repair Program, the Small Works Drainage Program, and the Indefinite Delivery/Indefinite Quantity (IDIQ) Contract to East Road Services. City Manager/Public Works Director. Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

Memorandum 22-073 from Public Works Director as backup.

- [e.](#) Ordinance 22-28, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating an Additional \$56,803 from the Homer Accelerated Roads and Trails (HART) Trails Fund to the Small Works Trails Maintenance Program. City Manager/Public Works Director. Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

Memorandum 22-073 from Public Works Director as backup.

ORDINANCE(S)

CITY MANAGER'S REPORT

- [a.](#) City Manager's Report

PENDING BUSINESS

NEW BUSINESS

- [a.](#) Memorandum 22-085 from City Clerk re: Travel Authorization for Mayor and Councilmembers to Attend the Alaska Municipal League Summer Conference August 10-12 in Sitka, Alaska.

RESOLUTIONS

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY ATTORNEY

COMMENTS OF THE CITY CLERK

COMMENTS OF THE CITY MANAGER

COMMENTS OF THE MAYOR

COMMENTS OF THE CITY COUNCIL

ADJOURNMENT

Next Regular Meeting is Monday, June 13, 2022 at 6:00 p.m. Committee of the Whole at 5:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

Session 22-09 a Regular Meeting of the Homer City Council was called to order on May 9, 2022 by Mayor Ken Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS ADERHOLD, DAVIS, ERICKSON, HANSEN-CAVASOS, LORD, VENUTI

STAFF: CITY MANAGER DUMOUCHEL
CITY CLERK JACOBSEN
POLICE CHIEF ROBL
FINANCE DIRECTOR WALTON
PUBLIC WORKS DIRECTOR KEISER
SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL
RECREATION MANAGER ILLG
INFORMATION TECHNOLOGY ANALYST SULCZYNSKI

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

Mayor Castner announced the supplemental items: **CONSENT AGENDA** Road Financial Plan 5-Year Outlook graphs and Non-Motorized Transportation & Trails Plan 2022 Supplement as backup to Ordinances 22-25 through 22-28 approving HART Funds for Road and Trail Projects; Written public comments on Resolution 22-040 supporting efforts to increase voter awareness of upcoming elections, Memorandum 22-083 to Resolution 22-042 Accepting the donation of the print "Serenity", **ANNOUNCEMENTS / PRESENTATIONS / REPORTS** Planning Commission written report.

ADERHOLD/ERICKSON MOVED TO ADOPT THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

Heath Smith, city resident, commented in support of Resolution 22-040 and the importance of engaging voters early in the election process.

RECONSIDERATION

CONSENT AGENDA (Items listed below will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- a. Homer City Council Unapproved Regular Meeting Minutes of April 25, 2022. City Clerk. Recommend adoption.
- b. Memorandum 22-066 from Mayor Castner Re: Appointment of Douglas Baily to the Library Advisory Board. Recommend approval.
- c. Ordinance 22-24, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget and Appropriating an Additional Expenditure of \$106,000 from the Homer Accelerated Roads and Trails (HART) Road Fund for the Construction of the Main Street Sidewalk Project. City Manager/Public Works Director. Recommended Dates Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

Memorandum 22-075 from Public Works Director as backup.

- d. Ordinance 22-25, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating \$750,000 from the Homer Accelerated Roads and Trails (HART) Road Fund and \$100,000 from the HART Trails Fund to Establish a Non-Motorized Transportation Opportunity Fund. City Manager/Public Works Director. Recommended Dates Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

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- f. Ordinance 22-27, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating an Additional \$511,228 from the Homer Accelerated Roads and Trails (HART) Road Fund to the Small Works Road Repair Program, the Small Works Drainage Program, and the Indefinite Delivery/Indefinite Quantity (IDIQ) Contract to East Road Services. City Manager/Public Works Director. Recommended Dates Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

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- g. Ordinance 22-28, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating an Additional \$56,803 from the Homer Accelerated Roads and Trails (HART) Trails Fund to the Small Works Trails Maintenance Program. City Manager/Public Works Director. Recommended Dates Introduction May 9, 2022, Public Hearing and Second Reading May 23, 2022.

Memorandum 22-073 from Public Works Director as backup.

- h. Resolution 22-036, A Resolution of the City Council of Homer, Alaska Approving a Recreational Use Agreement between the City of Homer and South Peninsula Little League, Inc. Regarding the Maintenance and Operation of Little League Activities on City Owned Land at Karen Hornaday Park and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum 22-076 from Recreation Manager as backup.

Moved to Resolutions item b. Aderhold.

- i. Resolution 22-037, A Resolution of the City Council of Homer, Alaska Awarding Term Contracts for Survey Services to Multiple Firms and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend adoption.

Memorandum 22-077 from Public Works Director as backup.

- j. Resolution 22-038, A Resolution of the City Council of Homer, Alaska Awarding Term Contracts for Engineering, Architectural and Landscape Architectural Services to Multiple Firms and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend adoption.

Memorandum 22-078 from Public Works Director as backup.

- k. Resolution 22-039, A Resolution of the City Council of Homer, Alaska Awarding a Contract for the Construction of the Main Street Sidewalk to East Road Services, Inc. of Homer, Alaska in the Amount of \$1,148,123.11 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend adoption.

Memorandum 22-079 from Public Works Director as backup.

- l. Resolution 22-040, A Resolution of the City Council of Homer, Alaska Supporting Efforts to Increase Voter Awareness of Upcoming Elections. Aderhold. Recommend adoption.

Memorandum 22-080 from Councilmember Aderhold as backup.

- m. Resolution 22-041, A Resolution of the City Council of Homer, Alaska Approving New One-Year Contracts with Premera Blue Cross, VSP, and Prudential with a Renewal Date of July 1, 2022. City Manager. Recommend adoption.

Memorandum 22-081 from Human Resources as backup.

- n. Resolution 22-042, A Resolution of the City Council of Homer, Alaska Approving and Accepting a Donation to the City of Homer Municipal Art Collection from Washington State Artist James Hardman Entitled "Serenade". City Clerk/PARCAC. Recommend adoption.

Moved to Resolutions item c. Aderhold.

Items h. and n. moved to Resolutions b. and c. Aderhold.

ADERHOLD/VENUTI MOVED TO ADOPT THE RECOMMENDATIONS OF THE CONSENT AGENDA AS READ.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS

- a. COVID-19 Agency Update - Lorne Carroll, State of Alaska Public Health Nurse III (10 minutes)

Lorne Carroll, State of Alaska Public Health Nurse III, provided an update of COVID -19 activity globally, statewide, and locally. He touched on vaccines, gave an update on what epidemiologic studies are saying looking backward. Mr. Carroll also provided a brief hospital update on available treatments, and a status update on testing and vaccines.

- b. Safe and Health Kids Fair - Red Asselin Martin, Sprout Family Services (10 minutes)

Red Asselin Martin, Outreach Coordinator for Sprout Family Services, Webster Martin, Safe and Healthy Kids Fair Enthusiast, and Kyle Darbonne, Prevention Coordinator for South Peninsula Haven House presented on the upcoming Safe and Healthy Kids Fair.

- c. Southern Kenai Peninsula Resiliency Coalition - Hannah Gustafson (10 minutes)

Mayor Castner announced this presentation will be rescheduled.

ANNOUNCEMENTS / PRESENTATIONS / REPORTS (5 Minute limit per report)

- a. Worksession Report

City Manager Dumouchel provided an overview of the worksession discussion on the Lobbyist's report, the City Attorney's Open Meetings Act comments, and the HERC/Pioneer Avenue Gateway Redevelopment Project.

- b. Committee of the Whole Report

Councilmember Aderhold provided an overview of the Committee of the Whole discussion of Resolution 22-040 promoting voter awareness, Resolution 22-036 approving a Recreational Use Agreement with South Peninsula Little League, Resolution 22-042 accepting an art donation, and the HERC/Pioneer Avenue Gateway Redevelopment Project.

- c. Mayor's Report

Mayor Castner reported on a letter he wrote concerning House Bill 277 that was being used as a vehicle to change how the Boroughs would make appointments to their Planning Commission. He attended

the Homer Planning Commission meeting and alerted them to Resolution 22-043 regarding Council's intention to promote sidewalks and pedestrian safety. Lastly, following unsettling news today related to the disappearance of Duffy Murnain, he reminded everyone that Homer is a small town that's very intertwined and you never know how a discussion might be affecting those around you. He asked everyone to be respectful and allow the process to proceed.

d. Borough Report

Lane Chesley, Kenai Peninsula Borough Assembly Member, reported the Homer High School roof replacement project is moving forward and should be completed by the end of summer. The ordinance to increase the tax cap from \$500 to \$1000 has been moved to the June 17th meeting to allow for some additional work by the finance and legal departments. They're in the middle of their budget process, revenues are up, they're in compliance with all their fund balance policies, and they'll be able to fund the school district above their \$50 million request to the cap of approximately \$52.5 million. The Mayor has included an appropriation for the Kachemak Silo School, he's proposed filling vacancies in departments, and lowering the mil rate from 4.7 to 4.5 mils. Mr. Chesley also reported Robert Ruffner is the new Planning Director.

e. Planning Commission

A written report was provided in the supplemental packet.

f. Port and Harbor Advisory Commission

PUBLIC HEARING(S)

- a. Ordinance 22-23, An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget and Appropriating \$18,712 from the General Fund Capital Asset Repair and Maintenance Allowance (CARMA) Fund to Complete the Purchase of the Bi-Directional Amplifier System for the Homer Police Department and Microwave Links for Homer's Repeaters. City Manager/Police Chief. Introduction April 25, 2022, Public Hearing and Second Reading May 9, 2022.

Memorandum 22-068 from Police Chief as backup.

Mayor Castner opened the public hearing. There were no comments and the hearing was closed.

ADERHOLD/ERICKSON MOVED TO ADOPT ORDINANCE 22-23 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

ORDINANCE(S)

CITY MANAGER'S REPORT

a. City Manager's Report

City Manager Dumouchel commented regarding the inclusion of \$750,000 in the State capital budget for the general investigation study of the large vessel port expansion project, and that he included some spit parking follow up after the presentation from HDL at their last Committee of the Whole meeting. He also commented regarding the draft tsunami brochure, the Woodwell Climate Research Center Climate Risk Mapping Assessment, and conditional use permit reform.

There was discussion with Councilmembers about the tsunami brochure, the area marked as tsunami hazard zone in relation to the new police station, and messaging included within.

PENDING BUSINESS

NEW BUSINESS

RESOLUTIONS

- a. Resolution 22-043, A Resolution of the City Council of Homer, Alaska Establishing the City Council's Intention to Promote Sidewalks and Safe Pedestrian Access. Lord/Davis/Erickson.

LORD/ERICKSON MOVED TO ADOPT RESOLUTION 22-043 BY READING OF TITLE ONLY.

Councilmember Lord noted there was a lot of interest from their strategic planning session regarding sidewalks, safe pedestrian access, and there's been a lot of input from the community regarding the amount of development that's happening with a lack of pedestrian access ways. This resolution enunciates how Council as a body, to move their intent forward with an effort to improve pedestrian safety in the community.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- b. Resolution 22-036, A Resolution of the City Council of Homer, Alaska Approving a Recreational Use Agreement between the City of Homer and South Peninsula Little League, Inc. Regarding the Maintenance and Operation of Little League Activities on City Owned Land at Karen Hornaday Park and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum 22-076 from Recreation Manager as backup.

ADERHOLD/VENUTI MOVED TO ADOPT RESOLUTION 22-036 BY READING OF TITLE ONLY.

Councilmembers discussed the recreational use agreement with the City Manager, City Attorney, and Recreation Manager. The addressed who's responsible for different areas of the city owned land,

protection for the city and balance with the activity the group is providing, and ensuring that all parties are involved in negotiating the agreement.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- c. Resolution 22-042, A Resolution of the City Council of Homer, Alaska Approving and Accepting a Donation to the City of Homer Municipal Art Collection from Washington State Artist James Hardman Entitled "Serenade". City Clerk/PARCAC. Recommend adoption.

ADERHOLD/LORD MOVED TO ADOPT RESOLUTION 22-042 BY READING OF TITLE ONLY.

There was brief discussion confirming that the City determines where donated art will be placed and that there is a deaccession process in place in the City of Homer Gift, Donation, and Art Policies, Procedures, and Guidelines.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

COMMENTS OF THE AUDIENCE

Ken Bryant commented with a proposed solution of his plan to upcycle 50% of the existing HERC building, tear it down through volunteer service, and do the whole project for roughly \$100,000 to \$150,000. Mayor Castner referred Mr. Bryant to contact the City Manager.

Heath Smith, city resident, encouraged Council to think outside the box in order to bring a project like this to pass, he thinks the current proposal is pie in the sky. It reminds him of the work done at Karen Hornaday Park with volunteer labor. He also commented regarding the use of Memorandums of Understanding (MOU), he understands the protection aspect but has concerns about user group's abilities to meet the requirements.

Laura Heckert, city resident, thanked Mr. Bryant for his efforts to help the town.

Mike Illg, city resident and Recreation Manager, commented about the importance of having MOU's, and reminded listeners May 18th is Homer High School graduation.

COMMENTS OF THE CITY ATTORNEY

City Attorney Gatti said he enjoyed being here in person. It's always interesting and he enjoys the questions and discussion.

COMMENTS OF THE CITY CLERK

City Clerk Jacobsen announced an opening on the ADA Compliance Committee and the voter registration deadline for the upcoming State Special Primary.

COMMENTS OF THE CITY MANAGER

City Manager Dumouchel reported on job openings at the City.

COMMENTS OF THE MAYOR

Mayor Castner thanked Council for a good meeting tonight. They started meetings at 4:00 pm and progressed through three meetings.

COMMENTS OF THE CITY COUNCIL

Councilmember Hansen-Cavasos thanked everyone who presented tonight and Mr. Bryant for his proposal. Her heart goes out tonight to Duffy's family.

Councilmember Aderhold commented about the importance of the non-profits in our community, the community engagement, and volunteer spirit of the community. The Homer Drawdown group has selected, through a competitive process, non-motorized transportation as their new project for the next year to year and a half. Kachemak Heritage Land Trust held a grand opening of the trail on the Poopdeck Platt property and City property. It was a shore bird event, there weren't many birds but it was a good opportunity for people of all abilities to get out and use the trail.

Councilmember Davis thanked Mr. Bryant for his proposal, he thinks it's exciting, hopes it can move forward, and recommended engaging with an engineer also. He commended City staff that went out to the Harbor for the clean-up this weekend. The Chamber organized a very nice reception for the birders who came to town, and next weekend they're planning a Food Truck festival.

Councilmember Erickson highlighted activities coming up this weekend including the Food Truck event at the KOA campground, Safe and Healthy Kids Fair, Little League and high school softball and baseball games, concerts, and high school graduation.

Councilmember Venuti is excited about the Main Street Sidewalk project and shared about a Girl Scout Troop project where the girls discussed the need for the sidewalk. She will be at the library for the last Lunch with a Councilmember for the season, and she thanked KBBI and Homer News for their efforts in City Council coverage.

Councilmember Lord shared her love of being on Council and hearing people's concerns and feedback, and also about her family's participation in the Bird Walk at the Shorebird Festival. The Girls on the Run event for girls 3rd to 5th grade girls and sponsored by Haven House, is coming up and she participated in a training run, it's a great program. She appreciates the input from the community regarding the HERC project, the City Manager is an out of the box sort of thinker, and starting with written proposals and working with staff is the right place to start.

ADJOURN

There being no further business to come before the Council Mayor Castner adjourned the meeting at 7:53 p.m. The next Regular Meeting is Monday, May 23, 2022 at 6:00 p.m., Worksession at 4:00 p.m. Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Melissa Jacobsen, MMC, City Clerk

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-083

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK
DATE: MAY 23, 2022
SUBJECT: RENEWAL LIQUOR LICENSE APPLICATION FOR SAVE U MORE LIQUOR #6

The City Clerk's Office has been notified by the AMCO Board of a Liquor License Renewal for the following within the City of Homer:

License Type: Package Store
License #: 4221
DBA Name: Save U More Liquor #6
Service Location: 3611 Greatland Street
Homer, AK 99603
Licensee: Castle Liquor, Inc.
Contact Person: Deserae Newland

RECOMMENDATION: Voice non objection and approval for the new Liquor License and Renewal Liquor License Applications.

Fiscal Note: Revenues.



May 12, 2022

Kenai Peninsula Borough

ViaEmail:cjackinsky@kpb.us; maldridge@kpb.us; ncarver@kpb.us; slopez@kpb.us; jblankenship@kpb.us; assemblyclerk@kpb.us; mjenkins@kpb.us; JVanhooose@kpb.us; jratky@kpb.us; [mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us) clerk@cityofhomer.ak.us

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Package Store	License	4221
Licensee:	Castle Liquor, Inc		
Doing Business As:	Save-U-More Liquor #6		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan M. Wilson, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

5/09/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

4221

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

1150

CITY / BOROUGH: Homer
Kenai Peninsula Borough

D/B/A: Save-U-More Liquor #6
3611 Greatland

Mail Address:
Castle Liquor Inc.
PO Box 58547
Seattle, WA 98138

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

5/09/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

4221

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

CITY / BOROUGH: Homer
Kenai Peninsula Borough

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Save-U-More Liquor #6
3611 Greatland

Mailing Address:
Castle Liquor Inc.
PO Box 58547
Seattle, WA 98138

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17b: 2022/2023 Package Store Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Castle Liquor Inc	License #:	4221
License Type:	Package Store		
Doing Business As:	Save-U-More Liquor #6		
Premises Address:	3611 Greatland		
Local Governing Body:	City of Homer (Kenai Peninsula Borough)		
Community Council:	None		

If your mailing address has changed, write the NEW address below:

Mailing Address:	PO Box 58547		
City:	Seattle	State:	WA
		ZIP:	98138

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Valentin Caspaar	Contact Phone:	253-854-0208
Contact Email:	inorex@comcast.net vcaspaar@yahoo.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Deserae Newland	Contact Phone:	253-820-1238
Contact Email:	deseraes@comcast.net		

Name of Contact:		Contact Phone:	
Contact Email:			

Section 2 – Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

AMCO
 YES NO
 DEC 30 2021



Form AB-17b: 2022/2023 License Renewal Application

Section 4 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | | |
|--|-------------------------------------|-------------------------------------|
| | 2020 | 2021 |
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i>
<u>If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.</u> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021?

Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO

DEC 30 2021



Form AB-17: 2022/2023 License Renewal Application

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

[Signature]
Signature of licensee

Zahra Abbasalizadeh
Signature of Notary Public

Valentin Caspador president
Printed name of licensee

Notary Public in and for the State of: Washington

Notary Public
State of Washington
Zahra Abbasalizadeh
Commission No. 20103808
Commission Expires 01-29-2024

My commission expires: 01-29-2024

Subscribed and sworn to before me this ^{2A} 27 day of DEC, 2021.

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

AMCO

DEC 30 2021



Form AB-17b: 2022/2023 License Renewal Application

Section 3 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	43171D
-----------------------	--------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations** of any type including *non-profit* must list **ONLY** the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations**, of any type must list **ONLY** the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships** of any type, including *Limited Partnerships* must list **ONLY** the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Valentin Caspar				
Title(s):	President	Phone:	253-854-0208	% Owned:	100
Mailing Address:	PO Box 58547				
City:	Seattle	State:	WA	ZIP:	98138

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	CASTLE LIQUOR, INC.

Entity Type: Business Corporation

Entity #: 43171D

Status: Good Standing

AK Formed Date: 12/27/1988

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: P.O. BOX 58547, SEATTLE, WA 98138

Entity Physical Address: 3611 GREATLAND ST, HOMER, AK 99603

Registered Agent

Agent Name: Mark Hemstreet

Registered Mailing Address: 3611 GREATLAND ST, HOMER, AK 99603

Registered Physical Address: 3611 GREATLAND ST, HOMER, AK 99603

Officials

AK Entity #	Name	Titles	Owned
	VALENTIN CASPAAR	Director, President, Shareholder, Secretary, Treasurer	100.00

Show Former

Filed Documents

Date Filed	Type	Filing	Certificate
12/22/1988	Creation Filing	Click to View	
1/01/1990	Biennial Report		
12/30/1991	Biennial Report	Click to View	
2/29/1992	Biennial Report		
3/14/1994	Biennial Report	Click to View	
1/19/1996	Biennial Report	Click to View	
2/12/1998	Biennial Report	Click to View	
2/01/2000	Biennial Report	Click to View	
12/31/2001	Agent Change	Click to View	
12/31/2001	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
12/19/2003	Biennial Report	Click to View	
12/19/2003	Agent Change	Click to View	
12/19/2005	Biennial Report	Click to View	
4/13/2010	Biennial Report	Click to View	
4/13/2010	Biennial Report	Click to View	
4/14/2010	Agent Change	Click to View	
11/07/2011	Biennial Report	Click to View	
5/22/2014	Biennial Report	Click to View	
6/05/2014	Agent Change	Click to View	
4/01/2016	Biennial Report	Click to View	
10/22/2017	Biennial Report	Click to View	
4/14/2020	Biennial Report	Click to View	
2/28/2022	Biennial Report	Click to View	

[Close Details](#)

[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 967816

[Print Business License](#)

Business Name: SAVE-U-MORE LIQUOR

Status: Active

Issue Date: 01/27/2011

Expiration Date: 12/31/2022

Mailing Address: PO BOX 58547
SEATTLE, WA 98138

Physical Address: 23636 104TH AVE SE
KENT, WA 98031

Owners

CASTLE LIQUOR, INC

Activities

Line of Business	NAICS	Professional License #
42 - Trade	445310 - BEER, WINE, AND LIQUOR STORES	

Endorsements

End #	Issue	Renew	Expiration	Action End	Action Note	Address
1	11/13/2018	11/30/2020	12/31/2022			3611 GREATLAND ST, HOMER, AK 99603
2	11/13/2018	11/30/2020	12/31/2022			43531 K-BEACH RD, SOLDOTNA, AK 99669

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)



City of Homer

www.cityofhomer-ak.gov

Police Department

625 Grubstake Avenue
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

(f) 907-235-3151/ 907-226-3009

Memorandum

TO: RENEK KRAUSE, MMC, DEPUTY CITY CLERK

FROM: MARK ROBL, POLICE CHIEF

CC: LISA LINEGAR, COMMUNICATIONS SUPERVISOR

DATE: 5/19/2022

SUBJECT: LIQUOR LICENSE RENEWAL APPLICATION FOR SAVE U MORE LIQUOR #6

Homer Police Department has no objection to the Liquor License Renewal Application within the City of Homer for the following business:

License Type: Package Store
License #: 4221
DBA Name: Save U More Liquor #6
Service Location: 3611 Greatland Street
Homer, AK 99603
Licensee: Castle Liquor, Inc.
Contact Person: Deserae Newland



Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC
Borough Clerk

5/12/2022

Sent via email: clerk@ci.homer.ak.us

Homer City Hall
City of Homer Clerk

RE: Non-Objection of Application

Licensee/Applicant	:	Castle Liquor, Inc.
Business Name	:	SAVE-U-MORE LIQUOR #6
License Type	:	Package Store
License Location	:	3611 Greatland Street, Homer, AK 99603, City of Homer
License No.	:	4221
Application Type	:	License Renewal

Dear Ms. Jacobsen,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC
Borough Clerk

JB/JS

Encl.

cc: inorex@comcast.net;



Memorandum 22-084

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: JENNY CARROLL, SPECIAL PROJECTS AND COMMUNICATIONS COORDINATOR
DATE: MAY 12, 2022
SUBJECT: 2023-2028 CIP FY2024 LEGISLATIVE PRIORITIES DEVELOPMENT SCHEDULE

Please see the attached schedule for developing the 2023-2028 Capital Improvement Plan (CIP). The schedule is set up to engage Department heads, advisory commissions, local non-profit organizations and agencies in the process of recommending, updating and prioritizing projects for inclusion in the 2023-2028 CIP.

Afterward, I will compile the public's recommendations into a draft CIP for your consideration at a September 12, 2022 worksession and eventual approval at the September 26, 2022 City Council meeting.

The City's CIP is an important planning tool that describes proposed capital improvement projects ranked by priority, estimates costs, identifies State and Federal priority projects and helps secure project funding.

During the FY22/23 budget cycle, we began exploring ways the CIP document can integrate with and support Departments' various 5-year capital plans, identified local funding sources, the City's capital budget process as well as Federal/State grant timeframes and financial programming that may be adopted as we move through the next five years of BIL funding availability. These changes will take some time and will not be fully implemented in this CIP development cycle, but we are diligently working through the process and will seek Council input as we progress.

The Legislative Priorities section of the plan will be maintained to identify multi-year projects requiring State/Federal/Other agency partnerships. In light of the return of state capital funds, federal infrastructure funds and Congressionally Designated Spending requests, I will be recommending that this section expand to include more than five projects (in the past it has had as many as ten to fifteen).

Recommendation: Approve 2023-2028 CIP Schedule and FY2024 Legislative Request Development Schedule.



CITY OF HOMER
2023-2028 CAPITAL IMPROVEMENT PLANNING PROCESS

FY 2024 LEGISLATIVE REQUEST DEVELOPMENT SCHEDULE

ACTION	TIMEFRAME
City Council Approval of CIP Schedule	May 23, 2022
Solicit New/Revised Project Information from City Departments, Local Agencies and Non-profits	May 24, 2022
Input for New Draft Requested By	June 30, 2022
Prepare and Distribute Draft CIP to City Advisory Groups for Review and Input:	Meeting Dates:
ADA Compliance Committee	July 14
Planning Commission	July 20 or August 3
Parks, Art, Recreation & Culture Advisory Commission	June 16 or August 18
Port & Harbor Advisory Commission	July 27
Economic Development Advisory Commission	August 23
Administrative Review and Compilation	August 29 – September 6
City Council Worksession to Review Proposed Projects	September 12
Resolution on CIP-Legislative Request Public Hearing for Resolution on CIP-Legislative Request	September 26
Administration Forwards Requests for Governor’s Budget	October 8
Distribution of CIP & State Legislative Request	October 8
Compilation/Distribution of Federal Request	October 2022 & January 2023

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-29

An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget and Authorizing an Additional Expenditure of \$150,000 from the Sewer Capital Asset Repair and Maintenance Allowance (CARMA) Fund for Sewer Manhole Repair or Replacement Related to the Alaska Department of Transportation and Public Facilities (AKDOT/PF) East Hill Road Repaving Project.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting May 9, 2022 Introduction

Memorandum 22-086 from Public Works Director as backup.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **ORDINANCE 22-29**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING THE FY22 CAPITAL BUDGET AND AUTHORIZING AN
9 ADDITIONAL EXPENDITURE OF \$150,000 FROM THE SEWER
10 CAPITAL ASSET REPAIR AND MAINTENANCE ALLOWANCE (CARMA)
11 FUND FOR SEWER MANHOLE REPAIR OR REPLACEMENT RELATED
12 TO THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC
13 FACILITIES EAST HILL ROAD REPAVING PROJECT.

14
15 WHEREAS, A City of Homer’s sewer main runs down East Hill Road, which is in the
16 process of being repaved by the Alaska Department of Transportation and Public Facilities (AK
17 DOT/PF); and

18
19 WHEREAS, The City and AKDOT/PF had entered into a cooperative Utility Agreement,
20 whereby repairs, beyond minor grade adjustments, necessary to accommodate the new
21 paving, would need to be funded by the City; and

22
23 WHEREAS, On October 25, 2021, Council appropriated funding for work that included
24 making various adjustments to manholes, water valves, etcetera with Ordinance 21-16; and

25
26 WHEREAS, South Central Construction, the AK DOT/PF’s contractor, discovered ten of
27 the sewer manhole cones have shifted and are broken, probably the result of earthquake
28 activity; and

29
30 WHEREAS, These manholes need to be repaired or replaced to prevent water
31 infiltration, sewage leakage and otherwise protect the integrity of the City’s sewer system and
32 such work would be done as a change order to South Central’s contract with the AKDOT/PF
33 and as an adjustment to the Utility Agreement; and

34
35 WHEREAS, South Central estimates the cost to repair or replace these manholes is up
36 to \$10,000 for each manhole and the AKDOT/PF estimates this effort will require additional
37 traffic control, which will also cost additional money, bringing the total estimated cost of this
38 work to \$150,000; and

39
40 WHEREAS, There are sufficient funds in the Sewer CARMA fund to cover this amount.

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42 NOW THEREFORE, THE CITY OF HOMER ORDAINS:

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Section 1. The City of Homer’s FY 22 Capital Budget is hereby amended to authorize the expenditure of up to \$150,000 from the Sewer CARMA Fund for sewer manhole repair or replacement on East Hill Road as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
256-0379	Sewer CARMA	\$150,000

Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this _____th day of _____, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSENT:

ABSTAIN:

Introduction:

Public Hearing:

Second Reading:

Effective Date:



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907- 235-3170

(f) 907-235-3145

Memorandum 22-086

TO: City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Janette Keiser, PE, Director of Public Works
DATE: May 10, 2022
SUBJECT: East Hill Road Repaving Project – sewer manhole repairs

I. **Issue:** The purpose of this Memorandum is to request an additional appropriation from the CARMA Sewer Fund to repair/replace sewer manholes on East Hill Road.

II. Background:

The State of Alaska Department of Transportation and Public Facilities' (AKDOT/PF) Contractor, South Central Construction, was scheduled to adjust a number of the City's concrete sewer manholes. During the course of this work, South Central informed us that the manholes were severely damaged, probably from past earthquakes, which caused the concrete barrel sections to shift. We investigated the extent of the damage, evaluated options, and determined the best course of action was to repair the manholes and if the damage too far gone, to replace them. South Central's estimated cost for this work is up to \$10,000 per manhole and there are ten of them. The AKDOT/PF told me they will probably need additional traffic control to accomplish this work, which could cost up to \$50,000.

The good news is that South Central told us they are able to source the required materials. The bad news is that they needed to know immediately if we want to do this work in order for them to maintain their schedule. The Sewer CARMA fund is able to support the expense of around \$150,000. I informed the AKDOT/PF's Project Manager that the City did want to proceed with the work.

III. Recommendation:

That the City Council support the expenditure of up to \$150,000 to repair/replace concrete sewer manholes in East Hill Road and appropriate funds from the Sewer CARMA Fund for this purpose.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **ORDINANCE 21-61**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY22 CAPITAL BUDGET AND APPROPRIATING AN
9 ADDITIONAL \$30,953 FOR A TOTAL EXPENDITURE OF \$128,953
10 DIVIDED EQUALLY BETWEEN THE WATER AND SEWER CAPITAL
11 ASSET REPAIR AND MAINTENANCE ALLOWANCE FUNDS FOR EAST
12 HILL ROAD CITY UTILITY BETTERMENTS AS PART OF THE ALASKA
13 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
14 REPAVING PROJECT.

15
16 WHEREAS, As part of the State's East Hill Road Repaving Project, the State's
17 construction contractor will be adjusting City-owned manholes and water valves and the State
18 will be paying for this work as part of their project; and

19
20 WHEREAS, A number of these utility appurtenances need more serious repair, which are
21 considered "betterments" to the State's Project; and

22
23 WHEREAS, It is in the City's best interests to repair these utilities, while the East Hill
24 Road Project is under construction; and

25
26 WHEREAS, THE City Council adopted Ordinance 21-15 appropriating \$98,000, which
27 would be paid to the Alaska Department of Transportation and Public Facilities (ADOT&PF) to
28 reimburse that agency for the cost of the City's "betterments"; and

29
30 WHEREAS, The ADOT&PF advertised Invitations to Bid and opened bids for the East Hill
31 Road Repaving Project; and

32
33 WHEREAS, The as-bid cost of the "betterments" is \$128,953, \$30,953 more than the
34 original estimate of \$98,000 and the amount authorized in Ordinance 21-15; and

35
36 WHEREAS, The City's Water and Sewer CARMA Accounts have sufficient funds to
37 contribute an equal share of the total cost of the "betterments".

38
39 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
40

41 Section 1. The City of Homer’s 2021 Capital Budget is hereby amended by appropriating
42 an additional \$30,953 for a total expenditure of \$128,953 to pay for the “betterments” as
43 follows:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
256-0378	Water CARMA	\$15,476.50
256-0379	Sewer CARMA	<u>\$15,475.50</u>
	Total	\$30,953

49
50 Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall
51 not be codified.

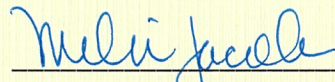
52
53 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 25th day of October, 2021.

54
55 CITY OF HOMER

56 

57
58 KEN CASTNER, MAYOR

59 ATTEST:

60 

61
62 MELISSA JACOBSEN, MMC, CITY CLERK

63
64
65 YES: 5

66 NO: 0

67 ABSTAIN: 0

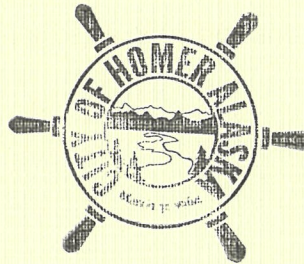
68 ABSENT: 1

69
70 First Reading: 10-11-21

71 Public Hearing: 10-25-21

72 Second Reading: 10-25-21

73 Effective Date: 10-26-21



CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>East Hill Sewer Manhole Repair or Replacement</u>	DATE	<u>05/17/2022</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR	<u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 150,000</u>		

DESCRIPTION	<p>The AK DOT/PF's Contractor, South Central Construction, was scheduled to adjust a number of the City's concrete sewer manholes. During the course of this work, South Central informed us that the manholes were severely damaged, probably from past earthquakes, which caused the concrete barrel sections to shift. We investigated the extent of the damage, evaluated options, and determined the best course of action was to repair the manholes and if the damage too far gone, to replace them. South Central's estimated cost for this work is up to \$10,000 per manhole and there are ten of them. The AK DOT/PF mentioned they will probably need additional traffic control to accomplish this work, which could cost up to \$50,000.</p>
-------------	--

FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	100%

FUNDING SOURCE 1: SEWER CARMA	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 1,535,611</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 932,043</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 150,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 0</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 453,568</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-30

An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating \$18,150 from the General Fund Capital Asset Repair and Maintenance (CARMA) Fund for the Purpose of Upgrading Software Licenses for the City's Security-Camera Systems.

Sponsor: City Manager

1. City Council Regular Meeting May 23, 2022 Introduction

Memorandum 22-087 from Police Chief as backup.

Memorandum 22-088 from Library Director as backup.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 22-30

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA AMENDING THE FY22 CAPITAL BUDGET BY APPROPRIATING \$18,150 FROM THE GENERAL FUND CAPITAL ASSET REPAIR AND MAINTENANCE (CARMA) FUND FOR THE PURPOSE OF UPGRADING SOFTWARE LICENSES FOR THE CITY'S SECURITY-CAMERA SYSTEMS.

WHEREAS, Most city buildings utilize camera systems for security at their locations; and

WHEREAS, The current "Professional" licenses the City has through Milestone Systems are being phased out and their proposed "Professional+" license does not offer all the features the City needs; and

WHEREAS, Quotes were received from three providers and App Techs is able to provide the license level required by the City to meet our security camera requirements.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY22 Capital Budget by appropriating \$18,150 from the General Fund CARMA Fund as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
156	General Fund CARMA	\$18,150

Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __th day of ____, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

42 _____
43 MELISSA JACOBSEN, MMC, CITY CLERK
44
45
46 YES:
47 NO:
48 ABSENT:
49 ABSTAIN:
50
51 Introduction:
52 Public Hearing:
53 Second Reading:
54 Effective Date:



This is a PEPPM Contract Proposal



A Proposal for:

City of Homer

Attention: Nick Poolos

Date: 4/29/2022
Quote #: AAAQ7955
Project Name: PEPPM XProtect License Upgrades

Prepared by: App-Techs Corporation
Jenny Romanosky
jromanosky@app-techs.com

The information, concepts and scope of work contained in this proposal shall not be duplicated, used or disclosed outside for any purpose other than evaluating this proposal and preparing a contract to App-Techs Corporation for the services and / or equipment as described within, or as modified and agreed to between you and App-Techs. Should a contract be issued to App-Techs for the services and / or equipment described within, you shall have the right to duplicate and use this information for the purpose of completing such contract and may disclose the information within your organization and to any third party.

Reference: AAAQ7955

Date: Apr 29, 2022

Project Name: PEPPM XProtect License Upgrades

To:

City of Homer
Nick Poolos
491 E. Pioneer Avenue
Homer, AK 99603

907-435-3156

Prepared By:

Jenny Romanosky

jromanosky@app-techs.com
717-735-0848 x190

Overview

App-Techs has been providing technology solutions since 2003 and specializes in Video Surveillance Systems, Information Technology, Access Control and Industrial Wireless and Fiber-Optic systems. The convergence of these technologies has enabled App-Techs to provide high-value, reliable and affordable solutions to our clients. Businesses, educational facilities and government institutions throughout the United States choose App-Techs because of the value we provide by combining networking expertise with our knowledge of surveillance, security and communications systems. App-Techs is a preferred Milestone Solutions Diamond Partner that offers all of the hardware, software, support and services needed for a reliable and affordable world-class video surveillance solution.

Our early focus on IP video surveillance systems has led to the development and manufacturing of our own line of surveillance servers, portable and covert systems, server health monitoring software, access control integration software, a cloud-based device mapping and maintenance system, and other surveillance-related applications. We are a GSA contract holder and approved COSTARS and PEPPM supplier. App-Techs is also an awarded vendor within the Pennsylvania Statewide ITQ contract for security, surveillance and fire system maintenance. Please refer to the App-Techs website (www.app-techs.com) for additional information.

This proposal provides PEPPM pricing to upgrade your Milestone XProtect licenses associated with SLC: M01-C05-212-01-6C403A. This will convert your existing XProtect Professional+ SLC to two new SLC's (XProtect Corporate and XProtect Expert).

Pricing

Mfg / Part #	Description	Unit Price	Qty	Ext. Price
MILESTONE XPCOBT	XProtect Corporate Base Server License	\$2,368.74	1	\$2,368.74
MILESTONE XPCODL	XProtect Corporate Device Channel License	\$244.84	33	\$8,079.72
MILESTONE Y2XPCOBT	Two Years Care Plus for XProtect Corporate Base Server License	\$710.70	1	\$710.70
MILESTONE Y2XPCODL	Two Years Care Plus for XProtect Corporate Device Channel License	\$74.42	33	\$2,455.86
Milestone MCPR-Y2XPCOBT	Two Years Care Premium for XProtect Corporate Base Server License	\$308.09	1	\$308.09
Milestone MCPR-Y2XPCODL	Two Years Care Premium for XProtect Corporate Device License	\$32.00	33	\$1,056.00
Milestone XPETBL	XProtect Expert Base Server License	\$1,487.63	1	\$1,487.63
Milestone XPETDL	XProtect Expert Device Channel License	\$200.19	55	\$11,010.45
Milestone Y2XPETBL	Two Years Care Plus for XProtect Expert Base Server License	\$446.51	1	\$446.51
Milestone Y2XPETDL	Two Years Care Plus for XProtect Expert Device Channel License	\$60.28	55	\$3,315.40
Milestone MCPR-Y2XPETBL	Two Years Care Premium for XProtect Expert Base Server License	\$193.49	1	\$193.49
Milestone MCPR-Y2XPETDL	Two Years Care Premium for XProtect Expert Device Channel License	\$26.05	55	\$1,432.75
App-Techs Credit	Credit for Professional+ Trade-In	-\$14,715.87	1	-\$14,715.87

Subtotal	\$18,149.47
Sales Tax	Tax Exempt
Shipping	\$0.00
Total	\$18,149.47

Terms of Sale Hardware

A down-payment of any Component (Hardware / Software) cost, plus applicable sales tax, is due at the time of order. The down-payment amount is described on the Project Approval page. The balance plus applicable sales tax is due at the time of delivery. Hardware-related items and / or quantities may be revised during installation. In such cases, additional charges will be invoiced as they are incurred, and are payable upon invoice receipt.

Labor

Payment, plus applicable sales tax, is due at the time of delivery. Extended labor is invoiced on a weekly, or otherwise agreed basis, and is payable upon receipt of invoice. Labor is rounded to the nearest quarter-hour.

Payment Method

Make checks payable to "App-Techs Corporation", and send to the mailing address on the letterhead of this document or an invoice.

If payment by credit card is desired, App-Techs accepts Visa, MasterCard, American Express and Discover. Call the App-Techs Accounting Department to submit credit card information and execute the appropriate transaction. Note that credit card transactions are subject to a three-percent (3%) surcharge. If your card is declined, the fee will increase to five-percent (5%) of the transaction amount.

Returns / Restocking Fee

Returns must be requested within 30 days of receipt of merchandise.

Merchandise which is accepted for return will be subject to a 20% restocking fee.

All returned merchandise must be returned in its original packaging and pass a quality control inspection. ALL returns must be authorized by App-Techs, must be accompanied by a Return Material Authorization code (RMA) and must be shipped prepaid freight and later invoiced for all open-account customers, and is FOB Lancaster, PA. Items returned in any other manner will be rejected. The RMA code will be valid for a period of 30 days from the date of issue. App-Techs will, for a specified period from the date of shipment, repair without charge any merchandise proven defective in material or workmanship. Please see supporting documentation for each product for warranty length. Complete terms of the written warranty are set forth on the warranty cards that may be packed with the product, or are otherwise available for the customer's examination from App-Techs prior to purchase. Replacement parts are warranted for a period of 90-days.

Warranty

All App-Techs hardware is warranted against manufacturing defects in materials or workmanship for a period of one year from the date of delivery. Certain manufacturers' warranties may be longer. In cases where a manufacturer's warranty is less than one year, App-Techs will nevertheless provide its own one-year warranty against manufacturing defects in materials or workmanship. Certain manufacturers' warranties may contain language specific to their product(s). In such cases, App-Techs may defer to those details, i.e. safety instructions; references to consumables; shipping locations; specific care and handling; packing instructions.

All App-Techs warranties apply only to the original user.

App-Techs will repair or replace (at our option) any parts found to be defective during the warranty period.

Conditions

1. This warranty will be honored only on the presentation of the original dated bill of sale or sales receipt.
2. Transportation of the product to the designated App-Techs location is the responsibility of the user. Repaired or replaced product will be returned prepaid (paid by App-Techs), and if within the United States of America, during the warranty period.

Exclusions

1. This warranty does not cover adjustment of customer-operated controls. It also does not cover products that have been altered, abused, or have missing or altered serial numbers.
2. This warranty does not apply to unpacking, setup, installation, or the removal and reinstallation of products after repair.
3. This warranty does not apply to repairs or replacements necessitated by any cause beyond the result of manufacture including, but not limited to: any malfunction, defects or failure caused by or resulting from unauthorized service or parts; improper maintenance, modification or repair by the user; abuse, misuse, neglect, accident, fire, flood, or other acts of God; incorrect line voltage, damage or image burns to displays caused by or attributable to the use of any accessory, electronics game, or device; or damaged caused to image detectors by excessive light.

The foregoing is in lieu of all other expressed warranties and App-Techs does not authorize any party to assume for us any other obligation or liability. In no event shall we be liable for incidental or consequential damages arising from the use of App-Techs products, or for any delay in the use of App-Techs products due to causes beyond our control.

Note: Always use discretion when installing video and / or surveillance equipment especially when there is perceived privacy, or an expectation of privacy. Inquire regarding federal, state and / or local regulation applicable to the lawful installation of video and / or audio recording or surveillance equipment. Party consent may be required.

Software Upgrade Plans

Subscriptions to annual maintenance plans - e.g. "SUP" (software upgrade protection) entitle you to the latest release of given software packages. These releases typically include new features, improvements, and bug fixes. They also insure compatibility with contemporaneous releases of Windows, Milestone XProtect and/or other related software and hardware.

Experience suggests that it is more cost-effective to "stay current" than to allow software to become obsolete. If a maintenance plan / SUP is purchased as part of this quote, we will notify you when new releases become available, and work with you to install the updated software as needed. Likewise, we will notify you as the renewal period approaches in order to determine if renewal is appropriate.



App-Techs Corporation
505 Willow Lane
Lancaster, PA 17601

Video Surveillance
Access Control
Industrial Wireless

www.app-techs.com
717-735-0848
717-735-0851 (Fax)



Project Approval

Quote Code -----> AAAQ7955

If applicable, please indicate any Options you have selected:

Quantity (If Required)

Section / Option 1

A B C D E F G H I J K L

Quantity _____

Section / Option 2

A B C D E F G H I J K L

Quantity _____

Section / Option 3

A B C D E F G H I J K L

Quantity _____

Section / Option 4

A B C D E F G H I J K L

Quantity _____

Section / Option 5

A B C D E F G H I J K L

Quantity _____

Section / Option 6

A B C D E F G H I J K L

Quantity _____

Upon receipt of this signed document (page) and the specified down-payment amount, App-Techs will commence with delivery and / or installation of the project.

Approved (signature): ----->

(Your signature represents approval to the applicable project costs.)

Approved (print name): ----->

Date ----->

Down-payment Amount ----->

100%

(Project will commence after down-payment is received.)

Payment Method ----->

Check Credit Card Lease

(See attached leasing information page, if applicable.)

If Credit Card (type & number) ----->

Add 3% fee to all credit card transactions. If the card is declined, you will be billed 5% of the transaction amount.

----->
If Credit Card (exp. date & security code)



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Lancaster, PA 17601

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Sales Quote - MSRP

End Customer

City of Homer
 491 E Pioneer Ave
 Homer, AK 99603-7645
 United States

Milestone Systems A/S
 Banemarksvej 50C
 2605 Brøndby
 Denmark

Creation Date 19 April 2022
 Quote No. 2153328
 Prices Including VAT No

Phone No. +45 88 300300
 Home Page www.milestonesys.com
 E-Mail sales@milestonesys.com
 Valid until See below*
 Salesperson Jenny Browne
 Quoted By Barbara Erickson

SKU ID	Description	Quantity	Unit Cost MSRP	Total Cost MSRP
M01-C05-212-01-6C403A				
UXPAACL	Trade-in AAC license for 1 Smart Client w/C-Plus	-2		
UXPPPLUSDL	Trade-in XProtect Professional+ DL w/ C-Plus	-88	169.00	-14,872.00
UXPPPLUSBL	Trade-in XProtect Professional+ BL w/ C-Plus	-1	499.00	-499.00
YXPPPLUSDL	1 Year Care Plus for XProtect Professional+ DL	-88	31.00	-2,728.00
MXPPPLUSDL	1 Month Care Plus for XProtect Professional+ DL	-968	2.60	-2,516.80
MCPR-YXPPPLUSDL	1 Year Care Premium for XProtect Professional+ DL	-88	12.00	-1,056.00
MCPR-MXPPPLUSDL	1 Month Care Premium for XProtect Professional+ DL	-968	1.00	-968.00
XPCOBT	XProtect Corporate Base License (BL)	1	3,183.00	3,183.00
XPCODL	XProtect Corporate Device License (DL)	33	329.00	10,857.00
XPSWBL	XProtect Smart Wall Base License (BL)	1		
XPAACL	AAC license for 1 XP Smart Client	2		
YXPCOBT	1 Year Care Plus for XProtect Corporate BL	1	575.00	575.00
MXPCOBT	1 Month Care Plus for XProtect Corporate BL	11	48.00	528.00
YXPCODL	1 Year Care Plus for XProtect Corporate DL	33	60.00	1,980.00
MXPCODL	1 Month Care Plus for XProtect Corporate DL	363	5.00	1,815.00
MCPR-YXPCOBT	1 Year Care Premium for XProtect Corporate BL	1	223.00	223.00
MCPR-MXPCOBT	1 Month Care Premium for XProtect Corporate BL	11	18.60	204.60
MCPR-YXPCODL	1 Year Care Premium for XProtect Corporate DL	33	24.00	792.00
MCPR-MXPCODL	1 Month Care Premium for XProtect Corporate DL	363	2.00	726.00
XPETBL	XProtect Expert Base License (BL)	1	1,999.00	1,999.00
XPETDL	XProtect Expert Device License (DL)	55	269.00	14,795.00
XPAACL	AAC license for 1 XP Smart Client	2		
YXPETBL	1 Year Care Plus for XProtect Expert BL	1	360.00	360.00
MXPETBL	1 Month Care Plus for XProtect Expert BL	11	30.00	330.00
YXPETDL	1 Year Care Plus for XProtect Expert DL	55	49.00	2,695.00
MXPETDL	1 Month Care Plus for XProtect Expert DL	605	4.10	2,480.50
MCPR-YXPETBL	1 Year Care Premium for XProtect Expert BL	1	140.00	140.00
MCPR-MXPETBL	1 Month Care Premium for XProtect Expert BL	11	11.70	128.70
MCPR-YXPETDL	1 Year Care Premium for XProtect Expert DL	55	19.00	1,045.00
MCPR-MXPETDL	1 Month Care Premium for XProtect Expert DL	605	1.60	968.00

33 for City of Homer PD - XPCO

Sales Quote - MSRP

End Customer

City of Homer
491 E Pioneer Ave
Homer, AK 99603-7645
United States

Milestone Systems A/S
Banemarksvej 50C
2605 Brøndby
Denmark

Creation Date 19 April 2022
Quote No. 2153328
Prices Including VAT No

Phone No. +45 88 300300
Home Page www.milestonesys.com
E-Mail sales@milestonesys.com
Valid until See below*
Salesperson Jenny Browne
Quoted By Barbara Erickson

SKU ID	Description	Quantity	Unit Cost MSRP	Total Cost MSRP
	55 for City of Homer - XPET			
			Total USD	23,185.00

* This quote is a price estimate, subject to change based on current pricelist, partner discount, device license count, Milestone Care and project discount validity. Please confirm the quote online or with Milestone before issuing a Purchase Order.



To: Nick Poolos
City of Homer

Quote #: COH-22-001

Date: 4/25/2022

Prepared By: Adam Moore

adam@shermantechnologies.com

907-444-3601

Desc: Milestone Licensing

Material and Equipment Quote

Item	Description	Quantity	UOM	Manufacturer	Part #	Price Each	Price Extended
1	33 - XPCO Licenses & 55 - XPET Licenses	1	EA	Milestone	Quote No. 2153328	\$ 21,186.00	\$ 21,186.00
2						\$ -	\$ -
3						\$ -	\$ -
4						\$ -	\$ -
5						\$ -	\$ -
6						\$ -	\$ -
7						\$ -	\$ -
8						\$ -	\$ -
9						\$ -	\$ -
10						\$ -	\$ -
11						\$ -	\$ -
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14						\$ -	\$ -
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19						\$ -	\$ -
20						\$ -	\$ -
21						\$ -	\$ -
22						\$ -	\$ -
23						\$ -	\$ -

Exclusions: IP addressing Cams, Installation or programming

Sub Total: \$ 21,186.00

Shipping:

Total Cost: \$ 21,186.00

Written approval required before procurement of equipment .To accept this quotation, sign here and return:

Name and Title: _____

Date: _____

PO# _____



City of Homer

www.cityofhomer-ak.gov

Police Department

625 Grubstake Avenue
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

(f) 907-235-3151/ 907-226-3009

Memorandum 22-087

TO: City Manager Dumouchel

FROM: Chief Robl

DATE: 5-6-2022

SUBJECT: City Security Camera System Licenses

Every city department with the exception of Public Works utilizes security cameras for some purpose. Our system is built on the Xprotect software from Milestone. We currently operate on their “Professional” package and have “Professional” licenses for every camera in the city. Milestone is phasing out the “Professional” licenses very soon. They have offered to upgrade us to the “Professional+” licenses at no additional cost but the “Professional+” license does not offer all of the features the City needs.

Most cameras in the City can run on the “Expert” level licenses. The cameras in the Police Station need the “Corporate” license. The software provided under this license meets Criminal Justice Information Security standards and will provide us with 90 to 180 days of storage capability which is critical to our operations. It also enables a single workstation to handle upgrades and control all of the cameras. It permits a single viewing station to switch between all of the camera inputs allowing a single dispatcher to monitor all of the cameras from one dispatch position.

The cost to upgrade our software including the license fees for the first two years is \$18,149.47. This price includes a rebate of \$14,715.87 for our old licenses. After two years our annual licensing fees will be approximately \$5,000 spread between the departments. We have obtained MSRP and 2 different quotes, including one derived from a competitively bid contract for this software from different vendors.

Recommendation

We request council approval of CARMA funding for this upgrade and purchase approval to App-Techs Corporation in the amount of \$18,149.47.



Memorandum 22-088

TO: City Manager Rob Dumouchel

FROM: David Berry, Library Director

DATE: May 3, 2022

SUBJECT: Milestone Licenses for Security Cameras

Milestone Systems manages the servers that store footage from all the security cameras in the City. At the moment, all the City cameras are on “Professional” licenses, based on a version that Milestone is retiring.

Milestone has offered a more-or-less free upgrade to the new “Professional+” license with a yearly support renewal, but the Professional+ level does not offer all the features the City needs. Maintaining highly redundant service across all City sites requires higher-level licenses than we currently have.

Most cameras in the City can run on the “Expert” level, which offers the following important features:

- Hot and cold failover recording—allows two servers to back each other up, so that if one fails, the other automatically takes over storing data from the cameras connected to the lost equipment. Prevents gaps in the recorded data.
- Can be managed and “federated” to a central site, just like our current architecture.

The cameras in the police station need the “Corporate” level, which includes these features:

- Can centrally manage distributed sites—a single workstation can handle upgrades and controls for all the cameras in the City. This allows IT to efficiently manage, configure and control cameras across the City.
- Smart Wall—permits a single viewing station to switch between dozens of cameras, which makes police monitoring much easier.

The City currently pays about \$16,000/year for the existing licenses. Attached are three quotes for upgrades, from different sources.

Including trade-in rebates and savings in client support costs, we estimate the true added cost at roughly \$5,000/year less than the quoted prices.

RECOMMENDATION

Upgrade existing Milestone licenses to higher tiers of service.

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Upgrade License Software for City Security Cameras</u>	DATE	<u>05/17/2022</u>
DEPARTMENT	<u>Police</u>	SPONSOR	<u>City Manager/Police Chief</u>
REQUESTED AMOUNT	<u>\$ 18,150</u>		

DESCRIPTION	<p>Request is to upgrade license software used for city security cameras. The existing licenses are being phased out and the proposed replacement does not meet the needs of the City.</p> <p>Quotes were received from three providers and App Techs is able to provide the licenses level required by the City to meet our security camera requirements.</p>
-------------	--

FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	100%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: GF CARMA	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 2,760,297</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 908,309</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 18,150</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 0</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 1,833,838</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

City Clerk

3
4 **RESOLUTION 22-044**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 REPEALING THE CITY OF HOMER RECORDS CLASSIFICATION AND
8 PROCEDURES MANUAL AND RETENTION SCHEDULE AND
9 ADOPTING AN UPDATED CITY OF HOMER RECORDS
10 MANAGEMENT AND RETENTION MANUAL.

11
12 WHEREAS, Alaska Statute 40.21.010 requires the orderly management of current local
13 public records and preservation of noncurrent public records that have historical value; and
14

15 WHEREAS, Alaska Statute 40.21.070 states that the government body of each political
16 subdivision of the state shall promote the principles of efficient records management for local
17 public records; and
18

19 WHEREAS, Alaska Statute 29.20.380(4) requires the municipal clerk to manage
20 municipal records and develop retention schedules and procedures for inventory, storage and
21 destruction of records; and
22

23 WHEREAS, Homer City Code 2.92.030 requires the City Clerk to develop, maintain and
24 coordinate the operations of the City's records management system, review and update
25 records series with each department annually to ensure all active records series are described
26 adequately; and
27

28 WHEREAS, The last update to the records classifications, procedures and retention
29 schedules was conducted in 2013 and there are several areas that have been amended; and
30

31 WHEREAS, It is in the City's best interest to update the City of Homer retention schedule
32 and procedures to follow recommendations provided by the State of Alaska.
33

34 NOW, THEREFORE, BE IT RESOLVED the City Council of Homer, Alaska, repeals the City
35 of Homer Records Classification and Procedures Manual and Retention Schedule and adopts
36 the updated City of Homer Records Management and Retention Manual.
37

38 PASSED AND ADOPTED by the Homer City Council this 23rd day of May, 2022.
39

40 CITY OF HOMER
41

42
43 _____
44 KEN CASTNER, MAYOR

45

46 ATTEST:

47

48

49 _____
RENEE KRAUSE, MMC, ACTING CITY CLERK



CITY OF HOMER
Records
Management &
Retention
Manual

Contents

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Digitizing Paper Documents.....	5
Destruction of Electronic Records.....	6
Definitions	6
Records Retention Schedule	

Introduction and Purpose

The Records Management and Retention Manual provides guidance for all departments to manage department records in accordance with Homer City Code 2.92 and State of Alaska Statutes (AS) 40.21. AS 40.21 addresses the orderly management of current local public records and preservation of noncurrent public records of permanent historical value. AS 40.21.070 requires the governing body of a political subdivision of the State of Alaska to promote the principles of efficient records management for those records and that they be kept in accordance with state law. The governing body shall as far as practical follow the program established for the management of state records. City of Homer Municipal Code (HCC) 2.92.030 establishes that the City Clerk serves as the Records Manager for the City and has the primary responsibility for the development, maintenance and operation of the City's Record Management System.

The Records Retention and Disposition Schedule specifies the length of time that records must be retained and their disposition. The schedule is based upon the concept that information has a life cycle. Like other city resources, the value of most information tends to decline as time passes; thus, the organization needs a program providing for the disposal of outdated information in order to control the growth of its records.

The records retention schedule provides for the identification of records that must be maintained for business purposes and the systematic destruction of records that no longer serve any useful business purpose. The process of records retention and disposal is designed to occur regularly rather than on an arbitrary or selective basis. The disposal of records should also conserve space, equipment, and data centers by only storing active records. The retention schedule does this by providing for the regular transfer of inactive files to storage areas and/or subsequent destruction. Finally, the retention schedule provides for the permanent preservation of records that have enduring value for research, historical, legal or other vital purposes.

The Records Retention Schedule on the following pages of this document supersedes the Records Retention Schedule previously approved by City Council.

The City of Homer Retention Schedule was developed using the State of Alaska Local Government Model General Administrative Records Retention Schedule #300.1 (2012) as a basis for minimum retention of records, modifications were made to fit the specific needs of the City of Homer. This schedule was drafted with input from each department, presented to the City Attorney for review and then presented to City Council for approval by resolution.

The Four Values of Records that Impact Retention

- Administrative/Operational – These records are needed for the current operations of the City.
- Financial – These records that document fiscal transactions needed for tax and audit purposes.
- Legal – Records for use as evidence in pending or threatened litigation or to document a legal relationship or event (HCC2.04.010 (e.))
- Historical – Records for use at a later date in reconstructing a general history of the development and government of the City (HCC2.04.010 (c.))

Benefits of Utilizing the Records and Disposition Schedule

- Locate what you need, when you need it
- Reduce volume of records stored
- Improve storage and retrieval systems
- Increase efficiency of office operations
- Reduce costs of equipment, supplies, space, and personnel
- Identify and protect business essential records
- Improve customer relations and accountability of public funds
- Reduce liability risk
- Ensure compliance with applicable laws, rules, and regulations

Retention Periods

The timeframes for retaining common records series should be followed by all departments as shown in the approved retention manual. Departments that maintain the archival of their department's records should submit annual listing of records to the City Clerk or Records Manager. Records that have reached the end of their retention are to be scheduled for destruction.

The City Clerk or Records Manager will complete a Records Disposition Authorization Form (*Exhibit A*). This form will be submitted with the list of archived records that are scheduled for destruction according to the retention schedule. This form will be maintained by the City Clerk's Office as a permanent record for historical purposes. The Department Head must sign this document to authorize the destruction. A memorandum will be prepared by the City Clerk's Office advising the City Council of the amount of inactive records that were scheduled for destruction as well as the number of records (boxes) received for archiving.

Individual departments that conduct separate destruction of records, the Records Liaison will complete a Records Disposition Authorization Form and submit to the City Clerk or Records Manager for the permanent record and notification to City Council.

Any department that is requesting an exception to the approved retention period for records will provide legal or business need as justification to keep those specific records. Arbitrarily destroying or keeping records beyond the approved retention schedule can bring law suits, governmental investigations or audits. Following a records retention schedule will document the systematic destruction of records as part of the normal course of business and is legally defensible.

According to policy, duplicate records should be discarded when no longer needed for their created purpose. Per policy, duplicate records should not be retained longer than official copies that contain the same information that originated and are being retained by another department.

For retention purposes, when there are drafts of a record, the final version of that record is considered the official copy. As provided by policy, drafts should be discarded when no longer needed for the purpose for which they were created. Drafts should be disposed of when administrative need has been met or the final document has been approved.

Note: Records scheduled for destruction will be processed by the City Clerk or Records Manager, unless noted otherwise in the retention manual.

Suspension of Retention Action

In the event that there is a public records request, actual or threatened litigation, audit, or investigation that may concern a group of records, do not dispose of the associated records. The department head or records liaison should submit written notice that the specific group of records requires retention for a specific extended period of time and provide to the City Clerk or Records Manager.

Email Retention

The single most important principle: use e-mail for current communications only. Email should not be used as a repository for retained, official records. This should be an automatic transfer of messages and their associated metadata from mailboxes to the archiving repository. This will provide transparent access to archived messages by mailbox for owners or authorized persons.

NOTE: Emails are currently retained for a period of one year from the date of receipt and automatically deleted from the system.

Records Disposition or Destruction of Records

When records have reached their retention period non-permanent records may be destroyed. Shredding of records is the preferred method of destruction. The disposal of records that have reached the end of their retention period should be documented in the event of a dispute, lawsuit, investigation, subpoena, summons or other legal or formal process.

Electronic records should be treated as paper records and are subject to the same retention guidelines.

REMINDER: Records involved in litigation, criminal or civil investigation or audit should be placed on hold and not destroyed until that investigation is resolved.

A Records Disposition Authorization is a permanent record and should be maintained in a safe place and the original forwarded to the City Clerk or Record's Manager for the permanent record. This form should indicate the following information:

- Series of records to be destroyed including identifying box number assigned
- Date range of the records
- How the records were destroyed and where
- Why the records were destroyed - a citation from the Retention Policy should be indicated
- If there were any confidentiality restrictions
- Location of the records
- Department Records Liaison and contact information
- Witnesses to the destruction of the records
- Signature and date of department head who authorized the destruction of the records
- Signature of the City Clerk or Records Manager

Digitizing Paper Documents

Digitizing paper records to reduce storage or to have quick access to needed documents should have a certificate of destruction completed. The form can be notated that the original records were scanned, destroyed, and replaced by surrogate records.

Destruction of Electronic Records

When electronic records are scheduled for destruction, just deleting the file does not remove the record. It removes the pointer to that particular record and sent to the recycle bin or “trash” where the record or file can be re-established. The recycle bin or “trash” must be cleaned or emptied. A Records Disposition Authorization Form should be completed as described in the section related to Records Disposition or Destruction of Records.

Courts have ruled that forensic methods will not be used for discovery orders if records were deleted per the adopted Records Retention policy and a Certificate of Destruction was executed.

Definitions

appraisal – determining the value of the record.

administrative value – The administrative value of a record measures how long the department will need the record and how the record is used to meet operational requirements.

born digital – Records created by word, email systems, presentations, spreadsheets or computer aided design software programs.

disposition – The process where a record is either destroyed or transferred to archives as prescribed by this records retention schedule.

document digitization – process used for paper records that do not originate from the city that are scanned and cannot be full text searched. These records require manual indexing and the use of optical and intelligent character (OCR & ICR) recognition processes for proper archival. TIF or PDF formats are recommended for records maintained for 10 years or longer.

draft – A draft is a preliminary version of a record; it will be supplanted by a subsequent, final version.

duplicate records – Copies of an original record. If no actual original document is present one copy should be designated as the official copy to satisfy retention mandates. A routine stipulation for each record identified within the department’s retention schedule, will satisfy this requirement. All copies other than the official copy will then be considered duplicate records. A duplicate record replicates the full content and functionality of the official copy. It may be in the same, or different, format as the official copy. Duplicate copies must be retained for the period prescribed in this retention schedule.

fiscal value – the fiscal value of a record is assessed by determining if records are needed for financial audits, whether the audits are from within the city or an outside agency, such as state or federal, and how long they will need the records.

general record schedules – provides a retention schedule for records that are common to all departments within an organization.

historical value – records related to the past history of the city especially creation, formation, significant events or happenings and may be of future interest culturally or for research.

legal value – determining the legal value of a record for any possible legal issues, reviewing laws which govern these types of issues, such as causes of actions or statutes of limitations. Records may be used to support rights of the city, or individuals and is assessed by reviewing federal or state statutes and

regulatory codes for application retention information. Consulting with the city attorney is recommended.

long term value – This applies to records that may be needed for a longer period, offer historical value or support an official act, project or audit.

official record copy – This refers to the copy of the record that must be retained to fulfill all legal responsibilities and will be retained for the total retention period stated in this retention schedule.

record series – a unit of reference typically used in a records retention schedule. Documents within the series typically have some relationship arising out of their creation, receipt or use.

retention – refers to the length of time for which records must be preserved.

routine business value – This describes general correspondence and can be applied to paper, electronic or email records.

special records schedules – retention schedules that are unique to the organization and or department.

transitory – not required to support local government business. Not required to document any record in the retention schedule. Documents should be retained no longer than as outlined in the retention schedule.

vital record – must have, essential to city or department operations; if damaged, lost or destroyed the mission critical operations will be curtailed or severely disrupted resulting in financial loss or other adverse consequences.

working papers – Short-term, transitory working papers, generally have no business value beyond their immediate usefulness. These records should be discarded after administrative or department need has been met or if specifically addressed in the retention policy. This practice should apply to working papers in all formats, including word processing files, spreadsheets, and other computer files.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.1 GENERAL CORRESPONDENCE			
1.1.1	Record series consists of original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the City, often arranged topically according to a file classification system. Includes the following types of correspondence: intra/inter-departmental, legislative, professional association, committees, and public. Also may consist of conference/training notes, organizational charts, delegations of authority, share campaign, inventories/logs, studies, service pin award data, etc.	3 years then destroy*	* = <i>General Correspondence</i> of Mayor, City Manager, Clerk, Department Head, and Boards & Commissions may have archival value and should be reviewed and retained permanently if appropriate .
1.2 READING FILES			
1.2.1	Record series consists of copies of outgoing letters, memoranda, and messages. Maintained as a discrete records series, these files are used for various administrative purposes.	3 years then destroy*	* = <i>Reading Files</i> of the Mayor, City Manager, Clerk, and Department Heads may have archival value and should be retained permanently.
1.3 POLICIES & PROCEDURES			
1.3.1	Major Record series documents substantive and binding department issued policies, procedures, directives, decisions, orders, rules, guidance, agreements, understandings, and manuals that address mission essential functions for which the department is statutorily responsible. These records document department functions and have archival research value.	Retain Permanently	Major & Routine Policies & Procedures including rules and regulations consist of the Official Record Copy formalized by any Department.
1.3.2	Routine Record series consists of routine city issued policies, procedures, directives, decisions, rules, organizational charts, and manuals that address internal functions and operating procedures.	C + 3 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.4 REPORTS			
1.4.1	Record series documents Annual, Audit, Management & Operation Reports	Retain Permanently	
1.4.2	All Others Record series documents and may include Monthly, Statistical, Performance, Damage, Vandalism, Safety, Monitoring, etc.	3 yrs then destroy	
1.5 ADMINISTRATIVE STUDIES/SPECIAL PROJECTS			
1.5.1	Record series documents special projects or studies, includes final reports and backup data regarding major administrative studies and special management projects.	Retain Permanently	Review backup data for archival value.
1.6 DEPARTMENT HISTORY FILES			
1.6.1	Record series documents the functions and activities of the Department.	Retain Permanently	Consists of promotional media including press releases, news clippings, photographs (prints & negatives), videos, audios, cds, DVDs and other electronic, magnetic or micromedia. May include public information officer project materials, Department head speeches, written histories, monographs, brochures, pamphlets, etc.
1.7 EQUIPMENT RECORDS			
1.7.1	Record series documents delivery orders, correspondence, usage, and reports of the same, general maintenance and inventories	L+4 years then destroy	L = Life of equipment.
1.7.2	Record series documents warranty information, Instructions and Operating Manuals, Repair/Maintenance History, etc.	L + 4 years then destroy	
1.8 PROPERTY CONTROL FILES			
1.8.1	Record series consists of Department copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.	5 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.9 AUTOMOTIVE MANAGEMENT			
1.9.1	Vehicle Records Record series documenting each vehicle owned and serviced by the City. May include title; registration; work orders; correspondence; damage/accident reports; checklists; photographs; inspection reports; service, maintenance and repair reports.	L+2 years then destroy*	L = Until vehicle is disposed or removed * = If vehicle is involved in fatal accident or litigation, keep file 25 years or until legal counsel recommends disposition. Public Works may keep this record series too.
1.9.2	Vehicle Claim Files Record series includes copies of the following: <i>Motor Vehicle Accident Reports, Certification of Insurance, Lost-Stolen-Damaged Property Reviews</i> , inspection reports, maintenance records (parts, service, repair estimates, work orders) <i>Liability Accident Notices</i> , registrations, and titles.	L+3 years then destroy	L = Until vehicle is disposed. Public Works may have this record series too.
1.10 INJURY & ACCIDENT RECORDS			
1.10.1	Records series includes incident/accident reports, medical evaluations, public safety officer reports, time loss documentation and other data relating to on the job injuries and accidents.	C+6 years then destroy	C = Resolution of accident.
1.11 TRANSITORY & MISCELLANEOUS			
1.11.1	Administrative Information Record series including telephone logs, correspondence tracking logs, file plans, purchasing logs, property inventories, message books, appointment books/calendars, bulletins, mailroom logs/registers (e.g. certified/registered, postage meter) word processing drafts, day sheets, assignments, suspense files, forms files, printing/stock requests, fuel inventory sheets and other indices.	C then destroy	C = Until administrative need is met.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.12 DRAFTS & WORKING PAPERS			
1.12.1	Record series contains documents, correspondence, reports, memoranda, and other materials in preliminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling and content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product.	C then destroy	C = Until administrative need is met.
1.13 TECHNICAL/REFERENCE FILES			
1.13.1	Technical studies, newsletters and publications used in the administration of department business.	C then destroy	C = Until administrative need is met.
1.14 PUBLIC RECORDS LOG & REQUESTS FOR PUBLIC INFORMATION			
1.14.1	Record series documents written request for public records received. Log includes date of request, name of requester and other related information. May include copies of records requested.	1 year then destroy	
1.15 WEBSITE CONTENT, MANAGEMENT & OPERATIONS RECORDS			
1.15.1	Web site-related records include 1) web content records, which represent information presented on a web site, and 2) web site administrative records, which provide evidence of the management and operations of the website. Record series may include: web master policies; procedures; notes; content pages, inclusive of the HTML markup; records generated when a user interacts with a site; lists of URL's referenced in the site's hyperlinks; web site design records; records addressing usage of copyrighted material; software applications used to operate the site; web snapshots; site maps depicting directory structure/hierarchy; server environment configuration specifications; web page metrics/statistics; and, other development materials utilized in the creation and maintenance of department sites.	3 years then destroy*	* = Review for permanent retention. Backup tapes are stored offsite for security. Tapes are rotated according to departmental backup procedures.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.16 RECORDS & INFORMATION MANAGEMENT FILES			
1.16.1	Record series documents File Plans and Records Retention Schedules	Retain Permanently	
1.16.2	Record series documents Records Disposition Certificates & Memorandums	Retain Permanently	
1.16.3	Record series documents Records Transfer Lists (RTL)	Retain Permanently	
1.17 AUTOMATIC DATA PROCESSING & ELECTRONIC DATA PROCESSING MEDIA			
1.17.1	Record series documents office copies of magnetic cards/tapes/diskettes and other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, Computer-Output Microfiche (COM) or online data.	C then destroy	C = Retain until superseded/obsolete or administrative need is met.
1.18 OFFICIALS' AND NOTARY BONDS			
1.18.1	Record series related to bonds for officials and employees who have notary's	C+6 years then destroy	C = Expiration of bond provided an audit has been conducted.
1.19 VISITOR LOGS			
1.19.1	Record series consists of records documenting employees' and visitors' entrance into a City building during and/or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited.	3 years then destroy	Civil litigation for personal injuries statute of limitations is 2 years to file a lawsuit. Oftentimes the lawsuit is not served for another 90 days or more after filing. Visitor logs are helpful to establish potential witnesses or to corroborate the presence of witnesses.
2. CLERK & GOVERNING BODY			
2.1 MEETING FILES			
2.1.1	Official Minutes – Approved Record series constitute the official accounts of the proceedings and actions of the City Council, boards, commissions, committees, community councils and special work groups.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
2. CLERK & GOVERNING BODY			
2.1 MEETING FILES			
2.1.2	Backup information and documents Record series may include notices of meeting, agendas, packets, meeting dockets, roll call, correspondence, complaints, reports, transcripts, legal opinions, financial studies, declarations, recommendations, amendments to Council rules, ordinances and resolutions, background papers and audio/visual products.	C then destroy	C = Until minutes have been approved.
2.2 PUBLIC HEARING FILES			
2.2.1	Record series includes the following documentation related to public hearings: notices of meetings, affidavits of publication, work papers, speaker signup sheets, written testimony, exhibits and audio/visual materials.	10 years then destroy	
2.3 PETITIONS			
2.3.1	Record series containing documents for initiatives, referenda and recall elections filed by private citizens or groups requesting City Council action.	6 years then destroy	AS 29.26 Article 2 and Article 3 Initiative, Referendum and Recall AS 29.26.160-180 HCC 4.60
2.4 PROCLAMATIONS			
2.4.1	Record series documents proclamations issued/prepared by the Mayor or City Council.	Retain Permanently	
2.5 CODES - ORDINANCES & RESOLUTIONS			
2.5.1	Ordinances & Resolutions – Adopted Record series may include supplements to the Homer City Code, lists of all ordinances and resolutions, ordinance/resolution number and ultimate decision by city council.	Retain Permanently	Maintain certified copy of all official ordinances in a separate ordinance file AS 29.20.380 (5)
2.5.2	Ordinances & Resolutions – Not Adopted Record series may include lists of all proposed ordinances/resolutions, the proposer, ordinance/resolution numbers, ultimate decision (e.g. changed, withdrawn, in committee, postponed indefinitely)	10 years then destroy*	* = Files with historical value should be retained permanently.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
2. CLERK & GOVERNING BODY			
2.6 OATHS OF OFFICE & APPOINTMENTS			
2.6.1	Record series may consist of oaths for boards, commissions, committees, councils and elected officials; affirmations, acknowledgements, notices of appointments/resignations, lists of members with terms and dates of appointment, and the city code or executive order establishing the City.	Retain Permanently	AS 29.20.600
2.7 DISCLOSURE STATEMENTS			
2.7.1	Record series contains Disclosure Statements or Conflict of Interest Statements for elected/appointed municipal officers and employees.	6 years then destroy	AS 29.20.010
2.8 INCORPORATION FILES			
2.8.1	Record series documents incorporation records not found elsewhere on this schedule (petitions, public hearings, etc.) May include information related to incorporation elections, investigations, legislative reviews, decisions, City logo and official City seal.	Retain Permanently	AS 29.05 Sections 10-210
2.9 ANNEXATION FILES			
2.9.1	Passed Record series documents and includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.	Retain Permanently	
2.9.2	Failed Record series documents and includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.	5 years then destroy	
2.10 REAPPORTIONMENT AND REDISTRICTING			
2.10.1	Record series may include City and school district reapportionment records; precinct boundaries; and, district, municipal and state boundary reapportionment documentation.	C then destroy	C = Until superseded. Original documents maintained/retained by the State of Alaska

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
2. CLERK & GOVERNING BODY			
2.11 CENSUS RECORDS			
2.11.1	This record series documents population estimates including resident data (e.g. name, age, gender, marital status, residence address, number of children, annual income, occupation, etc.)	C then destroy	C = Until superseded. Retain backup data for 10 years per AS 29.60.150
2.12 CEMETERY MASTER FILES			
2.12.1	Record series may include diagrams, maps and indices of burial plots, record of lot sales, cash/deed book, burial permits, register of interments, and minutes of cemetery association/board.	Retain Permanently	
3. FINANCE & AUDIT			
3.1 DEPARTMENT BUDGET FILES			
3.1.1	Work Papers/Drafts Record series documents development of department operating and capital budgets for the city prior to presentation to City Council. Includes budget instructions, submissions, back up documentation, cost allocations, annual estimates of revenues and amendments.	3 years then destroy	
3.1.2	Final Approved Budget	Retain Permanently	
3.2 LEDGERS AND JOURNALS			
3.2.1	General, Revenue and Expenditure Includes books of original entry	CFY + 3 years then destroy	CFY = Current Fiscal Year
3.2.2	Subsidiary	CFY + 3 years then destroy	
3.3 VENDOR FILES			
3.3.1	Record series contains documentation relating to payment for commodities or services, fines, fees and permits. May consist of financial transaction registers, vouchers, delivery orders, purchase orders, logs, supply requisitions, advertising orders, invoices, postage meter receipts, etc.	CFY+3 years then destroy	CFY = Current Fiscal Year.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
3. FINANCE & AUDIT			
3.4 BANKING RECORDS			
3.4.2	Record series documents original Bank Statements	CFY + 7 years then destroy	
3.5 BOND RECORDS			
3.5.1	Record series includes cancelled or redeemed bonds, coupons, documentation or proof of issuance and payments to individuals.	Retain Permanently	
3.5.2	Record series consist of Bond Registers also includes bond or coupon registers or numeric listings of bonds or coupons issued.	Retain Permanently	
3.6 FORECLOSURE FILES			
3.6.1	Record series documenting foreclosures. Includes delinquency reports, billings, and petition of judgement, certified mailings, final judgments and certificate of redemption.	C + 10 years then destroy Review files for archival value before destruction.	C=Until case is closed. AS 09.10.030 requires 10 year statute of limitations on action to recover real property.
3.7 ASSET INVENTORIES			
3.7.1	Fixed Record series documents inventories of owned assets indicating value, location, purchasing information, etc. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.	L then destroy	L = Life of asset, or until State authorizes disposal of grant funded assets. Backup records dealing with an asset may be disposed per policy according to type (purchase order, grant, correspondence, etc.)
2.13.2	Record series documents Non-Fixed Assets Inventories of owned assets indicating value, location, purchasing information, etc.	3 years then destroy	
4. PAYROLL			
4.1 PAYROLL WARRANT REGISTER			
4.1.1	Record Series containing lists of check number, employee name, net amount and financial coding.	3 years then destroy*	*Provided audit is complete

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
4. PAYROLL			
4.2 EMPLOYEE PAYROLL FILES			
4.2.1	Record series includes documents for employee salary and may include: payroll action forms, PERS/TRS enrollment/change forms and IRS data, Employee W4 Exemptions, Garnishment & Payroll deductions, Court Ordered and voluntary, Payroll deduction authorizations, Notifications of Step Increases, FICA, UI, Summary/Special detailed queries, stopped or reissue warrants, Overtime and retirement.	T+ 50 years then destroy	T = Termination of Employee.
4.3 EMPLOYER W-2 FORMS			
4.3.1	Record series contains documentation of Federal withholding tax statement.	7 years then destroy	
4.4 EMPLOYEE PAY RECORDS			
4.4.1	Record series that documents gross earnings, deductions and net pay for each employee.	50 years then destroy	
4.5 FEDERAL TAX PAYMENT REPORTS (EFTPS & 941)			
4.5.1	Record series documents tax deposits transmitted to the federal government. Includes spreadsheets and other backup.	7 years then destroy	
5. PROCUREMENT, CONTRACTS & GRANTS			
5.1 PROCUREMENT RECORDS			
5.1.1	Record series related to Department purchases of goods and services. May include documents related to: bid specifications, requests for proposal or invitation to bid, vendor solicitations, price quotations, bid abstracts, purchase orders/requisitions, contracts/leases, delivery orders, correspondence and tracking logs.	CFY+3 years then destroy.	CFY = Current Fiscal Year. Refer to item #5.2 if a formal contract is required. Refer also to item #3.3 (Vendor Files).
5.2 CONTRACT ADMINISTRATION			
5.2.1	Record series documents notification of award, original contract, resolution awarding contract (if applicable) and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence. Includes contracts for leased space, contract insurance and bonds.	Retain Permanently	AS 09.10.053 Statute of Limitations is 3 years for causes of action.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
5. PROCUREMENT, CONTRACTS & GRANTS			
5.3 GRANT ADMINISTRATION			
5.3.1	State Record series documents receipt of State monies and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress & compliance) and correspondence.	Retain Permanently	Per AS 09.10.053, statute of limitation is 3 years. Refer to item #3.1 for financial records related to grants.
5.3.2	Federal Record series documents receipt of Federal monies and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress & compliance) and correspondence.	Retain Permanently	Federal requires retention until audit is completed or 6 years after grant closeout, whichever is later. Refer to item 3.1 for financial records related to grants.
5.4 GRANT APPLICATIONS – NOT AWARDED			
5.4.1	Record series containing documents and information relating to the Department applications for grants that were not approved or funded.	1 year then destroy	
6. HUMAN RESOURCES ADMINISTRATION			
6.1 PERSONNEL FILES			
6.1.1	Regular Full Time Employees Record series that contains official employment history including applications; resume; personnel actions regarding hire, termination, and promotion; performance appraisals; results from employment tests; insurance and benefits backup; family and medical leave act documentation; letters of commendation/reprimand; training certificates/history; driving records; drug/alcohol tests; service record card/employment history.	T+50 years then destroy	T = Termination of employment. Certain information is confidential.
6.1.2	Regular Part Time - refer to 6.1.1 for records description	T + 15 years then destroy	
6.1.3	Temporary and Casual Employees – refer to 6.1.1 for records description	T+10 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
6. HUMAN RESOURCES ADMINISTRATION			
6.2 RECRUITMENT, SELECTION & APPOINTMENT			
6.2.1	Record series consists of job applications, transcripts, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence.	C+2 years then destroy	C = Date of Hire. Certain information is confidential.
6.2.2	Job Applications (Unsolicited)	Return to Applicant or Destroy	Certain information is confidential.
6.2.3	Master Examination Files Record series contains samples of each test or examination used in the selection and rating process of prospective employees, including answer keys.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.3 ORGANIZATIONAL CHARTS			
6.3.1	Record Series consisting of documents relating to the organization of each department within the City	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.4 SALARY SCHEDULES			
6.4.1	Record series consisting of documents related to the salary schedules of individual positions in the organization. Can include documents related to studies on salary, cost of living, working conditions and geographical differentials. May be contracted out to private vendors.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.5 JOB DESCRIPTIONS			
6.5.1	Record series containing documents describing the specific duties for each position with the organization.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.6 JOB CLASS SPECIFICATIONS			
6.6.1	Record series consisting of minimum qualifications (knowledge, skills and abilities) required for each job classification or position. May contain list of necessary education/certifications, examples of duties, salary, category of position and distinguishing characteristics.	C then destroy	C = Until superseded/obsolete or administrative need is met.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
6. HUMAN RESOURCES ADMINISTRATION			
6.7 CLASSIFICATION/RECLASSIFICATION FILES			
6.7.1	Record series documenting Action Case Files for Department action regarding specific positions/classifications.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.8 GRIEVANCE CASE FILES			
6.8.1	Record series documenting grievances filed by employees against Departments. Consists of grievance forms, investigative notes, reports, correspondence and related backup.	C+5 years then destroy	C = Resolution and execution of any stipulations. Relates to "For Cause" employees rather than "At Will" employees. Certain information is confidential.
6.9 CONTRACT INTERPRETATION & ARBITRATION DECISIONS			
6.9.1	Record series that includes exhibits, briefs and arbitrations relating to contract interpretation.	Retain Permanently	Relates to "For Cause" employees rather than "At Will" employees.
6.10 TRAINING COURSE FILES			
6.10.1	Record series consisting of nominations, schedules with course information, and course evaluations from participants, correspondence and rosters.	3 years then destroy	
6.10.2	Training Course Development Files Record series consisting of Course materials including audio/visual products, training aides, research materials, correspondence, and other media etc. related to the development and/or presentation of training presentations.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.11 EQUAL EMPLOYMENT OPPORTUNITY FILES			
6.11.1	EEO Administration Records Record series includes quarterly utilization, compliance and annual reports; affirmative action plans; complaint case files; Departmental actions, and employment statistics.	10 years then destroy	Certain information is confidential per AS 18.80.115.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
6. HUMAN RESOURCES ADMINISTRATION			
6.11 EQUAL EMPLOYMENT OPPORTUNITY FILES			
6.11.2	<p>EEO Complaint Case Files</p> <p>Record series consists of records regarding discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar positions; and, Departmental actions. Discrimination charges may be on the basis of race, color, religion, national origin, gender, etc.</p>	C+7 years then destroy	<p>C = Until complaint is resolved.</p> <p>Retention complies with Title VII of the Civil Rights Act of 1964.</p> <p>Certain information is confidential per AS 18.80.115.</p>
6.12 EMPLOYEE MEDICAL RECORDS			
6.12.1	<p>Record series consists of on-the-job accident or illness/medical reports, lost time documentation, records used to monitor exposure, correspondence, etc. Includes employees exposed to blood-borne pathogens, formaldehyde, asbestos, mercury, or other hazardous substances.</p>	<p>Official Record Copy: T+30 years then destroy</p> <p>Duplicates: T+1 year then destroy</p>	<p>T = Termination of employment.</p> <p>Confidential per AS 40.25.120.</p> <p>29 CFR 1910.1001</p>
6.13 HAZARD COMMUNICATION AND MATERIAL SAFETY DATA SHEETS			
6.13.1	<p>Record series contains lists of hazardous chemicals present in the workplace and copies of material safety data sheets received with incoming shipments of chemicals and posted in the workplace.</p>	30 years then destroy	<p>Official Record Copy retained by receiving Department.</p> <p>20 CFR 1910.1200; 1410.450</p>
6.14 IMMIGRATION REFORM & CONTROL ACT (I-9 FORMS)			
6.14.1	<p>Record series containing Employment Eligibility Verification forms retained by the Employer. All employees, citizens and noncitizens hired after November 6, 1986 complete Section 1; Employers complete Section 2.</p>	C+3 or T+1 then destroy*	<p>C = Date of hire.</p> <p>T = Termination of employment.</p> <p>* = Retain records for the longer period.</p>
6.15 ALASKA HUMAN RIGHTS ACT			
6.15.1	<p>Record series of the age, race, and sex of all applicants for employment and all employees.</p>	2 years then destroy	AS 18.80

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
7. RISK MANAGEMENT			
7.1 INSURANCE POLICIES AND ENDORSEMENTS			
7.1.1	This record series includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.	C+50 years then destroy	C = Until policy expires. The City Attorney will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.
7.2 RISK MANAGEMENT CLAIM FILES			
7.2.1	Record series may include correspondence to/from claims adjusters, private attorneys, accident reports (property damage and personal injury) summary reports, payment orders/verification, pleadings/depositions and individual claim records.	C+7 years then destroy	C = Until claim is settled and all legal aspects are resolved.
7.3 WORKERS' COMPENSATION CLAIMS			
7.3.1	Record series may include documents concerning death, permanent total disability, time loss and no time loss cases. Documents include reports of injury/illness, medical reports, correspondence, legal filings, copies of Board decisions/order, compromise and release agreement, vocational rehabilitation reports/decisions, and Second Injury Fund reimbursements.	C+40 years then destroy	C = Until case is inactive
8. ELECTIONS			
8.1 VOTING BALLOTS			
8.1.1	Record series that consists of Completed, Challenged, Rejected, Absentee and Special Needs voted ballots and ballot stubs, including partial ballot stubs. May also include voter registration and absentee ballot applications.	C+1 Month then destroy	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
8. ELECTIONS			
8.2 CERTIFICATE OF ELECTION			
8.2.1	Record series containing copies of election certificates presented to candidates upon verification of election.	4 years then destroy	
8.2.2	<p>Certificates of Election Returns (Regular & Special)</p> <p>Record series consists of individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers.</p>	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be disposed of after administrative need is met.
8.3 ELECTION REGISTERS			
8.3.1	Record series that may consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.	4 years then destroy	Retain longer if election is contested per AS 15.15.470.
8.4 ELECTION CONTEST/RUNOFF FILES			
8.4.1	Record series documenting contested election and runoff data.	C+1 year then destroy	C = Until election is certified.
8.5 DOJ PRECLEARANCE FILES			
8.5.1	Record series includes request and pre-clearance for election.	Retain Permanently	DOJ = Department of Justice.
8.6 DECLARATION OF CANDIDACY			
8.6.1	Record series consisting of declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 years then destroy	AS 15.25.030
8.6.2	Candidates Lists Lists of candidates. Data includes: name and address of candidate, order in which they will appear on the ballot, office sought and term of office.	4 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
8. ELECTIONS			
8.6 DECLARATION OF CANDIDACY			
8.6.3	Candidate Withdrawals Record series may include certificate of withdrawal by candidates for election and statement concerning reason for withdrawal	4 years then destroy	
8.7 DISCLOSURE STATEMENTS			
8.7.1	Record series documenting financial disclosure of candidates for elected positions/offices. May include APOC	6 years then destroy*	*= if subject to the Alaska Public Offices Commission (APOC).
8.7.2	Municipal Campaign Disclosures Record series containing documents related to funds used in informational campaigns for issues on election ballot. May include APOC forms	6 years then destroy	
8.8 VOTER REQUEST AFFIDAVITS			
8.8.1	Record series consisting of voters requiring or requesting action or special accommodation during an election.	4 years then destroy	
8.9 RECOUNT PETITIONS			
8.9.1	Record series related to candidate requests for recount of individual machine or paper ballot tallies. Includes candidates' reason for request.	4 years then destroy	
8.10 ELECTION OFFICIALS' FILES			
8.10.1	Record series may consist of recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests. Includes absentee voting officials' documentation.	4 years then destroy	
8.11 VOTING DISTRICT(S)			
8.11.1	Record series documenting descriptions of election precinct boundaries and maps indicating current voting district boundaries and numbers. May include Street books consist of alphabetical lists of streets (and house numbers where street encompasses more than one district) providing senatorial and representative numbers.	Until superseded	State of Alaska Division of Elections keeps all voting

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
8. ELECTIONS			
8.12 INITIATIVE, REFERENDUM & RECALL PETITION FILES			
8.12.1	Record series consisting of petition application with names of sponsors, sponsor booklet accountability report, sample signature booklet, certification and correspondence	Retain Permanently	
8.12.2	Record series consists of signature booklets with original signatures for initiative, referendum and recall petitions.	30 days	Dispose of records 30 days after item goes on ballot or certification is denied. Sponsor has 30 days after petition is rejected or certified to file an appeal per AS 15.45.460, AS 15.45.240 and AS 15.45.720
9. INFORMATION TECHNOLOGY			
9.1 COMPUTER SYSTEM FILES			
9.1.1	Backup Tapes	Tapes are rotated according to established IT procedures.	Backup tapes are stored offsite for security.
9.1.2	Documentation File Record series may include: program/system documentation, wiring records (specifications/drawings of building, cables or computer hardware connections) application software licenses/agreements, data systems and file specifications, security information (access requests/authorizations/logs, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures.	C then destroy	C = Until superseded/obsolete or administrative need is met. System related data should be retained until the system is superseded/obsolete.
9.2 EMAIL ARCHIVE			
9.2.1	Record series consisting of general email archived for all city email	1 year	Email that may be required for legal can be retained for longer as required.
9.2.2	Record series consisting of journal of centralized email messages		*Requires input from City Attorney

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
9.3 SERVICE REQUESTS			
9.3.1	Records Series consisting of requests for service from departments. Documents requestor, type of service requested and IT action.	C then destroy	C= Until administrative need is met.
10. LEGAL			
10.1 MUNICIPAL ATTORNEY OPINIONS			
10.1.1	Record series consists of official and informal positions regarding legal issues affecting Departments or the City Council. May include information/action memoranda regarding ordinances, resolutions and vetoes.	Retain Permanently	
10.2 REGULATION FILES			
10.2.1	Record series includes matters relating to local legislation in which the City or City Council has an interest or has been involved.	10 years then destroy*	* = Review for archival value.
10.3 LITIGATION CASE FILES			
10.3.1	Record series documents City action in civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.	C+6 years then destroy	C = Until case is closed.
10.4 INVESTIGATION AND MATTERS FILES			
10.4.1	Record series documents investigations that are not prosecuted. Includes work papers, analyses, evidence, final reports, requests for legal opinions, research notes, correspondence, photographs and other media.	C+6 years then destroy	C = Until investigation concludes.
10.5 FRANCHISES			
10.5.1	Record series documents the Official authorization granted to a private entity to provide public utilities or services within the jurisdiction of the City.	T+6 years then destroy	T = Until franchise is terminated.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
10. LEGAL			
10.6 RIGHT OF WAY & EASEMENT FILES			
10.6.1	Record series documents grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Also vacations, descriptions of easement areas, diagrams, plans, agreement, memoranda, correspondence and property disposition.	Retain Permanently	Engineering/Public Works or Parks & Recreation Departments may also administer the official record copy.
10.7 NOTICE TO COMPLY AND OR VIOLATION REPORTS			
10.7.1	Record series consists of notices issued to property owners and or businesses and violation reports	3 years then destroy	Public Works Engineering or Planning departments may also administer official record copy.
11. PUBLIC SAFETY			
11.1 POLICE REPORTS			
11.1.1	Major & Minor Record series includes all reportable & non-reportable complaints filed with the department. Reportable incidents to include crimes against a person, property or society, reports harm, child in need of assistance, traffic accidents, missing persons, death investigations and abandoned vehicles. Report may include complaint, officer's report, follow up investigation, property & arrest reports for adults and juveniles including criminal history as applicable, audio and photographic files. Fire & EMS Rescue Dispatch audio files also included in this series.	Hard copy - 2 years; Scan to permanent electronic retention	Maintained by the Dispatch Supervisor
11.2 POLICE RADIO LOGS/NOTEBOOKS			
11.2.1	Record series consists of logs for HPD/HVFD/Seldovia of name and identifying data regarding persons questioned in the field, location, comments and disposition. May include vehicle, NCIC checks and information used for analytical purposes.	5 years 2022 hard copies will be phased out.	NCIC = National Crime Information Center. Electronic and maintained by the Dispatch Supervisor

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.3 INMATE RECORDS			
11.3.1	Record series consisting of booking packet for adults arrested, protective custody or juvenile housed in the Homer jail. Information included in packet: name, personal identifiers, personal property log, daily observation log including meals, phone calls, & visitors, booking copies of charging documents, medical clearances and court paperwork	Retain Permanently	Inmate records are completely separate and pertain to subject's time housed at Homer Jail. Maintained by the Jail.
11.4 USE OF FORCE INVESTIGATIONS			
11.4.1	Record series documents investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry and findings.	7 years then destroy	Final report in Human Resources file Maintained in the office of the Lieutenant
11.5 III LOGS			
11.5.1	Record series documenting Criminal history background Check logs for arrested individuals, potential LEO employees and people receiving firearms from Evidence Custodian.	Retain through Current Audit Cycle	Maintained by Dispatch Supervisory in electronic format
11.6 HOLDING FACILITY RECORDS			
11.6.1	Records series consisting of Inspection Records related to inspection of security, health and safety systems such as fire detection/suppression, sanitation, security and first aid. Meal & Housekeeping Records	3 years then destroy	Jail maintains records in electronic format.
11.6.2	Record series documents meal records, food receipts and housekeeping records.	C + 1 year	Jail maintains
11.7 RADAR REPORTS			
11.7.1	Record series documents and may include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.	C+2 years then destroy	C = Until equipment is disposed. Lieutenant maintains

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.8 STATE/FEDERAL CRIME REPORTING			
11.8.1	<p>Record series documents State/Federal Crime Reporting UCR/ASPIN/NCIC</p> <p>NIBRS: Monthly reports submitted to State of Alaska on Crimes against person property and society via state web portal.</p> <p>APSIN/NCIC VALIDATIONS: Up to 2 yrs. or end of Audit Cycle.</p> <p>Active HOT files will be retained per APSIN retention policy as follows: Articles: CY + 1 Stolen Vehicles: CY + 5 Guns: P until Recovery Missing People: P until Recovery</p>	State Keeps master validation files digitally. Local hard copies kept through State Audit cycle or Life of entry	Maintained and kept by Dispatch Supervisor
11.9 CRIME STATISTICS			
11.9.1	Record series documents statistical compilations of crimes committed within the local jurisdiction.	Retain Permanently	Maintained by Dispatch Supervisor
11.10 ANIMAL CONTROL FILES			
11.10.1	Record series may consist of the following: licenses, animal complaint notifications/citations, description of animal, notification to owner, certification of ownership, owner claims, and release of animal data, dog bite reports and statistical reports. Also spay/neuter, euthanasia, vaccination, patrol, and abuse/cruelty information.	3 years then destroy	
11.11 FIRE INVESTIGATION FILES			
11.11.1	Record series documents fire department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators, State Fire Marshal, police, casualty, insurance), video evidence (photographs, video cassettes, cd's), memoranda, diagrams, or other documentation relating to investigation.	C+30 years then destroy	C = Until investigation is closed.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.12 EMS & FIRE INCIDENT REPORTS			
11.12.1	Record series documents reports of any incident that involved Emergency Medical Services (EMS), or calls to the Fire Department.	10 years then destroy	
11.13 FIRE INSPECTION/COMPLIANCE FILES			
11.13.1	Record series documents fire safety inspection before and after building construction is completed. May include building plans used in inspection/approval process detailing fire detection specifications or other <i>Fire Safety Code</i> compliance requirements, certificates of inspection, violation appeals, Department response, surveys and applications for variances.	C then destroy	C = Until building is no longer in use. Retain building plans until <i>Certificate of Occupancy</i> is issued and plans are of no further administrative value.
11.13.2	Variances issued by the City. Records series may form part of Fire Inspection/Compliance Files (See item 11.13.1)	L then destroy	L = Life of building or until occupancy classification is legally changed.
11.14 BURN PERMITS/LICENSES ISSUED			
11.14.1	Record series documents applications and permits issued by Department. May include open burn permits, permits relating to fireworks and so on.	C+3 years then destroy	C = Until permit expires.
11.15 VIOLATION/COMPLAINT FILES			
11.15.1	Record series of violations and complaints relating to the <i>Fire Safety Code</i> . May include name, time, address and location of violation/complaint, complaint summaries, investigation reports and disposition, and Department follow-ups.	C+3 years then destroy	C = Until resolution of complaint.
11.16 FIRE & EMS TRAINING FILES			
11.16.1	Record series documents Fire and EMS personnel training to include but not limited to correspondence, course descriptions, training dates and exam results.	T + 10 years	T = until termination of employee
11.16.2	Record series consists of but not limited to correspondence, course descriptions, training dates and exam results for volunteer Fire & EMS personnel.	T+ 5 years	T = Volunteer no longer active.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.17 FIRE PREVENTION EDUCATION PROGRAMS			
11.17.1	Record series documents multimedia materials used in fire prevention education including brochures, films, CD's, posters, pamphlets and other program resources.	C then destroy	C = Until superseded/obsolete or administrative need is met.
11.18 EQUIPMENT INSPECTION RECORDS			
11.18.1	Record series documents records of inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, and purchase date, type, cubic feet of tank and service record.	15 years	
11.18.2	Record series documents Self-Contained Breathing Apparatus (SCBA) inspection records, hoses, masks, and ladder inspection.	15 years	
11.19 APPARATUS ACCIDENT FILES			
11.19.1	Record series documents Department record of accidents involving municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and related documentation.	3 years then destroy*	* = Retain longer if involved in litigation. Consult with City Attorney prior to disposition.
11.20 OIL SPILL PREPAREDNESS FILES			
11.20.1	Record series documents information related to oil spill drills, incidents and inspections.	6 years then destroy	
11.21 HAZARDOUS MATERIALS/SUBSTANCES			
11.21.1	Hazardous Materials/Substances Right to Know Files record series documents annual updates	3 years then destroy	
11.21.2	Hazardous Materials/Substances Right to Know Record series documents all other records - detailed product/chemical identification listings supplied annually by individual employers that hold, use, or sell products considered hazardous by the USDOL, DOSH. This series may include USDOL forms or material safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports, or other mandated documentation relating to hazardous substances.	C+7 years then destroy	C = As long as the employer does business in the City. USDOL = United States Department of Labor. DOSH = Department of Occupational Safety & Health.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.21 HAZARDOUS MATERIALS/SUBSTANCES			
11.21.3	Hazardous Materials Incident files Record series documents the following: <u>Major Incidents</u> Incidents or spills that require mitigation and reporting to State and/or Federal Agencies.	Retain Permanently	May Include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.
11.21.4	Hazardous Materials Incident files Record series documents the following: <u>Minor Incidents</u> Carbon monoxide, ammonia or natural gas sniffer reports; Minor oil or gas spills that do not result in ground saturation or require reporting to State and/or federal agencies.	10 years	May Include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.
11.22 CONTINGENCY AND EMERGENCY SERVICES PLANS			
11.22.1	Record series documents the Departments contingency and emergency operations/services plans	Retain Permanently	City Manager's Office may retain copies of current plans.
12. PLANNING, ZONING & COMMUNITY DEVELOPMENT			
12.1 PLANNING COMMISSION FILES			
12.1.1	This record series documents official actions of the Planning Commission that were approved. Consists of Conditional Use Permits, Subdivision Preliminary Plats; Variances; Design Criteria Manuals, Master Road and Street Plans	Retain Permanently	City Clerk's Office retains original signed Conditional Use Permits.
12.1 PLANNING COMMISSION FILES			
12.1.2	Denied & Withdrawn Proposals Record series documents official actions of the Planning Commission denying or contains applications for the following were withdrawn: Conditional Use Permits, Subdivision Preliminary Plats, Variances, design criteria manuals, master road and street plans.	3 years then destroy	
12.2 PLANNING & ZONING ENFORCEMENT FILES			
12.2.1	Record series documents violations of planning and zoning regulations.	C+6 years then destroy	C = Until resolution of the case.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
12. PLANNING, ZONING & COMMUNITY DEVELOPMENT			
12.3 PROPERTY INVENTORIES			
12.3.1	Record series documents related addressing of parcels (properties) located within City limits.	Retain until superseded.	Updated as required.
12.4 ZONING PERMITS & PLANS			
12.4.1	Record series documents Zoning Permits. May include application, correspondence, drawings, location, etc.	Retain Permanently	Permits & Plans addressed by Planning Department Staff
12.4.2	Record series documents related to Storm Water Plans. May include correspondence, applications, drawings, etc.	Retain Permanently	
12.4.3	Record series documents Non-conforming determinations. May include applications, decisions, correspondence.	Retain Permanently	
12.4.4	Record series documents Flood Plain Development Permits. May include applications, correspondence, maps, etc.	Retain Permanently	
12.4.5	Record series documents Sign Permits. May include applications, conceptual art regarding sign, manufacturer's schematics, etc.	Life of Sign	
12.4.6	Record series documents a Development Activity Plan. May include presentation, application, correspondence, maps, etc.	C + 10 years	C = Completion of construction
12.4.7	Record series documents Applications that have been or are incomplete, withdrawn or denied	2 years then destroy	
12.5 ROAD NAME CHANGES			
12.5.1	Record series includes information or documents regarding road name changes and copies of affidavits of publication.	Retain Permanently	
12.6 FLOOD CONTROL PROGRAM FILES			
12.6.1	Record series document Flood Control program May include erosion control studies, flood plain data, correspondence, maps and drawings documenting flood/erosion areas and specific problem parcels.	Retain Permanently	FEMA regulations and guidelines

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
12. PLANNING, ZONING & COMMUNITY DEVELOPMENT			
12.7 ZONING MAP			
12.7.1	Record series documents the city zoning districts. May include working drafts, ordinances, correspondence, etc.	Retain Permanently	
12.8 PLANS, MAPS, ASBUILTS & DRAWINGS			
12.8.1	Record series documents Plans, record drawings, maps and as-builts including, but not limited to, City buildings, streets, survey/plat, lot plans, tax assessment, layout/grade, sanitary sewers, easements, landfills, subdivisions, traffic control, water and fire lanes.	Retain Permanently	Logs or registers of plans, maps and drawings should also be retained permanently. Reference copies may be disposed after all administrative need is met.
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.1 CONSTRUCTION PROJECT FILES			
13.1	Record series documents specifications, contracts, plans, bids, evaluations, performance bonds and correspondence. May include documentation of solicitation, selection, award/administration of contracts and professional service agreements; field reports, job accounting information, contract modifications, data relative to utilities and project close-out information.	C+6 years then destroy	C = Until project is completed. Refer also to item #5.1 (Procurement Records) & item #3.1 (General Accounting Records).
13.2 ENGINEERING FIELD & BENCH MARK BOOKS			
13.2.1	Record series documents engineering field measurements, sketches, and diagrams including, but not limited to, elevations, distance, bench marks, ridges, easements, drainage, ponding, and core test holes.	Retain Permanently	Reference copies may be disposed after all administrative need is met.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.3 PERMIT FILES			
13.3.1	Record series documents permits for the following: Construction, Building, Utility, Drinking Water (facilities), Railroad, and Waste Water Disposal. May include applications, copy of permit, maps, site plans/plats, specifications, drawings, engineer/architect's certification, as-builts, inspection reports, accounting data, etc.	C+ 6 years then destroy	C = Until permit expires.
13.3.2	Record series documents list of all permits issued by Engineering, Buildings & Public Works.	Retain Permanently	Refer to item #14.2 for non-construction permits.
13.4 INSPECTION FILES			
13.4.1	Record series documents miscellaneous inspection reports including but not limited to foundation, framing, electrical, plumbing and fire safety.	6 years then destroy	
13.5 RIGHT OF WAY & EASEMENT FILES			
13.5.1	Record series documents grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Also vacations (including section line and deeds of vacation), descriptions of easement areas, diagrams, plans, agreements, memoranda, correspondence and property disposition.	Retain Permanently	
13.6 SUBDIVISIONS & LAND DEVELOPMENT PROJECT FILES			
13.6.1	Record series documents approved subdivision and land development projects. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda and other analyses.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.6 SUBDIVISIONS & LAND DEVELOPMENT PROJECT FILES			
13.6.2	Denied Applications Records documenting property subdivisions. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda and other analyses.	C then destroy	C = Until administrative need is met.
13.7 REGULATORY COMPLIANCE FILES			
13.7.1	Record series documenting compliance with state/federal requirements such as coastal resources management and freshwater wetlands. May include copies of applications for authorization to perform work, requests for preliminary determinations, wetlands determinations, complaints, and notices of violations, plans/maps, notices of public hearings, correspondence and memoranda.	C+3 years then destroy	C = Until project is completed.
13.8 BRIDGE FILES			
13.8.1	Record series documents the cumulative history file for bridges within city limits. May include memoranda, correspondence, newspapers clippings, reports, plans/specifications, materials lists, excavation permits, bridge deficiency /inspection reports and work orders.	C then destroy	C = Until superseded/obsolete or administrative need is met.
13.9 WORK & REPAIR ORDER FILES			
13.9.1	Record series documents requests for work or repairs initiated by citizen complaint or internally. Data may include name and number of complainant or requestor, location and type of work to be performed, dates and times of receipt/response.	3 years then destroy	
13.9.2	Record series documents work performed and completed related to electrical, sewer, gas, street or water systems. Data may include date, time, order number, location, description of work, authorization, names of staff performing work, itemized labor, and equipment and material information.	3 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.10 FACILITY MAINTENANCE FILES			
13.10.1	Record series includes all documents, files, data related to operation of facility, including permits, utilities correspondence, bids, reports, proposals, accounting, problems and enabling legislation.	L or C then destroy	L = For the life of the facility. C = Until administrative need is met. Official Record Copies of certain documents may be administered by other departments.
13.11 FIRE & RESCUE RESPONSE CIRCUIT/RADIO BOX RECORDS			
13.11.1	Test Logs – records series documents when testing of all circuits, radio and location alarm boxes are conducted.	1 year then destroy	L = Life of system. Records Maintained by Public Works Department.
13.11.2	Alarm Records – Record series documents response tests conducted on all circuit, radio and location alarm boxes to ensure proper alarm signals are being received. May also include maintenance records and inspection/testing records for individual alarm systems including systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists and correspondence.	L = then destroy	L = Life of system. Records maintained by Public Works Department.
13.12 FIRE HYDRANT IDENTIFICATION			
13.12.1	Record series documents individual fire hydrants in service. Data may include identifying characteristics of each hydrant including location, date installed, size of lead, make, number of turns to open, size of main.	C then destroy	C = Until hydrant is no longer in service. Records maintained by Public Works Department.
13.13 FUEL FILES			
13.13.1	Record series documents Fuel summaries May include daily, weekly or monthly fuels dispensed. Data included but not limited to grade of fuel, pump locations, meter/stick readings, gallons delivered and total gallons consumed and oil/antifreeze disbursed.	A + 1 year then destroy	A = Until audit is completed.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.13 FUEL FILES			
13.13.2	Record series documents fuel receipts (slips) recording individual fuel intake. Data may include vehicle number/type; driver; meter readings; and, gallons of fuel, oil, or antifreeze received.	A+1 year then destroy	A = Until audit is completed.
13.14 SNOW PLOW FILES			
13.14.1	Record series documents snow plow routes and activity. May include maps, routes, correspondence, logs, crew lists or other documentation relevant to snow removal.	C then destroy	C = Until superseded/obsolete or administrative need is met.
13.15 TREE FILES			
13.15.1	Record series documents tree maintenance, planting and removals. May include correspondence, removal or planting schedules, copies of agreements, reports, proposals, pamphlets, maps, grant data, and records on pesticide use including public hearing notices and copies of applicators' licenses and certifications.	3 years then destroy	Parks Maintenance may maintain files.
13.16 UNDERGROUND STORAGE TANK FILES			
13.16.1	Record series documents the Registration and State Certification of underground storage tanks.	6 years then destroy	If records may be subject to potential litigation, retain permanently. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 & 40 CFR 280.
13.16.2	Record series documents the maintenance and repair history of underground storage tanks.	L + 6 years then destroy	L = Life of the tank. If records may be subject to potential litigation, retain permanently. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 & 40 CFR 280
13.17 GEOLOGIC DATA FILES			
13.17.1	Record series document landslides, avalanches, borings/drainage, and other subsurface conditions including piling records.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.18 SEWER & WATER ASSESSMENT RECORDS			
13.18.1	Record series documents sewer and water connection assessments for tax purposes. May include location diagrams, inspections, measurements, photographs and abatements.	Retain Permanently*	City Clerk's Office retains Assessment District files permanently. Finance Department maintains project files permanently
13.19 SEWER LOCATION & CONNECTION RECORDS			
13.19.1	Record series documents sewer connections for individual properties and/or municipal sewer system. Includes location, diagram and address. May include system specifications, requests for location of sewer connections, surveys, sketches, inspection and work reports, and dye test requests and reports.	Retain Permanently	
13.20 WATER SERVICE & VALVE LOCATION RECORDS			
13.20.1	Record series documents water service connections for individual properties and/or shared water system. Includes location, diagram, address, type, date connection established, lengths, make, size, curb stop, main or gate valve.	C then destroy	C = Until system is no longer in existence.
13.21 WATER SYSTEM MONITORING CHARTS & LOGS			
13.21.1	Record series documents water system. May include graphs monitoring water distribution system including flow rates, pressure and elevation and logs listing water readings at individual pumping/meter stations including date, time, reading, number of gallons per minute, reader's name and remarks.	5 years then destroy	
13.22 WATER SYSTEM MAINTENANCE & REPAIR			
13.22.1	Record series documents work performed and completed on individual water meters, connections and mains. May include meter number, manufacturer, readings, job descriptions, name, telephone number, locations, size and service number.	3 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.23 WELL INFORMATION FILES			
13.23.1	Record series documents well boring and well logs.	3 years then destroy	
13.24 WATER TESTING FILES			
13.24.1	Record series documents lead & copper analyses, corrosion control sampling and source water treatment records. Records may include water testing and analysis conducted on water system; laboratory certificates of analysis; microbiological, sample analysis and other result reports; water supply summary sheet; monthly water quality logs; chain of custody forms; and, lead/copper/nitrate results.	12 years then destroy	18 AAC 70
13.24.2	Record series documents chemical, organic/inorganic chemical, radiological and turbidity analyses, and sanitary system survey data.	10 years then destroy	18 AAC 72
13.24.4	Records of action taken to correct violations of primary drinking water regulations.	C + 3 years	C = Until last action taken with respect to the applicable violation. 18 AAC 80
13.25 WATER MANAGEMENT PLANS			
13.25.1	Record series document plans mandated by Alaska Statute and regulated through the Alaska Administrative Code. Plans include, but are not limited to, Water Supply Management, Water Quality Protection and Wellhead Protection.	Retain Permanently	
13.26 WATER SERVICE - APPLICATIONS, AGREEMENTS & METER READINGS			
13.26.1	Record series documents applications and agreements for water service and supply. Data may include name, address, plat/lot numbers, district service and meter numbers. Signed agreement of terms and service may constitute contract.	C then destroy	C = Until superseded/obsolete or administrative need is met.
13.26.2	Record series documents meter reading for water usage of customers. May includes date of reading, reading figures, water consumed, meter number, size, manufacturer, owner, address and service number.	C + 6 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
14. LICENSES			
14.1 LICENSES & PERMITS (NON PLANNING OR PUBLIC WORKS RELATED)			
14.1.1	Record series documents itinerant merchant, mobile food services, liquor license, gaming, public gatherings, animal, bicycle, charity collections or events, public facility use, etc. May include data listing name, address, contact, etc. Approved Licenses or Permits	C + 5 years then destroy	C = Until permit expires
14.1.2	Denied, rejected or withdrawn licenses or permits	1 year then destroy	C = Until permit expires.
14.1.3	Record series documents list of all non-construction permits issued by Licensing Department.	30 years then destroy	
14.3 SALES TAX REGISTRATIONS & REPORTS			
14.3.1	Record series documents sales tax registrations & reports	3 years then destroy	
15. ASSESSMENTS			
15.1 ANNUAL TAX ASSESSMENT ROLLS			
15.1.1	Record series documents Real and business property annual assessment rolls. Includes property description, assessed value of property and names/addresses of owners as required by AS 29.45.160	Term + 10 years	
15.2 TAX APPEAL FILES			
15.2.1	Record series documents adjustment appeals made to the City. Includes written appeal, audio tapes and board certifications.	6 years then destroy	
15.3 REAL PROPERTY PARCEL MASTER FILES			
15.3.1	Record series documents certification of the assessed value of real property. Includes following exemptions: senior citizen, disabled American Veteran, Farm Use Deferment, Religious, Charitable, Educational.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
15. ASSESSMENTS			
15.4 SECTION LAND FILES			
15.4.1	Record series documents full legal description and chain of title information for all land parcels in township, section and range. Includes nonconforming (illegal) splits.	C then destroy	C = Until superseded/obsolete or administrative need is met.
15.5 PERSONAL PROPERTY FILES			
15.5.1	Record series used to certify and document the assessed value of personal property. Includes certifications, declaration forms, and miscellaneous information attached to property assessment.	6 years then destroy	
15.6 COLLECTION REPORTS			
15.6.1	Record series documents reports of collection	6 years then destroy	
15.9 BUILDING & LAND INVENTORY FILES			
15.9.1	Record series documents new building construction and razing/renovation of older buildings; and, tracks land, subdivision, re-subdivisions, lot line removals, etc.	6 years then destroy	
15.9.2	Market Sales Program Records Record series includes property acquisition questionnaires and market sales program information.	6 years then destroy	
16. LAND MANAGEMENT			
16.1 LAND FILES			
16.1.1	Record series documents full legal description and chain of title information for all land parcels in township, section and range. May include deeds, easements, cadastral surveys, entitlement documents, City actions and other legal documents.	Retain Permanently	
16.2 LAND LOTTERY FILES			
16.2.1	Record series consists of financial reports, property pictures and land owner information.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
16. LAND MANAGEMENT			
16.3 MUNICIPAL ENTITLEMENT FILES			
16.3.1	Record series documents history of land acquired from the State (selection, patent).	Retain Permanently	
16.4 PROPERTY TAX FORECLOSURE FILES			
16.4.1	Record series documents property tax foreclosures. May include parcel inventory files and property acquired through tax foreclosure where repurchase rights have been extinguished.	Retain Permanently	
17. PARKS & RECREATION			
17.1 RECREATION PROGRAM FILES			
17.1.1	Record series documents program histories and photographs.	Retain Permanently	
17.1.2	Record series documents programs and activities sponsored or developed by Community Recreation. May include sports programs, arts, charitable events, day camps, luncheons and picnics. Additional documents may be player rosters, sponsor forms, practice notices, tournament seedings, permission slips, drop out forms, worker lists, brochures, flyers and correspondence.	3 years then destroy	
17.2 COACH, INSTRUCTOR, LIFEGUARD FILES			
17.2.1	Record series documents instructor, lifeguard, or coach certification and training. May include volunteer coach, instructor registrations, criminal background checks, reference and training videos, newsletters and other certifications.	C then destroy	C = Until superseded/obsolete or administrative need is met.
17.3 RECREATION FACILITY FILES			
17.3.1	Record series documents maintenance, compliance and monitoring of City facilities including community recreation buildings, pools, ice skating rinks, arenas and athletic fields. This series may consist of inspection certifications, use permits, facility applications and licenses.	Retain Permanently	Public Works Department may retain these records.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
17. PARKS & RECREATION			
17.4 MAPS, PLANS AND DRAWINGS			
17.4.1	Record series documents topographic features, drainage, structures, proposed enhancements, etc. for parks. Includes utility maps, easements and as-builts.	C then destroy	C = Until superseded/obsolete or administrative need is met. Official Record Copy may be administered by Engineering, Buildings & Public Works 13.1-13.5.
17.5 HORTICULTURE PROJECT FILES			
17.5.1	Record series documents landscaping, tree and flower work, including requests, design plans and work orders.	C then destroy	C = Until superseded/obsolete or administrative need is met.
17.6 CULTURAL RESOURCE FILES			
17.6.1	Record series documents the functions and activities of the cultural resources officer. Includes case files, final reports, drawings, photographs, videos, plans, maps, etc.	Retain Permanently	
18. LIBRARIES & MUSEUMS			
18.1 CATALOG FILES			
18.1.1	Record series documents cataloging records for each item put into collection. Records contain identifying, descriptive, and location information for each item.	C	C= Until superseded/obsolete or administrative need is met.
18.2 CIRCULATION FILES			
18.2	Record series documents circulation. May include privileged patron information, circulation cards, overdue notices, circulation statistic reports, etc.	C then destroy	C = Until superseded/obsolete or administrative need is met. Confidential per AS 09.25.140, AS 40.25.140 (Confidentiality of Library Records).

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
18.3 COLLECTION DEVELOPMENT, MATERIALS & INFORMATION SYSTEMS			
18.3.1	Records of ordering, purchasing, and receiving. Backup disaster recovery tapes are stored offsite for security. Tapes are rotated according to established repository procedures.	C	C = Until superseded/obsolete or administrative need is met.
18.4 INTERLIBRARY LOAN FILES			
18.4.1	Record series documents the interlibrary loan program. May include lists of materials received and/or distributed. Confidential per AS 09.25.140, AS 40.25.140	C	C = Until superseded/obsolete or administrative need is met.
18.5 FINES AND FEES FILES			
18.5.1	Record series documents Fines and Lost Item Reimbursement Accounting. May include personal data such as name, address, amounts, etc.	7 Years then destroy	
18.6 LIBRARY VOLUNTEERS			
18.7	Record series documents volunteers for the Public Library. May include but not be limited to data regarding personal information such as addresses, emails, phone contacts.	C	C = Until administrative need is met.
18.7 PATRON APPLICATION CARDS			
18.7.1	Record series documents regular and temporary library cards.	C then destroy	C = Until administrative need is met.
19. PORT & HARBOR			
19.1 PORT & HARBOR STANDARD OPERATING PROCEDURES			
19.1.1	Record series documents the standard operating procedures for the port and harbor.	Retain Permanently	
19.2 TERMINAL TARIFF			
19.2.1	Record series document the Port of Homer Terminal Tariff.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
19.3 INSPECTION REPORTS			
19.3.1	Record series document reports specific to the port and harbor areas and the spit. May include Harbor Officer daily logs, harbor check forms, Crane Inspection, OSHA, DEC Reports, etc.	7 years	
19.4 RECEIPT FILES			
19.4.1	Record series that documents the use of the Load and Launch Ramp and Parking	3 years*	*3.1 General Accounting Records
19.5 STALL WAIT LIST FILES			
19.5.1	Record series documents Stall Wait List Applications and Renewals. May include lists containing personal data such as names, addresses, and contact information.	3 years then destroy	
19.5.2	Record Series documents the log book for the annual applications on Stall Wait List	Retain Permanently	
19.6 TERMINAL, FISH DOCK AND CRANE USE PERMIT FILES			
19.6.1	Record series that documents terminal, crane and fish dock use permits. May include lists, applications and personal data.	C + 3 years	C = current year
19.7 MOORAGE AGREEMENTS			
19.7.1	Record series documents the Reserved Stall and Transient moorage agreements. May include applications, personal data and correspondence.	C+ 3 years	C = current year
19.8 STEEL GRID UTILIZATION FILES			
19.8.1	Record series documents the Steel Grid Utilization Agreements. May include applications, personal data and correspondence.	C+ 5 years	C = Term of Vessel Ownership
19.9 BILLING FILES			
19.9.1	Record series includes, but not limited to, dock & wharfage, electricity, grids, crane and ice, application for metered power, notification of vacancy, storage, and marina	3 years*	*3.1 General Accounting Records

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
19.10 DREDGING FILES			
19.10.1	Record series documents the Geologic Data Records and or Dredging Records related to the spit. May include correspondence, vendor, lists, locations, etc.	C	C = Until Superseded
19.11 FACILITY SECURITY FILES			
19.11.1	Record series documents Facility Security records and may contain related correspondence, contract, issues, etc.	C then destroy	<p>C= Until administrative need is met.</p> <p>Contains sensitive information and shredded on site.</p> <p>Notice and Documentation of Destruction shall be submitted to Records Manager/City Clerk's Office.</p>

Exhibit A



RECORDS DISPOSITION AUTHORIZATION FORM

Page 1 of

City Clerk's Office
 City of Homer
 491 E Pioneer Avenue
 Homer, AK 99603
 Phone: (907) 235-3130
 Fax (907) 235-3143

DEPARTMENT	CONTACT PERSON	PHONE	
LOCATION OF RECORDS (STREET ADDRESS)	EMAIL		
The records described below are authorized for destruction under AS 40.21.030(b)(10) and HCC 2.92.030 (g). These records:			
<input type="checkbox"/> Are not covered by any current, approved records retention and disposition schedule(s) and; <input type="checkbox"/> Have no further administrative, legal, fiscal, or audit values for this agency.			
CONFIDENTIALITY RESTRICTIONS			
Are there confidentiality restrictions require special handling for the destruction of these records? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, cite law or regulation which places confidentiality restrictions on these records: <input type="checkbox"/> SOA Constitution Article 1, Section 22 <input type="checkbox"/> HCC 2.84.040 (a) through (e) (1-7) (f) through (s)			
RECORDS SERIES DESCRIPTION <small>(Brief description of what these records are)</small>	INCLUSIVE DATES		
METHOD OF DESTRUCTION	NUMBER OF BOXES		
Vital Records Control <input type="checkbox"/> In-house <input type="checkbox"/> Other (please state): _____	Choose One:		
APPROVALS			
RECORDS MANAGER	DATE		
DEPARTMENT DIRECTOR	DATE	WITNESS TO DESTRUCTION	DATE



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

MEMORANDUM 22-089

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

THRU: ROB DUMOUCHEL, CITY MANAGER

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

DATE: MAY 13, 2022

SUBJECT: RECORDS MANAGEMENT MANUAL AND RETENTION SCHEDULE UPDATE

Background

The current City of Homer Classification and Procedure Manual and Records Retention Schedule was last revised and adopted by City Council in December 2013 via Resolution 13-117.

Reason for update

1. There have been several changes in retention requirements by other State and Federal agencies necessitating that the City retain records for longer periods.
2. City Council requests for project related information (Special Assessment Districts, etc.) make it desirable to retain information for longer periods. Finance has requested permanent retention.
3. Several Classifications that are not used or relevant to City departments recommended for removal.
4. How, where and who retained and archived the department records. Increased use of electronic means of retaining records and the department personnel in charge or archiving those records.
5. Addition of new record classifications.

Process

In January and February I met with department records liaisons to discuss the existing records manual and retention schedule. I provided guidance and recommendations in response to many questions that new records liaisons had on how to best manage their department records.

Department liaisons submitted their amendments and updates in March.

No updates or changes were received from Public Works, Port & Harbor, or Human Resources. So those related sections may require updating at a later date.

I carefully reviewed the retention policies recommended by the State of Alaska for municipalities and compared similar departments within the state government. I additionally reviewed how other similarly sized cities in Alaska and other organizations in the United States have established their records retention manuals and incorporated what I learned in recent training opportunities on best records management practices.

Following is a synopsis of the changes that were submitted and incorporated into the updated Records Management and Retention Manual:

Section 3

Deleted the following Sections as they are incorporated within other record series:

- 3.1 General Accounting Records
- 3.2 Travel Accounting
- 3.4 Financial & Accounting Reports
- 3.8 Cancelled Checks & Check Registers
- 3.9 Cash Books & Cash Journals
- 3.10 Revenue Sharing/Safe Communities Files
- 3.13. Bills of Sale

Amended the following Sections as follows:

- 3.5.1 General Revenue & Expenditure include books of original entry Amend to CFY + 3 yrs
- 3.11 Bond Records - Amend to Retain Permanently or C + 20 years (Preference for Permanent Retention)
- 3.12 Bond Registers delete include in 3.11 at same retention period Permanent or C + 20 yrs

Section 4. Payroll

Deleted the following sections and include record series descriptions in Section 4.3 Employee Payroll Files
Amended Retention to T + 50 years

- 4.2 Payroll Journal
- 4.4 Payroll Deduction Authorizations
- 4.5 Leave Accounting
- 4.8 Employee Withholding Exemptions (W-4)
- 4.9 Garnishment & Payroll Deduction Court Orders
- 4.10 Notification of Pay Step Increases
- 4.11 Payroll Reports

The following Sections amended as follows:

- 4.1 Payroll Warrant Register - Amended retention to 3yrs provided Audit completed
- 4.6 Employer W-2 Copy - Amended retention to 7 years then destroy
- 4.12 EFTPS Documentation - Added description, 941 & ESC Reports and amended retention to 7 years then destroy

Deleted the following sections as they are not a record series that is maintained or incorporated into another appropriate record series.

- 4.13 Internal Revenue Service Reports & Reconciliations
- 4.14 Savings Bond & 401K Accounting Records

Section 5 Procurement, Contracts & Grants

- 5.2 Contract Administration - Amended retention period to permanent due to historical value.
- 5.3 Grant Administration Files – Amended retention period to permanent due to historical value.
- 5.4 Grant Application Not Awarded - Recommend deleting from Finance section as they do not address these documents suggested moving to general administrative.

Section 13 – Engineering, Buildings & Public Works

13.1 Construction Project Files – Finance recommends amending retention to Permanent for historical value.

Section 15. Assessments

15.1 Annual Tax Assessment Rolls - Amend Retention to Term + 10 years as this is maintained by the Borough

15.2 Notices of Assessment – Delete this section is included in the customer files

15.3 Certification Files – Delete this information is maintained in other sections or customer files

Section 9. Library and Information Technology

Added Section 9.2 Record series addresses Email Archive with Retention 1 year from date of email

Added Section 9.2.1 Record series addresses Journal of centralized email messages requires legal advice on retention

9.3 Service Requests - Amended retention period to C = until administrative need has been met.

Section 10.8 Legal

Add Section 10.8 Legal Billings with a Retention period C = Until Case Closed + 6 years

Section 11. Public Safety

11.1 Amend as follows: Merges 11.1, 11.3, 11.6, 11.7, 11.8, 11.9, 11.10, 11.11 to 11.1 in 2020 HPD migrated to digital retention of case files and are migrating to completely digital. These reports will be retained permanently in the software as well as a complete PDF created when the case file is closed. A new records series descriptor is shown in update.

11.2 Changed title to: Radio Logs/ Notebooks, Field Interview Cards have not been in use for over 10 years, if not longer.

11.4 Changed title to Inmate Records - Police arrest records are included in Police report (see 11.1), Inmate Records are completely separate and pertain to subjects time housed at Homer Jail.

11.8 Criminal Background Checks - Changed name to: III Log, Police department retains a log of all III (national criminal history) for audit purposes. Federal requirement is to retain log until the next audit cycle, usually 2+ years.

11.14 changed title to: State/Federal Crime Reporting UCR/APSIN/NCIC – More accurate title

Deleted the following record series:

11.16 Accreditation Files - Homer PD is not accredited and does not keep files like this.

11.22 Amended title to read Burn Permits

11.25 Fire & Rescue Response Dispatch Tapes - Dispatch no longer uses tapes for recording. All is saved digitally on server, with permanent retention

11.26 Added record series for Volunteer Training retention period T + 5 years

11.28 Fire & Rescue Response Circuit Radio Box Records moved to Section 13.11 Engineering, Buildings & Public Works – Public Works maintains record series

Section 12 Planning Zoning & Community Development

12.3 Property Inventories – Amended remarks to notate that record series is updated as required and added record series description.

12.4 Zoning Permits & Plans Amended to add subsections addressing topic

Added record series Applications Denied Incomplete or Withdrawn with a retention period of 2 years then destroy

12.5 Land Management Case Files – deleted this record series as it is not relevant may be placed under Section 3

Section 18. Libraries & Museums

18.1 Amend title to read Catalog Records with retention period C until superseded or obsolete or administrative need is met.

18.6 Conservation Reports delete this record series as it is not applicable

18.8 Patron Application Cards amend retention to C then destroy

Recommendation

Adopt the revised updated City of Homer Records Management and Retention Manual

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 22-045

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA APPROVING A JOINT USE OF EQUIPMENT AND FACILITIES AGREEMENT WITH THE KENAI PENINSULA BOROUGH SCHOOL DISTRICT FOR THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2025, AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The Kenai Peninsula Borough School District and the City of Homer share common goals to provide opportunities and activities for the physical, mental, educational and cultural development of the citizens of Homer through the City of Homer Community Recreation Program; and

WHEREAS, The City of Homer Community Recreation program has a mission to promote community involvement and life-long learning through educational and recreational opportunities for people of all ages; and

WHEREAS, The mission will be accomplished through maximizing usage of all community facilities and resources. While utilizing, expanding and uniting local business and school resources and expertise; and

WHEREAS, The City and the District have agreed that the best way to maximize resources and achieve common goals is for the City to offer year-round educational and recreational programs for youth and adults through the Community Recreation Program and for the District to provide use of District equipment and facilities; and

WHEREAS, District and City staff have collaborated on a draft Agreement for Joint Use of Equipment and Facilities for the period July, 1 2022 through June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby approves the Kenai Peninsula Borough School District Agreement for Joint Use of Equipment and Facilities for the period July, 1 2022 through June 30, 2025, a copy of which is attached and incorporated herein, and authorizes the City Manager to execute the appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 23rd day of May, 2022.

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CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal Note:

**AGREEMENT FOR JOINT USE OF EQUIPMENT
AND FACILITIES AND SUMMER FIELDS SCHEDULING**

THIS AGREEMENT, made this May 9, 2022, is between the Kenai Peninsula Borough School District, hereinafter referred to as “KPBSD” and the City of Homer, Alaska, hereinafter referred to as “CITY”.

WHEREAS, the KPBSD and the CITY share common goals to provide opportunities and activities for the physical, mental and cultural development of their respective client groups through the Community Recreation Program, and

WHEREAS, there is a need for scheduling school field use during the summer when school administrators may be unavailable, and

WHEREAS, the benefits from limited financial resources can be maximized by the KPBSD and the CITY working together to provide facilities and programs to achieve their common goals.

NOW, THEREFORE, WITNESSETH:

In consideration of the premises and agreements contained herein, the parties hereto agree as follows:

ARTICLE 1 – COMMUNITY RECREATION PROGRAM

- 1.1. CITY OF HOMER-COMMUNITY RECREATION PROGRAM.** The CITY agrees to provide year-round educational and recreational programs among children, youth, young adults and adults in various sports, special events, hobbies, educational and other recreational activities known as the Community Recreation Program. Recognizing that this program uses school buildings, fields, infrastructure and equipment, the extent, content, and management of the program shall be decided by the CITY with guidance and advice provided by the KPBSD and the Homer Middle School and Homer High School principals. Use of Homer High and Homer Middle Schools and equipment for this program is subject to the advance approval of the appropriate KPBSD administrator(s) who are responsible for such buildings and equipment.
- 1.2. COMMUNITY RECREATION PROGRAM CONTENT.** This program is comprised of the following:
 - a. Community Recreation Program classes; and
 - b. Scheduled physical activities such as basketball, pickleball and volleyball; and
 - c. Scheduled educational classes such as Spanish, art programs, Boating Safety;
 - d. Periodic special events held in the school’s theater, such as film festivals and musical performances, etc. (limit 2 per school year as available).
- 1.3 PERSONNEL.** The CITY of Homer shall hire qualified personnel to organize, supervise, direct and implement the educational and recreational program services and help ensure building security. Such personnel shall be located in the schools (except when Homer Middle School is not in session – May through August). The Recreation Program Manager will work under the supervision of the City Manager, or his/her designee, and both the Program Manager and City

Manager shall ensure that all activities of the Program Manager are done in cooperation with the KPBSD and the Homer Middle School and Homer High School principals, and in accordance with the provisions of this agreement and school board policy. All personnel employed with the Community Recreation Program shall be employees, staff and volunteers of the City of Homer and the personnel regulations and evaluation procedures of the CITY shall apply. All Community Recreation employees, staff and volunteers shall complete and pass an annual background check through the KPBSD background check system at no cost to the City in addition to completing the online concussion training requirement.

- 1.4. THE MANAGEMENT COMMITTEE.** The KPBSD will form a Management Committee consisting of Homer Middle School and Homer High School principals and the Homer High School Athletic/Activities Director. The Management Committee will meet annually or as needed with the City Manager or his/her designee and the Recreation Program Manager. At meetings the CITY will submit for review by the Management Committee a written and/or oral narrative of the programs and activities conducted during the previous year and those planned for the future. The Program Manager will provide weekly communication with building administrators regarding programming schedules and related facility use topics. The KPBSD retains the right to review the proposed programs and activities and make suggestions concerning same, and to reject proposals that are inconsistent with KPBSD policies or applicable law related to the use of KPBSD facilities and equipment by the public. Reasonable progress reports shall be made by the Program Manager upon request in addition to the reports provided during the annual meetings.
- 1.5. USE OF FACILITIES.** The KPBSD agrees to make its facilities at Homer Middle and Homer High Schools available for use by the Recreation Program subject to the terms and conditions of this agreement and applicable KPBSD policies. The KPBSD will be responsible for building and grounds maintenance, utilities to include water, sewer, electricity, and heating fuel, provided that the Recreation Manager shall promptly notify the KPBSD and building administrator of any damage done to KPBSD facilities by either the Recreation Program instructors or participants, or otherwise observed by the Coordinator.

Except as otherwise agreed herein, the KPBSD agrees to make the above mentioned public school facilities available for education/recreation program activities according to the stipulations of BP 1330, Use of School Facilities and Properties, with the provision that preference in the scheduling of them shall be given to the organized activities of the Kenai Peninsula Borough schools. For those activities requiring the use of the high school's swimming pool the building use form will be utilized and the appropriate fees assessed according to BP 1330 on a case by case basis. No later than April 30 of each contract year, the CITY agrees to pay to the KPBSD technical fees charged to the CITY for the use of the Mariner Theater, and an annual fee of six thousand (\$6,000) dollars for custodial services and supplies that are used by the Recreation Program. The District will determine the distribution of the annual fee between the school sites as appropriate. Should a scheduling conflict arise, the appropriate principal shall give the Recreation Program Manager at least one week notice when possible. The Homer High School and Homer Middle School principals will consult with the Recreation Program

Manager prior to booking private rentals within the facilities and fields (with the exception of the theater and pool) to avoid potential scheduling conflicts.

As circumstances allow, the KPBSD agrees to provide the Recreation Manager with office space, use of copier, and office supplies provided that the Manager may not use KPBSD office supplies other than those provided to the Manager by the KPBSD, or the copier for more than 150 copies per month, without first obtaining advance approval of the building administrator. The CITY shall promptly reimburse the KPBSD for any unauthorized costs incurred by the Recreation Manager.

The Recreation Manager, staff or volunteers will be responsible for building security when activities are held after hours or they are the sole occupants of the school. The Recreation Manager will not be responsible for security in areas where KPBSD events are concurrently running or activities of groups not associated with Community Recreation are being held.

The Recreation Manager is not authorized by this agreement, except summer activities otherwise specified in Article 2 or by amendment, to schedule any events or programs that are not part of the Recreation Program and is prohibited from using the KPBSD facilities, equipment, computer, copier, office space or supplies in any way to schedule any such events or programs. Further, the Manager and Recreation Program are not authorized to expand their program offerings in KPBSD facilities beyond the scope of the present status quo for the duration of this agreement without the written consent of respective building administrators..

- 1.6. FISCAL AGENT.** The CITY shall act as the sole fiscal agent for the conduct of the Recreation Program Coordinator position in Homer.
- 1.7. HOLD HARMLESS.** The CITY shall hold harmless the KPBSD and its officers, directors and employees from and against any and all damages, losses, claims, lawsuits, or liability, including attorney's fees and costs, of every kind arising out of loss, damages, whether tangible or intangible, or injury, including death, to persons or property sustained by the KPBSD, its employees and its volunteers, or any or all of them, from any cause arising out of or in the course of or in connection with its negligent use of KPBSD facilities, equipment and supplies and the performance or negligent performance of both its obligations and those of the Coordinator under this agreement, subject to the appropriation and availability of funds.

The KPBSD shall hold harmless the CITY and its officers and employees from and against any and all damages, losses, claims, lawsuits, or liability, including attorney's fees and costs, of every kind arising out of loss, damage, or injury, including death, to persons or property sustained by the KPBSD, its employees and its volunteers, or any or all of them, from any cause arising out of or in the course of the KPBSD's performance or negligent performance of its obligations under this agreement, subject to the appropriation and availability of funds.

- 1.8. INSURANCE.** The KPBSD will maintain comprehensive general liability insurance for claims arising against the activities of the KPBSD pursuant to this agreement. The CITY will maintain

comprehensive general liability insurance for claims arising against the CITY concerning the Recreation Program pursuant to this agreement. CITY must name KPBSD as an additional insured. KPBSD must name CITY as an additional insured.

- 1.9. EQUIPMENT.** The KPBSD has various equipment and supplies used in the conduct of its programs that may, upon request and approval, be made available to facilitate and support the provision of recreational and educational programs conducted under this agreement. It is understood by both the KPBSD and the CITY that equipment or supplies traditionally provided to the Recreation Program will continue to be made available. Any equipment used by the CITY will be stored as found and any damage to equipment must be reported within 24 hours to the Building Principal. The CITY agrees to repair or replace any equipment that may be damaged while in their use or care.

ARTICLE 2 – SUMMER FIELD USE

- 2.1. SCHEDULING OF SUMMER FIELDS.** The CITY will schedule and issue facility use agreements in the summer months for the KPBSD.
- 2.2. SERVICES.** The CITY will provide personnel to schedule various group usages of the Homer High School and Homer Middle School fields within the City of Homer and issue related facility use agreements, waivers and perform incidental related tasks for dates where school is not in session in the months of May through August.
- 2.3. COMPENSATION.** The KPBSD will compensate the CITY \$500.00 per summer for these summer scheduling services by June 30th.
- 2.4. HOLD HARMLESS.** In recognition that the CITY is only providing scheduling services on behalf of the KPBSD and not administering any of the programs or persons that may be using the fields under a KPBSD facility use agreement the KPBSD, to the extent allowed by law and subject to appropriation, shall indemnify, hold harmless, and defend the CITY from and against any claims of, or liability for, any wrongful or negligent act, error, or omission of the KPBSD or any subcontractor with regards to summer use of the fields under a KPBSD facility use agreement. The KPBSD shall not be required to defend or indemnify the CITY for any claims of, or liability for, any wrongful or negligent act, error, or omission solely due to the independent negligence of the CITY. If there is a claim of, or liability for, the joint negligence of KPBSD and the independent negligence of the CITY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. Apportionment shall be determined upon final determination of percentage of fault. If any such determination is by settlement, the percentage of fault attributed to each party for purposes of this indemnification provision shall only be binding upon the parties included in the settlement agreement. "KPBSD" and the "CITY" as used in this article include the employees, agents, officers, directors, and other contractors who are directly responsible, respectively, to each.

ARTICLE 3 – GENERAL CLAUSES

- 3.1. **TERM.** This Agreement is effective for a term commencing July 1, 2022 and ending on June 30, 2025, unless terminated earlier pursuant to Article 3.3 of this Agreement, or unless extended as hereinafter provided in Article 3.2.
- 3.2. **RENEWAL.** This Agreement may be extended on a year-by-year basis by mutual written agreement of the parties.
- 3.3. **TERMINATION.** Either party may terminate this Agreement in whole or in part at any time without cause by giving written notice to the other party of such termination at least thirty (30) days before the effective date of such termination.
- 3.4. **AMENDMENT.** This Agreement may be amended only by a written document executed by the parties.
- 3.5. **AUTHORIZED AGENTS.** The individuals authorized to act as the agents on behalf of the parties to this agreement are:

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 Kari Dendurent, Assistant Superintendent
 148 North Binkley Street
 Soldotna, Alaska 99669
 (907) 714-8888

CITY OF HOMER
 Rob Dumouchel, City Manager
 491 East Pioneer Avenue
 Homer, Alaska 99603
 (907) 235-8121

The parties do hereby set their hands and seals on the dates provided below.

 Kari Dendurent

 Rob Dumouchel

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

SUBSCRIBED AND SWORN TO before me
 this ____ day of _____, 20 ____.

SUBSCRIBED AND SWORN TO before me
 this ____ day of _____, 20 ____.

 NOTARY PUBLIC
 My Commission Expires: _____

 NOTARY PUBLIC
 My Commission Expires: _____



City of Homer

www.cityofhomer-ak.gov

Community Recreation

HHS/600 East Fairview Avenue
Homer, Alaska 99603

communityrecreation@cityofhomer-ak.gov

(p) 907-235-6090

(f) 907-235-8933

Memorandum 22-090

TO: Mayor Castner and Homer City Council

THROUGH: Rob Dumouchel, City Manager

FROM: Mike Illg, Recreation Manager

DATE: May 10, 2022

SUBJECT: Joint Use Agreement with Kenai Peninsula Borough School District for
Community Recreation Program

The City of Homer and Kenai Peninsula Borough School District (KPBSD) have enjoyed a long, successful partnership, ensuring the community has access to local school facilities and equipment at Homer High School and Homer Middle School if and when it is available. The City and KPBSD have operated under a joint use agreement since (YEAR). The City Manager and Recreation Manager met with KPBSD staff on May 9, 2022 to discuss the renewal of the agreement. Some small changes to the agreement were negotiated, however, it remains largely the same as previous agreements.

The Kenai Peninsula Borough School District has expressed that the City of Homer Community Recreation Program is an important community partner for their organization to assist with providing and supporting the educational and recreational needs of the Homer area residents, especially for the local youth. The agreement includes: the continuation of the existing annual fee; updated wording corrections; and improved and flexible communication protocols.

Requested Action: Approve a resolution and authorize the City Manager to negotiate and execute the appropriate documents.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/
PARCAC

RESOLUTION 22-046

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
APPROVING AND ACCEPTING A DONATION FROM THELMA GOWER
TO THE CITY OF HOMER MUNICIPAL ART COLLECTION OF A PRINT
BY ALASKAN ARTIST THOMAS STREAM ENTITLED "VERMILLION
FLYCATCHER".

WHEREAS, The City Clerk's Office received a gift/donation proposal application from Ms. Thelma Gower who wishes to donate her limited edition giclee print "Vermillion Flycatcher" by Thomas Stream; and

WHEREAS, Ms. Gower is moving from Homer, and is unable to store or take the print with her, suggests it be placed in the children's room at the Library; and

WHEREAS, If placement at the library cannot be accomplished another location within the City will be determined to display the print; and

WHEREAS, At their May 19, 2022 regular meeting, the Parks, Art, Recreation and Culture Advisory Commission (PARCAC) discussed and approved a recommendation that City Council accept the donation.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby accepts the donation of Alaskan Artist Thomas Stream's limited edition giclee print entitled "Vermillion Flycatcher" to be included as a permanent addition to the City of Homer Municipal Art Collection.

PASSED AND ADOPTED by the Homer City Council this 23rd day of May, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal Note: N/A



CITY OF HOMER GIFT/DONATION PROPOSAL APPLICATION

PLEASE TYPE OR PRINT CLEARLY AND MAKE YOUR RESPONSES COMPLETE AND THROUGH.

DATE April 13, 2022
CONTACT PERSON Ms. Thelma R. Gower TITLE Professor Emerita
ORGANIZATION IF APPLICABLE _____
ADDRESS 3771 West Hill Road CITY Homer STATE AK ZIP 99603
PHONE 907-602-7845 FAX _____ CELL _____
EMAIL thelma.r.gower@Gmail.com

TELL US WHY YOU WISH TO DONATE THIS TO THE CITY OF HOMER?

I am moving away from Homer at the end of next month (May 2022) and cannot take this painting with me because I am going to have to put all my stuff in an unheated storage unit for the rest of this year, while I look for a house to live in. Without heat, the painting's paper will wrinkle and destroy the painting. So, I need to find a good Homer home for it and I believe that the wall to the right of the bathroom in the children's section of the library would be a perfect place to hang this painting.

PLEASE COMPLETE THE APPROPRIATE SECTIONS RELATED TO YOUR DONATION.

TITLE OF ARTWORK Vermillion Flycatcher , No. 4 out of a limited edition of 200
ARTIST(S) NAME Thomas Stream
YEAR COMPLETED 2017 DIMENSIONS 32-1/2 inches wide x 24-1/2 inches tall
MATERIALS USED TO CREATE ARTWORK This is a pigmented giclee print on archival, lightfast paper, surrounded by a black & red lacquer 1-1/2 inch wood frame by Redfish Custom Framing here in Homer.

PHYSICAL DESCRIPTION OF THE PROPOSED DONATION-

One frame giclee print; see attached pictures.

NARRATIVE DESCRIPTION OF THE PROPOSED DONATION- TELL US THE STORY BEHIND THE PIECE OR SIGNIFICANCE -

The picture is of a big red bird wearing a traditional Aluqik rain hat that looks so preposterous that you just smile when viewing it. And, yet, it is a faithful rendition of a vermilion flycatcher, sitting on a pine branch. The watercolor technique used is extraordinary; the overall effect is sublime. To any aspiring watercolorist or bird watcher, this is a wonderful picture, painted in a very culturally sensitive manner that only someone of native background could pull off.

IS THE PROPOSED PIECE ONE OF A KIND? No IS THE PIECE PART OF A SERIES, LIMITED OR OTHERWISE? yes
IF SO, AN EDITION OF HOW MANY? 200 Prints IS THE PIECE COMPLETED? Yes IF NOT WHEN IS THE
EXPECTED COMPLETION DATE? _____
WHAT IS THE CURRENT CONDITION OF THE PIECE? Excellent.

PROPOSED SITE OR LOCATION

DO YOU HAVE A SITE(S) IN MIND FOR THE PLACEMENT OF THE PIECE? IF SO WHERE? _____

I think that this painting would be perfect for the children's area of the library because: 1) it is Alaskan to its core; 2) it shows what you can do with watercolors and a little imagination; and, 3) it makes anyone looking at it happy.

For a child, it's a great piece of inspiration.

WHAT IS THE RATIONALE FOR SELECTING THIS/THESE LOCATION(S)? The ambiance of the children's room in the library perfectly matches the mood (& colors) of this print.

ARE YOU AWARE OF ANY PERMITS OR PERMISSIONS THAT MAY BE REQUIRED? No

TECHNICAL SPECIFICATIONS

DESCRIBE HOW THE PIECE IS CONSTRUCTED OR MADE. PLEASE INCLUDE ANY DOCUMENTATION AT THE END OF THIS APPLICATION. This art piece is composed of: a black and red laquer wood frame & a museum-quality giclee print. The painting is signed by Mr. Stream and his official bio is pasted to the back of the painting.

HOW IS THE PIECE TO BE PROPERLY INSTALLED? Hang it up!

DOES THE PIECE REQUIRE ELECTRICITY, PLUMBING OR OTHER UTILITY HOOKUPS? No.

WHO WILL BE INSTALLING THE PIECE? I have no idea.

WHAT IS THE EXPECTED LIFETIME AND STAYING POWER OF THE MATERIALS USED IN CREATING THE PIECE? 50+ year

WHAT MAINTENANCE IS REQUIRED AND HOW OFTEN? No maintenance needed.

PLEASE IDENTIFY ANY SPECIFIC MAINTENANCE PROCEDURES AND OR EQUIPMENT AND THE ASSOCIATED COSTS: N. A.

WHAT PRECAUTIONS HAVE BEEN TAKEN TO GUARD AGAINST VANDALISM IF ANY? N. A.

WHAT STEPS HAVE BEEN TAKEN TO ASSURE THIS PIECE WILL NOT PRESENT A SAFETY HAZARD? N. A.

BUDGET

PROJECT MANAGEMENT FEES	\$ _____	INSURANCE	\$ _____
ARTIST'S FEES	\$ _____	UTILITY HOOKUP	\$ _____
PURCHASE PRICE PERMITS	\$ _____	DELIVERY	\$ _____
STRUCTURAL	\$ _____	INSTALLATION	\$ _____
ENGINEERING SITE	\$ _____	SIGNAGE	\$ _____
PREPARATION OTHER	\$ _____	RECOGNITION	\$ _____

COSTS NOT LISTED \$ _____ DESCRIPTION _____

DATE PIECE WAS LAST APPRAISED? It has never been appraised.

WHAT IS THE VALUE OF THE PIECE OR ESTIMATED MARKET VALUE IF NO APPRAISAL WAS DONE? The print cost me

TIMELINE

WHAT IS THE TIMELINE FOR THE COMPLETION OR INSTALLATION OF THE PIECE? IDENTIFY THE DIFFERENT STAGES AND DATE GOALS TO PREPARE THE PIECE FOR DONATION The painting is ready to go right now. It must be donate

RESTRICTIONS

ARE THERE ANY KNOWN COVENANTS, REQUIREMENTS OR RESTRICTIONS THAT COME WITH THE PIECE? N.A.

WHAT EXPAECTATIONS DO YOU HAVE FOR THE CITY OF HOMER IN ACCEPTING THIS ARTWORK? That it will be seen by the public somewhere.

COMMUNITY INVOLVEMENT

WAS THERE ANY COMMUNITY OR USER INVOLVEMENT IN SELECTING THE RECOMMENDED LOCATION? No.

PLEASE INCLUDE ANY LETTER(S) OF SUPPORT FOR THE PROJECT OR PROPOSED DONATION.

N. A.

APPLICANT MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS APPLICATION.

yes AN RESUME OR BIO FROM THE ARTIST WHO CREATED OR WILL CREATE THE ARTWORK.

yes FIVE TO TEN IMAGES OF PAST WORK FROM THE ARTIST. THESE CAN BE PHOTOGRAPHS.

yes THREE TO FIVE CLEAR IMAGES OF THE PROPOSED ARTWORK

 SCALE DRAWING/MODEL OF THE PROPOSED ARTWORK

 IF YOU HAVE A SITE(S) IN MIND PLEASE INCLUDE PHOTO AND DESCRIPTION OF THE SITE(S) AND A SCALED DRAWING OF THE PROPOSED ARTWORK IN THE RECOMMENDED LOCATION.

 A COPY OF A FORMAL APPRAISAL IF AVAILABLE

 TECHNICAL SPECIFICATIONS, MAINTENANCE MANUAL OR DRAWINGS/RECOMMENDATION FROM STRUCTURAL ENGINEER.

APPLICATIONS ARE TO BE SUBMITTED TO:

THE CITY OF HOMER

CITY CLERKS OFFICE

491 E. PIONEER AVENUE

HOMER, AK 99603

OR YOU MAY SUBMIT VIA FAX AT 907-235-3143 TO SUBMIT VIA EMAIL PLEASE SEND TO clerk@ci.homer.ak.us

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CLERK'S OFFICE AT 235-3130.



STONINGTON
GALLERY

Thomas Stream

Aleut (Sun'aaq)

Aleut artist Thomas Stream was born in Kodiak, AK in 1941. He received his Bachelor of Fine Arts from Cornish School of Allied Arts in 1976. He began the *Aleutian Painting* series in 1996, an exploration of natural forms, vivid colors and delicate patterns. This series is encapsulated by the phrase, "We are still here," a simple—yet poignant and powerful—statement that sums up Stream's outlook on his heritage and his artwork.

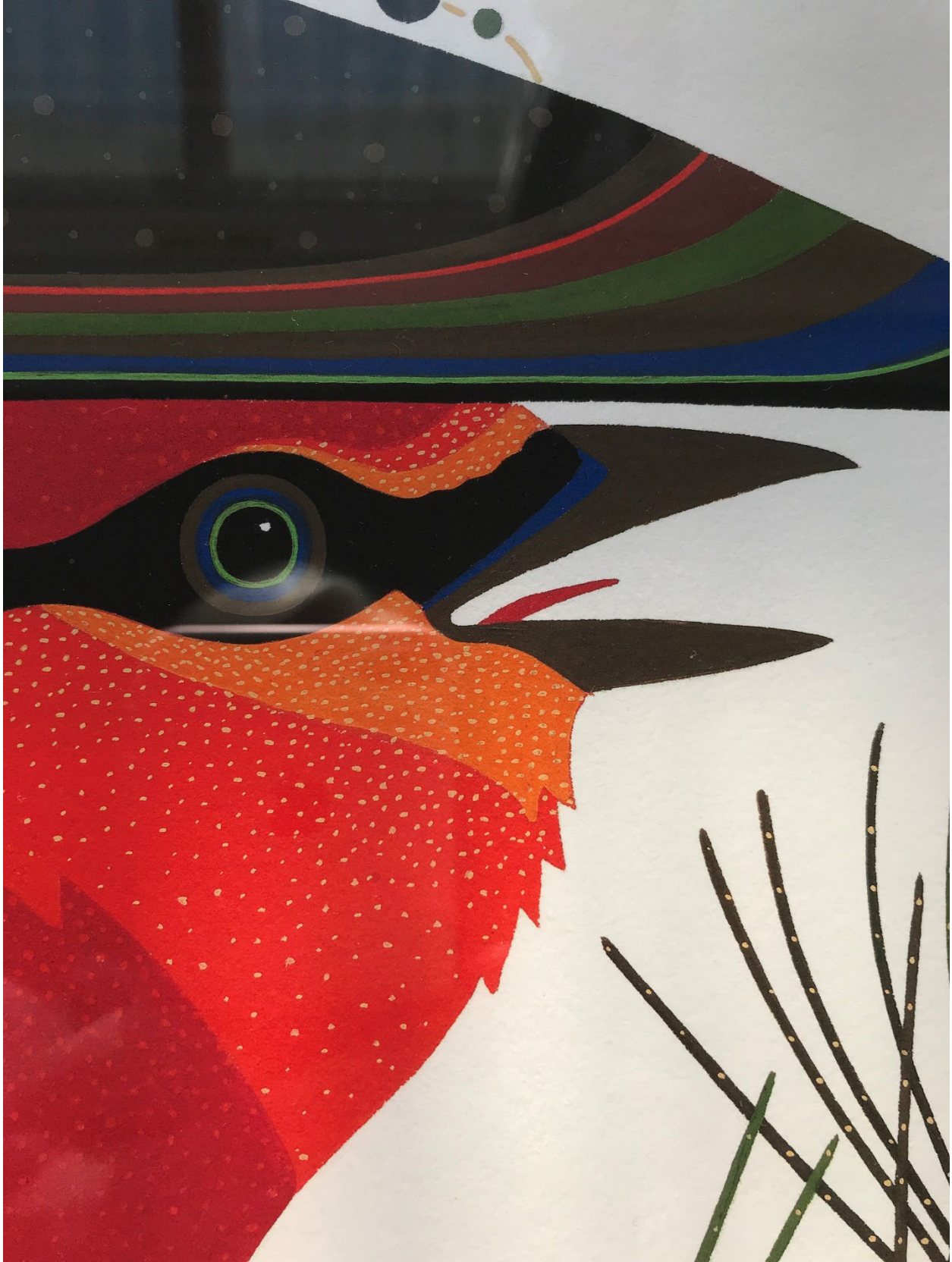
Stream's vivacious animals wear traditional Aleutian hunting hats. These represent nobility and status within Aleut society. The visors have been made out of steam-bent driftwood for millennia, serving both to shade the hunter's face in his kayak and to spiritually connect the hunter to his prey. The shape of the visor echoes the Aleutian kayaks. In Stream's iconography these visors celebrate the individual spirit of each animal, while connecting them to the Aleut people, who share the same environment.

The hunting visor has a couple of important uses. While in their kayaks, Aleutian hunters would wear hats and visors that funnel sound over the water into the hunters' ears, enabling them to pinpoint an animal's location. The hunters would decorate special hats for regalia purposes, showing their prowess and wealth with trade beads, colorful designs, and sea lion whiskers (the longest of which could only be captured by the most skilled of hunters). This wonderful symbol of a peaceful people is one that Thomas now uses on animals from every continent. It is his statement of how our environment is so closely and directly affected by our actions, and shows the common global bond that we have with nature.

Stream's paintings make use of geometric designs and pointillist dots. At first glance, these dots and lines simply add depth to a jay's wing or an orca's tail. However, these spiraling forms are cultural techniques to visualize time and space—the addition of which lend a longevity and immortality to their subjects.

"The images illustrate humility and honor to a unique group of people. I utilize the creatures of the sky, sea, and earth to depict the wonderful wittiness, strength, playfulness, sensitivity, power and sorrow of the Aleuts and their environment."







**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 22-047

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
APPROVING THE AMENDED HOMER PUBLIC LIBRARY FACILITY USE
POLICY.

WHEREAS, The library facility use policy was last updated in 2013 and approved by
Resolution 13-075; and

WHEREAS, The Library Advisory Board reviewed and approved amendments to the
Homer Public Library Facility Use Policy under General Facility Use Guidelines, Group Study
Room Guidelines, and Equipment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby
approves the amended Homer Public Library Facility Use Policy as shown in Attachment A of
this Resolution.

PASSED AND ADOPTED by the Homer City Council this 23rd day of May, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal Note: N/A

Attachment A to Resolution 22-0xx

HOMER PUBLIC LIBRARY FACILITY USE POLICY

The Homer Public Library welcomes the use of its space by community groups for informational, educational, cultural and civic activities, to the extent that such activities do not interfere with Library operations or use of the Library by other patrons.

GENERAL FACILITY USE GUIDELINES

- All events held within the Library during scheduled operating hours when the Library is open to the public must be of a non-commercial nature, and free of charge, and open to the public.
- Direct or indirect sale of any product or service is prohibited, except for sales sponsored by the Library or Friends of the Homer Public Library. Non-profit organizations may accept donations to cover the cost of program or workshop presentation.
- Permission to use Library facilities does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the facility by the Library, staff, Friends of Homer Public Library, or City of Homer. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Smoking, drugs, and alcoholic beverages are not allowed in the Library.
- Library facility use is intended for specific events rather than for meetings that recur on a regular schedule. Scheduling of Library facility use will be limited when necessary to ensure equitable access to the facilities for the entire community.
- Users are responsible for complying with all Library rules, for clean-up, and for any damage to the facility, its grounds, or contents.
- Display of pornographic images in public view in the Library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.
- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.
- Homer Public Library facilities and grounds may not be used for activities deemed inappropriate by the Library Director. **Large special events must comply with Homer City Code 19.02.**
- **Homer Public Library, or the Friends of Homer Library, may occasionally co-host events in partnership with outside groups. All such events require authorization from the Library Director.**
- **Co-hosted events must meet the following minimum requirements:**

- **Must be compatible with the Library’s mission**
- **Must be free and open to all**
- **Must not promote a political candidate or cause, or imply library support for any candidate or cause. A public debate or other forum that presents contrasting views is acceptable.**
- **Must not place undue burdens on staff or volunteers**
- **The Library Director has the discretion to consider other factors as appropriate**
- Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.
- **Users may appeal the Library Director’s decision to the City Manager, whose decision shall be final.**

GROUP STUDY ROOM GUIDELINES

- Group study rooms are available for use only when the Library is open to the general public. Rooms are kept locked when not in use. Rules for use of the rooms must be followed. Rules are posted in each room. Capacity of the rooms is 6 individuals, with up to 8 individuals allowed on a case-by-case basis with permission from Library staff.
- Rooms are available on a first-come, first-served basis except when scheduled by Library staff for governmental meetings, one-time educational uses such as proctoring tests, or to accommodate unexpected conflicts in conference room use. Use is limited to a two-hour period. Additional time may be granted if no other groups or individuals wish to use the room.

Use of Group Study Rooms by Individuals

- Group study rooms are intended primarily for the use of small groups. Individuals wishing a quiet study area should use the individual study nooks. If the study nooks do not meet the needs of the individual, a group study room may be used with the understanding that the individual may be asked to vacate the room to accommodate a group.
- Individuals taking proctored examinations may use the group study rooms by appointment. The Library’s designated proctor will book rooms for this purpose.

Identification:

- One member of a group must agree to be responsible for the use of the room, and must check in at the front desk. Staff will hold the responsible person’s photo ID (or library card if the individual does not have a driver’s license or state ID card) while the group is using the room, and will inspect the room for damage and make sure it is locked before returning the ID or library card.

- Patrons taking proctored exams are not required to leave ID at the front desk.

The person signing for a group study room is responsible for seeing that it is used in accordance with the following rules and for any damage that might be done to the room or its furnishings.

- Capacity is not to exceed 6 persons without staff permission.
- No food is allowed. ~~Bottled water~~ **Beverages in covered containers** only.
- Room is to remain unlocked while in use.
- Lights must be on.
- Furniture is not to be removed from nor added to the room.
- Noise levels should not be audible outside the room.
- No materials may be affixed to walls or other surfaces.
- Users must notify the front desk when finished.
- **Room should be left in clean and tidy condition.**

Violation of any of the above rules is grounds for the entire group's forfeiture of use of the room.

CONFERENCE ROOM AND VIDEO CONFERENCE GUIDELINES

The conference room and video conference equipment are intended to further the Library's mission through enriching lives and encouraging informational, educational, and cultural activities. When library activities are not occupying the conference room, other groups may use it during open hours for lawful, noncommercial purposes.

- Library use of the conference room takes precedence. Meetings that interfere with normal Library functions are not permitted.
- Use of the conference room must be scheduled in advance.
- All meetings, programs and video conferences during hours when the Library is open to the general public will be free and open to the public. Exceptions will be made to allow employment interviews that require teleconference or videoconference equipment.
- Conference room capacity of 46 people may not be exceeded.
- Meetings must end 15 minutes before other scheduled meetings and before the Library closes.

- The Library reserves the right, with 24 hour notice, to cancel permission to use the conference room or to provide a substitute room, if available.

Refreshments

A small refreshment preparation area with sink is available in the Conference Room. There are neither cooking facilities nor methods for keeping food heated or cooled. Users are responsible for cleanup and for any damages incurred.

Equipment

- Internet-capable flat screen television monitor
- Projector screen and digital projector
- Laptop computers
- Teleconference equipment
- Videoconference equipment
- Two carousel slide projectors and extra carousels (also available for check out)
- Overhead projector (also available for check out)
- 16 mm movie projector (also available for check out)

The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of Library equipment before it is operated by non-staff users.

Library ~~video conference~~ equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- ***Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.***

Conference Room and Video Conference Requests

- Video conferences sponsored by the Library and by Friends of Homer Public Library receive first priority.
- Groups interested in using the video conference equipment and/or the conference room must first fill out a **Conference Room and Video Conference Application**, which will designate the group member who assumes the duties of Responsible Party for the group. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability.
- Conference room and video conference equipment use may be requested only by adults. Persons under the age of 18 must be sponsored and supervised by an adult responsible for the group.
- The Responsible Party agrees to ensure that Library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- A reservation is not confirmed until the application has been approved by the Library Director or the librarian in charge.

User Responsibilities

- The Responsible Party must check in with staff before and after a meeting and is responsible for reasonable care of the videoconference equipment, the conference room, and any other equipment used.
- The Responsible Party agrees to ensure that equipment is used according to library guidelines, as demonstrated by library staff.
- Library staff must be notified in advance of cancellations. Failure to notify Library staff in advance may disqualify the user from future use of the room.
- The Responsible Party agrees to ensure that the room is cleaned up and returned to its pre-use condition, including furniture arrangement.
- In order to avoid damage, only materials approved by Library staff may be affixed to walls or other surfaces.
- Abuse of equipment or failure to follow library rules on conference room and video conference equipment use may be grounds for denial of permission for further use.

Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.

USE OF SPACES OTHER THAN GROUP STUDY ROOMS AND CONFERENCE ROOM

During Library Hours

Use of spaces in the Library other than group study rooms and the conference room for group activities during hours when the Library is open to the general public must be approved by the Library Director as compatible with Library operations and use of the Library by other patrons.

Outside Library Hours

Spaces in the Library other than group study rooms and the conference room may be used for events and meetings during hours when the Library is not open to the general public on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by Library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise. See the **After-Hours Facility Use Agreement** for fees and the conditions of use.

The fee for use may be waived at the discretion of the Library Director on a case-by-case basis for non-profit groups that provide significant support to the Library or Friends of the Homer Public Library.

An After-Hours Facility Use Agreement must be approved by the Library Director.

Approved by the Library Advisory Board April 19, 2022

Adopted by City Council _____, 2022 via Resolution 22-xxx



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum 22-092

TO: Homer City Council
THROUGH: City Manager Dumouchel
FROM: David Berry, Library Director
DATE: May 12, 2022
SUBJECT: Library Facility Use Policy

At its meetings in March and April the LAB discussed revising the library's Facility Use Policy to clarify the criteria for selecting events to be held inside the library. The revisions provide guidance to outside groups seeking to use library facilities.

The revised draft was approved by the LAB on April 19, 2022.

RECOMMENDATION

Adopt a resolution approving the changes to the Facility Use Policy.

Motion carried.

- B. Review of Library Facility Use Policy
 - i. Revised Library Facility Use Policy
 - ii. Thoughts on Friends of the Homer Library Programming

Vice Chair Kuszmaul introduced the agenda item by reading the title and deferred to Library Director Berry. Mr. Berry provided an overview on how the library handles building rentals, event requests, and inquiries from outside groups or individuals that would like to use the library space that are not part of the Friends of the Homer Library (FHL). He explained how the current policy places limits on what types of events are acceptable, but it provides no guidance on the criteria for co-hosting or the process for requesting such assistance. He spoke to his proposed amendments that clarify when and how events may be co-hosted.

Mr. Berry facilitated discussion on his proposed amendments. Boardmembers provided feedback on what aspects they like and made other recommended changes they would like to see in the facility use policy. At the board's request, Deputy City Clerk Tussey noted that all approved policies would then go to City Council for final adoption.

The board agreed that Mr. Berry would compile the board's and FHL's recommended changes and bring back a revised draft to the April LAB meeting.

INFORMATIONAL MATERIALS

- A. Library Book Bench in Ukraine, Image Provided by Chair Finn
- B. LAB 2022 Calendar

Vice Chair Kuszmaul spoke to the annual topics coming up in April. Deputy City Clerk Tussey reminded the board that there is a 4:30 p.m. worksession scheduled before the next regular meeting in April for board training put on by the Clerk's Office.

Boardmember McKinney volunteered to give the LAB report at City Council's March 29th meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey reported that term expiration notices and reappointment applications were sent out to Boardmembers Kuszmaul and Finn, which are currently with the Mayor for reappointment consideration. She gave a brief update on filling the seat vacancy and that advertising continues.

Library Director Berry reported on circulation stats in response to a question from the last meeting asking if going "fine free" had any impact on loss rates for materials. While library staff was able to pull the data, it is hard to determine anything due to the pandemic's effect on circulation numbers.

COMMENTS OF THE BOARD

Boardmember Fair commented that he will not be present for the May LAB meeting.

Vice Chair Kuszmaul commented on how horrible the past couple of weeks it has been and hopes that everything gets resolved soon.

- A. Library Director Report dated March 31, 2022
i. 2021 & 2022 Statistical Reports

Library Director Berry spoke to his written report, highlighting and responding to questions on the following items:

- Story time is back up and running, and includes a Spanish language story time
- Grant application to fund the replacement of the library's microfilm reader
- City Council approved the increase in printing and photocopying charges
- Overview of events that recently took place (Lifelong Learning) and upcoming events
- Update on the Duffy memorial bench installation
- Friends of the Homer Library meeting debrief

- B. Legislative Update

Chair Finn verbally reported on the status of legislative funding for libraries. Budgeted funding has passed through the State House, is looking to pass through the state Senate, and is likely to be signed into action by Governor Dunleavy.

- C. Fundraising Update

Boardmember Kuszmaul provided a brief verbal report on the donor recognition work she has been doing, noting that she will have a drafted Frequently Asked Questions together for the May meeting and that Moose Run Metalsmiths is in the process of making more fish for the Fish Wall.

PUBLIC HEARING

PENDING BUSINESS

- A. Library Facility Use Policy
i. Library Facility Use Policy – Final Draft

Chair Finn introduced the agenda item by reading the title and deferred to Library Director Berry.

Mr. Berry explained the different revisions made to the Library Facility Use Policy by the LAB and the Friends of the Homer Library, including verbiage on appealing Library Director decisions to the City Manager, rephrasing the language regarding co-hosted events, and correcting a City Code reference for special events. He suggested the revised policy is ready for the LAB's approval unless there were additional changes.

Boardmember Fair inquired on the appeal process and if it needs to be made within a certain timeline. Mr. Berry noted that there was no specified time limit.

Boardmember Kuszmaul questioned the description that a library facility use is intended for specific events rather than for meetings that occur on a regular schedule, when many of the library's events do seem to be reoccurring. Mr. Berry explained those events are co-hosted and have different privileges; outside groups that aren't co-hosted are usually restricted to one reservation at a time.

KUSZMAUL/FAIR MOVED TO APPROVE THE REVISED LIBRARY FACILITY USE POLICY AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. Admin Dept. Reorganization – Library & IT Services (LIT)
 - i. Administration Dept. Reorganization Presentation
 - ii. Written Public Testimony Received

Chair Finn introduced the agenda item by reading the title and introduced City Manager Dumouchel.

Mr. Dumouchel presented the administration department reorganization proposal, specifically regarding the Library and Information Technology divisions. He explained his reasoning for the changes based on input from City employees and Council, what he has the authority to do/what requires Council approval, addressed larger concerns that have been brought to his attention, and his plan to bring the proposal to Council as city code amendments in the coming months.

The board facilitated discussion with Mr. Dumouchel and Library Director Berry on the reorganization. Topics discussed included:

- Pros/cons of the reorganization from the perspectives of the board and Library Director Berry.
- What benefits it will bring; there are concerns that the reorganization is benefitting only IT at the expense of library.
- What steps are being taken now to address the building issues IT is facing; current steps has been the hiring of a third IT position.
- What are some of the future plans for restructuring IT; discussion on how changes made now are not fully set in stone and future Councils/City Mangers may restructure the departments again based on unknown/future needs.
- The kinds of metrics used to gauge success that benefits the library, such as sustainability; Mr. Berry has already been managing the IT division the past year as a trial so was able to share the successes he has seen thus far on the library and IT side.
- If setting a time limit on the library director's involvement was an option.
- Assurances that this is something the library director can take on and what is being done to prevent burn-out or share the workload among other departments and staff.

Chair Finn clarified with Mr. Dumouchel that Council may like a recommendation from LAB. Discussion ensued on what kind of feedback boardmembers can include in a written response, or their verbal report to Council, and if a motion of recommendation is necessary since the board did not agree that they would be able to come to a unified decision on the matter.

KUSZMAUL/SPRINGER MOVED TO SUBMIT A WRITTEN RESPONSE TO THE CITY MANAGER THAT WOULD BE PART OF THE REORGANIZATION PROPOSAL THAT GOES BEFORE COUNCIL.

Boardmember McKinney stated there is no date associated with this motion, and no one has asked the LAB for this recommendation or information. He would feel better if City Council asked the LAB for their input before they offered it. At his request for further clarification, Boardmember Kuszmaul explained how she thinks it would be beneficial to have a recap of today's meeting with Mr. Dumouchel be provided in writing to Council from the LAB as it's their role to advise on library operations and programs, represent the citizens in these affairs, and this reorganization impacts that.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 22-048

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ADOPTING JOINT RESOLUTION 2022-01 OF THE COUNCILS OF THE SELDOVIA VILLAGE TRIBE AND CITIES OF SELDOVIA AND HOMER SUPPORTING HOMER ELECTRIC ASSOCIATION'S PURSUIT OF FUNDING FOR THE SOUTH KACHEMAK BAY DISTRIBUTION UPGRADE AND BROADBAND EXPANSION PROJECT.

WHEREAS, Homer Electric Association is pursuing federal funding in partnership with Southern Kenai Peninsula communities for a South Kachemak Bay Distribution Upgrade and Broadband Expansion project; and

WHEREAS, The City of Homer plays an instrumental part in being the origin of the underwater cables that extend out into Kachemak Bay and support the energy needs of the communities of Seldovia, Port Graham, Nanwalek, Halibut Cove and Tutka Bay; and

WHEREAS, The City believes the best interest of the public would be served by supporting Homer Electric Association's pursuit of funding for the South Kachemak Bay Distribution Upgrade and Broadband Expansion Project for our communities.

NOW, THEREFORE BE IT RESOLVED that the City Council of Homer, Alaska hereby adopts Joint Resolution 2022-01 of the Councils of the Seldovia Village Tribe and Cities of Seldovia and Homer Supporting Homer Electric Association's pursuit of funding for the South Kachemak Bay Distribution Upgrade and Broadband Expansion Project.

PASSED AND ADOPTED by the Homer City Council this 23rd day of May, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal note: N/A

**SELDOVIA VILLAGE TRIBE
CITY OF SELDOVIA
CITY OF HOMER**

JOINT RESOLUTION NO. 22-01

**A JOINT RESOLUTION OF THE
COUNCILS OF THE SELDOVIA VILLAGE TRIBE AND CITIES OF SELDOVIA AND
HOMER, RESPECTIVELY, SUPPORTING HOMER ELECTRIC ASSOCIATION'S
PURSUIT OF FUNDING FOR THE SOUTH KACHEMAK BAY DISTRIBUTION
UPGRADE AND BROADBAND EXPANSION PROJECT.**

- WHEREAS,** Per Homer Electric Association's (HEA) mission statement, HEA "safely provides reliable electricity to its members and its community through superior customer service and innovative energy solutions at fair and reasonable prices;" and
- WHEREAS,** HEA has 25,077 member-owners including the Seldovia Village Tribe, City of Seldovia, and City of Homer; and
- WHEREAS,** HEA is pursuing federal funding in partnership with Southern Kenai Peninsula communities for a South Kachemak Bay Distribution Upgrade and Broadband Expansion project; and
- WHEREAS,** This project will provide communities on the south side of Kachemak Bay such as Seldovia, Port Graham, and Nanwalek with infrastructure that increases resiliency and reduces the chances of lengthy power outages that compromise public safety and health care, business operations, and quality of life; and
- WHEREAS,** The City of Homer plays an instrumental part in being the origin of the underwater cables that extend out into Kachemak Bay and support the energy needs of communities like Seldovia, Port Graham, Nanwalek, Halibut Cove, and Tutka Bay; and
- WHEREAS,** In addition to laying a second underwater cable equipped with a battery bank for system stability, HEA is pursuing federal funding to include fiberoptics in the cable as well; and
- WHEREAS,** Seldovia, Port Graham, and Nanwalek are unserved, rural, Alaskan communities that would greatly benefit from the high-quality internet that fiberoptics would provide by increasing economic growth, creating jobs and strengthening opportunities for telework, improving healthcare through telemedicine, advancing education for students, increasing and empowering civic engagement, and boosting digital inclusion for rural communities located off the road system; and
- WHEREAS,** HEA's pursuit of funding for the South Kachemak Bay Distribution Upgrade and Broadband Expansion Project is a demonstration of the utility's leadership and commitment to ensuring vital needs such as energy and internet will be met for Alaska's rural, off-the-road system communities of the Southern Kenai Peninsula.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCILS OF THE SELDOVIA VILLAGE TRIBE, CITY OF SELDOVIA, AND CITY OF HOMER:

SECTION 1. That the administrations and councils for the Seldovia Village Tribe and Cities of Seldovia and Homer, respectively, support HEA’s pursuit of funding for the South Kachemak Bay Distribution Upgrade and Broadband Expansion Project.

SECTION 2. That this resolution takes effect immediately upon adoption of the Seldovia Village Tribe and the City Councils of the City of Seldovia and City of Homer.

APPROVED BY THE COUNCIL OF SELDOVIA VILLAGE TRIBE THIS _____ DAY OF _____, 2022.

Crystal Collier, President/CEO

ATTEST:

APPROVED BY THE COUNCIL OF THE CITY OF SELDOVIA THIS _____ DAY OF _____, 2022.

Jeremiah Campbell, Mayor

ATTEST:

Heidi Geagel, City Clerk

APPROVED BY THE COUNCIL OF THE CITY OF HOMER THIS _____ DAY OF _____, 2022.

Ken Castner, Mayor

ATTEST:

Melissa Jacobsen, MMC, City Clerk

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 22-049

A RESOLUTION OF THE HOMER CITY COUNCIL ESTABLISHING THE
CITY OF HOMER PROPERTY TAX MILL LEVY RATE AT 4.5 MILS FOR
2022.

WHEREAS, Homer City Code 9.04.040 states that the City Council must establish a mil
rate no later than June 15th of each year; and

WHEREAS, City Council set the mil rate at 4.5 mils for 2022 with the adoption of budget
Ordinance 19-51(A); and

WHEREAS, The 4.5 mill rate established by Ordinance 20-048 will be maintained.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes the
City of Homer property tax mil levy rate at 4.5 mils for 2022 and authorizes the City Manager to
so inform the Kenai Peninsula Borough.

PASSED AND ADOPTED by the Homer City Council this 23rd day of May, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal Note: Real property tax revenue Account No. 100-0005-4101.

Resilience Coalition



The Resilience Coalition wants all young people to thrive -- to be able to learn, enjoy trusting relationships, stay healthy and resilient, and to live a meaningful life!

Lifting Up Our Young People with Positive Adult Connections

OUR COMMUNITY CONCERN

In late 2021, two community groups (young people, youth service/activity providers) identified a community concern for the Coalition:

"There are not enough welcoming, no-cost, safe spaces in Homer for young people to connect with safe and trusted adults, explore and engage in interests, and enjoy free time during after-school and evening hours."



WELCOMING, NO-COST, SAFE SPACES

Input from young people, educators, parents, youth service providers, and city leaders in the Coalition's 2022 Community Readiness Assessment found the community is beginning to acknowledge the need for more welcoming, safe spaces for our youth in after-school and evening hours. Young people hunger for safe and no-cost spaces to hang out, and explore and engage in interests with the presence, support, and authentic interest of trustworthy adults.

Young People Experience More Positive Development (and reduce high-risk behaviors) through these science-backed protective factors:

- Positive School Climate
- Connected to Family
- Supportive Adults (other than parents)
- Engage in Quality After-school Programs and Positive, Meaningful Activities

A centralized multi-use facility in Homer could be a step to addressing this community concern. It could serve as a hub for young people in Homer -- to gather and recreate, learn new skills, explore interests, and build relationships with each other as well as with trusted and encouraging adults.

Young people benefit when the places and people in their lives are welcoming, safe, respectful, and supportive.

For more information visit www.skpresilience.org

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-24

An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget and Appropriating an Additional Expenditure of \$106,000 from the Homer Accelerated Roads and Trails (HART) Road Fund for the Construction of the Main Street Sidewalk Project.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting May 9, 2022 Introduction
Memorandum 22-075 from Public Works Director as backup
2. City Council Regular Meeting May 23, 2022 Public Hearing and Second Reading

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **ORDINANCE 22-24**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING THE FY22 CAPITAL BUDGET AND APPROPRIATING AN
9 ADDITIONAL EXPENDITURE OF \$106,000 FROM THE HOMER
10 ACCELERATED ROADS AND TRAILS (HART) ROADS FUND FOR THE
11 CONSTRUCTION OF THE MAIN STREET SIDEWALK PROJECT.

12
13 WHEREAS, the HART-Road Fund has sufficient capital to fund the planning, design and
14 permitting of the Main Street Storm Drain and Sidewalk Project.

15
16 WHEREAS, The lowest responsive, responsible bidder for the construction of the Main
17 Street Sidewalk was East Road Services, with a bid price of \$1,148,123.11; and

18
19 WHEREAS, The Engineer's Estimate is \$1,147,638.90, indicating the low bid is fair and
20 reasonable; and

21
22 WHEREAS, The FY22 Capital Budget, as well as the Homer Road Financial Plan, the City's
23 roadmap for the expenditure of HART Road funds, includes \$1,100,000 for the construction of
24 the Main Street Sidewalk, leaving a budget shortfall of \$48,123.11; and

25
26 WHEREAS, This is a unit price bid, meaning the actual price to be paid to the contractor
27 will be based on actual cubic yards of earth excavated, actual square yards of asphalt sidewalk
28 laid, actual linear feet of concrete curb installed, and so forth; and

29
30 WHEREAS, We recommend a modest contingency be provided so we can address issues
31 like this as they arise, rather than have to come back for additional funds in the middle of
32 construction; and

33
34 WHEREAS, Including a 5% contingency, or \$57,406, would not be unreasonable.

35
36 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

37
38 Section 1. The FY 22 Capital Budget is hereby amended to appropriate \$106,000 from
39 the HART-Roads Fund for the construction of the Main Street Sidewalk Project as follows:

40
41

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
160	HART Road Fund	\$106,000



Memorandum 22-075

TO: Mayor Castner and Homer City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Janette Keiser, PE, Director of Public Works
DATE: May 5, 2022
SUBJECT: Main Street Sidewalk Construction – Request for Additional Appropriation

I. Issue: The purpose of this Memorandum is to request an additional appropriation from HART Road funds for the construction of the Main Street Sidewalk.

II. Background:

The lowest responsive, responsible bidder for the construction of the Main Street Sidewalk was East Road Services, with a bid price of \$1,148,123.11. The Engineer's Estimate is \$1,147,638.90, indicating the low bid is fair and reasonable. The FY22 Capital Budget, as well as the Homer Road Financial Plan, the City's roadmap for the expenditure of HART Road funds, includes \$1,100,000 for the construction of the Main Street Sidewalk. We need an additional appropriation to cover the extra \$48,123.11.

Further, it's prudent to include a small contingency. This is a unit price bid, meaning the actual price to be paid to the contractor will be based on actual cubic yards of earth excavated, actual square yards of asphalt sidewalk laid, actual linear feet of concrete curb installed, and so forth. There are 35 individual bid items and most of them are paid on the basis of separately counted/measured units. This means the actual price paid to the contractor will, in all likelihood, be different than the bid price. It could be lower, it could be higher. This is particularly true when it comes to underground work, such work related to storm drains, which is included with this project.

For example, in 2020, we replaced a number of the storm drain leads that run from the ditches to the storm drain main that is laid in Main Street, because the leads were highly corroded and leaking. If we discover that more of the existing storm drain needs to be replaced, the costs will go up. We recommend a modest contingency be provided so we can address issues like this as they arise, rather than have to come back for additional funds in the middle of construction. A 5% contingency, or \$57,406, would not be unreasonable.

Recommendations: Appropriate an additional \$106,000 from the HART Roads Fund.

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Additional Funding Construction Main Street Sidewalk</u>	DATE	<u>05/04/2022</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR	<u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 106,000</u>		

DESCRIPTION	<p>The FY22 Capital Budget, as well as the Homer Road Financial Plan includes \$1,100,000 for the construction of the Main Street Sidewalk, leaving a budget shortfall of \$48,123. We recommend a 5% contingency (\$57,406) be provided so we can address issues like this as they arise, rather than have to come back for additional funds in the middle of construction. These additions bring the requested appropriation to \$106,000.</p>
-------------	--

FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	100%	0%	0%	0%

FUNDING SOURCE 1: HART-ROADS	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 7,420,355</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 3,000,595</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 106,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 1,761,228</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 2,552,532</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-25

An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating \$750,000 from the Homer Accelerated Roads and Trails (HART) Road Fund and \$100,000 from the HART Trails Fund to Establish a Non-Motorized Transportation Opportunity Fund.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting May 9, 2022 Introduction
Memorandum 22-073 from Public Works Director as backup.
2. City Council Regular Meeting May 23, 2022 Public Hearing and Second Reading

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **ORDINANCE 22-25**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY22 CAPITAL BUDGET BY APPROPRIATING
9 \$750,000 FROM THE HOMER ACCELERATED ROADS AND TRAILS
10 (HART) ROAD FUND AND \$100,000 FROM THE HART TRAILS FUND
11 TO ESTABLISH A NON-MOTORIZED TRANSPORTATION
12 OPPORTUNITY FUND.

13
14 WHEREAS, A City Council priority from the 2022 Visioning Session is increasing
15 opportunities for non-motorized transportation; and

16
17 WHEREAS, The City has numerous opportunities and needs for improving existing
18 routes and building new routes to improve connectivity, walkability and accessibility around
19 the City's urban and rural neighborhoods; and

20
21 WHEREAS, The City has been told by the AK DOT that increased funding will be available
22 for non-motorized transportation in the coming years and further, private developers are
23 planning new subdivisions every year, which typically do not include provisions for non-
24 motorized routes; and

25
26 WHEREAS, The City would be in a stronger position to secure grant funding and
27 negotiate with private developers if we knew where we wanted non-motorized routes to go
28 and where the terrain and other constraints allowed them to go; and

29
30 WHEREAS, We would be in a stronger position to fund projects if we had a better
31 understanding of costs; and

32
33 WHEREAS, Opportunities may unexpectedly arise to build out or improve a non-
34 motorized route, as we continue to build partnerships with local stakeholders and resource
35 providers; and

36
37 WHEREAS, The way to achieve all these goals is to establish a Non-Motorized
38 Transportation Opportunity Fund, financed by the HART Road Fund and the HART Trails Fund
39 that can be used to plan, survey, design and construct *ad hoc* non-motorized transportation
40 routes on an opportunistic basis; and

42 WHEREAS, The Opportunity Fund would be separate from the project-specific non-
43 motorized routes such as the Main Street Sidewalk and the Ben Walters Way Sidewalk, which
44 are already programmed in the Public Works' Road Financial Plan and budgeted in the FY 22
45 Capital Budget; and

46
47 WHEREAS, Contracts for specific projects would still be subject to City Council
48 authorization.

49
50 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

51
52 Section 1. The FY 22 Capital Budget is hereby amended by appropriating \$750,000 from
53 the HART Road fund and \$100,000 from the HART Trails fund to create the Non-Motorized
54 Transportation Opportunity Fund to pay for support the planning, design, survey, and
55 construction of non-motorized routes in the City of Homer, on an opportunistic basis, funded
56 as follows:

57

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
160	HART Road Fund	\$750,000
165	HART Trails Fund	\$100,000

61
62 Section 2. This is a budget amendment ordinance only, is not permanent in nature, and
63 shall not be codified.

64
65 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of _____, 2022.

66
67 CITY OF HOMER

68
69
70
71 _____
72 KEN CASTNER, MAYOR

73 ATTEST:
74
75
76 _____
77 MELISSA JACOBSEN, MMC, CITY CLERK

78
79
80 YES:
81 NO:
82 ABSTAIN:
83 ABSENT:

- 84
- 85 First Reading:
- 86 Public Reading:
- 87 Second Reading:
- 88 Effective Date:



Memorandum 22-073

TO: City Council

THROUGH: Rob Dumouchel, City Manager

FROM: Janette Keiser, PE, Director of Public Works

DATE: April 13, 2022

SUBJECT: Strategies for deploying HART Road/Trails Funds to accelerate non-motorized transportation and road repair

I. Issue: The purpose of this Memorandum is to propose a strategy for using HART Funds to accelerate the development of non-motorized transportation routes and road repairs.

II. Background & Summary of Request:

We have an opportunity to accelerate fulfillment of two important goals. First, one of the City Council’s priorities from the 2022 Visioning Session, is increasing opportunities for non-motorized transportation. Second, one of the City’s obligations is to make sure City roads are properly maintained. The City Council has developed multiple tools to help achieve these goals:

<u>Tool & Enabling Legislation</u>	<u>Original Appropriation</u>
• Small Works Road Repair Program (Ord. 20-33)	\$175,000
• Small Works Drainage Program (Ord. 20-34)	\$110,000
• IDIQ Contract to East Road Services (Reso. 21-051)	\$125,000
• Small Works Trails Maintenance Program (Ord. 20-36(S))	\$ 36,000

These programs allowed us to achieve results that went above and beyond typical maintenance work. (A brief history of each program is described in following pages.)

There is still a lot of unmet need, which is outlined in the City’s Road Financial Plan, the model for which was adopted by City Council, Resolution 21-028, as a means to guide the development of transportation/drainage capital improvement and major maintenance projects. The Road Financial Plan programs the expenditure of HART Road funds with the goal of “fixing the worst first”.

There are projected to be substantial increases in sales taxes in FY 22-23. Since the HART Fund is built from sales taxes, this will mean substantial increases to the HART Road and Trails Funds. We propose to invest these funds to (1) continue making progress on repairing the worst of our roads and (2) accelerating development of sidewalks and trails, by enhancing existing tools and creating a new one:

• Create new Non-Motorized Transportation Opportunity Program	\$ 850,000
• Create new Pavement Restoration Program	\$ 500,000
• Enhance existing Small Works Drainage Repair Program	\$ 50,000
• Enhance existing Small Works Road Repair Program	\$ 230,614
• Enhance existing IDIQ Contract for road repair work with East Road Services	\$ 230,614
• Enhance existing Small Works Trail Maintenance Program	<u>\$ 56,803</u>
Total Investment in transportation	\$1,918,031

I have input these programs into the Road Financial Plan to analyze the short and long term impact on the overall health of the HART Fund. The HART Fund is sufficiently robust to support these investments, even if all the forecast sales tax increases do not materialize. An updated Road Financial Plan is attached.

I. Create new Non-Motorized Transportation Opportunity Program

Proposed Investment

Sidewalks - \$750,000

Trails - \$100,000

The City would be in a stronger position to secure grant funding and negotiate with private developers to create non-motorized routes if we (a) knew how much they would likely cost and (b) were able to contribute to costs. The way to achieve these goals is to establish a fund that can be used to plan, survey, design, and construct non-motorized transportation routes on an opportunistic basis. For example, property owners/developers would be more willing to collaborate on non-motorized routes, if the City could pay incremental costs. Also, AK DOT would be more willing to collaborate on securing grant funds for non-motorized projects on state roads if the City invested in survey, conceptual design and cost estimating to demonstrate what is feasible and what the likely costs would be. From what we've seen of recent Notices of Funding Opportunity ("NOFO") issued for Infrastructure Grants, such collaborations would better position us in the highly competitive grant market.

I propose the City Council create a Non-Motorized Transportation Opportunity Program, financed by the HART Road Fund and the HART Trails Fund. (The Opportunity Program would be separate from funds used for the Main Street Sidewalk and the Ben Walters Sidewalk, which are already identified in the Public Works' Road Financial Plan and budgeted in the FY 22 Capital Budget.)

Contracts for specific projects would be subject to City Council authorization per the City's Procurement Manual. The benefit of the Opportunity Program is that it would give us a head start in taking advantage of windows of opportunity that may open and close quickly.

I propose that \$1,500,000 be made available for this Program for sidewalks and \$100,000 be made available for trails. Examples where the Opportunity Program would be used include:

- Collaborating with the developers to
 - a. Design/construct a path on Fairview Avenue adjacent to the Terra Bella Subdivision, which is currently in the process of being platted. An easement has been created for that purpose but the developer is not responsible for building the path. (See Attachment 1.)
 - b. Design/construct a sidewalk between the end of Eric Lane and the west end of Fairview Avenue, through the Foothills Subdivision. Construction could be this summer. (See Attachment 1.)
 - c. Design/construct a path between a new residential development adjacent to Jack Gist Park, to the park, using an easement created for this purpose. Construction could be this summer. (See Attachment 2.)
 - d. Design/construct a path from East End Road to Jack Gist Park in an easement, which is being created for this purpose in a new residential development. Construction could be this summer. (See Attachments 3 and 4.)
- Develop conceptual design and cost estimates for:
 - a. A non-motorized route running parallel to Kachemak Drive, possibly dove-tailing with the Kachemak Sponge Green Infrastructure Storm Water Management Project and in collaboration as well as grant sponsorship with the AK DOT.
 - b. A non-motorized route on the lower portion of West Hill Road, possibly in collaboration as well as grant sponsorship with the AK DOT. (See Attachment 1.)

II. Create Pavement Restoration Program

Proposed Investment - \$500,000

We had \$177,895 budgeted in the FY 22/23 Capital Budget for grinding and paving East Bayview Ave, which had been assessed, using the PACER condition evaluation methodology we introduced in 2020, as being in dire need of pavement restoration. The Road Financial Plan calls for the investment of two – \$175,000 grind and pave projects every other year. We have learned this is not enough. First, due to the substantial increases in the cost of oil, which is a necessary component of asphalt, the cost of asphalt has sky-rocketed. Second, as we've been updating our Road Condition Assessments for our other paved roads, we're finding more of Homer's paved roads need restoration than previously thought. Further, some of them don't need just a face lift, but a complete reconstruction.

We have commissioned one of our Term Contract engineers to help us evaluate our pavements and identify the most cost effective options for restoration. Once we have this information, we'll be able to adjust the Road Financial Plan in a sensible way and plan for implementation. In the meantime, we know we need to work on a couple of high traffic roads and the \$177,895 will not cover the costs. Our goal is to prevent further deterioration before the road bases themselves are compromised. We'd like to create a Pavement Restoration Program, which we can access for high priority projects.

Recommendation: That \$500,000 from the HART Road Fund be allocated to the Pavement Restoration Program.

III. Enhance existing Small Works Drainage Repair Fund

Proposed Investment - \$50,000

With the adoption of Ordinance 20-34, the City Council created the Small Works Drainage Repair Program and obligated \$110,000 to it. This program allowed us to achieve drainage repairs that went above and beyond our typical maintenance services. For example, here are some representative improvements we achieved:

- Replaced corroded storm drain leads on Main St., Bartlett St., etc. \$29,337
 - Rebuilt a blocked culvert installation on Early Spring St. \$ 5,000
 - Purchased CMP culverts before price increased in 2021 \$45,000
- \$79,336.75

The HART Road Fund is expected to earn an additional \$511,228 in FY 22. We propose that a portion of this, \$50,000, be allocated to the Small Works Drainage Program so we can continue to make progress on repairing spot drainage issues.

Recommendation: That \$50,000 from the HART Road Fund be allocated to the Small Works Drainage Program.

IV. Enhance existing Small Works Road Repair Program

Proposed Investment - \$230,614

With the adoption of Ordinance 20-33, the City Council created the Small Works Road Repair Program and obligated \$175,000 to it, to facilitate repair and restoration of Homer’s roads with work that went above and beyond our typical maintenance services:

- Increased the gravel thickness – multiple roads \$26,000
 - Dug out frost boils on Sprucewood Drive, west \$ 7,048
 - Dug out frost boils on Eagle Place \$94,597¹
 - Dug out frost boils on Eagle View Drive \$47,155²
- \$175,000

There is still a lot of unmet need. Here is the estimated value of work that still needs to be done, which is set forth in the Road Financial Plan:

- Dig out Frost Boils \$ 350,000
- Add gravel to driving surfaces – multiple roads \$ 300,000
- Repaving projects \$3,500,000
- Repair guard rails on Highland Drive \$ 25,000
- Install new guard rail on Fairview Ave at Woodard Creek \$ 35,000

The HART Road Fund is expected to earn an additional \$511,228 in FY 22. We propose that a portion of this, \$230,614, be allocated to the Small Works Road Repair Program so we can continue to make progress on repairing the worst of our spot road problems.

Recommendation: That \$230,614 from the HART Road Fund be allocated to the Small Works Road Repair Program.

¹ Work was done under the IDIQ contract with East Road Services.

² Work was done under the IDIQ contract with East Road Services.

V. Enhance existing IDIQ Contract for Road Repair with East Road Services

Proposed Investment - \$230,614

With the adoption of Resolution 21-051, the City Council awarded an Indefinite Duration, Indefinite Quantity (“IDIQ”) contract to East Road Services in the amount of \$125,000, funded by the Small Works Road Repair Program. This was the result of a publicly bid procurement for which East Road Services submitted the only bid. We used this contract to accomplish the following work:

- Dug out frost boils on Eagle Place \$94,597
 - Dug out frost boils on Eagle View Drive \$47,155
- \$141,752

There is still unmet need, set forth in the Road Financial Plan:

- Frost Boil dig outs, estimated value of work needed \$ 500,000
- Road base reconstructions \$4,500,000

The HART Road Fund is expected to earn an additional \$511,228 in FY 22. We propose that a portion of this, \$230,614, be allocated to the East Road Services IDIQ Contract, separate from the Small Works Road Repair Program, so we can continue to make progress on digging out frost boils.

Recommendation: That \$230,614 from the HART Road Fund be made available to the East Road Services IDIQ Contract.

VI. Enhance existing Small Works Trails Maintenance Fund

With the adoption of Ordinance 20-36(S), the City Council created the Small Works Trails Program to facilitate repair, restoration and enhancement of Homer's trails and authorized initial funding of \$36,000 from the HART Trails fund. The intent was to use these funds for planning, design and execution of smaller projects that were more than ordinary maintenance but less than capital projects on the Public Works Capital Improvement Program.

Here are representative improvements we achieved with these funds:

- We designed an ADA accessible trail from Fairview Avenue to Karen Hornaday Park, with helped us develop a cost estimate and grant application. This project has been awarded a \$150,000 grant from the Federal Transportation Admin's Recreation Trails Program. Construction will done at the same time we rebuild the access road and parking lot at the Park.
- We worked with the Homer Land Trust to widen, stabilize and upgrade the Poopdeck Trail system for ADA accessibility.
- We hired Corvus Design to develop a concept for more defined trails, including an ADA accessible sculpture trail, around Bishop's Beach Park. We will build these trails as funds allow.
- We acquired equipment to enable us to keep the Poopdeck Trail, Storybook Trail and other trails in the urban corridor walkable in the winter.
- We acquired trail counters, which allow us to track the numbers of people traversing various trails. This data helps us focus planning and maintenance on the most heavily used trails.

There is still more work to be done, such as:

- Realign the upper section of the Reber Trail to reduce the steep ascent and erosion. (See Attachment 1.)
- Enhance the lower section of the Reber Trail to facilitate parking and develop a defined trail head. (See Attachment 1.)
- Adjust sections of the trails between Islands/Oceans and Bishop's Beach to make them more ADA friendly.
- Develop a defined trail head to the trail that goes from the end of Danview Ave down to Woodard Creek. (See Attachment 1.)
- Use concepts from the Wayfinding Plan to develop/install wayfinding signs to Homer's trails.
- Plan and design trails in subdivisions that are in the process of platting or development, particularly looking for opportunities to create connectivity as they arise. (See
- Prepare a formal update to the City's 2004 Non-motorized Trails & Transportation Plan in preparation for the City's efforts to fast forward a new Comprehensive Plan

We propose to direct the projected increases in HART Trail Fund revenues for FY 22, \$56,803, to the Small Works Trails Program so we can continue to continue to make progress on repairing and enhancing Homer's trail system. In the event the forecasted revenue increases don't materialize, there are still sufficient funds in the HART Trails Fund to finance this program.

Recommendation: That \$56,803 from the HART Trails Fund be allocated to the Small Works Trails Maintenance Program.

CITY OF HOMER
FINANCIAL SUPPLEMENT

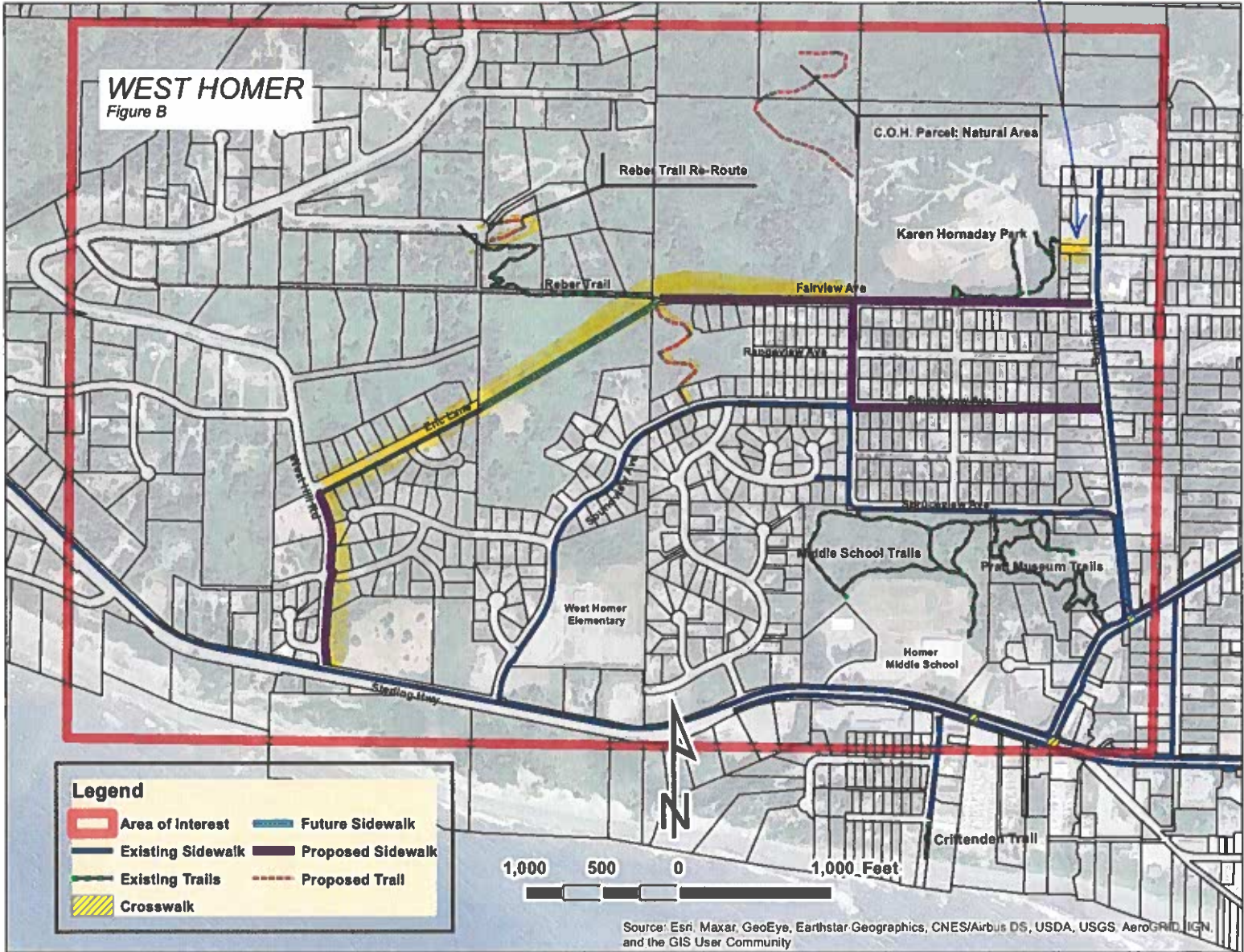
PROJECT NAME	<u>Non-Motorized Transportation Opportunity Fund</u>	DATE	<u>05/04/2022</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR	<u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 850,000</u>		

DESCRIPTION	Create the Non-Motorized Transportation Opportunity Fund to support the planning, design, survey, and construction of non-motorized routes in the City of Homer, on an opportunistic basis.
-------------	---

FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	88%	12%	0%	0%

FUNDING SOURCE 1: HART-ROADS	FUNDING SOURCE 2: HART-TRAILS	FUNDING SOURCE 3:
Current Balance <u>\$ 7,420,355</u>	Current Balance <u>\$ 936,158</u>	Current Balance _____
Encumbered <u>\$ 3,000,595</u>	Encumbered <u>\$ 396,067</u>	Encumbered _____
Requested Amount <u>\$ 750,000</u>	Requested Amount <u>\$ 100,000</u>	Requested Amount _____
Other Items on Current Agenda <u>\$ 1,117,228</u>	Other Items on Current Agenda <u>\$ 56,803</u>	Other Items on Current Agenda _____
Remaining Balance <u>\$ 2,552,532</u>	Remaining Balance <u>\$ 383,288</u>	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

Danview Trail/Head
to Woodland
creek



Attachment 1

SURVEY CONTROL

BASIS OF BEARING

1. BASIS OF BEARING FOR THIS SURVEY WAS DETERMINED BY A HIGH PRECISION GPS SURVEY USING TOPCON DUAL-FREQUENCY HIPER-V RECEIVERS, DIFFERENTIALLY CORRECTED AND PROCESSED WITH MAGNET OFFICE VERSION 3.1 SOFTWARE, NAD83 ALASKA STATE PARK GRID COORDINATES. THIS SURVEY WAS PERFORMED IN THE GPS OBSERVATIONS WERE BASED ON THE NAD83 PLUS (SHIFTED) VALUES FOR FEDERAL BASE NETWORK CONTROL STATION "HOMAR" (PID T10155).
2. TRUE BEARINGS AND DISTANCES WERE DETERMINED BY ROTATING AND SCALING FROM GRID USING FEDERAL BASE NETWORK CONTROL STATION "HOMAR" AS A SCALING POINT. TRUE BEARINGS WERE DETERMINED BY ROTATING GRID INVERSE AZIMUTHS = 117.134° . TRUE DISTANCES WERE OBTAINED BY DIVIDING GRID INVERSE DISTANCES BY 0.9999866696.
3. THE RESULTING SCALED COORDINATES WERE TRANSLATED TO A LOCAL COORDINATE SYSTEM BASED ON FEDERAL BASE NETWORK CONTROL STATION "HOMAR" N=100,000 E=100,000. ALL COORDINATE VALUES REPRESENT GROUND DISTANCES IN U.S. SURVEY FEET ORIENTED TO TRUE NORTH.

BASIS OF VERTICAL DATUM

BASIS OF VERTICAL DATUM FOR THIS SURVEY IS THE NAVD83 NGV PUBLISHED VALUE FOR FEDERAL BASE NETWORK CONTROL STATION "HOMAR" (PID T10155). ORTHOMETRIC HEIGHTS (ELEVATIONS) WERE DETERMINED FROM ELLIPSOID HEIGHTS USING GEOID12B. ELEVATIONS ARE IN U.S. SURVEY FEET.

PROJECT CONTROL POINT

KACHEMAK DRIVE VAULT
 N=110,389.1808
 E=110,033.8252
 EL=63.18

X CHISELED ON CONCRETE LID OF STORM DRAIN MANHOLE AT SOUTH EDGE KACHEMAK DRIVE APPROXIMATELY 890 FEET SOUTH OF EAST END ROAD / KACHEMAK DRIVE INTERSECTION

**CITY OF HOMER
 PUBLIC WORKS DEPT
 APPROVED FOR
 CONSTRUCTION**

SURVEYOR'S CERTIFICATE

I, THE UNDERSIGNED, AM A LICENSED SURVEYOR AND AM AUTHORIZED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA. THIS PLAN REPRESENTS A SURVEY MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE DIMENSIONS AND OTHER DETAILS ARE CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE: 9/2/2020 REGISTRATION NO. 7530-S

REGISTERED LAND SURVEYOR

CW1/16 SEC. 15
 3-1/4" ALCAP MON
 N=106,492.2824
 E=102,122.9815

JACK GIST LANE		
STATION	NORTHING	EASTING
POB 10+00	107,249.5814	100,800.4840
PI 15+00	107,218.1139	101,533.6018
PT 18+86.77	107,183.1977	101,484.2150
POE 18+54.42	107,183.3451	101,841.8676

BEAUREGARD COURT		
STATION	NORTHING	EASTING
POB 20+00	106,955.0014	100,800.9738
PI 25+11.54	106,954.7238	101,312.5141

EDSON CIRCLE		
STATION	NORTHING	EASTING
POB 20+00	106,955.0014	100,800.9738
POE 25+11.54	106,954.7238	101,312.5141

N1/16 SEC. 15
 3-1/4" ALCAP MON
 1301-S 1974
 N=107,810.3740
 E=102,120.5000

NW1/16 SEC. 15
 3-1/4" ALCAP MON
 1301-S 1974
 N=107,810.3740
 E=102,120.5000



1/4 SECS. 16/15
 2-1/2" BRASS CAP MON
 3686-S (NO DATE)
 N=106,493.1925
 E=100,801.7413

Proposed Trail to Jack Gist Park

JACK GIST SUBDIVISION NO. 3
 ROAD, WATER AND SEWER IMPROVEMENTS
 SURVEY CONTROL

PREPARED FOR
 TRELCO DEVELOPMENT, LLC
 HOMER, ALASKA 99803
 BISHOP ENGINEERING, LLC
 PO BOX 2301 HOMER, AK 99603-2301
 (907) 282-7209 www.bishop-engineering.com

DATE: 9/2/2020
 REGISTRATION NO. 7530-S
 REGISTERED LAND SURVEYOR
 SHEET NO. C-1



Parcel 17924036

2161 E. End Rd

PLAT APPROVAL
 THIS PLAT WAS APPROVED BY THE DENA
 PENNSIELLA BROADWAY PLANNING COMMISSION AT
 THE MEETING OF JULY 24, 2013.

DR. *Paul P. Hall*
 DATE 10-23-13
 NEW PENNSIELLA BROADWAY

NOTES:

1. NO PERMANENT STRUCTURES SHALL BE CONSTRUCTED OR PLACED WITHIN AN EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE SAID EASEMENT.
2. ALL WASTEWATER DISPOSAL SYSTEMS SHALL COMPLY WITH EXISTING APPLICABLE LAWS AT THE TIME OF CONSTRUCTION.
3. THIS SUBDIVISION IS SUBJECT TO THE ZONING REGULATIONS OF THE CITY OF HOOPER.
4. THIS PLAT WAS PREPARED FOR THE REMOVAL OF LOT LINES ONLY. NO SURVEY WAS PERFORMED FOR THE PREPARATION OF THIS PLAT. ALL LOT DIMENSIONS SHOWN ON THIS PLAT ARE FROM RECORD DATE AS SHOWN ON PLAT #2006-18 (HND).
5. NO DIRECT ACCESS TO STATE MAINTAINED RIGHTS-OF-WAY IS ALLOWED WITHOUT PRIOR WRITTEN CONSENT OF THE ALASKA STATE DOT.
6. THERE IS AN EXISTING BLANKET EASEMENT WHICH WAS GRANTED TO HOOPER ELECTRIC ASSOCIATION, INC., RECORDED BY 19 P 100 HND.
7. THE FRONT 15' ALONG THE EXISTING RIGHTS-OF-WAY AND 20' WITHIN 10' OF THE ONLY SIDE LOT LINE IS A UTILITY EASEMENT.

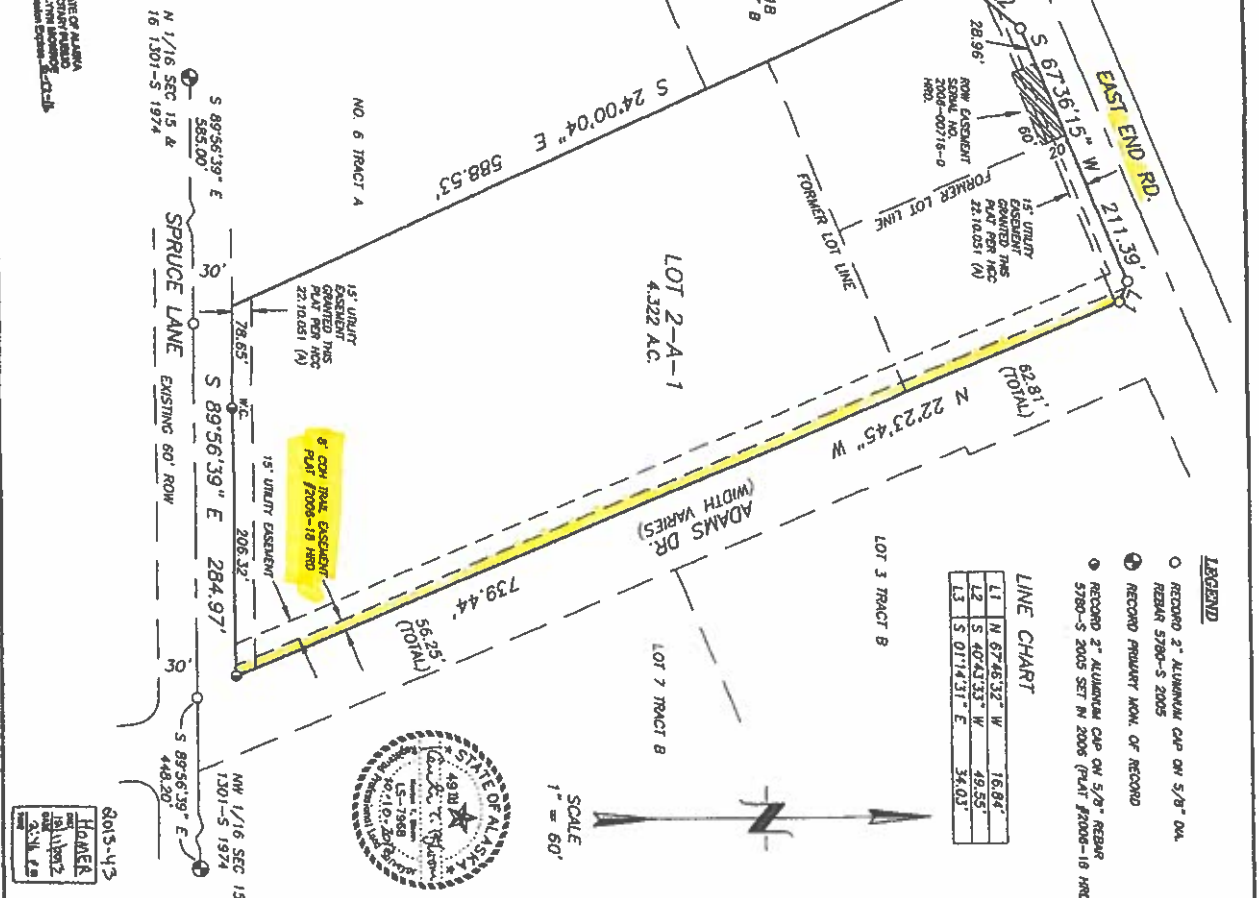
WASTEWATER DISPOSAL

SOIL CONDITIONS IN THIS SUBDIVISION HAVE BEEN FOUND UNSUITABLE FOR CONVENTIONAL ONSITE WASTEWATER TREATMENT AND USE WASTEWATER SYSTEM FOR USE IN THIS SUBDIVISION ARE INCLUDED IN THE DESIGNER'S SUBDIVISION AND SOILS REPORT AND ARE AVAILABLE FROM THE NEW PENNSIELLA BROADWAY. ALL DISPOSAL SYSTEMS MUST BE DESIGNED BY A PROFESSIONAL ENGINEER REGISTERED TO PRACTICE IN ALASKA, AND THE DESIGN MUST BE APPROVED BY THE ALASKA STATE DOT OR ENVIRONMENTAL CONSERVATION PRIOR TO CONSTRUCTION.

NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF 23 September 2013
Paul P. Hall
R. Lynn Winkler
 NOTARY PUBLIC FOR ALASKA
 MY COMMISSION EXPIRES 10-31-18

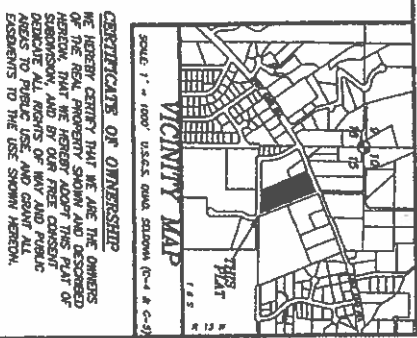
STATE OF ALASKA
 NOTARY PUBLIC
 KATHLEEN BROWN
 10-31-18
 My Commission Expires 10-31-18



LEGEND

- RECORD 27 ALUMINUM CAP ON 5/8" DIA. REBAR 5780-S 2005
- ⊙ RECORD PRELIMINARY MON. OR RECORD
- RECORD 27 ALUMINUM CAP ON 5/8" REBAR 5780-S 2005 SET IN 2006 (PLAT #2006-18 HND)

SCALE 1" = 60'



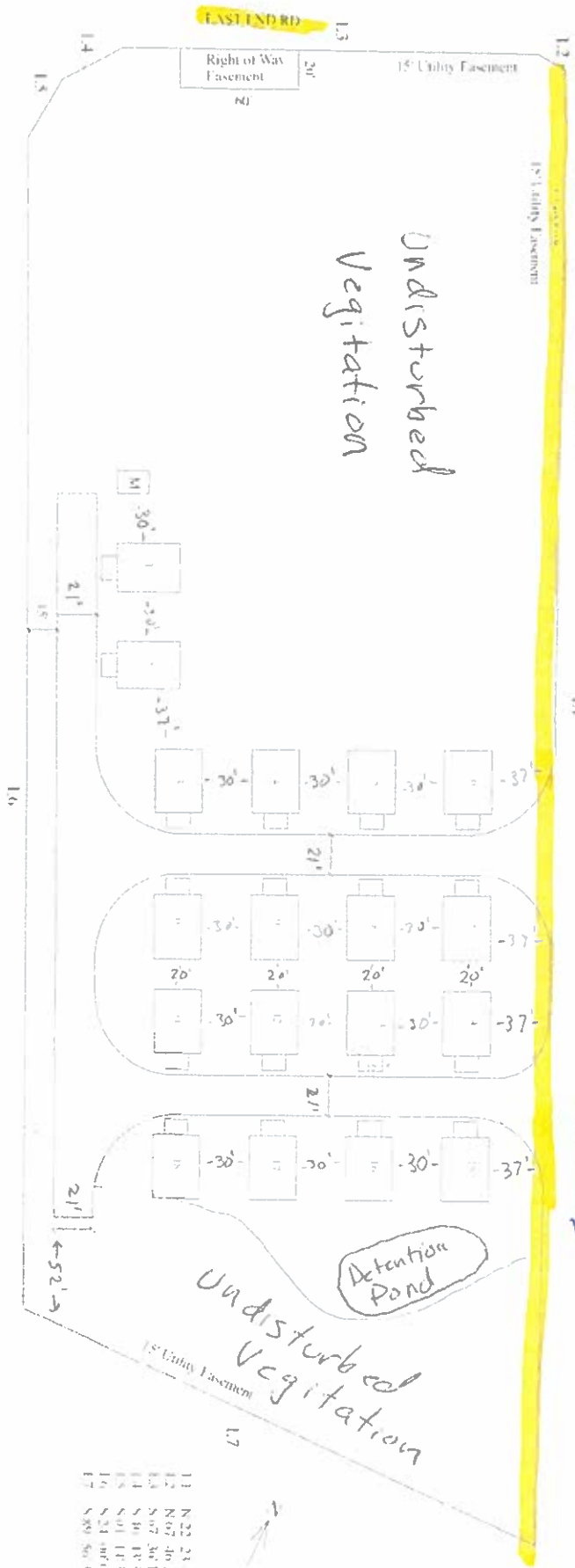
CERTIFICATE OF OWNERSHIP
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY DESCRIBED IN THE FOREGOING AND BY OUR FREE CONSENT DEREGULATE ALL RIGHTS OF WAY AND PUBLIC EASEMENTS TO THE USE SHOWN HEREON.

Paul P. Hall
 PAUL P. HALL AND PAUL HALL
 HUSBAND AND WIFE
 HAD AND HAVE ALASKA RESIDENCE

NOTARY'S ACKNOWLEDGMENT
 SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF 23 September 2013
 FOR: *Paul P. Hall*
R. Lynn Winkler
 NOTARY PUBLIC FOR ALASKA
 MY COMMISSION EXPIRES 10-31-18
 My Commission Expires 10-31-18

SCENIC VIEW SUBDIVISION SCENIC GROVE ADDITION NO. 1 2013 REPLAT
 A REPLAT OF LOT 1, LOT 2, AND LOT 2-A TRACT B OF THE SCENIC GROVE ADDITION NO. 1 (SCENIC GROVE ADDITION NO. 1) S.I.L. LOCATED WITHIN THE CITY OF HOOPER, BROADWAY THIRD JUDICIAL DISTRICT, STATE OF ALASKA CONTAINING 4.322 ACRES MORE OR LESS
 SEABRIGHT SURVEY + DESIGN
 KENTON T. BLOOM, P.L.S.
 1044 EAST ROAD, SUITE A
 HOOPER, ALASKA 99603
 (907) 233-1217

DESIGN BY: KT CHD BY: NB DATE: 03/2013 SCALE: 1" = 60' SHEET #1 OF 1



Jack Gist Park

Units are numbered 1 - 18
 49' is Maintenance Building 16ft X 12ft
 All 18 Units are 24ft X 32ft
 All 18 Units are 2 bedrooms 1 bath 6768 sq ft
 All 18 Porches are 12ft width X 8ft deep

Liberty Investments, L.L.C.
 Layout by: Bill Hand
 Drawn by: MW
 Scale: 1" = 50'
 2161 East Find Rd
 KPIB Parcel #17924076
 18 Cabins 768 sq ft each

11	N 22.24	E 18	W	730.11
12	N 67.46	E 32	W	16.87
13	N 67.36	E 18	W	211.69
14	S 90.13	E 44	W	20.86
15	S 91.12	E 31	W	41.36
16	S 23.06	E 07	W	588.87
17	S 89.56	E 09	W	281.07

		Year 0 July 2020- June 2021	Year 1 - June 2021 - July 2022	Year 2 - July 2022 - June 2023	Year 3 July 2023 - June 2024	Year 4 July 2024 - June 2025	Year 5 July 2025 - June 2026	
Grind & Repave Projects								
FY22-\$177,895	E. Bayview Ave to Bayview Ct			\$ 177,895				
	W. Bayview Ave							
	Bay Ave					\$ 175,000		
	Island View off Town Heights					\$ 175,000		
	Woodside							
	Klondike							
	E Street							
	Svedlund Circle							
	Lake Side Circle							
	B Street							
	Pine Terrace Circle							
	Tulin Terrace Blvd							
	Spruce Terrace Circle							
	A Street							
	Ohlsen to intersection of Main							
Road base reconstruction projects								
FY22 - \$240,000 - Road base reconstruction	Karen Hornaday Park Road		\$ 510,000					
FY 22 - \$120,000 - KHP	Rangeview Ave				\$ 150,000			
FY 22 - \$150,000 - Trail grant	Ohlson Lane						\$ 200,000	
	Sprucewood Dr							
	Shelford Street							
	W. Bunnell Ave							
	Lampert Lane							
	Mission Road							
	Pleasant Way							
	Rainbow Place							
	Kalalock Ct.							
	Meadow Drive							
	Spruce Lane							
	Wright Street							
	Paintbrush Court							
	Paintbrush Street							
	Woodside Ave							
	Bayview Court							
	Calhoun Court							
	W City View Ave							
	Spruce Circle							

		Year 0 July 2020- June 2021	Year 1 - June 2021 - July 2022	Year 2 - July 2022 - June 2023	Year 3 July 2023 - June 2024	Year 4 July 2024 - June 2025	Year 5 July 2025 - June 2026	
Dig out Frost Boils								
FY 22 - Small Works Roads Repair \$70,000	Eagle View Drive - Diamond Willow to Garden Park		\$ 47,155					
	Sprucewood - near west entrance by Roger's Loop		\$ 7,048					
	Eagle Place		\$ 94,597					
	Sprucewood - 2200- 2240							
	Crossman Ridge Road - Skyline to Gate							
	Garden Park Road - at 1630							
	Emerald Place - 135 LF				\$ 75,000			
	Bay Vista Pl. and Bay Vista Court				\$ 75,000			
	Fireweed Lane				\$ 75,000			
	Fireweed Avenue					\$ 75,000		
Add Gravel	Saltwater							
	Alder Lane							
	Dewberry Lane							
	E. Fairview							
	Hanso Ave				\$ 15,000			
	Dehel Ave				\$ 15,000			
	Hidden Way				\$ 15,000			
	Kalalock Ct				\$ 15,000			
	Orion Circle				\$ 15,000			
	Emerald Road				\$ 15,000			
	Diamond Creek PL				\$ 15,000			
	Queets Circle				\$ 15,000			
Sidewalks								
	Main Street Sidewalk - design	\$ 110,700						
FY 22 - E Fairview Trail - design - \$30,000	Main Street Sidewalk - construction		\$ 1,100,000					
	E. Fairview Ave Path - design			\$ 30,000				
	E. Fairview Ave Path - construction				\$ 75,000			
	Ben Walters Way Sidewalk -design & survey		\$ 100,000					
	Ben Walters Way Sidewalk - construction			\$ 1,500,000				
	Svedlund/Herndon to Senior Citizens Center - design & construction					\$ 500,000		
	W. Fairview Avenue path- design						\$ 40,000	

		Year 0 July 2020- June 2021	Year 1 - June 2021 - July 2022	Year 2 - July 2022 - June 2023	Year 3 July 2023 - June 2024	Year 4 July 2024 - June 2025	Year 5 July 2025 - June 2026	
Drainage								
	Small Works Drainage program	\$ 110,000	\$ 25,000		\$ 25,000	\$ 50,000	\$ 50,000	
	Horizon Court Landslide Repair	\$ 20,000						
	Woodard Creek Culvert - design & construction	\$ 463,353						
	Update to Drainage Master Plan	\$ 90,000						
	Mt. Augustine Drainage Improvements - design & construction	\$ 97,000	\$ 100,000					
	Checkerboard Sponge Unit of Green Stormwater System - loan payment			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
	Beluga Lake Unit of Green Stormwater System - loan payment			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
	Beluga Slough Unit of Green Stormwater System - loan payment			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
	Bidarki Creek Unit of Green Stormwater System			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Misc								
	CMMS - Road Share		\$ 23,333					
	Update to Design Criteria Manual - Road Share		\$ 15,000					
	PW Campus Mitigation Plan		\$ 25,000					
	Snow Storage		\$ 20,000					
	Fuel Island Replacement - Design		20,000					
	Fuel Island Replacement - Construction			\$ 190,000				
	Road share of Ocean Drive SAD	\$ 52,606						

		Year 0 July 2020- June 2021	Year 1 - June 2021 - July 2022	Year 2 - July 2022 - June 2023	Year 3 July 2023 - June 2024	Year 4 July 2024 - June 2025	Year 5 July 2025 - June 2026	
Ord 17-40(A) = minimum \$500K to be allocated to capital projects from HART Roads	TOTAL CAPITAL PROJECTS	\$ 943,659	\$ 2,087,133	\$ 2,097,895	\$ 795,000	\$ 1,175,000	\$ 490,000	
Non-Motorized Transportation Opportunity Program				\$ 850,000				
Pavement Restoration Program				\$ 500,000				
Enhance Small Works Drainage Repair Program				\$ 50,000				
Enhance Small Works Road Repair Program				\$ 230,614				
Enhance IDIQ Contract for road repair From Fleet Replacement Schedule	FLEET REPLACEMENTS	\$ 416,000	\$ 609,999	\$ 31,666	\$ 109,166	\$ 458,333	\$ 15,000	
Covers Winter Roads, Gravel Roads and Pave Roads elements in PW Operating Fund	EST. TRANSFER TO GENERAL FUND	\$ 800,000	\$ 818,364	\$ 849,077	\$ 850,000	\$ 850,000	\$ 850,000	
	TOTAL EXPEDITURES FROM HART FUND	\$ 2,159,659	\$ 3,515,496	\$ 4,839,866	\$ 1,754,166	\$ 2,483,333	\$ 1,355,000	
	REVENUES	\$ 1,200,000	\$ 1,322,458	\$ 1,833,687	\$ 1,925,371	\$ 1,700,000	\$ 1,700,000	
	BALANCE	\$ 6,746,078	\$ 4,553,040	\$ 1,546,861	\$ 1,718,066	\$ 934,733	\$ 1,279,733	
Projects in Blue will be repaired with funds from the Small Works Roads Repair Program	Funding goes beyond a 10 year horizon.the 5-year horizon.	Funded						

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Non-Motorized Transportation Opportunity Fund</u>	DATE <u>05/04/2022</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR <u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 850,000</u>	

DESCRIPTION	Create the Non-Motorized Transportation Opportunity Fund to support the planning, design, survey, and construction of non-motorized routes in the City of Homer, on an opportunistic basis.
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	88%	12%	0%	0%

FUNDING SOURCE 1: HART-ROADS	FUNDING SOURCE 2: HART-TRAILS	FUNDING SOURCE 3:
Current Balance <u>\$ 7,420,355</u>	Current Balance <u>\$ 936,158</u>	Current Balance _____
Encumbered <u>\$ 3,000,595</u>	Encumbered <u>\$ 396,067</u>	Encumbered _____
Requested Amount <u>\$ 750,000</u>	Requested Amount <u>\$ 100,000</u>	Requested Amount _____
Other Items on Current Agenda <u>\$ 1,117,228</u>	Other Items on Current Agenda <u>\$ 56,803</u>	Other Items on Current Agenda _____
Remaining Balance <u>\$ 2,552,532</u>	Remaining Balance <u>\$ 383,288</u>	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____



City of Homer

www.cityofhomer-ak.gov

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Economic Development Advisory Commission
DATE: May 17, 2022
SUBJECT: Ordinances 22-25, 22-26 and 22-27

At the meeting of May 10, 2022, the Economic Development Advisory Commission passed a motion of support for ordinances 22-25, 22-26 and 22-27.

PERSON/GAMBLE MOVED TO SUPPORT THE STRATEGIES PROPOSED BY PUBLIC WORKS FOR DEPLOYING HART ROAD AND TRAILS FUNDS TO ACCELERATE NON-MOTORIZED TRANSPORTATION AND ROAD REPAIR, AND RECOMMEND CITY COUNCIL APPROVAL.

Discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-26

An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating \$500,000 from the Homer Accelerated Roads and Trails (HART) Road Fund to Establish a Pavement Restoration Program.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting May 9, 2022 Introduction
Memorandum 22-073 from Public Works Director as backup.
2. City Council Regular Meeting May 23, 2022 Public Hearing and Second Reading

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **ORDINANCE 22-26**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY22 CAPITAL BUDGET BY APPROPRIATING
9 \$500,000 FROM THE HOMER ACCELERATED ROADS AND TRAILS
10 (HART) ROAD FUND TO ESTABLISH A PAVEMENT RESTORATION
11 PROGRAM.
12

13 WHEREAS, \$177,895 was budgeted in the FY 22/23 Capital Budget for grinding and
14 paving East Bayview Ave, which had been assessed, using the PACER condition evaluation
15 methodology we introduced in 2020, as being in dire need of pavement restoration; and
16

17 WHEREAS, The Road Financial Plan calls for the investment of two – \$175,000 grind and
18 pave projects every other year; and
19

20 WHEREAS, We have learned this is not enough because due to the substantial increases
21 in the cost of oil, which is a necessary component of asphalt, the cost of asphalt has sky-
22 rocketed; and
23

24 WHEREAS, We’re finding more of our paved roads need restoration than previously
25 thought and some of them don’t need just a face lift, but a complete reconstruction.
26

27 WHEREAS, We have commissioned one of our Term Contract engineers to help us
28 evaluate our pavements and identify the most cost effective options for restoration so we can
29 update the Road Financial Plan in a sensible way; and
30

31 WHEREAS, We know we need to work on a couple of high traffic roads and the \$177,895
32 that is currently in the budget will not cover the costs; and
33

34 WHEREAS, We’d like to create a Pavement Restoration Program, which we can access
35 for high priority projects.
36

37 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
38

39 Section 1. The FY 22 Capital Budget is hereby amended by appropriating \$500,000 from
40 the HART Road Fund to create the Pavement Restoration Program as follows:
41

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
160	Pavement Restoration Fund	\$500,000

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Section 2. This is a budget amendment ordinance only, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of _____, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:
NO:
ABSTAIN:
ABSENT:

First Reading:
Public Reading:
Second Reading:
Effective Date:

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Pavement Restoration Program</u>	DATE	<u>05/04/2022</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR	<u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 500,000</u>		

DESCRIPTION	Create a Pavement Restoration Program, which we can access for high priority projects.
-------------	--

FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	100%	0%	0%	0%

FUNDING SOURCE 1: HART-ROADS	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 7,420,355</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 3,000,595</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 500,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 1,367,228</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 2,552,532</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-27

An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating an Additional \$511,228 from the Homer Accelerated Roads and Trails (HART) Road Fund to the Small Works Road Repair Program, the Small Works Drainage Program, and the Indefinite Delivery/Indefinite Quantity (IDIQ) Contract to East Road Services.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting May 9, 2022 Introduction

Memorandum 22-073 from Public Works Director as backup.
2. City Council Regular Meeting May 23, 2022 Public Hearing and Second Reading

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **ORDINANCE 22-27**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY22 CAPITAL BUDGET BY APPROPRIATING AN
9 ADDITIONAL \$511,228 FROM THE HOMER ACCELERATED ROADS
10 AND TRAILS (HART) ROAD FUND TO THE SMALL WORKS ROAD
11 REPAIR PROGRAM, THE SMALL WORKS DRAINAGE PROGRAM, AND
12 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) CONTRACT
13 TO EAST ROAD SERVICES.
14

15 WHEREAS, The City Council created three tools to facilitate repair and restoration of
16 Homer's roads and drainage works:

17

18 <u>Tool & Enabling Legislation</u>	19 <u>Original Appropriation</u>
20 • Small Works Road Repair Program (Ord. 20-33)	\$175,000
21 • Small Works Drainage Program (Ord. 20-34)	\$110,000
22 • IDIQ Contract to East Road Services (Reso. 21-051)	\$125,000

23 WHEREAS, These programs allowed the City to achieve road repairs that went above and
24 beyond our typical maintenance services; and

25
26 WHEREAS, There is still a lot of unmet need and it is in the best interests of the traveling
27 public to continue to make progress on repairing the worst of the City's roads.

28
29 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

30
31 Section 1. The FY 22 Capital Budget is hereby amended as follows:

32

33 <u>Fund</u>	34 <u>Description</u>	35 <u>Amount</u>
36 160	Small Works Road Repair Program	\$230,614
37 160	Small Works Drainage Program	\$50,000
38 160	IDIQ Contract to East Road Services	\$230,614

39 Section 2. This is a budget amendment ordinance only, is not permanent in nature,
40 and shall not be codified.

41 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of _____, 2022.
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ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Reading:

Second Reading:

Effective Date:

CITY OF HOMER

KEN CASTNER, MAYOR

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Additional Funding Road Repair and Drainage Programs; IDIQ Contract</u>	DATE	<u>05/04/2022</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR	<u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 511,228</u>		

DESCRIPTION	The HART Road Fund is expected to earn an additional \$511,228 in FY 22. Allocation of those additional funds are as follows: \$230,614 be allocated to the Small Works Road Repair Program so we can continue to make progress on repairing the worst of our spot road problems; \$50,000 be allocated to the Small Works Drainage Program so we can continue to make progress on repairing spot drainage issues; and \$230,614, be allocated to the East Road Services IDIQ Contract, separate from the Small Works Road Repair Program, so we can continue to make progress on digging out frost boils.
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	100%	0%	0%	0%

FUNDING SOURCE 1: HART-ROADS	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 7,420,355</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 3,000,595</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 500,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 1,367,228</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 2,552,532</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-28

An Ordinance of the City Council of Homer, Alaska Amending the FY22 Capital Budget by Appropriating an Additional \$56,803 from the Homer Accelerated Roads and Trails (HART) Trails Fund to the Small Works Trails Maintenance Program.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting May 9, 2022 Introduction
Memorandum 22-073 from Public Works Director as backup.
2. City Council Regular Meeting May 23, 2022 Public Hearing and Second Reading

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **ORDINANCE 22-28**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY22 CAPITAL BUDGET BY APPROPRIATING AN
9 ADDITIONAL \$56,803 FROM THE HOMER ACCELERATED ROADS
10 AND TRAILS (HART) TRAILS FUND TO THE SMALL WORKS TRAILS
11 MAINTENANCE PROGRAM.
12

13 WHEREAS, The City Council, with the adoption of Ordinance 20-36(S), created the
14 Small Works Trails Maintenance Fund, with an initial investment of \$36,000, to facilitate repair
15 and restoration of Homer’s trails; and
16

17 WHEREAS, This program has allowed the City to achieve trail work that went above and
18 beyond our typical maintenance services; and
19

20 WHEREAS, There is still a lot of unmet need and it is in the best interests of the hiking
21 public to continue to make progress on the City’s trails; and
22

23 WHEREAS, Sales tax revenues, from which the HART Trails Fund is built, are projected
24 to increase for FY 22.
25

26 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
27

28 Section 1. The FY 22 Capital Budget is hereby amended as follows:
29

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
165	Small Works Trails Maintenance Program	\$56,803

30
31
32

33 Section 2. This is a budget amendment ordinance, is not permanent in nature, and
34 shall not be codified.
35

36 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of ___, 2022.
37

38 CITY OF HOMER
39

40
41 _____
42 KEN CASTNER, MAYOR

43

44 ATTEST:

45

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47 _____

48 MELISSA JACOBSEN, MMC, CITY CLERK

49

50

51 YES:

52 NO:

53 ABSENT:

54 ABSTAIN:

55

56 Introduction:

57 Public Hearing:

58 Second Reading:

59 Effective Date:

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Additional Funding Small Works Trails Maintenance</u>	DATE	<u>05/04/2022</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR	<u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 56,803</u>		

DESCRIPTION	We propose to direct the projected increases in HART Trail Fund revenues for FY 22, \$56,803, to the Small Works Trails Program so we can continue to continue to make progress on repairing and enhancing Homer’s trail system. In the event the forecasted revenue increases don’t materialize, there are still sufficient funds in the HART Trails Fund to finance this program.
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	100%	0%	0%

FUNDING SOURCE 1: HART-TRAILS	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 936,158</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 396,067</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 56,803</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 100,000</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 383,288</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
 FROM: Rob Dumouchel, City Manager
 DATE: May 19, 2022
 SUBJECT: City Manager's Report for May 23, 2022 Council Meeting

Visioning Follow Up

In March, the City Council underwent a two-day visioning work session to talk about future priorities. A number of priorities were identified and staff has been evaluating the concepts to see how we can fit them together and move towards implementation. We're also working to expand our capacity through open recruitments for staff, the use of professional services agreements, and the restructuring of departments/divisions. As a regular item for Council, I will bring forward a progress memo (it will probably be quarterly) to provide a brief overview of each topic. The table below shows a condensed view of the 2022 priorities.

Fiscal Policy Improvements					
Comprehensive Plan Fast Forward		Zoning Code Modernization		Building Code Adoption and Implementation	
Expansion of Sidewalks and Trails			Water and Sewer Expansion		
Housing Challenges			Emergency Preparedness and Training		
Public Safety Conversations	Volunteer Action Plan	Coast Guard City Designation	Harbor Float Replacements	Recreation Priorities and Planning	Cybersecurity Improvements

Visit from Senator Sullivan

On Saturday, May 14th, Senator Dan Sullivan made a stop at the Harbormaster's office to talk about the future of Homer's Port and Harbor. Mayor Castner, Harbormaster Bryan Hawkins, and Special Projects Coordinator Jenny Carroll, along with representatives from the Homer Chamber of Commerce hosted the Senator and his staff.

Invasive Tree Removal

The City will be engaging in a partnership with Homer Soil & Water Conservation District to eradicate invasive European Bird Cherry (*Prunus padas*) trees around town and replace them with less harmful alternatives. The

locations have been mapped and identified over the last few years. There will be public notice at each location to explain what the project is about and provide links to more information. The schedule for removal is still being set, but we expect Triangle Park to be the first location for removal with Weeping Birch trees being planted as replacements. All replacement trees will be sourced locally. The public notice flyer is included in this report and contains a QR code that takes viewers to the state Department of Natural Resources page on bird cherry.

Fire Truck Purchase

Ordinance 22-22 authorized the purchase of our first new fire truck in many years. It set aside an amount not to exceed \$800,000. We were able to secure discounts which brought the final price to \$706,606 for the vehicle, remaining funds will be cycled back to General Fleet CARMA. The truck is expected to take roughly two years to be manufactured and delivered. Chief Kirko and I are collaborating on potential next steps for the ongoing fleet overhaul. We may be back in front of Council this summer to continue the fleet discussion.



Mayor Castner signs the check for the City's new pumper/tanker on the front bumper of the truck it will replace (pictured left to right: City Manager Dumouchel, Mayor Castner, Chief Kirko, and Deputy Chief Kahles)

FY22 3rd Quarter Sales Tax Update

Sales tax revenues are on track to meet the City's targets. Calendar year 2021 was an extremely strong year for sales tax revenue in all quarters, 2022 is shaping up the same way. Comparing the 3rd quarter of FY22 to the same time period in 2021, we grew sales tax revenues 5% year over year. This matches the escalation 5%

rate we used for FY23 in the mid-biennium budget amendment. For remote seller sales tax, we have surpassed our budget forecast and may break \$400,000 in revenue

Public Health Meeting

Special Projects Coordinator Jenny Carroll and I met with our local public health nurse Lorne Carroll and Sarah Hargrave, SE Regional Public Health Nurse Manager for the Alaska Department of Health & Social Services. We discussed the COVID experience, local public health challenges, and ways that we can better work together in the future outside of a pandemic.

Sidewalks

With the passage of Resolution 22-043, staff began to work through the directions from Council contained therein. I first met with planning staff, and then we integrated Public Works into the conversation. To get Council up to speed on our sidewalk context, staff developed a presentation for the May 23rd work session. Work will be ongoing throughout the summer and beyond.

Tsunami Brochure

After receiving feedback at the May 9th meeting, we have been working with the folks at the Alaska Earthquake Center to make some modifications to the document. A new draft is attached, our partners are aiming to print brochures in June as part of their grant-funded project's timeline.

RAVN Bankruptcy

When the original RAVN, a tenant in the City's airport terminal, closed down and went through bankruptcy, there was a lot of work to do to get the new RAVN in place with a new lease and ensure the City recouped lost revenues from the departure of the old RAVN. The last bit of that work, which was shepherded by JDO, is complete and we received \$13,733 from the RAVN Air Liquidation Trust. At this point in time, I believe all outstanding issues related to the RAVN bankruptcy as they relate to the City of Homer are concluded.

Enclosures:

1. Memo re: Council Priorities
2. Invasive Tree Removal Flyer
3. Sales Tax Update
4. Tsunami Brochure Draft and Memo



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

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Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: May 12, 2022
SUBJECT: 2022 Council Visioning Follow Up

I have been reviewing the outcome of the 2022 Council visioning work sessions and working with staff on ways to get the larger projects underway. Most of the visioning work session concepts were heavily interdependent, and it's hard to work on one item without triggering an action within one or more of the other items.

To keep Council up to date on priorities from the visioning, I will be aiming to provide an overview of projects and progress on a regular schedule. It will likely be on a quarterly basis. Right now, a lot of the activity is at the staff level, however, expect to see a lot of these items begin to filter into Council agendas across the coming months.

- **Fiscal Policy Improvements** – We have an ongoing project related to debt service. We are also making progress on the procurement policy goal from 2020. The Finance Stakeholder Group has conducted research, including an internal survey, which has been forwarded to my office. How I proceed will depend in part on the outcome of the open recruitment for the special project coordinator positions. Additionally, we are working on a financial services term contract RFP and will be proposing an appropriation for a small works finance program to accelerate finance-related projects.
- **Comprehensive Plan Fast Forward** – Internal planning conversations have been held with Planning and Economic Development staff. We are working towards an RFP for a firm to help us complete this very large and complicated task. We are targeting summer 2022 for the RFP launch.
- **Zoning Code Modernization** – This item is split into two pieces, pre- and post-comprehensive plan. Staff is working to identify items that can/should be attacked right now, and others that should wait for the Comprehensive Plan to be complete or nearly complete before initiating. The first pre-comprehensive plan item proposed by staff is conditional use permit reform.
- **Building Code Adoption and Implementation** – I have had some stakeholders reach out to me on this topic, and I have met with staff to discuss ways we could move this forward in phases. How we proceed will depend in part on the outcome of the open recruitment for the special project coordinator positions.

- **Housing Challenges** – One thread within this topic is the regulation of short term rentals. In April, staff mailed a flyer about short term rental sales tax remittance to all utility customers. Next, we need to start talking about creating a regulatory program. I’ve held preliminary discussions with Planning and Economic Development staff. More to come soon.
- **Water and Sewer Expansion** – Public Works has been putting significant effort into the general concept of expanding our utilities for the last two years. Expect more detailed updates in the future as we work to secure funding for significant expansion opportunities.
- **Expansion of Sidewalks and Trails** – This topic is very popular with Council (see Resolution 22-043) and we are planning to host a work session on May 23rd to give the Council a broad overview of our history, adopted plans, planning and ongoing projects, fiscal planning, etc. related to sidewalks and trails. A non-motorized transportation opportunity fund ordinance is up for second reading on May 23rd as well as an ordinance to top up the funds required for the main street sidewalk project.
- **Emergency Preparedness and Training** – The All Hazards Plan is under review by FEMA and the tsunami brochure project with UAF is nearly complete. There remains much work to do related to the Emergency Operations Plan and future training opportunity development.
- **Public Safety Conversations** – I think we will aim to do a test event in late summer or early fall. Peak tourist season is not an ideal time for our public safety folks.
- **Volunteer Action Plan** – Some initial conversations have been held at staff level on the topic. I’m waiting on the special projects coordinator recruitment to close before deciding how to best proceed.
- **Coast Guard City Designation** – Christine Drais, Assistant to the City Manager, and Councilmember Venuti have begun to work together on this item. Christine has also conducted some community outreach with local stakeholders. I am planning, through the Harbormaster’s Office, to set up a meeting between key City staff and local Coast Guard chain of command to discuss local issues. I think we’ll likely be submitting an application to the Coast Guard at the end of the year.
- **Harbor Float Replacements** – Council passed Ordinance 22-19(A) which made \$56,540 available from the Port Reserves Fund for grant and engineering assistance related to a harbor float replacement project. While prep work will happen in calendar year 2022, it is likely that any grants submitted, will occur in calendar year 2023.
- **Recreation Priorities and Planning** – While this is a bigger conversation than the HERC/Pioneer Gateway Redevelopment Project, much of the general recreation conversation is occurring in parallel to those work sessions/discussions.
- **Cybersecurity Improvements** – A key part of improving City cybersecurity is having sufficient staff to manage our digital infrastructure. Ordinance 22-20 provided funding for a Network Administrator position. We have an active recruitment for the position which closed on May 13th.

2022 Council Priorities

Fiscal Policy Improvements					
Comprehensive Plan Fast Forward		Zoning Code Modernization		Building Code Adoption and Implementation	
Expansion of Sidewalks and Trails			Water and Sewer Expansion		
Housing Challenges			Emergency Preparedness and Training		
Public Safety Conversations	Volunteer Action Plan	Coast Guard City Designation	Harbor Float Replacements	Recreation Priorities and Planning	Cybersecurity Improvements

2020 Council Initiated Priorities

HERC Demolition/Community Recreation Center			Stormwater Management Plan and Implementation		
Climate Action Plan			Wayfinding/Streetscape		
Water and Sewer Policy	Reserve Funding (Water and Sewer)	Election Code	City Council Operating Manual	Procurement Policy	
Funding for Large Vessel Harbor Study					



TREE REPLACEMENT IN PROCESS

To protect the health of our native ecosystems and ensure our public spaces remain enjoyable for all, we're replacing invasive European bird cherry (mayday) trees with non-invasive trees.

Together we can keep Homer free from harmful invasive species!

Scan to learn more about European bird cherry (mayday) trees and what you can do about them



kenaiinvasives.org
plants.alaska.gov/invasives/europeanbirdcherry

WHY ARE EUROPEAN BIRD CHERRY TREES A PROBLEM?

Take over forest and streamside habitats, forming thickets where native plants once grew



Can be toxic to moose



Spread along salmon streams and alter the availability of prey for juvenile salmon





City of Homer

www.cityofhomer-ak.gov

Finance Department

491 East Pioneer Avenue
Homer, Alaska 99603

finance@cityofhomer-ak.gov

(p) 907-235-8121

(f) 907-235-3140

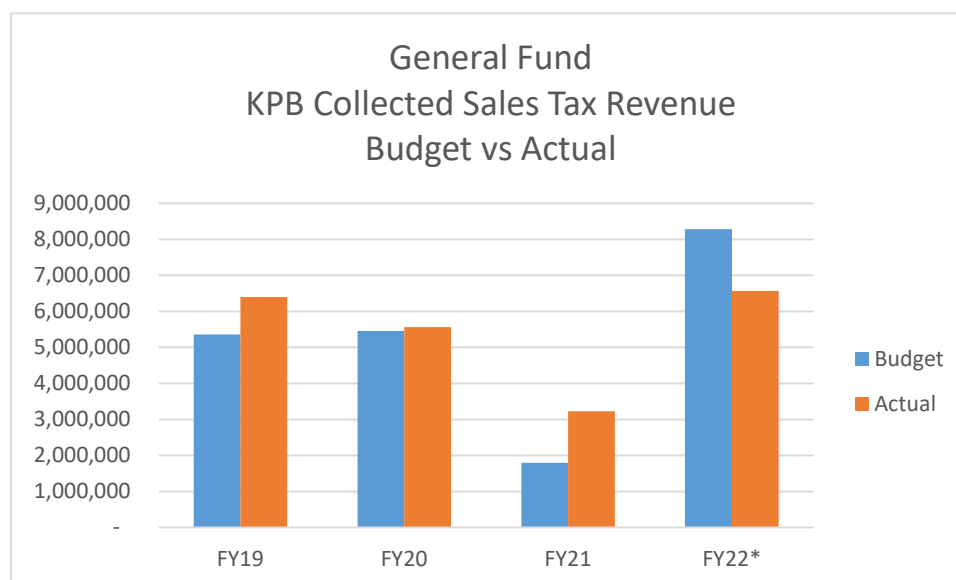
Memorandum

TO: Mayor Castner and Homer City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Elizabeth Walton, Finance Director
DATE: May 18, 2022
SUBJECT: Calendar Year 1st Quarter Sales Tax Analysis

The purpose of this memo is to provide an analysis of sales tax revenue received to date for Fiscal Year 2022. Also provided in this memo is contextual information associated with taxable sales figures for the 1st quarter of calendar year 2021 (now 3rd quarter of fiscal year 2022 with the change in City fiscal year which went into effect on July 1, 2021).

General Fund Sales Tax Revenue Analysis:

City Council approved Ordinance 22-20 to provide for necessary mid-biennium budget amendments. The General Fund FY22 budgeted sales tax revenue was increased to \$8,285,547, with an additional \$207,225 budgeted for remote sales tax. Actual current sales tax revenue for FY22 (July 1, 2021 – April 30, 2022) for the City's General Fund is \$6,567,664 in KPB collected sales tax and \$213,528 in ARSSTC collected sales tax. If current trends continue, the City should have no issue meeting sales tax budget expectations for FY22. The General Fund is currently \$1.7 million away from meeting budget expectations for KPB collected sales tax and there is still a quarter remaining.



***FY22 data is reflective of sales tax revenue received July 2021 – April 2022.**

Basic Sales Tax Information:

Sales tax is one of the primary drivers of revenue for the General Fund as it represents roughly 57% of total projected revenue for the FY22 amended budget. Consumers in Homer pay a sales tax rate of 7.85%. Of that, 3% goes to the Kenai Peninsula Borough while the other 4.85% is remitted to the City of Homer. The majority of City sales tax (3%) collected goes to the General Fund to cover the expenses associated with providing core services. Other dedicated purposes of the City of Homer share of sales tax are as follows: HART (0.75%), HAWSP (0.75%), Public Safety Operations and Infrastructure (0.35%).

Sales Tax Destination	Sales Tax Amount Charged to Consumers*
Kenai Peninsula Borough	3%
Homer General Fund	3%
Homer Accelerated Roads and Trails	.75%
Homer Accelerated Water and Sewer Program	.75%
Homer Police Station	.35%

*Sales tax is only charged on the first \$500 of a single purchase

An important reminder is that the City of Homer does not collect sales tax directly. The City elects for the Kenai Peninsula Borough to collect, administer and then remit sales tax revenue to us. KPB remits sales tax revenue to the City on a monthly basis, but there is a two month “lag” in the revenue received. This means that the revenue that is received by the City in one month is not a reflection on sales tax actually earned in that particular month. Finance makes an accounting entry at the end of the year to adjust for this delay. This is important to keep in mind when comparing sales tax revenue received vs. taxable sales.

Enclosures:

Accompanying this memo are five documents to help provide context to the historical trends associated with sales tax revenue.

Attachment A provides a data set of Line of Business (LOB) taxable sales for the calendar year 1st quarter going back to 2017. The LOB categories are determined and reported by the Kenai Peninsula Borough. The biggest dollar share in taxable sales has historically come from the Retail Trade sector and this quarter is no different. This sector experienced a relatively static taxable sales value comparative to the 2nd quarter in 2021 and a 12% increase over 2019. Most of the sectors tied closely with the tourism industry rebounded in 2021 comparative and we expect to see the same trends occur into 2022. Overall, the City experienced a roughly 5% increase in taxable sales comparative to the 1st quarter in 2021 and a 16% increase over 2020.

Attachment B provides a data set comparing the LOB taxable sales on a calendar year quarterly basis back to 2018.

Attachment C provides a data set of sales tax revenue collected on a calendar year quarterly basis going back to 2018. The sales tax data is broken out by the funds that received a portion of the total revenue. One thing to note is that HART sales tax was diverted into the General

Fund for fiscal years 2016-2018. In 2019, HART began receiving their respective share of the overall revenue. Also to note in 2019, the sales tax rate increased to fund debt service payments and maintenance of the police station facility.

Attachment D provides a data set of sales tax revenue collected for the period of July – April of each year going back to 2016. The purpose of this chart is to provide current fiscal year to date sales tax revenue comparison with previous years using the same time interval (July – December).

Attachment E provides a comparison of budget versus actual sales tax revenue collected for the General Fund. There are two charts: one represents the sales tax revenue that is collected by the Kenai Peninsula Borough (KPB) and the other represents the sales tax revenue collected by the Alaska Remote Sellers Sales Tax Commission (ARSSTC).

Attachment A
LOB Taxable Sales
Calendar Year 1st Quarter
Presented May 17, 2022

	2017	2018	2019	2020	2021	2022	% Δ 2022 - 2021	% Δ 2022 - 2020
ADMINISTRATIVE, WASTE MAN	207,412	155,528	136,996	126,571	158,366	295,790	87%	134%
AGRICULTURE, FORESTRY, FI	14,600	33,710	640,248	18,712	18,509	24,724	34%	32%
ARTS AND ENTERTAINMENT	249,016	249,287	253,475	216,312	147,074	240,471	64%	11%
CONSTRUCTION CONTRACTING	484,978	315,934	333,640	367,431	491,123	565,053	15%	54%
EDUCATIONAL SERVICES	71,272	61,687	58,316	72,931	53,019	55,009	4%	-25%
FINANCE AND INSURANCE	19,204	27,385	28,275	26,553	24,390	26,599	9%	0%
GUIDING LAND	-	-	-	-	-	-	0%	0%
GUIDING WATER	36,497	79,447	187,753	110,697	274,578	318,865	16%	188%
HEALTH CARE AND SOCIAL AS	77,243	80,890	78,958	21,795	11,280	15,647	39%	-28%
HOTEL/MOTEL/BED & BREAKFA	1,532,096	1,490,223	1,543,084	1,279,481	1,865,239	1,922,123	3%	50%
INFORMATION	1,020,993	972,981	984,852	983,669	669,902	632,312	-6%	-36%
MANAGEMENT OF COMPANIES	-	-	-	-	-	-	0%	0%
MANUFACTURING	225,385	249,843	281,903	344,961	417,190	361,202	-13%	5%
MINING/QUARRYING	500	-	150	3,220	3,618	5,727	58%	78%
PROFESSIONAL, SCIENTIFIC	698,422	691,012	648,929	702,504	856,513	906,461	6%	29%
PUBLIC ADMINISTRATION	1,100,933	816,016	829,928	971,581	866,942	884,360	2%	-9%
REMEDATION SERVICES	32,666	38,717	33,767	-	-	-	0%	0%
RENTAL COMMERCIAL PROPERT	58,558	69,250	196,565	58,935	62,633	76,753	23%	30%
RENTAL NON-RESIDENTAL PRO	128,347	144,070	138,064	92,816	89,296	103,531	16%	12%
RENTAL OF SELF-STORAGE &	201,259	232,561	217,415	231,287	230,502	282,384	23%	22%
RENTAL PERSONAL PROPERTY	138,081	148,701	141,046	165,835	172,735	161,082	-7%	-3%
RENTAL RESIDENTAL PROPERT	1,035,396	1,146,434	1,077,295	1,101,887	1,085,363	1,232,743	14%	12%
RESTAURANT/BAR	2,787,404	3,101,373	3,179,549	2,514,895	2,841,878	3,349,204	18%	33%
RETAIL TRADE	12,505,192	12,769,708	14,151,272	15,612,943	17,584,839	17,438,724	-1%	12%
SERVICES	1,799,351	1,894,742	1,749,725	1,608,833	1,742,283	2,144,883	23%	33%
TELECOMMUNICATIONS	408,560	449,669	401,118	335,461	446,343	495,135	11%	48%
TELECOMMUNICATIONS-CABLE	627	574	495	861	694	984	42%	14%
TIMBERING	500	-	505	-	-	-	0%	0%
TRANSPORTATION AND WAREHO	190,285	177,563	196,800	195,409	201,873	237,814	18%	22%
UTILITIES	2,322,217	2,445,497	2,503,521	2,710,459	2,683,123	2,849,169	6%	5%
WHOLESALE TRADE	262,379	325,567	296,494	273,328	303,219	326,650	8%	20%
TOTAL	27,609,373	28,168,369	30,290,138	30,149,367	33,302,524	34,953,399	5%	16%
Applied Sales Tax 4.85%*	1,339,055	1,366,166	1,469,072	1,462,244	1,615,172	1,695,240	80,067	232,996

*Effective January 1, 2019 the sales tax rate for the City of Homer was increased from 4.5% to 4.85%. The applied rate of 4.85% is used here for comparison purposes only. This value is derived by multiplying the total taxable sales by the sales tax rate.

Attachment B
LOB Taxable Sales
Calendar Year - Quarterly
Presented May 17, 2022

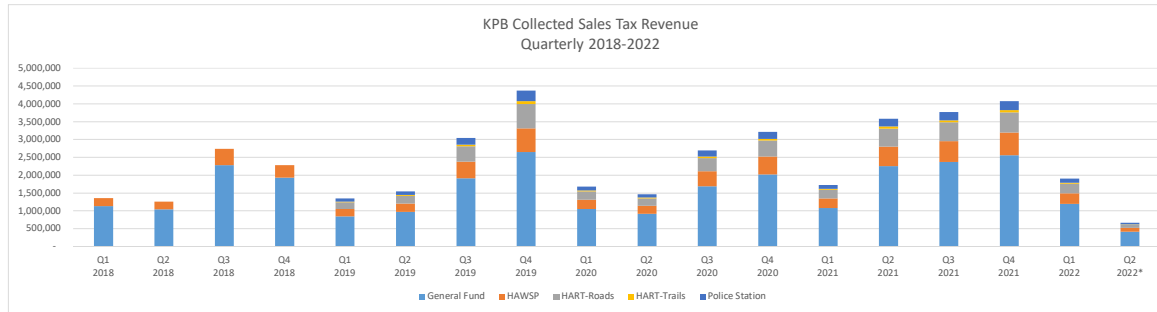
	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022
ADMINISTRATIVE, WASTE MAN	155,528	203,986	204,971	155,250	136,996	211,749	202,322	166,876	126,571	115,955	162,542	152,225	158,366	200,697	317,064	229,764	295,790			
AGRICULTURE, FORESTRY, FI	33,710	203,853	234,217	37,022	640,248	160,020	202,286	44,149	18,712	111,415	187,204	41,097	18,509	163,842	221,045	47,153	24,724			
ARTS AND ENTERTAINMENT	249,287	501,469	737,507	277,357	233,475	548,940	731,228	303,677	216,312	165,688	477,017	145,134	147,074	514,908	879,483	259,658	240,471			
CONSTRUCTION CONTRACTING	315,934	409,170	385,926	386,079	333,640	373,100	336,222	364,590	367,431	392,005	397,514	487,741	491,123	416,949	473,646	538,442	565,053			
EDUCATIONAL SERVICES	61,687	54,866	55,190	78,859	58,316	56,938	75,184	90,528	72,931	42,283	44,879	58,566	53,019	44,623	52,725	52,301	55,009			
FINANCE AND INSURANCE	27,385	25,820	25,924	27,189	28,275	36,654	29,481	26,563	26,553	19,785	40,410	25,265	24,390	25,729	22,441	20,505	26,599			
GUIDING LAND	-	105,778	228,047	-	-	125,677	258,602	-	-	42,822	79,186	477	-	88,796	188,069	99	-			
GUIDING WATER	79,447	2,869,368	6,061,804	134,694	187,753	2,985,820	5,988,975	120,809	110,697	1,359,274	4,822,074	193,829	274,578	4,896,767	9,582,806	368,104	318,865			
HEALTH CARE AND SOCIAL AS	80,890	95,062	80,786	50,658	78,958	62,473	45,090	38,063	21,795	15,422	28,941	16,437	11,280	52,394	112,550	16,517	15,647			
HOTEL/MOTEL/BED & BREAKFA	1,490,223	4,422,516	7,518,922	1,455,582	1,543,084	4,629,194	8,375,973	1,734,109	1,279,481	2,828,851	6,389,397	1,710,573	1,865,239	6,938,219	10,468,820	2,195,084	1,922,123			
INFORMATION	972,981	1,061,677	1,031,736	1,008,965	984,852	978,052	1,037,924	992,162	983,669	883,165	935,171	710,741	669,902	747,268	716,705	696,968	632,312			
MANAGEMENT OF COMPANIES	-	-	-	-	-	126,214	311,026	-	-	10,508	-	-	-	-	-	-	-			
MANUFACTURING	249,843	530,866	641,802	339,803	281,903	756,819	715,234	406,462	344,961	505,214	687,424	428,970	417,190	713,612	850,127	381,130	361,202			
MINING/QUARRYING	-	-	150	150	150	1,150	10,926	19,981	3,220	14,961	26,838	21,611	3,618	28,586	42,077	21,916	5,727			
PROFESSIONAL, SCIENTIFIC	691,012	756,620	770,672	680,434	648,929	785,571	761,163	635,037	702,504	767,048	823,623	763,313	856,513	857,983	819,924	801,164	906,461			
PUBLIC ADMINISTRATION	816,016	1,427,693	2,458,720	1,143,132	829,928	1,432,737	2,845,900	1,022,188	971,581	1,368,423	3,105,875	874,562	866,942	1,466,313	2,921,998	1,262,184	884,360			
REMEDATION SERVICES	38,717	-	-	-	33,767	-	-	-	-	-	-	-	-	-	-	-	-			
RENTAL COMMERCIAL PROPERT	69,250	85,800	130,158	64,428	196,565	99,765	95,207	60,191	58,935	80,696	81,163	71,944	62,633	72,545	92,538	93,266	76,753			
RENTAL NON-RESIDENTIAL PRO	144,070	187,303	238,829	148,707	138,064	184,240	234,955	126,417	92,816	90,896	129,139	96,490	89,296	155,709	201,955	132,963	103,531			
RENTAL OF SELF-STORAGE &	232,561	265,933	528,323	276,934	217,415	272,863	537,757	294,635	231,287	271,739	570,643	322,683	230,502	289,507	683,119	337,600	282,384			
RENTAL PERSONAL PROPERTY	148,701	210,142	259,883	157,676	141,046	221,419	229,691	174,262	165,835	194,678	216,695	192,495	172,735	214,495	287,696	190,524	161,082			
RENTAL RESIDENTIAL PROPERT	1,146,434	1,638,398	1,880,675	1,089,752	1,077,295	1,632,238	1,834,018	1,116,156	1,101,887	1,402,570	1,708,348	1,140,114	1,085,363	1,703,802	2,044,382	1,174,940	1,232,743			
RESTAURANT/BAR	3,101,373	6,773,895	9,542,688	3,482,700	3,179,549	6,848,886	9,553,633	3,501,273	2,514,895	3,762,292	6,529,920	2,851,904	2,841,878	8,170,597	11,337,427	3,827,710	3,349,204			
RETAIL TRADE	12,769,708	27,043,054	34,053,544	17,314,037	14,151,272	29,033,873	34,490,183	18,463,774	15,612,943	27,598,497	34,754,701	20,013,292	17,584,839	34,839,450	41,805,658	21,707,718	17,438,724			
SERVICES	1,894,742	2,768,109	2,305,938	2,071,964	1,749,725	2,701,456	2,586,137	2,001,089	1,608,833	2,196,866	2,465,235	2,059,134	1,742,883	2,875,372	2,980,616	2,246,554	2,144,883			
TELECOMMUNICATIONS	449,669	469,468	511,781	534,464	401,118	337,618	332,138	334,477	335,461	440,569	468,600	462,880	446,343	490,947	495,505	528,912	495,135			
TELECOMMUNICATIONS-CABLE	574	1,202	1,305	519	495	6,282	691	429	861	516	809	1,932	694	1,389	2,386	1,680	984			
TIMBERING	-	-	500	500	505	-	-	-	-	-	-	-	-	-	-	-	-			
TRANSPORTATION AND WAREHO	177,563	853,236	1,545,966	168,374	196,800	925,578	1,410,586	165,792	195,409	347,778	1,072,654	252,295	201,873	1,209,752	1,918,578	190,942	237,814			
UTILITIES	2,445,497	2,058,123	1,757,390	2,045,862	2,503,521	2,114,934	1,727,760	2,028,860	2,710,459	2,197,539	1,812,700	2,365,856	2,683,123	2,348,284	1,958,574	2,437,793	2,849,169			
WHOLESALE TRADE	325,567	355,069	298,755	355,568	296,494	398,831	280,016	223,920	273,328	338,319	291,360	208,920	303,219	450,299	295,931	257,298	326,650			
TOTAL	28,168,369	55,378,476	73,491,609	33,486,659	30,290,138	58,049,081	75,240,308	34,456,469	30,149,367	47,565,777	68,310,460	35,670,480	33,302,524	69,978,734	91,773,846	40,018,888	34,953,399	-	-	-
Applied Sales Tax 4.85%*	1,366,166	2,685,856	3,564,343	1,624,103	1,469,072	2,815,380	3,649,155	1,671,139	1,462,244	2,306,940	3,313,057	1,730,018	1,615,172	3,393,969	4,451,032	1,940,916	1,695,240	-	-	-

*Effective January 1, 2019 the sales tax rate for the City of Homer was increased from 4.5% to 4.85%. The applied rate of 4.85% is used here for comparison purposes only. This value is derived by multiplying the total taxable sales by the sales tax rate.

This chart represents taxable sales that are collected by KPB and does not include taxable sales collected by ARSTC.

Attachment C
Sales Tax Revenue
Calendar Year - Quarterly
Presented May 17, 2022

	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022*	Q3 2022	Q4 2022
General Fund	1,136,958	1,049,686	2,285,324	1,937,016	848,744	972,481	1,917,010	2,656,754	1,058,824	921,925	1,694,506	2,026,245	1,085,933	2,257,774	2,375,582	2,568,192	1,201,806	422,084	-	-
HAWSP	227,446	209,988	457,167	349,894	208,708	239,135	471,396	663,850	260,367	226,703	416,682	498,129	267,033	546,802	584,159	631,523	295,526	103,791	-	-
HART-Roads	-	-	-	-	187,837	215,221	424,256	675,890	234,330	204,033	375,014	448,446	240,329	500,650	525,744	568,370	265,973	93,412	-	-
HART-Trails	-	-	-	-	20,871	23,913	47,140	81,879	26,037	22,670	41,668	49,942	26,703	63,208	58,416	63,152	29,553	10,379	-	-
Police Station	-	-	-	-	83,483	95,654	188,558	297,006	104,147	90,681	166,673	199,252	106,813	218,721	233,664	252,609	118,210	41,516	-	-
Total	\$ 1,364,404	\$ 1,259,673	\$ 2,742,491	\$ 2,286,910	\$ 1,349,642	\$ 1,546,404	\$ 3,048,360	\$ 4,375,378	\$ 1,683,704	\$ 1,466,011	\$ 2,694,542	\$ 3,222,014	\$ 1,726,812	\$ 3,587,155	\$ 3,777,565	\$ 4,083,846	\$ 1,911,069	\$ 671,183	\$ -	\$ -

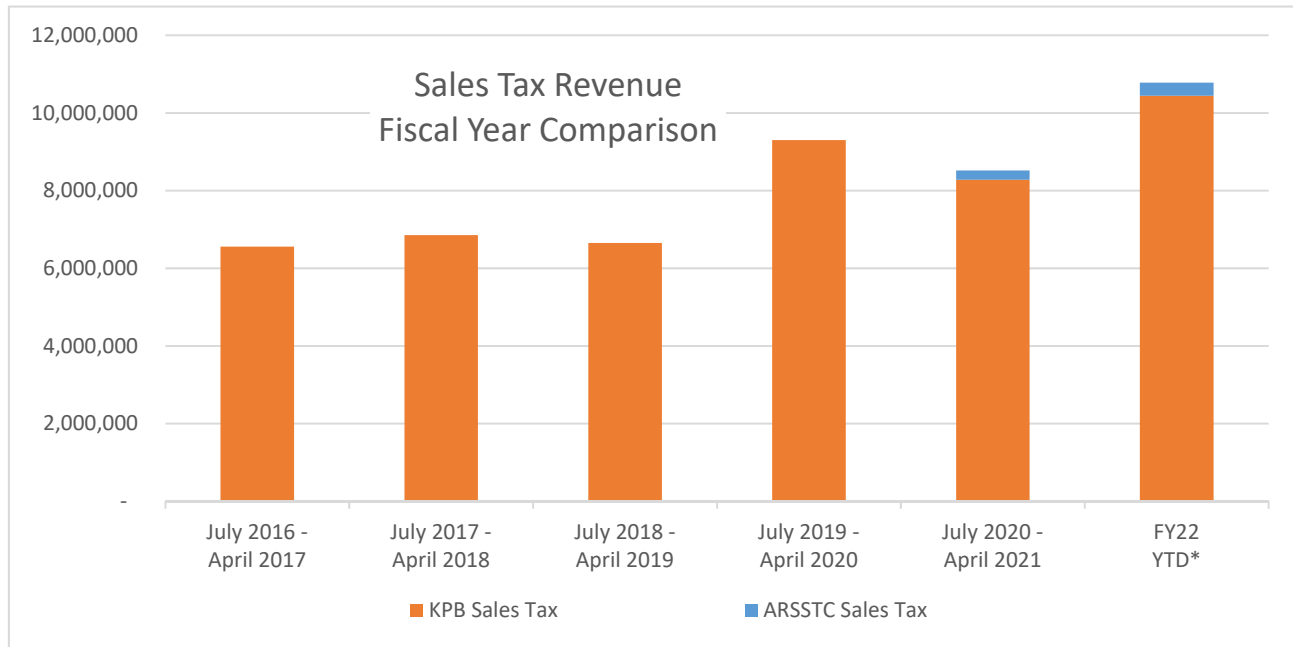


Key Points:
 - HART Sales Tax was diverted into the General Fund from 2016-2018
 - Sales Tax increased in 2019 to fund debt service payments associated with Police Station bond
 *Q2 2022 represents revenue received in April 2022

Attachment D
Sales Tax Revenue
Fiscal Year Comparison
Presented May 17, 2022

KPB Sales Tax	July 2016 - April 2017	July 2017 - April 2018	July 2018 - April 2019	July 2019 - April 2020	July 2020 - April 2021	FY22 YTD*
General Fund	5,476,642	5,711,488	5,242,127	5,754,499	5,206,556	6,567,664
HAWSP	1,079,661	1,142,369	1,057,828	1,425,590	1,280,173	1,614,999
HART-Roads	-	-	225,691	1,361,457	1,152,285	1,453,499
HART-Trails	-	-	25,077	158,053	128,147	161,500
Police Station	-	-	100,307	601,702	512,069	646,000
Total	6,556,303	6,853,857	6,651,029	9,301,301	8,279,230	10,443,663

ARSSTC Sales Tax	July 2016 - April 2017	July 2017 - April 2018	July 2018 - April 2019	July 2019 - April 2020	July 2020 - April 2021	FY22 YTD*
General Fund					158,899	213,528
HAWSP					33,549	52,507
HART-Roads					30,194	47,256
HART-Trails					3,355	5,251
Police Station					13,420	21,003
Total					239,416	339,545



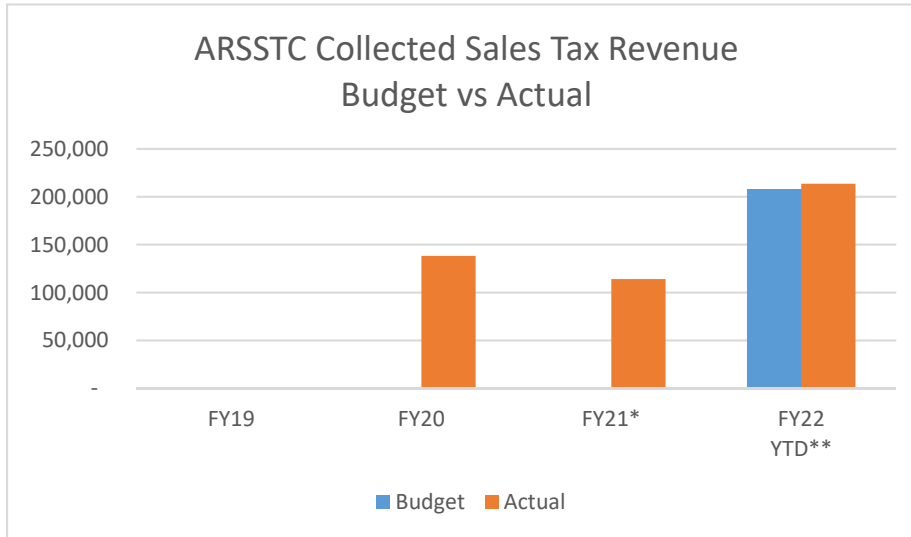
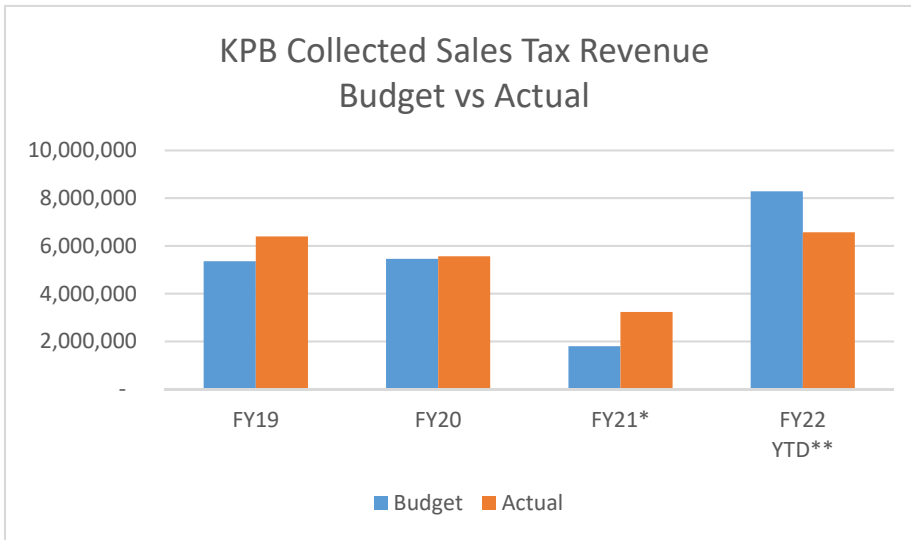
*FY22 YTD - represents sales tax revenue received July 2021 - April 2022

Attachment E

Sales Tax Revenue Budget vs Actual Comparison Presented May 17, 2022

KPB Sales Tax	FY19	FY20	FY21*	FY22 YTD**
Budget	5,355,237	5,455,285	1,793,487	8,285,547
Actual	6,394,988	5,563,349	3,229,665	6,567,664

ARSSTC Sales Tax	FY19	FY20	FY21*	FY22 YTD**
Budget	-	-	-	207,225
Actual	-	138,150	114,042	213,528



*FY21 illustrated truncated budget (January 2021 - June 2021)

**FY22 data is only for revenue posted July 2021 - April 2022



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor and City Council
FROM: Jenny Carroll, Special Projects and Communications Coordinator
DATE: May 18, 2022
SUBJECT: Homer Tsunami Brochure

Attached is the final Homer Tsunami Brochure that incorporates Council's recommendation from the May 9, 2022 City Council meeting that the map show that the Homer Police Department is above the tsunami inundation zone, which it is.

The difference between the last brochure version and this one is a refinement of the evacuation line in the area near Heath and Lake Streets and the Sterling Highway so that it more closely follows the composite maximum inundation line, rather than the street network or property lines.

The purpose of the brochure is two-fold. The map side with its yellow evacuation line offers a clear but general guide to help users understand the extent of inundation zone in Homer. The evacuation line is based on the maximum tsunami inundation zone in the 2019 scientific report published by the State of Alaska Department of Natural Resources Division of Geological & Geophysical Surveys and conforms with the Tsunami Modelling and Mapping Guidelines and Best Practices published by the National Tsunami Hazard Mitigation Program. The back panel directs constituents and the interested public to more highly detailed local maps and tsunami safety information.

The next step is that Elena Suleimani and her team at the Alaska Earthquake Center will send the brochure to be printed in early June. We thank Elena Suleimani and her staff for collaborating with us on the brochure and the Alaska Division of Homeland Security and Emergency Management for securing the funding to produce this valuable resource available to our community.

Check Your Community Hazard

Knowing your risk before disaster hits could save your life. Explore the online tool at tsunami.alaska.edu to determine whether your house, workplace, or school is in the inundation/flood zone.

Historical Tsunamis

The 1964 magnitude 9.2 earthquake changed Homer's landscape: the Homer Spit dropped almost 6 feet due to subsidence from the earthquake combined with ground compaction from shaking. Afterwards, buildings and structures on the spit flooded during high tides. The earthquake caused a combination of tsunamis generated by the earthquake itself and by local underwater landslides.

Keeping Alaska Safe

Tsunami researchers use cutting-edge science to examine historical tsunamis and earthquakes, along with geologic records from prehistoric tsunamis, then generate possible worst-case scenarios. This information is visualized in maps showing potential flood zones to help communities create emergency plans.

Learn More about Tsunami Hazards in Homer

Emergency and disaster preparedness
City of Homer website
www.cityofhomer-ak.gov/emergency-information
beready@ci.homer.ak.us



City of Homer incident updates
www.cityofhomer-ak.gov

On Facebook
[@cityofhomerak](https://www.facebook.com/cityofhomerak)
[@homerakpolice](https://www.facebook.com/homerakpolice)

Full scientific community report and maps
<https://dggs.alaska.gov/pubs/id/30095>

Maritime guidance report
<http://hdl.handle.net/11122/10916>

Pedestrian travel times report
<http://hdl.handle.net/11122/10027>



Explore the online tool
tsunami.alaska.edu

Learn More about Tsunami Safety in Alaska

Preparing for tsunamis
Alaska Division of Homeland Security and Emergency Management
www.ready.alaska.gov



Tsunami warning information
National Tsunami Warning Center
www.tsunami.gov

National Tsunami Hazard Mitigation Program
nws.weather.gov/nthmp/

To request brochures, contact 907-474-7320 or uaf-aec@alaska.edu

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Published in 2022

Know Your Tsunami Hazard in Homer



Big Waves in the Biggest State

In Alaska, tsunamis can strike within minutes of an earthquake. Tsunami awareness and safety are crucial to anyone who lives, works, or travels along Alaska's coast.

Earthquakes frequently rumble coastal Alaska. Just offshore, the Pacific Ocean plate scrapes under the continental plate of mainland Alaska, causing much of this activity. Many places along Alaska's rugged coast are poised for landslides above or below the ocean's surface. A major earthquake or landslide near the coast could generate a tsunami.

High-risk Areas

If the ground shakes for more than 20 seconds and it is difficult to stand, and/or the tsunami siren is heard, anyone within the tsunami hazard zone should move to higher ground or a tsunami shelter (see map).

Pay attention to unusual sounds and sights when on or near the ocean. Tsunami impacts are greatest near ocean beaches, low-lying coastal areas, and waterways such as harbors and estuaries. Always avoid these areas during tsunamis. A tsunami can be a series of waves that may last for hours, so wait for local authorities to announce when these areas are safe. In addition to wave action, tsunamis can stir up currents that threaten harbors, facilities, and boats.

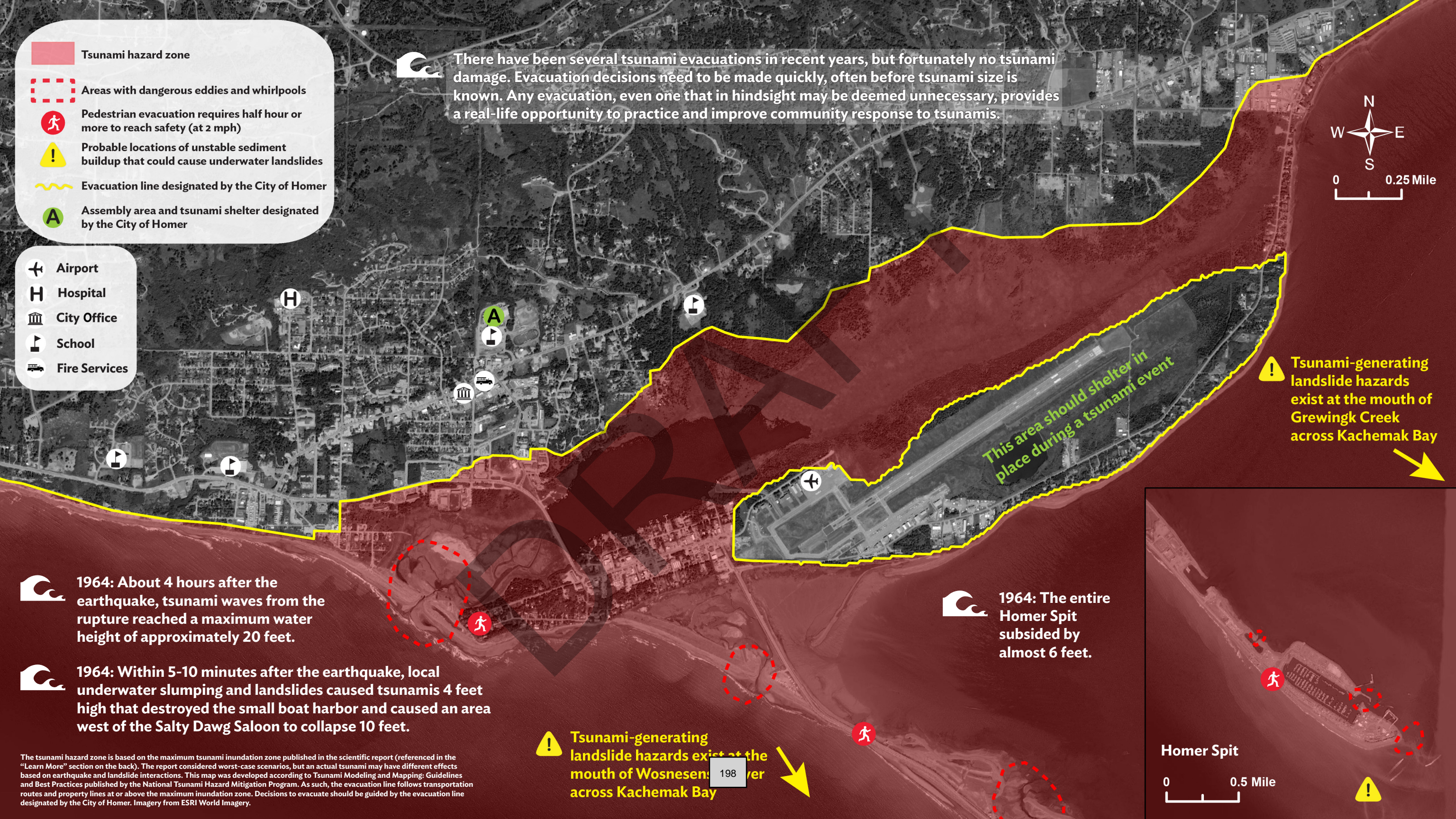
- Tsunami hazard zone
- Areas with dangerous eddies and whirlpools
- Pedestrian evacuation requires half hour or more to reach safety (at 2 mph)
- Probable locations of unstable sediment buildup that could cause underwater landslides
- Evacuation line designated by the City of Homer
- Assembly area and tsunami shelter designated by the City of Homer

- Airport
- Hospital
- City Office
- School
- Fire Services



There have been several tsunami evacuations in recent years, but fortunately no tsunami damage. Evacuation decisions need to be made quickly, often before tsunami size is known. Any evacuation, even one that in hindsight may be deemed unnecessary, provides a real-life opportunity to practice and improve community response to tsunamis.

0 0.25 Mile



This area should shelter in place during a tsunami event

Tsunami-generating landslide hazards exist at the mouth of Grewingk Creek across Kachemak Bay



1964: About 4 hours after the earthquake, tsunami waves from the rupture reached a maximum water height of approximately 20 feet.



1964: Within 5-10 minutes after the earthquake, local underwater slumping and landslides caused tsunamis 4 feet high that destroyed the small boat harbor and caused an area west of the Salty Dawg Saloon to collapse 10 feet.



1964: The entire Homer Spit subsided by almost 6 feet.



Tsunami-generating landslide hazards exist at the mouth of Wosnesenski River across Kachemak Bay

The tsunami hazard zone is based on the maximum tsunami inundation zone published in the scientific report (referenced in the "Learn More" section on the back). The report considered worst-case scenarios, but an actual tsunami may have different effects based on earthquake and landslide interactions. This map was developed according to Tsunami Modeling and Mapping: Guidelines and Best Practices published by the National Tsunami Hazard Mitigation Program. As such, the evacuation line follows transportation routes and property lines at or above the maximum inundation zone. Decisions to evacuate should be guided by the evacuation line designated by the City of Homer. Imagery from ESRI World Imagery.

Homer Spit

0 0.5 Mile



May 4, 2022

City of Homer
Ken Castner
491 E Pioneer Ave
Homer, AK 99603-7624

Dear Ken,

Thank you to the City of Homer for the recent gift to Kachemak Heritage Land Trust! This generous gift in the amount of \$1,500 (ck.# 7365), was received on April 01, 2022 for grant # 22-72 through the Homer Foundation. As an investor in our organization, the City of Homer is our partner — helping us conserve treasured lands on the Kenai Peninsula for the future.

Kachemak Heritage Land Trust has been protecting places — open, wild, pristine places — in our state of Alaska for over 30 years. In these places, people have gathered, laughed, shared meals, made discoveries, learned about one another and preserved the incredible natural environment in which we are so lucky to live.

The funds from this grant will support KHLT's stewardship efforts. Funds will allow KHLT to purchase necessary supplies, equipment, and software to increase our capacity to care for land within the City of Homer's service area. KHLT is so grateful for our enduring and sustainable partnership with the City of Homer.

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Marie".

Marie McCarty
Executive Director

thank you - these funds
mean a great deal to us ☺



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-085

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: MAY 13, 2022

SUBJECT: TRAVEL AUTHORIZATION FOR _____ TO ATTEND THE ALASKA MUNICIPAL LEAGUE SUMMER CONFERENCE HELD AUGUST 10-12, 2021 IN SITKA, ALASKA

_____ would like to attend the Alaska Municipal Leagues Summer Conference in Denali Borough, Alaska August 10-12, 2022.

The AML is a voluntary, nonprofit, nonpartisan, statewide organization of 140 cities, boroughs, and unified municipalities, representing over 97 percent of Alaska's residents. Originally organized in 1950, the League of Alaska Cities became the Alaska Municipal League in 1962 when boroughs joined the League.

Meetings include Alaska Conference of Mayors, AML Board, and Legislative discussions.

Cost estimates for travel include round trip Homer to Anchorage \$300 and Anchorage to Sitka approximately \$600 per person, and lodging at \$200 per night. Per Diem is \$58 per day, for three meals. Conference cost is \$150.

RECOMMENDATION: Authorize travel for Mayor Castner and Councilmember Aderhold to attend the AML Summer Conference August 10-12, 2022 in Sitka, Alaska.



2022 Summer Legislative Conference

August 10-12

Sitka, Harrigan Centennial Hall

Draft Agenda

Wednesday, August 10

AMMA and ACoM Meetings

8:00 a.m. – 5:00 p.m.

Alaska Municipal Management Association Meeting
(Breakfast & Lunch Included)

12:00 p.m. – 5:00 p.m.

Alaska Conference of Mayors Meeting (Lunch Included)

Welcome

Goal-Setting

Business Meeting

6:00 p.m.

Sitka Reception

Thursday, August 11

AML Legislative Conference

8:00 a.m.

Breakfast - Included

8:30 a.m. – 8:45 a.m.

Welcome and Introductions

8:45 a.m. – 9:00 a.m.

Director's Update

9:00 a.m. – 10:00 a.m.

Legislative Session Review

10:00 a.m. – 10:15a.m.

Break

10:15 a.m. – 11:55 a.m.

Legislative Issues Discussion – Bills Impacting Local Governments

12:00 p.m. – 1:00 p.m.

Lunch - Included

1:15 p.m. – 3:00 p.m.	Infrastructure Planning
3:00 p.m.	Break
3:15 p.m.	Speaker
4:00 p.m.	Plenary Discussion of State and Federal Legislative Issues
5:00 p.m.	End of Day One
5:30 p.m. – 7:30 p.m.	Mock Elections

Friday, August 12 **AML Legislative Conference**

8:00 a.m.	Breakfast
8:30 a.m. – 9:30 a.m.	Legislative Committee
9:30 a.m. – 10:00 a.m.	Break
10:00 a.m. – Noon	Resolutions Review
Lunch	Closing Session
1:00 p.m. – 4:00 p.m.	AML Board of Directors Meeting