



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

## **City of Homer Agenda**

**Economic Development Advisory Commission Regular Meeting**

**Tuesday, June 09, 2020 at 6:00 PM**

**City Hall Cowles Council Chambers via Zoom Webinar**

**Webinar ID: 990 0366 1092 Password: 725933**

**Dial 1-669-900- 6833 or 1-253-215 8782; (Toll Free) 888-788-0099 or 877- 853-5247**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, 6:00 P.M.**

**AGENDA APPROVAL**

**PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 Minute Time Limit)**

**RECONSIDERATION**

**APPROVAL OF MINUTES**

**VISITORS/PRESENTATIONS (10 Minute Time Limit)**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 Minute Time Limit)**

- a. Staff Report
- b. Chamber Director Report
- c. Homer Marine Trades Report
- d. Pioneer Avenue Task Force Report

**PUBLIC HEARING**

**PENDING BUSINESS**

- a. Economic Development Advisory Commission Bylaws

**NEW BUSINESS**

**INFORMATIONAL MATERIALS**

- a. CARES Act Funding
  - i. Ordinance 20-25(S) Appropriating Funds  
Resolution 20-057 Establishing a Small Business Economic Relief Grant (SBERG) Program
  - ii. SEBERG Program
  - iii. Memorandum 20-070 Re: SEBERG Program

b. City Manager's Report - June 8, 2020

**COMMENTS OF THE AUDIENCE** (3 Minute Time Limit)

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE CITY COUNCILMEMBER**

**COMMENTS OF THE CHAIR**

**COMMENTS OF THE COMMISSION**

**ADJOURNMENT**

Next Regular Meeting is **TUESDAY, AUGUST 11, 2020 at 6:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

**CITY OF HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
BYLAWS**

**ARTICLE I - NAME AND AUTHORIZATION**

This organization shall be called the Economic Development Advisory Commission, established via Ordinance 93-15(S)(A) and Resolution 06-20, existing by virtue of the provisions of Chapter 2.76 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on May 13, 2019 and shall be in effect and govern the procedures of the Economic Development Advisory Commission.

**ARTICLE II – PURPOSE**

Section 1. Act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer.

Section 2. Oversee responsibility of the City of Homer Comprehensive Economic Development Strategy (adopted by City Council April 26, 1993; formerly known as the Overall Economic Development Plan):

- a. Revisions, amendments and extensions of the Comprehensive Economic Development Strategy (CEDS) which may be adopted by the City Council after consideration and report by the Commission.
- b. Provide continued review and evaluation of the CEDS.
- c. Supervise and monitor the implementation of the CEDS.

Section 3. Collect and analyze data relevant to economic development to evaluate existing community resources.

Section 4. Formulate and develop the overall long range economic development goals of the residents of the City of Homer through public hearing process.

Section 5. Identify specific alternatives or projects to accomplish the City's objectives and recommend priorities.

Section 6. Review recommendations of the Homer Advisory Planning Commission to encourage a business-friendly environment in Homer.

Section 7. Promote public interest in overall economic development.

Section 8. Make inquiries regarding matters related to economic development.

Section 9. Collaborate with other City of Homer advisory bodies, the Homer Chamber of Commerce, Kenai Peninsula Economic Development District, and Kenai Peninsula Tourism Marketing Council in activities of mutual interest.

**ARTICLE III - MEMBERS**

Section 1. The Commission shall consist of seven members comprised of at least five (5) members that reside inside city limits and shall be registered voters in the Kenai Peninsula Borough or the City of

Homer. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1<sup>st</sup> of designated years.

Section 2. One City Council member and one Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as consulting, non-voting members.

Section 3. The Mayor, City Manager, City Planner, and/or the Director of the Homer Chamber of Commerce and a representative from the Homer Marine Trades Association may serve as non-voting, consulting members of the Commission.

Section 4. A commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission. The Commission shall declare a vacancy when the person appointed:

- Fails to qualify to take office within 30 days after their appointment;
- Resigns and the resignation is accepted;
- Is physically or mentally unable to perform the duties of their office;
- Misses two (2) consecutive regular meetings unless excused;
- Is convicted of a felony.

Section 5. Honorary members of the Commission may be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Commission, but may not vote nor shall they be counted in determining the quorum of Commissioners.

#### **ARTICLE IV - OFFICERS**

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular April meeting of the Commission.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

#### **ARTICLE V – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the second Tuesday of each month at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 3. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

NOTICE OF MEETING  
REGULAR MEETING AGENDA

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 4. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the members in attendance.

Section 5. Special Meetings and Worksessions may be called by the Special Projects and Communications Coordinator, Chair, or a majority of the Commission. Worksessions do not require a

quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, honorary members shall not be counted.

Section 7. Four affirmative votes are required to approve any action before the Commission and shall constitute the meaning of “majority vote”. The Chairperson may vote upon, and may move or second a proposal before the Commission.

Section 8. Recorded minutes shall be made available by the City Clerk’s Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. The Commission shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert’s Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

#### **ARTICLE VI - COMMITTEES**

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of the Commission’s regular meetings.

#### **ARTICLE VII - BYLAW AMENDMENTS**

Section 1. The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Commission meeting.

Section 2. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

#### **ARTICLE VIII – TELECONFERENCING**

Section 1. Teleconference meetings:

- a) The preferred procedure for a Commission meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.

- b) There must be a quorum of four members physically present in addition to the telephonic member.
- c) A Commissioner participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d) In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- e) A Commissioner who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled meeting time of their intent to participate telephonically.
- f) The Clerk shall notify the other Commissioners of the Commissioner's intent to participate by teleconference three days prior to the scheduled meeting time.
- g) The means used to facilitate a teleconference meeting must enable each Commissioner participate telephonically to clearly hear, and be heard by, all other Commissioners, and members of the public.
- h) The Clerk shall note in the attendance record all Commissioners participating telephonically.

**From:** [Karin Marks](#)  
**To:** [Melissa Jacobsen](#)  
**Subject:** My first notes sent to Bill and Nicole  
**Date:** Sunday, May 31, 2020 8:08:00 PM

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

I think I will send each of the "documents" in separate emails.

In spite of the current situation Heath and I met early last week to discuss changes to the EDC Bylaws that would make the Commission more effective and hopefully keep staff work to a reasonable amount.

Even though this process has slowed due to life concerns, Heath would like to report at the 23<sup>rd</sup> Council meeting that progress is happening and possibly ideas being discussed. Since you were interested in participating, I am sending you some ideas for your input. I need to collate this by Monday morning so look forward to your response. Remember because of open meeting requirements please only discuss with me.

Because of the virus situation my meeting with Tim Dillon the Ex Dir of KPEDD was postponed so I am only looking at those sections 1 and 3-9 not section 2 dealing with CEDS.

I-I am combining Sec 3,4,5 and 8

Collect and analyze data relevant to economic development, evaluating existing community concerns and resources by:

a-conducting a BR&E survey every 5 years

b-conducting a biannual joint summit with the other commissions and stakeholders like the Marine Trades Association and the Homer Chamber of Commerce to provide a list of economic priorities and action items to present to City Council and then working on those action items.

II-I am leaving sec 1 as is

III-With Sec 7 are there some actions that can be listed as ways we should promote public interest in overall economic development so



that future Commissions do not have to reinvent the wheel?

IV- We should include the Sec 5 of the failed ordinance 19-47(S-2). “In consultation with the KPEDD Ex Dir, the Mayor shall appoint and City Council confirm a City of Homer representative to fill the City of Homer seat on the KPEDD Board of Directors. This representative shall report to the City Council at least annually. In addition, work with the City Council, Mayor, the City Manager’s office and with EDC (depending on what is set up for CEDS) on the regional CEDs update in order to gather and promote inclusion of City of Homer economic development priorities and needs.”

V- work on Sec 6 to develop how to review and work with Planning Commission to encourage business-friendly environment in Homer.

VI-set up a section to state how the EDC will participate in the development of Chapter 7 of the Comprehensive Plan.

Under Article III-Members Section 3 the Chamber and the Marine Trades association are listed as non-voting, consulting members. Work on a way to make them feel that it is worth their time to come and participate in meetings.

**From:** [Karin Marks](#)  
**To:** [Melissa Jacobsen](#)  
**Subject:** Fwd: Bill's response to my suggestions EDC  
**Date:** Sunday, May 31, 2020 8:11:41 PM

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Here is Bill's response.

----- Forwarded message -----

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**From:** [akawer@horizonsatellite.com](mailto:akawer@horizonsatellite.com) <[akawer@horizonsatellite.com](mailto:akawer@horizonsatellite.com)>  
**Sent:** Thursday, March 19, 2020 9:31 PM  
**To:** 'Karin Marks' <[weskar70@gmail.com](mailto:weskar70@gmail.com)>  
**Subject:** RE: EDC

Hi Karin,

Thank you for including me. I have listed some feedback in color regarding the topics below.

**From:** Karin Marks <[weskar70@gmail.com](mailto:weskar70@gmail.com)>  
**Sent:** Thursday, March 19, 2020 5:50 PM  
**To:** William Richardson <[akawer@horizonsatellite.com](mailto:akawer@horizonsatellite.com)>  
**Cc:** Jennifer Carroll <[JCarroll@ci.homer.ak.us](mailto:JCarroll@ci.homer.ak.us)>  
**Subject:** EDC

Dear Bill,

In spite of the current situation Heath and I met early last week to discuss changes to the EDC Bylaws that would make the Commission more effective and hopefully keep staff work to a reasonable amount.

Even though this process has slowed due to life concerns, Heath would like to report at the 23<sup>rd</sup> Council meeting that progress is happening and

possibly ideas being discussed. Since you were interested in participating, I am sending you some ideas for your input. I need to collate this by Monday morning so look forward to your response. Remember because of open meeting requirements please only discuss with me.

Because of the virus situation my meeting with Tim Dillon the Ex Dir of KPEDD was postponed so I am only looking at those sections 1 and 3-9 not section 2 dealing with CEDS.

I-I am combining Sec 3,4,5 and 8

Collect and analyze data relevant to economic development, evaluating existing community concerns and resources by:

a-conducting a BR&E survey every 5 years – I realize that the BRE is a lot work – especially the data compilation. It may be more effective to break the BRE survey up into roughly 5 segments and do one segment every year.

This gives several benefits

- Hopefully 1/5 is not overwhelming to the participants
- Helps to increase exposure of the committee to the Businesses of Homer
- Frequency of positive interaction can build support, constructive input and trust.

b-conducting a biannual joint summit with the other commissions and stakeholders like the Marine Trades Association and the Homer Chamber of Commerce to provide a list of economic priorities and action items to present to City Council and then working on those action items. Yes!! This is fabulous.

II-I am leaving sec 1 as is

III-With Sec 7 are there some actions that can be listed as ways we should promote public interest in overall economic development so that future Commissions do not have to reinvent the wheel?

The above question is a great one – philosophers will still be discussing this in the next millennia.

I don't have an answer to “Overall economic development” but I have a starting point to look into motivating people to be part of the city EDC process. See the link below:

<https://www.bustle.com/articles/130400-why-i-started-attending-city-council-meetings>

For our purposes I think the individual changed their mind about involvement in the city government process after they witnessed the process.

Sometimes an idea can't be sold regardless of how hard the sell is. Ideas that people grow up with stick hard.

IV- We should include the Sec 5 of the failed ordinance 19-47(S-2). “In consultation with the KPEDD Ex Dir, the Mayor shall appoint and City Council confirm a City of Homer representative to fill the City of Homer seat on the KPEDD Board of Directors. This representative shall report to the City Council at least annually. In addition, work with the City Council, Mayor, the City Manager's office and with EDC (depending on what is set up for CEDS) on the regional CEDs update in order to gather and promote inclusion of City of Homer economic development priorities and needs.”

Not sure on this one.

V- work on Sec 6 to develop how to review and work with Planning Commission to encourage business-friendly environment in Homer.

Yes – Collaboration is important. This is a leadership issue rather than a procedural issue. In many high functioning organizations there would be a quarterly or more frequent meeting of the division heads and upper management to discuss functionality of the organization, specifically productivity, collaboration and communication between divisions.

VI-set up a section to state how the EDC will participate in the

development of Chapter 7 of the Comprehensive Plan.

I don't have enough information to comment on this one.

Under Article III-Members Section 3 the Chamber and the Marine Trades association are listed as non-voting, consulting members. Work on a way to make them feel that it is worth their time to come and participate in meetings.

See collaboration above

**From:** [Karin Marks](#)  
**To:** [Melissa Jacobsen](#)  
**Subject:** Fwd: Nicole's response to my suggestions EDC  
**Date:** Sunday, May 31, 2020 8:14:36 PM

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Nicole's comments

----- Forwarded message -----

From: **Karin Marks** <[weskar70@gmail.com](mailto:weskar70@gmail.com)>  
Date: Thu, May 14, 2020 at 11:14 AM  
Subject: Nicole's response to my suggestions EDC  
To: <[heathsmith@ci.homer.ak.us](mailto:heathsmith@ci.homer.ak.us)>

**Nicole Arevalo** <[genehackmanwho@yahoo.com](mailto:genehackmanwho@yahoo.com)>

Mon, Mar 23, 3:46 PM



to me



Here's a little bit of input on what you have put out there so far:

Item 1- combining sections 3,4,5 & 8 seems to make sense. Outlining those two projects (the 5-yr BR&E and the biannual joint priorities summit) seem like reasonable deliverables for the EDC to achieve. The joint summit more or less accomplishes the goal from when we encouraged Rachel to include in her ordinance clauses that would direct the city council to set a yearly schedule for reviewing and prioritizing economic development issues to be followed by action items, task forces, etc.. That ask to Rachel also included annual weighing in from a variety of other bodies/organizations/the community, so a summit would certainly encourage that public involvement in developing priorities. Good idea.

Item 2- leaving section 1 as is might not be the best move. If the point of revising the purpose section is to help restructure the EDC and to outline more deliverables, then perhaps that one-liner would need to be amended once the deliverables and any other actions outlined for EDC to do are agreed upon. Then, we could revise section 1 to reflect that there the commission is there to move and shake in getting information for the city council and also to advise them on economic development matters that come to them through the public process.....or something to that effect.

Item 3- I don't have any solid input for this one just now. I'm not even really sure what "promote public interest in overall economic development" means. If it means promote that those out there in our community pipe up and bring economic development ideas and/or concerns to both us and the city council so we can put eyes on the issues, then great. We can probably figure out some actions. If it means promoting public awareness about various economic development opportunities and/or issues that come up at the city level, then also, I think we can come up with some actions. If it means that we should just wholesale promote economic development within the city in some sort of "Homer is open for business" type of way, then I can't support the mission. I'd suppose the first thing with this section is to define what "*promoting public interest in overall economic development*" means.

Item 4- We wouldn't want to put all of that in there. We'd only want to put the part that pertained directly to EDC. So, something like "work with the city-appointed representative for the Homer seat on the KPEDD Board of Directors, the City Council, the Mayor and the City Manager's office on the regional CEDS updates." We of course would need to spell out the full names for KPEDD and CEDS in their first mention in the bylaws.

Item 5- agreed, section 6 is pretty vague. However, I'm not sure whether or not the bylaws is the place to outline details for how we get that done. Rachel Tussey may be a good person to ask for advice on this one. If not in the bylaws, would we develop a procedures document that outlines how we do things like this in greater detail?

Item 6- yes, it seems to make sense to include the EDC in the development of Chapter 7 in the Comprehensive Plan.

Article III Members- that one will take a little bit of thinking

**From:** [Karin Marks](#)  
**To:** [Melissa Jacobsen](#)  
**Subject:** My final notes with Sec 2 about CEDS  
**Date:** Sunday, May 31, 2020 8:18:24 PM

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Karin Marks' suggested changes to Article II- Purpose of EDC Bylaws

Section 1. Keep as is.

Section 2. see separate comments

Section 3,4,5 and 8. Combine these sections-

Collect and analyze data relevant to economic development, evaluating existing community concerns and resources by a-conducting BR&E survey every 5 years and b-conducting a biannual joint summit with the other commissions and stakeholders like the Marine Trades Association and the Homer Chamber of Commerce to provide a list of economic priorities and action items to present to City Council and then working on those action items.

Section 6. Keep as is. The problem is how to execute it. So, does execution aspects belong in the By Laws?

Section 7. Again, an appropriate purpose for EDC but how to accomplish it and should these specifics be in the Bylaws.

Section 9. Keep as is.

Two things to include:

1-We should include the Sec 5 of the failed ordinance 19-47(S-2) "In consultation with the KPEDD Ex Dir, the Mayor shall appoint and City Council confirm a City of Homer representative to fill the City of Homer seat on the KPEDD Board of Directors. This representative shall report to the City Council at least annually. In addition, work with the City Council, Mayor, the City Manager's office and (if not a member of the EDC, sitting as a nonvoting member) with the EDC on the regional CEDS in order to gather and promote inclusion of the City of Homer's economic development priorities and needs.

2-Set up a section on EDC participating in the development of Chapter 7

of the Homer Comprehensive Plan. This could be included as a reason to have the above-mentioned biannual summit.

Section 2. This covers Homer CEDs as listed in by laws and it was adopted by City Council April 26, 1993. Now the needed practice is a regional CEDS conducted by KPEDD with their understanding that individual towns will have specifics included. Therefore, the Homer EDC must become current by rewriting this section.

Oversee responsibility of the City of Homer's work with KPEDD in developing a 2-page strategic plan for the specific Homer portion of the regional CEDS that is written every 5 years.

- a. Co host with KPEDD public meetings to collect comments on local strengths, opportunities, weaknesses and threats especially relating to the economy to determine the City's needs and wants. This is done to broaden public involvement
- b. Review and comment on yearly CEDS updates.
- c. Monitor the implementation of the regional CEDS in terms of the Homer portion



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

3 Mayor/Lord/Aderhold

4 **ORDINANCE 20-25(S)**

5  
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 APPROPRIATING THE FIRST PAYMENT FOR COVID-19 RELATED  
8 EXPENDITURES UNDER THE CARES ACT FROM THE STATE OF  
9 ALASKA IN THE AMOUNT OF \$3,867,758.79.

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, The funds allocated to the City of Homer will be distributed by the state in  
21 three payments:

- 22 1) \$3,867,758.79  
23 2) \$2,015,663.25 on or about July 1, 2020  
24 3) \$2,015,663.25 on or about October 1, 2020; and

25  
26 WHEREAS, The City of Homer must expend 80% of the first distribution before the  
27 second portion of the allocation is distributed to the City; and

28  
29 WHEREAS, Under current federal guidelines, funds from this program may not be used  
30 to replace lost revenues to the City; and

31  
32 WHEREAS, The Homer City Council believes there is an immediate need to supply some  
33 measure of fiscal relief to the small businesses operating within the City of Homer; and

34  
35 WHEREAS, Funds for this program may be used for expenses associated with the  
36 provision of economic support in connection with the Covid-19 health emergency, including  
37 expenditures related to the provision of grants to small businesses that suffered negative  
38 impacts as a result of public health mandates related to Covid-19; and

39  
40 WHEREAS, Funds from this program may also be used to reimburse the City for  
41 expenses related to municipal operations that are a direct result of the Covid-19 response,

42 including the added administrative costs associated with the substantial associated financial  
43 management and oversight; and

44  
45 WHEREAS, prior to the next anticipated CARES Act payment the Homer City Council will  
46 draft additional appropriation strategies to meet the needs of the City of Homer and its  
47 residents resulting from the Covid-19 pandemic.

48  
49 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

50  
51 Section 1. The Homer City Council hereby accepts and appropriates the first payment  
52 of municipal CARES Act funding in the amount of \$3,867,758.79 to be used as follows:

- 53  
54 A) \$3,000,000 is appropriated to the Small Business Economic Relief Grant Program,  
55 per the policy outlined in Resolution 20-057.  
56 B) \$90,000 is appropriated to pay for the initial administrative costs, including  
57 additional personnel and direct expenses (including public outreach), of the small  
58 business grant program.  
59 C) \$130,000 is appropriated to reimburse the City's advance of emergency funding that  
60 was used to meet the demands of the first few weeks of Covid-19 response and  
61 altered municipal operations.  
62 D) \$445,000 is appropriated to repay the City for approved staffing expenses  
63 associated with the Covid-19 state mandates and closures and operations of the  
64 City's emergency operations center and coordination with other agencies and  
65 organizations through a unified command.  
66 E) The balance is to be placed in a dedicated account to be kept ready for additional  
67 Covid-19 related expenses through additional appropriation by the Homer City  
68 Council.

69  
70 Revenue:

71

<u>Description</u>	<u>Amount</u>
FY 2020 CARES Act Municipal Assistance	\$3,867,758.79

72  
73  
74  
75

76 Transfer:

77

<u>Description</u>	<u>Amount</u>
COVID 19 Response Fund	\$3,867,758.79

78  
79  
80  
81 Section 2. This ordinance is a budget ordinance only, is not permanent in nature and  
82 shall not be codified.

83

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

86  
87 CITY OF HOMER  
88  
89 \_\_\_\_\_

90  
91 KEN CASTNER, MAYOR  
92  
93

94 ATTEST:  
95  
96 \_\_\_\_\_  
97 MELISSA JACOBSEN, MMC, CITY CLERK  
98

99 YES:  
100 NO:  
101 ABSTAIN:  
102 ABSENT:  
103  
104 First Reading:  
105 Public Hearing:  
106 Second Reading:  
107 Effective Date:

108  
109 Reviewed and approved as to form.

110  
111 \_\_\_\_\_  
112 Marvin Yoder, City Manager

\_\_\_\_\_

Michael Gatti, City Attorney

113  
114 Date: \_\_\_\_\_

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

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

3 Mayor/Lord/Aderhold

4 **RESOLUTION 20-057**

5  
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
7 ESTABLISHING A SMALL BUSINESS ECONOMIC RELIEF GRANT  
8 (SBERG) PROGRAM IN RESPONSE TO THE ECONOMIC UPHEAVAL  
9 CAUSED BY THE MEASURES TAKEN TO ASSURE PUBLIC SAFETY IN  
10 THE FACE OF THE COVID-19 PANDEMIC  
11

12 WHEREAS, On January 31, 2020, the United States Department of Public Health and  
13 Human Services Secretary, Alex Azar, declared a public emergency for the novel coronavirus  
14 (Covid-19) beginning on January 27, 2020; and  
15

16 WHEREAS, On March 11, 2020, Governor Mike Dunleavy signed a Public Health Disaster  
17 Emergency Declaration that provided for health mandates to be issued when deemed  
18 necessary by the Alaska Department of Health and Social Services, the Alaska Chief Medical  
19 Officer, the Alaska Division of Public Health, and the Office of the Governor; and  
20

21 WHEREAS, On March 17, 2020, Governor Dunleavy, in recognition of the tremendous  
22 negative economic consequences of imposing social and business restrictions to avoid a rapid  
23 spread of the virus effects created the Alaska Economic Stabilization Team, a bipartisan group  
24 of leaders working with the Dunleavy administration on a plan to protect the state's economy  
25 from the impact of Covid-19 in Alaska; and  
26

27 WHEREAS, On March 18, 2020, Ken Castner, Mayor of the City of Homer, issued a  
28 Declaration of a Local Emergency, later ratified and extended by the Homer City Council  
29 through Resolution 20-029, that found there to be "a wide-spread financial and public health  
30 emergency that will require unexpected expenditures of public funds that should be separately  
31 accounted, to perhaps be eligible for Emergency Disaster Relief"; and  
32

33 WHEREAS, The Dunleavy administration has issued a series of compulsory, and later  
34 suggestive, directives and mandates that closed many businesses, placed restrictions on those  
35 businesses that might remain open, ceased most interstate and intrastate travel, and generally  
36 kept most citizenry isolated and at home; and  
37

38 WHEREAS, The Dunleavy administration has issued a series of compulsory, and later  
39 suggestive directives and mandates including "stay at home" orders, the banning of all  
40 gatherings of more than 10 people for social, spiritual, and recreational purposes, and further  
41 imposed that any activities outside the home meet social distancing and personal safety  
42 requirements; and

43 WHEREAS, The message of avoiding unnecessary personal interactions as a preventive  
44 measure also caused more online shopping, and a reduction of local trade; and  
45 WHEREAS, the cumulative effects of the State mandates and restrictions have caused  
46 significant negative economic impacts on Homer's small businesses and workers; and

47  
48 WHEREAS, Small businesses are the backbone of the City's economy and provide  
49 employment opportunities and provide essential services to the community; and

50  
51 WHEREAS, the continued disruption and slow reentry have depleted reserves of many  
52 small businesses and created a serious, and in many cases critical, danger to their economic  
53 viability; and

54  
55 WHEREAS, The State of Alaska received \$562.5 million in federal funding under the  
56 Coronavirus Aid, Relief, and Economic Security Act (CARES Act) that is directed to Alaska's  
57 municipalities for direct relief designed to help meet each community's costs associated with  
58 coping with Covid-19; and

59  
60 WHEREAS, Funds from this program may be used to provide small business grants to  
61 businesses that suffered interruptions caused by the required State restrictions and mandates  
62 related to Covid-19; and

63  
64 WHEREAS, The City of Homer's total allocation is \$7,899,085.29; and

65  
66 WHEREAS, on May 26, 2020, the Homer City Council passed Resolution 20-051 accepting  
67 the CARES Act grant and authorizing the City Manager to sign the grant agreement; and

68  
69 WHEREAS, the first distribution to the City is scheduled to be in the amount of  
70 \$3,867,758.79; and

71  
72 WHEREAS, The Homer City Council believes the Covid-19 pandemic and actions taken  
73 as a result to protect public health as described above have created immediate necessity for  
74 economic relief to the small businesses within the City of Homer.

75  
76 NOW THEREFORE BE IT RESOLVED that the City of Homer establishes a Small Business  
77 Economic Relief Grant (SBERG) Program to respond to the economic hardships for businesses  
78 in the City of Homer as a matter of necessity as a result of the Covid-19 pandemic and  
79 associated health mandates.

80  
81 BE IT FURTHER RESOLVED that the parameters of the SBERG Program are adopted as  
82 the SBERG Program Policy under this resolution.

83

84 BE IT FURTHER RESOLVED that the City of Homer will exercise best efforts to  
85 communicate the opportunity for this program throughout the community and provide  
86 technical assistance to those working to submit successful applications to the grant program.  
87

88 BE IT FURTHER RESOLVED that City administration will provide regular reports to the  
89 Homer City Council about the status of the SBERG Program including information such as the  
90 number of applications received, number of applications processed, and account balances of  
91 the program fund.  
92

93 BE IT FURTHER RESOLVED that nothing in this Resolution shall preclude the Homer City  
94 Council from creating additional distributions to businesses, organizations, or individuals that  
95 follow CARES Act prescriptions, and that the provisions of this Resolution become effective  
96 upon adoption and shall continue until further formal action of the Homer City Council or until  
97 the date that all CARES Act funds must be expended on eligible costs by December 30, 2020.  
98

99 PASSED AND ADOPTED by the Homer City Council on this \_\_\_\_ day of \_\_\_\_\_, 2020.

100  
101 CITY OF HOMER  
102

103  
104 \_\_\_\_\_  
105 KEN CASTNER, MAYOR  
106

107 ATTEST:  
108

109  
110 \_\_\_\_\_  
111 MELISSA JACOBSEN, MMC, CITY CLERK  
112

113 Fiscal Note: N/A

**CITY OF HOMER COVID-19  
SMALL BUSINESS ECONOMIC RELIEF GRANT (SBERG) PROGRAM POLICY  
GRANT PROCEDURES AND CRITERIA**

**Purpose**

The City of Homer's Small Business Economic Relief Grant (SBERG) Program is designed to provide the maximum amount of funds to the maximum number of businesses that have a place of business in Homer, have a recent history of City of Homer sales tax collection, and can certify they have suffered a loss of revenue due to the novel coronavirus (Covid-19). The City of Homer, using Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, has allocated \$3,000,000 to be distributed through this program in \$3,000 grants.

**Eligibility Criteria**

1. Must have a physical place of business situated within the City of Homer (Examples include but are not limited to an office, home-based business, restaurant, store). The primary business activity must occur within the City limits.
2. Must be considered a small business as defined by the State of Alaska AK CARES Grant Program, which states that a small business has, on average, 50 or fewer full-time equivalent employees.
3. Must have filed a sales tax report with the Kenai Peninsula Borough within the third quarter of 2019, the fourth quarter of 2019, or the first quarter of 2020, that indicates City of Homer taxable sales.
4. Must not be delinquent on payments and filed returns with the Kenai Peninsula Borough Tax Department with no missed filings or balance due on record.
5. All applicants must disclose and certify and provide a brief explanation as to how the business suffered a loss of revenue because of the Covid-19 pandemic. The business must agree it was/is negatively impacted by the COVID pandemic either through rapid expansion or adaptation to serve the community or because of forced closure in the name of public health. If it is determined the SBERG funds were used for an ineligible purpose, the applicant may be required to return those funds back to the City.
6. Cannot be a marijuana related business or a business that has filed for bankruptcy.
7. A business may only apply one time for this grant.
8. The City reserves the right interpret the terms of this program.

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

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

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

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

### **Process**

1. The City will begin collecting applications as soon as practicable once City administration has developed and staffed the program. The deadline for applications is September 25, 2020 or the date when appropriated funds have been expended (whichever comes first). Applications will be accepted on a rolling basis.
2. Business information provided in the SBERG application will be kept confidential to the extent authorized by law.
3. The business owner must fill out the application available online at the City of Homer website or paper application available from the Clerk's office. Paper applications must be returned to the Finance Department.



4. The application must be submitted with a W-9 form from the Internal Revenue Service.
5. Upon receipt of a complete application and verification of eligibility requirements, a grant payment in the amount of \$3,000 shall be disbursed to the applicant. Payments shall be dispersed to eligible applicants on a rolling basis. Applicants will be notified via email once their application has been approved.
6. Applicants who submit incomplete applications or whose requests are denied will be notified via email.
7. A 1099 Misc. income form will be provided by the end of the year.
8. It is the responsibility of the applicant 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.
9. Grant proceeds are to be used for eligible Covid-19 emergency related expenses, whether those expenses were previously paid, are currently unpaid, or are held in arrears.
10. Grants under this program are subject to audit. Businesses are required to maintain records for a period of 6 years.



# City of Homer

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

Homer City Council

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## Memorandum 20-070

TO: HOMER CITY COUNCIL

FROM: MAYOR CASTNER AND COUNCILMEMBERS LORD AND ADERHOLD

DATE: JUNE 8, 2020

SUBJECT: CITY OF HOMER CARES ACT FUNDING

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The City will be receiving over \$7.8M from the State of Alaska in federal CARES Act funds. During a worksession on May 6, 2020, the Council discussed opportunities for economic assistance payments for Homer's small businesses as well as individuals/households within the City.

Resolution 20-051 authorized the City Manager to sign the CARES Act funding grant agreement with the State and accept funding. A copy of the signed grant agreement is included as backup. Included with this memorandum are backup documents from the Alaska Municipal League (AML) and the Foraker Group regarding grant program guidance for using these funds. Council has received previous attachments with Federal Treasury Guidance for local government use of funds.

For our June 8<sup>th</sup> meeting, Council will have Ordinance 20-25 & 20-25(S), appropriating the first CARES Act payment. Resolution 20-057 outlines the parameters of a Small Business Economic Relief Grant (SBERG) Program, with the accompanying policy document, which is funded through Ordinance 20-25/(S). The program policy takes into consideration the guidance from AML/Foraker who encourage simple and concise applications for small business grants under \$25,000.

The Mayor has been in contact with the Kenai Peninsula Borough Finance Department and Kenai Peninsula Economic Development District (KPEDD). From his communications, we have a basic idea of the potentially qualifying businesses in the City of Homer. The Kenai Peninsula Borough reported that 943 businesses filed first quarter reports and collected City of Homer tax, and 79 businesses that normally collect City of Homer sales tax filed first quarter reports with no sales tax collection. Of those 1,022 businesses, 33 were in arrears of payments and 17 had missing prior reports; under the proposed guidelines these 50 businesses would not be eligible for grant payments until they are again in good standing with the Kenai Peninsula Borough Tax Department. A blank sales tax return form is included with this memorandum. The sponsors recommend using Q3 2019, Q4 2019, or Q1 2020 borough tax filings as a filter for business eligibility. This takes into consideration businesses that may have requested to pre-file for a period of time over the winter. We're likely considering a small number of businesses in this potential gray area.

The full Council should develop a further strategy for the full amount of CARES Act funding, understanding the guidance and grey areas existing around authorized uses. All uses of the funds must be clearly and logically demonstrated to be necessary responses to the Covid-19 pandemic, as determined by the Council. Council will also

need to come to a decision as to whether or not staff should pursue FEMA reimbursement for FEMA-eligible expenses, as that will impact the CARES Act appropriation in Ordinance 20-25/(S).

Priorities discussed include:

- Small Business Assistance (funded within the current legislation before Council): Governments have discretion to determine what payments are necessary. US Treasury guidelines and expanded discussion state that a program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. Program policy, including eligible expenses, has been outlined in the SBERG Program policy document that accompanies Resolution 20-057.
- Household Assistance (ideas discussed include direct payments, utility payments, rent assistance)
- Nonprofit Assistance (consider exploring the Homer Foundation Covid-19 response fund, and understanding potential drawbacks to pass-through funding outlined by AML/Foraker Group)
- Covering eligible municipal costs both incurred and anticipated

We should also acknowledge the unknowns before us in terms of potential response costs in the coming months for the City as well as for the community. The guidance document from AML/Foraker Group encourages municipalities to think of providing assistance now, as well as 3-9 months from now. Again, when considering plans for CARES Act funds, Council must also consider potential FEMA funds available and the overall funding strategy for Covid-19 response that maximizes opportunity and is in the best interest of the community.



# City of Homer

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

## Office of the City Manager

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Marvin Yoder, Interim City Manager  
DATE: June 4, 2020  
SUBJECT: City Manager's Report for June 8 City Council Meeting

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### Capital Projects and Resolution 20-051

The City Manager's Office has been working with Department Heads to compile a list of approved capital projects from 2018-2021 under the direction given through Resolution 20-051. The City has to look at more than 2020 projects alone because capital projects, once approved, have a lifespan of 3 years (which is why 2018 & 2019 are under consideration); 2021 is included in the spreadsheet because of the "trickledown effect," meaning if there is a delay for projects approved between 2018-2020, it may cause the departments to have to reevaluate what was scheduled to occur for 2021. This information will be presented to Council at their June 22 meeting.

### Airport CARES Funding

After receiving DOT&PF's response to the City's inquiry regarding the State's use of CARES Act funds at the Homer Airport, the City Manager's Office requested support from Senator Stevens' office to investigate further. Below is the response Senator Stevens' Legislative Aide Doug Letch received from DOT&PF's liaison:

*"As far as the CARES Act FAA money I referenced, there are 2 slices of that pie pertinent to DOT&PF – the second of which applies to our rural airports such as Homer:*

1. 33M for the Alaska International Airport System (Anchorage and Fairbanks only); and
2. \$49M for the rural airport system (the other 237 state-owned/maintained airports).

*As the terminal owner, the city of Homer is merely a tenant on the airport and one of DOT&PF's airport customers/lessees. This CARES Act funding is not able to be passed/funneled to an airport tenant. The City is probably eligible for separate CARES Act funding available to communities which they could then use for their terminal, but not the FAA portion. The Department's intent remains to utilize this funding to keep operating our airport system safety and efficiently."*

### RAVN Bankruptcy Update

The City recently received a Proof of Claim 410 Form from RAVN. This form is for making a claim for payment in a bankruptcy case which Attorney Gatti and his associates are processing. Enclosed please find an article recently published in ADN highlighting the financial tug of war going on between RAVNAir and the bank.

### COVID 19 Expenditures

Council recently authorized an additional \$80,000 to be used for material and service costs associated with COVID-19 response. This projection included \$20,000 for the online reservation system, which has not been purchased. As Public Works looked at the efficacy of our “new normal”, they realized such a reservation system is not effective for how the campground is current situated. That being said, the department would like a way to reduce cash handling at the campground. IT Manager Poolos has recommended a payment kiosk, like the ones Port/Harbor uses for parking. Getting these is a involved and expensive proposition, and this effort has been put on hold. The bottom line is Public Works will not be buying the online reservation system, which provides \$20,000 in funds to be allocated to other needs for COVID-19 response. In my last Manager’s Report I let Council know I would keep them apprised of any changes for the funds appropriated by the emergency ordinance. So far, I know the funds have been used to purchase plexiglas and fabricate sneeze guards in City buildings; buy supplies needed to assist departments in reopening; purchase the side by side for Public Works-parks; and two more reader boards. I would appreciate guidance from Council on what type of financial reporting they would like to see of these funds and personnel costs and if an update provided at the second meeting each month would suffice.

### **Requests for CARES Act Funding**

The City has received two major funding requests so far for CARES Act funding. Currently Council is prioritizing the first distribution of funds to small businesses through a soon to be adopted SBERG program. There has also been discussion concerning how to address the disbursement of funds to households and nonprofits. Staff are looking for direction from the body on how to address incoming requests like the ones received from SPH and AML and look forward to receiving input from Council on how to structure the disbursement of future funds to impacted households and nonprofits.

### **Library to Apply to Grant Funded by CARES Act**

There is grant money available to libraries through the CARES Act. Library Director Berry is applying for funds that would allow Homer’s Public Library to significantly overhaul current technology used. Among other things, the Library would like to extend the wireless signal to the parking lot, acquire laptops for checkout, get self-checkout machines and convert the library to RFID technology, and replace the existing print-management system with one that can handle remote printing.

The Institute for Museum and Library Services is offering this grant specifically for upgrading library services: <https://www.ims.gov/sites/default/files/fy20-cag-ml-nofo.pdf>. The City can spend money on the library out of the CARES Act funds it receives but Director Berry believes this is a supplemental extra and that the City would be able to accept these funds as long as it does exceed the \$10 million total request from the federal government for a single year.

### **SBERG and Conflict of Interest**

After checking in with City Clerk Jacobsen, if a Councilmember could apply to the SBERG program currently being drafted but isn’t going to, she does not think there’s a conflict but suggests that Councilmember disclose it on the record. If a Councilmember intends to apply or their family member is going to, then their intent should be disclosed and the Mayor can rule on the conflict of interest.

### **EDA 2019 Disaster Grant Resubmitted**

The City was invited by the US Department of Commerce’s Alaska Economic Development Representative to restructure and resubmit our Federal 2019 EDA Disaster Recovery Program grant application, narrowing the scope to just emergency communications scope of work. The communications equipment budget was \$175,165. The grant requires a 20% match, bringing the City’s financial commitment requirement to \$35,973. Council passed Resolution 19-090 expressing the City’s commitment to matching funds. If the City receives this grant, staff will present an ordinance before Council requesting permission to provide matching funds. Special Projects and Communications Coordinator Carroll has successfully resubmitted the City’s grant application to secure communications equipment

for the Port & Harbor and I applaud her ability to accomplish this project while managing the demands of being the City's PIO.

### RFP for Lobbying Services

Council received the FY2022 Legislative Request Development Schedule in the last packet. Using this proposed schedule, staff recommends the RFP for Lobby Services be issued the first week of August, which is when the proposed priorities and projects are under review by staff and Council. [Resolution 20-023](#) indicated that the cost for lobbying services would be split between the General Fund and Harbor Fund however a dollar amount was not set. In 2011, Council allocated \$44,000 for lobbying services. As we move closer to August, staff would like direction from Council on if setting a dollar amount would be most appropriate in the RFP or leaving the dollar amount open, and when the term of services would begin and end for the firm. Budget would have to most likely be established for FY20 and FY21 as it may take the lobbyist time before the legislative session begins to get caught up on all the City's projects.

### Library Fines

Library Director Berry has proposed cancelling all outstanding fines in order to give the public a blank slate. This would give the Library an opportunity to clean up its "long-dead records" (the Library still has fines on the books stretching back to 2006 and it is unlikely these fines will be paid). For reference, the total amount of outstanding fines since January 1, 2018, is roughly \$11,300. Alternatively, another option would be for the Homer Public Library to go permanently fine-free. This is a trend that has been sweeping the nation, and would put us in the company of public libraries in Anchorage and Soldotna. Staff can investigate this further if there is interest from Council.

### CPV Funds

The City recently submitted a letter to the Borough regarding the acceptance of 2019 Commercial Passenger Vessel Tax Allocations to be applied to the City's Ramp 2 Restroom Project, which was provided in Council's last packet. In November of 2019, the balance of the P&H Reserve Funds still needing reimbursement by the CPV funds totals \$105,587.50. The City is anticipated to receive \$35,455 for calendar year 2019. CPV funds must be used for improvements that directly benefit cruise ship passengers. Located at the center of the retail area for the Homer Spit and the launching point for many recreational day trips, the Ramp 2 Restroom has been heavily used (and appreciated) by cruise ship passengers, and the community.

	478,492.00	Total Ramp 2 Restroom Project Cost
-	108,427.00	Maximum LWCF reimbursement (125,000 maximum - \$16,573 indirect cost)
=	370,065.00	
-	102,152.50	Accumulated STATE CPV funds through FY2016 (Calendar Year 2017)
=	267,912.50	
-	94,977.50	Borough CPV funds FY2016-2018 (Calendar Years 2017-2019)
=	172,935.00	
-	67,347.50	State CPV funds FY2017-2018 (Calendar Years 2018-2019)
=	<b>105,587.50</b>	<b>Balance of P&amp;H Reserve Funds to be reimbursed by future CPV funds (likely in FY2020)</b>

## Peony Festival Funding Request

The Growers Association in partnership with Chambers is putting on a Peony Festival to help celebrate that Homer is the City of Peonies. Per Chambers Executive Director Brad Anderson, *“They are looking at holding the festival July 10-25. Most of the events will be taking place at the different growers farms and some demonstrations at the Farmers Market. They want to coordinate with the Art Galleries to showcase peony themed art and want to make flowers available around the city...Given the challenges that the COVID situation placed on us this year, this seemed to be a good year to help the Growers Association to launch this program as it will be mainly outside and can work with smaller groups of people. The Chamber will mainly be helping them with their marketing efforts but the Growers Association will be coordinating the event activities. A question was raised to see if the City would be able to help sponsor in any way so I am reaching out to you with that question. Any dollars raised will go towards marketing the event.”*

There have been a few instances where Council has given money to organizations other than through Homer Foundation grants and agreements in place like the current marketing contract with Chambers, the animal shelter, and Pratt Museum. This typically happens by Mayor or Council sponsored legislation. For example, Council provided funds for the SPARC building through Ordinance 16-21.

## Speed Monitoring Unit on Mattox

HPD’s speed monitoring unit has now been on Mattox for 7 days and will remain for an additional week. The speed monitoring unit was deployed when Public Works Director Keiser received a complaint of speeding in the area. Here are the results from week one:

Total number of vehicles	1850
Average speed	18.15
Vehicles over 30mph	7
31	2
33	4
37	1

Out of the 1,850 vehicles, one was travelling fast enough to warrant a traffic stop and probably a ticket. These speeds on Mattox do not reflect a need for any additional speed enforcement in the area.

Recently, staff came up with a plan to address speeding complaints in town. The first part of the plan deploys HPD’s speed monitoring unit to the area to collect data and see if there is a problem. As an aside, staff’s development of a traffic calming policy manual has been put on hold.

## Dedication and Competence

May was a very busy and productive month for the City of Homer. The City’s hardworking leadership staff are to be commended for their dedication and competence during this time.

- Police Chief Mark Robl responded to several inquiries from council members and staff. First in regard to the tragic event in Minneapolis he explained the training and diligence of the Homer Police Department to avoid any of that type of behavior in Homer. He also gave thoughtful responses to questions about speed control, dog leash laws, body cameras and more.
- Dave Berry along with his staff worked diligently to meet the public desire to use the Library services while at the same time recognizing the need to protect staff and the public from the Coronavirus.

- Jan Keiser with many challenges from the COVID shutdown was able to get the Public Works ramped up for an increased workload as summer begins but also spent many hours working on the new ROW Clearing Ordinance.
- Elizabeth Walton has had a substantial increase in the Finance Department workload to account for all COVID related expenses and to prepare for the CARES act spending. She also was tasked with an additional effort to determine trends that may affect our annual budget due the economic slowdown.
- Bryan Hawkins' responsibility was to be prepared for the massive increase in the port activities as summer begins while complying with all the State Mandates regarding the Coronavirus. The increased traffic at the port was handled well. While at the same time Bryan was also involved in projects that continue to progress toward the construction of the Large Vessel Harbor project, the Cathodic Protection project and the upgrade of the Radio communication system.
- Chief Mark Kirko not only maintained the Fire Department at the ready but also served as head of the Incident Command group dealing with all aspects of the Coronavirus impacts on the Homer community.

In addition to these we had extra effort from staff including the Personnel Director, the Public Information Officer, the City Engineer and others.

Thanks to all of you for a job well done during a difficult time.

Enclosures:

1. June Employee Anniversaries
2. ADN Ravn Article
3. Letter received from SPH
4. Flyer received from KPEDD
5. Email received from constituent Amanda Campbell regarding 5G
6. Police Station Building Update
7. June 2, 2020 HPD Statement





# City of Homer

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

## Office of the City Manager

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## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: June 8, 2020  
SUBJECT: June Employee Anniversaries

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

<b>Levi Stradling,</b>	<b>Public Works</b>	<b>18</b>	<b>Years</b>
<b>Melissa Jacobsen,</b>	<b>Clerks</b>	<b>16</b>	<b>Years</b>
<b>Mike Illg,</b>	<b>Admin</b>	<b>14</b>	<b>Years</b>
<b>Rachel Tussey,</b>	<b>Clerks</b>	<b>9</b>	<b>Years</b>
<b>Manfred Kirchner,</b>	<b>Public Works</b>	<b>8</b>	<b>Years</b>
<b>Mike Szocinski,</b>	<b>Public Works</b>	<b>8</b>	<b>Years</b>
<b>Brandon Moyer,</b>	<b>Public Works</b>	<b>4</b>	<b>Years</b>
<b>Jessica Poling,</b>	<b>Police</b>	<b>3</b>	<b>Years</b>
<b>Jessica Roper,</b>	<b>Police</b>	<b>2</b>	<b>Years</b>
<b>Bethany Christman</b>	<b>Public Works</b>	<b>1</b>	<b>Year</b>
<b>Russell Anderson</b>	<b>Public Works</b>	<b>1</b>	<b>Year</b>

# ANCHORAGE DAILY NEWS

## Aviation

### Bank seeks to liquidate RavnAir Group assets to cover debts

✎ Author: Associated Press   ⌚ Updated: 4 days ago   📅 Published 6 days ago



*Some of the Ravn Connect Part 135 aircraft that served rural Alaska were parked at Palmer Municipal Airport on April 2, 2020. (Bill Roth / ADN)*

Alaska's largest rural airline is working to prevent a liquidation of its assets sought by a bank representing lenders seeking payment of \$90 million in debt.

RavnAir Group has touted \$30 million in federal COVID-19 aid that the carrier said the government could grant if a potential buyer is found, Alaska's Energy Desk reported Thursday.

Advertisements to sell the company have appeared in the Anchorage Daily News and the Wall Street Journal, while court documents said a half-dozen potential buyers have signed non-disclosure agreements to review sensitive company data.

French international bank BNP Paribas SA wants RavnAir's planes sold off piecemeal through a liquidation process that would permanently shutter the company.

RavnAir cited the economic impact of the coronavirus when the company halted operations April 5, laying off staff and filing for Chapter 11 bankruptcy protection.

RavnAir is majority-owned by private equity companies J.F. Lehman and Co. and W Capital Partners LLC. Before the pandemic, the company operated 72 planes and had 1,300 workers.

"If it comes together that there's somebody who's interested in taking the (federal) money and funding a plan, that would be great news," BNP Paribas attorney David Neier said at a federal bankruptcy hearing Wednesday.

"But we're not giving up the liquidation process because there is no other path that has emerged that will work with this estate," Neier said.

*[Southeast Alaska commuter airline makes offer to resurrect PenAir amid Ravn bankruptcy]*

RavnAir owes millions of dollars to an array of businesses inside and beyond Alaska known as "unsecured creditors" in the bankruptcy case.

Those companies would benefit from the airline remaining intact and generating revenue, but their claims rank behind the \$90 million in debts to the "secured creditors" represented by BNP Paribas.

RavnAir estimates a liquidation would raise no more than \$41 million, which would not be enough to pay the claims of unsecured creditors including Anchorage-based Petro Star Inc., GCI LLC and Northern Air Cargo Inc.

For most people, the coronavirus causes mild or moderate symptoms, such as fever and cough that clear up in two to three weeks. For some, especially older adults and people with existing health problems, it can cause more severe illness, including pneumonia and death. The vast majority of people recover.



Administration  
4300 Bartlett Street  
Homer, AK 99603  
907-235-0325 F.907-235-0253

June 2, 2020

Homer City Council  
Mayor Castner  
c/o Marvin Yoder, Interim City Manager  
491 East Pioneer Avenue  
Homer, Alaska 99603

Dear Homer City Council and Mayor Castner,

We are writing today to ask for assistance from the City of Homer, through a grant from the CARES Act Municipal Funds allocation. As you know, South Peninsula Hospital has played a significant role in our community's response to the COVID-19 pandemic by providing testing, emergency planning, mitigation, alternate care sites, media announcements, and treatment of affected residents. We are grateful for our collaboration with the City of Homer to ensure that public health and wellness needs are being met. We ask that our partnership also extend to partial remuneration for emergency response expenditures that are not otherwise covered by outside funding sources or patient charges.

As you may know, South Peninsula Hospital received funding from the CARES Act designated for rural healthcare providers. Unfortunately, that funding has left a shortfall of over \$1.7 million in COVID-19 related expenditures to date. We are hoping to bridge some of that shortfall by reaching out to our local governments and the Kenai Peninsula Borough for assistance.

Specifically, expenses related to testing, alternate care sites, and PPE are quickly accelerating as we try to meet the demand of the community, our fisherman, and state mandates. The loss of Homer's only commercial airline has disrupted the timely transport of our tests to Anchorage, which we have addressed by the use of paid staff members which transport our specimens daily by roadway. The expansion of testing in different locations such as the Homer spit, Nikolaevsk and other locations has increased our salary costs and taxed our available staff. Further, supply chain disruptions and increased worldwide demand has made the acquisition of personal protective equipment (PPE) costly and unreliable.

We are committed to offering the best possible patient care to City of Homer residents and to our service area no matter the cost. However, as a rural non-profit hospital our future depends upon our ability to maintain our financial health. As such we ask that that you please consider offering a grant to South Peninsula Hospital for a portion of our eligible direct COVID-19 expenditures. We welcome the opportunity to discuss this with you further.

Regards,

A handwritten signature in black ink that reads "Ryan Smith".

Ryan Smith, CEO



# AK CARES ACT

## Funding Program Information

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Tim Dillon, KPEDD Executive Director  
[www.kpedd.org](http://www.kpedd.org) - 907-283-3335  
Tim@kpedd.org

Dept. Commerce, Community & Economic Development  
[www.commerce.alaska.gov](http://www.commerce.alaska.gov)

Alaska Industrial Development & Export Authority  
[www.aidea.org](http://www.aidea.org)

Credit Union One - [www.cu1.org](http://www.cu1.org)

Foraker Group (non-profit assistance)  
[www.forakergroup.org](http://www.forakergroup.org)



KENAI PENINSULA ECONOMIC DEVELOPMENT DISTRICT  
WWW.KPEDD.ORG - 907-283-3335 - TIM@KPEDD.ORG

# AK CARES FUNDING PROGRAM

The AK CARES Funding Program is structured as a coronavirus relief fund. KPEDD is assisting with the outreach in the Kenai Peninsula.

The Alaska Department of Commerce, Community and Economic Development (DCCED) has engaged the Alaska Industrial Development and Export Authority (AIDEA) to assist in program oversight

Grant amounts range from \$5,000 to \$100,000 per applicant business

Credit Union 1 is the program operator and will receive, review and process grant applications

The initial tranche of \$150,000,000 will be available for applicants on June 1, 2020

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## Rachel Friedlander

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**From:** Marvin Yoder  
**Sent:** Tuesday, June 2, 2020 8:31 AM  
**To:** Amanda Campbell  
**Cc:** Rachel Friedlander  
**Subject:** RE: 5G coming to Homer raises concerns

I will bring your concerns to the City Council in the next Managers report.

Marvin Yoder

**From:** Amanda Campbell <fritzcreekfiddleheads@gmail.com>  
**Sent:** Tuesday, June 2, 2020 8:21 AM  
**To:** Department City Manager <City\_Manager@ci.homer.ak.us>  
**Subject:** Re: 5G coming to Homer raises concerns

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

Dear City Manager Marvin Yoder,

I wanted to follow up on the email I sent you last week and provide you with a few resources. There is an incredibly robust body of peer-reviewed, independent research documenting serious adverse health effects associated with exposure to wireless radiation ranging from cancer to neurodevelopment problems to infertility. You can view a partial digest of peer-reviewed, independent scientific research [here](#). I would also highly recommend you read [this](#) \$30 million-dollar study conducted by the U.S. National Toxicology Program which found "clear evidence" of cancer associated with chronic exposure to wireless radiation.

Lastly, our Alaska State Senator, Tom Begich, recently introduced a bill that would require the Department of Health and Social Services to prepare a science-based analysis of wireless radiation health risks in schools. You can view that bill text [here](#).

You have legal leverage to safeguard your constituents from small cell installations. That is why it's so important to consider adopting this ordinance, in part or in full, to protect our community from 5G antenna installations.

Thank you for your service to our community!

Sincerely,  
Amanda Campbell

On Tue, 26 May 2020 at 19:04, Amanda Campbell <[fritzcreekfiddleheads@gmail.com](mailto:fritzcreekfiddleheads@gmail.com)> wrote:

Please Pass Attached 5G Resolution; also attached is a sample local code and resolution calling for adequate health studies

Dear City Manager Marvin Yoder,

I am deeply disturbed by the planned installation of 5G-enabled antennas near our homes and schools in Homer. 5G-enabled "small cell" antennas have never been tested for long-term human safety. Meanwhile, a robust body of independent, peer-reviewed science has found that exposure to radio frequency (RF) microwave radiation ("wireless radiation"), the same type of radiation emitted by 5G-enabled small cells, is linked to a variety of adverse health problems ranging from cancer to infertility to neurodevelopment issues. Please consider adopting the attached sample 5G resolution. I have also included a sample local code and a resolution calling for a State Commission to Study the Health and Environmental Effects of 5G technology in Homer. There have been several towns that have unanimously approved a resolution calling on wireless providers to cease the build-out of 5G wireless infrastructure until such technologies have been proven safe to human health and the environment through independent research and testing.

Thank you for your consideration of this urgent matter.

Regards,  
Amanda Campbell



PROGRESS STATUS REPORT  
**New Homer Police Station**  
May 8, 2020 through June 3, 2020

**Work Completed this Period:**

HVAC balancing. Door hardware coordination. Installation of IT systems, alarm systems and commissioning. D-1 and asphalt paving. Pavement markings. Begin landscaping. Topsoil in place and hydro-seeded. North lawn Art sculptures. Punchlist in progress.

**Work to be Performed Next Period:**

Complete evidence storage shed on east side. Final walkthrough and punch list. Auxiliary generator connections and certification. Landscaping continues. Art installations at carport. Flagpole installation. Elevator certification.

**Schedule Status:**

Project is approximately 96% complete.

Occupancy may be delayed due the COVID-19 logistics with Pro Comm and Motorola, both subcontractors with the City of Homer for communications. Dispatch Furniture supplier, (Watson), has advised our subcontractor, Pro Comm. Alaska, which due plant closure from COVID-19, advised of an approximate 2 month delay in the dispatch furniture delivery. The overall effect on occupancy date because of this is fluid and changes weekly. Relocation of the original HPD generator to the new HPD has been delayed due COVID-19 logistics for the new HVFD generator installation and certification. Relocation of original generator to the new HPD site is scheduled for June 8, dependent on an unconfirmed HEA date.

**Anticipated Problems:**

COVID-19 pandemic protocols have impacted vendor and supply chain, freight and overall stability of the schedule. CDC, State of Alaska and COH guidelines have been implemented and adhered to. This Public Works project is considered an essential project and work will resume in a restricted manner until advised otherwise. Conditions change daily.

**At this point we are still on schedule** for substantial completion on or about June 15, 2020. Cornerstone General Contractors has issued a letter stating that there are anticipated delays beyond their control due this COVID-19 situation. Letter previously submitted.

End of week, (Friday and/or Saturday), Daily Reports with site photos attached for information.

Prepared by: Pat McNary  
Project Manager

# Homer Public Safety Building

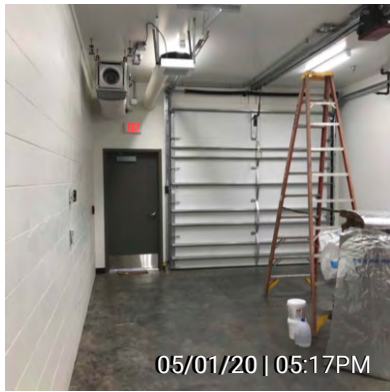
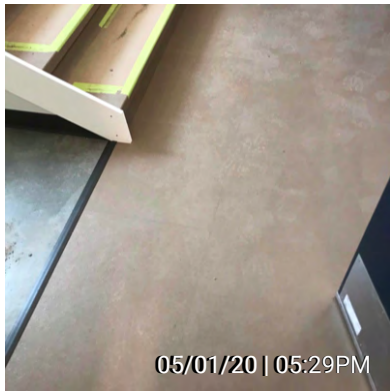
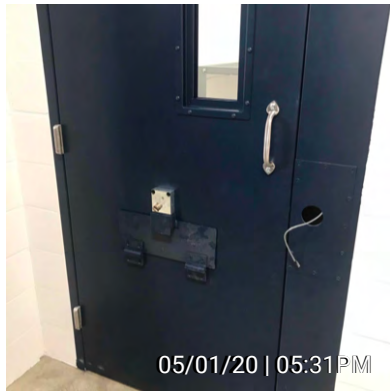
Grubstake Avenue Homer, Alaska 99603



Date Fri 05/01/2020

Job # 1809-2

Prepared By Carl Brinkerhoff



## Weather

6:00 AM

40°

Partly Cloudy

Wind: 3 MPH | Precipitation: .0" | Humidity: 87%

12:00 PM

46°

Overcast

Wind: 3 MPH | Precipitation: .01" | Humidity: 76%

4:00 PM

46°

Mostly Cloudy

Wind: 4 MPH | Precipitation: .03" | Humidity: 75%

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Accel Fire		0	0	282
All Alaska Ceilings		0	0	116
Carl's Drywall & Paint		0	0	1634
Consolidated Roofing		0	0	547
Cornerstone, Tod Sharp, Ron Frazier, Tanner Stengel, Ryan Fox, Jim Pollock	Supervision, coordination and documentation. Continued forming at north side walks and curbs. Cut and installed mesh. Patched and sanded interior hand rails. Took detention furniture into cells installed re-lite frames, food trap doors and locking mechanisms. <small>Carl Brinkerhoff   05/01/20   07:20PM</small>	5	8	3264
Duct or Sheet Metal		0	0	845
East Road Services		0	0	1089
Eyres Plumbing	Plumber, apprentice, two insulators and two balancers onsite today. Plumbers replaced two defective toilets, caulked sinks and toilets. Installed missing base board cover section. Insulators insulated ducts in vehicle evidence. Balancers continued work on balancing. Scott got heat working today. <small>Carl Brinkerhoff   05/01/20   07:36PM</small>	6	6	2072
Ottis Elevator		0	0	194
Puffin Electric	Two electricians onsite working in various areas including fire alarms, access control and data. <small>Carl Brinkerhoff   05/01/20   07:43PM</small>	2	6	3264.5

Rainbow Builders	Four flooring workers onsite today. Finished flooring at base of stairs. Installed rubber base at both levels. Packed up and left site, their work is complete. Good sub! <small>Carl Brinkerhoff   05/01/20   07:55PM</small>	4	8	221
Seabright surveys		0	0	6
<b>Total</b>		17	120	<b>23196</b>

**Time Cards** No entry

**Materials** No entry

**Equipment** No entry

**General Notes**

- Ordered concrete for Tuesday for north parking sidewalks and curbs, curbs at grid two. Pulled two rocks out for city to decide on which one they want embedded in main entry side walk as assault barrier.

Carl Brinkerhoff | 05/01/20 | 07:58PM

**Site Safety Observations**

- Site safety protocols were observed onsite today.

Carl Brinkerhoff | 05/01/20 | 07:59PM

**Quality Control Observations**

- All materials and workmanship performed onsite today met or exceeded project specifications.

Carl Brinkerhoff | 05/01/20 | 07:59PM

**Survey**

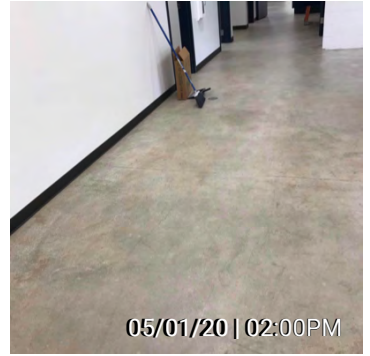
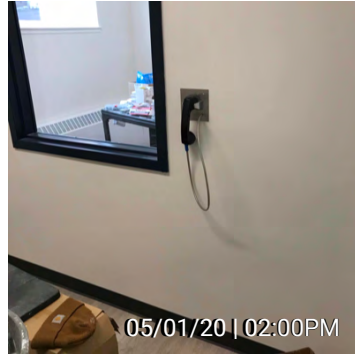
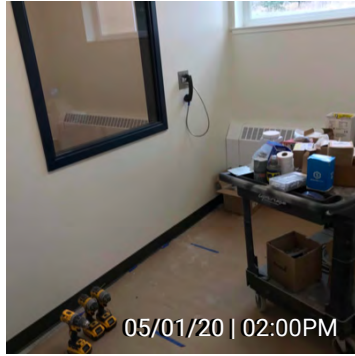
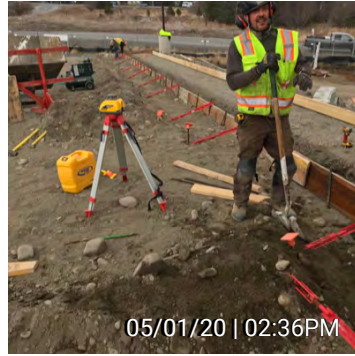
Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Door hardware, city supplied contractor installed cameras, attack rated re-lite glazing. ACS analog service to building. <small>Carl Brinkerhoff   05/01/20   08:23PM</small>
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pat McNary was onsite. Mike Kennedy was onsite. <small>Carl Brinkerhoff   05/01/20   08:23PM</small>
5. Any areas that can't be worked on?				As noted above

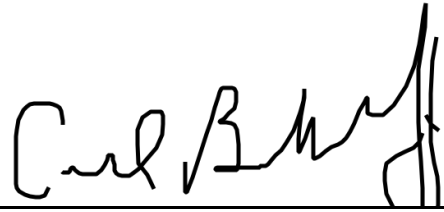
Carl Brinkerhoff | 05/01/20 | 08:23PM

6. Any equipment rented on site?

## Attachments





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I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 05/01/20 | 08:23PM

# SUBCONTRACTOR REPORTS



Fri 05/01/2020

Homer Public Safety Building: Grubstake Avenue Homer, Alaska 99603

Name	Description	Quantity	Hours	Hours To Date
1. Puffin Electric	No Entry	0	0.0	0.0
2. Eayrs Plumbing and Mechanical	No Entry	0	0.0	0.0
3. PEI	No Entry	0	0.0	1516.5
4. PEI	No Entry	0	0.0	0.0
Subtotal		0	0	1516.5
Grand Total (Includes Cornerstone General Contractors Work Log Total)		17	120	24712.5

# Homer Public Safety Building

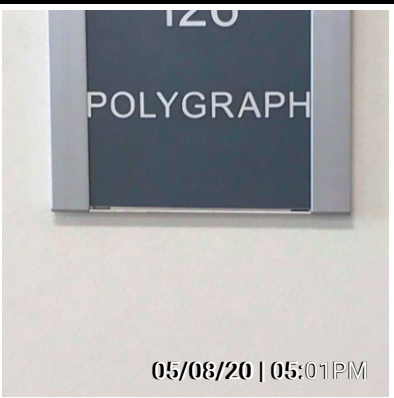
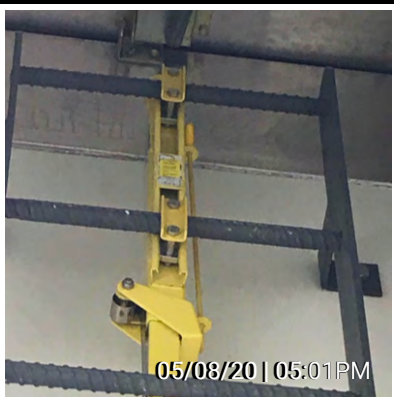
Grubstake Avenue Homer, Alaska 99603



Date Fri 05/08/2020

Job # 1809-2

Prepared By Carl Brinkerhoff



## Weather

6:00 AM

45°

Mostly Cloudy

Wind: 12 MPH | Precipitation: .13" | Humidity: 60%

12:00 PM

51°

Partly Cloudy

Wind: 9 MPH | Precipitation: .15" | Humidity: 52%

4:00 PM

52°

Mostly Cloudy

Wind: 9 MPH | Precipitation: .17" | Humidity: 53%

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Accel Fire		0	0	282
All Alaska Ceilings		0	0	116
Carl's Drywall & Paint	Two painters onsite working on punch list items. <small>Carl Brinkerhoff   05/08/20   06:56PM</small>	2	4	1662
Cornerstone, Tod Sharp, Ron Frazier, Tanner Stengel, Ryan Fox, Jim Pollock	Supervision, coordination and documentation. Completed door hard ware that we have to install. Installed re- lights that we have to install. Continued Sweeper component installation. Took delivery of exterior hairs rails and began installation. Completed interior railing installation at stairs. <small>Carl Brinkerhoff   05/08/20   07:06PM</small>	4	8	3424
Duct or Sheet Metal		0	0	855
East Road Services		0	0	1089
Eyres Plumbing	One control tech onsite working on DDC system. <small>Carl Brinkerhoff   05/08/20   07:07PM</small>	1	6	2196
Ottis Elevator		0	0	194
Puffin Electric		0	0	3312.5
Rainbow Builders		0	0	221
<b>Total</b>		<b>7</b>	<b>46</b>	<b>23566</b>

## Time Cards

No entry

## Materials

No entry

## Equipment

No entry

## General Notes

- Received exterior guard rails.  
Revived interior signs.  
Pat was onsite marking areas in finishes needing touch up. Went over with kornely.  
Carl Brinkerhoff | 05/08/20 | 07:13PM

## Site Safety Observations

- Site safety protocols were observed onsite today.  
Carl Brinkerhoff | 05/08/20 | 07:13PM

## Quality Control Observations

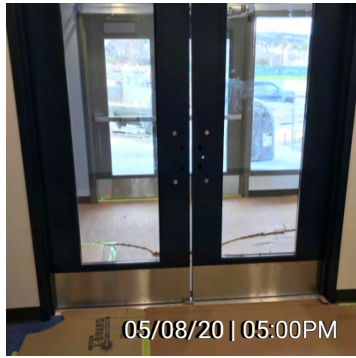
- All materials and workmanship performed onsite today met or exceeded project specifications.  
Carl Brinkerhoff | 05/08/20 | 07:14PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing considerable amount of door hardware and glazing components. Still missing owner supplied contractor installed cameras for interior and exterior. ACS service to building not installed preventing door fire alarm system and elevator commissioning. <small>Carl Brinkerhoff   05/08/20   07:19PM</small>
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pat McNary was on site with landscape designer. <small>Carl Brinkerhoff   05/08/20   07:19PM</small>
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See noted above in delays section <small>Carl Brinkerhoff   05/08/20   07:19PM</small>
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Attachments





*Carl Brinkerhoff*

I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 05/08/20 | 07:20PM

# SUBCONTRACTOR REPORTS



Fri 05/08/2020

Homer Public Safety Building: Grubstake Avenue Homer, Alaska 99603

Name	Description	Quantity	Hours	Hours To Date
1. Puffin Electric	No Entry	0	0.0	0.0
2. Eayrs Plumbing and Mechanical	No Entry	0	0.0	0.0
3. PEI	No Entry	0	0.0	1652.5
4. PEI	No Entry	0	0.0	0.0
Subtotal		0	0	1652.5
Grand Total (Includes Cornerstone General Contractors Work Log Total)		7	46	25218.5

# Homer Public Safety Building

Grubstake Avenue Homer, Alaska 99603



Date Fri 05/15/2020

Job # 1809-2

Prepared By Carl Brinkerhoff



## Weather

6:00 AM	12:00 PM	4:00 PM
<p><b>46°</b> </p> <p><b>Overcast</b></p> <p>Wind: 4 MPH   Precipitation: .0"   Humidity: 82%</p>	<p><b>52°</b> </p> <p><b>Partly Cloudy</b></p> <p>Wind: 5 MPH   Precipitation: .0"   Humidity: 67%</p>	<p><b>52°</b> </p> <p><b>Clear</b></p> <p>Wind: 8 MPH   Precipitation: .0"   Humidity: 69%</p>

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Accel Fire		0	0	<b>282</b>
All Alaska Ceilings		0	0	<b>116</b>
Carl's Drywall & Paint	One painter onsite doing various touch ups. <small>Carl Brinkerhoff   05/15/20   07:30PM</small>	1	2	<b>1664</b>
Cornerstone, Tod Sharp, Ron Frazier, Tanner Stengel, Ryan Fox, Jim Pollock	Supervision, coordination and documentation. Crew finished construction fence removal, stacking and banding for transport. Primed and painted bollards. Used weed blower to clean off roof for inspection. Packed up tool / office trailer for demobilization. Worked on door hardware. Finished caulking at side walks. <small>Carl Brinkerhoff   05/15/20   07:35PM</small>	4	8	<b>3568</b>
Duct or Sheet Metal		0	0	<b>871</b>
East Road Services		0	0	<b>1099</b>
Eyres Plumbing		0	0	<b>2210</b>
Ottis Elevator		0	0	<b>194</b>
Puffin Electric	Lue was onsite working in radio room securing and seismic bracing 4 server racks. <small>Carl Brinkerhoff   05/15/20   07:49PM</small>	1	4	<b>3356.5</b>
Rainbow Builders		0	0	<b>221</b>
<b>Total</b>		<b>6</b>	<b>38</b>	<b>23796</b>

## Time Cards No entry

## Materials

No entry

## Equipment

No entry

## General Notes

1. Pat McNary inspected main roof and parking structure roof. ACS set panel and terminated wires inside radio room. Up to city to initiate service. Cameras delivered late afternoon, still need patch cables to complete installation. Talked to Joshua Kerr today about missing hardware.

Carl Brinkerhoff | 05/15/20 | 07:57PM

## Site Safety Observations

1. Site safety protocols were observed onsite today.

Carl Brinkerhoff | 05/15/20 | 07:58PM

## Quality Control Observations

1. All materials and workmanship performed onsite today met or exceeded project specifications.

Carl Brinkerhoff | 05/15/20 | 07:58PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Door hardware and glazing components still missing. Need ACS activated to commission fire alarm and elevator. Received cameras late afternoon but no patch cables, delaying installation. Carl Brinkerhoff   05/15/20   08:06PM
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pat McNary was onsite today. ACS tech onsite working in radio room. Carl Brinkerhoff   05/15/20   08:06PM
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Door hardware, glazing, cameras, fire alarm and elevator commissioning. Carl Brinkerhoff   05/15/20   08:06PM
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Attachments



A handwritten signature in black ink that reads 'Carl Brinkerhoff'. The signature is written in a cursive style and is positioned above a horizontal line.

I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 05/15/20 | 08:06PM

# SUBCONTRACTOR REPORTS



Fri 05/15/2020

Homer Public Safety Building: Grubstake Avenue Homer, Alaska 99603

Name	Description	Quantity	Hours	Hours To Date
1. Puffin Electric	No Entry	0	0.0	0.0
2. Eayrs Plumbing and Mechanical	No Entry	0	0.0	0.0
3. PEI	No Entry	0	0.0	1652.5
4. PEI	No Entry	0	0.0	0.0
Subtotal		0	0	1652.5
Grand Total (Includes Cornerstone General Contractors Work Log Total)		6	38	25448.5

# Homer Public Safety Building

Grubstake Avenue Homer, Alaska 99603



Date Fri 05/22/2020

Job # 1809-2

Prepared By Carl Brinkerhoff



05/22/20 | 08:46PM



05/22/20 | 08:46PM



05/22/20 | 08:05PM



05/22/20 | 04:47PM

## Weather

6:00 AM	12:00 PM	4:00 PM
<p><b>46°</b> </p> <p><b>Possible Light Rain</b></p> <p>Wind: 6 MPH   Precipitation: .1"   Humidity: 74%</p>	<p><b>50°</b> </p> <p><b>Overcast</b></p> <p>Wind: 7 MPH   Precipitation: .14"   Humidity: 61%</p>	<p><b>54°</b> </p> <p><b>Mostly Cloudy</b></p> <p>Wind: 7 MPH   Precipitation: .15"   Humidity: 54%</p>

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Accel Fire		0	0	<b>282</b>
All Alaska Ceilings		0	0	<b>116</b>
Carl's Drywall & Paint		0	0	<b>1664</b>
Cornerstone, Tod Sharp, Ron Frazier, Ryan Fox	Supervision, coordination and documentation. Continued punch list items. Took delivery and installed detention cell glazing. Swept side walks and road track off.	3	8	<b>120</b>
	<small>Carl Brinkerhoff   05/22/20   10:31PM</small>			
Duct or Sheet Metal		0	0	<b>871</b>
East Road Services	Crew onsite hydro seeding intended grass areas around site.	3	8	<b>1220</b>
	<small>Carl Brinkerhoff   05/22/20   10:31PM</small>			
Eyres Plumbing	Scott onsite installing panels on drinking fountain, replacing baseboard covers and repairing leak at exterior hose bib.	1	5	<b>2239</b>
	<small>Carl Brinkerhoff   05/22/20   10:34PM</small>			
Ottis Elevator		0	0	<b>228</b>
Puffin Electric	Three electricians onsite working on interior and exterior camera installation. Installed UPS' in sever racks.	3	8	<b>3441.5</b>
	<small>Carl Brinkerhoff   05/22/20   10:36PM</small>			
Rainbow Builders		0	0	<b>221</b>
Sea Bright Surveys		0	0	<b>12</b>
<b>Total</b>		<b>10</b>	<b>77</b>	<b>24197</b>

## Time Cards

No entry

## Materials

No entry

## Equipment

No entry

## General Notes

1. Final cleaning underway.  
Received detention cell door security glazing.

Carl Brinkerhoff | 05/22/20 | 10:37PM

## Site Safety Observations

1. Site safety protocols were observed onsite today.

Carl Brinkerhoff | 05/22/20 | 10:37PM

## Quality Control Observations

1. All materials and workmanship performed onsite today met or exceeded project specifications.

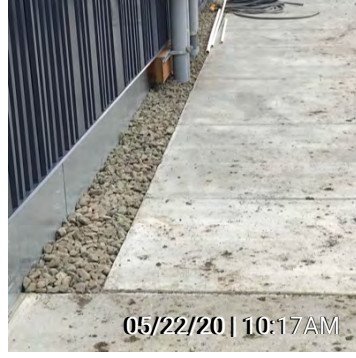
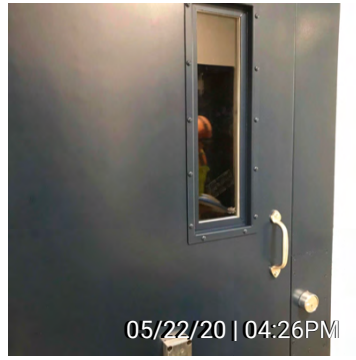
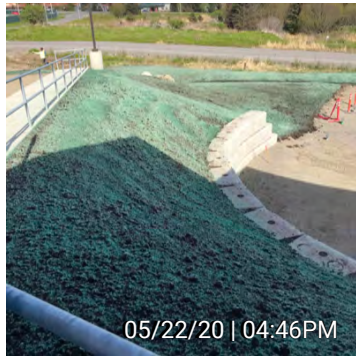
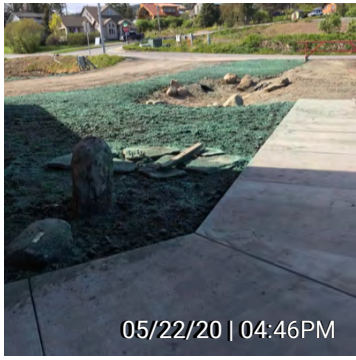
Carl Brinkerhoff | 05/22/20 | 10:38PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Still waiting on two exterior lights and one interior can light. Still waiting on door hardware components, three relite frames and glazing AK glass and door. Carl Brinkerhoff   05/22/20   10:41PM
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nick - city IT onsite. Carl Brinkerhoff   05/22/20   10:41PM
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See delay section Carl Brinkerhoff   05/22/20   10:41PM
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Attachments





# SUBCONTRACTOR REPORTS



Fri 05/22/2020

Homer Public Safety Building: Grubstake Avenue Homer, Alaska 99603

Name	Description	Quantity	Hours	Hours To Date
1. Puffin Electric	No Entry	0	0.0	0.0
2. Eayrs Plumbing and Mechanical	No Entry	0	0.0	0.0
3. PEI	No Entry	0	0.0	1652.5
4. PEI	No Entry	0	0.0	0.0
Subtotal		0	0	1652.5
Grand Total (Includes Cornerstone General Contractors Work Log Total)		10	77	25849.5

# Homer Public Safety Building

Grubstake Avenue Homer, Alaska 99603



Date Fri 05/29/2020

Job # 1809-2

Prepared By Carl Brinkerhoff

## Weather

6:00 AM

49° 

Clear

Wind: 4 MPH | Precipitation: .0" | Humidity: 81%

12:00 PM

62° 

Clear

Wind: 5 MPH | Precipitation: .0" | Humidity: 55%

4:00 PM

61° 

Partly Cloudy

Wind: 9 MPH | Precipitation: .01" | Humidity: 55%

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Accel Fire	Arron was onsite finishing items on his punch list. Turned on fire suppression for Johnson Controls with instructions to turn off of system is not activated. It was turned off at end of shift. <small>Carl Brinkerhoff   05/29/20   06:47PM</small>	2	2	286
Carl's Drywall & Paint	One painter onsite working on punch list. <small>Carl Brinkerhoff   05/29/20   06:36PM</small>	1	6	1670
Cornerstone, Tod Sharp,	Supervision, coordination and documentation. Tod worked on door hardware for Puffin and Johnson Controls. We unloaded little office trailer and got ready to return. Demobilization, put more materials in tool trailer that is still in Caravans yard. <small>Carl Brinkerhoff   05/29/20   06:42PM</small>	1	8	16
East Road Services		0	0	1221
Eyres Plumbing		0	0	2241
Ottis Elevator		0	0	228
Puffin Electric	Two electricians onsite working on door access controls and fire alarms. Johnson Controls had 3 people onsite, two working on access controls and one on fire alarms. Fire tech left for Anchorage. Door controls men will work through week end. The indicated they now have 75% of hardware functioning per design. <small>Carl Brinkerhoff   05/29/20   06:56PM</small>	5	8	3585.5
Sea Bright Surveys		0	0	16
<b>Total</b>		<b>9</b>	<b>58</b>	<b>24456</b>

Time Cards

No entry

Materials

No entry

Equipment

No entry

## General Notes

1. It was determined today onsite that mag locks that were previously decided to be eliminated by Puffin and City of Homer actually will be required to make doors 108 and 112 function as designed.

Carl Brinkerhoff | 05/29/20 | 07:00PM

## Site Safety Observations

1. Site safety protocols were observed onsite today.

Carl Brinkerhoff | 05/29/20 | 07:00PM

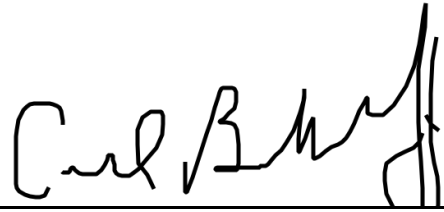
## Quality Control Observations

1. Puffin and Johnson Controls are working through quality issues with door access controls.

Carl Brinkerhoff | 05/29/20 | 07:13PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Still missing door hardware components . Still missing relite frames and attack type glazing now supposedly arrive 6/8. Still missing electrical lighting. Carl Brinkerhoff   05/29/20   07:22PM
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steiner onsite constructing storage shed NIC. Carl Brinkerhoff   05/29/20   07:22PM
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See delays section. Also elevator access Controls and fire alarms cannot be finalized until Otis adds circuit board and onsite for coordination. Carl Brinkerhoff   05/29/20   07:22PM
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 05/29/20 | 07:23PM

# SUBCONTRACTOR REPORTS



Fri 05/29/2020

Homer Public Safety Building: Grubstake Avenue Homer, Alaska 99603

Name	Description	Quantity	Hours	Hours To Date
1. Puffin Electric	No Entry	0	0.0	0.0
2. Eayrs Plumbing and Mechanical	No Entry	0	0.0	0.0
3. PEI	No Entry	0	0.0	1652.5
4. PEI	No Entry	0	0.0	0.0
Subtotal		0	0	1652.5
Grand Total (Includes Cornerstone General Contractors Work Log Total)		9	58	26108.5



# CITY OF HOMER

## POLICE DEPARTMENT

4060 HEATH STREET HOMER, AK 99603-7609

EMERGENCY 911  
TELEPHONE (907) 235-3150  
TELECOPIER (907) 235-3151

June 2, 2020

The police department is saddened and dismayed by the horrible conduct of a police officer in Minnesota, last week, which has left our country torn and shattered. The responsible officer has been arrested but any sentence he receives will pale in the light of the irreparable loss of George Floyd's life and the damage he did to the relationship between the law enforcement community in the United States and the citizens we serve.

In Homer, our officers have always strived to be a part of the community and support it in every way. We work diligently to earn your trust and build community partnerships. You will see our officers coaching football and baseball teams, volunteering with the Boy Scouts, at community events, being active in their churches and providing educational community programs like Project Drive. Through our day-to-day interactions and dedication to serving our community in a variety of ways, we strive to build and maintain relationships with you based on trust, mutual respect and understanding.

We take civil rights very seriously here. Our policies require our officers to display the highest degree of integrity at all times and follow the law enforcement code of ethics. Officers are required to observe and protect the civil rights of all people and we have safeguards in place to ensure policies are followed.

The protection of our citizens starts with the hiring process. Applicants are required to pass a polygraph test, and a comprehensive psychological review. A thorough background investigation is conducted along with an extensive interview process. We have been trying to hire another officer since the first of the year but we still have not found the right fit for our department and our community. We will keep advertising until we find an applicant we can totally trust to serve and protect the community with care and devotion to the standards we have set.

After hiring all officers, have to attend an approved police academy. The police academy in Alaska is operated by the State Troopers in Sitka and is 18 weeks long. The applicants receive extensive training in all aspects of law enforcement, including constitutional law, civil rights, cultural diversity, ethics and interacting with mentally ill people just to name a few.

Training continues throughout a Homer Police Officer's career. For example, in the past five years, just some of the areas we have trained on include working effectively with autistic people, those suffering from PTSD and the mentally ill. All of our officers participated in Green Dot training and other de-escalation training as well. We also train very regularly on use of force techniques. We have two officers trained as instructors on physical control tactics. These are

techniques an officer can use to physically control a violent person without having to resort to higher levels of force that could result in physical injury. Our policies require officers to utilize the minimum amount of force necessary to control the person and react to the threat they have encountered. We monitor the use of force by our officers through a required reporting system. Any time an officer uses force in any situation, they are required to report it to the police chief in a report separate from any others connected to the case. Every one of these reports is reviewed to determine if additional or remedial training is required, to ensure our policies are being followed and to make sure we do not have an officer resorting to force inappropriately.

The video from Minnesota is simply disgusting. The conduct displayed by the officer is counter to how we train, who we are and what we represent. We are a part of this community and the community is a part of us. We will remain vigilant in our efforts to protect our citizens, diligent in our on-going police officer training efforts with an aim of serving all residents regardless of race or sexual orientation equally, justly and with compassionate concern.

Sincerely,

Mark Robl  
Chief of Police