



**Homer City Hall**  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## **City of Homer Agenda**

**City Council Regular Meeting**

**Monday, August 24, 2020 at 6:00 PM**

**City Hall Cowles Council Chambers via 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 Password: 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. City Council Unapproved Regular Meeting Minutes of August 10, 2020. City Clerk. Recommend adoption.
- b. Memorandum 20-118 from Mayor Castner re: Appointment of Student Representative to the Library Advisory Board. Recommend approval.
- c. Ordinance 20-51, An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget by Appropriating Funds in the Amount of \$7,049 from the Police CARMA Fund for Traffic Calming Improvements on Kachemak Drive. Recommended dates: Introduction August 24, 2020 Public Hearing and Second Reading September 14, 2020

Memorandum 20-120 from Police Chief as backup

- d. Ordinance 20-52, An Ordinance of the City Council of Homer, Amending the 2020 Capital Budget and Authorizing Expenditure of \$25,000 from the HART Road Fund for and On-Call Services Contract with the Homer Soil and Water Conservation District. City Manager/Public Works Director. Recommended dates Introduction August 24, 2020 Public Hearing and Second Reading September 14, 2020

Memorandum 20-125 from Public Works Director as backup

- e. Ordinance 20-53, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 21.05.030 Measuring Heights to Exclude Elevator Shafts when Measuring the Height of a Building. Recommended dates Introduction August 24, 2020 Public Hearing and Second Reading September 14, 2020.

Memorandum 20-123 from City Planner as backup

- f. Ordinance 20-54, An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget by Appropriating \$45,000 from the HART Trails Fund for Completion of the Poopdeck Trail. Recommended dates Introduction August 24, 2020 Public Hearing September 14, 2020

Memorandum 20-121 from Deputy City Planner as backup

- g. Resolution 20-073, A Resolution of the City Council of Homer, Alaska Designating Signatories of City Accounts and Superseding any Previous Resolutions so Designating. Recommend adoption.

- h. Resolution 20-074, A Resolution of the City Council of Homer, Alaska Approving Application for Coronavirus Relief Funds in the Amount of \$1,203,124.94 from the Kenai Peninsula Borough for Costs that are Necessary Expenditures Incurred due to the Coronavirus Disease 2019 (COVID-19) Public Health Emergency, and Authorizing the City Manager to Execute the Grant Agreement. Recommend adoption.

## **VISITORS**

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

- a. Worksession Report
- b. Committee of the Whole Report
- c. Mayor's Report
- d. Borough Report
- e. Library Advisory Board
- f. Planning Commission
- g. Economic Development Advisory Commission
- h. Parks Art Recreation and Culture Advisory Commission
- i. Port and Harbor Advisory Commission
- j. Americans with Disabilities Act Compliance Committee
- k. AML Summer Conference Report
- l. City Attorney's Report

## **PUBLIC HEARING(S)**

- a. Ordinance 20-49, An Ordinance of the City Council of Homer, Alaska Amending the Homer City Zoning Map to Rezone 4061 Pennock Street from Urban Residential (UR) Zoning District to Residential Office (RO) Zoning District. Planning Commission. Introduction August 10, 2020, Public Hearing and Second Reading August 24, 2020.

Memorandum 20-119 from City Planner as backup

Memorandum 20-115 from City Planner as backup

- b. Ordinance 20-50 An Ordinance of the City Council of Homer, Alaska Appropriating \$60,000 in CARES Act Funds from the State of Alaska for the Homer Chamber of Commerce to Continue Operations during the Pandemic. Evensen/Mayor. Introduction August 10, 2020 Public Hearing and Second Reading August 24, 2020

Ordinance 20-50(S) An Ordinance of the City Council of Homer, Alaska Appropriating \$60,000 in CARES Act Funds from the State of Alaska for the Homer Chamber of Commerce to Continue Operations during the Pandemic. Evensen/Mayor

## **ORDINANCE(S)**

- a. Ordinance 20-55, An Ordinance of the City Council of Homer, Alaska Reappropriating \$1,500,000 from the Small Business Economic Relief Grant (SBERG) Program to the Household Economic Relief Grant (HERG) Program. Recommended dates Introduction August 24, 2020 Public Hearing and Second Reading September 14, 2020

- b. Ordinance 20-56, An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget and Authorizing the Expenditure of \$550,000 from the Water Depreciation Fund for Designated Urgent Projects. City Manager/Public Works Director. Recommended dates Introduction August 24, 2020 Public Hearing and Second Reading September 14, 2020

Memorandum 20-126 from Public Works Director as backup

- c. Ordinance 20-57, An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget and Authorizing the Expenditure of \$484,900 from the Sewer Depreciation Fund for Designated Projects in the 2020 Sewer Capital Improvement Plan. City Manager/Public Works Director. Recommended dates Introduction August 24, 2020 Public Hearing and Second Reading September 14, 2020

Memorandum 20-127 from Public Works Director as backup

- d. Ordinance 20-58, An Emergency Ordinance of the City Council of Homer, Alaska Declaring the Landslide on Horizon Court to Constitute an Emergency and Amending the 2020 Capital Budget and Authorizing Expenditure of up to \$300,000 from the HART

Road Fund to Design and Construct Remedial Solution. City Manager/Public Works Director.

Memorandum 20-127 from Public Works Director as backup

## **CITY MANAGER'S REPORT**

### **PENDING BUSINESS**

- a. Ordinance 20-48, An Ordinance of the City Council of Homer, Alaska Amending the 2020 Operating Budget and Authorizing Expenditure of \$29,100 from the General Fund Fund Balance to Fund Additional Porta Potties and Hand Wash Stations and Authorizing a Sole Source Contract. City Manager/Public Works Director. Introduction July 27, 2020 Public Hearing and Second Reading August 10, 2020

Ordinance 20-48(S), An Ordinance of the City Council of Homer, Alaska Amending the ~~2020~~ **2020-2021** Operating Budget and Authorizing Expenditure of **an Additional** \$29,100 ~~from the General Fund Fund Balance to Fund Additional~~ **for** Porta Potties, **Designating this as a COVID Related Expense**, and Hand Wash Stations and Authorizing a Sole Source Contract. City Manager/Public Works Director.

Memorandum 20-124 from Public Works Director as backup

Memorandum 20-105 from Public Works Director as backup

### **NEW BUSINESS**

- a. Oath of Office for Robert Dumouchel, City Manager
- b. Memorandum 20-122 from City Clerk Re: Expression of Interest by the City of Homer to Host the 2024 Arctic Winter Games
- c. Memorandum 20-129 from City Clerk re: Approval to Submit Letter to Senator Sullivan related to the CARES Act

*Letter to be provided in Supplemental Packet*

### **RESOLUTIONS**

- a. Resolution 20-075, A Resolution of the City Council of Homer, Alaska Accepting the 2020 Water Capital Improvement Plan and Declaring it should be Updated as Part of the City's Budget Cycle. City Manager/Public Works Director.
- b. Resolution 20-076, A Resolution of the City Council of Homer, Alaska Accepting the 2020 Sewer Capital Improvement Plan and Declaring it should be Updated as Part of the City's Budget Cycle. City Manager/Public Works Director.
- c. Resolution 20-077, A Resolution of the City Council of Homer, Alaska Adopting a Reserve Fund Policy for the Collection and Use of Water and Sewer Depreciation Reserve Funds. Lord/Aderhold.

- d. Resolution 20-078, A Resolution of the City Council of Homer, Alaska Amending the Homer Accelerated Water and Sewer Program (HAWSP) Policy Manual to Modernize the Language and Clarify Qualifying Criteria for using HAWSP Funds. Lord/Aderhold.

**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, September 14, 2020 at 6:00 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.

Session 20-25 a Regular Meeting of the Homer City Council was called to order on August 10, 2020 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, EVENSEN, HANSEN-CAVASOS, LORD, SMITH, VENUTI

**STAFF:** INTERIM CITY MANAGER ABBOUD  
CITY CLERK JACOBSEN  
FINANCE DIRECTOR WALTON  
PUBLIC WORKS DIRECTOR KEISER  
PERSONNEL DIRECTOR BROWNING

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

The following changes were made: **VISITORS** Unified Command Report, **MAYOR'S REPORT** CY 21 Alaska Marine Highway Winter Scheduling Considerations; **PUBLIC HEARINGS** Ordinance 20-45, An Ordinance of the City Council of Homer, Alaska Appropriating \$4,031,326.50 in CARES Act Funds from the State of Alaska and Providing for Administrative Flexibility in the Management of these Funds. Lord/Aderhold. Ordinance 20-45(S) An Ordinance of the City Council of Homer, Alaska Appropriating \$4,031,326.50 in CARES Act Funds from the State of Alaska and Providing for Administrative Flexibility in the Management of these Funds. Lord/Aderhold. Written public comment **ORDINANCES** Ordinance 20-50 An Ordinance of the City Council of Homer, Alaska Appropriating \$60,000 in CARES Act Funds from the State of Alaska for the Homer Chamber of Commerce to Continue Operations during the Pandemic. Evensen/Mayor. Letter from Homer Chamber of Commerce as backup **PENDING BUSINESS** Resolution 20-071, A Resolution of the City Council of Homer, Alaska Establishing the Nonprofit Economic Relief Grant Program (NERG), Household Economic Relief Grant Program (HERG), Social Services Economic Relief Grant Program (SOSERG), And Childcare Business Economic Relief Grant Program (CBERG) in Response to the Economic Downfall Caused by Measures taken to Assure Public Safety in the Face of the Covid-19 Pandemic. Lord/Aderhold/Venuti. Revised Economic Relief Grant Programs and written public comment.

LORD/VENUTI MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **MAYORAL PROCLAMATIONS AND RECOGNITIONS**

## **PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA**

Hannah Gustafson, nonresident and the Southern Kenai Peninsula Resilience Coalition Coordinator, commented in support of Resolution 20-071 and the proposed Economic Relief Grants. She explained they recently conducted a needs assessment and requested Council consider addressing technology needs, if CARES Funds are available. It's become a necessity during these times and needs include hardware, data, and internet access.

Jillian Lush, Director of Sprout Family Services, echoed Ms. Gustafson's comments. She was also involve in the needs assessment and sees an increased need for internet infrastructure, subsidized costs for families needing to access the internet for pediatric services, school, other service needs.

## **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. City Council Unapproved Regular Meeting Minutes of July 27, 2020. City Clerk. Recommend adoption.
- b. Memorandum 20-116 from Mayor Re: Appointment of Katelyn Engebretsen as Student Representative to the Port and Harbor Advisory Commission. Recommend approval.
- c. Ordinance 20-49, An Ordinance of the City Council of Homer, Alaska Amending the Homer City Zoning Map to Rezone 4061 Pennock Street from Urban Residential (UR) Zoning District to Residential Office (RO) Zoning District. Planning Commission. Recommended dates Introduction August 10, 2020, Public Hearing and Second Reading August 24, 2020.

Memorandum 20-117 from City Planner as backup

Moved to Ordinances item c. Evensen.

Item c. was moved to Ordinances item c. Evensen.

LORD/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. Unified Command Report (20 minutes)

Homer Fire Chief Kirko provided an update on the use of funds that have been approved for COVID response. An improved tracking system has been set up for all purchases being made to better assist in staying ahead of our needs and spending appropriately. There are some challenges with time-frames, particularly with PPE required for this type of response and vendor back log nationally. He's been communicating with the State EOC and putting in PPE requests at the State level, and having some frustration with having to channel City of Homer requests through the Borough because it adds another layer to the already taxed process. He'll be working next week with some local contractors and City Hall staff to do a walk through and present a number for how we make the building ready to open the door and conduct business. He commended the team for handling things while he was away.

Rachel Tussey, City of Homer PIO, reported on ongoing messaging efforts on the Spit, the SBERG Program, voting in a COVID safe way, and the City Manager's office masking requirement for City facilities. She's been revising the City's COVID website to make it more user friendly and to include information that people seem to be looking for these days like the DHSS COVID data dashboard and School District updates. The COVID call line is still active with 309 callers to date. She shared her appreciation for the feedback she's received from Councilmembers and would like to continue collaborating with them on radio ads and opinion letters. She reminded listeners that local businesses who need COVID signage can use the PIO contact number on the website or call the COVID call line at 435-3197.

Derotha Ferraro, South Peninsula Hospital (SPH) PIO, reported to date SPH has conducted 6821 total tests with 6522 negative, 109 positive, and 190 pending. Their daily test numbers have slowed to about 50 per day and the positivity rate is down to under 1% over the last seven day, and 1.3% over the last 14 days. Testing is offered daily from 10:00 a.m. to 8:00 p.m. at the main entrance parking lot, call 235-0235 in route. That number is very busy, sometimes up to 100 calls per day on that line so they're working to have more people available to answer the calls. Result turnaround time is 3-5 days, if you're testing in Homer, we still have to drive our swab samples up every morning so that adds a day. The hospital website has information on testing eligibility, a few new categories have been added. There have been no hospitalizations since June, and no employees out due to COVID positive, everyone's back to work and all is good with the residents at the nursing home. SPH priorities going forward include Dr. Tuomi is serving on the local schools COVID Smart Start Work Group to inform and support schools on decision making and provide access to local resources. They're also addressing winterization for the parking lot testing, door screenings, and daily test swab delivery to Anchorage.

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

a. Worksession Report



Councilmember Lord reported Council discussed water and sewer rates at their worksession. They talked about the rate model that was established by the Water/Sewer Rate Task Force in 2013, also the use of the reserve fund and the need for better policy regarding HAWSP. She and Councilmember Aderhold will work on drafting something to bring back to Council to consider.

a. Committee of the Whole Report

Councilmember Lord reported Council discussed Ordinance 20-49 regarding rezoning a property on Pennock from Urban Residential to Residential Office, Ordinance 20-50 regarding providing \$60,000 of CARES Act funds to the Homer Chamber of Commerce and how it fits into Ordinance 20-45, and the Seawall Special Assessment District information in the City Manager's report.

c. Mayor's Report

Mayor Castner reported on the winter Alaska Marine Highway winter scheduling considerations for the Tustumena, which beginning October 1<sup>st</sup> it will be out of service until April 15<sup>th</sup>, so there's no winter sailing scheduled for the western gulf. No travel between Homer and Seldovia, between Homer and Kodiak, or the other ports in the western system. That was put out on Friday and they gave 7 days to comment, so we couldn't meet public notice requirement to put it on the agenda tonight. He encouraged the public to make comment through the State website. He felt it was unfair to have such a short period.

He reported the Borough postponed an ordinance regarding City's ability to weigh in on easement vacations to allow the City's an opportunity to give comment on the ordinance.

He expressed his appreciation to the community for the increased use of masks. It's noticeable, he appreciates the tolerance people are exhibiting, and he hopes the trend continues.

Lastly he reported the new City Manager, Rob Dumouchel, will be arriving in Homer tomorrow and starts work on Monday.

b. Borough Report

Kenai Peninsula Borough Assembly President Kelly Cooper confirmed the Mayors comments regarding Ordinance 2020-36 and the opportunities for the City's to weigh in before it comes back to the Assembly. They approved \$379,000 for the purchase of a new imagery system through their CARES funding to safely fulfill the requirement for Assessing's physical inspections of properties within the Borough. The imagery has high definition needed to do inspections and allows for privacy, and will help to reduce overall cost related to the inspections. The referendum to repeal the hybrid vote by mail has been certified and will be on the October ballot. They're having a special meeting Tuesday at 2:00 p.m. to address the Borough to City grant of CARES funding, and she'll bring forward a motion to allow Senior

Centers throughout the Borough who have already participated in a Borough Grant Program to be eligible to apply for Borough CARES Act funding. Other amendments address additional funds to emergency service personnel and departments outside of City limits, an air purification system installation in the Borough and School facilities, and amending grant amounts to small businesses and non-profits outside City limits. The Borough is using some of their CARES Act Funding to put out an RFP to improve internet access to residents of the Borough as a grant opportunity funded through CARES Act funding.

e. Library Advisory Board

Kate Finn, Library Advisory Boardmember, reported on the Library's recent change to eliminate all overdue fines and eliminating overdue fines at the library. The Board is turning its attention to the planned giving, a program through the Homer Foundation intended to generate funds for the library, into the future. She provided an update on the Summer Reading Program being successfully conducted digitally, the Activities to Go Program for kids and teens, KBBI Story Hour with Claudia Haines, Grab and Go Food distribution, the Bookmobile in the library parking lot, and grant money provided for Virtual Creator Visits by Shawn Harris and Yvonne Zorbitz whose books are in the Children's Library, upcoming Candidate forum for House District 31 tomorrow at 7:00 to 8:30 p.m., and an essay contest on Why Voting Matters.

f. Planning Commission

i. Planning Commission Report

g. Economic Development Advisory Commission

h. Parks Art Recreation and Culture Advisory Commission

i. Port and Harbor Advisory Commission

j. Americans with Disabilities Act Compliance Committee

**PUBLIC HEARING(S)**

- a. Ordinance 20-42, An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding 2515 Lineal Feet (.48 miles) of Urban Road on Ternview Place, Kilokak Lane, and Virginia Lyn Way. City Manager/Public Works Director. Introduction July 27, 2020 Public Hearing and Second Reading August 10, 2020.

Memorandum 20-103 from Public Works Inspector as backup

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

LORD/EVENSEN MOVED TO ADOPT ORDINANCE 20-42 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- b. Ordinance 20-43, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Section 11.08.090 Driveways, Road Approaches-Property of City, Relating to Driveway Construction Permits. City Manager/Public Works Director. Introduction July 27, 2020 Public Hearing and Second Reading August 10, 2020.

Memorandum 20-104 from Public Works Director as backup

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

LORD/VENUTI MOVED TO ADOPT ORDINANCE 20-43 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- c. Ordinance 20-44, An Ordinance of the City Council of Homer, Alaska, Amending the 2020-2021 Operating Budget to Appropriate Funds in the Amount of \$47,080 in the 2020 and \$99,670 in 2021 for a total of \$146,750 from General Fund Fund Balance to Fund Additional Finance Department Personnel. Lord/Aderhold. Introduction July 27, 2020 Public Hearing and Second Reading August 10, 2020

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

LORD/ADERHOLD MOVED TO ADOPT ORDINANCE 20-44 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was brief discussion confirming this position and the added capacity in the Finance Department will positively impact the audit process and reporting for the City's financial accountability.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- d. Ordinance 20-45, An Ordinance of the City Council of Homer, Alaska Appropriating \$4,031,326.50 in CARES Act Funds from the State of Alaska and Providing for Administrative Flexibility in the Management of these Funds. Lord/Aderhold. Introduction July 27, 2020 Public Hearing and Second Reading August 10, 2020

Memorandum 20-110 from Interim City Manager as backup

Ordinance 20-45(S) An Ordinance of the City Council of Homer, Alaska Appropriating \$4,031,326.50 in CARES Act Funds from the State of Alaska and Providing for Administrative Flexibility in the Management of these Funds. Lord/Aderhold.

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

LORD/ADERHOLD MOVED TO ADOPT ORDINANCE 20-45 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

LORD/ADERHOLD MOVED TO SUBSTITUTE ORDINANCE 20-45(S) FOR 20-45.

Councilmember Lord noted the substitute includes a provision to shift funds from the non-profit grant program to household grant program and inserts a correct resolution number on line 90.

VOTE (substitute): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Councilmember Lord explained while this appropriates large chunks of the funds within the CARES Act appropriation to the City, it also leaves some funds unappropriated in anticipation of shifting over time as we move through the grant programs and getting these funds out to the community, and also for City services required during this time.

Councilmember Evensen shared concern about the potential for the child care CBERG program and that it might be double dipping in terms of what someone could get through SBERG.

Councilmember Lord explained the rationale behind the policy is that it's not double dipping in that no one is eligible to receive funds for which they've already been funded. They have to be COVID related expenses that are not already being covered through any other source. This back filling to help those who don't qualify for the other grant programs. It is additional above and beyond funds to a particular sector and it's something municipalities around the State are doing because people are being put into difficult situations. It includes child care facilities that

are licensed, license exempt, and provide after school care. The social services grant program is also additional above and beyond funding. If they have additional expenses that aren't being met by other CARES Act funds, they'd qualify for the additional above and beyond funding.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- e. Ordinance 20-48, An Ordinance of the City Council of Homer, Alaska Amending the 2020 Operating Budget and Authorizing Expenditure of \$29,100 from the General Fund Fund Balance to Fund Additional Porta Potties and Hand Wash Stations and Authorizing a Sole Source Contract. City Manager/Public Works Director. Introduction July 27, 2020 Public Hearing and Second Reading August 10, 2020.

Memorandum 20-105 from Public Works Director as backup

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

LORD/VENUTI MOVED TO ADOPT ORDINANCE 20-48 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

Councilmember Smith questioned the verbiage that the \$24,300 may be eligible for COVID-19 related expenses, and why that determination hasn't already been made. It seems to be lined out in the Public Work Director's memo that's the case and he agrees as such.

There was discussion regarding postponing to the next meeting to address and confirm the funding source.

LORD/EVENSEN MOVED TO POSTPONE TO THE NEXT MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **ORDINANCE(S)**

- a. Ordinance 20-46, An Ordinance of the City Council of Homer, Alaska Promoting Natural Gas as a Cleaner Heating Fuel and Amending Homer City Code Title 7 Vehicles and Traffic, Chapter 7.16 Operating, Stopping or Parking of Motor Vehicles in Beach Areas Prohibited-Exceptions, by Deleting Section 7.16.020(b). Evensen. Recommended dates: Introduction July 27, 2020, Public Hearing and Second Reading August 10, 2020

Memorandum 20-109 from Interim City Manager as backup

LORD/EVENSEN MOVED TO INTRODUCE ORDINANCE 20-46 BY READING OF TITLE ONLY.

Councilmember Evensen shared his reasoning for bringing this forward including natural gas being a highly efficient form of heating fuel and should be promoted, the dangers of driving on the beach and potential liability to the City, the toxicity of burning coal, there are other points of beach access along Cook Inlet, and driving on beaches doesn't fit well with critical habitat areas in Homer.

Councilmember Smith commented he and Councilmember Aderhold joined Council at the end of the Beach Policy re-write, there was a lot of work that went into what's currently in place, and it was ripe for the conversation at that time. Beach access is a fundamental right and some access has already been eliminated, predominantly on the Spit and a portion of Bishop's Beach primarily to create a safe space for people to enjoy without vehicular interaction. He appreciates trying to move away from coal as a fuel, but there are number who use it and there are areas surrounding Homer that don't have access to natural gas.

Councilmember Lord was in the community and followed the beach policy work that was done. There was a huge amount of public participation and it was very controversial as it's a near and dear subject to a lot of people for a lot of reasons. She doesn't think this is an appropriate time to take this up given the lack of access in terms of people's ability to weigh in and participate in the way they are traditionally used to. She uncomfortable taking up an extremely hot topic in the middle of a pandemic. Following a huge amount of process is the only way to open this back up. She's comfortable where we landed with the compromises made in the current policy through a thoughtful process.

Councilmember Venuti shared about a phone call she received from a member of the public who drives her elderly parents to family picnics on the beach in this area and this would eliminate that opportunity. It's not all about collecting coal.

Councilmember Aderhold agrees with Councilmember Evensen in concept, however it doesn't seem like the right time. The backup memo explains the Parks Art Recreation and Culture Advisory Commission (PARCAC) is slated to take up beach policy this fall, and if we were to do anything, she'd say at a later date they send a guidance memo to PARCAC to review and evaluate certain aspects of beach policy. She agreed with Councilmember Smith this was a lot of their time when they joined Council. She talked to community members on all sides of the topic and understands the need for access down the beach. She isn't comfortable cutting off access to properties along the beach, and not comfortable taking it up at this time. She could potentially support giving PARCAC some direction this fall.

Councilmember Venuti could also support having PARCAC involved this fall.

Councilmember Evensen suggested what's missing from the conversation is the issue with the deterioration of the beach. Those members who didn't grow up here don't know what it was like in the 70's and 80's with the rich intertidal ecosystem. He reminisced about the sea life and intertidal organisms that could be found along the beach. The beach has bared the brunt of this policy and we've watched it be destroyed over the years.

Councilmember Aderhold suggested she could potentially support, at a future date, a small contract to look at past data on the intertidal area that evaluates any changes over time that could help PARCAC and Council evaluate what those changes have been.

Councilmember Lord noted her support for that notion, and it would be helpful to include the human element in looking at causal relationships, including HPD reports for accidents, lost vehicles, and usage data.

Councilmember Evensen suggested introducing this tonight, holding a public hearing, and deciding at the next meeting whether to postpone.

Councilmembers reiterated their points for not wanting to introduce this ordinance at this time.

Councilmember Hansen-Cavasos noted she's been on both sides of the issue, having collected coal and spending time beach combing. She agreed with others to get more documentation and address this at a later time with PARCAC.

VOTE: NO: VENUTI, SMITH, ADERHOLD, LORD, EVENSEN, HANSEN-CAVASOS

Motion failed.

- b. Ordinance 20-50 An Ordinance of the City Council of Homer, Alaska Appropriating \$60,000 in CARES Act Funds from the State of Alaska for the Homer Chamber of Commerce to Continue Operations during the Pandemic. Evensen/Mayor Recommended dates Introduction August 10, 2020 Public Hearing and Second Reading August 24, 2020

LORD/VENUTI MOVED TO INTRODUCE ORDINANCE 20-50 BY READING OF TITLE ONLY.

Councilmember Evensen noted Council discussed this briefly at Committee of the Whole, this is meant to help facilitate the Chamber of Commerce making it through the pandemic. They've done so much for the community since the onset when things got really challenging back in March. He added in their earlier discussion they addressed adjusting it for the second reading to have it fit more into the proper CARES system in terms of deliverables and the application guidelines.

Mayor Castner added praise for the work the Chamber has been doing addressing issues and funding for all local businesses, not just members.

Councilmember Smith shared his support for the Chamber. We contract with them to do an important part of marketing Homer and help businesses thrive, their role is critical. They've lost a number of volunteers and the staff has had to pick up those areas.

Councilmember Lord recapped the feedback to the sponsors from the earlier meeting for a substitute at their next meeting, including being in line with the policy of reporting and budget requirements they pass for the Nonprofit Economic Recovery Grant. She's curious on others thoughts if this is instead of or additional to the Nonprofit Economic Recovery Grant program.

Councilmember Aderhold responded to be consistent with the others, they'd be eligible for both, however they wouldn't be able to get funds for the same thing out of each program. If they have an additional need they could go to the Nonprofit Economic Recovery Grant program.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- c. Ordinance 20-49, An Ordinance of the City Council of Homer, Alaska Amending the Homer City Zoning Map to Rezone 4061 Pennock Street from Urban Residential (UR) Zoning District to Residential Office (RO) Zoning District. Planning Commission. Recommended dates Introduction August 10, 2020, Public Hearing and Second Reading August 24, 2020.

Memorandum 20-117 from City Planner as backup

LORD/ADERHOLD MOVED TO INTRODUCE ORDINANCE 20-49 BY READING OF TITLE ONLY.

Councilmember Evensen expressed his opposition to this ordinance. When something is changed from residential to commercial, no matter how slight it may seem, there's an undisputed risk of increased traffic. If it's a daycare you're talking about 30 cars in the morning and 30 in the afternoon, it changes the neighborhood. It may not be that obvious currently but if we undergo rapid growth he's worried the adjacent properties and the greater neighborhood will take a hit. He understands it meets the Comprehensive Plan objectives, it's a nice guide but it's not foolproof, it doesn't include an analysis of the economic impact, and it doesn't appear the Planning Commission addressed the aspect of negative economic impact in their report.

Councilmember Aderhold appreciates the argument, but noted the map that identifies the properties that were sent notification and none of them provided any input. She also noted that the property across the street from this used to be Cozy Bear Daycare, so there already has been a daycare in that spot. She's willing to move this forward based on the



recommendation of the Planning Commission. She asked at the public hearing that they have the code for Urban Residential and Residential Office Zoning districts to compare the uses.

Councilmember Venuti noted small home businesses are finding it difficult to find space in the downtown area and changes like this can help Homer grow. She supports the Planning Commission's recommendation.

Councilmember Lord supports the introduction and noted some concern about the lot by lot approach to the zoning discussion. She would need more to back up the assertion of negative economic impact to neighboring Urban Residential zoning. She can see positive benefit to neighboring properties, and most of her thoughts are neutral. She doesn't think it's fair to portray this as a slam dunk that there will be a negative impact. There are different pressures that push a community, neighborhood, street, or property in any particular direction in terms of desirable or undesirable.

VOTE: YES: ADERHOLD, HANSEN-CAVASOS, LORD, VENUTI, SMITH  
NO: EVENSEN

Motion carried.

### **CITY MANAGER'S REPORT**

a. City Manager's Report

Councilmember Evensen asked about campground and non-campground status, and also about masking requirements. Interim City Manager Abboud said he'd follow up with them in the next report regarding campgrounds, and the City Attorney is researching our authority in the public health realm regarding masking requirements.

Councilmember Smith shared his appreciation for the City's work during the recent tsunami warning and was impressed they evacuated the spit in an hour. He asked for a report on what they learned in the event and what steps could be taken to make the process better.

Councilmember Aderhold appreciated the update on the SBERG program and noted there are a number of issues, things to verify, and rescinding grant awards and she questioned if additional revisions are needed to make it fully workable. Interim City Manager Abboud said there are opportunities and maybe they bleed off into other programs, he thinks we addressed the issue regarding tax situations, but there are quite a few details you could always re-think. We're making sure to reinforce the rules of the program for the applicants so they understand whether they're complying and eligible. There are funds available if the Council determines there are other areas to address.

Councilmember Lord asked if Sara Perman the CARES Act Program Administrator, could be scheduled to report to the Council and answer questions. If there are places where hands are tied and Council needs to take some actions, it would be helpful to discuss that with her.

## **PENDING BUSINESS**

- a. Resolution 20-071, A Resolution of the City Council of Homer, Alaska Establishing the Nonprofit Economic Relief Grant Program (NERG), Household Economic Relief Grant Program (HERG), Social Services Economic Relief Grant Program (SOSERG), And Childcare Business Economic Relief Grant Program (CBERG) in Response to the Economic Downfall Caused by Measures taken to Assure Public Safety in the Face of the Covid-19 Pandemic. Lord/Aderhold/Venuti.

Memorandum 20-111 from Interim City Manager as backup

Mayor Castner announce the motion on the floor from July 27<sup>th</sup> to adopt Resolution 20-071 by reading of title only and opened the floor for discussion.

Councilmember Aderhold noted the revised version in the supplemental packet that shows the updates in bold underline and strike out.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **NEW BUSINESS**

### **RESOLUTIONS**

### **COMMENTS OF THE AUDIENCE**

### **COMMENTS OF THE CITY ATTORNEY**

### **COMMENTS OF THE CITY CLERK**

City Clerk Jacobsen announced candidacy filing for Mayor and two city council seats is open until Monday August 17<sup>th</sup> at 4:30 pm. Absentee in person voting is open at the City Council Chambers for the State Primary Election, 8-5 Monday through Friday. State Primary Election Day is Tuesday August 18<sup>th</sup>, polls are open from 7 am to 8 pm, and voters who have voted at the Senior Center in the past will vote at the Homer United Methodist church this election year.

### **COMMENTS OF THE CITY MANAGER**

Interim City Planner Abboud had no comments.

## **COMMENTS OF THE MAYOR**

Mayor Castner said he's happy to have appointed Katelyn Engebretsen to the Port and Harbor Advisory Commission. She comes from a seafaring and boat building family and he hopes she enjoys her time on the Commission.

## **COMMENTS OF THE CITY COUNCIL**

Councilmember Lord thanked the Clerk's office for helping with the election information, she's heard some confusion about absentee ballots and how to apply for the different elections. She went to the store and felt positive about all the people wearing mask, it felt like we're part of a team. She doesn't like wearing a mask but it feels good to be doing it together. She thanked Interim City Manager Abboud for all his work filling in during this stretch of time. She shared her sadness for everyone lost in the plane crash in Soldotna. She didn't know Gary Knopp personally and there were a lot of policies she disagreed with him while he was on the Assembly and in the House, but he exuded statesmanship, and care for the State and for everyone in the State regardless of their political affiliation. He was top notch and it's a real loss to the legislature and all of us in the State of Alaska.

Councilmember Aderhold shared that August 18<sup>th</sup> marks the date the 19<sup>th</sup> Amendment was ratified, it reads "The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex. Congress shall have power to enforce this article by appropriate legislation." Women marched and protested well over 100 years ago and without their guts and tenacity there, there are four councilmembers who wouldn't be here without the right to vote. 75 years ago the US dropped atomic bombs on Hiroshima and Nagasaki Japan and she hopes we can all work to ensure atomic weapons are never used again in the world. August 7<sup>th</sup> was national Purple Heart Day, Homer is a Purple Heart City, and there are people in our community who were injured or killed serving our county. She reminded listeners that Homer Shares the Road so watch out for cyclists and pedestrians. Bicycles share the road with cars, it's a State statute, and we all need to use it properly. She's been thinking a lot about the midair collision that happened a week ago, luckily they're very rare, but always horrible. She hopes NTSB will be able to help us figure out how this happened so something similar won't happen in the future. She shares Councilmember Lord's sentiments and appreciates what Gary Knopp did for our State.

Councilmember Smith shared that he didn't always agree with Gary Knopp but agrees with the others and shared his condolences. He's grateful for the opportunity to vote absentee, he did it today and encouraged others to do the same. Tonight is his 25<sup>th</sup> anniversary and he expressed his appreciation for his wife. He noted she's a Census worker this year and reminded listener the Census is still on going so please do it. He shared about playing in a State Softball Tournament in Wasilla this weekend. He was invited to play on a team of young adults, including his daughter, and it was a great time with a lot of wins for the Peninsula teams.

Councilmember Hansen-Cavasos commented school is starting soon and there are a lot of unknowns right now. She appreciates the School District for their work and Facebook groups for getting information out to people. She's choosing to home school this year because two of her children are high risk. She appreciates all the people who are wearing masks, and has friends on the other side and respects their opinions also. She gave a shout out the Mark Cooper of Kostas Taxi who's assisting with getting people up to Kenai so they can fly to Anchorage for medical appointments, she appreciates the work he's doing.

Councilmember Evensen thanked Interim City Manager Abboud for his work, he's been great to work with, and thanked Councilmember Aderhold for mentioning Nagasaki and Hiroshima. Homer is a nuclear free zone, it's not always enforced at the port, which may be a discussion point at some time. COVID continues in our community and its depressing, we're in mourning for the way we used to live. The Director of the World Health Organization recently said that worldwide because of the pandemic we face a generational catastrophe for education and he feels like it's going to be a hard thing to get past. He appreciates the work that was done for the CARES funding programs, particularly the HERG which is important as it gets at this educational burden that is suddenly on families. It's a great responsibility and he thinks it will take more than what folks know and are aware of right now. He recognize many citizens fall through the cracks with respect to other CARES programs but hopes the household program will reach everyone.

Councilmember Venuti thanked the Mayor and Catherine Ulmer for Ms. Engebretsen's appointment as Student Rep to the Port and Harbor Advisory Commission. Pioneer Avenue looks great with its new pavement, she encouraged shopping at our local businesses, masks are being worn and she appreciates that. Kachemak Bay Campus will be holding a Zoom meeting to answer questions about the campus on the 13<sup>th</sup> at 2:00 p.m. Information can be found on the webpage or on Facebook page. She shared her appreciation for Interim City Manager Abboud's filling in and thanked Councilmember Aderhold for the reminder about the anniversary of women's right to vote.

**ADJOURN**

Next Regular Meeting is Monday, August 24, 2020 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held virtually from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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Melissa Jacobsen, MMC, City Clerk

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



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the Mayor

491 East Pioneer Avenue  
Homer, Alaska 99603

[mayor@ci.homer.ak.us](mailto:mayor@ci.homer.ak.us)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum 20-118

TO: HOMER CITY COUNCIL  
FROM: KEN CASTNER, MAYOR  
DATE: AUGUST 19, 2020  
SUBJECT: APPOINTMENT OF STUDENT REPRESENTATIVE TO THE LIBRARY ADVISORY BOARD

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Frida Renner is appointed to serve as the Student Representative on the Library Advisory Board. The term expires in May 2021.

**Recommendation:** Confirm the appointment of Frida Renner to the Library Advisory Board.



CITY OF HOMER  
APPLICATION TO SERVE ON ADVISORY BODY  
COMMISSION, BOARD, COMMITTEE, TASK FORCE

CITY CLERK'S OFFICE  
CITY OF HOMER  
491 E. PIONEER AVE  
HOMER, AK 99603  
PH. 907-235-3130  
FAX 907-235-3143  
clerk@cityofhomer-ak.gov

The information below provides some basic background for the Mayor and Council  
This information is public and will be included in the Council Information packet

Name: Frida Renner Date: August 15 2020

Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

The above information will be published in the City Directory and within the city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council

Please indicate the advisory body that you are interested in serving on by marking with an X.  
You may select more than one.

**ADVISORY PLANNING COMMISSION**

1ST & 3RD WEDNESDAY OF THE MONTH AT 6:30 PM  
WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM

**PARKS ART RECREATION & CULTURE ADVISORY COMMISSION**

3RD THURSDAY OF THE MONTH AT 5:30 PM  
NO MEETINGS IN JANUARY, JULY & DECEMBER

**PORT & HARBOR ADVISORY COMMISSION**

4th WEDNESDAY OF THE MONTH  
OCT-APRIL AT 5:00 PM  
MAY - SEPT AT 6:00 PM

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION**

2ND TUESDAY OF THE MONTH AT 6:00 PM

**CITY COUNCIL**

2ND & 4TH MONDAY OF THE MONTH  
SPECIAL MEETINGS & WORKSESSIONS AT 4:00 PM  
COMMITTEE OF THE WHOLE AT 5:00 PM  
REGULAR MEETING AT 6:00 PM

**LIBRARY ADVISORY BOARD**

1ST TUESDAY OF THE MONTH AT 5:30 PM  
NO MEETINGS IN JANUARY, JUNE AND JULY

**OTHER - PLEASE INDICATE**

\_\_\_\_\_

I have been a resident of the city for 13 years. I have been a resident of the area for 13 years.

I am presently employed at Student

Please list any special training, education or background you may have which is related to your choice of advisory body.

National Junior Honor Society

Have you ever served on a similar advisory body? If so please list when, where and how long:

Youth Advisory Council for Homer fountain, 2020 Homer middle school, spring semester.

Why are you interested in serving on the selected advisory body?

I want to help the community library make decisions that will benefit many groups of people, and become more fluent with Roberts Rules.

Please list any current memberships or organizations you belong to related to your selection(s):

Homer High School

Please answer the following only if you are applying for the Advisory Planning Commission:

Have you ever developed real property other than a personal residence, if so briefly explain:

No

Please answer if your are applying for the Port & Harbor Advisory Commission:

Do you use the Homer Port and/or Harbor on a regular basis?

Yes  No  What is your primary use? Commercial  Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

When you have completed the application please review and return to the City Clerk's Office. You may also email this to [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov) or fax  23  07-235-3143. Thank you for applying!

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-51**

An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget by Appropriating Funds in the Amount of \$7,049 from the Police CARMA Fund for Traffic Calming Improvements on Kachemak Drive.

Sponsor: City Manager/Police

1. City Council Regular Meeting August 24, 2020 Introduction
  - a. Memorandum 20-120 from Police Chief as backup









# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Police Department

4060 Heath Street  
Homer, Alaska 99603

[police@cityofhomer-ak.gov](mailto:police@cityofhomer-ak.gov)

(p) 907-235-3150

(f) 907-235-3151

## Memorandum 20-120

TO: Rick Abboud, Acting City Manager  
FROM: MARK ROBL, CHIEF OF POLICE  
DATE: August 7, 2020  
SUBJECT: Traffic calming device purchase

---

We have a speeding problem on Kachemak Drive. Recent surveys of vehicle speeds in the area reveal a speeding rate of approximately 20%. Speeding vehicles are those travelling more than 10mph over the limit in the area. Some vehicles have been recorded at over 60mph in the area.

We have followed our policy for speeding problems and have responded with increased patrols. We will soon begin targeted speed enforcement on Kachemak Drive with some officers on overtime in an organized patrol format. It is difficult for us to consistently conduct speed enforcement anywhere in the summer due to our high activity levels.

Last year we started work on a response plan for speeding complaints in Homer. Part of the plan involves traffic calming measures. Radar speed signs are proven as very effective traffic calming measures. These are the electronic signs posted in the area that display the speed limit and flash the speed of any speeding vehicles as they approach. These signs can be easily moved from one problem area to another.

Attached is a quotation for two of the units and a description of how they function. After researching these, I like the Evolis signs because they can display custom messages and provide traffic data analysis useful in helping us to quantify the speeding problem in the area and plan patrol times directed at high traffic flow times.

I request we obtain the funding and permission from council to purchase two Evolis radar speed signs for \$7049. I intend to pursue grant funding for more of these signs when the opportunity arises. Having enough to target various areas in town at the same time should help to improve our public safety.

ELAN CITY  
 10-34 44th Drive  
 Long Island City, NY 11101  
 United States  
 Phone : (646) 878-6259  
 Fax : (646) 770-3906  
 Email: [sales@elancity.net](mailto:sales@elancity.net)

**Shipping address:**  
 Homer Police Department  
 4060 Heath St  
 HOMER, AK 99603  
 United States

**Invoice address:**  
 Homer Police Department  
 4060 Heath St  
 HOMER, AK 99603  
 United States

**Homer Police Department**  
**4060 Heath St**  
**HOMER, AK 99603**  
**United States**

Tel: +19072353150  
 Fax: +19072353151

## Quote N° SO4434

Customer Reference	Quote Date	Contact	Terms of payment		
	07/29/2020	CAUSINO BARRE Carrie			
Description	QTY	Each	Disc.(%)	Ext. price	
[01112] 14" Solar Evolis Radar Speed Sign EVOLIS Radar Speed Sign with Programmable Message Display; Internal Solar Power Regulator; Traffic Data Collection + Analysis Software with NO Subscription Fee; Bluetooth & Smartphone App; Mounting Kit (Mounting bar)	2.00 Unit(s)	3,250.00	0.00	\$ 6,500.00	
[028] 12V 22Ah Battery 12V 22Ah Battery	4.00 Unit(s)	100.00	100.00	\$ 0.00	
[0223] 80W solar panel with mounting kit and connection cables	2.00 Unit(s)	500.00	100.00	\$ 0.00	
[028] 12V 22Ah Battery 12V 22Ah Battery	4.00 Unit(s)	100.00	0.00	\$ 400.00	
[029] Battery 12V Charger	1.00 Unit(s)	150.00	0.00	\$ 150.00	
[99900] Discount TPS20 .	1.00 Unit(s)	-1,001.00	0.00	\$ -1,001.00	
Delivery Charge	1.00 Unit(s)	1,000.00	0.00	\$ 1,000.00	
<b>Total:</b>				<b>\$ 7,049.00</b>	
<b>Taxes:</b>				<b>\$ 0.00</b>	
<b>Total:</b>				<b>\$ 7,049.00</b>	

.....TO PLACE AN ORDER, PLEASE COMPLETE THE FOLLOWING:

Title: \_\_\_\_\_ Name (First, Last): \_\_\_\_\_

Check this box:

I have read, understood and agree to the terms of the Elan City Inc. :

"General Terms of Sales and Delivery - WARRANTY."

Signature: \_\_\_\_\_

Phone : (646) 878-6259 | Fax : (646) 770-3906 | Email : [sales@elancity.net](mailto:sales@elancity.net) | Website : [www.elancity.net](http://www.elancity.net)

Bank data : First American Bank, 700 Busse Road, Elk Grove Village, IL 60007

Swift : FAMBUS44 / ABA : 071922777

# The EVOLIS Radar Speed Sign

...Portable, Affordable and EXTREMELY Effective



The portable, pole-mounted **EVOLIS Radar Speed Sign** is the ideal traffic-calming tool for any traffic scenario and environment. At only 19lbs, constructed from robust ABS Injection Molded Resin, the Evolis RSS was ingeniously designed for easy portability and product longevity.

The superior Doppler radar technology incorporated within the Evolis Radar Speed Sign offers an extended vehicle detection range of over 1,000 feet. The high visibility of the 14" speed digits, enabled by 3 rows of ultra-bright, tri-color, LEDs combined with the simultaneous display of programmable messages, helps correct driver behavior with an average **decrease of 25% in overall speed!**

The EVOLIS RSS is available as a battery-operated or solar-powered, full-option package, including all the necessary power accessories for immediate functionality. Each pack also includes bi-directional traffic data collection and comprehensive traffic analysis software, elevating the EVOLIS Radar Speed Sign from an effective traffic calming device to **an indispensable ally in speed infraction prevention and enforcement.** This sophisticated service has **NO** subscription fees and the updates are entirely **FREE** for life!

**The GLOBAL favorite!**


**13,000+ EVOLIS Radar Speed Signs installed in  
 8,000+ communities WORLDWIDE!**

## Each Package Includes:

- ✓ 28"X 28" Evolis Radar Speed Sign (2 power choices)
- ✓ Highly visible 14" speed digits: 3 rows of tri-color LEDs
- ✓ Customizable message display
- ✓ Bi-directional traffic data collection
- ✓ Comprehensive analysis & configuration software
- ✓ FREE updates & NO subscription fees!
- ✓ Bluetooth® + smartphone app
- ✓ Mounting kit & specific accessories for solar or battery-operated packs
- ✓ 2 year warranty



 (646) 878-6259

 [www.elancity.net](http://www.elancity.net) / [sales@elancity.net](mailto:sales@elancity.net)



SPEED DISPLAY	
SPEED DIGITS	Height: 14", Display: 7 segment
"YOUR SPEED" legend	1.26" Highway-Gothic font
LEDs	Ultra-bright, 3-row thick LEDs. Amber-only mode or tri-color: Amber, Green and Red.
LED ANGLE	30° cone angle, auto-dimming
VISIBILITY	1,000+ feet
POWER CONSUMPTION	Ultra-low power consumption. Average <5W
FLASH RATE	Default setting: 54 cycles/minute. Configurable
TEXT DISPLAY	
LEDs	Ultra-bright, Amber
MESSAGES	Pre-programmed or entirely personalized
SIZE-FONT / GRAPHICS	Choice of size and font, 1 or 2 lines of text
DETECTION	
DOPPLER RADAR	Bidirectional, K-Band, 24.125 GHz (FCC part 15 compliant)
ACCURACY	+/- 1 Mph, 99% accuracy
BEAM WIDTH	12° Horizontal – 25° Vertical
SPEED DETECTION	5 – 160 Mph
DETECTION RANGE	500ft to 1,000ft (configurable)
CASING	
MATERIAL	Robust, anti-corrosive ABS injection molded resin; Curved polycarbonate front face
SIZE / WEIGHT	Dimensions: 28"H x 28"W x 6"D Weight: 19lbs. (without batteries)
WATERPROOF RATING	NEMA 4R / IP 65
COLOR	UV treated light grey (other colors available)
TEMPERATURE RESISTANCE	-40° F to +140° F (operational in extreme weather conditions)
ELECTRICAL SAFETY FEATURES	Two fuses (internal and external), internal pressure safety valve
BATTERY ENCLOSURE	Capacity to hold up to 2 batteries; manual dial for factory setting speed thresholds + SP
CONFIGURATION	
EVOCOM Software	Software for radar configuration + FREE updates.
COMMUNICATION	USB, Bluetooth, EVOMOBILE Smartphone application and GPRS (Optional)
THRESHOLDS	Speed (min, limit, max), anti-racing, flashing, color change (if activated)
TIMER MODE (School-zone mode)	Alternative speed threshold: up to 2 settings / 4 time slots per day
STEALTH MODE	Continuous traffic data collection with blank display
TRAFFIC DATA ANALYSIS	
EVOGRAPH Software	Software for traffic data analysis + FREE updates & NO subscription fees ever
SPEED	Average and maximum speed, 85th percentile, distribution per speed group
COUNT	Estimated vehicle count
TYPE	Bi-directional, time-stamped data
MEMORY STORAGE	Up to 1 million vehicles
FORMAT	Charts and graphs in Excel and/or Pdf form, for easy report printing
POWER OPTIONS	
"Solar-Mobile": Solar-powered	Portable, fully autonomous, powered through solar panel and batteries
"Ultra-Mobile": Battery-operated	Portable, fully battery-powered with average 7 day autonomy, includes external charger
"AC": City lighting (available in certain states)	Stationary, powered by battery charged through and dependent on city lighting
ACCESSORIES	
MOUNTING KITS	Curved, ABS-injected resin, universal mounting-bar (pole and pole straps not included)
SOLAR PANEL	32" X 37", 80 watt solar panel w/ aluminum bracket mounting kit
BATTERIES	12V/22AH batteries included: AC X 1, Solar-Mobile X 2, Ultra-Mobile X 4
EXTERNAL CHARGER	12V external battery charger (included in Ultra-Mobile pack)



SPEED DISPLAY	
SPEED DIGITS	Height: 14", Display: 7 segment
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FLASH RATE	Default setting: 54 cycles/minute. Configurable
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SPEED DETECTION	5 – 160 Mph
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ELECTRICAL SAFETY FEATURES	Two fuses (internal and external), internal pressure safety valve
BATTERY ENCLOSURE	Capacity to hold up to 2 batteries; manual dial for factory setting speed thresholds + SP
CONFIGURATION	
EVOCOM Software	Software for radar configuration + FREE updates
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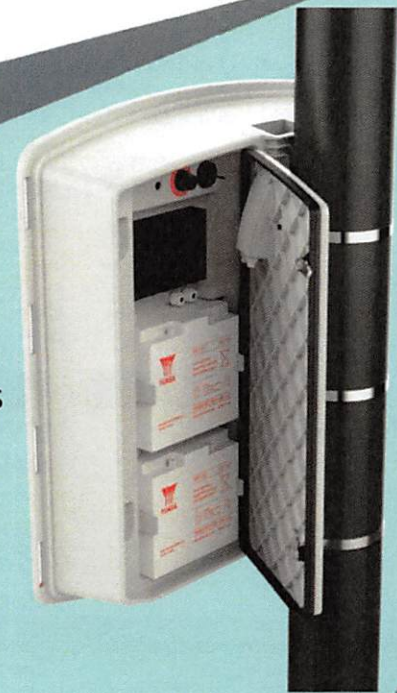
The EVOLIS RSS is available as a battery-operated or solar-powered, full-option package, including all the necessary power accessories for immediate functionality. Each pack also includes bi-directional traffic data collection and comprehensive traffic analysis software, elevating the EVOLIS Radar Speed Sign from an effective traffic calming device to **an indispensable ally in speed infraction prevention and enforcement.** This sophisticated service has **NO** subscription fees and the updates are entirely **FREE** for life!

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## Each Package Includes:

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- ✓ Customizable message display
- ✓ Bi-directional traffic data collection
- ✓ Comprehensive analysis & configuration software
- ✓ FREE updates & NO subscription fees!
- ✓ Bluetooth® + smartphone app
- ✓ Mounting kit & specific accessories for solar or battery-operated packs
- ✓ 2 year warranty



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**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-52**

An Ordinance of the City Council of Homer, Amending the 2020 Capital Budget and Authorizing Expenditure of \$25,000 from the HART Road Fund for and On-Call Services Contract with the Homer Soil and Water Conservation District.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting August 24, 2020 Introduction
  - a. Memorandum 20-125 from Public Works Director as backup

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

3 City Manager/  
4 Public Works Director

5 **ORDINANCE 20-52**

6  
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE 2020 CAPITAL BUDGET AND AUTHORIZING  
9 EXPENDITURE OF \$25,000 FROM THE HART-ROAD FUND FOR AN  
10 ON-CALL SERVICES CONTRACT WITH THE HOMER SOIL & WATER  
11 CONSERVATION DISTRICT.

12  
13 WHEREAS, at its January 2020 Planning Retreat, the City Council identified storm water  
14 management as a “*Large – 2<sup>nd</sup> priority*”, specifically – the need “*to develop a comprehensive*  
15 *stormwater...implementation*” plan...*that provides adequate and safe drainage of storm water*  
16 *to protect city infrastructure and water quality...*”; and

17  
18 WHEREAS, another goal established by the City Council is to combat climate change  
19 and make progress on the City’s Climate Action Plan; and

20  
21 WHEREAS, the City has adopted multiple plans and policies which address the issue of  
22 related to combatting climate change, preventing soil erosion, preserving water quality and  
23 otherwise modeling good environmental stewardship, most of which contain visions, goals,  
24 objectives and recommendations and calls for action; and

25  
26 WHEREAS, the City’s Public Works Department is responsible for maintaining the City’s  
27 roads, road-side ditches, storm drains and other infrastructure that directly affects soil  
28 integrity and water quality; and

29  
30 WHEREAS, many of the means and methods used by the Public Works Department to  
31 conduct this maintenance work are standard practices in the road maintenance world, but are  
32 not necessarily best practices in the sustainability world; and

33  
34 WHEREAS, the Homer Soil and Water Conservation District, (“Homer District”), a sub-  
35 group of the USDA Natural Resource Conservation, according to its website, helps “*develop,*  
36 *manage and direct natural resource programs at the local level. They work in both urban and*  
37 *rural setting, with landowners and other land managers, to carry out a program for the*  
38 *conservation, wise use, and sustainable developments of soil, water and related resources.*”; and

39  
40 WHEREAS, Homer District is funded entirely by grants from, and contracts with, public  
41 and private clients; and

42 WHEREAS, the City would benefit from the expertise of the Homer District to help the  
43 City integrate sustainable practices into its road and drainage maintenance practices; and  
44

45 WHEREAS, the City proposes to enter into an on-call services contract with the Homer  
46 District for the purpose of engaging Homer District’s expertise on designated  
47 questions/projects.  
48

49 WHEREAS, The City Council adopted Resolution 17-038, on April 24, 2017, amending the  
50 Homer Accelerated Roads and Trails Program (HART) Policy Manual; and  
51

52 WHEREAS, The HART Policy Manual establishes criteria to be used for determining  
53 which projects qualify for HART-Roads funding; and  
54

55 WHEREAS, the criteria, which would be met by the On-Call Services Contract  
56 with the Homer District, include:

- 57 • Corrects deficiencies of existing systems
- 58 • Corrects Drainage Problems
- 59 • Reduces maintenance costs

60 WHEREAS, The HART-Roads Fund has sufficient capital to fund an On-call Services  
61 Contract with the Homer District.  
62

63 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:  
64

65 Section 1. The City of Homer’s 2020 Capital Budget is hereby amended by appropriating  
66 \$25,000 from the HART-Roads Fund for an On-call Services Contract with the Homer Soil and  
67 Water Conservation District.  
68

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	HART Roads	\$25,000

71  
72 Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall  
73 not be codified.  
74  
75

76 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_, 2020.  
77

78 CITY OF HOMER  
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80 \_\_\_\_\_  
81 KEN CASTNER, MAYOR

82 ATTEST:

83

84 \_\_\_\_\_

85 MELISSA JACOBSEN, MMC, CITY CLERK

86

87

88 YES:

89 NO:

90 ABSTAIN:

91 ABSENT:

92

93

94 First Reading:

95 Public Hearing:

96 Second Reading:

97 Effective Date:

98

99 Reviewed and approved as to form:

100

101 \_\_\_\_\_

102 Rob Dumouchel, City Manager

103

104 Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Gatti, City Attorney

Date: \_\_\_\_\_



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Public Works

3575 Heath Street  
Homer, AK 99603

[publicworks@cityofhomer-ak.gov](mailto:publicworks@cityofhomer-ak.gov)

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum 20-125

TO: City Council

THROUGH: Rick Abboud, Acting, City Manager

FROM: Jan Keiser, PE, JD, Director of Public Works

DATE: August 4, 2020

SUBJECT: Proposed On-Call Services Contract with Homer Soil & Water Conservation District

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**Issue:** Public Works needs specialized expertise to better help understand how the principles of green infrastructure and water/soil sustainability can be applied to its road maintenance and storm water management work.

**Background:** The City has adopted multiple plans and policies related to combatting climate change, preventing soil erosion, preserving water quality and otherwise modeling good environmental stewardship. These plans have been prepared by consultant experts, sustainability-minded volunteers, citizen scientists, and like-minded organizations. The plans contain visions, goals, objectives and recommendations and calls for action.

The Public Works Department is responsible for maintaining the City's roads, road-side ditches, storm drains and other infrastructure that directly affects soil integrity and water quality. Many of the means and methods we've been using to conduct this maintenance work are standard practices in the road maintenance world, but are not necessarily best practices in the sustainability world. For example, it is a standard practice to maintain roadside ditches by systematically excavating them with a backhoe bucket. This leaves a nice clean ditch. But, it also leaves exposed soil where invasive weeds can take hold and erosion can occur. What is the best way to maintain roadside ditches more sustainably without compromising the integrity of the road bed? I don't know.

As another example, roadside drainage is often directed into a natural drainage way. Sometimes, the surrounding properties get developed over time and the original drainage way gets altered, causing roadside drainage to flow onto private property and creating a problem. Sometimes, while the property is privately owned, it is not readily developable, and could be a good candidate for purchasing "development rights" to create a "drainage conservation area". This could be similar to the "farmland conservation programs" that have been developed to protect farmland from development. What is the best way to set up such a mechanism for Homer? I don't know. I could use some help to address these kinds of questions.

The Homer Soil and Water Conservation District, (“Homer District”), a sub-group of the USDA Natural Resource Conservation, according to its website, [www.homerswcd.org](http://www.homerswcd.org), helps:

*“[D]evelop, manage and direct natural resource programs at the local level. They work in both urban and rural setting, with landowners and other land managers, to carry out a program for the conservation, wise use, and sustainable developments of soil, water and related resources.”*

As an example, among its multitude of work products, the Homer District authored the “Beluga Planning Document” in 2013, which provides background and planning information to help plan, manage and care for lands and waters of the Beluga Lake Wetland Complex *aka* the Beluga Planning Area. This document contains a plethora of maps, data, and descriptions of wetlands, surface water flow, soil conditions and more. Also, one of the Goals of the City’s 2018 Comprehensive Plan is “Goal 2-A-1 Consider adopting incentives to encourage use of the Green Infrastructure Map developed by the Homer Soil and Water Conservation District”. These documents are testimonies to the expertise of the Homer District’s staff in local soil and water conservation and sustainable planning. If anyone can help us address the challenging questions about how to conduct our road maintenance work more sustainably, it is the people at the Homer District.

At first, I hoped to engage the Homer District in a government-to-government exchange of information, at no cost. However, I learned the Homer District is funded entirely by grants from, and contracts with, public and private clients. I propose that the City issue an on-call services contract to the Homer District so we can access their expertise on specific questions. The Homer District’s billing rate is about \$40 per hour, making them among the least expensive consultants in town. For example, we are currently working with an engineering consultant whose billing rate is over \$150 per hour.

I propose to fund the on-call contract from the HART-Roads Fund, since the Homer District’s work will be entirely focused on helping us manage storm water. For example, one of the tasks I’d like to assign to them would be to help review the Update we are doing to the City’s Drainage Management Plan. Another will be to help us understand how to maintain roadside ditches more sustainably.

**Recommendations:**

1. We issue an on-call services contract to the Homer Soil & Water Conservation District in a not to exceed amount of \$25,000.
2. The costs for the on-call services contract should be funded from the HART-Roads Fund.

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-53**

An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 21.05.030 Measuring Heights to Exclude Elevator Shafts when Measuring the Height of a Building.

Sponsor: Planning Commission

1. City Council Regular Meeting August 24, 2020 Introduction

Memorandum 20-123 from City Planner as backup





42 b. When measuring height of a building, the following are excluded from the  
43 measurement:

44 1. Steeples, spires, belfries, cupolas and domes if not used for human  
45 occupancy, chimneys, ventilators, weather vanes, skylights, water tanks,  
46 **elevator shafts**, bulkheads, monuments, flagpoles, wind energy systems,  
47 television and radio antennas, other similar features, and necessary mechanical  
48 appurtenances usually carried above roof level.

49  
50 2. Wireless communications equipment that does not extend more than 10 feet  
51 above the height of the building.

52  
53 3. For buildings located within an area of special flood hazard, the vertical  
54 distance between grade and the base flood elevation plus two feet is excluded  
55 from the calculation of building height.

56  
57 Section 2. This ordinance is permanent in nature and shall be codified.

58  
59 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_, 2020.

60  
61 CITY OF HOMER

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64 KEN CASTNER, MAYOR

65 ATTEST:

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67 \_\_\_\_\_  
68 MELISSA JACOBSEN, MMC, CITY CLERK

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71 YES:  
72 NO:  
73 ABSTAIN:  
74 ABSENT:

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77 First Reading:  
78 Public Hearing:  
79 Second Reading:  
80 Effective Date:

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82 Reviewed and approved as to form:

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84 \_\_\_\_\_  
85 Robert Dumouchel, City Manager

\_\_\_\_\_ Michael Gatti, City Attorney

86  
87  
88

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

## Memorandum 20-123

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
THROUGH: RICK ABOUD, AICP, CITY PLANNER  
FROM: TRAVIS BROWN, PLANNING TECHNICIAN  
DATE: AUGUST 19, 2020  
SUBJECT: PROPOSED ORDINANCE AMENDING HCC 21.05.030 TO EXCLUDE  
ELEVATOR SHAFTS WHEN MEASURING THE HEIGHT OF A BUILDING

In the Homer Planning Commission's review of the Proposed Medical District, building height was a topic of discussion. Elevator shafts were identified as a building feature that should be excluded from the measurement of building height in any zoning district.

The proposed ordinance amends HCC 21.05.030 "Measuring Heights" to include elevator shafts in the list of building features that are excluded from the measurement, when measuring the height of a building.

The Planning Commission held a public hearing on June 17, 2020 for the proposed ordinance. No public testimony was provided.

Through a vote of unanimous consent, seven commissioners recommend that the City Council adopt the proposed ordinance.

### **Attachments:**

Staff report with Draft Ordinance

June 17, 2020 Planning Commission meeting minutes



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

### Staff Report PL 20-40

TO: Homer Planning Commission  
THROUGH: Rick Abboud, City Planner  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: June 17, 2020  
SUBJECT: Proposed Ordinance amending HCC 21.05.030 to exclude elevator shafts when measuring the height of a building

---

### Introduction

In the Planning Commission's review of the Medical District, building height was a topic of discussion. The Commission passed a motion stating the following:

SMITH/BENTZ MOVED TO LIMIT THE BUILDING HEIGHT TO 65 FEET IN THE PROPOSED MEDICAL DISTRICT WITH EXCEPTIONS FOR ELEVATIONS SUCH AS ELEVATOR SHAFTS OR MECHANICAL ESSENTIALS.

### Analysis

HCC 21.05.030 describes how heights are measured by the zoning code. To amend how elevator shafts are included or excluded from measuring building height, an amendment to this section of code is needed. Many similar building features are already excluded from height calculation; elevator shafts appears to be a reasonable inclusion in this list.

Steeple, spires, belfries, cupolas and domes if not used for human occupancy, chimneys, ventilators, weather vanes, skylights, water tanks, elevator shafts, bulkheads, monuments, flagpoles, wind energy systems, television and radio antennas, other similar features, and necessary mechanical appurtenances usually carried above roof level.

### Planning Staff review per 21.95.040

21.95.040 Planning Department review of code amendment. The Planning Department shall evaluate each amendment to this title that is initiated in accordance with HCC 21.95.010 and qualified under HCC 21.95.030, and may recommend approval of the amendment only if it finds that the amendment:

a. Is consistent with the comprehensive plan and will further specific goals and objectives of the plan.

Staff response: 2018 Homer Comprehensive Plan Chapter 4, 1-B-6: “Re-evaluate height standards in commercial and mixed use districts to determine whether buildings over three stories should be permitted. Height standards must meet fire safety and insurance standards.” This ordinance does not change the height maximum in any zoning district, but does allow for a limited exception to the height calculation for elevator shafts. This amendment is consistent with the comprehensive plan.

b. Will be reasonable to implement and enforce.

Staff response: This amendment will be reasonable to implement and enforce as the Planning Department already reviews building height as part of the zoning permit process.

c. Will promote the present and future public health, safety and welfare.

Staff response: This amendment promotes health, safety and welfare by removing regulatory barriers to elevator installation in multistory buildings, increasing access for those with mobility limitations.

d. Is consistent with the intent and wording of the other provisions of this title.

Staff response: This amendment is consistent with the intent, wording and purpose of HCC Title 21.

**Staff Recommendation:** Conduct a public hearing and recommend adoption to the City Council.

## Attachments

1. Draft Ordinance

**CITY OF HOMER  
HOMER, ALASKA**

Planning Commission

**ORDINANCE 20-XX**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING HOMER CITY CODE 21.05.030, MEASURING HEIGHTS,  
TO EXCLUDE ELEVATOR SHAFTS WHEN MEASURING THE HEIGHT  
OF A BUILDING

10

11 Whereas, The 2018 Homer Comprehensive Plan, chapter 4 Land Use, Goal 3, Objective B states.  
12 "Encourage high quality site design and buildings;" and

13 Whereas, Elevators may help structures comply with the Americans with Disabilities Act; and

14 Whereas, An elevator may be a requirement of some types of new or remodeled commercial  
15 buildings, and an elevator shaft may extended above the remainder of the roofline of a  
16 structure; and

17 Whereas, HCC 21.02.030(b) Title and Purpose of the Homer Zoning Code, states "Regulate the  
18 height, number of stories, and size of buildings and other characteristics of structures;" and

19 Whereas, Elevator shafts typically extend above the roofline of the building and are a necessary  
20 mechanical feature for the design and operation of an elevator, and

21 Whereas, Amending HCC 21.05.030 to allow elevator shafts to extend above a roof line but not  
22 be considered in the overall height of a building will allow more latitude when incorporating  
23 an elevator in new or existing structures.

24 NOW THEREFORE, THE CITY OF HOMER ORDAINS:

25 Section 1. Homer City Code 21.053.030 Measuring heights is hereby amended as follows:

26 21.05.030 Measuring heights

27 a. When measuring height of a building, the following are included in the measurement:  
28 screening, parapets, mansards or similar structures.

29 b. When measuring height of a building, the following are excluded from the measurement:

30 1. Steeples, spires, belfries, cupolas and domes if not used for human occupancy,  
31 chimneys, ventilators, weather vanes, skylights, water tanks, **elevator shafts,**

32 bulkheads, monuments, flagpoles, wind energy systems, television and radio antennas,  
33 other similar features, and necessary mechanical appurtenances usually carried above  
34 roof level.

35 2. Wireless communications equipment that does not extend more than 10 feet above  
36 the height of the building.

37 3. For buildings located within an area of special flood hazard, the vertical distance  
38 between grade and the base flood elevation plus two feet is excluded from the  
39 calculation of building height.

40 Section 2. This ordinance is of a permanent nature and general character and shall be  
41 included in the City Code.

42 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this XX day of XXX, 2020.

43

44 CITY OF HOMER

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46 \_\_\_\_\_  
47 KEN CASTNER, MAYOR

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49 ATTEST:

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51 \_\_\_\_\_  
52 MELISSA JACOBSEN, MMC, CITY CLERK

53  
54 YES:  
55 NO:  
56 ABSTAIN:  
57 ABSENT:

58  
59 First Reading:  
60 Public Hearing:  
61 Second Reading:  
62 Effective Date:

63  
64 Reviewed and approved as to form.

65  
66 Marvin Yoder, Interim City Manager

67 Date:

68

69

70 Michael Gatti, City Attorney

71 Date:



codes; this would apply to high rise buildings; a 65 foot building could be considered a high rise dependent on an individual viewpoint compared to a establish standard or policy.

Deputy City Planner Engebretsen recommended that the Commission make a motion on amending the setback.

Chair Venuti requested the Clerk to call the vote hearing no motion for amending the setback from the Commission after several separate requests.

VOTE. YES. BENTZ, SMITH, BOS, PETSKA-RUBALCAVA, HIGHLAND

VOTE. NO. DAVIS

Motion carried.

- B. Staff Report 20-40, Proposed Ordinance amending HCC 21.05.030 to exclude elevator shafts when measuring the height of a building

Chair Venuti introduced the item by reading of the title into the record.

Deputy City Planner Engebretsen provided a summary of Staff Report 20-40 for the Commission.

Chair Venuti opened the Public Hearing and confirming with the Clerk that there were no members of the public attending to provide testimony, he closed the public hearing and opened the floor to questions or comments of the Commission.

BENTZ/SMITH MOVED TO ADOPT STAFF REPORT 20-40 AND RECOMMEND CITY COUNCIL ADOPT THE ORDINANCE TO AMEND CITY CODE 21.05.030 TO EXCLUDE ELEVATOR SHAFTS WHEN MEASURING THE HEIGHT OF A BUILDING.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PLAT CONSIDERATION**

- A. Staff Report 20-41, Jack Gist Subdivision No. 3 Preliminary Plat

Chair Venuti introduced the item by reading of the title into the record. He then requested if there were any Commissioners who would like to declare a conflict.

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-54**

An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget by Appropriating \$45,000 from the HART Trails Fund for Completion of the Poopdeck Trail.

Sponsor: City Venuti

1. City Council Regular Meeting August 24, 2020 Introduction
  - a. Memorandum 20-121 from Deputy City Planner

**CITY OF HOMER  
HOMER, ALASKA**

Venuti

**ORDINANCE 20-54**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE 2020 CAPITAL BUDGET BY APPROPRIATING  
\$45,000 FROM THE HART TRAILS FUND FOR COMPLETION OF THE  
POOPDECK TRAIL.

WHEREAS; The City of Homer and the Kachemak Heritage Land Trust (KHLT) have  
partnered to work on a universal access trail across City and Land Trust Property; and

WHEREAS, the Homer Independent Living Center, Homer Animal Friends and numerous  
volunteers are working together with the goal of completing the trail this fall; and

WHEREAS, Additional funding is needed to purchase sign and kiosk materials, benches,  
upgrade the trail surface and install a portion of ADA accessible boardwalk on the upper  
portion of the trail; and

WHEREAS, KHLT is organizing almost all volunteer labor to install the majority of the  
improvements; and

WHEREAS, The HART Trails fund has a balance of more than \$500,000.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The FY 2020 Capital Budget is hereby amended by appropriating \$45,000 for  
completion of the Poopdeck Trail.

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
165-xxxx	Poopdeck Trail Completion	\$45,000

Section 2. This ordinance is a budget amendment only, is not of a permanent nature  
and is a non code ordinance.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this \_\_\_\_ day of \_\_\_\_\_,  
2020.

CITY OF HOMER

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KEN CASTNER, MAYOR

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ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and Approved as to form and content:

\_\_\_\_\_  
Robert Dumouchel, City Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Gatti, City Attorney

Date: \_\_\_\_\_



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

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Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

### MEMORANDUM 20-121

To: Mayor Castner and Homer City Council  
From: Julie Engebretsen, Deputy City Planner  
Date: August 18, 2020  
Subject: Poopdeck Trail funding

**Requested Action:** Amend the 2020 capital budget by \$45,000 from HART Trail funds to purchase supplies and materials to complete the Poopdeck trail on City and KHLT properties. This includes leveraging community volunteers to install signage, benches, an ADA ramp from the accessible parking stall off of Pioneer Ave, and leveling the trail.

### Synopsis

Over the past year, the Kachemak Heritage Land Trust (land trust) secured funding for and constructed an accessible trail on City and land trust properties. The goal was a universally accessible trail connecting Pioneer Ave, the land trust property, and lower Poopdeck and library trails. The City contributed financially to the project by providing a 10% cash grant match to the land trust, and paving an ADA parking stall at the City's trailhead.

After a winter which included some heavy rains, it was clear that some parts of the trail needed to be reworked. Additionally, the phase two work of interpretive signage, benches, and trailhead kiosks have been designed and are ready for purchase. (The land trust used other funding for this design work). Lastly, the trailhead access from the City parking stall to the trail is too steep. After researching options for reducing the grade, staff has determined an aluminum light penetrating boardwalk with handrails is the best long term solution.

The cost for all improvements, plus a 15% contingency, is \$45,000. This funding will leverage work and volunteers coordinated by the Land Trust AND result in a complete project by the end of 2020.

The Parks, Art, Recreation and Culture Commission is scheduled to make a recommendation on this item at their Thursday August 20<sup>th</sup> meeting. Staff will provide their comments to Council for the supplemental packet on Monday August 24<sup>th</sup>.

**Requested Action:** Amend the 2020 capital budget by \$45,000 from HART Trail funds to purchase supplies and materials to complete the Poopdeck Trail on City and KHLT properties.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 20-073**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
DESIGNATING SIGNATORIES OF CITY ACCOUNTS AND  
SUPERSEDING ANY PREVIOUS RESOLUTIONS SO DESIGNATING.

WHEREAS, Robert Dumouchel has been confirmed as City Manager in Resolution 20-063(A); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer, Alaska, that the designated signatories, effective August 24, 2020 are as follows with the number of signatories defined:

On the regular Wells Fargo Bank Alaska checking account #016030109 that the following are the designated signatories for this account, with dual signatures required for checks over \$5,000; on the investment accounts with Alaska Municipal League, First National Bank, Raymond James Investments, Wells Fargo Bank Alaska, and other institutions, and for Department of Administration Grants and other grants, one of the following authorized signatories or the dual electronic authorization system is required for all transactions:

- KEN CASTNER, MAYOR
- ROBERT DUMOUCHEL, CITY MANAGER
- RACHEL LORD, MAYOR PRO-TEMPORE
- RICK ABBOUD, ACTING CITY MANAGER
- MELISSA JACOBSEN, CITY CLERK
- ELIZABETH WALTON, FINANCE DIRECTOR/TREASURER

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 24<sup>th</sup> day of August 2020.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

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

3 City Manager

4  
5 **RESOLUTION 20-074**

6  
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
8 APPROVING APPLICATION FOR CORONAVIRUS RELIEF FUNDS IN  
9 THE AMOUNT OF \$1,203,124.94 FROM THE KENAI PENINSULA  
10 BOROUGH FOR COSTS THAT ARE NECESSARY EXPENDITURES  
11 INCURRED DUE TO THE CORONAVIRUS DISEASE 2019 (COVID-19)  
12 PUBLIC HEALTH EMERGENCY, AND AUTHORIZING THE CITY  
13 MANAGER TO EXECUTE THE GRANT AGREEMENT.

14  
15 WHEREAS, The City is pleased to have been offered Coronavirus Relief Funds (CRF) from  
16 the Kenai Peninsula Borough by way of a sub-recipient grant award in the amount of  
17 \$1,203,124.94 to address impacts created by the COVID-19 pandemic; and

18  
19 WHEREAS, CRF may be used by municipalities to reimburse costs as defined by the U.S.  
20 Department of the Treasury, CARES Act Coronavirus Relief Fund allocation to State, Local and  
21 Tribal governments; and

22  
23 WHEREAS, CRF may also be used to reimburse costs for emergency protective measures  
24 defined in the FEMA Public Assistance Program Category B – Emergency Protective Measures  
25 as authorized by the Stafford Disaster Relief and Emergency Assistance Act for the purpose of  
26 responding to the Presidential Federal Disaster Declaration, Alaska COVID-19 Pandemic (DR-  
27 4533-AK); and

28  
29 WHEREAS, The City of Homer has developed eligible community economic relief  
30 programs in response to the impacts of the COVID-19 pandemic and City actions taken as a  
31 result to protect public health; and

32  
33 WHEREAS, The City of Homer has incurred eligible costs due to the emergency  
34 protective measures in response to the COVID-19 pandemic; and

35  
36 NOW, THEREFORE, BE IT RESOLVED that the City of Homer, Alaska, authorizes the City  
37 Manager to request Coronavirus Relief Funds from the Kenai Peninsula Borough in the amount  
38 of \$1,203,124.94 and authorizes the city manager to execute the grant agreement.

39  
40 PASSED AND ADOPTED by the Homer City Council this 24<sup>th</sup> day of August, 2020.

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CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



August 15, 2020

From: Caroline Venuti, City Council Member

Re: Alaska Municipal League Summer conference, 2020

Due to COVID 19 concerns, the Summer Conference off the Alaska Municipal League, which had been scheduled in Fairbanks, was held virtually August 10-13. The goal was to maximize participation through remote engagement. There were approximately 50 participants for the sessions. It is evident that the larger populated boroughs/cities have better technological support. Some of the outlying villages do not have the capabilities to zoom successfully. The chat room was used as the communication tool. This tended to be tedious and a user needed to have a good connection to implement this tool.

The first day was centered on CARES Act implementation discussions. Each City and Borough had an interpretation that fit their needs for the use of funding. It was interesting and worth the time spent. Of note was the extension of the date in which the monies could be spent.

Senator Murkowski was a speaker in the afternoon. She addressed the 4 executive orders from the President. She received thanks for her part of the Great Outdoors Act, which includes funds for maintenance of the National Parks. The following presentation was interesting as AML lobbyist, Heather Brakes, spoke about the upcoming elections and how many of the races could change the direction of the House and Senate. I was left with the sense that there are a lot of unknowns.

Senator Sullivan began the third session. He is in Alaska and was ready to campaign in Seward with two US Senators. He spoke to CARES ACT issues but also stressed the need for Cities to let his office know if there are applications made for federal funding or grants that he might be able to help obtain. The second guest was Congressman Young. He was a familiar face to many of the participants who spoke about meeting him in earlier campaign years. He did speak to the importance of the Post Office for all of Alaska. Again, CARES ACT funds were a focus. The scheduled state budget deep dive session allowed the members to work with a simulation model of a budget. The goal was to balance the state budget and change a few funding amounts to make the budget reflect the needs of our communities. The Community Assistance Fund was discussed, and most participants wanted that area to have more funding. A need- based community fund was discussed. There seemed to a feeling we need to increase funds in the State.

The final day was a session on policy statements from the AML that came out of the prior week's District Meeting Discussions. This was presented to the entire group and it seemed, to me, there is a need for additional small group discussions to get more of a local feel for these resolutions.

Defense Communities was the last session. Three speakers spoke to Alaska's strategic location as a reason why we are in the best position to get the next round of defense funding from the Federal Government. The goal was to specify the role of Alaska Defense Communities and why we as elected communities should care.

All in all, this conference was missing some elements that make a conference rewarding. The Zoom platform was the only approach used to get the information to us. I did note the anxiety that many communities are feeling about the reduced support from the state to local governments.

COVID-19 and the CARES ACT took center stage at this conference.

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-49**

An Ordinance of the City Council of Homer, Alaska Amending the Homer City Zoning Map to Rezone 4061 Pennock Street from Urban Residential (UR) Zoning District to Residential Office (RO) Zoning District.

Sponsor: Planning Commission

1. City Council Regular Meeting August 10, 2020 Introduction
  - a. Memorandum 20-115 from Interim City Manager as backup
2. City Council Regular Meeting August 24, 2020 Public Hearing and Second Reading
  - a. Memorandum 20-115 from Interim City Manager as backup
  - b. Memorandum 20-119 from City Planner as backup

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

3 Planning Commission

4 **ORDINANCE 20-49**

5  
6 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HOMER,  
7 ALASKA, AMENDING THE HOMER CITY ZONING MAP TO REZONE  
8 4061 PENNOCK STREET FROM URBAN RESIDENTIAL (UR) ZONING  
9 DISTRICT TO RESIDENTIAL OFFICE (RO) ZONING DISTRICT  
10

11 WHEREAS, Jason Weisser, land owner, filed a petition application seeking to amend the  
12 zoning map to rezone 4061 Pennock Street in Homer, Alaska, Legal Description T 6S R 13W SEC  
13 20 SEWARD MERIDIAN HM 0003995 A A MATTOX SUB 1958 ADDN 2 LOT 28 from UR to RO; and  
14

15 WHEREAS, the Homer Planning Department reviewed the petition, found that the  
16 petition application was complete and the criteria for amending the zoning map had been met;  
17 and  
18

19 WHEREAS, the Homer Planning Commission held a public hearing on the amendment  
20 to the zoning map described herein on July 15, 2020 as required by Homer City Code  
21 21.95.060(c); and  
22

23 WHEREAS, The Homer Planning Commission found that (i) the proposed amendment  
24 to the zoning map is consistent with the Homer Comprehensive Plan and will further specific  
25 goals and objectives of the Plan; (ii) the proposed amendment to the zoning map applies a  
26 zoning district that is better suited to the property that is the subject of the amendment than  
27 the districts that the amendment will replace; and (iii) the amendment to the zoning map is in  
28 the best interest of the public, considering the effect of development resulting from the  
29 amendment, and the cumulative effect of similar development, on property within and in the  
30 vicinity of the area subject to the amendment and on the community, including without  
31 limitation effects on the environment, transportation, public services and facilities, and land  
32 use patterns; and  
33

34 WHEREAS, the City Council adopts the findings by the Homer Planning Commission and  
35 has determined that these findings are sound.  
36

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

39 Section 1. The Homer Zoning Map is amended to transfer the parcel listed on the  
40 attached Exhibit A from UR zoning district to the RO zoning district as shown on the attached  
41 Exhibit B.  
42





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

### Planning

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## Memorandum Pl 20-08

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
THROUGH: ROB DUMOUCHEL, CITY MANAGER  
FROM: RICK ABBOD, AICP, CITY PLANNER  
DATE: AUGUST 18, 2020  
SUBJECT: PROPOSED ZONING MAP AMENDMENT UR TO RO PENNOCK ST

The Homer Planning Commission has recommended that the City Council approve a request to rezone a lot currently found in the Urban Residential (UR) District to the Residential Office (RO) District.

The City Council has requested to see the districts zoning codes for comparison. I have included both of the districts with yellow highlighted areas calling out the differences. Unfortunately the code was not written in a fashion that conformed all the wording between each district. Slight variations in wording are present.

The basic difference can be found in the Purpose Statements, generally that professional offices may be found in the RO District. In this particular case, the lot in question is bounded by a school and large apartment complex on two sides with residential across the street and to the south. It is the third lot in depth from East End Road and in most cases would be expected to be accessed from East End Road.

There are, of course, some differences. Most are related to the opportunity to provide for more business opportunities. Some uses may be permitted, which might be conditionally permitted in the other district. It's somewhat intuitive until you find that schools are permitted by right in UR and conditionally permitted in RO. The UR code has not been updated in a while and has some uncommon legacy uses (railroads and pipelines).

Other differences include that traffics requirements and nuisance standards apply to developments in the RO District and are not found in the UR District.

### **Attachments:**

UR and RO Code

**From:** [jasonweisser@gci.net](mailto:jasonweisser@gci.net)  
**To:** [Department Clerk](#)  
**Subject:** Jason Weisser Pennock Property Rezoning  
**Date:** Thursday, August 20, 2020 11:15:20 AM

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**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.**

Council Members,

My name is Jason Weisser, owner of Weisser Homes Custom Builders. I am the Owner of the Pennock property that is the subject of the Rezoning request.

My request to rezone this property from Urban Residential to Residential Office is due to an increased amount of client inquiry for live in Business space. I have found it difficult to find Residential Office property for clients who desire to operate a small Business out of their home. Due to this the property that is available is priced such to make a live in home project out of reach financially. My desire is to have a few lots that would enable these type of projects.

I would like to address the councils concerns about commercial development infilling. It is my opinion that the rezoning of this property will not negatively impact the surrounding property based off two points.

First the size of the developed lots will be quarter acre lots. This will only enable small residential size structures. It is my belief that this will also limit the traffic flow to these lots. Most of my inquiries have been for clerical, administrative or hair salon type businesses. These are all low traffic flow type businesses with an estimated one client at a time impact.

My second point is I believe that any additional traffic that will be introduced by these lots will be insignificant due to the already high traffic volume in the area. The property to the East is the Conifer Woods Apartment complex, to the north is the Flex school and to the east has been a daycare for many years. These properties are all high traffic properties. I do not think that the rezoning of this property will negatively effect the traffic volume in the area. I would consider the added traffic load of these properties to be comparable to a single family structure on the same property.

I appreciate the councils consideration on this matter, Jason Weisser

## Chapter 21.14

### UR URBAN RESIDENTIAL DISTRICT

Sections:

- 21.14.010 Purpose.
- 21.14.020 Permitted uses and structures.
- 21.14.030 Conditional uses and structures.
- 21.14.040 Dimensional requirements.
- 21.14.050 Site development standards.
- 21.14.060 Lighting standards.

**21.14.010 Purpose.**

The Urban Residential District is primarily intended to provide a sound environment for medium-density residential occupancy including single-family, duplex and low-rise multiple-family dwellings of various types and designs and other compatible uses as provided in this chapter. [Ord. 08-29, 2008].

**21.14.020 Permitted uses and structures.**

The following uses are permitted outright in the Urban Residential District:

- a. Single-family dwelling, excluding mobile home;
- b. Duplex dwelling, excluding mobile home;
- c. Multiple-family dwelling, only if the structure conforms to HCC 21.14.040(a)(2) and excluding mobile home;
- d. Public parks and playgrounds;
- e. Home occupations, provided they conform to the requirements of HCC 21.51.010;
- f. Rooming house, bed and breakfast and hostel;
- g. Private floatplane tie-up facility as an accessory use incidental to residential use;
- h. As an accessory use incidental to residential use, storage of personal commercial fishing gear in a safe orderly manner and separated by at least five feet from any property line;
- i. As an accessory use incidental to residential use, the private outdoor storage of noncommercial equipment, including noncommercial trucks, boats, and not more than one recreational vehicle in a safe and orderly manner and separated by at least five feet from any property line, provided no stored equipment, boat or vehicle exceeds 36 feet in length;
- j. The outdoor harboring or keeping of dogs, small animals and fowl as an accessory to a residential use in a manner consistent with the requirements of all other provisions of the Homer City Code and as long as such animals are pets of the residents of the dwelling and their numbers are such as not to unreasonably annoy or disturb occupants of neighboring property;
- k. Customary accessory uses to any of the permitted uses listed in the UR district; provided, that no separate permit shall be issued for the construction of any detached accessory building prior to that of the main building;
- l. Day care homes; provided, however, that outdoor play areas must be fenced;
- m. Recreational vehicles, subject to the standards set out in HCC 21.54.320;
- n. Open space, not including outdoor recreational facilities;
- o. Public schools and private schools;

- p. As an accessory use, one small wind energy system per lot having a rated capacity not exceeding 10 kilowatts;
- q. One detached dwelling unit, excluding mobile homes, as an accessory building to a principal single-family dwelling on a lot. [Ord. 11-44(S) § 1, 2011; Ord. 11-23(A) § 2, 2011; Ord. 09-34(A) § 6, 2009; Ord. 08-29, 2008].

**21.14.030 Conditional uses and structures.**

The following uses may be permitted in the Urban Residential District when authorized by conditional use permit issued in accordance with Chapter 21.71 HCC:

- a. Planned unit development, excluding all industrial uses;
- b. Townhouse developments;
- c. Day care facilities; provided, however, that outdoor play areas must be fenced;
- d. Religious, cultural and fraternal assembly;
- e. Hospitals;
- f. Pipelines and railroads;
- g. Storage of heavy equipment or boats over 36 feet in length as an accessory use incidental to a permitted or conditionally permitted principal use;
- h. Private stables and the keeping of larger animals not usually considered pets, including paddocks or similar structures or enclosures utilized for keeping of such animals as an accessory use incidental to a primary residential use; such use shall be conditioned on not causing unreasonable disturbance or annoyances to occupants of neighboring property, and on sufficient land to harbor such animals;
- i. Group care home;
- j. Assisted living home;
- k. More than one building containing a permitted principal use on a lot;
- l. Indoor recreational facilities;
- m. Outdoor recreational facilities;
- n. One small wind energy system having a rated capacity exceeding 10 kilowatts; provided, that it is the only wind energy system of any capacity on the lot. [Ord. 14-49(A) § 3, 2014; Ord. 09-34(A) § 7, 2009; Ord. 08-29, 2008].

**21.14.040 Dimensional requirements.**

The following dimensional requirements shall apply to all structures and uses in the Urban Residential District:

- a. Lot Size.
  - 1. For single-family and duplex dwelling structures, there shall be a minimum lot area of 7,500 square feet.
  - 2. Multiple-family dwelling containing three or more units shall meet the following standards:
    - a. The total floor area shall not be more than four-tenths the lot area;
    - b. The total open area shall be at least 1.1 times the total floor area. Open area is any portion of the lot not covered or used for parking spaces and maneuvering.
- b. Building Setbacks.



1. Buildings shall be set back 20 feet from all dedicated rights-of-way, except as allowed by subsection (b)(3) of this section;
2. Buildings shall be set back from all other lot boundary lines according to the number of stories as follows:

Number of Stories	Setback (in feet)
1	5
1 1/2	6
2	7
2 1/2	8

3. Adjacent to those rights-of-way that lead to Kachemak Bay and have been determined to be unsuitable for road construction as set forth by resolution of the City Council, all buildings shall be set back from the boundary of the right-of-way according to the number of stories as provided in subsection (b)(2) of this section.

c. Building Height. The building height shall be a maximum of 35 feet.

d. Detached accessory buildings may occupy not more than 25 percent of a required rear or side yard and no portion of a required front yard, shall not be more than 1,200 square feet in area, and shall be located at least five feet from the nearest part of a main building. [Ord. 08-29, 2008].

**21.14.050 Site development standards.**

All development in the Urban Residential District shall comply with the level one site development standards contained in HCC 21.50.020. [Ord. 08-29, 2008].

**21.14.060 Lighting standards.**

The level one lighting standards of HCC 21.59.030 apply to all developments in this district. [Ord. 19-26(S) § 2, 2019].

## Chapter 21.16

### RO RESIDENTIAL OFFICE DISTRICT

Sections:

- 21.16.010 Purpose.
- 21.16.020 Permitted uses and structures.
- 21.16.030 Conditional uses and structures.
- 21.16.040 Dimensional requirements.
- 21.16.050 Site and access.
- 21.16.060 Traffic requirements.
- 21.16.070 Site development standards.
- 21.16.080 Nuisance standards.
- 21.16.090 Lighting standards.

#### **21.16.010 Purpose.**

The Residential Office District is primarily intended for a mixture of low-density to medium-density residential uses and certain specified businesses and offices, which may include professional services, administrative services and personal services, but generally not including direct retail or wholesale transactions except for sales that are incidental to the provision of authorized services. A primary purpose of the district is to preserve and enhance the residential quality of the area while allowing certain services that typically have low traffic generation, similar scale and similar density. The district provides a transition zone between commercial and residential neighborhoods. [Ord. 08-29, 2008].

#### **21.16.020 Permitted uses and structures.**

The following uses are permitted outright in the Residential Office District:

- a. Single-family and duplex dwelling, excluding mobile homes;
- b. Multiple-family dwelling, provided the structure conforms to HCC 21.14.040(a)(2) and excluding mobile homes;
- c. Public parks and playgrounds;
- d. Rooming house, bed and breakfast and hostel;
- e. Home occupations; provided they conform to the requirements of HCC 21.51.010;
- f. Professional offices and general business offices;
- g. Personal services;
- h. Museums, libraries and similar institutions;
- i. Nursing facilities, convalescent homes, homes for the aged, assisted living homes;
- j. Religious, cultural and fraternal assembly;
- k. Storage of the occupant's personal commercial fishing gear in a safe and orderly manner and separated by at least five feet from any property line as an accessory use incidental to a permitted or conditionally permitted principal use;
- l. Private exterior storage of the occupant's personal noncommercial equipment, including noncommercial trucks, boats, campers and not more than one recreational vehicle in a safe and orderly manner and separated by at least five feet from any property line as an accessory use incidental to a permitted or conditionally permitted principal use;

- m. Other customary accessory uses to any of the permitted uses listed in the Residential Office District; provided, that no separate permit shall be issued for the construction of any detached accessory building prior to that of the main building;
- n. The outdoor harboring or keeping of dogs, small animals and fowl as an accessory use in a manner consistent with the requirements of the Homer City Code and as long as such animals are kept as pets and their numbers are such as not to unreasonably annoy or disturb occupants of neighboring property;
- o. Day care homes; provided, however, that outdoor play areas must be fenced;
- p. Recreational vehicles, subject to the standards set out in HCC 21.54.320;
- q. As an accessory use, one small wind energy system per lot having a rated capacity not exceeding 10 kilowatts;
- r. One detached dwelling unit, excluding mobile homes, as an accessory building to a principal single-family dwelling on a lot. [Ord. 11-44(S) § 2, 2011; Ord. 11-23(A) § 3, 2011; Ord. 09-34(A) § 8, 2009; Ord. 08-29, 2008].

**21.16.030 Conditional uses and structures.**

The following uses may be permitted in the Residential Office District when authorized by conditional use permit issued in accordance with Chapter 21.71 HCC:

- a. Planned unit developments, excluding all industrial uses;
- b. Townhouses;
- c. Public or private schools;
- d. Hospitals and medical clinics;
- e. Public utility facilities and structures;
- f. Mortuaries;
- g. Day care facilities; provided, however, that outdoor play areas must be fenced;
- h. More than one building containing a permitted principal use on a lot;
- i. Group care homes;
- j. Helipads, but only as an accessory use incidental to a hospital conditional use;
- k. One small wind energy system having a rated capacity exceeding 10 kilowatts; provided, that it is the only wind energy system of any capacity on the lot;
- l. Other uses approved pursuant to HCC 21.04.020. [Ord. 14-49(A) § 4, 2014; Ord. 10-06 § 1, 2010; Ord. 09-34(A) § 9, 2009; Ord. 08-29, 2008].

**21.16.040 Dimensional requirements.**

The following dimensional requirements shall apply to all structures and uses in the Residential Office District:

- a. The minimum lot size is 7,500 square feet.
- b. Building Setbacks.
  - 1. Buildings shall be set back 20 feet from all dedicated rights-of-way.
  - 2. Residential buildings shall be set back from all other lot boundary lines according to the number of stories as follows:

Number of Stories	Setback (in feet)
1 story	5 feet
1 1/2 stories	6 feet
2 stories	7 feet
2 1/2 stories	8 feet

3. Nonresidential buildings shall be set back 15 feet from all other lot boundary lines, except that this setback may be reduced to not less than the setback that would apply under subsection (b)(2) of this section if the reduction is approved by the State Fire Marshal.

c. The maximum building height shall be 35 feet.

d. Detached accessory buildings may not occupy more than 25 percent of a required rear or side yard and no portion of a required front yard, and shall be located at least five feet from the nearest part of a main building and five feet from all property lines.

e. No lot shall contain more than 8,000 square feet of building area (all buildings combined), nor shall any lot contain building area in excess of 30 percent of the lot area, without an approved conditional use permit. [Ord. 10-06 § 2, 2010; Ord. 08-29, 2008].

**21.16.050 Site and access.**

a. A zoning permit for any nonresidential use or structure shall not be issued by the City without an approved site plan and an approved level two right-of-way access plan that conform to the standards of Chapter 21.73 HCC.

b. All access points to rights-of-way shall conform to the standards of a level two right-of-way access plan stated in Chapter 21.73 HCC. This applies to all uses and structures. [Ord. 08-29, 2008].

**21.16.060 Traffic requirements.**

A conditional use permit is required for every use that:

a. Is estimated to generate more than 100 vehicle trips during any hour of the day calculated utilizing the Trip Generation Handbook, Institute of Transportation Engineers, 9th Edition;

b. Is estimated to generate more than 500 vehicle trips per day calculated utilizing the Trip Generation Handbook, Institute of Transportation Engineers, 9th Edition;

c. Is estimated to generate an increase in the traffic to more than 100 vehicle trips during any hour of the day due to a change in land use or intensity of use; or

d. Is expected to generate traffic that will detract from the safety of, or degrade by one level of service, the highway, road, street, alley or intersection. [Ord. 13-27 § 2, 2013; Ord. 10-06 § 4, 2010].

**21.16.070 Site development standards.**

a. All single-family and duplex residential development in the Residential Office District shall comply with the level one site development standards contained in HCC 21.50.020.

b. All multifamily residential and all commercial development on lands in this district shall conform to the level two site development standards set forth in HCC 21.50.030. [Ord. 10-06 § 3, 2010; Ord. 08-29, 2008].

**21.16.080 Nuisance standards.**

The nuisance standards of HCC 21.59.010 apply to all development, uses, and structures in this zoning district. [Ord. 10-06 § 5, 2010].

**21.16.090 Lighting standards.**

The level one lighting standards of HCC 21.59.030 apply to all development, uses, and structures in this zoning district. [Ord. 10-06 § 6, 2010].



## City of Homer

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## Planning

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# Memorandum 20-117

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
THROUGH: RICK ABOUD, INTERIM CITY MANAGER  
FROM: TRAVIS BROWN, PLANNING TECHNICIAN  
DATE: AUGUST 5, 2020  
SUBJECT: PROPOSED ZONING MAP AMENDMENT

The Homer Planning Commission has acted upon a request to rezone a lot currently found in the Urban Residential District (UR) to Residential Office District (RO).

A petition was received by the Planning Office requesting a zoning change. The Applicant, Jason Weisser, proposes to have 4061 Pennock Street rezoned to RO from the current UR designation. The Applicant has plans to subdivide the property and develop homes with office/commercial space for which the current zoning designation would not allow.

The City Planner has reviewed the proposed amendment and the Planning Commission has held a public hearing on July 15, 2020 regarding this issue. No public testimony was provided.

The rezone represents an expansion of the existing RO District. The proposal supports many goals and objectives of the Homer Comprehensive Plan including those listed in Staff Report 20-43 and objectives that support Goal 1 of the Land Use Chapter, including action item 1-D-3, supporting strategies that include compact mixed-use development, higher density development and infill, which are all supported with this rezone.

The Planning Commission feels that the request to rezone a lot from UR to RO is appropriate and is found to be supported in the Homer Comprehensive Plan. Through a vote of unanimous consent, six commissioners recommend that the City Council adopt the proposed zoning map amendment.

### **Attachments:**

Draft Ordinance

Staff report and corresponding meeting minutes



# City of Homer

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## Planning

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### STAFF REPORT PL 20-43

**TO:** Homer Planning Commission  
**FROM:** Julie Engebretsen, Acting City Planner  
**MEETING:** July 15, 2020  
**SUBJECT:** Draft Ordinance amending Zoning Map

**Requested Action:** Conduct a public hearing and recommend approval of the zoning map amendment to the Homer City Council

### GENERAL INFORMATION

The applicant requests a change in zoning from Urban Residential, to Residential Office.

Applicant: Jason Weisser  
PO Box 2913  
Homer, AK 99603

Location: 4061 Pennock St

Legal Description: AA Mattox Sub 1985 Addn Lot 2 Lot 28

Parcel ID: 177030281

Size of Existing Lot: 1 acre

Zoning Designation: Urban Residential District

Existing Land Use: Vacant

Surrounding Land Use: North: Flex high school, vacant land, Law office  
South: Residential  
East: Residential  
West: Multifamily/Conifer Woods

Comprehensive Plan: Goal 1 Objective D Implementation Item 3: "Support planning and zoning regulations that promote land use strategies that include compact, mixed-use development, higher density development, and infill."

Wetland Status: Very small area of wetlands possibly on the southeast corner of the lot.

Flood Plain Status: Zone D, Flood Hazards Undetermined

Utilities: Public utilities service the site.

Public Notice: Notice was sent to 30 property owners of 30 parcels as shown on the KPB tax assessor rolls.

## **GENERAL INFORMATION**

This ordinance proposes a zoning map amendment to move the Residential Office District Boundary south to encompass the subject lot. The applicant has plans to subdivide the property and develop homes with commercial space that does not meet the definition of the home occupation code. HCC 21.51.010(d) states “A home occupation shall be carried on only by the full-time occupants of the dwelling unit.” This limitation does not allow for employees who are not also residents of the home. The applicant has found there is demand for live/work housing that would allow for employees, or the potential to hire additional help with the successful growth of the business.

### **HCC 21.95.060 Review by Planning Commission**

- a. The Planning Commission shall review each proposal to amend this title or to amend the official zoning map before it is submitted to the City Council.
- b. Within 30 days after determining that an amendment proposal is complete and complies with the requirements of this chapter, the Planning Department shall present the amendment to the Planning Commission with the Planning Department’s comments and recommendations, accompanied by proposed findings consistent with those comments and recommendations.
- c. The Planning Department shall schedule one or more public hearings before the Planning Commission on an amendment proposal, and provide public notice of each hearing in accordance with Chapter 21.94 HCC.
- d. After receiving public testimony on an amendment proposal and completing its review, the Planning Commission shall submit to the City Council its written recommendations regarding the amendment proposal along with the Planning Department’s report on the proposal, all written comments on the proposal, and an excerpt from its minutes showing its consideration of the proposal and all public testimony on the proposal.

### 21.95.050 Planning Department review of zoning map amendment.

The Planning Department shall evaluate each amendment to the official zoning map that is initiated in accordance with HCC 21.95.020 and qualified under HCC 21.95.030, and may recommend approval of the amendment only if it finds that the amendment:

- a. Is consistent with the comprehensive plan and will further specific goals and objectives of the plan.

Analysis: The Comprehensive Plan states (Goal 1 Objective D Implementation Item 3): “Support planning and zoning regulations that promote land use strategies that include compact, mixed-use development, higher density development, and infill.” The proposed rezone is contiguous to the



Residential Office District along East End Road, and complies with the general land use pattern set out in the Comprehensive Plan Land Use Recommendations Map. The applicant has stated there is a need for more small lots that allows for a small office/clerical building and/or in-home business. The Residential Office district allows for greater mixed use opportunities.

Staff Finding: The zoning change is consistent with the Comprehensive Plan and will support higher density mixed use infill development.

**b.** Applies a zoning district or districts that are better suited to the area that is the subject of the amendment than the district or districts that the amendment would replace, because either conditions have changed since the adoption of the current district or districts, or the current district or districts were not appropriate to the area initially.

Analysis: Conditions have changed since the original adoption of the zoning district boundaries. Since the creation of the Residential Office District along East End Road in 1986, there has been at least one amendment enlarging the district boundaries as the demand for residential office property has grown. Small businesses that do not need a prominent location within the Central Business District can find it a challenge to buy developable land within the RO district.

Staff Finding: The amendment would apply a zoning district that is better suited to the area because conditions have changed since the creation of the Residential Office Zoning District boundaries.

**c.** Is in the best interest of the public, considering the effect of development permitted under the amendment, and the cumulative effect of similar development, on property within and in the vicinity of the area subject to the amendment and on the community, including without limitation effects on the environment, transportation, public services and facilities, and land use patterns.

Analysis: City water and sewer are available and Pennock Street is a city maintained road. Full police and fire services are available. Public services and facilities are adequate to serve increased intensity land use. Very little of the land is wetlands. Development of this property would increase infill within the community, and create more opportunities for buildings that could include live/work arrangements that are not allowed in the Urban Residential District. Homer is currently seeing several large residential housing subdivisions under development, but has less opportunity for small scale mixed use Residential Office development.

Staff Finding: The rezoning of this one acre lot that is contiguous to the Residential Office District is in the best interests of the public as it supports higher density mixed use infill development.

**STAFF COMMENTS/RECOMMENDATIONS:**

Planning staff has reviewed the ordinance per 21.95.050 and recommends the Planning Commission conduct a public hearing, and recommend approval to the City Council.

**ATTACHMENTS**

1. Application
2. Public Notice
3. Draft ordinance



# City of Homer

www.cityofhomer-ak.gov

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(p) 907-235-3106  
(f) 907-235-3118

## Rezoning Application

For Staff Use Only

<b>Fee Amount:</b> \$500	<b>Received by:</b> TB 6/4/20	<b>Planning Commission Public Hearing Date:</b>
<b>Date application accepted as complete:</b>		<b>HAPC approval or denial date:</b>

### APPLICANT INFORMATION

Name: Jason Weisser Phone Number: 907-399-8081

Address: PO Box 2913, Homer, AK 99603

Property Owner (if different than applicant)

Name: Weisser Homes, LLC Phone Number: 907-399-8081

Address: PO Box 2913, Homer, AK 99603

### PROPERTY INFORMATION (if more than one lot, list on separate page)

Street Address: 4061 Pennock St. Lot size: 1 acre Tax parcel number: 17730281

Legal Description: AA Mattox Sub 1958 ADDN 2 Lot 28

Circle one: Is City water available? YES/NO City Sewer? YES/NO Electrical Service? YES/NO

What is the existing use of the property? Vacant Land

What is the proposed use of the property? Residential

What structures or land uses exist on the neighboring properties? (Examples: residential, commercial, vacant) List the zoning of these adjacent lots.

Structures/land use	Zoning
North: <u>School</u>	<u>Residential Office</u>
South: <u>Residential</u>	<u>Urban Residential</u>
East: <u>Residential</u>	<u>Urban Residential</u>
West: <u>Apartments</u>	<u>Residential Office</u>

1. What is the public need and why is this rezone justified?

There is a need for more small lots that allow for small office/clerical building and/or in-home businesses.

2. Describe the benefits and detriments of this proposed rezoning to:

- (a) the community.
- (b) the neighboring landowners.
- (c) you, the property owner.

(a) available residential office lots                      (b) increase in property values

(c) will have available lots for future clients                      (d) no detriments to this proposed rezoning

3. Can the proposed land use be developed in a manner that is compatible with development in adjacent zoning districts? If so, how? What effect will this change have on the surrounding properties?

No adverse effects on neighboring properties

4. Can the existing public facilities, services, and utilities accommodate the proposed use without any detrimental affect on adjacent zoning districts? If so, how?

Water, sewer, and power are already in place, and there will be no changes to Pennock Street.

5. Would rezoning to a district allowing the proposed use permit other uses, which would not be compatible with adjacent land use?

RO is adjacent to the North and West, UR on the South and East. The proposed rezoning is in alignment with permitted use.

6. How does this proposal relate to the Comprehensive Plan and purposes of the zoning regulations?

It will allow for small business growth without negatively affecting the surrounding properties.

7. How would the proposed change affect the public health safety and welfare of the surrounding area?

I feel the overall impact will be to enhance the development and property values of Pennock Street.

OTHER REQUIREMENTS

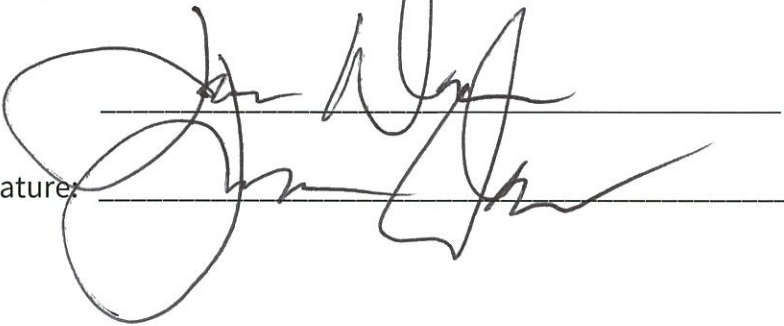
1. The applicant shall provide a map showing the area to be rezoned.
2. The applicant shall provide a petition, signed by a majority of the landowners within the proposed zoning area saying that they support the proposed change.

I hereby certify that the above statements and other information submitted are true and accurate to the best of my knowledge, and that I, as applicant, have the following legal interest in the property:

Owner of record  Lessee  Contract purchase duly authorized to act for a person who has the following legal interest, \_\_\_\_\_ and that the owner of record is knowledgeable of this application if I am not the owner. I also understand that this item will be scheduled for the Planning Commission Agenda only if all application materials are submitted.


Applicant Signature: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Handwritten signatures for the Applicant and Property Owner, written over horizontal lines. The Applicant's signature is a cursive 'J. H. ...' and the Property Owner's signature is a cursive 'J. H. ...'.

Petition

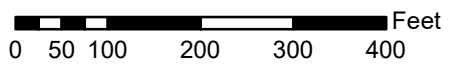
Proposed amendment:	<p><b>The property at 4061 Pennock St is 1 acre. Currently the parcel is a part of the Urban Residential District. This request is to change the zoning of the entire property, LEGAL T 6S R 13W SEC 20 SEWARD MERIDIAN HM 0003995 A A MATTOX SUB 1958 ADDN 2 LOT 28 to the Residential Office District.</b></p>
HCC 21.95.020 (e) (3) (a)	<p>"Each person signing this petition represents that the signer is a record owner of the lot whose description accompanies the signature; that the signer is familiar with the proposed zoning map amendment and the current zoning district of the lot; and that the signer supports the City Council's approval of the amendment."</p>
Statement of Justification	<p><b>I have clients looking for Residential Office lots for clerical type office property and they are having a hard time finding available lots. This rezoning will help fill that need.</b></p>

Printed Name	Signature of Property Owner or Designated Representative	Legal Description	Tax parcel number
Jason Weisser		LEGAL T 6S R 13W SEC 20 SEWARD MERIDIAN HM 0003995 A A MATTOX SUB 1958 ADDN 2 LOT 28	17730281

**MY SIGNATURE MEANS I AM IN FAVOR OF THIS AMENDMENT**



# Area Map



## PUBLIC HEARING NOTICE

Public notice is hereby given that the City of Homer will hold a public hearing by the Homer Planning Commission on Wednesday, July 15, 2020 at 6:30 p.m. via virtual meeting, on the following matter:

**AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE OFFICIAL ZONING MAP BY EXPANDING THE RESIDENTIAL OFFICE DISTRICT TO INCLUDE THE ONE-ACRE LOT AT 4061 PENNOCK STREET, LOT 28 A.A. MATTOX 1958 ADDITION NO. 2 NE ¼, NE ¼, SEC. 20, T. 6 S., R. 13 W., S.M., HM 0003995. THE LOT IS CURRENTLY ZONED URBAN RESIDENTIAL DISTRICT.**

Anyone wishing to view the complete proposal, attend the virtual meeting, or participate in the virtual meeting may do so by visiting the Planning Commission Regular Meeting page on the City's online calendar at <https://www.cityofhomer-ak.gov/calendar>.

Visit the link above or call the City Clerk's Office to learn how to provide verbal testimony during the meeting via telephone or the Zoom online platform. Written comments can be emailed to [planning@ci.homer.ak.us](mailto:planning@ci.homer.ak.us) or mailed to Homer City Hall, 491 E. Pioneer Ave., Homer, AK, 99603. They may also be placed in the drop box at the Pioneer Ave. entrance to Homer City Hall at any time. Comments must be received by 4pm on the day of the meeting.

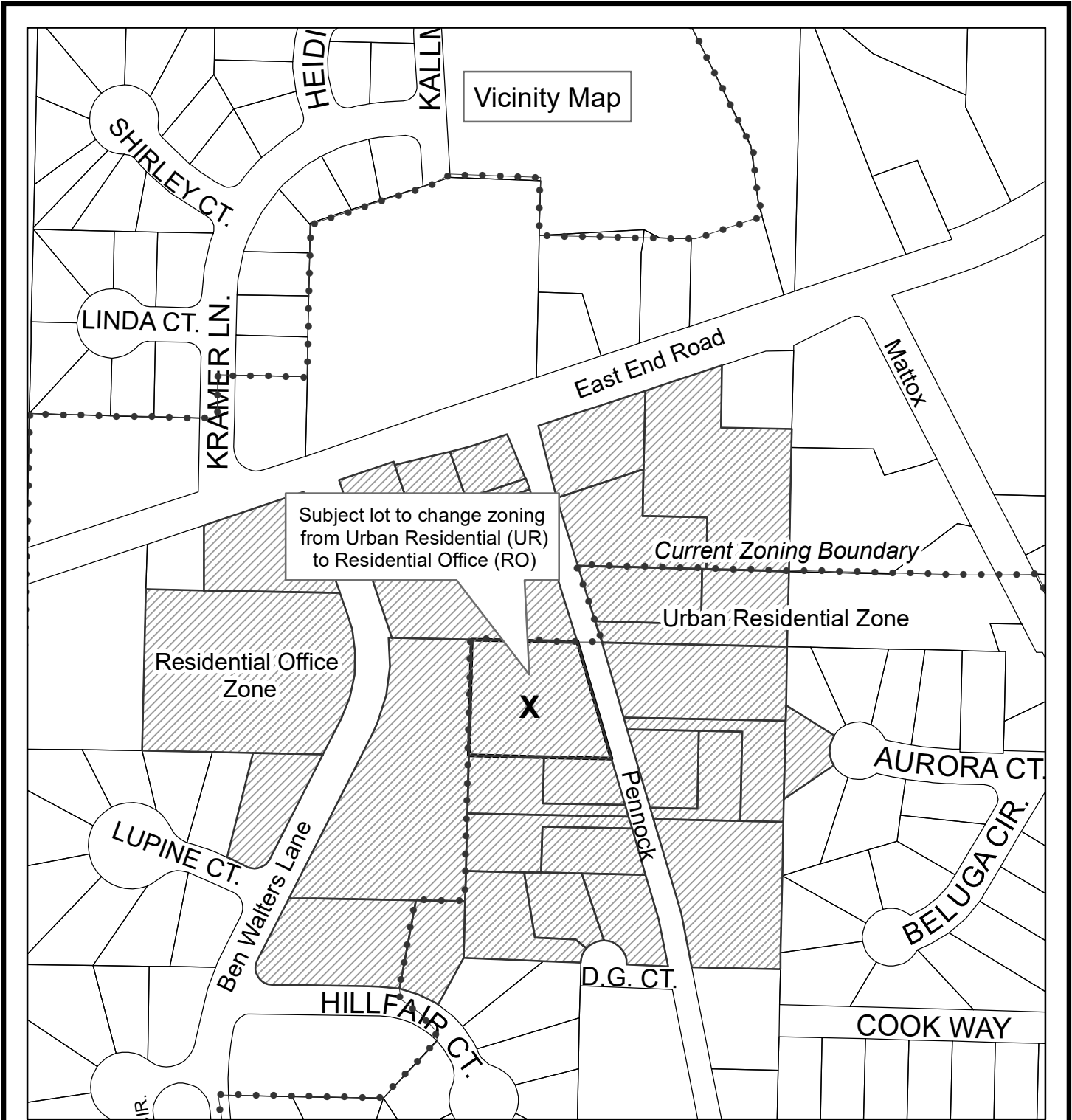
If you have questions or would like additional information about the proposal, please contact Travis Brown at the Planning and Zoning Office at 235-3106. If you have questions about how to participate in the virtual meeting, please contact the City Clerk's Office at 235-3130.

**NOTICE TO BE SENT TO PROPERTY OWNERS WITHIN 300 FEET OF PROPERTY.**

.....

**VICINITY MAP ON REVERSE**



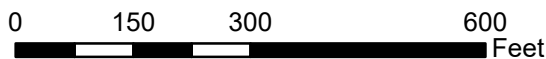


City of Homer  
 Planning and Zoning Department

6/24/2020

# Request to Rezone


Marked lots are within 300 feet  
 and property owners notified.



*Disclaimer:*  
 It is expressly understood the City of Homer, its council, board, departments, employees and agents are not responsible for any errors or omissions contained herein, or deductions, interpretations or conclusions drawn therefrom.

Petition

Proposed amendment:	<p><b>The property at 4061 Pennock St is 1 acre. Currently the parcel is a part of the Urban Residential District. This request is to change the zoning of the entire property, LEGAL T 6S R 13W SEC 20 SEWARD MERIDIAN HM 0003995 A A MATTOX SUB 1958 ADDN 2 LOT 28 to the Residential Office District.</b></p>
HCC 21.95.020 (e) (3) (a)	<p>"Each person signing this petition represents that the signer is a record owner of the lot whose description accompanies the signature; that the signer is familiar with the proposed zoning map amendment and the current zoning district of the lot; and that the signer supports the City Council's approval of the amendment."</p>
Statement of Justification	<p><b>I have clients looking for Residential Office lots for clerical type office property and they are having a hard time finding available lots. This rezoning will help fill that need.</b></p>

Printed Name	Signature of Property Owner or Designated Representative	Legal Description	Tax parcel number
Jason Weisser		LEGAL T 6S R 13W SEC 20 SEWARD MERIDIAN HM 0003995 A A MATTOX SUB 1958 ADDN 2 LOT 28	17730281

**MY SIGNATURE MEANS I AM IN FAVOR OF THIS AMENDMENT**

**CITY OF HOMER  
HOMER, ALASKA**

Planning

**ORDINANCE 20-**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, AMENDING THE HOMER CITY ZONING MAP TO REZONE A PORTION OF THE URBAN RESIDENTIAL (UR) ZONING DISTRICT TO RESIDENTIAL OFFICE (RO) ZONING DISTRICT

WHEREAS, Jason Weisser, land owner, filed a petition application seeking to amend the zoning map to rezone 4061 Pennock Street in Homer, Alaska, Legal Description T 6S R 13W SEC 20 SEWARD MERIDIAN HM 0003995 A A MATTOX SUB 1958 ADDN 2 LOT 28 from UR to RO; and

WHEREAS, the Homer Planning Department reviewed the petition, found that the petition application was complete and the criteria for amending the zoning map had been met; and

WHEREAS, the Homer Planning Commission held a public hearing on the amendment to the zoning map described herein on \_\_\_\_\_, 2020 as required by Homer City Code 21.95.060(c); and

WHEREAS, The Homer Planning Commission found that (i) the proposed amendment to the zoning map is consistent with the Homer Comprehensive Plan and will further specific goals and objectives of the Plan; (ii) the proposed amendment to the zoning map applies a zoning district that is better suited to the property that is the subject of the amendment than the districts that the amendment will replace; and (iii) the amendment to the zoning map is in the best interest of the public, considering the effect of development resulting from the amendment, and the cumulative effect of similar development, on property within and in the vicinity of the area subject to the amendment and on the community, including without limitation effects on the environment, transportation, public services and facilities, and land use patterns; and

WHEREAS, the City Council adopts the findings by the Homer Planning Commission and has determined that these findings are sound;

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer Zoning Map is amended to transfer the parcel listed on the attached Exhibit A from UR zoning district to the RO zoning district as shown on the attached Exhibit B.

Section 2. The City Planner is authorized to note on the Homer Zoning Map the amendments enacted by this ordinance as required by Homer City Code 21.10.030(b).

Section 3. This is a non-Code ordinance of a permanent nature and shall be noted in the ordinance history of Homer City Code 21.10.030.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of \_\_\_\_\_  
2020.

CITY OF HOMER

\_\_\_\_\_  
Ken Castner, MAYOR

ATTEST:

\_\_\_\_\_  
Melissa Jacobsen, CMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

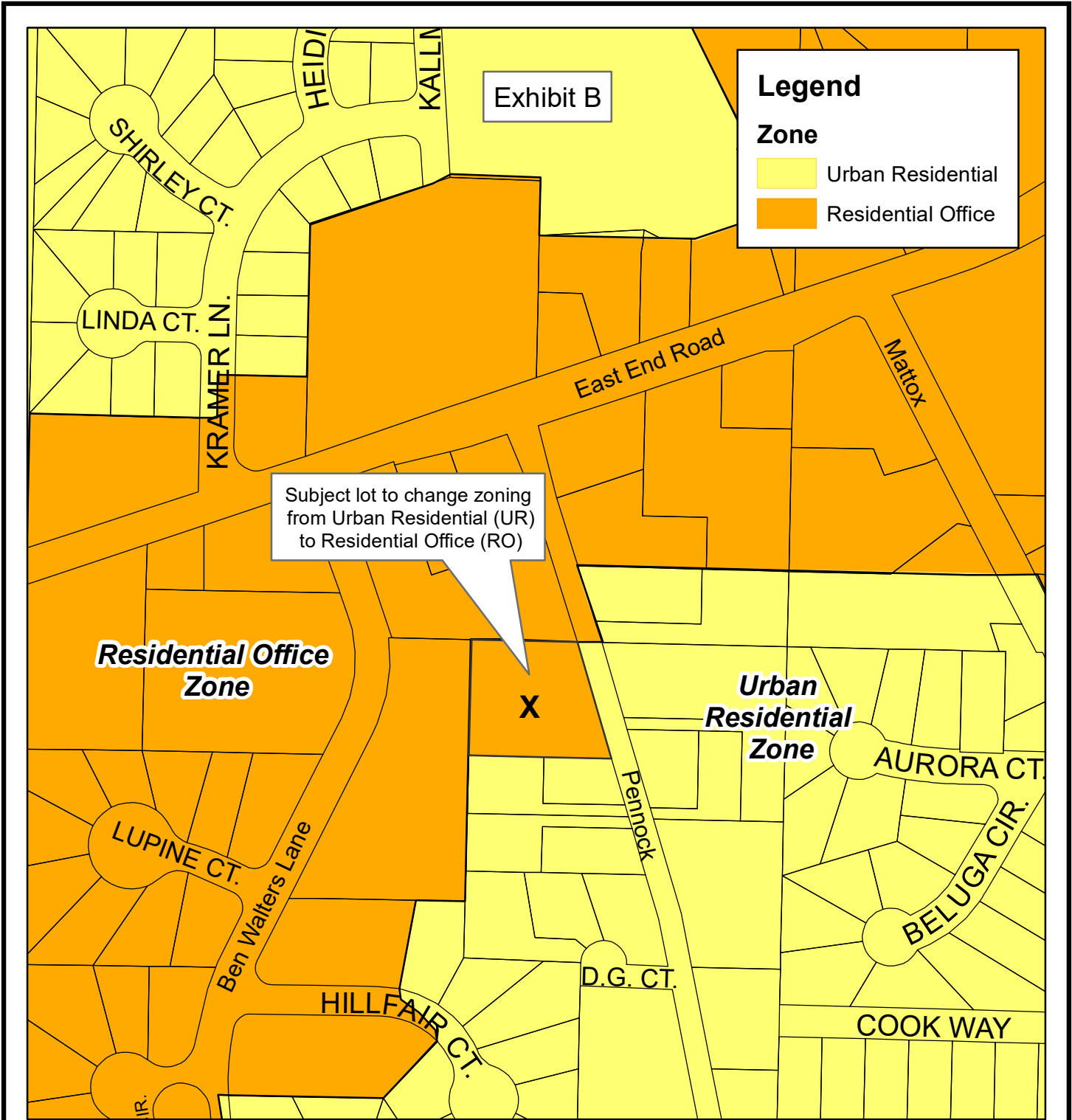
Public Hearing:

Second Reading:

Effective Date:

## **Exhibit A**

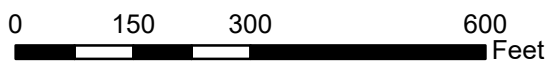
Tax Parcel 17730281. Rezone from Urban Residential District to Residential Office District.  
Legal Description: T 6S R 13W SEC 20 SEWARD MERIDIAN HM 0003995 A A MATTOX  
SUB 1958 ADDN 2 LOT 28



City of Homer  
 Planning and Zoning Department

7/7/2020

Rezone of T 6S R 13W SEC 20  
 SEWARD MERIDIAN HM 0003995  
 A A MATTOX SUB  
 1958 ADDN 2 LOT 28



*Disclaimer:*  
 It is expressly understood the City of Homer, its council, board, departments, employees and agents are not responsible for any errors or omissions contained herein, or deductions, interpretations or conclusions drawn therefrom.

Commissioner Venuti explained that he has provided services to the applicant but not in this matter and believes that he could render an unbiased opinion based on the information presented.

VOTE. NO. BARNWELL, HIGHLAND, DAVIS, BENTZ, PETSKA-RUBALCAVA.

Motion failed.

Acting City Planner Engebretsen stated the action requested by the applicant and outlined in Staff Report 20-43 and staff recommended approval by the Commission.

There was no applicant present.

Chair Venuti opened the Public Hearing, after confirming with the Clerk that there were no public signed up to provide testimony and no public wishing to provide testimony he closed the Public Hearing and opened the floor to questions from the Commission.

The Commission did not present any questions on the actions.

Chair Venuti requested a motion.

HIGHLAND/BENTZ MOVED TO ADOPT STAFF REPORT 20-43 AND RECOMMEND CITY COUNCIL APPROVE AMENDING THE OFFICIAL ZONING MAP BY EXPANDING THE RESIDENTIAL OFFICE DISTRICT TO INCLUDE ONE ACRE PARCEL AT 4061 PENNOCK STREET.

There was no discussion.

VOTE. YES. BENTZ, VENUTI, DAVIS, PETSKA-RUBALCAVA, HIGHLAND, BARNWELL.

Motion carried.

B. Staff Report, 20-44, Conditional Use Permit 20-09 to use an existing building for the production of wines and meads at 3657 & 3637 Main Street

Chair Venuti introduced the item by reading the title into the record.

HIGHLAND/BENTZ – MOVED THAT COMMISSIONER DAVIS HAD A CONFLICT.

Commissioner Davis declared that as the applicant and property owner he has a conflict.

VOTE. YES. VENUTI, HIGHLAND, BENTZ, PETSKA-RUBALCAVA, BARNWELL

Motion carried.

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-50**

An Ordinance of the City Council of Homer, Alaska Appropriating \$60,000 in CARES Act Funds from the State of Alaska for the Homer Chamber of Commerce to Continue Operations during the Pandemic.

Sponsor: Evensen/Mayor

1. City Council Regular Meeting August 10, 2020 Introduction
2. City Council Regular Meeting, August 24, 2020 Public Hearing and Second Reading



**CITY OF HOMER  
HOMER, ALASKA**

Evensen/Mayor

**ORDINANCE 20-50**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
APPROPRIATING \$60,000 IN CARES ACT FUNDS FROM THE STATE  
OF ALASKA FOR THE HOMER CHAMBER OF COMMERCE TO  
CONTINUE OPERATIONS DURING THE PANDEMIC

WHEREAS, The Homer Chamber of Commerce has worked tirelessly since the onset of the COVID-19 Pandemic in a leadership role that has connected citizens and businesses of Homer to critical sources of funding; and

WHEREAS, Early effort and insight by the Chamber, as well as their working partnership with Kenai Peninsula Economic Development Group (KPED) and the City of Homer, has uniquely and positively influenced the funding available to all Homer citizens and business entities; and

WHEREAS, Large amount of work hours and volunteer-based effort donated by the Chamber to counter the negative economic effects of the pandemic has also depleted the non-profit organization of its resources, including temporary and permanent staff, which have been lost; and

WHEREAS, Ordinance 20-45 outlines usage of unspent funds from the first distribution of CARES monies for CARES-specific needs; and

WHEREAS, Because the Chamber generously helps and facilities our entire community, it is in the interest of the City and our citizens to appropriate special funding from the CARES Act to sustain the Chamber through operational hardship stemming from COVID.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby appropriates \$60,000 to Homer Chamber of Commerce for expenses incurred in response to the COVID-19 pandemic including replacement for permanent losses in staff.

Revenue:

<u>Description</u>	<u>Amount</u>
FY 2020 CARES Act Municipal Assistance	\$60,000

44 Transfer:

45

46	<u>Description</u>	<u>Amount</u>
47	COVID 19 Response Fund	\$60,000

48

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

51

52 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_,  
53 2020.

54

55 CITY OF HOMER

56

57 \_\_\_\_\_  
58 KEN CASTNER, MAYOR

59 ATTEST:

60

61 \_\_\_\_\_  
62 MELISSA JACOBSEN, MMC, CITY CLERK

63

64 YES:

65 NO:

66 ABSTAIN:

67 ABSENT:

68

69 First Reading:

70 Public Hearing:

71 Second Reading:

72 Effective Date:

73

74 Reviewed and approved as to form.

75

76 \_\_\_\_\_  
77 Rick Abboud, Interim City Manager

78

79 Date: \_\_\_\_\_

\_\_\_\_\_

Michael Gatti, City Attorney

Date: \_\_\_\_\_

1 CITY OF HOMER  
2 HOMER, ALASKA

3 Evensen/Mayor

4 ORDINANCE 20-50(S)

5  
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
7 APPROPRIATING \$60,000 IN CARES ACT FUNDS FROM THE STATE  
8 OF ALASKA FOR THE HOMER CHAMBER OF COMMERCE TO  
9 CONTINUE OPERATIONS DURING THE PANDEMIC  
10

11  
12 WHEREAS, Since the onset of the COVID-19 Pandemic the Homer Chamber of  
13 Commerce has worked tirelessly in a leadership role that has advised and met the demands of  
14 our business community and provided clarity for concerns of operations, funding, and  
15 economic shortfalls; and  
16

17 WHEREAS, Early effort and insight by the Chamber, as well as their working partnership  
18 with Kenai Peninsula Economic Development District and the City of Homer, has uniquely and  
19 positively influenced our local economy and the funding available to all citizens and business  
20 entities of Homer; and  
21

22 **WHEREAS, Due to health risk of the pandemic the Chamber proactively scaled-**  
23 **back operations and cancelled their largest annual events, which included the springtime**  
24 **Homer Winter King Salmon Derby and the summertime Homer Jackpot Halibut Derby;**  
25 **and**  
26

27 **WHEREAS, Currently losses at the Chamber stemming from COVID-cancelled**  
28 **events are approximately -\$419,300 (revenue) and net income is down -233% compared**  
29 **to last year; and**  
30

31 WHEREAS, Due to the pandemic the Chamber had to scale-back operations and cancel  
32 their largest annual events, which included the springtime Homer Winter King Salmon Derby  
33 and the summertime Homer Jackpot Halibut Derby; and  
34

35 WHEREAS, To date losses stemming from COVID-cancelled events are approximately -  
36 \$419,300 (revenue) and -\$57,000 (net income) in unrealized funds to the Chamber; and  
37

38 WHEREAS, Large amount of work hours and volunteer-based effort donated by the  
39 Chamber to counter the negative economic effects of the pandemic has also depleted this non-  
40 profit organization of its resources, including temporary and permanent staff, which have been  
41 lost; and  
42

43 WHEREAS, Ordinance 20-45 outlines usage of unspent funds from the first distribution  
44 of CARES monies for CARES-specific needs; and  
45

46 WHEREAS, Because the Chamber generously helps and facilities our entire community,  
47 it is in the interest of the City and our citizens to appropriate special funding from the CARES  
48 Act to sustain the Chamber through operational hardship stemming from COVID.  
49

50 NOW, THEREFORE, The City of Homer Ordains:  
51

52 Section 1. Allocation of funds from Section 1 (20-45) is to include:  
53

54 \$60,000 is appropriated to Homer Chamber of Commerce for expenses incurred in  
55 response to the COVID-19 pandemic for staffing and staffing-related expenditures.  
56

57 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_,  
58 2020.  
59

60 CITY OF HOMER  
61

62 \_\_\_\_\_  
63 KEN CASTNER, MAYOR  
64

65 ATTEST:  
66

67 \_\_\_\_\_  
68 MELISSA JACOBSEN, MMC, CITY CLERK  
69

70 YES:

71 NO:

72 ABSTAIN:

73 ABSENT:  
74

75 First Reading:

76 Public Hearing:

77 Second Reading:

78 Effective Date:  
79

80 Reviewed and approved as to form.  
81

82 \_\_\_\_\_  
83 Rob Dumochel, City Manager  
84

82 \_\_\_\_\_  
83 Michael Gatti, City Attorney  
84

84 Date: \_\_\_\_\_

84 Date: \_\_\_\_\_



## **Agreement with Homer Chamber of Commerce for the acceptance of CARES Act Grant Funds from the City of Homer**

The City of Homer (“City”) has awarded Homer Chamber of Commerce (“HCOC”) a one-time grant of \$60,000 for expenses incurred in response to the COVID-19 pandemic including replacement of losses in permanent staff under authorization granted through City Council Ordinance 20-50. By accepting these funds, HCOC agrees to the terms and conditions below. Receiving these funds does not disqualify HCOC from receiving additional grant funds from the City.

### **Terms of Acceptance**

1. The awarding of this grant is in response to the letter received on August 7, 2020 from Brad Anderson, HCOC Executive Director and Tom Soderholm, HCOC Board President. HCOC certifies they have suffered a loss of revenue and/or incurred additional expenses either through expansion of services or adaptation to serve the community or because of forced closure in the name of public health between March 30, 2020 and December 30, 2020.
2. By accepting this grant, HCOC agrees to use grant proceeds for eligible Covid-19 emergency related expenses only, whether those expense were previously paid, are currently unpaid, or are held in arrears and certifies that no other CARES Act funding covered these expenses.
3. By accepting this grant, HCOC must disclose to the City how these grant funds are used.
4. A W-9 form from the Internal Revenue Service must be submitted with this agreement.
5. An IRS 1099 Misc. income form will be issued by January 31, 2021.
6. It is the responsibility of HCOC to determine whether:
  - a. Proceeds from the grant are taxable, or
  - b. The receipt of a grant under this program precludes eligibility for any other grant or aid programs.
7. Grants under this program are subject to audit. HCOC is required to maintain records for a period of 6 years and make records available upon request.

### **Grant funds may be used for:**

1. Payment of rent or required monthly loan payments.
2. Payments of essential wages, taxes, and normal benefits to employees or filling of normal employee positions left unfilled due to the COVID-19 pandemic.
3. Normal operating expenses (utilities, insurance, professional services, etc.) that remain unpaid as a result of loss of revenue from COVID-19.

4. Purchase of personal protective equipment required by the nonprofit business and/or any other measures recommended by the CDC to enhance COVID-19 safety measures in the workplace.
5. Expenses incurred to replenish inventory, necessary re-opening expenses, temporary housing for quarantined employees, hiring necessary additional staff, or responding to additional non-budgeted needs related to COVID responses not paid for by another grant.

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

1. Any expense considered ineligible under the State of Alaska CARES Act grant program and any expense that would not be considered an eligible expense by 171 IRS rules.
2. Political contributions or lobbying.
3. Bonuses to employees or Directors.
5. Charitable contributions.
6. Gifts or events.
7. Draw or salary to employees that exceeded the amount that they were paid on a weekly or monthly basis for the same period last year.
8. Pay down or pay off debt by more than required in underlying debt instrument.
8. Any expenses that have already been reimbursed by other funding sources. Grantees will be required to keep payment records to show how the funds were used.
9. Any other activity not listed under the 'Grant Funds are Eligible for' section.

As an official representative with signature authority for Homer Chamber of Commerce, I certify that I understand the criteria for acceptance and use of CARES Act funds listed above and that the funds will either be spent or returned to the City of Homer by the required deadline of December 30, 2020. I agree to provide information that may be necessary to verify use of the funds, including documentation of purchases or any other information necessary for an accounting of the use of grant funds. I understand any misuse of funds or falsification in an application will result in repayment of the funds and potential fines.

I agree to indemnify and hold harmless the City of Homer, its directors, officers, authorized agents, and employees, for any CARES Grant funds it received from the City that the federal government, the State of Alaska or the City determines were not used for eligible expenditures.

By:

---

Signature

---

Printed Name and Title

---

Date

By:

---

Signature

Robert Dumouchel, City Manager

---

Date



August 17, 2020

To Mayor Castner and Homer City Councilmembers  
Cc: Melissa Jacobsen, City Clerk

Thank you for this opportunity to share with you how the COVID related shutdowns and traveler restrictions has impacted the Homer Chamber of Commerce and Visitor Center. Like many other Homer businesses and nonprofits, the Chamber had to reduce our staffing levels and limit our expenses in order to remain financially stable. The COVID related mandates and concerns about public gatherings, caused us to cancel our two main revenue generating events so we had no revenue but we had expenses related to them. Anticipating the loss of revenue from these events, we put our Marketing Director position on hold and just work with our staff of 3 employees and significantly reduced volunteer staff.

To give you a better understanding of the financial impact on the Chamber’s operations, here is a summary of our Profit & Loss from January 1 – August 14, 2020:

	Jan 1 - Aug 14			
	2020	2019		
Gross Profit	\$118,299.31	\$302,493.67	-\$184,194.36	-61%
Total Expenses	\$200,279.11	\$240,452.39	-\$40,173.28	-17%
Net Income	-\$81,979.80	\$61,517.51	-\$143,497.31	-233%
Payroll	\$112,018.47	\$129,937.16	-\$17,918.69	-14%

In October, our membership renewals start. For 2020 we budgeted \$140,000 for membership fees and services. This is another area that we don’t know what the future holds as so many of our businesses were severely impacted financially this year. We anticipate that our 2021 membership numbers will remain fairly close to our current numbers but the membership levels and extra services could be reduced.

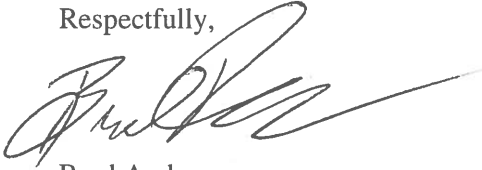
If we are able to receive some Municipal CARES funding from the city’s program, here is how we would likely allocate the dollars:

Payroll Sept – Dec	\$56,009
Marketing Director Sept - Dec	\$14,080
Accounting Services Sept – Dec	\$4,800
<b>Total</b>	<b>\$74,909</b>



Any form of financial assistance from the city Municipal CARES funding would help us continue to an effective community partner supporting our businesses, residents and visitors. Thank you for your consideration of this request.

Respectfully,



Brad Anderson,  
HCOC Executive Director



Tom Soderholm,  
HCOC Board President



August 7, 2020

To Mayor Castner and Homer City Councilmembers  
Cc: Melissa Jacobsen, City Clerk

Thank you for this opportunity to share with you how the COVID related shutdowns and traveler restrictions has impacted the Homer Chamber of Commerce and Visitor Center. Like many other Homer businesses and nonprofits, the Chamber had to reduce our staffing levels and limit our expenses in order to remain financially stable. Our primary funding sources have been the fishing tournaments such as the Winter King Salmon Tournament and the Jackpot Halibut Derby which this year was transitioning to the Homer Halibut Tournament. Those two events were budgeted for \$419,300 in revenue resulting in around \$57,000 in net income. The COVID related mandates and concerns about public gatherings, caused us to cancel those events generating no revenue but we had expenses related to them. Seeing how these tournaments might get impacted, we had to put our Marketing Director position on hold and just work with our staff of 3 employees and significantly reduced volunteer staff.

Despite these challenges to our funding, the Chamber Board of Directors and staff adjusted our focus to help business, residents and visitors deal with the COVID impacts. A big part of our efforts shifted to helping ALL local small businesses connect with the various economic relief programs to help protect jobs and the businesses. We also worked closely with a variety of city and health professionals to share the COVID Smart Community messages on all our messaging platforms. Our visitor marketing efforts shifted to focus on Alaska visitors and events like the Peony Celebration, which would not cause concerns about public gatherings but draw new economic activity to our community.

Because the Chamber is classified as a 501 c-6 organization and over half our funding came from gaming (tournaments), we were excluded from many of the original relief programs. Alaska USA eventually helped get us some PPP funding to cover some expenses but that is almost exhausted. Nobody knows what the future holds so any form of financial assistance from the city Municipal CARES funding would help us continue to an effective community partner supporting our businesses, residents and visitors. Thank you for your consideration of this request.

Respectfully,

A handwritten signature in black ink, appearing to be "Brad Anderson", written over a horizontal line.

Brad Anderson,  
HCOC Executive Director

A handwritten signature in black ink, appearing to be "Tom Soderholm", written over a horizontal line.

Tom Soderholm,  
HCOC Board President

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-55**

An Ordinance of the City Council of Homer, Alaska Reappropriating \$1,500,000 from the Small Business Economic Relief Grant (SBERG) Program to the Household Economic Relief Grant (HERG) Program.

Sponsor: Evensen/Smith

1. City Council Regular Meeting August 24, 2020 Introduction

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

3 Evensen/Smith

4 **ORDINANCE 20-55**

5  
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 REAPPROPRIATING \$1,500,000 FROM THE SMALL BUSINESS  
8 ECONOMIC RELIEF GRANT (SBERG) PROGRAM TO THE  
9 HOUSEHOLD ECONOMIC RELIEF GRANT (HERG).

10  
11 WHEREAS, The State of Alaska received over \$1.5 billion in federal funding under the  
12 Coronavirus Aid, Relief, and Economic Security (CARES) Act, with \$562.5 million directed by  
13 the Governor and the Alaska Legislature to Alaska’s municipalities for direct relief designed  
14 to help meet each community’s costs associated with coping with the novel coronavirus,  
15 Covid-19; and

16  
17 WHEREAS, The City of Homer’s total allocation is \$7,899,085.29, which was authorized  
18 for receipt under Resolution 20-051; and

19  
20 WHEREAS, Resolution 20-57 established the SBERG Program; and

21  
22 WHEREAS, Ordinance 20-25(S) appropriated \$3,000,000 to the SBERG Program; and

23  
24 WHEREAS, Resolution 20-071 established and set policy for the HERG Program; and

25  
26 WHEREAS, Ordinance 20-45(S) appropriated \$1,500,000 to the HERG Program; and

27  
28 WHEREAS, The SBERG Program has distributed \$831,000 from early July till August 17,  
29 2020 and the program is scheduled to receive applications through September 25, 2020; and

30  
31 WHEREAS, Projections indicate that it is likely that the SBERG Program will distribute  
32 approximately half of the funds dedicated in Ordinance 20-25(S); and

33  
34 WHEREAS, It is in the interest of the City and Citizens of Homer to have relief funds  
35 dedicated to programs that will distribute the benefits in an efficient manner.

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

38  
39 Section 1. The Homer City Council hereby amends the amount of funds currently  
40 appropriated to the SBERG and HERG as follows:  
41

42 A) \$1,500,000 of the \$3,000,000 is appropriated through Ordinance 20-25(S) to the  
43 Small Business Economic Relief Grant (SBERG) Program shall be moved into the  
44 HERG Program. This leaves a balance of \$1,500,000 appropriated to the SBERG  
45 Program

46  
47 B) \$1,500,000 shall be added to the \$1,500,000 appropriate to the HERG program with  
48 Ordinance 20-45(S). This leaves a balance of \$3,000,000 appropriated to the HERG  
49 Program.

50  
51 Reallocate From:

52

<u>Description</u>	<u>Amount</u>
SBERG Program	\$1,500,000

55  
56 Reallocate To:

57

<u>Description</u>	<u>Amount</u>
HERG Program	\$1,500,000

60  
61 Section 2. This ordinance is a budget ordinance only, is not permanent in nature and  
62 shall not be codified.

63  
64 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of \_\_\_\_\_  
65 \_\_\_\_\_, 2020.

66  
67 CITY OF HOMER  
68  
69 \_\_\_\_\_  
70  
71 KEN CASTNER, MAYOR

72  
73  
74 ATTEST:  
75  
76 \_\_\_\_\_  
77 MELISSA JACOBSEN, MMC, CITY CLERK

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

83

84 First Reading:  
85 Public Hearing:  
86 Second Reading:  
87 Effective Date:  
88  
89 Reviewed and approved as to form.  
90  
91 \_\_\_\_\_  
92 Robert Dumouchel, City Manager  
93  
94 Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Gatti, City Attorney  
Date: \_\_\_\_\_

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-56**

An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget and Authorizing the Expenditure of \$550,000 from the Water Depreciation Fund for Designated Urgent Projects.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting August 24, 2020 Introduction
  - a. Memorandum 20-126 from Public Works Director as backup

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

3 City Manager/  
4 Public Works Director

5 **ORDINANCE 20-56**

6  
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE 2020 CAPITAL BUDGET AND AUTHORIZING TOTAL  
9 EXPENDITURES OF \$550,000 FROM THE WATER DEPRECIATION  
10 FUND FOR DESIGNATED, URGENT PROJECTS.

11  
12 WHEREAS, The City Council is in the process of developing a Policy Manual that will  
13 provide guidance on how City monies should be used for the maintenance, repairs and upkeep  
14 of the City's water supply, treatment, and distribution infrastructure; and

15  
16 WHEREAS, The City Council is also in the process of considering a proposed Water  
17 Capital Improvement Plan, which identifies capital improvement and repair projects required  
18 to keep the City's water supply, treatment and distribution infrastructure in good repair; and

19  
20 WHEREAS, The Water Capital Improvement Plan will, once adopted, serve as a  
21 systematic means to identify projects and associated funding related to the City's sewer  
22 infrastructure; and

23  
24 WHEREAS, The City's water infrastructure requires some immediate action to address  
25 repairs/rehabilitations that are so extensive they cannot be addressed through the City's  
26 regular preventative maintenance program and which, if not addressed immediately, could  
27 endanger City staff, compromise the public health or put the City's investment in its water  
28 works at risk.

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

31  
32 Section 1. The City of Homer's 2020 Capital Budget is hereby amended by  
33 appropriating \$550,000 from the Water Depreciation Fund for the following projects:

34

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
200-0400	Million Gallon Water Tank Aeration System	\$210,000
200-0400	Tesoro Water Vault Upgrade	\$100,000
200-0400	Raw Water Transmission Line Replacement, Phase I – Design	\$215,000
200-0400	Pressure Reducing Valve Replacement, West Trunk Water line	\$ 25,000

39  
40  
41  
42







# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Public Works

3575 Heath Street  
Homer, AK 99603

[publicworks@cityofhomer-ak.gov](mailto:publicworks@cityofhomer-ak.gov)

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum 20-126

TO: City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Jan Keiser, PE, JD, Director of Public Works  
DATE: August 17, 2020  
SUBJECT: Proposal for Water Projects

---

**Issue:** The City is in the process of adjusting sewer rates and updating how funding is used to fund repairs and capital projects related to the water system. In the meantime, the City’s water system has some urgent needs for repairs and rehabilitation to protect the City’s investment in this vital infrastructure. I propose that some money be authorized to proceed with designated, urgent projects, while this broader work of rate/policy adjustment is being done.

**Background:** The City’s Water Treatment Plant (“WTP”) was, at the time of its construction and even now, a state-of-the-art design. It involves the use of a membrane filter to trap organic material from the water. Water from the WTP is distributed to the City’s water customers through a network of pipelines and because there is such a high elevation difference between the WTP and sea level, where many of the City’s customers reside, the water must pass through Pressure-Reducing Stations to prevent the high pressures from damaging the pipeline network. Over time, various mechanical elements of the water system need to be maintained, refurbished, and even replaced to keep them operating properly. Further, new mechanical devices are more energy efficient than the original equipment, so upgrading equipment can often result in energy savings.

The City maintains a fund, currently called the “Water Depreciation Reserve”, built from the user fees paid by the City’s customers. The value of the Water Depreciation Reserve, as of March 31, 2020, was \$2,656,863. There is currently no plan that systematically programs how these monies will be spent. The City Council is in the process of reviewing how this fund will be built and used.

We have proposed a Water Capital Improvement Plan to provide information about the water system’s needs for repairs and rehabilitation. To create Plan, we did the following:

- a. Reviewed the City’s 2006 Water and Sewer Master Plan, which is the most recent detailed planning document related to the City’s water/sewer infrastructure.
- b. Compared the City’s current population, water use trends to the trends that were projected in 2006. For example the 2006 Water and Sewer Master Plan projected the City’s population would be 11,244

people in 2025. In 2020, the population is about 5,700 people. It is unlikely to almost double in the next five years.

- c. Looked at the capital improvements recommended in the 2006 plan to identify work that had already been done.
- d. Identified current maintenance needs – critical repairs or upgrades that were needed to protect existing infrastructure.
- e. Made a list of projects that were required to upgrade existing facilities or develop new facilities and ranked those projects in order of urgency.

The Proposed Plan describes the following projects:

• Million Gallon Water Tank Aeration System	Urgent	\$ 210,000
• Tesoro Water Vault Upgrade	Urgent	\$ 100,000
• Raw Water Transmission Line Replacement, Ph 1- Design	Urgent	\$ 215,000
• Raw Water Transmission Line Replacement, Ph 11- Constr.	Urgent	\$1,785,000
• Pressure Reducing Valve Replacement, West Trunk Line	Urgent	\$ 25,000
• West Trunk Main Replacement	High	\$ 825,000
• New Water Storage Tank – West – .25 million gallons	High	\$1,105,000
• New Water Storage Tank – East – .75 million gallons	High	\$2,583,000
• Hydrology Study for Supplemental Water Supply	Moderate	\$ 150,000
• Spit Water Line Replacement	Moderate	\$ 624,000
• Update 2006 Water and Sewer Master Plan	Low	<u>\$ 50,000</u>
<b>Total Estimated Costs</b>		<b>\$7,672,000</b>

The value of the Water Depreciation Reserve, as of March 31, 2020, was \$2,656,863. This is sufficient to fund at least Phase I of the projects marked “Urgent”, \$550,000, and leave \$2,106,863, which would serve as a reserve for emergency purposes. Indeed, spending this \$550,000 now is a necessary part of (a) protecting the public health and (b) preserving the integrity of the City’s water system.

Recommendations:

1. We recommend the City Council authorize the implementation of the projects ranked as “Urgent”, except we would only execute Phase 1- Design, of the Raw Water Transmission Line Replacement Project
2. We understand this authorization, if made, should not establish a precedence about how the account, currently, marked “Water Depreciation Reserve,” will be built or spent.

**City of Homer**  
**Water Capital Improvement Plan**  
**July 2020**

**Summary:**

**Total Estimated Costs**

• Million Gallon Water Tank Aeration System	Urgent	\$ 210,000
• Tesoro Water Vault Upgrade	Urgent	\$ 100,000
• Raw Water Transmission Line Replacement, Phase I - Design	Urgent	\$ 215,000
• Raw Water Transmission Line Replacement, Phase II – Construction	Urgent	\$1,785,000
• Pressure Reducing Valve Replacement, West Trunk Water Line	Urgent	\$ 25,000
• West Trunk Main Replacement	High	\$ 825,000
• New Water Storage Tank – West – .25 million gallons	High	\$1,105,000
• New Water Storage Tank – East – .75 million gallons	High	\$2,583,000
• Hydrology Study for Supplemental Water Supply	Moderate	\$ 150,000
• Spit Water Line Replacement	Moderate	\$ 624,000
• Update 2006 Water and Sewer Master Plan	Low	<u>\$ 50,000</u>

<b>Total Estimated Costs</b>	<b>\$7,672,000</b>
------------------------------	--------------------

**Project Title:** Million Gallon Water Tank Aeration

**Project Description and Benefits:** After raw water is treated in the City's state of the art membrane water filtration system and chlorinated, it is stored in a 1-million gallon water storage tank at the Water Treatment Plant. From this storage tank, water is piped to the City's customers.

While the water sits in the tank, a chemical reaction takes place between the residual chlorine that is left in the water after the chlorination process and any organic material that may be in the tank. For example, there might be what is called "bioslimes" in the tank or some minute organic material in the water that is not taken out by the membrane filters. Research in the water industry has shown that this chemical reaction creates what are called, Disinfection By-Products or DBP. Research has further shown that these DBPs are potentially cancer-causing elements.

Removing the DBPs is simple – aerating the water causes the DBPs to volatilize to the atmosphere where they can be removed by ventilation. Installing a mechanical aerator system, for stirring the water around and ventilation, removes a large portion of the DBPs.

The subject project would install mechanical mixers and a ventilation system in the City's 1-million gallon water storage tank, located at the Water Treatment Plant.

**Total Estimated Project Cost:** \$210,000

**Priority:** Urgent

**Project Title:** Tesoro Water Vault Upgrade

**Project Description and Benefits:**

All water delivered to the Homer Spit must pass through the same chokepoint in the water distribution line, a meter vault located at a former Tesoro Gas Station location. The equipment in this vault has aged and is under-sized for the volumes of water they are now conveying. This interferes with the City's ability to provide reliable flows of water to the Spit to meet normal and emergency demands.

The subject project would update the equipment in this vault to increase its hydraulic capacity and reliability.

**Total Estimated Project Cost:** \$100,000

**Priority:** Urgent

**Project Title:** Raw Water Transmission Line Replacement

**Project Description and Benefits:**

The City transfers water from the Bridge Creek Reservoir to the Water Treatment Plant (“WTP”) through two 45-year old cast iron water transmission mains, about 5,000 feet each. These pipes are undersized for the volume of water they carry. Further, they are fragile due to their age and the corrosive soils that surround Homer. This fragility makes the water mains susceptible to damage from an earthquake. In fact, numerous repairs have been made in the past.

If these pipes failed, the City’s ability to deliver water to the City for domestic service and fire flow would be severely limited. We would need to drain down the water in the water storage tank and otherwise develop a work-around until repairs could be made.

The subject project would replace the two cast iron pipes with High Density Polyethylene Pipe (“HDPE”), which is extremely durable.

An application has been made for FEMA mitigation money and scored high in the evaluation process. We are awaiting further word on that grant opportunity.

In the meantime, we could move forward by executing the project in phases, as follows

- Phase I – Design/Permitting      \$ 215,000
- Phase II – Construction            \$1,785,000

**Total Estimated Project Cost:**            \$2,000,000

**Priority:** Urgent

**Project Title:** Pressure Reducing Valve Replacement, West Trunk Water Line

**Project Description and Benefits:**

As the City's water travels from the Water Treatment Plant ("WTP") down to our customers in town, it drops over 1000 feet in elevation. This elevation drop creates water pressure in the pipes, which if it builds up excessively, can damage the transmission pipes as well as service lines at customers' houses/businesses. To manage this build-up of water pressure, the City has installed a series of 19 "Pressure Reducing Stations", where excess water pressure is "bled" out of the system before the water continues on its way. This water pressure management process involves carefully balancing to make sure the pressure isn't so high that it creates damage but it isn't so low that it can't make it out to the City's lower lying areas.

Part of the process of managing the pressure involves the utilization of flow control and isolation valves in the Pressure Reducing Stations. One of the things they do is help the water distribution operators manage events where the water flow needs to be high, such as in case of a fire or when the operators are flushing the water mains.

The three valves at the Pressure Reducing Station on the West Trunk water main have aged to the point they are barely operable. They stick in the open position, causing the water pressure to either remain high, which cause pipe damage from excessive pressure. They can also get stuck in the closed position, causing the pressure to remain at a reduced level, which would impede fire flow. Either situation creates risk for the integrity of the City's water system as well as for the workers who enter these Pressure Reducing Valves for maintenance.

The subject project would replace these aging valves.

**Total Estimated Project Cost:** \$25,000

**Priority:** Urgent



**Project Title:** West Trunk Main Replacement.

**Project Description and Benefits:**

One of the elements of the City’s water distribution system is the West Trunk Main Line. Thirty-one percent of the City’s water flows through this 2,140 LF, 8-inch diameter cast iron pipeline, which was built in 1965-66. It runs down the hill from the Hilltop Pressure Reducing Station to the A-Frame Pressure Reducing Station, near the hospital. This line is at risk because it experiences lateral movement of the steep bluff and being old cast iron pipe, is already fragile and the water flows through that pipe with excessive velocity. The 2006 Water and Sewer Master Plan recommended that this line be replaced.

Further, having the project “shovel ready” would enhance its chances for receiving grant funding. The subject

project would develop this new water line in phases:

Design and permitting	\$ 90,000
Construction	<u>\$735,000</u>

**Total Estimated Project Cost:** \$825,000

**Priority:** High

**Project Title:** New Water Storage Tank – West – .25 million gallons

**Project Description and Benefits:**

The City’s 2006 Water and Sewer Master Plan recommended the City maintain an adequate water storage capacity to accommodate population growth, address fire flow and maintain ISO ratings.

One of the City’s water storage tanks corroded over time, had asbestos coatings, didn’t have proper seismic restraints and otherwise became unusable. It was demolished in August 2019. The tank’s pad and connection piping remain, so everything we need to connect a replacement tank to the City’s water distribution system is in place.

The project could be developed in phases as follows:

- Design & Permitting                      \$ 80,000
- Site Work                                      \$ 200,000
- Tank fabrication/erection                \$ 700,000

**Total Estimated Project Cost:**                \$ 980,000

**Priority:** High

**Project Title:** New Water Storage Tank – East – .75 million gallons

**Project Description and Benefits:**

The 2006 Water and Sewer Master Plan recommended increasing the City’s water storage capacity to accommodate population growth, address fire flow and maintain ISO ratings.

A new water storage tank was sited and designed by the City about 10 years ago on the east side of the City’s boundaries. Everything is in place to connect this tank to the City’s water distribution system

The subject project would move the tank from the back burner and start making progress to execute it. The project could be phased, as follows:

• Phase I – Update Design & Permitting	\$ 13,000
• Phase II – Site work	\$ 500,000
• Phase III – Tank fabrication/erection	<u>\$2,070,000</u>
Total Estimated Project Cost	\$2,583,000

Proceeding with Phase I and II would make the project more “shovel ready”, which would facilitate grant funding.

**Total Estimated Project Cost:** \$2,583,000

**Priority:** High

**Project Title:** Hydrology Study for Supplemental Water Supply

**Project Description and Benefits:**

The 2006 Water and Sewer Master Plan concluded the City would “*face increased demands on the current reservoir’s ability to provide reliable, low turbidity water...*” as the City’s population grows. The Master Plan recommended that a detailed hydrology be started to (1) better define the flows from other potential sources of surface water that could be captured for a supplemental water supply and (2) define a potential impoundment area.

The City’s population has not increased at the rate projected in the 2003 Master Plan, but climate change could be adversely affecting the Bridge Creek watershed. Regardless of the cause, water levels in the reservoir have decreased over time. It would be wise to start thinking about a back-plan.

Once this work was done, a plan could be devised to develop a conceptual design and cost estimate for the new supplemental water source, over time.

The subject project is for a Hydrology Study for a supplemental water supply.

**Total Estimated Project Cost:** \$150,000

**Priority:** Moderate

**Project Title:** Spit Water Line Replacement

**Project Description and Benefits:**

The water line along the Spit was originally cast iron pipe and subject to extensive corrosion. The City has replaced most of this with HDPE piping, with the exception of about 4,800 LF of cast iron pipe at the end of the Spit (on the Spit Road, Fish Dock Road and Ice Dock Road). The condition of that pipe is unknown, but it is probably badly corroded. We propose to investigate the condition of that pipe, using specialized equipment that can detect the pipe thickness. Then, we can identify problematic areas and take preventative measures. This strategy was recommended in the 2006 Water and Sewer Master Plan.

Having the project “shovel ready” would enhance its chances for receiving grant funding.

The subject project would implement this strategy in two phases:

- |  |                  |
|--|------------------|
| 1. Assess Pipe Condition to identify problematic areas | \$ 60,000        |
| 2. Design and permitting                               | \$ 85,000        |
| 3. Construction  | <u>\$479,000</u> |

**Total Estimated Total Project Cost:** \$624,000

**Priority:** Moderate

**Project Title:** Update 2006 Water and Sewer Master Plan

**Project Description and Benefits:**

The City's Water and Sewer Master Plan was written in 2006 and designed for a 20-year design life, which means its expiration date is 2026.

The subject project would engage a consulting engineering firm to update the 2006 plan.

**Total Estimated Total Project Cost:** \$50,000

**Priority:** Low

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-57**

An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget and Authorizing the Expenditure of \$484,900 from the Sewer Depreciation Fund for Designated Projects in the 2020 Sewer Capital Improvement Plan.

Sponsor: City Manager/Public Works Director.

1. City Council Regular Meeting August 24, 2020 Introduction
  - a. Memorandum 20-127 from Public Works Director as backup

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

3 City Manager/  
4 Public Works Director

5 **ORDINANCE 20-57**

6  
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE 2020 CAPITAL BUDGET AND AUTHORIZING TOTAL  
9 EXPENDITURES OF \$484,900 FROM THE SEWER DEPRECIATION  
10 FUND FOR DESIGNATED PROJECTS IN THE 2020 SEWER CAPITAL  
11 IMPROVEMENT PLAN.  
12

13 WHEREAS, The City Council is in the process of developing a Policy Manual that will  
14 provide guidance on how City monies should be used for the maintenance, repairs and upkeep  
15 of the City's sewage collection and waste water treatment infrastructure; and  
16

17 WHEREAS, The City Council is also in the process of considering a proposed Sewer  
18 Capital Improvement Plan, which identifies capital improvement and repair projects required  
19 to keep the City's sewer collection and treatment infrastructure in good repair; and  
20

21 WHEREAS, The Sewer Capital Improvement Plan will, once adopted, serve as a  
22 systematic means to identify projects and associated funding related to the City's sewer  
23 infrastructure; and  
24

25 WHEREAS, The City's sewer infrastructure requires some immediate action to address  
26 repairs/rehabilitations that are so extensive they cannot be addressed through the City's  
27 regular preventative maintenance program and which, if not addressed immediately, could  
28 endanger City staff, compromise the public health or put the City's investment in its sewer  
29 works at risk.  
30

31 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:  
32

33 Section 1. The City of Homer's 2020 Capital Budget is hereby amended by  
34 appropriating \$484,900 from the Sewer Depreciation Fund for the following projects:  
35

36 Expenditure:  
37

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
200-0500	Replace Deep Shaft Air Compressor	\$ 85,000
200-0500	Upgrade SCADA for Seven Sewer Lift Stations	\$210,900
200-0500	Waste Water Treatment Plant – Digester Blowers	\$189,000







# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Public Works

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(f) 907-235-3145

## Memorandum 20-127

TO: City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Jan Keiser, PE, JD, Director of Public Works  
DATE: August 17, 2020  
SUBJECT: Proposal for Sewer Projects

---

**Issue:** The City is in the process of adjusting sewer rates and updating how funding is used to fund repairs and capital projects related to the sewer system. In the meantime, the City's sewer system has some urgent needs for repairs and rehabilitation to protect the City's investment in this vital infrastructure. I propose that some money be authorized to proceed with designated, urgent projects, while this broader work of rate/policy adjustment is being done.

**Background:** The City's Waste Water Treatment Plant ("WWTP") was constructed over 35 years ago and was, at that time and even now, a unique design. It involves two Deep Shafts into which highly concentrated oxygen is pumped to sustain natural bacteria, whose biology is uniquely adapted to digest the organic matter in municipal waste water. The City's sewer system also includes a network of sewage collection pipes, manholes and sewage lift stations, which allow users in the lower-lying areas of town to be served, by pumping their waste water to the plant. The City's waste water system has performed its job admirably, allowing the City to meet and even exceed the regulated criteria for discharging treated waste water into Kachemak Bay. Over time, various mechanical elements of the system need to be maintained, refurbished, and even replaced to keep them operating properly. Further, new mechanical devices are more energy efficient than the equipment that was available 35 years ago, so upgrading equipment can often result in energy savings.

The City maintains a fund, currently called the "Sewer Depreciation Reserve" built from the user fees paid by the City's customers. The value of the Sewer Depreciation Reserve, as of March 31, 2020, was \$2,018,059. There is currently no plan that systematically programs how these monies will be spent. The City Council is in the process of reviewing how this fund will be built and used.

We have proposed a Sewer Capital Improvement Plan to provide information about the sewer system's needs for repairs and rehabilitation. To create Plan, we did the following:

- a. Reviewed the City's 2006 Water and Sewer Master Plan, which is the most recent detailed planning document related to the City's water/sewer infrastructure.

- b. Compared the City’s current population, sewage production trends to the trends that were projected in 2006. For example the 2006 Water and Sewer Master Plan projected the City’s population would be 11,244 people in 2025. In 2020, the population is about 5,700 people. It is unlikely to almost double in the next five years.
- c. Looked at the capital improvements recommended in the 2006 plan to identify work that had already been done.
- d. Identified current maintenance needs – critical repairs or upgrades that were needed to protect existing infrastructure.
- e. Made a list of projects that were required to upgrade existing facilities or develop new facilities and ranked those projects in order of urgency.

The Proposed Plan describes the following projects:

<b>Projects</b>	<b>Ranking</b>	<b>Estimated Cost</b>
• Replace Deep Shaft Air Compressor	Urgent	\$ 85,000
• Upgrade SCADA for Seven Sewer Lift Stations	Urgent	\$210,900
• Waste Water Treatment Plant – Digester Blowers	Urgent	\$189,000
• Portable Generator for Sewer Collection System	High	\$ 58,000
• Ceiling Replacement at Waste Water Treatment Plant	High	\$ 65,000
• Small Works I & I Remediation Program	Moderate	\$ 50,000
• Electronic Pay Station for RV Dump Station	Low	<u>\$ 55,000</u>
Total Estimated Project Costs		\$712,900

The Sewer Depreciation Reserve, as of March 31, 2020, had a balance of \$2,018,059. This is sufficient to fund the projects marked “Urgent”, \$484,900, and leave sufficient reserve for emergency purposes. Indeed, spending this \$484,900 now will extend the life of the City’s sewerage systems.

**Recommendations:**

1. We further recommend the City Council authorize the implementation of the projects ranked as “Urgent”. We will start with these projects to protect the City’s investment in the WWTP.
2. We understand this authorization, if made, should not establish a precedence about how the account, currently, marked “Sewer Depreciation Reserve,” will be built or spent.

The Urgent Projects include:

- Replace Deep Shaft Air Compressor \$ 85,000
- Upgrade SCADA for Seven Sewer Lift Stations \$210,900
- Portable Generator for Sewer Collection System \$ 58,000
- Waste Water Treatment Plant – Digester Blowers \$189,000
- Ceiling Replacement at Waste Water Treatment Plant \$ 65,000

Total value of Urgent Projects \$607,900

The City’s Sewer Depreciation Reserve fund has sufficient monies to cover all of the City’s most urgent needs. Implementing these projects would, as a collective affect, decrease energy costs and extend the life of the WWTP as a whole.

The balance of the Sewer Depreciation Reserve fund, \$1,410,159, is an appropriate level of reserve for a WWTP system as complex as Homer’s, to maintain as an emergency reserve.

**Recommendation:** That the City Council (a) adopt the Sewer Capital Improvement Plan, dated July 30, 2020, and (b) authorize the implementation of the Urgent projects, including:

- Replace Deep Shaft Air Compressor \$ 85,000
- Upgrade SCADA for Seven Sewer Lift Stations \$210,900
- Portable Generator for Sewer Collection System \$ 58,000
- Waste Water Treatment Plant – Digester Blowers \$189,000
- Ceiling Replacement at Waste Water Treatment Plant \$ 65,000

Total value of Urgent Projects \$607,900

**City of Homer**  
**Sewer Capital Improvement Plan**  
**July 30, 2020**

**Summary:**

**Projects:**

• Replace Deep Shaft Air Compressor	Urgent	\$ 85,000
• Upgrade SCADA for Seven Sewer Lift Stations	Urgent	\$210,900
• Portable Generator for Sewer Collection System	Urgent	\$ 58,000
• Waste Water Treatment Plant – Digester Blowers	Urgent	\$189,000
• Ceiling Replacement at Waste Water Treatment Plant	Urgent	\$ 65,000
• Small Works I & I Remediation Program	Moderate	\$ 50,000
• Electronic Pay Station for RV Dump Station	Low	<u>\$ 55,000</u>
Total Estimated Project Costs		\$712,900

**Fleet Replacements:**

- “Dung Beetle”
- trucks

**Project Title:** Replace Deep Shaft air compressor

**Project Description and Benefits:**

Homer's Waste Water Treatment Plant consists of two "deep shafts" in which sewage is held and treated with oxygen. This is a biological process, the efficiency of which depends largely on the efficiency of the air compressors providing the oxygen. The compressor in one of the shafts is original 35-year old equipment and has fallen into disrepair because it is the one that is used most of the time. For example, the shaft leaks oil, which could eventually interfere with the biological process and cause equipment failure. Further, that compressor no longer represents state-of-the-art equipment; more energy efficient equipment is available.

The subject project would provide a new air compressor for one of the deep shafts. This would not only improve operational reliability, but would reduce energy costs and impacts. For example, the electrical bill for the WWTP is \$200,000 a year, with much of this cost attributed to the plant's blowers and air compressors.

**Total Estimated Project Cost:** \$85,000

**Priority:** Urgent

**Project Title:** Upgrade SCADA for Seven Sewer Lift Stations

**Project Description and Benefits:**

The City transfers sewage from various locations around town to the Waste Water Treatment Plant (“WWTP”) with seven sewage lift stations, which are basically large sewage pumps installed in manholes at strategic locations in the sewer lines. Six of these sewer lift stations are monitored by instrumentation, which “talks” to the operators at the Waste Water Treatment Plant (“WWTP”) via a SCADA system. The SCADA system is programmed to perform a variety of functions, such as: detecting an abnormality in the treatment process, sending an alarm to an operator, and even, automatically calling operators when a human touch is needed. The SCADA also enables the operators to adjust controls in the lift stations remotely.

The existing SCADA in these six lift stations is 15 years old, which in computer-age terms, means it is ancient and obsolete as well as a challenge to maintain because repair parts are no longer available.

One of the lift stations, at Beluga Lake, doesn’t have a SCADA system at all. It must be manually monitored and controlled.

The subject project would acquire, program and install a new SCADA system for all seven of the City’s sewage lift stations. This will require a sole-source contract to SNB Inc., which has been the systems integrator for all the other SCADA equipment in the City’s existing systems.

**Total Estimated Project Cost:** \$210,000

**Priority:** Urgent

**Project Title:** Portable Generator for Sewer Collection System

**Project Description and Benefits:**

The City transfers sewage from various locations around town to the Waste Water Treatment Plant (“WWTP”) with four sewage lift stations, which are basically large sewage pumps installed in manholes at strategic locations in the sewer lines. Obviously, these pumps only work when they have electricity. When the power goes out, the pumps don’t work, which can cause sewage to back-up in the system and sewage overflows.

The Sewer Department had two portable generators but lost one when it was re-purposed to provide the Airport with back-up power. One portable generator is not enough to keep up with the four sewage lift stations. The Sewer Department needs another portable generator. Indeed, a back-up generator is listed as Priority 1 equipment in the City’s Emergency Operations Plan.

The subject project would provide a portable generator.

**Total Estimated Project Cost:** \$58,000

**Priority:** Urgent



**Project Title:** Waste Water Treatment Plant - Digester Blowers

**Project Description and Benefits:**

Sewage treatment is primarily a biological process where oxygen is mixed with sewage to encourage the growth of bacteria that “eat” the sewage and digest it. This process takes place in a piece of mechanical equipment called a “digester”. Since oxygen is a crucial part of the process, there needs to some way of introducing oxygen into the digester. This is done with large fan-devices, called “blowers”, which are installed in each of the City’s two digester units.

The City’s blowers are 25 years old and represent old technology. For example, the operators don’t have much control over how much oxygen is delivered to the digester. This means the operators have little control over the digestion process and can often observe adverse consequences of this lack of control. For example, a byproduct of the digestion process is a sludge-type material known as the “solids. When the blowers aren’t working properly, the solids build up, which triggers other operation and maintenance concerns.

The City’s digesters need new blowers that will operate more reliably and with greater energy efficiency. For example, the electric bill for the Waste Water Treatment Plan is \$200,000 a year, with much of the load attributable to the blowers.

The subject project would replace the City’s two existing “blowers”.

**Total Estimated Project Cost:** \$189,000

**Priority:** Urgent

**Project Title:** Restore Sludge Drying Beds

**Project Description and Benefits:**

Sewage treatment is primarily a biological process where oxygen is mixed with sewage to encourage the growth of bacteria that “eat” the sewage and digest it. A by-product of this process is “sludge”. At the City of Homer, this sludge, also called “bio solids”, is dried in an open, covered shed, called the “drying bed”, and when dried, taken to the Kenai Borough’s landfill and used to cover garbage.

The City’s drying bed consists of structural steel posts holding up a roof that covers a series of compartments, like raised beds in a garden, in which the sludge is spread to dry. The whole structure is about ½ the size of a football field. Over time, the structural steel posts have deteriorated. The steel has corroded and pitted. Further, the original coating has flaked off. This deterioration will over time, cause the steel posts to fail, triggering more damage. Some preventative maintenance is required to prolong the life of this unglamorous, but essential, facility.

The subject project would clean and re-coat the steel structure and make other repairs to the drying beds.

**Total Estimated Project Cost:** \$225,000

**Priority:** High

**Project Title:** Ceiling Replacement at Waste Water Treatment Plant

**Project Description and Benefits:**

Some years ago, the lack of adequate ventilation in the Waste Water Treatment plant caused condensation to intrude the ceiling in the top floor of the plant and cause damage. For example, the ceiling buckles in places.

The subject project would replace water-damaged areas of the ceiling.

**Total Estimated Project Cost:** \$65,000

**Priority:** High

**Project Title:** Repair of WWTP Pond Liner

**Project Description and Benefits:**

One of the elements of Homer's Waste Water Treatment Plant is a "pond" in which treated sewage rests for a period of time, thereby allowing the solids, which are a by-product of the sewage treatment process, to settle out. This pond is lined with a water-proof membrane, which has been compromised over time with tears, rips and holes.

It is possible to repair the holes by fusing patches, made of a similar material as the existing membrane, to the liner.

The subject project would acquire the necessary materials and tools necessary to repair the existing pond membrane.

**Total Estimated Project Cost:** \$25,000

**Priority:** High

**Project Title:** Electronic Pay Station for the RV Dump Station at the Public Works campus

**Project Description and Benefits:**

The City has two RV Dump Stations – one at the Fishing Hole Campground on the Spit and the other at the Public Works Campus. These facilities are very popular in the summer, used by visitors who want to empty their holding tanks before they head away from Homer to go back home. No one wants to make the trip home with a full holding tank on their RV! The Dump Stations also have water hoses – one for non-potable water for tank flushing and one for potable water, to fill a water tank.

The City charges fees to use the Dump Stations - \$15 to dump a holding tank and \$5 for potable water. The Fishing Hole Dump Station has an automatic pay station, which accepts credit cards. This eliminates the need to handle cash, which is good for both the customers and fee collectors. Plus, research has shown that when people can pay by credit card, they are more likely to actually pay the fees than to simply drive away if they don't have cash.

The subject project would install an automatic Pay Station at the RV Dump Station at the Public Works Campus.

**Total Estimated Project Cost:** \$55,000

**Priority:** Moderate

**Project Title:** Small Works Infiltration & Inflow Remediation Program

**Project Description and Benefits:**

The City's Infiltration & Inflow ("I & I") study, conducted in 2003 by the engineering consulting firm, USKH, showed that the City's sewer system suffers from considerable volumes of "Infiltration" and "Inflow". "Infiltration" is where ground water enters the sewer system through cracks in the pipe, connections that have separated over time, ground settlement, and so forth. "Inflow" is where the sewer's collection system allows storm water to flow into sanitary sewer system, through broken manhole covers or roof drains/foundation drains that are connected to the sanitary sewer system. The extra volume of water that comes into the sanitary sewer system from I & I stresses every part of the system – the pipelines, the sewer lift stations and the Waste Water Treatment Plant ("WWTP"). The City spends money for electricity, chemicals, and operational labor to treat this clean water. Further, by treating this clean water, the City is diminishing its capacity to treat waste water.

The 2006 study estimated the volume of water flowing into the City's sanitary sewer includes:

- Waste water 61%
- Inflow 23%
- Infiltration 16%

Water intrusion from **Inflow** is relatively easy to remediate and the City has already taken steps towards this goal. For example, the City purchased smoke testing equipment and has about 1/3-1/2 of the sanitary system surveyed. This work will continue until we have the whole system assessed. We know we have inflow from City buildings. For example, the roof drains from the HERC building are connected directly to the sanitary sewer system. This will be corrected. Further, we are replacing and rebuilding manholes that currently allow storm water to flow into the sanitary system.

**Infiltration** is largely due to the deteriorating condition of the City's remaining AC sewer pipes. This pipe, largely installed in the 1970's becomes brittle and subject to cracking over time, particularly in the types of corrosive soils Homer is known for.

The City has a small camera but, the lead line is only 100 feet long. Sometimes, the distance between manholes is 300 feet, so we can't see the whole system. We need to purchase a longer camera line, which allows us to see into all the pipes in the City and address problematic areas.

We also need to acquire some sewage flow meters so we can better monitor neighborhoods with high rates of infiltration. This will enable us to identify deteriorating conditions that need repair and then make the repairs.

We propose to create a Small Works I & I Remediation Program that enables us to systematically take proactive and/or reactive measures to address I & I issues.

**Total Estimated Project Cost:** \$50,000/year

**Priority:** High to Moderate, depending on the Sewer Basin

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-58**

An Emergency Ordinance of the City Council of Homer, Alaska Declaring the Landslide on Horizon Court to Constitute an Emergency and Amending the 2020 Capital Budget and Authorizing Expenditure of up to \$300,000 from the HART Road Fund to Design and Construct Remedial Solution.

Sponsor: City Manager/Public Works Director.

1. City Council Regular Meeting August 24, 2020 Introduction and Final Reading
  - a. Memorandum 20-127 from Public Works Director as backup

1 **HOMER, ALASKA**

2 City Manager/  
3 Public Works Director

4 **ORDINANCE 20-58**

5  
6 AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF HOMER,  
7 ALASKA, DECLARING THE LANDSLIDE ON HORIZON COURT TO  
8 CONSTITUTE AN EMERGENCY AND AMENDING THE 2020- CAPITAL  
9 BUDGET AND AUTHORIZING EXPENDITURE OF UP TO \$300,000  
10 FROM THE HART-ROAD FUND TO DESIGN AND CONSTRUCT  
11 REMEDIAL SOLUTIONS.

12  
13 WHEREAS, Horizon Court is a road that was not built to City standards, but was  
14 accepted for City maintenance as part of the statutory annexation process; and

15  
16 WHEREAS, a portion of the road has sloughed off, creating a landslide into a water-  
17 soaked ravine, thereby creating a hazard to the traveling public and putting the road at high  
18 risk of complete failure; and

19  
20 WHEREAS, the City will make emergency repairs to the road, these repairs are a short-  
21 term solution, to keep the road from immediate failure, while a long term solution is  
22 engineered and constructed; and

23  
24 WHEREAS, the City needs to be positioned to take immediate action in the event the  
25 earth continues to move and complete road failure occurs or when the engineered solution is  
26 ready for implementation; and

27  
28 WHEREAS, The City Council adopted Resolution 17-038, on April 24, 2017, amending the  
29 Homer Accelerated Roads and Trails Program (HART) Policy Manual; and

30  
31 WHEREAS, The HART Manual identify various criteria for projects that may be  
32 considered for HART funding; and

33  
34 WHEREAS, the criteria, which would be met by repairing Horizon Court, include  
35 protecting “life, safety and traffic flow”.

36 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

37  
38 Section 1. The City Council declares the landside and potentially imminent road failure  
39 at Horizon Court constitutes an emergency.

40  
41 Section 2. The City Council directs the City Manager and staff to execute a short-term  
42 solution, while a long term solution is designed and constructed.



44           Section 3. The City Manager is authorized, per HCC 3.16.060, to execute exemptions to  
45 the procurement procedures set forth in Homer City Code Chapter 3.16, to expedite the  
46 procurement of contracts necessary to remediate the emergency, with short term and long  
47 term solutions.

48  
49           Section 4. The City of Homer’s 2020 Capital Budget is hereby amended by appropriating  
50 up to \$300,000 from the HART-Roads Fund for the Horizon Court Road Repair Project.

51

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	HART Roads	\$300,000

54

55           Section 5. This is a budget amendment ordinance, is not permanent in nature, and  
56 shall not be codified.

57

58           Section 6. That no action taken herewith precludes the City Council from taking any  
59 later action that may cause a local improvement district to be formed.

60

61           Section 7. This is an emergency ordinance of general character and will be effective for  
62 60 days in accordance with HCC 1.08.040.

63

64           ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_, 2020.

65

CITY OF HOMER

66

67

68

\_\_\_\_\_  
KEN CASTNER, MAYOR

69

70

ATTEST:

71

72

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

73

74

75

YES:

76

NO:

77

ABSTAIN:

78

ABSENT:

79

80

Reviewed and approved as to form:

81

82

\_\_\_\_\_  
Robert Dumouchel, City Manager

\_\_\_\_\_  
Michael Gatti, City Attorney

83

84

Date: \_\_\_\_\_

Date: \_\_\_\_\_

85



## Memorandum 20-127

TO: City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Jan Keiser, PE, JD, Director of Public Works  
DATE: August 20, 2020  
SUBJECT: Request for Emergency Declaration Related to Horizon Court (road)

---

- I. **Issue:** A portion of the side slope of Horizon Court has failed, creating a small landslide into an adjacent ravine which is placing the road at imminent risk of substantial damage.. Public Works is currently responding to this emergency with short term remediation but the establishment of immediate permanent repairs are necessary -- --:Consequently the City Council hereby declares the following:
- That an emergency to repair Horizon Drive exists;
  - That the City Manager authorized to use HCC 3.16.060 Emergency Procurements and the provisions of the procurement manual contained titled Emergency Procurement Policy, to retain contractors to perform required repairs to Horizon Court.-
  - Funding from the HART-Roads Fund.

II. **Background:**

Horizon Court is located in outer edge of the northwest corner of the City Limits. (This road was part of the area that was annexed into the City some years ago. The road was accepted for City maintenance, though it was not built to City standards-.

The downhill side slope of Horizon Court has dramatically moved – a combination of geography, bad soils, percolating ground water and poor construction, causing a mini-landslide into a steep, water-soaked ravine. The landslide creates a high risk for the traveling public – there are 6-8 homes beyond the ravine. Left to normal natural causes, the water-soaked earth will continue to move, potentially taking the whole road out. You can already see cracks in the earth at the top of the road “shoulder”.

Public Works is working on a short-term and long-term solution. The short-term solution will be to move the traveled way as far from the edge of the slope as possible and put some concrete Jersey barriers in place to keep people from falling into the ravine. We think we can do this in 1-2 days, starting as soon as we can notify neighbors, get utility locates, etc. This

will buy us some time, hopefully getting us through the winter, while we work on the longer term solution. We will need to watch it and be very careful when plowing snow.

The longer term solution will require (1) some geotechnical engineering to design some kind of retaining wall and (2) a construction contractor with the know-how and equipment to install whatever retaining system is developed.

I request that we ask the Council to declare the Horizon Drive landslide an emergency and authorize an exemption from traditional procurement processes so the City can secure remedial services as needs arise. Public Works would appreciate it if this could be done as soon as possible. If it starts to rain the Horizon Drive problem could be exacerbated with resultant increased costs and impacts to the public..

**III. Funding is available.** The City Council, on April 24, 2017, passed Resolution 17-038, which adopted the Homer Accelerated Roads and Trails Program (“HART”) Manual. The HART Manual identified a set of criteria for projects that may be considered for HART funding. The criteria that would be addressed by the Horizon Court Repair Project include protecting “life, safety and traffic flow”.

There is currently over \$5 million in the HART-Roads Fund that could be used to fund this project. I propose a budget of \$300,000. As we get more information about what the long term solution will be, we can update this budget accordingly. Funds that are not expended from this budget will remain in the HART Fund.

Further, the Council may wish to consider initiating a local improvement district so the property owners benefitting from the project could share in the costs.

**IV. Actions Recommended:**

- a. That the City Council pass the proposed ordinance (1) declaring the landslide on Horizon Court to constitute an emergency; (2) authorizing staff to employ exemptions to the Procurement Manual; and (3) authorizing expenditure of \$300,000 from the HART-Roads Fund for the Horizon Court Road Repair
- b. That the City Council be invited to consider whether it wants to fund the road repairs 100% with City monies or initiate a local improvement district to recover some of the costs from benefiting property owners.

**ORDINANCE REFERENCE SHEET**  
**2020 ORDINANCE**  
**ORDINANCE 20-48**

An Ordinance of the City Council of Homer, Alaska Amending the 2020 Operating Budget and Authorizing Expenditure of an Additional \$29,100 for Porta Potties and Hand Wash Stations, and Authorizing a Sole Source Contract.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting July 27, 2020 Introduction
  - a. Memorandum 20-105 from Public Works Director as backup
  
2. City Council Regular Meeting August 10, 2020 Public Hearing and Second Reading
  - a. Memorandum 20-105 from Public Works Director as backup

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

3 City Manager/  
4 Public Works Director

5 **ORDINANCE 20-48**  
6

7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE 2020 OPERATING BUDGET AND AUTHORIZING  
9 EXPENDITURE OF \$29,100 FROM THE GENERAL FUND FUND  
10 BALANCE TO FUND ADDITIONAL PORTA POTTIES AND HAND  
11 WASH STATIONS AND AUTHORIZING A SOLE SOURCE CONTRACT.  
12

13 WHEREAS, The City of Homer provides and services multiple comfort stations for the  
14 public to use when they need to relieve themselves while frequenting the City's parks and other  
15 amenities, including: plumbed restrooms, porta potties and pit privies; and  
16

17 WHEREAS, Some of the facilities are either in disrepair or insufficient to service the  
18 public need; and  
19

20 WHEREAS, The Covid-19 emergency has created an increased need for, and awareness  
21 of, measures necessary to protect the public health and welfare, including measures to  
22 promote cleanliness and sanitation; and  
23

24 WHEREAS, The current 2020 budget for the Parks-Cemetery, Professional Services,  
25 includes \$27,500 for ten porta potties; and  
26

27 WHEREAS, The current cost estimate for the number and frequency of servicing of the  
28 twenty-one porta potties, which are expected to be needed, as well as hand wash stations, at  
29 some of the porta potties, exceeds the current budget by \$29,100; and  
30

31 WHEREAS, Of that amount, \$24,300 may be an eligible COVID-19 related expense; and  
32

33 WHEREAS, there is only one company in Homer, which furnishes and services porta  
34 potties and hand wash stations, Moore & Moore Services, Inc.  
35

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

38 Section 1. The City Manager is authorized to execute a sole source contract to Moore  
39 & Moore Services, Inc., in an amount not to exceed \$56,100, which includes the equipment  
40 expenses originally planned as well as expenses associated with the hand wash stations and  
41 increased number of porta potties needed for the 2020 season.  
42



84 Second Reading:

85 Effective Date:

86

87 Reviewed and approved as to form:

88

89 \_\_\_\_\_

90 Rick Abboud, Interim City Manager

91

92 Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Gatti, City Attorney

Date: \_\_\_\_\_



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Public Works

3575 Heath Street  
Homer, AK 99603

[publicworks@cityofhomer-ak.gov](mailto:publicworks@cityofhomer-ak.gov)

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum 20-105

TO: City Council

THROUGH: Rick Abboud, Acting, City Manager

FROM: Jan Keiser, PE, JD, Director of Public Works

DATE: July 6, 2020

SUBJECT: Proposal for Sole Source Contract for Porta Potty Services

---

**Issue:** The City uses porta potties in areas where plumbed restrooms are not available. There is one vendor in the City of Homer that provides and services porta potties, Moore & Moore Services, Inc. We have dispatched more portable units within City parks and campgrounds to increase opportunities for social distancing, provide hand washing capability, and address maintenance issues. We need an increased appropriation to cover the extra expenses as well as authorization to issue a sole source contract to Moore & Moore Services, Inc.

**Background:** We've relied on porta potties in the past to service areas where plumbed restrooms are not available. In 2019, we had 10 porta potties, distributed around City parks and other public spaces. Moore & Moore dispatched these units, as-needed, when called upon by City staff and then, serviced them on either a one-two times/week schedule.

For a variety of reasons, we currently have 20 porta potties dispatched around the City, some of which are serviced at least three times a week. Further, some of the porta potties are accompanied by portable water-operated hand wash stations, which the City has not used before. We have taken these measures to improve the City's response to public health and welfare in City parks.

One reason we have taken extra measures is that we are seeing heavier use in some of our open spaces this year than we did last year. Generally, the day use, which we don't keep records on but observe anecdotally, has significantly increased from 2019 to 2020, particularly at Mariner Park and Bishop's Beach. While our camping attendance records for June 2020 show the number of campers is about 25% less than it was for June 2019, our camping numbers for the first week of July have already caught up with the rate for 2019. We expect this to continue through the rest of July and into August.

Another reason we geared up is to provide opportunities for hand washing. We tried to provide hand sanitizer, but it kept getting used up or stolen. We could not supply enough of it. The hand wash stations give people a way to wash their hands where there is no plumbing.

Another reason we like the plastic porta potties is that they are easier to keep sanitary than the wood-sided pit privies. We've received numerous complaints about the City's pit privies at the Baycrest



Overlook Site, the Karen Hornaday Campground and Bishop's Beach. First, one of the toilet seats at Bishop's Beach is broken, leaving a sharp edge at the seat level. You can't simply replace the seat, you have to replace the entire riser that sits above the vault. We have permanently closed that privy.

Second, it is very difficult to keep the pit privies clean, and smelling like anything except what they are, outhouses, so we closed them and dispatched porta potties as replacements until we can create a better solution. The usage exceeded our expectations over the July 4<sup>th</sup> weekend so we need to either add more units or increase the pump out frequency, either of which increases the cost. We would like to add the portable hand wash stations to those locations as well, so people have way to wash their hands.

Further, the plumbed restrooms at the Fish Hook Restroom are out of service because there is a broken toilet in one of the stalls. Unfortunately, that one broken toilet necessitates putting the entire restroom out of order because of the way the restroom is plumbed. We have ordered another toilet and hope to have the restroom back in service as soon as we receive it and can get it installed. In the meantime, we dispatched three porta potties to that site. This was not enough to accommodate the July 4<sup>th</sup> traffic. We need to either add more units or increase the frequency of pump out; either way, the cost will increase.

The 2020 budget included \$27,000 for porta potties, to be furnished and serviced by the sole-source vendor, Moore & Moore Services, Inc. Throughout the entire 2020 season, we expect to need \$56,100, which will cover the equipment we had originally planned, as well as the extra porta potties and the hand wash stations. This creates a shortfall of \$29,000. We believe \$24,300 of this extra cost, is a Covid-19-related expense.

**Action Recommended:** That the City Council pass the proposed ordinance authorizing (1) an increase to the budget line item 100-0175-5210, Parks – Cemetery, Professional Services, to cover extra, mostly Covid-related, expenses for porta potties and hand wash stations for 2020 and (2) a sole source contract to Moore & Moore Services, Inc., in an amount not to exceed \$56,100.

1 CITY OF HOMER  
2 HOMER, ALASKA

3 City Manager/  
4 Public Works Director

5 ORDINANCE 20-48(S)  
6

7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE ~~2020~~ **2020-2021** OPERATING BUDGET AND  
9 AUTHORIZING EXPENDITURE OF **AN ADDITIONAL** \$29,100 FROM  
10 THE GENERAL FUND FUND BALANCE TO FUND ADDITIONAL **FOR**  
11 PORTA POTTIES AND HAND WASH STATIONS, **DESIGNATING**  
12 **THIS AS A COVID-RELATED EXPENSE** AND AUTHORIZING A SOLE  
13 SOURCE CONTRACT.  
14

15 WHEREAS, The City of Homer provides and services multiple comfort stations for the  
16 public to use when they need to relieve themselves while frequenting the City's parks and other  
17 amenities, including: ~~plumbed restrooms, porta potties and pit privies~~ **facilities**; and  
18

19 ~~WHEREAS, Some of the facilities are either in disrepair or insufficient to service the~~  
20 ~~public need; and~~  
21

22 WHEREAS, The Covid-19 emergency has created an increased need for, and awareness  
23 of, measures necessary to protect the public health and welfare, including measures to  
24 promote cleanliness and sanitation; and  
25

26 WHEREAS, The current 2020 budget for the Parks-Cemetery, Professional Services,  
27 includes ~~\$27,500~~ **\$27,000** for ~~ten~~ porta potties; and  
28

29 WHEREAS, The current cost estimate for the number and frequency of servicing of the  
30 ~~twenty one~~ porta potties, ~~which are expected to be needed~~, as well as hand wash stations, ~~at~~  
31 **co-located with** some of the porta potties, exceeds the current budget by \$29,100; and  
32

33 ~~WHEREAS, Of that amount, \$24,300 may be an eligible COVID-19 related expense; and~~  
34

35 WHEREAS, There is only one company in Homer, which furnishes and services porta  
36 potties and hand wash stations, Moore & Moore Services, Inc.  
37

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

40 Section 1. The City Manager is authorized to execute a sole source contract to Moore  
41 & Moore Services, Inc., in an amount not to exceed \$56,100, which includes the equipment

42 expenses originally planned as well as expenses associated with the hand wash stations and  
43 increased number of porta potties needed for the 2020 season.

44  
45 ~~Section 2.~~ The Homer City Council hereby amends the FY 2020 Operating Budget to  
46 appropriate \$29,100 from the General Fund Fund Balance for porta potties and hand wash  
47 stations.

48  
49 Funding Source:

50 Account No.	51 Amount	52 Description
53 100-0099-4990	54 Operating Transfers (Other)	55 \$29,100

56 Expenditure:

57 Account No.	58 Amount	59 Description
60 100-0175-5210	61 Parks	62 \$29,100

63 ~~Section 3.~~ Upon further determination if it is found that the \$24,300 portion is an eligible  
64 COVID-19 related expense, a request to apply these costs to the Cares Act funding received by  
65 the City will be made to City Council.

66 **Section 2. That \$29,100 of the \$56,100 be counted as Covid-19-related**  
67 **expenses.**

68 Section 3. This is a budget amendment ordinance, is not permanent in nature, and  
69 shall not be codified.

70 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_, 2020.

71 CITY OF HOMER

72  
73 \_\_\_\_\_  
74 KEN CASTNER, MAYOR

75 ATTEST:

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77 \_\_\_\_\_  
78 MELISSA JACOBSEN, MMC, CITY CLERK

79  
80  
81 YES:

82 NO:

83 ABSTAIN:

84 ABSENT:

85

86

87 First Reading:

88 Public Hearing:

89 Second Reading:

90 Effective Date:

91

92 Reviewed and approved as to form:

93

94 \_\_\_\_\_

95 Rick Abboud, Interim City Manager

96

97 Date: \_\_\_\_\_

\_\_\_\_\_

Michael Gatti, City Attorney

Date: \_\_\_\_\_



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Public Works

3575 Heath Street  
Homer, AK 99603

[publicworks@cityofhomer-ak.gov](mailto:publicworks@cityofhomer-ak.gov)

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum 20-124

TO: City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Jan Keiser, PE, JD, Director of Public Works  
DATE: August 18, 2020  
SUBJECT: Proposal for Sole Source Contract for Porta Potty Services

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**Issue:** The City uses porta potties in areas where plumbed restrooms are not available. There is one vendor in the City of Homer that provides and services porta potties, Moore & Moore Services, Inc. We have dispatched more portable units within City parks and campgrounds to increase opportunities for social distancing, provide hand washing capability, and address maintenance issues. We need an increased appropriation to cover the extra expenses as well as authorization to issue a sole source contract to Moore & Moore Services, Inc.

**Background:** We've relied on porta potties in the past to service areas where plumbed restrooms are not available. In 2019, we had 10 porta potties, distributed around City parks and other public spaces. Moore & Moore dispatched these units, as-needed, when called upon by City staff and then, serviced them on either a one-two times/week schedule.

We currently have 20 porta potties dispatched around the City, some of which are serviced at least twice a week. Further, some of the porta potties are accompanied by portable water-operated hand wash stations, which the City has not used before. We have taken these enhanced measures as part of our Covid response efforts; that is, to improve sanitation for the public in City parks/facilities.

One reason we have taken these enhanced measures is that we are seeing heavier use in some of our open spaces this year than we did last year. Generally, the day use, which we don't keep records on but observe anecdotally, has significantly increased from 2019 to 2020, particularly at Mariner Park and Bishop's Beach. While our camping attendance records for June 2020 show the number of campers is about 25% less than it was for June 2019, our camping numbers for the first week of July caught up with the rate for 2019. While there was a downturn in the number of campers over the last week of July, we are still getting large numbers of day users.

Another reason we geared up is to provide opportunities for hand washing. We tried to provide hand sanitizer, but it kept getting used up or stolen. We could not supply enough of it. The hand wash stations give people a way to wash their hands where there is no plumbing. Another reason we like the plastic porta potties is that they are easier to keep sanitary than the pit privies.

The 2020 budget included \$27,000 for porta potties, to be furnished and serviced by the sole-source vendor, Moore & Moore Services, Inc. Throughout the entire 2020 season, we expect to need \$56,100. This creates a shortfall of \$29,100, which we attribute to the extra measures we put in place to address Covid-related issues.

**Action Recommended:** That the City Council pass the proposed ordinance authorizing:

(1) an increase to the budget line item 100-0175-5210, Parks – Cemetery, Professional Services, to cover the extra \$29,100 as a Covid-related expense for extra porta potties and hand wash stations for 2020; and

(2) a sole source contract to Moore & Moore Services, Inc., in an amount not to exceed \$56,100, part of which would be covered by the original \$27,000 from the 2020 budget and part of which would be covered by the new appropriation.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

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Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum 20-122

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: AUGUST 19, 2020  
SUBJECT: EXPRESSION OF INTEREST BY THE CITY OF HOMER TO HOST THE 2024 ARCTIC WINTER GAMES

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Lieutenant Governor Kevin Meyer has invited communities to submit an ‘Expression of Interest to Host’ the Arctic Winter Games in March of 2024. The Arctic Winter Games is a premier multi-sport and cultural event for youth across the circumpolar world.

Mayor Castner was invited to submit a letter to Lt. Governor Meyer on behalf of the City of Homer regarding the City’s interest in hosting this event.

**Recommendation:** Voice approval that the City of Homer submit an Expression of Interest to Host the Arctic Winter Games in March of 2024 to the Lt. Governor no later than September 10, 2020

Attachments:

- Letter from Lt. Governor Meyer
- Bid Manual Arctic Winter Games



Lieutenant Governor Kevin Meyer  
STATE OF ALASKA

July 30, 2020

Mayor Ken Castner  
City of Homer  
PO Box 558  
Homer, AK 99603

**2024 Arctic Winter Games – Alaska Hosting**

Dear Mayor Castner,

The State of Alaska is scheduled to host the Arctic Winter Games in March of 2024. As the premier multi-sport and cultural event for youth across the circumpolar world, the Arctic Winter Games International Committee is now in a position to begin the host site bid selection process. Accordingly, we are asking interested communities to submit an ‘Expression of Interest to Host’ no later than September 10, 2020. Letters are to be submitted to:

Lt. Governor Kevin Meyer  
550 West 7<sup>th</sup> Avenue, Suite 1700  
Anchorage, AK., 99501

Each community expressing an interest in bidding will then be invited to an information/planning session, either in person or by virtual meeting hosted by the AWGIC. Following that session, the interested communities will be required to submit a formal bid package, by November 30, 2020, prepared in accordance with the attached Bid Manual.

Bid packages are to be submitted electronically to the President of the AWGIC and the Operations Coordinator to [dlandry@arcticwintergames.org](mailto:dlandry@arcticwintergames.org), (emailed, OneDrive or other shared media). Once received, the International Committee reviews the bids, visits the communities if necessary, and selects a host site.

- Information Session for interested communities to be held Mid-September 2020;
- Bids submitted and received by the Arctic Winter Games International Committee by November 30, 2020;
- International Committee Directors will do site selection tour of bidding communities in January or February of 2021, if required.
- Successful bidder and selected hosting community for the 2024 Games formally announced in March 2021.



Further details on hosting an Arctic Winter Games can be found in the Staging Manual available on the International Committee website ([www.arcticwintergames.org](http://www.arcticwintergames.org)). Questions may be directed to the AWGIC Operations Coordinator at [dlandry@arcticwintergames.org](mailto:dlandry@arcticwintergames.org).

Both Arctic Winter Games International Committee Alaska directors, are also available to answer questions:

Mr. John Rodda, Vice President/Treasurer of the AWGIC by email at [johnawg@gmail.com](mailto:johnawg@gmail.com) or by telephone at 907-317-7436.

And Mr. John Estle by email at [sportalaska@gci.net](mailto:sportalaska@gci.net).

Sincerely,



Kevin Meyer  
Lieutenant Governor  
State of Alaska

Attachment: Bid Manual

cc: AWGIC Directors via [dlandry@arcticwintergames.org](mailto:dlandry@arcticwintergames.org)

2020



# Arctic Winter Games International Committee BID MANUAL



## Table of Contents

1.0	INTRODUCTION.....	4
1.1	Purpose and Overview.....	4
1.2	Arctic Winter Games International Committee.....	5
1.2.1	Funding the Arctic Winter Games.....	5
1.2.2	AWGIC Role and Responsibilities.....	6
1.2.3	The Host Community.....	6
1.2.4	The Host Society.....	7
1.3	Economic, Social and Community Impact.....	7
1.4	Bid Proposal Requirements.....	9
1.4.1	Hosting Rotation.....	9
1.4.2	Bid Timelines.....	9
1.5	Bid Evaluation.....	10
1.5.1	Technical Review.....	10
1.5.2	Site Visit.....	10
1.5.3	Hosting Contract.....	10
1.5.4	Bid Proposal Submission Checklist.....	11
2.0	HOST COMMUNITY SUBMISSION GUIDE.....	12
2.1	Community Overview and Support.....	12
2.1.1	Community Profile & Event Hosting History.....	13
2.1.2	Visitor Services.....	13
2.1.3	Volunteer Program.....	14
2.2	Administration and Finance.....	14
2.2.1	Host Society Structure & Staffing.....	14
2.2.2	Insurance.....	15
2.2.3	Finance.....	15
2.3	Care and Comfort.....	16
2.3.1	Accommodations.....	16
2.3.2	Food Services.....	16
2.3.3	Medical Services.....	17
2.4	Culture and Ceremonies.....	17
2.4.1	Opening/Closing Ceremonies and Medal Ceremonies.....	17
2.4.2	Cultural Program/Gala/Festival.....	18



2.5	Games and Event Management System .....	18
2.6	Information and Technology.....	18
2.7	Marketing, Sponsorship and Hospitality.....	18
2.7.1	Sponsorship & Fundraising .....	19
2.7.2	Hospitality .....	19
2.8	Facilities/Venues and Logistics .....	19
2.8.1	Facilities.....	19
2.8.2	Transportation .....	20
2.8.3	Risk Management/Security.....	20
2.8.4	Environmental Services.....	21
2.9	Sport.....	21
2.9.1	Sport Selection .....	21
2.9.2	Sport Requirements .....	21
2.9.3	Officials.....	22
2.10	Legacy.....	22

**The requirements outlined in this Bid Manual are subject to change from time to time. Prospective Bid communities should consult with the AWGIC by contacting [info@arcticwintergames.org](mailto:info@arcticwintergames.org).**



# ARCTIC WINTER GAMES

## Bid Manual

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### 1.0 INTRODUCTION

The Arctic Winter Games is a high-profile circumpolar sport competition for northern and arctic athletes, and a multi-cultural exposition for the circumpolar world. The Games provide an opportunity to strengthen sport development in participating jurisdictions; to promote fair play, the benefits of sport and healthy lifestyles; to build partnerships; and to promote cultural diversity awareness and understanding. The Games celebrate sport, social exchange, and culture while providing an opportunity for the developing athlete to compete in friendly competition and share cultural values of northern regions of the world.

#### SPORT DEVELOPMENT/ATHLETE DEVELOPMENT

The achievement of individual excellence in athletics, with a favourable result from competition, is not a primary objective of the Arctic Winter Games. Instead, the fundamental purpose of the Games is to encourage maximum participation by all cultures in a broad range of athletic activity. Increasing level of skill is expected to result from, rather than be, the primary driver of participation.

#### CULTURAL & SOCIAL EXCHANGE

The Arctic Winter Games are common ground for promoting cultural and social interchange among northern peoples; and for providing a vehicle for education, understanding, and friendship between all peoples from the circumpolar world. The exchanges through athletic and cultural participation, as well as opportunities for social exchanges among contingents are intended to complement rather than replace other opportunities.

### 1.1 Purpose and Overview

The purpose of this manual is to provide interested communities with the information and tools required to complete a bid submission to host an Arctic Winter Games. It is the responsibility of Bid Committee to ensure that key members of their municipality and volunteers are familiar with these documents. The Arctic Winter Games International Committee remains the final authority in all decisions related to the Arctic Winter Games.



The documents and information in this Bid Manual outline important factors to consider when bidding to host the AWG. Each AWGIC member is available to provide advice to prospective bidding communities. Questions to AWGIC members can be directed to [info@arcticwintergames.org](mailto:info@arcticwintergames.org).

## **1.2 Arctic Winter Games International Committee**

The Arctic Winter Games International Committee (AWGIC) is a federally registered non-profit corporation in Canada, (January 1968). It is also incorporated under legislation in the jurisdictions of Alberta, Alaska, Northwest Territories, Nunavut, and Yukon. The AWGIC is made up of representatives from each of the permanent partners (Alberta, Alaska, Greenland, Northwest Territories, Nunavut and Yukon) and is responsible for implementing policies and providing leadership to the Games. Each permanent partner can nominate two representatives from their jurisdiction, one of which is a Government representative and one a private sector representative. In addition to the permanent partners, a number of guest units can participate in the Games. Current guest units include Nunavik, Sampi, (northern Finland, Sweden and Norway), and Yamal.

The AWGIC and the political leaders from each permanent partner jurisdiction hold meetings as required, and at the very least meet every two years at the beginning of a Games week. Within each jurisdiction, the responsibility is with the AWGIC government representative to keep their respective Minister informed in advance of important decisions, while working with local sport groups to seek their input advise them on issues.

The AWGIC President and Vice President are elected at the summer meeting in the year in which the Arctic Winter Games have been staged and shall hold office until the date of the summer meeting the year after the next Arctic Winter Games year. The Secretary, Treasurer, and Technical Director are appointed by the President and ratified by the AWGIC membership. The AWGIC bylaws are available on the Arctic Winter Games Website.

The AWGIC provides leadership through the implementation of policy and the promotion and marketing of the Games, thereby building effective partnerships to address the needs of host communities, international partners and the Games sponsors. The AWGIC provides support and direction to Host Societies as they prepare for the Games.

### **1.2.1 Funding the Arctic Winter Games**

The AWGIC is funded by an annual levy to the participating governments that have representatives on the Board of Directors. An annual fee is also paid by participating Guest Contingents. In the Canadian territories, Host Societies normally receive grants from the Government of Canada (Heritage Canada - Sport Canada), the territorial governments, and the host municipalities through an application process. The latter two also may provide donations in kind.

In Alaska, the state and municipal/borough governments normally provide funding, again through an application process. In Northern Alberta, the Games are funded by grants from the Province of Alberta and the host community. In Greenland, the Host Society receives financial support from the Greenland Home Rule Government and the host municipality. In all jurisdictions private sector donations are required to meet budget obligations through a sponsorship program established by the Host Society. These contributions are usually very significant and increasingly important to the operation of the Games. Cash and value in kind contributions are secured through the sponsorship program that meet Games budget requirements.

### 1.2.2 AWGIC Role and Responsibilities

The AWGIC ensures the development and implementation of the Games by:

- Acting as guardian and stewards of the general philosophy, policies, and requirements of the Games;
- Promoting positive sport values;
- Inviting and reviewing host bids for the Games;
- Entering into a formal agreement with the Host community;
- Assisting/supporting Host Societies with preparations for the Games;
- Reviewing and establishing Arctic Winter Games policies and procedures;
- Preparing a set of technical packages for each sport in the Games, which include categories, events, team composition, medals to be awarded, competition format and tie breaking procedures. There is also a technical package for the Cultural Participant program which outlines the requirements of this program.
- Providing a Staging Manual to the Host Society to give sufficient information and guidance to enable them to plan, organize and host an international multi-sport event;
- Promoting and safeguarding the Arctic Winter Games visual image; i.e. logo, flags, etc.;
- Ensuring that the Host Society gives full consideration to facilities of the highest practical standard;
- Ensuring the Host Society receives the official games flag, and;
- Accepting and disseminating the official Games Report from the Host Society and Chefs de Mission and considering the content and recommendations for the future planning of the next Games.

### 1.2.3 The Host Community

Through a competitive bid process, the AWGIC selects the host community approximately three and a half to four years in advance of an Arctic Winter Games. The Host community enters into a formal contract with the AWGIC to ensure that the Games are staged to an acceptable standard and for the purpose intended by the AWGIC. Once a host community has signed a contract to stage the Arctic Winter Games they form a non-profit Host Society to conduct the event on their behalf. The Host Society then signs onto the Hosting Agreement as a third party.

The agreement can be signed by the municipality and the AWGIC (and the Host Society), or both the municipality and the jurisdictional government and the AWGIC (and the Host Society).

#### 1.2.4 The Host Society

This is the non-profit body (usually incorporated as a Society) that is created for the purpose of staging a particular set of Games. Traditionally it is brought into existence shortly after a community is awarded the Games and is dissolved within six months of their conclusion. Typically, the Host Society will have as many as 15 - 25 directors and between 1,500 and 2,500 other volunteers, as well as a number of salaried employees. It stages the Games in accordance with the Arctic Winter Games Staging Manual and the terms of the contract signed by the Host community, the Arctic Winter Games International Committee and the Host Society. The general responsibilities of the Host Society are:

- To establish and maintain the Games office;
- To raise all funds required to stage the sporting, cultural and social events, to house and feed the participants, and to support all aspects of the Games;
- To hire and oversee the General Manager, Marketing Manager, Sport Manager, Cultural Manager and other staff required to stage the Games in accordance with the standards and requirements set by the AWGIC;
- To appoint and organize, in accordance with the AWGIC contract, those committees required to stage successful Games;
- To provide a regular accounting, from both a programming and financial perspective, of the progress of the Games to the AWGIC and all levels of government;
- To assure that the good will of the community is maintained and fostered throughout the staging of the Arctic Winter Games;
- To transfer knowledge in the form of documents and reports to the next Host Community/Host Society;
- To include representatives from the Indigenous and business communities, all levels of government, media, legal, accounting, sporting, and cultural communities in organizing the Games. The AWGIC directors from the respective state, province, or territory are usually ex officio members of the Host Society Board of Directors.

### 1.3 Economic, Social and Community Impact

Since 1998, a variety of social and economic impact studies have been completed following the Games. Notable statistics from the research on the current level of participation at the AWG:

- There are more female participants than male;
- Beginning with the 1970 Games in Yellowknife, an estimated 27,000 young northerners have attended and been positively impacted by the Games.





According to the social impact studies on the benefits of the Games by Dr. Sam Langford and Dr. Larry Neil, most of these 27,000 participants have come away from their Arctic Winter Games experience with:

- enhanced self-esteem;
- a sense of belonging;
- increased cultural awareness;
- growth in (their) personal outlook on life;
- strengthening of (their) community ties.

Comments from Host Community members have included:

- creates awareness of the world outside of one's own community, including development of respect for northern cultures;
- builds a sense of community, encouraging community spirit;
- leaves a legacy of volunteers.

Economic benefits have also accrued to host communities and our northern economy as a result of the Games.

- In 2000, this was estimated in the \$6 million range for the Yukon economy. A figure approximately 8 times as much as the investment made by the Territorial Government for that event.
- In 2010, an economic impact study found that the total economic impact was estimated to have exceeded \$10.8 million in Alberta, \$7.29 million of which was sustained in the Host City of Grande Prairie.
- In 2018, the economic impact of the Games was \$38.7 million (capital and operations).

Media coverage during the Games plays a large part in bringing exposure of our circumpolar regions. Audiences outside of the region can access Games events, including cultural performances and human-interest stories featuring the Host community. In the last 20 years in particular, it has not been uncommon for the Games to be covered by 300 to 400 media representatives from all of the participating Contingents and other countries. This exposure has increased tourism and business opportunities highlighting our northern communities allowing our friends and neighbours to have a clearer understanding of the uniqueness of the north.

## 1.4 Bid Proposal Requirements

Communities interested in hosting the Arctic Winter Games are asked to prepare a formal Bid package for submission to the AWGIC. A detailed bid package (PDF or Word format), in English, based on the guidelines contained in this manual is to be submitted electronically (Drop Box, One Drive or other easily accessible electronic format) to the President of the AWGIC at [info@arcticwintergames.org](mailto:info@arcticwintergames.org)

Throughout this document, reference is made to both the AWG Staging Manual and the AWG Sport Technical Packages. Both of these documents can be found at <http://arcticwintergames.org/> (arcticwintergames.ca)

### 1.4.1 Hosting Rotation

The Arctic Winter Games International Committee (AWGIC) is responsible for the selection of host communities for each set of games within the jurisdictions responsible to host the Games. The present Hosting Rotation is:

- 2022 Northern Alberta
- 2024 Alaska
- 2026 Nunavut/Greenland
- 2028 NWT
- 2030 Yukon

Bid Hosting rotation is presently under review for 2026 forward.

### 1.4.2 Bid Timelines

The following timelines have been developed to outline the major milestones of the AWGIC bid process and award. Approximately four years in advance of a set of Games, the President of the AWGIC initiates the bid process by asking the political leader responsible for sport of the host contingent to ask municipalities who might be interested in staging the Games to submit a letter of interest in hosting. The AWGIC will assist the host jurisdiction by conducting information sessions for potential bid communities.

Critical Dates:

- 47 to 41 months out:
  - AWGIC officially launches the bid process, requests letter of interest from potential bid communities
  - Communities submit Intent to Bid letter to the AWGIC
  - AWGIC holds information sessions for potential bid communities
- 41 months out:
  - Deadline for interested communities to put forward their bid submissions to AWGIC

- 38 months out (January):
  - AWGIC community visits
  - AWGIC evaluation
- 36 months out (no later than 30 months out)
  - AWGIC awards the Games to the hosting community

## 1.5 Bid Evaluation

The overall objective is to create a fair and equitable process by which bids can be assessed while focusing on the key mandatory requirements of the bid submission. It is important that all Bid Committees understand the information to be provided as well as the hosting requirements and standards outlined in this document and in the Staging Manual.

### 1.5.1 Technical Review

A Technical Review is done by the AWGIC that focuses on the mandatory bid requirements outlined in the Bid Manual. A successful host community will clearly demonstrate the technical capabilities to deliver a quality Games that meet the prescribed venue standards, provide quality care and comfort for participants, and demonstrate community capacity, leadership and engagement to plan and deliver a multi-sport competition.

### 1.5.2 Site Visit

The AWGIC will conduct a site visit as per the timeline outlined above. The site visit provides the opportunity for a detailed assessment of the strengths and weaknesses of each bid relative to the basic requirements for hosting the Games and relative to the other bids. The site visit brings to life all details described in the Bid document and gives the community a chance to demonstrate its support of the Games. It also provides the AWGIC with an opportunity to question the Bid Committee about details within the bid.

### Appendix A – Host Bid Site Evaluation Checklist

### 1.5.3 Hosting Contract

The Arctic Winter Games International Committee will enter into a formal agreement with the Host community. This agreement confirms the establishment of the Host Society and defines the responsibilities of hosting the Games in accordance with the provisions and policies of the AWGIC. The agreement can be signed by the municipality and the AWGIC (and the Host Society), or both the municipality and the jurisdictional government and the AWGIC (and the Host Society). A sample Hosting Contract is available upon request to [info@arcticwintergames.org](mailto:info@arcticwintergames.org)



#### 1.5.4 Bid Proposal Submission Checklist

*Please ensure the following mandatory requirements have been submitted as part of your Bid Application:*

- Introductory cover letter for Bid Submission
- Bid Committee Members
- Letters of support from government & community organizations
- Resolution of Municipal Council to Bid on the Games
- Host Society Establishment Plan
- Community Profile
- Community Engagement Plan
- Hosting experience
- Visitor services available (hotels, restaurants, transportation, etc.)
- Volunteer Plan
- Staffing Plan
- Insurance Coverage Requirements
- Budgets – Capital, Operations and potential sources of revenue generation
- Accommodations Plan for housing participants & Officials
- Food Services Plan
- Medical Services Plan
- Opening & Closing Ceremonies Plan
- Cultural Program & Gala Plan
- IT structure & capabilities in community
- Identification of potential sponsors
- Hospitality Services & Special Guest Recognition Plan
- Facilities Plan - sport & non-sport venues
- Sport Facility Information Forms
- Transportation Plan
- Community Emergency Measures Plan
- Sustainability Plan
- Possible Regionally Relevant Sport Selection additions
- Sport technical requirements in your community
- List of local technical experts
- Officials Plan
- Legacy Plan

## 2.0 HOST COMMUNITY SUBMISSION GUIDE

### 2.1 Community Overview and Support

The delivery of the Games is a partnership between the AWGIC and the Host Community. It is an opportunity to showcase your community to the circumpolar north. Each Host Community will be responsible for forming a Bid Committee, comprised of dedicated planning volunteers who will develop the Bid submission based on the components outlined in this document. A transition plan between the Bid Committee and the Host Society is required to demonstrate the evolution to the working Host Society.

Due to the size and scope of the Arctic Winter Games, municipal and local government support is critical to the success of the event; therefore, it is important to indicate the type of support your municipality, local government and school boards are prepared to commit to the Host Society.

#### Mandatory Bid Requirements:

- Introduction cover letter to your Bid Submission, please include the following information:
  - Proposed dates for staging the Games;
  - Agreement to accept all hosting requirements as outlined in the Hosting Contract and Staging Manual.
- Full list of Bid Committee members including name, job title and experience.
- Letters of support from the following community organizations is beneficial:
  - All levels of government in the jurisdiction (municipal, territorial, state, indigenous, etc.) Letters should outline:
    - Financial commitment
    - Facility commitment (value in kind)
    - Personnel and equipment commitment
  - Chamber of Commerce/business community
  - Local School Districts/Boards (confirmation of provision of school facilities for competition and accommodation for participants during the Games).
  - Volunteer Services Organization i.e. Volunteer Services Bureau
  - Service Clubs
  - Media including Radio and/or Television stations
  - RCMP or other local law enforcement agencies
- Resolution of Municipal Council indicating support for the bid submission. This resolution must include support for financial contribution to the Host Society in cash and support of in-kind services and facilities.

- Establishment Plan – Have any members of the Bid Committee committed to volunteering for the Host Society Board of Directors or in other positions such as Sport and/or Venue chairs? Provide details on the timing of transitioning from the Bid Committee to the Host Society structure.

### 2.1.1 Community Profile & Event Hosting History

Community support is critical to the success of the Games. While a display of public support for the Games is essential, it must be sincere and representative of the entire community – community leaders in sport, arts, business, culture, the public sector, etc. Diversity and inclusion are core values of the AWGIC, this is an opportunity to highlight how you will engage your community.

Tell the story of your community, what makes you unique. Provide some basic information on your history, location, population, demographics, weather profile and maps, etc.

A Community Engagement Plan provides you with an opportunity to highlight potential activities or events you will initiate in your community to increase involvement or awareness of the Games. Are there specific areas or populations you will target and how will you accomplish this, i.e. youth, First Nations, Truth & Reconciliation Calls to Action and neighbouring communities.

#### Mandatory Bid Requirements:

- Community Profile
- Community Engagement Plan
- Hosting experience - List of major sporting and non-sporting events hosted by your community in the past five years. Please include the following:
  - Name and date of event
  - Participation numbers
  - Volunteer numbers
  - Total budget
  - Indicate if your community has previously hosted an Arctic Winter Games (include year).

### 2.1.2 Visitor Services

Host Societies, the AWGIC and participating Contingents will all have special guests and visitors attending the Games. This is an opportunity to showcase the services and establishments available in your community and surrounding area.

#### Mandatory Bid Requirements:

- Identify the number of hotel beds per establishment and provide details on other services available for mission staff, officials, special guests, media, contractors, and spectators.

- Identify public eating facilities and shopping including local entertainment and public access sport facilities available to the general public and Games' participants.
- Identify local transportation availability including vehicle rental agencies, municipal bussing, taxi services and access to the community by ground or air transportation. Include information on the nearest airport and airport capacity.

### 2.1.3 Volunteer Program

An Arctic Winter Games cannot succeed without a strong volunteer sector. The Arctic Winter Games are volunteer driven and staff supported. The Host Society is responsible for recruiting, training and recognizing all the volunteers required to carry out an Arctic Winter Games. A variety of types of volunteers are required for every functional area including sport, medical, food services, ceremonies, information technology, marketing, guest services, and athlete care and comfort.

The Host Society is responsible for ensuring that all Games personnel (staff and volunteers) are subjected to security clearance (criminal record check and/or vulnerable sector check) procedures approved by the local law enforcement agency.

#### Mandatory Bid Requirements:

- Provide a volunteer plan including:
  - volunteer recruitment and engagement
  - indicate level of support from local RCMP, State Troopers, local security agencies, etc.

## 2.2 Administration and Finance

The management of the Arctic Winter Games is unique to each jurisdiction and depends largely on the people involved and their experience with major events. The selection of key personnel and the establishment of an organizational structure, an internal communication plan and an interdependency plan are important first steps to ensuring a successful Games.

### 2.2.1 Host Society Structure & Staffing

Each Host Society is required to use the Venue Management Model and the governance structure outlined by the AWGIC Staging Manual. Typically these include a Board of Directors that sets policy and approves major decisions. Usually the Board includes:

- 15 – 25 members, each with responsibility for several committees or units that handle various aspects of the Games;
- A smaller Executive Committee of the Board that meets more regularly to consider operational matters and screen issues being brought to the Board for consideration;
- Committees or operational units with defined responsibilities for a particular service or aspect of the Games, i.e. Medical Committee.

Board of Directors and Committee members should include representatives from the business, municipal government, state, provincial/territorial government, media, legal, accounting, sporting, and cultural sectors in organizing the Games. The AWGIC Directors from the respective state, province or territory are usually ex officio members of the Host Society Board of Directors. Management models other than what is set out in the Staging Manual are acceptable provided they are approved by the AWGIC.

The Host Society is responsible for hiring and overseeing all staff required to stage the Games in accordance with the requirements outlined in the Staging Manual. The Host Society may also consider professional support in human resources, procurement, contracting, finance and logistics, this can be staff but can also be contracted or provided by other organizations.

Appendix D- Venue Management Model

Appendix E – Governance Structure and Staffing

Appendix E1 – Sample Board Structure

#### Mandatory Bid Requirements:

- Provide a high-level staffing plan including commencement dates and a recruitment strategy.

#### 2.2.2 Risk Management and Insurance

All Host Societies are responsible for establishing a comprehensive risk assessment and management plan including appropriate level of general liability, board, facility, vehicle and other appropriate insurance coverage. Consideration should also be given to specialty insurance in relation to abuse/harassment liability coverage.

#### Mandatory Bid Requirements:

- Provide information on plan for insurance coverage
- Plans for developing a comprehensive risk management plan

#### 2.2.3 Finance

The Host Society is responsible for all financial aspects of the Games and must implement a financial management system that ensures the viability and integrity of the Games. This includes budgeting, fundraising, bookkeeping, financial and purchasing controls, auditing and other related functions. They must provide regular accounting of the progress of the Games to the AWGIC and all levels of government.

#### Mandatory Bid Requirements:

- Proposed Capital Budget
- Proposed Operations Budget



- Provide a list of potential sources of revenue generation, including grants and fundraising opportunities specific to your community
- Identify proposed financial management system i.e. municipal, contract, etc.

## 2.3 Care and Comfort

The Games Village experience at a multi-sport event can either create a negative or positive experience for the event for participants. Demonstrating your understanding of this very important success measure is essential.

### 2.3.1 Accommodations

The quality of a participant's and Games officials (Mission staff & Sport Officials) accommodation is critical to their performance and experience. It is important to provide the appropriate care and comfort for all participants (approximately 2000). The Host Society is responsible for providing accommodations, at no charge, for all Contingent members (Athletes, Cultural Participants, Coaches, Managers, Chaperones, Chefs de Mission/Mission Staff, Officials). The Host Society is required to accommodate all participants in one community and must follow the accommodation standards outlined in the Staging Manual. Participants must also be provided with shower and washroom facilities to the ratios described in the Staging Manual.

#### Mandatory Bid Requirements:

- Plan for participant accommodations as outlined in the Staging Manual, must consider the safety and security of participants and their belongings.
  - Plan to be based on 2000 participants and includes mission staff, athletes, cultural participants, coaches, managers and chaperones.
  - Provide details on accommodation venues (location, number of rooms, etc.)
  - Identify showers and washroom facilities (location, numbers, etc.)
- Plan for Officials accommodation (location, numbers, etc.)

### 2.3.2 Food Services

The Host Society is responsible for providing nutritious and diverse foods for all participants. Consideration must be given to appropriate food for athletes, the eating habits of northern people, and any special diet requests, specifically vegetarian, gluten and lactose free, and traditional food options.

#### Mandatory Bid Requirements:

- Provide a food services plan for all participants.

### 2.3.3 Medical Services

The Host Society is responsible for providing comprehensive medical services for all Games participants including a Poly Clinic (infirmary), first aid and safety personnel at all sport venues, a supervised isolation room and access to hospital and related services.

#### Mandatory Bid Requirements:

- Provide a Medical Services plan showing evidence of comprehensive medical services for all Games participants. Include information on:
  - Medical services and personnel available in the community
  - Plans for a Poly Clinic & isolation rooms
  - Access to hospital and related services

## 2.4 Culture and Ceremonies

The Arctic Winter Games brings the circumpolar world together to celebrate the north through athletic competition, cultural exchange and social interaction.

### 2.4.1 Opening/Closing Ceremonies and Medal Ceremonies

The Host Society is responsible for the planning, organization and implementation of the Games Opening and Closing Ceremonies and must adhere to the requirements outlined in the hosting contract and the Staging Manual. The ceremonies should include the protocols and traditions of the AWG, while being athlete-centred with a northern theme. The Opening Ceremonies is an opportunity for the Host Society to be creative and set the tone for the Games. The Opening Ceremonies are for the athletes and for the community and should be youth focused and create energy and excitement for all participants about the week ahead. The Closing Ceremonies are short and are focused on the protocol requirements in the Staging Manual and a fun goodbye for all participants.

The Host Society is also responsible for the planning, organization and implementation of Ulu award presentations for each sport in the Games

#### Mandatory Bid Requirements:

- Provide a plan outline for a youth-oriented opening ceremony and closing ceremony, including possible entertainment. The plan for the opening ceremony and the closing ceremony should include:
  - Potential venues to host Ceremonies, include size, seating capacity for spectators and participants and description of these facilities
  - Transportation of participants to and from venue.

#### 2.4.2 Cultural Program/Gala/Festival

The distinct character of the Arctic Winter Games is reflected best through a cultural program that reflects the host community/region and the circumpolar north.

Each participating contingent includes cultural participants. The Host Society is responsible for establishing a program for Contingent cultural participants which includes performing in a Cultural Gala, opportunities to perform for the community and other Games participants as well as an overall cultural program for the Games. The Cultural program may include a cultural festival, cultural days, and an artist/market plan.

##### Mandatory Bid Requirements:

- Provide an outline (according to the Technical Package) of the proposed cultural program for the contingent cultural participants.
- Provide a Cultural Gala Plan.

### 2.5 Games and Event Management System

KIMIK iT owns and contracts the only approved Games and Event Management System (GEMS Pro) which includes registration and accreditation of all Games participants (athletes, coaches, mission staff, chaperones, cultural performers, volunteers, special guests, contractors and media); volunteer workforce management; medical and incident management; sport scheduling and results. It also includes a mobile friendly application (GEMS Uno) that the Host Society can use to disseminate information during the Games. The Host Society will agree to enter into an agreement with KIMIK iT and the Arctic Winter Games International Committee for the use of GEMS Pro. This contract includes working with KIMIK iT to tailor GEMS to the policies and procedures of the Host Society early in the hosting process to ensure smooth registrations of participants/guests, volunteer management, and to be Games time ready.

### 2.6 Information Technology

The Host Society is responsible for ensuring the information technology systems required to support the AWG are planned, implemented and managed.

##### Mandatory Bid Requirements:

- Provide a high-level overview of the IT structure and support in your community.

### 2.7 Marketing, Sponsorship and Hospitality

Media and public interest in the Arctic Winter Games is significant. The Host Society is responsible for establishing good media relations, promoting a positive public image of the Games and providing media services at the Games.

The Host Society is responsible for promoting the Games in a positive manner and for meeting the marketing objectives laid out in the Staging Manual. An important part of each Games is awareness, building not only within the community but across the region, country and circumpolar north.

### 2.7.1 Sponsorship & Fundraising

It is the responsibility of the Host Society to ensure the Games are fully funded through a combination of government grants and contributions, corporate support, public contribution and the marketing of Games products. The Host Society will develop a sponsorship and fundraising program that looks for unique opportunities to raise funds to help the Host Society accomplish their financial goals.

#### Mandatory Bid Requirements:

- Identify potential major, minor and community sponsors.

### 2.7.2 Hospitality

Host Societies, AWGIC and participating Contingents will all have special guests attending the Games. Many of these individuals are important government, corporate and sport leaders that have contributed financially and personally to the Games over the years. It is important that these people be recognized appropriately for their efforts and within the limits of normally acceptable practice for recognition. Recent Games have involved between 300 - 400 special guests, including corporate representatives.

#### Mandatory Bid Requirements:

- Describe any plans for hospitality lounges and services which will be available to special guests to the Games.
- Describe your Special Guest recognition plan

## 2.8 Facilities/Venues and Logistics

The Host Society is responsible for the provision and management of all sport and non-sport venues as approved by the Arctic Winter Games International Committee.

### 2.8.1 Facilities

A Facility Requirement list is included as Appendix B. Please refer to the list and outline any deficiencies that the community has and how they will be addressed.

### Mandatory Bid Requirements:

- Prepare a draft Facilities plan for both sport & non-sport venues. The Facilities plan should include any capital or maintenance improvement plans that will be required to host sport events.
- Include photos and maps outlining facility locations.
- Complete the Sport Facility Information Form (Appendix C) for each sport.

Appendix B – Sport Facility Requirement List

Appendix C – Sport Facility Information Form

### 2.8.2 Transportation

The Host Society is responsible for establishing a Games local transportation system for all Contingent participants, officials and special guests.

### Mandatory Bid Requirements:

- Describe your Transportation plan based on requirements outlined in the Staging Manual, keeping in mind the following information:
  - Airport size and capacity (contingents typically utilize 15 – 20 aircrafts in total to attend a Games, most are Boeing 737 or similar although Team Greenland charters an Airbus A330)
  - Availability and types of buses to be used for participant transportation
  - Availability of secure vehicles to transport rifles and/or ammunition (biathlon)
  - Customs and Immigration plan identifying capacity and coordination to accommodate arrivals and departures for out of country contingents

### 2.8.3 Risk Management/Security

The Host Society is responsible for providing all necessary security arrangements during Games week, for establishing a critical incident plan with the appropriate local agencies and implementing a risk management plan. It is important that security arrangements be adequate to ensure a safe and enjoyable atmosphere for the participants, spectators and guests but not to interfere with the goodwill of the Games.

A risk management plan allows the Host Society to reduce or eliminate hazards that could impact participants, volunteers and staff, members of the public and others. The Host Society is responsible for establishing an overall risk management plan to reduce and eliminate hazards to those impacted by the Games.

#### Mandatory Bid Requirements:

- Describe the Emergency Measures Plan in your community and your assets for implementing the plan.

#### 2.8.4 Environmental Services

The Host Society is encouraged to strive towards making the Arctic Winter Games sustainable according to the Sustainability Plan adopted by the AWGIC and included in the Staging Manual.

#### Mandatory Bid Requirements:

- Identify your plans to make the Games sustainable and identify any current environmentally friendly initiatives within your community which could be applied to the Games.

## 2.9 Sport

The Arctic Winter Games are a high-profile circumpolar sport competition that provide an opportunity to strengthen sport development and build stronger connections in the host jurisdiction as well as across the north.

#### 2.9.1 Sport Selection

Sports for an Arctic Winter Games are selected by the Arctic Winter Games International Committee approximately three years ahead of the Games in accordance with the Sport Selection Policy. New sports may only be added to the AWG program where the decision will support maximum participation from member jurisdictions, within agreed upon participation limits.

#### Mandatory Bid Requirements:

- Identify up to a maximum of two regionally relevant sport additions your community would like to include in the sport program, provide rationale for your request.

#### 2.9.2 Sport Requirements

The Host Society is responsible for coordinating all sport competitions. A sport committee must be established for each sport to stage the competition at the Games according to the Arctic Winter Games Technical Package.

#### Mandatory Bid Requirements:

- Referring to the technical requirements for each sport being hosted, show evidence of availability of the requirements in the community.
- Provide a list or sample of local technical experts in each of the sports being hosted or in the alternative a plan to recruit or access technical experts.

### 2.9.3 Officials

Sport Officials are essential to the success of the Arctic Winter Games. The Host Society is responsible for all costs associated with Major Officials including housing, meals, and transportation (to and from the Games as well as during the Games). In cases where suitable officials are not available locally, the Host Society is responsible for identifying and accommodating all costs associated with their transportation to/from the Games. Contingents can be approached to assist in bringing officials from their jurisdiction at no cost to the Host Society for the travel, as they are accommodated on the Contingent charters when room allows.

#### Mandatory Bid Requirements:

- Describe your Officials plan, including local availability and options to bring in officials from other contingents.

### 2.10 Legacy

A legacy is important for the host community, the Games should have an impact on the community before, during and after the Games. Communities need to develop a plan and consider what legacies will result from hosting the Games.

#### Mandatory Bid Requirements:

- Identify a Legacy plan for your community. How will it be achieved, what resources will be committed and how the community will ensure the Legacy plan is executed after the Games.

## APPENDICES

Appendix A – Host Bid Site Evaluation Checklist

Appendix B – Facility Requirement List

Appendix C – Sport Facility Information Form

Appendix D – Venue Management Model

Appendix E - Governance Structure and Staffing

Appendix E1- Sample Board Structure



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
1. Organizational Structure/ Organizational Capabilities/ Expertise	<ul style="list-style-type: none"> <li>• Is one municipal corporation responsible for overseeing the Host Society?</li> <li>• What is the plan for creating a Host Society?</li> <li>• Does the committee represent a wide cross section of the community?</li> <li>• Are there individuals with appropriate expertise?</li> <li>• Are there individuals of influence within the community?</li> <li>• Do those in leadership positions have management skills sufficient to manage the project and the volunteers?</li> <li>• How prepared is the organizing committee?</li> <li>• What is the community's projected capacity for organization and management of the project?</li> </ul>	
2. Volunteers	<ul style="list-style-type: none"> <li>• Will they be available in sufficient numbers?</li> <li>• What is their involvement?</li> <li>• Does it look like people are interested in being involved?</li> </ul>	





## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
3. Support within the Community	<ul style="list-style-type: none"> <li>• Does the project seem to have support at the current time?</li> <li>• What level of community support is evident during the development of the bid and the site tour?</li> <li>• Does it have clear municipal support?</li> <li>• Does it have clear corporate support?</li> <li>• Does it have the support of local service groups?</li> <li>• Does it have the support of local sport groups?</li> <li>• Does it have the support of the school division?</li> <li>• Does it have the support of the general public including the Aboriginal population?</li> </ul>	
4. Bid Document	<ul style="list-style-type: none"> <li>• What is the quality of the bid document?</li> <li>• Does it provide sufficient detail and address all requirements?</li> <li>• General impression?</li> <li>• Does it tell enough about the local capacity to host?</li> <li>• Does the presentation have any degree of uniqueness?</li> </ul>	



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
5. Site Tour	<ul style="list-style-type: none"> <li>• General reaction - how does the visit make you feel?</li> <li>• Indication of priority of the event to the community.</li> <li>• Indication of community spirit and support.</li> <li>• Indication of organizational capabilities.</li> <li>• Are they able to answer questions?</li> <li>• Is the community involved in the tour?</li> <li>• Do they utilize appropriate hosting skills?</li> <li>• Do they show good human relation skills?</li> </ul>	
6. Accommodations	<ul style="list-style-type: none"> <li>• Are sleeping accommodations for all participants in one community?</li> <li>• Are there adequate toilets and shower facilities or evidence of a plan to bring in toilet and shower facilities?</li> <li>• Have they considered separation of participants by gender?</li> <li>• Are the accommodation facilities in close proximity to eating areas and venues?</li> </ul>	



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
7. Village Services	<ul style="list-style-type: none"> <li>• Are there capabilities for the provision of needed services; i.e. banking, snack shop, souvenirs, etc.?</li> <li>• Is there appropriate availability of medical services?</li> <li>• Are there plans for appropriate social activities?</li> <li>• Are there plans for use of community recreation facilities, cultural activities?</li> <li>• Are there appropriate plans for quiet areas?</li> <li>• Does it appear that the participants will be the focus?</li> </ul>	
8. Food Services	<ul style="list-style-type: none"> <li>• Have they planned for well-prepared, well-balanced, nutritious meals?</li> <li>• Can they capably feed this many individuals?</li> <li>• Do they have a workable system for feeding large numbers during the week?</li> <li>• Can they operate the number of required hours for meal service?</li> <li>• Have they considered box lunches and meals for "satellite" venues?</li> </ul>	



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
9. Facilities	<ul style="list-style-type: none"> <li>• Do they have adequate facilities to host a full complement of sports?</li> <li>• Do they have sufficient capabilities to accommodate spectators?</li> <li>• Do they have sufficient showers, lockers, bathrooms, etc.?</li> <li>• Have they provided for an appropriate area for mission headquarters, media, medical?</li> <li>• Have they provided for adequate Host Society office space?</li> <li>• Have they considered any modifications that may be required to facilities and any additional or temporary facilities/structures?</li> </ul>	
10. Sport Competitions	<ul style="list-style-type: none"> <li>• Does the community have experience in hosting events and competitions?</li> <li>• Have they addressed the provision of technical officials?</li> <li>• Have they adequately provided for all sporting events?</li> <li>• Do they have the technical expertise to provide for all sports?</li> <li>• Have they considered equipment needs for all sports?</li> </ul>	



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
11. Philosophy/Theme	<ul style="list-style-type: none"> <li>• Are their plans consistent with the philosophy of the Games?</li> <li>• Is there a “northern flavor” to the Games?</li> <li>• Is there involvement and support by the Aboriginal community?</li> <li>• Is the planning like any other event or have they tried to capture that special spirit of the AWG?</li> </ul>	
12. Public Services	<ul style="list-style-type: none"> <li>• Are there adequate hotel facilities?</li> <li>• Are there adequate public eating facilities?</li> <li>• Are there adequate facilities for hosting participant banquets and meeting spaces?</li> </ul>	
13. Communications / Promotion / Translation / Results	<ul style="list-style-type: none"> <li>• Are there sufficient systems for media?</li> <li>• Is there evidence of a planned communication system?</li> <li>• What current support/coverage are they receiving?</li> <li>• What potential coverage can they expect?</li> <li>• Will the community’s hosting of the event bring a positive image and identity to the Games?</li> <li>• Has the community adequately addressed translation services required?</li> </ul>	



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
14. Transportation	<ul style="list-style-type: none"> <li>• Does the community have the capability of providing for the arrival and dispatch of the various contingents?</li> <li>• Are there appropriate internal transportation systems?</li> </ul>	
15. Accreditation/Results/Registration/ Security	<ul style="list-style-type: none"> <li>• Do they have plans for an appropriate system for accreditation and registration? Are they aware of or have any experience with GEMS</li> <li>• Do they have the capabilities to adequately address security requirements?</li> </ul>	
16. Budget	<ul style="list-style-type: none"> <li>• Is the budget presented sound and detailed?</li> <li>• Did they take the opportunity to clearly explain it?</li> <li>• Is there evidence of municipal support?</li> <li>• Is there evidence of fundraising to date by the committee?</li> <li>• Has the community previously raised large sums of money for other projects and events?</li> <li>• Is there financial expertise on the committee?</li> <li>• Is the budget realistic?</li> </ul>	



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
17. Cultural Program	<ul style="list-style-type: none"> <li>• Have they prepared a draft cultural plan according to the AWGIC policy?</li> <li>• Will they put together a “good” cultural program?</li> <li>• Do they have cultural expertise within the community?</li> </ul>	
18. Ceremonies/New Ideas/ Creativity/Entertainment	<ul style="list-style-type: none"> <li>• Are appropriate plans in place to accommodate the opening and closing ceremonies?</li> <li>• Has the community brought forward any new ideas, fresh concepts and/or creativity in their concept of the Games?</li> <li>• Have they prepared an adequate draft plan for Games entertainment?</li> </ul>	
19. Legacy	<ul style="list-style-type: none"> <li>• What kind of legacy will the Games leave in the community?               <ul style="list-style-type: none"> <li>○ Facilities</li> <li>○ Skills</li> <li>○ Leadership</li> <li>○ Community cohesion</li> <li>○ Strengths</li> <li>○ Sports (that start as a result of the Games and then continue)</li> </ul> </li> </ul>	



## Host Bid Site Evaluation Checklist – Arctic Winter Games Bid Manual

FACTOR	DESCRIPTION	COMMENTS
20. General Impressions	<ul style="list-style-type: none"> <li>• How does the community make you feel?</li> <li>• How will it make our participants feel?</li> <li>• What kind of priority are the Games to the community?</li> <li>• What commitment do they have to making it a success?</li> <li>• How will they be for the Corporation and the province to work with?</li> <li>• Is this event special to them or just another event?</li> <li>• How badly do they want to host this event?</li> <li>• What kind of job will they do organizing the AWG?</li> </ul>	
21. Other comments	Information to note when reviewing the Bid	





## Facility Requirements Arctic Winter Games Bid Manual

### ARCTIC WINTER GAMES - SPORT FACILITY REQUIREMENTS (May vary based on sport selection)

Sport	Facility	Notes
Alpine Skiing	Ski Hill	<ul style="list-style-type: none"> <li>Storage and waxing facilities</li> </ul>
Archery	Indoor Range/Gymnasium	<ul style="list-style-type: none"> <li>Height and length considerations (e.g. Min 3M Ceiling @35M target)</li> </ul>
Arctic Sports	Gymnasium (1)	<ul style="list-style-type: none"> <li>Dedicated</li> <li>Hardwood floor</li> </ul>
Badminton	Gymnasium (1)	<ul style="list-style-type: none"> <li>Dedicated</li> <li>Height and lighting restrictions</li> </ul>
Basketball	Gymnasium (1)	<ul style="list-style-type: none"> <li>Can be shared</li> </ul>
Cross Country Skiing	Ski Trails	<ul style="list-style-type: none"> <li>Can be shared with biathlon</li> <li>5, 7.5 and 10 km loops</li> <li>Storage and waxing facilities</li> </ul>
Biathlon - Ski	Ski Trails Shooting Range	<ul style="list-style-type: none"> <li>Trails can be shared with Cross Country Skiing</li> <li>Shooting Range can be shared with Snowshoe Biathlon</li> <li>Storage and waxing facilities</li> <li>Secure storage for rifles and ammunition</li> </ul>
Biathlon - Snowshoe	Ski Trails Shooting Range	<ul style="list-style-type: none"> <li>Shooting Range can be shared with Snowshoe Biathlon</li> <li>Secure storage for rifles and ammunition</li> </ul>
Curling	Curling Rink	<ul style="list-style-type: none"> <li>Minimum four sheets</li> </ul>
Dene Games	Gymnasium or Hall Large field <ul style="list-style-type: none"> <li>○ Snowsnake</li> <li>○ Pole Push</li> </ul>	<ul style="list-style-type: none"> <li>Can be shared</li> </ul>
Hockey	Indoor Arena (2)	<ul style="list-style-type: none"> <li>Can be shared with Figure Skating and Speed Skating</li> <li>Drying area for uniforms</li> </ul>
Figure Skating	Indoor Arena (1)	<ul style="list-style-type: none"> <li>Can be shared with Hockey and Speed Skating</li> </ul>



## Facility Requirements Arctic Winter Games Bid Manual

Gymnastics	Gymnasium (1)	<ul style="list-style-type: none"> <li>• Specialized equipment</li> <li>• Can be shared</li> </ul>
Indoor Soccer	Indoor field (1)	<ul style="list-style-type: none"> <li>• Dedicated</li> <li>• 19 x 32 meters minimum</li> </ul>
Snowboarding	Snowboarding Venue	<ul style="list-style-type: none"> <li>• See Technical Package for details</li> </ul>
Snowshoeing	Trails 400 meter snow track	<ul style="list-style-type: none"> <li>• See Technical Package for details</li> </ul>
Speed Skating	Indoor Arena (1)	<ul style="list-style-type: none"> <li>• Can be shared with Hockey and Figure Skating</li> <li>• 100 x 200 feet (31 x 61 meters) minimum</li> <li>• Speed skating mats</li> </ul>
Table Tennis	Gymnasium or Hall (1)	<ul style="list-style-type: none"> <li>• Dedicated</li> </ul>
Volleyball	Gymnasium (1)	<ul style="list-style-type: none"> <li>• Can be shared</li> </ul>
Wrestling	Gymnasium or Hall (1)	<ul style="list-style-type: none"> <li>• Can be shared</li> <li>• Wrestling mats</li> </ul>
Cultural Events	Variable	
Opening / Closing Ceremonies	Indoor Venue	<ul style="list-style-type: none"> <li>• 2000 participants</li> <li>• 1000 – 2000 spectators</li> <li>• Performance stage</li> <li>• Media facilities</li> </ul>



## Facility Requirements Arctic Winter Games Bid Manual

### Other Facilities

Schools or other facilities (in one community) are required for the accommodation of athletes, coaches and cultural participants. Hotels or similar are required for mission staff and officials (at Host Society expenses) and special guests and media (at their expense).

### Non-Sport Specific Facility Requirements

Purpose	Facility	Notes
Participant Dormitories	School or similar	<ul style="list-style-type: none"> <li>2000 participants, see Staging Manual for requirements</li> </ul>
Mission Staff, Sport Officials and AWGIC accommodations, lounges and meeting spaces	Hotels	<ul style="list-style-type: none"> <li>100 mission staff</li> <li>Variable number of senior officials</li> <li>Up to 15 AWGIC</li> <li>Host Society expense</li> <li>Special Guest Lounge</li> <li>Board Rooms/Meeting space for AWGIC</li> </ul>
Mission Staff	Office Space	<ul style="list-style-type: none"> <li>Separate office space for each Unit</li> </ul>
Special Guests, Media, Parents and visitors	Hotels and other accommodations	<ul style="list-style-type: none"> <li>Variable numbers (100 – 500+)</li> <li>Not a Host Society expense</li> </ul>
Participant Care and Comfort	<ul style="list-style-type: none"> <li>Infirmery, including isolation rooms</li> <li>Recreational areas</li> <li>Cafeteria/Meal Service</li> </ul>	
Host Society	<ul style="list-style-type: none"> <li>Games office</li> <li>Mission Headquarters</li> <li>Games week offices for transportation, security, catering etc.</li> <li>Storage and fabrication</li> <li>Retail location(s)</li> </ul>	



## Sport Facility Information Form Arctic Winter Games Bid Manual

Complete one form for each sport

Sport:

Facility Name:

Facility Address:

City:  Facility Contact:

Facility Description:

Competition Area Details: (size, courts, floor type, ceiling height, score clock, etc.)

Equipment available with your community for the sport (i.e. curling rocks, nets, mats, etc.). Describe the equipment and indicate who owns it.

Number of change rooms: Male: \_\_\_\_\_ Female: \_\_\_\_\_

Number of shower heads Male: \_\_\_\_\_ Female: \_\_\_\_\_

Number of washrooms: Male: \_\_\_\_\_ Female: \_\_\_\_\_

Identification of room for Officials: \_\_\_\_\_

Permanent seating available: Yes No Spectator Capabilities: Sitting: \_\_\_\_\_ Standing: \_\_\_\_\_

### SPORT INFORMATION

Is there an existing program/club for this sport in your community? Yes No

Distance to Athletes Village: \_\_\_\_\_

Proposed upgrades required to accommodate Arctic Winter Games:



## Venue Management Model Arctic Winter Games Bid Manual

### A Venue Management Model

- is an organizational approach that ties all functional areas of the Arctic Winter Games together through venue planning;
- an investment in comprehensive two-way communication across the AWG Committee Structure;
- ensures that sport competitions are fully supported, enabling all operations to run smoothly and efficiently, unencumbered by peripheral concerns;
- is applicable to all Venues in a Games including competition and non-competition sites.

### A Venue Team

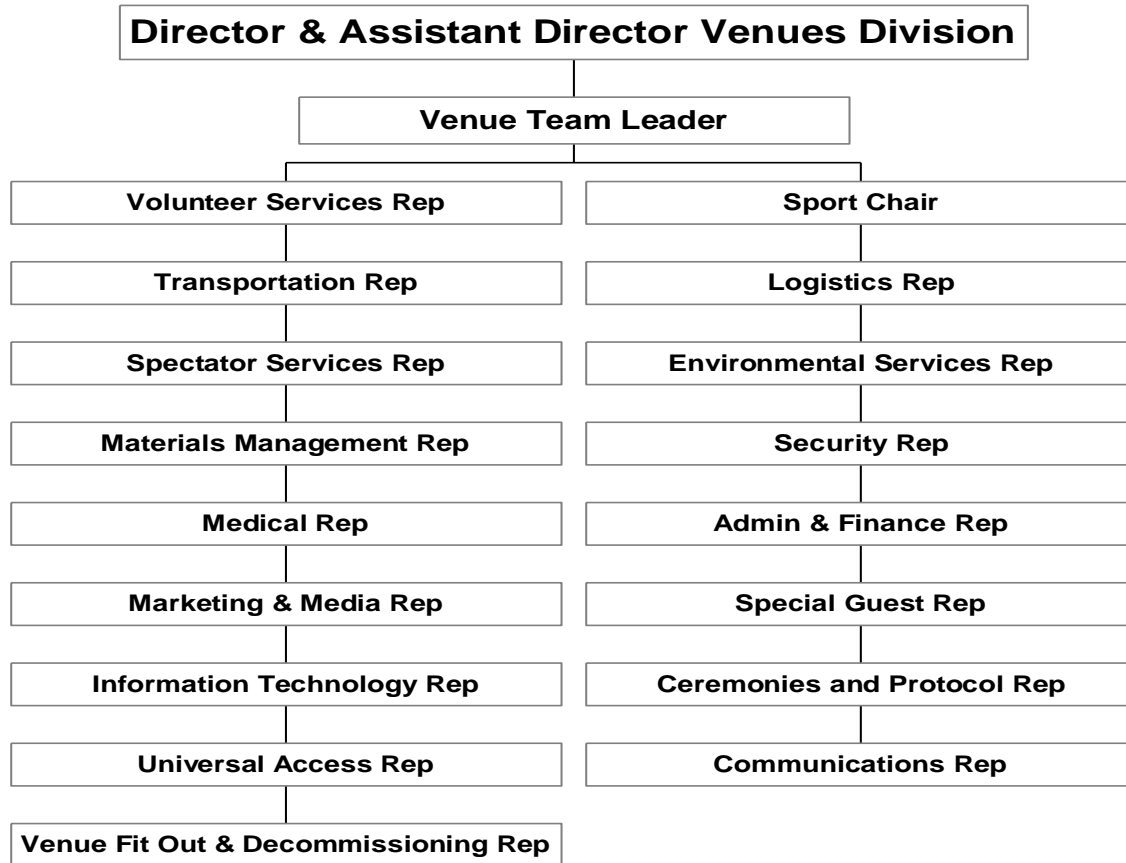
- consists of representatives from functional areas operating in an integrated manner;
- includes representatives from each division that may use or access a facility during a games (sport, security, transportation, media, marketing, cultural, facility management etc);
- is responsible for the planning and development of the venue during pre-Games;
- is responsible for conducting operations at the venue during Games-time;
- meets on a regular basis and reports back to their own divisions
- uses CAD drawings and site-layout plans of the venue

### A Functional Area

- is a specific area of responsibility of a Games Division;  
Most Divisions have more than one Functional Area, i.e. Logistics includes Transportation, Security, Materials Management. Not all Functional Areas will be required on all Venue Teams, but most Functional Areas will require representation on several Venue Teams

### Functional Areas:

Spectator Services  
 Special Guest Services  
 Ceremonies, Medals & Protocol  
 Medical  
 Sport Technical  
 Venue Fit out and Decommissioning  
 Information Technology/Communications/Results/Accreditation  
 Admin & Finance & Sponsorship  
 Sponsorship  
 Ceremonies & Protocol  
 Marketing & Media  
 Volunteer Services  
 Environment and Waste Management





When a municipality is awarded the right to host an Arctic Winter Games (AWG), it forms a Host Society to manage the event based on the terms of the hosting contract and the AWG Staging Manual.

The management of an AWG is unique to each jurisdiction and depends largely on the people involved and their experience with major events. Regardless of the management model chosen, the selection of key personnel and the establishment and maintenance of organizational structures, internal communications and an interdependency model are important first steps to ensuring a successful volunteer driven Games.

Management models other than what is set out in the Staging Manual are acceptable provided they are approved by the AWGIC.

### **Host Society Structure**

1. Each Host Society determines its own management structure, committee requirements and staffing plan. Typically these include:
  - A Board of Directors that sets policy and approves major decisions. Typically the Board includes 15 – 25 members, each with responsibility for several committees or units that handle various aspects of the Games,
  - A smaller Executive Committee of the Board that meets more regularly to consider operational matters and screen issues being brought to the Board for consideration,
  - Committees or operational units with defined responsibilities for a particular service or aspect of the Games (i.e. medical committee),
  - The General Manager and other support staff as required.

Host Societies may find it appropriate to combine or separate functions depending on the skills and abilities of the personnel available. Host Societies should also be prepared to change, add or delete committees as required to maintain an efficient management structure. Host Societies may also consider requiring Directors to have an Assistant Director in place or given consideration to co-Directors.

2. Considerations in the selection of management volunteers:
  - The president and vice-president team should have skill sets that compliment and support each other,
  - Board members must bring a combination of management abilities suitable to the committees they are being asked to manage and be team players committed to the overall success of the Games,
  - Executive Committee members usually include the President, Vice-President, Finance Chair and one or two other administrative committee board members and the General Manager,
  - Committee chairs must be experts in their area of responsibility and be team players committed to the overall success of the Games,
  - It is important that management volunteer replacement plan be established for all key positions.



## Governance Structure and Staff Arctic Winter Games Bid Manual

### 3. Considerations in the selection of a General Manager and other staff:

- This key staff position must have demonstrated ability to effectively manage large complex programs involving volunteers and staff. A General Manager is typically hired about 2 ½ years in advance of the Games to allow for proper planning and the participation of this individual in key planning functions.
- Staffing requirements are detailed in the AWGIC/host community contract and the Staging Manual. Other staff employed by past Host Societies is listed below. The establishment of an effective work plan/budget will guide decision making on these staff and other requirements. Some Host Societies have contracted some of these functions out.
  - A Fundraising Manager/Coordinator to support this Host Society function and follow up with sponsor service agreements,
  - A Merchandizing/Marketing Manager if this function is not contracted out,
  - A Marketing/Communications Manager to assist with Games promotion and media management,
  - A Sport Manager/Coordinator to assist with sport programs,
  - A Logistics Manager/Coordinator to assist with transporation, logistics, storage, procurement and related matters,
  - A Cultural Manager/Coordinator to assist with entertainment and cultural programs,
  - A Volunteer Manager/Coordinator to assist with volunteer recruitment, training and support,
  - An office manager and related staff

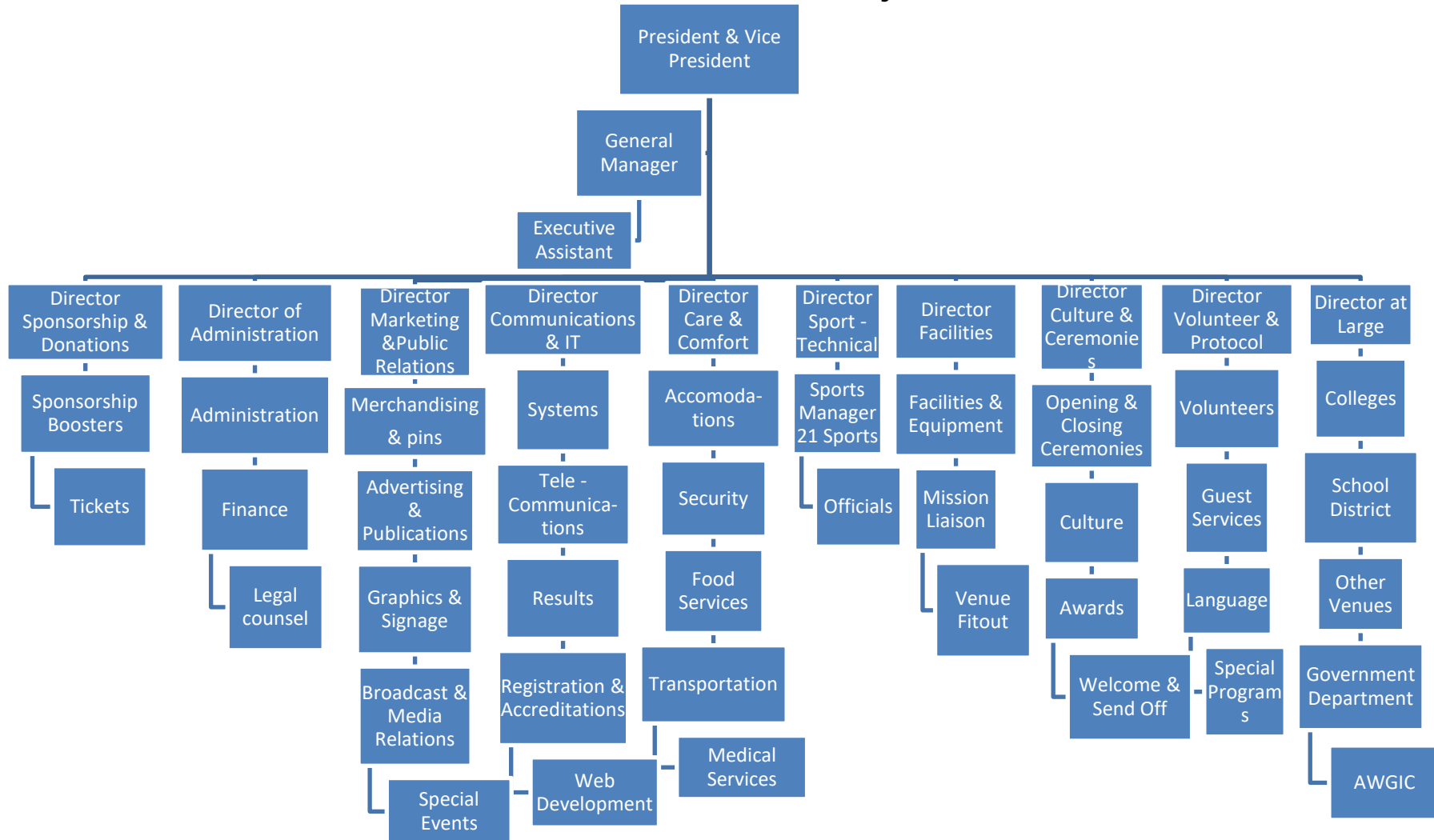
These staff functions are typically the minimum required to host a Games. In addition, Host Societies have sometimes found it useful to employ the following staff, as the demands of these positions quite often overwhelm volunteers or staff members with other duties.

- Professional procurement staff,
- Merchandising staff with retail experience,
- Clerical support staff as required for peak period,





### **Sample Arctic Winter Games Host Society Board Structure**





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

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Homer, Alaska 99603

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## Memorandum 20-129

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: AUGUST 20, 2020  
SUBJECT: LETTER TO SENATOR SULLIVAN RELATED TO CARES ACT

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A letter will be provided in the supplemental packet for Council review and approval.

RECOMMENDATION:

Approve the letter provided.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 20-075**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
ACCEPTING THE 2020 WATER CAPITAL IMPROVEMENT PLAN AND  
DECLARING IT SHOULD BE UPDATED AS PART OF THE CITY'S  
BUDGET CYCLE.

WHEREAS, The City Council adopted the 2006 Water & Sewer Master Plan, which describes various capital improvements and repairs that need to be made to the City's water and sewer infrastructure; and

WHEREAS, The City maintains a Water Depreciation Fund, for the purpose of paying for capital improvements and repairs that need to be made to the City's water supply, treatment and distribution infrastructure; and

WHEREAS, The City needs a systematic means to identify projects and program funding from the Water Depreciation Fund; and

WHEREAS, The City has prepared a Water Capital Improvement Plan, dated August 2020, which is based on needs and recommendations set forth in the 2006 Water & Sewer Master Plan as well as from data, records and research compiled by the City staff related to operational issues experienced during maintenance work.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby accepts the 2020 Water Capital Improvement Plan, dated August 2020, as a means to guide the development of capital improvement and repair projects and declares the Water Capital Improvement Plan should be updated as part of the City's budget cycle.

PASSED AND ADOPTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

42 \_\_\_\_\_  
43 MELISSA JACOBSEN, MMC, CITY CLERK  
44  
45 Fiscal Note: N/A

**City of Homer**  
**Water Capital Improvement Plan**  
**July 2020**

**Summary:**

**Total Estimated Costs**

• Million Gallon Water Tank Aeration System	Urgent	\$ 210,000
• Tesoro Water Vault Upgrade	Urgent	\$ 100,000
• Raw Water Transmission Line Replacement, Phase I - Design	Urgent	\$ 215,000
• Raw Water Transmission Line Replacement, Phase II – Construction	Urgent	\$1,785,000
• Pressure Reducing Valve Replacement, West Trunk Water Line	Urgent	\$ 25,000
• West Trunk Main Replacement	High	\$ 825,000
• New Water Storage Tank – West – .25 million gallons	High	\$1,105,000
• New Water Storage Tank – East – .75 million gallons	High	\$2,583,000
• Hydrology Study for Supplemental Water Supply	Moderate	\$ 150,000
• Spit Water Line Replacement	Moderate	\$ 624,000
• Update 2006 Water and Sewer Master Plan	Low	<u>\$ 50,000</u>

<b>Total Estimated Costs</b>	<b>\$7,672,000</b>
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**Project Title:** Million Gallon Water Tank Aeration

**Project Description and Benefits:** After raw water is treated in the City's state of the art membrane water filtration system and chlorinated, it is stored in a 1-million gallon water storage tank at the Water Treatment Plant. From this storage tank, water is piped to the City's customers.

While the water sits in the tank, a chemical reaction takes place between the residual chlorine that is left in the water after the chlorination process and any organic material that may be in the tank. For example, there might be what is called "bioslimes" in the tank or some minute organic material in the water that is not taken out by the membrane filters. Research in the water industry has shown that this chemical reaction creates what are called, Disinfection By-Products or DBP. Research has further shown that these DBPs are potentially cancer-causing elements.

Removing the DBPs is simple – aerating the water causes the DBPs to volatilize to the atmosphere where they can be removed by ventilation. Installing a mechanical aerator system, for stirring the water around and ventilation, removes a large portion of the DBPs.

The subject project would install mechanical mixers and a ventilation system in the City's 1-million gallon water storage tank, located at the Water Treatment Plant.

**Total Estimated Project Cost:** \$210,000

**Priority:** Urgent

**Project Title:** Tesoro Water Vault Upgrade

**Project Description and Benefits:**

All water delivered to the Homer Spit must pass through the same chokepoint in the water distribution line, a meter vault located at a former Tesoro Gas Station location. The equipment in this vault has aged and is under-sized for the volumes of water they are now conveying. This interferes with the City's ability to provide reliable flows of water to the Spit to meet normal and emergency demands.

The subject project would update the equipment in this vault to increase its hydraulic capacity and reliability.

**Total Estimated Project Cost:** \$100,000

**Priority:** Urgent

**Project Title:** Raw Water Transmission Line Replacement

**Project Description and Benefits:**

The City transfers water from the Bridge Creek Reservoir to the Water Treatment Plant (“WTP”) through two 45-year old cast iron water transmission mains, about 5,000 feet each. These pipes are undersized for the volume of water they carry. Further, they are fragile due to their age and the corrosive soils that surround Homer. This fragility makes the water mains susceptible to damage from an earthquake. In fact, numerous repairs have been made in the past.

If these pipes failed, the City’s ability to deliver water to the City for domestic service and fire flow would be severely limited. We would need to drain down the water in the water storage tank and otherwise develop a work-around until repairs could be made.

The subject project would replace the two cast iron pipes with High Density Polyethylene Pipe (“HDPE”), which is extremely durable.

An application has been made for FEMA mitigation money and scored high in the evaluation process. We are awaiting further word on that grant opportunity.

In the meantime, we could move forward by executing the project in phases, as follows

- Phase I – Design/Permitting      \$ 215,000
- Phase II – Construction            \$1,785,000

**Total Estimated Project Cost:**            \$2,000,000

**Priority:** Urgent



**Project Title:** Pressure Reducing Valve Replacement, West Trunk Water Line

**Project Description and Benefits:**

As the City's water travels from the Water Treatment Plant ("WTP") down to our customers in town, it drops over 1000 feet in elevation. This elevation drop creates water pressure in the pipes, which if it builds up excessively, can damage the transmission pipes as well as service lines at customers' houses/businesses. To manage this build-up of water pressure, the City has installed a series of 19 "Pressure Reducing Stations", where excess water pressure is "bled" out of the system before the water continues on its way. This water pressure management process involves carefully balancing to make sure the pressure isn't so high that it creates damage but it isn't so low that it can't make it out to the City's lower lying areas.

Part of the process of managing the pressure involves the utilization of flow control and isolation valves in the Pressure Reducing Stations. One of the things they do is help the water distribution operators manage events where the water flow needs to be high, such as in case of a fire or when the operators are flushing the water mains.

The three valves at the Pressure Reducing Station on the West Trunk water main have aged to the point they are barely operable. They stick in the open position, causing the water pressure to either remain high, which cause pipe damage from excessive pressure. They can also get stuck in the closed position, causing the pressure to remain at a reduced level, which would impede fire flow. Either situation creates risk for the integrity of the City's water system as well as for the workers who enter these Pressure Reducing Valves for maintenance.

The subject project would replace these aging valves.

**Total Estimated Project Cost:** \$25,000

**Priority:** Urgent

**Project Title:** West Trunk Main Replacement.

**Project Description and Benefits:**

One of the elements of the City’s water distribution system is the West Trunk Main Line. Thirty-one percent of the City’s water flows through this 2,140 LF, 8-inch diameter cast iron pipeline, which was built in 1965-66. It runs down the hill from the Hilltop Pressure Reducing Station to the A-Frame Pressure Reducing Station, near the hospital. This line is at risk because it experiences lateral movement of the steep bluff and being old cast iron pipe, is already fragile and the water flows through that pipe with excessive velocity. The 2006 Water and Sewer Master Plan recommended that this line be replaced.

Further, having the project “shovel ready” would enhance its chances for receiving grant funding. The subject

project would develop this new water line in phases:

Design and permitting	\$ 90,000
Construction	<u>\$735,000</u>

**Total Estimated Project Cost:** \$825,000

**Priority:** High

**Project Title:** New Water Storage Tank – West – .25 million gallons

**Project Description and Benefits:**

The City’s 2006 Water and Sewer Master Plan recommended the City maintain an adequate water storage capacity to accommodate population growth, address fire flow and maintain ISO ratings.

One of the City’s water storage tanks corroded over time, had asbestos coatings, didn’t have proper seismic restraints and otherwise became unusable. It was demolished in August 2019. The tank’s pad and connection piping remain, so everything we need to connect a replacement tank to the City’s water distribution system is in place.

The project could be developed in phases as follows:

- Design & Permitting                      \$ 80,000
- Site Work                                      \$ 200,000
- Tank fabrication/erection                \$ 700,000

**Total Estimated Project Cost:**                \$ 980,000

**Priority:** High

**Project Title:** New Water Storage Tank – East – .75 million gallons

**Project Description and Benefits:**

The 2006 Water and Sewer Master Plan recommended increasing the City’s water storage capacity to accommodate population growth, address fire flow and maintain ISO ratings.

A new water storage tank was sited and designed by the City about 10 years ago on the east side of the City’s boundaries. Everything is in place to connect this tank to the City’s water distribution system

The subject project would move the tank from the back burner and start making progress to execute it. The project could be phased, as follows:

• Phase I – Update Design & Permitting	\$ 13,000
• Phase II – Site work	\$ 500,000
• Phase III – Tank fabrication/erection	<u>\$2,070,000</u>
Total Estimated Project Cost	\$2,583,000

Proceeding with Phase I and II would make the project more “shovel ready”, which would facilitate grant funding.

**Total Estimated Project Cost:** \$2,583,000

**Priority:** High

**Project Title:** Hydrology Study for Supplemental Water Supply

**Project Description and Benefits:**

The 2006 Water and Sewer Master Plan concluded the City would “*face increased demands on the current reservoir’s ability to provide reliable, low turbidity water...*” as the City’s population grows. The Master Plan recommended that a detailed hydrology be started to (1) better define the flows from other potential sources of surface water that could be captured for a supplemental water supply and (2) define a potential impoundment area.

The City’s population has not increased at the rate projected in the 2003 Master Plan, but climate change could be adversely affecting the Bridge Creek watershed. Regardless of the cause, water levels in the reservoir have decreased over time. It would be wise to start thinking about a back-plan.

Once this work was done, a plan could be devised to develop a conceptual design and cost estimate for the new supplemental water source, over time.

The subject project is for a Hydrology Study for a supplemental water supply.

**Total Estimated Project Cost:** \$150,000

**Priority:** Moderate

**Project Title:** Spit Water Line Replacement

**Project Description and Benefits:**

The water line along the Spit was originally cast iron pipe and subject to extensive corrosion. The City has replaced most of this with HDPE piping, with the exception of about 4,800 LF of cast iron pipe at the end of the Spit (on the Spit Road, Fish Dock Road and Ice Dock Road). The condition of that pipe is unknown, but it is probably badly corroded. We propose to investigate the condition of that pipe, using specialized equipment that can detect the pipe thickness. Then, we can identify problematic areas and take preventative measures. This strategy was recommended in the 2006 Water and Sewer Master Plan.

Having the project “shovel ready” would enhance its chances for receiving grant funding.

The subject project would implement this strategy in two phases:

- |  |                  |
|--|------------------|
| 1. Assess Pipe Condition to identify problematic areas | \$ 60,000        |
| 2. Design and permitting                               | \$ 85,000        |
| 3. Construction  | <u>\$479,000</u> |

**Total Estimated Total Project Cost:** \$624,000

**Priority:** Moderate

**Project Title:** Update 2006 Water and Sewer Master Plan

**Project Description and Benefits:**

The City's Water and Sewer Master Plan was written in 2006 and designed for a 20-year design life, which means its expiration date is 2026.

The subject project would engage a consulting engineering firm to update the 2006 plan.

**Total Estimated Total Project Cost:** \$50,000

**Priority:** Low

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 20-076**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
ACCEPTING THE 2020 SEWER CAPITAL IMPROVEMENT PLAN AND  
DECLARING IT SHOULD BE UPDATED AS PART OF THE CITY'S  
BUDGET CYCLE.

WHEREAS, The City Council adopted the 2006 Water & Sewer Master Plan, which describes various capital improvements and repairs that need to be made to the City's water and sewer infrastructure; and

WHEREAS, The City maintains a Sewer Depreciation Fund, for the purpose of paying for capital improvements and repairs that need to be made to the City's sewage collection and treatment infrastructure; and

WHEREAS, The City needs a systematic means to identify projects and program funding from the Sewer Depreciation Fund; and

WHEREAS, The City has prepared a Sewer Capital Improvement Plan, dated August 2020, which is based on needs and recommendations set forth in the 2006 Water & Sewer Master Plan as well as from data, records and research compiled by the City staff related to operational issues experienced during maintenance work.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby accepts the 2020 Sewer Capital Improvement Plan, dated August 2020, as a means to guide the development of capital improvement and repair projects and declares the Sewer Capital Improvement Plan should be updated as part of the City's budget cycle.

PASSED AND ADOPTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR



43 ATTEST:

44

45 \_\_\_\_\_

46 MELISSA JACOBSEN, MMC, CITY CLERK

47

48 Fiscal Note: N/A

**City of Homer**  
**Sewer Capital Improvement Plan**  
**July 30, 2020**

**Summary:**

**Projects:**

• Replace Deep Shaft Air Compressor	Urgent	\$ 85,000
• Upgrade SCADA for Seven Sewer Lift Stations	Urgent	\$210,900
• Portable Generator for Sewer Collection System	Urgent	\$ 58,000
• Waste Water Treatment Plant – Digester Blowers	Urgent	\$189,000
• Ceiling Replacement at Waste Water Treatment Plant	Urgent	\$ 65,000
• Small Works I & I Remediation Program	Moderate	\$ 50,000
• Electronic Pay Station for RV Dump Station	Low	<u>\$ 55,000</u>
Total Estimated Project Costs		\$712,900

**Fleet Replacements:**

- “Dung Beetle”
- trucks

**Project Title:** Replace Deep Shaft air compressor

**Project Description and Benefits:**

Homer's Waste Water Treatment Plant consists of two "deep shafts" in which sewage is held and treated with oxygen. This is a biological process, the efficiency of which depends largely on the efficiency of the air compressors providing the oxygen. The compressor in one of the shafts is original 35-year old equipment and has fallen into disrepair because it is the one that is used most of the time. For example, the shaft leaks oil, which could eventually interfere with the biological process and cause equipment failure. Further, that compressor no longer represents state-of-the-art equipment; more energy efficient equipment is available.

The subject project would provide a new air compressor for one of the deep shafts. This would not only improve operational reliability, but would reduce energy costs and impacts. For example, the electrical bill for the WWTP is \$200,000 a year, with much of this cost attributed to the plant's blowers and air compressors.

**Total Estimated Project Cost:** \$85,000

**Priority:** Urgent

**Project Title:** Upgrade SCADA for Seven Sewer Lift Stations

**Project Description and Benefits:**

The City transfers sewage from various locations around town to the Waste Water Treatment Plant (“WWTP”) with seven sewage lift stations, which are basically large sewage pumps installed in manholes at strategic locations in the sewer lines. Six of these sewer lift stations are monitored by instrumentation, which “talks” to the operators at the Waste Water Treatment Plant (“WWTP”) via a SCADA system. The SCADA system is programmed to perform a variety of functions, such as: detecting an abnormality in the treatment process, sending an alarm to an operator, and even, automatically calling operators when a human touch is needed. The SCADA also enables the operators to adjust controls in the lift stations remotely.

The existing SCADA in these six lift stations is 15 years old, which in computer-age terms, means it is ancient and obsolete as well as a challenge to maintain because repair parts are no longer available.

One of the lift stations, at Beluga Lake, doesn’t have a SCADA system at all. It must be manually monitored and controlled.

The subject project would acquire, program and install a new SCADA system for all seven of the City’s sewage lift stations. This will require a sole-source contract to SNB Inc., which has been the systems integrator for all the other SCADA equipment in the City’s existing systems.

**Total Estimated Project Cost:** \$210,000

**Priority:** Urgent

**Project Title:** Portable Generator for Sewer Collection System

**Project Description and Benefits:**

The City transfers sewage from various locations around town to the Waste Water Treatment Plant (“WWTP”) with four sewage lift stations, which are basically large sewage pumps installed in manholes at strategic locations in the sewer lines. Obviously, these pumps only work when they have electricity. When the power goes out, the pumps don’t work, which can cause sewage to back-up in the system and sewage overflows.

The Sewer Department had two portable generators but lost one when it was re-purposed to provide the Airport with back-up power. One portable generator is not enough to keep up with the four sewage lift stations. The Sewer Department needs another portable generator. Indeed, a back-up generator is listed as Priority 1 equipment in the City’s Emergency Operations Plan.

The subject project would provide a portable generator.

**Total Estimated Project Cost:** \$58,000

**Priority:** Urgent

**Project Title:** Waste Water Treatment Plant - Digester Blowers

**Project Description and Benefits:**

Sewage treatment is primarily a biological process where oxygen is mixed with sewage to encourage the growth of bacteria that “eat” the sewage and digest it. This process takes place in a piece of mechanical equipment called a “digester”. Since oxygen is a crucial part of the process, there needs to some way of introducing oxygen into the digester. This is done with large fan-devices, called “blowers”, which are installed in each of the City’s two digester units.

The City’s blowers are 25 years old and represent old technology. For example, the operators don’t have much control over how much oxygen is delivered to the digester. This means the operators have little control over the digestion process and can often observe adverse consequences of this lack of control. For example, a byproduct of the digestion process is a sludge-type material known as the “solids. When the blowers aren’t working properly, the solids build up, which triggers other operation and maintenance concerns.

The City’s digesters need new blowers that will operate more reliably and with greater energy efficiency. For example, the electric bill for the Waste Water Treatment Plan is \$200,000 a year, with much of the load attributable to the blowers.

The subject project would replace the City’s two existing “blowers”.

**Total Estimated Project Cost:** \$189,000

**Priority:** Urgent

**Project Title:** Restore Sludge Drying Beds

**Project Description and Benefits:**

Sewage treatment is primarily a biological process where oxygen is mixed with sewage to encourage the growth of bacteria that “eat” the sewage and digest it. A by-product of this process is “sludge”. At the City of Homer, this sludge, also called “bio solids”, is dried in an open, covered shed, called the “drying bed”, and when dried, taken to the Kenai Borough’s landfill and used to cover garbage.

The City’s drying bed consists of structural steel posts holding up a roof that covers a series of compartments, like raised beds in a garden, in which the sludge is spread to dry. The whole structure is about ½ the size of a football field. Over time, the structural steel posts have deteriorated. The steel has corroded and pitted. Further, the original coating has flaked off. This deterioration will over time, cause the steel posts to fail, triggering more damage. Some preventative maintenance is required to prolong the life of this unglamorous, but essential, facility.

The subject project would clean and re-coat the steel structure and make other repairs to the drying beds.

**Total Estimated Project Cost:** \$225,000

**Priority:** High

**Project Title:** Ceiling Replacement at Waste Water Treatment Plant

**Project Description and Benefits:**

Some years ago, the lack of adequate ventilation in the Waste Water Treatment plant caused condensation to intrude the ceiling in the top floor of the plant and cause damage. For example, the ceiling buckles in places.

The subject project would replace water-damaged areas of the ceiling.

**Total Estimated Project Cost:** \$65,000

**Priority:** High



**Project Title:** Repair of WWTP Pond Liner

**Project Description and Benefits:**

One of the elements of Homer’s Waste Water Treatment Plant is a “pond” in which treated sewage rests for a period of time, thereby allowing the solids, which are a by-product of the sewage treatment process, to settle out. This pond is lined with a water-proof membrane, which has been compromised over time with tears, rips and holes.

It is possible to repair the holes by fusing patches, made of a similar material as the existing membrane, to the liner.

The subject project would acquire the necessary materials and tools necessary to repair the existing pond membrane.

**Total Estimated Project Cost:** \$25,000

**Priority:** High

**Project Title:** Electronic Pay Station for the RV Dump Station at the Public Works campus

**Project Description and Benefits:**

The City has two RV Dump Stations – one at the Fishing Hole Campground on the Spit and the other at the Public Works Campus. These facilities are very popular in the summer, used by visitors who want to empty their holding tanks before they head away from Homer to go back home. No one wants to make the trip home with a full holding tank on their RV! The Dump Stations also have water hoses – one for non-potable water for tank flushing and one for potable water, to fill a water tank.

The City charges fees to use the Dump Stations - \$15 to dump a holding tank and \$5 for potable water. The Fishing Hole Dump Station has an automatic pay station, which accepts credit cards. This eliminates the need to handle cash, which is good for both the customers and fee collectors. Plus, research has shown that when people can pay by credit card, they are more likely to actually pay the fees than to simply drive away if they don't have cash.

The subject project would install an automatic Pay Station at the RV Dump Station at the Public Works Campus.

**Total Estimated Project Cost:** \$55,000

**Priority:** Moderate

**Project Title:** Small Works Infiltration & Inflow Remediation Program

**Project Description and Benefits:**

The City's Infiltration & Inflow ("I & I") study, conducted in 2003 by the engineering consulting firm, USKH, showed that the City's sewer system suffers from considerable volumes of "Infiltration" and "Inflow". "Infiltration" is where ground water enters the sewer system through cracks in the pipe, connections that have separated over time, ground settlement, and so forth. "Inflow" is where the sewer's collection system allows storm water to flow into sanitary sewer system, through broken manhole covers or roof drains/foundation drains that are connected to the sanitary sewer system. The extra volume of water that comes into the sanitary sewer system from I & I stresses every part of the system – the pipelines, the sewer lift stations and the Waste Water Treatment Plant ("WWTP"). The City spends money for electricity, chemicals, and operational labor to treat this clean water. Further, by treating this clean water, the City is diminishing its capacity to treat waste water.

The 2006 study estimated the volume of water flowing into the City's sanitary sewer includes:

- Waste water 61%
- Inflow 23%
- Infiltration 16%

Water intrusion from **Inflow** is relatively easy to remediate and the City has already taken steps towards this goal. For example, the City purchased smoke testing equipment and has about 1/3-1/2 of the sanitary system surveyed. This work will continue until we have the whole system assessed. We know we have inflow from City buildings. For example, the roof drains from the HERC building are connected directly to the sanitary sewer system. This will be corrected. Further, we are replacing and rebuilding manholes that currently allow storm water to flow into the sanitary system.

**Infiltration** is largely due to the deteriorating condition of the City's remaining AC sewer pipes. This pipe, largely installed in the 1970's becomes brittle and subject to cracking over time, particularly in the types of corrosive soils Homer is known for.

The City has a small camera but, the lead line is only 100 feet long. Sometimes, the distance between manholes is 300 feet, so we can't see the whole system. We need to purchase a longer camera line, which allows us to see into all the pipes in the City and address problematic areas.

We also need to acquire some sewage flow meters so we can better monitor neighborhoods with high rates of infiltration. This will enable us to identify deteriorating conditions that need repair and then make the repairs.

We propose to create a Small Works I & I Remediation Program that enables us to systematically take proactive and/or reactive measures to address I & I issues.

**Total Estimated Project Cost:** \$50,000/year

**Priority:** High to Moderate, depending on the Sewer Basin

**CITY OF HOMER  
HOMER, ALASKA**

Lord/Aderhold

**RESOLUTION 20-077**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
ADOPTING A RESERVE FUND POLICY FOR THE COLLECTION AND  
USE OF WATER AND SEWER DEPRECIATION RESERVE FUNDS.

WHEREAS, Homer City Council instituted a two-year budget in December 2019 (Ordinance 19-51(A)); and

WHEREAS, As part of that budgeting process, Homer City Council discussed and initiated the process of establishing reserve fund policies; and

WHEREAS, Water and Sewer Depreciation Reserve funds are collected by Homer water and sewer rate payers; and

WHEREAS, Per Homer City Code 9.16.010(b), the City of Homer collects a three-quarters percent tax to fund the Homer Accelerated Water and Sewer Program (HAWSP); and

WHEREAS, Concurrently with developing a policy for Water and Sewer Depreciation Reserve funds, Homer City Council is revising the HAWSP policy manual to modernize the language and clarify qualifying criteria for using HAWSP funds; and

WHEREAS, The City of Homer Public Works Department is developing Capital Improvement Plans for water and sewer infrastructure; and

WHEREAS, Having clear policies regarding the use of Water and Sewer Depreciation Reserve funds and HAWSP funds supports the development and implementation of the Capital Improvement Plans.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska adopts the Reserve Fund Policy for the Collection and Use of Water and Sewer Reserve Funds.

PASSED AND ADOPTED by the Homer City Council on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

43 ATTEST:

44

45 \_\_\_\_\_

46 MELISSA JACOBSEN, MMC, CITY CLERK

47

48 Fiscal Note: N/A

# CITY of HOMER WATER and SEWER DEPRECIATION RESERVES POLICY MANUAL

## Table of Contents

- I. Purpose
- II. Definitions
- III. Qualifying Project Criteria
- IV. Financing
- V. Special Provisions
- VI. History

## I. PURPOSE

The intent of the City of Homer Water and Sewer Depreciation Reserves is to fund improvements, repairs, and replacements to the City's existing water system and sewer system.

In addition to the Water and Sewer Depreciation Reserve funds, the City has a Homer Accelerated Water and Sewer Program (HAWSP). The intent of the Water and Sewer Reserve is to fund projects associated with the existing water and sewer system. HAWSP is intended to fund new water and sewer projects (see HAWSP policy manual for more information).

## II. DEFINITIONS

- a. **Capital Improvement Plan (CIP)** – A multi-year document that lays out priorities for capital projects, including descriptions of each project, rationale for why each project is needed, schedule and progress to date, and estimated total cost
- b. **Fund Balance** – The balance within the water and sewer reserve funds that are not allocated to a project
- c. **HART** – Homer Accelerated Roads and Trails program, a fund established by the voters of the City of Homer and funded by a voter-approved dedicated sales tax, intended to improve roads, sidewalks, and trails within the City of Homer, thereby improving property values and quality of life
- d. **HAWSP** – Homer Accelerated Water and Sewer Program, a fund established by the voters of the City of Homer and funded by a voter-approved dedicated sales tax, intended to improve the health and welfare of the Citizens of Homer by connecting residences to City water and/or sewer, thereby increasing the number of users on the system, increasing property values, and improving the quality of life; the funds may also be used on other water and sewer infrastructure that expand the systems

- e. Water and Sewer System Improvements** – Any work, such as planning, design or construction, etc., which improves the City’s water and sewer infrastructure, including, but not limited to, the extension, expansion, repair or rehabilitation of
- i. The City’s water supply, raw water transmission lines, water treatment facilities, water storage facilities, water distribution lines, fire-fighting devices, and related or similar appurtenances.
  - ii. The City’s sewer collection lines, sewer lift stations, RV Dump Stations, waste water treatment facilities, discharge outfall and related or similar appurtenances.
  - iii. Other facilities related to providing public access to clean water and the sanitary disposal of human wastes to protect public health.

### III. QUALIFYING PROJECT CRITERIA

Criteria for Qualifying Water and Sewer System Improvements: Water and Sewer Reserve funds may be used for projects, which meet ### of the criteria below are met:

- A. The project must be located within City limits.
- B. The project is listed on the citywide CIP, Water or Sewer CIPs, or Water/Sewer Master Plan.
- C. The project addresses exigent issues related to public health and safety as well as actual or imminent regulatory changes.
- D. The project repairs, rehabilitates, or corrects deficiencies in existing water or sewer systems.
- E. The project would reduce maintenance costs.
- F. Other factors deemed appropriate by the City Council.

### G. FINANCING

- Water and sewer reserve expenditures are subject to the availability of funds.
- Projects may be funded through the reserve fund, bonds, grants, or a combination of these or other funding mechanism that may be identified by the City.
- Depending on the nature of the project, reserve and HAWSP funds may be used to fund a project. Reserve funds should be used for portions of the project that improve, repair, or replace existing water or sewer infrastructure while HAWSP funds should be used for portions of the project that result in new water or sewer infrastructure.

### H. SPECIAL PROVISIONS

- The City Council shall review the Water and Sewer Reserve funds biannually during the budget process.
- The Public Works Department will maintain CIPs for Water and Sewer that are presented to City Council for review annually. The Public Works Department may nominate projects from the Water and Sewer CIPs to the Citywide CIP

## I. HISTORY

### *Listing of Ordinances & Resolutions*



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

3 Lord/Aderhold

4 **RESOLUTION 20-078**

5  
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
7 AMENDING THE HOMER ACCELERATED WATER AND SEWER  
8 PROGRAM (HAWSP) POLICY MANUAL TO MODERNIZE THE  
9 LANGUAGE AND CLARIFY QUALIFYING CRITERIA FOR USING  
10 HAWSP FUNDS.

11  
12 WHEREAS, The Homer Accelerated Water and Sewer Program (HAWSP) was authorized  
13 June 28, 1999 by Resolution 99-53 and most recently updated May 9, 2016 by Resolution 16-  
14 041(S-2)(A); and

15  
16 WHEREAS, Per Homer City Code 9.16.010, HAWSP is funded by a "... consumer's sales  
17 tax in the amount of three-quarters percent is hereby levied by the City of Homer on all sales,  
18 rents and services within the City except as the same may be otherwise exempted by law, for  
19 the purpose of funding debt retirement of the sewer treatment plant improvements, and to the  
20 extent revenues from such tax exceed such debt retirement obligations, for the purpose of  
21 funding water and sewer systems"; and

22  
23 WHEREAS, The current revision of the HAWSP manual is unclear, not user friendly, and  
24 leads to confusion regarding the use of HAWSP funds for new water and sewer infrastructure  
25 versus maintenance, repairs, and upgrades to existing water and sewer infrastructure; and

26  
27 WHEREAS, Homer City Council is in process of establishing policies for reserve funds,  
28 including the Water and Sewer Depreciation Reserves, and clarifying how and when HAWSP  
29 funds and Water and Sewer Depreciation Reserve funds should be used for water and sewer  
30 infrastructure; and

31  
32 WHEREAS, In revising the HAWSP manual, Homer City Council reviewed the history of  
33 legislation associated with the program.

34  
35 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska amends the  
36 HAWSP Policy Manual

37  
38 PASSED AND ADOPTED by the Homer City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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40 CITY OF HOMER  
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KEN CASTNER, MAYOR

ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

# H.A.W.S.P. POLICY MANUAL

(Homer Accelerated Water and Sewer Program)

## Table of Contents

- I. Purpose
- II. Definitions
- III. Qualifying Project Criteria
- IV. Financing and Assessments
- V. Special Provisions
- VI. History

### I. PURPOSE

The intent of the Homer Accelerated Water and Sewer Program (HAWSP) as established by the voters of the City of Homer is to improve the health and welfare of the Citizens of Homer **by connecting residences to City water and/or sewer**, thereby increasing the number of users on the system, increasing property values and improving the quality of life. The HAWSP is funded by a voter-approved dedicated sales tax, and assessments levied on adjacent benefited properties (HCC 9.16.010(b)).

The intention of the HAWSP has been since its inception, as defined through adopted legislation and the original voter initiative, is to:

- “provide for utility improvements without the heavy financial burden placed on individual property owner(sic) and will increase users to the system(s), thereby increasing revenues to the Water and Sewer Enterprise Funds.” Resolution 99-53
- “to promote construction of additional improvements to the City water and sewer **systems**” Ordinance 99-14(S)(A)
- “Shall the entire amount of the ¾ of 1 percent sales tax levy be dedicated **to water and sewer system improvements?**” Excerpt from the proposition approved by voters on October 5, 1999 and adopted within Ordinance 99-14(S)(A)

In addition to HAWSP, the City of Homer has a **Water and Sewer Depreciation Reserve fund**. HAWSP is intended to fund water and sewer projects that are in the best interest of the public at large, such as extending water and sewer infrastructure. The intent of the Water and Sewer Depreciation Reserve Fund is to fund projects that benefit existing ratepayers, such as upgrades and repairs to the existing water and sewer treatment systems.

### II. DEFINITIONS

- a. **Fund Balance** – The unreserved balance within the HAWSP fund that is not allocated to pay the City portion of a project
- b. **HART** – Homer Accelerated Roads and Trails program

**Commented [JK1]:** Was this the only stated intent? It seems to say we can't use HAWSP for projects that don't involve extensions of the system to new residences. Do we want to expand this intent?

**Commented [DA2R1]:** Language in city code states: for the purpose of funding debt retirement of the sewer treatment plant improvements, and to the extent revenues from such tax exceed such debt retirement obligations, for the purpose of funding water and sewer systems.

I suggest changing this language to “by funding water and sewer systems,”

**Commented [JK3]:** This language suggests we can use HAWSP for projects not related to an “extension”. Do we need to get the voters to ratify this idea?

**Commented [JK4]:** This language is much broader than limiting HAWSP to projects that “connect [new] residences”

**Commented [DA5]:** Suggested language to differentiate the 2 funds. Rework as appropriate.

**Commented [DA6]:** Or depreciation funds?

**Commented [JK7]:** I suggest we define “water and sewer system improvement”. **See proposed language.**

**Commented [DA8R7]:** Do we also want to define reserve and depreciation funds? Or is that getting too far in the weeds?

**Commented [RL9R7]:** I think the paragraph above helps to flesh out the difference.

- c. **Special Assessment District** –Created for the purpose of acquiring, installing or constructing a capital improvement that primarily benefits real property in the district, in contrast to capital improvements that benefit the entire community and are paid for with general government resources or improvements that benefit a specific individual parcel
- d. **Water and Sewer System Improvements** – Any work, such as planning, design or construction, etc., which improves the City’s water and sewer infrastructure, including, but not limited to, the extension, expansion, repair or rehabilitation of
  - i. The City’s water supply, raw water transmission lines, water treatment facilities, water storage facilities, water distribution lines, fire-fighting devices, and related or similar appurtenances.
  - ii. The City’s sewer collection lines, sewer lift stations, RV Dump Stations, waste water treatment facilities, discharge outfall and related or similar appurtenances.
  - iii. Other facilities related to providing public access to clean water and the sanitary disposal of human wastes to protect public health.

**Commented [RL10]:** I read this definition as working to a liberal use of HAWSP to fund “improvements” that

**Commented [JK11]:**

**Commented [JK12R11]:** I want to propose the use of HAWSP to rebuild/upgrade public restrooms. What do you think about this idea?

**Commented [DA13R11]:** I feel like this would be outside the original intention of HAWSP and it could be appropriate to ask the voters that question. It is worth discussion at the council table to get a sense from the body. The restrooms definitely benefit the public at large and we have many needs in this regard.

**Commented [RL14R11]:** I agree with Donna – restrooms would be beyond the original intent of this tax. I would argue that public restrooms (and their maintenance) should NOT be payed out of any part of the utility fund.

### III. QUALIFYING PROJECT CRITERIA

All projects will be authorized only after a public hearing to assure public participation in the process pursuant to HCC 17.

- A. **Criteria for Qualifying Water and Sewer System Improvements:** HAWSP funds may be used for projects, which meet the following criteria:
  - a. The project must be located within City limits.
  - b. If the proposed improvement involves the extension of water/sewer lines to private residences via a special assessment district (SAD) process, the resulting assessment district must have been approved by property owners in accordance with HCC Title 17. HAWSP funds are available for 25% of a qualifying project.
  - c. If the proposed improvement is for existing infrastructure:
    - i. the project repairs, rehabilitates, or corrects deficiencies in existing systems that benefit the health and safety of Homer residents in general;
    - ii. would reduce maintenance costs
    - iii. The project is listed in the City’s Water or Sewer Capital Improvement Plan or Water/Sewer Master Plan.
  - d. If involving privately built systems, the systems must have been built to City standards.
  - e. HAWSP funds may be used in accordance with Title 17 to pay a developer for the costs of providing excess capacity at the City’s request.
  - f. Other factors deemed appropriate by the City Council, which may include: system-wide vs. localized issues, economic development, public health and safety, actual or imminent regulatory changes.
- B. All HAWSP projects and connections to the water/sewer system will be to City standards.

**Commented [DA15]:** How would we differentiate what comes from HAWSP and what comes from reserves?

### C. FINANCING AND ASSESSMENTS

- All HAWSP projects must follow all provisions within HCC Title 17.

DRAFT 2020 HAWSP Policy Re-write (v. 8/19/2020)

- All water and/or sewer projects and utility connections must follow all provisions within HCC Title 14.
- Expenditures under HAWSP are subject to the availability of funds.
- HAWSP-eligible assessment districts may be initiated by citizens or City Council on a rolling basis (i.e. first-come first-served). City Council shall assess the health of the HAWSP fund prior to approving a new assessment district (see Special Provisions).
- The City may attempt to secure long-term financing for up to ten years for the private share of funding.
- Interest, if any, generated from the program will remain with program funds.
- The City will pay all costs, with HAWSP funds, for any additional improvements required when deemed necessary by the City and subject to approval by City Council.
- Non-existing water and sewer assessment districts shall be encouraged whenever possible, including lots immediately adjacent to the water and/or sewer main lines within the project boundaries as defined by Public Works.
- Certain water and sewer utility relocations and extensions in conjunction with roads projects may be paid for with HART funds (see the HART policy manual).

- Commented [JK16]: What's a "rolling basis"?
- Commented [DA17R16]: On a first come, first served basis?
- Commented [JK18]: Are you sure you want to use the word "will"?
- Commented [DA19R18]: I agree! Will is a bad word! But what's a better one?
- Commented [DA20]: How would reserve or depreciation funds play in this arena?
- Commented [JK21]: What's this "catch all" sentence for?
- Commented [RL22R21]: I don't really know. It's in the current policy.
- Commented [JK23]: What does this refer to?
- Commented [RL24R23]: Also don't really know. Also in the current policy.

D. SPECIAL PROVISIONS

- The City Council shall review the HAWSP fund bi-annually during the budget process. All efforts shall be made to ensure the assessment payments levied on benefited properties cover the annual debt service of the fund.
- When financing a HAWSP project, the City shall provide cash for its required percentage whenever possible. Alternatives must be approved by the City Council.
- Whenever and wherever practical, road improvements shall be done in conjunction with water and/or sewer projects but not before.
- Certain lands that will not be developed due to Conservation Easements or owned by organizations that conserve land for public purpose and/or habitat protection may be exempted from HAWSP-funded assessment district assessments on a case by case basis (Resolution 05-50).
- All SADs are governed by the provisions of Homer City Code and the HAWSP Policy Manual at their time of inception.
- *A comment from Heath at the March 9 worksession that I'm not sure how/where to work in: HAWSP funds may be used to pay off HAWSP-project debt, subject to Council approval.*
- When the balance of the HAWSP fund exceeds \$3 million, the City Manager shall propose projects from the Water and Sewer Capital Improvement plans that utilize the funds to the Homer City Council for consideration. The City Manager must include at least two alternative projects meeting project criteria above for consideration by City Council. (Resolution 13-078(S)(A))
- To ensure that funds remain in place for the development of SADs, the debt service ratio of the HAWSP fund should be maintained above 1.25. If the fund balance results in a debt service ratio below 1.25, the City Council will evaluate a moratorium on use of the fund until the debt service ratio rises above 1.25.

- Commented [DA25]: Biannually?
- Commented [JK26]: Does this mean if there is no water/sewer line in a road, a Road Assessment District will not be considered?
- Commented [DA27R26]: I believe the intent is that we don't redo road work when a water/sewer project is planned for a road that also requires road work. But this could be worded much better.
- Commented [RL28R26]: I'm open to suggestions for wording. This is copied from the current policy, and there is sister-policy within HART policy. This came up recently (past couple of years) for a proposed HART district off East Hill.
- Commented [JK29]: Please clarify – what do you mean by this? What about smaller projects?
- Commented [RL30R29]: This language is from the 2013 resolution
- Commented [JK31]: What does this mean?
- Commented [RL32R31]: This is all from the 2013 resolution
- Commented [DA33]: This is a really interesting resolution. I revised the paragraph to provide context from the whereas clauses. I think this is a good resolution to present to council to determine whether it continues to meet our intent. How does it relate to our intent of maintaining a debt service ratio above 1.25? What if we are planning for a large project in the future?2
- Also, I'm pretty sure HART does not make such a reference and may not be in compliance with this resolution. But I'll have to review HART again.
- Commented [DA34]: I added this language because it feels like the debt service ratio conversations we've had are at odds with the paragraph above. It's also highlighted below in text by Rachel. I have no druthers where it goes, but we need to make sure our policies are consistent and work together.

- Insert here (or somewhere else in the policy) criteria for assessing the health of the fund and forecasting for budgeting and giving a green light to projects. Resolution 16-041(S-2)(A) sets the 1.25 debt-service coverage ratio, however it's not defined and we've had extensive conversations about metrics. Consider clearly describing what needs to be presented to Council from Finance Dept. and PW for their consideration of this question. Notes from March 9<sup>th</sup> → *Mayor: No debt service ratio/no forward funding. Make sure that our projected tax revenue is never less than the debt service. Keep it simple. 1:1 ratio if we only look at tax revenue. Look at ability to repay debt and the fund balance. When looking at 'forward funding' the debt service, consider a 'floor' of the coming year's debt service payments. Heath: consider restricting 6 months of debt payments. Joey: maybe 8 months. Hedging the risks.*

## E. HISTORY

*Listing of Ordinances & Resolutions*