



Agenda

City Council Regular Meeting

Tuesday, March 26, 2024 at 6:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

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

Zoom Webinar ID: 205 093 973 Password: 610853

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

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

- a. Homer City Council Unapproved Regular Meeting Minutes of March 11, 2024 and Unapproved Special Meeting Minutes of March 14, 2024. City Clerk. Recommend adoption.
- b. Memorandum CC-24-062 from Mayor re: Re-appointment of Douglas Baily, Lisa "Red" Asselin-Martin, Michael McKinney to the Library Advisory Board and Re-appointment of Holly Brennan, Nicole Arevalo to the Economic Development Advisory Commission. Recommend approval.
- c. Memorandum CC-24-063 from Deputy City Clerk re: Liquor License Renewals for BPO Elks Lodge and Down East Saloon. Recommend approval.
- d. Ordinance 24-18, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Appropriating \$15,000 from the Port Reserves Fund for the Purpose of Replacing the Control System for Crane 8 on the Homer Fish Dock. City Manager/Port Director. Recommended dates Introduction March 26, 2024 Public Hearing and Second Reading April 8, 2024.

Memorandum CC-24-064 from Port Director as backup.

- e. Ordinance 24-19, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Chapter 2.04 City Manager Section 2.04.020 Duties and Powers. Davis/Erickson.

Recommended dates Introduction March 26, 2024 Public Hearing and Second Reading April 8, 2024.

Memorandum CC-24-065 from Council Members as backup.

- [f.](#) Resolution 24-030, A Resolution of the City Council of Homer, Alaska Awarding a Contract for the Cybersecurity Risk Assessment to the Firm of Structured Communications Systems, Inc. of Anchorage, Alaska in the Amount of \$50,000 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Chief Technology Officer. Recommend adoption.

Memorandum CC-24-066 from Chief Technology Officer as backup.

- [g.](#) Resolution 24-031, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Apply for a Department of Environmental Conservation, Alaska Drinking Water Fund Loan in an Amount not to Exceed \$177,477 to Finance Costs of the Lead Service Line Inventory Project. City Manager/Public Works Director. Recommend adoption.

Memorandum CC-24-067 from Public Works Director as backup.

- [h.](#) Resolution 24-032, A Resolution of the City Council of Homer, Alaska Approving a Term Contract with Stephanie Queen Consulting and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum CC-24-068 from Community Development Director as backup.

- [i.](#) Resolution 24-033, A Resolution of the City Council of Homer, Alaska Ratifying the Early Termination of Contract Agreement with Robert Dumouchel. Mayor. Recommend adoption.

- [j.](#) Resolution 24-034, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Dispose of the Homer Volunteer Fire Department 1999 Rescue1 Truck - Freight Liner Pursuant to HCC 18.30.010-020 and HCC 18.30.040(b). City Manager/Fire Chief. Recommend adoption.

Memorandum CC-24-069 from Fire Chief as backup.

- [k.](#) Resolution 24-035, A Resolution of the City Council of Homer, Alaska Supporting the Homer Electric Association, Inc's (HEA) Grant Application to Rebuild South Kachemak Bay. Mayor. Recommend adoption.

VISITORS

- a. BDO Presentation of FY22 Financial Statements - Bikky Shrestha, Assurance Partner (10 minutes)
- [b.](#) Homer Airport Project - Andrew Loman, QAP Project Engineer (10 minutes)
- c. Homer Comprehensive Plan Project - Agnew::Beck (5 minutes)

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

- a. Worksession Report
- b. Committee of the Whole Report
- c. Mayor's Report
- d. Borough Report
- e. Planning Commission
- f. Economic Development Advisory Commission
- g. Parks Art Recreation and Culture Advisory Commission
- h. Conversations with a Council Member Report - Council Member Lord
- i. Homer Harbor General Investigation Council Champion Report

PUBLIC HEARING(S)

- [a.](#) Ordinance 24-17, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Re-Appropriating \$118,000 from the Homer Accelerated Roads and Trails (HART) Trails Fund to Purchase a Tractor and Heavy-Duty Truck. City Manager. Introduction March 11, 2024 Public Hearing and Second Reading March 26, 2024.

Memorandum CC-24-073 from Public Works Director as backup.
Memorandum CC-24-058 from City Manager as backup.

- [b.](#) Alder Lane Water Special Assessment District Final Assessment Roll

ORDINANCE(S)

CITY MANAGER'S REPORT

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

Finance Monthly Report - February 2024

PENDING BUSINESS

NEW BUSINESS

- [a.](#) Memorandum CC-24-070 from Acting City Manager re: City Manager Hiring Process Next Steps

RESOLUTIONS

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY ATTORNEY

COMMENTS OF THE CITY CLERK

COMMENTS OF THE CITY MANAGER

COMMENTS OF THE MAYOR

COMMENTS OF THE CITY COUNCIL

ADJOURNMENT

Next Regular Meeting is Monday, April 8, 2024 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 24-05 a Regular Meeting of the City Council of Homer, Alaska was called to order on March 11, 2024 by Mayor Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

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

STAFF: CITY MANAGER DUMOUCHEL
CITY CLERK JACOBSEN
LIBRARY DIRECTOR BERRY
SPECIAL PROJECTS & COMMUNICATIONS DIRECTOR CARROLL
ECONOMIC DEVELOPMENT MANAGER ENGBRETSSEN
FINANCE DIRECTOR FISCHER
CHIEF TECHNOLOGY OFFICER JIRSA
PUBLIC WORKS DIRECTOR KORT
CITY ATTORNEY GATTI

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

Mayor Castner announced supplemental items: **CONSENT AGENDA** Homer City Council Unapproved Regular Meeting Minutes of February 26, 2024 and Minutes Excerpt from Library Advisory Board as backup to Resolution 24-028, A Resolution of the City Council of Homer, Alaska Amending the City of Homer Fee Schedule under Library Fees **ANNOUNCEMENTS REPORTS AND PRESENTATIONS** Finance Champions Report Written report and adding a Business License report **COMMENTS OF THE AUDIENCE** Written public comments.

ADERHOLD/VENUTI MOVED TO ADOPT THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

Pat Case, city resident, expressed his appreciation of the appointment of Council Member Venuti to the ADA Advisory Board.

Heath Smith, city resident, commented regarding Ordinance 24-17. He understands this is a re-appropriation and reminded that what was approved by voters was an annual disbursement from the HART fund to the general fund for road and trail maintenance. It was not meant to be a pool of money

to take from after the disbursement was made. He expressed his concern that this is what's happening with Public Works.

Scott Adams, city resident, commented in opposition to Ordinance 24-17. He's observed Council turn down a truck for Public Works, and then authorize \$40,000 for the Arctic Shark ice beater that's had minimal use, and now the truck is back in the same cycle. He's against the reallocation and purchasing a tractor because he believes it's less expensive to use a contractor for mowing.

RECONSIDERATION

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

- a. Homer City Council Unapproved Regular Meeting Minutes of February 26, 2024. City Clerk. Recommend adoption.
- b. Memorandum CC-24-056 from Mayor Castner re: Appointment of Caroline Venuti to the ADA Advisory Board. Recommend approval.
- c. Memorandum CC-24-057 from City Clerk re: Liquor License Renewal for The Alibi and Detour Food and Drink. Recommend approval.
- d. Ordinance 24-17, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Re-Appropriating \$118,000 from the Homer Accelerated Roads and Trails (HART) Trails Fund to Purchase a Tractor and Heavy-Duty Truck. City Manager. Recommended dates Introduction March 11, 2024 Public Hearing and Second Reading March 26, 2024.

Memorandum CC-24-058 from City Manager as backup.

- e. Resolution 24-027, A Resolution of the City Council of Homer, Alaska Adopting the Bayview Park Plan. City Manager. Recommend adoption.

Memorandum CC-24-059 from Parks and Trails Planner as backup.

- f. Resolution 24-028, A Resolution of the City Council of Homer, Alaska Amending the City of Homer Fee Schedule under Library Fees. City Manager/Library Director. Recommend adoption.

Memorandum CC-24-060 from Library Director as backup.

- g. Resolution 24-029, A Resolution of the City Council of Homer, Alaska Creating a Sister City 40th Anniversary Task Force and Establishing the Scope of Work and Parameters by which the Task Force will Operate. Lord/Venuti. Recommend adoption.

Memorandum CC-24-061 from Assistant to the City Manager/Sister City Coordinator as backup.

City Clerk Jacobsen read the consent agenda and recommendations.

LORD/VENUTI MOVED TO ADOPT THE CONSENT AGENDA AS READ.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS

- a. Legislative Update - Senator Gary Stevens (10 minutes)

Senator Stevens reported tomorrow the Legislature will be addressing 12 executive orders from the Governor, some will likely pass easily and others will have a lot of discussion and debate. He sees the two biggest ones will be the Alaska Marine Highway Board and a regulatory board for midwives as they've heard the most objection to those two executive orders. Next they're waiting to see if the Governor will veto the education bill that passed both the House and Senate. He reviewed the allocations in the bill and said it's the most money that's been given at one time to education. He explained next steps if the education bill is vetoed and confirmed if the veto is overridden the Governor can come back and veto elements of the education bill through the budget process. Senator Stevens also discussed the notion of general obligation bonds related to the State's capital budget, the PFD, and upcoming budget hearings.

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

- a. Committee of the Whole Report

Council Member Lord reported Council discussed Ordinance 24-17 and the re-appropriation to purchase a heavy duty truck and a tractor, business licensing in the city, and the finance champion report.

- b. Mayor's Report

Mayor Castner reported regarding his recent meeting in Anchorage with AKDOT regarding the Diamond Creek underpass that has been extended to 2027 budget for a \$2 million project. They asked us to look into right-of-way acquisitions and to give them a better idea on how things connect. They also discussed Kachemak Drive and how the sponge project relates to water management along the eastern part of the City, and pedestrian problems along the road. It probably won't be included in the STIP and they're concerned because of the condition of the road and it being an emergency evacuation route from the Spit. He expressed his concern about the upcoming Comp Plan work session and that it's premature. Right now all the emphasis has been on quality of life issues, and there

needs to be balance in also including economic vitality, and maintenance required for our physical plant and existing programs.

- c. Borough Report
- d. Planning Commission
- e. Comprehensive Plan Steering Committee

Chair Kathy Carssow reported at their last meeting they made updates to the participation plan, the project website and flyer, and worked on a plan for the consultants visit the week of March 20th.

- f. Finance Champion Report

Council Member Lord reviewed the written report provided in the packet.

- g. Business License Report

Council Member Venuti reviewed the written report provided as a laydown item.

PUBLIC HEARING(S)

- a. Ordinance 24-16, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Accepting and Appropriating a Dingell-Johnson Sport Fish Restoration Act Grant from the Alaska Department of Fish and Game in the Amount of \$41,950 for Phase I of the Fish Grinding Building Replacement Project. City Manager/Port Director. Recommended dates Introduction February 26, 2024, Public Hearing and Second Reading March 11, 2024.

Memorandum CC-24-051 from Port Director as backup.

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

LORD/VENUTI MOVED TO POSTPONE ORDINANCE 24-16 TO THE MARCH 14TH SPECIAL MEETING FOR PUBLIC HEARING AND FINAL READING.

It was noted that the Homer News ran an incorrect notice in last week's paper so this public hearing is being re-noticed for March 14th.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

ORDINANCE(S)

CITY MANAGER'S REPORT

- a. City Manager's Report

City Manager Dumochel noted his written report and highlighted that the City has been selected to receive the Excellence in Climate Change Mitigation and Adaptation Award for our Seawall Armor Rock project, the Homer All-Ages and Abilities Pedestrian Pathway (HAPP) project was awarded Transportation Alternatives Program (TAP) grant funds, the video pilot project previewing City Council agendas and providing brief recaps after Council meetings, and the mid biennium budget process.

Council Member Erickson asked about public notices and challenges with the newspaper. City Manager Dumouchel acknowledged challenges with local papers consolidating or going out of business. We need to look at our code to see what we're requiring and we do notice in more places than the newspaper.

Council Member Lord expressed appreciation for Special Projects Coordinator Carroll's work on the HAPP grant project, requested an update on the Ben Walters Sidewalk Project and a fiscal note with the balance of funds for Ordinance 24-17 and the fleet management plan, and asked for information regarding the upcoming airport closure.

Council Member Venuti noted Senator Murkowski's FY25 appropriations request portal deadline that's coming up and looking at it for funds for graders and perhaps a heavy duty truck. She also expressed concern about the City not contracting for lawn mowing and impacts to the service providers.

PENDING BUSINESS

NEW BUSINESS

RESOLUTIONS

COMMENTS OF THE AUDIENCE

Pat Case, city resident, thanked Council Member Lord for mentioning the design criteria updating, it contains so much information and our focuses and needs have changed since it was developed, and it probably does not meet current ADA requirement standards. He recommends consulting with the Independent Living Center on the project.

Heath Smith, city resident, noted upcoming sidewalk projects mentioned and reiterated the importance of preserving the balance in the HART that doesn't get extracted by Public Works for other purchases. He noted the mid-year budget review and the frustration of not having audits in place for guidance. Not having good books in front of Council is a problem and he encouraged corrective action.

Scott Adams, city resident, recognized the Homer High School Girls Basketball team for going to the State tournament. He noted the public comments in the packet regarding camping on the spit and shared his concern about taking away camping spaces. He reviewed historical information on City audits and that the City is using the same audit group. If we can't have the books, it's unacceptable.

COMMENTS OF THE CITY ATTORNEY

City Attorney Gatti had no comments.

COMMENTS OF THE CITY CLERK

City Clerk Jacobsen announced openings on boards and commissions, and the upcoming Running for Local Office event.

COMMENTS OF THE CITY MANAGER

City Manager Dumouchel noted current job openings on the City website.

COMMENTS OF THE MAYOR

Mayor Castner commented he's received all the evaluations for the City Manager and packets will be available tomorrow.

COMMENTS OF THE CITY COUNCIL

Council Member Lord said she's excited about the Bayview Park Plan that was adopted tonight and appreciates the ADA Advisory Board and PARAC's involvement. She commented about the recent School Board meeting that was held in Homer and recognized the 2nd graders violin performance, the high school student put together a video about the school, and accolades for Chapman School's recent chess tournament. She appreciates this community.

Council Member Venuti reminded members to sign the card in the Manager's office that's going to Teshio. She's also excited about Bayveiw Park and gave a shout out to Linda Rinehart for the violin performance and Andy Haas for the Chess Club. She reminded that the next meeting will be on a Tuesday because Monday the 25th is Alaska Dayⁱ, and shared some history.

Council Member Aderhold gave a shout out to the water and sewer staff for their efforts in assisting the residents when their water usage increases significantly and helps them locate leaks. She shared about her recent experience with a leak. She announced the Kachemak Bay Science Conference next week, and provided an update from the AML Legislative Committee highlighting a bill regarding tax exemptions. She hopes everyone is enjoying the birds.

Council Member Davis provided a Chamber of Commerce update on the upcoming Winter King Tournament coming up next weekend, and the following week Agnew::Beck will be in town to launch the public engagement process on the Comprehensive Plan update.

Council Member Erickson commented about the recent Fun Run and Homer Epic events. She shared regarding a gathering of stakeholders for community recreation to look at putting together a Friends of Parks and Recreation Group. Mike Miller from the Homer Foundation provided information about financial options and Andy Haas addressed what becoming a corporation looks like. It's a place where the community can help fund recreation. People who are interested can reach out to her City email.

Council Member Hansen said it's nice to hear Linda Rinehart is still doing amazing music programs with the students, her kids partook in the programs when they were younger. She emphasized the need for the base student allowance to keep these programs in the schools.

ADJOURNMENT

There being no further business to come before the Council Mayor Castner adjourned the meeting at 7:25 p.m. The next Regular Meeting is Tuesday, March 26, 2024 at 6:00 p.m. and Committee of the Whole at 5:00 p.m. Work Session at 3:00 p.m. and a Special Meeting March 14, 2024 at 4:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Melissa Jacobsen, MMC, City Clerk

Approved:_____

ⁱ March 25th is Seward's Day.

Session 24-06 a Special Meeting of the City Council of Homer, Alaska was called to order on March 14, 2024 by Mayor Castner at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

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

STAFF: CITY MANAGER DUMOUCHEL
CITY CLERK JACOBSEN
PERSONNEL DIRECTOR BROWNING
SPECIAL PROJECTS & COMMUNICATIONS DIRECTOR CARROLL

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

LORD/VENUTI MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

Scott Adams, city resident, commented in his observations over the last three and half years, the Council hired an unqualified person as City Manager. He noted reasons related to closing off city hall offices to the public beyond COVID, short staffing in Planning, redirecting camping and airport responsibilities to the Harbor, and the absence of the American Flag at the Harbor.

PUBLIC HEARING

- a. Ordinance 24-16, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Accepting and Appropriating a Dingell-Johnson Sport Fish Restoration Act Grant from the Alaska Department of Fish and Game in the Amount of \$41,950 for Phase I of the Fish Grinding Building Replacement Project. City Manager/Port Director. Recommended dates Introduction February 26, 2024, Public Hearing and Second Reading March 11, 2024 Postponed to March 14, 2024.

Memorandum CC-24-051 from Port Director as backup.

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

LORD/VENUTI MOVED TO ADOPT ORDINANCE 24-16 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

Council Member Lord expressed her appreciation and excitement about this project.

Council Member Aderhold supports this project and is please we're getting Dingell-Johnson funds to do this. She shared her frustration that Fish and Game won't allow for Dingell-Johnson to be used for ADA ramp improvements at the Fishing Hole.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

- a. Memorandum CC-24-063 Request for Executive Session Pursuant to AS 44.62.310 (A-C)(2) Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion (City Manager Dumouchel's Annual Performance Evaluation)

Mayor Castner announced the topic and asked to include A-C 1, matters that may have an adverse effect on the finances, related to contract matters.

LORD/ADERHOLD MOVED TO RECESS INTO EXECUTIVE SESSION PURSUANT TO AS 44.62.310 (A-C)(1 AND 2) MATTERS THAT WOULD CLEARLY HAVE AN ADVERSE EFFECT UPON THE FINANCES AND SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION (CITY MANAGER DUMOUCHEL'S ANNUAL PERFORMANCE EVALUATION)

City Manager Dumouchel confirmed he is not requesting a public discussion.

VOTE: YES: HANSEN, VENUTI, LORD, DAVIS, ADERHOLD, ERICKSON

Council recessed in to executive session at 4:13 p.m. and resumed the meeting at 6:00 p.m.

COMMENTS OF THE AUDIENCE

ADJOURN

There being no further business to come before the Council Mayor Castner adjourned the meeting at 6:00 p.m. The next Regular Meeting is Tuesday, March 26, 2024 at 6:00 p.m. and Committee of the Whole at 5:00 p.m. Work Session at 3:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Melissa Jacobsen, MMC, City Clerk

Approved: _____



MEMORANDUM

Re-appointment of Douglas Baily, Lisa “Red” Asselin-Martin, Michael McKinney to the Library Advisory Board and Re-appointment of Holly Brennan, Nicole Arevalo to the Economic Development Advisory Commission.

Item Type: Action Memorandum
Prepared For: Homer City Council
Date: March 20, 2024
From: Mayor Castner

Douglas Baily, Lisa “Red” Asselin-Martin, Michael McKinney are re-appointed to the Library Advisory Board. The terms expires April 1, 2027.

Holly Brennan and Nicole Arevalo are re-appointed to the Economic Development Advisory Commission. Their terms expire April 1, 2027.

Recommendation

Confirm the re-appointment of Douglas Baily, Lisa “Red” Asselin-Martin and Michael McKinney to the Library Advisory Board; and Re-appointment of Holly Brennan and Nicole Arevalo to the Economic Development Advisory Commission.

Attachments:

- Douglas Baily Application
- Lisa “Red” Asselin-Martin Application
- Michael McKinney Application
- Holly Brennan Application
- Nicole Arevalo Application



Advisory Body Application For Reappointment to Committees, Commissions, Board & Task Forces

Office of the City Clerk
491 East Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 235-3130
Fax: (907) 235-3143
clerk@cityofhomer-ak.gov

The Information provided on this form will provide the basic information to the Mayor and City Council on your interest in serving on the selected Advisory Body. It is considered public and will be included in the City Council meeting packet. This information will be published in the City Directory and within city web pages if you are reappointed by the Mayor and your reappointment is confirmed by the City Council.

Applicant Information

Full Name: Douglas Boyd Baily
Physical Address Where you Claim Residency: 4685 Craftsman Rd Homer AK 99603
Mailing Address: Box 2953 Homer, Alaska 99603
City: Homer State: AK Zip: 99603
Phone Number(s): 907 435 4006
Email: oldbailyfarm@gmail.com

Advisory Body You Are Requesting Reappointment To

- Planning Commission
- Parks, Art, Recreation & Culture Advisory Commission
- Port & Harbor Advisory Commission
- Economic Development Advisory Commission
- Library Advisory Board
- ADA Advisory Board
- Other – Please Indicate _____

Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? Yes No

What resident type is your current seat? City Resident Non-City Resident

Has your residency changed since your last appointment? Yes No

How long have you served on this advisory body? 2 years

Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

Friends of The Homer Public Library
Homer Foundation

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

① Alaska's Homer have been good to me for several years.

I have found my service on the LAB to be both challenging and rewarding and a good way to return some of the benefits I have received from this community. I believe my participation in Board deliberations and decisions has been of some value.

② I have accepted the responsibility of reading 54 children's books cover to cover in one month, none of which I likely would have read otherwise.

ARB



Advisory Body Application For Reappointment to Committees, Commissions, Board & Task Forces

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Applicant Information

Full Name: Michael E. McKinney

Physical Address Where you Claim Residency: 972 Lakeside Dr.

Mailing Address: same

City: Homer State: AK Zip: 99603

Phone Number(s): 907-299-0294

Email: hoosieralaskan@yahoo.com

Advisory Body You Are Requesting Reappointment To

- Planning Commission
- Parks, Art, Recreation & Culture Advisory Commission
- Port & Harbor Advisory Commission
- Economic Development Advisory Commission
- Library Advisory Board
- ADA Advisory Board
- Other - Please Indicate _____

Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? Yes No

What resident type is your current seat? City Resident Non-City Resident

Has your residency changed since your last appointment? Yes No

How long have you served on this advisory body? _____

Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

The role of the Public Library is changing as our world changes. It is no longer just the place where strict librarians caution children and teenagers to be quiet. As we move deeper into the 21ST Century, that role is being reinvisioned and questioned by the very Public the Library serves. I have been privileged to be a part of the LAB as we as a society start to grapple with just what we think that role should be.

I would like to continue to serve on the Board with its dedicated, hard working, members.



Advisory Body Application For Reappointment to Committees, Commissions, Board & Task Forces

Office of the City Clerk
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Homer, Alaska 99603
Phone: (907) 235-3130
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clerk@cityofhomer-ak.gov

The information provided on this form will provide the basic information to the Mayor and City Council on your interest in serving on the selected Advisory Body. It is considered public and will be included in the City Council meeting packet. This information will be published in the City Directory and within city web pages if you are reappointed by the Mayor and your reappointment is confirmed by the City Council.

Applicant Information

Full Name: Lisa Asselin Martin

Physical Address Where you Claim Residency: 66981 Diamond Ridge Rd, Homer

Mailing Address: P.O. Box 1941

City: Homer State: AK Zip: 99603

Phone Number(s): _____

Email: redasselin@hotmail.com

Advisory Body You Are Requesting Reappointment To

- Planning Commission
- Parks, Art, Recreation & Culture Advisory Commission
- Port & Harbor Advisory Commission
- Economic Development Advisory Commission
- Library Advisory Board
- ADA Advisory Board
- Other - Please Indicate _____

Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? Yes No

What resident type is your current seat? City Resident Non-City Resident

Has your residency changed since your last appointment? Yes No

How long have you served on this advisory body? 04/2023

Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

N/A

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

I would like to reapply for a seat on the Library Advisory Board. I am looking forward to continuing the L.A.B.'s work promoting + supporting the Library's Strategic plan through 2025 and the next three-year plan. Specifically, I am excited to follow through with a community survey members of the LAB helped develop to understand how the public uses the library and what the community would like to see available at HPL. The Library is an essential service to the Homer area and I feel privileged to play a small role in advocating for the library and the staff that help meet a variety of kids needs.



Advisory Body Application For Reappointment to Committees, Commissions, Board & Task Forces

MAR 15 2024
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Applicant Information

Full Name: Nicole Arevalo
Physical Address Where you Claim Residency: 127 E. Fairview Ave. Apt. B1
Mailing Address: P.O. Box 2099
City: Homer State: AK Zip: 99603
Phone Number(s): 907-399-4161
Email: nicole@homer swcd.org

Advisory Body You Are Requesting Reappointment To

- Planning Commission
- Parks, Art, Recreation & Culture Advisory Commission
- Port & Harbor Advisory Commission
- Economic Development Advisory Commission
- Library Advisory Board
- ADA Advisory Board
- Other – Please Indicate _____

Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? Yes No

What resident type is your current seat? City Resident Non-City Resident

Has your residency changed since your last appointment? Yes No

How long have you served on this advisory body? 6 years

Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

Employer: Homer Soil & Water Conservation District

Volunteer: KBB I AM 890 public radio Fundraising Committee

Volunteer: Alaska Food Hub Advisory Council.

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

I bring a perspective from the natural resources conservation paradigm, the local agriculture community, and have history working in Homer's fishing (commercial), food/beverage/hospitality and Tourism-based sectors. I have heard feedback from our Commission Chair that my ~~feedback~~ perspective, perceptions & contributions to the commission are valuable, and I care about the issues and opportunities we as a commission put our energy toward. I also am interested in the process of updating the City's Comprehensive Plan and the role the EDC has opportunity to play in helping channel positions from the public on various sections of the Plan linked to our mission at the EDC.



Advisory Body Application For Reappointment to Committees, Commissions, Board & Task Forces

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

Phone: (907) 235-3130

Fax: (907) 235-3143

clerk@cityofhomer-ak.gov

The Information provided on this form will provide the basic information to the Mayor and City Council on your interest in serving on the selected Advisory Body. It is considered public and will be included in the City Council meeting packet. This information will be published in the City Directory and within city web pages if you are reappointed by the Mayor and your reappointment is confirmed by the City Council.

Applicant Information

Full Name: Holly Brennan

Physical Address Where you Claim Residency: 3637 Poppy Cir

Mailing Address: 3637 Poppy Cir

City: Homer State: AK Zip: 99603

Phone Number(s): 402-302-0771

Email: hollyfromhomer@gmail.com

Advisory Body You Are Requesting Reappointment To

- Planning Commission
- Parks, Art, Recreation & Culture Advisory Commission
- Port & Harbor Advisory Commission
- Economic Development Advisory Commission
- Library Advisory Board
- ADA Advisory Board
- Other – Please Indicate _____

Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? Yes No

What resident type is your current seat? City Resident Non-City Resident

Has your residency changed since your last appointment? Yes No

How long have you served on this advisory body? since Nov 2023

Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

Homer Council on the Arts, KBBI, Homer Chamber of Commerce

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

Since I filled an open seat on the commission just a few months ago, I feel I have been introduced to the processes and goals and would like to complete a full term to continue learning.

my "why" statement when applying prior to my Nov 2023 appointment:

I was born and raised in Homer and have actively participated in diverse groups and events in Homer most of my life. I moved back here after college permanently, knowing this is where I wanted to plant my roots. Now working for a local small business (Alaska Salt Co., which purchased a building on Pioneer Avenue this year) the economic health of Homer is vital to my ability to continue successfully living and working here. While my energy and time are currently limited, I believe my experiences growing up and now living here as an adult will make a positive impact on the Economic Development Advisory Commission and Homer as a whole.



MEMORANDUM

Liquor License Renewal for BPO Elks Lodge 2127 & Down East Saloon

Item Type: Action Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: 20 March 2024
From: Zach Pettit, Deputy City Clerk

The City Clerk's Office has been notified by the Alcohol and Marijuana Control Office of a Liquor License Restaurant Transfer application within the City of Homer for the following:

License Type: Club
License #: 367
DBA Name: BPO Elks Lodge 2127
Service Location: 215 W Jenny Way, Homer, AK 99603
Licensee: BPO Elks Lodge 2127
Contact Person: Diane Plymire-Shoultz

License Type: Beverage Dispensary
License #: 2300
DBA Name: Down East Saloon
Service Location: 3125 E End Road, Homer, AK 99603
Licensee: Down East Saloon LLC
Contact Person: Justin Cole

Recommendation:

Voice non-objection and approval for the Liquor License Renewals

Attachments:

AMCO Application
City of Homer Police Non-Objection



March 13, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: BPO Elks Lodge 2127

DBA: BPO Elks Lodge 2127

VIA email: homereik@gci.net

Local Government 1: Kenai Peninsula Borough

Local Government 2: Homer

Via Email: micheleturner@kpb.us; sessert@kpb.us; mjenkins@kpb.us; nscarlett@kpb.us;

mboehmler@kpb.us; rraidmae@kpb.us; slopez@kpb.us; bcarter@kpb.us; mquainton@kpb.us;

mjacobsen@ci.homer.ak.us; rkrause@ci.homer.ak.us; clerk@homer.city

Community Council: N/A

Via Email: N/A

RE: Club License #367 Combined Renewal Notice

License Number:	367
License Type:	Club
Licensee:	BPO Elks Lodge 2127
Doing Business As:	BPO Elks Lodge 2127
Physical Address:	215 W Jenny Way
Designated Licensee:	Jan Jonker
Phone Number:	907-235-2127
Email Address:	homereik@gci.net

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **April 16th, 2024**, board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,



Joan M. Wilson, Director
907-269-0350



AMCO

DEC 08 2023

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than January 2, 2024 per AS 04.11.270, 3 AAC 305.050, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by February 28, 2024 will be expired per AS 04.11.540, 3 AAC 305.050(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the mandatory fees and all documents required, or the application will be returned without being processed, per AS 04.11.270.
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Doing Business As:	BPO Elks Lodge #2127	License #:	367
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If your mailing address has changed, write the NEW address below:

Mailing Address:	215 W Jenny Way		
City:	Homer	State:	AK
ZIP:	99603		

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license unless the Optional contact is completed.

Contact Licensee:	Jan C. Jonker	Contact Phone:	907-235-2127
Contact Email:	homereik@gci.net		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	Diane Plymire-Shoultz	Contact Phone:	907-235-2127
Contact Email:	homereik@gci.net		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2024 and/or 2025? If so, you will need to apply for a Shipping Endorsement here: <https://accis.license365.com/#>

YES NO

Section 4 - Ownership Structure Certification

Did the ownership structure of the licensed business change in 2022/2023?

YES NO

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application. If No, certify the statement below by initialing the box to the right of the statement:

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2022 or 2023.





Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 License Renewal Application

Section 5 – License Operation

Unless you operated more than 240 hours in 2022 or 2023, check ONE BOX for EACH CALENDAR YEAR that best describes how this alcoholic beverage license was operated as set forth in AS 04.11.330:

- 1. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
If your operation dates have changed, list them below:
2. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
3. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year...

Section 6 - Violations and Convictions

- Have any Notices of Violation been issued for this license in 2022 or 2023?
Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023?
If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2). If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.
I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

AMCO

DEC 08 2023



Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 License Renewal Application

Jan C. Jonker

Printed name of licensee

Jan C. Jonker
Signature of licensee

Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed AB-36: Recreational Site Statement

Tourism applications must include a completed AB-37: Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

AMCO

DEC 08 2023

FOR OFFICE USE ONLY

License Fee:	\$ 1500.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 1800.00

10072487 30



March 14, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Down East Saloon LLC

DBA: Down East Saloon

VIA email: ratone1975@yahoo.com

Local Government 1: Kenai Peninsula Borough

Local Government 2: Homer

Via Email: micheleturner@kpb.us; sessert@kpb.us; mjenkins@kpb.us; nscarlett@kpb.us;

mboehmler@kpb.us; rraidmae@kpb.us; slopez@kpb.us; bcarter@kpb.us; mquainton@kpb.us;

[mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us); rkrause@ci.homer.ak.us; clerk@homer.city

Community Council: N/A

Via Email: N/A

RE: Beverage Dispensary License #2300 Combined Renewal Notice

License Number:	2300
License Type:	Beverage Dispensary
Licensee:	Down East Saloon LLC
Doing Business As:	Down East Saloon
Physical Address:	3125 E End Road
Designated Licensee:	Justin Cole
Phone Number:	907-299-6177
Email Address:	ratone1975@yahoo.com

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **April 16th, 2024**, board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,



Joan M. Wilson, Director
907-269-0350



AMCO
 DEC 7 2023

Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than January 2, 2024 per AS 04.11.270, 3 AAC 305.050, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by February 28, 2024 will be expired per AS 04.11.540, 3 AAC 305.050(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the mandatory fees and all documents required, or the application will be returned without being processed, per AS 04.11.270.
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Doing Business As:	Down East Saloon		License #:	2300	
If your mailing address has changed, write the NEW address below:					
Mailing Address:	3125 East End Rd				
City:	Homer	State:	AK	ZIP:	99603

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license unless the Optional contact is completed.

Contact Licensee:	Justin Cole	Contact Phone:	907-299-6177
Contact Email:	jstone1975@yahoo.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2024 and/or 2025? If so, you will need to apply for a Shipping Endorsement here:
<https://accis.license365.com/#>

YES NO

Section 4 - Ownership Structure Certification

Did the ownership structure of the licensed business change in 2022/2023?

YES NO

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application. If No, certify the statement below by initialing the box to the right of the statement:

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2022 or 2023.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 License Renewal Application

AMCO DEC 7 2023

Section 5 – License Operation

Unless you operated more than 240 hours in 2022 or 2023, check ONE BOX for EACH CALENDAR YEAR that best describes how this alcoholic beverage license was operated as set forth in AS 04.11.330:

- 1. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
If your operation dates have changed, list them below:
2. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
3. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year...

Section 6 - Violations and Convictions

- Have any Notices of Violation been issued for this license in 2022 or 2023?
Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023?
If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2). If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.
I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 License Renewal Application

AMCO
DEC 7 2023

Justin Gole
Printed name of licensee

[Signature]
Signature of licensee

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

License Fee:	\$ 2500.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 2800.00



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: ZACH PETTIT, DEPUTY CITY CLERK

CC: LISA LINEGAR, COMMUNICATIONS SUPERVISOR

FROM: LT RYAN BROWNING

DATE: MARCH 18, 2024

SUBJECT: LIQUOR LICENSE RENEWAL FOR BOP ELKS LODGE 2127 & DOWN EAST SALOON

The Homer Police Department does not have any objections to the referenced Liquor License Renewals.

License Type: Club
License #: 367
DBA Name: BPO Elks Lodge 2127
Service Location: 215 W Jenny Way, Homer, AK 99603
Licensee: BPO Elks Lodge 2127
Contact Person: Diane Plymire-Shoultz

License Type: Beverage Dispensary
License #: 2300
DBA Name: Down East Saloon
Service Location: 3125 E End Road, Homer, AK 99603
Licensee: Down East Saloon LLC
Contact Person: Justin Cole



MEMORANDUM

Ordinance 24-18, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Appropriating \$15,000 from the Port Reserves Fund for the Purpose of Replacing the Control System for Crane 8 on the Homer Fish Dock. City Manager/Port Director.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 12, 2024
From: Bryan Hawkins, Port Director
Through: Rob Dumouchel, City Manager

Two cranes on the Homer Fish Dock, Crane #8 and Crane #3, currently use electric-over-hydraulic controls, a system that has been discontinued by the control manufacturing company. After extensive investigation, staff discovered that there is no “drop in” product that will work to replace the electric portion of the controls.

Crane #8 is currently non-operational due to the complete failure of the control system. After consulting with local hydraulics experts, staff have determined that the best course of action is to replace the existing controls with a fully hydraulic control system. At this time crane 3 is operational and staff will plan to address its control system in the next budget.

Staff have requested quotes from local contractors and anticipate having multiple responses by the end of March 2024. The funding requested is sufficient to cover our estimated cost of repair, freight, and a 15% contingency.

Recommendation: Staff recommends approval

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Crane 8 Repairs</u>	DATE	<u>03/21/2024</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>City Manager/Port Director</u>
REQUESTED AMOUNT	<u>\$ 15,000</u>		

DESCRIPTION	<p>The cranes on the Homer Fish Dock are essential for the sale of fish to local fish buyers and having a crane out of operation can limit commerce. Crane 8 is not operational due to the failure of an electronic-over-hydraulic control system that is no longer supported by the control manufacturing company nor any third party supplier.</p> <p>The fishing season has already begun and demand for crane time is high, so it is preferable to complete the repair to the crane control system expeditiously in the current fiscal year. The City has requested quotes and anticipates receiving responses before the end of March 2024.</p>
-------------	--

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

FUNDING SOURCE 1: PORT RESERVES	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 1,380,104</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 782,740</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 15,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 0</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 582,364</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Port Director

ORDINANCE 24-18

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE FY24 CAPITAL BUDGET BY APPROPRIATING
\$15,000 FROM THE PORT RESERVES FUND FOR THE PURPOSE OF
REPLACING THE CONTROL SYSTEM FOR CRANE 8 ON THE HOMER
FISH DOCK.

WHEREAS, The cranes on the Homer Fish Dock are essential for the sale of fish to local fish buyers and having a crane out of operation can limit commerce; and

WHEREAS, Crane 8 is not operational due to the failure of an electronic-over-hydraulic control system that is no longer supported by the control manufacturing company nor any third party supplier; and

WHEREAS, The fishing season has already begun and demand for crane time is high, so it is preferable to complete the repair to the crane control system expeditiously in the current fiscal year; and

WHEREAS, The City has requested quotes from multiple contractors and anticipates receiving responses before the end of March 2024.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1: The Homer City Council hereby amends the FY24 Capital Budget by appropriating \$15,000 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
456-0380	Crane 8 Control System Replacement	\$ 15,000

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of _____, 2024.

CITY OF HOMER

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ATTEST:

KEN CASTNER, MAYOR

MELISSA JACOBSEN, MMC, CITY CLERK

YES:
NO:
ABSTAIN:
ABSENT:

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



MEMORANDUM

Ordinance 24-19, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Chapter 2.04 City Manager Section 2.04.020 Duties and Powers. Davis/Erickson.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 20, 2024
From: Council Members Davis and Erickson

The definition of the duties and powers of the city manager as currently defined in Homer City Code varies from that described in Alaska Statute 29.20.500.

Specifically, state statute describes the city manager as the “chief administrator” of the city, whereas city code describes the city manager as the “executive and administrator” of the city.

Furthermore, state statute makes specific reference to the fact that the city manager “shall make monthly financial reports and other reports on municipal finances and operations as required by the Council,” whereas city code does not refer to this requirement.”

As the city prepares to hire a new city manager, it behooves us to update code to provide greater clarity as to the duties and powers that individual will be expected to exercise.

RECOMMENDATION: Adopt Ordinance 24-19

AS 29.20.500. Powers and Duties of a Manager.

The manager may hire necessary administrative assistants and may authorize an administrative official to appoint, suspend, or remove subordinates. As chief administrator the manager shall

- (1) appoint, suspend, or remove municipal employees and administrative officials, except as provided otherwise in this title and AS [14.14.065](#) ;
- (2) supervise the enforcement of municipal law and carry out the directives of the governing body;
- (3) prepare and submit an annual budget and capital improvement program for consideration by the governing body, and execute the budget and capital improvement program adopted;
- (4) make monthly financial reports and other reports on municipal finances and operations as required by the governing body;
- (5) exercise custody over all real and personal property of the municipality, except property of the school district;
- (6) perform other duties required by law or by the governing body; and
- (7) serve as personnel officer, unless the governing body authorizes the manager to appoint a personnel officer.

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

Davis/Erickson

3
4 **ORDINANCE 24-19**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
7 AMENDING HOMER CITY CODE CHAPTER 2.04 CITY MANAGER
8 SECTION 2.04.020 DUTIES AND POWERS.
9

10 WHEREAS, The duties and powers of the City Manager as currently defined in Homer
11 City Code vary from those described in Alaska Statute 29.20.500; and
12

13 WHEREAS, Amending city code to reflect the duties and powers for a city manager as
14 described in Alaska Statute 20.20.500 will provide greater clarity and consistency, in the city
15 manager's role in managing the affairs of the city.
16

17 NOW, THEREFORE, The City of Homer Ordains:
18

19 Section 1: The Homer City Council hereby amends Homer City Code Chapter 2.04 City
20 Manager Section 2.04.020 Duties and powers, as follows:
21

22 **2.04.020 Duties and powers.**
23

24 ~~The duties and powers of the City Manager shall be as follows:~~

25
26 a. ~~He is the executive and~~ **Serve as chief** administrative **administrator** officer of the City.
27

28 b. ~~He shall~~ **Administer** the affairs of all City departments.
29

30 c. ~~He shall~~ **Devote his** **their** time to the discharge of his **their** official duties, attend all
31 meetings of the Council unless excused therefrom by the Mayor or Council, and keep the
32 Council advised at all times of the affairs and needs of the City.
33

34 d. ~~He shall~~ **Make** recommendations to the Council as he **they** considers expedient or
35 necessary and once a year he shall present a detailed statement of what he has **they have**
36 done during the year ~~covered by the report.~~

37
38 e. ~~He shall~~ **Prepare** and recommend to the Council an annual budget.
39

40 **f. Make monthly financial reports and other reports on municipal finances and operations**
41 **as required by the Council.**
42

43 ~~fg. He shall e~~Execute and enforce ordinances and resolutions of the City, administer all
44 contracts entered into by the City and see that provisions of all franchises, permits, leases, and
45 privileges granted by the City are observed.

46
47 ~~gh. He shall a~~Appoint and remove the heads of all departments, boards, bureaus and all other
48 officers and employees of the City, ~~except the City Attorney, who shall be appointed by and~~
49 ~~serve at the pleasure of the Council,~~ and he shall have supervision and control over them and
50 their work with power to transfer an employee from one department to the other. He **They**
51 shall supervise all other City departments to the end of obtaining the utmost efficiency in each
52 of them, **except the City Attorney, who shall be appointed by and serve at the pleasure of**
53 **the Council.**

54
55 ~~hi. He shall s~~Supervise the operation of all public utilities owned and operated by the City and
56 shall have general supervision of all City-owned property.

57
58 ~~ij. He shall a~~Act as purchasing agent for all City departments, subject to provisions of the
59 annual budget. All purchases shall be made by requisition approved by him **them**.

60
61 ~~jk. He shall t~~Take part in and may enter into all discussions by the City Council but shall have
62 no vote.

63
64 ~~kl. Before assuming office he s~~Shall take an oath **before assuming office** to faithfully
65 discharge the duties of his **their** office and furnish a bond in such sum as the Council by
66 resolution shall require. Cost of such bond shall be paid by the City.

67
68 Section 2: This Ordinance is of a permanent and general character, and shall be
69 included in the City Code.

70
71 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 8th day of April, 2024.

72
73 CITY OF HOMER

74
75 _____
76 KEN CASTNER, MAYOR

77 ATTEST:

78
79 _____
80 MELISSA JACOBSEN, MMC, CITY CLERK

81
82 YES:

83 NO:

84 ABSTAIN:

- 85 ABSENT:
- 86
- 87 First Reading:
- 88 Public Hearing:
- 89 Second Reading:
- 90 Effective Date:



MEMORANDUM

Resolution 24-030, A Resolution of the City Council of Homer, Alaska, Awarding a Contract for a Cybersecurity Risk Assessment to the Firm of Structured Communications Systems, Inc. of Anchorage, Alaska In the Amount of \$50,000. City Manager/Chief Technology Officer.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and City Council
Date: March 18, 2024
From: Bill Jirsa, Chief Technology Officer
Through: Melissa Jacobsen, Acting City Manager

Completing a comprehensive cybersecurity risk assessment is an important first step to establish a strong cybersecurity program for the City of Homer. Contracting with external cybersecurity experts to perform an assessment greatly reduces the timeline to completion and helps ensure the quality of the baseline assessment from which we build a program for improvement.

The Alaska Municipal League (AML), after issuing a competitive request for proposals and reviewing the responding vendors, has identified Structured Communications Systems, Inc. of Anchorage as a vendor available to offer cybersecurity support to their member municipalities.

Structured has decades of experience conducting cybersecurity risk assessments for municipal and government organizations across the country; they have past experience with Alaskan entities, and offer a technical team with Alaska resumes. After interviewing their team and conferring with previous clients they referred us to, Structured appears to be a great fit for the City of Homer Cybersecurity Risk Assessment.

Recommendation: Award a contract to perform a Cybersecurity Risk Assessment to Structured Communications Systems, Inc. of Anchorage, Alaska.

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

3 City Manager/
4 Chief Technology Officer

5 **RESOLUTION 24-030**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AWARDING A CONTRACT FOR A CYBERSECURITY RISK
9 ASSESSMENT TO THE FIRM OF STRUCTURED COMMUNICATIONS
10 SYSTEMS, INC. OF ANCHORAGE, ALASKA IN THE AMOUNT OF
11 \$50,000 AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE
12 AND EXECUTE THE APPROPRIATE DOCUMENTS.

13
14 WHEREAS, The City of Homer recognizes the importance of cybersecurity in
15 safeguarding its digital infrastructure; and

16
17 WHEREAS, The City of Homer City Council adopted Ordinance 24-15 accepting and
18 appropriating a FY22 State & Local Cybersecurity Grant (SLCGP) Award in the amount of
19 \$50,000 from Alaska Division of Homeland Security and Emergency Management for the
20 purpose of conducting a cybersecurity risk assessment; and

21
22 WHEREAS, The Alaska Municipal League issued a competitive request for proposals
23 calling for Information Technology and Cybersecurity support for Alaska municipalities; and

24
25 WHEREAS, After a review and selection process, the Alaska Municipal League selected
26 Structured Communication Systems, Inc. of Anchorage, Alaska as an competitively procured
27 option to fulfill the cybersecurity support for Alaska Municipal League member municipalities;
28 and

29
30 WHEREAS, The City of Homer is a member in good standing of the Alaska Municipal
31 League; and

32
33 WHEREAS, Interviewing the firm and checking references further confirmed the City's
34 confidence in Structured Communication Systems, Inc. for cybersecurity assessment support.

35
36 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, Awards the
37 Contract for a Cybersecurity Risk Assessment to Structured Communications Systems, Inc. of
38 Anchorage, Alaska in the Amount of \$50,000 and authorizes the City Manager to negotiate and
39 execute the appropriate documents.

40
41 PASSED AND ADOPTED by the Homer City Council this 26th day of March, 2024
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CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal note: Ordinance 24-15 accepts and appropriates \$50,000 for this contract.



MEMORANDUM

Resolution 24-031, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Apply for a Department of Environmental Conservation, Alaska Drinking Water Fund Loan in an Amount not to Exceed \$177,477 to Finance Costs of the Lead Service Line Inventory Project. City Manager/Public Works Director.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 14, 2024
From: Daniel Kort, Public Works Director
Through: Rob Dumouchel, City Manager

Issue: The purpose of this Memorandum is to recommend the City Council authorize the application submittal for ADEC loan funds for the Lead Service Line Inventory Project.

Background: The EPA now requires that water service lines not contain any lead. As a part of this requirement, public water utilities are now required to inventory all of their water services to ensure that no lead is present. If lead is found, the water utility is then required to design and replace the water service.

The ADEC, through the State Revolving fund program, is offering generous Principal Loan Forgiveness to allow water utilities to perform this inventorying, design and replacement. According to ADEC these funds can be used for the following 3 types of project:

1. Lead Service Line Inventory: Eligible activities include locating and mapping publicly and privately owned lead water service lines to create a comprehensive lead water service line inventory. Methods of investigation to develop inventories could include inspecting physical service lines, compiling paper records, water quality sampling, initiating a consumer lead service line identification program, statistical analysis, and other emerging technologies. Both contracted and in-house work may be eligible for the loan.
2. Lead Service Line Replacement: Complete removal and replacement of lead water service lines, service lines made of galvanized iron or galvanized steel, or service lines of unknown material that are currently or have previously been downstream of lead service lines and/or components.
3. Associated activities related to lead service line replacement: Planning, design, permitting, restoration, and non-routine sampling.

Recommendation: That Council pass a resolution authorizing the City Manager to submit an ADEC loan application and accept the ADEC loan forgiveness funds.

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

3 City Manager/
4 Public Works Director

5 **RESOLUTION 24-031**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 AUTHORIZING THE CITY MANAGER TO APPLY FOR A LOAN FROM
9 THE STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL
10 CONSERVATION, ALASKA DRINKING WATER FUND, IN AN AMOUNT
11 NOT TO EXCEED \$177,477 TO FINANCE COSTS OF THE LEAD
12 SERVICE LINE INVENTORY PROJECT.

13
14 WHEREAS, The Lead Service Line Inventory Project involves:

- 15 1. Inspection of as-built drawings for water services and field inspections of those
16 services by City staff to determine whether the services have lead material in them.
17 2. Hiring contractors to replace lead service lines that are found.
18 3. Planning, design, permitting, restoration and sampling work associated with
19 service replacement.

20
21 WHEREAS, The City seeks to secure funds to reimburse the City for inventorying and
22 replacement of these water service lines; and

23
24 WHEREAS, The State of Alaska, Department of Environmental Conservation (“ADEC”)
25 has available funding for project costs through its Alaska Drinking Water Fund; and

26
27 WHEREAS, ADEC included financing of the project, from the Alaska Drinking Water
28 Fund, on its priority list for Fiscal Year 2024; and

29
30 WHEREAS, The ADEC loan would be in the principal amount of not to exceed \$177,477
31 and repaid over no more than a 20-year term, with a finance rate calculated pursuant to 18 AAC
32 76.255 (for an ADEC Drinking Water Fund loan); and

33
34 WHEREAS, The ADEC is offering a Principal Loan Forgiveness Subsidy in the amount of
35 \$103,522.

36
37 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska Authorizes
38 the City Manager to apply for a State of Alaska Department of Environmental Conservation
39 loan, in an amount not to exceed \$177,477, from ADEC’s Alaska Drinking Water Fund for
40 purposes of paying costs of the Lead Service Line Inventory Project.
41

42 Terms not otherwise defined in this resolution shall have the meanings set forth in the
43 recitals to this resolution.

44
45 PASSED AND ADOPTED by the Homer City Council this 26th day of March, 2024.

46
47 CITY OF HOMER

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50 _____
51 KEN CASTNER, MAYOR

52
53 ATTEST:

54
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56 _____
57 MELISSA JACOBSEN, MMC, CITY CLERK

58
59 Fiscal note: N/A



MEMORANDUM

Resolution 24-032, A Resolution of the City Council of Homer, Alaska, Approving a Term Contract to Stephanie Queen Consulting, (SQC) and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.

Item Type: Backup Memorandum
Prepared For: City Council
Date: March 14, 2024
From: Julie Engebretsen, Community Development Director
Through: Rob Dumouchel, City Manager

I. Issue: The purpose of this Memorandum is to recommend the City issue a Term Contract to Stephanie Queen Consulting (“SQC”).

II. Background:

Several of the City’s grants with state or federal agencies require the City to use, or exercise good faith efforts to use, MWDBE businesses; that is, businesses owned by minorities, women or disadvantaged individuals. A Best Practice for identifying such businesses is to create a Bidder’s List by advertising a Request for Qualifications (“RFQ”) for such businesses and creating a roster of firms meeting one or more of the designations. In August 2023, the City published a RFQ asking for Statements of Qualifications (SOQ) for services we would likely need for various projects. At that time, no local firms submitted their SOQ. In January 2024 the City awarded a term contract to woman-owned business enterprise (“WBE”) via Resolution 24-009 to Appaloosa Integrated Construction & Consulting Services, LLC (“AICS”). A new consultant, also a woman-owned business enterprise (“WBE”), has opened her doors on the peninsula; Stephanie Queen, the former City Manager for the City of Soldotna.

Stephanie Queen graduated high school on the Kenai Peninsula, and graduated with a master’s degree in Engineering, Civil and Environmental Engineering from Cornell University. She served in local government from 2008 through 2023, starting out in Soldotna’s Economic Development and Planning Department and then as City Manager. Ms. Queen has now opened her own consulting firm and offers a wide range of skills and expertise that could be utilized for projects such as the Kachemak Sponge Green Infrastructure Project and future federal grants such as the recently applied for RAISE and EPA Brownfields projects. All of these projects have federal grant funding and will require either the use of, or good faith efforts to use, MWDBEs. A term contract with SQC provides the opportunity for the City to issue task orders for specific work, as needs arise, and thus, satisfy that requirement.

III. RECOMMENDATION: That the City Council approve a Term Contract to SQC.

Stephanie Queen, AICP

Email: StephanieQueenConsulting@gmail.com

Web: www.StephanieQueenConsulting.com

Cell: 1.907.953.7701

EDUCATION

Cornell University | Ithaca, New York

- Master of Engineering, Civil and Environmental Engineering (2006)
- Bachelor of Science, Civil and Environmental Engineering (2004)

Fulbright Scholar | Istanbul, Turkey

- Studying the economics of earthquake risk mitigation (2007)

PROFESSIONAL RECOGNITION

Alaska Municipal League

- Excellence in Local Government, Economic + Work Environment (Soldotna Recruitment + Retention Strategies, 2023)
- Emerging Municipal Leader of the Year (2022)

Greater Soldotna Area Chamber of Commerce

- Excellence in Profession Award (2022)
- Government and Civic Affairs Award (2017)

Alaska Chapter of the American Planning Association

- Comprehensive Plan of the Year ('Envision Soldotna 2030', 2013)
- Best Practices Award (Soldotna Storefront Improvement Program, 2012)

WORK EXPERIENCE

Principal / Owner (Jan. 2024 to present)

Stephanie Queen Consulting | Soldotna, Alaska

Providing strategic support to Alaskan municipalities and critical infrastructure projects. Specializing in Public Engagement, Local Government Administration, Project Planning and Coordination, Land Use, and Economic Development.

City Manager (2018-2023)

City of Soldotna | Soldotna, Alaska

Chief Administrative officer, responsible for planning, organizing, and directing all municipal operations for the City of Soldotna. Directly managed 10 Department Directors, with a city staff that varied seasonally from approximately 70 to 100 employees. Responsible for tracking and implementing annual operating and capital budget exceeding \$18 million (FY23).

Director of Economic Development + Planning Dept. (2008-2018)

City of Soldotna | Soldotna, Alaska

Managed all functions of the Planning/Economic Development Department, including: permitting, geographic information systems (GIS), short- and long-range planning, code enforcement and updates, municipal land management, and economic development.

Civil Engineering Planner (2007-2008)

DOWL Engineers | Anchorage, Alaska

Prepared applications and obtained entitlements from the Municipality of Anchorage for a range of commercial and institutional development projects.

Engineering Intern (Summers 2003, 2004)

Alaska Department of Transportation + Public Facilities | Anchorage, Alaska

Worked as a paving inspector (Aviation Division) for runway rehabilitation projects at Ted Stevens International Airport and Lake Hood Runway. Provided project support for Ship Creek Trail project.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 24-032

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
APPROVING A TERM CONTRACT TO STEPHANIE QUEEN
CONSULTING (SQS) AND AUTHORIZING THE CITY MANAGER
TO NEGOTIATE AND EXECUTE THE APPROPRIATE
DOCUMENTS.

WHEREAS, Several of the City’s grants with state or federal agencies require the City to use, or exercise good faith efforts to use, businesses owned by minorities, women or disadvantaged business enterprises (MWDBE); and

WHEREAS, In August 2023, the City issued a Request for Statements of Qualifications (SOQ) and at that time, no local firms submitted their SOQ, but a local woman-owned business enterprise (“WBE”) emerged - Appaloosa Integrated Construction & Consulting Services, LLC (“AICS”) and was approved for a term contract by Resolution 24-009; and

WHEREAS, The owner of SQC is also a WBE and has extensive experience with local government and associated projects on the Kenai Peninsula; and

WHEREAS, A term contract with SQC provides the opportunity for the City to issue task orders for specific work, as needs arise, which would supplement City staff with capable project management expertise, satisfy MWDBE grant requirements, and support a business located on the Kenai Peninsula.

NOW THEREFORE BE IT RESOLVED that the Homer City Council hereby approves the issuance of a Term Contract to ACS and authorizes the City Manager to negotiate and execute the appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 26th day of March, 2024.

CITY OF HOMER

KEN CASTNER, MAYOR

41 ATTEST:

42

43 _____

44 MELISSA JACOBSEN, MMC, CITY CLERK

45

46 Fiscal note: N/A

**CITY OF HOMER
HOMER, ALASKA**

Mayor

RESOLUTION 24-033

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
RATIFYING THE EARLY TERMINATION OF CONTRACT AGREEMENT
WITH ROBERT DUMOUCHEL.

WHEREAS, Homer City Council conducted City Manager Dumouchel’s annual performance evaluation in an executive session on March 14, 2024; and

WHEREAS, As a result of the executive session the City Council and Mr. Dumouchel reached a conclusion of early termination of the City Manager’s contract; and

WHEREAS, Mayor Castner and Mr. Dumouchel completed the Agreement for Early Termination of Contract effective March 15, 2024.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby ratifies the Agreement for Early Termination of Contract between the City and Robert Dumouchel included as an attachment.

PASSED AND ADOPTED by the Homer City Council on this 26th day of March, 2024.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Salary and Benefits.



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Agreement for Early Termination of Contract

The City of Homer, by and through the office of the Mayor, has elected to exercise its contractual prerogative to conclude the employment of the City Manager. Details of the termination are included in the attached exhibit "A".

Dated this 15th day of March, 2024.

Ken Castner, Mayor

Rob Dumouchel, City Manager

Attachment A

Subject: Termination of Employment and Severance Agreement

1. Introduction

This agreement (the "Agreement") is entered into on March 15, 2024, between Rob Dumouchel ("Dumouchel") and the City of Homer ("City"), to formalize the terms of Dumouchel's separation from employment with the City.

2. Termination of Existing Employment Agreement

The City and Dumouchel hereby agree to terminate their existing employment agreement, originally dated July 20, 2020, and subsequently amended on September 16, 2021, and July 26, 2022. It is understood and agreed by both parties that Dumouchel's employment with the City will cease immediately.

3. Severance Package

In accordance with Section 6(B) of the amended employment agreement, Dumouchel shall receive the following severance package:

(a) **Severance Pay:** Dumouchel shall be entitled to a lump sum payment equivalent to six months' worth of salary, calculated at the employee's usual rate of pay. This payment shall be disbursed within five business days following the ratification of this Agreement by the City Council.

(b) **Accrued Leave:** Dumouchel shall receive the cash value of all accrued leave as of the date of termination.

4. Health Insurance Coverage

Dumouchel shall be eligible for reimbursement of health insurance coverage premiums for a period of six months following the date of termination, or until Dumouchel secures coverage through a group health plan offered by a new employer, whichever occurs first.

5. Non-Disparagement

Both Dumouchel and the City affirm their mutual respect for each other and agree not to make any negative or derogatory statements about the other party, whether publicly or privately, that could harm their reputation or standing in the community.

6. Entire Agreement

This Agreement constitutes the entire understanding between the parties concerning Dumouchel's separation from employment with the City and supersedes any prior agreements or understandings, whether written or oral, between the parties.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

8. Execution

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

If the foregoing accurately reflects our mutual understanding, please sign below to indicate your acceptance of the terms of this Agreement.

EMPLOYEE



Robert J. Dumouchel II, City Manager

15 MAR 24

Date

CITY OF HOMER



Ken Castner, Mayor

MAR 15 2024

Date

ATTEST:



Melissa Jacobsen, Acting City Manager



MEMORANDUM

Resolution 24-034, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Dispose of the Homer Volunteer Fire Department 1999 Rescue1 Truck – Freight Liner Pursuant to HCC 18.30.010-020 and HCC 18.30.040(b). City Manager/Fire Chief.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 19, 2024
From: Mark Kirko, Fire Chief
Through: Melissa Jacobsen, Acting City Manager

With the arrival of the ladder truck, Rescue-1 has been taken out of service and is ready for disposal. Typically, department vehicles are disposed of by code through the public auction process and go out to bid. In this case, because the truck is still viable as an emergency response vehicle, I am requesting that we sell the vehicle to The Whittier Volunteer Fire Department.

The Whittier Fire Chief has expressed interest in the truck and has acquired funding through his City Council to purchase it for \$35,000.00.

I believe it would be of better service in another fire department as a life safety vehicle verses the alternative non-emergency uses possible.

RECOMMENDATION: Adopt Resolution 23-034

18.30.010 Sale or other disposition of personal property.

The City Manager may sell or otherwise dispose of any surplus, obsolete or unneeded supplies, materials, equipment or other personal property with a value of \$5,000 or less, pursuant to the provisions of this chapter. [Ord. 93-5(A), 1993].

18.30.020 City Council approval.

No supplies, materials, equipment or other personal property of a value of more than \$5,000 may be sold or otherwise disposed of until the City Council has declared, by motion or resolution, such property surplus, obsolete, or unneeded, or that the transaction is otherwise in the best interest of the City. [Ord. 93-5(A), 1993].

18.30.040 Exceptions to competitive bidding.

Personal property may be sold or otherwise disposed of without competitive bidding as follows:

- a. Surplus, obsolete or unneeded supplies, materials, equipment or other personal property, or any interest therein may be sold or otherwise disposed of by the City Manager when the total value thereof, as estimated by the City Manager, does not exceed \$500.00 in the aggregate; and
- b. The City Manager may sell, lease, donate, exchange or otherwise dispose of personal property, or an interest therein, to or with another municipality, state, or the United States when and under such terms and conditions as the City Council, in its sole judgment, deems it advantageous to the City to do so. [Ord. 93-5(A), 1993].

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Fire Chief

RESOLUTION 24-034

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AUTHORIZING THE CITY MANAGER TO DISPOSE OF THE HOMER
VOLUNTEER FIRE DEPARTMENT 1999 RESCUE 1 TRUCK-FREIGHT
LINER PURSUANT TO HCC 18.30.010-020 AND HCC 18.30.040(B).

WHEREAS, The City purchased and has taken possession of a ladder truck for the Homer
Volunteer Fire Department; and

WHEREAS, With the arrival of the ladder truck the Rescue-1 truck has been taken out of
service and is ready for disposal; and

WHEREAS, Rescue-1 is still viable as an emergency response vehicle and the City of
Whittier's Volunteer Fire Department is interested in purchasing the Rescue-1 truck; and

WHEREAS, The Whittier Volunteer Fire Department has acquired funding in the amount
of \$35,000 to purchase the Rescue-1 truck.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby declares the
1999 Rescue 1 Truck- Freight Liner to be unneeded and surplus and authorizes the City
Manager to dispose of it pursuant to HCC 18.30.010-020 and HCC 18.30.040(b) in the best
interests of the City.

PASSED AND ADOPTED by the Homer City Council on this 26th day of March, 2024.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

**CITY OF HOMER
HOMER, ALASKA**

Mayor

RESOLUTION 24-035

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
SUPPORTING HOMER ELECTRIC ASSOCIATION, INC'S (HEA)
GRANT APPLICATION TO REBUILD SOUTH KACHEMAK BAY.

WHEREAS, HEA provides power throughout the Kenai Peninsula, including Homer and South Kachemak Bay; and

WHEREAS, HEA purchased the then existing electric infrastructure across South Kachemak Bay in 1964 and later connected this infrastructure to the grid through an undersea cable; and

WHEREAS, Since the purchase of the South Kachemak electric facilities investments have been made in back up generation and maintenance of the electric facilities but a rebuild is necessary to upgrade these facilities; and

WHEREAS, HEA submitted a concept paper and was recommended to submit a full grant application for federal funds to rebuild the South Kachemak electric facilities; and

WHEREAS, rebuilding the South Kachemak Bay electric facilities assists communities in Homer's geographic area but it will also result in a upgrades to electric facilities located within Homer and expansion of fiber capabilities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska supports HEA's pursuit of federal funding to rebuild the South Kachemak Bay electric facilities.

PASSED AND ADOPTED by the Homer City Council on this 26th day of March, 2024.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

Public Notice

The Alaska Department of Transportation in partnership with QAP will begin construction on the Homer Airport starting April 1, 2024 with an anticipated completion date of October 31, 2024. This announcement serves as advance notice.

Scope: This project will rehabilitate the runway and runway safety area; remove terrain obstructing the runway object-free area; rehabilitate Taxiways A, B, and a portion of D; remove a portion of Taxiway D and convert it to an airfield service road; construct a new turnaround taxiway (Taxiway G) near the Runway 22 threshold; construct drainage improvements including replacement of culverts crossing the runway and taxiways; remove existing VASIs and replace with PAPIs; replace runway and taxiway lighting and signage systems.

To accomplish this work, the FAA approved construction sequencing plan included in the awarded contract is as follows: These are estimated dates and may vary due to winter weather affecting spring breakup.

Phase 1: Consists of a **5-day closure** of runway 04/22 starting at 8 PM April 15th through 8 AM April 21st.

Phase 2: Closure of the South half of runway 04/22 from April 21st to July 15th. During this phase runway 04/22 will be closed nightly between the hours of 8 PM to 8 AM and will reopen at half width from 8 AM to 8 PM. Taxiway access to the North half of runway 04/22 will be provided through the construction area for all aircraft located on the GA apron. This phase will include new pavement, grooving, and reconstruction of the RSA along the South half of runway 04/22.

Phase 3: Closure of the North half of runway 04/22 from July 16th to September 21st. This phase will start with a **24-hour closure** of the entire runway to all air traffic from 8 PM July 15th to 8 AM July 17th. Following this closure runway 04/22 will be closed nightly to all air traffic from 8 PM to 8 AM and will reopen at half width from 8 AM to 8 PM. Taxiway access to the South half of runway 04/22 will be provided through the construction area for all aircraft located on the commercial apron and beacon apron.

Phase 4: Consists of a **72-hour closure** of runway 04/22 from 8 PM October 7th to 8 AM October 11th. Nightly closures will continue between 8 PM and 8 AM thru project completion October 31st.

What this means for you:

1. Nightly closures between 8pm to 8am between April 1 to October 31, 2024.
2. A taxiway will always be open during daytime hours for access to the GA and Commercial apron.
3. NAVAIDS will be taken off-line between April 1 to October 31, 2024.
4. Weekly meetings will be held leading up to and throughout construction with public interaction welcome and encouraged. A call-in line with an access code will be provided. The time and day for meetings will be determined as we move closer.

We understand the phasing plan will be impactful and will be working with you to provide clear updates and progress. If you have questions or would like construction updates throughout the season, please call the construction hotline at 1-(866) 440-0203.

Project Scope

- Repave deteriorated runway and apron pavement
- Rebuild and expand gravel apron
- Replace old culverts and drainage facilities in poor condition
- Remove terrain obstruction within runway Object Free Area (OFA)
- Replace old VASI landing guide system with updated PAPI landing guide system
- Build Taxiway G on northeast corner of runway 04/22

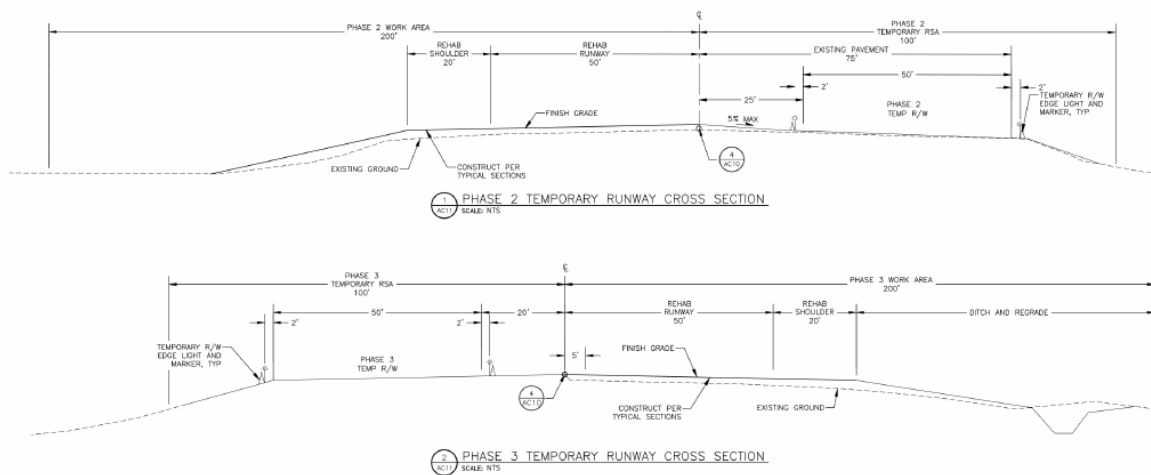
2024 Impacts

- Nightly Closures 8 PM to 8 AM – April 1st to October 31st, 2024
- 5 day (120 Hour) Full Runway Closure – 8 PM April 15th to 8 AM April 21st
- North Half Width Runway (50ft) Open 8 AM – 8 PM – Starts April 21st
- 24 Hour Full Runway Closure – 8 PM July 15th to 8 AM July 17th
- South Half Width Runway (50ft) Open 8 AM – 8 PM – Starts July 17th
- 3 day (72 Hour) Full Runway Closure – 8 PM October 7th to 8 AM October 11th
- A construction hotline is set up to provide updates and ask questions you may have 1(866) 440-0203
- Weekly phone meetings will be held throughout construction and are open to the public. Conference number (907) 268-6272 meeting ID 490419

Construction Phasing

- Phase 1 – Closure for pipe installation, Half width configuration set up. 5-day closure for pipe installation and half width runway setup 4/15 8pm - 4/21 8am
- Phase 3 – South half of runway work (excavation, milling, grading, ditch work, paving). Half width 50ft from 8am-8pm.
- Phase 2 – North half of runway work (excavation, milling, grading, ditch work, paving). Half width 50ft from 8am-8pm. Closed 7/15 8pm- 7/17 8am
- Phase 4 – Entire runway – Pavement Markings and sawcutting grooves. Closed 10/7 8pm – 10/11 8am
- Phase 6 – Runway Obstruction Removal (excavating, grading & seeding). Completed during phases 2 & 3.

½ Width Runway Configuration







MEMORANDUM

Ordinance 24-17, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Re-Appropriating \$118,000 from the Homer Accelerated Roads and Trails (HART) Trails Fund to Purchase a Tractor and Heavy-Duty Truck. City Manager.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 21, 2024
From: Daniel Kort, Public Works Director
Through: Melissa Jacobsen, Acting City Manager

The following information is provided to the City Council to provide additional clarity to the intentions of this re-appropriation of funds.

The original appropriation for 4 light duty trucks was made under previous Parks Department staffing levels and was appropriate at the time. However, do to re-organization of the Department (including staffing reduction) and re-assignment of responsibilities, the current planned purchase of the 4 light duties trucks no longer matches the Department’s needs. The Department has already purchase one of the 4 light duty trucks, and is proposing to purchase one Heavy Duty Truck and one Tractor in replacement of the remaining 3 light duty trucks.

With the new Parks Department being a Department of one full time employee and the equivalent of approximately 2 or 3 temporary seasonal positions, the conversion of the 3 remaining light duty trucks to one heavy duty truck and a compact tractor would better suit the needs of the Department and allow the limited staff to be more efficient with available time. Further, the Department cannot fully rely on the temporary seasonal positions being filled each year due to the limited pool of available candidates and the pay rate is not competitive to other regional seasonal employment opportunities.

Additionally, the heavy duty truck planned for purchase will be replacing the existing Parks Department’s truck E-132 which is a 1999 Ford F-550 which has been “Red-Tagged” because it has exceeded its useful life and the cost of required repairs is no longer justified. This means the Department isn’t truly adding a new heavy duty truck to the Departments inventory of rolling stock, but rather replacing an existing one that has exceeded its useful life.

The compact tractor planned for purchase will allow the Department to be more efficient with staff time. This tractor will come with additional attachments including a box blade, a snow blower, backhoe, and mowing deck. This piece of equipment will be critical to increasing staff efficiency.

The Department intends on using this tractor to widen some of the narrower trails to accommodate the small tractor for both winter and summer maintenance. Then the box blade on the tractor will reduce the labor associated with placement and leveling of gravel on trails and placement of materials and leveling ground in the parks. The backhoe for the tractor will allow for easier ditching and maintaining of drainage to keep trails dryer and open which is one of the biggest trail maintenance challenges. The loader attachment will increase staff efficiency with spreading materials on both trails and parks. The mower deck will allow the staff to additionally use this tractor for mowing as needed for both parks and trails. The tractor and mower will not be able to facilitate all mowing needs for the Department, so the Department plans on supplementing mowing needs with contractors as the Department has done in the past.

Recommendation: Adopt Ordinance 24-18



MEMORANDUM

Ordinance 24-17, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Re-Appropriating \$118,000 from the Homer Accelerated Roads and Trails (HART) Trails Fund to Purchase a Tractor and a Heavy-Duty Truck. City Manager.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: February 27, 2024
From: Rob Dumouchel, City Manager

Vehicle and equipment needs for the Parks Maintenance Division of Public Works have changed over time, and this ordinance would take existing HART Trails appropriations and modify them to allow for the purchase of items that are a better fit for current focus and staffing levels.

In 2023, some tasks assigned to the Parks Division were redistributed to other departments/divisions to address the unsustainable nature of the Parks Division’s work load. The restructured Parks Division is now focused on park maintenance, and it needs specialized maintenance vehicles as opposed to a small fleet of light trucks.

The FY24 Capital Budget included an appropriation for four trucks (\$150,000 – vehicles E-129, E-120, E-107, and E-101) and some equipment for the Parks Division’s side-by-side (\$10,000) for a total of \$160,000 in appropriations. We have acquired one of the four trucks at this time (\$42,000) which leaves \$118,000 remaining. This proposed ordinance would convert the remaining funds into a tractor and one heavy-duty truck that can plow, sand in winter and serve as a water truck in summer.

The heavy-duty truck will likely take up to a year to procure due to supply chain issues. Trucks, particularly specialty and heavy-duty trucks, have had lead times of one to two years in many cases. The tractor is something that we believe we can procure in time for the 2024 summer season.

If this ordinance is approved, Administration will be considering shifting some contracted facility snow plowing services to the Parks Division.

RECOMMENDATION: Adopt Ordinance 24-17

HART Trails

HART Trails - Fund 165			
Current Information - as of 6/22/23			
Account Name	Current Balance	Encumbrances	Available Balance
HART Trails	\$ 1,072,071	\$ 20,000	\$ 1,052,071

Open Encumbrances - as of 6/22/23			
Description	Requestor	Ordinance #	Amount Remaining
Small Works Trails Maintenance Program - expires end of FY23	Public Works	22-28, 21-36(S-2)(A)	\$ 20,000
			<u>\$ 20,000</u>

Requested Projects			
Description	Requestor	Fiscal Year	Requested Amount
Wayfinding and Streetscape Implementation	Economic Development	FY24	\$ 50,000
Lee Avenue Trail	Public Works	FY24	\$ 20,000
Vehicle Replacement (E-129, E-120, E-107, E-101)	Public Works	FY24	\$ 150,000
Fairview Ave Trail - East - Construction	Public Works	FY24	\$ 30,000
Library Trails - West Lot and Storybook - ADA upgrades	Public Works	FY24	\$ 25,000
Reber Trail Re-Route	Public Works	FY24	\$ 15,000
Trail Head Improvements	Public Works	FY24	\$ 12,000
Side-by-Side Attachments for Trails Maintenance	Public Works	FY24	\$ 10,000
Powered Wheelbarrow	Public Works	FY24	\$ 4,000
Tajen Trail - Establishing New Tread	Public Works	FY24	\$ 10,000
Beauregard Court Trail - Establishing New Tread	Public Works	FY24	\$ 10,000
Bayview Park Renovation Project - Accessibility	Administration	FY24	\$ 20,314
Pest Management	Public Works	FY24	\$ 20,000
			<u>\$ 376,314</u>

Fleet Overview

The City's fleet is attempting to go through a transformation. We have many older vehicles, particularly in the Fire Department, which need to be replaced in order to continue to meet Departmental missions. We budgeted for big strides in the FY22/23 Capital Budget, however, we have faced many supply chain challenges which have included extended wait times, or even extended periods of time in which dealers will not even take orders for new vehicles.

The following list shows all current fleet vehicles, pumps, plows, and other equipment maintained by the Public Works Motor Pool. The data contained within the table, direct from our rolling stock asset management program, includes the manufacture date and expected life span of the various items. There is also a Risk Rating which scores items from one to five, with one being low risk and five being high risk. The Risk Rating is a composite of a Likelihood of Failure (LOF) rating and a Consequence of Failure (COF) rating.

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
Public Works Vehicles						
PARKS	E101	1999 RANGER	1999	15	3	
WTP/STP	E102	1999 RANGER TRUCK	1999	15	3	
BUILDING MAINT	E103	1999 FORD E250 VAN	1999	15	5	This vehicle is slated for replacement and a replacement has been ordered.
WTP/STP	E104	2000 K2500 4X4 W/ FLATBED	2000	15	3	
PARKS	E107	2001 CHEV S-10 EXTEND CAB	2001	15	4	This vehicle is slated for replacement and a replacement has been ordered.
EQ OPS	E110	2022 F550 XL 4x4 Reg Chassis	2022	15	2	
MOTORPOOL	E111	2002 JEEP WRANGLER	2002	15	3	
WTP/STP	E112	2006 FORD F-150 4X4	2006	15	3	
ENGINEERING	E113	2006 FORD F-150 4X4	2006	15	3	
ENGINEERING	E114	1997 FORD RANGER XLT 4X4	1997	15	4	This vehicle is slated for replacement and a replacement has been ordered.
METER	E115	2006 FORD F-150 4X4	2006	15	3	
EQ OPS	E116	2022 FORD F-350 4X4	2022	15	1	
WTP/STP	E117	2007 FORD F-150 4X4	2007	15	3	
PARKS	E118	2008 FORD F-250 4X4 FLATBED	2008	15	3	
MOTORPOOL	E119	2008 FORD F-350 SD FLATBED	2008	15	2	

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
PARKS	E120	1995 FORD F-150 4X4	1995	15	3	
BUILDING MAINT	E121	2016 CHEVY EXPRESS 2500 VAN	2016	15	2	
WTP/STP	E122	2014 F-150	2014	15	3	
EQ OPS	E123	2014 F-150	2014	15	3	
BUILDING MAINT	E125	2007 FORD EXPEDITION	2007	15	3	This vehicle was repurposed from the Police Dept.
PARKS	E126	1998 FORD EXPEDITION XLT - 4X4	1998	15	4	This vehicle was repurposed from the Police Dept.
ENGINEERING	E127	2012 CHEVY COLORADO EXT CAB	2012	15	3	
Superintendent	E128	2012 CHEVY COLORADO CREW CAB	2012	15	2	
EQ OPS	E130	1994 CHEV SVC TRK	1994	15	4	Vehicle needs replacement, chassis is overloaded.
WTP/STP	E131	1994 FORD 4X4 F-150 P/U	1994	15	4	This vehicle is slated for replacement and a replacement has been ordered.
PARKS	E132	1999 FORD F-550 2 TON 4X4	1999	12	3	Vehicle was repurposed from Equipment Operations.
EQ OPS	E134	2003 FORD F-550 2-TON 4X4	2003	12	5	
EQ OPS	E135	2013 FORD F-550 2-TON 4X4 Truck/Sander	2013	12	4	
EQ OPS	E136	2016 FORD F-550 2-TON 4x4 Truck/Sander	2016	12	4	
MOTORPOOL	E137	2000 DODGE DURANGO	2000	15	3	Vehicle was repurposed from the Police Dept.
WTR DIST	E138	2019 FORD F350 CHASSIS	2019	15	2	
WTR DIST	E139	2019 FORD F350 CHASSIS w/crane	2019	15	2	
WTR DIST	E140	2019 FORD F-150 4WD SUPERCAB	2019	15	1	
EQ OPS	E150	1986 140 G CAT GRADER	1986	20	5	Taken out of Service 2022, Surplused 2023
EQ OPS	E150-A	SNOW WING				Surplused 2023

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
EQ OPS	E150-B	SNOW GATE				Repurposed to E169
EQ OPS	E151	2009 ISUZU SWEEPER TRUCK	2009	20	3	
EQ OPS	E151-A	2009 ELGIN CROSSWIND FURY ST SWEEPER	2009	20	3	
EQ OPS	E152	2007 HRL-50 ROADWAY STRIPER - <i>Out of Service</i>	2007			Surplused 2023
EQ OPS	E153	2007 D37 KOMATSU DOZER	2007	20	2	
PORT MAINT.	E154	P/H MV9-WIGGINS 4X4 FORK LIFT	1982	20	3	
WTP	E155	HYSTER 50F FORK LIFT - WTP (used 5,000lb	1998	20	4	
EQ OPS	E156	2022 TOOLCAT 4W56	2022	20	1	
EQ OPS	E157	2000 FREIGHTLINER END DUMP	2000	20	4	Has Transmission issues needs replacement soon.
EQ OPS	E159	2014 PELICAN-NP SWEEPER	2014	20	2	
EQ OPS	E160	1984 FORD 4X6 2-TON VAN - STEAM TRK	1984	25	3	
EQ OPS	E161	1987 950 CAT LOADER	1987	20	5	Taken out of Service 2022, Surplused 2023
STP	E162	CASE LOADER - SKID STEER	1991	20	5	
EQ OPS	E164	1994 720A CHAMPION GRADER	1994	20	5	Replaced Transmission 2022, Became back-up 2023
EQ OPS	E164-A	SNOW WING				
EQ OPS	E164-B	SNOW GATE				
EQ OPS	E166	2020 CAT 420 XE BACKHOE LOADER	2020	15	2	
EQ OPS	E167	2021 VOLVO L110H LOADER	2021	20	2	
EQ OPS	E168	2002 163H AWD CAT GRADER	2002	20	4	Needs Replacement by 2026
EQ OPS	E168-A	RYLIND 14' SNOW WING				
EQ OPS	E168-B	WLEDKO BEALES SNOW GATE				
EQ OPS	E168-C	RYLIND 6-WAY V-PLOW				

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
EQ OPS	E169	1980 CAT 12G GRADER - Herdon Grader	1980	20	3	
EQ OPS	E170	2003 TOOLCAT 5600	2003	15	5	This vehicle was removed from service and surplused in 2023.E156 ordered as replacement in 2022
EQ OPS	E171	1989 FORD F800 BUCKET TRUCK	1989	20	4	
	E171A	ALTEC450H BOOM/BUCKET	1989	20	3	
EQ OPS	E172	2003 644H JD FRONT END LOADER	2003	20	3	
EQ OPS	E172-A	Plow Blade				
EQ OPS	E173	2006 KOMATSU PC160LC-7 EXCAVATOR	2006	20	3	
WTP / STP	E174	2006 KOMATSU WA100M-5 LOADER	2006	20	2	
EQ OPS	E175	2004 VOLVO WHEELED EW180B EXCAVATOR	2004	20	2	
EQ OPS	E176	2006 FREIGHTLINER - STEAM TRUCK	2006	20	3	
EQ OPS	E177	2015 MAC DUMP TRUCK	2015	20	2	
EQ OPS	E178	2018 SEWER VAC TRUCK	2018	20	2	
EQ OPS	E180	2021 CAT 160 AWD GRADER	2021	20	2	
EQ OPS	E180-A	HI-GATE SNOWGATE				
EQ OPS	E180-B					
	E181	2022 CAT 160 AWD GRADER	2022	20	1	Replacement for E164
MISCELLANEOUS						
EQ OPS	E201	STIHL MS362 CM 28" CHAINSAW	2020	10	1	
EQ OPS	E204	STIHL BR 800 BACKPACK LEAF BLOWER X-Z	2020	10	1	
	E205	TS-420 STIHL CUT-OFF SAW	2007	10	1	
	E207	DYNAPAC JUMPING JACK COMPACTOR	2004	15	1	
WTP	E219	McELROY PITBULL FUSION MACHINE (1"-4")				

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
EQ OPS	E222	HI-WAY TAILGATE SPREADER				
BUILDING MAINT	E223	HONDA SNOW BLOWER				
	E224	2003 ALLMAND LIGHT TOWER - USED	2003	25	3	
	E225	2007 DYNAPAC DIESEL PLATE COMPACTOR - USED	2007	25	2	
STP	E226	2007 O'BRIEN SEWER JET	2007	20	3	
WTP	E234	350 RM TAPMATE ~ LIVE TAPPING TOOL		15	3	
STP	E237	RIGID SEWER CAMERA SYSTEM				
WTP	E242	ELECTRO FUSION UNIT FOR HDPE PIPE				
MOTORPOOL	E244	MILLERMATIC 252 WELDER				
	E249	INGERSOLL RAND JACK HAMMER				
	E250	BOMAG COMPACTOR				
EQ OPS	E251	20" STIHL CHAINSAW -PW				
EQ OPS	E253	OLD SHOP AIR COMPRESSOR				
EQ OPS	E254	SULLAIR 185 MOBILE AIR COMPRESSOR				
	E255	2018 - WACKER PLATE COMPACTOR	2018	20	1	
MOTORPOOL	E256	SHOP AIR COMPRESSOR				
	E258	TS-510 STIHL CUT-OFF SAW				
EQ OPS	E259	2020 KM INTERNATIONAL ASPHALT RECYCLER	2020	20	2	
EQ OPS	E260	2002 OJK125 MELETER - CRACK SEALER	2002	20	3	
WTR DIST	E261	2020 DUSTLESS BLASTER - DB500	2020	20	1	
EQ OPS	E267	HOLMS PV 4.0 SNOW PLOW	2022	20	1	
EQ OPS	E269	2012 VAPOR STEAM GENERATOR - E176	2012	20	3	
EQ OPS	E270	TEX STEAM STEAMER - E160				
EQ OPS	E271	LAURE D50 SNOW BLOWER	2011	15	3	

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
WTP	E272	HONDA TRACK SNOW BLOWER				
EQ OPS	E273	STIHL 101 PRUNING SAW				
EQ OPS	E274	2018 DIAMOND - BRUSH CUTTER FOR LOADER	2018	15	2	
EQ OPS	E274A	YANMAR POWER UNIT FOR BRUSH CUTTER ATTACH.				
EQ OPS	E274B	50" DIAMOND FLAIL MOWER HEAD				
EQ OPS	E274C	DIAMOND ROTARY HEAD				
EQ OPS	E275	FAIRE SNOW BLOWER (8')				
STP	E279	PORTABLE POWER JETTER - SEWER	2007	15		
	E285	CEMENT MIXER				
EQ OPS	E287	2017 HUSQVARNA CHAINSAW 562XP 24"	2017	10	1	
EQ OPS	E289	TS 700 14 CUTQUICK CHOP SAW				
Pumps						
WTP	E202	1997 GORMAN RUPP WATER MAIN BOOSTER PUMP	1997	20		
	E203	1996 3" DIAPHRAGM PUMP	1996	20		
	E208	4 " DIESEL PUMP	1981	20		
EQ OPS	E209	HONDA 3" TRASH PUMP WT30X	2013	10	1	
EQ OPS	E264	2" HONDA TRASH PUMP	2018	10	1	
	E265	FLYGT READY 4 ELEC. DEWATER PUMP	2006	15		
STP	E279	PORTABLE POWER JETTER - SEWER	1997	15		
PORT MAINT.	E282	2001 VIKING WAST OIL TRANSFER PUMP	2001	20		
		Generators				
EQ OPS	E206	2008 HONDA EU2000i PORTABLE GENERATOR	2008	15	1	
STP	E230	PERKINS MOBILE GENERATOR - 80KW	1998	20	3	
	E230-A	TRAILER - PERKINS MOBILE GEN SET	1998	20	3	

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
STP	E231	1990 ONAN MOBILE GENERATOR - 80 KW	1990	20	3	
	E232	YANMAR 2700 WATT PORTABLE GENERATOR	1999	15	2	
	E233	YANMAR 5500 WATT PORTABLE GENERATOR	1999	15	2	
PORT MAINT.	E235	1999 HONDA PORTABLE GENERATOR-3.5kw	1999	15	2	
PORT MAINT.	E236	1999 HONDA PORTABLE GENERATOR-3.5kw	1999	15	2	
	E241	2005 MILLER WELDER - BOBCAT 250	2005	15	3	
PORT MAINT.	E246	1999 HONDA PORTABLE GEN SET	1999	15	2	
PORT MAINT.	E252	PORTABLE HONDA GENERATOR	2005	15	2	
PORT MAINT.	E281	MILLER WELDER/GENERATOR LOCATED IN PORT VAN E422	2008	15	1	
Trailers						
PORT MAINT.	E240	T1-1996 FLATBED TRAILER	1999	20		
PARKS	E243	EQUIPMENT TRAILER - LG TILT TOP	1974	20		
PARKS	E245	PARKS UTILITY TRAILER #1	2011	20	1	
EQ OPS	E247	TRENCH BOX TRAILER	1991	20		
MOTOR POOL	E248	LIGHT VEHICLE RETRIEVAL TRAILER - DOLLY	1997	15		
EQ OPS	E276	2021 TRAFFIC CONTROL TRAILER	2021	20	1	
EQ OPS	E284	2003 TRAILMAX HEAVY EQUIPMENT TRAILER	2003	15		
MOTOR POOL	E286	2016 UTILITY_CAR HAULER TRAILER	2016	15	2	
	E288	WTP Boat Trailer				
PARKS	E210	PARKS UTILITY TRAILER #2				
MOTOR POOL	E211	Message Trailer				
MOTOR POOL	E212	Message Trailer				
MOTOR POOL	E213	Message Trailer				
MOTOR POOL	E214	Message Trailer				

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
Sanders						
EQ OPS	E257	MEYER LPV SPREADER/SANDER 4' STAINLESS	2017	10	3	
PORT MAINT.	E266	8' STAINLESS STEEL SPREADER P/U SANDER	2019	10	3	
PORT MAINT.	E266-A	HONDA GAS ENGINE FOR E266 SANDER				
EQ OPS	E268	2017 SWENSON SS SANDER - 1.5 CY - E135	2017	10	4	
	E268-A	HONDA GAS ENGINE FOR E268 SANDER				
EQ OPS	E277	HENDERSON 1.5 CY - 7' SS APT SANDER	2002	12	5	
	E277-A	11 HP HONDA GAS ENGINE FOR E277 SM SANDER				
EQ OPS	E278	10 CY HENDERSON SANDER - 2002	2002	15	3	
	E278-A	18 HP HONDAY GAS ENGINE FOR E278 LG SANDER				
EQ OPS	E280	2013 - 10 CY SWENSON SS AUGER SPREADER/SANDER	2013	15	3	
EQ OPS	E283	2017 SWENSON SS SANDER - 1.5 CY - E136	2017	15	4	
	E283-A	13 HP HONDA GAS ENGINE FOR E283 SANDER				
Plows - Pick Up						
BUILDING MAINT	E290	9.5' WESTERN V-PLOW (2019)	2019	10	3	
PORT MAINT.	E291	8000HD BLIZZARD STRAIGHT BLADE PLOW (2009)	2009	10	3	
EQ OPS	E292	9' WESTERN V-PLOW (2016)	2016	10	4	
PORT MAINT.	E293	MEYERS SV3 9.5	2020	10	3	
PORT MAINT.	E294	8' BLIZZARD PLOW w/ HYD WINGS (2010)	2010	10	3	
EQ OPS	E295	9' WESTERN V-PLOW (2013)	2013	10	4	
PORT MAINT.	E296	MEYERS SV 2 - 8.5' PLOW (2012)	2012	10	3	
		City Hall Vehicles				
CITY HALL	E308	2006 FORD FREESTYLE AWD BLUE	2006	20	2	

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
		Port/Harbor Vehicles				
PORT OPS	E400	2010 FORD F-150 NEW TO CREW 2014	2010	15	2	
PORT OPS	E401	2003 FORD F-250 4X4 Plow Truck Ice Plant	2003	15	3	
PORT OPS	E403	2009 CHEV COLORADO	2009	15	3	
	E404	2011 FORD ESCAPE HYBRID	2011	15	1	
PORT OPS	E405	2005 FORD F-150 2WD	2022	15	2	
PORT MAINT	E406	2022 FORD XL F-250 4X4 Plow Truck Maintenance	2022	15	1	
PORT OPS	E409	2016 F-SERIES SD F350 4X4 Sander	2016	15	3	
PORTS OPS	E410	P/H MV11-1995 GROVE MANLIFT	1995	20	3	
	E411	2011 VERSA HANDLER	2011	15	2	
PORT OPS	E412	T2-1995 FISH CARCASS DUMP TRAILER	1995	15	3	
PORT OPS	E413	T3-1997 PORTABLE FIRE PUMP TRAILER	1997	20	2	
PORT OPS	E414	20' PORT OPERATIONS SKIFF W/90 HP HONDA	1999	20	3	
PORT OPS	E415	2000 FISH CARCASS TRAILER	2000		3	
PORT OPS	E416	2004 FISH CARCASS TRAILER	2004	15	3	
PORT MAINT	E417	TRAILER FOR FIRE CARTS	2005	20	2	
PORT OPS	E418	2009 SWEEPSTER	2009	15	2	
PORT MAINT	E419	2006 KOMATSU WA100M-5 LOADER	2006	20	3	
PORT MAINT	E420	2011 MB SWEEPER	2011	15	3	
PORT MAINT	E421	2012 CHEVROLET SILVERADO 1500 1/2 TON	2012	15	2	
PORT MAINT	E422	2008 GENIE Z-45/25 ARTICULATING BOOM LIFT	2008	20	3	
PORT MAINT	E424	2001 F550 USED OIL VAC TRUCK	2001	20	3	
PORT MAINT	E426	2008 FORD F-350 4X4 Plow Truck	2008	15	3	
PORT MAINT	E427	1993 CHEV STEP-SIDE VAN	1993	20	3	
PORT MAINT	E428	2010 F-350 4X4 Plow Truck	2010	15	3	

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
PORT OPS	E429	2013 F-150 PICKUP	2013	15	2	
PORT MAINT	E430	2002, 25' Peregrine Harbor Tug W/Twin 150 HP Cummins 4B Series Engines	2002	20	3	
PORT MAINT	E431	2013 MB SWEEPER YUKON	2013	15	2	
Police Department Vehicles						
POLICE	E500	BLUE BIRD HOVER MOWER	2020	15	1	
POLICE	E501	2017 FORD EXPLORER INTERCEPTOR	2017	8	1	
POLICE	E502	2017 FORD EXPLORER INTERCEPTOR	2017	8	1	
POLICE CHIEF	E504	2018 FORD EXPLORER AWD 4DR K8AT	2018	8	1	
POLICE	E505	2015 FORD EXPLORER	2015	8	2	
POLICE	E506	2015 FORD EXPLORER (UNMARKED)	2015	8	2	
POLICE	E507	2020 FORD EXPEDITION XL	2020	8	1	
POLICE	E508	2020 FORD EXPEDITION XL	2020	8	1	
POLICE	E511	2019 CHEVY TAHOE	2019	8	1	
POLICE	E512	2019 CHEVY TAHOE	2019	8	1	
POLICE	E516	2003 FORD EXCURSION	2003	8	4	To be replaced
POLICE	E518	2007 FORD EXPEDITION	2007	8	3	To be replaced
POLICE	E519	2013 FORD EXPEDITION	2013	8	3	
POLICE	E520	MOBILE RADAR UNIT - "SMART CART"				
POLICE	E521	2015 POLARIS RZR 570	2015	12	1	Project Drive
POLICE	E521A	FOREST RIVER CARGO MATE, RZR TRAILER				Project Drive
POLICE	E523	2008 CHEV VAN (JAIL VAN)	2008	8	3	Transferred to public works, replaced by new van
POLICE	E527	2014 FORD EXPLORER	2014	8	3	
Fire Department Vehicles						
FIRE	E602	KACHEMAK CITY BUILDING AIR COMPRESSOR	2014			
FIRE	E603	INGERSOLL RAND MODEL 2340 AIR COMPRESSOR				
FIRE	E604	QUINCY AIR COMPRESSOR	1980			

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
FIRE	E605	2020 BAUER COMPRESSOR	2020			
FIRE	E612	2008 - ENGINE 2 - KME CUSTOM PUMPER	2008	15	3	15 yr front line, 5 yr reserve life.
FIRE	E613	2008 - BRUSH 2 - POLARIS RANGER 700	2008	15	2	Could be surplussed if we acquire new off-road vehicle inFY24/25
FIRE	E613A	2008 - BRUSH 2 - TRAILER POLARIS RANGER 700	2008	20	1	
FIRE	E614	1983 - ENGINE 4 - SPARTAN	1983	15	5	15 yr front line, 5 yr reserve life.
FIRE	E615	2013 - COMMAND-2 - FORD EXPEDITION	2013	15	1	ACTUALLY COMMAND 3
FIRE	E621	1997 - MEDIC 1 - FORD 4X4 F350	1997	12	4	6 yr front line, 12 yr reserve life. REPLACEMENT ON ORDER
FIRE	E622	2002 - MEDIC 2 - FORD F350	2002	12	3	6 yr front line, 12 yr reserve life.
FIRE	E623	2016 - MEDIC 3 - FORD F3HZ	2016	6	1	6 yr front line, 12 yr reserve life.
FIRE	E631	1990 - BRUSH 1 - FORD	1990	12	5	12 yr front line, 3 yr reserve life. SURPLUSED
CHIEF	E632	2020 - COMMAND 1 - CHEVEROLET TAHOE	2020	15	1	
FIRE	E633	2003 - UTILITY 1 - FORD F-350, CREW CAB	2003	15	2	
FIRE	E634	2001 - UTILITY 3 - F-550 FORD	2001	12	2	12 yr front line, 3 yr reserve life. SQUAD 3
OLD CHIEF	E635	2006 - UTILITY 2 - FORD EXPEDITION	2006	15	2	COMMAND 3 - Driven by Kahles
FIRE	E636A	2002 TRAILER POLARIS SPORTSMAN 6X6	2002	20	1	
FIRE	E637	2017 (ARGO) FRONTIER 8 X 8	2017	15	2	
FIRE	E637-A	2017 BIG TEX UTILITY TRAILER	2017	15	1	
FIRE	E641	1987 - TANKER 1 - HURI	1987	15	5	15 yr front line, 5 yr reserve life.
FIRE	E642	1989 - TANKER 2 - E-ONE	1989	15	5	15 yr front line, 5 yr reserve life.
FIRE	E651	1999 - RESCUE 1 TRUCK - FREIGHT LINER	1999	15	4	15 yr front line, 5 yr reserve life.

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating	Notes
FIRE	E652	2009 ACHILLES INFLATABLE BOAT	2009	15	2	
Parks						
PARKS	E700	2017 - JOHN DEERE LAWN TRACTOR - NEW	2017	8	2	
PARKS	E701	2019 HUSQVARNA Z254 23HP KAW 54" FAB	2019	8	3	
PARKS	E702	1998 HONDA WATER PUMP	1998			
PARKS	E703	HONDA WEED TRIMMER	2001			
PARKS	E704	STIHL WEED TRIMMER - LARGE	2000			
PARKS	E705	STIHL LAWN/SIDEWALK EDGER	2000			
PARKS	E706	2019 HUSQVARNA Z254 26HP KOH 54" ZERO MOWER	2019	8	3	
PARKS	E707	2019 HONDA PUSH MOWER	2019	8	2	
PARKS	E708	1999 LANDA COLD WATER PRESSURE WASHER	1999			
PARKS	E709	DR. FIELD & BRUSH MOWER	1996	8		
PARKS	E710	2019 HUSQVARNA 48" RIDING MOWER	2019	8	3	
PARKS	E711	STIHL MM56C WEEDER/TRIMMER				
PARKS	E712	2006 HONDA 4-WHEELER	2006	15		
PARKS	E713	MS261C STIHL CHAINSAW	2015			
PARKS	E714	2019 HUSQVARNA HANDHELD BLOWER	2019			
PARKS	E715	HONDA TRIMMER	2019			
PARKS	E716	HONDA TRIMMER	2019			
PARKS	E717	BEN FIELD AND BRUSH MOWER	2020			
PARKS	E718	2019 NHU 580BTS BACKPACK BLOWER	2019			
PARKS	E719	2020 YAMAHA WOLVERINE X2	2020	15	1	
PARKS	E719-A	WOLVERINE X2 TRAILER				
PARKS	E720	HONDA LAWNMOWER	2020			
KS	E721	HONDA MOWER	2020	8	2	



**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 24-17

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA AMENDING THE FY24 CAPITAL BUDGET BY RE-APPROPRIATING \$118,000 FROM THE HOMER ACCELERATED ROADS AND TRAILS (HART) TRAILS FUND TO PURCHASE A TRACTOR AND A HEAVY-DUTY TRUCK.

WHEREAS, Many tasks previously assigned to the Parks Division like campground management and restroom cleaning were redistributed to other departments/divisions in 2023; and

WHEREAS, The increased focus on maintenance for the Parks Division results in different fleet needs; and

WHEREAS, There are existing funds from the FY24 Capital Budget that would be better spent on one heavy duty-truck and one tractor instead of three light trucks and side-by-side attachments.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY24 Capital budget by re-appropriating \$118,000 from existing appropriations for parks trucks (E-129, E-120, E-107, and E-101) and side-by-side attachments for trail maintenance to purchase one heavy-duty and one tractor as follows:

Revenue:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
165	HART Trails	\$118,000

Expenditure:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
152	General Fund Fleet CARMA	\$118,000

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this ____ day of _____, 2024.

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ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY OF HOMER

KEN CASTNER, MAYOR

FINAL ASSESSMENT ROLL

PROJECT NAME: Alder Lane Water Special Assessment District

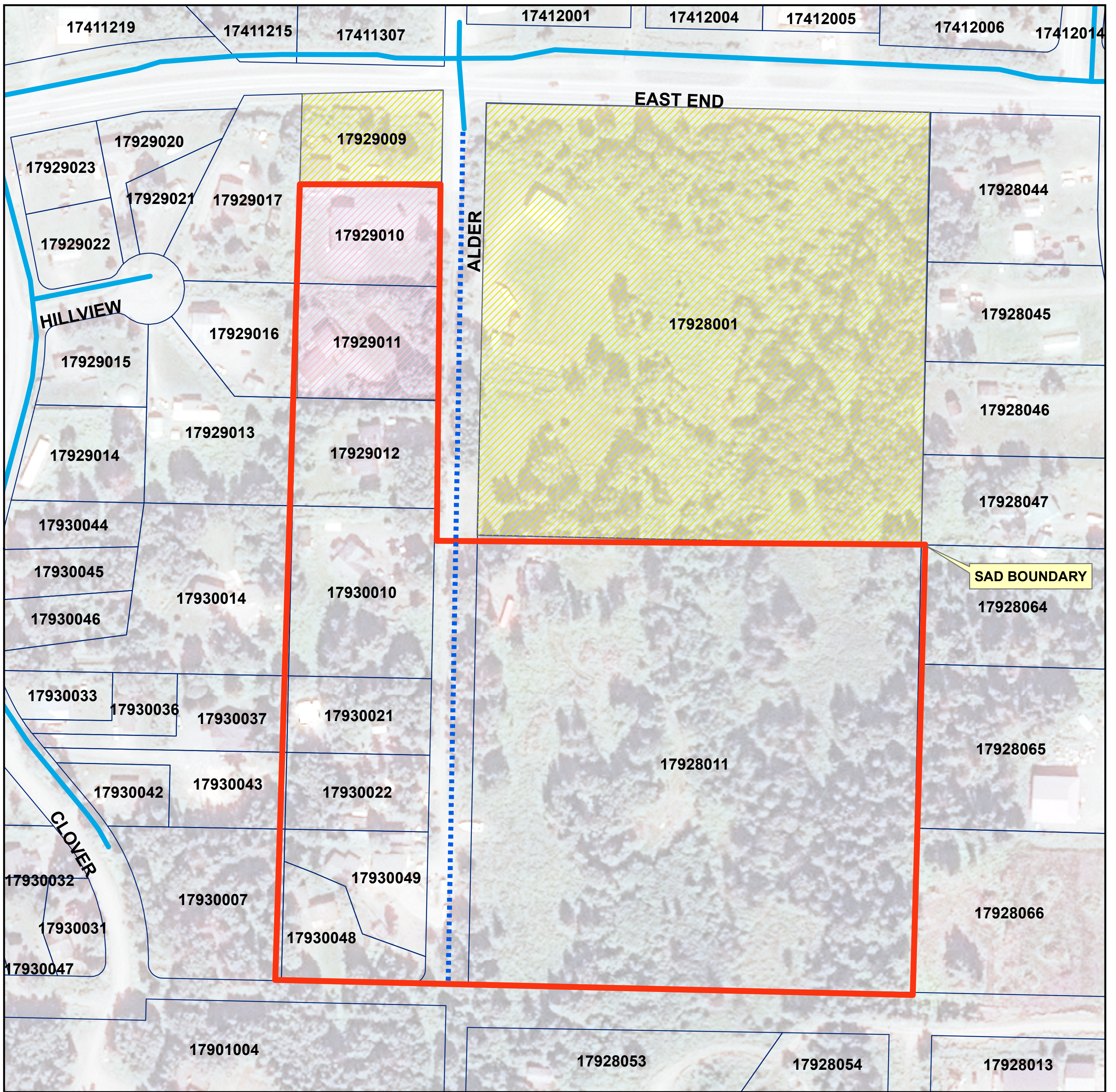
DATE: February 28, 2024

TOTAL PROJECT WATER: **\$346,157.68 - \$112,229 (ADEC Principle Subsidy) = 233,928.68**

Districts shall be assessed 75% property owner share of the project. WATER: **\$175,446.51**

HOMER ACCELERATED WATER AND SEWER PROGRAM (HAWSP) SHARE: WATER: **\$58,482.77**

	PROPERTY OWNER NAME & ADDRESS	LEGAL DESCRIPTION & PARCEL NUMBER	ASSESSED PROPERTY VALUE	AREA BENEFITTED (ACRES) AND ASSESSMENT VALUE
1	Hennick, Mark E 19375 Sterling Hwy Ninilchik, AK 99639	T 6S R 13W SEC 15 Seward Meridian HM 0720764 COOPER SUB LOT 2 BLK 2 KPB#17929010	\$613,200	0.64 acres \$13,743.67
2	Banks, Dale and Roufa, Sharon PO Box 2888 Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 0720764 COOPER SUB LOT 3 BLK 2 KPB#17929011	\$346,300	0.74 acres \$15,891.12
3	Johnson, Lila L and Nate V 515 Rangeview Ave Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 0720764 COOPER SUB LOT 4 BLK 2 KPB#17929012	\$517,600	0.71 acres \$15,246.88
4	Trieweiler, Alex G 4937 Alder Ln Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 0720764 COOPER SUB LOT 5 BLK 2 KPB#17930010	\$496,800	1.1 acres \$23,621.93
5	Young, Joseph J.E. and Daniel W.B. 4905 Alder Ln Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 0850106 COOPER SUB LOTS 6 & 9 BLK 2 RENF REW ADDN LOT 6A BLK 2 KPB#17930021	\$236,100	0.5 acres \$10,737.24
6	Young, Joseph J.E. and Daniel W.B. 4905 Alder Ln Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 0850106 COOPER SUB LOTS 6 & 9 BLK 2 RENF REW ADDN LOT 6B BLK 2 KPB#17930022	\$236,100	0.5 acres \$10,737.24
7	Parker, James C and Moore, Jessica J PO Box 3581 Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 2012043 COOPER SUB HAALAND ADDN LOT 7-B KPB#17930049	\$268,200	0.49 acres \$10,522.50
8	Herreman, Jason and Bando, Jennifer 2554 Spruce Ln Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 2012043 COOPER SUB HAALAND ADDN LOT 7-A KPB#17930048	\$278,400	0.46 acres \$9,878.26
9	Lexicon LLC PO Box 2000 Homer, AK 99603	T 6S R 13W SEC 15 Seward Meridian HM 0700591 TIETJEN SUB TRACT E KPB#17928011	\$95,900	3.03 acres \$65,067.68

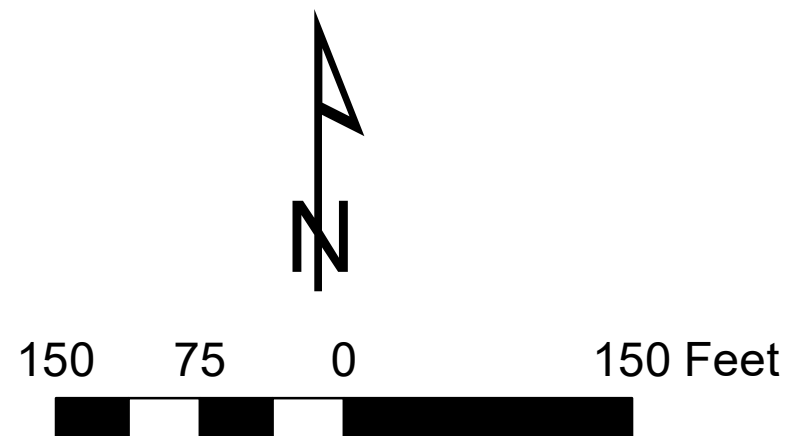


Legend

- - - - - Proposed Waterline Extension
- Existing Water Line
- Proposed Water Service Expansion
- City Water - East End Water Main
- City Water-Spaghetti Lines

Coordinate System: NAD 1983 StatePlane Alaska 4 FIPS 5004 Feet
 Projection: Transverse Mercator
 Datum: North American 1983
 False Easting: 1,640,416.6667
 False Northing: 0.0000
 Central Meridian: -150.0000
 Scale Factor: 0.9999
 Latitude Of Origin: 54.0000
 Units: Foot US

ALDER LANE WATERLINE EXTENSION PROPOSAL



DEPARTMENT OF PUBLIC WORKS
JULY 26, 2019

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



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

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(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Melissa Jacobsen, Acting City Manager
DATE: March 20, 2024
SUBJECT: City Manager's Report for March 26, 2024 Council Meeting

Beluga Slough

A few citizens have recently shared their concern about flooding at the Beluga Slough. Apparently a sediment dam has built up at the mouth of the Slough causing it to stay flooded following a recent high tide. The flooded area is a common spot for migrating birds and nesting Sandhill Cranes, and there is a perceived risk that the flooding will push the cranes closer to the pedestrian areas and put pressure on the cranes and their colts. The ownership of the Slough is made up of private and public entities, including the City of Homer, as shown on the attached map. There are ongoing exchanges about historical excavation in the slough, possible solutions versus leaving it as is, and caution regarding altering the outlet of Beluga Slough. If any work were to be done to address the flooding, an Army Corp's of Engineers permit would be required. We'll continue to monitor the conversations and provide information to Council as it becomes available.

Tsunami Warning System Testing

NOAA National Weather Service and the National Tsunami Warning Center, the Alaska Division of Homeland Security and Emergency Management, and the Alaska Broadcasters Association will be conducting a test of the tsunami warning system on Wednesday, March 27th at approximately 10:20 a.m. in the coastal areas of Southern Alaska, including the Kenai Peninsula. The emergency message will be broadcast on NOAA Weather Radio All Hazards, local television and radio stations. The press release for this exercise reads that some communities may hear warning sirens, and the Kenai Peninsula Borough Office of Emergency Management has advised that the KPB sirens will not be part of this upcoming test. The KPB sirens remain on their normal testing cycle scheduled for the first Wednesday of each month at 1:00 p.m.

City of Homer Audit Information

Finance Director Fischer reached out to BDO on the 19th for an update on the FY22 Audit and was advised by Assurance Partner Bikky Schrethra that at this point we will have the final draft of the financial statements for the March 26th meeting and he is scheduled to attend and give a report at Committee of the Whole and at the Regular meeting. We don't have the documents in hand as of the preparation of this report, but expect a digital copy in time for the meeting. Looking forward to the FY23 Audit, the Finance Department is working closely with Porter and Allison in completing the financial statements for FY23 in preparation for engagement with BDO in April.

City Planning

There have been comments recently regarding the Planning Department and processing of zoning permits for the public. City Planner Foster prepared a memo that's attached to this report that provides an overview of zoning permit status to date and information about the permit process. I hope this information is helpful.

Attachments:

- March Anniversaries
- Beluga Slough Property Ownership
- NOAA Tsunami Warning System Test Notice
- Memo re: Zoning Permit Status
- Homer Harbor Expansion Study Monthly Written Update



City of Homer

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Office of the City Manager

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Homer, Alaska 99603

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(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Andrea Browning
DATE: March 26, 2024
SUBJECT: March 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.

Matt Clarke	Port	23	Years
Elton Anderson	Port	18	Years
Renee Krause	Clerks	17	Years
Mike Parish	Public Works	10	Years
Angie Kalugin	Finance	9	Years
Elizabeth Fischer	Finance	7	Years
Kurt Read	Port	7	Years
Matt Smith	Library	6	Years
Matt Steffy	Planning	6	Years
Amber Baldus	Fire	2	Years
Bill Jirsa	IT	1	Year
Michael de la Torre	Police	1	Year
Kane Graham	Police	1	Year



Legend

Transportation

Mileposts



Roads

- 2
- 3
- 4
- 7
- 9
- 30
- 83
- 11

Parcels and PLSS

Tax Parcels

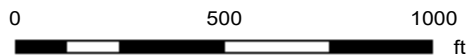


9" Imagery

- Red: Red
- Green: Green
- Blue: Blue

- Red: Red
- Green: Green
- Blue: Blue

- Red: Red
- Green: Green
- Blue: Blue



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the use of these data. Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correction of the data, or use of the data.



Contact: Aviva Braun
907-266-5117

FOR IMMEDIATE RELEASE
March 20, 2024

Officials to Test Tsunami Warning System in Alaska

NOAA's National Weather Service and the National Tsunami Warning Center, the Alaska Division of Homeland Security and Emergency Management, and the Alaska Broadcasters Association will conduct a test of the tsunami warning communications system on Wednesday, March 27, at approximately 10:20 a.m. Alaska Daylight Time in coastal areas of southern Alaska. Coastal communities from Southeast Alaska, the Gulf of Alaska, Kenai Peninsula, Kodiak Island, to the Aleutian and Pribilof Islands will participate in the test.

The emergency test message will be broadcast on NOAA Weather Radio All Hazards, local television and radio stations. Residents in some communities may hear warning sirens. Some television systems are programmed to scroll a standard emergency alert text message, and, in some cases, the message may not contain the word "TEST." An audio message will state that the message is only a test, but if the audio is unheard, viewers may not realize the message is only a test.

To avoid confusion with an actual alert, the test will be canceled if there is excessive seismic activity or an ongoing tsunami event within 24 hours prior to the test.

The test is scheduled as part of Alaska's Tsunami Preparedness Week (March 24-30, 2024), and on the 60th anniversary of the [Great Alaska Earthquake and Tsunami of 1964](#), which killed over 120 people in Alaska, Oregon, and California.

Tsunami Preparedness Week in Alaska promotes tsunami safety and awareness, and officials urge coastal residents and visitors to prepare themselves and their families for a tsunami. For current tsunami warnings, advisories, and watches, as well as tsunami preparedness and educational materials, please visit tsunami.gov.

Test organizers ask coastal Alaskans to provide feedback after the test at ready.alaska.gov.

On the Web:

NOAA's National Tsunami Warning Center: tsunami.gov

Alaska Division of Homeland Security and Emergency Management: ready.alaska.gov

Alaska Broadcasters Association: alaskabroadcasters.org

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MEMORANDUM

Zoning Permits Status

Item Type: Action Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 26, 2024
From: Ryan Foster, AICP, City Planner
Through: Melissa Jacobsen, Acting City Manager

The purpose of this memorandum is to provide an update on the status of zoning permit processing in the Planning Division. The Planning Division issues zoning permits, in-lieu of building permits, to ensure new construction projects adhere to Homer City Code and to maintain overall public safety associated with new development. Reviewing zoning permit applications is a key task of the Associate Planner position, which was vacant from August 25, 2023 to January 8, 2024. Ed Gross, the new Associate Planner, has made great strides in getting trained on the zoning permit application review process, reviewing new permit applications, and addressing any backlog regarding outstanding permit applications. Here is the current status of zoning permit applications since January 2024:

- 12 zoning permits have been issued from January 8th to March 20th
- 14 zoning permits are under review and awaiting additional information from applicants
- 1 zoning permit is currently under review
- 2 permits have been closed with provided as-builts

A typical zoning permit review process takes approximately 10 business days, this time is necessary to ensure applications are complete (a high volume are incomplete at time of submission), review times associated with high permit volume during the prime construction season (spring & summer), and for internal review with other relevant City Departments, especially with the Public Works Department regarding driveway permits, sewer & water permits, drainage, steep slopes, and any potential impacts to the right-of-way associated with new development. City staff meets every Monday morning to discuss and coordinate review of development projects, including zoning permit applications. The processing of zoning permits is an ongoing process (as permits are issued, new permit applications are submitted), at this time the zoning permit application review process is up to date.

RECOMMENDATION:

Staff recommends to continue improving the SmartGov program for online processing of zoning permit applications and schedule a time to meet with local builders to discuss their experience with the zoning permit and construction process to see if any further improvements can be made.



MEMORANDUM

Homer Harbor Expansion Study Monthly Written Update

Item Type: Informational Memorandum
Prepared For: Mayor and City Council
Date: March 26, 2024
From: Jenny Carroll, Special Projects and Communications Coordinator
Through: Melissa Jacobsen, Acting City Manager and Bryan Hawkins, Port Director

Purpose: This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

On March 11, the Fiscal Year 2025 Presidential proposed budget was released and it includes federal continuation funding for the Homer Harbor Navigational Improvements General Investigation in the amount requested by the USACE for FY25: \$800,000. Though confirmation of the funding is contingent upon approval from Congress during the budgetary process, this is very positive news, the announcement underscores the USACE's commitment to advancing the General Investigation, as well as the support of the Alaska Congressional Delegation.

Congress also recently adopted the Consolidated Appropriations Act 2024, which included some discretionary funds for the USACE. The USACE has a short time frame to finalize their FY24 Work Plan accordingly. The City has not been informed of inclusion on the FY24 workplan; Kevin Swanson of Senator Murkowski's office reported that they have not heard definitively from USACE that there will be FY24 workplan funds available for Homer, but their office has advocated for Homer at the highest levels.

The U.S. Army Corps of Engineers (USACE) Project Development Team (PDT)

Continuing study activities:

- Approval of work-in-kind related to the geophysical investigation activities is pending in the Pacific Ocean Division.
- A two-day Ecological Modeling Workshop for environmental specialists is being organized.
- Homer Small Boat Harbor Vessel Economic Survey is routing through the US Office of Management and Budget for approval.
- Permit applications are out to proceed with geotechnical investigations.
- Preparing to conduct environmental fieldwork in summer 2024 utilizing FY23 funds. This, coupled with completion of the geotechnical survey and core sampling plan will allow the USACE to move forward with design work when study activities resume in full.

HDR – Owner Representative:

- Provides communications support on an as-needed basis.

- Prepared to issue geotechnical contract pending USACE approval of the Work In Kind and City of Homer approval.

City of Homer staff:

- Attended monthly USACE Project Development Team meeting and weekly meeting with HDR.
- Provided a Major Milestone tentative schedule in the February 2024 HHE monthly written update as requested by City Council.
- Assisted USACE with Ecological Modeling Workshop logistics.
- Prepared and issued Press Release (attached) after Federal FY25 Budget announcement.
- Prepared and sent HHE General Investigation update to Federal Delegation offices, Representative Vance and Senator Stevens, members of the State House and Senate Finance Committees, Governor Dunleavy and his Kenai Peninsula liaison Jill Schaefer, Shareen Crosby, the State's Infrastructure Investment Coordinator and Lacey Sanders, State Office of Management & Budget.
- Communications Coordinator Carroll disseminated information to City Council and Port & Harbor Advisory Commissioners about opportunities to testify before the House Finance Committee. Port Director Hawkins testified at the House Finance Committee on March 13 and read the City's legislative priorities into the record.
- Met with City Council HHE Champions Hansen and Lord on March 20.
- Ongoing Communications/outreach: Information and updates about the study are being disseminated through the Homer Harbor Expansion website, the City's monthly newsletter, the City of Homer Facebook and Instagram pages and through HHE email subscriber list as needed.

RECOMMENDATION:

Informational Only.

General Fund
Expenditure Report
Actuals through February 2024
67% Fiscal Year Elapsed

Current Fiscal Analysis

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
Revenues				
Property Taxes	\$ 4,115,085	\$ 4,457,153	108%	
Sales and Use Taxes	8,939,282	6,596,543	74%	
Permits and Licenses	43,797	30,216	69%	
Fines and Forfeitures	10,303	2,724	26%	
Use of Money	0	221,064		
Intergovernmental	746,338	424,565	57%	
Charges for Services	396,890	370,582	93%	
Other Revenues	-	73,535		
Airport	198,448	149,746	75%	
Operating Transfers	1,728,989	-	0%	
Total Revenues	\$ 16,179,131	\$ 12,326,127	76%	
Expenditures & Transfers				
Administration	\$ 2,288,320	\$ 1,206,164	53%	
Clerks/Council	927,024	552,584	60%	
Planning	387,478	166,812	43%	
Library	1,079,132	671,950	62%	
Finance	898,578	467,591	52%	
Fire	1,881,175	1,059,154	56%	
Police	4,282,603	2,865,850	67%	
Public Works	3,512,438	2,037,670	58%	
Airport	229,618	128,131	56%	
City Hall, HERC	179,040	117,150	65%	
Non-Departmental	179,000	189,000	106%	
Total Operating Expenditures	\$ 15,844,405	\$ 9,462,056	60%	
Transfer to Other Funds				
Leave Cash Out	\$ 221,360	\$ -	0%	
Other	103,366	-	0%	
Total Transfer to Other Funds	\$ 324,725	\$ -	0%	
Transfer to CARMA				
General Fund Fleet CARMA	\$ -	\$ -	0%	
General Fund CARMA	-	-	0%	
Seawall CARMA	10,000	-	0%	
Total Transfer to CARMA Funds	\$ 10,000	\$ -	0%	
Total Expenditures & Transfers	\$ 16,179,131	\$ 9,462,056	58%	
Net Revenues Over (Under) Expenditures	\$ 0	\$ 2,864,072		

These numbers are preliminary and are subject change

Water and Sewer Fund
Expenditure Report
Actuals through February 2024
67% Fiscal Year Elapsed

Current Fiscal Analysis

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
Revenues				
Water Fund	\$ 2,369,005	\$ 1,553,166	66%	
Sewer Fund	1,948,388	1,232,080	63%	
Total Revenues	\$ 4,317,393	\$ 2,785,246	65%	
Expenditures & Transfers				
<u>Water</u>				
Administration	\$ 309,507	\$ 197,100	64%	
Treatment Plant	684,568	474,015	69%	
System Testing	33,000	25,883	78%	
Pump Stations	115,707	64,667	56%	
Distribution System	372,744	264,918	71%	
Reservoir	19,025	9,308	49%	
Meters	285,597	36,396	13%	
Hydrants	214,533	134,550	63%	
<u>Sewer</u>				
Administration	\$ 303,612	\$ 192,136	63%	
Plant Operations	836,304	554,701	66%	
System Testing	18,000	7,194	40%	
Lift Stations	216,060	127,115	59%	
Collection System	306,884	159,335	52%	
Total Operating Expenditures	\$ 3,715,541	\$ 2,247,317	60%	
Transfer to Other Funds				
Leave Cash Out	\$ 15,769	\$ -	0%	
GF Admin Fees	-	-	0%	
Other	22,945	-	0%	
Total Transfer to Other Funds	\$ 38,714	\$ -	0%	
Transfers to CARMA				
Water	\$ 309,001	\$ -	0%	
Sewer	254,138	-	0%	
Total Transfer to CARMA Funds	\$ 563,138	\$ -	0%	
Total Expenditures & Transfers	\$ 4,317,393	\$ 2,247,317	52%	
Net Revenues Over(Under) Expenditures	\$ 0	\$ 537,929		

Port and Harbor Fund
Expenditure Report
Actuals through February 2024
67% Fiscal Year Elapsed

Current Fiscal Analysis

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
Revenues				
Administration	\$ 614,164	\$ 570,925	93%	
Harbor	3,961,361	3,335,746	84%	
Pioneer Dock	307,804	195,409	63%	
Fish Dock	578,477	422,953	73%	
Deep Water Dock	182,426	79,620	44%	
Outfall Line	4,800	4,800	100%	
Fish Grinder	7,390	10,393	141%	
Load and Launch Ramp	130,000	63,203	49%	
Total Revenues	\$ 5,786,422	\$ 4,683,048	81%	
Expenditures & Transfers				
Administration	\$ 1,143,305	\$ 755,671	66%	
Harbor	1,609,487	940,305	58%	
Pioneer Dock	86,345	56,014	65%	
Fish Dock	747,966	395,976	53%	
Deep Water Dock	104,705	53,843	51%	
Outfall Line	13,500	(1,455)	-11%	
Fish Grinder	27,682	30,930	112%	
Harbor Maintenance	533,783	331,900	62%	
Main Dock Maintenance	51,393	29,489	57%	
Deep Water Dock Maintenance	61,893	32,528	53%	
Load and Launch Ramp	138,815	70,065	50%	
Total Operating Expenditures	\$ 4,518,876	\$ 2,695,264	60%	
Transfer to Other Funds				
Leave Cash Out	\$ 73,867	\$ -	0%	
GF Admin Fees	-	-	0%	
Debt Service	0	-	0%	
Other	375,092	-	0%	
Total Transfer to Other Funds	\$ 448,959	\$ -	0%	
Transfers to Reserves				
Harbor	\$ 818,588	\$ -	0%	
Load and Launch Ramp	-	-	0%	
Total Transfer to Reserves	\$ 818,588	\$ -	0%	
Total Expenditures & Transfers	\$ 5,786,422	\$ 2,695,264	47%	
Net Revenues Over(Under) Expenditures	\$ 0	\$ 1,987,785		



MEMORANDUM

City Manager Hiring Process

Item Type: Action Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 20, 2024
From: Melissa Jacobsen, Acting City Manager

In order to facilitate a successful City Manager hiring process, I am providing you with this memo to advise how the process was structured during the last City Manager recruitment. We are looking for your guidance as to how you would like to proceed moving forward.

We last conducted a City Manager search in 2019/2020. The position was advertised nationally through GovHR, at a cost of \$3180 for the initial recruitment and \$2000 for the second recruitment. Advertisements also appeared in the Homer and Anchorage papers, the Alaska Municipal League, International City Managers Association, city web site, and State job service web site, as well as numerous online sources, which all have national coverage. The initial application period was six weeks.

Once the application period closed, HR Director Browning provided binders to each Council member with applications broken into three tiers:

1. Applicants who met both educational and government experience requirement
2. Applicants who met the educational requirement, but do not have direct municipal government employment or service
3. Applicants who appear to not meet the minimum qualifications for the position

If Council wants the CM search to begin as soon as possible, HR Director Browning could begin advertising nationally on or about April 8, 2024. However, that would mean the position would close near the end of May. I am unsure if Council wishes to interview in June, in the midst of the mid-biennium budget work, and a currently very full meeting schedule.

If Council members could agree on when they would ideally like to conduct interviews, we could advertise accordingly.

A work session is scheduled for April 8, 2024 to allow for further discussion on the CM hiring process. Mayor Castner has requested that I prepare an organizational chart that illustrates how we will move forward during this interim period, and plan to share this with Council during the work session.

HR director Browning has provided information pertaining to the last CM Hiring process for your review. Documents included are:

1. Current CM Job Description
2. Ad used locally + AML, ICMA, and other sources
3. 2020 Advertising Sources
4. 2020 GovHR doc (flyer) distributed in national search
5. Draft timeline from last recruitment
6. Scoring sheet

RECOMMENDATION: Provide feedback to the HR Director, if any, at this time.

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

CITY MANAGER

Department:	Administration	
Reports To:	City Council	Backed Up By: Acting City Manager
Supervises:	Assigned Staff	
Pay Range:	Contract	Classification: Full-Time Contract Exempt Position

GENERAL FUNCTIONS

Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services through the supervision of administrative staff and department heads. Performs duties under the directives of City laws and ordinances within policy guidelines from the City Council. Assists the City Council by providing prompt and accurate information on policy and legislative decisions. Maintains contact with the citizens of Homer to determine problems and provide information. Administers the City of Homer Personnel Regulations as adopted by the City Council.

JOB FUNCTIONS/MAJOR ACTIVITIES

1. Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services.
2. Supervises the enforcement of municipal law and carries out the directives of the governing body.
3. Develops and participates in community relations programs to explain the activities and functions of the City and to answer questions and investigate complaints from the public.
4. Exercises custody over all real and personal property of the municipality.
5. Emergency management responsibilities include but are not limited to coordinating the response of City resources in significant emergency operations.
6. Aids the general planning of City Council meetings, content of the agenda and assists the Council in obtaining requested information.

7. Appoints directors of departments and directs the internal administration and operation of all City Departments through department directors.
8. Conduit for Council interactions with City attorney and provides guidance in legal matters.
9. Responsible for hiring and terminating all City employees subject to the provisions of the City of Homer Personnel Regulations.
10. Coordinates with outside consultants, federal, state and borough personnel and agencies as required.
11. Remains current in regard to federal, state and local laws, regulations and ordinances and pending legislation governing municipal operations.
12. Responsible for overall budget preparation and capital improvement program, as well as their presentation to the City Council and executes budget and capital improvement program as adopted. Makes monthly written reports to the council on city finances and operations.
13. Performs all other duties as required by the City Council and as prescribed by Homer Municipal Code and AS 29.20.500.

KNOWLEDGE, SKILLS AND ABILITIES

B.A. degree in business or public administration or related field required, relevant Master's degree desired. Minimum of five years of management and supervisory experience required, municipal management experience desired. Knowledge of the needs and special requirements of a coastal community ie; fishing and tourism issues desired. Possess proven leadership ability. Knowledge of the Alaska State Legislative process. Familiarity with Water and Wastewater Utility, Port and Harbor operations, and a combination paid staff/volunteer Fire Department.

Ability to: read, analyze and interpret common scientific and technical journals, financial reports and legal documents; respond to inquiries or complaints from the public, regulatory agencies or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management personnel, public groups, boards and commissions and the City Council.

DECISION MAKING RESPONSIBILITIES

Frequent exercise of independent judgment and initiative is required. Has overall responsibility for all city-owned property and facilities. Budgetary responsibility for a \$22 million operating budget.

SUPERVISORY AUTHORITY

Has direct responsibility (hire, terminate and direct) of the Department Directors and Administrative Staff.

EXTERNAL VISIBILITY/CONTACT

Frequent contact with public in community relations. Requires well developed written and oral communication skills and courtesy in maintaining effective relationships with the public, City Council and other municipal, state, and federal officials.

WORKING CONDITIONS

Office environment. Attendance is required at City Council and other meetings held at night or out of town.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

HR Director Signature

Date

City Manager Signature

Date



City of Homer

www.cityofhomer-ak.gov

Human Resources

491 East Pioneer Avenue

Homer, Alaska 99603

personnel@cityofhomer-ak.gov

(p) 907-235-8121 x2225

(f) 907-235-3148

CITY OF HOMER, ALASKA CITY MANAGER

Homer is a vibrant city on Kachemak Bay, located in south-central Alaska, near the southern tip of the Kenai Peninsula. The City of Homer is 227 road miles from Anchorage, and accessible by land, sea, or air travel. Homer has a diverse economy with commercial fishing, tourism, and government sectors being the most prominent. Homer's climate is moderated by the Pacific Ocean, resulting in warmer winters and cooler summers than seen in places farther inland in Alaska.

The City of Homer incorporated on March 31, 1964 and is a Council-Manager form of government. The City is a first class general law municipality with a population of about 5,300. The legislative body is composed of a Mayor and six Council members elected at large. The Council sets policy, adopts ordinances, resolutions, and determines funding for all programs and services through the adoption of the Municipal budget.

The City has over 100 full-time employees, as well as four part-time positions. The City's budget is \$22 million and includes; Police (patrol, dispatch, jail), Fire and EMS services, Public Works (water, sewer, camping, parks and recreation), Port and Harbor, Library, Administration, Finance, Planning and Zoning and management of the airport terminal building.

The City Manager is the chief administrative officer responsible for the administration of all City services and supervision of department directors and administrative staff. This is a contract position serving at the will of the City Council. Contract salary and terms are dependent upon qualifications, and will be negotiated after an offer of employment has been made. The City offers an outstanding fringe benefit package including Health Insurance, Retirement in the Public Employees' Retirement System (PERS), Life Insurance, Wellness Program, Paid Time Off, Sick Leave, and Holiday Pay.

Applications will be reviewed in early February. Telephonic and in-person interviews will also be conducted in February. The final applicants selected will receive budget and capital improvement information.

If you have any questions regarding the benefits or application process please contact Andrea Browning, HR Director at abrowning@ci.homer.ak.us

Salary DOE, with benefits.

A complete job description and application is available at <https://cityofhomerak.applicantpro.com/jobs/>

Position closes May 10, 2020

Applications and resumes are subject to review by the public and press.

The City of Homer is an EEO/AEE

JOB DESCRIPTION

GENERAL FUNCTIONS

Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services through the supervision of administrative staff and department heads. Performs duties under the directives of City laws and ordinances within policy guidelines from the City Council. Assists the City Council by providing prompt and accurate information on policy and legislative decisions. Maintains contact with the citizens of Homer to determine problems and provide information. Administers the City of Homer Personnel Regulations as adopted by the City Council.

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1. Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services.
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3. Develops and participates in community relations programs to explain the activities and functions of the City and to answer questions and investigate complaints from the public.
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5. Emergency management responsibilities include but are not limited to coordinating the response of City resources in significant emergency operations.
6. Aids the general planning of City Council meetings, content of the agenda and assists the Council in obtaining requested information.
7. Appoints directors of departments and directs the internal administration and operation of all City Departments through department directors.
8. Conduit for Council interactions with City attorney and provides guidance in legal matters.
9. Responsible for hiring and terminating all City employees subject to the provisions of the City of Homer Personnel Regulations
10. Coordinates with outside consultants, federal, state and borough personnel and agencies as required.
11. Remains current in regard to federal, state and local laws, regulations and ordinances and pending legislation governing municipal operations.
12. Responsible for overall budget preparation and capital improvement program, as well as their presentation to the City Council and executes budget and capital improvement program as adopted. Makes monthly written reports to the council on city finances and operations.
13. Performs all other duties as required by the City Council and as prescribed by Homer Municipal Code and AS29.20.500.

KNOWLEDGE, SKILLS AND ABILITIES

B.A. degree in business or public administration or related field required, relevant Master's degree desired. Minimum of five years of management and supervisory experience required, municipal management experience desired. Knowledge of the needs and special requirements of a coastal community ie; fishing and tourism issues desired. Possess proven leadership ability. Knowledge of the Alaska State Legislative process. Familiarity with Water and Wastewater Utility, Port and Harbor operations, and a combination paid staff/volunteer Fire Department.

Ability to: read, analyze and interpret common scientific and technical journals, financial reports and legal documents; respond to inquiries or complaints from the public, regulatory agencies or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management personnel, public groups, boards and commissions and the City Council.

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Frequent exercise of independent judgment and initiative is required. Has overall responsibility for all city-owned property and facilities. Budgetary responsibility for a \$22 million operating budget.

SUPERVISORY AUTHORITY

Has direct responsibility (hire, terminate and direct) of the Department Directors and Administrative Staff.

EXTERNAL VISIBILITY/CONTACT

Frequent contact with public in community relations. Requires well developed written and oral communication skills and courtesy in maintaining effective relationships with the public, City Council and other municipal, state, and federal officials.

WORKING CONDITIONS

Office environment. Attendance is required at City Council and other meetings held at night or out of town.

The City is using GovHR for professional outreach recruitment services for the City Manager position.

The advertisement is posted to:

GovHR's website

GovHR's Facebook and Twitter feeds

GovHR's and senior staff's LinkedIn pages (with over 10,000 contacts)

Email submittal to 6,000 + job seekers on GovHR Jobs.com

Email outreach to GovHR's database of previous applicants (from past three years)

Additionally, the job is advertised through:

Applicant Pro + the City's webpage *this allows us to push this out to numerous online sources: (LinkedIn, CareerCentric, CareerJet, Facebook, Glassdoor.com, Indeed, Job Inventory, JobBoost, Jobbydoo, JobCase, JobisJob, Jooble, JuJu.com, LinkUp, Monster, MyJobHelper, Neuvoo, Oodle.com, Recruit.net, SimplyHired, Trovit, US Jobs, Zip Recruiter)

Homer News

ALEXsys (Alaska Labor Exchange System/ State job postings)

International City/ County Management Association (ICMA)

Alaska Municipal League (AML)

Govtjobs.com

National League of Cities

Strategic Government Resources

League of Women in Govt

Association of WA Cities

Association of OR Cities



EXECUTIVE RECRUITMENT

CITY MANAGER



HOMER, ALASKA
“A GREAT PLACE TO LIVE.”



THE COMMUNITY

Homer (pop. 5,300) is a vibrant city on Kachemak Bay, located in south-central Alaska, near the southern tip of the Kenai Peninsula. The City of Homer is 227 road miles from Anchorage, and accessible by land, sea, or air travel. Homer has a diverse economy with commercial fishing, tourism, and government sectors being the most prominent. Homer is a gateway to the Katmai National Park and Preserve to the southwest and the Wynn Nature Center is also located on the city's outskirts.

Homer is widely acknowledged to have the best arts scene and the best restaurants of any small town in Alaska. Many of these businesses are located on Pioneer Avenue in the heart of the City, where an abundance of peonies grace both gardens and public murals; or in historic "Old Town" on the shores of Bishop's Beach.

Homer boasts a high quality of life and superior schools. Residents enjoy year-round outdoor recreation opportunities that include fishing, hiking, skiing, kayaking, hunting, snow-machining, birding, kite-surfing, and more. A diversity of arts, cultural and recreational activities throughout the year makes Homer welcoming and makes time with family and friends extraordinarily enjoyable.

Homer's climate is moderated by the Pacific Ocean, resulting in warmer winters and cooler summers than seen in places farther inland in Alaska. The City of Homer is a first-class general law municipality, incorporated on March 31, 1964 and operates as Council-Manager form of government.

THE POSITION IN BRIEF

The City Manager is the chief administrative officer responsible for the administration of all City services and supervision of department directors and administrative staff. This is a contract position serving at the will of the City Council. The Mayor and six Council members are elected at large. The Council sets policy, adopts ordinances, resolutions, and determines funding for all programs and services through the adoption of the Municipal budget.

The City's budget is \$22 million and includes; Police (patrol, dispatch, jail), Fire and EMS services, Public Works (water, sewer, camping, parks and recreation), Port and Harbor, Library, Administration, Finance, Planning and Zoning and management of the airport terminal building. The City has over 100 full-time employees, as well as four part-time positions.

Candidates should have:

- B.A. degree in business or public administration or related field required, relevant Master's degree desired.
- Minimum of five years of management and supervisory experience required, municipal management experience desired.
- Knowledge of the needs and special requirements of a coastal community i.e.; fishing and tourism issues desired. Possess proven leadership ability.
- Knowledge of the Alaska State Legislative process.
- Familiarity with Water and Wastewater Utility, Port and Harbor operations, and a combination paid staff/volunteer Fire Department.
- Strong communication skills, written and oral.





HOW TO APPLY

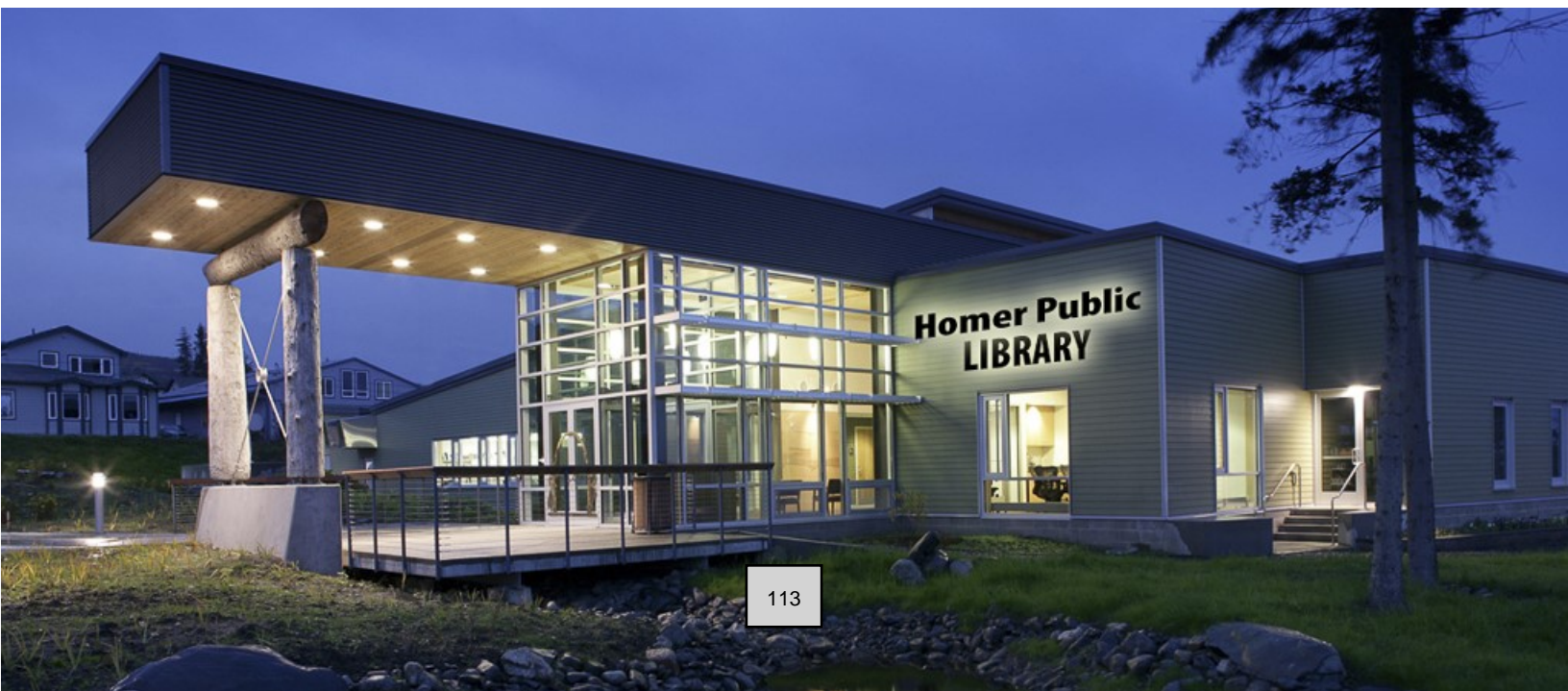
Candidates should apply by **January 30, 2020**. Applications will be reviewed in early February. Telephonic and in-person interviews will also be conducted in February. The final applicants selected will receive budget and capital improvement information. Applications and resumes are subject to review by the public and press.

Contract salary and terms are dependent upon qualifications and will be negotiated after an offer of employment has been made. The City offers an outstanding fringe benefit package including Health Insurance, Retirement in the Public Employees' Retirement System (PERS), Life Insurance, Wellness Program, Paid Time Off, Sick Leave, and Holiday Pay.

A complete job description and application is available at <https://cityofhomerak.applicantpro.com/jobs/>

If you have any questions regarding the benefits or application process please contact Andrea Browning, HR Director at abrowning@ci.homer.ak.us.

The City of Homer is an EEO/AEE.





City of Homer

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Human Resources

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Homer, Alaska 99603

personnel@cityofhomer-ak.gov
(p) 907-235-8121 x2225
(f) 907-235-3148

Memorandum

TO: City Council

THROUGH: Katie Koester

FROM: Andrea Browning, HR

DATE: March 30, 2020

SUBJECT: City Manager Job Posting and Draft Schedule

At the March 23rd Council Meeting I was directed to re-advertise the City Manager position. The job is now posted on the City's webpage and advertised nationwide. The job posting closes on May 10th.

Below is a draft schedule for Council review and input. I provided the dates that are possible, but did not insert dates for in-person interviews and beyond, since the current travel restrictions make this difficult to forecast.

In the event that Council selects only out-of-state candidates to move forward after telephonic interviews, we will have to evaluate next steps moving forward given the state of the COVID-19 emergency status/restrictions at that time.

Draft Timeline for CM Hiring

03/29/2020 – 05/10/2020	Advertisement/ Position Open
05/15/2020	Binders available for Council pickup, in conference room at City Hall
05/26/2020	Council Meeting; Applicant Review
05/27/2020	Background Authorizations sent to finalists
Week of:	
06/01/2020 or 06/08/2020	Telephonic Interviews
July	In Person Interviews if possible; dependent upon travel restrictions
-----	Selection made
-----	Negotiations

-----	Estimated start date will depend on applicant's notice requirements
-----	Interim CM last day
-----	New Manager Sworn in on next Council Meeting date

Applicant Name: _____

Rater: _____

Total Score: _____ (out of 100 possible points)

		Points Given
Background (35)		
Education (B.A in related field minimum), supervisory experience (5 years minimum, municipal experience desired), work history		<i>0 to 30 possible</i>
Budget preparation and finance experience (10)		
		<i>0 to 10 possible</i>
Community-specific experience (20)		
Coastal community, Water/Wastewater utility, port and harbor operations, paid staff/volunteer Fire Dept., etc.		<i>0 to 20 possible</i>
Experience with the legislative process (AK preferred), regulatory agencies, and capital improvement projects (10)		
		<i>0 to 10 possible</i>
Communication (10)		
Interaction with the public, effective presentation of information		<i>0 to 10 possible</i>
Management Experience (10)		
Leadership, special projects, negotiating experience leadership, management style		<i>0 to 10 possible</i>
Application/resume thoroughness & attention to detail, writing (5)		
		<i>0 to 10 possible</i>
TOTAL SCORE		
		<i>100 possible points</i>

Notes: