



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

City of Homer Agenda

**City Council Regular Meeting
Monday, June 14, 2021 at 6:00 PM**

City Hall Cowles Council Chambers via Zoom Webinar

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

Webinar ID: 205 093 973 Password: 610853

CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

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 Meeting Minutes for May 24, 2021. City Clerk. Recommend adoption.
- b. Memorandum 21-088 from Mayor Castner re: Appointment of Richard Chiappone to the Planning Commission and Ian Pitzman to the Port and Harbor Advisory Commission. Recommend approval.
- c. Memorandum 21-089 from City Clerk Re: Travel Authorization for Mayor Castner and Councilmember Aderhold to Attend the AML Summer Legislative Conference on August 4-6, 2021 in Fairbanks Alaska. Recommend approval.
- d. Memorandum 21-090 from City Clerk Re: Approval of Filing Roadway Dedication for a Portion of Easy Street between City Owned Parcels. Recommend approval.
- e. Ordinance 21-33, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Chapter 7.20 Snowmachines to include All-Purpose Vehicles. Aderhold. Recommended dates Introduction June 14, 2021 Public Hearing and Second Reading June 28, 2021.

Memorandum 21-091 from City Manager as backup

- f. Ordinance 21-34, An Ordinance of the City Council of Homer, Alaska Amending the 2021 Capital Budget and Authorizing the Expenditure of \$287,692 from the Homer Accelerated Water and Sewer Program to Complete the Tasmania Court Sewer Improvement Project. City Manager/Public Works Director. Recommended dates Introduction June 14, 2021 Public Hearing and Second Reading June 28, 2021.

Memorandum 21-092 from Public Works Director as backup

- g. Resolution 21-040, A Resolution of the City Council of Homer, Alaska Approving new one-year Contracts with Premera Blue Cross, VSP, and Prudential with a Renewal Date of August 1, 2021. City Manager. Recommend Adoption.

Memorandum 21-097 from Personnel Director as backup

Memorandum 21-101 from Employee Committee as backup

- h. Resolution 21-041, A Resolution of the City Council of Homer, Alaska Adopting the Amended Hickerson Memorial Cemetery Policies and Guidelines. City Manager/City Clerk. Recommend adoption.

Memorandum 21-094 from Deputy City Clerk as backup

- i. Resolution 21-042, A Resolution of the City Council of Homer, Alaska Authorizing of the City Manager to Apply for a Loan from the State of Alaska Department of Environmental Conservation, Alaska Drinking Water Fund in an Amount not to exceed \$277,090 to Finance the Costs of the Tasmania Court Water Improvement Project and Superseding the Amount Authorized by Resolution 20-105. City Manager/Public Works Director. Recommended adoption.

Memorandum 21-098 from Public Works Director as backup.

- j. Resolution 21-043, A Resolution of the City Council of Homer, Alaska Approving and Accepting the Donation from the Family of Anesha "Duffy" Murnane for a Park Bench to Memorialize Duffy and all the Missing Women and Children. City Clerk. Recommend adoption.

Memorandum 21-099 from City Clerk as backup

VISITORS

- a. Niniichik Traditional Council's Medical Assisted Treatment Program, Kathleen Totemoff (10 minutes)
- b. Unified Command Report (20 minutes)

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

- a. Special Meeting Report

- b. Committee of the Whole Report
- c. Mayor's Report
- d. Sister City Report
- e. Borough Report
- f. Planning Commission
 - [i.](#) Planning Commission Report
- g. Economic Development Advisory Commission
 - [i.](#) Memorandum from Economic Development Advisory Commission Re: KPEDD Draft CEDS
- h. Port and Harbor Advisory Commission
- i. Americans with Disabilities Act Compliance Committee
- j. Public Works Campus Task Force

PUBLIC HEARING(S)

- [a.](#) Ordinance 21-29, An Ordinance of the City Council of Homer, Alaska Amending HCC 2.08.030 to Designate Seats for Council Members Elected at Large from within the Boundaries of the City, and HCC 4.35.020 Votes Required to Amend the Percentages of Votes Required to be Elected. Smith/Hansen-Cavasos. Introduction May 24, 2021, Public Hearing and Second Reading June 14, 2021.

Memorandum 21-094 from City Clerk as backup

Memorandum 21-080 from Councilmembers as backup

- [b.](#) Ordinance 21-30, An Ordinance of the City Council of Homer, Alaska Transferring Account Allowances within Fund 156 Capital Asset Repair and Maintenance Allowance Fund. Mayor/City Manager. Introduction May 24, 2021 Public Hearing and Second Reading June 14, 2012.

Ordinance 21-30(S), An Ordinance of the City Council of Homer, Alaska Transferring Account Allowances within Fund 156 Capital Asset Repair and Maintenance Allowance Fund. Mayor/City Manager.

Memorandum 21-086 from City Manager as backup

- [c.](#) Ordinance 21-31(S), An Ordinance of the City Council of Homer, Alaska Removing the Homer Water and Sewer Program Funds from the Special Utility Fund and Creating a new Fund Account **Consistent with Existing Revenue Code and Requiring Quarterly Reporting, and Amending Homer City Code 9.16 Sales Tax Section 9.16.010 Levied.** Mayor. Introduction May 24, 2021 Public Hearing and Second Reading June 14, 2021

- d. Ordinance 21-32, An Ordinance of the Homer City Council Appropriating Funds for the Fiscal Years 2022 and 2023 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, and Internal Service Funds. City Manager. Introduction May 24, 2021, Public Hearing June 14 and 28, Second Reading June 28, 2021.

Memorandum 21-087 from City Manager as backup

- e. Resolution 21-038, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule Under City Clerk Fees and Planning and Zoning Fees. City Clerk. Follows Ordinance 21-32.

Resolution 21-038(S), A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule Under **Administration Fees**, City Clerk Fees and Planning and Zoning Fees. City Clerk. Follows Ordinance 21-32.

Memorandum 21-095 from City Clerk as backup
Memorandum 21-083 from City Clerk as backup

- f. Resolution 21-039, A Resolution of the City Council of Homer, Alaska Amending the Homer Tariff No. 1 under Rule 26-Fish Dock Rates, Rule 35-Upland Storage, and Rule 35-Fish Disposal/Grinding and Fees. City Manager/Port Director. Follows Ordinance 21-32.

Resolution 21-039(S), A Resolution of the City Council of Homer, Alaska Amending the Homer Tariff No. 1 under **Rule 12- Parking** Rule 26-Fish Dock Rates, Rule 35-Upland Storage, and Rule 35-Fish Disposal/Grinding and Fees.

Memorandum 21-096 from City Clerk as backup
Memorandum 21-084 from City Clerk as backup

ORDINANCE(S)

- a. Ordinance 21-35, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 4.10.030 Review of Candidate Qualifications, 4.35.040 Certification of Election, 4.45 Election Recount, and 4.50 Election Contest. Aderhold/Smith/Hansen-Cavazos. Introduction June 14, 2021 Public Hearing and Second Reading June 28, 2021.

Memorandum 21-093 from Councilmembers as backup.

- b. Ordinance 21-36, An Ordinance of the City Council of Homer, Alaska Adopting the Fiscal Years 2022 and 2023 Capital Budget. City Manager. Introduction June 14, 2021 Public Hearing and Second Reading June 28, 2021.

Memorandum 21-101 from City Manager as backup

CITY MANAGER'S REPORT

- a. City Manager's Report

PENDING BUSINESS

NEW BUSINESS

RESOLUTIONS

- a. Resolution 21-044, A Resolution of the City Council of Homer Alaska Approving the Amended Community Design Manual. City Manager/City Planner. Recommend Adoption.

- b. Resolution 21-045, A Resolution of the City Council of Homer, Alaska Acknowledging the Sufficiency of the Tasmania Court Sewer Improvement Special Assessment District, Approving the Improvement Plan and Estimated Cost of Improvement and Assessment Methodology, Authorizing the City Manager to Apply for a Loan from the Alaska Department of Environmental Conservation Clean Water Fund to Finance the Project, and Authorizing the City Manager to enter into a Sole-Source Contract with Bishop Engineering for the Design of the Sewer Project. City Manager/Public Works Director.

Memorandum 21-100 from Public Works Director as backup

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY ATTORNEY

COMMENTS OF THE CITY CLERK

COMMENTS OF THE CITY MANAGER

COMMENTS OF THE MAYOR

COMMENTS OF THE CITY COUNCIL

ADJOURNMENT

Next Regular Meeting is Monday, June 28, 2021 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 21-13 a Regular Meeting of the Homer City Council was called to order on May 24, 2021 by Mayor Ken Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBER ADERHOLD, HANSEN-CAVASOS, LORD, SMITH, VENUTI

ABSENT: COUNCILMEMBER EVENSEN (unexcused)

STAFF: CITY MANAGER DUMOUCHEL
CITY CLERK JACOBSEN
PUBLIC WORKS DIRECTOR KEISER
FINANCE DIRECTOR WALTON
PERSONNEL DIRECTOR BROWNING
CITY ATTORNEY GATTI

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

Mayor Castner read agenda changes and supplemental items that included written public comments on Ordinance 21-29 amending Homer City Code regarding designated seats and percentages to be elected, Memorandum 21-086 from City Manager as backup to Ordinance 21-30 Transferring Account Allowances within the CARMA Fund; Substitute ordinance 21-31(S) An Ordinance of the City Council of Homer, Alaska Removing the Homer Water and Sewer Program Funds from the Special Utility Fund and Creating a new Fund Account **Consistent with Existing Revenue Code and Requiring Quarterly Reporting, and Amending Homer City Code 9.16 Sales Tax Section 9.16.010 Levied**. Mayor.; and Written copies of Ordinance 21-32, An Ordinance of the Homer City Council Appropriating Funds for the Fiscal Years 2022 and 2023 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, and Internal Service Funds. City Manager, the Operating budget, capital budget, and Memorandum 21-087 from City Manager as backup

LORD/VENUTI MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

Michaela Mobray commented in support of Ordinance 21-29. She thinks it would better serve the people and make them feel like their vote counts.

Kenneth Bryant commented in support of Ordinance 21-29. He believes the way things are now, people's votes aren't counted toward what or who they really want, it's more popular opinion backed by who can get the biggest group together.

Cassidy Lush commented in support of Ordinance 21-29. He thinks it would help people feel that their vote matters.

Chris Gaffney commented support of Ordinance 21-29. He feels it more of an unbiased opinion and everyone vote would count and be on the same level.

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 Meeting Minutes for May 10, 2021. City Clerk. Recommend adoption.
- b. Memorandum 21-078 from Mayor Re: Appointment to the Economic Development Advisory Commission. Recommend approval.
- c. Memorandum 21-079 from Special Projects and Communications Coordinator Re: 2022-2027 Capital Improvement Plan and FY23 Legislative Request Development Schedule. Recommend approval.
- d. Ordinance 21-29, An Ordinance of the City Council of Homer, Alaska Amending HCC 2.08.030 to Designate Seats for Council Members Elected at Large from within the Boundaries of the City, and HCC 4.35.020 Votes Required to Amend the Percentages of Votes Required to be Elected. Smith/Hansen-Cavasos. Recommended dates Introduction May 24, 2021, Public Hearing and Second Reading June 14, 2021.

Memorandum 21-080 from Councilmembers as backup

Moved to Ordinances b. Lord.

- e. Ordinance 21-30, An Ordinance of the City Council of Homer, Alaska Transferring Account Allowances within Fund 156 Capital Asset Repair and Maintenance Allowance Fund. Mayor/City Manager. Recommended dates Introduction May 24, 2021 Public Hearing and Second Reading June 14, 2012.
- f. Ordinance 21-31, An Ordinance of the City Council of Homer, Alaska Removing the Homer Water and Sewer Program Funds from the Special Utility Fund and Creating a

new Fund Account. Mayor. Recommended dates Introduction May 24, 2021 Public Hearing and Second Reading June 14, 2021

Moved to Ordinances a. Aderhold.

- g. Ordinance 21-32, An Ordinance of the Homer City Council Appropriating Funds for the Fiscal Years 2022 and 2023 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, and Internal Service Funds. City Manager. Recommended dates Introduction May 24, 2021, Public Hearing June 14 and 28, Second Reading June 28, 2021. *To be included in supplemental packet*
- h. Resolution 21-035, A Resolution of the City Council of Homer, Alaska Approving a Lease Assignment from Harbor Enterprises LLC to Tackle Shack Co. LLC and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents for a 20 year Lease with Options for Two Consecutive Five Year Renewals for a Portion of Lot 5, as shown on the Subdivision Plat Entitled Homer Spit Field as Amended, Plat Number 89-34 at an Initial Rate of \$4925.46. City Manager. Recommend adoption.

Memorandum 21-081 from Port Commission as backup

- i. Resolution 21-036, A Resolution of the City Council of Homer, Alaska Establishing the City of Homer Property Tax Mill Levy at 4.5 Mills for 2021. City Clerk. Recommend adoption.
- j. Resolution 21-037, A Resolution of the City Council of Homer, Alaska Establishing the Ocean Drive Loop Special Service District Mill Rate of 9.962541 Mills for 2021. City Manager. Recommend adoption.

Memorandum 21-082 from City Manager as backup

- k. Resolution 21-038, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule Under City Clerk Fees and Planning and Zoning Fees. City Clerk. Follows Ordinance 21-32.

Memorandum 21-083 from City Clerk as backup

- l. Resolution 21-039, A Resolution of the City Council of Homer, Alaska Amending the Homer Tariff No. 1 under Rule 26-Fish Dock Rates, Rule 35-Upland Storage, and Rule 35-Fish Disposal/Grinding and Fees. City Manager/Port Director. Follows Ordinance 21-32.

Memorandum 21-084 from City Clerk as backup

Item d. moved to Ordinances b. Lord.

Item f. moved to Ordinances a. Aderhold.

City Clerk Jacobsen read the consent agenda and its recommendations.

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

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS

a. Unified Command Report (20 minutes)

Public Health Nurse Lorne Carroll reported the current seven day moving average of daily new cases in the United States has dropped 20%, and that we're seeing good success in Alaska. He shared a visual show the information. In terms of statewide cases, the state is at intermediate level currently, which is under 10 per 100,000. Kenai Peninsula Borough (KPB) is also at intermediate with 6.67%. We're doing great with vaccinations 48% of Alaskans 16 and older are fully vaccinated. KPB is 42% fully vaccinated for 16 year old and up. He reported on Dr. Zink and Commissioner Crum's visit to Homer, there will be a meet and greet on Thursday at the Homer Public Health Center.

South Peninsula Hospital (SPH) Public Information Officer Derotha Ferraro reported no SPH staff are out due to COVID related issues, visitation restrictions are lifting slowly, and multiple visitors are allowed by appointment at Long Term Care now. They still offer daily testing and vaccination at the Vaccine and Testing Clinic. Over the last two weeks 645 tests have resulted 22 positives for 3.4% positivity rate over the last two weeks and are averages 15 to 20 vaccines per day. Pfizer and Jansen vaccines are offered seven days a week, and Moderna is available on Mondays only. She reviewed pop up vaccination opportunities including at the Boat House Pavilion on Thursday evenings from 4:00 to 7:00 p.m. through June. She also shared about incentives being offered through a grant from the State of Alaska. Starting Thursday at the Spit events, everyone who received a dose will receive \$40 in Homer Bucks. Those who are already vaccinated can come to the Spit pop ups and enter a drawing for \$100 or \$500 gift certificates.

City of Homer Public Information Officer Jenny Carroll provided an update on the City's activities related to logistical and public outreach support in mitigation efforts to get the word out to the community about vaccine eligibility and where to get them. She still occasionally receives various economic relief programs related to COVID-19 and she shares that information with the community. She appreciates have GSquared on board to help with the workload. They

completed a postcard with vaccination access information that will be arriving in Kenai Peninsula mailboxes.

Fire Chief Mark Kirko thanked all who are involved in the vaccination efforts, including the medical teams, Port and Harbor, Public Works, and Fire and Police Departments. He also took the opportunity to comment regarding a wildland fire incident that happened and the challenges experienced by not being able to get apparatus down a poorly maintained home. He encouraged listeners who have roads that may pose a barrier to emergency apparatus response to call him at 235-3155 to report the location. He also reported on the high fire danger status.

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

a. Committee of the Whole Report

Councilmember Lord reported at Committee of the Whole they discussed Ordinance 21-30 dealing with CARMA Reserve subaccounts, Resolutions 21-038 and 039 regarding fee schedule and Harbor tariff amendments, Ordinance 21-29 designating seats for Council elections, and an overview of the budget that's included in the supplemental packet.

b. Mayor's Report

Mayor Castner reported regarding the North Pacific Management Council last fall. The new rule that has to do with commercial fishing in lower Cook Inlet was published. The City and Borough have been waiting for this to be published and for the new Secretary of Commerce to be appointed, which she has been. He thinks we get one shot at making our voices heard in Washington DC as to the effects this has on our local economy, especially in Homer. He's willing to enter into a committee effort in drafting something. He's hoping to have some folks from the Upper Peninsula who are in alignment with us to talk about strategy at the Council meeting. The comment period is 60 days that goes to the middle of July.

c. Borough Report

Assembly Member Lane Chesley reported on the Borough's work on budget meetings. He brought up the City's solid waste issue with the Solid Waste Director. There have been very few amendments to the Mayor's budget as proposed and the School District will be at the \$48 million they had requested. There was brief discussion of scheduling a time for the Borough Solid Waste Manager to attend a Council meeting, but nothing was scheduled.

d. Planning Commission

A written report from the Planning Commission was included in the supplemental packet.

e. Economic Development Advisory Commission

Economic Development Advisory Commissioner Adele Person reported the Commission is working on the Wayfinding Streetscape Plan. At their last meeting they met with Peter Briggs of Corvus, who is the consultant for this project to orient the plan and get feedback from the Commission. The goal of the plan is to solve problems with connecting the community. The public outreach will be this summer and the plan will develop over late summer and fall. They also reviewed the Public Works 5 Year Capital Maintenance Improvement Plan. The Commission has an upcoming worksession to review and discuss the Kenai Peninsula Comprehensive Economic Development Plan.

f. Parks Art Recreation and Culture Advisory Commission (PARCAC)

Parks Art Recreation and Culture Advisory Commissioner Ingrid Harrald reported the commission had a park walk through focusing on Jack Gist Park, they also looked at a pocket park idea on a lot on Pioneer Avenue by the restrooms by Woodard Creek, and beach access on Crittenden and Main Street. In their meeting they reviewed beach policy. She gave an overview of the Community Recreation report that was provided at their meeting. They offered a letter of support for an art project at the airport, and considered a memorial bench built by Brad Hughes to be placed at the library in acknowledgment of Duffy Murnane and Alaska women and children who've been lost. The Commission also considered Memorandum 21-070 for Ordinance 21-26 regarding motorized vessels in tidelands and support it, and three Commissioner are interested in working with the ADA Compliance Committee. Lastly the Commission said good bye to their student representative Ella Blanton-Yourkowski, and thanked her for her service. She also shared the Commissions interest in allowing student representatives to be voting members.

g. Americans with Disabilities Act Compliance Committee

Councilmember Aderhold reported the Committee met and reviewed revisions to the 2019 Transition Plan for public buildings. The discussed the proposed 5 Year ADA Capital Improvement Plan provided by Public Works Director Keiser. She expressed her gratitude for Public Works efforts on the transition plan and keeping it alive. Next they'll be working on a Transition Plan for Parks and Trails, they've started looking at standards and checklists, listed out parks and trails to collect information on, and it's good to hear there's interest by PARCAC to participate with them.

h. Public Works Task Force

Councilmember Venuti reported the Task Force reviewed and decide what information to include with their recommendations to Council. The report will be a framework that will tell the process of how they reached their decision. They reviewed strategies to mitigate issues related of storage of supplies at other locations above the tsunami zone. Public Works is an essential service to reinstate the city services if there was a tsunami, including services on the spit.

PUBLIC HEARING(S)

- a. Tasmania Court Sewer Special Assessment District

Memorandum 21-085 from Public Works Director as backup

Mayor Castner opened the public hearing.

Bryan Evans, property owner in the proposed district, commented regarding the written objection he provided and the financial burden to the property owners for this improvement. He suggested changing the percentages where the City pays 75% instead of the property owner would be preferred.

LORD/ADERHOLD MOVED LORD MOVED TO POSTPONE ACTION ON THE TASMANIA COURT SEWER SPECIAL ASSESSMENT DISTRICT TO JUNE 14TH TO ALLOW STAFF TIME TO HOLD ANOTHER NEIGHBORHOOD MEETING.

Councilmember Lord noted the memorandum from staff requesting the opportunity to hold another neighborhood meeting with the property owners.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

ORDINANCE(S)

- a. Ordinance 21-31, An Ordinance of the City Council of Homer, Alaska Removing the Homer Water and Sewer Program Funds from the Special Utility Fund and Creating a new Fund Account. Mayor. Recommended dates Introduction May 24, 2021 Public Hearing and Second Reading June 14, 202121-31

Ordinance 21-31(S), An Ordinance of the City Council of Homer, Alaska Removing the Homer Water and Sewer Program Funds from the Special Utility Fund and Creating a new Fund Account **Consistent with Existing Revenue Code and Requiring Quarterly Reporting, and Amending Homer City Code 9.16 Sales Tax Section 9.16.010 Levied.** Mayor.

LORD/SMITH MOVED TO INTRODUCE ORDINANCE 21-31 BY READING OF TITLE ONLY.

LORD/ADERHOLD MOVED TO SUBSTITUTE ORDINANCE 21-31(S) FOR 21-31.

There was no discussion on the motion to substitute.

VOTE (substitution): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Councilmember Aderhold asked that if this gets introduced tonight that the Mayor provide a memo for their next meeting. She thinks it will be helpful to have a memorandum providing back up information and explanation of the purpose of the ordinance for a clear record of what they're doing and why, and also for the public who may want to provide comments. She also noted the request for the quarterly evaluation, she feels it needs to be at a higher level because they need a full quarterly review of the entire budget, including this portion.

VOTE (main motion): NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

b. Ordinance 21-29, An Ordinance of the City Council of Homer, Alaska Amending HCC 2.08.030 to Designate Seats for Council Members Elected at Large from within the Boundaries of the City, and HCC 4.35.020 Votes Required to Amend the Percentages of Votes Required to be Elected. Smith/Hansen-Cavasos. Recommended dates Introduction May 24, 2021, Public Hearing and Second Reading June 14, 2021. Lord/smith

LORD/SMITH MOVED TO INTRODUCE ORDINANCE 21-29 BY READING OF TITLE ONLY.

Councilmember Aderhold supports introducing this, noted there was discussion at the Committee of the Whole, and acknowledged the public comments tonight and the written comments that have been received regarding this ordinance. She encouraged others to share their comments on the topic.

Councilmember Smith concurred on wanting to hear the publics input and believes the other Council members do as well. He commented regarding the ordinance that the electorate is one component and those that run to be elected is another. He thinks providing a choice of who they get to choose to run with in respect with not having to run against them is something he thinks will increase participation. He feels it improves our election process and that every vote should carry the same value in respect to the seat its being cast to fill, and that under the current system he doesn't see that happening and one can work against the other.

Mayor Castner commented head to head voting presents one opportunity and at large is another way of filling seats. As Mayor he ran head to head against opponents who had a different view in many respects and it was good to have that kind of open debate.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

CITY MANAGER'S REPORT

a. City Manager's Report

City Manager Dumouchel shared that the link to the Kenai Peninsula Economic Development District 2021-2026 Community Economic Development Strategy (CEDS) draft is available on the City webpage. Public comment on the draft is open until June 4th. The ADA Poopdeck Trail ramp has been installed and he thanked everyone who helped make the install go smoothly. He reported some updated COVID-19 guidance for City Hall, we're asking the public to wear masks in the facility and staff working with the public will continue to mask. Vaccinate staff amongst themselves in their workspaces can unmask.

Questions were raised about the derelict vessel North Pacific that's hauled out near the campground, and the vaccination status of City Staff.

City Manager Dumouchel explained the vessel will remain there through the summer, it's too heavy to move any further with the means available to do so. Regarding vaccinations, he believes city staff is probably similar to the states average.

PENDING BUSINESS

NEW BUSINESS

RESOLUTIONS

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY ATTORNEY

City Attorney Gatti had no comments.

COMMENTS OF THE CITY CLERK

City Clerk Jacobsen announced openings on the Planning Commission, Library Advisory Board, and the ADA Compliance Committee, as well as Commission student representative seats.

COMMENTS OF THE CITY MANAGER

City Manager Dumouchel had no comments.

COMMENTS OF THE MAYOR

Mayor Castner commented about the benefits for students in that it looks good on college applications and is a good introduction into the workings of city government.

COMMENTS OF THE CITY COUNCIL

Councilmember Lord welcomed Officer Crowder to the Homer Police Department and he and his family to the community. She wished everyone a safe Memorial Day weekend and shared the Kachemak Pony Club is hosting a three day clinic at the horse park.

Councilmember Smith also welcomed Officer Crowder. He hopes everyone is enjoying the great weather, it's the payday we get after all the miserable days. He encouraged everyone to be fire wise, there is no reason to take any risks, and also to be patient with the road construction. He thinks it's going to be a great summer for our businesses.

Councilmember Venuti shared a new phrase she likes, instead of herd immunity, its community immunity, and she thinks we should adjust our thinking that way so our communities can be safe this summer. She's also heard it's going to be a good summer and noted some business owners are still asking people to mask when they come into their stores. June 6th is Mary Epperson Day and Homer Council on the Arts has events planned that you can find on their website. Mary was City Clerk, a volunteer extraordinaire, and a music educator in our community. She also announced there will be a Memorial Day Service at Hickerson Memorial Cemetery. She thanked Chief Kirko for sharing his number for people to call regarding roads, and reminded motorcyclists and bicyclists to remember to wear their helmets.

Councilmember Hansen-Cavasos thanked those who commented in support of the ordinance tonight. She reminded listeners there are moose with babies out and about so be aware of your kids and dogs.

Councilmember Aderhold also encouraged patience with the construction, it will be with us all summer long, and also reminded everyone that stop signs are not optional. She shared about the one time she rode on a motorcycle without a helmet, when participating in a parade about the option of wearing a helmet and it was really bizarre, and also about a bumper sticker that reads "you look hotter in a helmet" She reminded listeners about the Homer Airports Improvement public notice and the meeting is May 26th 5:30 to 7:30 p.m.

ADJOURNMENT

There being no further business to come before the Council Mayor Castner adjourned the meeting at 7:32 p.m. The next Regular Meeting is Monday, June 14, 2021 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Melissa Jacobsen, MMC, City Clerk

Approved: _____



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

Memorandum 21-088

TO: HOMER CITY COUNCIL

FROM: MAYOR CASTNER

DATE: JUNE 9, 2021

SUBJECT: APPOINTMENT OF RICHARD CHIAPPONE TO THE PLANNING
COMMISSION AND IAN PITZMAN TO THE PORT & HARBOR ADVISORY
COMMISSION

Richard Chiappone is appointed to the Planning Commission to fill the seat vacated by Kalie Petska-Rubalcava. The term expires July 1, 2023.

Ian Pitzman is appointed to the Port & Harbor Advisory Commission to fill the seat vacated by Michael Stockburger. The term expires February 1, 2023.

Recommendation

Confirm the appointments of Richard Chiappone to the Planning Commission and Ian Pitzman to the Port & Harbor Advisory Commission.



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

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

Phone: (907) 235-3130

Fax: (907) 235-3143

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 appointed by the Mayor and your appointment is confirmed by the City Council.

Applicant Information

Full Name: Richard Chiappone

Physical Address Where you Claim Residency: 543 Waddell Street

Mailing Address: Same

City: Homer State: AK Zip: 99603

Phone Number(s): (907) 229-7012

Email: rchia@horizonsatellite.com

Advisory Body You Are Requesting Appointment To

Planning Commission – Held on the first and third Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. There is no first Regular Meeting in July or second Regular Meetings in November and December

Parks, Art, Recreation & Culture Advisory Commission – Held on the third Thursday February through June and August through November at 5:30 p.m.

Port & Harbor Advisory Commission – Held on the fourth Wednesday of the following months: January, February, March, April, September, October, and December at 5:00 p.m.; and May, June, July, and August at 6:00 p.m.

Economic Development Advisory Commission – Held on the second Tuesday of each month at 6:00 p.m.

Library Advisory Board – Held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m.

Other – Please Indicate _____

Please Answer the Following

Are you a City Resident? Yes No If yes, how long have you been a City resident? _____

How long have you been a resident of the South Peninsula? _____

Background Information

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

No

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

None

Please list any special training, education, or background you may have which is related to your selection(s):

I was a speciality contractor in Alaska from 1982 to 20012, working on commercial, military, public schools and government buildings installing commercial wall coverings and acoustic wall panels.I alos built my own home in the Homer area.

Why are you interested in serving on the selected Advisory Body? This may include information on future goals or projects you wish to see accomplished or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

The think that Homer has a uniqe flavor that can be maintained with careful planning and reasonable restrictions.

FOR PLANNING COMMISSION ONLY:

Have you ever developed real property other than a personal residence? If yes, briefly explain:

No

FOR PORT & HARBOR ADVISORY COMMISSION ONLY:

Do you use the Homer Port and/or Harbor on a regular basis? Yes No

If yes, what is your primary use? Commercial Recreational Other: _____



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

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

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 appointed by the Mayor and your appointment is confirmed by the City Council.

Applicant Information

Full Name: Jan Pitzman
Physical Address Where you Claim Residency: 4254 Suedlund Circle
Mailing Address: same
City: Homer State: Alc Zip: 99603
Phone Number(s): 907 299-1159 cell 907 235-0194
Email: jan@Portunesea.net

Advisory Body You Are Requesting Appointment To

- Planning Commission** – Held on the first and third Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. There is no first Regular Meeting in July or second Regular Meetings in November and December
- Parks, Art, Recreation & Culture Advisory Commission** – Held on the third Thursday February through June and August through November at 5:30 p.m.
- Port & Harbor Advisory Commission** – Held on the fourth Wednesday of the following months: January, February, March, April, September, October, and December at 5:00 p.m.; and May, June, July, and August at 6:00 p.m.
- Economic Development Advisory Commission** – Held on the second Tuesday of each month at 6:00 p.m.
- Library Advisory Board** – Held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m.
- Other** – Please Indicate _____

Please Answer the Following

Are you a City Resident? Yes No If yes, how long have you been a City resident? 26 yrs
How long have you been a resident of the South Peninsula area? same

Background Information

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

Large vessel haul out task force, city of Homer

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

UFA, NPFA, UCIDA, Homer Main Trades

Please list any special training, education, or background you may have which is related to your selection(s):

1600 ton USCG master

Why are you interested in serving on the selected Advisory Body? This may include information on future goals or projects you wish to see accomplished or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

I am particularly interested in the harbor expansion project and the large vessel haul out facilities. I think I bring a balanced point of view as I have multiple ~~port~~ vessels that home port here that utilize different portions of the Harbor facilities. For example, year round stall lease holder for a small boat, recreational boat launch ramp use, and large vessels that moor in system 5 transient.

FOR PLANNING COMMISSION ONLY:

Have you ever developed real property other than a personal residence? If yes, briefly explain:

FOR PORT & HARBOR ADVISORY COMMISSION ONLY:

Do you use the Homer Port and/or Harbor on a regular basis? Yes No

If yes, what is your primary use? Commercial Recreational Other: Main Trade vendor



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 21-089

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: JUNE 9, 2021

SUBJECT: TRAVEL AUTHORIZATION FOR MAYOR CASTNER AND COUNCILMEMBER ADERHOLD TO ATTEND THE ALASKA MUNICIPAL LEAGUE SUMMER CONFERENCE HELD AUGUST 4-6, 2021 IN FAIRBANKS, ALASKA

Mayor Castner and Councilmember Aderhold would like to attend the Alaska Municipal Leagues Summer Conference in Denali Borough, Alaska August 4-6, 2021. Mayor Castner plans to attend Mayor's Conference and Councilmember Aderhold plans to attend the full conference.

The AML is a voluntary, nonprofit, nonpartisan, statewide organization of 140 cities, boroughs, and unified municipalities, representing over 97 percent of Alaska's residents. Originally organized in 1950, the League of Alaska Cities became the Alaska Municipal League in 1962 when boroughs joined the League.

Meetings include Alaska Conference of Mayors, AML Board, and Legislative discussions.

Cost estimates for travel include round trip Homer to Anchorage \$300 and Anchorage to Fairbanks approximately \$250 per person, and lodging at \$135 per night. Per Diem is \$58 per day, for three meals. Conference cost is \$150.

RECOMMENDATION: Authorize travel for Mayor Castner and Councilmember Aderhold to attend the AML Summer Conference August 4-6, 2021 in Fairbanks, Alaska.



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 21-090

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: JUNE 3, 2021
SUBJECT: DEDICATION OF A PORTION OF EASY STREET

Included with this memorandum is information from the City Planner regarding dedication of a portion of Easy Street between two lots owned by the City.

Recommendation: Approve the filing of the Roadway Dedication for the city lots on Easy Street, Lots 6 and 7 as shown on Record of Survey 2008-53.

Attachments:

- Memorandum PL 21-05 from City Planner
- City Roadway Dedication 2020 Attachment A
- Area Map
- City Roadway Dedication Lots 6 & 7 Record Survey 2008-53
- Memo PL 21-04 Easy Street Dedication
- Planning Commission Minutes Excerpt



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

Memorandum Pl 21-05

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: RICK ABBOUD, AICP, CITY PLANNER
DATE: MAY 27, 2021
SUBJECT: Easy Street dedication

In 2009, the city purchased two lots adjacent and adjoining Bridge Creek for water source protection purposes. The lots are located outside of city boundaries in the Bridge Creek Watershed Protection District (BCWP). The lots have provided exclusive roadway access to several properties in the BCWP District for over 70 years. The last owner filed documents to dedicate the roadway but it was never accepted, as the properties constituted a Native Allotment that required the Bureau of Indian Affairs (BIA) approval that was not gained prior to sale.

The goal of this action is to establish the dedication as proposed by the previous owner. The dedication provides a 30' roadway access, based on the established roadbed. The Planning Office feels that it is in the City's interest to preserve this access and creek crossing to avoid the creation of addition crossings to access properties north of the creek. We propose to use the same record of survey and a similar dedication document filed by the previous owner to accomplish the dedication.

This item was passed on the Planning Commission's consent agenda on May 19, 2021. I have recommended and the Planning Commission has concurred that it is in the best interests of the City to dedicate the long standing roadway that has existed on the properties since the 1940's.

Attachments:

Memo Pl 21-04

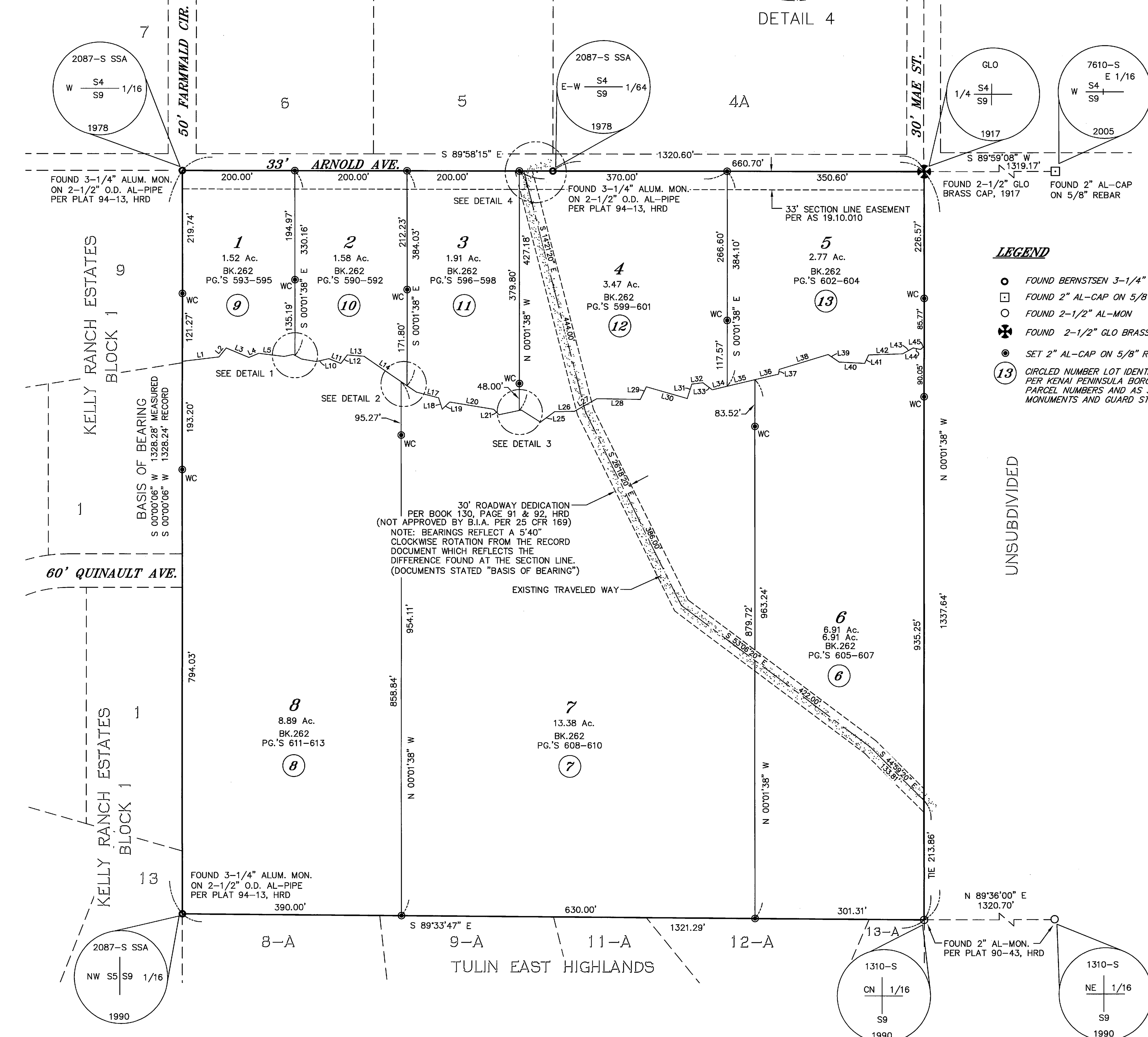
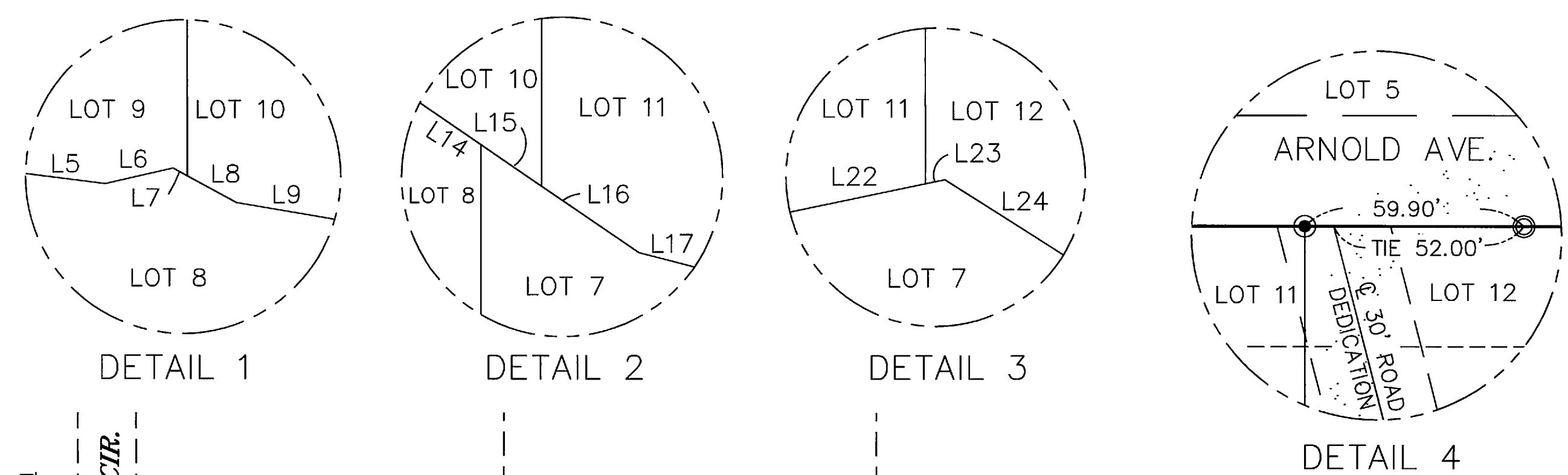
Roadway dedication & Attachment A

Area Map

RECORDED
 AK TITLE
 SERVICES CENTER
 08 JUL 30 PM 3:24
 BUREAU OF INDIAN AFFAIRS
 ALASKA REGIONAL OFFICE
 975 985

Attachment A to City of Homer Roadway Dedication

THREAD OF BRIDGE CREEK MEANDER TABLE		
LINE	LENGTH	BEARING
L1	65.71	N82°54'23"E
L2	20.33	N39°03'13"E
L3	43.72	S67°19'03"E
L4	19.05	N66°42'34"E
L5	45.47	S82°45'00"E
L6	16.34	N76°52'37"E
L7	3.76	S61°19'15"E
L8	13.19	S61°19'15"E
L9	27.03	S80°19'03"E
L10	22.60	N76°37'38"E
L11	23.35	S68°01'05"E
L12	19.19	N36°50'31"E
L13	29.81	S85°30'38"E
L14	80.36	S55°32'14"E
L15	12.60	S55°32'14"E
L16	19.82	S55°32'14"E
L17	40.81	S75°37'33"E
L18	21.36	S17°30'40"E
L19	18.38	N45°34'55"E
L20	79.44	S80°45'19"E
L21	13.73	S44°53'38"E
L22	37.30	N78°08'34"E
L23	3.12	N78°08'34"E
L24	40.36	S57°33'58"E
L25	31.74	N53°39'44"E
L26	35.27	N89°09'07"E
L27	45.80	N60°14'10"E
L28	77.60	S89°09'59"E
L29	24.84	N25°43'13"E
L30	75.71	S74°01'28"E
L31	27.10	N17°29'32"E
L32	19.92	N82°58'15"E
L33	20.83	S52°46'59"E
L34	27.35	N76°31'06"E
L35	50.69	N76°31'06"E
L36	43.21	N76°31'06"E
L37	8.45	N08°41'24"E
L38	91.00	N72°51'46"E
L39	23.96	S55°32'18"E
L40	45.68	S87°06'36"E
L41	16.72	N24°46'28"E
L42	60.50	N88°08'53"E
L43	21.32	N60°33'57"E
L44	13.40	S78°52'56"E
L45	8.37	N50°16'55"E



LEGEND

- FOUND BERNSTSEN 3-1/4" AL-MON
- FOUND 2" AL-CAP ON 5/8" REBAR
- FOUND 2-1/2" AL-MON
- ⊗ FOUND 2-1/2" GLO BRASS CAP, 1917
- SET 2" AL-CAP ON 5/8" REBAR
- ⑬ CIRCLED NUMBER LOT IDENTIFIERS ARE PER KENAI PENINSULA BOROUGH TAX PARCEL NUMBERS AND AS STAMPED ON MONUMENTS AND GUARD STAKES

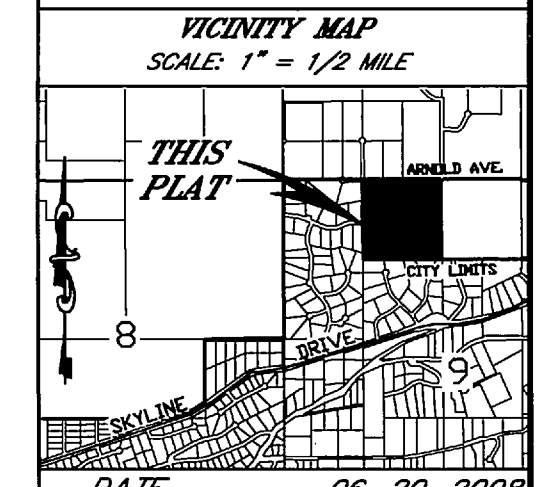
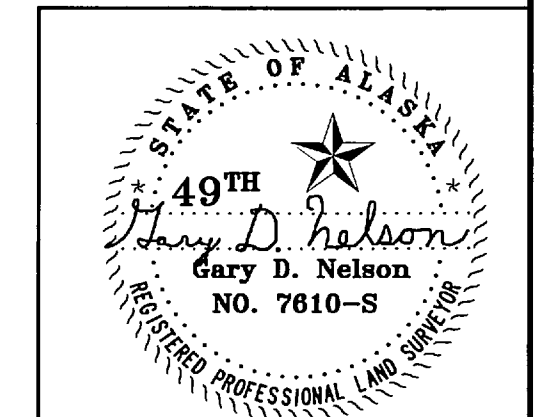
NOTES

1. THIS SURVEY DOES NOT CONSTITUTE A SUBDIVISION AS DEFINED BY AS 40.15.190 (2).
 2. PARCELS SHOWN HEREON WERE CREATED BY DEEDS. THE PARCEL'S NUMERAL IDENTIFIERS ARE THE NUMBERS ASSIGNED BY THE BUREAU OF INDIAN AFFAIRS AT CONVEYANCE. THE RECORDING INFORMATION (HOMER RECORDING DISTRICT BOOK AND PAGE) OF THE CONVEYANCE DEED FOR EACH PARCEL IS SHOWN WITHIN THE BOUNDS OF THAT PARCEL. THE CITED DEED OF CONVEYANCE CONTAINS THE AREAS AND BOUNDS LEGAL DESCRIPTION OF THE PARCEL. THIS RECORD OF SURVEY SHOWS THE DIMENSIONS AND MONUMENTATION OF THE PARCELS.
 3. THE THREAD OF BRIDGE CREEK IS CALLED OUT AS A BOUNDARY OF THE PARCELS. THE BRIDGE CREEK BOUNDARY IS RIPARIAN. THE BRIDGE CREEK MEANDERS AS SHOWN WERE USED TO QUANTIFY THE AREAS SHOWN. THE ACTUAL THREAD OF BRIDGE CREEK IS THE BOUNDARY, AND CHANGES AS THE THREAD CHANGES.
 4. NO TITLE OPINION OR ABSTRACT OF MATTERS AFFECTING TITLE TO THE SUBJECT PROPERTY HAS BEEN PROVIDED. IT IS POSSIBLE THAT THERE ARE DEEDS, EASEMENTS OR OTHER INSTRUMENTS COULD WHICH COULD AFFECT THE PROPERTY DEPICTED HEREON.
 5. SNOW DEPTHS WERE 4.5± FEET AT THE TIME OF THE FIELD WORK.
 6. THIS RECORD OF SURVEY AMENDS AND SUPERSEDES THE RECORD OF SURVEY RECORDED AS PLAT NO. 2008-18 IN THE HOMER RECORDING DISTRICT.
- PLAT CORRECTIONS ARE:
- 6A. RANGE 12 WEST CORRECTED TO RANGE 13 WEST IN TITLE BLOCK.
 - 6B. DESCRIPTION OF 1/4 CORNER OF SECTIONS 4 AND 9 CORRECTED TO FOUND GLO MONUMENT.
 - 6C. BIA PARCEL NUMBERS WERE ADDED (SEE NOTE 2).
 - 6D. KENAI PENINSULA BOROUGH TAX PARCEL NUMBERS ADDED IN CIRCLES.
 - 6E. BRIDGE CREEK MEANDERS L39 THROUGH L45 CHANGED.
 - 6F. 30' ROADWAY DEDICATION BEARING AND ASSOCIATED TIE TO EASTERLY BOUNDARY MONUMENTS CORRECTED.
 - 6G. BOUNDARY COMMON TO LOTS 3 AND 4, BEARING CORRECTED

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON EXIST AS DESCRIBED, THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

06-20-2008
 DATE
 Gary D. Nelson
 REGISTERED LAND SURVEYOR NO. 7610-S



DATE 06-20-2008
 SCALE 1"=100'
 JOB No. 4298
 DRAWING: 4298

ROEHL PARCELS RECORD OF SURVEY (AMENDED)

SHOWING RETRACEMENT AND MONUMENTATION OF THE NE 1/4, NW 1/4, SEC 9, T6S, R13W, S.M., KENAI PENINSULA BOROUGH, THIRD JUDICIAL DISTRICT, STATE OF ALASKA, HOMER RECORDING DISTRICT, CONTAINING 40.43 ACRES

2008-53
 HOMER REC DIST
 Date 8/14 2008
 Time 1:27 P.M.
 Requested by Agency
 Address _____

ROADWAY DEDICATION

KNOW ALL MEN BY THESE PRESENTS, that the City of Homer, of 491 East Pioneer Avenue, Homer, Alaska 99603, hereinafter called the GRANTOR, does hereby grant a public easement and right of way over the following described real property:

Lots 6 and 7 as shown on Record of Survey 2008-53
Recorded on 14 August 2008 in the Homer Recording District

for the use and maintenance of an existing thirty (30) foot wide Traveled Way as aligned and shown on Record of Survey 2008-53 attached as Exhibit A. This right shall be a covenant running with the land and shall be binding on the GRANTOR, its heirs, executors, administrators, and assigns.

DATED _____

AUTHORIZED REPRESENTATIVE OF GRANTOR

STATE OF ALASKA)
) SS.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the _____ day of _____, 2021, before me, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared _____ to me known to be the person who executed the foregoing instrument and acknowledged said instrument to be his/her free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 2021.

Notary Public in and for Alaska

My Commission expires _____



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

Memorandum Pl 21-04

TO: HOMER PLANNING COMMISSION
FROM: RICK ABBOD, AICP, CITY PLANNER
DATE: May 19, 2021
SUBJECT: Dedication of roadway easement for Easy Street

Introduction: We have received requests from property owners in the Bridge Creek Watershed to dedicate the existing traveled way that originates from Easy Street and crosses two City-owned lots, 6 and 7, as displayed on the attached Record of Survey.

History: The current access was created and used continuously since the 1940's and is located outside of city boundaries in the Bridge Creek Watershed Protection District. The City purchased lots 6 and 7 in 2009 to enhance protection of the watershed. At the time of the Record of Survey, the lots constituted a Native Allotment that was administered by the Bureau of Indian Affairs (BIA) per federal regulations. While the owner of the allotment commissioned a roadway easement, as described in the Record of Survey, it was never approved by the BIA.

Current status: The Borough has been providing maintenance to the traveled way which provides the only practical access to several developed properties in the watershed.

Analysis: The route has established long-time access to watershed properties across Bridge Creek to the north. We find that it is in the interest of the City to maintain the access and avoid the need for additional creek crossings that could impact the City's water source.

Finding: It is in the best interest of the City to dedicate a public easement over the long established access across Bridge Creek located on city owned lots 6 & 7 in order to discourage the creation of additional creek crossings.

Attachments:

Roadway Dedication & Attachment A
Area Map

ROADWAY DEDICATION

KNOW ALL MEN BY THESE PRESENTS, that the City of Homer, of 491 East Pioneer Avenue, Homer, Alaska 99603, hereinafter called the GRANTOR, does hereby grant a public easement and right of way over the following described real property:

Lots 6 and 7 as shown on Record of Survey 2008-53
Recorded on 14 August 2008 in the Homer Recording District

for the use and maintenance of an existing thirty (30) foot wide Traveled Way as aligned and shown on Record of Survey 2008-53 attached as Exhibit A. This right shall be a covenant running with the land and shall be binding on the GRANTOR, its heirs, executors, administrators, and assigns.

DATED _____

AUTHORIZED REPRESENTATIVE OF GRANTOR

STATE OF ALASKA)
) SS.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the _____ day of _____, 2020, before me, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared _____ to me known to be the person who executed the foregoing instrument and acknowledged said instrument to be his/her free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 2020.

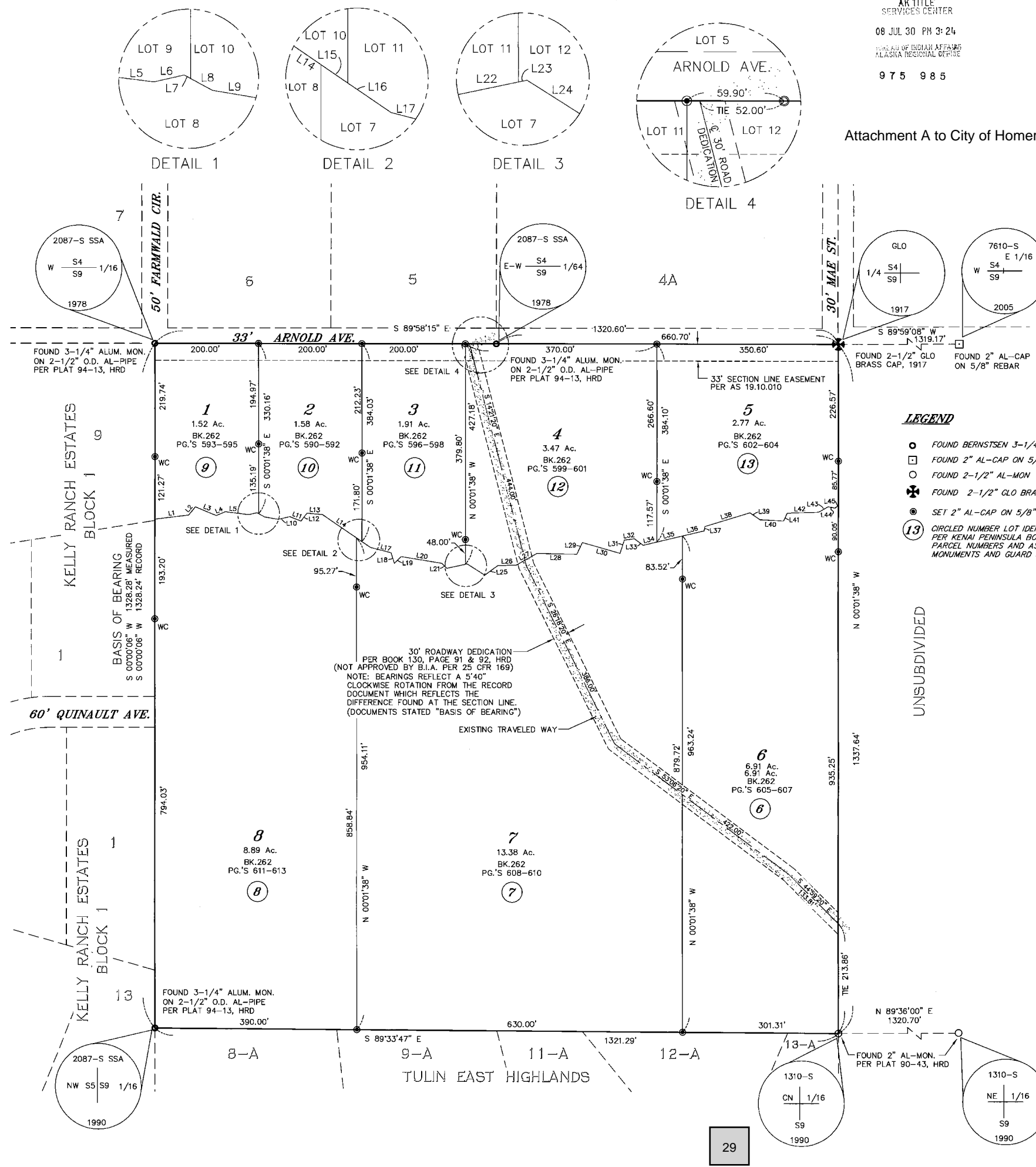
Notary Public in and for Alaska

My Commission expires _____

RECORDED
AK TITLE
SERVICES CENTER
08 JUL 30 PH 3:24
BUREAU OF INDIAN AFFAIRS
ALASKA REGIONAL OFFICE
975 985

Attachment A to City of Homer Roadway Dedication

THREAD OF BRIDGE CREEK MEANDER TABLE		
LINE	LENGTH	BEARING
L1	65.71	N82°54'23"E
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L4	19.05	N66°42'34"E
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L37	8.45	N08°41'24"E
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L44	13.40	S78°52'56"E
L45	8.37	N50°16'55"E



- LEGEND**
- FOUND BERNSTSEN 3-1/4" AL-MON
 - FOUND 2" AL-CAP ON 5/8" REBAR
 - FOUND 2-1/2" AL-MON
 - ⊕ FOUND 2-1/2" GLO BRASS CAP, 1917
 - SET 2" AL-CAP ON 5/8" REBAR
 - ⑬ CIRCLED NUMBER LOT IDENTIFIERS ARE PER KENAI PENINSULA BOROUGH TAX PARCEL NUMBERS AND AS STAMPED ON MONUMENTS AND GUARD STAKES

- NOTES**
- THIS SURVEY DOES NOT CONSTITUTE A SUBDIVISION AS DEFINED BY AS 40.15.190 (2).
 - PARCELS SHOWN HEREON WERE CREATED BY DEEDS. THE PARCEL'S NUMERICAL IDENTIFIERS ARE THE NUMBERS ASSIGNED BY THE BUREAU OF INDIAN AFFAIRS AT CONVEYANCE. THE RECORDING INFORMATION (HOMER RECORDING DISTRICT BOOK AND PAGE) OF THE CONVEYANCE DEED FOR EACH PARCEL IS SHOWN WITHIN THE BOUNDS OF THAT PARCEL. THE CITED DEED OF CONVEYANCE CONTAINS THE METES AND BOUNDS LEGAL DESCRIPTION OF THE PARCEL. THIS RECORD OF SURVEY SHOWS THE DIMENSIONS AND MONUMENTATION OF THE PARCELS.
 - THE THREAD OF BRIDGE CREEK IS CALLED OUT AS A BOUNDARY OF THE PARCELS. THE BRIDGE CREEK BOUNDARY IS RIPARIAN. THE BRIDGE CREEK MEANDERS AS SHOWN WERE USED TO QUANTIFY THE AREAS SHOWN. THE ACTUAL THREAD OF BRIDGE CREEK IS THE BOUNDARY, AND CHANGES AS THE THREAD CHANGES.
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 - SNOW DEPTHS WERE 4.5± FEET AT THE TIME OF THE FIELD WORK.
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 - KENAI PENINSULA BOROUGH TAX PARCEL NUMBERS ADDED IN CIRCLES.
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 - 30' ROADWAY DEDICATION BEARING AND ASSOCIATED TIE TO EASTERLY BOUNDARY MONUMENTS CORRECTED.
 - BOUNDARY COMMON TO LOTS 3 AND 4, BEARING CORRECTED

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON EXIST AS DESCRIBED, THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

06-20-2008
DATE
Gary D. Nelson
REGISTERED LAND SURVEYOR NO. 7610-S

2008-53
HOMER REC DIST
Date 8/14 2008
Time 1:27 P.M.
Requested By *Abney*
Address _____

STATE OF ALASKA
49TH
Gary D. Nelson
Gary D. Nelson
NO. 7610-S
REGISTERED PROFESSIONAL LAND SURVEYOR

VICINITY MAP
SCALE: 1" = 1/2 MILE

THIS PLAT



DATE 06-20-2008
SCALE 1"=100'
JOB No. 4298
DRAWING: 4298

ROEHL PARCELS RECORD OF SURVEY (AMENDED)
SHOWING RETRACEMENT AND MONUMENTATION OF THE NE 1/4, NW 1/4, SEC 9, T6S, R13W, S.M., KENAI PENINSULA BOROUGH, THIRD JUDICIAL DISTRICT, STATE OF ALASKA, HOMER RECORDING DISTRICT, CONTAINING 40.43 ACRES

ABILITY SURVEYS
GARY D. NELSON, P.L.S.
(907)235-8440
152 DEHEL AVE., HOMER, ALASKA



Legend

-  City Limits
-  Watershed Boundary

Area Map



Session 21-12, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:35 p.m. on May 19, 2021 at Cowles Council Chambers in City Hall located at 491 E. Pioneer Avenue, Homer, Alaska, via Zoom Webinar. There is one vacancy due to a resignation on the Commission.

PRESENT: COMMISSIONERS VENUTI, HIGHLAND, BENTZ, BARNWELL AND SMITH

ABSENT: COMMISSIONER CONLEY (EXCUSED)

STAFF: CITY PLANNER ABBOUD
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Smith requested a motion to approve the agenda.

VENUTI/BARNWELL – MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Highland joined the meeting at 6:39 p.m. after a brief technical issue was resolved.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

- A. Planning Commission Regular Meeting Minutes of May 5, 2021
- B. Decisions and Findings for Conditional Use Permit CUP 21-04 to expand the Safeway grocery store at 90 Sterling Highway
- C. Dedication of Roadway easement for Easy Street on City Properties

Chair Smith requested a motion to approve the Consent Agenda.

VENUTI/BENTZ – MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.



There was no discussion.

VOTE. NON- OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PRESENTATIONS / VISITORS

REPORTS

A. Staff Report 21-29, City Planner's Report

Chair Smith introduced the item by reading of the title and requested City Planner Abboud to present his report to the Commission.

City Planner Abboud provided a summary of Staff Report 21-29 for the Commission. He commented on the Ordinance 21-27 waiving connection to city sewer noting that he requested to see a map of the properties that this would affect. He reported that it was nice to hear from a visiting company compliment to city of their signage and to know that they are doing right with the sign code.

Chair Smith offered to write a written report as he was not sure that he would be able to provide a verbal report.

Commissioner Bentz asked about the discussion on trees and shrubbery as replacement and including those species that can assist with erosion and drainage issues that are non-native species since there are so few native species, then developing a list that can be distributed to developers as a preferred recommendation.

A brief discussion ensued on landscaping requirements in or near parking lots and easements next to roadways.

B. Public Works Campus Task Force Report – Commissioner Barnwell

Commissioner Barnwell provided an update on the Task Force progress noting the following:

- Two council members opposed the use of funds
- Task Force members agreed that there is a risk but that risk cannot be quantify
- Some Council members felt that they are under the same risk and nothing has happened
- Reviewing potential sites since the opportunity may not be available in the near future
- The Public Works Facility is a critical infrastructure and provides essential services to all departments within the city
- The existing facility is old and really needs to be updated even outside of the risk of tsunami

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-33

An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Chapter 7.20 Snowmachines to include All-Purpose Vehicles.

Sponsor: Aderhold

1. City Council Regular Meeting June 14, 2021 Introduction

Memorandum 21-091 from City Manager as backup

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

Aderhold

3
4 **ORDINANCE 21-33**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
7 AMENDING HOMER CITY CODE CHAPTER 7.20 SHOWMACHINES
8 TO INCLUDE ALL-PURPOSE VEHICLES.
9

10 WHEREAS, On March 16, 2021 the Dunleavy Administration proposed a statewide rule
11 change which would allow snowmachines and all-purpose vehicles to be operated on roads
12 with speed limits of 45 miles per hour or less; and
13

14 WHEREAS, The proposed rule change allows municipalities to adopt ordinances that
15 prohibit snowmachines and all-purpose vehicles to operate on public roadways; and
16

17 WHEREAS, All public roadways within the city limits of Homer have posted speed limits
18 of 45 miles per hour or less; and
19

20 WHEREAS, Allowing snowmachines and all-purpose vehicles on public roadways is not
21 compatible with Homer's roads and traffic patterns.
22

23 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
24

25 Section 1. Homer City Code Chapter 7.20 is hereby amended as follows:
26

27 Chapter 7.20
28 SNOWMACHINES **AND ALL-PURPOSE VEHICLES**¹

29 Sections:

30 7.20.010 *Repealed.*

31 7.20.020 ~~Street and alley defined~~ **Definitions.**

32 7.20.030 Use of snowmachines **and all-purpose vehicles.**

33 7.20.040 Time restriction.

34 7.20.050 Driver's license requirement.

35 7.20.055 Operation in designated areas.

36 7.20.060 Towing.

37 7.20.070 Exceptions.

38 7.20.080 *Repealed.*

39 Prior legislation: Ord. 72-5.
40

41 7.20.010 Compliance with State law.

42 *Repealed by Ord. 13-40. [Code 1967 § 12-400.1].*

Strike-out is deleted language, **bold underline** is new language

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7.20.020 ~~Street and alley defined~~ **Definitions.**

For the purpose of this chapter the following definitions shall apply:

“All-purpose vehicle” means any self-propelled vehicle designed primarily for cross-country travel on land and water, or on more than one type of terrain, and steered by wheels, treads, skis, or any combination thereof, including vehicles that operate on a cushion of air, vehicles commonly known as all-terrain vehicles, all-season vehicles, and utility terrain vehicles.

“Snowmachine” means a self-propelled vehicle primarily designed or altered for travel on snow or ice when supported in part by skis, belts, or cleats.

“Street” and “alley” mean any street, highway, or alley from property line to property line, officially classified by the City as a “local arterial” on its official street and highway plan.

7.20.030 Use of snowmachines **and all-purpose vehicles.**

No person shall drive, operate, stop or move a snowmachine **or all-purpose vehicle:**

a. Upon a sidewalk, alley, street, **right-of-way,** or highway except:

1. To cross, provided the crossing is made at an angle of approximately 90 degrees to the direction of the ~~high~~**road**way at a place where no obstruction prohibits a quick and safe crossing, and the snowmachine **or all-purpose vehicle** is brought to a complete stop before crossing the shoulder or main traveled way, and the driver yields the right-of-way to oncoming traffic; and

2. When operated on a path or shoulder adjacent to the roadway provided it is driven six feet or more from the extreme edge of the roadway; **and**

3. When the snowmachine or all-purpose vehicle is a government operated vehicle used for official business.

b. In or upon a park or other City-owned property, except:

1. in areas as provided in this chapter, which are designated as snowmachine **or all-purpose vehicle** areas;

2. When the snowmachine or all-purpose vehicle is a government operated vehicle used for official business.

85 c. On private property of another without the express permission to do so by the owner or
86 authorized occupant of the property;

87
88 d. In a careless, reckless or negligent manner so as to endanger or likely to endanger the safety
89 of any person or property of any other person;

90
91 e. While under the influence of intoxicating liquor, narcotics or drugs;

92
93 f. Within 100 feet of any established skating rink, sliding area, skiing area or any location where
94 the operation of a snowmachine **or all-purpose vehicle** would conflict with the use of the area
95 for the intended purpose thereof, or endanger other persons or property;

96
97 g. To intentionally drive, chase, run over or kill any animal;

98
99 h. Without having such snowmachine registered as provided for in AS 28.39;

100
101 i. While transporting weapons or other instruments used to hunt in other than unloaded and
102 enclosed conditions;

103
104 j. Operate or ride on a snowmachine **or all-purpose vehicle** without wearing a properly fitted
105 full coverage crash helmet which has Snell Foundation Z-90.1 or equivalent rating and such
106 rating shall be affixed to and protected from mutilation in or on the helmet.

107
108 7.20.040 Time restriction.
109 No person shall drive, operate, stop or move a snowmachine **or all-purpose vehicle** within the
110 City limits after 10:00 p.m., nor before 8:00 a.m., except that this section shall not apply to an
111 employee or an authorized officer of a municipal or State law enforcement agency while in the
112 performance of official duties.

113
114 7.20.050 Driver's license requirement.
115 A driver or operator of a snowmachine **or all-purpose vehicle** shall be required to have a valid
116 current motor vehicle operator's license or permit, or be accompanied by a person having such
117 valid license, while operating a snowmachine **or all-purpose vehicle** in or upon a park or other
118 City-owned property in the City.

119
120 7.20.055 Operation in designated areas.
121 Snowmachine **or all-purpose vehicle** operation may be permitted in or upon a park or other
122 City-owned property when all or part of the property is designated by the City Manager and
123 approved by the City Council as a snowmachine **or all-purpose vehicle** area.

124
125 7.20.060 Towing.

126 No person shall operate a snowmachine **or all-purpose vehicle** while towing a sled, toboggan
127 or other object, nor any person riding on same unless such sled, toboggan or other object is
128 attached to the snowmachine **or all-purpose vehicle** by a rigid bar, and the towed object shall
129 be equipped with a red reflector on each side of rear.

130

131 7.20.070 Exceptions.

132 Upon recommendation by the City Manager and approved by the City Council controlled
133 special events may be excepted from specific portions of this chapter, when satisfactory
134 evidence is shown that the public health, safety and welfare are protected.

135

136 7.20.080 Violation – Penalty.

137 *Repealed by Ord. 13-40. [Code 1967 § 12-400.9].*

138

139 ¹ For statutory provisions authorizing the regulation of snow vehicles, see AS 29.35.210.

140

141 Section 2. This Ordinance is of a permanent and general character and shall be included
142 in the City Code.

143

144 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2021.

145

146 CITY OF HOMER

147

148

149 _____
KEN CASTNER, MAYOR

150 ATTEST:

151

152

153 _____
MELISSA JACOBSEN, MMC, CITY CLERK

154

155 YES:

156 NO:

157 ABSTAIN:

158 ABSENT:

159

160 First Reading:

161 Public Hearing:

162 Second Reading:

163 Effective Date:



City of Homer

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Memorandum 21-091

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: May 28, 2021
SUBJECT: Update to HCC Chapter 7.20 Snowmachines to Include All-Purpose Vehicles

In March 2021 the Dunleavy Administration proposed a statewide rule change which would allow snowmachines and all-purpose vehicles to be operated on roads with speed limits of 45 miles per hour or less (<https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=127160>). All-purpose vehicles are broadly defined to include many types of off-road vehicles. Under current state regulations these vehicles may cross streets but not travel along them. This restriction is mirrored in Homer City Code (HCC) Chapter 7.20 which was written to regulate snowmachine usage in the City.

While the ultimate fate of the Dunleavy Administration's proposal is unknown, it is clear to staff that this proposal is not compatible with Homer's roads or traffic patterns. Even if the State makes a change which allows snowmachines and other all-purpose vehicles to travel on roads, cities are able to restrict or prohibit that use within their borders.

When news of the regulation became public, Councilmember Aderhold reached out to administration to discuss our options. I had further discussions with Chief Robl and the three of us collaborated on some potential modifications to HCC Chapter 7.20. Ordinance 21-0xx is a result of that collaboration.

The solution presented for introduction in Ordinance 21-33 expands HCC Chapter 7.20 to include all-purpose vehicles. This regulation is intended to cover vehicles such as ATVs, dirt bikes, quads, UTVs, side-by-sides, etc. It is not targeted at pedal-powered all-terrain capable fat bikes or mountain bikes which provide an electronic assist to cyclists (E-Bikes). The proposed amendment exempts snowmachines and all-purpose vehicles used for official government business from the regulations set within HCC Chapter 7.02.

Staff Recommendation: Introduce Ordinance 21-33 on June 14th and adopt on June 28th.

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-34

An Ordinance of the City Council of Homer, Alaska Amending the 2021 Capital Budget and Authorizing the Expenditure of \$287,692 from the Homer Accelerated Water and Sewer Program to Complete the Tasmania Court Sewer Improvement Project.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting June 14, 2021 Introduction

Memorandum 21-092 from Public Works Director as backup

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

3 City Manager/
4 Public Works Director

5 **ORDINANCE 21-34**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE 2021 CAPITAL BUDGET AND AUTHORIZING THE
9 EXPENDITURE OF \$287,692 FROM THE HAWSP FUND TO
10 COMPLETE THE TASMANIA COURT SEWER IMPROVEMENT
11 PROJECT.

12
13 WHEREAS, The City Council created the Tasmania Court Sewer Improvement Special
14 Assessment District (SAD) with the passage of Resolution 21-045; and

15
16 WHEREAS, The properties within this district will be assessed 75% of the costs of the
17 project and the Homer Accelerated Water and Sewer Program (HAWSP) will pay 25%; and

18
19 WHEREAS, All project costs are anticipated to be financed through the ADEC/EPA
20 Revolving Loan Program, and

21
22 WHEREAS, Public Works has estimated the cost of this project to be \$287,692.

23
24 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

25
26 Section 1. The Homer City Council hereby amends the FY 2021 Capital Budget by
27 appropriating \$287,692 from the HAWSP for the design and construction of the Tasmania Court
28 Sewer Improvements.

<u>Account</u>	<u>Description</u>	<u>Amount</u>
205-xxxx	Tasmania Court Sewer Improvements	\$287,692

29
30
31
32
33 Section 2. This is a budget amendment ordinance only, is not permanent in nature, and
34 shall not be codified.

35
36 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 28th day of June, 2021.

37
38 CITY OF HOMER

39
40
41 _____
42 KEN CASTNER, MAYOR

43

44 ATTEST:

45

46

47 _____

48 MELISSA JACOBSEN, MMC, CITY CLERK

49

50

51 YES:

52 NO:

53 ABSTAIN:

54 ABSENT:

55

56

57 First Reading:

58 Public Reading:

59 Second Reading:

60 Effective Date:



City of Homer

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Public Works

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publicworks@cityofhomer-ak.gov

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(f) 907-235-3145

Memorandum 21-092

TO: City Council
Through: Rob Dumouchel, City Manager
FROM: Janette Keiser, Director of Public Works
DATE: June 7, 2021
SUBJECT: Tasmania Court Sewer Assessment District – Request for appropriation

Issue: The purpose of this Memorandum is to recommend appropriation of funds from the HAWSP to finance the Tasmania Court Sewer Improvement project.

Background:

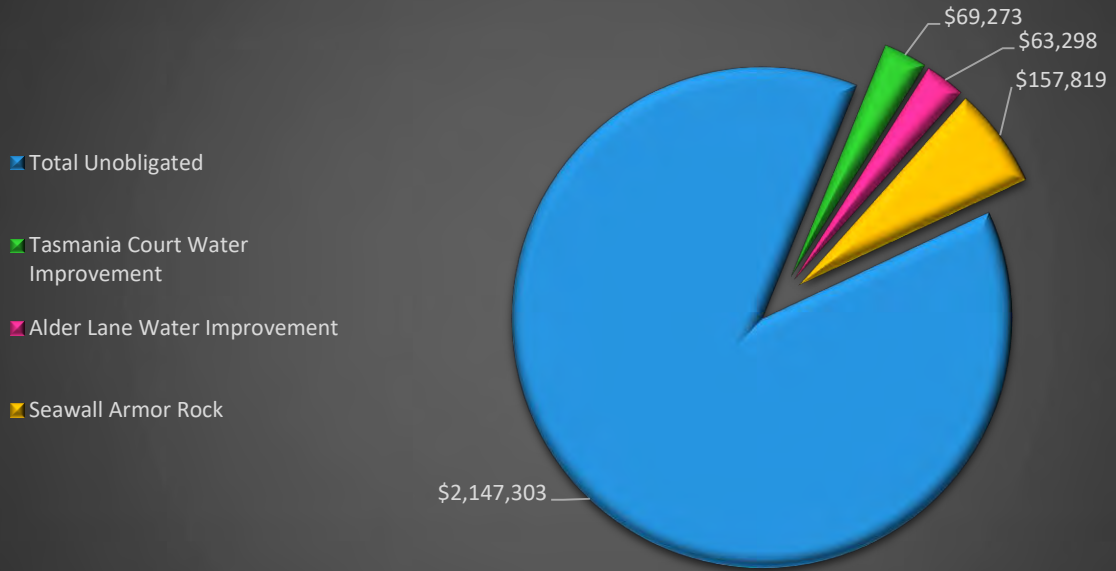
We are, in a separate Memorandum, recommending the establishment of a Special Assessment District for the design and construction of a sewer main in the Tasmania Court neighborhood, as a companion project to the Water Special Assessment District. That memorandum would also authorize the City Manager to apply for a loan from the AK Department of Environmental Conservation Clean Water Revolving Loan Fund to finance the project. This loan is what make it possible for the City to provide long term, low interest financing to the property owners for their share of the costs.

The loan operates on a reimbursable basis; that is, the City pays invoices related to the project with its own funds and the loan reimburses the City for the paid amounts. This means the City needs a source of interim financing. Typically, the HAWSP fund is used for this. The HAWSP fund also pays for the City's share of the costs (25%). A Council appropriation is required to make the funds available.

There are a sufficient balance in the HAWSP fund to make this appropriation.

Recommendations: We recommend the Homer City Council of Homer appropriate \$287,692 from HAWSP to fund the Tasmania Court Sewer Project.

HAWSP Obligated



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

3 City Manager

4 **RESOLUTION 21-040**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 APPROVING NEW ONE-YEAR CONTRACTS WITH PREMIERA BLUE
8 CROSS, VSP, AND PRUDENTIAL WITH A RENEWAL DATE OF
9 AUGUST 1, 2021.
10

11
12 WHEREAS, Premera Blue Cross extended an initial renewal offer of 25.2% increase to
13 Medical/ Rx costs and a 5% increase to Dental costs for the 2021-22 plan year; and
14

15 WHEREAS, USI conducted a targeted market review and solicited bids for healthcare
16 from multiple carriers; and
17

18 WHEREAS, Premera Blue Cross submitted a second proposal for Medical/ Rx and
19 Dental, which would move the City to Premera's Political Subdivision plan, but retain the same
20 network coverage; and
21

22 WHEREAS, VSP extended a rate pass for Vision, and these rates were offered with a two-
23 year rate guarantee, which provides the City with the best rate for those benefits; and
24

25 WHEREAS, Prudential extended a 40% decrease to the Life/ AD&D plan for Life
26 Insurance and a rate pass to the Voluntary Life/ AD&D plan, and these rates were offered with
27 a two-year rate guarantee, which provides the best rate for those benefits; and
28

29 WHEREAS, Renewing the contract with Premera Blue Cross effective August 1st, 2021
30 results in an overall health care increase of 4.3% based on current enrollment and rates, and a
31 9.4% increase over original FY2021 budget; and
32

33 WHEREAS, The Employee Committee reviewed the benefit coverage and cost
34 projections for the August 1st, 2021 renewal, and supports this recommendation.
35

36 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby approves new
37 one-year contracts based upon the proposals with terms beginning on August 1, 2021, and
38 authorizes the City Manager to execute the appropriate documents.
39

40 PASSED AND ADOPTED by the Homer City Council this 14th day of June, 2021.
41
42

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52

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: \$2,055,110 annual cost of employee health care and life insurance.



City of Homer

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Human Resources

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MEMORANDUM 21-097

TO: Mayor Castner and City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Andrea Browning, HR
DATE: June 8, 2021
SUBJECT: Healthcare Renewal

The City of Homer's employee benefit plans are due to renew on August 1, 2021. USI has been working on behalf of the City of Homer to secure the best rates possible for Health Insurance and Life Insurance renewals. Brandon Nyberg from USI will present at the June 14th Committee of the Whole Meeting, as well as answer any questions.

Below is a summary of the upcoming renewal:

- Based on large medical claims activity involving ongoing claimants, Premera's initial renewal quote for the upcoming year was a 25.2% rate increase for Medical/Rx, and a 5% increase to Dental rates.
- USI conducted a targeted market review and solicited bids for healthcare from multiple carriers and received very competitive bids from Aetna and Moda. Moda was eliminated based on their lack of in-network providers.
- USI advised Premera of these counter bids, and Premera submitted a second proposal for Medical/ Rx and Dental, which would result in an overall healthcare increase of 4.3% (based on current enrollment). This would move the City to Premera's Political Sub (poly sub) plan, but allow us to retain the same network coverage.
- VSP extended a rate pass for Vision, and these rates were offered with a two-year rate guarantee.
- Prudential extended a 40% rate decrease to Life/ AD&D plan for Life Insurance and a rate pass for Voluntary Life/ AD&D plan, and these rates were offered with a two-year rate guarantee.

	Full FY 2021 Budget	August 2021 (Renewal)	Difference \$	Increase %
Budget	\$1,878,138	\$2,055,110	\$176,972	9.4%
\$ Based on Current Enrollment	\$1,969,693	\$2,055,110	\$85,417	4.3%

*The City will budget for a 10% increase in the FY 2023 Budget.

Premera's Political Subdivision Plan renewal data: 3-year historical association renewal has been a rate pass (no increase). The largest renewal given to any one group was 6%.



Memorandum 21-102

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
THROUGH: EMPLOYEE COMMITTEE
FROM: JULIE ENGBRETSSEN, CHAIR
DATE: JUNE 9, 2021
SUBJECT: HEALTH CARE RENEWAL RECOMMENDATION

The Employee Committee was provided with the 2021 healthcare renewal information to review and make a recommendation on. Continuing to offer competitive wages and benefits helps the City attract and retain skilled and productive employees. We appreciate the opportunity to provide input on employee wages and benefits.

After consideration and communication with our respective departments, the Committee supports a contract with Premera.

Premera was able to offer a second offer at a much smaller cost increase and, while still slightly more than the Aetna proposal, the Premera policy will provide the City and employees with a consistent healthcare plan. This means employees can still benefit from the larger provider network, not have to potentially change doctors, and not learn a whole new insurance system for a very little cost savings that isn't guaranteed in the near future. Brandon Nyberg, the City's health care broker, noted that the new Premera plan places us in a larger healthcare pool with fifteen other Alaskan municipal employers that has enjoyed fairly low healthcare increases. We have been advised in prior years that joining a larger insurance pool would be financially beneficial to the City; cost containment and renewal costs with less than a 10% annual increase are financial goals of the City. The Premera policy meets these goals and offers a competitive healthcare package.

Recommendation

Continue health care coverage through Premera



Brandon Nyberg | Amanda Estocapio | James Lee
www.usi.com





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Section I

Summaries



Executive Summary

The employee benefit plans for City of Homer are due to renew on August 1, 2021. The renewal actions and rate changes are summarized below.

Summary of August 1, 2021 Carrier Renewals

Plans	Carrier	Rate Change
Medical	Premera BCBS of Alaska	25.2% Increase
Dental	Premera BCBS of Alaska	5.0% Increase
Vision	VSP	Rate Pass
Life/AD&D	Prudential	40.0% <i>Decrease</i>
Voluntary Life/AD&D		Rate Pass
FSA Administration	Premera BCBS of Alaska	Rate Pass

Medical Plan: Renewal Action

- Premera BCBS of Alaska extended a renewal offer consisting of a 25.2% increase (\$465,587 annually) to medical/Rx costs for the 2021-22 plan year. To ensure the most competitive rates, USI conducted a targeted market review. Aetna offered the most competitive proposal at a 2.7% increase to current rates and is illustrated within. An alternative cost saving option from Premera BCBS of Alaska is illustrated within as well.

Ancillary Lines: Renewal Action

- Premera BCBS of Alaska proposed a 5.0% increase (\$4,687 annually) to dental costs for the 2021-22 plan year. To ensure competitive rates, USI marketed the dental plan. An alternative option with Aetna is illustrated within. Note, if the medical plan is moved to Premera BCBS of Alaska's APS platform, the dental plan must also be moved to the APS platform. An APS dental option is also illustrated within.
- VSP offered a rate pass to vision costs for the 2021-22 plan year. This renewal was offered with a two-year rate guarantee.



- Prudential extended a 40.0% *decrease* to the life/AD&D plan and a rate pass to the voluntary life/AD&D plan. These rates were offered with a two-year rate guarantee.
- Premera BCBS of Alaska proposed no fee changes for the 2021 renewal.



City of Homer
Market Review List
August 1, 2021 Renewal Date

Carrier	A.M. Best Rating	Coverage Requested	Status	Comments
Aetna	A	Medical, Dental	Illustrated	Medical: 2.7% Increase Dental: 6.4% Decrease
AMHT	NR	Medical, Dental	No Response	
Moda	B++	Medical, Dental	Received	Medical: 2.8% Increase Dental: 13.2% Increase
Premiera Blue Cross Blue Shield of AK	A	Medical, Dental, FSA	INCUMBENT	Medical: 25.2% Increase Dental: 5.0% Increase FSA: No Fee Changes
UnitedHealthcare	A	Medical, Dental	Declined to Quote	Not Competitive
Guardian	A++	Dental, Vision	Received	Dental: 5.5% Decrease Vision: 5.0% Decrease
etLife	A+	Dental, Vision	Received	Dental: 21.3% Decrease Vision: Rate Pass
Principal	A+	Dental, Vision	Received	Dental: 0.7% Increase Vision: 12.8% Increase
Sun Life	A+	Dental, Vision	Received	Dental: 8.0% Increase Vision: 14.5% Increase
Vision Service Plan	A-	Vision	INCUMBENT	Rate Pass
Prudential	A+	Life, Disability	INCUMBENT	LADD: 40.0% Decrease VLADD: Rate Pass

Any carrier with an A.M. Best financial rating lower than A- does not meet the minimum financial requirements for USI's Errors & Omissions insurance. In the absence of a rating by A.M. Best, or in the case of an NR designation, a Standard & Poor Company rating lower than A will apply. A liability waiver must be signed by the client if insurance coverage is placed with a carrier that does not meet the required financial rating.



City of Homer
 Cost Summary
 August 1, 2021 Renewal Date

Carriers	Current	Renewal	Scenario A	Scenario B
Medical	Premiera BCBS of Alaska	Premiera BCBS of Alaska	Premiera BCBS of Alaska (Opt. 1)	Aetna (Opt. 2)
Dental	Premiera BCBS of Alaska	Premiera BCBS of Alaska	Premiera BCBS of Alaska (Opt. 1)	Aetna (Opt. 2)
Vision	VSP	VSP	VSP	VSP
Life / AD&D	Prudential	Prudential	Prudential	Prudential
Voluntary Life / AD&D	Prudential	Prudential	Prudential	Prudential
Flexible Spending Account Admin.	Premiera BCBS of Alaska	Premiera BCBS of Alaska	Premiera BCBS of Alaska	Premiera BCBS of Alaska
Total Annual Cost				
Medical	\$1,847,582	\$2,313,169	\$1,930,293	\$1,896,709
Dental	\$93,776	\$98,464	\$102,024	\$87,746
Vision	\$13,311	\$13,311	\$13,311	\$13,311
Life / AD&D	\$13,853	\$8,312	\$8,312	\$8,312
Flexible Spending Account Admin.	\$1,170	\$1,170	\$1,170	\$1,170
Annual Total	\$1,969,693	\$2,434,426	\$2,055,110	\$2,007,248
Change from Current		\$464,733	\$85,417	\$37,555
Percentage Change		23.6%	4.3%	1.9%

Notes

1. Voluntary Life / AD&D is omitted from the total annual cost as this coverage is fully employee paid.



Section II

Medical Plan



**City of Homer
Medical Plan
Benefit Outline and Cost Summary
August 1, 2021 Renewal Date**

Benefit Outline	Current	Renewal	Option 1
Carrier	Premera BCBS of Alaska	Premera BCBS of Alaska	Premera BCBS of Alaska
Plan Type, Name, Network	PPO, Envoy, Heritage Plus	PPO, Envoy, Heritage Plus	PPO, APS, Heritage Plus
Deductible (Individual / Family)	\$1,500 / \$3,000	\$1,500 / \$3,000	\$1,500 / \$4,500
Non-Network Deductible (Individual / Family)	Shared w/ In-Network	Shared w/ In-Network	Shared w/ In-Network
Deductible Embedded / Non-Embedded	Embedded	Embedded	Embedded
Out-of-Pocket Maximum (Individual / Family)	\$4,000 / \$8,000	\$4,000 / \$8,000	\$4,000 / \$12,000
Non-Network OOP Max (Individual / Family)	Unlimited	Unlimited	\$45,000 / \$135,000
Prescription OOP Max (Individual / Family)	Included w/ Medical	Included w/ Medical	Included w/ Medical
Coinsurance (Preferred / Participating / Out)	80% / 60% / 40%	80% / 60% / 40%	80% / 60% / 40%
Wellness / Preventive Care	100% (dw)	100% (dw)	100% (dw)
Primary Care Office Visit	First 6 Visits: \$25 Copay (dw) 6+ Visits: 80%	First 6 Visits: \$25 Copay (dw) 6+ Visits: 80%	\$35 Copay (dw)
Specialist Office Visit	Same as Primary	Same as Primary	\$35 Copay (dw)
Walk-In / Urgent Care Visit	Same as Primary	Same as Primary	\$35 Copay (dw)
Emergency Room	\$100 Copay / 80%	\$100 Copay / 80%	\$150 Copay (dw)
Outpatient Lab / X-Ray	80%	80%	80%
Complex Imaging (MRI, CAT, PET, et al.)	80%	80%	80%
Outpatient Surgical Facility	80%	80%	80%
Inpatient Hospital Facility	80%	80%	80%
Retail Prescription Drug Copays	\$15 / \$30 / 30% (dw)	\$15 / \$30 / 30% (dw)	\$20 / \$40 / \$80 (dw)
Mail Order Prescription Drug Copays	\$37.50 / \$75 / 30% (dw)	\$37.50 / \$75 / 30% (dw)	2.5x Retail
Specialty Prescription Drugs	\$50 Copay (dw)	\$50 Copay (dw)	Same as Retail

Rates & Total Cost

Employee	22	\$1,028.83	\$1,288.09	\$1,004.83
Employee + Spouse	11	\$2,119.40	\$2,653.49	\$2,308.67
Employee + Child(ren)	19	\$1,903.34	\$2,382.98	\$1,908.48
Employee + Spouse & Child(ren)	24	\$2,993.92	\$3,748.38	\$3,212.29
Total Employees	76			
Annual Premium Total		\$1,847,582	\$2,313,169	\$1,930,293
Change from Current			\$465,587	\$82,710
Percentage Change			25.2%	4.5%

Notes

1. The deductible applies unless otherwise noted by "dw" (deductible waived).
2. Enrollment based on April 2021 census.



**City of Homer
Medical Plan
Benefit Outline and Cost Summary
August 1, 2021 Renewal Date**

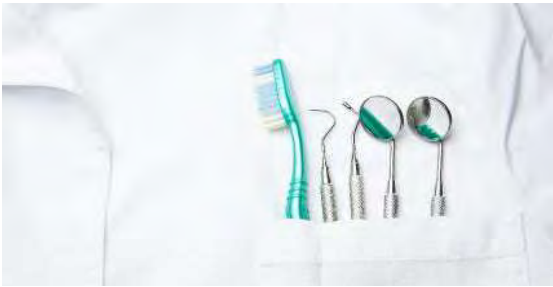
Benefit Outline	Current	Renewal	Option 2
Carrier	Premera BCBS of Alaska	Premera BCBS of Alaska	Aetna
Plan Type, Name, Network	PPO, Envoy, Heritage Plus	PPO, Envoy, Heritage Plus	PPO, Open Choice Plus
Deductible (Individual / Family)	\$1,500 / \$3,000	\$1,500 / \$3,000	\$1,500 / \$3,000
Non-Network Deductible (Individual / Family)	Shared w/ In-Network	Shared w/ In-Network	Shared w/ In-Network
Deductible Embedded / Non-Embedded	Embedded	Embedded	Embedded
Out-of-Pocket Maximum (Individual / Family)	\$4,000 / \$8,000	\$4,000 / \$8,000	\$4,000 / \$8,000
Non-Network OOP Max (Individual / Family)	Unlimited	Unlimited	\$10,000 / \$20,000
Prescription OOP Max (Individual / Family)	Included w/ Medical	Included w/ Medical	Included w/ Medical
Coinsurance (Preferred / Participating / Out)	80% / 60% / 40%	80% / 60% / 40%	80% / 60% / 50%
Wellness / Preventive Care	100% (dw)	100% (dw)	100% (dw)
Primary Care Office Visit	First 6 Visits: \$25 Copay (dw) 6+ Visits: 80%	First 6 Visits: \$25 Copay (dw) 6+ Visits: 80%	\$25 Copay (dw)
Specialist Office Visit	Same as Primary	Same as Primary	\$30 Copay (dw)
Walk-In / Urgent Care Visit	Same as Primary	Same as Primary	\$50 Copay (dw)
Emergency Room	\$100 Copay / 80%	\$100 Copay / 80%	\$100 Copay / 80%
Outpatient Lab / X-Ray	80%	80%	80%
Complex Imaging (MRI, CAT, PET, et al.)	80%	80%	80%
Outpatient Surgical Facility	80%	80%	80%
Inpatient Hospital Facility	80%	80%	80%
Retail Prescription Drug Copays	\$15 / \$30 / 30% (dw)	\$15 / \$30 / 30% (dw)	\$15 / \$35 / \$60 (dw)
Mail Order Prescription Drug Copays	\$37.50 / \$75 / 30% (dw)	\$37.50 / \$75 / 30% (dw)	2x Retail
Specialty Prescription Drugs	\$50 Copay (dw)	\$50 Copay (dw)	20% (dw)

Rates & Total Cost

Employee	22	\$1,028.83	\$1,288.09	\$1,056.18
Employee + Spouse	11	\$2,119.40	\$2,653.49	\$2,175.76
Employee + Child(ren)	19	\$1,903.34	\$2,382.98	\$1,953.95
Employee + Spouse & Child(ren)	24	\$2,993.92	\$3,748.38	\$3,073.53
Total Employees	76			
Annual Premium Total		\$1,847,582	\$2,313,169	\$1,896,709
Change from Current			\$465,587	\$49,127
Percentage Change			25.2%	2.7%

Notes

1. The deductible applies unless otherwise noted by "dw" (deductible waived).
2. Enrollment based on April 2021 census.



Section III

Dental Plan



City of Homer
 Dental Plan
 Benefit Outline and Cost Summary
 August 1, 2021 Renewal Date

Benefit Outline	Current	Renewal	Option 1	Option 2
Carrier	Premera BCBS of Alaska	Premera BCBS of Alaska	Premera BCBS of Alaska	Aetna
Plan Type	Optima PPO	Optima PPO	APS PPO	Indemnity PPO
Deductible (Individual / Family)	\$50 / \$150	\$50 / \$150	\$0 / \$0	\$50 / \$150
Waived For Preventive	Yes	Yes	N/A	Yes
Annual Maximum	\$1,500	\$1,500	\$2,000	\$1,500
Max Rollover	Not Included	Not Included	Not Included	Not Included
Preventive Accrues?	No	No	No	Yes
Preventive Services	100%	100%	100%	100%
Basic Services	80%	80%	80%	80%
Major Services	50%	50%	50%	50%
Endodontics / Periodontics	Basic	Basic	Basic	Basic
Implants	Major	Major	Major	Major
Orthodontia	100% (dw)	100% (dw)	50% (dw)	40% (dw)
Eligibility	Adult and Child	Adult and Child	Adult and Child	Adult and Child
Lifetime Maximum	\$1,500	\$1,500	\$1,000	\$1,500
Waiting Periods (Prev. / Basic / Major)	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
Non-Network	80th UCR	80th UCR	AK: 80th UCR Outside AK: 90th UCR	80th UCR
Deductible (Individual / Family)	\$50 / \$150	\$50 / \$150	\$0 / \$0	\$50 / \$150
Annual Maximum	\$1,500	\$1,500	\$2,000	\$1,500
Prev. / Basic / Major	100% / 80% / 50%	100% / 80% / 50%	100% / 80% / 50%	100% / 80% / 50%
Rate Guarantee	To 8/1/2021	To 8/1/2022	To 8/1/2022	To 8/1/2024

Rates & Total Cost

Employee	23	\$44.22	\$46.43	\$58.96	\$41.38
Employee + Spouse	11	\$94.86	\$99.60	\$120.19	\$88.76
Employee + Child(ren)	18	\$109.29	\$114.75	\$103.68	\$102.26
Employee + Spouse & Child(ren)	24	\$157.79	\$165.68	\$164.90	\$147.64
Total Employees	76				
Annual Total		\$93,776	\$98,464	\$102,024	\$87,746
Change From Current			\$4,687	\$8,248	(\$6,031)
Percentage Change			5.0%	8.8%	-6.4%

Notes

1. Enrollment based on April 2021 census.
2. If the medical plan moves to the APS platform, the dental plan must also be moved to the APS platform.



Section IV

Vision Plan



**City of Homer
Vision Plan
Benefit Outline and Cost Summary
August 1, 2021 Renewal Date**

Benefit Outline	Current / Renewal
Carrier	VSP
Exam Copay	\$10
Materials Copay	\$25
Exam	100%
Lenses	
Single	100%
Bifocal	100%
Trifocal	100%
Lenticular	100%
Frames	100% to \$130
Elective Contacts	100% to \$130
Lasik Surgery Discount	Included
Benefit Frequencies (E / L / F / C)	12 / 12 / 24 / 12
Non-Network Benefits	Scheduled
Rate Guarantee	To 8/1/2023

Rates & Total Cost

Employee	24	\$8.17
Employee + Spouse	12	\$13.07
Employee + Child(ren)	18	\$13.34
Employee + Spouse & Child(ren)	24	\$21.51
Total Employees	78	
Annual Total		\$13,311

Notes

1. Enrollment based on April 2021 census.



Section V

Life & Disability



City of Homer
Life / AD&D Plan
Benefit Outline and Cost Summary
August 1, 2021 Renewal Date

Benefit Outline	Current	Renewal
Carrier	Prudential	Prudential
Definition of Earnings	Base Salary Only	Base Salary Only
Contributory / Non-Contributory	Non-Contributory	Non-Contributory
Eligibility	FTE Working ≥ 40 HPW	FTE Working ≥ 40 HPW
Benefit Amount	1x Earnings	1x Earnings
Benefit Maximum	\$100,000	\$100,000
Guarantee Issue	Full Benefit Amount	Full Benefit Amount
Benefit Reductions	Reduces To: 65% at Age 65; 50% at Age 70	Reduces To: 65% at Age 65; 50% at Age 70
Waiver of Premium	9 Mo. Elimination Period	9 Mo. Elimination Period
Benefits Extend To	Age 65	Age 65
If Disabled Prior To	Age 60	Age 60
Accelerated Benefits	Included	Included
Benefit Amount Accessible	90%	90%
Portability	Not Included	Not Included
Conversion	Life: Included	Life: Included
Rate Guarantee	To 8/1/2021	To 8/1/2023

Volumes, Rates & Total Cost

Number of Employees	94	94
Benefit Volume	\$6,240,150	\$6,240,150
Life Rate Per \$1,000	\$0.166	\$0.092
AD&D Rate Per \$1,000	\$0.019	\$0.019
Annual Total	\$13,853	\$8,312
Change From Current		(\$5,541)
Percentage Change		-40.0%

Notes

1. Enrollment and volume provided by Prudential, May 2021.



City of Homer
Voluntary Life / AD&D Plan
Benefit Outline and Cost Summary
August 1, 2021 Renewal Date

Benefit Outline	Current	Renewal
Carrier	Prudential	Prudential
Definition of Earnings	Base Salary Only	Base Salary Only
Eligibility	FTE Working ≥ 40 HPW	FTE Working ≥ 40 HPW
Child Age Requirement	14 Days to Age 19, 25 if FTS	14 Days to Age 19, 25 if FTS
Benefit Increments		
Employee	\$10,000	\$10,000
Spouse	\$5,000	\$5,000
Children	\$2,000	\$2,000
Benefit Maximums		
Employee	7x Earnings to \$500,000	7x Earnings to \$500,000
Spouse	50% of Ee Amt to \$150,000	50% of Ee Amt to \$150,000
Children	50% of Ee Amt to \$10,000	50% of Ee Amt to \$10,000
Guarantee Issue		
Employee	\$100,000	\$100,000
Spouse	\$20,000	\$20,000
Children	Full Benefit Amount	Full Benefit Amount
Benefit Reductions	Reduces To: 65% at Age 65; 50% at Age 70	Reduces To: 65% at Age 65; 50% at Age 70
Waiver of Premium	9 Mo. Elimination Period	9 Mo. Elimination Period
Benefits Extend to	Age 65	Age 65
If Disabled Prior to	Age 60	Age 60
Portability	Included	Included
Conversion	Life: Included	Life: Included
Participation (Req. / Actual)	15% / 18.1% (17 Ees)	15% / 18.1% (17 Ees)
Rate Guarantee	To 8/1/2021	To 8/1/2023
Life Per \$1,000		
	Employee / Spouse	Employee / Spouse
Under Age 25	\$0.120	\$0.120
25-29	\$0.120	\$0.120
30-34	\$0.130	\$0.130
35-39	\$0.170	\$0.170
40-44	\$0.220	\$0.220
45-49	\$0.340	\$0.340
50-54	\$0.600	\$0.600
55-59	\$1.010	\$1.010
60-64	\$1.360	\$1.360
65-69	\$2.110	\$2.110
70-74	\$3.950	\$3.950
75+	\$6.850	\$6.850
Child Life	\$0.180	\$0.180
AD&D Per \$1,000		
EE AD&D	\$0.019	\$0.019
SP AD&D	\$0.020	\$0.020
Child AD&D	\$0.010	\$0.010

Notes

1. Enrollment provided by Prudential, May 2021.



Section VI

Account Administration



City of Homer
Flexible Spending Account
Benefit Outline and Cost Summary
January 1, 2021 Renewal Date

Benefit Outline	Current / Renewal	
Administrator	Premera BCBS of Alaska	
Annual Contribution Maximum		
Section 125 Health Care	20	\$2,750
Section 129 Dependent Care	10	\$5,000
Reimbursement Method	Paper, Direct Deposit	
Web Based Administration	Included	
Preparation of Plan Document & SPD	Not Included	
IRS Form 5500 Preparation	Included	
Discrimination Testing	Not Included	
2.5 Month Grace Period Extension	Not Included	
Rate Guarantee		To 1/1/2022

Fees & Total Cost

Per Participant/Account Per Month Fee	\$3.25
Debit Card Fee	Included
Total Annual Cost	\$1,170

Notes

1. Participants provided by Premera, March 2020 (pending update).



Section VII
Renewal Timeline



Benefits Renewal Timeline for City of Homer

August 01, 2021

Pre-Renewal

Action	Responsibility	Due Week of	Date Completed
Request Employee Census	USI	03/08/2021	03/09/2021
Receive Employee Census	City of Homer / USI	03/22/2021	04/16/2021
Pre-Renewal Meeting	City of Homer / USI	04/05/2021	N/A

Marketing

Action	Responsibility	Due Week of	Date Completed
Carrier Renewals Due	Carriers / USI	05/10/2021	05/18/2021
Request for Proposal Sent to Market*	USI	05/10/2021	05/19/2021
Proposals Received from Market*	USI	05/24/2021	06/03/2021
Renewal / Analysis Meeting	City of Homer / USI	06/07/2021	06/14/2021

Implementation

Action	Responsibility	Due Week of	Date Completed
Carrier/Benefit Decisions Due	City of Homer	06/21/2021	
Enrollment Material	USI	06/28/2021	
Employee Meetings	USI	07/05/2021	
Open Enrollment Paperwork Complete	City of Homer / USI	07/12/2021	
Enrollment Complete	USI	07/19/2021	

Post-Renewal

Action	Responsibility	Due Week of	Date Completed
Post-Renewal Meeting	City of Homer / USI	09/20/2021	
Creditable Coverage Reminder	USI	09/20/2021	
Creditable Coverage Notification to CMS	City of Homer / USI	09/29/2021	

*If deemed to be necessary

**CITY OF HOMER
HOMER, ALASKA**

City Manager/City Clerk

RESOLUTION 21-041

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
ADOPTING THE AMENDED HICKERSON MEMORIAL CEMETERY
POLICIES AND GUIDELINES.

WHEREAS, The City of Homer is the owner and operator of the Hickerson Memorial Cemetery; and

WHEREAS, Administration composed the Policies and Guidelines for the Hickerson Memorial Cemetery that were adopted by Resolution 17-056; and

WHEREAS, City Clerk's office staff and Parks Division staff conducted a thorough review of the cemetery policy and its relevance to established practices; and

WHEREAS, It is in the best interest of the City of Homer, its citizens, and all persons utilizing the Hickerson Memorial Cemetery to have clear policy guidelines and operational rules for the administration of the Cemetery.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council adopts the updated Policies and Guidelines for the Hickerson Memorial Cemetery.

PASSED AND ADOPTED by the Homer City Council on this 14th day of June, 2021.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

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(f) 907-235-3143

Memorandum 21-094

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK

THRU: MELISSA JACOBSEN, MMC CITY CLERK

DATE: JUNE 2, 2021

SUBJECT: REWRITE OF HICKERSON MEMORIAL CEMETERY POLICIES & GUIDELINES

Inconsistencies have been found in the City's current policies and guidelines for the Hickerson Memorial Cemetery. The City Clerk's Office and Parks Division teamed up to evaluate how the two departments manage the cemetery and to rewrite/update our policies and standard operating procedures.

The draft we prepared brings the policies up-to-date, ensures missing/outdated information is incorporated, and addresses management issues that have come up in the past. Some of the primary changes include:

- Removes references to a Columbarium/Columbarium Niches – The City does not have a columbarium at the cemetery. The policies were written in anticipation of one being constructed, but that has not happened and there are no short-term plans to build one.
- Include information/policies concerning cremains plots – With the 2015 cemetery expansion, smaller 2'x2' plots were added exclusively for the interment of urns.
- Better clarifies the roles and responsibilities of the Clerk's Office as the designated Cemetery Office, Parks Division as the designated Maintenance Office, the reservation/interment permit applicants, and hired funeral/burial services.
- Provides more specific policies, rules, and guidelines concerning rights of transfer/reselling of cemetery plots, the number of plots a single household can reserve, interment requirements/allowances, and specifications for memorial markers.
- Establishes better record-keeping processes through the use of three separate forms: one for reservations only, one for interment permits, and one for plot transfers/reimbursements, and establishes a memorial marker deposit to ensure the City has the appropriate means to buy permanent markers in the situation a permit holder does not provide one themselves.

Recommendation

Adopt the revised Hickerson Memorial Cemetery Policies & Guidelines

Attached: DRAFT 2021 Hickerson Memorial Cemetery Policies & Guidelines
2018 Hickerson Memorial Cemetery Policies & Guidelines



HICKERSON MEMORIAL CEMETERY Policies & Guidelines

Adopted June, 2021
Resolution 21-0XX





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DEFINITIONS

Administrator/Cemetery Office – The person and office who administers the cemetery records and cemetery policy.

Block – An area consisting of one or more cemetery plots.

Burial Transit Permit – The Burial Transit Permit is issued by the Alaska Department of Vital Statistics and must accompany the dead body, fetus, or cremains until its final disposition. The permit must be endorsed and retained permanently in the City's files.

Casket/Coffin – A funerary box that holds the remains of a deceased person.

Cemetery Plot Reservation Application – A valid City permit allowing the reservation of an interment lot(s) of a deceased person in the Hickerson Memorial Cemetery.

Cemetery Plot/Site – The reference to a cremains and/or interment plot.

Contractor – Service provider/individual that coordinates all cemetery arrangements with the Maintenance Office, Interment Site Workers, and provides the necessary permits to the Cemetery Office. This service provider may be a funeral home, licensed by the State of Alaska, or the applicant themselves if they opted to not utilize the services of a funeral home.

Cremains – The cremated remains of a deceased person.

Cremains Plot/Site – A specific location in the cemetery designated as being used or to be used for the interment of one human's cremains. Cremains plots are two feet by two feet.

Deed/Deed Holder – A reference to a person holding a valid deed for an interment site for future interment, with all fees paid in advance. Cemetery policy was amended in 2015 by City Council to no longer sell the property rights for interment plots by issuing a deed. This term is solely for reference to existing Deed Holders where the policy herein is still applicable.

Disinterment – The legal removal of a deceased person's remains from an interment site. A permit by the State of Alaska Department of Vital Statistics is required.

Hickerson Memorial Cemetery – A cemetery for interment of human remains.

Household/Primary Household/Family – A group of two people or more (one of whom is the householder) related by birth, marriage, or adoption, and residing together.

Interment – The burial of the remains of a deceased person and/or the placing of an urn in a cremains plot.

Interment Permit Application – A valid City permit, completed by the responsible party for the decedent, that allows the interment of a deceased person in the Hickerson Memorial Cemetery or reservation of an interment lot(s) in the cemetery.

Interment Permit Holder/Applicant – The responsible party for the decedent that holds a valid permit allowing the interment of a deceased person in the Hickerson Memorial Cemetery.

Interment Plot/Site (standard plot) – A specific location in the cemetery designated as being used or to be used for the interment of human remains. Interment plots are five feet by ten feet.

Interment Site Worker – Hired service professionals/workers by the Contractor to assist with the opening/closing of sites, plot preparation, interments, disinterment, and memorial marker placement and removals.

Lot Marker – A marker used by cemetery personnel to locate corners of a lot.

Maintenance Office – The office for maintenance of the cemetery grounds.

Memorial/Memorial Marker – A permanent marker or headstone placed on an interment plot to identify or in memory of the interred.

Monument – A family monument that protrudes 48 inches or more above the lawn surface that requires a foundation and is placed on one or more interment plots to identify or in memory of the interred.

Reservation Holder/Applicant – Any person holding a valid reservation for an interment site for future interment, with all fees paid in advance.

Urn/Cremains Container – A container that holds the cremated remains of a deceased person.



INTRODUCTION

Cemetery Management

The Hickerson Memorial Cemetery is owned by the City of Homer. Homer City Code (HCC) Chapter 19.04 Cemetery establishes regulation authority and rules for the Cemetery. Per HCC, the City Manager may, subject to the approval of City Council, promulgate regulations pertaining to the use of the Cemetery to maintain and administer its operation in order to protect public property and to provide for the safety, health and welfare of the public, including, but not limited to regulations:

- a. Concerning general administration of and supervision including the right to enlarge, reduce, replat, or change the boundaries or grading of any part thereof;
- b. Regulating interment space and reservation of burial lots;
- c. Regulating the type and kind of grave markings;
- d. Dealing with the general appearance, landscaping, care, construction, repairs, hauling or grave preparation.

Roles & Responsibilities

- A. The City Clerk's Office acts as the Administrator/Cemetery Office, as designated by the City Manager. The City Clerk's Office shall assign and sell plots upon request and shall preserve the interment records for the City. Hickerson Memorial Cemetery maps are available from the City Clerk's Office.
- B. The Parks Division, a subset of Public Works, acts as the Maintenance Office as designated by the City Manager and maintains the cemetery grounds and coordinates cemetery arrangements with the Contractor and/or Interment Site Workers.
- C. The Cemetery Plot Reservation Applicant (also known as a Deed or Reservation Holder) is responsible for completing the appropriate applications with the Cemetery Office and ensuring all reservation fees are paid in advance.
- D. The Interment Permit Applicant (also known as a Permit Holder) is responsible for completing the appropriate interment applications with the Cemetery Office and ensuring all interment fees and memorial deposits are paid in advance. If the applicant has opted to not utilize the services of a funeral home (Contractor), the applicant will then assume the responsibilities of the Contractor and must coordinate all cemetery arrangements with the Maintenance Office.
- E. The funeral service provider acts as the Contractor (and in some cases is also the Interment Permit Applicant) and coordinates all cemetery arrangements with the Maintenance Office, Interment Site Workers, and provides the necessary permits to the Cemetery Office.

Administrator/Cemetery Office:

City Clerk's Office
491 E. Pioneer Avenue
Homer, AK 99603
(907) 235-3130
clerk@cityofhomer-ak.gov

Maintenance Office:

Parks Maintenance Superintendent
Public Works Department
3575 Heath Street
Homer, AK 99603
(907) 435-3139
parks@cityofhomer-ak.gov



RESERVATION OF INTERMENT SPACES

Reservation/Renewal of Interment & Cremains Plots

- A. Reservation of a cemetery plot may be made by completing a Cemetery Plot Reservation application with the Cemetery Office. Payment of the standard interment or cremains plot fees shall be due in full at time of reservation.
- B. The reservation of a cemetery plot conveys the right to use the space for interment purposes and not ownership of such real property.
- C. Reservations shall include a 30-year sunset clause, requiring renewal at no fee to the Reservation Holder. The plot returns to the City if an interment has not taken place at the expiration of 30 years and the Reservation Holder fails to renew or the City cannot locate the Reservation Holder. Any marker left on the plot will be removed and disposed of as the City in its sole discretion deems appropriate.
- D. Cemetery plots are reserved on a first come, first served basis by any person for themselves or their primary household to a maximum of four (4) interment sites. Funeral homes and other similar corporate or business entities are excluded from reserving cemetery plots.

Rights of Transfer, Reassignment, & Re-Sell

- A. It is prohibited for the Deed or Reservation Holder to re-sell their purchased or reserved plots, or to transfer/reassign them without the written consent of the Cemetery Office.
- B. Original Deed or Reservation Holders may release their interest to their cemetery plot(s) and right of interment by reassigning them to a specified person or transferring them back to the City by submitting a Notice of Transfer form to the Cemetery Office. No transfer of cemetery plots or right of interment is complete or effective without the Cemetery Office documenting such transfer.
 - i. Plots released back to the City that were purchased in 2015 or prior are eligible for a 100% reimbursement of cemetery fees.
 - ii. Plots reserved in 2016 or later are eligible for a 75% reimbursement of cemetery fees.
 - iii. Reservation Holders that acquired their cemetery plot(s) through a reassignment and are not the original purchaser, are not eligible for reimbursement if said plot(s) are transferred back to the City.
- C. Upon the death of a Deed or Reservation Holder of a cemetery plot that is not intended for their own use, the next of kin/heirs or assigns of the deceased shall file satisfactory proof with the Cemetery Office of their heir status for the purpose of establishing them as the new Reservation Holder in City records. In the event an heir has the desire to use or assign a family site prior to the settlement of the estate of the deceased, the executor or personal representative of the original Deed/Reservation Holder will become the new Reservation Holder.



INTERMENTS & DISINTERMENTS

General Provisions for Interments & Disinterments

- A. Interments or disinterments shall be made in compliance with all State and City laws and regulations.
- B. Before an interment shall be permitted, the Cemetery Office requires the responsible party for the decedent complete an Interment Permit application, provide a Burial Transit Permit, and ensure the interment or cremains plot fee and marker deposit are paid in full.
- C. The Maintenance Office must be notified a minimum of 72 hours in advance of the time of interment. All openings, closings, plot preparation, interments, disinterment, marker placement and removals conducted by the Contractor and/or Interment Permit Holder shall be overseen by the Maintenance Office.
- D. Any Interment Site Workers used to excavate, fill, or modify a cemetery site must be approved by the Maintenance Office and Contractor.
- E. Only human remains within a casket or coffin are permitted to be buried in an interment plot. Only human cremated remains in an urn/container shall be placed in a cremains plot. Caskets, coffins, and urns/cremains containers must be able to contain the human remains, but are not required to be of a specific material.
- F. Interments in the Cemetery will only occur in geo-referenced plots according to an overall Hickerson Memorial Cemetery GIS plan. Standard interment plots shall be platted in five-foot (5') by ten-foot (10') plots and cremains plots shall be platted in two-foot (2') by two-foot (2') plots. Interments must be centered in the designated cemetery plot.
- G. It is the intention of the City to accommodate the interment of deceased individuals in a timely manner. However, the physical condition of the Cemetery (snow, weather, frozen soil, saturated ground and other reasons) may make timely interment difficult. The City reserves the right to delay interment if necessary for the maintenance of the Cemetery grounds.
- H. No disinterment shall occur without prior receipt by the Cemetery Office of a duly executed Court Order for such disinterment, which is issued in a district court for the State of Alaska, or the issuance of a State of Alaska disinterment permit. The Contractor licensed by the State of Alaska must be present at all disinterments.

Burial Depth Requirements

Interment of one casket:	4 foot minimum from top of casket to surface
Interment of two caskets:	1 st casket – 6 foot minimum from top of casket to surface 2 nd casket – 4 foot minimum from top of casket to surface
Interment of Urns:	16 inches minimum from top of container to surface

Interment Allowances

- A. One (1) casket and up to four (4) urns may be interred in a standard interment plot, provided that the top of the casket is a minimum of four feet from the surface to allow the burial of the urns.
- B. Up to four (4) urns may be interred in a standard interment plot.
- C. Two (2) caskets may be interred in a standard interment plot, provided that the top of the first casket interred is a minimum of six feet from the surface to ensure the second casket can be buried deep enough for the top to be a minimum of four feet from the surface.
- D. Only one (1) urn may be interred in a cremains plot.

Interment Site Preparations

- A. Preparation of the cemetery plot shall be the responsibility of the Contractor. The ceremonial participation by family members or friends in the excavation or backfilling of an interment or cremains plot is permitted upon approval by the Contractor.
- B. The Contractor will provide, place, and remove greens, decorations, or seating used for an interment and must provide necessary lowering devices.
- C. No work utilizing any type of power tools shall be done during an interment service. No work of any kind may be performed within 200 feet of an ongoing interment service.
- D. At the time of closing an interment or cremains plot, only an overburden of four to six inches above grade is permitted. Any additional overburden must be removed and disposed of by the Contractor at the time of interment.
- E. Contractor must immediately install a temporary marker at the interment site, and a permanent marker must be installed within twelve months after interment. Design and dimensions of markers must meet the requirements established within the "Memorial Markers" section.



RECORDS

The Cemetery Office shall keep records of all reservations, transfers, interments, and disinterments for the Cemetery. The records shall include a register for each plot containing an alphabetical index of the names of the persons interred or disinterred from the plot and other vital information. Information will include, as may be available, the deceased's place and date of birth, date of death, date of interment or disinterment, and interment site location.

An official map of the Cemetery shall be maintained by the Cemetery Office so that the exact place of interment or disinterment by section and plot can be ascertained.

Records shall be made available to the public at the Cemetery Office and on the City of Homer's website.



MAINTENANCE & LANDSCAPE REGULATIONS

General Provisions

- A. The City is responsible for the maintenance of the Cemetery and reserves the right at any time to enlarge, reduce, re-plat or change the boundaries of the Cemetery or any part thereof; to modify, change location, move or regrade roads, drives, walks or any part thereof; to lay, maintain, operate, alter or change pipelines, gutters, sprinkler systems or drainage; and to relocate interment sites or allow disinterment upon proper legal authority. The City reserves for itself the perpetual right of ingress and egress over all plots for the purpose of maintenance, operations or any emergency work necessary to the operation of the Cemetery.
- B. The City reserves the right to move the remains in any cemetery sites which are located in the Cemetery when and if such sites are in imminent danger of destruction by natural elements. The City shall make every attempt to notify relatives of the deceased whose interment or cremains plots are in danger if such relatives can be identified on the City's records.
- C. The City shall take reasonable precaution to protect all interment markers within the Cemetery from loss or damage yet expressly disclaims any responsibility for loss or damage from causes beyond reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, or unavoidable accidents shall be excluded from the City's responsibilities. Severely damaged markers must be repaired or replaced at the expense of the family, the permit holder, or the responsible party.

Grounds Maintenance Duties/Restrictions

- A. The Maintenance Office shall maintain Cemetery grounds at reasonable intervals, as well as raking, cleaning, grading and landscaping. As conditions allow during the winter, the Maintenance Office will maintain a one-lane driveway and clear the path to an interment or cremains site when a winter funeral is scheduled.
- B. All grading of lots shall be done by Maintenance Office personnel. No person shall do any grading causing the surface of the ground to be raised above the existing height of the surrounding area.
- C. Only City-approved personnel shall discharge any chemical or organic fertilizer, herbicide or other substance on any lot.
- D. Planting of trees, shrubbery, plants, or turf within the Cemetery is not permitted without the written consent of the Maintenance Office. Failure to get prior authorization may result in removal of plant material.
- E. Requests to clear and/or remove any trees, shrubbery, plants, or turf within the Cemetery may be submitted in writing to the Maintenance Office.
- F. No person shall perform any work in the Cemetery in such a manner as to interfere with the walks, decorations, or general arrangement of the Cemetery, except through the written permission of the Maintenance Office.



DECORATION OF CEMETERY SITES

Rules of Liability

Any decoration placed by any individual is the responsibility of that individual. The City does not guarantee that any items placed on any cemetery site will be protected in any way from the elements, thieves, or vandals. All items placed are at the risk of the individual.

Rights of Removal

- A. The City reserves the right to remove all decorative items from cemetery sites and dispose of them. The City is not liable for damages caused to, or the disappearance of flowers, plants or shrubs and assumes no responsibility for their return. Items disposed by the City will not be recoverable.
- B. Any items placed or left on or around any cemetery site that does not qualify as a decoration under this section shall be deemed abandoned property and may be removed and disposed of as the City deems appropriate.

Decoration Allowances

- A. Natural flowers may be placed on interment sites immediately adjacent to the marker for any holiday, birthday, and date of death or anniversary. Any expired plants, cut flowers, wreaths, or flower baskets are subject for removal by the Maintenance Office.
- B. Items that can be placed on or immediately around the permanent memorial marker that do not inhibit the maintenance of the surrounding area and cemetery grounds.

Prohibited Acts/Items for Decorations

- Digging holes or the removal of grass or sod for any purpose
- Construction or placement of concrete slabs that are not permitted memorial markers
- Placement of rocks or any other coverings over cemetery plots
- Glass containers of all types and unattended lit candles
- Permanent raised obstructions such as mounds and fences
- Removal of any flower, plant, or shrub (either wild or cultivated) from the Cemetery grounds, or transfer from one cemetery site to another
- Flowers being placed in or attached to trees, shrubs, or gate



MEMORIAL MARKERS

General Installation/Modification Requirements

- A. The Maintenance Office must be notified prior to any plot preparation, construction, or placement of a headstone or marker.
- B. As specified under “Interment Site Preparations”, all cemetery sites shall have a temporary marker immediately installed upon interment by the Contractor, and a permanent marker installed within twelve (12) months after interment.
 - i. Upon installation of a permanent marker within the twelve month timeframe, the Interment Permit Holder must provide the Cemetery Office proof of installation to have their marker deposit refunded back.
 - ii. If a permanent marker has not been installed within twelve months after interment, the Interment Permit Holder forfeits their marker deposit. The marker deposit shall then be applied to the purchase and installation of a permanent marker by the Maintenance Office.
- C. All permanent markers, headstones, and monuments shall be constructed of sandstone, limestone, marble, granite, or concrete. Design and dimensions of markers must meet the requirements stated within this section.
- D. All permanent markers, headstones, and monuments should be inscribed with, at the minimum, the deceased’s first name, middle initial, last name, any applicable suffixes, date of birth, and date of death.
- E. No modification or adjustment may be made to memorial markers without written approval of the Maintenance Office. Written requests should include a visual representation (e.g. photo or drawing) depicting the modification.
- F. No more than one upright marker per plot will be allowed. Family plots with more than one interment may have a single family monument with flat markers on individual plots. One marker may mark up to two plots in all sections of the Cemetery.
- G. Inappropriate language, as determined by the City, will not be permitted on any of the markers, plaques, or emblems at the Cemetery.

Flat Markers/Headstones

All flat markers/headstones must be four (4) inches thick and set flush with the ground at the head of the cemetery site, centered, inside the plot area, and meet the following dimension requirements:

<u>Standard Interment Plot</u>	<u>Minimum</u>	<u>Maximum</u>
Marker Length:	24 inches	48 inches
Marker Width:	12 inches	24 inches
<u>Cremains Plot Marker:</u>	12 inches by 12 inches	

Upright, Beveled, or Slanted Markers/Headstones

All upright or slanted markers/headstones must be set on and affixed to a single poured concrete or granite foundation base. It must be installed at the head of the interment plot, centered, and inside the plot area. The foundation base shall extend three inches beyond all sides of the marker/headstone, shall be at least four (4) inches thick, and set flush with the ground.

Beveled markers/headstones do not require a foundation base but must be four (4) inches thick at the lesser end and be flush with the ground.

Upright, beveled, or slanted markers/headstones are authorized for standard interment plots only, and must meet the following dimension requirements:

	<u>Minimum</u>	<u>Maximum</u>
Marker Height from Ground:	--	48 inches
Marker Length (excluding base):	12 inches	48 inches
Marker Depth (excluding base):	6 inches	24 inches

Family Monuments

Households with one or more interment plots immediately adjacent to each other that have more than one decedent interred within them are permitted to install one family monument in addition to the markers on the individual plots. The monument must be placed within the boundaries of the combined plots. Any monument that exceeds 48 inches in height is required to have a foundation analysis by the Maintenance Office. Any work correcting deficiencies will be at the cost of the Interment Permit Holder.

Memorial Wall

- A. A permanent structure is provided by the City at the Cemetery for the placement of name plaques to honor veterans and service members.
- B. Plaque placement requests can be submitted to the Maintenance Office in writing. Expenses for producing a memorial name plaque are the sole responsibility of the requestor.
- C. The inscription on the memorial wall will include the first name, middle initial (if desired), and last name together with the year of birth and the year of death, and be up to 40 characters. Additional phrases may be added if they meet the maximum characters per plaque of 40 characters.



CEMETERY PROHIBITIONS & VIOLATIONS

Prohibited Acts

- A. No person other than authorized Cemetery personnel shall be allowed to perform any work on any cemetery site within the grounds without written permission from the City.
- B. Except as authorized in writing by the City, it is unlawful for any person to operate or drive any motor vehicle off the designated roads. Vehicles must not exceed 10 mph.
- C. Trucks over one ton, buses, tractors, trailers, and oversized vehicles are strictly prohibited from the Cemetery property unless approved in writing by the City. Maintenance vehicles and equipment owned by the City or the Contractor are exempt from this provision.
- D. No skateboards or roller blades shall be allowed on Cemetery property. Bicycles are restricted to Cemetery roadways only.
- E. Snowmachines, ATV's, and any other motorized off-road vehicles are prohibited in the Cemetery.
- F. Horseback riding or horse carriages within or through the Cemetery is prohibited unless part of a ceremony.
- G. Alcoholic beverages or controlled substances are strictly prohibited within the Cemetery with the exception of special Cemetery events, which must be approved in writing and in advance by the City.
- H. No person shall plant or set any tree, shrub, flower, grass, or other plant of any kind in the Cemetery without the written approval of the City.
- I. No person shall pick or mutilate any flowers, either wild or domestic, or disturb any trees, shrubs, or other planted material within the Cemetery grounds.
- J. It is unlawful for any person, except a City employee or the Contractor in the performance of their Cemetery duties, to willfully make any unnecessary noise or disturbance within the Cemetery.
- K. No person shall deposit waste or other hazardous or unsightly substances in the Cemetery.
- L. It is unlawful for a person to sell or offer for sale any article of merchandise or any food or beverage within the limits of the Cemetery unless a specific activity is approved in writing by the City.

Violation – Penalty

Any person, firm or corporation who violates or maintains any violation of the provisions of this chapter shall, upon conviction thereof, be fined in an amount not to exceed three hundred (\$300.00) dollars or the direct cost of replacement or repair of damaged Cemetery property, whichever is greater. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

CITY OF HOMER

HICKERSON MEMORIAL CEMETERY

POLICIES AND GUIDELINES

Adopted April 23, 2018
Resolution 18-042



City of Homer

491 E. Pioneer Avenue

Homer, AK 99603

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Cemetery Management and General Provisions

1. The Hickerson Memorial Cemetery is owned by the City of Homer.
2. The City Manager or their designee shall manage the Hickerson Memorial Cemetery.
3. Hickerson Memorial Cemetery will remain open at all times to pedestrian visitors.
3. The Homer City Council reserves the right to amend the rules and regulations.

Definitions

Administrator – the person who administers the cemetery records and cemetery policy.

Block – An area consisting of one or more cemetery plots.

Burial Transit Permit – The Burial Transit Permit is issued by the Alaska Bureau of Vital Statistics and must accompany the dead body, fetus, or cremains until its final disposition. The permit must be endorsed and retained permanently in the City's files.

Cemetery Office – The office for cemetery records and Administration. The Cemetery Office located in the Homer Clerk's Office at 491 E. Pioneer Avenue, Homer, Alaska. Phone 907-235-3130.

Columbarium – A structure containing niches for the interment of cremated remains.

Columbarium Niche – A recessed compartment in a columbarium, designed to hold urns.

Contractor - The funeral home, licensed by the State of Alaska that provides services in the Hickerson Memorial Cemetery.

Cremains – The cremated remains of a deceased person.

Cremains Plot- A plot two feet by two feet to be used for interment of one human's cremains.

Disinterment – The legal removal of a deceased person's remains from an interment site. A permit by the State of Alaska Department of Vital Statistics is required.

Hickerson Memorial Cemetery – A cemetery for interment of human remains.

Interment – The burial of the remains of a deceased person and/or the placing of an urn in the Columbarium wall.

Interment lot, plot, space, or site – A specific location in the cemetery designated as being used or to be used for the interment of human remains.

Internment/Reservation Application Permit- A valid city permit allowing the interment of a deceased person in the Hickerson Memorial Cemetery or reservation of an interment lot(s) in the cemetery.

Definitions - continued

Lot Marker – A marker used by cemetery personnel to locate corners of a lot.

Maintenance Office – The office for maintenance of the cemetery grounds. Public Works Department is located at 3250 Heath Street, Homer, Alaska. Phone 907-235-3170

Memorial - A marker, monument, or headstone placed on an interment plot to identify or in memory of the interred.

Reservation holder – Any person holding a valid reservation for an interment site for future interment, with all reservation fees paid in advance.

Interment Spaces (other than Columbarium)

1. The City Clerk shall assign and sell plots upon request and shall preserve the interment records for the City.
2. Only human remains are permitted to be buried in the Hickerson Memorial Cemetery.
3. Reservation of an interment space in the cemetery may be made by applying to the City Clerk, being assigned a plot or plots by the purchase of same. It is prohibited for the purchaser of said plots to re-sell or assign the plots except to the City, unless legal assignment is passed to another individual through inheritance. Hickerson Memorial Cemetery maps are available from the City.
4. The reservation of a plot conveys the right to use the plot for interment purposes and not ownership of such real property. Reservations shall include a 30-year sunset clause, requiring renewal at no fee to the permit holder. At the expiration of 30 years, if an interment has not taken place, the plot returns to the City if the permit holder fails to renew or the City cannot locate the permit holder. Any marker left on the plot will be removed and disposed of as the City in its sole discretion deems appropriate.
5. One casket and up to two cremains may be interred in a standard plot. Up to three cremains may be interred in a standard plot when there has been no casket interment on the site. Two caskets may be interred in a standard plot, the second casket being placed on top of the first casket. Only one person's cremains may be interred in a cremains plot.
6. Interments in the Cemetery will only occur in geo-referenced plots according to an overall Hickerson Memorial Cemetery GIS plan. Plots shall be platted in five-foot (5') by ten-foot (10') plots and cremains plots shall be platted in two-foot (2') by two-foot (2') plots.
7. Family plot sections are permitted to install one family monument in addition to the markers on the individual plots and must be placed within the boundaries of the combined plots.

8. A plot reservation may be transferred to another person if requested in writing by the permit holder and approved by the City Manager. If the plot is surrendered, 75 percent of the reservation fee paid for the plot shall be refunded to the reservation permittee listed in the Cemetery interment records as determined by the City Manager.

9. Interment sites may be reserved on a first come, first served basis by any person for himself or family members to a maximum of ten interment sites. In order to encourage family interment plot use and to discourage institutional speculation, funeral homes, and other similar corporate or business entities are excluded from acquiring interment sites, except for a specific, immediate interment.

Interments and Disinterments

1. The City Clerk shall be provided with all required state interment and transit permits before interment will be permitted. The City must be notified a minimum of 72 hours in advance of the time of interment and all fees must be paid prior to interment.
2. Interment or disinterment shall be made in compliance with all state and city laws and regulations. Any interment workers used to excavate, fill, or modify an interment site must be approved by the Contractor.
3. All openings, closings, plot preparation, interments, disinterment, marker placement and removals shall be overseen by the City and under the supervision of the City Manager or their designated representative. Openings, closings, and disinterment shall not be allowed without the required State of Alaska disinterment permit(s). No modification or adjustment may be made to monuments or markers without written approval of the City.
4. The ceremonial participation by family members or friends in the excavation or backfilling of an interment site is permitted upon approval by the Contractor.
5. It is the intention of the City to accommodate the interment of deceased individuals in a timely manner. However, the physical condition of the Cemetery (snow, weather, frozen soil, saturated ground and other reasons) may make timely interment difficult. The City reserves the right to delay interment if necessary for the maintenance of the Cemetery grounds.
6. No disinterment shall occur without prior receipt by the City of a duly executed Court Order for such disinterment, which is issued in a district court for the State of Alaska, or the issuance of a State of Alaska disinterment permit.
7. The Contractor licensed by the State of Alaska must be present at all disinterment.

Columbarium

1. Interment. Only human cremated remains in an urn may be placed in a columbarium niche. A separate interment application shall be required for each urn to be interred. A maximum of two urns may be placed in a columbarium niche.

2. Opening/Closing. The initial opening and closing of the niche is included in the cost of the niche. If it is necessary to reopen a niche at a later date, for interment of a second or subsequent urn or other reasons, an additional fee will be incurred. The City Manager, City Clerk or a specific designee are the only personnel permitted to authorize opening, closing and documentation of such.

3. Decorations.

a. Natural fresh flower arrangements are permitted at the columbarium during the summer months between May 1 and September 30th. Plastic or silk flowers shall be discouraged at the Hickerson Memorial Cemetery. The City reserves the right, on the first day of each month, to remove flower arrangements.

b. Glass or ceramic containers are not allowed in the columbarium area.

c. No arrangements, flags, or decals, etc. shall be taped, wired, glued or pasted to a niche plaque or front.

d. All unsightly arrangements shall be removed at the discretion of City personnel.

e. Potted plants may be placed at the base of the columbarium in front of the niche space of a friend or loved one on holidays, birthdays, anniversaries or dates of death. Such decorations are subject to removal under section (a) above.

4. Purchase. The cost of the niche shall include the niche itself, one opening and closing, and perpetual care. A single niche shall also include a granite niche plaque with appropriate lettering. Reservations shall include a 30-year sunset clause, requiring renewal at no fee to the permit holder. At the expiration of 30 years, if an interment has not taken place, the niche returns to the City if the permit holder fails to renew or the City cannot locate the niche permit holder.

5. Refund. The niche may not be transferred to any other person other than a family member upon the approval of the City Manager. If the niche is unused and surrendered, 75

percent of the fee shall be refunded to the niche permittee listed in the Cemetery interment records, or as determined by the City Manager.

6. Right to remove urns, niche plaques, and cremains. In the event repairs, natural disasters or other events require maintenance to the columbarium, the City retains the right, in its sole discretion, to remove urn(s) and niche plaques, or to relocate all or any part of the cremains, as it deems necessary. The City will make every attempt to contact the permittee or the responsible party should such action become necessary.

7. Personal property. The City is not responsible for any items placed or left on or around any interment. Any items placed or left on or around any interment that does not qualify as a decoration under subsection 3 above, shall be deemed abandoned property and may be removed and disposed of as the City deems appropriate.

Records

1. The City shall keep records of all interments and disinterment in the Hickerson Memorial Cemetery and Columbarium wall. The records shall include a register for each plot containing an alphabetical index of the names of the persons interred or disinterred from the plot and other vital information. Information will include the deceased's place and date of birth, date of death, date of interment or disinterment and interment site location as may be available. An official map of the Hickerson Memorial Cemetery shall be maintained by the City so that the exact place of interment or disinterment by section and plot can be ascertained.

2. Upon the death of a reservation holder of a site (interment site or columbarium niche), the heirs or assigns of the deceased shall file satisfactory proof with the City of their heir status for the purpose of establishing the new permit holder on the records of the City. In the event an apparent heir may have the desire to use or assign a family site prior to the settlement of the estate of the deceased, the executor or personal representative of the original reservation holder will become the reservation holder.

Maintenance and Landscape Regulations

1. The City of Homer reserves the right at any time to enlarge, reduce, re-plat or change the boundaries of the Cemetery or any part thereof; to modify, change location, move or regrade roads, drives, walks or any part thereof; to lay, maintain, operate, alter or change pipelines, gutters, sprinkler systems or drainage; and to relocate interment sites or allow disinterment upon proper legal authority. The City reserves for itself the perpetual right of ingress and egress over all plots for the purpose of maintenance, operations or any emergency work necessary to the operation of the Cemetery.

2. The City of Homer reserves the right to move the remains in any interment sites which are located in the Cemetery when and if such sites are in imminent danger of destruction by natural elements. The City shall make every attempt to notify relatives of the deceased whose interment sites are in danger if such relatives can be identified on the City's records.

3. The City of Homer is responsible for the maintenance of the Hickerson Memorial Cemetery and shall be administered by the Public Works Department.

4. The City of Homer shall take reasonable precaution to protect all interment markers within the Hickerson Memorial Cemetery from loss or damage yet expressly disclaims any responsibility for loss or damage from causes beyond reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, or unavoidable accidents shall be excluded from the City of Homer's responsibilities. Severely damaged markers must be repaired or replaced at the expense of the family, the permit holder, or the responsible party.

5. Planting of trees, shrubbery, plants or turf within the Hickerson Memorial Cemetery shall be with the written consent of the City Manager or his designated representative. Failure to get prior authorization may result in removal of plant material.

6. The City will maintain a one lane driveway in winter as conditions allow. The City or the Contractor will clear the path to the interment site as conditions allow when a winter funeral is scheduled.

7. The City shall maintain Cemetery grounds at reasonable intervals, as well as raking, cleaning, grading and landscaping.

8. All grading of lots shall be done by City personnel. No person shall do any grading causing the surface of the ground to be raised above the existing height of the surrounding area. Only City approved personnel shall discharge any chemical or organic fertilizer, herbicide or other substance on any lot.

9. The Contractor will provide, place, and remove greens, decorations or seating used for an interment and must provide necessary lowering devices.

10. No work utilizing any type of power tools shall be done during an interment service. No work of any kind may be performed within 200 feet of an ongoing interment service.

11. No person shall perform any work in the Cemetery in such a manner as to interfere with the walks, decorations, or general arrangement of the Cemetery, except through the written permission of the City Manager and under his/her supervision.

12. Preparation of interment sites shall be the responsibility of the Contractor.

Plants and Decorations

1. Family members may place natural flowers on interment sites immediately adjacent to the marker for any holiday, birthday, and date of death or anniversary.
2. The City reserves the right, on the first day of each month, to remove all decorative items from interment plots and dispose of them. The City is not liable for damages caused to, or the disappearance of flowers, plants or shrubs and assumes no responsibility for their return. Items disposed by the City will not be recoverable.
3. Any decoration placed by any individual is the responsibility of that individual. The City does not guarantee that any items placed on any interment site or columbarium niche will be protected in any way from the elements, thieves, or vandals. All items placed are at the risk of the individual and subject to disposal on the first day of each month.
4. When a holiday (such as Memorial Day) occurs at the end of the month, the flowers placed for that holiday will not be removed until the first day of the second subsequent month (July 1st for Memorial Day). Likewise, if an interment takes place at the end of a particular month, the city will make every effort to leave flowers until the first day of the second subsequent month.
5. Live plants, freshly cut flowers, wreaths, or flower baskets may remain on a plot no longer than 30 days. Flowers shall not be placed in or attached to trees, shrubs, or gate. The City is not responsible for damage or liable for the return of such items.
6. Digging holes or the removal of grass or sod for any purpose, the construction or placement of concrete slabs, or the placement of rocks or any other coverings over interment sites is prohibited.
7. Glass containers of all types and unattended lit candles are prohibited.
8. No person shall pluck or remove any flower, plant, or shrub, either wild or cultivated from the Cemetery grounds or move such items from one interment site to another.
9. Permanent raised obstructions such as mounds and fences are prohibited.

Memorial Markers

1. All interment sites shall have a temporary marker immediately installed upon interment and a permanent marker installed within 24 months after interment. Design and dimensions of markers must meet the requirements established within this policy.

2. Monument Foundations. Any monument that exceeds 48" in height shall require a foundation analysis.

4. No more than one upright marker per plot will be allowed. Family plots with more than one interment may have a single family monument with flat markers on individual plots. One marker may mark up to two plots in all sections of the Cemetery.

5. Flat Markers/Headstones. All flat markers/headstones shall be constructed of sandstone or limestone, marble, granite, or concrete and will be a minimum 24" x 12" x 4" in dimension, not to exceed 48" x 24" x 4" in dimension and set flush with the ground.

6. Memorial Wall/Columbarium Inscriptions: a. The inscription on the memorial wall/rail plaques will include the first name, middle initial (if desired), and last name together with the year of birth and the year of death up to 40 characters. Additional phrases may be added if they meet the maximum characters per plaque of 40 characters. b. The inscription on the niche plaque will include the name(s) of the deceased and/or family name and year of birth and of death. The cost of the niche includes an initial engraving of up to 40 letters. Engraving in excess of 40 letters will incur additional charges as specified by the Contractor. c. All inscriptions will be of a standardized font and size dictated by the City. No additional carvings will be added to any niche plaque.

NOTE: - Inappropriate language, as determined by the City Manager or their designee, will not be permitted on any of the markers, plaques or emblems at the Hickerson Memorial Cemetery.

7. Upright or Slanted Markers/Headstones. All upright or slanted markers/headstones must be set on and affixed to a single poured concrete or granite base, installed at the head of the interment site, centered and inside the plot area and must not exceed a height of 48" above 16 grade. The base shall extend 3" beyond all sides of the marker/headstone, shall be at least 4" thick and set flush with the ground. The City must be notified prior to any plot preparation,

construction, or placement of headstone or marker. Markers/headstones must not exceed 48” in width, excluding below grade base or foundation and must not exceed 24” in depth.

8. Family Monuments. The Hickerson Memorial Cemetery will permit upright monuments in specified areas. All reference to “Monuments” is to mean family monuments that protrude above the lawn surface requiring a foundation. The intent of this section is to allow a maximum of one above-ground monument per family plot. Any work correcting deficiencies will be at the cost of the permit holder of the plot or the responsible party.

Prohibited Acts

1. No person other than authorized Cemetery personnel shall be allowed to perform any work on any interment site or lot within the grounds without written permission from the City.
2. Alcoholic beverages or controlled substances are strictly prohibited within the confines of the Hickerson Memorial Cemetery with the exception of special Cemetery events, which must be approved in writing and in advance by the City Manager or their designee.
3. No money shall be paid to the attendants at the Cemetery and visitors/plot permit holders must not otherwise engage City or Contractor employees to perform work. All orders, inquiries, and complaints must be filed with the City Manager.
4. No skateboards, roller blades or private off-road recreational vehicles shall be allowed on Cemetery property. Bicycles are restricted to Cemetery roadways only. Trucks over one ton, buses, tractors, trailers, and oversized vehicles are strictly prohibited from the Cemetery property unless approved in writing by the City Manager. Maintenance vehicles and equipment owned by the City or the Contractor are exempt from this provision.
5. A person shall not drive a hearse, pick-up or automobile on Cemetery lawn areas.
6. No person shall deposit waste or other hazardous or unsightly substances in the Cemetery.
7. Except as authorized in writing by the City Manager or their designee for the operations of the Cemetery, it is unlawful for any person to operate or drive any motor vehicle off of gravel roads. Snow machines or off-road motorcycles are prohibited in the Cemetery. Vehicles must not exceed 10 mph.
8. No person shall plant or set any tree, shrub, flower, grass, or other plant of any kind in the Cemetery without the written approval of the City.

9. It is unlawful for any person, except a City employee or the Contractor in the performance of their Cemetery duties, to willfully make any unnecessary noise or disturbance within the Cemetery.

10. Horseback riding or horse carriages within or through the Cemetery is expressly prohibited unless part of a ceremony.

11. It shall be unlawful for a person to sell or offer for sale any article of merchandise or any fruit, drink, or beverage within the limits of the Cemetery unless a specific activity is approved in writing by the City Manager.

12. No person shall pick or mutilate any flowers, either wild or domestic, or disturb any trees, shrubs, or other planted material.

Violation – Penalty.

Any person, firm or corporation who violates or maintains any violation of the provisions of this chapter shall, upon conviction thereof, be fined in an amount not to exceed three hundred (\$300.00) dollars or the direct cost of replacement or repair of damaged Cemetery property, whichever is greater. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

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

3 City Manager/
4 Public Works Director

5 **RESOLUTION 21-042**
6

7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA AUTHORIZING
8 THE CITY MANAGER TO APPLY FOR A LOAN FROM THE STATE OF ALASKA
9 DEPARTMENT OF ENVIRONMENTAL CONSERVATION, ALASKA DRINKING
10 WATER FUND, IN AN AMOUNT NOT TO EXCEED \$277,090 TO FINANCE
11 COSTS OF THE TASMANIA COURT WATER IMPROVEMENT PROJECT AND
12 SUPERSEDING THE AMOUNT AUTHORIZED BY RESOLUTION 20-105.
13

14 WHEREAS, The City Council created the Tasmania Court Water Improvement Special
15 Assessment District (SAD); and
16

17 WHEREAS, Council adopted Resolution 20-105 which authorized the City Manager to
18 apply for an Alaska Department of Environmental Conservation, Alaska Drinking Water Fund
19 Loan in the amount of \$216,681 for the project; and
20

21 WHEREAS, the following actions have been taken relating to funding:
22

- | | | | |
|----|-------------|---------------------------------------------------------------|------------|
| 23 | a. 4-29-20 | Staff generated an estimate for the Total Project Costs | |
| 24 | | for the water district as it was originally proposed | \$277,090. |
| 25 | | | |
| 26 | b. 10-26-20 | Resolution 20-105 Council approved application | |
| 27 | | for ADEC loan in the amount of | \$216,681 |
| 28 | | | |
| 29 | c. 3-22-21 | Resolution 21-023 Council distributed the Principal | |
| 30 | | Forgiveness subsidy to Tasmania Ct Water SAD in the amount of | \$122,822 |
| 31 | | | |
| 32 | d. 5-27-21 | Staff filed Loan Application for Prop. Owner Share | |
| 33 | | of SAD in the amount of | \$207,817 |
| 34 | | | |

35 WHEREAS, The ADEC advised that in order to receive the maximum amount of the
36 Principal Forgiveness subsidy, which has been allocated to this project (\$122,822) we need to
37 show a Loan Application amount of \$277,090; and
38

39 WHEREAS, The Council needs to pass a new resolution authorizing a loan application
40 amount of \$277,090 to receive the maximum benefit of the Principal Forgiveness subsidy; and

41 WHEREAS, The net effect of the Principal Forgiveness subsidy is that the updated Total
42 Project Costs, to be shared between the City and the property owners, is \$199,852.

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NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer Alaska hereby the City Manager to apply for a State of Alaska Department of Environmental Conservation loan, in an amount not to exceed \$277,090 from its Alaska Drinking Water Fund for purposes of paying the Total Project Costs in the Tasmania Court Water SAD and superseding the amount authorized by Resolution 20-105.

PASSED AND ADOPTED by the City Council of Homer, ALASKA, this 14th day of June, 2021.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK



Memorandum 21-098

TO: Mayor Castner and City Council
Through: Robert Dumouchel, City Manager
FROM: Janette Keiser, PE, Director of Public Works/Acting City Engineer
DATE: May 31, 2021
SUBJECT: Tasmania Court Water Project

Issue: The Tasmania Court Water Project is in limbo pending the outcome of the Tasmania Court Sewer Special Assessment District. This notwithstanding, we submitted a loan application to the AK Department of Environmental Conservation for the water project to stay on the list for the Principal Forgiveness subsidy. In the course of the loan application process, the ADEC brought to our attention that some of the numbers needed to be reconciled. The purpose of this Memoranda is to explain the issue and recommend a solution.

Background:

The Tasmania Court water main extension project includes installation of 930 of 8” HDPE pipe, two fire hydrants and 11 water service stub-outs. Multiple design adjustments have been made to address property owner concerns and add the “betterment” of a 12” water main to serve a future water storage tank in the neighborhood. These design adjustments have caused the cost estimates to fluctuate over time.

While the design progressed, we sought seeking various authorizations from Council, for funding and approval to submit an ADEC Loan Application as well as submitted documentation to the ADEC. During this process, I got confused and made a mistake.

Here’s what happened:

4-29-20 Staff generated an estimate for the Total Project Costs for the water district as it was originally proposed - \$277,090. Later revisions to the design concept reduced the estimate of Total Project Costs to \$234,105.

9-28-20 Resolution 20-83. Council acknowledged the sufficiency of the SAD and approved funds from HAWSP in the amount of \$234,105.

10-26-20 Resolution 20-105 Council authorized staff to pursue an ADEC loan in the amount of \$216,681. This would have been enough to cover the 75% of the estimated project costs attributed to the property owners, with some contingency. At this time, we had not yet considered the benefit of adding the 12” water main to the project so the estimated Total Project Cost did not include the estimated cost of this element.

3-8-21 Ordinance 21-11 Council approved the 12-inch water main “betterment” & appropriated funds from HAWSP in the amount of \$88,569.
(This brought the new estimated Total Project Costs to $\$234,105 + 88,569 = \$322,674$.)

3-22-21 Resolution 21-023 Council distributed Principal Forgiveness subsidy to Tasmania Court Water SAD in the amount of \$122,822, to be applied to the property owners’ share and the City’s share of the water project.
(The adjusted estimated Total Project Costs = $\$322,674 - \$122,822 = \$199,852$.)

5-27-21 Staff filed a Loan Application with the ADEC for \$207,817, which represented the property owners’ share of the water project, based on the original estimated Total Project Cost of \$277,090, rather than the updated \$234,105. (The value of the Principal Forgiveness subsidy was not taken into consideration because we haven’t received a commitment letter yet. This will come further along in the loan application process.)

5-28-21 The ADEC advised that in order to receive the maximum amount of the Principal Forgiveness subsidy, which has been allocated to this project (\$122,822), our loan amount would need to be for the Total Project Cost of \$277,090. Further, the Council would need to pass a new action authorizing this amount.

If the City were to obtain a loan for \$277,090, the value of the loan proceeds would be approximately 86% of the estimated Total Project Costs, rather than the 75% we had originally planned. There would be no penalty for early payoff of the City’s share.

Recommendation: That Council pass a Resolution authorizing the City Manager to apply for a State of Alaska Department of Environmental Conservation loan, in an amount not to exceed \$277,090 from its Alaska Drinking Water Fund for purposes of paying the Project costs in the Tasmania Court Water SAD.

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

3 City Manager/
4 Public Works Director

5 **RESOLUTION 20-105**

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
11 AMOUNT NOT TO EXCEED \$469,874, TO FINANCE COSTS OF THE
12 ALDER LANE AND TASMANIA COURT WATER IMPROVEMENT
13 PROJECTS.

14
15 WHEREAS, Alder Lane and the Tasmania Court Water Improvement Projects (together,
16 the "Project") include the following work: design, bid, and construct water distribution
17 infrastructure improvements located in the City of Homer, Alaska ("City"); and
18

19 WHEREAS, the Alder Lane Water Improvement Special Assessment District ("Alder Lane
20 SAD") was created by Resolution 20-095, adopted by the City Council October 12, 2020; and the
21 Tasmania Court Water Improvement Special Assessment District ("Tasmania Court SAD") was
22 created by Resolution 20-083 adopted by the City Council on October 28, 2020; and
23

24 WHEREAS, the City seeks to secure necessary financial assistance for purposes of
25 designing, bidding and constructing the Project; and
26

27 WHEREAS, the State of Alaska, Department of Environmental Conservation ("ADEC")
28 may have available funding for Project costs through its Alaska Drinking Water Fund; and
29

30 WHEREAS, ADEC has represented that it will include funding for the Project, from the
31 Alaska Drinking Water Fund, on its priority list for Fiscal Year 2021; and
32

33 WHEREAS, the requested loan amount would be in the not to exceed principal amount
34 of \$469,874 (\$253,193 allocated to the Alder Lane SAD and \$216,681 for Tasmania Court SAD),
35 to be repaid over no more than a 20-year term, with a finance rate calculated pursuant to 18
36 AAC 76.255 (for an ADEC Drinking Water Fund loan); and
37


38 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska Authorizes
39 the City Manager to apply for a State of Alaska Department of Environmental Conservation
40 loan, in an amount not to exceed \$469,874, from its Alaska Drinking Water Fund for purposes
41 of paying Project costs in the Alder Lane SAD and Tasmania Court SAD.
42

43 Recitals to this resolution are hereby incorporated into this resolution as if fully set forth
44 herein.

45
46 Terms not otherwise defined in this resolution shall have the meanings set forth in the
47 recitals to this resolution.

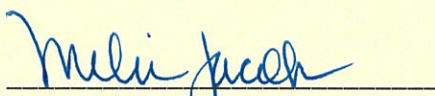
48
49 PASSED AND ADOPTED by the Homer City Council this 26th day of October, 2020.

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51 CITY OF HOMER

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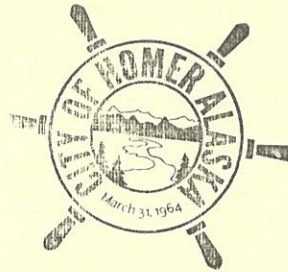
54
55 KEN CASTNER, MAYOR

56
57 ATTEST:

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59 

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61 MELISSA JACOBSEN, MMC, CITY CLERK

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63 Fiscal Note: HAWSP



**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 21-043

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA APPROVING AND ACCEPTING THE DONATION FROM THE FAMILY OF ANESHA “DUFFY” MURNANE FOR A PARK BENCH TO MEMORIALIZE DUFFY AND ALL THE MISSING WOMEN AND CHILDREN.

WHEREAS, In October 2019 Anesha “Duffy” Murnane went missing from downtown Homer and has not been seen or heard from since; and

WHEREAS, The family of Anesha “Duffy” Murnane would like to donate a park bench to memorialize Duffy and all the missing women and children; and

WHEREAS, The family believes that donating this bench to the city will allow the family and community a place to grieve not only Duffy, but all lost loved ones; and

WHEREAS, The Parks, Art, Recreation & Culture Advisory Commission reviewed the application and proposed donation at their regular meeting on May 20, 2021 and recommended the City Council approve and accept the donation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, approves and accepts the donation of a park bench from the family of Anesha “Duffy” Murnane to memorialize Duffy and all the missing women and children.

PASSED AND ADOPTED by the Homer City Council on this 14th day of June, 2021.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



Memorandum 21-099

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

THRU: ROBERT DUMOUCHEL, CITY MANAGER

DATE: JUNE 14, 2021

SUBJECT: DONATION OF A MEMORIAL BENCH IN REMEMBRANCE OF ANESHA “DUFFY” MURNANE AND ALL OF THE MISSING WOMEN AND CHILDREN

At their May 20, 2021 regular meeting the Parks Art Recreation and Culture Advisory Commission (PARCAC) approved a proposal for a Memorial Bench to be donated by the family of Anesha “Duffy” Murnane in remembrance of Duffy and all the missing women and children.

It’s been proposed that the bench be placed at the Homer Public Library and this proposal is scheduled for the Library Advisory Board (LAB) to consider at their June 29th special meeting.

Typically PARCAC would reach out for a council member to sponsor the resolution and it would come to Council following LAB review, but because the bench project build is underway by the artist, City Manager Dumouchel and I thought it would best to get this before Council for consideration. That’s why in this particular instance the resolution is sponsored by the City Clerk.

If the LAB is not in support of the bench placement at the library, another appropriate location will be determined by the City in conjunction with the family and Council will be advised of the new location.

Recommendation: Approve the donation of the memorial bench in remembrance of Anesha “Duffy” Murnane and all missing women and children.

PARCAC Minutes excerpt:

A. Review and Recommendation on the Donation of a Memorial Bench

Chair Lewis introduced the item by reading of the title.

Deputy City Clerk Krause provided a review of the memorandum in the packet.

A discussion ensued on the necessity of this application being approved by the Library Advisory Board, following the process it will then be forwarded to City Council and the timeline for installation.

LOWNEY/HARRALD MOVED TO RECOMMEND APPROVAL OF THE PROPOSED MEMORIAL BENCH IN REEMBRACE OF ALL MISSING WOMEN AND CHILDREN CREATED BY BRAD HUGHES TO BE PLACED AT THE HOMER PUBLIC LIBRARY.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.



CITY OF HOMER GIFT/DONATION PROPOSAL APPLICATION

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

DATE May 11, 2021
CONTACT PERSON Christina Whiting c/o Sara & Ed Berg TITLE Project Manager
ORGANIZATION IF APPLICABLE n/a
ADDRESS 4492 Towne Heights Lane CITY Homer STATE AK ZIP 99603
PHONE 907-435-7969 FAX _____ CELL 907-435-7969
EMAIL alaskachristina@gmail.com

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

In October 2019, Ed and Sara Berg's daughter, Anesha "Duffy" Murnane went missing from downtown Homer and has not been seen or heard from since. The family has commissioned a local artist to create this bench in order to memorialize both their daughter, and all the missing women and children. They believe that donating this bench to the city will allow the the family and the community a place to grieve Duffy, as well as their own lost loved ones.

PLEASE COMPLETE THE APPROPRIATE SECTIONS RELATED TO YOUR DONATION.

TITLE OF ARTWORK Loved & Lost
ARTIST(S) NAME Brad Hughes
YEAR COMPLETED Summer 2021 DIMENSIONS 7' x 4' x 3'

MATERIALS USED TO CREATE ARTWORK
Bench seating will be welded steel sand blasted and coated with epoxy paint. End supports will be made of molded trinic concrete.

PHYSICAL DESCRIPTION OF THE PROPOSED DONATION-

Memorial bench depicting figures of men, women and children from a variety of ethnicities reaching out for one another, also including a dog and forget me not flowers

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

Please see attached statement from the family

IS THE PROPOSED PIECE ONE OF A KIND? Yes IS THE PIECE PART OF A SERIES, LIMITED OR OTHERWISE? No
IF SO, AN EDITION OF HOW MANY? n/a IS THE PIECE COMPLETED? No IF NOT WHEN IS THE
EXPECTED COMPLETION DATE? September, 2021
WHAT IS THE CURRENT CONDITION OF THE PIECE? In process of being made

PROPOSED SITE OR LOCATION

DO YOU HAVE A SITE(S) IN MIND FOR THE PLACEMENT OF THE PIECE? IF SO WHERE? _____
Homer Public Library - area to the right side of the front doors when facing the library,
on a small rise

IS THIS A CITY OWNED PROPERTY IF NOT WHO OWNS THE PROPERTY? Yes

WHAT IS THE RATIONALE FOR SELECTING THIS/THESE LOCATION(S)? 1. Ability to view the back of the bench
where the artwork is; 2. Ability to step back from the bench to view all sides;
3. Provides a beautiful view of Homer from the seating area

ARE YOU AWARE OF ANY PERMITS OR PERMISSIONS THAT MAY BE REQUIRED? Permission from Library
Advisory Council required

TECHNICAL SPECIFICATIONS

DESCRIBE HOW THE PIECE IS CONSTRUCTED OR MADE. PLEASE INCLUDE ANY DOCUMENTATION AT THE END OF
THIS APPLICATION. The bench seating will be created out of welded steel by well known
fabricator Charlie Edwards, and will be sand blasted and sprayed with epoxy based
paints commonly used on steel boats . The end supports will be made from castings of
a clay original ,then molded and cast in trinic concrete by Rob Wiard, a master in
this technique.

HOW IS THE PIECE TO BE PROPERLY INSTALLED? A gravel base will be laid down to 24". The
end supports will be put in place and the bench then bolted to the supports with
existing bolts. Grass will be carefully removed and replaced under and around bench.

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

WHO WILL BE INSTALLING THE PIECE? Artist Brad Hughes and Michael Kennedy

WHAT IS THE EXPECTED LIFETIME AND STAYING POWER OF THE MATERIALS USED IN CREATING THE PIECE? _____

50 years or longer

WHAT MAINTENANCE IS REQUIRED AND HOW OFTEN? No maintenance required in foreseeable future

PLEASE IDENTIFY ANY SPECIFIC MAINTENANCE PROCEDURES AND OR EQUIPMENT AND THE ASSOCIATED COSTS: _____

None

WHAT PRECAUTIONS HAVE BEEN TAKEN TO GUARD AGAINST VANDALISM IF ANY? _____

The piece will be made of extremely hard and durable materials. None of the artist's existing works around town have been damaged, including his many signs.

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

The piece will be low to the ground, has no sharp edges, is stable and heavy and firmly set on the ground.

BUDGET

PROJECT MANAGEMENT FEES	\$ _____	INSURANCE	\$ _____
ARTIST'S FEES	\$ _____	UTILITY HOOKUP	\$ _____
PURCHASE PRICE PERMITS	\$ _____	DELIVERY	\$ _____
STRUCTURAL	\$ _____	INSTALLATION	\$ _____
ENGINEERING SITE	\$ _____	SIGNAGE	\$ _____
PREPARATION OTHER	\$ _____	RECOGNITION	\$ _____
COSTS NOT LISTED	\$ _____	DESCRIPTION	\$40,000 total budget allowance

DATE PIECE WAS LAST APPRAISED? n/a

WHAT IS THE VALUE OF THE PIECE OR ESTIMATED MARKET VALUE IF NO APPRAISAL WAS DONE? _____

\$20,000

TIMELINE

WHAT IS THE TIMELINE FOR THE COMPLETION OR INSTALLATION OF THE PIECE? IDENTIFY THE DIFFERENT STAGES AND DATE GOALS TO PREPARE THE PIECE FOR DONATION The piece is currently being built at the studio of artist Brad Hughes, with help from other artists in the community, as well as Duffy's brother Gregory who is in town from WA to help build it. Our goal is for the bench to be completed no later than mid September 2021 with a dedication to the City and community shortly thereafter to coincide with the anniversary of Duffy's disappearance.

RESTRICTIONS

ARE THERE ANY KNOWN COVENANTS, REQUIREMENTS OR RESTRICTIONS THAT COME WITH THE PIECE? _____

No

WHAT EXPECTATIONS DO YOU HAVE FOR THE CITY OF HOMER IN ACCEPTING THIS ARTWORK? _____

We hope that the City will recognize the excellence of the work, the beauty of the design and the purpose for which it is being built.

COMMUNITY INVOLVEMENT

WAS THERE ANY COMMUNITY OR USER INVOLVEMENT IN SELECTING THE RECOMMENDED LOCATION? _____

Ed and Sara Berg, Christina Whiting and Brad Hughes all individually scouted out locations around Homer and mutually agreed that this location at the library would be the perfect spot for this bench.

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

See numerous letters attached

APPLICANT MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS APPLICATION.

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

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

THREE TO FIVE CLEAR IMAGES OF THE PROPOSED ARTWORK

SCALE DRAWING/MODEL OF THE PROPOSED ARTWORK

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

_____ A COPY OF A FORMAL APPRAISAL IF AVAILABLE

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

APPLICATIONS ARE TO BE SUBMITTED TO:

THE CITY OF HOMER

CITY CLERKS OFFICE

491 E. PIONEER AVENUE

HOMER, AK 99603

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

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

Artist Brad Hughes Biography – Loved & Lost

I am Brad Hughes, a professional, full time artist working in Homer, Alaska for the past 45 years. In that time, I have worked as a graphic artist, producing hundreds of commercial designs for businesses in Homer and around the state., including my art signs have been part of the Homer scene for numerous years and can still be seen around town. For 15 years, I was the official artist of the Alaska State Fair in Palmer and did all the promotional artwork and displays around the grounds including the 1998 Gold Rush centerpiece sculpture in the main plaza. In my work as a fine artist, I have had two solo exhibitions at the Pratt Museum, as well as work at most of the fine art galleries in town. Included in that category are a number of permanent public sculptures, as noted in the attached pictures. I have been commissioned by Ed and Sara Berg and am currently creating the Loved & Lost memorial bench that will honor their daughter Duffy, as well as the many missing women and children around the world. Brad Hughes

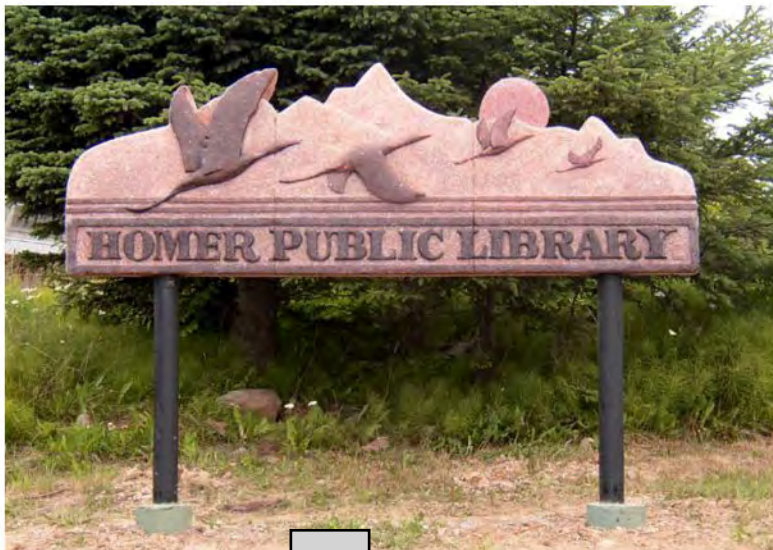




Alaska State Fair 1900 Gold Rush Statue



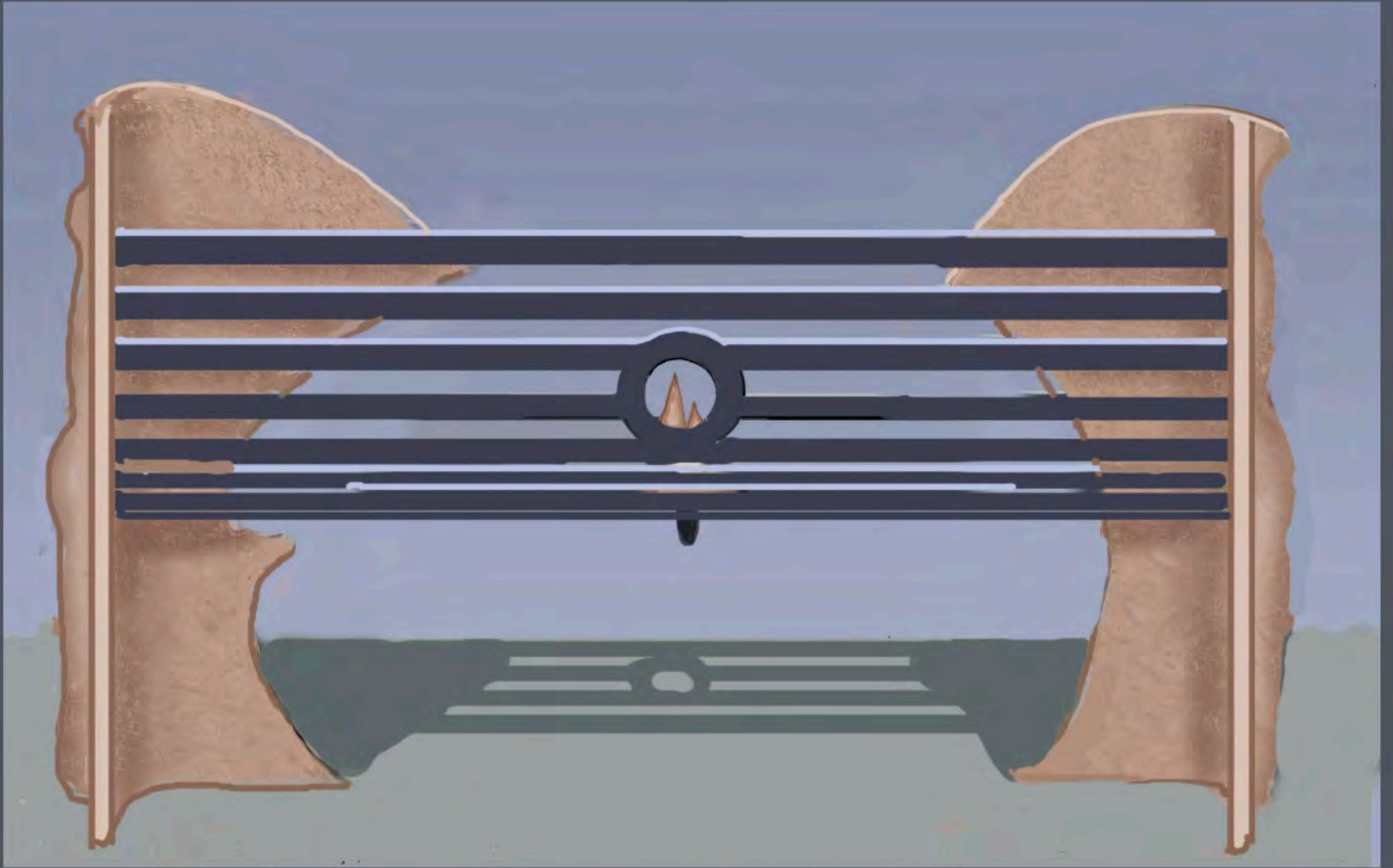
Bayview Hall



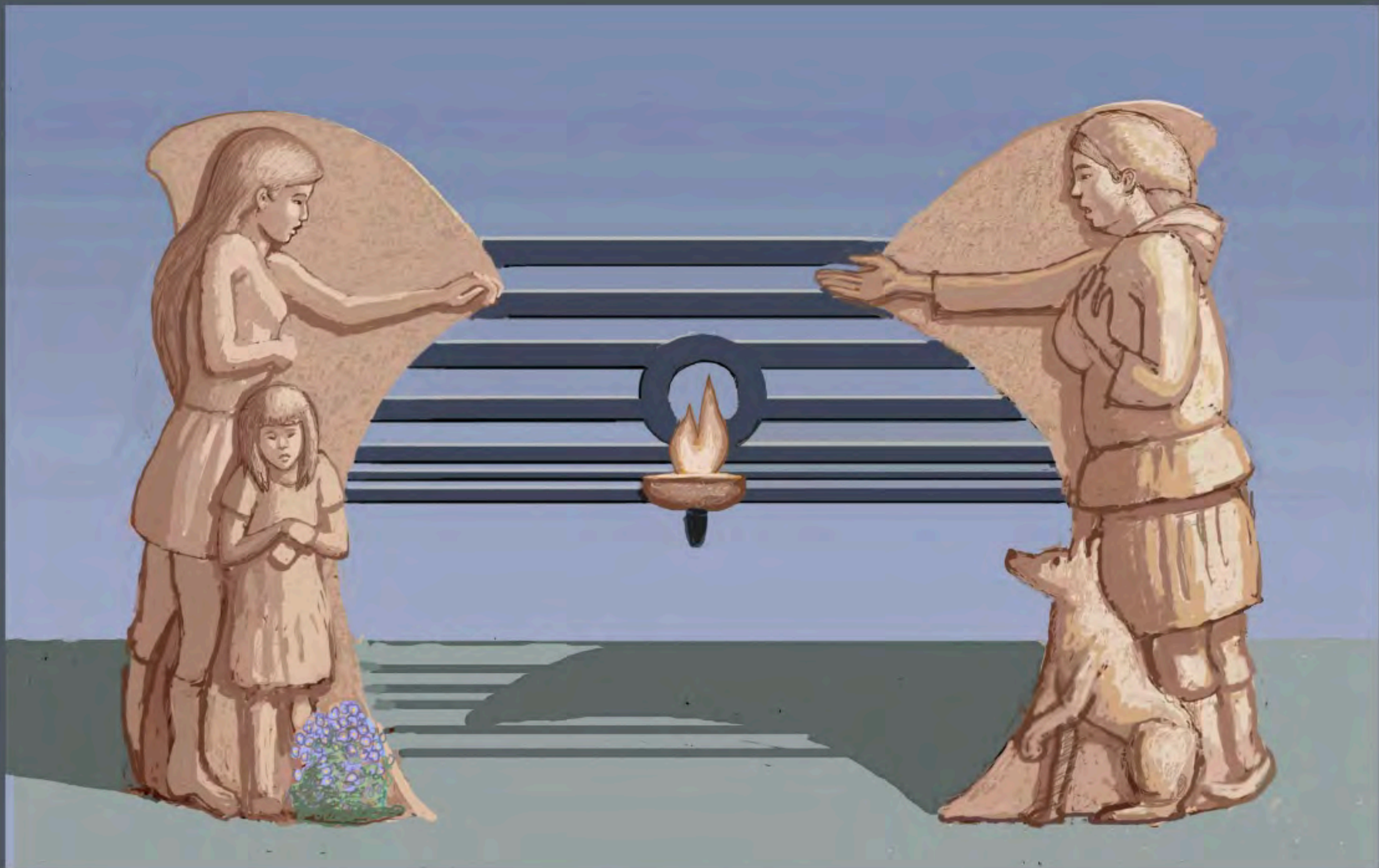
Homer Public Library



Nikki Fry Memorial Bench



"Loved and Lost"



"Loved and Lost"

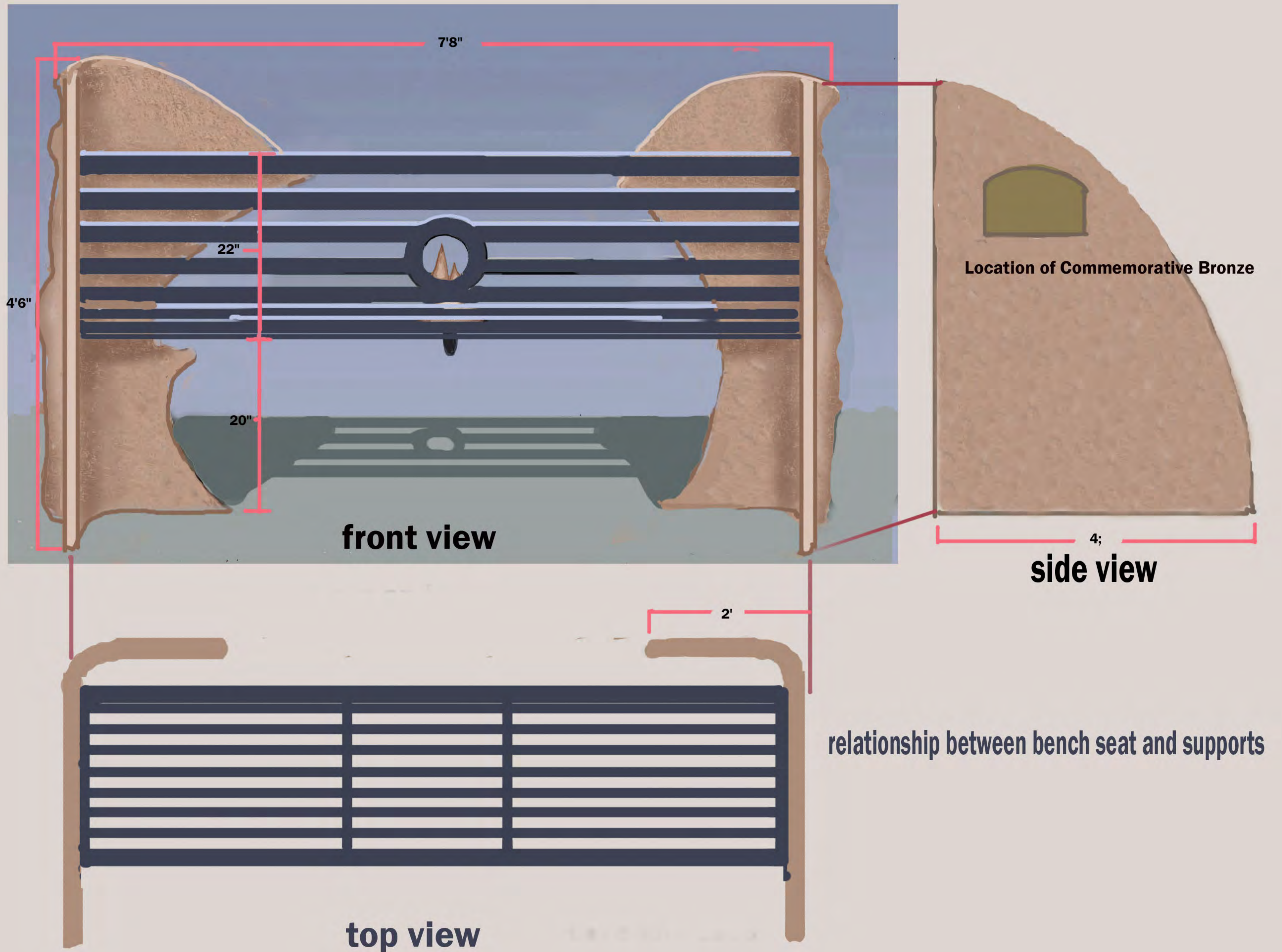


"Loved and Lost" 128



"Loved and Lost"

"Love and Loss" memorial bench specifications











Loved & Lost – Narrative Description

Our daughter Duffy has been missing since October 2019. Her body has not been found and we have no grave, no tangible place to grieve or mourn, and so we wanted to create a memorial. In the past year and a half, we have learned just how many women and children go missing every year, and especially in the native populations, and that this is not just a problem in Alaska, but around the world. Knowing that we are not alone in our grief, we decided to create this memorial for not just our daughter, but for all the families who are suffering, hoping that it will serve as both a memorial and raise awareness of this huge and little spoken of issue of missing women and children around the world. This bench will be dedicated to all the lost ones, to all the taken ones, and to all those who loved them, left behind in their grief and with so many questions.







Where are you Duffy?

If you have any information
call Crime Stoppers at
907-283-8477 or
Homer police at
907-235-3150



Anesha "Duffy" Murnane
38 years old. 5'11" tall, 170 lbs
blue eyes, brown hair.

Went missing from
downtown Homer on 10/17/2019
and presumed abducted

ABDUCTED
\$10,000 REWARD



Anesha Murnane
aka "Duffy"

Duffy is 38 years old,
5'11" and 170 pounds,
has curly brown hair
and blue eyes.

Missing since:
October 17th
Last known location:
Homer, Alaska

Duffy is a kind, caring, conscientious preschool teacher.
She was walking to a doctor's appointment in safe
downtown Homer on October 17th when she was taken.
Born and raised in Alaska. Please help find her home!

If you have or think you have seen her, please call
the number below for information. If you have any
anonymous tips to help find her, please call the
tips line. Tips are confidential and will be kept
strictly confidential.

907-847-3150
907-235-3150

DUFFY
PLZ
COME
HOME

Where
is
Duffy
at?

We
❤️
DUFFY!

WE
❤️
ALL
DUFFY

City of Homer | 491 East Pioneer Avenue | Homer, Alaska
Memorial Bench Proposal

To the City of Homer,

May 2021

I have been informed that Dr Ed and Sara Berg, the parents of **Anesha “Duffy”** Murnane, as well as select community members aim to design a memorial bench. Homer artist Brad Hughes *et al.* have designed an attractive draft memorial that would appeal to all residents and visitors, plus enhance your downtown library site.

Having been actively involved in Duffy’s case (case no. 2019-5110) since late 2019 in a professional investigative capacity, I recognize how her disappearance has profoundly affected not only this family, but the whole community of Homer as well as the State of Alaska.

State agencies regrettably report an inordinate number of missing and/or murdered people throughout Alaska. This proposed memorial honoring Duffy would represent this outstanding issue, raising awareness and ultimately helping to solve these cases. I wholeheartedly support this memorial bench proposal.

Kind regards,



Amy Du Beau, PhD

Art Koeninger

488 Spruceview Ave.
Homer, AK 99603
(907) 235-1014
akoeninger@me.com

May 6, 2021

To whom it may concern:

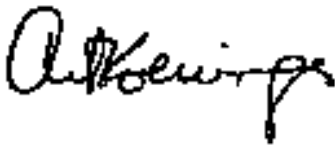
This letter is in support of the memorial bench for Anesha Duffy Murnane and other missing Alaskans, as proposed by Sara and Ed Berg and their community of supporters.

As a long-time resident of Homer and Alaska, I see the importance of keeping the memory of Duffy and other missing Alaskans in the forefront of our hearts and minds. Given a prominent location in the community, the touching bench designed by local artist Brad Hughes will serve well as a visual reminder of the loss to Alaskan families of their missing loved ones.

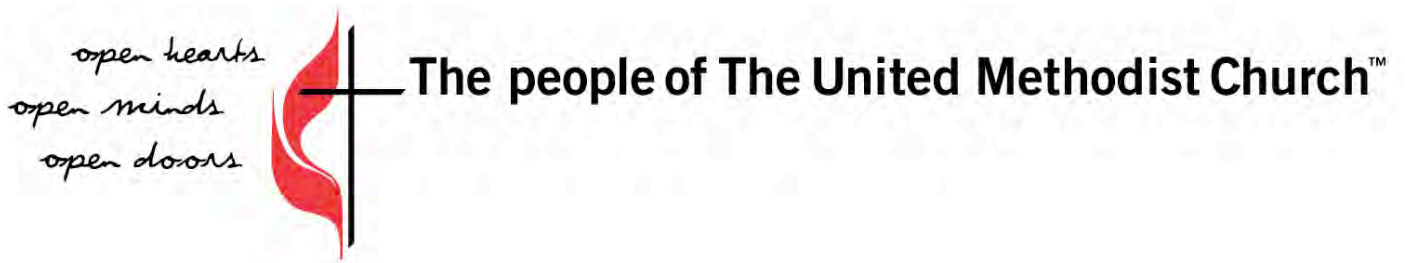
An additional benefit of this project is that the process of molding the sculpted bench lends itself to duplication, which could allow additional benches to be placed elsewhere around the state at a substantial savings, greatly amplifying the attention to this important matter.

Any action that you may be able to take to enable this project will be greatly appreciated, both by me and the greater community.

Sincerely yours,

A handwritten signature in black ink that reads "Art Koeninger". The signature is written in a cursive, flowing style.

Art Koeninger



May 10, 2021

Dear Friends,

I am writing in support of the creation of a memorial bench in honor of Duffy Murnane to be installed on the campus of the Homer Public Library. This bench will be tangible symbol of remembrance and closure not only for Duffy's family but for all of us in Homer who are grieving the loss of one of our neighbors.

This past week was the National Day of Awareness for Missing and Murdered Indigenous Women and Girls. This day shines a spotlight on the problem of missing persons, and it gives us the opportunity to raise awareness and to honor those who have been taken. It is timely that this request is coming forward now as our national consciousness regarding missing persons is being raised.

I have walked with countless families through death and grieving, and each family finds a measure of closure through ceremonies such as funerals and memorial services in which their departed loved ones are celebrated and remembered and then their earthly remains buried or scattered to return them to the earth. Those traditional rituals of closure have also been stolen from Duffy's family.

Our community has been shaken by Duffy's loss, and this memorial bench is one small way that we can keep her memory alive. A cornerstone of the Christian faith is the love of neighbor. I encourage you to approve this permit in honor of our dear neighbor.

Peace,

Rev. Lisa Talbott
Pastor, Homer United Methodist Church

P.O. Box 2994
Homer, AK 99603

May 8, 2021

City of Homer
Homer, AK 99603

To Whom it May Concern:

I support the effort to establish a memorial bench for Duffy Murnane and other missing women and children at the Homer Public Library.

For too long, the travesty of the thousands of disappeared indigenous women and children has been ignored. Here in Homer, the mystery of Duffy's disappearance is a source of great heartbreak and concern. It is very apropos to establish a bench not only to remember Duffy, but also to shed more light on this great problem that the nation has shamefully not adequately addressed.

Sincerely,

Nina Faust

Tela O'Donnell Bacher
38480 Bobby Rufus Rd
Homer, AK 99603
907-399-9854

May 6, 2021

City of Homer
941 E. Pioneer Ave.
Homer, AK 99603

Dear City of Homer,

I am writing in support of a memorial bench for my friend "Duffy" Anesha Murnane, who went missing from the middle of town in October 2019. This bench will not only be for those who knew and miss Duffy but also serve as a spot for solace, remembrance or hope for the many women of Alaska who are lost or missing.

Please consider accepting this beautiful, sculptured bench made with love by our Homer community and the family and friends of Duffy.

Kindest regards,





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

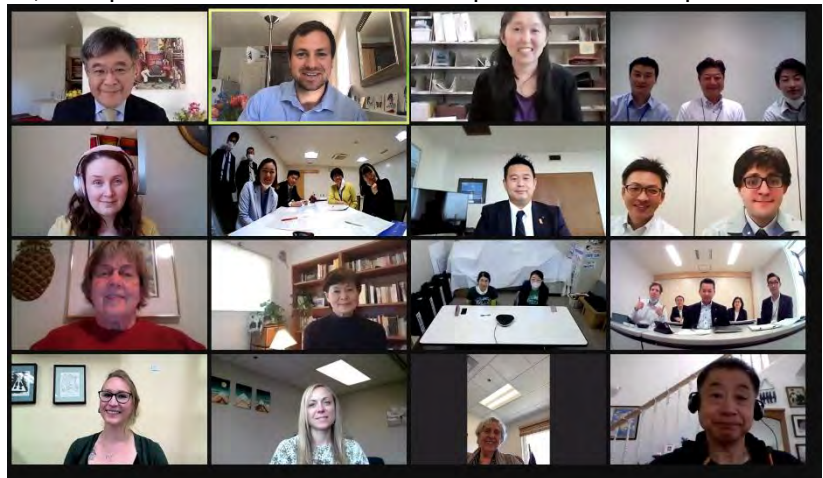
TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK/SISTER CITY COORDINATOR

DATE: JUNE 3, 2021

SUBJECT: HOMER-TESHIO SISTER CITY UPDATE

I recently attended another Japan-Alaska Sister City Forum on May 17th, hosted via Zoom by the Consular Office of Japan in Anchorage. The meeting included discussions about posting articles on the Forum's Facebook group and in the Consular Office newsletter, an update on the successful completion of the Japan-Alaska Friendship Video Campaign, and cities' questions/ideas on their plans for this year's sister city exchanges. Additionally, the Consular Office introduced plans to implement a "Photo + Essay Campaign" later this year.



*Japan-Alaska Sister City Forum Screenshot –
11 cities from Japan and Alaska were
represented*

Establishing an Exchange Program in Homer

While COVID still has an impact on many community exchanges this year, plans are still being made for either virtual events or travel plans for next year. I find it great to hear from different Alaskan communities who have robust exchange programs with their sister cities and it inspires me to want the same thing for Homer.

My overall goal is to educate our community on what a sister city is, and eventually establish a stronger, more consistent exchange program in Homer. Be it an exchange of students, workers, or simply shared interest groups from the two communities. With the retirement/departure of Homer's more-involved community members in the sister city program, our commitment to Teshio has waned and I feel it's time for us to step up and find new community members interested in carrying the torch and for the City to revive our efforts.

If City Council supported the idea, I would be interested in reaching out to local municipalities (e.g. Ketchikan, Seward, Sitka) to research what their exchange programs detail, what kind of budget/staff time is required to run their programs, and if their programs are managed exclusively by the City or if it's a partnership between them and local organizations.

Any feedback from Council on this subject would be greatly appreciated.

To: Mayor Castner and Homer City Council
From: Scott Smith, Homer Planning Commissioner
Date: June 3, 2021
Subject: Planning Commission Report for City Council Meeting

Attending: Commissioners Highland, Venuti, Barnwell, Conley and Smith were present with Deputy City Clerk Renee Krause and City Planner Rick Abboud.

Commissioner Bentz was excused.

Work Session: None.

Planning Commission Regular Meeting

Agenda was approved.

Public Comments/Reconsiderations: None.

Consent Agenda was passed without discussion or objections.

Reports

City Planner Abboud presented **Staff Report 21-34**. In addition to the brief comments about listed items, Mr. Abboud shared information about the Borough lots surrounding the Boat Yard. The Borough has been evaluating the potential use of these lots and it would be within the interests of the City of Homer to be involved with this assessment. These lots might be useful in a compensatory way between the City and Borough. There are storm water drainage concerns that make these lots potentially strategic for future storm water plans.

Commissioner Charles Barnwell was not able to attend the PWCTF meeting and therefore did not present a report. Deputy City Clerk Krause submitted a written report of the meeting.

Public Hearings: Staff Report 21-35, A Ordinance to add onsite consumption endorsement for marijuana retail facilities as an allowed use. City Planner Abboud presented the report highlighting Local Options and regulations, State Regulations

in general, State regulations for consumption endorsements and Staff Input on the topic. Chris Logan who owns Cosmic Seaweed, located in the Old Town area, attended the meeting and gave information about how they would follow all state and local regulations regarding employee and public safety, and control of onsite consumption.

A motion was presented: **“MOVE THAT THE PLANNING COMMISSION RECOMMENDS CITY COUNCIL APPROVE THE ORDINANCE TO AMEND HOMER CITY CODE TO ALLOW ONSITE CONSUMPTION.”** The Commission had lengthy discussion with many questions for both Planner Abboud and Ms. Logan. Resistance to pass this motion came from how suddenly this very significant topic was presented to the Commission with such short notice. Some members of the Commission wanted more information about exhaust mitigation, public safety and employee safety before they could agree to move forward. Commissioner Smith brought up concerns about having this activity in the CBD area where there is a large amount of family traffic and that there is a significant population within Homer that may not want their children to be frequently exposed to this activity. Could it be limited to the other 3 suggested areas? Ms. Logan offered to give anyone a tour of her facilities, as she did with members of City Council, the Chief of Police and others, which the Commissioners thought would be beneficial. In essence, the Commission wanted more education and time for the Public to weigh in.

The Motion failed by vote: 2Y – 3N.

Plat Considerations/Pending Business: None.

NEW BUSINESS: Memo from City Clerk, Re: Introduction of an Ordinance Amending the Administrative Appeals Process for City Planning decisions Under Homer City Code 21.91 and 21.93. City Planner Abboud presented an extremely well received concept of taking the Planning Commission out of the Appeal process by giving it to a properly trained judicial official.

City Clerk Jacobson documented all necessary changes to City Code 21.91 and 21.93 for review.

A Motion was presented: **“ MOVE TO RECOMMEND THE DRAFT ORDINANCE AMENDING HOMER CITY CODE 21.91 TO REMOVE BOARD OF ADJUSTMENT AND HOMER CITY CODE 21.93 ADMINISTRATIVE APPEALS, ESTABLISHING THAT ADMINISTRATIVE APPEALS FROM CERTAIN FINAL CITY PLANNING DECISIONS SHALL BE FILED BEFORE A HEARING OFFICER AND SUPPLEMENTING NOTICE**

REQUIREMENTS BE MOVED TO PUBLIC HEARING” Passed unanimously and with great gratitude.

Staff Report 21-36, Extending the No Wake Zone in City Tidelands, Closing Areas to Motorized Vessels & Fund for Regulation Changes. Planner Abboud presented Council’s report to create regulations for watercraft activity in the City’s critical habitat areas. Mr. Abboud provided a very helpful map indicating the general areas in question. Port Director Hawkins attended and offered his evaluations of the need for these regulations. Issues of enforcement were brought up and it was agreed that enforcement would be challenging and expensive, but still best to have regulations in place as a pre-emptive move toward the preservation of these critical areas and also for preventing unnecessary watercraft traffic in unwanted areas. A motion was presented: **“MOVE THE PLANNING COMMISSION RECOMMENDS CITY COUNCIL APPROVE ORDINANCE 21-26 AS WRITTEN”** was heard. Commissioner Highland introduced an **Amendment to specifically include Mariner Slough, Area of Mud Bay closest to the shore and the Fishing Hole.** Both passed unanimously.

COMMENTS OF THE AUDIENCE: None.

Under **Comments of the Commission**, Commissioner Smith drew attention to the New EMS Inbound Patient Loading Zone at Ramp 7. Commissioner Smith has been directly and indirectly involved with two situations of water rescue and is very glad to see this zone established.

The next Regular Meeting will be held by Zoom on June 16, 2021 at 6:30 p.m.



Memorandum

TO: KENAI PENINSULA ECONOMIC DEVELOPMENT DISTRICT

FROM: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

THRU: JULIE ENGBRETSSEN, DEPUTY CITY PLANNER, EDC STAFF SUPPORT

DATE: JUNE 14, 2021

SUBJECT: COMMENTS ON KPEDD'S DRAFT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

Every five years, the Kenai Peninsula Economic Development District (KPEDD) updates the Comprehensive Economic Development Strategy (CEDs). The City of Homer's Economic Development Advisory Commission (EDC) appreciates the opportunity to review and comment on the draft CEDs. The Commission finds the plan is very thorough and of high quality.

At their June 8, 2021 regular meeting, the EDC passed a motion of support for the plan and the five identified goals, and provided the following comments:

1. Very few southern Kenai Peninsula activities are listed under Goal 3. The EDC may recommend a project during an annual CEDs update.
2. The Seward data for visitor counts is from 2016 and seems dated to use in this document.
3. The quality of life (and taxation rates to pay for increased government services) needs to balance with the cost of living.
4. The plan compares Kenai Peninsula Borough affordability to Anchorage. While attracting new residents is positive, there also needs to be emphasis on retaining the residents who already live here. There should be more discussion of local wages and affordability.
5. What is considered affordable for local workers is much different than a comparison with Anchorage. There is a disconnect between local wages, housing costs, and cost of living for entry level and skilled workers.
6. Land and land development costs are high on the southern Kenai Peninsula.
7. Worker housing is expensive.
8. Broadband development is important for economic development.
9. Goal 2: Strengthen affordable and available workforce housing.
10. Goal 5: Advocate at the State for stable, predictable budget levels.

11. SWOT analysis of Industries and Business Climate (pg. 42): Seafood and Tourism are listed as strengths, however, the weaknesses list makes no mention of threats to both terrestrial and marine habitat due to human development or climate change. Human development that does not take into account the impact to salmon rearing habitat (watershed level view) and to other wildlife habitat that draws visitors and drives industries like the seafood industry, can negatively impact these listed strengths.
12. SWOT Analysis: Healthcare sector area would benefit from more specialists. This can be viewed as a weakness in the healthcare sector or as an opportunity for new growth.
13. VI Action Plan – Strategies and Actions for 0.1 (pg. 63): Sustain and fund local arts and culture opportunities.
14. VI Action Plan – Strategies and Actions for 0.2: Fund and Develop connected trail systems and recreational opportunities.
15. Development of a robust, well-managed and maintained trails not only is important for quality of life in a general sense, but also can have strong positive effect on economic drivers on the Kenai Peninsula. People currently access the backcountry via ATVs and snow machines. However, it is important that we protect sensitive fish and wildlife habitat by discouraging off-trail ATV usage and constructing and maintaining bridges, boardwalks, and trail pathways. As the population grows and more people access the backcountry using motorized vehicles, strategic development of trails in these areas will increase in importance.

The Economic Development Advisory Commission looks forward to seeing the final approved plan, and working with KPEDD on implementation.

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-29

An Ordinance of the City Council of Homer, Alaska Amending HCC 2.08.030 to Designate Seats for Council Members Elected at Large from within the Boundaries of the City, and HCC 4.35.020 Votes Required to Amend Percentages of Votes Required to be Elected.

Sponsor: Smith/Hansen-Cavasos

1. City Council Regular Meeting May 24, 2021 Introduction
Memorandum 21-080 from Councilmembers as backup
2. City Council Regular Meeting June 14, 2021 Public Hearing and Second Reading
Memorandum 21-094 from City Clerk as backup

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b d. The Mayor shall be elected for a two-year term and until a successor qualifies.

ee. A person so elected to office under this chapter shall take office at the first regular Council meeting following the election, immediately after the final certification of that election, except that when HCC 4.40.010(c)(3) applies, the person shall take office at the first regular Council meeting following the runoff election, immediately after the certification of that election. [Ord. 16-01(A)(S) § 1, 2016; Ord. 90-22, 1990. Code 1981 § 1.24.030].

Section 2. Homer City Code 4.35.020 is hereby amended as follows:

4.35.020 Votes required to be elected.

The number of candidates for an office equal to the number of vacancies to be filled who receive the highest number of votes for the office shall be elected; provided, that:

a. To be elected to the office of Mayor ~~or~~ **and** to fill a specific vacant council seat, a candidate must receive at least the plurality of the votes cast for that seat. The plurality of the vote that is required for a candidate to be elected to the office of Mayor or to fill a specific vacant council seat shall be based on the number of qualified candidates who filed declarations of candidacy that remain in effect on the date of the election as follows:

Number of <u>Mayoral</u> <u>or Council</u> candidates	Percentage of vote
Less than five	40%
Five or more	35%

~~b. To be elected to the Council, a candidate must receive at least the plurality of the total votes cast for all candidates for Council. The plurality of the vote that is required for a candidate to be elected to the Council shall be based on the number of qualified candidates who filed declarations of candidacy that remain in effect on the date of the election as follows:~~

Number of candidates	Percentage of vote
Less than five	20%
Five or more	17.5%

74 c. When filling a vacancy under HCC 2.08.050 the following sections will apply:

75

76 1. For a single vacant Council seat or a vacancy in the office of Mayor, votes will be
77 counted according to subsection (a) of this section;

78

79 2. For two vacant Council seats that are vacated with different terms, votes will be
80 counted according to subsection (a) of this section.

81

82 ~~3. For two vacant Council seats that are vacated with the same term, votes will be~~
83 ~~counted according to subsection (b) of this section.~~

84

85 Section 3. This Ordinance is of a permanent and general character and shall be included
86 in the City Code.

87

88 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 14th day of June, 2021.

89

90 CITY OF HOMER

91

92

93

KEN CASTNER, MAYOR

94 ATTEST:

95

96

97 _____
MELISSA JACOBSEN, MMC, CITY CLERK

98

99 YES:

100 NO:

101 ABSTAIN:

102 ABSENT:

103

104 First Reading:

105 Public Hearing:

106 Second Reading:

107 Effective Date:



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 21-094

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: JUNE 8, 2021
SUBJECT: ORDINANCE 21-29 DESIGNATED SEATS

After Ordinance 21-29 was introduced I did some research on the history of designated seats in Homer because this came forward to Council in 2008. After looking at some of the amendments proposed back then I reached out to the Soldotna City Clerk and asked about their process related to designated seats, primarily to find out what they do in the event someone doesn't file for a particular seat. She explained that hasn't happened, but if it did, they'd declare the seat vacant and Council would appoint someone to serve until the next election. She also shared that with the designated seats in her community the trend seems to be that if the person who's seated is running for re-election, they typically run unopposed, and there isn't a race for a seat unless the a seated council member doesn't file for re-election.

We got curious about how many other communities have designated seats so I email 60 Clerks in our state association and asked the question. 12 responded, six have designated seats at large and six are just elected at large, as we do now. The City Clerk of Valdez shared her perspective:

We just do not have enough people who run for office for this to be fair. Technically, running for a seat would just guarantee someone they would be elected due to the odds they would run unopposed. And, what if you have someone running for a seat who only receives 20 votes? If he runs unopposed does he get the seat on council? Or is there a certain percentage of votes required to be elected? I just believe an open election which allows citizens to select council members at large is a more fair and equitable system. Just my two cents.

Councilmember Lord and I spoke early last week and I shared some of this information. She asked that it and the previous Council's discussion be included for informational purposes.

Attachments:

-Ordinance 08-15(S)

-Minutes excerpts from April 28, May 12, and May 27, 2008

*Failed
5/27/08*

CITY OF HOMER
HOMER, ALASKA

Novak

ORDINANCE 08-15(S)

1 AN ORDINANCE OF THE CITY COUNCIL OF HOMER,
2 ALASKA, AMENDING HOMER CITY CODE CHAPTER 1.24
3 AND TITLE 4 TO PROVIDE FOR THE ELECTION OF CITY
4 COUNCIL MEMBERS TO DESIGNATED SEATS.
5

6 ~~WHEREAS, Currently City Council members are elected at large, but not to designated~~
7 ~~seats; and~~
8

9 ~~WHEREAS, Running for a specific seat narrows the field, allows candidates to select~~
10 ~~their opposition and forces more one on one debate; and~~
11

12 ~~WHEREAS, When candidates select a seat to run for, each seat becomes an election in~~
13 ~~itself, which should sharpen the issues and encourage more people to get involved; and~~
14

15 ~~WHEREAS, The process of electing candidates for a specific seat gives the voters a~~
16 ~~greater sense of empowerment; and~~
17

18 ~~WHEREAS, The City Council finds it to be in the best interests of Homer to elect City~~
19 ~~Council members to designated seats.~~
20

21 WHEREAS, Designated seats divides up the candidates, which encourages one on
22 one debate so that voters have a clearer choice; and
23

24 WHEREAS, Designated seats allows a candidate to pick a different seat than a
25 candidate with whom they share similar philosophy and values; and
26

27 WHEREAS, Designated seats allows the candidate the option of not running
28 against someone who they would like to see stay in office; and
29

30 WHEREAS, Designated seats present a clearer choice for the voters, and make it
31 easier to understand the positions and differences between candidates.
32

33 NOW, THEREFORE, THE CITY OF HOMER HEREBY ORDAINS:
34

35 Section 1. Section 1.24.010 of the Homer City Code is hereby repealed.
36

37 ~~1.24.010 Selection of officers. The Mayor and City Council shall be selected as provided for~~
38 ~~under the Statutes of the State of Alaska and the provisions of the City Code.~~
39

40 Section 2. Section 1.24.030 of the Homer City Code is hereby amended to read as
41 follows:
42

43 1.24.030 Composition of governing body--Terms of office.

44 a. The governing body of the City of Homer shall consist of six Councilmembers, two
45 of whom are elected each year and shall serve for a term of three years **and until their**
46 **successors are elected and have qualified. Each Councilmember shall be elected at-large**
47 **to a seat designated as seat A, seat B, seat C, seat D, seat E, or seat F.**

48 b. The Mayor shall be elected for a two-year term.

49 c. Persons so elected to office under this chapter shall take office on the first Monday
50 following certification of the election in which that person was elected. There will be a special
51 meeting, held at the regular time, for the purpose of administering the oath of office to the
52 elected candidates.

53
54 Section 3. Section 4.10.010 of the Homer City Code is hereby amended to read as
55 follows:

56
57 4.10.010 Declaration of Candidacy

58 a. Time. The period for filing declarations of candidacy shall be August 1st through
59 August 15th. Should August 15th fall on a Saturday or Sunday, then candidates shall have until
60 Monday following to file their declarations as provided in the rules of counting time;
61 definitions.

62 b. Notice. At least one week preceding the candidate filing period, the City Clerk shall
63 publish a notice announcing that candidacy declarations are available, naming offices and the
64 terms that are open on the next regular election day. The notice shall include:

- 65 1. Candidate qualifications.
- 66 2. Time for filing declarations.
- 67 3. Where to file declarations.

68 c. Declaration. The City Clerk shall provide a form for declaration purposes which will
69 include candidate's name, residence address, mailing address and telephone number. ~~A;~~ a
70 statement of City residence, voter qualifications and the name of the office and the date of the
71 election to which he declares himself a candidate; the term of office; **the designated seat, if a**
72 **candidate for city council;** and a statement of acceptance of the office if elected; and an
73 acknowledgment of compliance with the State of Alaska Campaign Disclosure Law. The
74 declaration will be signed and dated by the candidate and sealed by a notary. The candidate's
75 name shall be printed as specified on the declaration for candidacy (See ballot form in Section
76 4.15.100 for prohibitions).

77
78 Section 4. Section 4.10.050 of the Homer City Code is hereby amended to read as
79 follows:

80
81 4.10.050 Prohibitions.

82 a. A person may not serve simultaneously **in more than one of the offices of** as
83 Mayor, Councilmember, Commissioner or member of the Library Advisory Board.

84 b. No elected municipal official may hold any other municipal office, or municipal
85 employment or elected position in the state or federal government while in office.

86 c. A person elected or appointed to the office of city mayor or city council member
87 may not be a candidate for another elected city office or for another term for the same city
88 office, except as follows:

89 1. A person holding such city office may be a candidate for election to the same
90 or a different city office during the last year of the person's term of office; and

91 2. A person who resigned from the office of city mayor or city council may be
92 a candidate for the same city office only during or after the last year of the term from which the
93 person resigned; and

94 3. At any time a person may be a candidate for the office of city mayor while
95 simultaneously serving as a city council member, but if elected such person must resign the
96 office of city council prior to assuming the office of mayor.

97 **d. No person may be a candidate for more than one seat on the city council. The**
98 **City Clerk will reject any declaration of candidacy that would cause a person to be in**
99 **violation of this subsection.**

100
101 Section 5. Section 4.15.010 of the Homer City Code is hereby amended to read as
102 follows:

103
104 4.15.010 Ballots--Form.

105 a. Ballots shall be prepared in the manner prescribed for State elections, insofar as such
106 requirements are applicable to nonpartisan elections.

107 b. City of Homer Official ballots shall be white with a narrow trim of green or, in the
108 case of a hand count election or as determined by the City Clerk, green tinted paper. The
109 ballots shall be numbered in series, the number being placed in an area set off by perforations,
110 known as the ballot stub, for ease of removal. At the top of the ballot shall be printed the
111 words: "Official Ballot of the City of Homer, Alaska," the date of the election, and whether it
112 is a regular or special election.

113 c. All candidates for the same office **and seat** shall be shown on one ballot. The title of
114 each office **and seat** to be filled shall be followed by the printed names of all candidates for
115 that office **and seat** and **a blank for a write-in name** ~~the provision shall be made for write-ins~~
116 ~~equal in number to the positions to be filled~~, except there shall be no provision made for write-
117 ins on a runoff election ballot. The names of candidates shall be printed as they appear upon
118 the candidacy declaration forms except that any honorary or assumed title or prefix shall be
119 omitted, but may include in the candidate's name any nickname or familiar form of a proper
120 name of the candidate. The words "Vote for not more than **one**" ~~with the appropriate~~
121 ~~number replacing the blank~~, shall be placed before the lists of candidates for each office.
122 Ballots shall be numbered consecutively and candidate names shall be listed in the order that
123 candidacy declarations are filed.

124 d. Following the offices and candidates, there shall be placed on the ballot or on
125 separate ballots as the Clerk may determine, all propositions or questions to be voted on. The
126 words "YES" and "NO" shall be placed below the statement of each proposition or question.
127 The Clerk shall determine the number of ballots to be used to present all offices, propositions
128 and questions to the qualified voter.

129 e. The clerk shall have printed and available at each polling place on election day and in
130 the Clerk's office preceding the election, the sample ballots on tinted paper, not green tinted,
131 for each election. Instructions to voters may be printed on the back of the sample ballot.

132 f. If the Election Board receives an insufficient number of official ballots, it shall
133 provide and the voters may use a substitute ballot. The Election Board shall certify the facts
134 which prevented the use of the official ballots and materials and shall include the certificate in
135 the election returns.
136

137 Section 6. Section 4.40.010 of the Homer City Code is hereby amended to read as
138 follows:
139

140 4.40.010 Runoff election; required.

141 a. If no City Council candidate receives in excess of forty percent of the votes cast for a
142 respective seat, a runoff election shall be held for that seat. ~~When more than one Council seat~~
143 ~~for the same term is to be filled, total votes cast for a respective seat shall be determined by~~
144 ~~dividing the total number of votes cast for all candidates by the number of seats to be filled.~~

145 b. In the event a runoff is required, the number of two candidates receiving the highest
146 number of votes to ~~provide two candidates for each vacancy~~ for that seat shall be the
147 ~~included in the list of candidates for the runoff election.~~

148 c. If no candidate for the office of Mayor receives forty percent of the votes cast for that
149 office, a runoff election between the two candidates receiving the highest number of votes will
150 be held.
151

152 Section 7. The terms of the incumbent council members are not affected by this
153 ordinance. The incumbent council members are assigned to the seat designations stated in this
154 section. The designated seats, incumbents, and the years of expiration of the current terms are
155 as follows:
156

<u>Seat</u>	<u>Incumbent</u>	<u>Term Ends</u>
A	Michael Heimbuch	2008
B	Matt Shadle	2008
C	Francie Roberts	2009
D	Dennis Novak	2009
E	Mary E. (Beth) Wythe	2010
F	Vacant	2010

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166 Section 8. Sections 1 through 6 of this ordinance are of a permanent nature and shall be
167 included in the City Code. Section 7 is transitional and shall not be included in the City Code.
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169 ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, this
170 _____ day of _____, 2008.
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CITY OF HOMER

JAMES C. HORNADAY, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

AYES:

NOES:

ABSTAIN:

ABSENT:

First Reading:

Public Reading:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Walt Wrede, City Manager

Date: _____

Gordon J. Tans, City Attorney

Date: _____

Motion carried.

Councilmember Novak returned to his seat.

- D. **Ordinance 08-15**, An Ordinance Amending Homer City Code Chapter 1.24 and Title 4 to Provide for the Election of City Council Members to Designated Seats. Novak. Recommend Introduction April 28, 2008, Public Hearing and Second Reading May 12, 2008.
- Election Of
City Council
Members To
Designated
Seats

NOVAK/HEIMBUCH - MOVED TO INTRODUCE ORDINANCE 08-15 BY READING OF TITLE.

Councilmember Novak explained seats would have a letter designation and candidates could file for the seat of their choice. Candidates could chose who they want to run with or against. It will provide a mini election for each seat, heightening interest and sharpening issues. It would empower the public to have a selective ability for seats.

Councilmember Wythe noted the assigned seats may restrict voters the ability to select the candidates of their choice. An individual may wish to elect the two candidates that are running against each other, thus eliminating the voters' ability to vote for the second person.

Councilmember Novak explained candidates would have the choice of seats according to their political agenda.

Councilmember Wythe said the election option of the voter supersedes that of the candidates. Voters should be able to elect their representation freely; she favors the voters over the candidates.

Councilmember Howard views the proposed procedure as disenfranchising the voter by complicating the process. It may create a more political arena rather than statesmanship and stewardship of the business of the city. Soldotna and Kenai have the process with a 20-signature petition. She is interested in public input. Clerks work hard to encourage voter and candidate participation. She asked that the Clerk give insight as to the changes to the voting machine recalibration and fiscal impact to the ballot, and provide that information at the next meeting.

Councilmember Heimbuch asked that the ordinance be introduced; debate is healthy.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- E. **Ordinance 08-16**, An Ordinance of the City Council of Homer, Alaska, To Create a Residency Incentive Credit Program. Heimbuch. Recommend Introduction April 28, 2008, Public Hearing and Second Reading May 12, 2008.
- Residency
Incentive Cr
Program

Mayor Hornaday called for a motion for the introduction of Ordinance 08-16 by reading of title only.

enic Gateway permitted in the GC1 District which is no longer part of the SGC0 District. Asked what the propriety of holding issuance on a zoning permit pending the whole assessment of the ordinance's impact, City Planner McKibben answered the ordinance does not do very much. It prohibits certain uses in the SGC0 District; most are not permitted in the underlying districts today. This ordinance and the Community Design Manual have almost no impact on single family development.

Councilmember Heimbuch referenced the corner store at Pioneer Avenue and the Sterling Highway that does watch repair and welding of jewelry. He stated they could not hang the sign out in the GBD. City Planner McKibben answered she would not consider it as welding and repair, as it is a jewelry store. Councilmember Roberts stated her interpretation of mechanical repair is repair of cars, vehicles and large trucks. Councilmember Heimbuch referenced the different businesses, a jewelry store with a trashy place versus a mechanic with a spotless workshop. It is the gorgeousness of the view we are trying to protect.

VOTE: YES. NON OJBECTION. UNANIMOUS CONSENT.

Motion carried.

Councilmember Howard defended her position to vote. Twice she has received notice from the City Attorney her work is legislative and she would be able to vote. She does not support the ordinance, even though the Planning Commission worked long and hard on it. It is not the best legislation the City could pass. Council is in a quandary, not understanding the ordinance as well as they should. When in doubt, the answer is no.

HEIMBUCH/WYTHE - MOVED TO POSTPONE CONSIDERATION OF ORDINANCE 08-12(S)(A) TO THE FIRST MEETING IN OCTOBER.

Councilmember Roberts expressed concern in postponement with the summer season approaching. Councilmember Heimbuch stated he is not willing to see all the work thus far on the ordinance go down the tubes.

VOTE: YES. WYTHE, HOWARD, HEIMBUCH, ROBERTS

Motion carried.

ouncil Member B. **Ordinance 08-15**, An Ordinance Amending Homer City Code Chapter 1.24 and Title 4
esignated to Provide for the Election of City Council Members to Designated Seats. Novak.
ats Election Introduction April 28, 2008, Public Hearing and Second Reading May 12, 2008.

There was no public testimony.

NOVAK/HEIMBUCH – MOVED TO ADOPT ORDINANCE 08-15 BY READING OF TITLE.

Councilmember Novak expounded the reasons behind designated seats. It will make for a more interesting process, as candidates will be competing against each other for one seat. They may

want to sharpen their points and issues. For the next election there are two 3-year seats and one Council Member 2-year seat for Council. A candidate may choose who they are running against, or choose another Designated seat. If two people file for one seat they did it for a reason. It will give candidates the choice. Seats Electio Unlike the HEA Board or KPB Assembly designated seats, you can vote for every seat. It would give the full power of a vote.

Councilmember Howard thanked the Clerk's office for supplying research on the question of increased election costs for designated seats.

Councilmember Wythe voiced opposition to the ordinance, as anything that is done to the ballot to reduce, diminish or eliminate the choice of the electorate is a decision on the voters' behalf. Homer has a very intelligent community that is able to make reasonable choices on their own without half of the choice being predetermined for them. If a candidate has to sharpen their knowledge and terminology to compete against other candidates, they are going to have to work a lot harder. They will have to know everyone's position and address themselves against all candidates. It is not in the best interests of the community as a whole.

Councilmember Roberts stated she has thought about the ordinance after discussion on disenfranchising the voter from the last meeting. Every ballot she has ever voted on has a write-in option, allowing a voter to write someone in for another office. She favors the ordinance.

Councilmember Wythe commented that write-in votes are not looked at, unless it is a very close race. City Clerk Johnson confirmed this.

Discussion ensued on the lack of language to address no candidates filing for open seats. The last two elections of the Hospital Service Area Board required appointments due to lack of candidates.

NOVAK/HOWARD - MOVED TO POSTPONE TO THE NEXT MEETING TO ADDRESS THE ISSUE JUST BROUGHT UP.

There was no discussion.

VOTE: YES. HEIMBUCH, ROBERTS, HOWARD, NOVAK

VOTE: NO. WYTHER, SHADLE

Motion carried.

C. **Ordinance 08-16(S)**, An Ordinance Establishing a Program for Residency Incentive Residency
Credit Payments to Adult Residents of the City. Heimbuch. Introduction April 28, 2008, Incentive
Public Hearing May 12, 2008 and Second Reading September 8, 2008. Credit Progr

There was no public testimony.

Second and Final Reading scheduled for September 8, 2008.

Tori Lentfer, Parks & Recreation Advisory Commissioner, announced Park Day on August 9th. There will be lots of fun, food, and activities.

PUBLIC
 HEARINGS

PUBLIC HEARING(S)

AK Highway
 Safety Program
 Grant

- A. **Ordinance 08-17**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating Alaska Highway Safety Program Grants for Seat Belt Enforcement, DUI Enforcement and Two New Radar Guns and Radar Instructor Training and Authorizing the City Manager to Execute the Appropriate Documents. City Manager/Police Chief. Recommended Dates: Introduction May 12, 2008, Public Hearing and Second Reading May 27, 2008.

Memorandum 08-65 from Police Chief as backup.

There was no public testimony.

Mayor Hornaday called for a motion for the adoption of Ordinance 08-17 by reading of title only for second and final reading.

WYTHE/ROBERTS – SO MOVED.

Councilmember Shadle asked if there were seatbelts on busses and the response was there were not.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ORDINANCES

ORDINANCE(S)

Electing City A.
 Council Members
 to Designated
 Seats

Ordinance 08-15, An Ordinance Amending Homer City Code Chapter 1.24 and Title 4 to Provide for the Election of City Council Members to Designated Seats. Novak. Introduction April 28, 2008, Public Hearing May 12, 2008 and Second Reading May 27, 2008.

Ordinance 08-15(S), An Ordinance Amending Homer City Code Chapter 1.24 and Title 4 to Provide for the Election of City Council Members to Designated Seats. Novak. Introduction April 28, 2008, Public Hearing May 12, 2008 and Second Reading May 27, 2008.

Memorandum 08-75 from Dennis Novak, Mayor Pro Tempore, as backup.

Motion on the floor from the May 12, 2008 meeting: MOVED TO ADOPT ORDINANCE 08-15 BY READING OF TITLE.

NOVAK/ROBERTS – MOVED TO SUBSTITUTE ORDINANCE 08-15(S) FOR ORDINANCE 08-15.

HOWARD/ROBERTS – MOVED TO OFFER AN AMENDMENT TO 08-15(S) BY ADDING TO THE TITLE: FOR THE 10/07/08 GENERAL MUNICIPAL ELECTION ONLY.

Electing City
Council Member
To Designate
Seats

The amendment would be an opportunity to test the change on a trial basis rather than a permanent process.

VOTE: (amendment) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/HOWARD - MOVED TO AMEND SECTION 8 TO READ: SECTIONS 1 THROUGH 6 OF THIS ORDINANCE ARE OF A TEMPORARY NATURE AND PROVIDE THE WORDING THAT BARB PROVIDED FOR THE TITLE.

Asked if the City Clerk had any input on the amendment, City Clerk Johnson suggested discussing the amendment with the City Attorney.

City Manager Wrede suggested concurring with City Attorney Tans prior to adopting the amendment. Councilmember Howard concurred with the attorney's review of the amendment.

VOTE: (amendment) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

SHADLE/HOWARD - MOVED TO POSTPONE.

Councilmember Novak noted the time frame for Department of Justice approval; the ordinance would need approval tonight to meet the deadline. Discussion of repealing the ordinance ensued.

Councilmember Shadle defended the current system in operation for many years and questioned why a change was needed.

Councilmember Roberts called for a point of order. Motion on the floor is to postpone.

SHADLE/WYTHE – MOVED TO POSTPONE TO THE NEXT MEETING.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Council favored making a decision on the ordinance tonight as it affects the October 7th election.

Vote: (postponement as amended) NO. HOWARD, NOVAK, ROBERTS, WYTHE, SHADLE

Motion failed.

Electing City Council Members to Designated Seats
 Councilmember Novak endorses the ordinance as it encourages one on one debate and provides the voters with a clear choice. Sometimes candidates want a different seat, as their philosophical values differ from others. It will give candidates the option of selecting positions, and each candidate must still secure 40% of the votes to win.

Councilmembers Shadle and Wythe expressed their lack of support for the restricted voting, while Councilmember Roberts agreed with the ordinance in the ability to change seats right up to the last minute.

Councilmember Novak indicated it will be a change for the better and the top vote getter will still secure the seat. Instead of one election, there will be an election for each seat. It will create more interest by doing it this way.

Council discussed the legalities of the one year stipulation and potential for repeal.

Councilmember Howard expressed concern with increased chances of run-offs and Council finding itself appointing members. It may become an election officer's nightmare on August 15th at 4:45 p.m. when candidates are switching seats and playing a chess game.

VOTE: (main motion as amended) YES. NOVAK, ROBERTS
 VOTE: NO. WYTHE, SHADLE, HOWARD

Motion failed.

CITY MANAGERS REPORT
CITY MANAGER'S REPORT

A. City Manager's Report

City Manager Wrede announced his mother and niece are visiting and he has been on vacation. Finance Director Regina Harville came through surgery well and is expected to return to work gradually. Chief Robl was successful in recruiting a new police officer, a local man who attended Homer High School. He is Michael Swearingen, a former trooper. The City is stepping up recruitment efforts for local folks and was active at the Job Fair. Having both the experience and dedication, Bryan Hawkins will be promoted to Port and Harbor Director. Six people were interviewed by phone for the City Planner position. Three have already accepted jobs elsewhere. Next week three candidates will be interviewed face to face. The Public Works job was advertised for the second time. Several phone interviews will be conducted next week.

City Manager Wrede expressed his appreciation for discussion at the Committee of the Whole on the wage structure and strategy for recruiting and retention of employees. as well as discussion on roads. A beach sign summit was held most recently. New signs will go up next week. A list of missing signs was made, and some wording was changed to make the new signs easier to understand. A cement base for some signs will be used to make them sturdier. A new kiosk at Mariner Park will be placed; one will be placed later at Bishops Beach. Stouter, piling type poles will be requested next time. There are new officers on beach patrol that will keep an eye on signs. The selection committee met today to look at proposals for the Climate Action Plan.



Memorandum 21-080

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: COUNCILMEMBERS SMITH AND HANSEN-CAVASOS
DATE: MAY 19, 2021
SUBJECT: DESIGNATED COUNCIL SEATS

There have been a number of recent efforts to improve all facets of elections here within the State of Alaska. We bring forward a proposal that has surfaced among various circles of the community that believe this change will enhance our council election process.

In past elections, some factions have sought to game the system by advocating “Vote for One” when two seats were up for election and multiple candidates were on the ballot. The idea being that by withholding a second vote it increases the electoral chance of the candidate favored by their voting block.

In the ‘all candidates for any seat’ type elections we now have, there is always a chance that your second vote will supersede your vote for your most preferred candidate.

By having choices between candidates for a specific council seat, the electorate will have a clear focus on the choices before them and can cast votes for each open seat without fear their ‘second’ vote will hinder their first.

From a candidates perspective, there will be a clear choice reflecting who they may prefer to serve with, rather than taking a chance their candidacy could work against someone they believe well serves the community.

This proposed change also alleviates any potential confusion on who fills what seat should there be a runoff, or contested, election for one of the seats to be filled.

This would follow the process that the City of Soldotna uses. There are no areas or districts associated with the seats and will continue on the same three year cycle as we currently have adopted.

From: [Pam Nustvold](#)
To: [Department Clerk](#)
Subject: Memorandum 21-080
Date: Friday, May 28, 2021 12:28:09 PM

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

Mayor Castner,

I am in favor of the proposed change to our elections as noted in Memorandum 21-080. This would bring fairness and balance in the election process.

Thank you.

Pam Nustvold 299-6253
1552 Blue Sky Ave
Homer, AK 99603

From: [Shelly Erickson](#)
To: [Department Clerk](#)
Subject: Election memorandum 21-080 designated council seats
Date: Wednesday, June 2, 2021 7:15:20 AM

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

I would like to encourage you to support the Designated Council Seats proposal.

I believe that it will be a healthy decision for the community.

1. In the way we vote now, people will only use one of their two votes hoping to get the candidate of their choice in. This way they can/will use both.
2. Having the vote by seat, allows for better dialogue on the subjects that need to be addressed for the future of our city. This will give the voter a better understanding of the views of each candidate. The can vote informed.
3. It will take the perspective of people running as a pair, back to the individual and their views to better Homer for the people, which is where it should be.

I am sure there will be something about this that people won't like, but I believe that it will make a more deliberate council in the long run.

Sincerely,
Shelly Erickson

Sent from my iPad

From: [mary.griswold](#)
To: [Melissa Jacobsen](#)
Subject: Ord 21-29 Designating council seats
Date: Friday, June 4, 2021 7:18:10 AM

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

(please include in the packet for the June 14 city council meeting)

The sponsors of Ord 21-29 designating seats for council elections stated that one of their intents was to allow candidates to choose whom to run with instead of running against all other candidates. Please appreciate that our current code does not prevent two candidates from running together. "Vote for Two. Vote for Us." could be their campaign slogan.

I also repeat my former comment that I would be very frustrated if my two choices ran for the same seat under this proposed change.

Our current election process works very well for the size of our community. Please defeat Ord 21-29.

From: [GCI](#)
To: [Melissa Jacobsen](#)
Subject: Message to Mayor and Council Members re:Ord 21-29
Date: Wednesday, June 9, 2021 9:01:34 AM

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

Honorable Mayor Castner and Council Members.

I address you regarding Ordinance 21-29 appearing on your agenda under public hearings. I was hoping the sponsors of this ordinance would have responded to my email but as of now no response. Therefore I am asking clarifying questions in this format.

Memorandum 21-080

Referring to state and borough election review and recommendations I fail to see the connection as applicable to Ordinance 21-29.

Paragraph 2 sentence #1 appears to set a tone of inappropriate actions taken by some with no citing of example. The use of “factions gaming the system” is serious implications used as scare tactics.

The overall sense I derive from this memo is an attempt to motive candidates and voters to engage in an environment promoting “party based “ vs “issue based” elections. This is in direct conflict with the “more inclusive” leadership behavior of our elected officials that we have worked hard to develop.

Aside: when the sponsor states this ordinance would put us more in compliance with the Federal Voting Act, I ask to be directed to that part of the law.

Ordinance 21-29

Generally speaking this is organized confusion. What will be the voting instructions on the ballot? How will write-in candidates be counted? How does this idea add value to increasing the voter turnout ?

My sense is this ordinance is designed to create confusion , AKA voter suppression; slate voting; and personal attack on one another.

Please do not pass this ordinance. It does just the opposite of what is being promoted.

Thank you.
Barbara Howard

Sent from my iPad
Barbara Howard

Homer City Mayor and Council Members

I support Ordinance 21-29 to change how we elect councilmembers to a selection for designated seats on an area wide basis as a sensible and positive change for voters and candidates alike. Normal elections for council seats feature two seats up for election, top two vote getters win. As a veteran of campaigns for office and a supporter of many office seekers, I have noted the efforts of some, including former city elected officials, to skew election results. By urging voters to “vote for one” and forgo voting for two candidates, those efforts hope to unbalance the voting totals to tilt for the favored candidate.

In those cases, the voters are being asked to give up their right to vote for two council seats simply due to the nature of the “most popular of the candidate group” elections we now have. If it is felt the most popular of a candidate group should be the elected, why not add the Mayor race to the group and declare the highest vote getter as the Mayor? After all, should we elect a Mayor with less voter support than a council member?

While it may be that a voter would prefer to vote for both of two candidates vying for the same seat, it will be obvious those two candidates have certainly chosen to not serve together.

Overall, Ordinance 21-29 is a sensible improvement that allows a clear choice of seats for candidates and a clear choice for voters. Candidates can declare for a specific seat as they feel the community would best benefit. Voters regain their incentive to cast all their vote choices and especially regain a voters’ right to be insulated from political games.

Sincerely

Bill Smith

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-30

An Ordinance of the City Council of Homer, Alaska Transferring Account Allowances within Fund 156 Capital Asset Repair and Maintenance Allowance Fund.

Sponsor: Mayor/City Manager

1. City Council Regular Meeting May 24, 2021 Introduction
Memorandum 21-086 from City Manager as backup
2. City Council Regular Meeting June 14, 2021

**CITY OF HOMER
HOMER, ALASKA**

Mayor/City Manager

ORDINANCE 21-30

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
TRANSFERRING ACCOUNT ALLOWANCES WITHIN FUND 156
CAPITAL ASSET REPAIR AND MAINTENANCE ALLOWANCE FUND.

WHEREAS, The Capital Asset Repair and Maintenance Allowance Fund (CARMA) Fund (Fund 156) contains an account that has a negative value; and

WHEREAS, Solving the negative balance requires a reapportionment of accounts within the Fund.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The following transfers be made into Fund 156-0375, General:

Transfer from:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
156-0367	Public Art	\$172
156-0370	Animal Shelter	\$19,400
156-0384	City Hall	\$35,370
156-0385	Parks & Recreation	\$70,230
156-0388	Airport	\$56,295
156-0390	Library	\$173,163
156-0393	Fire	\$9,100
156-0394	Police	\$39,753
156-0395	Public Works	\$176,720
156-0398	IT	\$62,749
156-0399	Sister City	\$18,197
156-0400	ADA	\$51,419

Transfer to:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
156-0375	General	\$712,568

Section 2. This is a budget amendment ordinance and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 14th day of June, 2021.

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CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY OF HOMER
HOMER, ALASKA

Mayor/City Manager

ORDINANCE 21-30(S)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
TRANSFERRING ACCOUNT ALLOWANCES WITHIN FUND 156
CAPITAL ASSET REPAIR AND MAINTENANCE ALLOWANCE FUND.

WHEREAS, The Capital Asset Repair and Maintenance Allowance Fund (CARMA) Fund (Fund 156) contains an account that has a negative value; and

WHEREAS, Solving the negative balance requires a reapportionment of accounts within the Fund.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The following transfers be made into Fund 156-0375, General:

Transfer from:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
156-0367	Public Art	\$172
156-0370	Animal Shelter	\$19,400
156-0384	City Hall	\$35,370 \$40,012
156-0385	Parks & Recreation	\$70,230 \$72,703
156-0388	Airport	\$56,295
156-0390	Library	\$173,163
156-0393	Fire	\$9,100 \$9,592
156-0394	Police	\$39,753 \$89,161
156-0395	Public Works	\$176,720
156-0398	IT	\$62,749
156-0399	Sister City	\$18,197
156-0400	ADA	\$51,419

Transfer to:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
156-0375	General	\$712,568 \$763,231
<u>156-0387</u>	<u>Planning</u>	<u>\$6,348</u>

Section 2. This is a budget amendment ordinance and shall not be codified.

43 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 14th day of June, 2021.

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CITY OF HOMER

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KEN CASTNER, MAYOR

49 ATTEST:

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52 MELISSA JACOBSEN, MMC, CITY CLERK

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54 YES:

55 NO:

56 ABSTAIN:

57 ABSENT:

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59 First Reading:

60 Public Hearing:

61 Second Reading:

62 Effective Date:



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum 21-086

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: May 24, 2021
SUBJECT: Ord 21-30 – Transferring Account Allowances within Fund 156 CARMA

At the May 10th Council meeting, various solutions to a negative balance within the General Capital Asset Repair and Maintenance Allowance (CARMA) Fund's general subaccount (156-0375) were presented. A resolution sponsored by the Mayor was pulled from the agenda and an ordinance submitted by the City Manager was not introduced. Instead, it was decided that we should attempt to solve this a different way.

I met with the Mayor and we collaborated on a solution which bridges the intent of his original solution with an alternative that I had provided in a memo to Council on May 10th. Ordinance 21-30, which is before Council this evening for introduction, rolls unencumbered funds from the other subaccounts (except for HERC, Fishing Hole, and Seawall) to the general account. This erases the negative balance and creates a new positive balance containing all existing funds available for appropriation to new projects. This action will not disrupt any ongoing projects already approved by the Council.

In the supplemental packet for the May 24th meeting, I am providing a budget memo which includes a first look at Capital Budget information. Council will see that new projects are connected to the general subaccount (156-0375) at this time. This is because the expectation is we will have work session discussions in the future that determine the future usage of CARMA subaccounts, in the meantime Council can choose to use the general subaccount for new activities.

Staff Recommendation: Introduce Ord 21-30

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-31

An Ordinance of the City Council of Homer, Alaska Removing the Homer Water and Sewer Program Funds from the Special Utility Fund and Creating a new Fund Account.

Sponsor: City Manager

1. City Council Regular Meeting May 24, 2021 Introduction
2. City Council Regular Meeting June 14, 2021 Public Hearing and Second Reading

43 b. An additional consumer’s sales tax in the amount of three-quarters percent is hereby levied
44 by the City of Homer on all sales, rents and services within the City except as the same may be
45 otherwise exempted by law, for the purpose of funding debt retirement of the sewer
46 treatment plant improvements, and to the extent revenues from such tax exceed such debt
47 retirement obligations, for the purpose of funding water and sewer systems.

48
49 c. An additional consumer’s sales tax in the amount of three-quarters percent is hereby levied
50 by the City of Homer on all sales, rents and services within the City except as the same may be
51 otherwise exempted by law, for the purpose of funding of street reconstruction
52 improvements and related utilities, construction of new local roads, construction of new
53 local trails, and maintenance of local roads and trails.

54
55 d. An additional consumer’s sales tax in the amount of thirty-five hundredths of one percent
56 is hereby levied by the City of Homer on all sales, rents and services within the City, except as
57 the same may be otherwise exempted by law, for the purpose of funding public safety
58 operations and infrastructure within the City, including without limitation construction of a
59 police station, with three-tenths of one percent of the sales tax rate providing funds to pay
60 debt service on general obligation bonds authorized by Ord. 18-26(A)(S)(A) and expiring on
61 December 31st of the year when the City has received sufficient funds from that sales tax rate
62 to pay all of that debt service.

63
64 **e. The funds and fund activities described in paragraph a through d of this section, shall**
65 **be separately accounted, and there shall be quarterly reports to the Homer City Council**
66 **reflecting each fund’s inflows and outflows, marked against their respective budgetary**
67 **histories and projections.**

68
69 Section 3. Section 1 is a budget amendment ordinance and shall not be codified.

70
71 Section 4. Section 2 is of a permanent and general character and shall be included in the City
72 Code.

73
74 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 14th day of June, 2021.

75
76 CITY OF HOMER

77
78 _____
79 KEN CASTNER, MAYOR

80
81
82 ATTEST:

83
84 _____

85 MELISSA JACOBSEN, MMC, CITY CLERK

86

87 YES:

88 NO:

89 ABSTAIN:

90 ABSENT:

91

92 First Reading:

93 Public Hearing:

94 Second Reading:

95 Effective Date:

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-32

An Ordinance of the Homer City Council Appropriating Funds for the Fiscal Years 2022 and 2023 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, and Internal Service Funds.

Sponsor: City Manager

1. City Council Regular Meeting May 24, 2021 Introduction
Memorandum 21-087 from City Manager as backup
2. City Council Regular Meeting June 14, 2021 Public Hearing

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 21-32

AN ORDINANCE OF THE HOMER CITY COUNCIL APPROPRIATING FUNDS FOR THE FISCAL YEARS 2022 and 2023 FOR THE GENERAL FUND, THE WATER FUND, THE SEWER FUND, THE PORT/HARBOR FUND, AND INTERNAL SERVICE FUNDS.

THE CITY OF HOMER ORDAINS:

Section 1. Pursuant to the authority of Alaska Statutes Title 29, the following appropriations are made for the fiscal year ending June 2022:

General Fund	\$13,421,198
Water Fund	\$ 2,075,614
Sewer Fund	\$ 1,748,062
Port/Harbor Fund	<u>\$ 5,105,259</u>
Total Expenditures	\$22,347,286
Internal Service Funds	\$2,638,118

Section 2. Pursuant to the authority of Alaska Statutes Title 29, the following appropriations are made for the fiscal year ending June 2023:

General Fund	\$13,843,353
Water Fund	\$ 2,187,386
Sewer Fund	\$ 1,780,616
Port/Harbor Fund	<u>\$ 5,251,279</u>
Total Expenditures	\$22,314,495
Internal Service Funds	\$2,942,148

Section 3. The amounts appropriated by this ordinance are appropriated to the objects and purposes stated in the adopted budget.

Section 4. Grant funds. (a) If grant funds that are received during the fiscal year exceed the amounts of such funds appropriated by this ordinance by not more than \$25,000, the affected appropriation is increased by the amount of the increase in receipts.

42 (b) If grant funds that are received during the fiscal year exceed the amounts
43 appropriated by this ordinance by not more than \$25,000, the appropriation from city funds
44 for the affected program may be reduced by the excess if the reduction is consistent with
45 applicable federal and state statutes.

46 (c) If grant funds that are received during the fiscal year fall short of the amounts
47 appropriated by this ordinance, the affected appropriation is reduced by the amount of the
48 shortfall in receipts.

49
50 Section 5. Donations or charitable contributions. If donations or contributions are
51 received during the fiscal year that exceed the amounts of such funds appropriated by this
52 ordinance by not more than \$5,000, the affected appropriation is increased by the amount of
53 the increase in receipts.

54
55 Section 6. A copy of the adopted budget shall be certified by the City Clerk and filed in
56 the office of the City Clerk.

57
58 Section 7. The supporting Line Item Budget detail as presented by the Administration
59 and reviewed by the City Council is incorporated as part of this Budget Ordinance.

60
61 Section 8. The property tax mill levy is set at 4.5 mills for 2020.

62
63 Section 9. This Ordinance is limited to approval of the Budget and appropriations for
64 Calendar Year 2020 and 2021, is a non code Ordinance and shall become effective July 1, 2021.

65
66 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 24th day of June, 2021.

67
68 CITY OF HOMER

69
70
71
72 _____
73 KEN CASTNER, MAYOR

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

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

84

85

86 First Reading:

87 Public Hearing:

88 Second Reading:

89 Effective Date:

CITY OF HOMER

DRAFT BIENNIAL BUDGET

By Homer City Council

June 14, 2021

FOR

FISCAL YEARS

JULY 1, 2021 - JUNE 30, 2022 and

JULY 1, 2022 - JUNE 30, 2023



Submitted By
Rob Dumouchel
City Manager

Prepared By Finance Department

City of Homer

The City of Homer was established as a first class municipality in March 1964 with a city manager/city council form of government. Elected officials consist of six City Council members and the mayor. Homer is part of the Kenai Peninsula Borough.

Mission Statement: The City of Homer exists to provide quality services to all its citizens; to respond in the most appropriate, open and fiscally responsible manner possible to citizens' needs and concerns; and to do so through the active participation of those citizens. These services include police, fire, emergency medical service, parks, cemeteries, animal control, street maintenance, water, wastewater collection and treatment, port and harbor, airport terminal, library, planning and general administration.

CITY COUNCIL:

Mayor	Ken Castner
Council Members	Donna Aderhold Heath Smith Caroline Venuti Rachel Lord Joey Evensen Storm Hanson-Cavasos

CITY ADMINISTRATION:

City Manager	Rob Dumouchel
--------------	---------------

Departments & Divisions

City Clerk
Finance
Fire
Human Resources
Information Technology
Library
Police
Port & Harbor
Public Works
Zoning & Planning

Department & Division Heads

Melissa Jacobsen
Elizabeth Walton
Mark Kirko
Andrea Browning
Nick Poolos
David Berry
Mark Robl
Bryan Hawkins
Jan Keiser
Rick Abboud

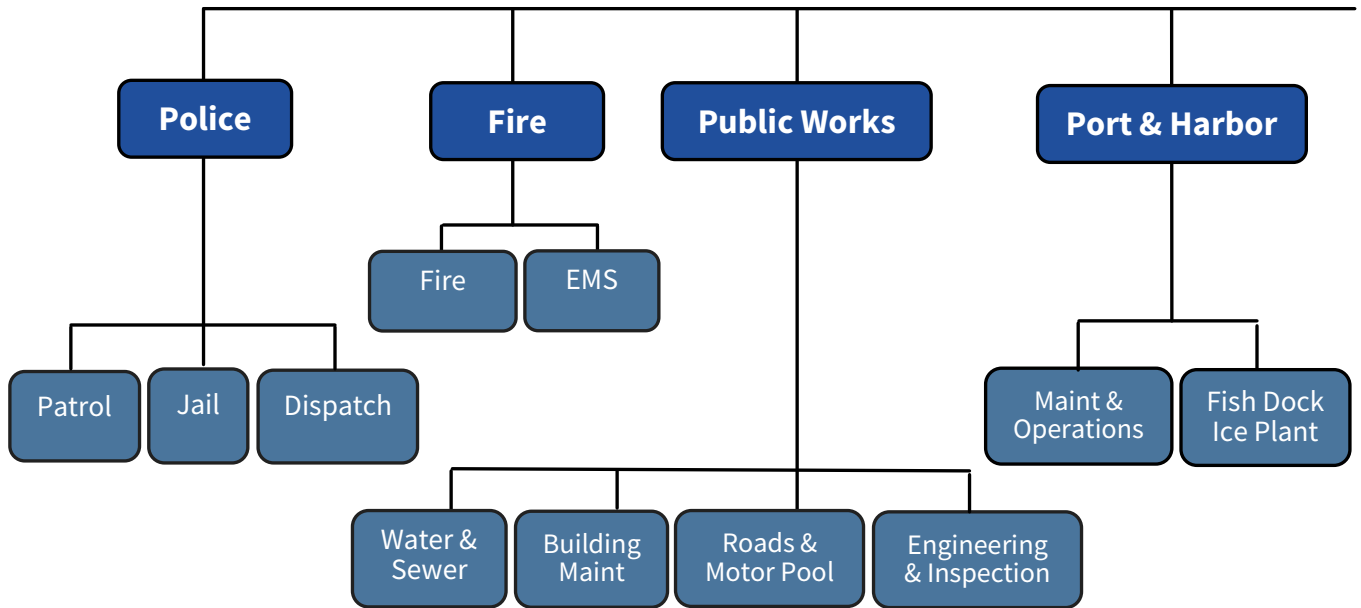
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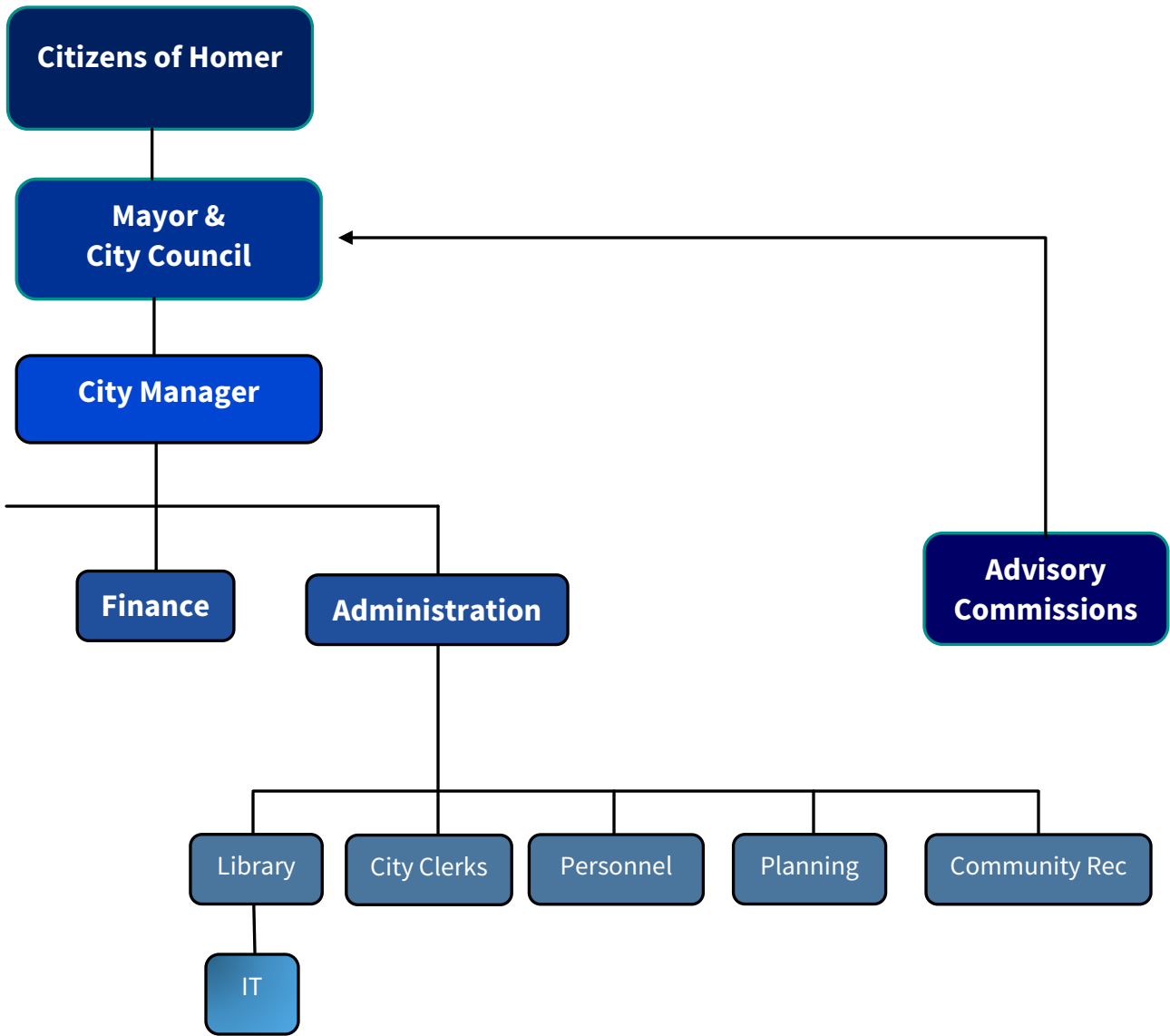


“WHERE THE LAND ENDS AND THE SEA BEGINS”



City of Homer Departments & Divisions







City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: June 10, 2021
SUBJECT: Proposed Budget for Fiscal Years 2022 and 2023

Overview

Welcome to the City of Homer's Operating and Capital Budget for Fiscal years 2022 and 2023. Within this document you will find a plan to meet the City's financial goals for the next biennium.

This budget proposal for Fiscal Years (FY) 2022 and 2023 is presented in accordance with the requirements of Homer City Code (HCC) Chapter 3.05 Budget. The FY22/23 budget marks a unique time in the City's history. Most notably, we are exiting a pandemic which has had a huge influence on City operations and spending for the past year and a half. The FY22/23 budget generally maintains Homer's status quo of conservative year over year growth in operational spending, it is also paired with a shift in the fiscal year.

The proposed budget for FY22 includes approximately \$22.3 million in operational spending split between the General Fund (\$13.4M), Water & Sewer Special Revenue Fund (\$3.8M), and Port & Harbor Enterprise Fund (\$5.1M). The proposed budget for FY23 increases operational spending to approximately \$22.9M split between the General Fund (\$13.7M), Water & Sewer Special Revenue Fund (\$3.9M), and Port & Harbor Enterprise Fund (\$5.2M). The Capital Budget includes \$6.2M in new projects for the FY22/23 biennium.

The FY20/21 budget was the City's first biennial budget. Within the first year, it was disrupted by the COVID-19 pandemic. While responding to the pandemic, Council amended HCC to shift the City to a new fiscal year which will now run July 1st to June 30th. The shift in fiscal year was achieved, in part, through the truncation of FY21 from twelve to six months. Because the truncation makes it difficult to easily compare FY22/23 to prior budget years, throughout the operating budget both the originally adopted FY21 and truncated FY21 numbers are presented for context.

The FY22/23 budget is also presented via two separate ordinances for the first time. There is an operating budget ordinance and a capital budget ordinance which have been presented separately for review and approval by the Council. This change was suggested by Mayor Castner as a way to more transparently review and approve the City's budgets.

Short Term Factors

The onset of the COVID-19 pandemic in 2020 has had an outsized impact on governments and budgets of all sizes. The current belief in June 2021 is that the pandemic is waning. It is by no means over. With vaccination rates and the success of COVID mitigation measures like masking and social distancing we are

seeing many industries bounce back from the disruptions they faced in 2020. Based on indicators from local businesses associated with summer travel in Homer, it would appear that our businesses are on track for a very strong summer which benefits the City in many ways, including increased sales taxes. During the FY22/23 biennium, the City will have to navigate the ups and downs of the post-pandemic economy.

Significant Citywide Budgetary Items & Trends

The FY22/23 budget is reflective of a City which is holding fast while it responds to the impacts of a worldwide pandemic. There is a clear demand and desire for increased services in the future, but at this juncture, we are attempting to maintain a status quo. The FY22/23 budget shows conservative year over year growth, maintains the same number of employees, and does not cut services.

Personnel

The FY22/23 budget does not add or remove any positions. There are clear and compelling needs within the organization for increased staffing, but no positions were put forward in the draft budget at this time due to the uncertainty related to the post-pandemic recovery.

The following positions were requested by Department or Division directors/managers, but not included in the draft operating budget.

Full-Time Jailer – Funding for this position was requested by the Police Chief for FY22/23. Without the position the Police Department is unable to maintain 24/7 staffing in the jail. Not having full coverage often requires the Department to call someone in on overtime to provide coverage if prisoner loads are high or the jail is hosting a type of prisoner requiring careful and consistent monitoring. Currently, jail coverage is supplemented with patrol officers and through a video surveillance system. This is not a substitute for a regular, fully trained jail officer located in the jail.

Recreation Assistant – Funding for this position was requested by the Community Recreation Manager for FY22/23. Community Recreation currently employs only one full-time employee who serves the recreational needs of over 4,000 participants across approximately 24,000 visits (in pre-pandemic years). The City’s recreation program is very reliant on volunteers to provide direct supervision of activities, collect fees, make sure forms are signed, and ensure that buildings are secure. The additional full time employee would allow for improved direct supervision and assist with meeting the demands of the public.

Other future staffing needs to consider include a base level of staffing for the Volunteer Fire Department to ensure we have at least two emergency responders available 24/7.

Health Insurance

Health insurance is a very large and variable cost that has a significant impact on the City’s budget each year. In 2019 the City switched to an August renewal instead of January to account for our fiscal year at that time. Renewing in August allowed staff to work with our broker to set prices well in advance of the passage of the budget. With the change in fiscal year beginning in FY22, that advantage has been erased and we’re back to having health insurance numbers arrive during the budget adoption period. Leading into the renewal for FY22, we planned for a 10% increase in our draft operating budgets. After the release of the first draft, our insurer indicated that we would see a significantly higher rate than 10%. With that information, we modified the rate to a 15% increase in the proposal which accompanied the budget ordinance introduced on May 24th. At the same time, we went out to bid through our broker and began negotiations with multiple parties. Ultimately we were able to retain our provider at a greatly reduced cost from their original offer which avoids any disruptions in medical care for staff and their families as well as creating significant relief to the budget as introduced.

Other Increases in Expenditure

This biennium's budget did not lead Administration to include new positions in the budget, however, there are a number of increases in professional services and part-time (temporary) staff budgets. This was done to allow departments the flexibility to seek professional help and maintain service delivery without having to add a position. Many departments are at or near capacity in their workloads and at this time it is much more efficient to contract for a project than to expand our full-time workforce.

General Fund

The General Fund is a governmental fund which serves as the City's chief operating fund. The General Fund powers the following departments: Administration, Police, Volunteer Fire, Finance, and a significant portion of Public Works.

General Fund Revenue

Many General Fund revenues are typically forecast using a three year average which uses data from previous fiscal years. Exceptions to that methodology include property tax, sales tax, and contracted revenue sources. For FY22/23 this methodology did not work well for all revenue sources because of the impacts from COVID-19. On a case-by-case basis, Administration adjusted the forecast methodology to account for the disruptions experienced in FY20/21. Looking to the future, we are forecasting conservatively and anticipate modest growth in revenues for FY22/23.

Sales Tax

Sales tax is a very significant driver of the City's General Fund revenue. Administration modified the forecasting methodology for sales tax because of the disruption caused by COVID-19 in FY20/21. The numbers included in the budget attempt to get the City's budgeted revenue onto a similar track to where we would be if the pandemic had not happened.

There are indicators in the market at this time which lead us to believe we may see much higher returns for sales tax in FY22 due to the pent up demand for travel which is now being realized. In the second half for FY22, we may be looking at a surplus which we will likely want to address via a mid-biennium budget amendment.

In FY20 the City began to collect sales tax on internet sales through the Alaska Remote Sellers Sales Tax Commission. This new source of revenue generated \$138,150 in FY20 for the General Fund and we are forecasting over \$200,000 in revenues for both FY22 and FY23. It may be much stronger than forecasted, however, it is very difficult to predict due to the newness of the revenue source and the unknown long-term impacts of the pandemic on shopping habits. Remote sales tax has been given its own line in the budget so that it can be reported on separately from conventional sales tax. It is worth noting that not all internet sales are collected as remote sales, if an internet seller has a physical nexus in the Borough, then tax collection for online sales is handled through the Borough.

Property Taxes

Property development has not slowed in the face of COVID-19, particularly residential development. In FY20, 48 residential building permits were issued for the development of approximately \$15.7 million in improvements. The truncated FY21 is not yet complete, but it has seen 20 permits issued for the development of approximately \$8.9 million in improvements as of June 8, 2021. With this growth, as well as an active real estate market, we expect to see continued growth in the City's property tax revenues each year.

Airport Revenue

The airport is a State facility, however, the Homer Airport Terminal is owned and managed by the City. The City leases space within the terminal to an airline and a car rental business. We previously hosted a coffee shop, but that business vacated the terminal due to COVID-19. In FY20, RAVN, our airline leaseholder, went bankrupt and air service to Homer ceased. By November 2020, a “new” RAVN had been formed and signed a lease with the City to resume regular air service in and out of Homer. While the airport does generate revenue, it does not exceed the costs of operations. Operating the airport is a service to the community and is subsidized by General Fund dollars.

Charges for Services

Charges for Services is a broad category that includes many items such as: Community Recreation fees, ambulance billing, campground fees, fire protection to Kachemak City, permits for building and development, fines, etc. In FY22/23 we are expecting a rebound in campground fees after a slow FY20. We also expect a modest increase in revenue for planning-related permits as those fees are proposed to be increased for the first time in many years.

Operating Transfers

Operating Transfers represent payment by other funds to the General Fund. These transfers are determined for the Utility and Harbor Enterprise Funds through admin fees. The methodology for determining admin fees was updated for this budget and a detailed breakdown is available within the Operating Budget. Operating Transfers to the General Fund also occur when a portion of sales tax revenue generated by HART is transferred into the General Fund to cover road and trail maintenance, as approved by Homer voters in 2018.

General Fund Expenses

With the truncation of the 2021 fiscal year, it is difficult to present an “apples to apples” comparison of year to year spending. Generally, we are attempting to maintain the status quo while working through what we expect to be the end of the pandemic. Operational spending is seeing a modest year over year increase which is to be expected over time.

Cost of Living Adjustment (COLA)

COLAs are important to keep the City’s wage scale competitive in the local market. A fair and equitable COLA helps with both recruitment and retention of employees. In recent years, the Employee Committee has made an effort to connect COLA rates to the Consumer Price Index (CPI) for Alaska. The FY22/23 operating budget includes a COLA for FY23 of 0.8%. This rate was unanimously approved by the Employee Committee.

Supplies and Materials

In the wake of the pandemic, we have seen major slowdowns in worldwide supply chains which have made the costs of some materials, like lumber, increase dramatically. Supply chain disruptions have also made it harder to find certain items to purchase like electronics and fleet vehicles. The General Fund operating budget does its best to account for these challenges, but it is impossible to accurately forecast the financial impacts these disruptions will have in the long-term.

General Fund Transfers to CARMA

General CARMA and General Fleet CARMA are both typically funded by transfers from the operating budget. In FY22, there is a small operating surplus (\$20,918) which is slated to go to Fleet CARMA under the proposed budget. In FY23, there is a small operating deficit (\$51,057) which is proposed to be balanced via a transfer from the General Fund Fund Balance.

Port and Harbor Enterprise Fund

Port and Harbor Enterprise Fund Revenue

The Port's operating revenues are forecast to see conservative year over year growth. Similar to the General Fund, the Enterprise Fund's revenues are primarily forecast using a three year average. A notable exception to this is berth revenue which is determined via an analysis conducted by the Harbormaster based on current trends.

Port and Harbor Enterprise Fund Expenditures and Reserves

The Port is slated to see surpluses of more than \$600,000 in both FY22 and FY23. Careful management of expenditures matched with a decrease in the cost of Administrative Fees to the General Fund contribute to the generation of these surplus funds. There is a great deal of infrastructure in the port and harbor which is quite old, the operating surpluses are slated to be transferred to the Port Reserve and Port Fleet Reserve where they will be put to work supporting capital improvement projects.

Port and Harbor Enterprise Fund Budget Policy Considerations

The Enterprise Fund receives services from the General Fund which are paid for via Administrative Fees. This proposed budget includes a new methodology for Administrative Fees calculation which creates a significant reduction in the fees paid by the Enterprise. The financial relationship between the Enterprise and the General Fund is an important policy consideration for the Council moving forward.

Additional considerations include a proposal to pay off the Lot 42 loan by FY23 and a refinancing of an existing bond. The payoff of Lot 42 was recommended by the Port & Harbor Commission and is supported by Administration. The 2013 Harbor Revenue Bond refinancing was approved by Council in April 2021 and is currently underway, it is expected to save a significant amount in overall payments.

Water and Sewer Special Revenue Fund

Water and Sewer Fund Revenue

Most Water and Sewer revenues are forecasted similarly to the General Fund and Enterprise Fund in that we look at a running three year average to determine future needs. Preparing the revenue forecast for FY22/23 presented a challenge in that there was a dip in usage in 2020 which may have had some connection COVID-19 pandemic. FY22 metered sales are instead based on 2019 usage and FY23 is set at the same level. We may want to revisit this later in the biennium if we see any significant shifts in usage.

Water and Sewer Fund Expenditures

The Water and Sewer operating budget is a status quo budget. The largest increases are associated with the tri-annual dam safety inspection and the septic tank pumping contract for Kachemak City. We expect to see increases in some material costs, like chemicals, and possibly many different types of parts and equipment due to supply chain disruptions. The budget has a good faith estimations of cost, but it is difficult to accurately predict what long-term impacts we will see on pricing for utility-related items.

Water and Sewer Fund CARMA

The Utility CARMA has subaccounts for both water and sewer projects, it is typically funded via transfers from the Water and Sewer Fund. At this time, no surplus exists in either fiscal year to support a transfer to CARMA.

Water and Sewer Fund Budget Policy Considerations

The Council is currently engaged in discussions around the water and sewer rate models. Public Works, with support from a utility rate specialist at HDR, have been working to provide data and options to the Council as they consider future possibilities. This process, when it completes in FY22, should have a positive and longstanding impact on the Fund.

Capital Projects

Capital Projects, presented in a separate section of the budget and approved via a separate ordinance, are funded through eight different sources: General Capital Asset Repair & Maintenance Allowance (CARMA), General Fleet CARMA, Utility CARMA (water and sewer), Port Fleet Reserve, Port Reserve, Homer Accelerated Roads and Trails (HART) Roads, HART Trails, and Homer Accelerated Water and Sewer Program (HAWSP). In most budget bienniums, projects would be attached to a specific year. Due to the disruptions in many supply chains around the world, this budget proposes that all requests become active for FY22 to give staff maximum flexibility to acquire materials, vehicles, and other products whenever they are available.

General CARMA

The General CARMA fund is used to fund capital projects for General Fund purposes. In FY22/23 \$454,300 in projects have been proposed. Typically, General CARMA is funded by transfers from the Operating Budget. There is not a budgeted transfer to General CARMA in the FY22/23 budget and all proposed projects can be accomplished using existing funds within the account. If the City has a very strong summer season in calendar year 2021, it may produce a surplus which could be programmed to refill this funding source for future projects.

Currently there are many subaccounts within the General CARMA account in which funds are set for different City needs (i.e. Police, Fire, Library, etc.). At the end of FY21 all unencumbered funds, with the exception of three subaccounts: HERC, Seawall, and Fishing Hole, were rolled into the general subaccount of the General CARMA. Projects for FY22/23 are proposed to be funded from this general subaccount. After the budget is adopted, Council and Administration will work together to determine the future of how funds are allocated to the General CARMA account.

General Fleet CARMA

The General Fleet CARMA fund is used to fund purchases of fleet vehicles for General Fund purposes. In FY22/23 \$461,000 in new fleet-related purchases have been proposed. Fleet CARMA, like General CARMA, is typically funded by transfers from the Operating Budget. In FY22 there is a small surplus which is proposed to be transferred to Fleet CARMA. In the coming years, Administration anticipates great fleet needs due the advanced ages of many vehicles in our fleet. The Volunteer Fire Department is likely to have the greatest needs as its fire apparatus and ambulances age out of their useful lives.

Utility CARMA

The Utility CARMA fund is used to fund capital projects and fleet purchases with a water and/or sewer nexus. In FY22/23 \$1.1M in projects have been proposed. The Utility CARMA is generally funded by transfers from the Water and Sewer Special Revenue Fund.

Port Fleet Reserve

The Port Fleet Reserve is used to fund fleet-related purchases for the Port and Harbor. In FY22/23 \$107,000 in projects have been proposed. The Port Fleet Reserve is funded through transfers from the Harbor Enterprise Fund.

Port Reserve

The Port Reserve is used for general port and harbor capital projects and has a special subaccount for the Load and Launch ramp. The FY22/23 budget proposed \$505,000 in projects from the general portion of the Port Reserve, there are no proposed projects related to the Load and Launch ramp portion of the reserve. The Port Reserve is funded through transfers from the Harbor Enterprise Fund.

HART Roads and Trails

HART is a voter approved sales tax which dedicates funds to road and trail related projects in the City. In FY22/23 \$2.3M in roads projects and \$350,000 in trails projects are proposed.

HAWSP

Like HART, HAWSP is a voter approved sales tax which dedicated funds to water and sewer related projects in the City. In FY22/23 \$884,536 in projects are proposed.

Conclusion

Thanks to the leadership of the Council and the Mayor, the City is in a significantly better financial position than many other local governments after the major disruptions created by the COVID-19 pandemic. Additionally, City staff has done an incredible job responding and adapting to the pandemic. While we have some challenges to overcome in FY22/23, I believe this transitional budget and new fiscal year model will set the City of Homer up for success for years to come.

The following pages contain detailed information regarding every fund, department, and division of the City of Homer.

Respectfully Submitted,



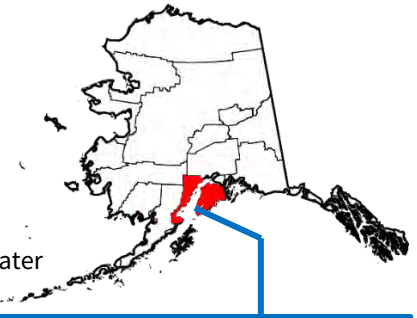
Rob Dumouchel

City Manager

City of Homer

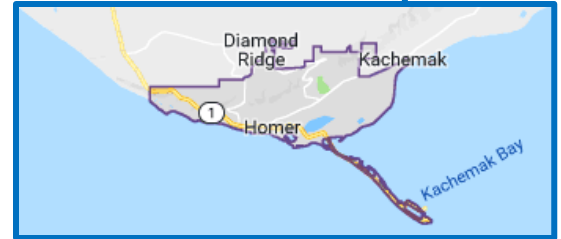
CITY PROFILE

First Class City	Incorporated March 1964
Form of Government	City Council / City Manager
Area	25 square miles 15 sq mi of land & 10 sq mi of water
Population	5,922



GEOGRAPHY

Homer is located in southcentral Alaska on the southern tip of the vast and predominantly rural Kenai Peninsula Borough, 230 miles south of Anchorage at the end of Highway 1. A prominent geologic feature is the Homer Spit, a 4.5 mile gravel bar extending into Kachemak Bay.



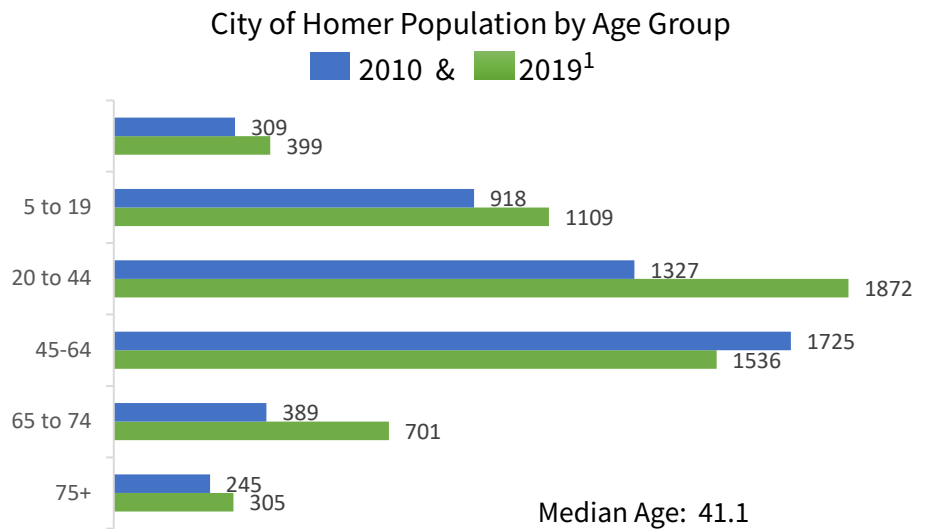
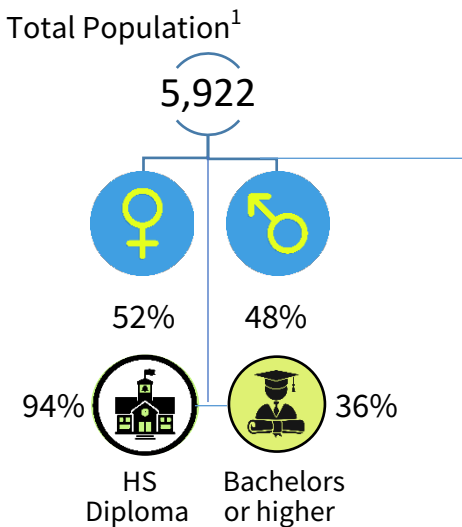
GOVERNMENT SERVICES

The City of Homer employs an average of 100 full time equivalent employees to provide an array of services. In addition to public safety, public utilities and general governmental duties, the City operates a Port & Harbor facility, an airport terminal, public library, recreational program, and it manages a system of trails, parks and campgrounds. The local hospital and area schools are operated by the Kenai Peninsula Borough; the airport is operated by the State of AK. Homer is the service hub for outlying residential areas and smaller communities of the southern Kenai Peninsula.

SERVICE INFRASTRUCTURE

Miles of streets	80
Miles of water main	59
Miles of sewer mains	63
Number of fire hydrants	442
Water/sewer connections	1,862
Millions gallons sewer treated	158
Motorpool vehicles maintained	124
Acres of park and recreation areas	247
Square footage of facilities maintained	116,237

COMMUNITY DEMOGRAPHICS



Key Trends Alaska's senior population has increased by more than 5% each year since 2010, faster than any other state. From 2000-2018, the 65+ population increased by 37%, with the highest regional growth rate on the Kenai Peninsula.² (Sources: ¹US Census 2019 ACS Estimates (V2019); ²Alaska Economic Trends Volume 39, No. 6, June 2019.)

HOMER'S ECONOMIC INDICATORS From 2017 to 2018, employment in Homer grew at a rate of 1.97% from 2.6k people active in the workforce to 2.69k. 2020 saw a decline in employment figures due to the COVID-19 pandemic.³ (Source: ³DataUSA from the US Census ACS 2018 5-year Estimate.)

Employment by occupations³



Top Industry Sectors³



Key Trends Homer’s economy enjoys a high degree of diversification, a buffer from sector-specific economic downturns like the statewide decline in oil and gas production. Strong tourism, real estate, marine industrial, transportation, commercial fishing and marine trades anchor the economy. Compared to other places, Homer has 3.31 times more residents per capita working in Farming, Fishing & Forestry. Commercial fishing is Alaska’s largest private-sector employer and a major contributor to employment and wages in Homer. In 2018, ex-vessel income for Homer’s fleet was \$69M; salmon ranked as the most abundant and valuable species at total landings of 49.2M pounds worth more than \$52M.⁵ (Source: Commer. Fisheries Entry Comm.)

HOUSING ¹		INCOME ¹	
\$282,400	\$1,020	\$34,709	\$60,993
Median Home Value	Median Monthly Rent	Per Capita	Median Household
> Kenai Peninsula Borough at \$242,200 > Alaska at \$217,500	≅ Kenai Peninsula Borough at \$987 < Alaska at \$1,062	2% lower than Kenai Peninsula Borough average	Less than the amount for the Kenai Peninsula Borough: \$66,064
Number of Households: 2,149	% of homes owner occupied: 61.7	Persons below poverty line: 9.8%	3% increase since 2017

Key Housing Trends⁶ Over the last decade, Homer has led the Kenai Peninsula in new home construction, except for 2010 when it was second to Soldotna. Homer gained 51 new homes in 2017, 38 in 2019 and 41 in 2020, which accounted for two-thirds of the reported new homes built on the Kenai Peninsula annually. ⁶ (Source: Alaska Housing Finance Corporation/ADOLWD Housing Market Indicators.)

TAXES Homer consumers pay a local sales tax of 7.85% (4.85% for the City of Homer & 3% for Kenai Borough).

Revenues	Year	2016	2017	2018	2019	2020
Sales Tax	Homer Sales Tax Rate	4.5%	4.5%	4.5%	4.5%	4.85%
	Revenue to City of Homer	\$7,533,680	\$7,674,256	\$7,848,136	\$8,062,653	\$10,319,783
Homer Property Tax	Mill Rate	City = 4.5 mill	Borough = 4.5 mill	Hospital = 2.3 mill	Total = 11.3 mill	
	Assessed Value (real & personal)	\$699,797,998	\$759,641,672	\$755,804,352	\$788,085,274	\$815,008,238
	Assessed Value (oil & gas property)	\$0	\$4,384,620	\$1,332,910	\$0	\$0
	Revenue to City of Homer	\$3,101,669	\$3,179,361	\$3,537,376	\$3,220,914	\$3,279,822

City of Homer
Proposed Budget Development Schedule for FY 2022 & 2023

Dates	Time	Event
2/8/2021	6:00 PM	Budget Development Schedule approved by Council
2/22/2021		Submit to departments, budget work sheets including salary and fringe benefit costs
	5:00 PM	Committee of the Whole, Council to discuss budget priorities for the coming year
	6:00 PM	Regular Meeting, Public Hearing - public input on budget priorities for the coming year
3/8/2021	5:00 PM	During Committee of the Whole, Council to discuss Revenue Sources for General Fund
3/29/2021		Departmental Draft Budget and narratives to Finance
4/12/2021		Compile data and return copy to departments for review
4/12 - 4/23/2021	Weeks Of	City Manager - Budget Review with Finance Director and Department Heads
4/26/2021		Preliminary budget assumptions to Council.
5/10/2021		City Manager's Budget (Proposed Budget) to Council
	5:00 PM	Committee of the Whole, Council to discuss budget
	6:00 PM	Regular Meeting - Public Hearing
5/24/2021	5:00 PM	Committee of the Whole, Council to discuss budget
	6:00 PM	Regular Meeting - to introduce Budget Ordinance and Fee/Tariff Resolutions
6/14/2021	5:00 PM	Committee of the Whole, Council to discuss budget
	6:00 PM	Regular Meeting - Public Hearing
6/28/2021	6:00 PM	Regular Meeting - Public Hearing & FY 2022/23 Budget Adoption

**City of Homer
FY22/23 Operating Budget**



OVERVIEW

The City of Homer's budget is the city's financial plan, which is governed by Homer Municipal Code (3.05.005 – 3.05.050). The budget quantifies the City's revenue resources and expenditure allocations for the next two fiscal years. A budget development schedule is established each budget year according to the city code requirement. Budgeting at the department or unit level is a decentralized process. Each department or unit is responsible for building its' own budget. The budget process starts in January of each second year of the mayoral term. The City Manager reviews each individual departmental budget with the department and the Finance Director. Finance Department is responsible for the compilation of the draft [or proposed] budget and the final adopted budget to ensure its completeness and accuracy. The City Manager submits the proposed budget in May to the City Council for final approval and adoption in June.

This section of the budget includes:

- **Combined Revenues and Appropriations**
- **Insurance Distribution and the General Overhead Allocations**
- **Operating Transfer Schedule**

City of Homer
FY22/23 Operating Budget

CITY OF HOMER ADMIN FEE ALLOCATION BASED ON FY22 DRAFT BUDGET BASIS: ESTIMATED WORK EFFORT BY DEPARTMENT									
Department	TOTAL	General Fund	Water Fund	Sewer Fund	Port & Harbor Fund	HART-Roads Fund*	HART-Trails Fund*	HAWSP Fund*	Cross Total
Legal	\$ 275,000	\$255,354	\$0	\$0	\$18,647	\$0	\$0	\$999	275,000
<i>Distribution</i>		92.9%	0.0%	0.0%	6.8%	0.0%	0.0%	0.4%	100%
Mayor & Council	92,625	\$47,811	\$9,562	\$8,991	\$14,843	\$6,565	\$0	\$4,852	92,625
<i>Distribution</i>		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
City Clerk	401,861	207,432	41,486	39,010	64,397	28,483	-	21,053	401,861
<i>Distribution</i>		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
City Hall Complex	133,618	68,971	13,794	12,971	21,412	9,471	-	7,000	133,618
<i>Distribution</i>		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
City Manager	514,304	265,473	53,095	49,925	82,415	36,453	-	26,943	514,304
<i>Distribution</i>		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
Personnel	210,285	143,928	16,239	16,239	33,879	-	-	-	210,285
<i>Distribution</i>		68.4%	7.7%	7.7%	16.1%	0.0%	0.0%	0.0%	100%
Information Technology	373,572	255,689	28,848	28,848	60,187	-	-	-	373,572
<i>Distribution</i>		68.4%	7.7%	7.7%	16.1%	0.0%	0.0%	0.0%	100%
Finance	873,394	501,464	116,532	111,167	95,133	26,428	-	22,668	873,394
<i>Distribution</i>		57.4%	13.3%	12.7%	10.9%	3.0%	0.0%	2.6%	100%
Planning Zoning	416,528	312,396	20,826	20,826	62,479	-	-	-	416,528
<i>Distribution</i>		75.0%	5.0%	5.0%	15.0%	0.0%	0.0%	0.0%	100%
Total Allocation	3,291,186	2,249,435	300,383	287,977	453,392	-	-	-	3,291,186
Percent of Allocation	100%	68.3%	9.1%	8.7%	13.8%	0.0%	0.0%	0.0%	100%

COMPARISON OF ALLOCATION BETWEEN FY22 AND FY21 FULL-YEAR BUDGET**									
PERCENT:	General Fund	Water Fund	Sewer Fund	Port & Harbor Fund	HART - Roads Fund	HART - Trails Fund	HAWSP Fund	Total	
FY22 DRAFT BUDGET	68.3%	9.1%	8.7%	13.8%	0.0%	0.0%	0.0%	100.0%	
FY21 FULL-YEAR BUDGET	52.8%	9.8%	7.8%	19.5%	4.0%	1.0%	5.0%	100.0%	
DOLLARS:	General Fund	Water Fund	Sewer Fund	Port & Harbor Fund	HART - Roads Fund	HART - Trails Fund	HAWSP Fund	Total	
FY22 DRAFT BUDGET	2,249,435	300,383	287,977	453,392	-	-	-	3,291,186	
FY21 FULL-YEAR BUDGET	1,627,891	303,587	241,482	601,986	123,331	30,833	154,164	3,083,273	
Difference (Decrease)	621,544	(3,205)	46,495	(148,594)	(123,331)	(30,833)	(154,164)	(207,913)	

Budget Methodology:

Legal - Budgeted expenses are allocated based on a three year average of actual spend
 Mayor/Council - Budgeted expenses (less legal and audit) are allocated based on a three year average of City Council activity
 City Clerk - Budgeted expenses are allocated based on a three year average of City Council activity
 City Hall - Budgeted expenses are allocated based on a three year average of City Council activity
 City Manager - Budgeted expenses are allocated based on a three year average of City Council activity
 Personnel - Budgeted expenses are allocated based on budgeted full-time equivalents (FTE's)
 IT - Budgeted expenses are allocated based on budgeted full-time equivalents (FTE's)
 Finance - Budgeted expenses are allocated based on an average of work effort provided by the four operating components (general, payroll, accounts receivable, and accounts payable) within the department
 Planning/Zoning - Budgeted expenses are allocated based on estimated work effort in a typical year

*Allocation detail is illustrated for HART and HAWSP, however Administration opted to not allocate those costs. So, there is a zero total for those funds and the total expenses were absorbed into the General Fund total allocation.

**Comparison chart is for reference purposes - truncated FY21 Budget reduced admin fees for Water/Sewer funds and removed the charge to Port & Harbor, HART and HAWSP funds

City of Homer
FY22/23 Operating Budget

CITY OF HOMER ADMIN FEE ALLOCATION BASED ON FY22 DRAFT BUDGET BASIS: ESTIMATED WORK EFFORT BY DEPARTMENT									
Department	TOTAL	General Fund	Water Fund	Sewer Fund	Port & Harbor Fund	HART-Roads Fund*	HART-Trails Fund*	HAWSP Fund*	Cross Total
Legal	\$ 275,000	\$255,354	\$0	\$0	\$18,647	\$0	\$0	\$999	275,000
Distribution		92.9%	0.0%	0.0%	6.8%	0.0%	0.0%	0.4%	100%
Mayor & Council	89,705	\$46,304	\$9,261	\$8,708	\$14,375	\$6,358	\$0	\$4,699	89,705
Distribution		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
City Clerk	411,994	212,663	42,533	39,993	66,021	29,201	-	21,584	411,994
Distribution		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
City Hall Complex	132,805	68,551	13,710	12,892	21,281	9,413	-	6,957	132,805
Distribution		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
City Manager	525,463	271,233	54,247	51,008	84,204	37,244	-	27,528	525,463
Distribution		51.6%	10.3%	9.7%	16.0%	7.1%	0.0%	5.2%	100%
Personnel	213,921	146,417	16,519	16,519	34,465	-	-	-	213,921
Distribution		68.4%	7.7%	7.7%	16.1%	0.0%	0.0%	0.0%	100%
Information Technology	390,288	267,130	30,139	30,139	62,880	-	-	-	390,288
Distribution		68.4%	7.7%	7.7%	16.1%	0.0%	0.0%	0.0%	100%
Finance	909,526	522,210	121,353	115,766	99,069	27,522	-	23,606	909,526
Distribution		57.4%	13.3%	12.7%	10.9%	3.0%	0.0%	2.6%	100%
Planning Zoning	429,315	321,986	21,466	21,466	64,397	-	-	-	429,315
Distribution		75.0%	5.0%	5.0%	15.0%	0.0%	0.0%	0.0%	100%
Total Allocation	3,378,017	2,306,960	309,228	296,491	465,339	-	-	-	3,378,017
Percent of Allocation	100%	68.3%	9.2%	8.8%	13.8%	0.0%	0.0%	0.0%	100%

COMPARISON OF ALLOCATION BETWEEN FY22 AND FY21 FULL-YEAR BUDGET**									
	General Fund	Water Fund	Sewer Fund	Port & Harbor Fund	HART - Roads Fund	HART - Trails Fund	HAWSP Fund	Total	
PERCENT:									
FY23 DRAFT BUDGET	68.3%	9.2%	8.8%	13.8%	0.0%	0.0%	0.0%	100.0%	
FY21 FULL-YEAR BUDGET	52.8%	9.8%	7.8%	19.5%	4.0%	1.0%	5.0%	100.0%	
DOLLARS:									
FY23 DRAFT BUDGET	2,306,960	309,228	296,491	465,339	-	-	-	3,378,017	
FY21 FULL-YEAR BUDGET	1,627,891	303,587	241,482	601,986	123,331	30,833	154,164	3,083,273	
Difference (Decrease)	679,069	5,640	55,010	(136,648)	(123,331)	(30,833)	(154,164)	(294,744)	

Budget Methodology:

- Legal - Budgeted expenses are allocated based on a three year average of actual spend
- Mayor/Council - Budgeted expenses (less legal and audit) are allocated based on a three year average of City Council activity
- City Clerk - Budgeted expenses are allocated based on a three year average of City Council activity
- City Hall - Budgeted expenses are allocated based on a three year average of City Council activity
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*Allocation detail is illustrated for HART and HAWSP, however Administration opted to not allocate those costs. So, there is a zero total for those funds and the total expenses were absorbed into the General Fund total allocation.

**Comparison chart is for reference purposes - truncated FY21 Budget reduced admin fees for Water/Sewer funds and removed the charge to Port & Harbor, HART and HAWSP funds

City of Homer
FY22/23 Operating Budget



General Fund

The General Fund is established to account for the revenues and expenditures necessary to carry out basic governmental activities of the City such as administrative, library, planning, airport, public safety, fire services and recreation. Appropriations are made from the fund annually.

Revenues are recorded by sources, for example, property and sales taxes, airport, etc. General Fund expenditures are made for the current day-to-day operating expenses. Capital expenditures such as building improvements and the purchase of equipment are accounted for in the Capital Asset and Repair Maintenance Account (CARMA) Funds. Expenditures are accounted for by the individual departments. These are then rolled up into the General Fund.

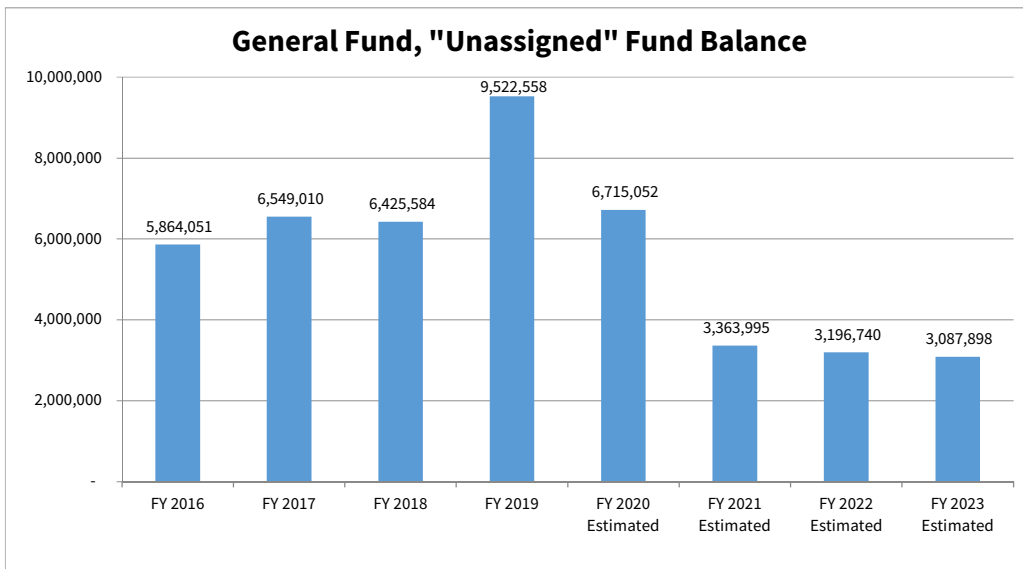
**City of Homer
FY22/23 Operating Budget**

**Fund Balances - Total
Major Funds**

FY Ending	General	Utility Special Revenue	City Facilities Capital Projects	Gas Line Capital Project	HART - Roads Capital Projects	Nonmajor (incl. HART Trails)	Total Gov. Funds	CAFR ref.
12/31/2010	5,573,814	3,657,285	0	0	4,673,141	5,240,631	19,144,871	Page 20
12/31/2011	6,727,846	3,345,465	877,757	0	5,457,410	3,828,588	20,237,066	Page 20
12/31/2012	6,088,612	3,204,482	196,953	0	6,329,416	4,587,849	20,407,312	Page 22
12/31/2013	6,047,784	3,012,653	(1,737,914)	0	6,025,791	4,804,509	18,152,823	Page 22
12/31/2014	6,569,033	1,807,867	0	(281,413)	6,994,279	4,642,319	19,732,085	Page 22
12/31/2015	6,521,000	2,534,072	0	176,869	7,454,304	5,022,558	21,708,803	Page 20
12/31/2016	6,612,768	3,484,580	0	(2,233,601)	6,640,048	6,173,293	20,677,088	Page 20
12/31/2017	7,207,029	3,806,889	0	(1,364,351)	6,616,062	4,591,755	20,857,384	Page 20
12/31/2018	7,155,081	4,114,638	0	(932,007)	6,039,671	7,010,324	23,387,707	Page 21
12/31/2019	10,051,587	6,031,446	3,719,822	(620,533)	5,907,370	5,073,734	30,163,426	Page 21

General Fund Balance - Unassigned

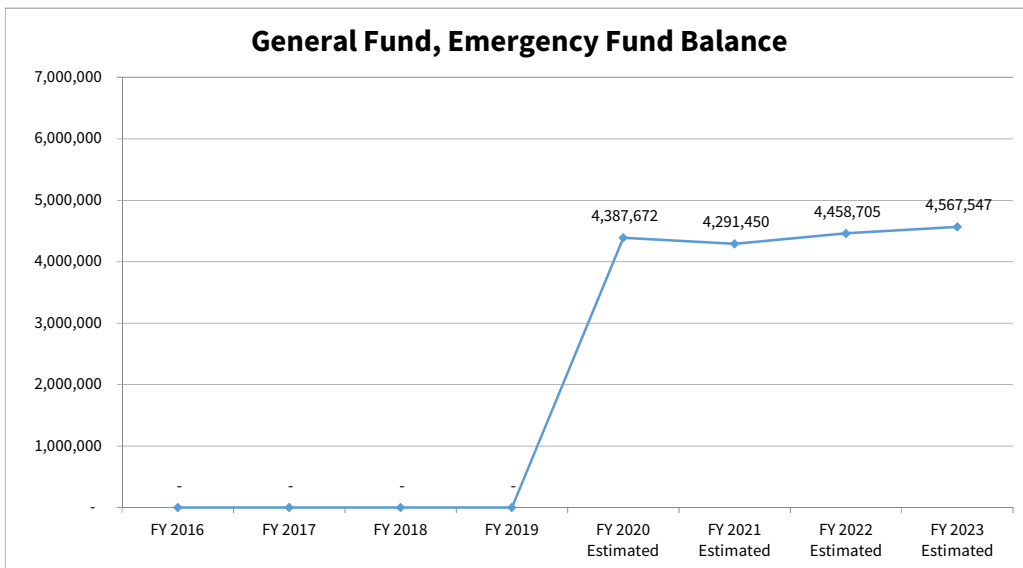
FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Estimated	FY 2021 Estimated	FY 2022 Estimated	FY 2023 Estimated
5,864,051	6,549,010	6,425,584	9,522,558	6,715,052	3,363,995	3,196,740	3,087,898



General Fund - Emergency Fund Balance

FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Estimated	FY 2021 Estimated	FY 2022 Estimated	FY 2023 Estimated
-	-	-	-	4,387,672	4,291,450	4,458,705	4,567,547

Emergency Fund effective FY20 per HCC 3.05.049 - Equal to four months operating revenue for current fiscal year



City of Homer
FY22/23 Operating Budget

FUND 100 GENERAL FUND COMBINED STATEMENT						
	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT
	1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23
	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
REVENUE:						
Property Taxes	3,651,365	3,719,082	3,535,212	123,353	3,794,794	3,883,898
Sales & Use Taxes	6,447,985	5,737,465	5,616,808	1,825,253	6,099,969	6,297,167
Permits & Licenses	41,152	43,425	45,342	23,914	46,595	44,261
Fines & Forfeitures	28,798	10,100	22,643	5,201	22,930	17,393
Use of Money & Property	188,592	207,849	74,720	37,360	146,718	153,499
Revenues from Other Agencies	573,188	562,866	562,800	247,480	562,866	562,866
<i>PERS and Shared Revenue</i>	<i>294,185</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Charges for Services	517,438	570,482	580,537	308,347	597,597	518,992
Other Revenue	73,126	80,441	-	-	-	-
Airport	218,798	172,725	191,240	93,814	198,729	194,643
Total General Fund Revenue	12,034,627	11,104,435	10,629,301	2,664,721	11,470,199	11,672,720
Total Transfer from other Funds	2,021,428	2,058,582	2,245,049	3,750,914	1,905,916	2,029,921
Total Revenues & Transfers (W/O PERS Relief)	13,761,870	13,163,017	12,874,350	6,415,635	13,376,115	13,702,641
EXPENDITURES:						
Personnel (W/O PERS Relief)	7,740,660	7,942,304	8,647,865	4,221,916	9,066,646	9,407,048
Operations & Maintenance	3,161,335	3,035,757	3,642,028	2,055,637	4,028,601	4,070,403
Debt Service	-	-	-	-	-	-
Total Operating Expenditures	10,901,995	10,978,062	12,289,893	6,277,553	13,095,247	13,477,452
Operating Surplus/Deficit before Transfers	2,859,875	2,184,955	584,457	138,082	280,868	225,189
Operating Transfers To:						
Police Fleet CARMA	100,000		23,456			
PW Fleet CARMA	60,000	196,500	94,500			
Fire Fleet CARMA	71,222		110,000			
City Hall CARMA						
Planning CARMA						
General Fleet CARMA					20,918	
Information Tech CARMA						
Public Arts CARMA						
Animal Shelter CARMA						
Parks & Recreation CARMA	92,500		27,857			
Fire CARMA		87,257	40,000			
Police CARMA						
Library CARMA	52,000					
ADA CARMA						
Airport CARMA	100,000	83,397				
Public Works CARMA	46,059					
Seawall Maintenance CARMA	10,000	10,000	10,000	10,000	10,000	10,000
Other Transfers - Balancing Health Insurance	69,589	574	2,018	2,469	687	826
Transfer to Water Hydrants	100,350	99,629	108,433	45,673	91,418	91,734
Revolving Energy Fund Repayment	10,703	22,788	21,718	21,718	21,718	0
Leave Cash Out Bank	85,232	104,643	146,474	58,222	136,126	122,629
Total Operating Transfers:	797,655	604,789	584,457	138,082	280,868	225,189
Total Expenditures & Operating Transfers	11,699,650	11,582,851	12,874,350	6,415,635	13,376,115	13,702,641
Total Deficit/Surplus	2,062,220	1,580,166	0	0	0	0

City of Homer
FY22/23 Operating Budget

FUND 100									
REVENUE DETAIL BY LINE ITEM									
Sorted by Type									
A/C Num.	Revenue Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
0005	PROPERTY TAXES:								
4101	Real Prop Tax	3,272,292	3,419,832	3,194,447	63,339	3,427,798	3,516,902	322,455	10.1%
4102	Per Prop Tax	246,130	222,714	215,966	6,606	231,940	231,940	15,974	7.4%
4103	Motr Vehicle Tx	46,362	43,376	48,869	18,543	46,978	46,978	(1,891)	-3.9%
4104	Prior Years Taxes	79,050	25,833	62,444	28,669	76,629	76,629	14,186	22.7%
4105	Pen/Int Prop Tx	7,530	7,326	1,407	4,198	4,942	4,942	3,536	251.3%
4107	Oil Tax	-	-	12,080	1,999	6,506	6,506	(5,573)	-46.1%
	Total Property Taxes	3,651,365	3,719,082	3,535,212	123,353	3,794,794	3,883,898	348,687	9.9%
0010	SALES & USE TAXES:								
4201	Sales Tax	6,394,988	5,547,037	5,555,334	1,793,487	5,837,403	6,034,600	479,266	8.6%
	Remote Sales Tax	-	138,150	-	-	207,225	207,225	207,225	0.0%
4202	Cooperative Tax	23,996	23,828	28,458	7,999	24,458	24,458	(3,999)	-14.1%
4203	Liquor License	25,000	24,450	29,183	21,767	26,883	26,883	(2,300)	-7.9%
4205	Sales Tax Comm	4,000	4,000	3,833	2,000	4,000	4,000	167	4.3%
	Total Sales and Use Taxes	6,447,985	5,737,465	5,616,808	1,825,253	6,099,969	6,297,167	680,359	12.1%
0015	PERMITS & LICENSES:								
4301	Driveway Permit	1,830	2,282	2,073	1,078	2,040	2,089	15	0.7%
4302	Sign Permits	50	150	225	100	167	161	(64)	-28.4%
4303	Building Permit	15,450	14,006	16,463	7,817	15,805	17,018	554	3.4%
4304	Peddler Permits	2,874	2,822	3,198	2,375	3,043	2,336	(862)	-26.9%
4308	Zoning Fees	9,125	20,150	14,713	8,525	17,158	14,075	(638)	-4.3%
4309	Row Permit	6,225	270	3,528	2,045	3,225	3,725	198	5.6%
4310	Marijuana Licenses	1,600	600	1,167	333	1,300	1,456	289	24.8%
4314	Taxi/chauffeurs/safety Inspec	3,998	3,145	3,976	1,641	3,858	3,402	(574)	-14.4%
	Total Permits and Licenses	41,152	43,425	45,342	23,914	46,595	44,261	(1,081)	-2.4%
0020	FINES & FORFEITURES:								
4401	Fines/Forfeit	16,008	5,615	12,459	3,996	12,755	9,255	(3,204)	-25.7%
4402	Non Moving Fine	12,790	4,485	10,184	1,205	10,175	8,138	(2,045)	-20.1%
	Total Fines and Forfeitures	28,798	10,100	22,643	5,201	22,930	17,393	(5,249)	-23.2%
0025	USE OF MONEY:								
4801	Interest Income	188,592	207,849	74,720	37,360	146,718	153,499	78,779	105.4%
4802	Penalty/Interest	-	-	-	-	-	-	-	0.0%
	Total Use of Money	188,592	207,849	74,720	37,360	146,718	153,499	78,779	105.4%
0030	REVENUES-OTHER AGENCIES:								
4503	Prisoner Care	440,066	440,066	440,000	220,033	440,066	440,066	66	0.0%
4504	Borough 911	52,800	52,800	52,800	-	52,800	52,800	-	0.0%
4505	Police Sp Serv	36,000	36,000	36,000	27,000	36,000	36,000	-	0.0%
4507	Library Grt Ak	9,847	-	-	-	-	-	-	0.0%
4508	Library Grant	475	-	-	447	-	-	-	0.0%
4511	Pioneer Av Maint	34,000	34,000	34,000	-	34,000	34,000	-	0.0%
4527	PERS Revenue ***	294,185	-	-	-	-	-	-	0.0%
	Total Intergovernmental	867,373	562,866	562,800	247,480	562,866	562,866	66	0.0%
0035	CHARGES FOR SERVICES:								
4311	Library Cards	60	182	-	-	-	-	-	0.0%
4315	Project Administration Fee	516	-	-	-	-	-	-	0.0%
4316	Lid Application Fee	100	300	-	-	-	-	-	0.0%
4317	Lid Yearly Bill	20,736	21,734	17,589	9,278	21,866	17,669	80	0.5%
4516	Pw Equip & Serv	300	-	10,881	2,643	10,477	1,907	(8,974)	-82.5%
4599	Pioneer Beautification	150	-	295	55	113	108	(187)	-63.3%
4601	Ambulance Fees	122,725	282,055	158,606	89,815	201,847	165,082	6,476	4.1%
4603	Fire Contract - Kachemak City	91,204	96,970	86,059	59,133	90,356	90,100	4,041	4.7%
4604	HVF Class Fees	-	-	-	-	-	-	-	0.0%
4607	Other Services	31,745	10,054	32,499	12,952	29,838	20,768	(11,731)	-36.1%
	Camping	178,663	124,894	211,630	105,815	177,303	170,294	(41,336)	-19.5%
4609	Animal Care Fee	17,913	10,256	15,800	6,839	16,477	14,527	(1,273)	-8.1%
4610	Plans & Specs	5	1	-	-	-	-	-	0.0%
4611	City Clerk Fees	1,987	1,954	2,061	513	1,957	2,725	665	32.3%
4612	Publication Fee	7	-	-	-	-	-	-	0.0%

City of Homer
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FUND 100

REVENUE DETAIL BY LINE ITEM

Sorted by Type

A/C Num.	Revenue Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
4613	Cemetery Plots	6,400	5,400	6,133	3,633	5,800	4,933	(1,200)	-19.6%
4614	Community Recreation Fees	42,279	15,883	37,481	17,003	37,654	27,191	(10,290)	-27.5%
4650	Rents & Leases	-	-	-	-	2,925	2,483	2,483	0.0%
4655	Pavillion Rental	2,650	800	1,088	533	983	1,206	118	10.9%
4660	Advertising - Community School	-	-	417	133	-	-	(417)	-100.0%
4907	Old School Fees	-	-	-	-	-	-	-	0.0%
	Total Charges for Services	517,438	570,482	580,537	308,347	597,597	518,992	(61,545)	-10.6%
0040	OTHER REVENUE:								
4901	Surplus Prop	5,651	-	-	-	-	-	-	0.0%
4902	Other Revenue	67,476	80,441	-	-	-	-	-	0.0%
	Total Other Revenues	73,126	80,441	0	0	0	0	-	0.0%
0045	AIRPORT TERMINAL REVENUES:								
4655	Airline Leases	135,479	129,368	105,581	60,678	117,067	126,258	20,677	19.6%
4656	Concessions	11,519	5,794	15,090	6,259	15,391	11,717	(3,372)	-22.3%
4657	Car Rental	45,478	30,055	39,839	13,549	39,099	38,478	(1,361)	-3.4%
4658	Parking Fees	26,322	7,508	30,730	13,328	27,172	18,189	(12,541)	-40.8%
4660	Advertising	-	-	-	-	-	-	-	0.0%
	Total Airport	218,798	172,725	191,240	93,814	198,729	194,643	3,403	1.8%
	Total Before Operating Transfers	12,034,627	11,104,435	10,629,301	2,664,721	11,470,199	11,672,720	1,043,419	9.8%
0099	OPERATING TRANSFERS:								
4981	G/F Admin Water	290,905	292,014	303,587	162,101	300,383	309,228	5,640	1.9%
4982	G/F Admin Sewer	226,141	232,276	241,482	141,533	287,977	296,491	55,010	22.8%
4983	G/F Admin P & H	591,076	579,038	601,986	-	453,392	465,339	(136,648)	-22.7%
4984	G/F ADMIN HART	143,856	118,629	123,331	-	-	-	(123,331)	-100.0%
4985	G/F Admin Hawsp	143,856	148,287	154,164	-	-	-	(154,164)	-100.0%
4987	G/F ADMIN HART -TRAILS	-	29,657	30,833	-	-	-	(30,833)	-100.0%
4990	Other Transfer	615,593	648,680	789,666	-	864,165	907,807	118,141	15.0%
4992	Other Transfer	10,000	10,000	-	3,447,280	-	51,057	51,057	0.0%
	Total Operating Transfers	2,021,428	2,058,582	2,245,049	3,750,914	1,905,916	2,029,921	(215,128)	-9.6%
	Grand Total	14,056,055	13,163,017	12,874,350	6,415,635	13,376,115	13,702,641	828,291	6.4%
	Grand Total (Adj) ***	13,761,870	13,163,017	12,874,350	6,415,635	13,376,115	13,702,641	828,291	6.4%

City of Homer
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FUND 100 - GENERAL FUND									
TOTAL COMBINED EXPENDITURES									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	4,314,144	4,680,674	5,070,448	2,535,221	5,245,092	5,422,705	352,258	6.9%
5102	Fringe Benefits	2,591,688	2,631,579	2,820,332	1,325,231	2,988,413	3,137,013	316,681	11.2%
5103	Part-time Wages	409,671	233,551	354,048	160,021	398,728	403,415	49,367	13.9%
5104	Part-time Benefits	100,435	69,887	106,264	38,842	115,269	120,794	14,530	13.7%
5105	Overtime	308,302	311,519	282,266	155,319	304,156	308,132	25,866	9.2%
5107	Part-time Overtime	6,447	1,294	14,507	7,283	14,989	14,989	482	3.3%
5108	Unemployment Benefits	9,974	13,800	-	-	-	-	-	0.0%
5112	PERS Relief	294,185	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	8,034,845	7,942,304	8,647,865	4,221,916	9,066,646	9,407,048	759,183	8.8%
Maintenance and Operations									
5201	Office Supplies	29,564	28,921	46,100	23,750	42,450	42,700	(3,400)	-7.4%
5202	Operating Supplies	199,817	193,214	239,970	112,735	250,770	250,770	10,800	4.5%
5203	Fuel and Lube	188,563	197,077	249,950	137,939	260,800	264,800	14,850	5.9%
5204	Chemicals	97,995	98,700	102,000	104,000	113,550	122,600	20,600	20.2%
5205	Ammunition	16,631	8,045	20,000	10,000	20,000	20,000	-	0.0%
5206	Food and Staples	28,810	24,939	35,400	15,100	33,700	33,700	(1,700)	-4.8%
5207	Vehicle and Boat Maintenance	250,449	234,996	250,700	134,100	271,200	271,200	20,500	8.2%
5208	Equipment Maintenance	13,843	15,080	37,600	18,325	36,125	36,125	(1,475)	-3.9%
5209	Building & Grounds Maintenance	59,663	57,574	76,150	39,325	101,050	94,250	18,100	23.8%
5210	Professional Services	829,793	743,648	775,666	457,354	682,857	670,257	(105,409)	-13.6%
5211	Audit Services	77,808	34,180	88,935	88,935	93,382	98,051	9,116	10.3%
5213	Survey and Appraisal	1,260	525	4,500	3,000	5,000	5,000	500	11.1%
5214	Rents & Leases	96,251	107,006	112,100	79,173	122,173	123,373	11,273	10.1%
5215	Communications	123,233	160,131	135,100	67,625	162,465	160,465	25,365	18.8%
5216	Freight and Postage	19,141	20,008	25,000	12,150	22,750	22,800	(2,200)	-8.8%
5217	Electricity	231,735	234,484	294,511	130,964	268,101	294,911	401	0.1%
5218	Water	23,307	17,566	28,019	8,626	28,939	28,939	920	3.3%
5219	Sewer	27,233	20,099	35,849	9,851	35,574	35,574	(275)	-0.8%
5220	Refuse and Disposal	4,892	10,122	10,550	4,625	9,700	9,800	(750)	-7.1%
5221	Property Insurance	19,235	26,341	25,803	14,383	38,337	41,885	16,082	62.3%
5222	Auto Insurance	36,797	35,398	45,990	17,600	39,413	43,333	(2,658)	-5.8%
5223	Liability Insurance	56,013	84,098	69,208	48,616	109,903	120,809	51,601	74.6%
5224	Fidelity Bond	450	450	450	225	450	450	-	0.0%
5227	Advertising	27,569	23,602	37,250	18,305	39,050	39,050	1,800	4.8%
5228	Books	47,548	34,467	48,400	24,300	48,850	48,650	250	0.5%
5229	Periodicals	8,731	7,550	11,200	5,700	10,500	10,500	(700)	-6.3%
5230	Audio Visual	15,561	17,979	16,000	8,000	16,500	16,500	500	3.1%
5231	Tools and Equipment	77,337	83,500	110,100	57,225	113,250	109,750	(350)	-0.3%
5233	Computer Related Items	27,906	40,211	32,430	17,775	54,700	49,200	16,770	51.7%
5234	Record and Permits	1,009	301	1,500	700	1,000	1,000	(500)	-33.3%
5235	Membership Dues	18,658	15,983	24,530	11,800	24,230	24,230	(300)	-1.2%
5236	Transportation	38,106	18,053	47,650	18,000	46,800	47,800	150	0.3%
5237	Subsistence	20,783	4,819	24,300	10,600	23,600	23,600	(700)	-2.9%
5238	Printing and Binding	4,918	2,698	11,250	11,175	12,200	14,700	3,450	30.7%
5242	Janitorial	-	-	600	300	1,000	1,000	400	66.7%
5244	Snow Removal	5,726	33,668	26,667	11,590	23,700	23,700	(2,967)	-11.1%
5248	Lobbying	-	-	-	-	21,000	21,000	21,000	0.0%
5251	Pioneer Beautification	648	1,116	750	750	1,500	1,500	750	100.0%
5252	Credit Card Expenses	602	1,091	680	360	8,000	8,000	7,320	1076.5%
5280	Volunteer Incentives	30,491	24,364	39,000	19,000	39,000	39,000	-	0.0%
5282	City Hall Building Maintenance	4,667	7,466	10,000	5,000	10,000	10,000	-	0.0%
5283	Library Building Maintenance	9,928	13,753	18,000	9,000	18,000	18,000	-	0.0%
5284	Police Building Maintenance	2,837	4,819	3,500	5,250	10,500	10,500	7,000	200.0%
5285	Fire Building Maintenance	1,976	1,967	5,000	2,500	5,000	5,000	-	0.0%
5286	Old School Building Maintenance	622	1,042	3,000	1,500	3,000	3,000	-	0.0%
5287	Animal Control Building Maintenance	220	334	2,500	1,250	2,500	2,500	-	0.0%
5288	Old Police Building Maintenance	-	-	-	-	3,500	3,500	3,500	0.0%
5292	City Hall Motor Pool	229	596	500	350	700	700	200	40.0%
5293	Police Motor Pool	17,526	22,166	30,000	10,000	20,000	20,000	(10,000)	-33.3%
5294	Fire Motor Pool	23,703	20,366	15,500	12,500	25,000	25,000	9,500	61.3%
5601	Uniform	30,194	32,751	34,400	18,400	39,000	37,400	3,000	8.7%
5602	Safety Equipment	18,532	25,884	31,200	16,600	30,200	30,200	(1,000)	-3.2%
5603	Employee Training	100,088	66,022	134,200	62,750	143,500	146,500	12,300	9.2%
5604	Public Education	1,721	889	4,000	1,850	3,050	3,050	(950)	-23.8%
5611	ADA Compliance	-	-	1,000	500	250	250	(750)	-75.0%
5614	Car Allowance	7,104	6,549	7,942	3,877	7,942	7,942	0	0.0%
5624	Legal Services	-	-	-	-	275,000	275,000	275,000	0.0%

City of Homer
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FUND 100 - GENERAL FUND		TOTAL COMBINED EXPENDITURES								
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
5625	Impound Costs	5,395	4,260	3,500	2,000	3,000	3,500	-	0.0%	
5626	Jail Laundry Services	5,867	3,249	9,000	-	-	-	(9,000)	-100.0%	
5630	Haven House	14,000	15,000	14,000	14,000	14,000	14,000	-	0.0%	
5632	Wellness Program	21,109	27,366	22,000	12,000	23,000	23,000	1,000	4.5%	
5633	Phones	2,227	1,161	6,000	3,000	7,500	7,500	1,500	25.0%	
5634	Networking	2,370	946	5,750	3,500	6,000	6,500	750	13.0%	
5635	Software	36,635	21,695	39,680	18,080	43,890	45,890	6,210	15.7%	
5636	Servers	2,068	1,474	4,000	3,000	5,000	5,000	1,000	25.0%	
5801	Pratt Museum	69,000	69,000	69,000	69,000	69,000	69,000	-	0.0%	
5815	Parks & Recreation Board	237	-	1,500	750	1,500	1,500	-	0.0%	
5830	Homer Foundation	25,000	25,000	25,000	25,000	25,000	25,000	-	0.0%	
	Total Maint. and Operations	3,161,335	3,035,757	3,642,028	2,055,637	4,028,601	4,070,403	428,375	11.8%	
	C/O and Transfers									
5106	Leave Cash Out	85,232	104,643	146,474	58,222	136,126	122,629	(23,845)	-16.3%	
5990	Transfers To	922,329	500,145	437,982	79,860	144,742	102,561	(335,422)	-76.6%	
	Total Others	1,007,561	604,788	584,457	138,082	280,868	225,189	(359,267)	-61.5%	
	Total	12,203,741	11,582,850	12,874,350	6,415,635	13,376,115	13,702,641	828,291	6.4%	

City of Homer
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FUND 100 - GENERAL FUND									
ADMINISTRATION COMBINED EXPENDITURES									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	1,274,106	1,227,067	1,381,833	675,508	1,409,831	1,457,304	75,470	5.5%
5102	Fringe Benefits	696,162	638,068	729,482	335,532	774,198	812,394	82,912	11.4%
5103	Part-time Wages	84,802	92,838	116,531	57,965	124,235	125,824	9,293	8.0%
5104	Part-time Benefits	57,863	50,890	59,607	25,819	65,508	69,422	9,815	16.5%
5105	Overtime	11,799	17,442	18,625	9,313	16,375	16,375	(2,250)	-12.1%
5107	Part-time Overtime	874	521	1,700	850	1,700	1,700	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	83,721	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		2,209,327	2,026,826	2,307,778	1,104,986	2,391,848	2,483,018	175,240	7.6%
Maintenance and Operations									
5201	Office Supplies	11,965	9,581	16,650	9,575	16,500	16,500	(150)	-0.9%
5202	Operating Supplies	2,791	1,963	3,270	1,635	3,270	3,270	-	0.0%
5203	Fuel and Lube	16,718	18,717	18,000	9,000	18,000	18,000	-	0.0%
5206	Food and Staples	4,151	4,145	4,800	900	5,700	5,700	900	18.8%
5207	Vehicle and Boat Maintenance	-	-	-	-	-	-	-	0.0%
5208	Equipment Maintenance	2,425	4,660	7,500	4,025	6,775	6,775	(725)	-9.7%
5209	Building & Grounds Maintenance	224	-	250	125	250	250	-	0.0%
5210	Professional Services	94,227	93,769	103,990	73,500	141,700	139,100	35,110	33.8%
5213	Survey and Appraisal	-	340	1,500	1,500	2,000	2,000	500	33.3%
5214	Rents & Leases	4,847	5,006	5,400	2,700	6,000	6,000	600	11.1%
5215	Communications	41,463	67,219	40,150	25,000	74,000	76,000	35,850	89.3%
5216	Freight and Postage	2,923	827	3,600	1,800	3,900	3,900	300	8.3%
5217	Electricity	31,324	24,944	42,736	16,807	34,608	38,068	(4,667)	-10.9%
5218	Water	1,529	623	1,546	652	1,724	1,724	178	11.5%
5219	Sewer	1,508	502	1,527	674	1,714	1,714	187	12.3%
5220	Refuse and Disposal	-	-	-	-	-	-	-	0.0%
5221	Property Insurance	5,537	7,629	7,547	4,206	9,305	10,236	2,688	35.6%
5222	Auto Insurance	-	-	-	-	-	-	-	0.0%
5223	Liability Insurance	1,978	1,980	4,537	2,111	6,463	7,066	2,529	55.7%
5227	Advertising	25,713	21,786	31,450	16,855	32,900	32,900	1,450	4.6%
5228	Books	47,570	33,950	47,900	23,950	48,150	48,150	250	0.5%
5229	Periodicals	8,731	7,550	11,200	5,700	10,500	10,500	(700)	-6.3%
5230	Audio Visual	15,561	17,979	16,000	8,000	16,500	16,500	500	3.1%
5231	Tools and Equipment	4,769	7,430	9,050	5,000	14,300	9,800	750	8.3%
5233	Computer Related Items	23,672	28,008	25,780	12,200	34,200	34,700	8,920	34.6%
5234	Record and Permits	1,009	301	1,500	700	1,000	1,000	(500)	-33.3%
5235	Membership Dues	8,319	6,887	9,430	5,775	9,310	9,310	(120)	-1.3%
5236	Transportation	19,417	11,387	23,250	7,800	20,750	21,750	(1,500)	-6.5%
5237	Subsistence	10,594	1,213	9,700	4,400	9,200	9,200	(500)	-5.2%
5238	Printing and Binding	3,954	2,252	9,500	9,800	9,450	11,950	2,450	25.8%
5244	Snow Removal	4,105	10,000	8,692	4,100	8,200	8,200	(492)	-5.7%
5252	Credit Card Expenses	602	551	600	300	1,600	1,600	1,000	166.7%
5280	Volunteer Incentives	-	-	-	-	-	-	-	0.0%
5601	Uniform	-	-	-	-	-	-	-	0.0%
5602	Safety Equipment	-	-	-	-	-	-	-	0.0%
5603	Employee Training	18,529	6,933	25,000	12,650	27,500	27,500	2,500	10.0%
5604	Public Education	-	500	1,000	800	800	800	(200)	-20.0%
5611	ADA Compliance	-	-	1,000	500	250	250	(750)	-75.0%
5614	Car Allowance	5,753	4,749	5,938	2,875	5,938	5,938	-	0.0%
5632	Wellness Program	21,109	27,366	22,000	12,000	23,000	23,000	1,000	4.5%
5633	Phones	2,227	1,161	6,000	3,000	7,500	7,500	1,500	25.0%
5634	Networking	2,370	946	5,750	3,500	6,000	6,500	750	13.0%
5635	Software	34,002	19,949	39,480	17,880	43,690	45,690	6,210	15.7%
5636	Servers	2,068	1,474	4,000	3,000	5,000	5,000	1,000	25.0%
Total Maint. and Operations		483,683	454,277	577,223	314,995	667,647	674,041	96,818	16.8%
C/O and Transfers									
5990	Transfers To	-	6,264	6,264	6,264	6,264	-	(6,264)	-100.0%
Total Others		-	6,264	6,264	6,264	6,264	-	(6,264)	-100.0%
Total		2,693,010	2,487,367	2,891,265	1,426,245	3,065,759	3,157,059	265,794	9.2%

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0101 - CITY CLERK										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	189,008	197,295	205,231	102,238	219,437	227,713	22,482	11.0%	
5102	Fringe Benefits	109,141	105,170	111,709	51,781	120,981	127,254	15,545	13.9%	
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%	
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%	
5105	Overtime	6,750	7,632	10,000	5,000	10,000	10,000	-	0.0%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	14,613	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	319,512	310,097	326,940	159,019	350,418	364,967	38,027	11.6%	
Maintenance and Operations										
5201	Office Supplies	2,889	1,656	3,000	1,500	3,000	3,000	-	0.0%	
5206	Food and Staples	-	-	-	-	50	50	50	0.0%	
5208	Equipment Maintenance	699	699	1,500	750	1,500	1,500	-	0.0%	
5210	Professional Services	11,737	9,563	12,500	7,000	12,500	12,500	-	0.0%	
5215	Communications	1,474	1,986	1,000	500	1,600	1,600	600	60.0%	
5216	Freight and Postage	46	-	500	250	-	-	(500)	-100.0%	
5223	Liability Insurance	267	260	552	277	843	927	375	68.0%	
5227	Advertising	9,902	9,714	12,000	7,000	12,000	12,000	-	0.0%	
5231	Tools and Equipment	775	1,474	1,200	600	5,700	1,200	-	0.0%	
5233	Computer Related Items	37	347	2,500	1,500	1,000	1,000	(1,500)	-60.0%	
5234	Record and Permits	1,009	301	1,500	700	1,000	1,000	(500)	-33.3%	
5235	Membership Dues	941	1,183	1,000	1,000	1,000	1,000	-	0.0%	
5236	Transportation	3,989	678	4,500	3,500	4,500	4,500	-	0.0%	
5237	Subsistence	5,610	95	3,000	2,000	3,000	3,000	-	0.0%	
5238	Printing and Binding	-	-	500	300	-	-	(500)	-100.0%	
5603	Employee Training	3,365	2,208	3,500	2,500	3,750	3,750	250	7.1%	
5635	Software	975	812	-	-	-	-	-	0.0%	
	Total Maintenance and Operations	43,714	30,976	48,752	29,377	51,443	47,027	(1,725)	-3.5%	
	Total	363,226	341,073	375,692	188,396	401,861	411,994	36,302	9.7%	

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0102 - CITY ELECTIONS										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	\$	%	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET			
Salaries and Benefits										
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%	
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%	
5103	Part-time Wages	933	1,776	1,794	897	1,794	1,808	14	0.8%	
5104	Part-time Benefits	7	1	148	74	146	147	(1)	-0.5%	
5105	Overtime	-	-	-	-	-	-	-	0.0%	
5107	Part-time Overtime	874	521	1,700	850	1,700	1,700	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	-	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	1,813	2,298	3,641	1,821	3,639	3,655	14	0.4%	
Maintenance and Operations										
5201	Office Supplies	336	50	500	300	300	300	(200)	-40.0%	
5206	Food and Staples	205	71	400	200	250	250	(150)	-37.5%	
5208	Equipment Maintenance	(2,215)	1,256	2,350	1,175	1,175	1,175	(1,175)	-50.0%	
5227	Advertising	313	561	1,500	750	750	750	(750)	-50.0%	
5238	Printing and Binding	2,057	2,252	4,200	7,500	4,200	6,700	2,500	59.5%	
	Total Maintenance and Operations	696	4,190	8,950	9,925	6,675	9,175	225	2.5%	
	Total	2,509	6,488	12,591	11,746	10,314	12,830	239	1.9%	

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:
5238 - Increased to purchase absentee in person envelopes

FUND 100 - GENERAL FUND
DEPT 0110 - CITY MANAGER

A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	224,689	178,359	245,147	116,907	268,206	273,798	28,650	11.7%
5102	Fringe Benefits	112,160	88,367	117,977	53,778	135,668	141,131	23,154	19.6%
5103	Part-time Wages	-	20,972	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	1,733	-	-	-	-	-	0.0%
5105	Overtime	2,028	1,842	2,625	1,313	375	375	(2,250)	-85.7%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	14,372	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	353,250	291,274	365,750	171,997	404,249	415,304	49,554	13.5%
Maintenance and Operations									
5201	Office Supplies	1,354	502	1,200	2,050	1,200	1,200	-	0.0%
5206	Food and Staples	3,946	4,074	4,000	500	5,000	5,000	1,000	25.0%
5208	Equipment Maintenance	18	-	100	100	100	100	-	0.0%
5210	Professional Services	53,613	53,014	54,375	52,500	61,000	61,000	6,625	12.2%
5215	Communications	1,853	2,950	2,500	1,050	2,500	2,500	-	0.0%
5216	Freight and Postage	243	124	200	100	1,000	1,000	800	400.0%
5223	Liability Insurance	321	318	707	339	1,040	1,144	437	61.8%
5227	Advertising	8,750	6,857	8,750	4,605	10,250	10,250	1,500	17.1%
5228	Books	-	32	-	-	-	-	-	0.0%
5229	Periodicals	96	60	200	200	200	200	-	0.0%
5231	Tools and Equipment	64	463	750	350	750	750	-	0.0%
5233	Computer Related Items	141	548	780	700	1,000	1,000	220	28.2%
5235	Membership Dues	2,185	1,425	2,845	2,225	2,925	2,925	80	2.8%
5236	Transportation	5,149	7,379	6,000	1,800	5,000	5,000	(1,000)	-16.7%
5237	Subsistence	2,556	839	2,700	1,200	2,700	2,700	-	0.0%
5238	Printing and Binding	122	-	2,000	1,000	2,500	2,500	500	25.0%
5603	Employee Training	3,348	2,494	5,500	2,400	8,000	8,000	2,500	45.5%
5604	Public Education	-	500	1,000	800	800	800	(200)	-20.0%
5614	Car Allowance	3,002	2,000	3,000	1,500	3,000	3,000	-	0.0%
5635	Software	597	651	720	180	1,090	1,090	370	51.4%
	Total Maintenance and Operations	87,358	84,228	97,327	73,599	110,055	110,159	12,832	13.2%
	Total	440,608	375,502	463,077	245,596	514,304	525,463	62,386	13.5%

FY22/23 BUDGET NOTES:

All Line Items - Economic Development budget has been incorporated into City Manager's budget
5101/5102 - Increase in part reflects a change in wage allocation for the Assistant to the City Manager position which used to be funded in part by the Harbor Enterprise
5210 - Increase so that the CM office is more agile in its ability to hire professional help for projects
5215/5216/5227/5238 - Increases to allow more direct mailing and marketing of City events and initiatives

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0111 - PERSONNEL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	FULL-YEAR 1/1/21 - 12/31/21	TRUNCATED 1/1/21 - 6/30/21	DRAFT 7/1/21 - 6/30/22	DRAFT 7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	84,442	74,763	94,316	49,010	99,496	103,288	8,972	9.5%
5102	Fringe Benefits	42,350	36,592	45,066	21,773	48,262	50,664	5,598	12.4%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	34	4	-	-	-	-	-	0.0%
5105	Overtime	-	(0)	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	5,353	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	132,179	111,358	139,382	70,783	147,758	153,952	14,570	10.5%
Maintenance and Operations									
5201	Office Supplies	971	1,613	1,000	500	1,000	1,000	-	0.0%
5210	Professional Services	5,349	5,241	6,000	3,000	18,300	15,700	9,700	161.7%
5215	Communications	180	463	500	250	250	250	(250)	-50.0%
5223	Liability Insurance	129	131	285	140	427	470	185	65.0%
5227	Advertising	5,518	2,800	5,000	2,500	5,000	5,000	-	0.0%
5229	Periodicals	135	-	1,000	500	300	300	(700)	-70.0%
5231	Tools and Equipment	1,581	1,211	1,500	750	1,500	1,500	-	0.0%
5235	Membership Dues	517	219	500	250	500	500	-	0.0%
5236	Transportation	3,263	2,306	3,000	1,500	3,000	3,000	-	0.0%
5237	Subsistence	1,241	103	1,000	800	1,000	1,000	-	0.0%
5603	Employee Training	8,800	1,256	8,000	4,000	8,000	8,000	-	0.0%
5611	ADA Compliance	-	-	1,000	500	250	250	(750)	-75.0%
5632	Wellness Program	21,109	27,366	22,000	12,000	23,000	23,000	1,000	4.5%
	Total Maintenance and Operations	48,792	42,710	50,785	26,690	62,527	59,970	9,185	18.1%
	Total	180,971	154,068	190,167	97,473	210,285	213,921	23,755	12.5%

FY22/23 BUDGET NOTES:
 5210 - NeoGov software and service agreement + set up will increase Professional Services line item;
 JJ Keller (Training/Labor Law Posters) 3-yr renewal is 01/31/2024; \$1,400 to Professional Services

FY22 Budget - \$4,000 initial set up (one time fee) and \$8,245 annually = \$12,245 increase
 FY23 Budget - \$8,245 NeoGov + \$1,400 NeoGov = \$9,645 increase

FUND 100 - GENERAL FUND									
DEPT 0113 - INFORMATION SYSTEM									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	145,555	143,082	160,329	80,165	163,182	169,422	9,092	5.7%
5102	Fringe Benefits	77,712	74,690	81,578	38,149	85,741	90,140	8,562	10.5%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	900	4,772	2,000	1,000	2,000	2,000	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	9,284	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	233,451	222,544	243,907	119,314	250,922	261,561	17,654	7.2%
Maintenance and Operations									
5201	Office Supplies	181	230	200	100	250	250	50	25.0%
5210	Professional Services	-	-	3,750	-	15,000	15,000	11,250	300.0%
5215	Communications	23,771	47,369	20,500	15,000	38,000	40,000	19,500	95.1%
5216	Freight and Postage	143	179	200	200	200	200	-	0.0%
5223	Liability Insurance	216	234	690	250	762	838	148	21.5%
5228	Books	-	520	-	-	250	250	250	0.0%
5231	Tools and Equipment	248	2,124	2,000	1,000	1,500	1,500	(500)	-25.0%
5233	Computer Related Items	21,561	24,333	20,000	8,500	22,500	24,000	4,000	20.0%
5603	Employee Training	-	300	1,000	250	250	250	(750)	-75.0%
5614	Car Allowance	2,251	2,250	2,438	1,125	2,438	2,438	-	0.0%
5633	Phones	2,227	1,161	6,000	3,000	7,500	7,500	1,500	25.0%
5634	Networking	2,370	946	5,750	3,500	6,000	6,500	750	13.0%
5635	Software	21,461	10,042	28,900	10,000	23,000	25,000	(3,900)	-13.5%
5636	Servers	2,068	1,474	4,000	3,000	5,000	5,000	1,000	25.0%
	Total Maintenance and Operations	76,498	91,162	95,428	45,925	122,650	128,726	33,298	34.9%
Capital Outlay, Transfers and Reserves									
5990	Transfers To Reserves	-	-	-	-	-	-	-	0.0%
	Total C/O, Transfers & Reserves	-	-	-	-	-	-	-	0.0%
	Total	309,949	313,706	339,335	165,238	373,572	390,288	50,952	15.0%

FY22/23 BUDGET NOTES:

General - IT equipment and software costs have been increasing 10% year over year since the start of COVID-19. With the continued pressure on supply chains this is expected to continue through FY23.

5210 - Increase is to provide IT with flexibility to contract outside support on IT related projects

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0115 - COMMUNITY RECREATION										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	FULL-YEAR 1/1/21 - 12/31/21	TRUNCATED 1/1/21 - 6/30/21	DRAFT 7/1/21 - 6/30/22	DRAFT 7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	75,311	81,833	84,524	42,262	84,524	85,200	676	0.8%	
5102	Fringe Benefits	38,058	39,185	45,099	21,295	45,695	47,119	2,020	4.5%	
5103	Part-time Wages	4,487	1,604	7,594	3,797	15,620	15,745	8,151	107.3%	
5104	Part-time Benefits	353	130	968	484	1,795	1,810	842	87.0%	
5105	Overtime	1,001	459	-	-	-	-	-	0.0%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	4,838	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	124,048	123,211	138,185	67,838	147,635	149,874	11,689	8.5%	
Maintenance and Operations										
5201	Office Supplies	14	(9)	250	125	250	250	-	0.0%	
5202	Operating Supplies	1,658	983	2,000	1,000	2,000	2,000	-	0.0%	
5208	Equipment Maintenance	439	-	500	250	500	500	-	0.0%	
5210	Professional Services	14,433	15,162	17,000	8,000	18,000	18,000	1,000	5.9%	
5215	Communications	1,697	1,851	1,950	1,000	1,950	1,950	-	0.0%	
5216	Freight and Postage	-	-	50	-	50	50	-	0.0%	
5223	Liability Insurance	112	118	247	125	375	413	165	66.7%	
5227	Advertising	344	741	800	300	900	900	100	12.5%	
5233	Computer Related Items	-	-	-	-	5,200	4,200	4,200	0.0%	
5235	Membership Dues	175	175	185	-	185	185	-	0.0%	
5236	Transportation	596	-	1,250	-	1,250	1,250	-	0.0%	
5237	Subsistence	116	-	500	-	500	500	-	0.0%	
5238	Printing and Binding	1,629	-	1,800	500	1,800	1,800	-	0.0%	
5252	Credit Card Expenses	-	-	-	-	1,000	1,000	1,000	0.0%	
5603	Employee Training	570	-	1,500	500	1,500	1,500	-	0.0%	
5614	Car Allowance	500	499	500	250	500	500	-	0.0%	
5635	Software	194	-	210	-	-	-	(210)	-100.0%	
	Total Maintenance and Operations	22,476	19,521	28,742	12,050	35,960	34,998	6,255	21.8%	
	Total	146,524	142,732	166,927	79,888	183,595	184,871	17,944	10.7%	

FY22/23 BUDGET NOTES:
5103/5104 - Increase is due to hiring of additional seasonal support
5210 - Modest increase (\$1,000) to include portable toilet rental for outdoor special events/activities due to continuing pandemic mitigation plans
5233 - Includes: annual fee for software for online registration, payment, scheduling and calendar; purchase of tablets and internet capacity.
5252 - Increase due to oncoming software allowing for acceptance of credit card payments

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0130 - PLANNING & ZONING										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	\$	%	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET			
Salaries and Benefits										
5101	Salary and Wages	227,041	234,586	238,188	117,952	243,139	249,258	11,070	4.6%	
5102	Fringe Benefits	117,687	112,979	121,670	56,530	128,119	133,742	12,072	9.9%	
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%	
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%	
5105	Overtime	1,120	2,737	3,000	1,500	3,000	3,000	-	0.0%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	14,464	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	360,311	350,302	362,859	175,982	374,257	386,000	23,142	6.4%	
Maintenance and Operations										
5201	Office Supplies	353	1,502	1,500	500	1,500	1,500	-	0.0%	
5206	Food and Staples	-	-	400	200	400	400	-	0.0%	
5208	Equipment Maintenance	1,170	-	500	250	500	500	-	0.0%	
5210	Professional Services	250	-	2,000	2,000	8,000	8,000	6,000	300.0%	
5213	Survey and Appraisal	-	340	1,500	1,500	2,000	2,000	500	33.3%	
5215	Communications	457	2,390	700	700	700	700	-	0.0%	
5216	Freight and Postage	-	32	150	-	150	150	-	0.0%	
5223	Liability Insurance	273	269	603	287	871	915	311	51.6%	
5227	Advertising	886	1,115	3,000	1,500	3,000	3,000	-	0.0%	
5228	Books	872	757	900	450	900	900	-	0.0%	
5231	Tools and Equipment	-	15	600	300	600	600	-	0.0%	
5233	Computer Related Items	-	-	-	-	1,000	1,000	1,000	0.0%	
5235	Membership Dues	2,834	2,875	2,700	1,800	3,200	3,200	500	18.5%	
5236	Transportation	4,248	1,024	4,500	1,000	3,500	4,500	-	0.0%	
5237	Subsistence	642	176	1,000	400	1,000	1,000	-	0.0%	
5238	Printing and Binding	-	-	500	250	350	350	(150)	-30.0%	
5603	Employee Training	1,215	890	2,500	1,500	2,500	2,500	-	0.0%	
5635	Software	4,081	4,036	2,000	2,200	12,100	12,100	10,100	505.0%	
	Total Maintenance and Operations	17,281	15,420	25,053	14,837	42,271	43,315	18,261	72.9%	
	Total	377,593	365,722	387,912	190,819	416,528	429,315	41,403	10.7%	

FY22/23 BUDGET NOTES:
5635 - Increase for the fee associated with the new permitting system

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0145 - LIBRARY										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	328,060	317,148	354,097	166,973	331,849	348,625	(5,473)	-1.5%	
5102	Fringe Benefits	199,054	181,086	206,382	92,226	209,733	222,345	15,962	7.7%	
5103	Part-time Wages	79,383	68,486	107,143	53,271	106,821	108,270	1,127	1.1%	
5104	Part-time Benefits	57,469	49,022	58,491	25,261	63,567	67,465	8,974	15.3%	
5105	Overtime	-	-	1,000	500	1,000	1,000	-	0.0%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	20,797	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	684,762	615,742	727,114	338,232	712,970	747,705	20,591	2.8%	
Maintenance and Operations										
5201	Office Supplies	5,868	4,038	9,000	4,500	9,000	9,000	-	0.0%	
5202	Operating Supplies	1,133	979	1,270	635	1,270	1,270	-	0.0%	
5203	Fuel and Lube	16,718	18,717	18,000	9,000	18,000	18,000	-	0.0%	
5208	Equipment Maintenance	2,314	2,705	2,550	1,500	3,000	3,000	450	17.6%	
5209	Building & Grounds Maintenance	224	-	250	125	250	250	-	0.0%	
5210	Professional Services	8,845	10,790	8,365	1,000	8,900	8,900	535	6.4%	
5214	Rents & Leases	4,847	5,006	5,400	2,700	6,000	6,000	600	11.1%	
5215	Communications	12,030	10,211	13,000	6,500	29,000	29,000	16,000	123.1%	
5216	Freight and Postage	2,492	492	2,500	1,250	2,500	2,500	-	0.0%	
5217	Electricity	31,324	24,944	42,736	16,807	34,608	38,068	(4,667)	-10.9%	
5218	Water	1,529	623	1,546	652	1,724	1,724	178	11.5%	
5219	Sewer	1,508	502	1,527	674	1,714	1,714	187	12.3%	
5221	Property Insurance	5,537	7,629	7,547	4,206	9,305	10,236	2,688	35.6%	
5223	Liability Insurance	659	649	1,453	693	2,145	2,360	907	62.4%	
5227	Advertising	-	-	400	200	1,000	1,000	600	150.0%	
5228	Books	46,697	32,641	47,000	23,500	47,000	47,000	-	0.0%	
5229	Periodicals	8,500	7,490	10,000	5,000	10,000	10,000	-	0.0%	
5230	Audio Visual	15,561	17,979	16,000	8,000	16,500	16,500	500	3.1%	
5231	Tools and Equipment	2,101	2,143	3,000	2,000	4,250	4,250	1,250	41.7%	
5233	Computer Related Items	1,933	2,780	2,500	1,500	3,500	3,500	1,000	40.0%	
5235	Membership Dues	1,667	1,010	2,200	500	1,500	1,500	(700)	-31.8%	
5236	Transportation	2,173	-	4,000	-	3,500	3,500	(500)	-12.5%	
5237	Subsistence	429	-	1,500	-	1,000	1,000	(500)	-33.3%	
5238	Printing and Binding	146	-	500	250	600	600	100	20.0%	
5244	Snow Removal	4,105	10,000	8,692	4,100	8,200	8,200	(492)	-5.7%	
5252	Credit Card Expenses	602	551	600	300	600	600	-	0.0%	
5603	Employee Training	1,232	(215)	3,000	1,500	3,500	3,500	500	16.7%	
5635	Software	6,694	4,409	7,650	5,500	7,500	7,500	(150)	-2.0%	
	Total Maintenance and Operations	186,867	166,071	222,186	102,592	236,066	240,672	18,486	8.3%	
Capital Outlay and Transfers										
5990	Transfers To	-	6,264	6,264	6,264	6,264	-	(6,264)	-100.0%	
	Total C/O, Transfers & Reserves	-	6,264	6,264	6,264	6,264	-	(6,264)	-100.0%	
	Total	871,629	788,077	955,564	447,088	955,300	988,377	39,077	4.1%	

Explanation of Line Items:

5210: Microfilm, Bindery, Guardian Security, Taylor Fire, OCLC.

5214: Xerox coin box and Xerox copier leases.

5215: This line item is significantly increased to reflect amortized cost of upgrades to the data connection. Alternatively, the City could pay for installation costs up front and secure a lower monthly bill. In either case, bidders are no longer offering to support the existing connection.

5235: AK Library Network + memberships for select staff to professional organizations (ALA, AKLA) needed for their jobs.

5238: Bindery

5635: MARC Report (cataloging), Libki (public computer management), Equinox (library catalog support), Syndetics + Library Thing (library catalog enhancements), MARC (cataloging), Sling (scheduling)

FY22 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0100 - MAYOR/COUNCIL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	16,575	16,275	13,000	6,500	13,000	13,000	-	0.0%
5102	Fringe Benefits	1,343	1,319	1,056	528	1,056	1,056	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	17,918	17,594	14,056	7,028	14,056	14,056	-	0.0%
Maintenance and Operations									
5201	Office Supplies	886	83	1,000	500	500	500	(500)	-50.0%
5206	Food and Staples	1,050	355	3,600	2,000	2,000	2,000	(1,600)	-44.4%
5210	Professional Services	323,427	242,414	219,019	100,000	25,000	25,000	(194,019)	-88.6%
5211	Audit Services	77,808	34,180	88,935	88,935	93,382	98,051	9,116	10.3%
5216	Freight and Postage	4	-	-	-	-	-	-	0.0%
5223	Liability Insurance	243	268	239	286	799	879	640	267.1%
5227	Advertising	318	-	-	-	1,000	1,000	1,000	0.0%
5233	Computer Related Items	3,224	837	2,500	1,000	7,500	4,500	2,000	80.0%
5235	Membership Dues	6,170	6,792	6,500	1,000	6,770	6,770	270	4.2%
5236	Transportation	3,431	1,543	7,100	3,000	4,000	4,000	(3,100)	-43.7%
5237	Subsistence	3,155	1,438	6,200	2,500	3,500	3,500	(2,700)	-43.5%
5248	Lobbying	-	-	-	-	21,000	21,000	21,000	0.0%
5280	Volunteer Incentives	-	-	4,000	4,000	4,000	4,000	-	0.0%
5603	Employee Training	3,025	285	2,700	1,350	2,500	2,500	(200)	-7.4%
5624	Legal Services	-	-	-	-	275,000	275,000	275,000	0.0%
	Total Maintenance and Operations	422,742	288,194	341,793	204,571	446,951	448,700	106,907	31.3%
Capital Outlay and Transfers									
5990	Transfers To	911,626	477,357	416,265	58,142	123,024	102,561	(313,704)	-75.4%
	Total C/O, Transfers & Reserves	911,626	477,357	416,265	58,142	123,024	102,561	(313,704)	-75.4%
	Total	1,352,286	783,145	772,114	269,741	584,031	565,316	106,907	13.8%

FY22 BUDGET NOTES:
5248 - Council Approved lobbying expenses are shared between General Fund and Port & Harbor Enterprise Fund
5990 - (1) Seawall \$10,000, (2) Water Hydrants \$91,418, (3) Health Insurance Fund \$2,998

FY23 BUDGET NOTES:
5990 - (1) Seawall \$10,000, (2) Water Hydrants \$91,734, (3) Health Insurance Fund \$152

5210 - reduction in FY22/23 budget is to move legal expenses to a dedicated line (5624) for transparency purposes

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0120 - FINANCE									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	383,571	393,932	424,043	236,294	488,406	509,268	85,225	20.1%
5102	Fringe Benefits	216,331	208,275	227,523	120,137	275,179	290,281	62,758	27.6%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	3,682	9,997	12,220	12,220	12,220	12,220	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	24,549	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	628,133	612,204	663,785	368,651	775,805	811,768	147,983	22.3%
Maintenance and Operations									
5201	Office Supplies	2,888	6,582	6,000	3,000	6,000	6,000	-	0.0%
5210	Professional Services	46,555	42,214	55,000	55,000	55,000	55,000	-	0.0%
5215	Communications	709	2,131	1,200	700	1,200	1,200	-	0.0%
5223	Liability Insurance	500	515	1,104	548	1,689	1,858	754	68.3%
5231	Tools and Equipment	2,263	-	2,500	1,000	2,500	2,500	-	0.0%
5233	Computer Related Items	-	-	-	-	-	-	-	0.0%
5235	Membership Dues	1,194	620	2,000	2,000	2,000	2,000	-	0.0%
5236	Transportation	7,477	-	8,000	4,000	10,000	10,000	2,000	25.0%
5237	Subsistence	1,371	-	2,000	1,000	3,000	3,000	1,000	50.0%
5238	Printing and Binding	863	51	1,000	1,000	1,000	1,000	-	0.0%
5603	Employee Training	5,002	1,738	10,000	5,000	15,000	15,000	5,000	50.0%
5635	Software	194	161	200	200	200	200	-	0.0%
	Total Maint. and Operations	69,017	54,013	89,004	73,448	97,589	97,758	8,754	9.8%
	Total	697,150	666,217	752,789	442,099	873,394	909,526	156,737	20.8%

2022/23 Budget Notes:
5236/5237/5603 - Increase to allow for upper management to attend one outside conference and AGFOA every year, also to fund sending one employee to annual Caselle conference, enterprise accounting course through GFOA (out of state), allow for staff to participate in more webinars, and project accounting courses.

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0114 - HERC BUILDING									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		-	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5203	Fuel and Lube	23,925	26,768	27,000	13,500	31,000	32,500	5,500	20.4%
5209	Building & Grounds Maintenance	2,863	2,655	3,400	1,700	3,800	4,000	600	17.6%
5210	Professional Services	1,331	500	1,500	750	1,500	1,500	-	0.0%
5215	Communications	434	446	500	250	2,115	2,115	1,615	323.0%
5217	Electricity	15,559	13,003	17,516	9,061	15,916	17,508	(9)	0.0%
5218	Water	926	497	975	486	793	793	(182)	-18.7%
5219	Sewer	674	203	729	352	512	512	(217)	-29.8%
5221	Property Insurance	1,994	2,467	2,440	1,361	2,894	3,183	744	30.5%
5223	Liability Insurance	33	38	73	40	121	133	60	81.6%
Total Maintenance and Operations		47,741	46,576	54,133	27,501	58,651	62,244	8,111	15.0%
Total		47,741	46,576	54,133	27,501	58,651	62,244	8,111	15.0%

FY22 BUDGET NOTES:
5203 - 10% Fuel Increase
5209 - Increase of air handler filter change outs

FY23 BUDGET NOTES:
5203 - 5% Fuel Increase

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0140 - CITY HALL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	-	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5201	Office Supplies	4,779	2,976	5,000	2,500	5,000	5,000	-	0.0%
5202	Operating Supplies	29	-	2,000	1,000	2,000	2,000	-	0.0%
5203	Fuel and Lube	5,229	5,679	7,000	3,439	7,000	7,000	-	0.0%
5207	Vehicle and Boat Maintenance	18	10	-	-	-	-	-	0.0%
5208	Equipment Maintenance	-	367	500	250	500	500	-	0.0%
5209	Building & Grounds Maintenance	2,564	2,638	3,000	1,500	3,000	3,000	-	0.0%
5210	Professional Services	5,885	7,682	6,000	4,000	6,000	6,000	-	0.0%
5214	Rents & Leases	37,975	31,350	40,000	20,000	40,000	40,000	-	0.0%
5215	Communications	18,482	9,876	15,000	8,000	15,000	15,000	-	0.0%
5216	Freight and Postage	13,038	16,840	15,500	8,000	15,500	15,500	-	0.0%
5217	Electricity	19,337	23,635	25,053	10,385	20,981	23,079	(1,974)	-7.9%
5218	Water	850	699	857	420	918	918	61	7.1%
5219	Sewer	763	596	770	385	828	828	58	7.6%
5220	Refuse and Disposal	302	296	700	350	350	350	(350)	-50.0%
5221	Property Insurance	2,754	3,561	3,523	1,964	4,667	4,900	1,377	39.1%
5222	Auto Insurance	435	435	921	218	435	457	(464)	-50.4%
5223	Liability Insurance	101	96	222	102	307	322	100	45.1%
5224	Fidelity Bond	450	450	450	225	450	450	-	0.0%
5244	Snow Removal	(3,841)	7,980	6,951	2,490	7,500	7,500	549	7.9%
	Total Maintenance and Operations	109,150	115,165	133,448	65,228	130,436	132,805	(643)	-0.5%
Capital Outlay and Transfers									
5990	Transfers To	-	3,182	3,182	3,182	3,182	-	(3,182)	-100.0%
	Total C/O, Transfers & Reserves	-	3,182	3,182	3,182	3,182	-	(3,182)	-100.0%
	Total	109,150	118,347	136,629	68,409	133,618	132,805	(643)	-0.5%

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0149 - AIRPORT										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	42,620	44,438	44,459	22,230	44,901	46,161	1,702	3.8%	
5102	Fringe Benefits	29,423	28,287	30,091	13,886	30,997	32,516	2,425	8.1%	
5103	Part-time Wages	12,552	16,113	15,291	7,646	17,104	17,241	1,950	12.8%	
5104	Part-time Benefits	1,750	2,333	2,107	1,053	2,027	2,043	(63)	-3.0%	
5105	Overtime	4,055	3,327	4,235	2,616	4,235	4,235	-	0.0%	
5107	Part-time Overtime	-	251	1,784	892	1,784	1,784	-	0.0%	
5108	Unemployment Benefits	412	9	-	-	-	-	-	0.0%	
5112	PERS Relief	2,959	-	-	-	-	-	-	0.0%	
Total Salaries and Benefits		93,770	94,759	97,966	48,323	101,047	103,980	6,013	6.1%	
Maintenance and Operations										
5202	Operating Supplies	1,692	2,373	4,800	2,400	4,800	4,800	-	0.0%	
5203	Fuel and Lube	11,560	12,212	10,000	7,300	14,600	14,600	4,600	46.0%	
5208	Equipment Maintenance	2,717	3,857	4,100	2,050	4,100	4,100	-	0.0%	
5209	Building & Grounds Maintenance	11,515	8,994	11,500	5,750	11,500	11,500	-	0.0%	
5210	Professional Services	3,827	1,502	4,800	2,400	4,800	4,800	-	0.0%	
5214	Rents & Leases	27,185	32,217	25,000	32,873	32,873	32,873	7,873	31.5%	
5215	Communications	1,208	1,337	1,550	775	1,550	1,550	-	0.0%	
5217	Electricity	31,817	24,839	44,119	17,229	35,381	38,919	(5,200)	-11.8%	
5218	Water	2,954	1,370	2,805	917	3,540	3,540	735	26.2%	
5219	Sewer	4,749	2,072	4,496	1,429	5,743	5,743	1,248	27.8%	
5220	Refuse and Disposal	794	398	900	450	900	1,000	100	11.1%	
5221	Property Insurance	2,376	3,096	3,063	1,707	4,063	4,469	1,407	45.9%	
5223	Liability Insurance	166	153	366	164	515	567	200	54.6%	
5231	Tools and Equipment	435	1,378	6,100	5,000	1,000	1,000	(5,100)	-83.6%	
5614	Car Allowance	135	180	104	52	104	104	0	0.3%	
Total Maintenance and Operations		103,131	95,979	123,703	80,497	125,470	129,566	5,863	4.7%	
Capital Outlay and Transfers										
5990	Transfers To	10,572	8,820	7,762	7,762	7,762	-	(7,762)	-100.0%	
Total C/O, Transfers & Reserves		10,572	8,820	7,762	7,762	7,762	-	(7,762)	-100.0%	
Total		207,473	199,557	229,431	136,582	234,279	233,545	11,876	5.2%	

Explanation of Line Items:
5202 - Filters, Cleaning Supplies, Light Bulbs, Batteries, Misc Equipment, Belts for Air Handler, Paper/Inc Etc.
5203 - Fuel for Heat
5208 - Equipment Maintenance, Boiler Parts, Baggage Conveyor, Pumps, Air Handler, Snow Blowers, Etc.
5209 - Signs, Sidewalks, Paint, Carpet, Electrical Security Cameras, Software Repairs & Maintenance
5210 - Hiring for Repairs to Boilers, Garage Doors, Fire & Sprinkler Alarms, Electrical, Window/Carpet Cleaning
5214 - Rent for Land that Airport sits on
5231 - Tools & Equipment for Misc Replacement or Acquisition of Tools

FY23 BUDGET NOTES:
5220 - Increased cost

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0350 - NON-DEPARTMENTAL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	-	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5801	Pratt Museum	69,000	69,000	69,000	69,000	69,000	69,000	-	0.0%
5830	Homer Foundation	25,000	25,000	25,000	25,000	25,000	25,000	-	0.0%
	Total Maintenance and Operations	94,000	94,000	94,000	94,000	94,000	94,000	-	0.0%
	Total	94,000	94,000	94,000	94,000	94,000	94,000	-	0.0%

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0360 - LEAVE CASH OUT									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	-	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5106	Leave Cash Out	85,232	104,643	146,474	58,222	136,126	122,629	(23,845)	-16.3%
	Total Maintenance and Operations	85,232	104,643	146,474	58,222	136,126	122,629	(23,845)	-16.3%
	Total	85,232	104,643	146,474	58,222	136,126	122,629	(23,845)	-16.3%

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
FIRE COMBINED EXPENDITURES									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	307,925	528,277	566,524	276,141	609,196	630,918	64,393	11.4%
5102	Fringe Benefits	214,047	323,240	328,973	151,457	350,688	368,052	39,079	11.9%
5103	Part-time Wages	158,038	11,052	20,275	10,137	50,687	51,093	30,818	152.0%
5104	Part-time Benefits	20,223	1,516	2,572	1,286	5,846	5,893	3,321	129.2%
5105	Overtime	27,195	36,477	25,964	12,982	25,964	25,964	-	0.0%
5107	Part-time Overtime	3,565	-	2,219	1,000	2,701	2,701	482	21.7%
5108	Unemployment Benefits	-	1,780	-	-	-	-	-	0.0%
5112	PERS Relief	21,244	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		752,237	902,341	946,527	453,003	1,045,082	1,084,620	138,093	14.6%
Maintenance and Operations									
5201	Office Supplies	2,427	2,605	3,000	1,600	3,000	3,000	-	0.0%
5202	Operating Supplies	28,740	22,933	31,500	16,500	29,500	29,500	(2,000)	-6.3%
5203	Fuel and Lube	10,694	7,594	15,000	7,750	15,000	15,000	-	0.0%
5206	Food and Staples	4,889	4,492	5,000	2,700	5,000	5,000	-	0.0%
5207	Vehicle and Boat Maintenance	1,769	8,903	4,500	11,000	10,000	10,000	5,500	122.2%
5208	Equipment Maintenance	3,987	740	8,000	4,000	8,000	8,000	-	0.0%
5209	Building & Grounds Maintenance	5,794	4,259	5,000	6,000	16,000	9,000	4,000	80.0%
5210	Professional Services	38,728	38,001	59,000	27,000	66,000	55,000	(4,000)	-6.8%
5214	Rents & Leases	5,596	4,644	7,000	3,500	7,000	7,000	-	0.0%
5215	Communications	15,022	22,416	18,000	11,000	20,000	15,000	(3,000)	-16.7%
5216	Freight and Postage	864	433	1,000	400	800	800	(200)	-20.0%
5217	Electricity	24,273	25,329	31,276	14,331	27,861	30,648	(629)	-2.0%
5218	Water	1,907	1,823	1,866	978	2,013	2,013	147	7.9%
5219	Sewer	1,752	1,660	1,707	923	1,851	1,851	144	8.4%
5220	Refuse and Disposal	905	911	1,500	650	1,500	1,500	-	0.0%
5221	Property Insurance	2,214	3,240	3,205	1,787	6,544	7,198	3,993	124.6%
5222	Auto Insurance	12,140	13,708	18,224	6,513	14,641	16,105	(2,119)	-11.6%
5223	Liability Insurance	690	926	1,522	976	2,940	3,234	1,712	112.5%
5227	Advertising	262	372	1,500	300	500	500	(1,000)	-66.7%
5228	Books	(22)	518	500	350	700	500	-	0.0%
5231	Tools and Equipment	12,729	19,773	24,000	12,500	26,000	27,000	3,000	12.5%
5233	Computer Related Items	-	10,377	3,000	4,000	8,000	5,000	2,000	66.7%
5235	Membership Dues	884	543	4,600	1,950	3,500	3,500	(1,100)	-23.9%
5236	Transportation	5,768	2,464	4,000	1,700	6,000	6,000	2,000	50.0%
5237	Subsistence	5,313	1,402	4,000	1,700	5,500	5,500	1,500	37.5%
5244	Snow Removal	2,844	8,288	5,317	2,500	-	-	(5,317)	-100.0%
5252	Credit Card Expenses	-	-	-	-	-	-	-	0.0%
5280	Volunteer Incentives	30,491	24,364	35,000	15,000	35,000	35,000	-	0.0%
5601	Uniform	2,804	3,935	6,700	4,700	7,500	6,500	(200)	-3.0%
5602	Safety Equipment	13,824	19,833	22,000	12,000	21,000	21,000	(1,000)	-4.5%
5603	Employee Training	31,455	21,782	33,500	15,000	33,500	33,500	-	0.0%
5604	Public Education	1,721	389	3,000	1,050	2,250	2,250	(750)	-25.0%
5635	Software	587	812	-	-	-	-	-	0.0%
Total Maint. and Operations		271,052	279,469	363,418	190,359	387,101	366,099	2,681	0.7%
C/O and Transfers									
5990	Transfers To	-	-	-	-	-	-	-	0.0%
Total Others		-	-	-	-	-	-	-	0.0%
Total		1,023,289	1,181,810	1,309,945	643,362	1,432,183	1,450,719	140,774	10.7%

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0150 - FIRE ADMINISTRATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	93,863	169,927	219,328	95,867	215,614	225,327	6,000	2.7%
5102	Fringe Benefits	71,974	113,179	122,440	52,738	123,544	130,329	7,890	6.4%
5103	Part-time Wages	45,823	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	4,974	-	-	-	-	-	-	0.0%
5105	Overtime	10,620	19,025	11,070	5,535	11,070	11,070	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	1,270	-	-	-	-	-	0.0%
5112	PERS Relief	6,624	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	233,878	303,401	352,837	154,140	350,227	366,727	13,889	3.9%
Maintenance and Operations									
5201	Office Supplies	2,427	2,605	3,000	1,600	3,000	3,000	-	0.0%
5202	Operating Supplies	2,397	4,431	4,500	2,500	4,500	4,500	-	0.0%
5203	Fuel and Lube	10,694	7,594	15,000	7,750	15,000	15,000	-	0.0%
5206	Food and Staples	4,889	4,492	5,000	2,700	5,000	5,000	-	0.0%
5207	Vehicle and Boat Maintenance	1,706	8,753	4,500	3,000	2,000	2,000	(2,500)	-55.6%
5208	Equipment Maintenance	3,987	457	5,000	2,500	5,000	5,000	-	0.0%
5209	Building & Grounds Maintenance	5,794	4,259	5,000	6,000	16,000	9,000	4,000	80.0%
5210	Professional Services	7,618	17,737	29,000	12,000	28,000	28,000	(1,000)	-3.4%
5214	Rents & Leases	5,596	4,644	7,000	3,500	7,000	7,000	-	0.0%
5215	Communications	15,022	22,416	18,000	11,000	20,000	15,000	(3,000)	-16.7%
5216	Freight and Postage	864	433	1,000	400	800	800	(200)	-20.0%
5217	Electricity	24,273	25,329	31,276	14,331	27,861	30,648	(629)	-2.0%
5218	Water	1,907	1,823	1,866	978	2,013	2,013	147	7.9%
5219	Sewer	1,752	1,660	1,707	923	1,851	1,851	144	8.4%
5220	Refuse and Disposal	905	911	1,500	650	1,500	1,500	-	0.0%
5221	Property Insurance	2,214	3,240	3,205	1,787	6,544	7,198	3,993	124.6%
5222	Auto Insurance	12,140	13,708	18,224	6,513	14,641	16,105	(2,119)	-11.6%
5223	Liability Insurance	690	926	1,522	976	2,940	3,234	1,712	112.5%
5227	Advertising	262	372	1,500	300	500	500	(1,000)	-66.7%
5228	Books	(22)	518	500	350	700	500	-	0.0%
5231	Tools and Equipment	2,796	6,082	8,000	4,000	10,000	10,000	2,000	25.0%
5233	Computer Related Items	-	10,377	3,000	4,000	8,000	5,000	2,000	66.7%
5235	Membership Dues	734	453	1,500	700	1,250	1,250	(250)	-16.7%
5236	Transportation	1,921	1,846	1,500	500	6,000	6,000	4,500	300.0%
5237	Subsistence	1,879	680	1,500	500	5,500	5,500	4,000	266.7%
5244	Snow Removal	2,844	8,288	5,317	2,500	-	-	(5,317)	-100.0%
5280	Volunteer Incentives	30,491	24,364	35,000	15,000	35,000	35,000	-	0.0%
5601	Uniform	2,273	2,045	2,000	1,500	5,000	4,000	2,000	100.0%
5603	Employee Training	4,453	1,948	3,500	1,000	3,500	3,500	-	0.0%
5604	Public Education	41	-	750	250	750	750	-	0.0%
5635	Software	587	812	-	-	-	-	-	0.0%
	Total Maintenance and Operations	153,135	183,206	220,368	109,709	239,851	228,849	8,481	3.8%
	Total	387,014	486,607	573,205	263,849	590,078	595,576	22,371	3.9%

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0151 - FIRE SERVICES										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	107,045	164,127	177,716	90,476	198,490	204,831	27,115	15.3%	
5102	Fringe Benefits	70,917	99,370	104,695	49,477	114,141	119,544	14,849	14.2%	
5103	Part-time Wages	56,108	5,526	10,137	5,069	25,344	25,546	15,409	152.0%	
5104	Part-time Benefits	7,625	758	1,286	643	2,923	2,947	1,661	129.2%	
5105	Overtime	8,287	6,195	7,447	3,724	7,447	7,447	-	0.0%	
5107	Part-time Overtime	1,782	-	1,109	500	1,350	1,350	241	21.7%	
5108	Unemployment Benefits	-	255	-	-	-	-	-	0.0%	
5112	PERS Relief	7,311	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	259,076	276,231	302,391	149,888	349,695	361,665	59,274	19.6%	
Maintenance and Operations										
5202	Operating Supplies	7,371	1,188	8,000	4,000	5,000	5,000	(3,000)	-37.5%	
5207	Vehicle and Boat Maintenance	63	150	-	8,000	8,000	8,000	8,000	0.0%	
5208	Equipment Maintenance	-	282	3,000	1,500	3,000	3,000	-	0.0%	
5210	Professional Services	24,612	8,555	20,000	10,000	22,000	22,000	2,000	10.0%	
5231	Tools and Equipment	9,778	9,982	12,000	5,500	10,000	12,000	-	0.0%	
5235	Membership Dues	150	65	3,000	1,250	2,000	2,000	(1,000)	-33.3%	
5236	Transportation	3,847	-	2,500	1,200	-	-	(2,500)	-100.0%	
5237	Subsistence	3,433	505	2,500	1,200	-	-	(2,500)	-100.0%	
5601	Uniform	236	1,139	2,500	2,000	2,500	2,500	-	0.0%	
5602	Safety Equipment	10,803	18,424	16,000	9,000	18,000	18,000	2,000	12.5%	
5603	Employee Training	11,847	4,627	14,000	7,000	14,000	14,000	-	0.0%	
5604	Public Education	1,312	389	1,500	500	1,000	1,000	(500)	-33.3%	
	Total Maintenance and Operations	73,452	45,307	85,000	51,150	85,500	87,500	2,500	2.9%	
	Total	332,528	321,538	387,391	201,038	435,195	449,165	61,774	15.95%	

FY22/23 BUDGET NOTES:
 5103/5104 - Increase is due to hiring of additional seasonal support
 5236/5237 - Moved to Fire Administration for easier tracking of travel related expenses

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0152 - MEDICAL SERVICES										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	107,016	194,223	169,481	89,798	195,093	200,760	31,279	18.5%	
5102	Fringe Benefits	71,156	110,691	101,839	49,242	113,003	118,179	16,340	16.0%	
5103	Part-time Wages	56,107	5,526	10,137	5,069	25,344	25,546	15,409	152.0%	
5104	Part-time Benefits	7,624	758	1,286	643	2,923	2,947	1,661	129.2%	
5105	Overtime	8,287	11,257	7,447	3,724	7,447	7,447	-	0.0%	
5107	Part-time Overtime	1,782	-	1,109	500	1,350	1,350	241	21.7%	
5108	Unemployment Benefits	-	255	-	-	-	-	-	0.0%	
5112	PERS Relief	7,309	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	259,283	322,710	291,299	148,975	345,160	356,228	64,929	22.3%	
Maintenance and Operations										
5202	Operating Supplies	18,972	17,314	19,000	10,000	20,000	20,000	1,000	5.3%	
5210	Professional Services	6,498	11,708	10,000	5,000	16,000	5,000	(5,000)	-50.0%	
5231	Tools and Equipment	155	3,709	4,000	3,000	6,000	5,000	1,000	25.0%	
5235	Membership Dues	-	25	100	-	250	250	150	150.0%	
5236	Transportation	-	617	-	-	-	-	-	0.0%	
5237	Subsistence	-	217	-	-	-	-	-	0.0%	
5601	Uniform	295	751	2,200	1,200	-	-	(2,200)	-100.0%	
5602	Safety Equipment	3,021	1,409	6,000	3,000	3,000	3,000	(3,000)	-50.0%	
5603	Employee Training	15,155	15,206	16,000	7,000	16,000	16,000	-	0.0%	
5604	Public Education	368	-	750	300	500	500	(250)	-33.3%	
	Total Maintenance and Operations	44,465	50,956	58,050	29,500	61,750	49,750	(8,300)	-14.3%	
	Total	303,747	373,666	349,349	178,475	406,910	405,978	56,629	16.2%	

FY22/23 BUDGET NOTES:
5103/5104 - Increase is due to hiring of additional seasonal support

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
POLICE COMBINED EXPENDITURES										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	1,480,719	1,583,986	1,699,202	856,580	1,744,016	1,803,130	103,928	6.1%	
5102	Fringe Benefits	903,877	893,740	919,171	435,055	961,261	1,009,185	90,014	9.8%	
5103	Part-time Wages	22,749	28,181	62,127	14,361	59,877	61,258	(869)	-1.4%	
5104	Part-time Benefits	2,955	3,492	24,092	1,741	24,985	26,399	2,307	9.6%	
5105	Overtime	233,855	197,610	181,513	95,813	204,399	207,844	26,331	14.5%	
5107	Part-time Overtime	1,910	-	7,000	3,500	7,000	7,000	-	0.0%	
5108	Unemployment Benefits	-	4,138	-	-	-	-	-	0.0%	
5112	PERS Relief	108,693	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	2,754,757	2,711,148	2,893,106	1,407,049	3,001,538	3,114,816	221,710	7.7%	
Maintenance and Operations										
5201	Office Supplies	4,959	4,750	10,500	4,600	7,500	7,750	(2,750)	-26.2%	
5202	Operating Supplies	9,953	6,615	21,000	6,000	20,500	20,500	(500)	-2.4%	
5203	Fuel and Lube	44,268	46,660	43,200	31,450	53,200	55,700	12,500	28.9%	
5205	Ammunition	16,631	8,045	20,000	10,000	20,000	20,000	-	0.0%	
5206	Food and Staples	18,720	15,947	22,000	9,500	21,000	21,000	(1,000)	-4.5%	
5207	Vehicle and Boat Maintenance	3,172	1,663	5,500	2,750	5,500	5,500	-	0.0%	
5208	Equipment Maintenance	855	2,159	9,500	4,000	7,750	7,750	(1,750)	-18.4%	
5209	Building & Grounds Maintenance	2,668	4,698	13,500	4,500	12,000	12,000	(1,500)	-11.1%	
5210	Professional Services	208,938	217,438	229,957	111,754	226,457	227,457	(2,500)	-1.1%	
5214	Rents & Leases	12,594	20,357	14,500	7,500	14,800	15,500	1,000	6.9%	
5215	Communications	37,588	45,278	37,200	16,900	38,600	39,600	2,400	6.5%	
5216	Freight and Postage	2,312	1,777	3,900	1,450	1,550	1,600	(2,300)	-59.0%	
5217	Electricity	35,614	48,045	48,022	20,463	54,285	59,713	11,691	24.3%	
5218	Water	2,028	2,352	1,886	1,147	2,625	2,625	738	39.1%	
5219	Sewer	1,885	2,113	1,747	1,177	2,415	2,415	669	38.3%	
5220	Refuse and Disposal	1,165	1,708	2,100	500	1,600	1,600	(500)	-23.8%	
5221	Property Insurance	2,017	2,866	2,582	1,439	5,850	6,382	3,800	147.2%	
5222	Auto Insurance	11,107	10,068	14,799	5,151	12,994	14,293	(505)	-3.4%	
5223	Liability Insurance	44,295	64,949	50,400	42,259	83,546	91,875	41,475	82.3%	
5227	Advertising	1,276	1,444	3,000	500	3,000	3,000	-	0.0%	
5231	Tools and Equipment	29,901	26,243	32,500	15,750	32,500	32,500	-	0.0%	
5233	Computer Related Items	-	558	-	-	2,000	2,000	2,000	0.0%	
5235	Membership Dues	1,491	966	1,250	700	1,250	1,250	-	0.0%	
5236	Transportation	2,013	1,883	4,400	1,050	5,150	5,150	750	17.0%	
5237	Subsistence	350	665	2,100	850	2,100	2,100	-	0.0%	
5242	Janitorial	-	-	600	300	1,000	1,000	400	66.7%	
5244	Snow Removal	2,619	7,400	5,707	2,500	8,000	8,000	2,293	40.2%	
5601	Uniform	17,958	19,087	19,000	9,350	20,500	19,500	500	2.6%	
5603	Employee Training	38,087	30,447	53,500	24,000	53,000	53,000	(500)	-0.9%	
5625	Impound Costs	5,395	4,260	3,500	2,000	3,000	3,500	-	0.0%	
5626	Jail Laundry Services	5,867	3,249	9,000	-	-	-	(9,000)	-100.0%	
5630	Haven House	14,000	15,000	14,000	14,000	14,000	14,000	-	0.0%	
5635	Software	1,853	772	-	-	-	-	-	0.0%	
	Total Maint. and Operations	581,577	619,461	700,850	353,538	737,672	758,261	57,412	8.2%	
C/O and Transfers										
5990	Transfers To	-	934	934	934	934	-	(934)	-100.0%	
	Total Others	-	934	934	934	934	-	(934)	-100.0%	
	Total	3,336,334	3,331,543	3,594,890	1,761,522	3,740,143	3,873,077	278,187	7.7%	

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0160 - POLICE ADMINISTRATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	101,985	103,548	105,953	52,977	106,463	107,314	1,361	1.3%
5102	Fringe Benefits	31,625	29,975	30,822	14,157	31,627	32,938	2,116	6.9%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	2,806	2,866	1,176	1,005	2,121	2,256	1,080	91.9%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	6,643	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		143,059	136,389	137,951	68,139	140,210	142,508	4,557	3.3%
Maintenance and Operations									
5201	Office Supplies	473	1,241	1,500	600	1,000	1,000	(500)	-33.3%
5202	Operating Supplies	4,899	3,257	8,000	2,000	8,000	8,000	-	0.0%
5203	Fuel and Lube	30,857	35,998	30,000	25,000	40,000	42,500	12,500	41.7%
5205	Ammunition	16,631	8,045	20,000	10,000	20,000	20,000	-	0.0%
5206	Food and Staples	154	1,568	1,500	500	1,000	1,000	(500)	-33.3%
5207	Vehicle and Boat Maintenance	3,172	1,663	4,000	2,000	4,000	4,000	-	0.0%
5208	Equipment Maintenance	172	2,159	8,500	3,000	6,000	6,000	(2,500)	-29.4%
5209	Building & Grounds Maintenance	2,619	824	5,000	2,000	4,000	4,000	(1,000)	-20.0%
5210	Professional Services	6,349	13,581	17,000	8,500	15,000	16,000	(1,000)	-5.9%
5214	Rents & Leases	7,055	8,598	6,500	4,000	7,800	8,500	2,000	30.8%
5215	Communications	37,126	45,079	36,000	16,500	38,000	39,000	3,000	8.3%
5216	Freight and Postage	-	68	400	200	300	350	(50)	-12.5%
5217	Electricity	19,188	32,735	25,913	10,762	36,008	39,609	13,696	52.9%
5218	Water	1,035	1,485	881	634	1,559	1,559	678	77.0%
5219	Sewer	1,000	1,391	847	693	1,460	1,460	613	72.3%
5220	Refuse and Disposal	863	1,394	1,500	300	1,000	1,000	(500)	-33.3%
5221	Property Insurance	1,365	2,020	1,745	972	4,794	5,273	3,529	202.2%
5222	Auto Insurance	11,107	10,068	14,799	5,151	12,994	14,293	(505)	-3.4%
5223	Liability Insurance	9,828	13,572	8,748	9,605	21,145	23,260	14,511	165.9%
5227	Advertising	1,276	1,444	3,000	500	3,000	3,000	-	0.0%
5231	Tools and Equipment	16,691	9,896	13,500	9,500	13,500	13,500	-	0.0%
5233	Computer Related Items	-	558	-	-	2,000	2,000	2,000	0.0%
5235	Membership Dues	1,152	886	1,000	550	1,000	1,000	-	0.0%
5236	Transportation	1,486	1,883	2,000	350	2,000	2,000	-	0.0%
5237	Subsistence	350	665	1,000	350	1,000	1,000	-	0.0%
5242	Janitorial	-	-	600	300	1,000	1,000	400	66.7%
5244	Snow Removal	2,619	7,400	5,707	2,500	8,000	8,000	2,293	40.2%
5601	Uniform	8,091	12,489	6,000	5,000	7,500	6,500	500	8.3%
5603	Employee Training	30,566	30,257	39,000	20,000	39,000	39,000	-	0.0%
5625	Impound Costs	5,395	4,260	3,500	2,000	3,000	3,500	-	0.0%
5630	Haven House	14,000	15,000	14,000	14,000	14,000	14,000	-	0.0%
5635	Software	1,853	772	-	-	-	-	-	0.0%
Total Maintenance and Operations		237,372	270,254	282,139	157,465	319,061	331,305	49,165	17.4%
Total		380,430	406,643	420,091	225,605	459,271	473,812	53,722	12.8%

FY22/23 BUDGET NOTES:
5217/5218/5219 - These line items have the potential to fluctuate significantly in FY22/23 due to the move to the new police station.

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0161 - DISPATCH									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	326,190	328,399	365,324	179,889	369,048	381,916	16,592	4.5%
5102	Fringe Benefits	207,589	198,417	208,947	95,782	220,020	231,392	22,445	10.7%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	33,633	42,095	38,446	19,223	38,446	38,446	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	22,810	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	590,223	568,911	612,718	294,894	627,515	651,754	39,037	6.4%
Maintenance and Operations									
5201	Office Supplies	3,178	3,377	7,000	3,500	5,000	5,250	(1,750)	-25.0%
5202	Operating Supplies	469	155	2,500	500	2,500	2,500	-	0.0%
5208	Equipment Maintenance	683	-	-	-	-	-	-	0.0%
5210	Professional Services	881	45	750	400	750	750	-	0.0%
5214	Rents & Leases	5,539	11,759	8,000	3,500	7,000	7,000	(1,000)	-12.5%
5215	Communications	256	-	-	-	-	-	-	0.0%
5216	Freight and Postage	2,201	1,537	3,000	1,000	1,000	1,000	(2,000)	-66.7%
5231	Tools and Equipment	2,429	2,811	4,000	1,750	4,000	4,000	-	0.0%
5235	Membership Dues	339	80	250	150	250	250	-	0.0%
5236	Transportation	527	-	-	-	750	750	750	0.0%
5601	Uniform	3,239	3,384	3,000	1,250	3,000	3,000	-	0.0%
5603	Employee Training	6,833	190	11,000	2,500	11,000	11,000	-	0.0%
	Total Maintenance and Operations	26,571	23,338	39,500	14,550	35,250	35,500	(4,000)	-10.1%
Total		616,794	592,249	652,218	309,444	662,765	687,254	35,037	5.4%

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0162 - INVESTIGATION										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	113,222	117,104	117,310	58,655	106,876	110,331	(6,979)	-5.9%	
5102	Fringe Benefits	64,315	62,848	59,903	28,367	57,404	60,062	159	0.3%	
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%	
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%	
5105	Overtime	19,852	17,778	15,000	7,656	15,000	17,332	2,332	15.5%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	8,436	-	-	-	-	-	-	0.0%	
Total Salaries and Benefits		205,826	197,730	192,213	94,678	179,281	187,724	(4,488)	-2.3%	
Maintenance and Operations										
5202	Operating Supplies	1,259	1,128	7,000	2,000	6,000	6,000	(1,000)	-14.3%	
5210	Professional Services	13,406	9,807	13,000	4,000	13,000	13,000	-	0.0%	
5231	Tools and Equipment	4,491	5,539	7,000	3,000	7,000	7,000	-	0.0%	
5236	Transportation	-	-	1,500	500	1,500	1,500	-	0.0%	
5237	Subsistence	-	-	600	300	600	600	-	0.0%	
Total Maintenance and Operations		19,156	16,475	29,100	9,800	28,100	28,100	(1,000)	-3.4%	
Total		224,982	214,205	221,313	104,478	207,381	215,824	(5,488)	-2.5%	

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0163 - PATROL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	646,911	719,761	789,177	389,190	835,934	869,806	80,629	10.2%
5102	Fringe Benefits	415,307	404,755	439,867	204,495	465,719	489,931	50,064	11.4%
5103	Part-time Wages	-	14,175	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	1,704	-	-	-	-	-	0.0%
5105	Overtime	133,008	86,450	96,891	47,839	108,901	109,880	12,988	13.4%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	49,442	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	1,244,668	1,226,845	1,325,935	641,524	1,410,554	1,469,616	143,682	10.8%
Maintenance and Operations									
5601	Uniform	3,445	1,929	7,500	1,500	7,500	7,500	-	0.0%
	Total Maintenance and Operations	3,445	1,929	7,500	1,500	7,500	7,500	-	0.0%
	Total	1,248,113	1,228,774	1,333,435	643,024	1,418,054	1,477,116	143,682	10.8%

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0164 - JAIL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	292,410	315,174	321,439	175,868	325,695	333,763	12,324	3.8%
5102	Fringe Benefits	185,040	197,744	179,632	92,254	186,490	194,862	15,230	8.5%
5103	Part-time Wages	22,749	14,006	62,127	14,361	59,877	61,258	(869)	-1.4%
5104	Part-time Benefits	2,955	1,788	24,092	1,741	24,985	26,399	2,307	9.6%
5105	Overtime	44,556	48,421	30,000	20,090	39,931	39,931	9,931	33.1%
5107	Part-time Overtime	1,910	-	7,000	3,500	7,000	7,000	-	0.0%
5108	Unemployment Benefits	-	4,138	-	-	-	-	-	0.0%
5112	PERS Relief	21,361	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		570,982	581,273	624,290	307,813	643,978	663,213	38,923	6.2%
Maintenance and Operations									
5201	Office Supplies	1,309	132	2,000	500	1,500	1,500	(500)	-25.0%
5202	Operating Supplies	3,325	2,075	3,500	1,500	3,500	3,500	-	0.0%
5203	Fuel and Lube	1,621	1,271	2,000	950	2,000	2,000	-	0.0%
5206	Food and Staples	18,566	14,380	20,000	9,000	20,000	20,000	-	0.0%
5207	Vehicle and Boat Maintenance	-	-	1,500	750	1,500	1,500	-	0.0%
5208	Equipment Maintenance	-	-	-	-	750	750	750	0.0%
5209	Building & Grounds Maintenance	49	3,875	5,500	1,000	5,000	5,000	(500)	-9.1%
5210	Professional Services	-	2,120	3,500	1,000	2,000	2,000	(1,500)	-42.9%
5216	Freight and Postage	111	172	500	250	250	250	(250)	-50.0%
5217	Electricity	8,415	6,988	12,113	4,879	9,030	9,933	(2,180)	-18.0%
5218	Water	259	371	254	158	278	278	25	9.7%
5219	Sewer	250	348	244	173	270	270	25	10.4%
5223	Liability Insurance	34,311	51,217	41,307	32,484	61,892	68,081	26,774	64.8%
5231	Tools and Equipment	6,291	7,996	8,000	1,500	8,000	8,000	-	0.0%
5236	Transportation	-	-	900	200	900	900	-	0.0%
5237	Subsistence	-	-	500	200	500	500	-	0.0%
5601	Uniform	3,183	1,285	2,500	1,600	2,500	2,500	-	0.0%
5603	Employee Training	688	-	3,500	1,500	3,000	3,000	(500)	-14.3%
5626	Jail Laundry Services	5,867	3,249	9,000	-	-	-	(9,000)	-100.0%
Total Maintenance and Operations		84,245	95,478	116,819	57,644	122,870	129,963	13,144	11.3%
Total		655,227	676,751	741,109	365,457	766,848	793,176	52,067	7.0%

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND										
DEPT 0165 - ANIMAL CONTROL										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%	
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%	
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%	
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%	
5105	Overtime	-	-	-	-	-	-	-	0.0%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	-	-	-	-	-	-	-	0.0%	
Total Salaries and Benefits		-	-	-	-	-	-	-	0.0%	
Maintenance and Operations										
5202	Operating Supplies	-	-	-	-	500	500	500	0.0%	
5203	Fuel and Lube	11,789	9,391	11,200	5,500	11,200	11,200	-	0.0%	
5206	Food and Staples	-	-	500	-	-	-	(500)	-100.0%	
5208	Equipment Maintenance	-	-	1,000	1,000	1,000	1,000	-	0.0%	
5209	Building & Grounds Maintenance	-	-	3,000	1,500	3,000	3,000	-	0.0%	
5210	Professional Services	188,302	191,886	195,707	97,854	195,707	195,707	-	0.0%	
5215	Communications	206	199	1,200	400	600	600	(600)	-50.0%	
5217	Electricity	8,011	8,321	9,996	4,823	9,246	10,171	175	1.7%	
5218	Water	734	497	752	355	788	788	36	4.7%	
5219	Sewer	635	374	655	311	685	685	30	4.7%	
5220	Refuse and Disposal	302	313	600	200	600	600	-	0.0%	
5221	Property Insurance	652	846	837	467	1,056	1,109	271	32.4%	
5223	Liability Insurance	156	159	345	170	509	534	190	55.0%	
Total Maintenance and Operations		210,787	211,987	225,792	112,579	224,891	225,894	102	0.0%	
Capital Outlay and Transfers										
5990	Transfers To	-	934	934	934	934	-	(934)	-100.0%	
Total C/O, Transfers & Reserves		-	934	934	934	934	-	(934)	-100.0%	
Total		210,787	212,921	226,726	113,513	225,825	225,894	102	0.0%	

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
PUBLIC WORKS COMBINED EXPENDITURES									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 -	1/1/20 -	1/1/21 -	1/1/21 -	7/1/21 -	7/1/22 -	FY23 Draft & FY21	
		12/31/19	12/31/20	12/31/21	6/30/21	6/30/22	6/30/23	Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	808,629	886,699	941,386	461,968	935,741	962,925	21,540	2.3%
5102	Fringe Benefits	530,506	538,650	584,036	268,636	595,034	623,529	39,494	6.8%
5103	Part-time Wages	131,530	85,367	139,824	69,912	146,825	148,000	8,175	5.8%
5104	Part-time Benefits	17,644	11,656	17,887	8,943	16,902	17,037	(849)	-4.7%
5105	Overtime	27,716	46,666	39,709	22,376	40,964	41,495	1,785	4.5%
5107	Part-time Overtime	99	522	1,804	1,041	1,804	1,804	-	0.0%
5108	Unemployment Benefits	9,562	7,873	-	-	-	-	-	0.0%
5112	PERS Relief	53,019	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	1,578,703	1,577,433	1,724,646	832,876	1,737,270	1,794,791	70,145	4.1%
Maintenance and Operations									
5201	Office Supplies	1,660	2,344	3,950	1,975	3,950	3,950	-	0.0%
5202	Operating Supplies	156,612	159,331	177,400	85,200	190,700	190,700	13,300	7.5%
5203	Fuel and Lube	76,168	79,447	129,750	65,500	122,000	122,000	(7,750)	-6.0%
5204	Chemicals	97,995	98,700	102,000	104,000	113,550	122,600	20,600	20.2%
5207	Vehicle and Boat Maintenance	245,490	224,420	240,700	120,350	255,700	255,700	15,000	6.2%
5208	Equipment Maintenance	3,860	3,296	8,000	4,000	9,000	9,000	1,000	12.5%
5209	Building & Grounds Maintenance	34,036	34,330	39,500	19,750	54,500	54,500	15,000	38.0%
5210	Professional Services	106,876	100,128	96,400	82,950	156,400	156,400	60,000	62.2%
5213	Survey and Appraisal	1,260	185	3,000	1,500	3,000	3,000	-	0.0%
5214	Rents & Leases	8,054	13,433	20,200	12,600	21,500	22,000	1,800	8.9%
5215	Communications	8,327	11,427	21,500	5,000	10,000	10,000	(11,500)	-53.5%
5216	Freight and Postage	-	130	1,000	500	1,000	1,000	-	0.0%
5217	Electricity	73,809	74,690	85,787	42,687	79,069	86,976	1,188	1.4%
5218	Water	13,113	10,202	18,083	4,025	17,325	17,325	(757)	-4.2%
5219	Sewer	15,903	12,953	24,874	4,911	22,510	22,510	(2,365)	-9.5%
5220	Refuse and Disposal	1,726	6,810	5,350	2,675	5,350	5,350	-	0.0%
5221	Property Insurance	2,343	3,481	3,442	1,920	5,014	5,515	2,073	60.2%
5222	Auto Insurance	13,115	11,186	12,046	5,718	11,343	12,477	431	3.6%
5223	Liability Insurance	8,007	15,174	10,744	2,130	13,523	14,875	4,131	38.5%
5227	Advertising	-	-	1,300	650	1,650	1,650	350	26.9%
5231	Tools and Equipment	27,241	28,676	35,950	17,975	36,950	36,950	1,000	2.8%
5233	Computer Related Items	1,010	431	1,150	575	3,000	3,000	1,850	160.9%
5235	Membership Dues	600	175	750	375	1,400	1,400	650	86.7%
5236	Transportation	-	777	900	450	900	900	-	0.0%
5237	Subsistence	-	100	300	150	300	300	-	0.0%
5238	Printing and Binding	101	395	750	375	750	750	-	0.0%
5251	Pioneer Beautification	648	1,116	750	750	1,500	1,500	750	100.0%
5252	Credit Card Expenses	-	540	80	60	7,400	7,400	7,320	9150.0%
5282	City Hall Building Maintenance	4,667	7,466	10,000	5,000	10,000	10,000	-	0.0%
5283	Library Building Maintenance	9,928	13,753	18,000	9,000	18,000	18,000	-	0.0%
5284	Police Building Maintenance	2,837	4,819	3,500	5,250	10,500	10,500	7,000	200.0%
5285	Fire Building Maintenance	1,976	1,967	5,000	2,500	5,000	5,000	-	0.0%
5286	Old School Building Maintenance	622	1,042	3,000	1,500	3,000	3,000	-	0.0%
5287	Animal Control Building Maintenance	220	334	2,500	1,250	2,500	2,500	-	0.0%
5288	Old Police Building Maintenance	-	-	-	-	3,500	3,500	3,500	0.0%
5292	City Hall Motor Pool	229	596	500	350	700	700	200	40.0%
5293	Police Motor Pool	17,526	22,166	30,000	10,000	20,000	20,000	(10,000)	-33.3%
5294	Fire Motor Pool	23,703	20,366	15,500	12,500	25,000	25,000	9,500	61.3%
5601	Uniform	9,432	9,729	8,700	4,350	11,000	11,400	2,700	31.0%
5602	Safety Equipment	4,707	6,051	9,200	4,600	9,200	9,200	-	0.0%
5603	Employee Training	3,989	4,838	9,500	4,750	12,000	15,000	5,500	57.9%
5614	Car Allowance	1,216	1,620	1,900	950	1,900	1,900	-	0.0%
5815	Parks & Recreation Board	237	-	1,500	750	1,500	1,500	-	0.0%
	Total Maint. and Operations	979,242	988,623	1,164,457	651,501	1,283,084	1,306,929	142,472	12.2%
C/O and Transfers									
5990	Transfers To	131	3,589	3,576	3,576	3,576	-	(3,576)	-100.0%
	Total Others	131	3,589	3,576	3,576	3,576	-	(3,576)	-100.0%
	Total	2,558,076	2,569,646	2,892,679	1,487,953	3,023,930	3,101,720	209,041	7.2%

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0170 - PUBLIC WORKS ADMINISTRATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	49,450	73,171	84,876	38,042	66,556	70,075	(14,801)	-17.4%
5102	Fringe Benefits	29,848	39,541	45,330	19,769	40,256	42,683	(2,647)	-5.8%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	1,060	530	1,060	1,060	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	3,135	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	82,433	112,713	131,266	58,341	107,872	113,818	(17,448)	-13.3%
Maintenance and Operations									
5201	Office Supplies	1,253	2,139	2,200	1,100	2,200	2,200	-	0.0%
5202	Operating Supplies	2,823	1,940	3,900	1,950	3,900	3,900	-	0.0%
5207	Vehicle and Boat Maintenance	-	5,520	5,700	2,850	5,700	5,700	-	0.0%
5208	Equipment Maintenance	77	-	500	250	500	500	-	0.0%
5210	Professional Services	5,718	4,008	4,900	2,450	4,900	4,900	-	0.0%
5214	Rents & Leases	5,649	6,030	5,200	2,600	6,500	7,000	1,800	34.6%
5215	Communications	8,327	11,203	21,500	5,000	10,000	10,000	(11,500)	-53.5%
5216	Freight and Postage	-	130	1,000	500	1,000	1,000	-	0.0%
5221	Property Insurance	2,343	3,481	3,442	1,920	5,014	5,515	2,073	60.2%
5222	Auto Insurance	13,115	11,186	12,046	5,718	11,343	12,477	431	3.6%
5223	Liability Insurance	8,007	15,174	10,744	2,130	13,523	14,875	4,131	38.5%
5227	Advertising	-	-	500	250	500	500	-	0.0%
5231	Tools and Equipment	1,335	472	2,100	1,050	2,100	2,100	-	0.0%
5235	Membership Dues	155	-	100	50	500	500	400	400.0%
5236	Transportation	-	777	900	450	900	900	-	0.0%
5237	Subsistence	-	100	300	150	300	300	-	0.0%
5602	Safety Equipment	781	503	1,200	600	1,200	1,200	-	0.0%
5603	Employee Training	-	357	1,300	650	2,000	2,000	700	53.8%
	Total Maintenance and Operations	49,582	63,021	77,533	29,668	72,080	75,568	(1,965)	-2.5%
Capital Outlay and Transfers									
5990	Transfers To	131	3,589	3,576	3,576	3,576	-	(3,576)	-100.0%
	Total C/O, Transfers & Reserves	131	3,589	3,576	3,576	3,576	-	(3,576)	-100.0%
	Total	132,146	179,322	212,374	91,585	183,528	189,386	(19,413)	-9.14%

Explanation of Line Items:
5207 - ADOT oversized equipment permitting & DMV vehicle registrations
5210 - Increase due to vaccines, new hire drug testing, CDL physicals
5214 - Postage Machine, Xerox Machine

FY22/23 BUDGET NOTES:
5101 - Decrease is attributed to the reclassification of the City Engineer position
5214 - Yearly increase in costs
5235 - Increase in memberships

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0171 - GENERAL MAINTENANCE									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	161,450	153,476	147,818	72,611	148,771	152,499	4,681	3.2%
5102	Fringe Benefits	103,702	93,739	94,659	43,531	96,454	100,898	6,239	6.6%
5103	Part-time Wages	4,483	5,146	4,945	2,472	5,592	5,637	692	14.0%
5104	Part-time Benefits	625	749	687	343	665	670	(17)	-2.4%
5105	Overtime	5,598	8,246	7,617	3,809	7,617	7,617	-	0.0%
5107	Part-time Overtime	-	90	377	189	377	377	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	10,590	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	286,448	261,446	256,103	122,954	259,476	267,698	11,595	4.5%
Maintenance and Operations									
5202	Operating Supplies	5,689	4,054	6,000	3,000	6,300	6,300	300	5.0%
5203	Fuel and Lube	2,513	4,784	5,750	3,500	7,000	7,000	1,250	21.7%
5208	Equipment Maintenance	3,484	2,800	4,000	2,000	5,000	5,000	1,000	25.0%
5209	Building & Grounds Maintenance	13,296	9,341	14,500	7,250	14,500	14,500	-	0.0%
5210	Professional Services	5,143	6,165	5,500	6,250	12,500	12,500	7,000	127.3%
5217	Electricity	34,292	36,115	42,831	22,983	38,491	42,340	(491)	-1.1%
5218	Water	2,137	1,799	2,247	1,134	2,118	2,118	(129)	-5.8%
5219	Sewer	2,176	1,805	2,297	1,251	2,155	2,155	(142)	-6.2%
5220	Refuse and Disposal	1,726	1,743	2,350	1,175	2,350	2,350	-	0.0%
5231	Tools and Equipment	5,697	3,412	5,300	2,650	5,300	5,300	-	0.0%
5282	City Hall Building Maintenance	4,667	7,466	10,000	5,000	10,000	10,000	-	0.0%
5283	Library Building Maintenance	9,928	13,753	18,000	9,000	18,000	18,000	-	0.0%
5284	Police Building Maintenance	2,837	4,819	3,500	5,250	10,500	10,500	7,000	200.0%
5285	Fire Building Maintenance	1,976	1,967	5,000	2,500	5,000	5,000	-	0.0%
5286	Old School Building Maintenance	622	1,042	3,000	1,500	3,000	3,000	-	0.0%
5287	Animal Control Building Maintenance	220	334	2,500	1,250	2,500	2,500	-	0.0%
5288	Old Police Building Maintenance	-	-	-	-	3,500	3,500	3,500	0.0%
5602	Safety Equipment	3,045	3,730	5,000	2,500	5,000	5,000	-	0.0%
5603	Employee Training	-	487	3,000	1,500	3,000	6,000	3,000	100.0%
	Total Maintenance and Operations	99,450	105,617	140,774	79,693	156,213	163,062	22,287	15.8%
	Total	385,898	367,063	396,877	202,647	415,689	430,760	33,883	8.54%

Explanation of Line Items:
5202 - Anti Freeze, ice melt, filters, lights, office supplies, misc. repair parts, batteries, break room supplies,
5203 - Heating Fuel/Natural Gas
5208 - Rug cleaning contract, computer/furniture/printer repairs and maintenance
5209 - All building related expenses and repairs, light bulbs, washer/dryer, electrical...
5210 - Window washing, boilers, overhead doors, fire extinguisher certs, crane inspections, plumbing repairs,
5220 - Dumpster service, etc.
5231 - Misc tools, vacuum, shovels, file cabinets
5282 thru 5288 - Maintenance funds for building repairs and service contracts to specific buildings
5602 - Misc safety PPE and equipment such as barricades, cones, vests, signs, etc.
5603 - Training for operators and/or maintenance techs

FY22 BUDGET NOTES:
5202 - Costs Increase
5208 - Increase in average costs
5282 - Annual filter changes - ionization filters need to be changed more frequently
5288 - \$3,500 added expense for maintaining old police department building (FD2)

FY23 BUDGET NOTES:

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0172 - GRAVEL ROADS									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	77,509	76,524	83,304	41,391	83,375	85,183	1,879	2.3%
5102	Fringe Benefits	46,509	43,955	48,250	22,515	49,274	51,338	3,088	6.4%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	311	1,304	1,170	548	1,170	1,170	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	4,933	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	129,262	121,784	132,724	64,454	133,818	137,691	4,968	3.7%
Maintenance and Operations									
5202	Operating Supplies	37,317	44,396	50,000	25,000	50,000	50,000	-	0.0%
5204	Chemicals	47,955	48,645	50,000	52,000	57,150	61,700	11,700	23.4%
5210	Professional Services	2,398	-	6,000	3,000	3,500	3,500	(2,500)	-41.7%
5231	Tools and Equipment	2,364	1,971	2,500	1,250	3,000	3,000	500	20.0%
	Total Maintenance and Operations	90,034	95,012	108,500	81,250	113,650	118,200	9,700	8.9%
	Total	219,296	216,796	241,224	145,704	247,468	255,891	14,668	6.08%

Explanation of Line Items:
5202 - Gravel, culverts, fabric, road fabric, storm drain system manholes and grates, etc, road signs
5204 - Calcium Chloride for erosion and dust control
5210 - Landfill charges, Surveyor
5231 - Misc Tools

FY22/23 BUDGET NOTES:
5204 - Chemicals 8% increase per year

City of Homer
FY22/23 Operating Budget

FUND 100 - GENERAL FUND									
DEPT 0173 - PAVED ROADS									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	92,140	90,525	99,617	49,460	99,711	102,031	2,414	2.4%
5102	Fringe Benefits	55,928	52,569	58,137	27,098	59,425	61,979	3,842	6.6%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	674	1,512	1,693	846	1,693	1,693	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	5,884	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	154,627	144,607	159,447	77,404	160,828	165,702	6,255	3.9%
Maintenance and Operations									
5202	Operating Supplies	29,703	30,962	36,000	25,000	40,000	40,000	4,000	11.1%
5210	Professional Services	28,134	8,705	15,000	7,500	15,000	15,000	-	0.0%
5217	Electricity	28,158	28,379	30,853	14,522	29,297	32,227	1,373	4.5%
5227	Advertising	-	-	400	200	750	750	350	87.5%
5231	Tools and Equipment	2,992	2,014	3,000	1,500	3,000	3,000	-	0.0%
	Total Maintenance and Operations	88,987	70,060	85,253	48,722	88,047	90,977	5,723	6.7%
	Total	243,613	214,667	244,700	126,126	248,875	256,679	11,979	4.90%

Explanation of Line Items:
5202 - Crack sealing material, paint, stop bars, crosswalk material, etc.
5210 - Surveying, asphalt patch, landfill services, street light repairs, etc.
5217 - Street lights with HEA, City Street lights electric bill
5227 - PSA Services
5231 - Misc. Tools

FY22/23 BUDGET NOTES:
5202 - Increase due to average spending and increased costs for street signs, cross-walk and stop bar material, and asphalt replacement, erosion control (CECSL requirements)
5227 - Increase for PSA's

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FUND 100 - GENERAL FUND									
DEPT 0174 - WINTER ROADS									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	106,771	104,526	115,930	57,529	116,047	118,878	2,949	2.5%
5102	Fringe Benefits	66,883	68,717	68,025	31,681	69,576	72,620	4,595	6.8%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	6	-	-	-	-	-	-	0.0%
5105	Overtime	7,798	27,036	18,175	11,646	18,175	18,175	-	0.0%
5107	Part-time Overtime	60	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	7,263	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	188,781	200,279	202,130	100,856	203,798	209,673	7,543	3.7%
Maintenance and Operations									
5202	Operating Supplies	33,416	32,762	34,000	4,000	36,000	36,000	2,000	5.9%
5204	Chemicals	50,040	50,055	52,000	52,000	56,400	60,900	8,900	17.1%
5214	Rents & Leases	2,405	7,403	15,000	10,000	15,000	15,000	-	0.0%
5231	Tools and Equipment	1,257	2,352	3,750	1,875	3,750	3,750	-	0.0%
	Total Maintenance and Operations	87,119	92,572	104,750	67,875	111,150	115,650	10,900	10.4%
	Total	275,900	292,851	306,880	168,731	314,948	325,323	18,443	6.01%

Explanation of Line Items:
5202 - Winter Sand Pile
5204 - Calcium Chloride for Sand Pile
5214 - Rents & Leases - Snow hauler trucks for Pioneer/Heath
5231 - Misc Tools and signs

FY22/23 BUDGET NOTES:
5204 - Chemicals 8% Increase

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FUND 100 - GENERAL FUND										
DEPT 0175 - PARKS										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	98,725	99,651	87,344	45,028	91,419	94,472	7,129	8.2%	
5102	Fringe Benefits	59,519	56,616	54,850	25,953	57,614	60,494	5,645	10.3%	
5103	Part-time Wages	121,106	64,887	121,866	60,933	128,219	129,245	7,379	6.1%	
5104	Part-time Benefits	16,275	8,780	15,542	7,771	14,742	14,860	(682)	-4.4%	
5105	Overtime	303	3,066	1,520	760	1,520	1,520	-	0.0%	
5107	Part-time Overtime	-	432	349	313	349	349	-	0.0%	
5108	Unemployment Benefits	6,011	7,873	-	-	-	-	-	0.0%	
5112	PERS Relief	6,278	-	-	-	-	-	-	0.0%	
Total Salaries and Benefits		308,217	241,306	281,470	140,758	293,863	300,940	19,470	6.9%	
Maintenance and Operations										
5202	Operating Supplies	29,418	27,432	30,000	15,000	32,000	32,000	2,000	6.7%	
5203	Fuel and Lube	15,292	12,624	24,000	12,000	15,000	15,000	(9,000)	-37.5%	
5208	Equipment Maintenance	216	59	500	250	500	500	-	0.0%	
5209	Building & Grounds Maintenance	20,739	24,989	25,000	12,500	40,000	40,000	15,000	60.0%	
5210	Professional Services	35,734	59,960	37,500	45,000	90,000	90,000	52,500	140.0%	
5215	Communications	-	224	-	-	-	-	-	0.0%	
5217	Electricity	11,359	10,196	12,103	5,183	11,281	12,409	306	2.5%	
5218	Water	10,976	8,402	15,836	2,892	15,208	15,208	(628)	-4.0%	
5219	Sewer	13,726	11,148	22,578	3,660	20,355	20,355	(2,223)	-9.8%	
5220	Refuse and Disposal	-	5,067	3,000	1,500	3,000	3,000	-	0.0%	
5227	Advertising	-	-	400	200	400	400	-	0.0%	
5231	Tools and Equipment	3,881	3,636	3,500	1,750	4,000	4,000	500	14.3%	
5235	Membership Dues	135	175	250	125	500	500	250	100.0%	
5251	Pioneer Beautification	648	1,116	750	750	1,500	1,500	750	100.0%	
5252	Credit Card Expenses	-	540	80	60	7,400	7,400	7,320	9150.0%	
5601	Uniform	236	720	1,000	500	3,000	3,000	2,000	200.0%	
5603	Employee Training	1,006	668	1,000	500	1,500	1,500	500	50.0%	
5815	Parks & Recreation Board	237	-	1,500	750	1,500	1,500	-	0.0%	
Total Maintenance and Operations		143,604	166,958	178,997	102,619	247,144	248,273	69,276	38.7%	
Total		451,820	408,264	460,467	243,377	541,008	549,213	88,746	19.27%	

Explanation of Line Items:
5202 - Toilet Paper, trash can liners, gloves, cleaning supplies, much misc.
5203 - Natural gas for building heat
5208 - Misc costs for mowers, weed eaters, etc.
5209 - Paint, Picnic Tables, Playground Parts, Wood Chips, General Building Repairs & Maint., Landscaping
5210 - Pumping of Vault Toilets, Rental Services of Port a Potties, Snow Removal at cemetery
5231 - Misc Tools
5251 - Potting Soil, seeds, etc.
5601 - Misc boots, raingear, PPE
5603 - Periodic Training
5815 - PARCAC allocation

FY22/23 BUDGET NOTES:
5202 - Increased frequency and quality of sanitation and service.
5209 - Increase in maintenance. Beautification, campgrounds, picnic tables, fences, signs, and turf.
5210 - Increase to reflect usage of portable restrooms & handwash stations, as well as camp host stipends.
5231 - Anticipated tools needed in parks (powertools, shop vac, playground specific tools).
5235 - Increase for ARPA, NRPA, AK Trails
5251 - Materials for flower bed repair and placement
5252 - Increase due to installation of new credit card terminals at campgrounds

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FUND 100 - GENERAL FUND									
DEPT 0176 - MOTOR POOL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	84,961	100,626	118,479	58,589	126,000	129,105	10,625	9.0%
5102	Fringe Benefits	60,949	62,430	72,120	33,330	76,038	79,449	7,329	10.2%
5103	Part-time Wages	5,941	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	737	-	-	-	-	-	-	0.0%
5105	Overtime	2,237	2,172	2,194	1,097	2,194	2,338	144	6.6%
5107	Part-time Overtime	39	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	5,528	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	160,392	165,228	192,793	93,015	204,232	210,892	18,099	9.4%
Maintenance and Operations									
5202	Operating Supplies	36	2,888	2,000	1,000	2,000	2,000	-	0.0%
5203	Fuel and Lube	58,363	62,039	100,000	50,000	100,000	100,000	-	0.0%
5207	Vehicle and Boat Maintenance	245,490	218,900	235,000	117,500	250,000	250,000	15,000	6.4%
5210	Professional Services	6,095	900	2,000	1,000	2,000	2,000	-	0.0%
5231	Tools and Equipment	8,381	13,767	14,000	7,000	14,000	14,000	-	0.0%
5292	City Hall Motor Pool	229	596	500	350	700	700	200	40.0%
5293	Police Motor Pool	17,526	22,166	30,000	10,000	20,000	20,000	(10,000)	-33.3%
5294	Fire Motor Pool	23,703	20,366	15,500	12,500	25,000	25,000	9,500	61.3%
5601	Uniform	9,196	9,009	7,700	3,850	8,000	8,400	700	9.1%
5602	Safety Equipment	367	791	1,500	750	1,500	1,500	-	0.0%
5603	Employee Training	2,983	2,721	3,500	1,750	3,500	3,500	-	0.0%
	Total Maintenance and Operations	372,368	354,142	411,700	205,700	426,700	427,100	15,400	3.7%
	Total	532,760	519,371	604,493	298,715	630,932	637,992	33,499	5.54%

Explanation of Line Items:
5202 - Admin and Office Supplies, Digital Service Manuals and Software Support
5203 - Vehicle & Heavy Equipment Gasoline & Diesel
5207 - All repairs to vehicles and heavy equipment
5210 - Lift Crane Inspections, misc professional services
5231 - Misc and Special Tools
5601 - Flame retardant coveralls and laundry service
5602- Misc Safety equipment and PPE
5603 - Periodic training, especially Fire Dept Vehicle Certifications

FY22/23 BUDGET NOTES:
5207 - Increased expenses, aging fleet
5601 - Contractual service agreement increases

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FUND 100 - GENERAL FUND										
DEPT 0177 - ENGINEERING INSPECTION										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	72,163	92,540	104,392	48,100	99,259	103,458	(934)	-0.9%	
5102	Fringe Benefits	49,291	54,728	62,202	27,588	61,543	64,924	2,722	4.4%	
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%	
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%	
5105	Overtime	-	76	-	-	-	-	-	0.0%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	4,575	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	126,028	147,344	166,594	75,688	160,802	168,382	1,788	1.1%	
Maintenance and Operations										
5201	Office Supplies	407	204	1,750	875	1,750	1,750	-	0.0%	
5202	Operating Supplies	649	268	1,500	750	1,500	1,500	-	0.0%	
5210	Professional Services	2,159	700	3,500	1,750	3,500	3,500	-	0.0%	
5213	Survey and Appraisal	1,260	185	3,000	1,500	3,000	3,000	-	0.0%	
5231	Tools and Equipment	599	353	800	400	800	800	-	0.0%	
5233	Computer Related Items	1,010	431	1,150	575	3,000	3,000	1,850	160.9%	
5235	Membership Dues	310	-	400	200	400	400	-	0.0%	
5238	Printing and Binding	101	395	750	375	750	750	-	0.0%	
5602	Safety Equipment	-	54	750	375	750	750	-	0.0%	
5603	Employee Training	-	604	700	350	2,000	2,000	1,300	185.7%	
	Total Maintenance and Operations	6,494	3,194	14,300	7,150	17,450	17,450	3,150	22.0%	
Total		132,523	150,538	180,894	82,838	178,252	185,832	4,938	2.73%	

Explanation of Line Items:
5210 - Periodic Engineering Services for small jobs or analysis, periodic advertising
5213 - Survey & Appraisals for periodic small projects

FY22 BUDGET NOTES:

FY23 BUDGET NOTES:

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FUND 100 - GENERAL FUND									
DEPT 0178 - JANITORIAL									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	65,459	95,660	99,627	51,220	104,603	107,224	7,598	7.6%
5102	Fringe Benefits	57,877	66,354	80,462	37,172	84,854	89,144	8,682	10.8%
5103	Part-time Wages	-	15,333	13,013	6,507	13,013	13,118	104	0.8%
5104	Part-time Benefits	-	2,128	1,658	829	1,496	1,508	(151)	-9.1%
5105	Overtime	10,795	3,254	6,280	3,140	7,535	7,922	1,642	26.1%
5107	Part-time Overtime	-	-	1,079	539	1,079	1,079	-	0.0%
5108	Unemployment Benefits	3,551	-	-	-	-	-	-	0.0%
5112	PERS Relief	4,834	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		142,515	182,729	202,119	99,407	212,579	219,994	17,875	8.8%
Maintenance and Operations									
5202	Operating Supplies	17,560	14,628	14,000	9,500	19,000	19,000	5,000	35.7%
5208	Equipment Maintenance	83	436	3,000	1,500	3,000	3,000	-	0.0%
5210	Professional Services	21,497	19,690	22,000	16,000	25,000	25,000	3,000	13.6%
5231	Tools and Equipment	734	699	1,000	500	1,000	1,000	-	0.0%
5602	Safety Equipment	515	973	750	375	750	750	-	0.0%
5614	Car Allowance	1,216	1,620	1,900	950	1,900	1,900	-	0.0%
Total Maintenance and Operations		41,605	38,047	42,650	28,825	50,650	50,650	8,000	18.8%
Total		184,120	220,775	244,769	128,232	263,229	270,644	25,875	10.57%

Explanation of Line Items:
5202 - Toilet Paper & Towel Products, cleaners, vacuum bags, trash bags, mop heads, rags, all cleaning supplies
5208 - Repairs and purchase of vacuums, other items
5210 - Carpet and Window Cleaning at Airport, City Hall, HPD, PW, Library, P/H, Upholstery Cleaning
5236 - Mileage reimbursement to Janitors for personal vehicle use
5602- PPE, gloves, dust masks, etc.

FY22/23 BUDGET NOTES:
5202 - Increased operational expenses due to Covid

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FUND 200

REVENUE DETAIL BY LINE ITEM

Sorted by Type

A/C Num.	Revenue Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	FULL-YEAR 1/1/21 - 12/31/21	TRUNCATED 1/1/21 - 6/30/21	DRAFT 7/1/21 - 6/30/22	DRAFT 7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Water Revenue									
Operating Revenue:									
	Metered Sales	2,135,044	2,050,024	2,128,787	889,662	1,779,324	1,779,324	(349,463)	-16.4%
4661	Connection Fees	17,738	17,655	17,032	9,125	17,211	16,911	(121)	-0.7%
4662	Services & Meters	30,931	38,050	22,850	14,677	31,829	38,450	15,600	68.3%
	Total Operating Revenue	2,183,712	2,105,729	2,168,670	913,464	1,828,364	1,834,685	(333,985)	-15.4%
Non- Operating Revenue									
4801	Interest on Investments	105,161	127,748	36,968	57,957	89,573	84,500	47,532	128.6%
4802	Penalty & Interest (Utilities)	6,855	579	6,207	2,398	5,065	2,487	(3,720)	-59.9%
4527	PERS Revenue	38,101	-	-	-	-	-	-	0.0%
4902	Other Revenue	-	-	-	-	-	-	-	0.0%
4992	Transfer from GF	100,350	99,629	108,433	45,673	91,418	91,734	(16,699)	-15.4%
	Total Non-Operating Revenue	250,467	227,956	151,608	106,029	186,056	178,721	27,113	17.9%
	Total Water Revenue	2,434,179	2,333,685	2,320,278	1,019,493	2,014,420	2,013,406	(306,871)	-13.2%
	Total Water Revenues (W/O PERS Relief)	2,396,077	2,333,685	2,320,278	1,019,493	2,014,420	2,013,406	(306,871)	-13.2%
Sewer Revenue									
Operating Revenue									
	Metered Sales	1,721,738	1,635,120	1,755,805	865,185	1,731,174	1,731,174	(24,631)	-1.4%
4619	Inspection Fees	-	-	-	-	-	-	-	0.0%
4662	Services & Meters	28,173	8,845	26,656	7,837	25,515	17,522	(9,134)	-34.3%
4701	RV Dump Station	6,084	5,964	6,156	1,305	5,575	5,986	(170)	-2.8%
4902	Other	-	-	-	-	-	-	-	0.0%
	Total Operating Revenue	1,755,995	1,649,928	1,788,617	874,327	1,762,264	1,754,682	(33,935)	-1.9%
Non- Operating Revenue									
4527	PERS Revenue	28,828	-	-	-	-	-	-	0.0%
	Total Non-Operating Revenue	28,828	-	-	-	-	-	-	0.0%
	Total Sewer Revenue	1,784,823	1,649,928	1,788,617	874,327	1,762,264	1,754,682	(33,935)	-1.9%
	Total Sewer Revenues (W/O PERS Relief)	1,755,995	1,649,928	1,788,617	874,327	1,762,264	1,754,682	(33,935)	-1.9%
	Total Transfer from Fund Balance	-	-	-	53,439	29,541	162,691	162,691	0.0%
	Total Operating Revenue	3,939,707	3,755,657	3,957,287	1,787,792	3,590,629	3,589,367	(367,920)	-9.3%
	Total Non-Operating Revenue	279,295	227,956	151,608	159,468	215,597	341,412	189,805	125.2%
	Total Water & Sewer Revenues	4,219,002	3,983,613	4,108,895	1,947,259	3,806,225	3,930,779	(178,115)	-4.3%
	Total Water & Sewer Revenues (W/O PERS Relief)	4,152,073	3,983,613	4,108,895	1,947,259	3,806,225	3,930,779	(178,115)	-4.3%

FY22 Budget Notes:
Metered Sales - Based on 2019 usage and applying rates adopted in 2020. These rates were derived using the Water Sewer Rate Model.

FY23 Budget Notes:
Metered Sales - Match FY22

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FUND 200 - UTILITY FUND		WATER COMBINED EXPENDITURES							
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	542,757	562,408	620,652	284,204	562,462	581,145	(39,507)	-6.4%
5102	Fringe Benefits	345,883	337,094	363,966	160,956	354,505	372,303	8,337	2.3%
5103	Part-time Wages	1,371	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	170	-	-	-	-	-	-	0.0%
5105	Overtime	34,782	35,796	41,019	21,153	42,453	42,662	1,643	4.0%
5107	Part-time Overtime	9	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	972	2,916	-	-	-	-	-	0.0%
5112	PERS Relief	38,101	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	964,045	938,214	1,025,637	466,314	959,420	996,109	(29,528)	-2.9%
Maintenance and Operations									
5201	Office Supplies	(698)	1,027	1,750	875	1,750	1,750	-	0.0%
5202	Operating Supplies	151,448	89,034	126,250	65,625	133,750	133,750	7,500	5.9%
5203	Fuel and Lube	21,894	28,297	26,600	15,300	26,600	26,600	-	0.0%
5204	Chemicals	116,335	127,941	160,000	80,000	135,000	150,000	(10,000)	-6.3%
5207	Vehicle and Boat Maintenance	472	249	500	250	500	500	-	0.0%
5208	Equipment Maintenance	37,423	33,571	33,550	20,575	40,350	40,350	6,800	20.3%
5209	Building & Grounds Maintenance	5,701	6,489	7,700	3,850	7,700	7,700	-	0.0%
5210	Professional Services	54,617	59,936	47,500	36,250	65,500	77,500	30,000	63.2%
5211	Audit Services	17,121	7,027	17,469	17,469	18,343	19,260	1,791	10.3%
5213	Survey and Appraisal	1,100	1,150	1,200	600	1,200	1,200	-	0.0%
5215	Communications	8,937	13,086	8,000	5,000	9,000	9,000	1,000	12.5%
5216	Freight and Postage	70	417	500	250	500	500	-	0.0%
5217	Electricity	175,988	201,163	219,077	97,612	190,434	209,477	(9,600)	-4.4%
5221	Property Insurance	11,705	14,088	13,936	7,768	8,276	9,104	(4,833)	-34.7%
5222	Auto Insurance	10,531	11,186	12,046	5,718	11,343	12,477	431	3.6%
5223	Liability Insurance	1,526	1,519	3,364	1,620	5,207	5,728	2,364	70.3%
5226	Testing and Analysis	12,526	16,459	17,000	8,500	17,000	17,000	-	0.0%
5227	Advertising	1,083	-	750	375	1,000	1,000	250	33.3%
5231	Tools and Equipment	10,417	8,563	8,400	4,200	9,400	9,400	1,000	11.9%
5233	Computer Related Items	74	-	750	375	750	750	-	0.0%
5234	Record and Permits	150	150	250	125	250	250	-	0.0%
5235	Membership Dues	588	944	1,000	500	1,000	1,000	-	0.0%
5236	Transportation	961	-	800	400	800	800	-	0.0%
5237	Subsistence	419	35	350	175	750	750	400	114.3%
5252	Credit Card Expenses	17,128	17,868	25,000	12,500	25,000	25,000	-	0.0%
5602	Safety Equipment	1,793	1,331	1,700	850	1,900	1,900	200	11.8%
5603	Employee Training	5,783	1,051	5,200	2,600	5,200	5,200	-	0.0%
5606	Bad Debt Expenses	13,455	576	12,000	6,000	12,000	12,000	-	0.0%
	Total Maint. and Operations	678,546	643,156	752,643	395,361	730,503	779,946	27,303	3.6%
C/O and Transfers									
5106	Leave Cash Out	7,089	9,930	14,207	7,875	57,790	63,736	49,529	348.6%
5241	GF Admin Fees	290,905	292,014	303,587	162,101	300,383	309,228	5,640	1.9%
5990	Transfers To	111,314	99,182	224,204	13,214	17,957	17,976	(206,228)	-92.0%
	Total Others	409,308	401,127	541,998	183,190	376,131	390,939	(151,059)	-27.9%
Total		2,051,899	1,982,496	2,320,278	1,044,865	2,066,053	2,166,994	(153,284)	-6.6%

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND		SEWER COMBINED EXPENDITURES							
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	435,882	478,916	504,076	239,560	470,280	485,601	(18,475)	-3.7%
5102	Fringe Benefits	274,623	279,241	293,270	132,650	289,686	304,011	10,740	3.7%
5103	Part-time Wages	10,739	11,003	13,550	6,775	12,842	12,945	(605)	-4.5%
5104	Part-time Benefits	1,290	1,296	1,793	897	1,558	1,571	(223)	-12.4%
5105	Overtime	18,860	28,023	23,254	11,422	23,434	23,434	180	0.8%
5107	Part-time Overtime	574	477	-	-	-	-	-	0.0%
5108	Unemployment Benefits	1,090	4,326	-	-	-	-	-	0.0%
5112	PERS Relief	28,828	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	771,886	803,281	835,944	391,304	797,801	827,562	(8,383)	-1.0%
Maintenance and Operations									
5201	Office Supplies	395	537	1,100	550	1,100	1,100	-	0.0%
5202	Operating Supplies	25,617	22,395	50,900	25,450	51,300	51,300	400	0.8%
5203	Fuel and Lube	25,322	28,734	25,000	15,000	25,000	25,000	-	0.0%
5204	Chemicals	52,761	52,942	55,000	27,500	55,000	55,000	-	0.0%
5207	Vehicle and Boat Maintenance	398	145	250	125	250	250	-	0.0%
5208	Equipment Maintenance	41,798	41,416	39,400	19,700	39,400	39,400	-	0.0%
5209	Building & Grounds Maintenance	3,685	2,875	3,800	1,900	3,800	3,800	-	0.0%
5210	Professional Services	20,951	27,332	85,859	88,544	95,259	52,700	(33,159)	-38.6%
5211	Audit Services	17,121	6,714	17,469	17,469	18,343	19,260	1,791	10.3%
5215	Communications	4,778	5,448	5,500	2,750	5,500	5,500	-	0.0%
5216	Freight and Postage	354	272	350	250	500	500	150	42.9%
5217	Electricity	260,135	279,496	270,069	125,869	255,627	281,190	11,121	4.1%
5218	Water	640	701	612	387	560	560	(52)	-8.5%
5219	Sewer	532	599	522	345	444	444	(78)	-15.0%
5221	Property Insurance	6,769	8,670	8,587	4,776	10,822	11,904	3,317	38.6%
5222	Auto Insurance	10,531	11,186	12,046	5,718	11,343	12,477	431	3.6%
5223	Liability Insurance	1,357	1,174	2,992	1,256	4,014	4,415	1,423	47.6%
5226	Testing and Analysis	2,012	6,900	6,500	3,250	6,500	6,500	-	0.0%
5227	Advertising	-	364	1,250	625	1,250	1,250	-	0.0%
5231	Tools and Equipment	4,681	4,397	4,800	2,400	4,800	4,800	-	0.0%
5234	Record and Permits	7,920	7,920	8,075	8,075	8,075	8,075	-	0.0%
5235	Membership Dues	444	300	700	350	700	700	-	0.0%
5236	Transportation	1,193	64	1,000	500	1,000	1,000	-	0.0%
5237	Subsistence	960	833	1,000	500	1,000	1,000	-	0.0%
5252	Credit Card Expenses	17,128	17,868	20,000	1,000	20,000	20,000	-	0.0%
5601	Uniform	80	212	350	175	350	350	-	0.0%
5602	Safety Equipment	1,318	2,512	2,650	1,325	2,650	2,650	-	0.0%
5603	Employee Training	7,997	4,348	8,000	4,000	8,000	8,000	-	0.0%
5606	Bad Debt Expenses	6,254	(3,851)	2,500	1,250	2,500	2,500	-	0.0%
	Total Maint. and Operations	523,132	532,502	636,282	361,038	635,087	621,625	(14,656)	-2.3%
C/O and Transfers									
5106	Leave Cash Out	7,770	10,880	15,102	8,242	14,236	13,020	(2,082)	-13.8%
5241	GF Admin Fees	226,141	232,276	241,482	141,533	287,977	296,491	55,010	22.8%
5990	Transfers To	188,071	33,389	59,808	278	5,073	5,088	(54,720)	-91.5%
	Total Others	421,982	276,544	316,391	150,053	307,285	314,598	(1,793)	-0.6%
Total		1,717,000	1,612,328	1,788,617	902,395	1,740,172	1,763,785	(24,832)	-1.4%

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0400 - WATER SYSTEM ADMINISTRATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 -	1/1/20 -	1/1/21 -	1/1/21 -	7/1/21 -	7/1/22 -	FY23 Draft & FY21	
		12/31/19	12/31/20	12/31/21	6/30/21	6/30/22	6/30/23	Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	61,972	62,008	68,340	32,105	60,757	63,607	(4,733)	-6.9%
5102	Fringe Benefits	34,383	33,884	37,714	16,959	35,944	37,985	271	0.7%
5103	Part-time Wages	1,371	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	170	-	-	-	-	-	-	0.0%
5105	Overtime	310	131	355	178	355	355	-	0.0%
5107	Part-time Overtime	9	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	648	-	-	-	-	-	0.0%
5112	PERS Relief	5,438	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	103,653	96,672	106,409	49,242	97,057	101,947	(4,462)	-4.2%
Maintenance and Operations									
5201	Office Supplies	(698)	1,027	1,750	875	1,750	1,750	-	0.0%
5202	Operating Supplies	14	174	750	375	750	750	-	0.0%
5208	Equipment Maintenance	-	-	250	125	250	250	-	0.0%
5210	Professional Services	6,349	4,378	4,500	2,250	4,500	4,500	-	0.0%
5211	Audit Services	17,121	7,027	17,469	17,469	18,343	19,260	1,791	10.3%
5215	Communications	8,937	13,086	8,000	5,000	9,000	9,000	1,000	12.5%
5216	Freight and Postage	70	417	500	250	500	500	-	0.0%
5221	Property Insurance	11,705	14,088	13,936	7,768	8,276	9,104	(4,833)	-34.7%
5222	Auto Insurance	10,531	11,186	12,046	5,718	11,343	12,477	431	3.6%
5223	Liability Insurance	1,526	1,519	3,364	1,620	5,207	5,728	2,364	70.3%
5227	Advertising	1,083	-	750	375	1,000	1,000	250	33.3%
5231	Tools and Equipment	87	457	900	450	900	900	-	0.0%
5233	Computer Related Items	74	-	750	375	750	750	-	0.0%
5234	Record and Permits	150	150	250	125	250	250	-	0.0%
5235	Membership Dues	588	944	1,000	500	1,000	1,000	-	0.0%
5236	Transportation	961	-	800	400	800	800	-	0.0%
5237	Subsistence	419	35	350	175	750	750	400	114.3%
5252	Credit Card Expenses	17,128	17,868	25,000	12,500	25,000	25,000	-	0.0%
5602	Safety Equipment	1,151	730	900	450	1,100	1,100	200	22.2%
5603	Employee Training	1,399	812	1,500	750	1,500	1,500	-	0.0%
5606	Bad Debt Expenses	13,455	576	12,000	6,000	12,000	12,000	-	0.0%
	Total Maintenance and Operations	92,050	74,474	106,766	63,550	104,969	108,369	1,603	1.5%
Capital Outlay and Transfers									
	<i>Transfer to Reserves</i>	84,252	81,240	206,071	-	-	-	(206,071)	-100.0%
	<i>Transfer to Reserves for Energy Project Repay</i>	12,398	12,398	12,398	12,398	12,398	12,398	-	-
	<i>Transfer to Revolving Energy Fund</i>	469	469	469	469	469	469	-	-
	<i>Transfer to GF PW Maint. (Direct)</i>	5,000	5,000	5,000	-	5,000	5,000	-	-
	<i>Transfer to Health Insurance Fund</i>	9,195	76	267	347	91	109	-	-
	Total C/O, Transfers & Reserves	111,314	99,182	224,204	13,214	17,957	17,976	(206,228)	-92.0%
Others									
5106	Leave Cash Out	7,089	9,930	14,207	7,875	57,790	63,736	49,529	348.6%
5241	GF Admin Fees	290,905	292,014	303,587	162,101	300,383	309,228	5,640	1.9%
	Total Others	297,994	301,944	317,794	169,976	358,173	372,963	55,169	17.4%
	Total	605,011	572,272	755,173	295,981	578,156	601,255	(2,859)	-0.38%

FY22/23 Budget Notes
5227 - Increase in PSA messaging cost
5237 - Per Diem for two operator for training/travel
5602 - Increase expenses due to Covid

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0401 - WATER TREATMENT PLANT									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	165,467	185,216	187,170	91,005	170,324	176,246	(10,924)	-5.8%
5102	Fringe Benefits	105,633	107,777	109,391	50,153	106,876	112,317	2,926	2.7%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	17,658	18,988	15,235	8,338	16,314	16,475	1,239	8.1%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	972	2,268	-	-	-	-	-	0.0%
5112	PERS Relief	11,609	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		301,338	314,249	311,797	149,496	293,515	305,038	(6,759)	-2.2%
Maintenance and Operations									
5202	Operating Supplies	10,642	8,156	10,000	5,000	10,000	10,000	-	0.0%
5203	Fuel and Lube	21,621	27,631	26,000	15,000	26,000	26,000	-	0.0%
5204	Chemicals	116,335	127,941	160,000	80,000	135,000	150,000	(10,000)	-6.3%
5207	Vehicle and Boat Maintenance	472	249	500	250	500	500	-	0.0%
5208	Equipment Maintenance	23,056	17,290	23,000	11,500	23,000	23,000	-	0.0%
5209	Building & Grounds Maintenance	3,013	3,033	3,000	1,500	3,000	3,000	-	0.0%
5210	Professional Services	22,296	26,665	25,000	25,000	30,000	30,000	5,000	20.0%
5217	Electricity	86,986	88,873	102,689	45,917	93,124	102,436	(253)	-0.2%
5603	Employee Training	2,913	239	2,500	1,250	2,500	2,500	-	0.0%
Total Maintenance and Operations		287,335	300,076	352,689	185,417	323,124	347,436	(5,253)	-1.5%
Total		588,673	614,325	664,486	334,913	616,638	652,474	(12,012)	-1.81%

FY22 Budget Notes
5204 - Chemical cost based on 2020 expenses.

FY23 Budget Notes
5204 - Cost raise for additional DBP reduction chemicals.

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0402 - WATER SYSTEM TESTING									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	-	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5202	Operating Supplies	5,023	5,766	5,900	2,950	5,900	5,900	-	0.0%
5208	Equipment Maintenance	3,627	5,135	4,000	2,000	4,000	4,000	-	0.0%
5210	Professional Services	18	609	500	250	500	500	-	0.0%
5226	Testing and Analysis	12,526	16,459	17,000	8,500	17,000	17,000	-	0.0%
	Total Maintenance and Operations	21,194	27,969	27,400	13,700	27,400	27,400	-	0.0%
	Total	21,194	27,969	27,400	13,700	27,400	27,400	-	0.0%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0403 - PUMP STATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	13,830	15,097	14,821	7,325	13,635	14,188	(633)	-4.3%
5102	Fringe Benefits	8,868	8,636	9,139	4,211	9,055	9,551	412	4.5%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	165	53	600	300	600	600	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	887	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		23,751	23,786	24,561	11,836	23,290	24,340	(221)	-0.9%
Maintenance and Operations									
5202	Operating Supplies	647	184	500	250	500	500	-	0.0%
5203	Fuel and Lube	274	666	600	300	600	600	-	0.0%
5208	Equipment Maintenance	8,649	8,645	2,500	5,050	9,300	9,300	6,800	272.0%
5209	Building & Grounds Maintenance	1,076	1,696	2,000	1,000	2,000	2,000	-	0.0%
5217	Electricity	53,248	58,916	67,483	25,537	56,928	62,621	(4,862)	-7.2%
5231	Tools and Equipment	877	601	500	250	500	500	-	0.0%
Total Maintenance and Operations		64,771	70,707	73,583	32,387	69,828	75,521	1,938	2.6%
Total		88,521	94,493	98,143	44,223	93,119	99,861	1,717	1.75%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0404 - WATER DISTRIBUTION SYSTEM									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	114,106	134,529	144,755	67,769	140,597	144,236	(519)	-0.4%
5102	Fringe Benefits	77,624	80,943	84,477	37,885	85,124	88,995	4,518	5.3%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	13,769	13,524	21,970	10,571	21,970	21,970	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	8,106	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		213,605	228,995	251,202	116,224	247,691	255,201	3,999	1.6%
Maintenance and Operations									
5202	Operating Supplies	44,886	36,254	22,500	13,750	30,000	30,000	7,500	33.3%
5208	Equipment Maintenance	1,611	782	2,000	1,000	2,000	2,000	-	0.0%
5209	Building & Grounds Maintenance	774	1,048	1,500	750	1,500	1,500	-	0.0%
5210	Professional Services	407	23,719	7,000	3,500	20,000	20,000	13,000	185.7%
5217	Electricity	35,755	53,375	48,905	26,157	40,382	44,420	(4,485)	-9.2%
5231	Tools and Equipment	8,523	5,912	5,500	2,750	6,500	6,500	1,000	18.2%
Total Maintenance and Operations		91,955	121,089	87,405	47,907	100,382	104,420	17,015	19.5%
Total		305,560	350,085	338,606	164,131	348,073	359,621	21,015	6.21%

FY22/23 Budget Notes
 5202 - Increased based on past expenses and 3 yr avg
 5210 - Increased based on past expenses and 3 yr avg
 5231 - Increased based on past expenses and 3 yr avg

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND										
DEPT 0405 - WATER RESERVOIR										
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget		
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23			
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%	
Salaries and Benefits										
5101	Salary and Wages	3,723	4,376	4,414	2,147	4,293	4,573	160	3.6%	
5102	Fringe Benefits	2,931	2,869	3,139	1,417	3,232	3,450	310	9.9%	
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%	
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%	
5105	Overtime	31	-	-	419	-	-	-	0.0%	
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%	
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%	
5112	PERS Relief	238	-	-	-	-	-	-	0.0%	
	Total Salaries and Benefits	6,923	7,245	7,553	3,983	7,526	8,023	470	6.2%	
Maintenance and Operations										
5202	Operating Supplies	839	353	600	300	600	600	-	0.0%	
5208	Equipment Maintenance	479	1,719	1,800	900	1,800	1,800	-	0.0%	
5209	Building & Grounds Maintenance	838	711	1,200	600	1,200	1,200	-	0.0%	
5210	Professional Services	11,823	-	5,000	2,500	5,000	17,000	12,000	240.0%	
5213	Survey and Appraisal	1,100	1,150	1,200	600	1,200	1,200	-	0.0%	
	Total Maintenance and Operations	15,080	3,933	9,800	4,900	9,800	21,800	12,000	122.4%	
	Total	22,003	11,178	17,353	8,883	17,326	29,823	12,470	71.86%	

FY23 Budget Notes
5210 - Increase \$12,000 in 2023 for the Tri Annual Dam Safety Inspection required by DNR

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND								DEPT 0406 - WATER METERS	
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	75,508	53,426	79,394	27,000	55,923	57,859	(21,535)	-27.1%
5102	Fringe Benefits	47,581	37,801	47,257	17,733	40,999	43,201	(4,056)	-8.6%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	2,217	658	1,085	500	1,440	1,488	403	37.2%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	4,927	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	130,233	91,885	127,736	45,233	98,363	102,548	(25,188)	-19.7%
Maintenance and Operations									
5202	Operating Supplies	87,928	30,031	75,000	37,500	75,000	75,000	-	0.0%
5210	Professional Services	3,750	4,566	5,000	2,500	5,000	5,000	-	0.0%
5231	Tools and Equipment	930	1,593	1,500	750	1,500	1,500	-	0.0%
5602	Safety Equipment	642	601	800	400	800	800	-	0.0%
5603	Employee Training	1,470	-	1,200	600	1,200	1,200	-	0.0%
	Total Maintenance and Operations	94,720	36,792	83,500	41,750	83,500	83,500	-	0.0%
	Total	224,953	128,677	211,236	86,983	181,863	186,048	(25,188)	-11.92%

FY22 Budget Notes
5202 - New meter head install and commercial meter upgrade, carryover from 2020 (held from Covid)

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0407 - WATER HYDRANTS									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	108,151	107,756	121,758	56,855	116,931	120,435	(1,323)	-1.1%
5102	Fringe Benefits	68,864	65,183	72,848	32,598	73,274	76,803	3,955	5.4%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	632	2,442	1,774	847	1,774	1,774	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	6,896	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	184,543	175,382	196,380	90,300	191,979	199,012	2,632	1.3%
Maintenance and Operations									
5202	Operating Supplies	1,468	8,116	11,000	5,500	11,000	11,000	-	0.0%
5210	Professional Services	9,973	-	500	250	500	500	-	0.0%
	Total Maintenance and Operations	11,441	8,116	11,500	5,750	11,500	11,500	-	0.0%
	Total	195,984	183,497	207,880	96,050	203,479	210,512	2,632	1.27%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0500 - SEWER SYSTEM ADMINISTRATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	50,713	62,008	68,340	32,105	60,757	63,607	(4,733)	-6.9%
5102	Fringe Benefits	30,565	33,918	37,714	16,959	35,944	37,985	271	0.7%
5103	Part-time Wages	1,371	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	170	-	-	-	-	-	-	0.0%
5105	Overtime	114	131	200	100	200	200	-	0.0%
5107	Part-time Overtime	9	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	648	-	-	-	-	-	0.0%
5112	PERS Relief	3,222	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	86,164	96,705	106,254	49,165	96,902	101,792	(4,462)	-4.2%
Maintenance and Operations									
5201	Office Supplies	395	537	1,100	550	1,100	1,100	-	0.0%
5202	Operating Supplies	-	-	800	400	800	800	-	0.0%
5210	Professional Services	3,133	3,563	4,500	2,250	4,500	4,500	-	0.0%
5211	Audit Services	17,121	6,714	17,469	17,469	18,343	19,260	1,791	10.3%
5215	Communications	4,778	5,448	5,500	2,750	5,500	5,500	-	0.0%
5216	Freight and Postage	354	272	350	250	500	500	150	42.9%
5221	Property Insurance	6,769	8,670	8,587	4,776	10,822	11,904	3,317	38.6%
5222	Auto Insurance	10,531	11,186	12,046	5,718	11,343	12,477	431	3.6%
5223	Liability Insurance	1,357	1,174	2,992	1,256	4,014	4,415	1,423	47.6%
5227	Advertising	-	364	1,250	625	1,250	1,250	-	0.0%
5231	Tools and Equipment	-	212	700	350	700	700	-	0.0%
5235	Membership Dues	444	300	700	350	700	700	-	0.0%
5236	Transportation	1,193	64	1,000	500	1,000	1,000	-	0.0%
5237	Subsistence	960	833	1,000	500	1,000	1,000	-	0.0%
5252	Credit Card Expenses	17,128	17,868	20,000	1,000	20,000	20,000	-	0.0%
5601	Uniform	80	212	350	175	350	350	-	0.0%
5602	Safety Equipment	1,063	2,041	2,300	1,150	2,300	2,300	-	0.0%
5603	Employee Training	7,997	4,348	8,000	4,000	8,000	8,000	-	0.0%
5606	Bad Debt Expenses	6,254	(3,851)	2,500	1,250	2,500	2,500	-	0.0%
	Total Maintenance and Operations	79,556	59,956	91,145	45,319	94,722	98,257	7,112	7.8%
Capital Outlay and Transfers									
	Transfer to Reserves	155,164	14,856	54,594	-	-	-	(54,594)	-100.0%
	Transfer to Reserves for Energy Project Repay	787	551	-	-	-	-	-	-
	Transfer to Revolving Energy Fund	19,744	12,921	-	-	-	-	-	-
	Transfer to GF PW Maint. (Direct)	5,000	5,000	5,000	-	5,000	5,000	-	-
	Transfer to Health Insurance Fund	7,376	61	214	278	73	88	-	-
	Total C/O, Transfers & Reserves	188,071	33,389	59,808	278	5,073	5,088	(54,720)	-91.5%
Others									
5106	Leave Cash Out	7,770	10,880	15,102	8,242	14,236	13,020	(2,082)	-13.8%
5241	GF Admin Fees	226,141	232,276	241,482	141,533	287,977	296,491	55,010	22.8%
	Total Others	233,911	243,156	256,583	149,774	302,212	309,511	52,927	20.6%
	Total	587,702	433,206	513,791	244,536	498,908	514,647	2,649	0.52%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0501 - SEWER PLANT OPERATIONS									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	174,998	192,157	191,796	94,084	176,798	183,151	(8,645)	-4.5%
5102	Fringe Benefits	112,855	113,366	114,148	52,530	112,629	118,464	4,316	3.8%
5103	Part-time Wages	9,368	11,003	13,550	6,775	12,842	12,945	(605)	-4.5%
5104	Part-time Benefits	1,120	1,296	1,793	897	1,558	1,571	(223)	-12.4%
5105	Overtime	14,889	17,973	14,410	7,000	14,590	14,590	180	1.2%
5107	Part-time Overtime	565	477	-	-	-	-	-	0.0%
5108	Unemployment Benefits	1,090	3,678	-	-	-	-	-	0.0%
5112	PERS Relief	12,038	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	326,922	339,949	335,697	161,286	318,418	330,721	(4,976)	-1.5%
Maintenance and Operations									
5202	Operating Supplies	6,860	7,136	8,000	4,000	8,000	8,000	-	0.0%
5203	Fuel and Lube	25,322	28,734	25,000	15,000	25,000	25,000	-	0.0%
5204	Chemicals	52,761	52,942	55,000	27,500	55,000	55,000	-	0.0%
5207	Vehicle and Boat Maintenance	398	145	250	125	250	250	-	0.0%
5208	Equipment Maintenance	26,234	24,143	22,000	11,000	22,000	22,000	-	0.0%
5209	Building & Grounds Maintenance	2,006	1,669	2,000	1,000	2,000	2,000	-	0.0%
5210	Professional Services	4,542	10,311	6,300	12,485	15,700	15,700	9,400	149.2%
5217	Electricity	238,146	254,916	243,267	114,379	233,193	256,513	13,246	5.4%
5218	Water	640	701	612	387	560	560	(52)	-8.5%
5219	Sewer	532	599	522	345	444	444	(78)	-15.0%
5226	Testing and Analysis	-	26	-	-	-	-	-	0.0%
5231	Tools and Equipment	906	755	900	450	900	900	-	0.0%
5234	Record and Permits	7,920	7,920	8,075	8,075	8,075	8,075	-	0.0%
5602	Safety Equipment	256	471	350	175	350	350	-	0.0%
	Total Maintenance and Operations	366,522	390,467	372,276	194,920	371,472	394,791	22,516	6.0%
	Total	693,445	730,416	707,973	356,207	689,890	725,512	17,539	2.5%

FY22/23 Budget Notes
 5210 - Increase for service contract with Merian for STP HVAC \$9,400
 5234 - ADEC Operating fee for the STP

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0502 - SEWER SYSTEM TESTING									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	(0)	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	(0)	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5202	Operating Supplies	5,684	5,562	5,500	2,750	5,500	5,500	-	0.0%
5210	Professional Services	1,539	560	2,500	1,250	2,500	2,500	-	0.0%
5226	Testing and Analysis	2,012	6,874	6,500	3,250	6,500	6,500	-	0.0%
	Total Maintenance and Operations	9,235	12,997	14,500	7,250	14,500	14,500	-	0.0%
	Total	9,235	12,997	14,500	7,250	14,500	14,500	-	0.0%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0503 - SEWER LIFT STATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	87,761	93,374	101,951	47,000	94,894	97,332	(4,619)	-4.5%
5102	Fringe Benefits	53,534	53,950	57,874	25,751	56,913	59,478	1,604	2.8%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	1,646	3,672	5,000	2,500	5,000	5,000	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	5,668	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		148,608	150,997	164,825	75,252	156,806	161,810	(3,015)	-1.8%
Maintenance and Operations									
5202	Operating Supplies	6,108	9,295	11,600	5,800	12,000	12,000	400	3.4%
5208	Equipment Maintenance	15,565	15,686	16,000	8,000	16,000	16,000	-	0.0%
5209	Building & Grounds Maintenance	1,679	1,206	1,800	900	1,800	1,800	-	0.0%
5217	Electricity	21,460	24,106	26,196	11,217	21,873	24,060	(2,136)	-8.2%
5231	Tools and Equipment	726	1,395	1,600	800	1,600	1,600	-	0.0%
Total Maintenance and Operations		45,539	51,688	57,196	26,717	53,273	55,460	(1,736)	-3.0%
Total		194,147	202,685	222,021	101,968	210,079	217,270	(4,751)	-2.1%

FY22/23 Budget Notes
5202 - Increased based on 3 yr avg

City of Homer
FY22/23 Operating Budget

FUND 200 - UTILITY FUND									
DEPT 0504 - COLLECTION SYSTEM									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	122,410	131,377	141,989	66,370	137,831	141,510	(479)	-0.3%
5102	Fringe Benefits	77,669	78,007	83,535	37,409	84,200	88,084	4,549	5.4%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	2,212	6,246	3,644	1,822	3,644	3,644	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	7,900	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		210,191	215,630	229,168	105,601	225,675	233,238	4,071	1.8%
Maintenance and Operations									
5202	Operating Supplies	6,965	401	25,000	12,500	25,000	25,000	-	0.0%
5208	Equipment Maintenance	-	1,586	1,400	700	1,400	1,400	-	0.0%
5210	Professional Services	11,737	12,898	72,559	72,559	72,559	30,000	(42,559)	-58.7%
5217	Electricity	529	474	605	273	561	617	12	2.0%
5231	Tools and Equipment	3,049	2,034	1,600	800	1,600	1,600	-	0.0%
Total Maintenance and Operations		22,280	17,394	101,164	86,832	101,120	58,617	(42,547)	-42.1%
Total		232,471	233,024	330,332	192,433	326,795	291,856	(38,476)	-11.6%

FY22 Budget Notes
5210 - Kachemak City Tri annual septic pumping \$42,559 - 146 tanks @ \$265/tank plus 10% of highest bid from 2018 contract to account for increased cost from 3 years ago

City of Homer
FY22/23 Operating Budget

FUND 400									
REVENUE DETAIL BY LINE ITEM									
Sorted by Type									
A/C Num.	Revenue Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
0600	HARBOR ADMINISTRATION								
4515	Ferry Lease	18,000	18,000	18,000	18,000	18,000	18,000	-	0.0%
4650	Rents & Leases	430,667	463,319	407,732	256,831	460,000	460,000	52,268	12.8%
	Operating Revenue - Admin	448,667	481,319	425,732	274,831	478,000	478,000	52,268	12.3%
4527	PERS Revenue	70,760	-	-	-	-	-	-	0.0%
4634	Port Storage Fee	108,510	99,125	79,080	44,768	91,076	92,002	12,922	16.3%
4635	Port Impound Fee	-	-	-	68	-	-	-	0.0%
4705	Business Licenses	15	45	37	23	32	34	(3)	-7.6%
4801	Interest On Investments	23,299	37,796	5,725	14,000	23,461	24,531	18,806	328.5%
4901	Surplus Property	2,346	-	16,447	1,482	3,355	8,014	(8,433)	-51.3%
4902	Other Revenue	-	-	1,823	500	986	883	(939)	-51.5%
	Non-Operating Revenue - Admin	204,930	136,966	103,112	60,841	118,909	125,464	22,352	21.7%
0601	HARBOR								
4245	Waste Oil Disp	1,474	1,139	1,191	424	1,301	1,564	373	31.3%
4249	Oil Spill Recovery	465	109	423	155	155	296	(127)	-30.1%
4318	Parking Revenue	126,203	115,747	108,000	55,887	100,418	117,134	9,134	8.5%
4319	Electrical Supplies	2,859	2,726	2,600	929	2,053	2,298	(302)	-11.6%
4624	Berth Transient Monthly	541,244	587,406	559,528	258,331	606,202	625,600	66,072	11.8%
4625	Berth Reserved	1,362,047	1,443,635	1,352,309	-	1,537,910	1,587,123	234,814	17.4%
4626	Berth Transient Annual	218,570	271,277	251,141	92,621	279,956	288,914	37,773	15.0%
4627	Berth Transient Semi Annual	113,102	127,456	113,850	85,184	131,533	135,742	21,892	19.2%
4628	Berth Transient Daily	126,422	126,018	127,220	58,905	130,049	134,210	6,990	5.5%
4629	Metered Energy	87,155	101,891	87,664	57,235	86,007	91,546	3,882	4.4%
4644	Pumping	286	222	429	128	237	339	(89)	-20.9%
4645	Wooden Grid	5,768	4,773	6,899	3,529	5,921	6,185	(714)	-10.4%
4646	Commerical Ramp	40,845	60,233	34,327	30,000	60,000	60,000	25,673	74.8%
4647	Berth Wait List	12,547	13,309	10,977	9,414	12,097	12,055	1,078	9.8%
4648	Steel Grid Fees	10,385	8,302	9,828	5,612	9,232	9,121	(707)	-7.2%
4663	Trans Energy 110v	42,306	39,723	53,167	19,018	42,063	44,355	(8,812)	-16.6%
4664	Trans Energy 220v	33,553	20,310	29,868	17,475	31,268	28,194	(1,674)	-5.6%
4665	Trans Energy 208v	137,715	196,756	139,789	114,000	147,173	153,840	14,051	10.1%
4666	Commerical Ramp Wharfage	61,615	44,483	40,000	15,723	41,651	44,666	4,666	11.7%
	Operating Revenue - Harbor	2,924,561	3,165,514	2,929,210	824,571	3,225,225	3,343,182	413,971	14.1%
4802	Penalty/Int	8,883	6,265	16,861	5,280	14,279	13,598	(3,263)	-19.4%
4902	Other Revenue	74,170	70,073	69,544	33,846	72,596	71,241	1,696	2.4%
	Non-Operating Revenue - Harbor	83,052	76,338	86,405	39,125	86,875	84,838	(1,567)	-1.8%
0602	PIONEER DOCK								
4631	USCG Leases	36,494	37,087	37,370	18,192	36,205	36,808	(562)	-1.5%
4637	Seafood Wharfage-PD	-	-	-	-	-	-	-	0.0%
4638	PD Fuel Wharfage	242,469	169,379	250,510	86,052	232,023	232,477	(18,033)	-7.2%
4639	Pioneer Dock - Wharfage	-	-	333	-	-	-	(333)	-100.0%
4641	PD Water Sales	9,663	16,269	7,740	6,043	9,816	9,569	1,829	23.6%
4642	PD Docking	55,308	47,906	52,484	28,386	52,602	52,285	(199)	-0.4%
	Operating Revenue - Pioneer Dock	343,934	270,641	348,438	138,674	330,646	331,140	(17,299)	-5.0%
0603	FISH DOCK								
4620	Ice Sales	318,677	224,991	243,932	78,453	258,010	266,797	22,864	9.4%
4621	Cold Storage	16,001	21,314	18,490	14,906	17,306	17,705	(784)	-4.2%
4622	Crane Rental	206,818	162,314	208,787	68,388	194,544	197,594	(11,192)	-5.4%
4623	Card Access Fees	8,994	7,102	8,833	4,830	8,398	8,748	(85)	-1.0%
4637	Seafood Wharfage	19,796	11,890	21,874	8,874	16,482	16,795	(5,079)	-23.2%
4700	Other Wharfage Fish Dock	1,136	25,812	1,768	750	15,206	9,843	8,075	456.7%
	Operating Revenue - Fish Dock	571,422	453,422	503,684	176,200	509,946	517,482	13,798	2.7%
4206	Fish Tax	59,647	71,970	44,254	1,898	55,296	54,760	10,506	23.7%

City of Homer
FY22/23 Operating Budget

FUND 400

REVENUE DETAIL BY LINE ITEM

Sorted by Type

A/C Num.	Revenue Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
0604	DEEP WATER DOCK								
4633	Stevedoring	15,320	6,245	13,024	1,551	12,225	14,080	1,056	8.1%
4637	Seafood Wharfage	-	-	419	-	419	558	140	33.3%
4640	Deep Water Dock Wharfage	5,008	116,271	12,210	4,000	33,245	37,314	25,105	205.6%
4643	Deep Water Dock Docking	185,451	96,863	176,008	40,000	96,000	100,000	(76,008)	-43.2%
4668	Dwd Water Sales	49,625	20,547	33,549	14,659	20,000	25,000	(8,549)	-25.5%
4672	Port Security Revenues	1,806	-	26,382	-	-	-	(26,382)	-100.0%
	Operating Revenue - DW Dock	257,210	239,926	261,590	60,210	161,889	176,953	(84,637)	-32.4%
0605	OUTFALL LINE								
4704	Outfall Line	4,800	7,200	4,800	4,800	4,800	4,800	-	0.0%
0606	FISH GRINDER								
4706	Fish Grinder	7,835	6,360	8,890	712	7,191	7,998	(891)	-10.0%
0615	LOAD AND LAUNCH RAMP								
4653	L & L Ramp Revenue	127,708	128,259	125,135	67,868	126,483	126,663	1,528	1.2%
	Operating Revenue - L & L Ramp	127,708	128,259	125,135	67,868	126,483	126,663	1,528	1.2%
	Transfer from Fund Balance	0	0	0	348,953	0	0	-	0.0%
	Total Revenues	5,033,767	5,037,916	4,841,250	1,998,683	5,105,259	5,251,279	410,029	8.5%

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND		HARBOR COMBINED EXPENDITURES							
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	1,086,109	1,118,488	1,160,765	560,007	1,108,734	1,140,087	(20,678)	-1.8%
5102	Fringe Benefits	336,891	641,535	686,128	313,046	682,023	713,931	27,803	4.1%
5103	Part-time Wages	121,206	59,170	125,466	62,733	136,721	137,815	12,349	9.8%
5104	Part-time Benefits	15,645	7,953	15,638	7,819	15,742	15,868	230	1.5%
5105	Overtime	26,352	27,484	36,685	18,018	36,685	36,689	5	0.0%
5107	Part-time Overtime	1,579	1,120	3,879	1,939	3,879	3,879	-	0.0%
5108	Unemployment Benefits	3,241	13,405	-	-	-	-	-	0.0%
5112	PERS Relief	70,760	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	1,661,783	1,869,155	2,028,560	963,562	1,983,783	2,048,268	19,709	1.0%
Maintenance and Operations									
5201	Office Supplies	2,323	2,668	5,100	1,513	4,200	4,200	(900)	-17.6%
5202	Operating Supplies	22,746	17,131	30,500	10,740	26,000	26,000	(4,500)	-14.8%
5203	Fuel and Lube	32,754	33,044	32,900	17,659	35,300	36,300	3,400	10.3%
5204	Chemicals	4,432	2,983	6,000	4,000	6,000	6,000	-	0.0%
5207	Vehicle and Boat Maintenance	22,594	27,030	17,000	9,614	25,000	25,000	8,000	47.1%
5208	Equipment Maintenance	40,611	51,852	62,000	25,268	63,000	63,000	1,000	1.6%
5209	Building & Grounds Maintenance	51,799	30,380	59,500	33,268	62,000	62,000	2,500	4.2%
5210	Professional Services	18,496	15,560	22,000	12,440	17,500	17,500	(4,500)	-20.5%
5211	Audit Services	27,647	13,115	34,939	34,939	36,686	38,520	3,581	10.3%
5213	Survey and Appraisal	6,700	4,850	5,000	6,817	5,000	5,000	-	0.0%
5214	Rents & Leases	6,342	6,570	6,000	2,071	7,000	7,000	1,000	16.7%
5215	Communications	6,458	7,615	7,000	2,519	8,000	8,000	1,000	14.3%
5216	Freight and Postage	5,324	5,070	5,500	2,353	5,500	5,500	-	0.0%
5217	Electricity	533,580	607,698	661,324	315,358	591,546	650,701	(10,623)	-1.6%
5218	Water	114,405	87,092	97,279	31,935	99,581	99,581	2,301	2.4%
5219	Sewer	15,704	10,612	14,576	4,697	14,018	14,018	(557)	-3.8%
5220	Refuse and Disposal	47,446	49,062	63,300	21,500	63,300	63,300	-	0.0%
5221	Property Insurance	43,999	54,891	54,126	30,344	64,722	71,194	17,068	31.5%
5222	Auto Insurance	10,181	10,558	9,584	5,105	9,341	10,275	691	7.2%
5223	Liability Insurance	37,467	16,095	45,467	3,612	46,918	51,610	6,142	13.5%
5227	Advertising	8,623	3,833	7,000	3,100	7,000	7,000	-	0.0%
5231	Tools and Equipment	10,486	10,876	15,500	9,355	15,700	15,700	200	1.3%
5235	Membership Dues	5,909	4,089	5,750	2,616	4,500	4,500	(1,250)	-21.7%
5236	Transportation	7,247	3,888	9,500	3,241	9,200	9,200	(300)	-3.2%
5237	Subsistence	5,326	2,485	6,500	2,852	5,837	5,837	(663)	-10.2%
5238	Printing and Binding	1,119	1,342	6,500	2,000	3,500	3,500	(3,000)	-46.2%
5248	Lobbying	-	-	-	-	22,000	22,000	22,000	0.0%
5249	Oil Spill Response	1,222	1,338	2,000	1,000	1,000	1,000	(1,000)	-50.0%
5250	Camera Area Network	-	1,651	18,000	9,000	18,000	18,000	-	0.0%
5252	Credit Card Expenses	79,629	81,339	74,000	22,000	89,000	89,000	15,000	20.3%
5256	Waste Oil Disposal	46,131	36,526	45,000	15,000	45,000	45,000	-	0.0%
5258	Floater Ramp Repairs	23,532	17,421	15,000	7,500	25,000	25,000	10,000	66.7%
5287	Electrical Supplies	2,657	2,937	4,000	1,000	2,100	2,100	(1,900)	-47.5%
5601	Uniform	7,636	6,714	7,500	3,408	9,500	9,500	2,000	26.7%
5602	Safety Equipment	6,600	7,278	15,000	6,296	15,000	15,000	-	0.0%
5603	Employee Training	1,949	1,235	8,000	2,700	9,000	9,000	1,000	12.5%
5606	Bad Debt Expenses	16,187	9,709	30,000	7,000	30,000	30,000	-	0.0%
5627	Port Security	1,485	1,000	2,000	2,000	-	-	(2,000)	-100.0%
5635	Software	-	-	-	-	4,000	4,000	4,000	0.0%
5637	Diving Services	4,225	10,269	8,500	4,975	8,500	8,500	-	0.0%
5638	Signage Parking Delineation	15,319	12,781	15,500	10,000	15,500	15,500	-	0.0%
	Total Maint. and Operations	1,296,289	1,270,588	1,534,345	690,796	1,529,949	1,604,036	69,690	4.5%
C/O and Transfers									
5106	Leave Cash Out	29,241	31,457	36,513	20,620	66,243	62,025	25,513	69.9%
5241	GF Admin Fees	591,076	579,038	601,986	-	453,392	465,339	(136,648)	-22.7%
5990	Transfers To	458,755	708,116	639,846	323,705	1,071,892	1,071,612	431,766	67.5%
	Total Others	1,079,072	1,318,611	1,278,345	344,325	1,591,527	1,598,976	320,631	25.1%
Total		4,037,145	4,458,355	4,841,250	1,998,683	5,105,259	5,251,279	3,252,597	162.7%

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0600 - ADMINISTRATION									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	209,464	217,735	228,366	114,507	194,039	200,373	(27,993)	-12.3%
5102	Fringe Benefits	63,146	121,322	132,006	61,270	120,321	126,387	(5,619)	-4.3%
5103	Part-time Wages	-	-	2,661	1,331	2,661	2,683	21	0.8%
5104	Part-time Benefits	-	-	332	166	306	309	(23)	-6.9%
5105	Overtime	4,588	2,159	5,845	2,922	5,845	5,845	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	13,807	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		291,006	341,217	369,210	180,195	323,173	335,597	(33,613)	-9.1%
Maintenance and Operations									
5201	Office Supplies	1,182	1,442	2,500	680	2,500	2,500	-	0.0%
5202	Operating Supplies	1,250	2,026	2,500	555	2,500	2,500	-	0.0%
5209	Building & Grounds Maintenance	5,844	4,458	5,000	4,130	5,000	5,000	-	0.0%
5210	Professional Services	72	2,071	3,000	708	3,000	3,000	-	0.0%
5211	Audit Services	27,647	13,115	34,939	34,939	36,686	38,520	3,581	10.3%
5213	Survey and Appraisal	6,700	4,850	5,000	6,817	5,000	5,000	-	0.0%
5214	Rents & Leases	6,342	6,570	6,000	2,071	7,000	7,000	1,000	16.7%
5215	Communications	6,458	7,615	7,000	2,519	8,000	8,000	1,000	14.3%
5216	Freight and Postage	5,324	5,070	5,500	2,353	5,500	5,500	-	0.0%
5221	Property Insurance	43,999	54,891	54,126	30,344	64,722	71,194	17,068	31.5%
5222	Auto Insurance	10,181	10,558	9,584	5,105	9,341	10,275	691	7.2%
5223	Liability Insurance	37,467	16,095	45,467	3,612	46,918	51,610	6,142	13.5%
5227	Advertising	8,010	3,833	6,000	2,600	6,000	6,000	-	0.0%
5231	Tools and Equipment	1,251	550	1,500	750	1,500	1,500	-	0.0%
5235	Membership Dues	2,984	1,504	4,500	2,001	3,500	3,500	(1,000)	-22.2%
5236	Electrical Supplies	2,350	2,902	4,500	1,808	4,500	4,500	-	0.0%
5237	Subsistence	2,263	2,217	3,500	1,932	3,500	3,500	-	0.0%
5238	Printing and Binding	865	713	4,500	1,000	3,000	3,000	(1,500)	-33.3%
5248	Lobbying	-	-	-	-	22,000	22,000	22,000	0.0%
5252	Credit Card Expenses	77,968	76,472	70,000	20,000	85,000	85,000	15,000	21.4%
5603	Employee Training	100	50	1,000	500	1,000	1,000	-	0.0%
5606	Bad Debt Expenses	16,187	9,709	30,000	7,000	30,000	30,000	-	0.0%
5635	Software	-	-	-	-	4,000	4,000	4,000	0.0%
Total Maintenance and Operations		264,445	226,710	306,117	131,424	360,167	374,099	67,982	22.2%
Capital Outlay and Transfers									
	Transfer to Reserves	-	286,611	225,912	-	666,889	671,589	445,677	197.3%
	Transfer to Reserves for Energy Project Repay	520	-	-	-	-	-	-	-
	Transfer to Revolving Energy Fund	3,291	4,303	1,341	1,341	1,341	-	-	-
	Transfer to Bond Fund	300,000	300,000	300,000	225,000	300,000	300,000	-	-
	Transfer to Health Insurance Fund	17,826	147	517	673	176	212	-	-
5990	Total C/O, Transfers & Reserves	321,638	591,061	527,769	227,013	968,405	971,801	444,032	84.1%
Others									
5106	Leave Cash Out	29,241	31,457	36,513	20,620	66,243	62,025	25,513	69.9%
5241	GF Admin Fees	591,076	579,038	601,986	-	453,392	465,339	(136,648)	-22.7%
Total Others		620,317	610,495	638,499	20,620	519,635	527,364	(111,135)	-17.4%
Total		1,497,406	1,769,483	1,841,595	559,253	2,171,380	2,208,861	34,369	1.87%

FY22 Budget Notes
5252 - Increased to match actual cost
5248 - Split 50/50 with General Fund (total contract is \$42,000 annually)
5635 - Currently these expenses are coded to professional services; more accurate description

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0601 - HARBOR									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 -	1/1/20 -	1/1/21 -	1/1/21 -	7/1/21 -	7/1/22 -	FY23 Draft & FY21	
		12/31/19	12/31/20	12/31/21	6/30/21	6/30/22	6/30/23	Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	382,877	394,354	414,215	200,876	410,849	421,542	7,327	1.8%
5102	Fringe Benefits	119,266	228,327	243,937	111,756	249,505	260,787	16,850	6.9%
5103	Part-time Wages	70,611	36,095	74,250	37,125	83,733	84,402	10,152	13.7%
5104	Part-time Benefits	8,690	4,525	9,255	4,627	9,641	9,718	464	5.0%
5105	Overtime	13,155	15,347	17,772	8,371	17,772	17,772	-	0.0%
5107	Part-time Overtime	41	46	1,700	850	1,700	1,700	-	0.0%
5108	Unemployment Benefits	3,241	8,486	-	-	-	-	-	0.0%
5112	PERS Relief	25,106	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	622,986	687,181	761,129	363,605	773,200	795,921	34,793	4.6%
Maintenance and Operations									
5201	Office Supplies	713	350	1,500	283	600	600	(900)	-60.0%
5202	Operating Supplies	7,405	5,810	12,000	2,870	7,500	7,500	(4,500)	-37.5%
5203	Fuel and Lube	16,183	14,248	16,000	8,895	17,000	17,000	1,000	6.3%
5204	Chemicals	2,780	2,820	3,000	3,000	3,000	3,000	-	0.0%
5207	Vehicle and Boat Maintenance	3,708	7,386	5,000	2,500	5,000	5,000	-	0.0%
5208	Equipment Maintenance	312	1,501	2,000	1,000	1,000	1,000	(1,000)	-50.0%
5209	Building & Grounds Maintenance	10,681	3,407	5,000	3,388	7,500	7,500	2,500	50.0%
5210	Professional Services	3,176	1,806	5,000	2,500	2,500	2,500	(2,500)	-50.0%
5217	Electricity	323,568	403,925	424,916	230,078	376,890	414,579	(10,338)	-2.4%
5218	Water	57,916	50,617	50,393	16,015	55,624	55,624	5,231	10.4%
5219	Sewer	8,200	5,969	8,347	2,940	7,880	7,880	(466)	-5.6%
5220	Refuse and Disposal	45,211	46,699	60,000	20,000	60,000	60,000	-	0.0%
5227	Advertising	613	-	1,000	500	1,000	1,000	-	0.0%
5231	Tools and Equipment	1,517	2,866	3,000	1,299	2,000	2,000	(1,000)	-33.3%
5235	Membership Dues	515	140	750	350	500	500	(250)	-33.3%
5236	Transportation	3,634	-	3,000	500	2,700	2,700	(300)	-10.0%
5237	Subsistence	1,938	63	2,000	500	1,337	1,337	(663)	-33.2%
5238	Printing and Binding	254	629	2,000	1,000	500	500	(1,500)	-75.0%
5249	Oil Spill Response	1,222	1,338	2,000	1,000	1,000	1,000	(1,000)	-50.0%
5287	Electrical Supplies	2,657	2,937	4,000	1,000	2,100	2,100	(1,900)	-47.5%
5601	Uniform	4,516	2,959	4,000	2,000	3,000	3,000	(1,000)	-25.0%
5602	Safety Equipment	2,927	2,147	5,000	1,248	5,000	5,000	-	0.0%
5603	Employee Training	175	300	3,000	1,000	3,000	3,000	-	0.0%
5638	Signage Parking Delineation	15,319	12,781	15,500	10,000	15,500	15,500	-	0.0%
	Total Maintenance and Operations	515,142	570,698	638,405	313,866	582,131	619,820	(18,586)	-2.9%
Capital Outlay and Transfers									
	<i>Transfer to Reserves</i>								
	<i>Transfer to Loan Payment to GF - Prin.</i>	85,755	56,359	59,791	59,791	65,364	65,364		
	<i>Transfer to Loan Payment to GF - Interest</i>	13,062	13,980	10,547	10,547	3,922	1,961		
5990	Total C/O, Transfers & Reserves	98,817	70,338	70,338	70,338	69,285	67,325	(3,014)	-4.3%
	Total	1,236,945	1,328,217	1,469,872	747,809	1,424,617	1,483,066	16,207	1.10%

FY22/23 Budget Notes:
5990: Payoff Lot 42 loan; split the remaining balance between FY22 and FY23

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0602 - PIONEER DOCK									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	26,232	42,767	44,822	21,904	28,183	28,854	(15,968)	-35.6%
5102	Fringe Benefits	7,782	24,245	25,798	11,899	16,765	17,494	(8,303)	-32.2%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	797	1,498	1,077	550	1,077	1,081	5	0.4%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	1,713	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	36,524	68,510	71,697	34,354	46,025	47,430	(24,267)	-33.8%
Maintenance and Operations									
5202	Operating Supplies	1,500	669	1,500	750	1,500	1,500	-	0.0%
5208	Equipment Maintenance	1,000	-	1,000	500	1,000	1,000	-	0.0%
5209	Building & Grounds Maintenance	2,000	-	2,000	1,000	2,000	2,000	-	0.0%
5210	Professional Services	2,000	-	2,000	1,000	2,000	2,000	-	0.0%
5217	Electricity	18,124	18,658	20,031	8,042	20,831	22,914	2,884	14.4%
5218	Water	8,166	10,500	5,137	3,521	6,095	6,095	958	18.6%
5231	Tools and Equipment	1,000	569	1,000	500	1,000	1,000	-	0.0%
5602	Safety Equipment	1,000	-	1,000	500	1,000	1,000	-	0.0%
	Total Maintenance and Operations	34,790	30,396	33,668	15,813	35,426	37,509	3,842	11.4%
	Total	71,314	98,907	105,364	50,167	81,451	84,939	(20,425)	-19.39%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0603 - FISH DOCK									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 -	1/1/20 -	1/1/21 -	1/1/21 -	7/1/21 -	7/1/22 -	FY23 Draft & FY21	
		12/31/19	12/31/20	12/31/21	6/30/21	6/30/22	6/30/23	Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	210,048	193,431	186,949	92,130	215,132	222,443	35,494	19.0%
5102	Fringe Benefits	71,472	114,811	119,737	55,405	137,834	144,693	24,956	20.8%
5103	Part-time Wages	17,695	14,041	15,823	7,912	15,823	15,950	127	0.8%
5104	Part-time Benefits	2,907	2,288	1,972	986	1,822	1,836	(136)	-6.9%
5105	Overtime	5,609	2,924	7,701	3,851	7,701	7,701	-	0.0%
5107	Part-time Overtime	1,522	1,059	2,179	1,089	2,179	2,179	-	0.0%
5108	Unemployment Benefits	-	2,363	-	-	-	-	-	0.0%
5112	PERS Relief	13,671	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		322,925	330,916	334,361	161,373	380,491	394,802	60,441	18.1%
Maintenance and Operations									
5201	Office Supplies	253	410	500	250	500	500	-	0.0%
5202	Operating Supplies	3,235	2,929	3,000	1,485	3,000	3,000	-	0.0%
5203	Fuel and Lube	3,731	4,533	3,000	1,529	3,000	3,000	-	0.0%
5204	Chemicals	1,652	163	3,000	1,000	3,000	3,000	-	0.0%
5207	Vehicle and Boat Maintenance	-	133	-	-	-	-	-	0.0%
5208	Equipment Maintenance	21,928	26,021	37,000	14,327	37,000	37,000	-	0.0%
5209	Building & Grounds Maintenance	11,958	12,666	13,000	7,500	13,000	13,000	-	0.0%
5210	Professional Services	5,089	7,467	5,000	4,732	3,000	3,000	(2,000)	-40.0%
5217	Electricity	171,754	163,945	193,536	65,239	172,295	189,524	(4,012)	-2.1%
5218	Water	23,655	15,166	22,811	6,523	16,926	16,926	(5,885)	-25.8%
5219	Sewer	3,196	542	1,028	236	1,347	1,347	319	31.0%
5231	Tools and Equipment	1,637	1,353	1,500	1,000	1,500	1,500	-	0.0%
5235	Membership Dues	325	360	-	-	-	-	-	0.0%
5250	Camera Area Network	-	550	4,000	2,000	4,000	4,000	-	0.0%
5601	Uniform	-	76	-	-	3,000	3,000	3,000	0.0%
5602	Safety Equipment	609	1,013	1,000	548	1,000	1,000	-	0.0%
5603	Employee Training	98	488	1,000	200	1,000	1,000	-	0.0%
Total Maintenance and Operations		249,120	237,813	289,375	106,569	263,568	280,797	(8,578)	-3.0%
Total		572,045	568,729	623,737	267,942	644,058	675,599	51,863	8.31%

FY22 Budget Notes
5210 and 5601 - Adjusted professional services down and added to uniform category to account for uniform costs correctly

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0604 - DEEP WATER DOCK									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	30,737	42,767	44,822	21,904	32,896	33,605	(11,217)	-25.0%
5102	Fringe Benefits	8,842	24,245	25,798	11,899	19,260	20,064	(5,733)	-22.2%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	905	1,498	1,260	611	1,260	1,260	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	2,006	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		42,490	68,510	71,880	34,415	53,416	54,930	(16,950)	-23.6%
Maintenance and Operations									
5203	Fuel and Lube	-	-	600	300	1,000	1,000	400	66.7%
5209	Building & Grounds Maintenance	1,000	-	1,000	500	1,000	1,000	-	0.0%
5210	Professional Services	4,950	-	2,000	1,000	2,000	2,000	-	0.0%
5217	Electricity	9,417	9,621	9,910	6,113	10,093	11,102	1,192	12.0%
5218	Water	15,373	5,733	9,111	3,987	10,918	10,918	1,807	19.8%
5219	Sewer	1,299	558	1,620	473	898	898	(722)	-44.6%
5231	Tools and Equipment	114	1,122	1,000	500	1,000	1,000	-	0.0%
5250	Camera Area Network	-	-	4,000	2,000	4,000	4,000	-	0.0%
5602	Safety Equipment	-	-	1,000	500	1,000	1,000	-	0.0%
5627	Port Security	1,485	1,000	2,000	2,000	-	-	(2,000)	-100.0%
Total Maintenance and Operations		33,638	18,034	32,241	17,373	31,909	32,918	677	2.1%
Total		76,128	86,545	104,121	51,788	85,324	87,848	(16,273)	-15.63%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0605 - OUTFALL LINE									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	-	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5209	Building & Grounds Maintenance	356	-	3,000	1,500	3,000	3,000	-	0.0%
5637	Diving Services	2,475	6,519	3,500	2,475	3,500	3,500	-	0.0%
	Total Maintenance and Operations	2,831	6,519	6,500	3,975	6,500	6,500	-	0.0%
	Total	2,831	6,519	6,500	3,975	6,500	6,500	-	0.00%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0606 - FISH GRINDER									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	-	-	-	-	-	-	-	0.0%
5102	Fringe Benefits	-	-	-	-	-	-	-	0.0%
5103	Part-time Wages	-	-	-	-	-	-	-	0.0%
5104	Part-time Benefits	-	-	-	-	-	-	-	0.0%
5105	Overtime	-	-	-	-	-	-	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	-	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	-	-	-	-	-	-	-	0.0%
Maintenance and Operations									
5202	Operating Supplies	3,507	312	4,000	2,000	4,000	4,000	-	0.0%
5208	Equipment Maintenance	9,178	13,912	14,000	5,859	14,000	14,000	-	0.0%
5209	Building & Grounds Maintenance	-	444	2,500	1,250	2,500	2,500	-	0.0%
5218	Water	7,133	2,643	7,534	1,061	7,333	7,333	(201)	-2.7%
5235	Membership Dues	1,715	1,715	-	-	-	-	-	0.0%
	Total Maintenance and Operations	21,533	19,027	28,034	10,170	27,833	27,833	(201)	-0.7%
	Total	21,533	19,027	28,034	10,170	27,833	27,833	(201)	-0.72%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0611 - HARBOR MAINTENANCE									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	161,395	161,629	171,996	77,023	160,231	164,203	(7,793)	-4.5%
5102	Fringe Benefits	47,421	91,580	99,011	43,244	97,552	101,906	2,895	2.9%
5103	Part-time Wages	15,264	-	16,933	8,467	15,823	15,950	(984)	-5.8%
5104	Part-time Benefits	1,878	-	2,111	1,055	1,822	1,836	(274)	-13.0%
5105	Overtime	681	2,693	1,923	1,107	1,923	1,923	-	0.0%
5107	Part-time Overtime	3	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	2,556	-	-	-	-	-	0.0%
5112	PERS Relief	10,275	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		236,916	258,458	291,974	130,896	277,351	285,818	(6,156)	-2.1%
Maintenance and Operations									
5201	Office Supplies	174	466	600	300	600	600	-	0.0%
5202	Operating Supplies	5,608	5,145	6,000	2,080	6,000	6,000	-	0.0%
5203	Fuel and Lube	11,806	12,694	12,000	6,285	13,000	14,000	2,000	16.7%
5207	Vehicle and Boat Maintenance	18,885	19,511	12,000	7,114	20,000	20,000	8,000	66.7%
5208	Equipment Maintenance	8,193	10,418	8,000	3,582	10,000	10,000	2,000	25.0%
5209	Building & Grounds Maintenance	5,926	5,929	12,000	6,000	12,000	12,000	-	0.0%
5210	Professional Services	3,189	4,216	4,500	2,000	4,500	4,500	-	0.0%
5217	Electricity	7,214	7,715	9,288	3,884	7,702	8,472	(816)	-8.8%
5218	Water	655	612	998	361	675	675	(323)	-32.4%
5219	Sewer	715	719	1,241	398	748	748	(493)	-39.7%
5231	Tools and Equipment	2,985	2,931	4,000	1,856	4,000	4,000	-	0.0%
5235	Membership Dues	370	370	500	265	500	500	-	0.0%
5236	Transportation	1,262	986	2,000	933	2,000	2,000	-	0.0%
5237	Subsistence	1,126	204	1,000	420	1,000	1,000	-	0.0%
5256	Waste Oil Disposal	46,131	36,526	45,000	15,000	45,000	45,000	-	0.0%
5258	Float and Ramp Repairs	23,532	17,421	15,000	7,500	25,000	25,000	10,000	66.7%
5601	Uniform	3,120	3,680	3,500	1,408	3,500	3,500	-	0.0%
5602	Safety Equipment	1,516	3,494	3,000	1,500	3,000	3,000	-	0.0%
5603	Employee Training	1,575	398	3,000	1,000	4,000	4,000	1,000	33.3%
5637	Diving Services	1,750	3,750	5,000	2,500	5,000	5,000	-	0.0%
Total Maintenance and Operations		145,732	137,186	148,627	64,386	168,225	169,995	21,368	14.4%
Total		382,648	395,644	440,601	195,282	445,576	455,813	15,212	3.45%

FY22 Budget Notes
5256 - Waste oil disposal costs are increasing.
5207 - Moved all vehicle maintenance costs to 0611 for ease of billing and tracking.
5603 - ETT and Electrical safety training

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0612 - PIONEER DOCK MAINTENANCE									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	20,510	20,436	21,796	9,698	20,098	20,596	(1,200)	-5.5%
5102	Fringe Benefits	5,945	11,543	12,480	5,430	12,226	12,770	291	2.3%
5103	Part-time Wages	1,851	-	2,117	1,058	1,978	1,994	(123)	-5.8%
5104	Part-time Benefits	228	-	264	132	228	230	(34)	-13.0%
5105	Overtime	89	353	239	146	239	239	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	1,306	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	29,928	32,331	36,895	16,465	34,768	35,829	(1,067)	-2.9%
Maintenance and Operations									
5202	Operating Supplies	-	-	500	500	500	500	-	0.0%
5209	Building & Grounds Maintenance	1,724	163	3,000	1,500	3,000	3,000	-	0.0%
5231	Tools and Equipment	-	-	1,500	750	1,500	1,500	-	0.0%
5602	Safety Equipment	305	-	1,000	500	1,000	1,000	-	0.0%
	Total Maintenance and Operations	2,029	163	6,000	3,250	6,000	6,000	-	0.0%
	Total	31,956	32,494	42,895	19,715	40,768	41,829	(1,067)	-2.49%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0614 - DEEP WATER DOCK MAINTENANCE									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	20,510	20,436	21,796	9,698	20,098	20,596	(1,200)	-5.5%
5102	Fringe Benefits	5,945	11,543	12,480	5,430	12,226	12,770	291	2.3%
5103	Part-time Wages	1,851	-	2,117	1,058	1,978	1,994	(123)	-5.8%
5104	Part-time Benefits	228	-	264	132	228	230	(34)	-13.0%
5105	Overtime	89	353	239	146	239	239	-	0.0%
5107	Part-time Overtime	-	-	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	1,306	-	-	-	-	-	-	0.0%
Total Salaries and Benefits		29,927	32,331	36,895	16,465	34,768	35,829	(1,067)	-2.9%
Maintenance and Operations									
5202	Operating Supplies	19	-	500	250	500	500	-	0.0%
5203	Fuel and Lube	244	456	-	-	-	-	-	0.0%
5209	Building & Grounds Maintenance	7,053	3,313	8,000	4,000	8,000	8,000	-	0.0%
5231	Tools and Equipment	263	-	1,000	500	1,000	1,000	-	0.0%
5250	Camera Area Network	-	734	5,000	2,500	5,000	5,000	-	0.0%
5602	Safety Equipment	244	625	2,000	1,000	2,000	2,000	-	0.0%
Total Maintenance and Operations		7,822	5,128	16,500	8,250	16,500	16,500	-	0.0%
Total		37,750	37,459	53,395	24,715	51,268	52,329	(1,067)	-2.00%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget

FUND 400 - PORT & HARBOR ENTERPRISE FUND									
DEPT 0615 - LOAD AND LAUNCH RAMP									
A/C Num.	Expenditure Categories & Descriptions	FY19	FY20	FY21 FULL-YEAR	FY21 TRUNCATED	FY22 DRAFT	FY23 DRAFT	Difference Between FY23 Draft & FY21 Full-Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Salaries and Benefits									
5101	Salary and Wages	24,337	24,933	26,001	12,265	27,208	27,875	1,874	7.2%
5102	Fringe Benefits	7,071	13,918	14,882	6,713	16,334	17,058	2,175	14.6%
5103	Part-time Wages	13,934	9,035	11,564	5,782	14,725	14,843	3,279	28.4%
5104	Part-time Benefits	1,715	1,140	1,441	721	1,695	1,709	268	18.6%
5105	Overtime	439	661	629	315	629	629	-	0.0%
5107	Part-time Overtime	14	15	-	-	-	-	-	0.0%
5108	Unemployment Benefits	-	-	-	-	-	-	-	0.0%
5112	PERS Relief	1,571	-	-	-	-	-	-	0.0%
	Total Salaries and Benefits	49,081	49,701	54,518	25,795	60,592	62,113	7,596	13.9%
Maintenance and Operations									
5202	Operating Supplies	223	240	500	250	500	500	-	0.0%
5203	Fuel and Lube	791	1,113	1,300	650	1,300	1,300	-	0.0%
5209	Building & Grounds Maintenance	5,256	-	5,000	2,500	5,000	5,000	-	0.0%
5210	Professional Services	20	-	500	500	500	500	-	0.0%
5217	Electricity	3,503	3,834	3,643	2,001	3,736	4,109	466	12.8%
5218	Water	1,508	1,821	1,295	469	2,009	2,009	714	55.2%
5219	Sewer	2,294	2,825	2,340	649	3,145	3,145	805	34.4%
5220	Refuse and Disposal	2,235	2,363	3,300	1,500	3,300	3,300	-	0.0%
5231	Tools and Equipment	1,718	1,485	2,200	1,000	2,200	2,200	-	0.0%
5250	Camera Area Network	-	367	5,000	2,500	5,000	5,000	-	0.0%
5252	Credit Card Expenses	1,660	4,867	4,000	2,000	4,000	4,000	-	0.0%
5602	Safety Equipment	-	-	1,000	500	1,000	1,000	-	0.0%
	Total Maintenance and Operations	19,208	18,913	30,078	14,519	31,690	32,063	1,985	6.6%
Capital Outlay, Transfers and Reserves									
5990	Transfers To Reserves	38,301	46,717	41,739	26,354	34,201	32,486	(9,253)	-22.2%
	Total C/O, Transfers & Reserves	38,301	46,717	41,739	26,354	34,201	32,486	(9,253)	-22.2%
	Total	106,589	115,332	126,335	66,668	126,483	126,663	9,581	7.58%

FY22 Budget Notes

City of Homer
FY22/23 Operating Budget



DEBT SERVICE FUND

This section is for information purposes only. Each fund budgets its debt service separately.

Natural Gas Fund –

- **Gas line Loan (KPB):** In 2014, the City financed the Natural Gas infrastructure with a loan from the Kenai Peninsula Borough. The total loan balance was \$12,359,388 with a monthly compounding interest rate of 4%. In 2021, the City Council passed ORD 21-13 authorizing the early payoff of this loan.

HAWSP Fund –

- **Homer Accelerated Water/Sewer Projects (HAWSP):** One sixth of all sales tax received by the city goes to HAWSP Fund to serve the debt, which funds new utility infrastructures. Loans are provided by Alaska Clean Water/Drinking Water through Alaska Department of Environmental Conservation (ADEC). Loan usually comes with 20 year term and 1.5% interest rate.

Port & Harbor Fund –

- The City of Homer took part of the 2013 Alaska Municipal Bond Bank General Obligation Bonds (2013 A & 2013 B Series) Issuance. Port & Harbor received the bond proceeds (in the form of loan).

**City of Homer
FY22/23 Operating Budget**

Governmental Activities						Unaudited	Activities 2021			Unaudited	Activities 2022			Unaudited	Activities 2023			Unaudited
Loan Description	Fund	Original	Maturity	Interest	PMT Due	Ending Balance	Principal	Interest	Total PMT	Ending Balance	Principal	Interest	Total PMT	Ending Balance	Principal	Interest	Total PMT	Ending Balance
						12/31/2020				6/30/2021				6/30/2022				6/30/2023
ACWF #409031 - Sewer Ext	Sewer	3,462,402	2025	1.50%	Aug	609,855	-	-	-	609,855	121,973	9,148	131,121	487,882	121,973	7,318	129,291	365,909
ADWF #409041 - Water Ext	Water	3,389,321	2025	1.50%	Aug	715,392	-	-	-	715,392	143,077	10,731	153,808	572,315	143,077	8,585	151,662	429,238
ACWF #409261 - KDPHII Sewer	Sewer	1,591,733	2032	1.50%	Aug	796,035	-	-	-	796,035	67,356	12,124	79,480	728,679	67,356	11,114	78,469	661,323
ACWF #409081 - Sewer	Sewer	3,250,000	2034	1.50%	Apr	760,808	54,344	11,412	65,756	706,464	54,344	10,597	64,941	652,120	54,344	9,782	64,125	597,777
ADWF #409271 - KDPHIII - Water	Water	2,150,000	2032	1.50%	Aug	1,285,247	-	-	-	1,285,247	98,553	19,279	117,832	1,186,694	100,031	17,800	117,831	1,086,663
ADWF #409131 - Water TP	Water	8,000,000	2029	1.50%	Dec	3,276,013	-	-	-	3,276,013	364,001	49,140	413,141	2,912,012	364,001	43,680	407,682	2,548,011
ADWF #409091 - Water Distribution	Water	85,739	2037	1.50%	Mar	71,025	3,710	1,065	4,776	67,315	3,766	1,010	4,776	63,549	3,822	953	4,776	59,726
ACWF #409111 - Eric Ln Sewer	Sewer	190,926	2037	1.50%	Oct	162,287	-	-	-	162,287	9,546	2,434	11,980	152,741	9,546	2,291	11,837	143,194
ACWF #409071 - KDRPIII	Sewer	442,630	2037	1.50%	Mar	183,483	9,556	2,752	12,308	173,928	9,699	2,609	12,308	164,228	9,845	2,463	12,308	154,384
Dump Truck	General	146,949	2020	2.51%	Monthly	PAID OFF	-	-	-	PAID OFF	-	-	-	PAID OFF	-	-	-	PAID OFF
Gas line (KPB Loan)	General	12,359,388	2025	4.00%	Sept	2,459,945	2,459,945	50,682	2,510,627	PAID OFF	-	-	-	PAID OFF	-	-	-	PAID OFF
Police Station Bond	General	4,100,000	2034	5.00%	May/Nov	3,910,000	200,000	97,750	297,750	3,710,000	210,000	185,500	395,500	3,500,000	220,000	175,000	395,000	3,280,000
Total Debt - Government1						14,230,090				11,502,535				10,420,220				9,326,225
Accrued Leave						702,403				702,403				702,403				702,403
Total Debt - Government2						14,932,493				12,204,938								
Enterprise Fund Activities																		
Loan Description	Fund	Original	Maturity	Interest	PMT Due													
Harbor: General Obligation Bonds	Harbor	3,735,000	2033	3.00%	June/Dec	2,765,000	160,000	66,650	226,650	2,605,000	165,000	126,900	291,900	2,440,000	170,000	120,300	290,300	2,270,000
Harbor: GOB Bond Premium (SL 20 yrs)	Harbor	494,506	2033	n/a	Dec	296,698	24,726	-	-	271,972	24,726	-	-	247,246	24,726	-	-	222,520
Total Debt - Business Type1						3,061,698				2,876,972				2,687,246				2,492,520
Accrued Leave						260,010				260,010				260,010				260,010
Total Debt - Business Type2						3,321,708				3,136,982				2,947,256				2,752,530
Harbor: Loan From General Fund (Harbormasters Office)	Harbor	300,000	2019	2.00%	Jan	PAID OFF				PAID OFF				PAID OFF				PAID OFF
Harbor: Loan From General Fund (Lot 42)	Harbor	300,000	2028	3.00%	Jan	190,518	59,791	10,547	70,338	130,727	65,364	3,922	69,285	65,364	65,364	1,960.91	67,325	PAID OFF

City of Homer
FY22/23 Operating Budget



INTERNAL SERVICE FUND

Internal service funds are used to centralize certain services and then allocate the cost of those services within the government. They are used to report any activity that provides goods or services to other funds and departments on a cost-reimbursement basis.

The following are classified Internal Service Fund:

HEALTH INSURANCE FUND: This fund is to jointly account for all city (all funds) employees' health insurance costs.

LEAVE CASH OUT BANK: This fund is to jointly account for all city (all funds) employees' cashing out earned annual leaves due to retirement or other needs according to Personnel Regulations.

REVOLVING ENERGY FUND: This fund was created to provide a long term source of funding for energy efficiency projects in City Facilities. Loans are provided for capital projects that improve energy efficiency in City buildings and facilities. The loans are to be repaid using the savings that are achieved.

City of Homer
FY22/23 Operating Budget

FUND 600									
INTERNAL SERVICE FUND									
HEALTH INSURANCE FUND									
A/C Num.	Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	FY23 Draft & FY21 Full-Year Budget	
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Revenues									
4801	Interest	-	-	-	-	-	-	-	0.0%
4902	Other Revenue	-	-	-	-	-	-	-	0.0%
4904	Contri Health	1,758,835	1,549,024	1,821,600	772,560	2,031,300	2,171,160	349,560	19.2%
4907	Employee Health Contrib.	153,501	179,356	176,199	79,303	192,803	212,083	35,884	20.4%
4910	Employee Dental Contrib.	8,595	9,888	8,301	4,415	8,203	8,203	(98)	-1.2%
4911	Employee Vision Contrib.	48	28	-	-	-	-	-	0.0%
4992	Transfers Operating	103,986	858	3,016	3,923	1,027	1,235	(1,781)	-59.1%
	Total Revenues	2,024,965	1,739,154	2,009,116	860,201	2,233,333	2,392,681	383,565	19.1%
Expenses									
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Estimates</u>	<u>Estimates</u>		
5102	Fringe Benefits	4,884	5,351	4,878	2,322	4,086	4,086	(792)	-16.2%
5104	Fringe Benefits	634	446	643	219	436	436	(207)	-32.1%
5210	Prof & Spec Svc	27,411	30,557	28,866	14,322	26,737	26,737	(2,129)	-7.4%
5246	Health Ins Clms	-	-	-	-	-	-	-	0.0%
5247	Health Ins Prem	1,613,641	1,761,039	1,878,128	929,631	2,055,110	2,260,621	382,493	20.4%
5297	Health Insurance Incent.	115,450	113,550	96,600	54,583	100,800	100,800	4,200	4.3%
5609	Other	-	-	-	-	-	-	-	0.0%
5990	Transfers to	-	-	-	-	-	-	-	0.0%
	Total Expenses	1,762,020	1,910,943	2,009,116	1,001,076	2,187,170	2,392,681	383,565	19.1%
	Operating Income (Loss)	262,945	(171,789)	0	(140,875)	46,163	(0)	(0)	-123.6%
	Ending Fund Balance	266,501	94,712	94,712	(46,163)	0	0	(94,712)	-100.0%

FY22 Budget Notes:
 4904 - \$1,525/month per eligible employee
 4992 - Necessary transfer to balance fund to zero
 5247 - Reflects 9.4% increase from FY21 full year budget

FY23 Budget Notes:
 4904 - \$1,630/month per eligible employee
 4992 - Necessary transfer to balance fund to zero
 5247 - Reflects 10% increase from FY22 budget

FUND 610									
INTERNAL SERVICE FUND									
LEAVE CASH OUT FUND									
A/C Num.	Categories & Descriptions	FY19	FY20	FY21	FY21	FY22	FY23	Difference Between FY23 Draft & FY21 Full- Year Budget	
		1/1/19 - 12/31/19	1/1/20 - 12/31/20	1/1/21 - 12/31/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23		
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	\$	%
Transferred In									
4904	Contribution From General Fund	85,232	104,643	146,474	146,474	177,657	175,681	29,207	19.9%
4904	Contribution From Water Fund	7,089	9,930	14,207	14,207	26,907	27,984	13,777	97.0%
4904	Contribution From Sewer Fund	7,770	10,880	15,102	15,102	14,790	14,017	(1,085)	-7.2%
4904	Contribution From Harbor Fund	29,241	31,457	36,513	36,513	103,330	108,114	71,601	196.1%
	Total Transferred In	129,331	156,910	212,295	212,295	322,684	325,795	113,500	53.5%
Expenses									
		Actual	Actual	Budget	Budget	Estimates	Estimates		
5102	GENERAL FUND - LEAVE CASH OUTS	660	3,407	1,500	1,500	4,343	5,570	4,070	271.3%
5104	GENERAL FUND - LEAVE CASH OUTS	-	242	-	-	-	-	-	0.0%
5106	GENERAL FUND - LEAVE CASH OUTS	112,483	130,243	144,974	144,974	155,704	170,111	25,137	17.3%
	Total General Fund	113,143	133,892	146,474	146,474	160,046	175,681	29,207	19.9%
5102	WATER - LEAVE CASH OUT	41	14	37	37	23	17	(19)	-52.6%
5104	WATER - LEAVE CASH OUT	-	-	-	-	-	-	-	0.0%
5106	WATER - LEAVE CASH OUT	12,966	51,622	14,170	14,170	24,216	27,966	13,796	97.4%
									0.0%
5102	SEWER - LEAVE CASH OUT	280	235	377	377	175	141	(236)	-62.7%
5104	SEWER - LEAVE CASH OUT	-	-	-	-	-	-	-	0.0%
5106	SEWER - LEAVE CASH OUT	10,966	17,003	14,725	14,725	13,149	13,876	(849)	-5.8%
	Total Water & Sewer	24,253	68,873	29,309	29,309	37,564	42,000	12,692	43.3%
5102	PORT - LEAVE CASH OUT	1,056	164	32	32	484	293	261	808.0%
5104	PORT - LEAVE CASH OUT	-	-	-	-	-	-	-	0.0%
5106	PORT - LEAVE CASH OUT	46,951	50,500	36,480	36,480	92,604	107,821	71,341	195.6%
	Total Port & Harbor	48,007	50,664	36,513	36,513	93,087	108,114	71,601	196.1%
	Total Payments to Employees	185,403	253,429	212,295	212,295	290,697	325,795	113,500	53.5%
	Change in Net Position	(56,072)	(96,519)	(0)	(0)	31,987	0		
	Fund Balance	64,533	(31,987)	(31,987)	(31,987)	0	0	31,987	-100.0%

Calculation Method (FY22):

- a. Using the most current three years' average (two prior years' actual and the current year's estimate)
- b. The Current Year's Fund Balance Estimated

a - b = The estimated budget for the following fiscal year

Calculation Method (FY23):

- a. Using the most current three years' average (FY19 actual, FY21 actual estimate, and the FY22 budget)
- b. The Current Year's Fund Balance Estimated

a - b = The estimated budget for the following fiscal year

Revolving Energy Fund (Created by Ordinance 10-14)								
Fund 620								
	City Hall LED Lighting Upgrade ORD 19-03	Library LED Lighting Upgrade ORD 19-03	Airport LED Lighting Upgrade ORD 19-03	Animal Shelter LED Lighting Upgrade ORD 19-03	Public Works LED Lighting Upgrade ORD 19-03	Raw Water Pump Station Motor Upgrade	Harbormaster Office LED Lighting Upgrade ORD 19-03	
Transfer from	100-0140	100-0145	100-0149	100-0165	100-0170	200-0400	400-0000-2306	Total
Loan Amount	\$ 9,545	\$ 18,792	\$ 23,287	\$ 2,802	\$ 10,727	\$ 6,284	\$ 4,022	\$ 362,233
Payback Schedule	3.0	3.0	3.0	3.0	3.0	13.4	3.0	
FY 2012						468.96		34,458.47
FY 2013						468.96		34,294.47
FY 2014						468.96		34,294.47
FY 2015						468.96		34,294.47
FY 2016						468.96		34,208.30
FY 2017						468.96		34,007.24
FY 2018						468.96		34,007.24
FY 2019						468.96		34,007.24
FY 2020	3,181.67	6,264.00	7,762.33	934.00	3,575.67	468.96	1,340.67	40,481.02
FY 2021	3,181.67	6,264.00	7,762.33	934.00	3,575.67	468.96	1,340.67	23,527.29
FY 2022	3,181.67	6,264.00	7,762.33	934.00	3,575.67	468.96	1,340.67	23,527.29
FY 2023						468.96		468.96
FY 2024						468.96		468.96
FY 2025						187.58		187.58
Total Payback	9,545	18,792	23,287	2,802	10,727	6,284	4,022	362,233
Loan Balance	0	0	0	0	0	0	0	\$ -

Payback to Depreciation Reserve Funds:			
Transfer from	200-0400	200-0500	400-0600
Years to Payback	13.4	8.7	8.9
FY 2012	12,397.70	786.55	14,252.00
FY 2013	12,397.70	786.55	14,252.00
FY 2014	12,397.70	786.55	14,252.00
FY 2015	12,397.70	786.55	14,252.00
FY 2016	12,397.70	786.55	520.00
FY 2017	12,397.70	786.55	
FY 2018	12,397.70	786.55	
FY 2019	12,397.70	786.55	
FY 2020	12,397.70	550.60	
FY 2021	12,397.70		
FY 2022	12,397.70		
FY 2023	12,397.70		
FY 2024	12,397.70		
FY 2025	4,918.90		
Total	166,089.00	6,843.00	57,528.00
Transfer to	256-0378	256-0379	456-0380

**City of Homer
FY22/23 Operating Budget**



INVESTMENTS

This section is for information only.

The City Code 3.10 governs the City's investments.

Basic objectives:

- 1. Principal safety**
- 2. Sufficient liquidity to meet cash flow requirements**
- 3. Reasonable return**

Authorized Investment Instruments (City Code 3.10.040):

- 1. U. S. Treasures**
- 2. Other securities issued by United States Government and its Agencies**
- 3. Units of the Alaska Municipal League investment pool**
- 4. Certificate of Deposits and other FDIC insured deposits**
- 5. Taxable bonds or notes issued by any state or political subdivisions**
- 6. Bankers' Acceptances offered by banks**
- 7. Money Market Funds**
- 8. Long-term investments with Moody Rating A1 and above or S&P Rating AA and above; short-term investments with Moody Rating P-1 or S&P Rating A-1+.**

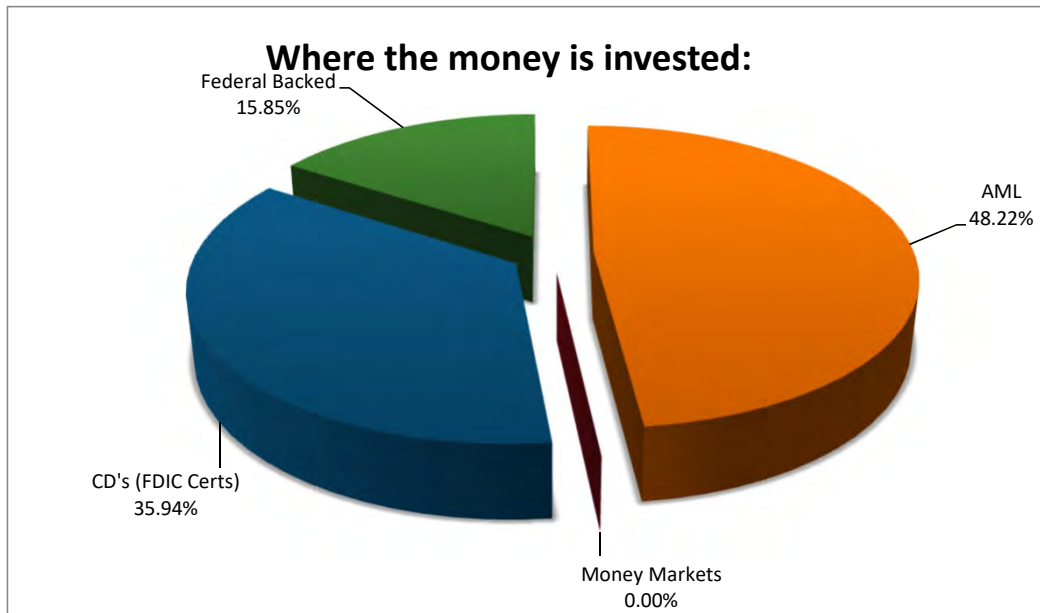
CITY OF HOMER Treasurer's Report

As of:

December 31, 2020

INVESTMENT BY INSTITUTION:	\$ Invested	% Of \$ Invested
Alaska Municipal League	\$ 14,897,260	47%
Pro-Equities	\$ 17,104,387	53%
Total Cash and Investments	\$ 32,001,647	100%

MATURITY OF INVESTMENTS:		AMOUNT	% Of Investment by Maturity Date
1 to 30 Days	1/30/2021	\$ 14,936,406	47%
30 to 120 Days	4/30/2021	\$ 925,202	3%
120 to 180 Days	6/29/2021	\$ -	0%
180 to 365 Days	12/31/2021	\$ 744,271	2%
Over 1 Year		\$ 15,395,768	48%
TOTAL		\$ 32,001,647	100%



These investments are made in accordance with the City of Homer's investment policy pursuant to Ordinance 93-14, Chapter 3.10. The balances reported are unaudited.

City of Homer
FY22/23 Operating Budget

Alaska Municipal League Investment Pool

<u>Account Desc.</u>	<u>12/31/2018</u>	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>4/30/2021</u>
Alaska PRI (Pooled Fund)	7,102,293	8,073,544	12,684,757	11,118,833
Alaska PRI (Library)	3,607	3,685	3,704	3,704
Alaska PRI (Fire Dept)	41,972	42,870	43,099	43,100
Alaska PRI (PERS)	270,517	276,357	277,830	277,837
Alaska PRI (SUSTAIN Fund)	15,663	16,002	16,086	16,086
Natural Gas	1,714,356	1,861,884	1,871,803	5
<u>Total</u>	<u>9,148,409</u>	<u>10,274,341</u>	<u>14,897,279</u>	<u>11,459,564</u>

**City of Homer
FY22/23 Operating Budget**



Appendix

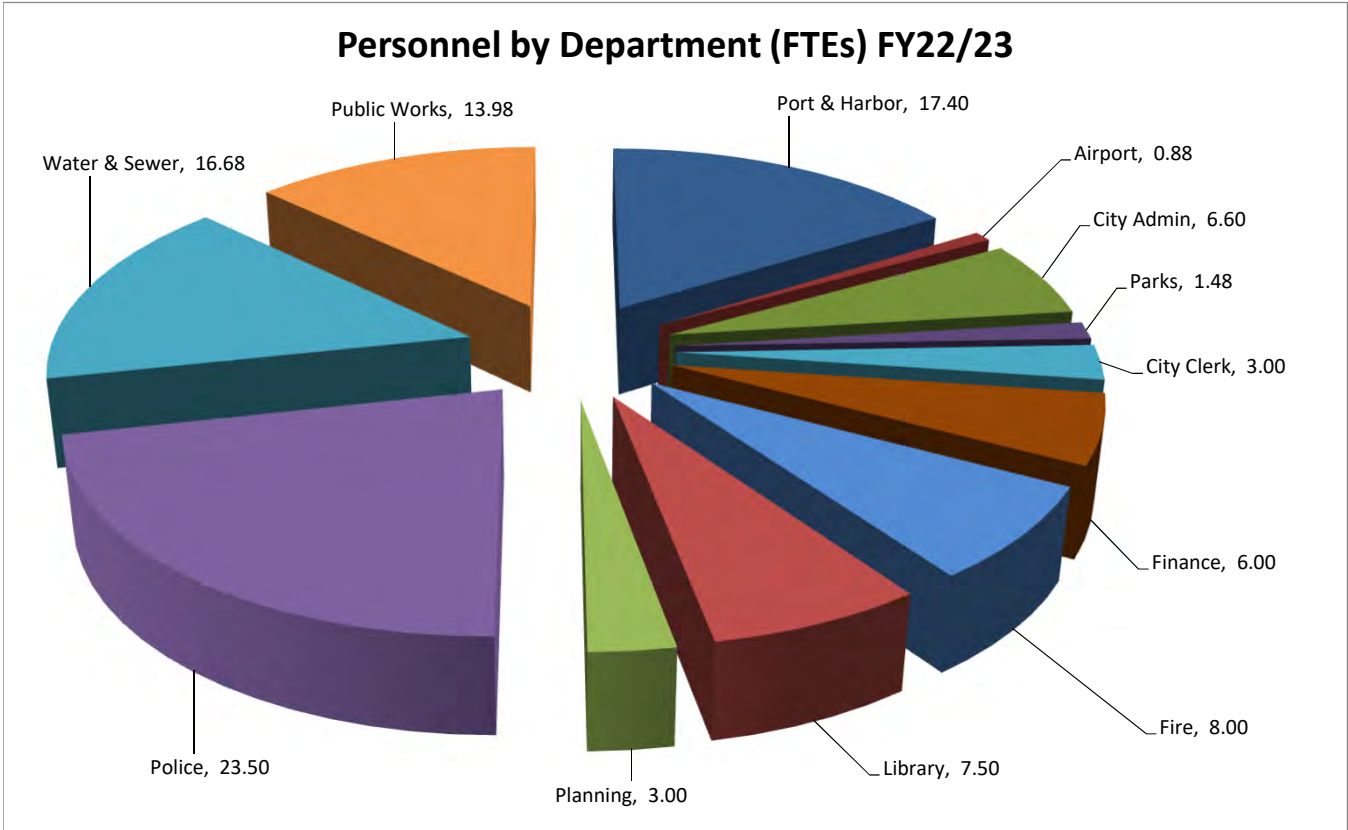
Section Includes:

- Staffing
 - Personnel by Department (FTEs) Chart
 - FY22 Hourly Salary Schedule
 - FY23 Hourly Salary Schedule

- Account Descriptions
 - Chart of Account descriptions associated with the operating fund

- Budget Glossary
 - Glossary of budget related terminology

**City of Homer
FY22/23 Operating Budget**



<u>Department</u>	<u>FY 23 Draft Budget</u>	<u>FY 22 Draft Budget</u>	<u>FY 21 Amended Budget</u>	
Port & Harbor	17.40	17.40	17.40	0.00
Airport	0.88	0.88	0.88	0.00
City Admin	6.60	6.60	6.60	0.00
Parks	1.48	1.48	1.48	0.00
City Clerk	3.00	3.00	3.00	0.00
Finance	6.00	6.00	6.00	0.00
Fire	8.00	8.00	8.00	0.00
Library	7.50	7.50	7.50	0.00
Planning	3.00	3.00	3.00	0.00
Police	23.50	23.50	23.50	0.00
Water & Sewer	16.68	16.68	16.68	0.00
Public Works	13.98	13.98	13.98	0.00
Total FTE	108.00	108.00	108.00	

FY22/23 Budget Notes:

COLA	0.0%														
ANNUAL MERIT STEPS															
RANGE	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
1	12.68	13.21	13.58	13.97	14.34	14.75	15.17	15.60	16.49	16.97	17.48	18.02	18.56	19.11	19.69
2	13.60	14.14	14.56	14.97	15.39	15.82	16.28	16.75	17.69	18.24	18.77	19.33	19.92	20.52	21.14
3	14.52	15.12	15.55	15.97	16.43	16.90	17.38	17.85	18.89	19.45	20.04	20.64	21.27	21.90	22.55
4	15.44	16.06	16.52	16.97	17.46	17.96	18.46	19.00	20.07	20.68	21.30	21.94	22.60	23.27	23.98
5	16.32	17.01	17.48	17.98	18.48	19.02	19.53	20.10	21.25	21.90	22.55	23.22	23.90	24.63	25.36
6	17.23	17.94	18.45	18.97	19.50	20.06	20.63	21.20	22.42	23.07	23.78	24.49	25.23	26.00	26.77
7	18.15	18.88	19.40	19.95	20.53	21.10	21.70	22.31	23.57	24.28	25.01	25.75	26.53	27.32	28.15
8	19.02	19.81	20.35	20.93	21.51	22.12	22.75	23.39	24.72	25.46	26.25	27.01	27.82	28.66	29.53
9	19.91	20.72	21.30	21.91	22.53	23.17	23.81	24.48	25.87	26.65	27.46	28.26	29.12	29.99	30.89
10	20.77	21.62	22.23	22.86	23.50	24.18	24.85	25.57	27.01	27.82	28.65	29.53	30.42	31.33	32.27
11	21.63	22.54	23.18	23.81	24.49	25.19	25.89	26.61	28.15	28.99	29.86	30.74	31.68	32.63	33.60
12	22.53	23.43	24.08	24.78	25.47	26.21	26.93	27.70	29.27	30.13	31.05	31.99	32.94	33.94	34.96
13	23.36	24.31	25.01	25.72	26.44	27.18	27.94	28.75	30.37	31.28	32.22	33.20	34.19	35.23	36.28
14	24.21	25.20	25.91	26.64	27.41	28.18	28.98	29.79	31.48	32.43	33.40	34.39	35.43	36.50	37.60
15	25.06	26.08	26.83	27.58	28.35	29.16	30.00	30.83	32.58	33.55	34.57	35.59	36.66	37.76	38.90
16	25.89	26.96	27.72	28.49	29.30	30.12	30.99	31.88	33.65	34.67	35.72	36.79	37.89	39.03	40.20
17	26.73	27.81	28.59	29.41	30.25	31.11	31.99	32.88	34.76	35.80	36.86	37.96	39.11	40.28	41.48
18	27.56	28.67	29.48	30.32	31.18	32.07	32.97	33.92	35.83	36.92	38.00	39.15	40.33	41.54	42.78
19	28.38	29.56	30.37	31.24	32.11	33.01	33.96	34.91	36.90	37.99	39.15	40.33	41.54	42.78	44.06
20	29.18	30.37	31.25	32.12	33.02	33.97	34.92	35.92	37.95	39.10	40.27	41.48	42.71	44.00	45.32
21	30.01	31.24	32.11	33.00	33.96	34.89	35.89	36.92	39.01	40.18	41.39	42.63	43.91	45.23	46.59
22	30.82	32.07	32.95	33.92	34.85	35.84	36.85	37.90	40.05	41.25	42.49	43.77	45.07	46.42	47.82
23	31.58	32.88	33.82	34.78	35.76	36.77	37.82	38.88	41.08	42.32	43.57	44.89	46.23	47.63	49.05
24	32.39	33.70	34.66	35.63	36.66	37.69	38.74	39.84	42.11	43.38	44.68	46.01	47.39	48.82	50.28
25	33.19	34.55	35.49	36.50	37.55	38.59	39.70	40.80	43.12	44.41	45.75	47.13	48.54	49.98	51.50
26	34.05	35.44	36.41	37.45	38.52	39.59	40.72	41.86	44.24	45.56	46.93	48.34	49.80	51.28	52.83
27	34.91	36.33	37.33	38.39	39.49	40.59	41.75	42.91	45.35	46.71	48.11	49.56	51.05	52.57	54.16

COLA	0.8%														
ANNUAL MERIT STEPS															
RANGE	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
1	12.78	13.31	13.68	14.09	14.46	14.87	15.29	15.73	16.62	17.11	17.62	18.16	18.70	19.27	19.85
2	13.71	14.26	14.68	15.09	15.52	15.95	16.41	16.88	17.84	18.39	18.92	19.49	20.08	20.68	21.31
3	14.64	15.24	15.68	16.10	16.56	17.03	17.52	17.99	19.04	19.60	20.20	20.80	21.44	22.07	22.73
4	15.56	16.18	16.65	17.11	17.60	18.10	18.61	19.15	20.23	20.84	21.47	22.11	22.78	23.46	24.17
5	16.45	17.15	17.62	18.12	18.63	19.17	19.69	20.26	21.42	22.07	22.73	23.41	24.10	24.83	25.57
6	17.37	18.08	18.60	19.12	19.66	20.22	20.79	21.37	22.60	23.26	23.97	24.69	25.43	26.20	26.99
7	18.29	19.03	19.55	20.11	20.70	21.27	21.87	22.49	23.76	24.48	25.21	25.96	26.74	27.54	28.37
8	19.17	19.96	20.52	21.10	21.68	22.29	22.93	23.58	24.92	25.66	26.46	27.23	28.05	28.89	29.76
9	20.07	20.89	21.47	22.08	22.71	23.35	24.00	24.68	26.08	26.86	27.68	28.49	29.35	30.23	31.14
10	20.94	21.80	22.41	23.05	23.69	24.37	25.05	25.78	27.23	28.05	28.88	29.76	30.66	31.58	32.53
11	21.81	22.72	23.36	24.00	24.69	25.39	26.10	26.83	28.37	29.22	30.10	30.99	31.93	32.89	33.87
12	22.71	23.62	24.28	24.97	25.67	26.41	27.15	27.92	29.51	30.38	31.30	32.25	33.20	34.21	35.24
13	23.54	24.51	25.21	25.93	26.65	27.40	28.16	28.98	30.61	31.53	32.47	33.47	34.46	35.51	36.57
14	24.40	25.40	26.12	26.85	27.63	28.41	29.21	30.03	31.73	32.68	33.67	34.67	35.71	36.79	37.90
15	25.26	26.29	27.04	27.80	28.58	29.39	30.24	31.08	32.84	33.82	34.85	35.87	36.95	38.07	39.21
16	26.10	27.18	27.94	28.71	29.54	30.37	31.23	32.13	33.92	34.95	36.01	37.08	38.19	39.35	40.52
17	26.94	28.04	28.82	29.65	30.49	31.36	32.25	33.14	35.04	36.08	37.15	38.27	39.42	40.61	41.81
18	27.78	28.90	29.72	30.57	31.42	32.32	33.24	34.19	36.12	37.22	38.31	39.46	40.65	41.87	43.12
19	28.61	29.79	30.61	31.49	32.37	33.28	34.23	35.18	37.20	38.30	39.46	40.65	41.87	43.12	44.41
20	29.41	30.61	31.50	32.38	33.29	34.24	35.20	36.21	38.26	39.41	40.60	41.81	43.05	44.36	45.68
21	30.25	31.49	32.37	33.27	34.23	35.17	36.18	37.22	39.33	40.50	41.72	42.97	44.26	45.60	46.96
22	31.06	32.32	33.21	34.19	35.13	36.13	37.14	38.20	40.37	41.58	42.83	44.12	45.43	46.79	48.20
23	31.84	33.14	34.09	35.06	36.04	37.06	38.12	39.19	41.41	42.66	43.92	45.25	46.60	48.01	49.44
24	32.65	33.97	34.94	35.92	36.95	37.99	39.05	40.16	42.45	43.73	45.03	46.38	47.77	49.21	50.68
25	33.46	34.82	35.78	36.79	37.85	38.90	40.01	41.13	43.47	44.77	46.11	47.50	48.93	50.38	51.91
26	34.32	35.73	36.70	37.75	38.83	39.91	41.05	42.19	44.59	45.93	47.31	48.73	50.20	51.69	53.25
27	35.19	36.63	37.63	38.70	39.81	40.91	42.08	43.25	45.71	47.08	48.50	49.96	51.46	52.99	54.59

CITY OF HOMER

ACCOUNT DESCRIPTIONS

4101 - Real Property Taxes: Ad valorem taxes levied at 4.5 mils on assessed valuation of real (secured) property, i.e. land, buildings, etc. Taxes are due at the Borough on August 15 and November 15 of each year.

4102 - Personal Property Taxes: Taxes levied at 4.5 mils on privately own personal property, i.e. airplanes, snow machines, etc. Taxes are due on August 15 and November 15 of each year.

4103 - Motor Vehicle Taxes; This is the tax on all licensed vehicles in the State. The Borough apportions this tax on the population of each Tax Code Area (TCA). The total receipts are apportioned to each TCA based on its percentage of the total Borough population. The receipts apportioned to a particular TCA are distributed to taxing jurisdiction areas (TJAs) which make up the TCA. Distribution is based on the mill rates of the TJA's composition to the total mill rate of the TCA.

4104 - Prior Years Taxes: Collection in the current year of taxes levied in the prior year or years (delinquent taxes).

4105 - Penalty & Interest-Property Taxes: Collection of penalties and interest on delinquent taxes.

4201 - Sales Tax: The City sales tax rate is 4.5% and is apportioned as follows: 3% for general services, 3/4% for sewer debt retirement and 3/4% for street reconstruction and related utilities.

4202 - Public Utility Tax: Taxes paid by the electric and telephone coops to the State. The

taxes are based on: all electric kWh sold within the City limits of Homer at .0005 mills; total telephone revenue generated within the City.

4203 - Liquor License: Amount received from the State for the tax levied on these items.

4205 - Sales Tax Commission: Prompt filing of quarterly sales tax allows us to take a 5% or maximum \$1,000 from the remittance to the KPB.

4206 – Fish Tax: Monies received by the Port and Harbor for the shared fisheries business tax program.

4207 – Cruise Ship Tax: Cruise Ship Passenger Tax received through the Kenai Peninsula Borough. Funds to be used only for the benefit of Cruise Ship Landings.

4245 - Waste Oil Disposal Recovery

4249 - Oil Spill Recovery

4301 - Driveway Permit: Fee charged permission to connect property to a City street by way of a driveway.

4302 - Sign Permit Fee: charged permission to put up a sign within the City.

4303 - Building Permit: Fee charged based on the value of the building to be constructed.

4304 - Peddler Permit: Fee charged for a business without a permanent physical location for their business.

4305 - Animal License: Fees collected for the licensing of animals with the city limits.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

4308 - Zoning Fees: Fee charged for a variety of changes such as variance, rezone, and contract rezone. See HCC 21.

4309 - ROW Permit: Fee charged for a Right of Way Permit. Fee is based on the magnitude of the project.

4311 - Library Cards: Fee charged for the use of library facilities.

4314 – Taxi/Chauffeurs/Safety Inspections

4318 – Parking Revenue: Revenues generated from parking on the spit.

4319 – Sale of Electrical Supplies

4401 - Fines/Forfeitures: Revenues derived from traffic violations and bail forfeitures.

4402 - Non-Moving Fines: Revenues from fines other than moving violations i.e. parking fines.

4501 - Alaska Shared Revenue: This revenue is based on revenues received from the state for the Homer Community.

4503 - Prisoner Care: Revenues received from the State. Provides for prisoner custody and care related to the jail. Payments are made at the end of each quarter.

4504 - Borough 911: Revenues received by the Kenai Peninsula Borough for providing 911 emergency services.

4505 - Police Special Services: Certain services are provided to the State Troopers like dispatching, etc. Payment is made at the end of each quarter.

4507 - Library Grant - State library grant funds received.

4511 - Pioneer Ave P/W Maintenance: The State pays the City for maintenance services provided for Pioneer Ave.

4512 - Reimbursement for Expenses: For reimbursement of an expenditure made by the City, i.e. employee is on jury duty and receives their regular pay. The jury duty check is credited to this account.

4514 - Other Grants: Miscellaneous grants received by departments.

4515 Ferry Lease: City exchange of land use by State Ferry System for maintenance garage.

4599 – Pioneer Ave. Beautification: Revenue collected from businesses for planting flowers.

4601 - Ambulance Fees: Payment for services associated with emergency medical services provided to patients in transport to a particular destination.

4602 - Fire Department Services: Fire-related services provided by Fire Dept.

4603 - Fire Contract: Contract for fire protection to Kachemak City.

4604 - EMS Class Fee: A fee charged each individual for classes that prepare individuals to provide Emergency medical services to local citizens.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

4606 - Wildland Fires: (outside city limits)
Payment received for fighting wild fires outside the City limits.

4607 - Other Services: Monies received for services and goods provided by the City.

4608 - City Campground: Fees collected for the use of the Hillside Campground facility at Hornaday Park.

4609 - Animal Care Fees: Fees charged for the impoundment, care and feeding of stray animals.

4610 - Sale of Plans & Specs: Charge for the standard plans and specs sold along with the specific plans and specs for a project.

4611 - City Clerk Fees: Fees charged for services such as notary, copies of meeting tapes, election-related matters, etc.

4612 - Publication Fees: Charges for copies of City documents sold, i.e. comprehensive plan, zoning map, legislative requests, CIP, zoning & planning information, etc.

4613 - Cemetery Plots: Revenues derived from the sale of cemetery plots.

4614 - Community School Class Fees: Fees charged for community school classes.

4616 - Metered Sales: Residential Income derived from the sale of water to residences in and outside the City of Homer.

4617 - Metered Sales - Commercial Income derived from the sale of water to local businesses in and outside of the City of Homer.

4618 - Metered Sales: Industrial Income derived from the sale of water to various industrial businesses in the Homer area.

4619 - Inspection Fees: Fee charged to inspect new water or sewer connection and sewer or water permit fees for connect to City system.

4620 - Ice Sales: Charge for the sale of ice at the fish dock.

4621 - Cold Storage: Fee charged for the use of the City cold storage facility located in the Port/Harbor area.

4622 - Crane Rental: Fee charged for the use of the crane at the fish dock.

4623 - Card Access Fee: Fee charged to purchase annual crane card which allows access to the crane.

4624 - Berth Rent - Transient Monthly: Certain areas of the harbor have transient vessels that use boat slips on a first come based for short term usage.

4625 - Berth Rent – Reserved: Certain areas of the harbor have reserved berths. An annual fee is collected for the use of these boat slips.

4626 - Berth Rent - Transient A: Annual transient moorage fee.

4627 - Berth Rent - Transient S: Semi-annual transient moorage fee.

4628 - Berth Rent - Transient D Daily transient moorage fee.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

4629 - Metered Energy: Fee for the use of electrical energy. Reserved stalls are charged a minimum fee plus cost per kWh.

4631 - US Coast Guard Leases: Lease payments for Coast Guard's use of the Port/Harbor facilities.

4633 - Stevedoring: Longshore services billed to vessels requiring a longshore crew to dock, load, and/or unload products.

4634 - Port Storage Fee: Amount charged for storing other than City property in designated areas.

4637 - Seafood Wharfage: Fee charged for moving seafood over deep water dock.

4638 - Main Dock - Fuel Wharfage: Fee for moving fuel over the docks.

4639 - Main Dock – Wharfage: Fees charged for the use of the Main Dock to receive or discharge cargo and passengers.

4640 - DWD – Wharfage: Fees charged for moving cargo over the Deep Water Dock.

4641 - Main Dock - Water Sales: Sale of water to vessels using the Main Dock.

4642 - Main Dock – Docking: Charge for use of Homer docking facilities at the Main Dock.

4643 - DWD – Docking: Charge for the use of Homer docking facilities at the Deep Water Dock.

4644 - Pumping: Fee charged for the use of the pumping equipment on the dock.

4645 - Wooden Grid: Fee for putting a vessel on the wooden grid.

4646 - Commercial Ramp Use: Fee charged for using the inner harbor barge ramp.

4647 - Berth Waiting List: Fee received for putting an individual's name on the list for the next available berth for their boat.

4648 - Steel Grid Use: Fee for putting a vessel on the steel grid.

4650 - Rent & Leases: Charges for the use of City facilities i.e. state trooper use of a portion of the Police Department Building and facilities and leases of Spit land.

4653 - L & L Ramp: Fee charged for launching and landing of smaller boats, mainly for recreational use.

4654 - Spit Camping: Fee charged for camping on the Spit for both tents & RVs.

4655 - Airline Leases: Fee charged for lease of space at airport used to operate an airline.

4656 - Concessions: Fee charged for concession stands at airport.

4657 - Car Rental: Fee charged to car rental agency at airport.

4658 - Parking Fees: Fee charged for long term parking at the airport.

4659 - Vending Machines: Fee charged for vending machines stationed at the airport.

4660 - Advertising: Fee charged for advertising at the airport.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

4661 - Connection Fee: Charges to establish services for sewer and/or water \$30.00. Service calls, minor repairs, inspections at \$25.00 per hour. It may include the actual labor cost for an employee.

4662 - Services & Meters: Payment of the (stub out fees) water or sewer permit and/or deferred service installation, fees charged for services a one time meter lease fee for water.

4663 - Transient Energy 110V: Charges for use of 110 volt electrical energy for transients based on daily or monthly rates.

4664 - Transient Energy 220V: Charges for use of 220 volt electrical energy for transients based on daily or monthly rates.

4665 - Transient Energy 208+B325V3P: Charges for use of 208 volt three phase electrical energy for transients based on daily or monthly rates.

4666 - Commercial Ramp Wharfage: Charge for moving cargo over the commercial ramp.

4667 - Beach Wharfage: Fee charges for moving cargo over City-owned beaches.

4668 - DWD – Water: Sale of water to vessels using the Deep Water Dock.

4672 – Port Security: Reimbursement received for providing security during cruise ship landings.

4700 – Other Wharfage - Fish Dock: Miscellaneous wharfage over the fish dock.

4701 - RV Dump Station: Revenue generated by the RV dump station on the Spit.

4703 - Main Dock Seafood Wharfage: Fee charged for moving seafood over the main dock.

4704 - Outfall Line: Fee charged for connection & annual fee for services on outfall line used to dispose of fish waste.

4706 – Fish Grinding: Fee charged for Fish Grinding.

4801 - Interest: Interest earned from the investment of money in the particular fund to which it applies. Revenue derived from the investment of City money.

4802 - Penalty & Interest: Penalties and interest levied on delinquent accounts. This includes water, sewer, assessments and port/harbor accounts receivables.

4808 - Other Financing Source: Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases.

4901 - Surplus Property Sale: Sale of equipment and property no longer used by the City.

4902 - Other Revenue/Income: Miscellaneous unspecified monies received by the City. This could be non-revenue income.

4903 - Insurance Rebate: The amount received from various insurance companies because of the good experience in that particular area by the City.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

4905 - Donations/Gifts: Receipt of monies which are available to the City for general specific purposes.

4906 - Proceeds from Lawsuits: Settlement monies derived from litigation.

4907 - Old School Lease Fees: Fees charged to use space in building.

4930 - Other Finance Source: Other finance source proceeds.

4981 - G/F Services Reimbursement from Water: Charges to the Water Fund for overhead and administrative services provided by the General Fund.

4982 - G/F Services Reimbursement from Sewer: Charges to the Sewer Fund for overhead and administrative services provided by the General Fund.

4983 - G/F Services Reimbursement from Port/Harbor: Charges to the Port/Harbor Fund for overhead and administrative services provided by the General Fund.

4984 - G/F Services Reimbursement from HART: Charges to HART for overhead and administrative services provided by the General Fund.

4985 - G/F Services Reimbursement from HAWSP: Charges to HAWSP for overhead and administrative services provided by the General Fund.

4992 - Transfers: Operating transfers from another department.

5101 - Regular Employees: Salaries, regular full-time and part-time employees.

5102 - Fringe Benefits: Fringe benefits for regular full-time and permanent part-time employees.

5103 - Part-Time Employees: Part-time, seasonal, casual, on-call employees.

5104 - Part-Time Fringe: Fringe benefits for part-time, seasonal, casual, on-call employees.

5105 - Overtime: Overtime pay @ appropriate rate.

5106 - Leave Cash Out: Employee cash out of accrued leave.

5107 - Part-Time Overtime: Non-regular employee overtime pay.

5201 - Office Supplies: Forms, stationary, pencils, computer supplies, copy paper, etc.

5202 - Operating Supplies: All other supplies including firefighting, EMS, bedding, personal hygiene, first aid, animal related; general shop operations, building, electrical, chemicals, sand, gravel, housekeeping, etc.

5203 - Fuel/Lube: Fuel and lube supplies.

5204 - Chemicals: Chlorine and other purifying chemical used in water and sewer treatment.

5205 - Ammunition: Ammunition and supplies for training and operations in the police department.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

5206 - Food/Staples: Food for guests, events, visitors, animals and supporting supplies.

5207 - Vehicle/Boat Maintenance: Cost of repair and maintenance of autos, trucks, boats, and forklifts.

5208 - Equipment Maintenance: Cost of repair and maintenance of equipment.

5209 - Building & Grounds Maintenance: Cost of repair and maintenance to buildings and grounds associated with the facility.

5210 - Professional & Special Services: Cost of consultants, technicians and services provided by others.

5211 - Accounting/Audit: Cost of outside accounting services; annual audit costs.

5212 - Engineer/Architect: Cost of consulting engineers or architects.

5213 - Survey/Appraisal: Cost of surveyor or appraiser.

5214 - Rents & Leases: Cost of renting, leasing buildings, vehicles, books, equipment, etc.

5215 - Communications: Telephone service, fax, modems, cell phone usage and signal devices.

5216 - Postage/Freight: Postage expense including special delivery, Federal Express, air, etc.

5217 - Electric: Cost of electricity for buildings, facilities, grounds.

5218 - Water: Cost of water services for buildings, facilities, grounds.

5219 - Sewer: Cost of sewer services for buildings, facilities, grounds.

5220 - Refuse/Disposal: Cost of refuse collection and disposal; including the pumping of restrooms and RV dump station.

5221 - Property Insurance: Fire/property casualty premiums on all buildings and other structures.

5222 - Auto Insurance: All licensed vehicles that require insurance coverage.

5223 - Liability & Professional Insurance: Liability insurance premiums including police, fire, and EMT professional insurance.

5224 - Bond Insurance: Public employee's fidelity bond insurance.

5227 - Advertising: Cost of advertising in radio, newspapers, or magazines, including legal publications.

5228 - Books: Cost of books purchased.

5229 - Periodicals: Cost of periodicals purchased.

5230 - Audio/Visual Materials: Cost of audio/visual materials.

5231 - Tools/Equipment: Cost of tools and related equipment.

5233 - Computer/Related Items: Includes the costs of computers, printers, scanners, software, and other related computer equipment.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

5234 - Recording Fees/Permits: Recording documents, permits, etc.

5235 - Membership/Dues: Cost of membership/dues to professional organizations.

5236 - Transportation: Cost of business travel including airfare, car rental, tax, and reimbursement for mileage. Does not include transportation related to employee education, see account #5603.

5237 - Subsistence: Cost of meals, hotels and other related costs due to City business travel. Does not include subsistence related to employee education, see account #5603.

5238 - Printing/Binding: Costs of book binding for library materials, printing informational matter, Camping fee tickets.

5241 - G/F Admin Fees: Reimbursement from enterprise funds for administrative services paid for by the General Fund.

5243 - Courier: Pickup and delivery of intra-department mail to other locations.

5244 - Snow Removal: Contractual cost of removing snow from certain City facilities.

5248 - Lobbying: Includes cost of travel, subsistence, special consultants, and other related costs associated with lobbying.

5249 - Oil Spill Response: Cost of responding to an oil spill.

5251 - Pioneer Ave. Beautification: Cost of growing and planting flowers on Pioneer Ave.

5252 - Credit Card Expense: Percentage amount charged by the bank for use of credit card machine.

5253 - Stop Loss Claim: Cleaning account for stop loss coverage until insurance pays.

5254 - Over/Short: when cash in cash register does not equal cash taken in.

5256 - Waste Oil Disposal: Cost to dispose of waste oil at harbor.

5258 - Float/Ramp Repairs: Cost of repairs on harbor floats and ramps.

5280 - VIP Volunteer Incentive Program: used by the Fire Department for volunteers.

5283 - Library Maintenance: Used for general maintenance of the library building.

5284 - Police Department Maintenance: Used for general maintenance of the police department building.

5285 - Fire Department Maintenance: Used for general maintenance of the fire department building.

5286 - Old School Maintenance: Used for general maintenance of the Boys & Girls Club/University leased building.

5287 - Electrical supplies: Purchase of electric supplies used in repair and maintenance.

5292 - City Hall Motor Pool Maintenance: Used for vehicle maintenance for vehicles used by City Hall.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

5293 – Police Department Motor Pool Maintenance: Used for vehicle maintenance for vehicles used by the Police Department.

5294 – Fire Department Motor Pool Maintenance: Used for vehicle maintenance for vehicles used by the Fire Department.

5601 - Clothing/Uniform Allowance: All clothing, uniforms, and accessories for police, harbor officials, and prisoners to include the cost of laundry.

5282 – City Hall Maintenance: The cost of maintenance of City Hall Building.

5602 - Safety Equipment: Cost of required safety gear, jackets, protective clothing, rain gear, etc.

5603 - Employee Training: Cost of tuition, instruction, seminars, registration, supplies, travel, lodging, and meals directly related to training. Does not include public education or conferences.

5604 - Public Education: Cost of supplies, materials, instruction by professional and related costs for organizations and universities. Fire prevention, public EMS classes, and other forms of public education.

5605 - Sister Cities: Costs associated with Sister Cities' activities.

5606 - Bad Debt Expense: Uncollectible accounts written off.

5607 - Debt Payments: Includes principal and interest on bonds, loans, lease purchases and any other obligations whereby the City will acquire ownership of the asset.

5608 - Interest: Cost of borrowing monies.

5610- Collection Expense: Includes service fees charged the City for filing of court actions, vessel documentation research fees, notices, ads and any other related charges related to the collection of monies owed the City.

5614 – Car Allowance: Allowance paid to certain employees for the usage of their vehicles rather than the City providing a vehicle to them for City use.

5625- Impound Costs: The costs to impound vehicles.

5627 – Port Security: The costs to provide security for the cruise ships visiting Homer.

5630 – Haven House: Payments made to Haven House to assist them in operating expenses.

5801 - Museum: Contributions from the City.

5804 - Chamber of Commerce/Visitors Center: Contributions from the City.

5823 - Fish Stocking: The cost of salmon smolt for Nick Dudiak Fishing Lagoon.

5901 - Equipment: Capital outlay for equipment, furniture and fixtures or modifications costing more than \$5,000.

5903 - Buildings & Improvements: Capital outlay for buildings and/or improvements costing more than \$5,000.

5904 - Land: Capital outlay for the cost of acquisition of land by purchase or trade.

CITY OF HOMER

ACCOUNT DESCRIPTIONS

5907 – C/O Improvements: Capital Outlay for improvements.

5990 - Transfers: Transfers to another fund/department.

CITY OF HOMER

BUDGET GLOSSARY

ADOPTED BUDGET - Refers to the budget amounts as originally approved by the City of Homer City Council at the beginning of the year, and also to the budget document which consolidates all beginning-of-the-year operating appropriations and new capital project appropriations.

ALLOCATION - A part of a lump-sum appropriation which is designed for expenditure by specific organization units and/or for the special purposes, activities, or objects.

AMENDED BUDGET - Refers to the budget amounts as adjusted by Council approved supplements throughout the year.

AML - Stands for "Alaska Municipal League".

APPROPRIATION - The legal authorization granted by the legislative body of a government which permits officials to incur obligations and make expenditures of governmental resources for specific purposes. Appropriations are usually limited in amounts and time it may be expended.

ASSESSED VALUATION - The valuation set upon all real and personal property in the borough that is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

BOND - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used

without any modifier, the term usually indicates a financial plan for a single fiscal year.

BUDGET DOCUMENT - The official written statement prepared by the City's staff to present a comprehensive financial program to the City Council.

BUDGET MESSAGE - A general discussion of the proposed budget presented in writing by the budget-making authority to the City Council. The budget message contains an explanation of the principal budget items, an outline of the City's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

CAPITAL OUTLAY - Expenditures that result in the acquisition of items such as tools, desks, machinery, and vehicles costing more than \$5,000 each and having a useful-life of more than one year and are not consumed through use are defined as capital items.

COLLATERAL - Assets pledged to secure deposits, investments, or loans.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) - The official annual report of a government. It includes (a) the five combined financial statements in the combined statement - overview and their related notes and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial report pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material, and detailed statistical sections.

CITY OF HOMER

BUDGET GLOSSARY

CONTINGENCY - Those funds included in the budget for the purpose of providing a means to cover minor unexpected costs during the budget year.

CONTRACTUAL SERVICES - Items of expenditure for services the City receives primarily from an outside company.

DEBT SERVICE FUND - A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

EDC - Stands for "Economic Development Commission".

EMPLOYEE BENEFITS - Contributions made by the City to designated funds to meet commitments or obligations for employee fringe benefits. Included are the City's share of costs for Social Security and the various pension, medical, and life insurance plans.

ENTERPRISE FUND - A proprietary fund established to account for operations that are financed and operated in a manner similar to private business enterprises. In this case, the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EXPENDITURES - Decreases in net financial resources. Expenditures include current operating expenses, requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENSES - Outflows or other consumption of assets or occurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the entities' on-going major or central operation.

FIDUCIARY FUND TYPES - The trust and agency funds used to account for assets held by a government unit in a trustee capacity or an agent for individuals, private organizations, other government units, and/or other funds.

FINANCIAL RESOURCES - Cash and other assets that in the normal course of operations become cash.

FISCAL YEAR - The twelve month period to which the annual operating budget applies and at the end of which a government determines the financial position and results of its operation. The City's fiscal year extends from January 1 through the following December 31.

FUNCTION - A group of related activities aimed at accomplishing a major service for which a government is responsible.

FUND - An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues, and expenditures.

FUND BALANCE - The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an "unreserved fund balance".

FUND TYPE - Anyone of seven categories into which all funds are classified in government accounting. The seven types are: general, special revenue, debt services, capital projects, enterprises, internal service, and trust and agency.

GENERAL FUND - A fund used to account for all financial resources except those required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards and guidelines for financial

CITY OF HOMER

BUDGET GLOSSARY

accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include only broad guidelines of general applications, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

GOVERNMENT FUND TYPES - Funds used to account for the acquisition, use, and balances of expendable financial resources and the related current liabilities-except those accounted for in the proprietary funds and fiduciary fund. Under current GAAP, there are four government types: general, special revenue, debt service, and capital projects.

HART - Stands for "Homer Accelerated Roads & Trails".

HAWSP – Stands for "Homer Accelerated Water Sewer Projects".

INTERFUND TRANSFERS - Amounts transferred from one fund to another fund. This includes reimbursements, residual equity transfers, and operating transfers.

ISO - Stands for "Insurance Services Office, Inc.", this organization does evaluations for insurance rating classifications and advises the protection class.

LAPSE - As applied to appropriations, the automatic termination of an appropriation. Except for indeterminate appropriations and continuing appropriations; an appropriation is made for a certain period of time.

LEVY - To impose taxes, special assessments, or service charges for the support of government activities. Also used to denote the total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations, arising from present obligations of a particular entity, to transfer assets or provide services to other entities in the future as a result of past transactions or events.

LID - Stands for "Local Improvement District", this is a mechanism used to obtain an organized unit for construction purposes.

LONG TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

MILL - A measure of the rate of property taxation, representing one one-thousandth of a dollar of assessed value.

MILLAGE RATE - The tax rate on property, based on mill(s). A rate of 1 mill applied to a taxable value of \$100,000 would yield \$100 in tax.

MODIFIED ACCRUAL BASIS OF ACCOUNTING - A basis of accounting in which revenues and other financial resources are recognized when they become susceptible to accrual, that is when they are both "measurable" and "available to finance expenditures of the current period". "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplied that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All Governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

OPERATING BUDGET - Plans of current expenditures and the proposed means of

CITY OF HOMER

BUDGET GLOSSARY

financing them. The annual operation budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFERS - All interfund transfers other than residual equity transfers.

ORDINANCE - A formal legislative enactment by the legislative body which, if not in conflict with any higher form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges universally require ordinance.

OTHER FINANCING SOURCES - Governmental fund general long term debt proceeds, land lease payments, land sale payments, proceeds from the sale of fixed assets, operating transfers in, service charges, and fees for governmental services.

PROGRAM - An organized set of related work activities which are directed toward a common purpose or goal and represent a well-defined expenditure of city resources.

PROGRAM BUDGET - A budget which structures budget choices and information in terms of programs and their related activities, (i.e. repairing roads, treating water, etc.), provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives), and measures the degree of achievement of program objectives (performance measures).

PROGRAM GOAL - A program goal is a general statement on the intended effect or purpose of the program's activities. It includes terms such as: To provide (a service), to supply (a given need), to control, reduce, or eliminate (an occurrence), to maintain (standards), or to maximize (quality). A goal is not limited to a one-year time frame and should generally not change from year to year. A goal statement describes the essential reason for the program's existence.

PROGRAM OBJECTIVE - Objectives are statements of the intended beneficial and/or tangible effects or a program's activities. They are measurable, and related to the proposed budget year. They are specific targets toward which a manager can plan, schedule work activities, and make staff assignments. Objectives should be quantifiable and are addressed in terms such as: to increase an activity, to maintain a service level, to reduce the incidence, or to eliminate a problem.

PROPERTY TAX - A tax levied on the assessed value of property in mills.

PROPRIETARY FUNDS - A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the city include the enterprise funds.

PURCHASE ORDER - A document authorizing the delivery of specified merchandise or the rendering of certain services for a stated estimated price. Outstanding purchase orders at the end of the fiscal year are called encumbrances.

RECOMMENDED BUDGET - The budget proposed by the City Manager to the City Council for adoption.

RESOLUTION - A special or temporary order of a legislative body; an order of a legislative

CITY OF HOMER

BUDGET GLOSSARY

body requiring less legal formality than an ordinance or statute.

RETAINED EARNINGS - An equity account reflecting the accumulated earning of an enterprise or internal service fund.

REVENUE - Increases in the net current assets of a governmental fund type other than expenditure refunds and residual equity transfers. General long term debt proceeds and operating transfers in are classified as "other financing sources".

REVENUE BONDS - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

SALES TAX - A tax levied on the sales price or charge on all sales, rentals and services made within the city.

SELF-INSURANCE - Revenues levied by one government are shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SINGLE AUDIT - An audit performed in accordance with the Single Audit of 1984 and the Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or required governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SPECIAL REVENUE FUND - A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes.

TAX RATE - The level at which taxes are levied

TAX LEVY - The total dollar amount of tax that optimally could/should be collected based on tax rates and assessed values of personal and real properties.

TESHIO, JAPAN - This is our Japanese Sister City.

YELISOVO, RUSSIA - This is our Russian Sister City.

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“WHERE THE LAND ENDS AND THE SEA BEGINS”



City of Homer

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Memorandum 21-087

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: May 24, 2021
SUBJECT: FY22/23 Operating Budget Introduction and FY22/23 Capital Budget Draft Information

The May 24th Council meeting will see the introduction of the FY22/23 Operating Budget ordinance and a preview of the FY22/23 Capital Budget. The Operating Budget will come before Council two more times with a target adoption on June 28th. The Capital Budget ordinance is on track for introduction on June 14th and adoption on June 28th. In years past, they have been presented as one ordinance and one document. For this biennium they will be presented separately.

Overview

The budget proposed generally maintains the status quo, which in Homer has been conservative year over year growth. It does not add any new staff, does not cut services to the public, and it does not raise taxes. That said, the proposed budget does present operating deficits which are balanced by transfers from fund balance. The pandemic year of 2020 has had an outsized effect on many local governments all throughout the country, however, we seem to have fared much better than many municipalities. While we are forecasting a deficit, I believe that there are good odds we'll see surplus conditions in FY22 actuals. Indicators are pointing towards a very strong summer tourist season, however, it is very difficult to accurately quantify what is likely to be a very out of the ordinary year. Additionally, in recent years, the City has been least half a million dollars under budget in actual spend and generated an average of more than one million dollars in additional revenue when we compare budgets to actuals.

Two items which are not yet set, but will potentially have a significant impact on our operating budgets, are health insurance costs and the American Rescue Plan Act (ARPA).

- **Health Insurance Costs** – In the early review draft provided on May 10th, Administration had budgeted a 10% across the board increase for health insurance in FY22 and again in FY23. That same day our broker indicated that we may be on track for a larger increase. We have since gone out to bid through our broker to see what else may be available on the market. We expect news during the first week of June. In the meantime, we have increased the health insurance budget to a 15% increase in each year. It is very likely we will have to modify that number between introduction and adoption of the budget. Our insurance broker will attend the June 14th Committee of Whole meeting to address Council.
- **ARPA** – The City is expecting approximately \$1.2 million in COVID relief funds from the Federal Government which will be paid out in two tranches (~\$600,000 in FY22 and ~\$600,000 in FY23). We are

currently evaluating if these funds can be used as revenue replacement, and if those funds can then be integrated into our operating budget. The Finance Department has reached out to a financial consulting firm to assist us in our analysis of the law and how it applies to our specific context. Once we have a firm grasp of the possibilities for these funds, they may be integrated into the budget via an amendment.

FY22/23 Operating Budgets

General Fund

The General Fund Operating Budget was built with the intention of maintaining existing City services without adding new staff positions. While there are compelling cases to be made for new or expanded positions in many departments, the forecasted revenue does not support those costs and the budget includes zero new employees. It does however make some allowances for expanded temporary staff or professional services to help our team meet the demands of Council and the public for services.

The impact of rising health insurance rates has generated forecasted deficits of \$39,668 and \$180,164 for FY22 and FY23 respectively. With an expected heavy tourist season, and a tendency to come in under budget in actual spend year over year, Administration believes that it is very likely that our actual spending will not exceed our revenues.

Utility Fund

Utility operations are funded by water and sewer rates. In November 2020, Council reduced the rates by removing the CARMA reserve component (15% of the operating budget) via Resolution 20-118(s). This has contributed to forecasted deficits of \$46,991 in FY22 and \$199,913 in FY23. The Council is in the middle of a review of water and sewer reserves and financial policies with an outside consultant at HDR. There is an expectation from Administration that the results of that work will lead to an updated rate which will rebalance the utility operations budget. This is likely to occur after the adoption of the FY22/23 budget.

Harbor Enterprise Fund

The Enterprise's operating budget is in good shape for FY22/23 and projecting a surplus in each year. We anticipate a transfer of \$650,391 to reserves in FY22 and \$636,422 in FY23. The Port & Harbor Commission has indicated an interest in supporting a credit for General Fund sales tax revenue generated by the Enterprise. I have not included that request in the budget as we have not forecasted sufficient revenue to the General Fund in FY22/23 to support it without a transfer from reserves. If we have a very strong tourist season, I believe that this is a great request for Council to follow up on and consider as part of a mid-biennium review.

FY22/23 Capital Budget

Attached to this memo are a series of sheets containing proposed capital projects. These sheets are broken up by funding source (i.e. CARMA 156, Fleet CARMA 152, Port & Harbor Fleet 452, Port & Harbor Reserve 456, HART, & HAWSP).

All capital project funding is carried by existing funds, no project slated for review and approval exceeds the current balances of the funding sources. The CARMA Funds (152, 156, and 256) have sufficient existing funds to get a meaningful number of projects underway in FY22/23. A major goal of Administration in the project list put forward is to not fall behind in projects, fleet replacements, etc. because it will only exacerbate future needs. A concern is that the CARMA funds do not

operating budget. Administration believes that there is a very real chance sales tax revenues will greatly exceed forecasts which could provide surplus operating funds. The staff recommendation would be to prioritize the funding of CARMA accounts (or whatever vehicle Council chooses to use for future project funding) if those surplus funds materialize.

In the attached sheets you will see the following: current information, open encumbrances, requested projects, future fund activity, and proposed future state. See below for definitions/explanations of each section.

- **Current Information** – this section shows the funding source as it stands right now with its current fund balance, open encumbrances, and available balance.
- **Open Encumbrances** – this section shows projects previously approved by Council that still have unspent funds. Each project is shown with the department that requested the project, the ordinance approving the money, the applicable account number, and the amount of funds remaining. In some cases the project has not been started and the full value is remaining, in others the project is at a midway point and some money has been spent but there is more work to do with the remaining funds.
- **Requested Projects** – this section shows projects which have been sent to the City Manager by staff and approved for inclusion into the Capital Budget draft. Each project is shown with the requesting department, applicable account number, fiscal year*, and requested amount.
- **Future Fund Activity** – this section shows other expected movement within the funding source to include transfers, incoming sales tax, assessment revenue, and debt payments.
- **Proposed Future State** – this section shows how the funding source would shape up financially if all projects presented are approved by the Council and other spending and revenues occur as budgeted.

*Regarding fiscal years, staff made their requests for either FY22 or FY23. At this time I have chosen to show all requests in FY22. I'm doing this because there are a lot of disruptions in worldwide supply chains which could last months to years depending on the industry. I would like staff to have the flexibility to take advantage of opportunities as they arise to acquire capital items when they are available, which might not perfectly sync up with our fiscal years.

Between this Council meeting and the Capital Budget introduction June 14th, I will be reviewing the draft with staff and possibly making some small changes. With current market fluctuations it is difficult to make accurate pricing estimates, we are making a good faith effort to get as close as we can to minimize return trips to Council for additional appropriations. In the meantime, I would ask that Council forward comments, questions, etc. to my office for review.



Memorandum

TO: HOMER CITY COUNCIL AND MAYOR CASTNER
THRU: ROB DUMOUCHEL, CITY MANAGER
FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER
DATE: MAY 12 2021
SUBJECT: 22/2023 BUDGET- PORT GENERATED SALES TAX CREDITED TOWARD
CITY ADMIN FEES

During the Port Commission's March meeting they discussed the proposed 2022/23 budget and explored ideas for both raising new revenues and lowering operational costs, with the ultimate goals of #1 building a reserve for the purpose of replacing existing harbor infrastructure and #2 building resiliency and sustainability into our Enterprise overall. Commission and staff are keenly aware of the fact that the harbor infrastructure has a limited lifespan and that the Enterprise is falling behind in our responsibilities for maintaining adequate/safe float facilities for our customers. This has been a topic for several months and it all boils down to building our depreciation reserves to a level that will allow us to begin replacing floats in the harbor. Staff estimates that the current infrastructure value/replacement cost of the docks at approximately 107 million dollars (a conservative number) and that the Enterprise should be working towards building our reserves by 1 million a year in order to be able to fund future replacements and become sustainable.

In the meeting held by the Commission on April 28 they readdressed the topic, bringing together their individual research and plans to finalize recommendations. At the meeting I shared with the commission the proposed change to the general fund administration fees charged to the Enterprise contained in the manager's draft budget and that the portion of the Port & Harbor cost share is reduced from 21% to 13%, a reduction of approximately \$150,000. The Commission noted and appreciated the change but noted that more reduction is needed. Included are the meeting minutes to give background on the discussion. To note are Chair Zimmerman and Commissioner Matthews discussion on a public owned and managed Harbor verses a private marina and Commissioner Siekaniec's clarification on the motion.

There was discussion on making a motion to get City Council to address the sales tax issue.

MATTHEWS/ULMER MOVED TO HAVE A MEMO WRITTEN TO THE MAYOR, CITY COUNCIL, AND CITY MANAGER REQUESTING THE SALES TAX COLLECTED BY THE PORT BE CREDITED BACK AGAINST THE ADMIN FEES THAT THE PORT PAYS OUT.

In response to questions from Commissioners Erickson and Siekaniec, Mr. Hawkins clarified that about half of the budget is encompassed by admin fees, and the \$300,000 in sales tax paid out is how much the Port and Harbor pays for both Borough and City taxes. **Mr. Siekaniec clarified then**

it's likely we'd just want a credit of the City portion that the harbor pays in addition to the requested 13% decrease to the admin fees. Commissioners discussed that while they would like to see more significant decreases to the administrative fees and more City/Borough sales tax coming back to the harbor, they agreed this was a step in the right direction. Commissioner Matthews requested that the memorandum include the following point made by Chair Zimmerman: this is a publicly-funded harbor and enterprise, not a private marina. Hardly any public harbors pay 100% for themselves, just like any public service as taxpayer money that goes into it, we should not expect the harbor to pay for itself with fees 100% and keep it at a feasible cost level for people to use it. Private marinas cost a lot more money and that's what make them more feasible for the owners to run, but that's an issue. We need to get other tax dollars and subsidies from other ways, while still trying to get as much revenue as we can to keep fees reasonable and keep the place going.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

The Commissioners requested that this subject remain on their agenda for their next few meetings to continue their work.

Recommendation:

The Port and Harbor Advisory Commission recommends that City Council make a motion to amend the proposed 22/2023 budget to include crediting the city portion of sales taxes collected by the Harbor office towards the Port and harbor general fund admin fees.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 21-038

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE HOMER FEE SCHEDULE UNDER CITY CLERK FEES,
AND PLANNING AND ZONING FEES

WHEREAS, The City Departments conducted a review of their fee schedules; and

WHEREAS, City Clerk fees are amended under Cemetery Plots, Council and Commission Meeting Packets, City Hall Facility Use Fees, and Notary fees; and

WHEREAS, The Planning and Zoning fees are amended under Zoning Permit Fees, Conditional Use Permit Processing Fees, Zoning Fees-Other, and Publication Fees .

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the Homer Fee Schedule under City Clerk and Planning and Zoning Fees as follows:

City Clerk Fees:

Cemetery Plots			
Internment Plot		\$1,000.00	
Cremains Plot		\$400.00	
Excavation[‡]			
Adult		\$500.00 — \$400 opening, \$100 closing	
Infant		\$375.00 — \$300 opening, \$75 closing	
City Council and Commission Meeting Packets			
Cost Per Packet			
0 – 25 Pages	\$5.00	100 – 200 Pages	\$25.00
26 – 50 Pages	\$10.00	200 – 500 Pages	\$30.00
51 – 100 Pages	\$20.00	500+ Pages	\$35.00
Cost Per Month, Per Council or Advisory Body			
1 Packet		Same fee as above	
2 Packets		Above fee with 10% reduction	
3 Packets		Above fee with 12% reduction	
4 Packets or More		Above fee with 15% reduction	
City Hall Facility Use			

Cleaning Fee (if facility is not left as found)	Up to \$60.00 additional fee may be applied
Conference Room up to 12 people	
Government Agencies	Exempt (generally)
Non-Governmental Agency or Entity	\$15.00 25 per hour, minimum 2 hours \$75.00 125 per day maximum
Cowles Council Chambers up to 25 people	
Government Agencies	Exempt (generally)
Non-Governmental Agency or Entity	\$30.00 50 per hour, minimum 2 hours \$150.00 250 per day maximum
Use of Electronic Equipment	\$30 per day IT Setup fee for use during business hours \$50 per hour includes staff supervision for use after hours
City Pins and Mugs	
Logo Pins	\$1.00
Logo Mugs	\$4.00
Scene Mugs	\$8.00
Digital Audio of Meetings (audio files will be provided on a flash drive)	\$25.00 per flash drive
Notary¹	\$5 per person up to 3 notary pages \$10 per person for 4 or more notary pages
Gravel Permit ²	\$5.00 per application
Fire Works Permit ³ (apply 30 days in advance)	\$25.00 per exhibit plus bond for \$500 or liability insurance required

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Planning and Zoning Fees:

Zoning Permit Fees ¹	
Single Family /Duplex	\$200.00 \$300.00
Multi-Family/Commercial/Industrial	\$300.00 \$400.00 plus \$50.00 per hour when over six hours of administrative time
Change of Use fee	\$50.00
Deck	\$50.00 \$100.00
Employee Occupied Recreational Vehicle in Marine Commercial and Marine Industrial Zoning Districts	\$100.00 annually
Conditional Use Permit Processing Fee ¹	
Amendment	\$200.00
Fence	\$300.00

Single Family/Duplex	\$200.00 <u>\$300.00</u>
Multi-Family/Commercial/Industrial	
Uses Less Than 8,000 Sq. Ft.	\$500.00
Uses 8,001 Sq. Ft. to 15,000 Sq. Ft.	\$1,000.00
Uses 15,001 Sq. Ft. to 25,000 Sq. Ft.	\$2,500.00
Uses 25,001 Sq. Ft. to 40,000 Sq. Ft.	\$5,000.00
Uses 40,001 Sq. Ft. and Larger	\$8,000.00
Zoning Fees – Other	
Rezone ²	\$500.00
Flood Hazard Development Permit	\$200.00
Sign Permit	\$50.00
Variance	\$250.00 <u>\$350.00</u>
Erosion and Sediment Control Plan (BCWPD)	\$300.00

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PASSED AND ADOPTED by the City Council of Homer, Alaska, this 27th day of July, 2020.

CITY OF HOMER

 KEN CASTNER, MAYOR

ATTEST:

 MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Revenue amounts not defined in 2022-23 budget.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 21-038(S)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE HOMER FEE SCHEDULE UNDER CITY CLERK FEES,
AND PLANNING AND ZONING FEES

WHEREAS, The City Departments conducted a review of their fee schedules; and

WHEREAS, City Clerk fees are amended under Cemetery Plots, Council and Commission Meeting Packets, City Hall Facility Use Fees, and Notary fees; and

WHEREAS, The Planning and Zoning fees are amended under Zoning Permit Fees, Conditional Use Permit Processing Fees, Zoning Fees-Other, and Publication Fees .

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the Homer Fee Schedule under City Clerk and Planning and Zoning Fees as follows:

Administration Fees:

Airport Pickup/Delivery	\$25.00
Annual Safety Inspection – Commercial Vehicles	\$100.00
Annual Taxi Permit	\$75.00
Appeal Fees	
Water and Sewer Appeals ¹	Set by Resolution \$75
Zoning Appeals ²	\$250.00
ATM Fees (see Vending Machine/ATM)	
CD's	
Reproductions	\$20.00
CD (Police Department)	\$25.00
Subsequent	\$15.00 per CD; includes 1 st class postage
DVD (Police Department)	\$30.00 per DVD
Document Copying Fee	\$0.25 per page
Document Certification Fee	\$10.00 per report
Driver License Records	\$10.00
Fax	
Within Alaska	\$1.00 per page

Continental US	\$2.00 for 1 st page
Subsequent Pages	\$1.00 per page
Other Destination	\$5.00 for 1 st page
Subsequent Pages	\$2.00 per page
Electronic Transmission (Scanned PDF document)	\$0.25 per page
Lease Application Fee	\$30.00
Lease Fee	\$300.00
Local Bidder's Preference	
Non-local bid is	Local bid is not more than
\$0 - \$500,000.00	5 percent higher than non-local bid
\$0 - \$1,000,000.00	5 percent higher than non-local bid on first \$500,000.00 and 2.5 percent higher than non-local bid on amount in excess of \$500,000.00 to \$1,000,000.00
	No additional adjustment for bids above \$1,000,000.00
Photograph Copying	\$10.00 per order; includes shipping & handling
If Done Commercially	Actual Costs plus 5%
Production Fees³	
Per requestor in a calendar month exceeds five-person hours the fee is the City employee's actual salary plus benefit costs. An estimate will be prepared and the requestor must deposit the estimated production and copying fees in advance. If the actual costs are greater than the estimate the records will not be released until the difference is paid and if the actual costs are less the requestor will receive a refund of the difference.	
No fee for simple inspection, except when the production of records by one requestor exceeds five person hours in a calendar month.	
Special Assessment Districts (SAD's)⁴	
Application Fee	\$100.00
Bill Fee	\$12.00 per bill
Administrative Fee	
0-500,000	5%
over 500,000	\$25,000.00 plus 2.5%
Vehicle Impound/Storage Fees (actual costs plus towing)	\$45.00 per day
<u>Vending Machine/ATM</u>	
<u>Monthly License fee</u>	<u>\$30 per month, per machine</u>
<u>Electrical Flat Rate fee</u>	<u>Determined by City; based on current kWh costs to City and equipment kWh usage</u>

24 City Clerk Fees:

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Cemetery Plots			
Internment Plot		\$1,000.00	
Cremains Plot		\$400.00	
Excavation[‡]			
Adult		\$500.00 — \$400 opening, \$100 closing	
Infant		\$375.00 — \$300 opening, \$75 closing	
Memorial Marker Deposit		<u>\$500 refundable upon installation of a permanent marker within the twelve month timeframe.</u>	
City Council and Commission Meeting Packets			
Cost Per Packet			
0 – 25 Pages	\$5.00	100 – 200 Pages	\$25.00
26 – 50 Pages	\$10.00	200 – 500 Pages	\$30.00
51 – 100 Pages	\$20.00	500+ Pages	\$35.00
Cost Per Month, Per Council or Advisory Body			
1 Packet		Same fee as above	
2 Packets		Above fee with 10% reduction	
3 Packets		Above fee with 12% reduction	
4 Packets or More		Above fee with 15% reduction	
City Hall Facility Use			
Cleaning Fee (if facility is not left as found)		Up to \$60.00 additional fee may be applied	
Conference Room up to 12 people			
Government Agencies		Exempt (generally)	
Non-Governmental Agency or Entity		\$15.00 25 per hour, minimum 2 hours \$75.00 125 per day maximum	
Cowles Council Chambers up to 25 people			
Government Agencies		Exempt (generally)	
Non-Governmental Agency or Entity		\$30.00 50 per hour, minimum 2 hours \$150.00 250 per day maximum	
Use of Electronic Equipment		\$30 per day <u>IT Setup fee for use during business hours</u> <u>\$50 per hour includes staff supervision for use after hours</u>	
City Pins and Mugs			
Logo Pins		\$1.00	

Logo Mugs	\$4.00		
Scene Mugs	\$8.00		
Digital Audio of Meetings (audio files will be provided on a flash drive)	\$25.00 per flash drive		
Elections			
<u>Election Contest Filing Fee</u>	<u>\$750</u>		
<u>Election Recount Deposit</u>	<u>\$250</u>		
<u>Notary</u>¹	<u>\$5 per person up to 3 notary pages</u> <u>\$10 per person for 4 or more notary pages</u>		
Gravel Permit ²	\$5.00 per application		
Fire Works Permit ³ (apply 30 days in advance)	\$25.00 per exhibit plus bond for \$500 or liability insurance required		
Cemetery Plots			
Internment Plot	\$1,000.00		
Cremains Plot	\$400.00		
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Fire Works Permit ³ (apply 30 days in advance)	\$25.00 per exhibit plus bond for \$500 or liability insurance required

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Planning and Zoning Fees:

Zoning Permit Fees ¹	
Single Family /Duplex	\$200.00 \$300.00
Multi-Family/Commercial/Industrial	\$300.00 \$400.00 plus \$50.00 per hour when over six hours of administrative time
Change of Use fee	\$50.00
Deck	\$50.00 \$100.00
Employee Occupied Recreational Vehicle in Marine Commercial and Marine Industrial Zoning Districts	\$100.00 annually
Conditional Use Permit Processing Fee ¹	
Amendment	\$200.00
Fence	\$300.00
Single Family/Duplex	\$200.00 \$300.00
Multi-Family/Commercial/Industrial	
Uses Less Than 8,000 Sq. Ft.	\$500.00
Uses 8,001 Sq. Ft. to 15,000 Sq. Ft.	\$1,000.00
Uses 15,001 Sq. Ft. to 25,000 Sq. Ft.	\$2,500.00
Uses 25,001 Sq. Ft. to 40,000 Sq. Ft.	\$5,000.00
Uses 40,001 Sq. Ft. and Larger	\$8,000.00

Zoning Fees – Other	
Rezone ²	\$500.00
Flood Hazard Development Permit	\$200.00
Sign Permit	\$50.00
Variance	\$250.00 <u>\$350.00</u>
Erosion and Sediment Control Plan (BCWPD)	\$300.00

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PASSED AND ADOPTED by the City Council of Homer, Alaska, this 27th day of July, 2020.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Revenue amounts not defined in 2022-23 budget.



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 21-095

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: JUNE 9, 2021
SUBJECT: SUBSTITUTE RESOLUTION 21-038 RE: CITY FEE SCHEDULE

Resolution 21-038(S) changes include:

Administration fees:

- The addition of the Water and Sewer Appeal fee that was last adopted in Resolution 05-125, and
- The addition of Vending Machine/ATM fees.

City Clerk fees:

- The addition of a Cemetery Plot Marker Deposit as addressed in the updated Cemetery Policy, and
- The addition of Election Contest and Recounts fees to address the removal of the fees and reference to the fee schedule in Ordinance 21-35.



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Memorandum 20-183

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: MAY 20, 2021
SUBJECT: CITY FEE SCHEDULE

Clerk's Office Staff is working on a code amendment to remove most fees from City Code and on vending machine and ATM fees for City facilities.

I anticipate a substitute Resolution will be provided at the June 14, 2021 Regular Meeting.



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Memorandum

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
THROUGH: ROBERT DUMOUCHEL, CITY MANAGER
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: APRIL 20, 2021
SUBJECT: CITY CLERK'S OFFICE FEE SCHEDULE

City Clerk's Office staff completed a review of their portion of the City Fee Schedule. Proposed amendments are attached with strikeouts indicating fees or verbiage to be removed and amended or new fees are shown in bold underline.

Under Cemetery Plots we propose deleting language regarding excavation. In reviewing the matter with Public Works the City does not excavate the grave sites or collect payment for excavating. Public in need of excavation services are referred to a private party contractor who performs the service and collects payment.

Under City Council and Commission meeting packets we propose deleting the monthly, multiple packet fees. Paper packets are rarely requested any more so we find the inclusion of these multiple copy fees unnecessary.

We've amended the City Hall Facility use fees to identify the maximum capacity of each room and adjusted the fees in a manner we felt reasonable given the improvements that are being made in the rooms. We've also included an additional fee for after hour rentals if groups intend to use our audio and video equipment.

Regarding the section for City Pins and Mugs, yes we do have some mugs. I can't say that any have been sold in my time, but they exist. We talked about the option of deleting this section all together, and also about expanding to having a modest inventory of swag and a display case in the lobby. We're open to feedback.

The notary fee was located under City-Wide Administrative Fees and was inadvertently omitted in an update process. We've added it back in under City Clerk fees because it's my understanding we're the only City notaries who provide the service generally to the public and the other departments only notarize city documents at no cost. The fee was \$5 per person and we've proposed a higher fee for people who need services for multiple page documents that take more time to process.

The last two items, the gravel permit and fireworks permit, are called out in City Code as a responsibility of the City Clerk's Office in 19.20.040(f) and 5.24.050(a)(1). These can be removed at the point when code updates are made that amend or remove those instances.



City of Homer

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Planning

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Homer, Alaska 99603

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(p) 907-235-3106

(f) 907-235-3118

Staff Report PL 21-12

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: March 3, 2021
SUBJECT: planning and zoning fees

Introduction

We are bringing a new permitting system on board and I wish to pay for the annual maintenance through an increase in Planning and Zoning fees.

Analysis

The additional annual fees for the permitting system amount to \$8000.00. Some costs will be passed along to the Public Works Department for their use associated with zoning related permits such as water, sewer, and driveway. Zoning fees have not changed in the 12+ years that I have been City Planner, so it should come as no shock that an increase is due.

I have consulted with staff and have a draft proposal attached. The proposed amount of increases should be near the amount of cost for the system when permits are processed in the quantities of the past.

Besides the increase in fee for zoning permits, you will notice we propose eliminating the reduced size (small) of comp plan reproductions. We find that producing a plan when the maps are not 11 x 17 is somewhat nonfunctional, as it is very difficult to discern the information on the maps. Additionally, the ten dollar fee likely represents a cost below the cost to produce, as the plan is 130 pages. We also added a fee for a large road maintenance map equal to that of the large zoning map.

Staff Recommendation

Provide comments/recommendation(s) for the City Council to consider when reviewing the fee schedule.

Attachments

Draft Planning and Zoning fee schedule.



PLANNING AND ZONING

Bridge Creek Watershed Permit: Zoning permits are required for the Bridge Creek Watershed Area. Although no fees will be charged for the zoning permits outside of City Limits, the evaluation process is still in effect.

Technical Review of Communication Tower Application: When required, the applicant will be charged for the actual cost of the study, plus a 10% administrative fee. The City will be responsible for hiring and managing the study.

Traffic Impact Analysis and Community Impact Assessment: When required, applicant will be charged for the actual cost of the study, plus a 10% administrative fee. The City will be responsible for hiring and managing the study. Recording (as required) is \$50.00. [Resolutions 03-159 and 96-13; HCC 12.12.03]

Zoning Permit Fees ¹	
Single Family /Duplex	\$200.00 <u>\$300.00</u>
Multi-Family/Commercial/Industrial	\$300.00 <u>\$400.00</u> plus \$50.00 per hour when over six hours of administrative time
Change of Use fee	\$50.00
Deck	\$50.00 <u>\$100.00</u>
Employee Occupied Recreational Vehicle in Marine Commercial and Marine Industrial Zoning Districts	\$100.00 annually
Conditional Use Permit Processing Fee ¹	
Amendment	\$200.00
Fence	\$300.00
Single Family/Duplex	\$200.00 <u>\$300.00</u>
Multi-Family/Commercial/Industrial	
Uses Less Than 8,000 Sq. Ft.	\$500.00
Uses 8,001 Sq. Ft. to 15,000 Sq. Ft.	\$1,000.00
Uses 15,001 Sq. Ft. to 25,000 Sq. Ft.	\$2,500.00
Uses 25,001 Sq. Ft. to 40,000 Sq. Ft.	\$5,000.00
Uses 40,001 Sq. Ft. and Larger	\$8,000.00
Zoning Fees – Other	
Rezone ²	\$500.00
Flood Hazard Development Permit	\$200.00
Sign Permit	\$50.00
Variance	\$250.00 <u>\$350.00</u>
Erosion and Sediment Control Plan (BCWPD)	\$300.00

Storm Water Protection Plan Fee	\$200.00
<u>Development Activity Plan (DAP)</u>	<u>\$200.00</u>
Preliminary Plat Processing Fee ³	\$300.00 or \$100.00 per lot, whichever is greater
Elimination of a Common Interior Lot Line	\$200.00 <u>\$300.00</u>
Right of Way and Section Line Easement Vacation Application Fee	\$300.00 In addition to applicable preliminary plat fees
Utility Easement Vacation	No fee <u>\$50.00</u>
Publication Fees	
Comp Plan—Small	\$10.00
Comp Plan—Large	\$20.00
Zoning Map – Small	\$5.00
Zoning Map – Large	\$25.00
Road Maintenance Map - <u>Small</u>	\$5.00
<u>Road Maintenance Map - Large</u>	<u>\$25.00</u>
Zoning Ordinance – HCC 21	\$15.00
Street Renaming Fees	
For name changes or naming of public dedicated streets other than those named during the subdivision process:	
Street Naming Petition and Hearing Advertising Fee	\$150.00
Installation of Each New City Sign, Post, Etc.	\$150.00 per sign
Replacement of Existing City Sign Due to Change Where No Post Is Needed	\$ 80.00 per sign
	The minimum fee shall be either a combination of 1 and 2 OR 1 and 3 above; however, all signs that need to be changed and/or maintained by the City must be paid for prior to installation
For Private Road Naming:	
Street Naming Petition and Hearing Advertising Fee	\$150.00
Installation of Each New City Sign, Post, Etc.	\$150.00 per sign
If No Public Hearing or Public Notice is Necessary, i.e., 100% Petition and No Partial Dedicated Street Involved	No Fee
If No Signs are Required	No Fee

¹Fees for commencing activities, without a permit, shall be assessed at the regular rate multiplied by one and one half (1.5) for Residential and two (2) for Commercial.

² HCC 21.63 repealed Contract Rezone via Ordinance 03-21

³ Resolutions 07-14, 03-159, and 96-13

Deputy City Planner Engebretsen facilitated a brief question and answer period on the Coastal Bluff Hazard mapping and the benefits that it would provide to the city with the assistance of Commissioner Bentz.

Deputy City Planner Engebretsen fielded questions from the Commissioners on providing input on the Wayfinding RFP and the massive clear-cutting that was conducted just outside the eastern city limits which may present some flooding issues.

B. Public Works Campus Task Force Report – Commissioner Barnwell

Commissioner Barnwell provided a through update using maps showing inundation lines and a progress report on the two meetings and worksession that were conducted by the Task Force specifically highlighting the exercise of determining risks to the Public Works Facility in the event of a Tsunami, reviewing the 2019 Inundation Report and having a very informative presentation by Barrett Salisbury with DGGs and Elena Suleimani with the Alaska Earthquake Center on earthquakes and how they would affect Homer.

Commissioner Barnwell field questions from the commission regarding site selection, the inundation lines are not higher, consideration of moving other facilities in relation to Public Works having bearing on site selection, utilizing the space at the old police station or high school for placement of equipment, consideration on resiliency to shoreline change, drainages, nuisance flooding as well as tsunami.

PUBLIC HEARINGS

PLAT CONSIDERATION

PENDING BUSINESS

A. Memorandum PL 21-14, Draft Community Design Manual (CDM) Update Progress

Deputy City Planner Engebretsen reviewed the changes to the CDM. She requested any concerns or red flags that the Commission may have on the amendments and noted she planned to have a more fleshed out draft for the next meeting. She referenced the language that needs to be changed since they are having too many lawsuits and appeals.

Chair Smith commented that he appreciated the direction that staff was going with the update.

NEW BUSINESS

A. Staff Report 21-13, Planning Fees



Deputy City Planner Engebretsen reviewed Staff Report 21-13 and noted that the department has not increased their fees in twelve years. Appeal fees are extremely low in comparison to the cost to defend any actions that may be appealed. She requested comments and recommendation from the Commission on changes to any of the fees this is the time. In response to a question on how expending the funds for this software will eventually save the city money by providing the ability to have one record that will cover input from Public Works, the Client and the Planning Department; also this software will bring the Planning Department forward by two decades and it will additionally offer the online ability and efficiency.

Deputy City Planner Engebretsen will look into the status of builders submitting required asbuilts and have that information available for the next meeting in response to a question from Commissioner Venuti.

Chair Smith requested a motion.

HIGHLAND/BARNWELL - MOVED TO ADOPT STAFF REPORT 21-13 AND RECOMMEND CITY COUNCIL APPROVE SUGGESTED PLANNING DEPARTMENT FEE AMENDMENTS.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATION MATERIALS

- A. City Manager's Report for February 22, 2021 City Council Meeting
- B. Request for Proposals, Development of Homer Wayfinding-Streetscape Plan

Chair Smith commented on the information contained in the City Manager's report regarding the water main break, and increased presence of the Coast Guard, noise on Beluga Lake and questioned whether there are plans to replace the restroom at Karen Hornaday Park.

Deputy City Planner Engebretsen responded that there are plans to replace the restroom but funding is an issue at this time and then noted that the other structure that was used by the Little League was also removed since it was not usable due to flooding. Portable toilets will be used in lieu of a restroom for the time being.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Port

RESOLUTION 21-039

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE HOMER TARIFF NO. 1 TO INCORPORATE AND
TRANSFER FEES FORMALLY LISTED IN THE CITY FEE SCHEDULE
INTO THE TERMINAL TARIFF.

WHEREAS, It was decided upon staff review that all Port and Harbor fees and penalties should be removed from the City Fee schedule and represented in the Homer port and harbor tariff as directed per HHC 10.04.035 and HCC 10.04.055; and

WHEREAS, All fees referenced are currently applied within the Port and Harbor's policies and no fees listed within this Resolution slated for incorporation into the Terminal Tariff are newly generated or in addition to the current fee structure; and

WHEREAS, Changes/additions to the Homer Port Terminal Tariff No. 1 are as follows: Rule 26- Fish Dock Rates- adjustment of crane card replacement fee from \$15.00 lowered to \$5.00, Rule 35 Upland Storage- incorporation of the harbor's monthly deck storage rate, and Rule 39 fish Disposal/Grinding and Fees- incorporation of off-site fish processor outfall connection and maintenance fees; and

WHEREAS, HHC 10.04.035 States that the Port and Harbor Tariff may be amended from time to time by resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, amends the Homer Tariff No. 1 as follows:

RULE 26 – FISH DOCK RATES

26.01. GENERAL LIST OF FEES AS SET BY THE HOMER CITY COUNCIL

- | | |
|--------------------------------------------------|-------------------------------------------------|
| a. Annual Access Card (Private License) | \$52.00 per year |
| b. Card replacement fee | \$15.00 \$5.00 per occurrence |
| c. Cold Storage Lockers #2-#8 (8 feet X 10 feet) | \$334.75/month |
| d. Cold Storage Rate (2 consecutive months) | \$309.00/month |
| e. Cold Storage Rate (3 consecutive months) | \$283.25/per month |
| f. Cold Storage Rate (9 month season) | \$257.50 per month |
| g. Cold Storage Locker #9 (10'X22') | \$920.90/month |
| h. Cold Storage Locker #9 (2 consecutive months) | \$849.60/month |
| i. Cold Storage Locker #9 (3 consecutive months) | \$778.90/month |
| j. Cold Storage Locker #9 (9 month season) | \$708.20/month |
| k. Inspections | \$ 50.00 per hour |
| l. Bait Storage Fee per bin (4x4x4) | |

45	1. Per Day	\$5.15
46	2. Per Week	\$25.75
47	3. Per Month	\$77.25
48	m. Fish Dock Crane (Minimum 15 minutes)	\$90.64/hour
49	n. Ice (Accumulated throughout year. Accounts reviewed each Dec. for rate adjustment based on	
50	previous year's actual tons of ice purchased.)	
51	1. 0>100 tons	\$130.90 per ton
52	2. 101>300 tons	\$128.00 per ton
53	3. 301>500 tons	\$124.00 per ton
54	4. 501>700 tons	\$121.00 per ton
55	5. 701>1000 tons	\$118.00 per ton
56	6. Over 1001 tons	\$115.00 per ton
57	o. After hours ice delivery call out fee	\$250.00 per call out
58	p. Wharfage for Seafood	\$4.76/ton or \$.00238/lb.
59	q. Ice Wharfage (not purchased from City)	\$14.50/ton
60	r. Freight NOS Non-seafood Wharfage at Fish Dock	\$14.50/ton

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63 RULE 35 – UPLAND STORAGE

64 35.01. APPLICATION – Upland storage area is primarily for fishing related gear and cargo laydown. No
65 vehicle or boat trailers may be place on the upland storage area without prior permission of the
66 Harbormaster.

67 35.02. AVAILABLE SPACE – The City of Homer may make available a limited area of land for gear
68 storage on a first-come, first-serve basis. All storage assignments must be approved by the
69 Harbormaster. Storage lots are a minimum of 1,000 square feet

70 35.03. RATE PERIODS – Charges shall be based on type of storage required, gear or equipment. No
71 charge for storage shall be generated for free time of 3 days or less. Storage time beyond 7 days shall
72 generate a full, one month charge. There are no prorated daily fees for storage. A storage month shall
73 extend from a date in one calendar month to, but not including, the same date of the next and all
74 succeeding calendar months. Less than one month's storage will be charged for the full month. The
75 Harbormaster may negotiate storage contracts for six months or longer.

76 35.04. RATES – Fees for general storage are as follows:

77	Open Areas, fishing gear (unsecured)	\$.12 per square foot
78	Open Areas, non-fishing gear (unsecured)	\$.17 per square foot
79	Secure Storage	\$.22 per square foot

80 **Deck Shelter Storage – Prearranged \$35/mo**

81

82 RULE 39 – FISH DISPOSAL / GRINDING AND FEES

83 39.01. FISH GRINDING AND FEE – The City owns a regulated fish disposal system that grinds and
84 flushes fish waste through an outfall line. In addition to grinding sport caught fish carcasses collected

85 at the fish cleaning tables, the City’s fish disposal system can facilitate disposal of fish waste generated
86 from commercial enterprises who shall self-report their fish carcasses brought to the facility.

87
88 a. The rates for commercial enterprises are \$30.00 per tote (approximately 1,000 lbs.) and \$5.00
89 per tub (approximately 100 lbs.).

90
91 **b. For off-site Fish Processers discharging effluent using the City’s Outfall Line connection**
92 **directly from the fish disposal system at their processing facility there is a one time connection**
93 **fee of \$7,000.00. Processor has the option to pay the connection charge in five equal annual**
94 **installments of \$1400.00 plus 7.5% interest. Additionally, there shall be an annual operation and**
95 **maintenance fee of \$2,400.00.**

96
97 PASSED AND ADOPTED by the Homer City Council this ___ day of _____, 2021.

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100 CITY OF HOMER

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102 _____
103 KEN CASTNER, MAYOR

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105 ATTEST:

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107 _____
108 MELISSA JACOBSEN, MMC, CITY CLERK

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110 Fiscal note: N/A

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**CITY OF HOMER
HOMER, ALASKA**

City Manager/Port

RESOLUTION 21-039(S)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE HOMER TARIFF NO. 1 **UNDER RULE 12. PARKING,**
RULE 26-FISH DOCK RATES, RULE 35-UPLAND STORAGE, AND
RULE 35-FISH DISPOSAL/GRINDING AND FEES.

WHEREAS, It was decided upon staff review that all Port and Harbor fees and penalties should be removed from the City Fee schedule and represented in the Homer port and harbor tariff as directed per HHC 10.04.035 and HCC 10.04.055; and

WHEREAS, All fees referenced are currently applied within the Port and Harbor's policies; and

WHEREAS, Changes/additions to the Homer Port Terminal Tariff No. 1 are as follows:
Rule 12- Vehicle Parking- Addition of monthly permits for day use parking (Ramps 1-4): \$100.00,
Rule 26- Fish Dock Rates- adjustment of crane card replacement fee from \$15.00 lowered to \$5.00, Rule 35 Upland Storage- incorporation of the harbor's monthly deck storage rate, and
Rule 39 fish Disposal/Grinding and Fees- incorporation of off-site fish processor outfall connection and maintenance fees; and

WHEREAS, HHC 10.04.035 States that the Port and Harbor Tariff may be amended from time to time by resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, amends the Homer Tariff No. 1 as follows:

RULE 12- VEHICLE PARKING

12.010. LONG TERM PARKING PERMITS – Vehicles over 20' are not eligible for long term parking permits.

- a. Seasonal permits for day use parking (Ramps 1-4): \$250.00.
- b. Monthly permits for day use parking (Ramps 1-4): \$100.00**
- c. Long Term parking permits required for vehicles 20' or less parked in excess of seven (7) consecutive 24-hour days.
- d. Long Term parking annual permit fee for vessel owners paying annual moorage in the Homer Harbor: fee \$100.00.
- e. Long Term parking annual permit (January 1st through December 31st): fee \$200.00.
- f. Monthly parking permit for vehicles less than 20': fee \$70.00 for 30 consecutive days.
- g. Monthly parking permit for non-commercial vehicles over 20': fee \$85.00 for 30 consecutive days in a portion of Lot 9 only.

- 45 h. Weekly parking permit for vehicles less than 20': fee \$25.00 for 7 consecutive days
- 46 i. Weekly parking permit for non-commercial vehicles over 20': fee \$30.00 for 7 consecutive
- 47 days
- 48 j. Long term parking will be enforced year around.
- 49 k. Parking lot restrictions for long term parking, May 1 through October 1, as
- 50 depicted on harbor map (Resolution 11-036(A)).
- 51 l. Existing code definitions for restricted parking, vehicles, junk vehicles, and fines for
- 52 violations apply. Fines, \$25.00 per calendar day, provided that the fine for overtime parking
- 53 in long term parking area will be limited to \$250.00 fine per calendar year, with \$200.00 of
- 54 the fine credited towards the long term parking annual permit.
- 55 m. Failure to pay violations will result in an additional \$25.00 fee per month and any other legal
- 56 or collection fee authorized by law.
- 57
- 58

59 **RULE 26 – FISH DOCK RATES**

60 **26.01. GENERAL LIST OF FEES AS SET BY THE HOMER CITY COUNCIL**

61	a. Annual Access Card (Private License)	\$52.00 per year
62	b. Card replacement fee	\$15.00 \$5.00 per occurrence
63	c. Cold Storage Lockers #2-#8 (8 feet X 10 feet)	\$334.75/month
64	d. Cold Storage Rate (2 consecutive months)	\$309.00/month
65	e. Cold Storage Rate (3 consecutive months)	\$283.25/per month
66	f. Cold Storage Rate (9 month season)	\$257.50 per month
67	g. Cold Storage Locker #9 (10'X22')	\$920.90/month
68	h. Cold Storage Locker #9 (2 consecutive months)	\$849.60/month
69	i. Cold Storage Locker #9 (3 consecutive months)	\$778.90/month
70	j. Cold Storage Locker #9 (9 month season)	\$708.20/month
71	k. Inspections	\$ 50.00 per hour
72	l. Bait Storage Fee per bin (4x4x4)	
73	1. Per Day	\$5.15
74	2. Per Week	\$25.75
75	3. Per Month	\$77.25
76	m. Fish Dock Crane (Minimum 15 minutes)	\$90.64/hour
77	n. Ice (Accumulated throughout year. Accounts reviewed each Dec. for rate adjustment based on	
78	previous year's actual tons of ice purchased.)	
79	1. 0>100 tons	\$130.90 per ton
80	2. 101>300 tons	\$128.00 per ton
81	3. 301>500 tons	\$124.00 per ton
82	4. 501>700 tons	\$121.00 per ton
83	5. 701>1000 tons	\$118.00 per ton
84	6. Over 1001 tons	\$115.00 per ton
85	o. After hours ice delivery call out fee	\$250.00 per call out
86	p. Wharfage for Seafood	\$4.76/ton or \$.00238/lb.
87	q. Ice Wharfage (not purchased from City)	\$14.50/ton
88	r. Freight NOS Non-seafood Wharfage at Fish Dock	\$14.50/ton

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RULE 35 – UPLAND STORAGE

35.01. APPLICATION – Upland storage area is primarily for fishing related gear and cargo laydown. No vehicle or boat trailers may be placed on the upland storage area without prior permission of the Harbormaster.

35.02. AVAILABLE SPACE – The City of Homer may make available a limited area of land for gear storage on a first-come, first-serve basis. All storage assignments must be approved by the Harbormaster. Storage lots are a minimum of 1,000 square feet

35.03. RATE PERIODS – Charges shall be based on type of storage required, gear or equipment. No charge for storage shall be generated for free time of 3 days or less. Storage time beyond 7 days shall generate a full, one month charge. There are no prorated daily fees for storage. A storage month shall extend from a date in one calendar month to, but not including, the same date of the next and all succeeding calendar months. Less than one month's storage will be charged for the full month. The Harbormaster may negotiate storage contracts for six months or longer.

35.04. RATES – Fees for general storage are as follows:

Open Areas, fishing gear (unsecured)	\$.12 per square foot
Open Areas, non-fishing gear (unsecured)	\$.17 per square foot
Secure Storage	\$.22 per square foot

Deck Shelter Storage – Prearranged \$35/mo

RULE 39 – FISH DISPOSAL / GRINDING AND FEES

39.01. FISH GRINDING AND FEE – The City owns a regulated fish disposal system that grinds and flushes fish waste through an outfall line. In addition to grinding sport caught fish carcasses collected at the fish cleaning tables, the City's fish disposal system can facilitate disposal of fish waste generated from commercial enterprises who shall self-report their fish carcasses brought to the facility.

a. The rates for commercial enterprises are \$30.00 per tote (approximately 1,000 lbs.) and \$5.00 per tub (approximately 100 lbs.).

b. For off-site Fish Processers discharging effluent using the City's Outfall Line connection directly from the fish disposal system at their processing facility there is a one-time connection fee of \$7,000.00. Processor has the option to pay the connection charge in five equal annual installments of \$1400.00 plus 7.5% interest. Additionally, there shall be an annual operation and maintenance fee of \$2,400.00.

NOW, THEREFORE, BE IT RESOLVED that the homer tariff no. 1 is amended under Rule 12-Parking, Rule 26-Fish Dock Rates, Rule 35- Upland Storage and Rule 35-Fish Disposal/Grinding and Fees.

129 PASSED AND ADOPTED by the Homer City Council this ___ day of _____, 2021.

130

131

132

CITY OF HOMER

133

134

135

KEN CASTNER, MAYOR

136

137 ATTEST:

138

139

MELISSA JACOBSEN, MMC, CITY CLERK

141

142 Fiscal note: N/A



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 21-096

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: JUNE 8, 2021
SUBJECT: PORT OF HOMER TARIFF NO. 1 AMENDMENTS SCHEDULE

Resolution 21-039(S) includes the addition of amending Rule 12 to add a monthly permit for day use parking (Ramps 1-4):100.

This was approved by the Port and Harbor Advisory Commission at their May 26th regular meeting, and except of their minutes is included. The full draft is available on line.

STOCKBURGER/ULMER MOVED TO ADD TO THE FEE SCHEDULE A SHORTER MONTHLY PASS FOR \$100, WITH THE FULL SEASON PASS TO REMAIN AT \$250.

There was discussion on the fee amount, if a discount on vehicle parking passes should be offered to reserved moorage lessees, and possibly limit the number of passes sold later down the line. Harbor staff recommended to not change anything to the parking policies or fees until after HDR Engineering finishes their Homer Spit parking study, and then the PHC could make changes as part of a bigger parking plan.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.



City of Homer

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Memorandum 21-084

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: MAY 20, 2021
SUBJECT: PORT OF HOMER TARIFF NO. 1 AMENDMENTS SCHEDULE

The Port and Harbor Advisory Commission meets May 26th and will be considering further tariff amendments.

I anticipate a substitute Resolution will be provided at the June 14, 2021 Regular Meeting.

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-35

An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 4.10.030 Review of Candidate Qualifications, 4.35.040 Certification of Election, 4.45 Election Recount, and 4.50 Election Contest

Sponsor: Aderhold/Smith/Hansen-Cavasos

1. City Council Regular Meeting June 14, 2021 Introduction
Memorandum 21-093 from Councilmembers as backup

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

3 Aderhold/Smith/
4 Hansen-Cavasos

5 **ORDINANCE 21-35**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING HOMER CITY CODE 4.10.040 REVIEW OF CANDIDATE
9 QUALIFICATIONS, 4.35.040 CERTIFICATION OF ELECTION, 4.45
10 ELECTION RECOUNT AND 4.50 ELECTION CONTEST.

11
12 WHEREAS, Elections are the cornerstone of our representative form of government; and

13
14 WHEREAS, Individuals interested in running for office in the City of Homer should have
15 a clear understanding of the qualifications to be a candidate; and

16
17 WHEREAS, The process the Homer City Clerk uses to determine the eligibility of
18 candidates should be transparent; and

19
20 WHEREAS, The process for a person to question the eligibility of a candidate by filing a
21 complaint and the Homer City Clerk's process for evaluating the complaint should be clear and
22 transparent; and

23
24 WHEREAS, The process for applying for a recount, the deposit required to apply for a
25 recount, and the apportionment of recount expenses should be clear to candidates and
26 qualified voters; and

27
28 WHEREAS, The process for contesting an election and conducting an election contest
29 investigation should be clear and transparent.

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

32
33 Section 1. Homer City Code 4.10.040 is hereby amended as follows:

34
35 4.10.040 ~~Review of candidate qualifications.~~ **Determination of eligibility of candidate.**

36
37 The Clerk shall determine whether each candidate for municipal office is qualified as provided
38 by law. ~~At any time before the election the Clerk may disqualify any candidate whom the Clerk~~
39 ~~finds is not qualified and immediately notify that candidate by certified mail. A candidate who~~
40 ~~is disqualified may request a hearing before the Clerk within five days of receiving the notice.~~
41 ~~The hearing shall be held no later than five days after the request unless the candidate agrees~~
42 ~~in writing to a later date.~~

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a. In determining residence within the city for the purposes of this chapter, the clerk shall apply the following rules:

- 1. A person establishes residence within the city by:**
 - (a) actual physical presence at a specific location within the city; and**
 - (b) maintaining a habitation at the specific location;**
- 2. A person may maintain a place of residence at a specific location within the city while away from the location for purposes of employment, education, military service, medical treatment or vacation if the person does not establish residency at another location; and**
- 3. A qualified voter loses residence by voting in another district or in another state's election.**

b. At any time before the election the clerk may disqualify any candidate whom the clerk finds is not qualified. A candidate who is disqualified may request a hearing before the clerk. The hearing shall be held no later than 5 business days after the request unless the candidate agrees in writing to a later date.

c. Any person may question the eligibility of a candidate who has filed a declaration of candidacy by filing a complaint with the clerk. A complaint regarding the eligibility of a candidate must be received by the clerk not later than the close of business on the tenth day after the filing deadline for the office for which the candidate seeks election.

- 1. The complaint must be in writing and include the name, mailing address, contact phone number, signature of the person making the complaint, a statement describing the grounds on which the candidate's eligibility is being questioned, along with relevant evidence to support the allegations.**
- 2. The clerk will review only those issues in the complaint related to candidate qualifications.**
- 3. Upon receipt of a complaint the clerk will send notification in writing to the candidate.**

d. The clerk shall review any evidence relevant to the candidate's qualifications, including, but not limited to, the candidate's residency, voter registration, declaration of candidacy, and any other document of public record or as required by HCC 4.10.020. Based on the review of the evidence, the clerk will determine by a preponderance of evidence if the candidate is qualified for the office.

- 82 **1. If the clerk determines the preponderance of evidence supports the eligibility of**
83 **the candidate, the clerk will issue a final determination supporting the candidate’s**
84 **eligibility.**
85
86 **2. If the clerk determines the preponderance of evidence does not support the**
87 **candidate’s eligibility, notice to the candidate will identify any additional**
88 **information or evidence that must be provided by the candidate. The clerk must**
89 **receive the requested information no later than three calendar days from the date**
90 **of notice. The clerk will consider any additional information provided and issue a**
91 **final determination as to the candidate’s eligibility no later than three calendar**
92 **days from receipt of the additional information.**
93
94 **3. If the information requested by the clerk in subsection (d)(1) of this section is not**
95 **received by the specified deadline, the clerk will issue a final determination**
96 **regarding the candidate’s eligibility based on the information initially reviewed.**
97
98 **4. The clerk will send notice of final determination in writing to the person making**
99 **the complaint, if applicable, and to the candidate. The determination of the clerk**
100 **is final.**

101
102 Section 2. Homer City Code 4.35.040 Certification of an election is hereby amended as
103 follows:

104
105 4.35.040 Certification of election.

106
107 ~~a. Unless a contest has been previously filed, the~~ **council shall certify the results of the**
108 **election at the next regular council meeting following completion of the canvass by the**
109 **canvass board.**

110
111 **b. If a contest has been filed pursuant to HCC 4.50.020, the council shall certify election**
112 **results not in question.**

113
114 Section 3. HCC 4.45. Election Recount is amended as follows:

115
116 Chapter 4.45

117 ELECTION RECOUNT

118 Sections:

119 4.45.010 Recount initiation.

120 4.45.020 Form of application.

121 4.45.030 Deposit.

122 4.45.040 Date of recount – Notice.

123 4.45.050 Procedure for recount.

Strike-out is deleted language, **bold underline** is new language

- 124 4.45.060 Certification of recount result.
- 125 4.45.070 Return of deposit and apportionment of recount expenses.
- 126 4.45.080 Appeal.

127
128 4.45.010 Recount initiation.

129
130 a. A defeated candidate for an office may apply for a recount of the votes for that office, and 10
131 qualified voters may apply for a recount of the votes for any office or proposition. A recount
132 application must be in writing and either filed with the Clerk before 5:00 p.m. on the day of the
133 certification of the election results. The date and time of the Clerk's receipt of a recount
134 application, and not the date of mailing or transmission, determines whether the application
135 is timely.

136
137 b. If **two or** more candidates ~~than are to be elected to an office~~ tie in having the highest number
138 of votes for the **same** office, or if there is a tie between votes in favor of and opposed to a
139 proposition, the Clerk shall initiate a recount. [Ord. 14-15 § 2, 2014].

140
141 4.45.020 Form of application **and deposit.**

142
143 a. A recount application shall state in substance the basis of the belief that a mistake has been
144 made and shall identify the particular office or proposition for which the recount is to be held,
145 and shall state that the application is made by a defeated candidate for the office or by 10
146 qualified voters. The candidate or qualified voters making the application shall designate by
147 full name and mailing address two persons who shall represent the applicant during the
148 recount. Any person may be named representative, including the candidate or any person
149 signing the application. An application by 10 qualified voters shall also designate one applicant
150 as their point of contact. The application shall include each applicant's signature, and printed
151 full name and mailing address. [Ord. 14-15 § 2, 2014].

152
153 ~~4.45.030 Deposit.~~

154
155 ~~b. Unless exempted by subsection (b) of this section, the application shall include a deposit in~~
156 ~~cash or by cashier's check in the amount of \$250.00.~~ **The application shall include a deposit**
157 **for the amount listed in the most current City of Homer Fee Schedule.**

158
159 ~~b.c.~~ No deposit is required and the City shall bear the cost of the recount if:

- 160
161 1. The recount applicant is a defeated candidate and the difference between the number of
162 votes cast for the defeated candidate and any elected candidate was 20 or less; or
163
164 2. The recount applicants are 10 qualified voters, and the recount is of votes for either an office
165 where the difference between the number of votes cast for an elected candidate and a

166 defeated candidate was 20 or less, or a proposition where the difference between the number
167 of votes cast in favor of and in opposition to the proposition was 20 or less. [Ord. 14-15 § 2,
168 2014].

169

170 4.45.040 Date of recount – Notice.

171 If the Clerk determines that a recount application is substantially in the required form, the
172 Clerk shall fix the date for the recount, which shall be within seven calendar days after the
173 receipt of the recount application. The Clerk shall give each recount applicant and any directly
174 interested candidate or proposition sponsor notice of the time and place of the recount by
175 certified mail, electronic mail, or telephone. [Ord. 14-15 § 2, 2014].

176

177 4.45.050 Procedure for recount.

178 a. The canvass board shall perform the recount. In conducting the recount, the canvass board
179 shall review all ballots to determine which ballots or parts of ballots were properly marked,
180 and which ballots are to be counted in the recount, and shall check the accuracy of the original
181 count and all documentation provided by the election officials. The canvass board shall check
182 the number of ballots and questioned ballots cast against the registers and shall check early
183 and absentee ballots voted against the number of early and absentee ballots that were
184 distributed. The rules incorporated in HCC 4.25.090 shall be followed in counting hand-marked
185 ballots in the recount.

186

187 b. The ballots and other election materials shall remain in the custody of the Clerk during the
188 recount and the highest degree of care shall be exercised to protect the ballots against
189 alteration, mutilation or loss. The recount shall be completed within 10 calendar days. [Ord.
190 14-15 § 2, 2014].

191

192 4.45.060 Certification of recount result.

193 Upon completing the recount, the canvass board shall provide a report of the results of the
194 recount for submission to the Council, and the Council shall issue a certificate of the election.
195 [Ord. 14-15 § 2, 2014].

196

197 4.45.070 Return of deposit and apportionment of recount expenses.

198

199 ~~a. If the recount results in certification of election of a different candidate for an office or a~~
200 ~~different outcome of approval or rejection of a proposition than originally was certified, the~~
201 ~~entire deposit shall be refunded to the recount applicant.~~

202

203 ~~b. If the requirements in subsection (a) of this section for a total deposit refund are not met,~~
204 ~~the Clerk shall refund any excess of the deposit over the cost of the recount. If the cost of the~~
205 ~~recount exceeds the amount of the deposit, the City may recover the excess from any recount~~
206 ~~applicant, each of whom shall be individually liable for the amount of the excess. The cost of~~

207 the recount includes the compensation that the city pays to election officials and city staff for
208 working on the recount. [~~Ord. 14-15 § 2, 2014~~].

209
210 **a. If, upon recount, a different candidate or position on a proposition or question is**
211 **certified or if the vote on recount is 2 percent or more in excess of the vote originally**
212 **certified for the candidate or position on a proposition or question supported by the**
213 **recount application, the entire deposit shall be refunded to the recount application.**

214
215 **b. If the requirements in subsection (a) of this section for a total deposit refund are not**
216 **met, the Clerk shall refund any excess of the deposit over the cost of the recount. If the**
217 **cost of the recount exceeds the amount of the deposit, the City may recover the excess**
218 **from any recount applicant, each of whom shall be individually liable for the amount of**
219 **the excess. The cost of the recount includes the compensation that the city pays to**
220 **election officials and city staff for working on the recount.**

221
222 4.45.080 Appeal.
223 A candidate, proposition sponsor or recount applicant who is aggrieved by the result of a
224 recount or decision not to grant a recount may appeal the recount result or decision not to
225 grant the recount to the Superior Court. The appeal shall be filed within 10 calendar days of
226 final Council action certifying the election. If an appeal is not commenced within the 10-day
227 period, the election and the election result is conclusive and valid. [~~Ord. 14-15 § 2, 2014~~].

228
229 Section 4. Homer City Code 4.50 Election contest – Liability for expense is hereby
230 amended as follows:

231
232 4.50. Election Contest—~~Liability for expense~~

233
234 Sections:

235
236 4.50.010 ~~Grounds for election contest~~ **Grounds for election contest.**

237 **4.50.020 Notice of contest procedure**

238 **4.50.030 Appeal or judicial review**

239
240 4.50.010 Contest of election—~~Liability for expense.~~ **Grounds for election contest.**

241
242 Any candidate or 10 qualified voters who were qualified to vote on the election day may contest
243 the election ~~of any person or approval or rejection of any question or proposition.~~ Contest of
244 election shall be on one or more of the following grounds:

- 245
246 1. Malconduct, fraud, or corruption by an election official sufficient to change the
247 results of the election;
248 2. The person elected is not qualified under the law or the Homer City Code;

249 3. Existence of a corrupt election practice as defined by the laws of the State. **Any**
250 **corrupt practice as defined by law sufficient to change the results of the election.**

251
252 **4.50.020 Notice of contest procedure.**

253
254 **a. Notice of contest of an election shall be submitted in writing to the clerk by 5:00 p.m.**
255 **on the day of the certification of the election and shall include payment by cash, certified**
256 **check, or credit card for the amount listed in the most current City of Homer Fee**
257 **Schedule.**

258
259 **b. The notice of contest shall be filed in person and contain:**

260
261 **1. The election to be contested;**

262 **2. The specific grounds of the contest;**

263 **3. Documentation or evidence supporting the contest, if any;**

264 **4. The contact information of the representative who will receive communications**
265 **from the city regarding the contest; and**

266 **5. The legal name, residence address, contact information, and notarized**
267 **signature of each candidate or city voter who is an applicant.**

268
269 ~~b. The candidate or voters initiating a contest shall file a written affidavit with the City Clerk~~
270 ~~prior to certification of the election or shall appear before the City Council at the meeting held~~
271 ~~to certify the election returns and deliver a written notice of contest. The notice of contest shall~~
272 ~~specify the election being contested, shall state the grounds of the contest in detail, and shall~~
273 ~~bear the notarized signature of the candidate or the qualified voters bringing the contest.~~

274
275 **c. The notice shall include a deposit for the amount listed in the most current City of**
276 **Homer Fee Schedule.**

277
278 **d. Upon receipt of the notice to contest an election, the clerk shall submit it to the council.**
279 **The council shall order an investigation to be conducted. The clerk and city attorney shall**
280 **investigate the grounds of the contest and submit a report of findings to the council. The**
281 **clerk may request the canvass board, or additional personnel as necessary, assist with**
282 **the investigation. The council shall defer the certification of the contested election**
283 **results pending receipt of the report, but shall proceed with certification of all election**
284 **results that are not contested. Those contesting the election, those whose election is**
285 **contested and the public shall be allowed to attend all investigation proceedings.**

286
287 ~~e. Upon receiving a valid notice of contest, the City Council shall order such investigative~~
288 ~~action as it deems appropriate. If the contest involves voter eligibility, the Clerk and the City~~
289 ~~Attorney shall be ordered to investigate the allegations and report their findings to the City~~
290 ~~Council. If other illegal or irregular election practices are alleged to have occurred, the City~~

Strike-out is deleted language, **bold underline** is new language

291 Council shall order an investigation to be made by the City Manager with the assistance of the
292 Clerk and the Attorney. If the Clerk and Manager are both named in the contest, the Council
293 shall appoint an investigating board to conduct the required investigation. Those contesting
294 the election, those whose election is contested and the public shall be allowed to attend all
295 investigation proceedings.

296
297 **e. If the contest involves the eligibility of voters the council shall direct the clerk to**
298 **recheck the most current state registration lists. After considering the reports of the**
299 **investigating officials and any other proof, the council shall determine whether any**
300 **illegally cast votes could have affected the election results. If they could not have, the**
301 **council shall so declare and determine the election valid.**

302
303 **f. If the contest involves other prohibited election practices which are shown to have**
304 **taken place, the council, in certifying the election returns, shall exclude the vote of the**
305 **precincts where such practices occurred. If it is determined that such exclusion could not**
306 **affect the election results, the council shall declare the election valid and certify the**
307 **results pursuant to this title.**

308
309 **g. If the investigation determines election misconduct has occurred sufficient to change**
310 **the results of an election, a recommendation for remedy will be included in the**
311 **investigation report to the council.**

312
313 d. After considering the reports of the investigating officials and any other evidence presented,
314 the City Council shall determine whether the grounds for contest were valid and whether any
315 illegally cast votes could have affected the election results. If they could not have, the City
316 Council may so declare and uphold their previous action in declaring the election validly held.

317
318 e **h. Any person contesting an election as provided herein shall post a cash bond in the amount**
319 **of \$750.00 guaranteeing payment of the cost of contest as surety for such costs. If the recount**
320 **fails to reverse a result of the election or the difference between the winning and losing vote**
321 **on the result contested is more than two percent, the candidate or voters contesting the**
322 **election shall be individually and collectively liable for the whole amount of the expenses**
323 **incurred by the City in its investigation and deliberation of the election contest; otherwise, the**
324 **bond shall be refunded in full. [Ord. 95 1(S), 1995; Ord. 90 42(A) §§ 4, 5, 1990; Ord. 82 6 § 23,**
325 **1982].** **Should the contestant prevail with the election contest, the payment will be**
326 **refunded to the contestant. If the contest results in a recount, the contestants shall pay**
327 **all costs and expenses incurred in a recount of an election as provided by HCC 4.45.070.**

328
329 **4.50.030 Appeal or judicial review.**

330
331 **No person may appeal or seek judicial review of an election for any cause unless the**
332 **person has exhausted the administrative remedies before the council, and has**

333 **commenced an action in the Superior Court for the State of Alaska, Third Judicial District**
334 **at Homer, within 10 calendar days after the council has certified the election results. If**
335 **court action is not commenced within the 10-day period, the election and the election**
336 **results shall be conclusive, final, and valid.**

337
338 Section 5. This ordinance is of a permanent and general character and shall be included
339 in Homer City Code.

340
341 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ____ day of _____, 2021.

342
343 CITY OF HOMER

344
345 _____
346 KEN CASTNER, MAYOR

347
348 ATTEST:
349
350 _____
351 MELISSA JACOBSEN, MMC, CITY CLERK

352
353 YES:
354 NO:
355 ABSENT:
356 ABSTAIN:
357
358 First Reading:
359 Public Hearing:
360 Second Reading:
361 Effective Date:



Memorandum 21-093

TO: Mayor Castner and Homer City Council

FROM: Councilmembers Aderhold, Smith, and Hansen-Cavasos

DATE: June 10, 2021

SUBJECT: Updates to Title 4 (Elections) of Homer City Code related to candidate eligibility and contesting elections

From time to time, city council has opportunity to apply a rarely used section of Homer City Code. In that process we tend to find inconsistencies and have numerous questions to accurately and transparently follow process for city staff, council, and the public. Such was the case when city council experienced an election contest in fall 2019. Based on that experience, councilmembers Aderhold, Smith, Hansen-Cavasos met with City Clerk Jacobsen to review Title 4 Homer City Code related to elections. Our intent is to update, clarify, and improve processes related to candidate eligibility and processes for contesting an election.

Ordinance 21-35 revises several sections of Title 4:

- Section 4.10.040 related to candidate qualifications/eligibility is rewritten to better define the process used by the clerk's office to determine the eligibility of a candidate, the methods for disqualifying a candidate, and the process for a person to question the eligibility of a candidate and the clerk's response.
- Section 4.35.040 related to election certification is revised to clarify that in the event that a contest has been filed the city council should certify election results not in question.
- Section 4.45 related to election recount is amended in several subsections to clarify the process for a recount, particularly related to an application for a recount by a defeated candidate or qualified voters, the deposit required to apply for a recount, and the process for apportioning recount expenses.
- Section 4.50 related to contesting an election is extensively revised to lay out a clear process for a candidate or qualified voters who contest an election, councilmembers who apply the process, and city staff who conduct the investigation.

We welcome questions and discussion on this ordinance. We believe well written, transparent, and easy to follow election code is imperative for our city elections.

Recommendation: Introduce Ordinance 21-35 on June 14, discuss, and adopt on June 28.

ORDINANCE REFERENCE SHEET
2021 ORDINANCE
ORDINANCE 21-36

An Ordinance of the City Council of Homer, Alaska Adopting the Fiscal Years 2022 and 2023 Capital Budget.

Sponsor: City Manager

1. City Council Regular Meeting June 14, 2021 Introduction

Memorandum 21-101 from City Manager as backup

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

3 City Manager

4 **ORDINANCE 21-xx**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
7 ADOPTING THE FISCAL YEARS 2022 AND 2023 CAPITAL BUDGET.
8

9 THE CITY OF HOMER ORDAINS:

10
11 Section 1. Pursuant to the authority of Alaska Statutes Title 29, the following
12 appropriations are made for the fiscal year ending June 2022:
13

14 **Capital Projects Funds:**

15	General Fund Fleet CARMA (152)	\$461,000
16	General Fund CARMA (156)	\$454,300
17	Utility CARMA (256)	\$1,092,748
18	Port Fleet Reserves (452)	\$107,000
19	Port Reserves (456)	\$505,000
20	HART Roads (160)	\$2,332,168
21	HART Trails (165)	\$350,000
22	HAWSP (205)	\$884,536
23		
24	Total Capital Expenditures	\$6,186,752

25
26 Section 2. Pursuant to the authority of Alaska Statutes Title 29, the following
27 appropriations are made for the fiscal year ending June 2023:
28

29 **Capital Projects Funds:**

30	General Fund Fleet CARMA (152)	\$0
31	General Fund CARMA (156)	\$0
32	Utility CARMA (256)	\$0
33	Port Fleet Reserves (452)	\$0
34	Port Reserves (456)	<u>\$0</u>
35		
36	Total Capital Expenditures	\$0

37
38 Section 3. The following transfers be made into Fund 152, Account 0375:
39

40 Transfer from:

41 <u>Account No.</u>	<u>Description</u>	<u>Amount</u>
-----------------------	--------------------	---------------

43	152-0380	Admin	\$41,929
44	152-0381	Fire	\$120,128
45	152-0382	Police	\$19,756
46	152-0383	Public Works	\$72,700
47	152-0391	Insurance	\$139,818
48			
49	Transfer to:		
50	<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
51	152-0375	General	\$393,832
52			

53 Section 3. The amounts appropriated by this ordinance are appropriated to the
54 purposes stated in the adopted budget.

55
56 Section 4. This Ordinance is limited to approval of the Budget and appropriations for
57 Fiscal Year 2022 and 2023, is a non code Ordinance and shall become effective July 1, 2022.

58
59 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this xth day of June, 2021.

60
61 CITY OF HOMER

62
63
64
65 _____
66 KEN CASTNER, MAYOR

67 ATTEST:

68
69 _____
70 MELISSA JACOBSEN, MMC, CITY CLERK

71
72
73 AYES:

74 NOES:

75 ABSTAIN:

76 ABSENT:

77
78
79 First Reading:

80 Public Hearing:

81 Second Reading:

82 Effective Date:

83

84

85 Reviewed and approved as to form:
86
87 _____
88 Rob Dumouchel, City Manager
89
90 Date: _____
91

Michael Gatti, City Attorney

Date: _____



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum 21-101

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: June 14, 2021
SUBJECT: FY22/23 Capital Budget

A preview of the Capital Budget, broken down by funding source, was presented to Council at the May 24th meeting. After that meeting I completed one last round of review with staff before finalizing draft for introduction with the Finance Director. At the June 14th meeting, Council will be asked to introduce a Capital Budget ordinance which would then be on track for adoption at the June 28th meeting.

All capital project funding proposed in FY22/23 is carried by existing funds, no project slated for review and approval exceeds the current balances of the funding sources. The CARMA¹ Funds (152, 156, and 256) have sufficient existing funds to get a meaningful number of projects underway in FY22/23. A major goal of Administration in the project list put forward is to not fall behind in projects, fleet replacements, etc. because it will only exacerbate future needs. A concern is that the CARMA funds do not have new funds slated to refill them in the current draft operating budget, with the exception of approximately \$20,000 for Fleet CARMA. Administration believes that there is a very real chance sales tax revenues will greatly exceed forecasts which could provide surplus operating funds. The staff recommendation would be to prioritize the funding of CARMA accounts (or whatever vehicle Council chooses to use for future project funding) if those surplus funds materialize.

Table 1, at the end of this memo, includes a list of requested projects which were not included in the ordinance up for introduction. Projects were left out for various reasons such as: lack of available funds in the target funding source, a desire to wait and use a different funding source in the future (i.e. ADA projects to be funded via Alaska Community Assistance Program funds to be received in late FY22), or my belief that Council would prefer to handle a request individually instead of including it in the general Capital Budget package (i.e. HERC planning).

Accompanying the Capital Budget ordinance are a series of sheets containing the proposed capital projects which were approved for inclusion by the City Manager. These sheets are broken up by funding source (i.e. CARMA 156, Fleet CARMA 152, Port & Harbor Fleet 452, Port & Harbor Reserve 456, HART, & HAWSP). In the attached sheets you will see the following: current information, open encumbrances, requested projects, future fund activity, and proposed future state. See below for definitions/explanations of each section.

¹ CARMA = Capital Asset Repair & Maintenance Allowance

- **Current Information** – this section shows the funding source as it stands right now with its current fund balance, open encumbrances, and available balance.
- **Open Encumbrances** – this section shows projects previously approved by Council that still have unspent funds. Each project is shown with the department that requested the project, the ordinance approving the money, the applicable account number, and the amount of funds remaining. In some cases the project has not been started and the full value is remaining, in others the project is at a midway point and some money has been spent but there is more work to do with the remaining funds.
- **Requested Projects** – this section shows projects which have been sent to the City Manager by staff and approved for inclusion into the Capital Budget draft. Each project is shown with the requesting department, applicable account number, fiscal year*, and requested amount.
- **Future Fund Activity** – this section shows other expected movement within the funding source to include transfers, incoming sales tax, assessment revenue, and debt payments.
- **Proposed Future State** – this section shows how the funding source would shape up financially if all projects presented are approved by the Council and other spending and revenues occur as budgeted.

*Regarding fiscal years, staff made their requests for either FY22 or FY23. At this time I have chosen to show all requests in FY22. I’m doing this because there are a lot of disruptions in worldwide supply chains which could last months to years depending on the industry. We may find ourselves needing to order materials in FY22 to accomplish projects in FY23. I would like staff to have the flexibility to take advantage of opportunities as they arise to acquire capital items when they are available, which might not perfectly sync up with our fiscal years.

Table 1: Unfunded Capital Requests

Requested Source	Project Title	Requested Amount
General CARMA	Smoke Ejector Phase 2	\$14,000
General CARMA	Station 2 Fencing	\$15,000
General CARMA	Hornaday Park Parking Area	\$75,000
General CARMA	Dudiak Fishing Lagoon ADA Ramp & Retaining Wall Design	\$25,000
General CARMA	Dudiak Fishing Lagoon ADA Ramp & Retaining Wall Construction	\$250,000
General CARMA	Mural Program	\$8,000
General CARMA	Picnic Table Replacement Program	\$6,000
General CARMA	Hornaday Park Ballfield Renovation Program	\$20,000
General CARMA	HERC Strategic Plan	\$50,000
General CARMA	Airport Terminal Sidewalk & Other Enhancements	\$44,000
General CARMA	Airport Backup Generator	\$90,000
General CARMA	Airport Terminal Painting (Exterior)	\$21,000
Water CARMA, Sewer CARMA, HART Road	PW Campus Mitigation Plan	\$50,000
Water CARMA, Sewer CARMA, HART Road	PW Campus Mitigation Plan Implementation	\$5,000,000
General CARMA	Ionization Units in City Buildings	\$50,000
General CARMA	Citywide ADA Interior Signage and Restrooms	\$10,000
General CARMA	Parking Lot ADA Regrading Program	\$23,000

<i>General CARMA</i>	Parks ADA Transition Plan	\$30,000
<i>General CARMA</i>	Parks ADA Implementation	\$30,000
<i>Sewer CARMA</i>	Beluga Lift Station Final Design & Construction	\$900,000

Fleet CARMA - Fund 152*

Current Information

Account Name	Account #	Current Balance	Encumbrances	Available Balance
General	152-0375	\$ 532,320	\$ -	\$ 532,320
Admin	152-0380		\$ -	-
Fire	152-0381	\$ 95,000	\$ 95,000	-
PD	152-0382	\$ 65,000	\$ 65,000	-
PW	152-0383	\$ 342,800	\$ 342,800	-
Insurance	152-0391		\$ -	-
		<u>\$ 1,035,120</u>	<u>\$ 502,800</u>	<u>\$ 532,320</u>

*Assumes passage of Ord. 21-xx which reappropriates funds within 152

Open Encumbrances

Description	Requestor	ORD #	Acct #	Amount Remaining
Fleet Brush 1 Replacement	Fire	19-51(A)	152-0381	\$ 95,000
Patrol Vehicle Replacement	HPD	21-09	152-0382	\$ 65,000
Grader and Sanding Trucks	PW	19-51(A), 21-06	152-0383	\$ 342,800
				<u>\$ 502,800</u>

Requested Projects

Description	Requestor	Acct #	Fiscal Year	Requested Amount
Deputy Chief Cammand Unit	Fire	152-0375	FY22	\$ 87,000
Vehicle Lighting Upgrade	Fire	152-0375	FY22	\$ 18,000
Training Trailer Repair	Fire	152-0375	FY22	\$ 16,000
Two Patrol Vehicles	HPD	152-0375	FY22	\$ 120,000
Two Patrol Vehicles	HPD	152-0375	FY22	\$ 120,000
Replacement E-103 Bldg Maint Van	PW	152-0375	FY22	\$ 50,000
Replacement E-126 Bldg Maint Vehicle	PW	152-0375	FY22	\$ 50,000
				<u>\$ 461,000</u>

Future Fund Activity

Activity Description	FY22 Amount	FY23 Amount
Operating Budget Transfer	\$ 20,918	

Proposed Future State

Account Name	Acct #	Current Balance	Encumbrances	Future Activity	Projects	Available Balance
General	152-0375	\$ 532,320	\$ -	\$ 20,918	\$ 461,000	\$ 92,239
Admin	152-0380	\$ -	\$ -	\$ -	\$ -	-
Fire	152-0381	\$ 95,000	\$ 95,000	\$ -	\$ -	-
HPD	152-0382	\$ 65,000	\$ 65,000	\$ -	\$ -	-
PW	152-0383	\$ 342,800	\$ 342,800	\$ -	\$ -	-
Insurance	152-0391	\$ -	\$ -	\$ -	\$ -	-
		<u>\$ 1,035,120</u>	<u>\$ 502,800</u>	<u>\$ 20,918</u>	<u>\$ 461,000</u>	<u>\$ 92,239</u>

Fleet CARMA Ending FY23 Balance (Est.): \$ 92,239

General CARMA - Fund 156*

Current Information				
Account Name	Account #	Current Balance	Encumbrances	Available Balance
Art	156-0367	\$ -	\$ -	\$ -
Seawall	156-0369	\$ 30,987	\$ 4,404	\$ 26,583
Animal Shelter	156-0370	\$ -	\$ -	\$ -
General	156-0375	\$ 515,183	\$ -	\$ 515,183
City Hall	156-0384	\$ 11,838	\$ 11,838	\$ -
Park and Rec	156-0385	\$ 58,785	\$ 58,785	\$ -
Planning	156-0387	\$ 45,000	\$ 45,000	\$ -
Airport	156-0388	\$ -	\$ -	\$ -
Library	156-0390	\$ -	\$ -	\$ -
Fire	156-0393	\$ 270,800	\$ 270,800	\$ -
Police	156-0394	\$ 63,431	\$ 63,431	\$ -
PW	156-0395	\$ 120,000	\$ 120,000	\$ -
HERC	156-0396	\$ 176,881	\$ -	\$ 176,881
Fishing Hole	156-0397	\$ 110,165	\$ -	\$ 110,165
IT	156-0398	\$ 205,000	\$ 205,000	\$ -
Sister City	156-0399	\$ -	\$ -	\$ -
ADA	156-0400	\$ 48,060	\$ 48,060	\$ -
		\$ 1,656,129	\$ 827,318	\$ 828,811

*Assumes passage of Ord. 21-30 which reappropriates funds within 156

Open Encumbrances				
Description	Requestor	ORD #	Acct #	Amount Remaining
Seawall Maint	Seawall	20-01, 20-84	156-0369	\$ 4,404
Records Storage Improvements	Clerk	19-51(A)	156-0384	\$ 8,000
Finance Remodel	Finance	20-77	156-0384	\$ 3,838
Lawn Maint Equip	Parks	18-44(A)	156-0385	\$ 6,635
Ball Field Maint 1 of 6	Parks	19-51(A)	156-0385	\$ 20,000
Pioneer Ave Banners	Parks	19-51(A)	156-0385	\$ 10,000
Fire Rings	Parks	19-51(A)	156-0385	\$ 7,750
Fuel Island	PW	20-35(S)	156-0385	\$ 14,400
Spit Plan	Planning	19-51(A)	156-0387	\$ 25,000
Spit Parking	Planning	19-51(A)	156-0387	\$ 20,000
SCBA	Fire	19-51(A), 21-25	156-0393	\$ 260,000
Fuel Island	PW	20-35(S)	156-0393	\$ 10,800
Microwave link replacement phase 1	HPD	19-51(A)	156-0394	\$ 11,511
Cell phone replacement	HPD	19-51(A)	156-0394	\$ 12,320
Fuel Island	PW	20-35(S)	156-0394	\$ 39,600
Mattox Road Gas Line Relocation	PW	19-51(A)	156-0395	\$ 20,000
Fuel Island	PW	19-51(A)	156-0395	\$ 85,000
Hornaday Park Main Restroom Prelim Design	PW	19-51(A)	156-0395	\$ 15,000
Licensed Microwave WAN	IT	18-44(A)	156-0398	\$ 130,000
Departmental Servers	IT	19-51(A), 21-19	156-0398	\$ 75,000
Spit Handicap/ADA Vehicle Improvement	Harbor	19-51(A)	156-0400	\$ 34,560
Spit Handicapped Parking Paving	Harbor	21-20	156-0400	\$ 13,500
				\$ 827,318

Requested Projects				
Description	Requestor	Acct #	Fiscal Year	Requested Amount
Mariner Park Lagoon Maintenance	Parks	156-0375	FY22	\$ 6,000
Wayfinding Implementation	Parks	156-0375	FY22	\$ 20,000
Wayfinding Implementation	Parks	156-0375	FY22	\$ 20,000
Outdoor Screen	Parks	156-0375	FY22	\$ 6,000
Skatepark Upkeep	Parks	156-0375	FY22	\$ 10,000
Public Computer Replacement	Library	156-0375	FY22	\$ 40,000
Wi-fi Network Replacement	Library	156-0375	FY22	\$ 20,000
Videoconference System Replacement	Library	156-0375	FY22	\$ 7,000
Extrication Tool Upgrade	Fire	156-0375	FY22	\$ 72,000
Smoke Ejection Fans	Fire	156-0375	FY22	\$ 7,000
Thermal Imaging Camera	Fire	156-0375	FY22	\$ 20,000
Computer Aided Dispatch	HPD & Fire	156-0375	FY22	\$ 135,500
Email System Upgrade	IT	156-0375	FY22	\$ 30,000
Network Switches	IT	156-0375	FY22	\$ 32,000
Airport ADA - Restrooms, Fountain, etc.	PW	156-0375	FY22	\$ 14,400
City Hall ADA - Ramp	PW	156-0375	FY22	\$ 14,400
				\$ 454,300

Future Fund Activity		
Activity Description	FY22 Amount	FY23 Amount

Proposed Future State					
Account Name	Acct #	Current Balance	Encumbrances	Projects	Available Balance
Art	156-0367	\$ -	\$ -	\$ -	\$ -
Seawall	156-0369	\$ 30,987	\$ 4,404	\$ -	\$ 26,583
Animal Shelter	156-0370	\$ -	\$ -	\$ -	\$ -
General	156-0375	\$ 515,183	\$ -	\$ 454,300	\$ 60,883
City Hall	156-0384	\$ 11,838	\$ 11,838	\$ -	\$ -
Park and Rec	156-0385	\$ 58,785	\$ 58,785	\$ -	\$ -
Planning	156-0387	\$ 45,000	\$ 45,000	\$ -	\$ -
Airport	156-0388	\$ -	\$ -	\$ -	\$ -
Library	156-0390	\$ -	\$ -	\$ -	\$ -
Fire	156-0393	\$ 270,800	\$ 270,800	\$ -	\$ -
Police	156-0394	\$ 63,431	\$ 63,431	\$ -	\$ -
PW	156-0395	\$ 120,000	\$ 120,000	\$ -	\$ -
HERC	156-0396	\$ 176,881	\$ -	\$ -	\$ 176,881
Fishing Hole	156-0397	\$ 110,165	\$ -	\$ -	\$ 110,165
IT	156-0398	\$ 205,000	\$ 205,000	\$ -	\$ -
Sister City	156-0399	\$ -	\$ -	\$ -	\$ -
ADA	156-0400	\$ 48,060	\$ 48,060	\$ -	\$ -
		\$ 1,656,129	\$ 827,318	\$ 454,300	\$ 374,511

General CARMA Ending FY23 Balance (Est.): \$ 374,511

Utility CARMA - Fund 256

Current Information				
Account Name	Account #	Current Balance	Encumbrances	Available Balance
Water	256-0378	\$ 2,434,942	\$ 692,138	\$ 1,742,804
Sewer	256-0379	\$ 1,836,104	\$ 553,773	\$ 1,282,331
		<u>\$ 4,271,046</u>	<u>\$ 1,245,911</u>	<u>\$ 3,025,135</u>

Open Encumbrances				
Description	Requestor	ORD #	Acct #	Amount Remaining
1/2 of Utility Financial Mgmt	Water	21-03	256-0378	\$ 12,907
Betterments on East Hill	Water	21-15	256-0378	\$ 49,000
Raw Water Transmission Line Design	Water	21-18	256-0378	\$ 33,185
Commercial Meter Replacement	Water	19-41(A)	256-0378	\$ 80,000
Dredge for WTP	Water	19-41(A)	256-0378	\$ 10,000
Million Gallon Water Tank Aeration System	Water	20-56	256-0378	\$ 172,624
Tesoro Water Vault Upgrade	Water	20-56	256-0378	\$ 100,000
Raw Water Line Replacement Design	Water	20-56	256-0378	\$ 202,222
PRV Replacement West Trunk Line	Water	20-56	256-0378	\$ 25,000
Fuel Island	PW	20-35(S)	256-0378	\$ 7,200
1/2 of Utility Financial Mgmt	Sewer	21-03	256-0379	\$ 12,907
Engineering Beluga Lift Station	Sewer	21-01	256-0379	\$ 4,463
Betterments on East Hill	Sewer	21-15	256-0379	\$ 49,000
Launch Ramp Lift Station Enclosure	Sewer	19-44(A)	256-0379	\$ 13,386
Replace Deep Shaft Air Compressor	Sewer	20-57	256-0379	\$ 85,000
Upgrade SCADA for 7 Lift Stations	Sewer	20-57	256-0379	\$ 210,900
WWTP Digester Blowers	Sewer	20-57	256-0379	\$ 170,917
Fuel Island	PW	20-35(S)	256-0379	\$ 7,200
				<u>\$ 1,245,911</u>

Requested Projects				
Description	Requestor	Acct #	Fiscal Year	Requested Amount
Water Share of Ocean Drive SAD	Water	256-0378	FY22	\$ 52,606
DR 6000 UV VIS Spectrophotometer w/ RFID	Water	256-0378	FY22	\$ 9,276
Miox Chlorine Generator Cell Replacement	Water	256-0378	FY22	\$ 30,000
PR Station Hatch Improvement	Water	256-0378	FY22	\$ 35,279
Water Treatment Plant HVAC Control System Upgrade	Water	256-0378	FY22	\$ 55,955
East Trunk FPI Mag Flow Meter	Water	256-0378	FY22	\$ 9,000
Replacement Flow Meters at Main and Danview				
PR Station and East Road Monitor	Water	256-0378	FY22	\$ 15,000
Replacement of E-170 ToolCat	Water	256-0378	FY22	\$ 21,667
Replacement of E-161 CAT Loader	Water	256-0378	FY22	\$ 158,333
Replacement E-131 W/S Truck	Water	256-0378	FY22	\$ 15,000
Replacement E-130 Service Truck	Water	256-0378	FY22	\$ 26,667
Replacement of E-114 PW Truck	Water	256-0378	FY22	\$ 10,000
PW Campus Mitigation Plan	Water	256-0378	FY22	\$ 16,667
Computerized Maintenance Management System	PW	256-0378	FY22	\$ 23,333
Charles Street Sewer SAD - Design	Sewer	256-0379	FY22	\$ 55,000
Charles Street Sewer SAD - Construction	Sewer	256-0379	FY22	\$ 178,561
Influent Station Backup Pump	Sewer	256-0379	FY22	\$ 16,136
Safety Hoist for Lift Station & Other Underground Work	Sewer	256-0379	FY22	\$ 10,282
Sewer Inspection Camera	Sewer	256-0379	FY22	\$ 57,320
Repair Pond Liner at Sewer Treatment Plant	Sewer	256-0379	FY22	\$ 25,000
Replacement of E-170 ToolCat	Sewer	256-0379	FY22	\$ 21,667
Replacement of E-161 CAT Loader	Sewer	256-0379	FY22	\$ 158,333
Replacement E-131 W/S Truck	Sewer	256-0379	FY22	\$ 15,000
Replacement E-130 Service Truck	Sewer	256-0379	FY22	\$ 26,667
Replacement of E-114 PW Truck	Sewer	256-0379	FY22	\$ 10,000
PW Campus Mitigation Plan	Sewer	256-0379	FY22	\$ 16,667
Computerized Maintenance Management System	PW	256-0379	FY22	\$ 23,333
				<u>\$ 1,092,748</u>

Future Fund Activity		
Activity Description	FY22 Amount	FY23 Amount

Proposed Future State					
Account Name	Acct #	Current Balance	Encumbrances	Projects	Available Balance
Water	256-0378	\$ 2,434,942	\$ 692,138	\$ 478,783	\$ 1,264,021
Sewer	256-0379	\$ 1,836,104	\$ 553,773	\$ 613,966	\$ 668,366
		<u>\$ 4,271,046</u>	<u>\$ 1,245,911</u>	<u>\$ 1,092,748</u>	<u>\$ 1,932,387</u>

Utility CARMA Ending FY23 Balance (Est.): \$ 1,932,387

Port & Harbor Fleet - Fund 452

Current Information				
Fund Name	Fund #	Current Balance	Encumbrances	Available Balance
Harbor Fleet	452-0374	\$ 214,394		\$ 214,394

Open Encumbrances				
Description	Requestor	ORD #	Acct #	Amount Remaining
				\$ -

Requested Projects				
Description	Requestor	Acct #	Fiscal Year	Requested Amount
Port Maint. Plow Truck Replacement	Harbor	452-0374	FY22	\$ 35,000
Fire Cart Rebuild #5	Harbor	452-0374	FY22	\$ 25,000
Fish Dock Manlift Replacement	Harbor	452-0374	FY22	\$ 30,000
Port Maint. Mobile Welding Van	Harbor	452-0374	FY22	\$ 17,000
				\$ 107,000

Future Fund Activity			
Activity Description		FY22 Amount	FY23 Amount
Operating Budget Transfer		\$ 30,000	\$ 30,000
Net Activity		\$ 30,000	\$ 30,000

Proposed Future State				
Fund Name	Fund #	Current Balance	Encumbrances	Available Balance
Harbor Fleet	456-0380	\$ 214,394	\$ -	\$ 214,394
				FY22 Projects \$ (107,000)
				FY22 Net Activity \$ 30,000
				FY22 Ending Balance \$ 137,394
				FY23 Projects \$ -
				FY23 Net Activity \$ 30,000
				FY23 Ending Balance \$ 167,394

Port & Harbor Fleet Ending FY23 Balance (Est.): \$ 167,394

Port & Harbor Reserve - Fund 456

Current Information				
Account Name	Account #	Current Balance	Encumbrances	Available Balance
Harbor General	456-0380	\$ 1,808,815	\$ 75,300	\$ 1,733,515
Load and Launch	456-0380	\$ 280,180	\$ -	\$ 280,180
		<u>\$ 2,088,995</u>	<u>\$ 75,300</u>	<u>\$ 2,013,695</u>

Open Encumbrances				
Description	Requestor	ORD #	Acct #	Amount Remaining
Ramp 3 Parking Lot Drainage Improvement	Harbor	18-44(A)	456-0380	\$ 24,500
Fuel Island Replacement	PW	20-35(S)	456-0380	\$ 19,800
Commercial Barge Ramp Improvement	Harbor	19-51(A)	456-0380	\$ 6,000
Spit Plan (50%, shared with Planning)	Harbor	19-51(A)	456-0380	\$ 25,000
				<u>\$ 75,300</u>

Requested Projects				
Description	Requestor	Acct #	Fiscal Year	Requested Amount
Deep Water Dock Security Gate	Harbor	456-0380	FY22	\$ 10,000
Fish Grinder Building Replacemtn Design	Harbor	456-0380	FY22	\$ 15,000
Fish Carcass Trailer	Harbor	456-0380	FY22	\$ 15,000
Harbor Basin Pile Cathodic Protection	Harbor	456-0380	FY22	\$ 200,000
Harbor Office ADA Entry Door Improvements	Harbor	456-0380	FY22	\$ 10,000
Camera System Design Ramps 1-5	Harbor	456-0380	FY22	\$ 20,000
Electrical Meter Replacement Inventory	Harbor	456-0380	FY22	\$ 5,000
Fish Grinder Building Replacement	Harbor	456-0380	FY22	\$ 100,000
System 5 Re-float Engineering	Harbor	456-0380	FY22	\$ 15,000
Electrical Pedestal Replacement EE Float	Harbor	456-0380	FY22	\$ 10,000
Crane 4 Rebuild	Harbor	456-0380	FY22	\$ 90,000
Fish Carcass Trailer	Harbor	456-0380	FY22	\$ 15,000
				<u>\$ 505,000</u>

Future Fund Activity			
Activity Description	FY22 Amount	FY23 Amount	
Operating Budget Transfer - Harbor General	\$ 636,889	\$ 641,589	
Operating Budget Transfer - Load and Launch	\$ 34,201	\$ 32,486	
Net Activity	\$ 671,090	\$ 674,075	

Proposed Future State				
Account Name	Account #	Current Balance	Encumbrances	Available Balance
Harbor General	456-0380	\$ 1,808,815	\$ 75,300	\$ 1,733,515
			FY22 Projects	\$ (505,000)
			FY22 Net Activity	\$ 671,090
			FY22 Ending Balance	\$ 1,899,605
			FY23 Projects	\$ -
			FY23 Net Activity	\$ 674,075
			FY23 Ending Balance	\$ 2,573,680
Load and Launch	456-0380	\$ 280,180	\$ -	\$ 280,180
			FY22 Projects	\$ -
			FY22 Net Activity	\$ 34,201
			FY22 Ending Balance	\$ 314,381
			FY23 Projects	\$ -
			FY23 Net Activity	\$ 32,486
			FY23 Ending Balance	\$ 346,867

Port & Harbor Reserve Ending FY23 Balance (Est.): **\$ 2,920,547**

HART Roads

Current Information					
Fund Name	Fund #	Current Balance	Encumbrances	Available Balance	
HART Roads	160	\$ 6,577,591	\$ 1,082,073	\$ 5,495,518	

Open Encumbrances				
Description	Requestor	ORD #	Acct #	Amount Remaining
Ground Water Research	PW	Ord 21-16(A)	160-	\$ 50,000
Design Betterment - Main Street	PW	Ord 21-12	160-	\$ 12,700
Woodard Creek	PW	20-40(A), 21-08	160-0779	\$ 412,526
Small Works Road Program	PW	20-33	160-0780	\$ 133,909
Drainage Management Plan	PW	20-31(S)	160-0781	\$ 90,000
Main Street	PW	20-32	160-0782	\$ 28,106
Horizon Court Road Repair	PW	20-58, 20-61(A)(S)	160-0783	\$ 8,337
Mt Augustine Surface Water	PW	20-85	160-0784	\$ 89,828
Homer Soil and Water Contract	PW	20-52	160-0785	\$ 25,000
Fuel Island Replacement	PW	20-35(S)	160-	\$ 81,000
Small Works Drainage	PW	20-34	160-0786	\$ 106,150
Wayfinding-Streetscape Plan	PW	19-54(S-2)(A-2)	160-0375	\$ 25,000
Hornaday Improvements	PW	18-37, 19-36	160-0777	\$ 19,517
				<u>\$ 1,082,073</u>

Requested Projects				
Description	Requestor	Acct #	Fiscal Year	Requested Amount
Grind and Pave Program	PW		FY22	\$ 177,895
Road Base Reconstruction Program	PW		FY22	\$ 240,000
Small Works Road Repair Program	PW		FY22	\$ 70,000
Snow Storage Lots	PW		FY22	\$ 20,000
Small Works Drainage Repair Program	PW		FY22	\$ 25,000
Fuel Island Replacement - Design	PW		FY22	\$ 20,000
Road's Share of the Ocean Dr. SAD	PW		FY22	\$ 52,606
Main Street Sidewalk - Construction	PW		FY22	\$ 1,100,000
Ben Walters Way Sidewalk Design & Survey	PW		FY22	\$ 100,000
Hornaday Park Road Realignment	PW		FY22	\$ 120,000
Small Works Drainage Repair Program	PW		FY22	\$ 25,000
Mt Augustine Drainage Improvement Construction	PW		FY22	\$ 100,000
Replacement of E-170 ToolCat	PW		FY22	\$ 21,667
Replacement of E-161 CAT Loader	PW		FY22	\$ 158,333
Replacement E-130 Service Truck	PW		FY22	\$ 26,667
Replacement of E-114 PW Truck	PW		FY22	\$ 10,000
PW Campus Mitigation Plan	PW		FY22	\$ 16,667
Ground Water Research	PW		FY22	\$ 25,000
Computerized Maintenance Management System	PW		FY22	\$ 23,333
				<u>\$ 2,332,168</u>

Future Fund Activity			
Activity Description	FY22 Amount	FY23 Amount	
Sales Tax (Budgeted)	\$ 1,322,458	\$ 1,366,100	
Assessment Revenue	\$ 78,834	\$ 78,834	
Transfer to General Fund (ORD 17-40(A))	\$ (818,364)	\$ (849,077)	
Net Activity	\$ 582,928	\$ 595,858	

Proposed Future State				
Fund Name	Fund #	Current Balance	Encumbrances	Available Balance
HART Trails	160	\$ 6,577,591	\$ 1,082,073	\$ 5,495,518
				FY22 Projects \$ (2,332,168)
				FY22 Net Activity \$ 582,928
				FY22 Ending Balance \$ 3,746,278
				FY23 Projects \$ -
				FY23 Net Activity \$ 595,858
				FY23 Ending Balance \$ 4,342,136

HART Roads Ending FY23 Balance (Est.): \$ 4,342,136

HART Trails

Current Information

Fund Name	Fund #	Current Balance	Encumbrances	Available Balance
HART Trails	165	\$ 767,033	\$ 73,208	\$ 693,825

Open Encumbrances

Description	Requestor	ORD #	Acct #	Amount Remaining
Small Works	PW	20-36	165-0926	\$ 26,960
Wayfinding Streetscape	PW	19-54(S-2)(A-2)	165-0928	\$ 24,848
Woodard Creek/Fairview Trails	PW	19-36	165-	\$ 1,500
Poopdeck Rehab/ADA Parking Area	PW	19-29	165-	\$ 13,900
ADA Accessible Trail	PW	19-28	165-	\$ 6,000
				\$ 73,208

Requested Projects

Description	Requestor	Acct #	Fiscal Year	Requested Amount
Replacement of E-129 Parks Truck	PW		FY22	\$ 30,000
Replacement E-120 Parks Truck	PW		FY22	\$ 30,000
Replacement of E-107 Parks Truck	PW		FY22	\$ 30,000
Replacement of E-101 Parks Truck	PW		FY22	\$ 30,000
Small Works Trails Maintenance	PW		FY22	\$ 10,000
Small Works Trails Maintenance	PW		FY22	\$ 10,000
Hornaday Park - New Pedestrian Access Trail Construction	PW		FY22	\$ 150,000
Fairview Ave Trail - East - Design	PW		FY22	\$ 30,000
Fairview Ave Trail - West - Design	PW		FY22	\$ 30,000
				\$ 350,000

Future Fund Activity

Activity Description	FY22 Amount	FY23 Amount
Sales Tax (Budgeted)	\$ 146,940	\$ 151,789
Transfer to General Fund (ORD 17-40(A))	\$ (41,706)	\$ (41,706)
Net Activity	\$ 105,234	\$ 110,083

Proposed Future State

Fund Name	Fund #	Current Balance	Encumbrances	Available Balance
HART Trails	165	\$ 767,033	\$ 73,208	\$ 693,825
			FY22 Projects	\$ (350,000)
			FY22 Net Activity	\$ 105,234
			FY22 Ending Balance	\$ 449,059
			FY23 Projects	\$ -
			FY23 Net Activity	\$ 110,083
			FY23 Ending Balance	\$ 559,142

HART Trails Ending FY23 Balance (Est.): \$ 559,142

HAWSP

Current Information

Fund Name	Fund #	Current Balance	Encumbrances	Available Balance
HAWSP	205	\$ 2,901,343	\$ 625,867	\$ 2,275,476

Open Encumbrances

Description	Requestor	ORD #	Acct #	Amount Remaining
Ground Water Research	PW	21-16(A)	205-	\$ 50,000
Betterment - Tasmania Ct Water/Sewer SAD	PW	21-11	205-	\$ 88,569
Alder Lane Water Improvement	PW	20-83	205-	\$ 253,193
Tasmania Court Water Improvement	PW	20-68	205-	\$ 234,105
				\$ 625,867

Requested Projects

Description	Requestor	Acct #	Fiscal Year	Requested Amount
Hornaday Park Restroom Replacement	PW		FY22	\$ 300,000
Hornaday Park W/S Line Replacement	PW		FY22	\$ 25,000
Bishop's Beach Restroom Replacement Design	PW		FY22	\$ 25,000
Bishop's Beach Restroom Replacement Construction	PW		FY22	\$ 400,000
Charles Street Water SAD - Design	PW		FY22	\$ 15,000
Charles Street Water SAD - Construction	PW		FY22	\$ 69,536
Ground Water Research	PW		FY22	\$ 50,000
				\$ 884,536

Future Fund Activity

Activity Description	FY22 Amount	FY23 Amount
Sales Tax (Budgeted)	\$ 1,469,398	\$ 1,517,889
Assessment Revenue	\$ 481,370	\$ 481,370
Debt Payment	\$ (989,387)	\$ (977,981)
Net Activity	\$ 961,381	\$ 1,021,278

Proposed Future State

Fund Name	Fund #	Current Balance	Encumbrances	Available Balance
HART Trails	165	\$ 2,901,343	\$ 625,867	\$ 2,275,476
			FY22 Projects	\$ (884,536)
			FY22 Net Activity	\$ 961,381
			FY22 Ending Balance	\$ 2,352,321
			FY23 Projects	\$ -
			FY23 Net Activity	\$ 1,021,278
			FY23 Ending Balance	\$ 3,373,599

HAWSP Ending FY23 Balance (Est.): \$ 3,373,599



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: June 10, 2021
SUBJECT: City Manager's Report for June 14, 2021 Council Meeting

FY22/23 Budget

The operating budget ordinance is up for public hearing at this Council meeting, and the capital budget is set to be introduced. Both budgets remain on track for approval before the end of the 2021 fiscal year on June 30th. Behind the scenes, we've also been working with our auditors to complete the FY20 audit. The auditors spent time on site during the first two weeks of June working with Finance staff to do their reviews.

As we near the end of the budget process for FY22/23, I wanted to remind the Council that there is a whole series of Finance-related items I want to begin to evaluate and improve in the first half of FY22. These items include: a review of CARMA and a policy discussion on the CARMA subaccounts; a staff review of our existing software and alternative options for the future; a total overhaul of reporting methods and mechanisms; and an interdepartmental review of finance-related processes to include procurement. I believe there are a lot of gains that can be made through the mindful analysis of our various systems and processes. With the two-year budget approved and the FY20 audit nearing completion, it will become significantly easier for staff to dedicate time to these endeavors (although please keep in mind we are immediately jumping into another audit for FY21). At the same time, we will continue to work on planning with an eye to the future for capital and fleet needs. Departments/Divisions like Public Works and IT have been working on multi-year planning documents to quantify their needs for the future and make it easier for Administration to make recommendations to Council when programming available funds.

Site Visit with Army Corps of Engineers at Port & Harbor

Colonel Delarosa, Commander of the U.S. Army Corps of Engineers Alaska District, and Randall Bowker, Director of Programs and Project Management, visited with myself and Harbormaster Hawkins on June 3rd. This was the Colonel's second visit with us since taking command in August of last year. We had an in-depth discussion about the port and the proposed expansion project and toured port facilities.

Seawall Update

Construction on the seawall armor rock revetment project is complete and the work was accomplished well under the budget. Attached to this report is a memo from Public Works Director Keiser providing an update on the project's status.

Friends of the Homer Skate Park

Forward progress is being made on upgrades to the Homer Skate Park. Thanks to the Homer Foundation who recently agreed to be the fiscal sponsor for the project, Friends of the Homer Skate Park’s fundraising efforts have begun. Their goal is to raise \$25,000 to purchase two pre-manufactured half pipe features to donate to the City. The City will then install the features at the Skate Park. We appreciate partnering with these community organizations to improve recreational opportunities in Homer.

If you would like make a donation, you may do so online at homerfoundation.org. Use the “donate now” button and select Homer Skatepark Revitalization from dropdown menu. You can also donate by mailing a check to the Homer Foundation at PO Box 2600, Homer AK. 99603, with Skatepark Revitalization in memo line.

Wayfinding & Streetscape Update

Peter Briggs of Corvus Design was in Homer on June 9 and 10 to begin the planning and design process for Homer’s Wayfinding and Streetscape Plan. During these two ‘Discovery Days’, Peter moved through Homer to gather information and explore the opportunities and challenges for the project. Community members were invited to join Peter on the tour to give input and offer ideas for the plan. I was able to join for a wonderful community discussion at Bishops Beach. If you were unable to attend the discussions and site visits, you can still comment on the project at <https://homerwayfinding.bolgspot.com/> or by emailing office@corvus-design.com with the subject line "Homer Wayfinding and Streetscape."



Fees Update

At a recent meeting, City Clerk Jacobsen had indicated that she would be drafting an ordinance to amend City Code to remove references to specific fees and move the fees into the Fee Schedule. Code sections that related to fees would be modified to read something to the effect of “As stated in the City of Homer Fee schedule”. She, and Deputy Clerk Tussey, have completed a review of code and found some instances that require further research and collaboration with other departments. We anticipate that an ordinance will be ready for introduction in August or September.

Employee Update

Welcome to Sean Love, our newest Maintenance Technician at the Water/Wastewater Treatment Plant. Sean moved from Oklahoma to Alaska with his family in 2016 and is happy to call Homer, home.



COVID-Related Updates

COVID Risk Status

On March 30th I moved the City from the “Orange” to “Yellow” level on our COVID risk framework. The City remains in yellow status after the most recent review completed on April 19th. On April 26th, I directed a limited opening of City Hall and the Library. On May 13th the Center for Disease Control (CDC) released new guidance which allows for fully vaccinated individuals to stop masking both outdoors and indoors. Working with staff, we created new guidelines for City staff based on the CDC guidance. Masks are still required for the public in City facilities. Staff is still required to be masked when interfacing with the public. Staff will, however, be able to relax masking standards in their work spaces.

Enclosures:

1. June Employee Anniversaries
2. Memo – Update on Homer Seawall Armor Rock Revetment Project



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Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Andrea Browning
DATE: June 14, 2021
SUBJECT: June Employee Anniversaries

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

Levi Stradling	Public Works	19	Years
Melissa Jacobsen	Clerks	17	Years
Mike Illg	Admin	15	Years
Rachel Tussey	Clerks	10	Years
Mike Szocinski	Public Works	9	Years
Jessica Poling	Police	4	Years
Bethany Christman	Public Works	2	Years
Russell Anderson	Public Works	2	Years
James Tingley	Public Works	1	Year
Winifred Shigley	Police	1	Year
James Young	Port	1	Year



Memorandum

TO: Rob Dumouchel, City Manager
FROM: Janette Keiser, PE, Director of Public Works
DATE: April 20, 2021
SUBJECT: Update on Homer Seawall Armor Rock Revetment Project

Issue: The purpose of this Memorandum is to provide an update on the Seawall Armor Rock Revetment Project.

Background:

Question: Is the project complete?

Answer: Yes. The work is finished. The last thing we need, to close out the contract with Psenak Construction LLC, is the Certificate of Completion from the AK Department of Labor. Last we heard, this is pending review.

Q: Was the final contract amount within budget?

A: Yes. Resolution 20-092(A) approved the Special Assessment District and established the budget in the amount of \$945,661. Here's how the final costs compare with the budgeted costs:

	Budget	Final
• Pre-construction – Survey, Design	\$ 42,571 ¹	\$ 52,292.22 ²
• Construction Contract	\$570,518	\$ 573,518.00 ³
• Allowance for add'l armor rock (to 1' tolerance)	\$279,072	\$ 84,429.50 ⁴
• Inspection	\$ 28,500	\$ 26,020.00
• Maintenance of existing wall	<u>\$ 25,000</u>	<u>\$ 20,198.60⁵</u>
	\$945,661 ⁶	\$ 756,458.32

¹ The original design contract authorized by Ordinance 20-30(A) was \$47,484.

² This includes \$9,721 for the initial Study, which led to the Armor Rock Revetment Project. The ADEC has approved including the cost of the study in the ADEC financing.

³ A change order was issued in the amount of \$3,000 for the purpose of integrating rock, which had been acquired by one of the property owners and placed against the existing seawall, into the revetment's design cross-section.

⁴ Psenak was able to stay within the neat line of the design cross-section more tightly than we expected.

⁵ Most of this involved filling in "sink holes" on the top of the wall with filter fabric, rock spalls and dredge spoils.

⁶ This amount was authorized by Resolution 20-096 to be financed through the ADEC loan.

Q: Is the revetment working as intended?

A: Yes. The purpose of the revetment was to absorb wave energy and protect the toe of the existing seawall. Property owners have observed the intensity of wave action against the revetment is less than it was against the seawall. Further, while some of the smaller rocks moved around after a big storm, the basic structure of the revetment remained intact. The project was visited by Ronny McPhersen, the coastal engineer who was on the HDR design team, who said he was very pleased with the revetment's performance.

Q: What do you mean "rocks moved around"? Is that normal?

A: Yes – it's normal. Ronny McPhersen referred to the revetment as a "living structure", which will shift as the various pieces of rock reach equilibrium. For example, some of the larger rocks have flat surfaces. If a smaller rock is placed on that flat surface, the smaller rock could slide off and land on the beach. Some of the property owners noticed this happened to multiple pieces of rock along the face of the revetment and became concerned.

Q: What happened?

A: We asked Ronny McPhersen to inspect the revetment to make sure it still had integrity. Plus, we commissioned East Road Services to do some maintenance work; that is, to pick the strayed rocks off the beach and re-lodge them into the revetment.

Q: Why wasn't this done by the original contractor, Psenak Construction?

A: At the time we noticed this, Psenak had finished its work and had demobilized. Further, this was not a warranty issue. We had been surveying Psenak's work as the revetment was built. These surveys documented that the rock Psenak placed complied with the specified design dimensions. Psenak submitted test reports, documenting that the rock complied with density and size specifications. Ronny McPhersen opined that moving the rocks around was the kind of maintenance work we could expect to do.

Q: When will Council be asked to finalize the assessment roll?

A: We expect to recommend a final assessment roll in late July.

Q: Can we reduce the maintenance assessment mil rate?

A: We expect to recommend a reduction to the maintenance assessment rate at the same time we recommend the final assessment roll.

**CITY OF HOMER
HOMER, ALASKA**

City Manager/City Planner

RESOLUTION 21-044

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE COMMUNITY DESIGN MANUAL.

WHEREAS, The City Council adopted the Community Design Manual (CDM) for the City of Homer with Resolution 04-34; and

WHEREAS, The City Council adopted amendments to the Community Design Manual with Resolution 09-04; and

WHEREAS, Chapter 4 of the 2018 City of Homer Comprehensive Plan, Goal 3-A-2 states: "Provide a clear and predictable approval process for every development including organizing project review and permitting and providing appropriate staff review;" and

WHEREAS, The CDM has been largely unedited since its adoption in 2004, and with recent reviews it has become clear that editing and streamlining of the document and policies is needed to better facilitate a clear and predictable approval process; and

WHEREAS, It is the goal of the Planning Commission to create a better organized, clear, and up to date document; and

WHEREAS, The Homer Planning Commission has held 8 meetings working on these amendments and conducted a public hearing on May 19, 2021.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the amended the Community Design Manual.

PASSED AND ADOPTED by the Homer City Council this 14th day of June, 2021.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal note: N/A



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Memorandum Pl 21-06

TO: HOMER PLANNING COMMISSION
FROM: RICK ABOUD, AICP, CITY PLANNER
DATE: MAY 28, 2021
SUBJECT: PROPOSED AMENDMENT TO THE COMMUNITY DESIGN MANUAL (CDM)

Introduction: The CDM was adopted in 2004, and in subsequent years has had very few amendments. As the Planning Department and Commission have gained experience using the CDM, we have found some items particularly challenging when applied to various development proposals. Proposed amendments to the CDM include; applicability to additions, elimination of redundant language already adopted in code, applicability of style guidance (found be supporting or discouraging styles that may be considered 'outdated'), clarification of requirements, usability, and organization of the document.

History: Starting in November, the Planning Commission began the review proposed updates to the manual. The review was broken down to small chunks of the manual and was a subject at eight meetings. Thoughts and comments were sought from the Economic Development Commission (EDC). The backup material includes underlined and strike out format of the proposed changes along with staff comments.

Analysis: The proposed amendment to the CDM is intended to create a friendlier document for both the staff and applicant. The updated document is easier for applicants to use and should not conflict with other adopted standards.

Recommendation: The Homer Planning Commission, with unanimous consent, recommends that the City Council approve a resolution adopting the amended Community Design Manual.

Attachments:

Draft resolution
Amended Community Design Manual
Staff reports & minutes



Resolution 21-XX

CITY OF HOMER COMMUNITY DESIGN MANUAL

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Introduction

The scenic beauty of Kachemak Bay is an Alaskan natural treasure. As an area dependent on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors. This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

The Design Review process allows for early discussion of a proposed project's design and how modifications can result in more attractive design. As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

Applicability

The extent of design review varies according to the location and type of development. Sections applicable to the Town Center, Gateway Business District and the Scenic Corridor Overlay zoning districts are prescribed within the zoning code for those districts. Applicability of each chapter of the CDM when not required within a specific zoning district, is stated at the beginning of each chapter.

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, or (b) the alternative design meets the intent of the general requirement, or (c) reasonably meets the intent of the CMD when considering the constraints of the building site, building use, or excessive material costs.

Design Review Options

The City of Homer encourages a creative approach to design by providing a flexible review standard. Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

Design Review Goals

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity. Quality design is more important than strict conformance with the CDM.
2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, in keeping with the scale of the remodel.
3. Provide an objective basis for decisions which address the visual impact of the City's future growth.
4. Increase public awareness of design issues and options.
5. Support green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces.

Design Review Application Requirements

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

1. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.
- b. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- c. Color Palette. A color palette of the building's exterior including roof, siding and trim.

2. Site Plan Review

- a. Site plans and information in conformance with HCC 21.73.020, and when required by code, 21.73.030.
- b. Screening details. Details on how all mechanical and utility equipment will be screened.
- c. Fencing Details. Color, type and appearance of all fencing and screening materials.

3. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.

Chapter 1. Architecture

A sense of place cannot be achieved with a single building. It is the cumulative effect of each building and their relationship to surrounding buildings that creates rhythm and pattern and defines scale in the city's streetscapes. Homer aspires to have a built environment of universal and timeless quality with visual interest. The following design standards will help to achieve this.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts, to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District, and to other districts as required by City Code.

The sections in this chapter include:

- A. The Building and its Setting**
- B. Hierarchy in Building Design**
- C. Prominent Facades**
- D. Siding and Trim**
- E. Color**
- F. Roofing Material**
- G. Building Lighting**
- H. Miscellaneous Architectural Devices**
- I. Parking Garages**

A. THE BUILDING AND ITS SETTING

Buildings shall be designed to reflect the natural conditions of the site and shall include design elements which visually "anchor" the building to the site:

- 1. Incorporate building design elements into landscaped areas.** Without some form of transition between the ground and the building wall, structures can appear to be unrelated to, rather than part of, the site. This is especially true of stand-alone buildings in large open spaces. By extending secondary structural elements from the building out into the site, a transition between the ground and the building wall can be achieved. Low walls, stairs, walkways, or small plazas, for example, can help anchor and transition the building to the site.
- 2. Respect natural topography.** Buildings shall be designed to fit natural slopes rather than forcing the slope to fit a particular building design. Buildings shall be designed with both up-hill and downhill floor plans if the site involves significant slopes. Minimize cut and fill by developing designs which complement and take advantage of natural

topography. Sloped lots may require terraced parking lots and multi-level buildings designed to follow the slope.



ACCEPTABLE



UNACCEPTABLE

STRUCTURE SHOULD BE DESIGNED TO FIT NATURAL SLOPES.

AVOID SIGNIFICANT REGRADES BY SELECTING DESIGNS WHICH FIT NATURAL TOPOGRAPHY.

3. In the Scenic Gateway Overlay District changes to slopes can be made to maintain views.

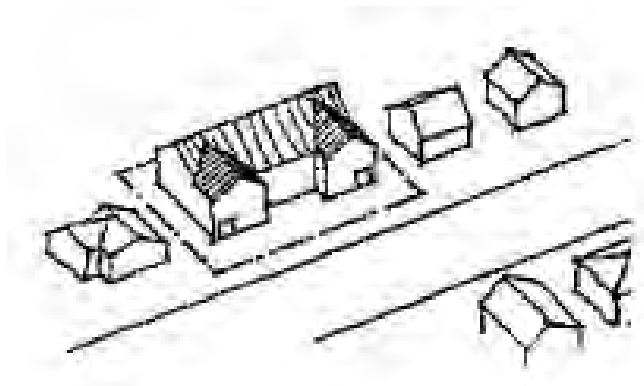
B. HEIRARCHY IN BUILDING DESIGN

Visual interest in the urban-scape can be achieved through a hierarchical approach to design. For example, strategically located structures, architectural elements, or site amenities designed as focal points create a visual "draw" and suggest a point of activity. These serve also as a reference point for all subordinate structures. This concept is particularly applicable to large parcels with multiple structures. Multiple "carbon-copy" buildings provide no visual hub and shall be avoided.

1. **Design primary structure as a focal point.** Primary structures are those which serve as a visual draw to a site. Primary structures shall be included on all commercial sites with more than one building, on commercial sites with a one or more multiple tenant buildings. Primary structures shall be designed as follows:
 - a. Primary structures shall be the focal point of development.
 - b. Primary structures shall include a prominent entrance. The entrance may be defined by a projecting porch or portico or a clearly defined doorway designed as a focal point, in the facade design.
2. **Include area for outdoor leisure for Primary Structure.** Primary structures shall incorporate either a prominent portico or plaza which is visible to the public and useable to customers or clients. Its size shall be at least 10% of the main level interior floor area. It must be incorporated into the building design. (This may or may not be the prominent entrance described above and may be applied toward

requirement for a commercial common area described on page 2-2 (site design chapter).

3. **Incorporate multiple tenant spaces into hierarchy of building design.** Required facade and height variation will provide some degree of hierarchy in a building's design. Where possible, facade and height variation should reflect the location of individual tenant spaces.
4. **Provide a common architectural treatment to all buildings on the same parcel or which are part of the same development.** In order to provide an overall pleasing development, all buildings shall employ a complimentary architectural style and finish.
5. **Integrate secondary structures as support buildings.** Secondary structures may be much simpler in design and still provide interest to the site plan or streetscape. Architectural interest is of less importance with secondary structures but they must meet all other design criteria for commercial buildings.
6. **Reflect mass and scale of adjacent structures.** Structures shall reflect the mass and scale of adjacent structures. If a larger structure is built next to a smaller structure, it must include projections in the facade which approximate the smaller structure's massing.



The projections in the facade of this larger building appropriately reflects the scale and spacing of the adjacent structures

7. **In the Scenic Gateway Overlay District-** In addition to the above, building placement and scale will be set to foster a village type of feel. Several buildings or the use of modulation and design elements that give the appearance of smaller street frontages are favored over single building masses with large monolithic faces visible along street frontages.

C. PROMINENT FACADES

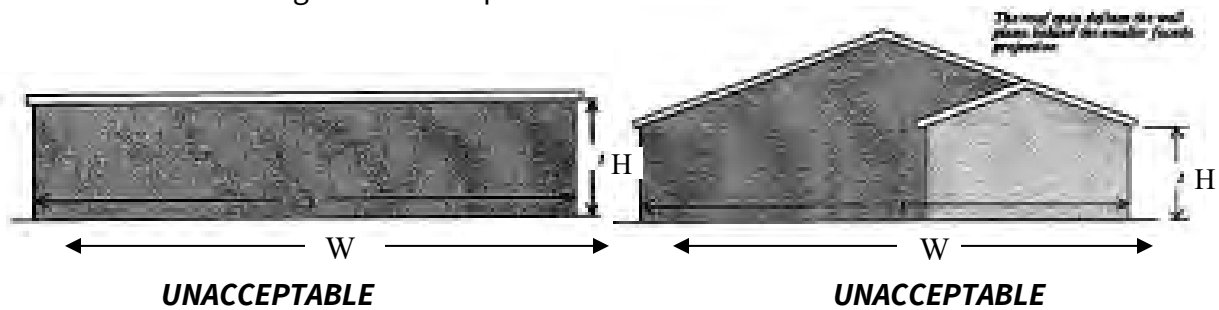
Prominent facades are defined as all building facades visible from arterials, and activity centers, and also facades which face the road(s) providing primary access to the building's site. The 'back' of a building, which may have loading areas or employee entrances, is not a prominent façade unless it meets one of the prior circumstances. Prominent facades may not be sterile wall planes void of architectural interest. They shall be detailed with added relief, shadow lines, and visual depth unless screened with landscaping. Prominent facades, whether the front, side or rear of the building, are subject to full design review and shall comply with all design criteria stated herein unless full on-site screening by vegetation can be achieved within 3 years.

1. **Provide consistent architectural interest to all prominent facades.** All prominent facades shall meet the following requirements.

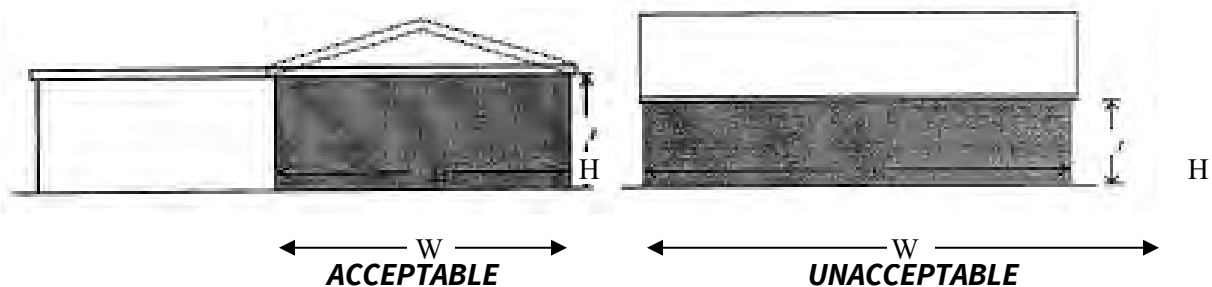
- a. Prominent facades shall not be blank walls.
- b. Prominent facades shall reflect the same design and detailing which typify the building's front including roof design, window proportion, facade variation, and building materials.
- c. Prominent facades may not be concealed behind high walls or privacy fences. Lower fences and walls not exceeding 3 feet in height are acceptable.

2. Building Scale and Mass

a. **Avoid long, low wall planes.** Prominent facades shall have no wall plane wider than 2.5 times the height of the wall plane.



Height/Width proportions apply with or without gable

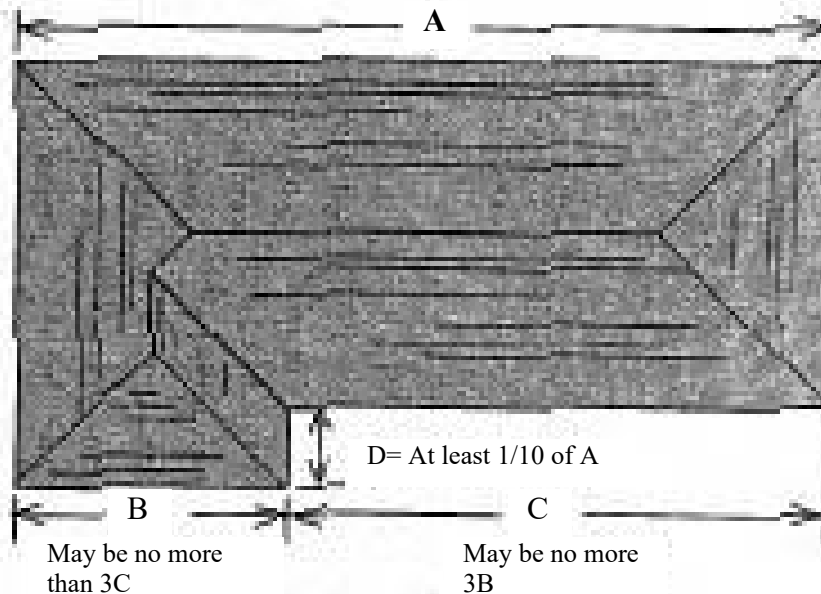


3. Provide substantial shifts in walls and roof surfaces. Wall and roof surfaces shall be broken down into smaller planes using substantial shifts in building footprints that result in substantial shifts in roof lines as follows:

a. Limit roof areas in the same plane. The total roof area in a single plane shall not exceed 5000 square feet.

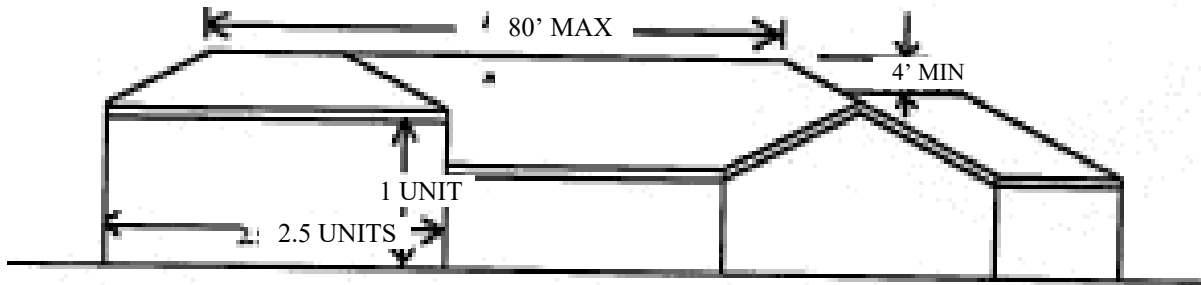
b. Horizontal shift. No portion of a prominent facade may exceed 60 feet in length without a shift in the building footprint measuring $1/10$ of the facade length. This shift may be broken down into smaller shifts of at least 4 feet each. For prominent facades of 100 feet in length or less, this horizontal shift may be accomplished by creating an entrance that serves as a major focal point, such as an extended roofed area, front porch or other feature, without jogging the exterior wall of the building.

c. Horizontal shifts, when required, shall be reflected by a shift or alteration in the roof design. To assure that footprint shifts are evenly distributed across the building facade, shifted wall planes shall have a width proportion of between 1-to-1 and 3-to-1 the width of adjacent wall planes on the same facade.



Horizontal shifts required if "A" exceeds 60 feet in length

d. Vertical shift - No single run of ridge, cornice, or fascia (excluding eave overhang) shall exceed 60 feet without a minimum 4-foot transition in height.



4. Provide visual terminus to tops of buildings. In order to avoid a truncated look at the top of the building, all structures shall have a visual "cap". This may include either a pitched roof or a flat roof. Pitched roofs shall have the appearance of true hips and gables with a defined ridge where opposing roof planes meet. Roof designs must conform to one of the following options:

a. Lower pitched roofs with extended eaves - A lower pitch roof with a 4/12 pitch or less is allowed provided eaves extend at least 2 feet beyond exterior building walls. A minimum of a 4/12 pitch is preferred.

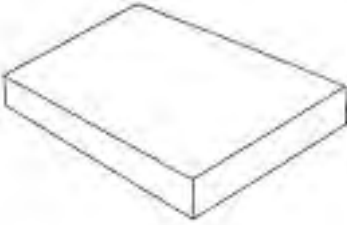
b. Steep pitch hip or gable roof form - conforming to the following roof pitch requirements:

- Minimum pitch - 4/12 in all areas:
- Maximum pitch - 12/12 in all areas.

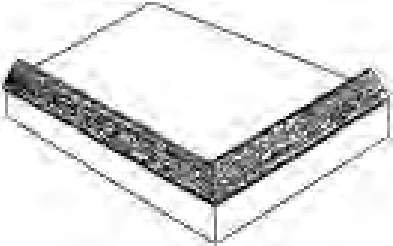
Exceptions: Steeples, bell towers and other ancillary structures.

c. False pitch roof with appearance of true hip or gable - Single story and multiple story buildings may, have a flat roof with a false pitch if:

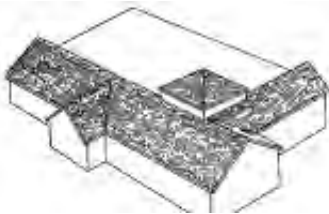
- The roof appears to be a true hip or gable from all public vantage points, and
- There are extending wings on each corner of the building which allow for a true hip or gable to extend out from the false hip or gable (this will avoid a mansard roof appearance).
- These roofs shall have a minimum 4/12 pitch, with eaves extending at least 2' beyond exterior walls.



UNACCEPTABLE - A simple box-like structure.



UNACCEPTABLE - The box structure with simulated mansard.



ACCEPTABLE - Notice how the gable ending beyond the corner of this box structure provides the appearance of a true gable from the public's vantage point.

5. Avoid unusual or atypical roof forms on all structures. A-frame, modified A-frame, curvilinear, domed, and mansard style roofs and other unusual or atypical roof forms are discouraged. Multiple gables over a single-mass structure forming a "saw-tooth" design are also discouraged.

Examples of discouraged roof forms:



Curvilinear



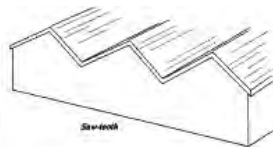
Geodesic Dome



A-frame



Modified A-frame



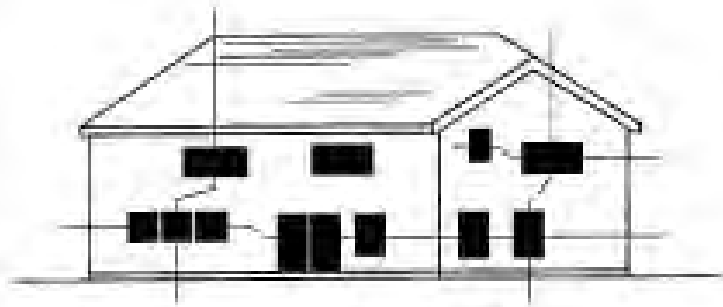
Saw-tooth

A-FRAME

6. Window and Door Fenestration

The primary purpose of windows to the interior portion of a building is to let in light and air. To the outside of a building, windows can make an architectural statement. The challenge to the architect is to make sure that both objectives are met. Windows placed primarily to serve interior functions may appear to have been haphazardly placed on the outside of the building or may be completely lacking due to a reliance on mechanical systems for light and air. This shall be avoided. Windows can and should serve as a pleasing focal point in a building's design or emphasize a shift in a wall or roof plane. Windows should relate to, align with, or complement exterior design features of the building.

a. Maintain balance in the placement of windows. To the extent possible, multiple windows on a single wall plane should be regularly spaced and aligned with other windows and doors on the same wall plane. Single or grouped windows on a wall plane should relate to other architectural features such as roof forms, doors, or facade projections.



AVOID

The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.



PREFERRED

The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, non-centered windows look better below a hip than below a gable

b. Conform to solid/void ratio guidelines. Generally, windows and doors shall constitute a minimum of 25 - 30 percent of prominent facade wall planes. In situations where this is not practical, emphasis shall be placed on the building's form and texture. The following type of options may, in limited applications, be acceptable alternatives:

- Vertical and/or horizontal shifts in the facade combined with roof forms which accentuate facade variations.
- Variations in texture.
- Variations in exterior lighting.
- Vegetative screening.

c. Reflective glass is discouraged. The use of reflective glass shall generally not be allowed but may be considered in limited applications.

D. SIDING AND TRIM

Traditional building materials such as brick, stone or wood reflect human handcraft and provide texture to building exteriors. Materials for new construction and remodeling should convey similar visual qualities. Overall, the goal is to have buildings with visual interest.

1. **Use materials which simulate quality traditional building materials.** Finish materials must individually be characterized by texture, grain, or color variation. Individual components shall be small enough so that their collective application provides interest and texture to building facades and reflects human handcraft. Non-traditional materials shall be used sparingly unless they can be shown to have similar visual qualities of traditional materials or contribute to overall design character.
2. **Discouraged siding materials** include tile, smooth concrete blocks and smooth or flat metal panels. Creatively applied small sections of these materials may add architectural interest, but their use is discouraged as the predominant siding material.

E. COLOR

Color is an important and dominant aspect of building design. When selecting colors, consider carefully the different materials and levels of detail that color can emphasize. The field or base color is one of the most dominating features of the building; trim colors are used on the building's secondary features, while accent colors can emphasize the finer, more characteristic elements of the building's design. The goal is to create buildings with visual interest, rather than strict adherence to the guidelines below.

1. **Keep field colors subdued.** Field or base colors (the main color of the exterior walls) are recommended to be the more subtle earth tone colors. White, soft sands, grays, light pastels, and deep rich clay colors are appropriate field colors.
2. **Limit bold or bright trim colors.** Trim colors (fascia, cornice, window & door trim, kick panels, etc) may contrast or compliment the field color. Using a lighter or darker shade of the field color is always an appropriate trim color as is white.
3. **Finer details may be accented with brighter colors.** Accent colors can generally be brighter than field or trim colors. Accent colors should be used with restraint. Appropriate areas for accent colors are those details that might otherwise go unnoticed such as moldings or molding indentations, medallions, and shadow lines of window and door frames. Doors are also an appropriate location for accent colors.

F. ROOFING MATERIALS

Views of roofs from the ground and from higher elevations play an important role in the architecture of the city. Roofing materials shall be selected according to the following criteria.

1. **Use roof materials which provide texture and shadow lines.** Ribbed metal roofing or architectural or laminated shingles are encouraged.
2. **Avoid bright-colored, reflective or unsightly roofing materials.** The following roofing materials are discouraged and may only be considered by the Commission in unusual cases:
 - a. Gravel.
 - b. Untreated aluminum or metal (copper may be used).
 - c. Reflective materials (including aluminized hot-mopped roofs, white or light gray metals which have a metallic appearance in bright sun).
 - d. Brightly colored, highly visible roofing materials.
 - e. Red bar-tiles common to Spanish architecture
 - f. Urethane foam, painted and unpainted

G. BUILDING LIGHTING

Lighting may be used to accent a building but shall not be used to denote a corporate or commercial image except on allowed signage. Lighting may be directed to a building but should generally not emanate from a building.

1. **Avoid back-lit panels and awnings.** Translucent panels and awnings illuminated from behind are prohibited. This shall not exclude soft light being emitted from windows.

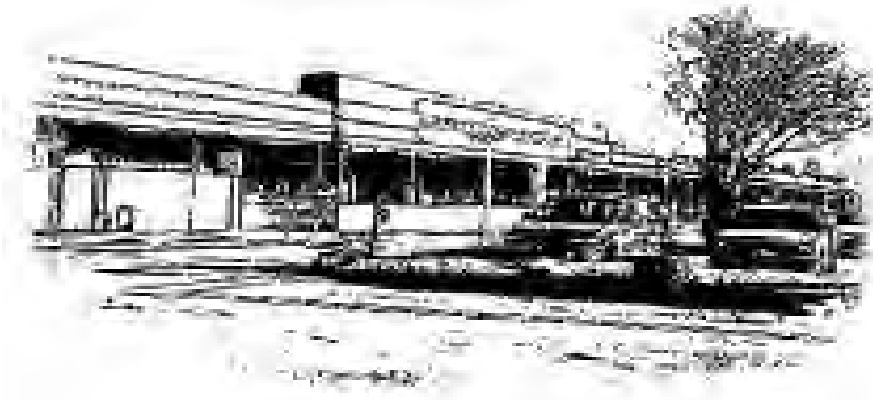
2. **Keep light source hidden from public view.** Except for decorator lights with frosted lenses or which use clear bulbs (e.g., candelabra bulbs) light sources shall be concealed behind soffits, within recessed containers, behind shrubbery, etc.
3. **Avoid bright lighting on outdoor surfaces of buildings.** Outdoor building lighting is limited to low levels except that more intense lighting is allowed at building entrances.
4. **Avoid colored lighting on buildings.** Colored lighting is limited to temporary holiday lighting only.
5. **Apply utility lighting sparingly.** Utility light fixtures which have an industrial or utilitarian appearance may be used for security lighting on buildings, but shall not be used in areas of concentrated lighting (e.g., service station canopies) unless the fixtures are not seen from public rights-of way.

H. MISCELLANEOUS ARCHITECTURAL DEVICES

Building design should be executed in a straightforward manner. Tack-on devices may not be used to mitigate poor design or to promote a particular theme. If a particular style or theme is desired, it should be reflected in the building's form and general detailing.

1. **Architecturally integrated artwork is encouraged.** Artisans are encouraged to create art and sculpture which compliment building architecture and the community.
2. **Avoid Architectural Gimmicks and fads.** Types of gimmickry to be avoided include, but are not limited to, the following:
 - a. **Tenant-specific motifs.** Detailing or color used to promote a particular theme or to identify a specific tenant should be avoided. Signage shall be used for this purpose.
 - b. **Neon Outlining.** Architectural features shall not be outlined in neon, linear lights, or tube-type lights. This includes exposed and concealed lights.
 - c. **Back-lit Awnings.** Awnings may not be backlit or otherwise illuminated from behind unless the awning fabric is completely opaque so that it blacks out all light.
 - d. **Non-functional Awnings.** Awnings shall be limited to traditional locations over windows walkways, and entrances or over other architectural features where weather protection is needed. Awnings must be applied to walls or posts and may not be applied to existing projections over walkways or windows.
3. **Maintain consistency in awning design.** Multiple awning designs are not permitted on a single building.

- 4. Avoid awnings which obscure or dominate the building design.** Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must appear as a secondary and complimentary element of the building design.



This continuous awning overpowers the building design and hides the original parapet or cornice detail.

I. PARKING GARAGES

The following requirements are intended to soften the visual impacts of parking garages as seen from the street face.

- 1. Recess vehicle entries in main facade.** Garage doors and open vehicle entries must be recessed at least 6 feet from the front facade plane.
- 2. Screen parking garage facade.** Parking garage facades which are visible from the street shall conform to one or a combination of the following options:
 - a. A landscaped screen.** Screening may be trees, shrubs or wall clinging plantings on a trellis.
 - b. Store fronts.** The parking garage may be faced with storefronts or display-windows.
 - c. Simulated storefront.** The openings of the garage may be designed to reflect or simulate the window pattern and material choice of the primary structure on the site. The door and window fenestration requirements on this page should be used as a guide.
- 3. Acquire Commission approval for all parking garages over 1 story or which enclose 20 cars or more.** In making its determination of compliance, the Commission shall consider the design criteria under 1 & 2 directly above, and may also determine how much screening or architectural embellishment is required based upon projected lines of sight from the pedestrian's perspective.

Chapter 2. Site Design

The Site Design chapter addresses site amenities intended to enhance the visual character of the site, invite outdoor activities and connect public rights-of-way to structures on private property.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts and to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District.

The sections in this chapter include:

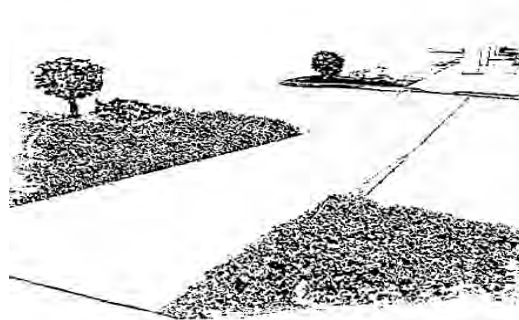
- A. On-site Walkways**
- B. Outdoor Common Areas**
- C. Commercial Streetscape**
- D. Landscaping and Screening**
- E. Fences**

A. ON-SITE WALKWAYS

Primary walkways are intended to link a building's main entrance to the public right-of-way and to facilitate and enhance the pedestrian environment.

1. Link commercial buildings and the public right-of-way with primary walkways.

Commercial buildings must be served by primary walkways which directly link the building's main entrance to the public right-of-way.



2. Assure that primary walkway width is proportionate to scale of project. Primary walkways must be a minimum of 5 feet on small-scale projects; wider walkways may be required for larger scaled projects.

3. Differentiate walkway surface. Walkways must be visually distinct from parking lot and

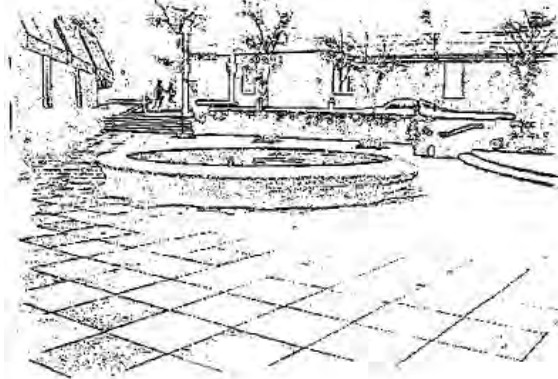
driveway surfaces and may include textured or colored materials. Paint or striping will not suffice to meet this requirement. Walkways must be functionally separate from parking lots and driveways except where they cross driveways.

4. **Accent walkway with significant landscaping.** One side of the primary walkway must be landscaped except where it crosses a driveway. The width of the landscaping shall be sufficient to maintain a proper planting environment. Planting strips must have an average width of 3 feet. Wider planting strips may be required for larger scaled projects.

5. **Accent walkway with lighting and seating areas.**

B. OUTDOOR COMMON AREAS

A common area is a designed outdoor space which encourages outdoor activities and leisure in outdoor spaces associated with commercial development. Required common areas must be provided on-site, but may be enlarged and extended into city rights-of-way to connect with the sidewalk, subject to City of Homer approval.



1. **Provide common area of a size proportionate to development.** Commercial development greater than 5000 square feet in floor area shall include common areas equal to 5% of the gross floor area of the building to which they apply, excluding garages, warehouses, and similar support structures.

2. **Choose type of common area best suited to development.** Common areas must include trash receptacles and casual seating and/or tables. Common areas must be one of (or a combination of) the following:

a. Balcony, terrace or covered colonnade - providing a minimum walking width of 8 feet and which also incorporates seating areas.

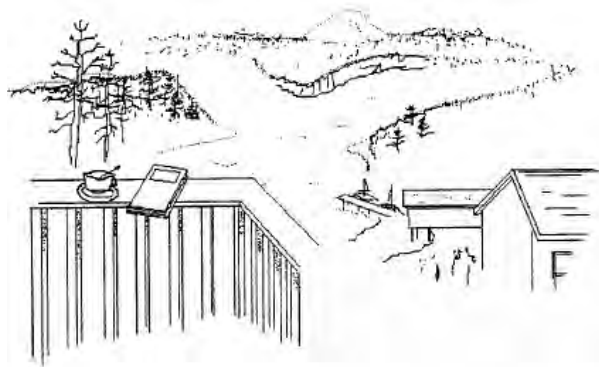


a. Plaza - with colored or textured pavement surface, e.g., brick, stone, exposed aggregate concrete or colored and textured concrete. To provide pattern and enhance the texture of the pavement, concrete surfaces shall be scored or otherwise divided into smaller sections.

b. Pocket park - developed between or in front of buildings which include landscaped areas of grass, trees, shrubbery and flowers, combined with limited paths and pavement areas for casual tables and/or seats.

c. Scenic View Area - consistent with these design standards. Viewing platforms intended for public access shall be identified with signage located at the edge of the public right-of-way.

d. Off-site common areas - For structures with less than 10,000 square feet of floor area, any of the above common areas which are within 250 feet of the subject site and are at least as large as the required common area for the subject site meet common area requirements and do not have to be repeated. This does not imply that the off-site common area must be accessible for the subject site's use. It merely develops an appropriate density for outdoor common areas in a given district.



3. **Locate common areas in view corridors.** Where view corridors occur on a site,

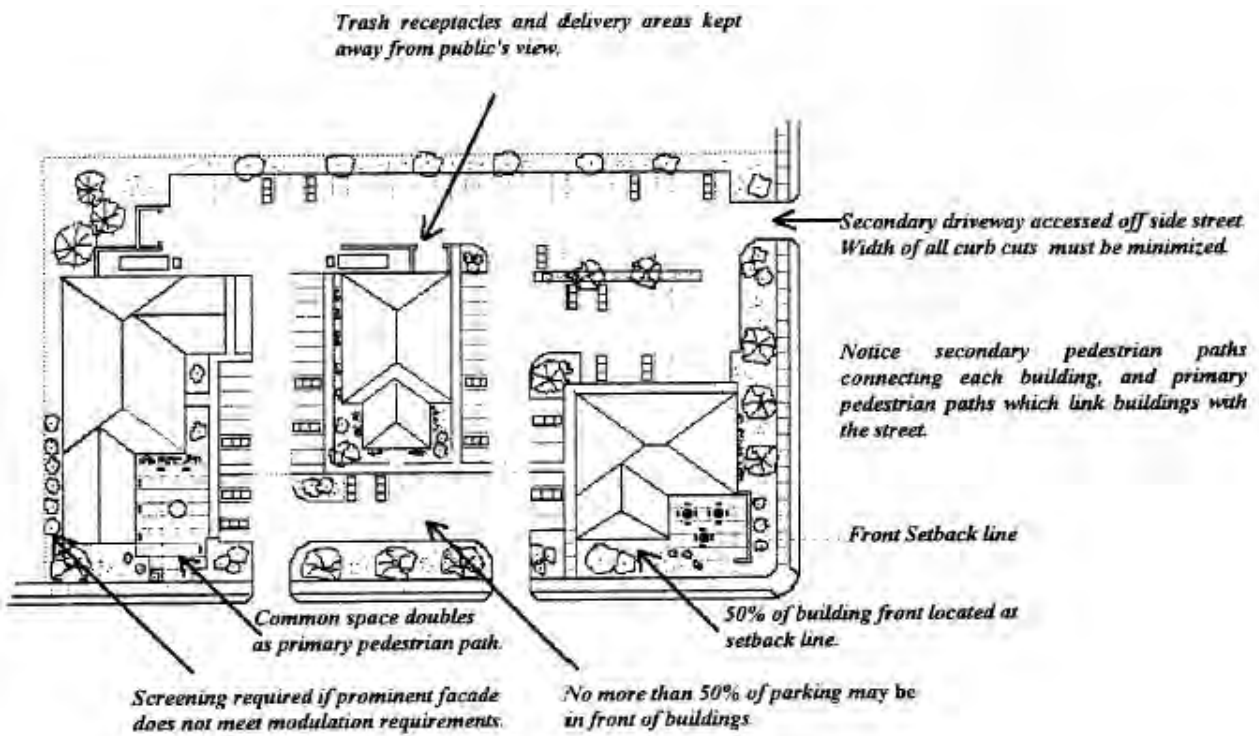
common areas shall be located within the view corridor. Use care in the selection of landscape plantings so as to preserve views.

4. **Provide direct access to common areas with pedestrian walkways.** Common areas (or outdoor stairs leading to common areas) shall be easily accessible to customers from the public right-of-way by either primary or secondary walkways.

C. **COMMERCIAL STREETSCAPE**

To enhance the visual quality and the pedestrian environment of commercial streets and activity centers, an increased emphasis should be placed on landscaping, pedestrian walkways and architecture. Parking lots and service areas should be visually diminished by keeping them to the side or rear of the buildings.

1. **Locate structure near front setback line.** At least 50 percent of the primary structure's front facade shall be placed near the front setback line. The remaining portion of the building may be stepped back to accommodate common areas or parking.
2. **Orient service and delivery areas away from the street.** Where possible, service and delivery bays, including warehouses and mini-storage units, may not be oriented to the street. These areas should be separated from public access routes and parking areas whenever practical.



3. **Use landscaping to screen parking lots and service areas.** Parking lots and other expansive pavement areas shall include a wall, solid hedge or landscape berm at least 3 feet high (conforming to clear vision requirements at driveway entrance) parallel to the right-of-way to soften the visual impact of the lot from the street.
4. **Link dissimilar buildings with common site amenities.** Visual continuity can be achieved between dissimilar buildings by emphasizing common elements of site design (e.g., landscaping, screening, furnishings, light standards, decorative paving materials). Similar colors of structures can also provide visual continuity to the streetscape.
5. **Provide covering over walkways where appropriate.** Encourage pedestrian use of walkways by providing canopies, marquees, and awnings on building fronts which abut a sidewalk.
6. **Place no more than 50% of required parking in front of buildings.** Where practical, no more than 50% of required parking may be located in front of the building. In this context, the front shall be the building side facing the street providing primary access to a site.
7. **Avoid parking in front of building entrance.** Parking spaces in front of the main building entrance interfere with entrance visibility and access. These shall be avoided.

D. LANDSCAPING & SCREENING

Formal landscaping provides a pleasing transition between the natural setting and the built environment and between adjacent built environments. Landscaping may not be considered adequate compensation for poor site or building design; it shall be used to enhance new development (regardless of how attractive the buildings on a site may be) and to soften the visual impacts of such urban necessities as parking lots and mechanical equipment. In addition to aesthetics, landscaping provides green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces. Natural vegetation, together with existing views of the water and land views is an integral part of the Homer setting and should be preserved on both developed and vacant parcels. Views through or framed by natural vegetation may be achieved while retaining the existing vegetation which characterizes Kachemak Bay.

1. Utilize non-invasive attractive plants to achieve landscaping and screening, preserve or create tree canopy, and provide ecosystem services such as water retention and filtration. Concepts such as rain gardens and other Low Impact Development concepts are encouraged.
2. **Choose plantings which are compatible with existing vegetation.** Plantings must be

of a type which will thrive amid existing vegetation without killing or overtaking it. Avoid mixing incompatible plants which require different planting environments or microclimates. Avoid haphazard mixture of textures, colors and plant types.

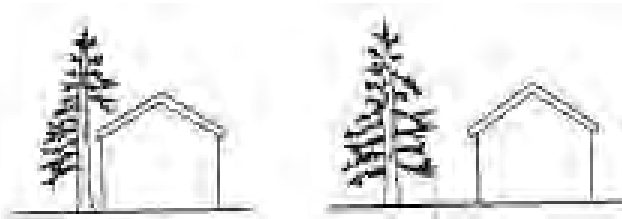
3. **Locate vegetation to preserve significant views.** Views and vistas from public rights-of-way shall be considered when determining placement of vegetation or retention of existing vegetation. While it is not the intent to avoid all trees in the foreground of a view, consideration should be given to the expected height of trees and how they might be located to "frame" the view. The following standards promote retention of existing views and apply to both commercial and residential properties:

- a. **Selective thinning** - Larger tree stands which, over time, have closed off significant views may be selectively thinned. Limit thinning to maintain a balance of timber and continuous canopy.

- b. **Trees within view** - Allow trees to be a part of the view. Limited numbers of trees should not be considered an obstruction to a view.

4. **Provide adequate room for retained vegetation.** Identify how retained trees will be protected both during and after construction.

- a. **Location of structures.** Buildings, retaining walls, utilities, and paved surfaces must be far enough away from retained trees to allow room for construction activities (including grading and excavation) and to assure a proper growth environment after construction.



Neither the building footprint or the area of construction should encroach into the drip line of trees to be protected

- b. **Area of construction.** In no case shall construction activities take place within the drip line of the tree (root zone) without extra precautions.

- c. **Tree well.** Provide a tree well or other form of protection where the surrounding grade must be raised.

- d. Significant vegetation to be retained must be protected during construction by installation of an effective system. The system must be approved by the Public Works Department, and must be in place during construction.

5. **Replace lost trees which were intended to be retained.** Any tree proposed or required to be retained and which is subsequently lost or destroyed must be replaced with at least three 6-foot trees of an appropriate species.

6. **Retain the natural symmetry of trees.** Trimming of trees shall be done in a manner that preserves the tree's natural symmetry. Topping shall be avoided unless required for health/safety reasons. Limbing-up may be appropriate if sufficient crown is retained to preserve the tree's health.
7. **Use shrubs or vines on blank walls.** Landscape along blank walls. Shrubs, vines or other plantings can be used to provide either coverage or grouped plantings along otherwise plain walls.
8. **Outside storage of materials and equipment and trash, if otherwise allowed, should be screened from view from adjacent streets and residential areas.** Such screens should be opaque and may consist of walls, fences, landscaped berms, evergreen plantings, or any combination thereof.
9. **Enclosed storage of materials, equipment and trash is encouraged.** The enclosure will be built to be complementary to the primary structure or landscaped or located so as to not be visible from the street.
10. **Elements such as, but not limited to; HVAC units, telephone boxes, fuel tanks and electrical transformers, shall be integrated into the site design through the use of landscaping, berms or fences and should be as unobtrusive as possible.**

E. FENCES

Fences are useful for defining space, providing security, and visually enhancing outdoor settings. The degree that these qualities are considered depends on the intended purpose of the fence and where it will be located. The design of the fence may not be important if the fence is strictly for security reasons (e.g., a mini-storage yard), but if the fence is visible to the public right-of-way, design takes on added significance.

1. **Choose fence materials carefully.** Fences shall be constructed of wood, wrought iron, brick, stone, or cinder block. Smooth-faced cinder block must have a veneer finish on the side visible to the public's view. Coated chain link attached to wood posts and rails is permitted. Chain link with slats that color coordinate with the main building color scheme are also permitted. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the City Planner.
2. **Limit chain link along prominent facades and arterials.**
3. **Limit height of fences.** Unless otherwise required by Homer City Code, fences are limited to a height of 4 feet from the natural grade along arterial frontages and in the front yard.

Chapter 3. Outdoor Lighting

The primary purpose of outdoor lighting is to improve visibility and safety within outdoor spaces. However, light can also enhance a setting if the intensity and source of the light corresponds to the visual character of the surroundings.

Applicability: The outdoor lighting section applies to all uses in areas zoned Central Business, Rural Residential, Urban Residential, Residential Office, Gateway Business District, Scenic Gateway Corridor Overlay District, and the portion of General Commercial 1 District lying south of Beluga Lake.

- 1. Avoid lighting large areas with a single source.** Large areas may be lit with a number of low intensity sources close to the area requiring illumination; illumination of a large area with a remote single source of light shall be avoided.
- 2. Avoid excessive light throw.** Lighting shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Illumination of landscaped areas shall be avoided unless lighting is part of the landscape design or the area is intended for recreational use.
- 3. Keep light source hidden from public view.** Except for streetlights installed in rights-of-way, all light sources, whether on public or private property, shall be hidden or conform to light standards specified herein. Light sources (e.g., light bulbs) shall not be visible except on approved decorator lights. Sources of high intensity light, whether behind a lens or not, shall not be visible to the public.

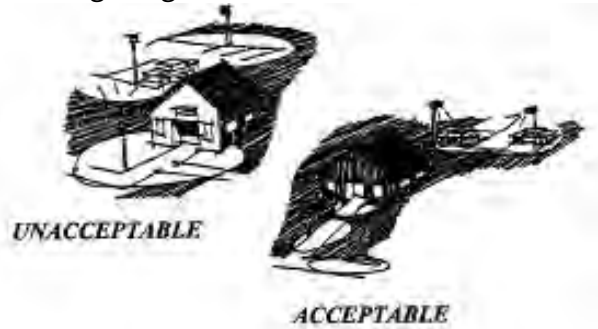
High intensity light sources may not be visible to the public. Fixture designs of an industrial or utility appearance shall be avoided.



Indirect lighting keeps light source hidden from the public's view. Recessed spot lighting may supplement indirect lighting where more direct lighting is desired.



4. **Use downward directional lighting.** All lights more than 7 feet above the ground shall be downward directional lighting.



5. **Choose approved outdoor light designs.** The following lighting types are approved:
- a. "Shoe box" style pole lamps to be approved as appropriate for district (downward directional).
 - b. Ornamental pole lamps - to be approved as appropriate in color and style for district.
 - c. Bollard lights - to be approved as appropriate in color and style for district.
6. **Avoid light fixture designs which have an industrial appearance.** Designs of an industrial or utility appearance shall be avoided on all fixtures visible to the public (e.g., mercury vapor lights, cobra lights, etc.).



NO!

NO!

NO!

YES!

Except for the "shoe-box" style light on the right (which is downward directional), these other lights are too industrial in their appearance and are designed for illuminating large areas with a single light source.

Start of Planning Commission Backup Materials



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Staff Report PL 20-71

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: November 4, 2020
SUBJECT: Revisions to the Community Design Manual

Introduction

Revising the Community Design Manual has begun! Staff will be working with the Economic Development Commission as well as the Planning Commission on this topic.

This CDM originated in Gig Harbor Washington, in the early to mid-2000's. Homer adopted it as part of a larger community conversation about box store standards. Today, Gig Harbor's Design Manual is even more developed and they adopted many ideas into their city code. For some context, Gig Harbor has grown from a town of 6,500 in 2000, to almost 11,000 today. But the county/metro area has grown by 200,000 people in the past 20 years, and is not far from Seattle, one of the fastest growing cities in the country over the past decade. So while as an incorporated community Gig Harbor is similar to Homer, the region they are in is home to over 900,000 people and has seen sustained growth. I would anticipate that all of their conditional use applications involve representation by state regulated professionals and attorneys.... A far cry from most of the applications the Homer Planning Commission receives.

The CDM has a lot of information, but it's important to recall who the information is for. This is not an educational document for citizens interested in urban design. It's a regulatory document for developers, architects and engineers when applying for permits in Homer. The language needs to be clear and reflect what the community wants to see in development. This document should not repeat or conflict with code. (We can change code if we want to add something).

Process

The CDM is about 39 pages long. Staff will provide it in 5-10 page chunks to the Commission, so we can hopefully get through whole the document in 4-5 meetings. When the manual is revised, we will turn to code amendments for HCC 21.57, large retail. We may find other parts of the CDM that should be reflected in code.

For our first meeting, we will review items at the end of the CDM, which is in the Site Design section. This part of the CDM is more straight forward than other sections, and there are duplicates of the same information. This is the section I, as staff, use the most. When I work with an architect, I can't really say when a door or window or mechanical apparatus should move, but usually the site design has latitude.

Requested actions:

- Read the attached portion of the CDM and comments.
- Call or email any questions to staff ahead of time
- Be prepared to discuss these items at the work session, particularly if you disagree with staff comments.

Over view of changes

Fence recommendations:

- ~ Discuss chain link fencing
- ~ Discuss fence heights

Parking section:

Staff recommends removing most of the language as it is duplicate with code or other sections of the CDM. Staff recommends cutting as noted.

Outdoor lighting:

Staff recommends keeping most of this section as is. It seems to be useful for staff and developers. A lot of lighting regulations get really technical and the CDM is user friendly.

Outdoor furnishings and connections:

Staff recommends cutting these sections as they have never been completed. They would also likely be implemented through the Public Works Department as part of a larger plan, not on a case by case basis via those few developments that are required to apply for a conditional use permit.

Attachments

1. Meeting 1 CDM section Fences to end

COMMUNITY DESIGN MANUAL
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1 FENCES

2 Fences are useful for defining space, providing security, and visually enhancing outdoor settings. The degree
3 that these qualities are considered depends on the intended purpose of the fence and where it will be
4 located. The design of the fence may not be important if the fence is strictly for security reasons, (e.g.,
5 a mini-storage yard), but if the fence is visible to the public right-of-way, design takes on added
6 significance. Fence height will be measured from the natural grade.
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Fences must be designed to reflect traditional building materials and styles. The wood posts and rails over the rock retaining wall are appropriate.

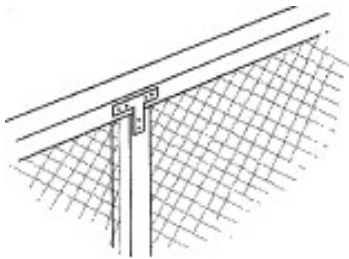


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1. **Choose fence materials carefully.** Fences shall be constructed of wood, wrought iron, brick, stone or cinder block. Smooth-faced cinder block must have a veneer finish on the side visible to the public's view. Coated chain link attached to wood posts and rails is permitted. **Chain link with slats that color coordinate with the main building color scheme are also permitted.** Other materials which have the general appearance and visual quality of approved fence materials may be approved by the Planning Director, ~~however, the use of plywood or composition sheeting as a fence material is not permitted.~~

Commented [JE1]: Need to differentiate between prominent facades/streets, and back areas where chain link is OK. For example, Homer Electric and the police station both have chain link fences.



Coated chain link fencing over wood posts and rails may be acceptable in some areas.

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2. **Limit chain link along prominent facades and arterials. to non-visible areas. In areas not visible from any public right of way, or designated public space, standard chain link fencing including steel posts and rails is permitted.**
3. **Limit height of fences.** Unless otherwise required by Homer City Code, fences are limited to a height

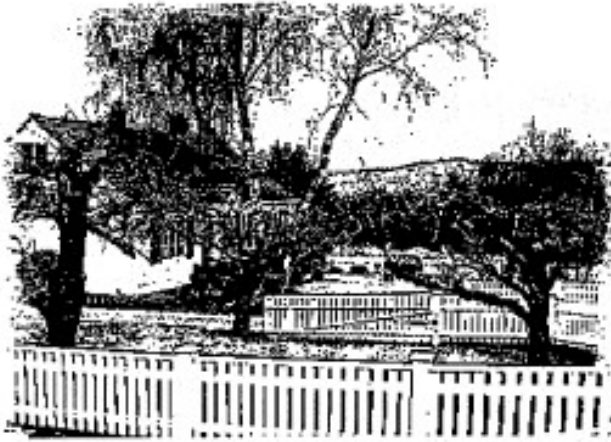
Commented [JE2]: Not allowing chain link to be visible from any public right of way is too restrictive. It should be limited from the front of the building with a prominent façade.

COMMUNITY DESIGN MANUAL
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27 of 3-4 feet from the natural grade along arterial frontages and in the front yard (~~4 feet for open rail~~
28 ~~fences~~) and 6 feet in the rear yard, provided that clear vision is retained for adjacent driveways and
29 ~~intersections (see sight triangle provisions in Homer City Code).~~
30 4-3.

Commented [JE3]: This is quite a bit different than code. Is there a reason that conditional use permits are held to a tougher standard? Staff recommends 4 foot fences for constancy with other parts of code and no regulation elsewhere.

This wood picket fence serves to define the private yard while enhancing the design of the house and the streetscape. Similar types of fences are encouraged.



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35 Parking lots and parking structures may not visually dominate Homer's urban setting. Parking facilities shall
36 be designed with increased emphasis on pedestrian ways and human enclosure. The following
37 requirements are intended to mitigate the visual impacts of parking by screening parking lots from public
38 rights-of-way and by making parking garages a secondary element in building designs.

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40 Parking Lots:

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42 1. ~~All off street parking and loading areas will be provided with safe and convenient~~

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~~access. Access locations should be designed to encourage unimpeded traffic flow, with controlled turning movements and to minimize hazards to pedestrians, bicyclists, and vehicular traffic.~~

Commented [JE4]: All curb cuts are regulated by either DOT or city of homer standards, as well as clear sight triangle rules in the zoning code. This section should be cut.

2. ~~Use landscaping to screen parking lots and service areas.~~ Parking lots and other expansive pavement areas shall include a wall, solid hedge or landscape berm at least 3 feet high (conforming to clear vision requirements at driveway entrance) parallel to the right-of-way to soften the visual impact of the lot from the street.

Commented [JE5]: This is where the fence conversation comes back in; if fences are limited to 3 feet in height, but the parking lot screening must be at least 3 feet in height, what's a developer to do? Solution: fix fence heights above.

3. ~~Limit the number of curb cuts. To maximize landscaping at the street face, curb cuts for driveways shall be limited to one cut per parcel frontage or one cut per 200 feet of parcel frontage, subject to Public Works Standards driveway separation requirements. An additional cut is allowed if the driveway is one way. Where available, side streets or alleys should be used for additional access needs. Collector routes, frontage roads and joint parking areas are encouraged.~~

Commented [JE6]: Frontage roads, like Kenai has, are not a route our community has chosen. Collector routes would be determined by a future transportation plan. To some degree this is already regulated by DOT on the sterling highway. Additionally, HCC 21.73.120 minimizes driveways on arterials and collectors, and requires shared driveway when possible. (and we had an appeal on this and prevailed. Code is good.)

4. ~~Screen or enhance parking lots visible from the Sterling Highway, Lake Street, Heath Street, Main Street, or Pioneer Avenue.~~ Parking lots designed for more than 16 cars and which are visible from these Rights of way shall either be partially screened or meet the following landscape standards:

Commented [JE7]: HCC 21.50.030(f)(b) addresses parking lots of 24 or more spaces and is more prescriptive. Staff recommends relying on code

~~5. Provide tree areas throughout parking lot. Parking lots must include areas for trees.~~

~~6.4.~~

7.5. ~~Incorporate pedestrian ways into parking lot.~~ Pedestrian ways, including walkways and crosswalks, shall conform to the on-site walkway requirements on page 18.

Commented [JE8]: This should move to page 18.

8. ~~Limit parking in front of buildings.~~ No more than 50 percent required parking may be located in front of the building. In this context, the front shall be the building side facing the street providing primary access to a site.

Commented [JE9]: Duplicate (will retain in the commercial streetscape section for further discussion)

9. ~~Provide trees within larger parking lots.~~ Parking lots designed for 24 or more vehicles must include tree areas, which shall be spaced a maximum of 100 feet apart, among parking rows.

Commented [JE10]: Rely on city code. The 100 foot spacing is about every 10 cars, and has been waived by the PC in the past based on development comments about difficulty snow plowing etc. A percentage of the parking lot is still required to be landscaped, but the placement of that landscaping is flexible.

10. ~~Avoid parking in front of building entrance.~~ Parking spaces in front of the main building entrance interfere with entrance visibility and access. These shall be avoided.

Commented [JE11]: Duplicate. Also to be retained in the streetscape section.

11. ~~To minimize turning movements onto adjacent public roads, developers are encouraged to provide internal circulation systems that continue to adjacent developments.~~ Site design should continue internal vehicular ways in order to reduce the number of curb cuts and driveways onto the Sterling Highway.

Commented [JE12]: To some degree this is already regulated by DOT on the sterling highway. Additionally, HCC 21.73.120 minimizes driveways on arterials and collectors, and requires shared driveway when possible. (and we had an appeal on this and prevailed. Code is good.)

COMMUNITY DESIGN MANUAL
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87 **Parking Garages:**

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- 89 ~~1. **Recess vehicle entries in main facade.** Garage doors and open vehicle entries must be recessed~~
- 90 ~~at least 6 feet from the front facade plane.~~
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- 92 ~~2. **Screen parking garage facade.** The front parking garage facade which is visible from the~~
- 93 ~~street shall conform to one or a combination of the following options:~~
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- 95 ~~a. **A landscaped screen.** Screening may be trees, shrubs or wall clinging plantings~~
- 96 ~~on a trellis.~~
- 97
- 98 ~~b. **Store fronts.** The parking garage may be faced with storefronts or display~~
- 99 ~~windows.~~
- 100
- 101 ~~c. **Simulated store front.** The openings of the garage may be designed to reflect or~~
- 102 ~~simulate the window pattern and material choice of the primary structure on the~~
- 103 ~~site.~~
- 104
- 105 ~~3. **Receive Commission approval for parking garages over one story or which enclose**~~
- 106 ~~**20 or more vehicles.**~~

Commented [JE13]: This entire section is duplicate from page 13 under Architecture.

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110 **OUTDOOR LIGHTING**

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112 **Applicable Areas**

113 **Within Areas Zoned CBD, RR, UR, RO, GBD, SGCOL and the portion of GC1 lying**

114 **south of Beluga Lake:**

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116 All uses

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118 The primary purpose of outdoor lighting is to improve visibility and safety within outdoor spaces.

119 However, light can also enhance a setting if the intensity and source of the light corresponds to the

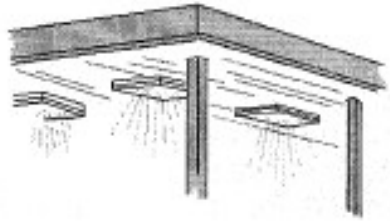
120 visual character of the surroundings.

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- 122 **1. Keep light source hidden from public view.** Except for streetlights installed in rights-of-way,
- 123 all light sources, whether on public or private property, shall be hidden or conform to light standards
- 124 specified herein. Light sources (e.g., light bulbs) shall not be visible except on approved
- 125 decorator lights. Sources of high intensity light, whether behind a lens or not, shall not be visible to
- 126 the public.

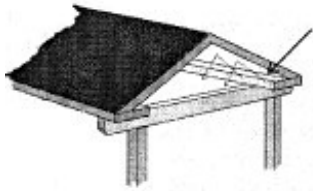
Commented [JE14]: The lighting section is handy; few changes recommended. Eventually we will create a table of what parts of the CDM apply to which zoning districts.

COMMUNITY DESIGN MANUAL
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High intensity light sources may not be visible to the public. Fixture designs of an industrial or utility appearance shall be avoided.



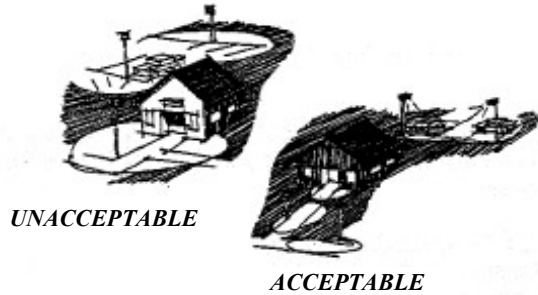
Indirect lighting keeps light source hidden from the public's view. Recessed spot lighting may supplement indirect lighting where more direct lighting is desired.



2. **Use downward directional lighting.** All lights more than 7 feet above the ground shall be downward directional lighting.

Commented [JE15]: Code is not the same. Code says lights over 15 feet must be cut off luminaries. Change this or keep as is?

COMMUNITY DESIGN MANUAL
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3. **Avoid lighting large areas with a single source.** Large areas may be lit with a number of low intensity sources close to the area requiring illumination; illumination of a large area with a remote single source of light shall be avoided.
 4. **Avoid excessive light throw.** Lighting shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Illumination of landscaped areas shall be avoided unless lighting is part of the landscape design or the area is intended for recreational use.
 5. **Choose approved outdoor light designs.** The following lighting types are approved:
 - a. **"Shoe box" style pole lamps** to be approved as appropriate for district (downward directional).
 - b. **Ornamental pole lamps** - to be approved as appropriate in color and style for district.
 - c. **Bollard lights** - to be approved as appropriate in color and style for district.
 6. **Avoid light fixture designs which have an industrial appearance.** Designs of an industrial or utility appearance shall be avoided on all fixtures visible to the public, e.g., mercury vapor lights, cobra lights, etc.

COMMUNITY DESIGN MANUAL
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NO!

NO!

NO!

YES!

Except for the "shoe-box" style light on the right (which is downward directional), these other lights are too industrial in their appearance and are designed for illuminating large areas with a single light source.

OUTDOOR FURNISHINGS

Encouraged in Central Business District, Marine Zoning Areas, and adjacent to Ocean Drive.

Outdoor furnishings are as important to the visual quality of the City as indoor furnishings are to a room. The choice of furnishings determine how casual or formal a setting may be and reveal a great deal about the preferences of the people the setting is designed to serve. Outdoor furnishings in public and quasi-public spaces contribute to a community image. The following requirements will assure consistency in outdoor furnishing design in public rights-of-way and are recommended guidelines for private common areas:

1. Use City approved furniture designs on public rights-of-way. All furniture on rights-of-way shall be approved by the Public Works Department and the Planning Department as to its type, style, manufacturer, series, and color. Outdoor furnishing shall be of a commercial grade designed for heavy public use.

CONNECTIONS

INTENT: The intent of connections standards is to extend design consideration beyond individual parcels and emphasize (a) visual links between districts, (b) functional links between parcels, (c) transitions between dissimilar uses and (d) right-of-way and common area improvements which will

Commented [JE16]: There are no city approved furnishings. Public Works would permit any items within the right of way. (a process may happen as part of the future wayfinding/street scape project).

Commented [JE17]: This section has never been completed

COMMUNITY DESIGN MANUAL
for the
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~~create a cohesive community image.~~

~~This section will be developed further at a later date.~~

NEW BUSINESS

A. City Clerk Memorandum, Meeting Schedule for 2021

Chair Smith introduced the item by reading of the title.

City Planner Abboud commented on the standard meeting schedule noting that there was only one meeting for July, November and December. He further commented that meetings can be canceled or scheduled as needed.

HIGHLAND/BENTZ MOVED TO APPROVE THE 2021 REGULAR MEETING SCHEDULE AS PRESENTED AND FORWARD TO CITY COUNCIL FOR APPROVAL.

There was a brief discussion on a reduced meeting schedule with comments on the other advisory bodies having only one meeting per month and the planning commission meeting more frequently to process permits in a timely fashion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 20-71, Revisions to the Community Design Manual

Chair Smith introduced the item by reading of the title.

City Planner Abboud noted that they had a good discussion at the worksession and Deputy City Planner Engebretsen will bring back further sections for review and revisions. He then commented on creating a better design requirements for the community.

City Planner Abboud stated in response to a question from Commissioner Highland that this revision will be presented for comment from the Economic Development Advisory Commission as he feels that they can provide additional perspectives to the issues.

INFORMATIONAL MATERIALS

- A. City Manager's Report for the October 26, 2020 City Council Meetings
- B. Kenai Peninsula Borough Planning Commission Notice of Decision for Cheryl Lane Right-of-Way Vacation

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF



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Staff Report PL 20-73

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: December 2, 2020
SUBJECT: CDM Review

Introduction

Staff provided the previous CDM staff report to the Economic Development Commission. They appreciated an opportunity to see the Planning Commission's work and being part of the conversation. After the meeting, Dr. Richardson, EDC member, provided some comments about fencing. I appreciate his perspective as costs are something that the Planning Commission does not talk about during the development process, but are on the forefront of our small business minds.

At the last Planning Commission meeting, we reviewed the Site Design section from fences to the end. At this meeting, we will cover pages 21-31 of the CMD. I have provided line numbers for easy reference.

Scenic Gateway Corridor Overlay District (SGCOD)

As I was revising the Site Design section, it became apparent that extra attention is paid to the SGCOD along the Sterling Highway, from Pioneer Ave west to Roger's Loop. It's disjointed to have these extra guidelines tucked away like this. I'd like to have a section just for this district that has these extra guidelines. Please let me know if you have any objections.

Analysis

Site Design

Please review the draft CDM and see strikeouts and notes. Please bring up any items you disagree with, or things you would like to further discuss.

Line 40: struck reference to outdoor furnishings as this section was about furniture in rights of way and not a planning function.

Line 46: Scenic Gateway Overlay District: there is a whole section here that only applies to this district. Staff recommends creating a section in this document of all this items that only apply to this area, AND then review if it's appropriate to all development greater than a duplex.

Line 55: Strike #9 regarding non-motorized trails along the Sterling Highway.

Line 68-101: secondary walkways: do we need this? The provisions for secondary walkways are good, but I can't think of an example where we have needed this in the CDM. HCC 21.73.020 Level One Site Plan applies to all zoning permits. (g) and (h) require showing onsite traffic and pedestrian circulation systems, and then pedestrian access to adjacent public lands, waters, walkways and trails. These code requirements are not quite the same as requiring walkways between buildings on a site, but, we don't generally see office park type development on one lot where you would have people walking between buildings.

Staff recommendation: Strike Secondary walkways section.

Lines 101-155- keep. Helps developers understand what the community is looking for and the level of flexibility in meeting the guideline.

Line 156, about outdoor seating: Strike. This is duplicate with line 115, where trash cans and seating and/or tables are required in the common area.

Staff recommendation: Strike lines 156-158.

Line 165: outdoor area activities. Staff comment; the idea of vendor carts etc. is really nice, however, it implies that special activities can be held in the common area (like outdoor sales) that are outside the zoning code. Additionally, MOST development in Homer is small, so the size of the common area is limited. Staff recommends striking lines 165-179 regarding allowed activities in common areas.

Commercial Streetscape Section

Line 93: 50% of the primary structure must be near the front setback line.

Staff comments: This language is pretty rigid. And it's not a guideline that developers have been able to meet very often. Downtown Homer is on a hillside. Daylight basement design is common both uphill and down hill (think City Hall, Nomar, Kachemak Center, College and the book store). Most of these buildings have front and rear parking, but the buildings themselves are not near the front lot line. The other issue is that if the primary entrance is near the street, people need a place to park near that front entrance. Where possible we do want to encourage a pedestrian friendly entrance and side parking... such as at the Grog shop, or Wells Fargo.

Recommendation: change language to say Homer encourages buildings have their primary entrance near the front setback line, and that parking be along the side or rear of the buildings when possible.

Lines 206-215: Staff is working with Public Works to determine what language is already in code. Most of this has been City policy for a very long time; this section may be a duplicate of existing regulation.

Line 233: awnings and this type of architectural detail is rare in Homer. Suggest cutting.

Line 237: We have a sign code and signs are regulated by it. This section should be removed.

Landscaping and Screening

After the PC makes edits, I will reorganize this section into landscaping, and then screening. Right now it jumps back and forth between topics and could be clearer.

252: Comment: how a lot is developed usually is determined by the use of the building and how it can fit on the site. This whole landscaping and screening section is a balance between planning around vegetation and views, and planning for the building use.

Lot 266-270: Strike. It's duplicate to line 310.

Line 272: What is significant vegetation? Is the alder patch that has grown up on the Aspen Hotel site significant vegetation? Is it spruce trees of certain caliper (diameter?) I'd like some Commission discussion on what you feel is significant vegetation, and also what do to over time. (Spruce tree dies, do I have to replant or can I enjoy the new view?) This also fits into line 296-298 – replacement of lost trees.

Line 315: See revised language

Lines 339-345, strike. Already in code, or not enforceable.

Line 348-354: Strike. This clearing limit on vacant parcels has no weight in the CDM. The CDM only applies when a CUP is being applied for, not to vacant land that a landowner might wish to log or otherwise disturb the vegetation. Depending on the district, we have Development Activity Plans and Storm Water Plans that apply. The design manual is not the right home for land clearing requirements on vacant parcels.

Staff Recommendation: Review staff report and attachments. Bring forward and concerns or items you would like the Commission to discuss.

Attachments

CDM Site Design section beginning to fences

Fence information from Dr. Bill Richardson 11.13.2020

SITE DESIGN

Applicable Areas and Uses:

**Within Areas Zoned Central Business District; Gateway Business District:
All non-residential uses and uses with more than 12 residential units.**

**Within Areas Zoned Scenic Gateway Corridor Overlay District:
All uses except single family dwellings and duplexes.**

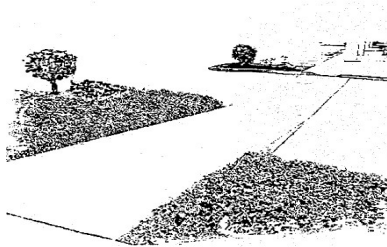
Commented [JE1]: Revisit what is required in SCGOD. Is triplex and above a reasonable threshold for CDM? When is a CUP required? Revisit when we have SGCOD section.

ON-SITE WALKWAYS

Primary Walkways:

Primary walkways are intended to link a building's main entrance to the public right-of-way and to facilitate and enhance the pedestrian environment.

- 1. Link commercial buildings and the public right-of-way with primary walkways.** Commercial buildings must be served by primary walkways which directly link the building's main entrance to the public right-of-way.



- 2. Assure that primary walkway width is proportionate to scale of project.** Primary walkways must be a minimum of 5 feet on small-scale projects; wider walkways may be required for larger scaled projects.
- 3. Differentiate walkway surface.** Walkways must be visually distinct from parking lot and driveway surfaces and may include textured or colored materials. Paint or striping will not suffice to meet this requirement. Walkways must be functionally separate from parking lots and driveways except where they cross driveways.
- 4. Accent walkway with significant landscaping.** One side of the primary walkway must be landscaped except where it crosses a driveway. The width of the landscaping shall be sufficient to maintain a proper planting environment. Planting strips must have an average width of 3 feet. Wider planting strips may be required for larger scaled projects.



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~~5. Accent walkway with lighting and seating areas.~~ Walkways longer than 100 feet must include lighting and seating as per lighting standards on page 30 ~~and outdoor furniture standards on page 32.~~

~~6.5. Identify historic events or structures.~~ Plaques, signs or art work with applicable information about historic events or structures associated with the site are encouraged.

In addition to the above, development in the Scenic Gateway Overlay District will also include:

~~7. Pedestrian circulation systems will be incorporated into the site design to assure that pedestrians can travel safely year-round and easily on the site and to adjacent public pedestrian ways. (CUT)~~

~~8. Major buildings and on-site open spaces will be connected by pedestrian ways.~~

~~9. Non-motorized trails parallel to the Sterling Highway are considered normal frontage improvements for new developments. They should be consistent with the Homer Non-Motorized Trails and Transportation Plan and will be developed in cooperation with Alaska DOT, Kenai Peninsula Borough, the City of Homer and private property owners.~~

Commented [JE2]: Not a code requirement. If we want to talk about sense of place, perhaps we could tie in a wayfinding plan when we have one.

Commented [JE3]: Again, another buried caveat about the SCGOL. Seems like these items should be in code, not buried here.

Commented [JE4]: It seems like this is a duplicate thought. The site is already required to have primary and secondary walkways.

Commented [JE5]: Mmm how does this play out? What is a major building, and which on-site open spaces do we mean? Revisit in context of SGO

Commented [JE6]: There is a sidewalk along one side of the Sterling highway the entire length of the district. Additionally, the Sterling Highway has a sidewalk on both sides closer to Pioneer Ave. Since we would not encourage and AVT trail along the highway, not are horse trails common, perhaps this should be struck. The HNMTP does not appear to recommend any other type of non-motorized access along the corridor. (A wide outside lane for bikes is recommended but is already in place?)

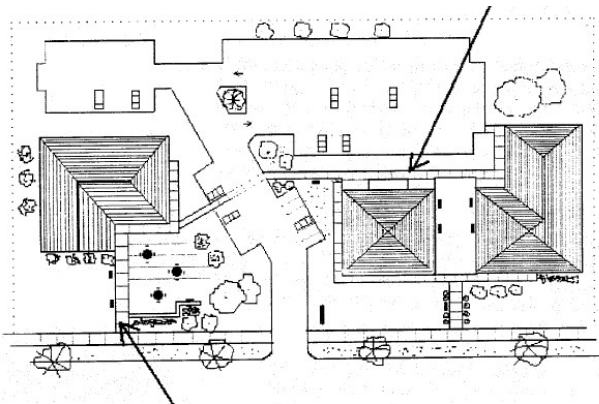
68 Secondary Walkways:

69
70 All commercial and multi-family parcels shall include an on-site pedestrian system that provides
71 pedestrian movement between buildings without depending on parking lots for this purpose.
72

- 73 1. **Link each building with walkways.** All buildings designed for residential occupancy or
74 business access shall be linked to each other by a secondary walkway system. Public sidewalks
75 may be considered part of the walkway system if they provide convenient movement
76 between structures.
77 2. **Assure adequate walkway width.** Secondary walkways must be wide enough for their
78 intended purpose.
79
80 3. **Differentiate walkway surface.** Walkways must be visually distinct from the parking lot and
81 driveway surfaces. Where walkways are flush with driveways or parking lot surfaces, textured
82 or colored materials can provide visual distinction. Paint or striping will not suffice to meet this
83 requirement.
84
85 4. **Avoid walkways which cross parking stalls.** Walkways may not be used for parking
86 stalls. However, the ramp or loading area of a handicap-stall may be part of the walkway, subject
87 to ADA conformance.
88
89

Commented [JE7]: Do we need this? Not sure it has even been used

90 *Secondary walkways connect*
91 *each building and are distinct*

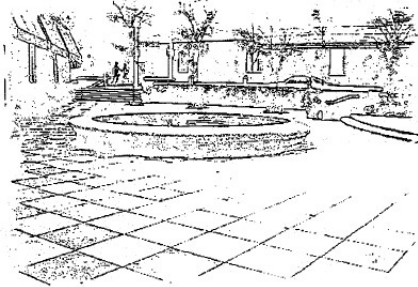


94 *Primary walkway connects building's main entrance with the public*
95 *sidewalk. Notice how the outdoor plaza provides a visual focus to the*
96 *site while enhancing the pedestrian environment.*
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101 **OUTDOOR COMMON AREAS**

102

103 A common area is a designed outdoor space which encourages outdoor activities and leisure in
104 outdoor spaces associated with commercial development. Required common areas must be provided
105 on-site, but may be enlarged and extended into city rights-of-way to connect with the sidewalk,
106 subject to City of Homer approval.



107

108

109 **1. Provide common area of a size proportionate to development.** Commercial development
110 greater than 5000 square feet in floor area shall include common areas equal to 5% of the
111 gross floor area of the building to which they apply, excluding garages, warehouses, and
112 similar support structures.

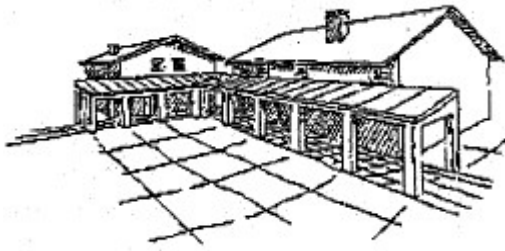
113

114 **2. Choose type of common area best suited to development.** Common areas must include
115 trash receptacles and casual seating and/or tables. Common areas must be one of (or a combination
116 of) the following:

117

118 a. Balcony, terrace or covered colonnade - providing a minimum walking width
119 of 8 feet and which also incorporates seating areas.

120



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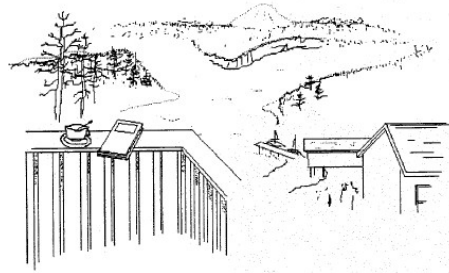
123 b. Plaza - with colored or textured pavement surface, e.g., brick, stone,
124 exposed aggregate concrete or colored and textured concrete. To provide
125 pattern and enhance the texture of the pavement, concrete surfaces shall be
126 scored or otherwise divided into smaller sections.

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- c. Pocket park - developed between or in front of buildings which include landscaped areas of grass, trees, shrubbery and flowers, combined with limited paths and pavement areas for casual tables and/or seats.
- d. Scenic View Area - consistent with these design standards. Viewing platforms intended for public access shall be identified with signage located at the edge of the public right-of-way.
- e. Off site common areas - For structures with less than 10,000 square feet of floor area, any of the above common areas which are within 250 feet of the subject site and are at least as large as the required common area for the subject site meet common area requirements and do not have to be repeated. This does not imply that the off site common area must be accessible for the subject site's use. It merely develops an appropriate density for outdoor common areas in a given district.



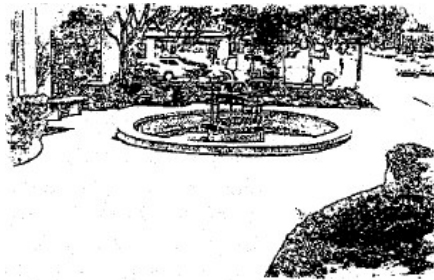
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- 3. Locate common areas in view corridors. Where view corridors occur on a site, common areas shall be located within the view corridor. Use care in the selection of landscape plantings so as to preserve views.
- 4. Provide direct access to common areas with pedestrian walkways. Common areas (or outdoor stairs leading to common areas) shall be easily accessible to customers from the

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public right-of-way by either primary or secondary walkways.

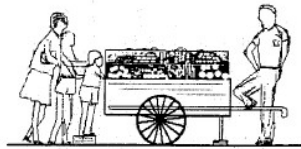
~~5. Provide outdoor seating where people want to sit. Pedestrian seating is encouraged in locations which allow enjoyment of sun and protection from wind and rain. Locate seating so that users can observe the activities of the street or enjoy a scenic view.~~



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~~6.5. Consider allowed activities in common areas. To assure full use and benefit of common areas to the property owner, the following activities are allowed in common areas:~~

- a. Vendor carts - limited to one portable handcart per 500 square feet of common area, up to a maximum of 4 carts, provided such carts do not impede pedestrian flow. Carts shall be on private paved common area, subject to owner approval. Carts must be portable and be stored away after hours.



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- b. Temporary art displays - allowed in private common areas, subject to owner approval.
- c. Outdoor sales - (e.g., farmers market) allowed one day per week.
- d. Outdoor dining -- Common areas used for outdoor dining may add up to one seat per 20 square feet of common area without any additional parking being required. Such seating may not impede pedestrian flow.

Commented [JE8]: Fairly duplicate with #2 above. The decision where to put the outdoor area is usually driven by the building location and its function, not the other way around.

Commented [JE9]: Recommend striking the section on activities in common areas.

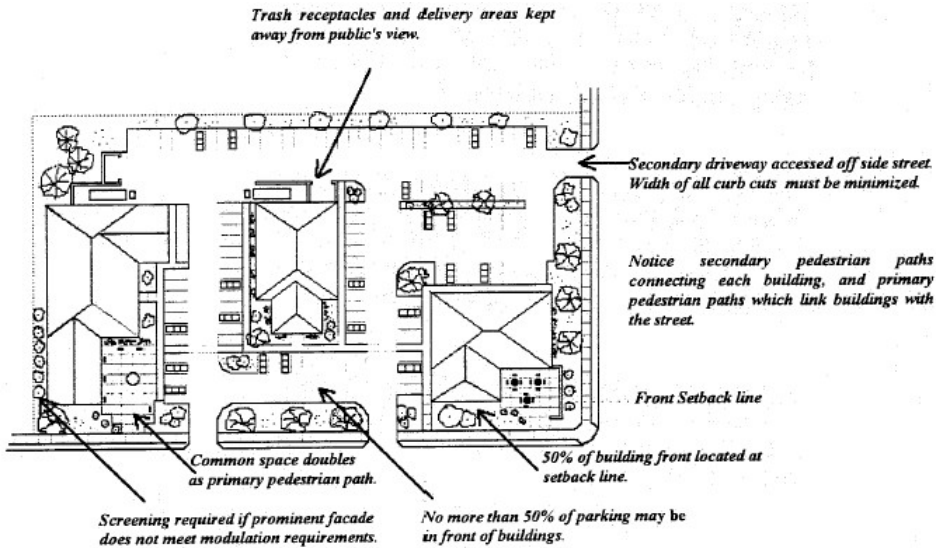
186 **COMMERCIAL STREETSCAPE**

187
188 To enhance the visual quality and the pedestrian environment of commercial streets and activity
189 centers, an increased emphasis should be placed on landscaping, pedestrian walkways and
190 architecture. Parking lots and service areas should be visually diminished by keeping them to the
191 side or rear of the buildings.
192

193 **1. Locate structure near front setback line.** At least 50 percent of the primary structure's front
194 facade shall be placed near the front setback line. The remaining portion of the building may be
195 stepped back to accommodate common areas or parking. *However, no more than 50 percent of*
196 *required parking may be located in front of a building (see parking standards on pg. 28).*

Commented [JE10]: Parking is discussed below

197
198 **2.1. Orient service and delivery areas away from the street.** Where possible, service and delivery
199 bays, including warehouses and mini-storage units, may not be oriented to the street. These
200 areas should be separated from public access routes and parking areas whenever practical.
201



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206 **3.2. Limit the number of curb cuts.** To maximize landscaping at the street face, curb cuts for
207 driveways shall be limited to one cut per parcel frontage or one cut per 200 feet of parcel
208 frontage, subject to Public Works driveway separation requirements. An additional cut is
209 allowed if the driveway is one-way. Where available, side streets or alleys should be used for
210 additional access needs.
211

Commented [JE11]: What is code requirement? Update needed?

212 **4-3. Limit width of driveways to 15, 24 or 34 feet.** To further maximize landscaping at the
213 street face, one lane driveways may be no wider than 15 feet, two lane driveways may be no
214 wider than 24 feet and three lane driveways are limited to 34 feet except that necessary
215 flaring of the driveway may occur between the inner edge of the sidewalk and the gutter.

Commented [JE12]: Code requirements?

216
217 **5-4. Link dissimilar buildings with common site amenities.** Visual continuity can be
218 achieved between dissimilar buildings by emphasizing common elements of site design. (e.g.,
219 landscaping, screening, furnishings, light standards, decorative paving materials). Similar
220 colors of structures can also provide visual continuity to the streetscape.

221
222 **6-5. Provide covering over walkways where appropriate.** Encourage pedestrian use of
223 walkways by providing canopies, marquees and awnings on building fronts which abut a
224 sidewalk.

225
226 **7-6. Place no more than 50% of required parking in front of buildings.** Where practical, no
227 more than 50% of required parking may be located in front of the building. In this context,
228 the front shall be the building side facing the street providing primary access to a site.

229
230 **8-7. Avoid parking in front of building entrance.** Parking spaces in front of the main building
231 entrance interfere with entrance visibility and access. These shall be avoided.

232
233 **9. Choose awning designs appropriate to building style.** Awnings, canopies and marquees
234 may not obscure architectural details of the facade.

Commented [JE13]: Not really sure what this means. Placement... in architecture not streetscape. Also a rare feature in Homer, lets simplify

235
236
237 **10. Ground signs should be constructed from natural materials.** Grass, flowers and shrubs should be
238 placed around the sign to provide color and visual interest.

Commented [JE14]: Signs should follow the sign code, which has been amended since the manual was adopted.

239 240 241 **LANDSCAPING & SCREENING**

242
243 Formal landscaping provides a pleasing transition between the natural setting and the built
244 environment and between adjacent built environments. Landscaping may not be considered
245 adequate compensation for poor site or building design; it shall be used to enhance new development
246 (regardless of how attractive the buildings on a site may be) and to soften the visual impacts of such
247 urban necessities as parking lots and mechanical equipment. Natural vegetation, together with
248 existing views of the water and land views is an integral part of the Homer setting and should
249 be preserved on both developed and vacant parcels. Views through or framed by natural vegetation
250 may be achieved while retaining the existing vegetation which characterizes Kachemak Bay.

Commented [JE15]: Re-organize this section so there is landscaping, and screening, not mixing the two topics.

251
252 **1. Development should be located so as to preserve, to the maximum extent possible, the**
253 **best and most attractive natural features of the site.** Development should avoid areas of
254 environmental sensitivity and minimize negative impacts and alteration of natural features.

Commented [JE16]: Is this captured in building siting? Should be in one place

255 **2. Control vegetation to preserve existing significant views.** The following standards promote
256 retention of existing views and apply to both commercial and residential properties:

257
258 a. **Selective thinning** - Larger tree stands which, over time, have closed off

259 significant views may be selectively thinned. Limit thinning to maintain a balance
260 of timber and continuous canopy.
261

Commented [JE17]: Where do we talk about removal of diseased trees, or replanting?

Trees make up an integral part of this view. A balance between trees and view should be retained



262
263 b. Trees within view - Allow trees to be a part of the view. Limited numbers of trees
264 should not be considered an obstruction to a view.

265
266 ~~c. Trimming trees. When trimming or limbing up trees to preserve views, maintain~~
267 ~~a healthy balance between the crown and trunk of the trees.~~

Commented [JE18]: Duplicate, see below pages

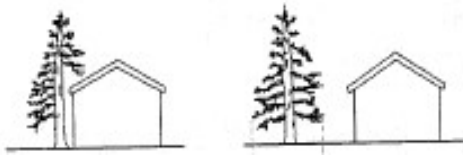
268
269 ~~d. Tree Topping. Avoid topping or trimming which alters the natural symmetry of~~
270 ~~a tree unless necessary for safety reasons or as emergency situations dictate.~~

271
272 3. **Avoid removing significant vegetation.** Complete removal of significant vegetation to
273 create new views where views do not currently exist, or to create panoramic views out of
274 existing limited views is not permitted.

Commented [JE19]: What is significant vegetation?
Local/nativespruce? Willow? Alder?

275
276 4. **Provide adequate room for retained vegetation.** Identify how retained trees will be
277 protected both during and after construction.

278
279 a. Location of structures. Buildings, retaining walls, utilities and paved surfaces must be far
280 enough away from retained trees to allow room for construction activities (including
281 grading and excavation) and to assure a proper growth environment after construction.



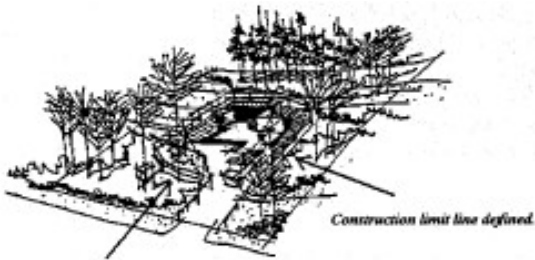
Neither the building footprint or the area of construction should encroach into the drip line of trees to be protected

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- b. Area of construction. In no case shall construction activities take place within the drip line of the tree (root zone) without extra precautions.
- c. Tree well. Provide a tree well or other form of protection where the surrounding grade must be raised.

5. **Protect existing trees during construction.** Significant vegetation to be retained must be protected during construction by installation of an effective system. The system must be approved by the Public Works Department, and must be in place during construction.

Limits of disturbance must be carefully defined and delineated. Areas of nondisturbance must be protected.



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- 6. **Replace lost trees which were intended to be retained.** Any tree proposed or required to be retained and which is subsequently lost or destroyed must be replaced with at least three 6-foot trees of an appropriate species.
- 7. **Choose plantings which are compatible with existing vegetation.** Plantings must be of a type which will thrive amid existing vegetation without killing or overtaking it. Avoid mixing incompatible plants which require different planting environments or micro-climates. Avoid haphazard mixture of textures, colors and plant types.
- 8. **Locate vegetation to preserve significant views.** Views and vistas from public rights-of-way shall be considered when determining placement of vegetation. While it is not the intent to avoid all trees in the foreground of a view, consideration should be given to the expected

308 height of trees and how they might be located to "frame" the view.

309
310 9. **Retain the natural symmetry of trees.** Trimming of trees shall be done in a manner that
311 preserves the tree's natural symmetry. Topping shall be avoided unless required for
312 health/safety reasons. Limbing-up may be appropriate if sufficient crown is retained to
313 preserve the tree's health.

314
315 10. **Use shrubs or vines on blank walls.** ~~Blank walls shall include a narrow planting area with~~
316 ~~shrubs or vines giving coverage to the wall.~~ Revision: Landscape along blank walls. Shrubs,
317 vines or other plantings can be used to provide either coverage or grouped plantings along
318 otherwise plain walls.

319



Shrubs and vines provide good coverage to walls which lack architectural interest

320

321

322 11. **Outside storage of materials and equipment and trash, if otherwise allowed, should be**
323 **screened from view from adjacent streets and residential areas.** Such screens should be
324 opaque and may consist of walls, fences, landscaped berms, evergreen plantings, or any
325 combination thereof.

326

327 12. **Enclosed storage of materials, equipment and trash is encouraged.** The enclosure will
328 be built to be complementary to the primary structure or landscaped or located so as to not
329 be visible from the street.

330

331 13. **Elements such as, but not limited to; HVAC units, telephone boxes, fuel tanks and**
332 **electrical transformers, shall be integrated into the site design through the use of**
333 **landscaping, berms or fences and should be as unobtrusive as possible.**

334

335 14. **Landscaping will be planned in such a way as to preserve views from public rights-of-**
336 **way.** Consideration will be given to the expected height of trees and how they might be
337 located to frame the view.

338

339 ~~15. Landscape plants will be chosen to be compatible with existing native vegetation and~~
340 ~~to thrive in Homer's climate.~~

341

342 ~~16. All disturbed lands will be revegetated within nine months or the next growing season,~~
343 ~~whichever is sooner.~~

344

345 17. ~~Conform to all other landscape criteria in the Homer City Code.~~

346

Commented [JE20]: Keep this here

Commented [JE21]: Make AK appropriate. Not a lot of successful vines for our climate.

Commented [JE22]: Cut graphic

Commented [JE23]: We don't ask for a specific plant list or follow up on specific shrub plantings over the life of the CUP.

Commented [JE24]: See code

Commented [JE25]: Already a code requirement.

347

348 Vacant Parcels in All Zones:

349

350 Limit Clearing to no more than 50% of significant vegetation and retain vegetation in all
351 required buffers and setbacks. Clearing limitations apply to all vacant parcels with no
352 approved Development Activity Plan, Storm Water Plan, or Zoning permit for development

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Commented [JE26]: If not a CUP, this doc does not apply.
So unless I had a vacant lot CUP, it makes no sense.

R I C H A R D S O N D M D , I N C
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(9 0 7) 2 2 6 - 2 3 1 0 F a x

11/13/2020

INRE: COMMUNITY DESIGN MANUAL CITY OF HOMER EDC PACKET PAGES 46,47,48 "FENCES"
WITH COMMENTS; COMMUNITY DESIGN MANUAL CITY OF HOMER PAGES 31,32,33

Time Spent on Review, Research and Comment: 3 hour 20 minutes

Dear Julie,

Thank you for sharing information with the Economic Development Commission regarding revisions of the Community Design Manual, specifically Fencing. I have put together some basic research and comments to help foster conversation about how to best update this portion of the manual.

Fencing is most often thought of as a physical barrier

Fencing may be the oldest means of traffic management and property division, whether intended to herd pre historic caribou, route the enemy on beachheads, or protect property from theft. The use of fencing for cosmetic purposes likely constitutes a lesser proportion of use than for crowd control or exclusion. Still cosmetic uses are discussed and appear in far more diverse form than the structural uses.

As Britannica online points out "Fence, barrier erected to confine or exclude people or [animals](#), to define boundaries, or to decorate. Timber, [soil](#), [stone](#), and [metal](#) are widely used for [fencing](#)."¹ [See Article History](#)

** It is important to recognize that a large proportion of building owners will be planning fencing as a physical barrier rather than as a cosmetic addition. The Homer Community Design Manual addresses fencing largely as a cosmetic addition to a Suburban neighborhood outside of a big city.

¹ <https://www.britannica.com/technology/fence-barrier>

Fencing Height and Safety

Some communities have specific language referring to fencing height as a safety barrier.

For example, fencing used at school buildings, pools or sport fields often have clearly defined characteristics to achieve an appropriate barrier.

“Child Care Learning Center: 591-1-1-.26(4) - Playgrounds shall be protected from traffic or other hazards by a four (4) foot or higher secure fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area.”²

Fencing Type and height used as barriers may be business specific and not easily outlined in city manuals. For example, slat type fencing that is three feet tall may be inappropriate for a dog grooming business.

Certain fencing products and shorter heights of fence may be a danger to Moose, and people riding snow machines, especially when the base layer of snow covers the fence.

Privacy Fencing

There is no mention of privacy fencing in the Homer Community Manual. There verbiage regarding fencing blocking the view of streets would somewhat address business to business privacy fencing.

In communities that have limited real estate to develop, it is not uncommon to have privacy fencing appear. Privacy fencing is fairly common in the lower 48 to separate office buildings where the windows look into the windows of the adjacent building.

Privacy fencing can often be visible from the road and is usually greater than 5 feet high. It is not uncommon for privacy fencing to be placed between the street and the business.

² <http://www.decal.ga.gov/documents/attachments/PlaygroundFencingTips.pdf>

Cost of Installing Fencing³

To fence the perimeter of approx. 1 acre of property [210 x 210 feet- approx. 1 acre]:

- Silver Galvanized including 1 Drive Thru Gate, 2 pedestrian Gates: \$17,800 installed ³
 - \$18/Square foot - installed
 - Install (1) 16 foot drive through gate - \$2200 – included above
 - Install (2) Pedestrian Gates - \$300/Each – included above
- Colored Galvanized Fence add 20% to Silver price
- Wood Cedar 6 foot Slat Fence no Gates - \$33,600 Installed.
 - \$40/linear foot - installed

** possible significant increase in metal and wood material price next year.

Approximate Cost for frontage only – 210 Feet Road frontage w/ installation

- 210 feet 4' silver x \$18 per sq/ft no gates = \$3780 w/installation
- 210 Feet 4' colored no gates \$3780x1.2 [20% more than silver]= \$4536 w/installation
- 210 Feet 6' Cedar no gates \$40*210 = \$8400 w/installation

Approximate Cost for frontage only – 210 Feet Road Frontage – No Installation

- 210 Feet 4' Home Depot Vinyl Picket Fence Panels \$156*26 panels \$4056 - no gate⁴

** Costs above assume ideal ground conditions and access to areas where fencing installed.

Life span of fencing

- Chain link – unlimited until damaged – ie tree falls, snow and ice damage, vehicle impact
- Cedar – require every 3 year coating to keep from graying – replacement time depends on moisture levels and conditions.
- Vinyl Picket – unknown life span – depending on color may need cleaning.

³ Hypothetical for 1 acre - Phone Estimated provided by McKinley Fence [Jason] 907 357 3731 – 1 acre calculated as 43,500 sq feet with 210 road frontage or 840 linear feet of property line.

⁴ <https://www.homedepot.com/p/Weatherables-Cheyenne-4-ft-H-x-8-ft-W-White-Vinyl-Fence-Picket-EZ-Pack-PWPI-THD3-4x8DE/205068281#product-overview>

Recommendations for the Community Design Manual on Fencing:

- Security, Safety and Function should outweigh Cosmetics when the fence is intended as a barrier. The Manual already alludes to this. In addition - even if the Fence is in view of the street.
- Cosmetics should prevail when the fencing has no other function.
- The fencing section of the manual does not have a discussion about privacy fencing, barbwire or razor wire.
- Planning needs to maintain significant latitude when a business has a justified function for a barrier regardless of the verbiage in the manual.
- Items such as veneered smooth face cinder block, select rock, wrought iron and brick are very expensive and may be unobtainable by many cottage businesses. Expanding affordable options beyond coated chain link on wood framing would be helpful.
- The Community Design Manual should have a sentence regarding maintenance of the fence.

I hope you find this information helpful.

Sincerely

Dr. Bill Richardson DMD.

Time Log

Call Triple A Fence in Anchorage 10 min

Call McKinley Fence 10 min

Web Research 10:00 to 11:20- 1 hour 20 min

Web Research, Letter Draft, Phone Calls 11:45 to 12:15 - 30 min

Letter Draft, phone call 5:30 to 7:00 – 1 hour 30 min

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

REPORTS

A. Staff Report 20-72, City Planner's Report

City Planner Abboud provided a summary review of Staff Report 20-72 for the Commission. He noted the following point:

- Public Works searching for a new campus and the Planning Commission should have input on selection and project

A brief discussion ensued between City Planner Abboud and Commissioners on the location selection for the proposed new Public Works Facility in context with the various components and considerations are going to be used in the location selection process.

PUBLIC HEARING(S)

PLAT CONSIDERATION

PENDING BUSINESS

A. Staff Report 20-73 Revisions to the Community Design Manual

Vice Chair Petska-Rubalcava introduced the item by reading of the title.

Deputy City Planner Engebretsen provided a summary of Staff Report 20-73 noting her recommendations and requested input from the Commission.

Further discussion between staff and the commission ensued on the following:

- Loosening the language on lines 193 to 194 to encourage building towards the front of the parcel
- What is the definition of significant vegetation to provide some clarification for developers in relation to Lines 272 to 274
 - The reference is related to removal and topping trees
 - This only applies to specific permits that come before the Commission
 - Focuses only on architectural and landscaping, esthetics
 - Current and past requirements and effects on the existing vegetation
 - Native vegetation over time is not size appropriate for the lot or aesthetically appealing
 - This language came from the Vancouver WA CDM which is not relevant to Homer

- Removing the language would not provide a better document since they do not want a developer to just clear every lot and then installing inappropriate landscape materials
- Providing alternative landscape materials that developers can use if existing vegetation must be removed
- Wayfinding Plan is in the process will contain a list of preferred plants to be used
- Most recent projects – Aspen Hotel and Police Station present the best scenarios of landscaping design and plant use as examples
- Environmental impacts and mitigations that can be addressed by landscaping
- Lines 350 to 352 only applies when a project requires a conditional use permit and having this in the CDM does not prevent someone from clearing a lot.
- Fencing recommendations from Commissioner Richardson with the EDC are appreciated and provided some good pricing information.
 - It was interesting the opinions on a subject depending on which Advisory Body was viewing the requirements was noted.

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. City Manager's Report for the November 9 and November 23, 2020 City Council Meetings
- B. HPC Memorandum to Homer City Council re: Building Height in the Medical District

Vice Chair Petska-Rubalcava noted the information contained in the City Manager's reports provided and asked for any questions or comments from the Commission.

There was a brief discussion on the de-escalation training and the memorandum to Council and their response.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

City Planner Abboud commented on the city moving into Red Status and that the Clerk's Office was working with one Clerk in office and the Planning Department has moved to two staff members in office and if needed they could move to one person but he believed it would have too great an effect on the efficiency of their department. Staff will keep working on the tasks at hand and we will see how things develop over the next 6 weeks or so. Looking forward to getting the permitting software and such.

Deputy City Planner Engebretsen commented it was a good meeting and appreciated the comments and will plan to have a presentation for the next meeting so it will not be as tedious.



City of Homer

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Planning

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Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

Memorandum PL 21-01

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: February 3, 2021
SUBJECT: Draft Community Design Manual

We are half way done! Staff has made the edits approved by the Commission to the Community Design Manual (CDM).

Staff divided the original Site Design section into two chapters because the document had different applicability to some zones and uses. Confusing! Now it will be clearer to users what rules apply where. Staff is still working on details like margins and text alignment.

Staff will present the rest of the CDM (introduction and architecture) at a future meeting. Eventually we will look at the whole document and make a recommendation for adoption by resolution to the City Council.

Attachments

Chapter 2 Site Design

Chapter 3 Outdoor Lighting

Chapter 2. SITE DESIGN

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts and to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District.

The sections in this chapter include:

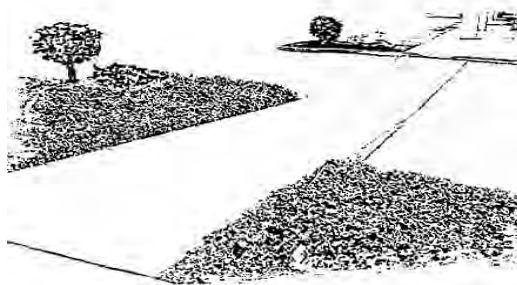
- A. On-site Walkways**
- B. Outdoor Common Areas**
- C. Commercial Streetscape**
- D. Landscaping and Screening**
- E. Fences**

A. ON-SITE WALKWAYS

Primary walkways are intended to link a building's main entrance to the public right-of-way and to facilitate and enhance the pedestrian environment.

1. Link commercial buildings and the public right-of-way with primary walkways.

Commercial buildings must be served by primary walkways which directly link the building's main entrance to the public right-of-way.



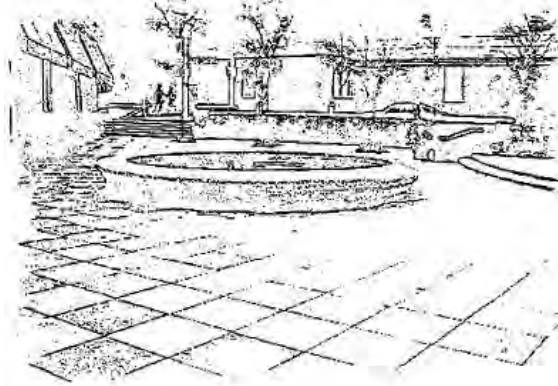
2. Assure that primary walkway width is proportionate to scale of project. Primary walkways must be a minimum of 5 feet on small-scale projects; wider walkways may be required for larger scaled projects.

3. Differentiate walkway surface. Walkways must be visually distinct from parking lot and driveway surfaces and may include textured or colored materials. Paint or striping will not suffice to meet this requirement. Walkways must be functionally separate from parking lots and driveways except where they cross driveways.

4. **Accent walkway with significant landscaping.** One side of the primary walkway must be landscaped except where it crosses a driveway. The width of the landscaping shall be sufficient to maintain a proper planting environment. Planting strips must have an average width of 3 feet. Wider planting strips may be required for larger scaled projects.
5. Accent walkway with lighting and seating areas.

B. OUTDOOR COMMON AREAS

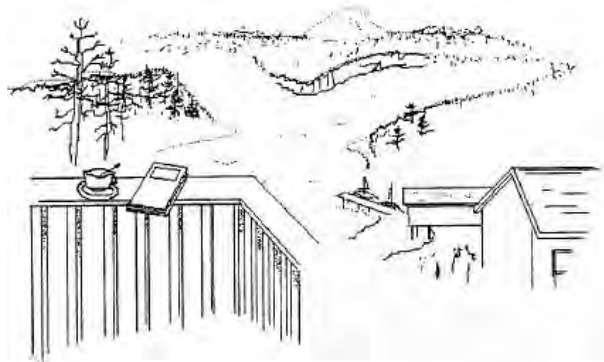
A common area is a designed outdoor space which encourages outdoor activities and leisure in outdoor spaces associated with commercial development. Required common areas must be provided on-site, but may be enlarged and extended into city rights-of-way to connect with the sidewalk, subject to City of Homer approval.



1. **Provide common area of a size proportionate to development.** Commercial development greater than 5000 square feet in floor area shall include common areas equal to 5% of the gross floor area of the building to which they apply, excluding garages, warehouses, and similar support structures.
2. **Choose type of common area best suited to development.** Common areas must include trash receptacles and casual seating and/or tables. Common areas must be one of (or a combination of) the following:
 - a. **Balcony, terrace or covered colonnade** - providing a minimum walking width of 8 feet and which also incorporates seating areas.



- b. Plaza - with colored or textured pavement surface, e.g., brick, stone, exposed aggregate concrete or colored and textured concrete. To provide pattern and enhance the texture of the pavement, concrete surfaces shall be scored or otherwise divided into smaller sections.
- c. Pocket park - developed between or in front of buildings which include landscaped areas of grass, trees, shrubbery and flowers, combined with limited paths and pavement areas for casual tables and/or seats.
- d. Scenic View Area - consistent with these design standards. Viewing platforms intended for public access shall be identified with signage located at the edge of the public right-of-way.
- e. Off site common areas - For structures with less than 10,000 square feet of floor area, any of the above common areas which are within 250 feet of the subject site and are at least as large as the required common area for the subject site meet common area requirements and do not have to be repeated. This does not imply that the off site common area must be accessible for the subject site's use. It merely develops an appropriate density for outdoor common areas in a given district.



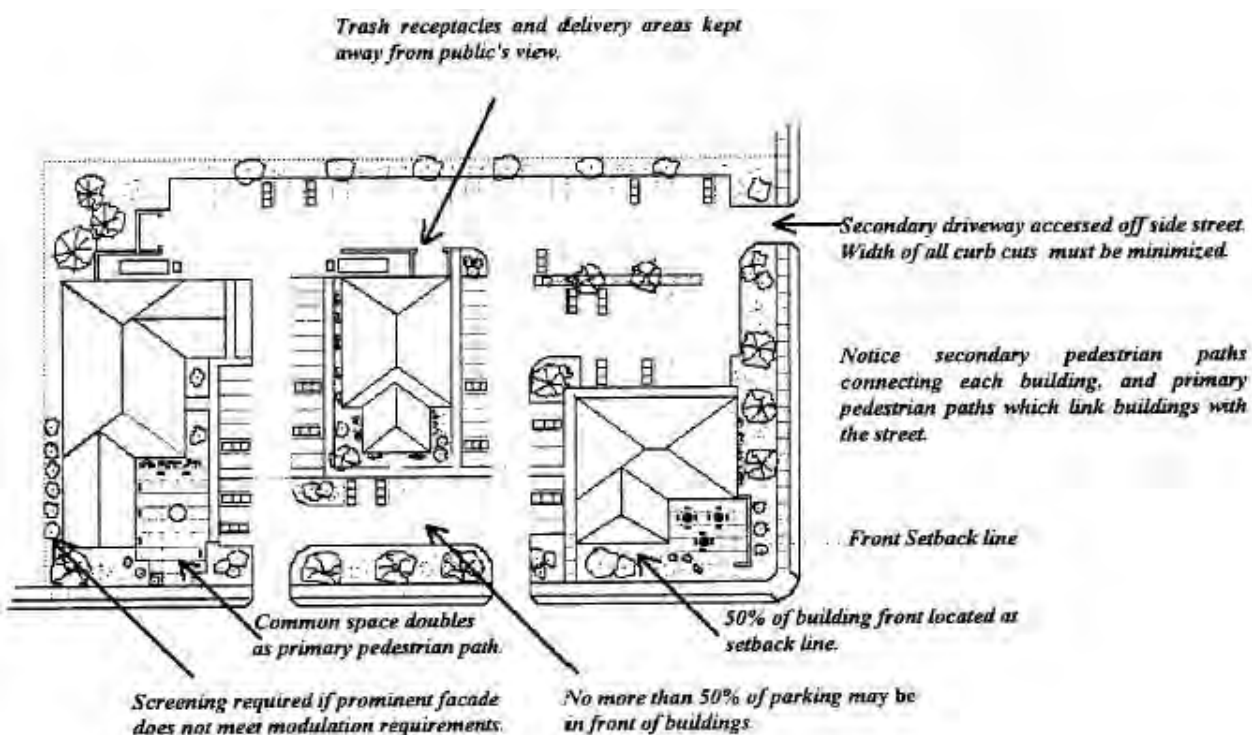
- 3. **Locate common areas in view corridors.** Where view corridors occur on a site, common areas shall be located within the view corridor. Use care in the selection of landscape plantings so as to preserve views.

4. **Provide direct access to common areas with pedestrian walkways.** Common areas (or outdoor stairs leading to common areas) shall be easily accessible to customers from the public right-of-way by either primary or secondary walkways.

C. **COMMERCIAL STREETSCAPE**

To enhance the visual quality and the pedestrian environment of commercial streets and activity centers, an increased emphasis should be placed on landscaping, pedestrian walkways and architecture. Parking lots and service areas should be visually diminished by keeping them to the side or rear of the buildings.

1. **Locate structure near front setback line.** At least 50 percent of the primary structure's front facade shall be placed near the front setback line. The remaining portion of the building may be stepped back to accommodate common areas or parking.
2. **Orient service and delivery areas away from the street.** Where possible, service and delivery bays, including warehouses and mini-storage units, may not be oriented to the street. These areas should be separated from public access routes and parking areas whenever practical.



3. **Use landscaping to screen parking lots and service areas.** Parking lots and other expansive pavement areas shall include a wall, solid hedge or landscape berm at least

3 feet high (conforming to clear vision requirements at driveway entrance) parallel to the right-of-way to soften the visual impact of the lot from the street.

4. **Link dissimilar buildings with common site amenities.** Visual continuity can be achieved between dissimilar buildings by emphasizing common elements of site design. (e.g., landscaping, screening, furnishings, light standards, decorative paving materials). Similar colors of structures can also provide visual continuity to the streetscape.
5. **Provide covering over walkways where appropriate.** Encourage pedestrian use of walkways by providing canopies, marquees and awnings on building fronts which abut a sidewalk.
6. **Place no more than 50% of required parking in front of buildings.** Where practical, no more than 50% of required parking may be located in front of the building. In this context, the front shall be the building side facing the street providing primary access to a site.
7. **Avoid parking in front of building entrance.** Parking spaces in front of the main building entrance interfere with entrance visibility and access. These shall be avoided.

D. LANDSCAPING & SCREENING

Formal landscaping provides a pleasing transition between the natural setting and the built environment and between adjacent built environments. Landscaping may not be considered adequate compensation for poor site or building design; it shall be used to enhance new development (regardless of how attractive the buildings on a site may be) and to soften the visual impacts of such urban necessities as parking lots and mechanical equipment. In addition to aesthetics, landscaping provides green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces. Natural vegetation, together with existing views of the water and land views is an integral part of the Homer setting and should be preserved on both developed and vacant parcels. Views through or framed by natural vegetation may be achieved while retaining the existing vegetation which characterizes Kachemak Bay.

1. Utilize non-invasive attractive plants to achieve landscaping and screening, preserve or create tree canopy, and provide ecosystem services such as water retention and filtration. Concepts such as rain gardens and other Low Impact Development concepts are encouraged.
2. **Choose plantings which are compatible with existing vegetation.** Plantings must be of a type which will thrive amid existing vegetation without killing or overtaking it. Avoid mixing incompatible plants which require different planting environments or micro-

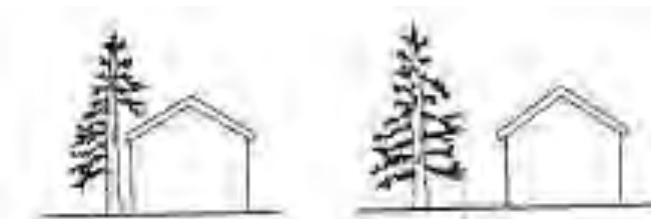
climates. Avoid haphazard mixture of textures, colors and plant types.

3. Locate vegetation to preserve significant views. Views and vistas from public rights-of-way shall be considered when determining placement of vegetation or retention of existing vegetation. While it is not the intent to avoid all trees in the foreground of a view, consideration should be given to the expected height of trees and how they might be located to "frame" the view. The following standards promote retention of existing views and apply to both commercial and residential properties:

- a. Selective thinning - Larger tree stands which, over time, have closed off significant views may be selectively thinned. Limit thinning to maintain a balance of timber and continuous canopy.
- b. Trees within view - Allow trees to be a part of the view. Limited numbers of trees should not be considered an obstruction to a view.

4. Provide adequate room for retained vegetation. Identify how retained trees will be protected both during and after construction.

- a. Location of structures. Buildings, retaining walls, utilities and paved surfaces must be far enough away from retained trees to allow room for construction activities (including grading and excavation) and to assure a proper growth environment after construction.



Neither the building footprint or the area of construction should encroach into the drip line of trees to be protected

- b. Area of construction. In no case shall construction activities take place within the drip line of the tree (root zone) without extra precautions.

c. Tree well. Provide a tree well or other form of protection where the surrounding grade must be raised.

d. Significant vegetation to be retained must be protected during construction by installation of an effective system. The system must be approved by the Public Works Department, and must be in place during construction.

5. Replace lost trees which were intended to be retained. Any tree proposed or

required to be retained and which is subsequently lost or destroyed must be replaced with at least three 6-foot trees of an appropriate species.

6. **Retain the natural symmetry of trees.** Trimming of trees shall be done in a manner that preserves the tree's natural symmetry. Topping shall be avoided unless required for health/safety reasons. Limbing-up may be appropriate if sufficient crown is retained to preserve the tree's health.
7. **Use shrubs or vines on blank walls.** Landscape along blank walls. Shrubs, vines or other plantings can be used to provide either coverage or grouped plantings along otherwise plain walls.
8. **Outside storage of materials and equipment and trash, if otherwise allowed, should be screened from view from adjacent streets and residential areas.** Such screens should be opaque and may consist of walls, fences, landscaped berms, evergreen plantings, or any combination thereof.
9. **Enclosed storage of materials, equipment and trash is encouraged.** The enclosure will be built to be complementary to the primary structure or landscaped or located so as to not be visible from the street.
10. **Elements such as, but not limited to; HVAC units, telephone boxes, fuel tanks and electrical transformers, shall be integrated into the site design through the use of landscaping, berms or fences and should be as unobtrusive as possible.**

E. FENCES

Fences are useful for defining space, providing security, and visually enhancing outdoor settings. The degree that these qualities are considered depends on the intended purpose of the fence and where it will be located. The design of the fence may not be important if the fence is strictly for security reasons, (e.g., a mini-storage yard), but if the fence is visible to the public right-of-way, design takes on added significance.

1. **Choose fence materials carefully.** Fences shall be constructed of wood, wrought iron, brick, stone or cinder block. Smooth-faced cinder block must have a veneer finish on the side visible to the public's view. Coated chain link attached to wood posts and rails is permitted. Chain link with slats that color coordinate with the main building color scheme are also permitted. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the Planning Director,
2. **Limit chain link along prominent facades and arterials.**

3. **Limit height of fences.** Unless otherwise required by Homer City Code, fences are limited to a height of 4 feet from the natural grade along arterial frontages and in the front yard.

Chapter 3. Outdoor Lighting

Applicability: The outdoor lighting section applies to all uses in areas zoned CBD, RR, UR, RO, GBD, SGCOL and the portion of GC1 lying south of Beluga Lake.

Purpose

The primary purpose of outdoor lighting is to improve visibility and safety within outdoor spaces. However, light can also enhance a setting if the intensity and source of the light corresponds to the visual character of the surroundings.

- 1. Avoid lighting large areas with a single source.** Large areas may be lit with a number of low intensity sources close to the area requiring illumination; illumination of a large area with a remote single source of light shall be avoided.
- 2. Avoid excessive light throw.** Lighting shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Illumination of landscaped areas shall be avoided unless lighting is part of the landscape design or the area is intended for recreational use.
- 3. Keep light source hidden from public view.** Except for streetlights installed in rights-of-way, all light sources, whether on public or private property, shall be hidden or conform to light standards specified herein. Light sources (e.g., light bulbs) shall not be visible except on approved decorator lights. Sources of high intensity light, whether behind a lens or not, shall not be visible to the public.

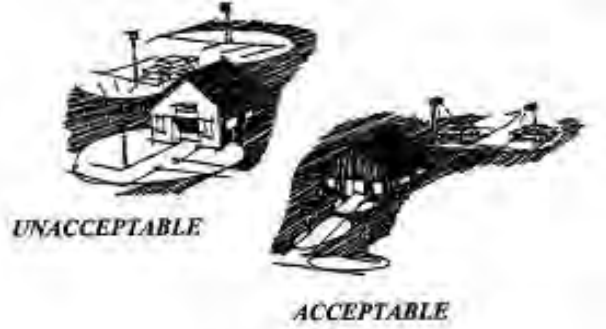
High intensity light sources may not be visible to the public. Fixture designs of an industrial or utility appearance shall be avoided.



Indirect lighting keeps light source hidden from the public's view. Recessed spot lighting may supplement indirect lighting where more direct lighting is desired.



4. **Use downward directional lighting.** All lights more than 7 feet above the ground shall be downward directional lighting.



5. **Choose approved outdoor light designs.** The following lighting types are approved:
- a. "Shoe box" style pole lamps to be approved as appropriate for district (downward directional).
 - b. Ornamental pole lamps - to be approved as appropriate in color and style for district.
 - c. Bollard lights - to be approved as appropriate in color and style for district.
6. **Avoid light fixture designs which have an industrial appearance.** Designs of an industrial or utility appearance shall be avoided on all fixtures visible to the public, e.g., mercury vapor lights, cobra lights, etc.



Except for the "shoe-box" style light on the right (which is downward directional), these other lights are too industrial in their appearance and are designed for illuminating large areas with a single light source.

2. MUST PROVIDE WATER AND SEWER SERVICES TO LOT PRIOR TO RECORDING OR ENTER INTO AN INSTALLATION AGREEMENT WITH THE CITY

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 21-10, Puffin Acres SVH 2021 Replat Preliminary Plat

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

City Planner Abboud provided a summary of Staff Report 21-10 for the Commission.

There was no applicant present.

Chair Smith opened the public comment period seeing no public present he closed the comment period and open the floor to questions from the Commission.

City Planner Abboud provided clarification on the following:

- Water and Sewer connections are present

HIGHLAND/BENTZ MOVE TO ADOPT STAFF REPORT 21-10 AND RECOMMEND APPROVAL OF THE PRELIMINARY PLAT TO SHIFT LOT LINES WITH COMMENTS 1, 2 & 3:

1. INCLUDE A PLAT NOTE STATING, "PROPERTY OWNER SHOULD CONTACT ARMY CORPS OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY). PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS."
2. INCLUDE A 15 FOOT UTILITY EASEMENT ADJACENT TO EAST END ROAD
3. BUILDING SETBACKS ARE DETERMINED BY HOMER CITY CODE, PLAT NOTE #2 MAY NOT BE NECESSARY.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

A. Memorandum PL 21-01, Draft Community Design Manual (CDM)

Chair Smith introduced the item by reading of the title.

City Planner Abboud provided a summary of Staff Report 21-01 for the commission and responded to questions regarding comments previously expressed by the Commission on

aesthetics and details included from manuals from other communities were included within the architecture section with qualitative opinions of how our buildings should be designed.

Commissioner Bentz clarified that this provides the site design is split into two sections and this version incorporates the suggestions from commission previous discussion and that they will see the whole thing back together at some point in the future.

NEW BUSINESS

INFORMATION MATERIALS

A. City Manager's Report for January 25, 2021 City Council Meeting

Commissioner Highland commented that she appreciated having the City Manager's report in the packet and the inclusion of the financial information.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

Deputy City Clerk Krause commented that she appreciated the efficient meetings.

City Planner Abboud commented on getting with Chair Smith to discuss the upcoming meeting and encouraged the Commissioners to consider attending the training available.

COMMENTS OF THE COMMISSION

Commissioner Highland inquired if they could discuss at this time the meeting date for the continuance since they were all present.

A brief discussion ensued between Staff and the Commission on the availability between Commissioners and there was no definite date determined.

Commissioner Petska-Rubalcava expressed that she would prefer not to have a meeting if not required on February 17th

Chair Smith responded that it may be nice not to have the meeting since they are having so many additional meetings and if there was no objection from the other commissioners he was agreeable to canceling the next meeting.

Commissioner Petska-Rubalcava continued her comments by offering encouragement to Commissioner Barnwell and expressing the value of attending the Conference herself with



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Staff Report PL 21-14

TO: Homer Planning Commission
THROUGH: Rick Abboud, AICP City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: March 3, 2021
SUBJECT: Community Design Manual

Introduction

We continue our rewrite of the Community Design Manual (CDM). For this meeting, we will be reviewing the “Introduction” portion of the CDM. This is staff’s first draft at revising this confusing section! At a future meeting we will look more in depth at the intent (and success or failure) of the CDM.

Analysis

There are two documents attached to this staff report. The first is the ‘clean copy’ with all the changes incorporated. It also shows new questions from staff. The second document, for those that like all the details, shows the track changes version.

One of the issues not spelled out currently in the CDM is what to do with remodeling projects. How much of the CDM applies? What is reasonable? Please review the “Design Review Goals” to see if those goals meet your understanding of what we are trying to achieve with the design review process.

Staff Recommendation: Review the revised introduction and make any comments. Staff will incorporate comments and continue to work on this section.

Attachments

1. Introduction, clean copy
2. Introduction, track changes

INTRODUCTION

The scenic beauty of Kachemak Bay is an Alaskan natural treasure. As an area dependent on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors. This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

Correctly applied, the Design Review process can be an effective way to increase the flexibility in the application of zoning regulations. The Design Review process allows for early discussion of a proposed project's design and how modifications can result in more attractive design. As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

Homer's Design Review Goals are:

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity.
2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, commiserate with the scale of the remodel.
3. Facilitate early and ongoing communication among property owners, neighborhoods and the City.
4. Provide an objective basis for decisions which address the visual impact of the City's future growth.
5. Ensure that the intent of development standards established by the Homer Comprehensive Plan are met.
6. Increase public awareness of design issues and options.
- 6.7. Support green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces.

Commented [JE1]: Design standards?

Commented [JE2]: Could set this up so that CDM findings would be based on these goals.

Commented [JE3]: Included language from PC suggestions in the Site Design chapter

APPLICABILITY

The standards in this manual apply to public and private development within all sections of the City as identified in Homer City Code, Title 21. The extent of design review varies according to the location and type of development. Applicability of each chapter, when not required within Title 21, is stated at the beginning of each chapter. Sections applicable to the Town Center, Gateway Business District and the Scenic Corridor Overlay zoning districts are proscribed within the zoning code for those districts. The reader should be familiar with all portions of this document before proceeding with any building or site improvements. Finally, the reader should

be aware that the graphics contained in this document were added to assist in defining the standards herein. They are not meant to be viewed as literal solutions or absolute design directives.

DESIGN REVIEW OPTIONS

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. Design policies include both general requirements and specific performance standards. General requirements include all **bold and underlined** text in the document. - Specific standards include the more detailed text which immediately follows general requirements.

Commented [JE4]: Wording. Shall means "must." So are these hard and fast requirements, or is there flexibility?

Commented [JE5]: Wording...need to look at what is hard and fast and what is not, and how its conveyed.

Homer Planning Commission (Commission) Approval. The City of Homer encourages a creative approach to design by providing a flexible review standard.

The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, and (b) the alternative design meets the intent of the general requirement.

Commented [JE6]: Options? Also talk about green infrastructure, sustainability as themes. When is a lessor design OK?

Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

To best determine the general requirement's intent, the Commission shall consider the specific requirements as appropriate examples of compliance.

Commented [JE7]: How much latitude does the PC have?

Quality design is more important than strict conformance.

DESIGN REVIEW APPLICATION REQUIREMENTS

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

Applicable Areas and Uses: Match with rest of document

Commented [JE8]: May cut this here

Within Areas Zoned Central Business District; Gateway Business District
All non-residential uses and uses with more than 12 residential units.

Within Areas Zoned Scenic Gateway Overlay District:
All uses except single family dwellings and duplexes.

1. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.
- b. Sign Plan. A master sign plan showing the location of all signage consistent with HCC 21.60.
- c. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- d. Color Palette. A color palette of the building's exterior including roof, siding and trim.

Commented [JE9]: This may all end up in the lighting section... not sure yet

Commented [JE10]: An approximate color and material palette, recognizing the final decisions can vary slightly due to materials availability.

2. Site Plan Review

- a. Site plans and information in conformance with HCC 21.73.020, and when required by code, 21.73.030.
- b. Screening details. Details on how all mechanical and utility equipment will be screened.
- c. Fencing Details. Color, type and appearance of all fencing and screening materials.

3. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.
- a-b. (Architectural lighting here?)

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This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

~~As an area dependant on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors.~~

~~The built environment cannot equal the splendor of our natural setting, but we can strive to reflect and respect the good fortune we find here. The City of Homer Design Manual has been created to foster this goal.~~

Correctly applied, the DESIGN REVIEWDesign Review process can be an effective mechanism ofway to increase the-increased flexibility in the application of zoning regulations.

~~It-The Design Review process~~ allows for early discussion of a proposed project's design and how modifications can result in more attractive design,provide examples that demonstrate how projects can better fit their environment.As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

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1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity.
- 2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, commiserate with the scale of the remodel.
- 3. Facilitate early and ongoing communication among property owners, neighborhoods and the City.
- ~~Increase public awareness of design issues and options.~~
- 4. Provide an objective basis for decisions which address the visual impact of the City's future growth.
5. Ensure that the intent of development standards established by the ~~1999 City of Homer Comprehensive Plan Update~~ are met.
- Increase public awareness of design issues and options.

Design Review in Homer will be considered at ~~three-two~~ broad levels, with additional attention to lighting.

~~It is evident from the Comprehensive Plan's design element that design consideration must entail far more than the appearance of individual buildings.~~ Accordingly, this ~~book~~ manual will

Commented [JE1]: Design standards?

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consider design ~~at three broad levels~~ under the ~~titles~~ chapters *Architecture, Site Design, and Connections* Lighting. In each instance, these guidelines are intended to identify and respect important visual patterns in the built environment and relate these to Homer's natural amenities.

Architecture

~~The Architecture section addresses the more traditional aspects of design review including the details of a building's design, its relationship to surrounding structures, and how the design will be viewed from specific vantage points.~~

Commented [JE2]: Move this to architecture chapter as introduction

Site Design

~~The Site Design section deals with site amenities intended to enhance the visual character of the site invite outdoor activities and connect public rights of way to structures on private property.~~

Commented [JE3]: Move this to site design chapter as an introduction

Connections

~~The Connections section will focus on right of way development and how streets can be designed to connect other areas of the city, to compliment development on private property and to create a strong community image.~~

Lighting

~~Into to talk about building and site lighting...~~

~~In each instance, these guidelines are intended to identify and respect important visual patterns in the built environment and relate these to Homer's natural amenities.~~

Commented [JE4]: Move to lighting section and create an introduction to that chapter

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APPLICABILITY

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~~Within this manual applicability is further defined and is summarized below:~~

- ~~Site Plan Review — CBD; GBD; SGCOL~~
- ~~Architecture — CBD; GBD; SGCOL~~
- ~~Site Design:~~
 - ~~On site walkways — CBD; GBD; SGCOL~~
 - ~~Outdoor common areas — CBD; GBD; SGCOL~~
 - ~~Commercial streetscape — CBD; GBD; SGCOL~~
 - ~~Landscaping and screening — CBD; GBD; SGCOL~~
 - ~~Fences — CBD; GBD~~
 - ~~Parking — CBD; GBD; SGCOL~~

~~Outdoor lighting — CBD; RR; UR; RO; GBD; SGCOL and the portion of GCI lying south of~~

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~~Beluga Lake
Outdoor furnishing— CBD; GBD; MC; MI; GC1 adjacent to Ocean Drive~~

~~The reader should be familiar with all portions of this document before proceeding with any building or site improvements. Finally, the reader should be aware that the graphics contained in this document were added to assist in defining the standards herein. They are not meant to be viewed as literal solutions or absolute design directives.~~

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Commented [JE5]: Wording

Commented [JE6]: Wording...

Homer ~~Advisory~~ Planning Commission (Commission) Approval. The City of Homer encourages a creative approach to design by providing a flexible review standard.

The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, and (b) the alternative design meets the intent of the general requirement.

Commented [JE7]: Options?

Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

~~Appeals to a Design Review decision by the Commission may be filed in accordance with HCC 21.68 Appeals.~~

To best determine the general requirement's intent, the Commission shall consider the specific requirements as appropriate examples of compliance.

Commented [JE8]: Interpretation... aestheticis, Commission as citizens group and decion body on...

Quality design is more important than strict conformance.

DESIGN REVIEW APPLICATION REQUIREMENTS

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application

requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

Applicable Areas and Uses: ~~Match with rest of document~~

Within Areas Zoned Central Business District; Gateway Business District
All non-residential uses and uses with more than 12 residential units.

Within Areas Zoned Scenic Gateway Overlay District:

~~All uses except single family dwellings and duplexes.~~

1. Site Plan Review

- ~~a. 21.73.020, and when required by code, 21.73.030~~
- ~~a. Site and Access Plan. A site plan, drawn to scale no smaller than one inch equals 20 feet showing location and size of all structures, buffer areas, yards, open spaces, common areas or plazas, walkways, vehicle areas, and right of way access.~~
- ~~b. Existing Vegetation Plan. A significant vegetation plan which identifies the type, and general location of existing significant vegetation within the area to be developed and within 5 feet of all setback lines.~~
- ~~c. Landscape Plan. A landscape plan showing the species, and general location of all significant native vegetation to be retained, and new vegetation.~~
- ~~d. Site Section Drawings. Section drawings which illustrate existing and proposed grades in specified areas of concern as identified by the staff, or on slopes greater than 15%. Alternatively, an accurate topographic map delineating contours, existing and proposed, at no greater than five foot intervals and which locates existing streams, wetlands and other natural features may be submitted.~~
- ~~e. Grading & Drainage Plan. An accurate grading and drainage plan which indicates all cuts, fills and required areas of disturbance necessary to construct all retaining walls and structures.~~
- ~~f. Utilities Plan. A utilities plan showing location of utilities in relation to landscape and buffer areas (utility plan must be consistent with proposed areas of non disturbance).~~
- ~~g. Paving Materials. Description of all pedestrian and vehicular paving materials. Descriptions must specify type, color and/or texture.~~
- ~~h. Elevations from primary public access road.~~

Commented [JE9]: Move, architecture comes first in manual

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31. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.
- b. Sign Plan. A master sign plan showing the location of all signage consistent with HCC 21.60.
- c. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- d. Screening details. Details on how all mechanical and utility equipment will be screened.

4. Color and Material Review

- a. Color Palette. A color palette of the building's exterior including roof, siding and trim.
- b. Fencing Details. Color, type and appearance of all fencing and screening materials.

Commented [JE10]: Consolidate with architectural review

Commented [JE11]: An approximate color and material palette, recognizing the final decisions can vary slightly due to materials availability.

5. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.
- ~~b. Accessory Details. The type, appearance, and location of all outdoor furniture, trash receptacles, and accessories.~~

Deputy City Planner Engebretsen facilitated a brief question and answer period on the Coastal Bluff Hazard mapping and the benefits that it would provide to the city with the assistance of Commissioner Bentz.

Deputy City Planner Engebretsen fielded questions from the Commissioners on providing input on the Wayfinding RFP and the massive clear-cutting that was conducted just outside the eastern city limits which may present some flooding issues.

B. Public Works Campus Task Force Report – Commissioner Barnwell

Commissioner Barnwell provided a through update using maps showing inundation lines and a progress report on the two meetings and worksession that were conducted by the Task Force specifically highlighting the exercise of determining risks to the Public Works Facility in the event of a Tsunami, reviewing the 2019 Inundation Report and having a very informative presentation by Barrett Salisbury with DGGs and Elena Suleimani with the Alaska Earthquake Center on earthquakes and how they would affect Homer.

Commissioner Barnwell field questions from the commission regarding site selection, the inundation lines are not higher, consideration of moving other facilities in relation to Public Works having bearing on site selection, utilizing the space at the old police station or high school for placement of equipment, consideration on resiliency to shoreline change, drainages, nuisance flooding as well as tsunami.

PUBLIC HEARINGS

PLAT CONSIDERATION

PENDING BUSINESS

A. Memorandum PL 21-14, Draft Community Design Manual (CDM) Update Progress

Deputy City Planner Engebretsen reviewed the changes to the CDM. She requested any concerns or red flags that the Commission may have on the amendments and noted the she planned to have a more fleshed out draft for the next meeting. She referenced the language that needs to be changed since they are having too many lawsuits and appeals.

Chair Smith commented that he appreciated the direction that staff was going with the update.

NEW BUSINESS

A. Staff Report 21-13, Planning Fees



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Staff Report PL 20-19

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: March 17, 2021
SUBJECT: Community Design Manual

Introduction

Staff has continued to revise the introduction of the Community Design Manual (CDM). I think this is about as far as I can go, without finishing the other parts of the manual (only the Architecture section is left). The goals of the CDM could be more clear, as well as a better understanding of how flexible the standards are.

Staff Recommendation: Discuss any language that is not clear and make any changes. Staff will provide revisions to the Architecture section at the next meeting.

Attachments

3/17/21 CDM Introduction

Introduction

The scenic beauty of Kachemak Bay is an Alaskan natural treasure. As an area dependent on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors. This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

~~Correctly applied, the Design Review process can be an effective way to increase the flexibility in the application of zoning regulations.~~ The Design Review process allows for early discussion of a proposed project's design and how modifications can result in more attractive design. As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

Applicability

The extent of design review varies according to the location and type of development. Sections applicable to the Town Center, Gateway Business District and the Scenic Corridor Overlay zoning districts are prescribed within the zoning code for those districts. Applicability of each chapter of the CDM when not required within a specific zoning district, is stated at the beginning of each chapter

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, or (b) the alternative design meets the intent of the general requirement, or (c) reasonably meets the intent of the CDM when considering the constraints of the building site, building use, or excessive material costs.

Design Review Options

The City of Homer encourages a creative approach to design by providing a flexible review standard. Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

JULIE notes: When we have gone through all the chapters, we will revisit these goals, and also how they tie in with our current comprehensive plan.

Homer's Design Review Goals are:

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity. Quality design is more important than strict conformance with the CDM.
2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, commiserate with the scale of the remodel.
3. Facilitate early and ongoing communication among property owners, neighborhoods and the City.
4. Provide an objective basis for decisions which address the visual impact of the City's future growth.
5. Ensure that the intent of development standards established by the Homer Comprehensive Plan are met.
6. Increase public awareness of design issues and options.
7. Support green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces.

[Graphic or other use of space here](#)

Design Review Application Requirements

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

1. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.
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Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- c. Color Palette. A color palette of the building's exterior including roof, siding and trim.

2. Site Plan Review

- a. Site plans and information in conformance with HCC 21.73.020, and when required by code, 21.73.030.
- b. Screening details. Details on how all mechanical and utility equipment will be screened.
- c. Fencing Details. Color, type and appearance of all fencing and screening materials.

3. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.
(Architectural lighting here?)

City Planner Abboud provided a summary of Staff Report 21-18 for the Commission.

There was no applicant present.

Chair Smith opened the public comment period and seeing there was no audience to comment he closed the public comment period and opened the floor to questions from the Commission.

HIGHLAND/ PETSKA-RUBALCAVA - MOVE TO ADOPT STAFF REPORT 21-18 AND RECOMMEND APPROVAL OF THE BARNETTS SOUTH SLOPE SUBDIVISION, QUIET CREEK PARK LOT 38 PRELIMINARY PLAT WITH COMMENTS 1 AND 2

1. INCLUDE A PLAT NOTE STATING "PROPERTY OWNER SHOULD CONTACT THE ARMY CORPS OF ENGINEERS PRIOR TO ANY ON-SITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION IF ANY. PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS
2. CARRY FORWARD ANY RELEVANT PLAT NOTES FROM THE PARENT PLATS

There was a brief discussion on access to the larger parcel.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

A. Staff Report 21-19, Community Design Manual

Chair Smith Introduced the item by reading of the title and invited City Planner Abboud to provide input on the memorandum provided.

City Planner Abboud provided a status update and reported that Deputy City Planner Engebretsen made a few minor changes but has progressed as far as she can until amendments and or updates have been completed in the remaining section, Architecture, which is hoped to be ready for the Commission's next meeting. He then provided a brief outline of the intent to make the document flexible and update the language so it is easier to understand.

City Planner Abboud facilitated discussion on the intent of the manual and how it should be used and the Commission appreciated the time and effort expended to make this document a better, more relatable to Homer if not Alaska and easily understood document.

The Commission did not offer any changes or corrections.

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Staff Report PL 21-22

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: April 7, 2021
SUBJECT: Community Design Manual

Introduction

Staff has continued to revise the Community Design Manual (CDM). This is the last major section – Architecture! There are a few items to discuss and make decisions on. At this meeting, I'd like to address parking lot slopes, prominent facades, siding and trim, and color.

Discussion Points:

1. Parking lots on a slope. One of the things the CDM recommends is that land be developed without altering slopes too much. Buildings and parking lots should work with the land, rather than requiring lots of dirt work. But there is a balance! On the bottom of page 2/top of page 3, the CDM mentions terracing parking lots. Staff thinks this is not always practical and may be in conflict with City Code.

HCC 21.55.040 (b) states:

“The surface of a parking lot shall be graded to drain properly. Except where the City Engineer approves a greater slope, the surface of a parking stall shall have a longitudinal slope not exceeding three percent and a transverse slope not exceeding five percent, and the surface slope of an aisle shall not exceed five percent in any direction.”

Examples:

- City hall parking lot is about 5% slope. Can you imagine pushing a cart of groceries, or rolling luggage up that incline during icy or snowy conditions?
- The High School parking lot has aisles that are almost 10%, although that is a predominantly pedestrian environment, and designed for a population that can easily use stairs and is not carrying a heavy load (expect maybe a backpack!).

Staff recommends cutting the diagram and diagram text at the top of page 1-2.

2. Page 1-4, Prominent Facades. This section of the CDM is intended to ensure that the visible sides of the building are attractive. The CDM then goes on to prescribe design guidelines that apply to these major building fronts. The key item here is to define exactly when a building has a prominent facade – because these architectural features have added cost and complexity. So we want the CDM to be clear on what applies to each side of the building.

There are two definitions provided:

“C: Prominent facades include all building facades visible from arterials, and activity centers, and also facades which face the roads(s) providing primary access to the buildings site.”

C(1) is slightly different: “All building facades prominently visible to public rights of way shall meet the following requirements....” The distinction is an arterial is a main road such as the Sterling Highway and we don’t have many arterials, vs the second definition which is ANY public right of way.

Let’s use the Post Office as an example, imagining that it was being built today. The Sterling Highway is an arterial, and there are access points from Heath and Snowbird Streets. Those three walls of the building would be considered prominent facades and need to meet the CDM. But what about the back of the building? Its visible as one travels downhill on Heath and Snowbird; should the back wall also meet the CDM? Backside of the library is another similar example, as are backside of the banks on Hazel Ave.

Staff recommends the following: Prominent facades are building faces along arterials, adjacent to activity centers, or which face the roads providing primary access to the building site. (Staff will work on the wording, but please discuss the idea!)

3. Siding and Trim Discussion: The CDM currently discourages some commonly used siding materials, and requires Commission approval of them. For example, today’s fiber cement board siding comes in many styles and is a quality building material. I can’t see why we would discourage its use! Staff would like to discuss with the Commission how you feel about this section and any suggestions. We see some really creative uses of these materials; how can we encourage this pattern, rather than discourage?

Section D, page 1-9 and 10 Siding and Trim(2)...”The following materials must receive Commission approval...” the CDM goes on to say small sections of these materials are OK, but should not be used as the main siding. The list includes ribbed metal panels (used on the police station and Pratt Museum), sheet siding such as t1-11, concrete panels (City hall has quite a bit of sheet concrete board on the south and west sides) and vertically ribbed or grooved material (such as Wildberry siding, some log and some enhanced t1-11).

Staff recommends the CDM continue to discourage tile, and smooth concrete block. **What does the Commission think about the rest of the materials listed?**

4. Section E, Color (page 1-10). When this manual was written for Gig Harbor WA in the early 2000's, the color schemes described fit that era and location. But today the color schemes don't feel very modern, nor do they reflect our colorful community. **Please read over this section and bring any suggestions or ideas!**

Attachments

1. Chapter 1, Architecture revised copy
2. "Track Changes" version with notes

Chapter 1. ARCHITECTURE

A sense of place cannot be achieved with a single building. It is the cumulative effect of each building and their relationship to surrounding buildings that creates rhythm and pattern and defines scale in the city's streetscapes. The following design standards will help to achieve this:

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts, to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District, and to other districts as required by City Code.

The sections in this chapter include:

- A. The Building and its Setting**
- B. Hierarchy in Building Design**
- C. Prominent Facades**
- D. Siding and Trim**
- E. Color**
- F. Roofing Material**
- G. Building Lighting**
- H. Miscellaneous Architectural Devices**
- I. Parking Garages**

A. THE BUILDING AND ITS SETTING

Buildings shall be designed to reflect the natural conditions of the site and shall include design elements which visually "anchor" the building to the site:

- 1. Incorporate building design elements into landscaped areas.** Without some form of transition between the ground and the building wall, structures can appear to be unrelated to, rather than part of, the site. This is especially true of stand-alone buildings in large open spaces. By extending secondary structural elements from the building out into the site, a transition between the ground and the building wall can be achieved. Low walls, stairs, walkways, or small plazas, for example, can help anchor and transition the building to the site.
- 2. Respect natural topography.** Buildings shall be designed to fit natural slopes rather than forcing the slope to fit a particular building design. Buildings shall be designed with both up-hill and downhill floor plans if the site involves significant slopes. Minimize cut & fill by developing designs which compliment and take advantage of natural topography. Sloped lots may require terraced parking lots and multi-level buildings

designed to follow the slope.

Parking lot follows natural terrain



Parking lot designs should maintain natural topography as closely as possible.

Walkway and steps provided from parking lot to building



ACCEPTABLE



UNACCEPTABLE

STRUCTURE SHOULD BE DESIGNED TO FIT NATURAL SLOPES.

AVOID SIGNIFICANT REGRADES BY SELECTING DESIGNS WHICH FIT NATURAL TOPOGRAPHY.

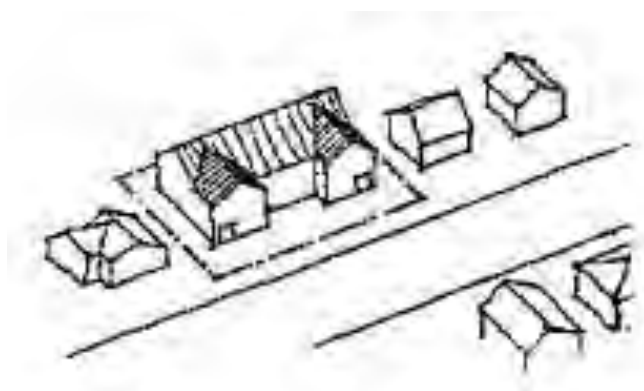
3. In the Scenic Gateway Overlay District changes to slopes can be made to maintain views.

B. Hierarchy in Building Design

Visual interest in the urban-scape can be achieved through a hierarchical approach to design. For example, strategically located structures, architectural elements or site amenities designed as focal points create a visual "draw" and suggest a point of activity. These serve also as a reference point for all subordinate structures. This concept is particularly applicable to large parcels with multiple structures. Multiple "carbon-copy" buildings provide no visual hub and shall be avoided.

- 1. Design primary structure as a focal point.** Primary structures are those which serve as a visual draw to a site. Primary structures shall be included on all commercial sites with more than one building, on commercial sites with a one or more multiple tenant buildings. Primary structures shall be designed as follows:

- a. Primary structures shall be the focal point of development.
 - b. Primary structures shall include a prominent entrance. The entrance may be defined by a projecting porch or portico or a clearly defined doorway designed as a focal point, in the facade design.
2. **Include area for outdoor leisure for Primary Structure.** Primary structures shall incorporate either a prominent portico or plaza which is visible to the public and useable to customers or clients. Its size shall be at least 10% of the main level interior floor area. It must be incorporated into the building design. (This may or may not be the prominent entrance described above and may be applied toward requirement for a commercial common area described on page 20XX (site design chapter).
3. **Incorporate multiple tenant spaces into hierarchy of building design.** Required facade and height variation will provide some degree of hierarchy in a building's design. Where possible, facade and height variation should reflect the location of individual tenant spaces.
4. **Provide a common architectural treatment to all buildings on the same parcel or which are part of the same development.** In order to provide an overall pleasing development, all buildings shall employ a complimentary architectural style and finish.
5. **Integrate secondary structures as support buildings.** Secondary structures may be much simpler in design and still provide interest to the site plan or streetscape. Architectural interest is of less importance with secondary structures but they must meet all other design criteria for commercial buildings.
6. **Reflect mass and scale of adjacent structures.** Structures shall reflect the mass and scale of adjacent structures. If a larger structure is built next to a smaller structure, it must include projections in the facade which approximate the smaller structure's massing.



The projections in the facade of this larger building appropriately reflect the scale and spacing of the adjacent structures

1. In the Scenic Gateway Overlay District- In addition to the above, building placement and scale will be set to foster a village type of feel. Several buildings or the use of modulation and design elements that give the appearance of smaller street frontages are favored over single building masses with large monolithic faces visible along street frontages.

C. Prominent Facades

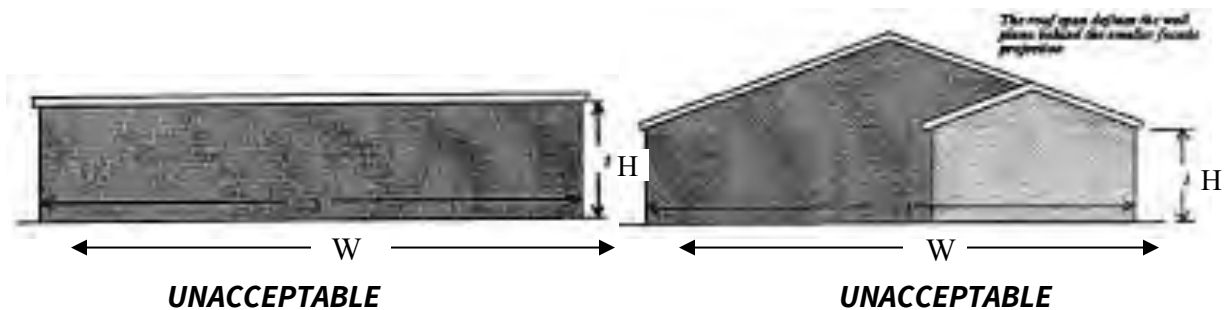
Prominent facades include all building facades visible from arterials, and activity centers, and also facades which face the road(s) providing primary access to the building's site. Prominent facades may not be sterile wall planes void of architectural interest. They shall be detailed with added relief, shadow lines, and visual depth unless screened with landscaping. Prominent facades, whether the front, side or rear of the building, are subject to full design review and shall comply with all design criteria stated herein unless full on-site screening by vegetation can be achieved within 3 years.

1. **Provide consistent architectural interest to all prominent facades.** All building facades prominently visible to public rights-of-way shall meet the following facade requirements.

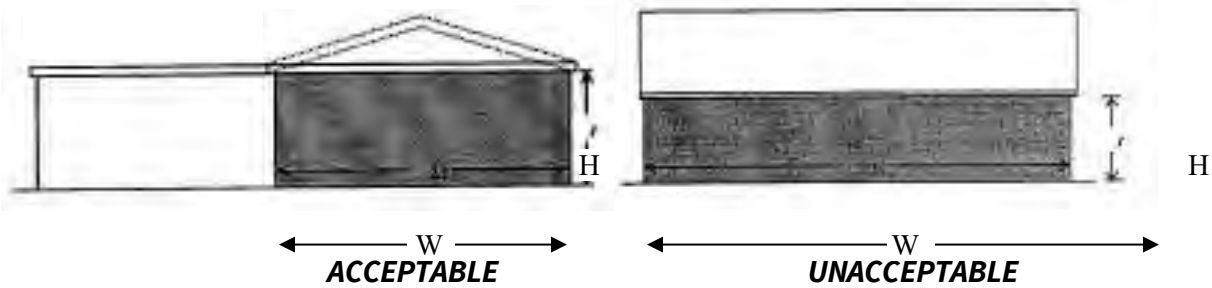
- a. Prominent facades shall not be blank walls.
- b. Prominent facades shall reflect the same design and detailing which typify the building's front including roof design, window proportion, facade variation, and building materials.
- c. Prominent facades may not be concealed behind high walls or privacy fences. Lower fences and walls not exceeding 3 feet in height are acceptable.

2. Building Scale and Mass

- a. **Avoid long, low wall planes.** Prominent facades shall have no wall plane wider than 2.5 times the height of the wall plane.



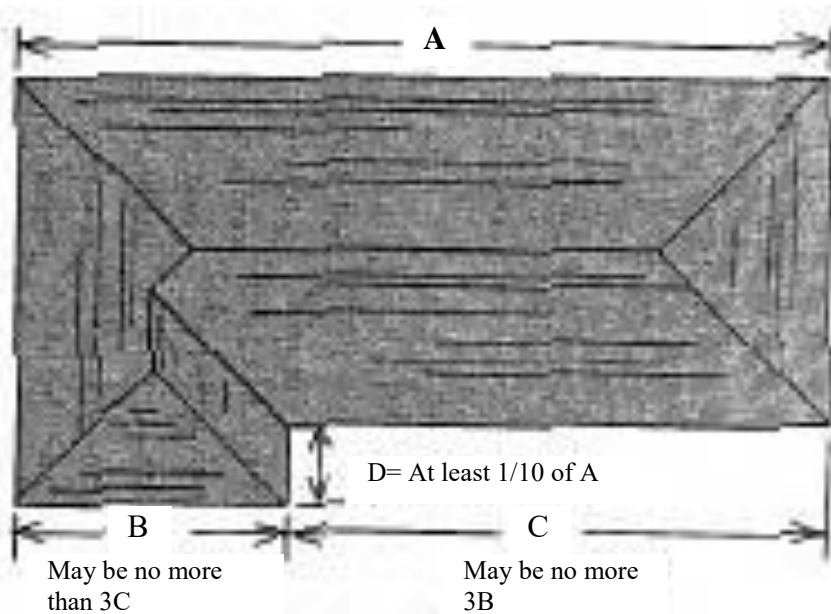
Height/Width proportions apply with or without gable



3. Provide substantial shifts in walls and roof surfaces. Wall and roof surfaces shall be broken down into smaller planes using substantial shifts in building footprints that result in substantial shifts in roof lines as follows:

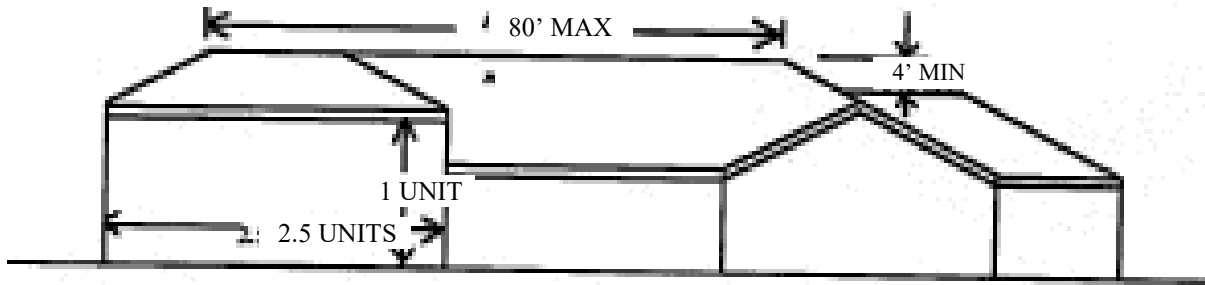
a. Limit roof areas in the same plane. The total roof area in a single plane shall not exceed 5000 square feet.

b. Horizontal shift - No portion of a prominent facade may exceed 60 feet in length without a shift in the building footprint measuring 1/10 of the facade length. This shift may be broken down into smaller shifts of at least 4 feet each. Horizontal shifts, when required, shall be reflected by a shift or alteration in the roof design. To assure that footprint shifts are evenly distributed across the building facade, shifted wall planes shall have a width proportion of between 1-to-1 and 3-to-1 the width of adjacent wall planes on the same facade.



Horizontal shifts required if "A" exceeds 60 feet in length

c. Vertical shift - No single run of ridge, cornice, or fascia (excluding eave overhang) shall exceed 60 feet without a minimum 4-foot transition in height.



4. Provide visual terminus to tops of buildings. In order to avoid a truncated look at the top of the building, all structures shall have a visual "cap". This may include either a pitched roof or a flat roof. Pitched roofs shall have the appearance of true hips and gables with a defined ridge where opposing roof planes meet. Roof designs must conform to one of the following options:

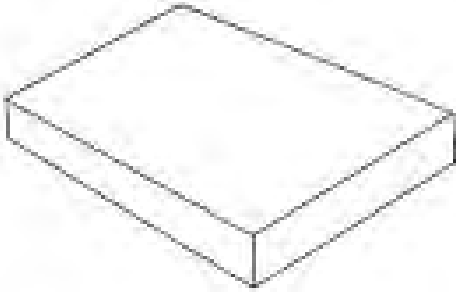
a. Lower pitched roofs with extended eaves - A lower pitch roof with a 4/12 pitch or less is allowed provided eaves extend at least 2 feet beyond exterior building walls. A minimum of a 4/12 pitch is preferred.

b. Steep pitch hip or gable roof form - conforming to the following roof pitch requirements:

- Minimum pitch - 4/12 in all areas:
 - Maximum pitch - 12/12 in all areas.
- Exceptions: Steeples, bell towers and other ancillary structures.

c. False pitch roof with appearance of true hip or gable - Single story and multiple story buildings may, have a flat roof with a false pitch if:

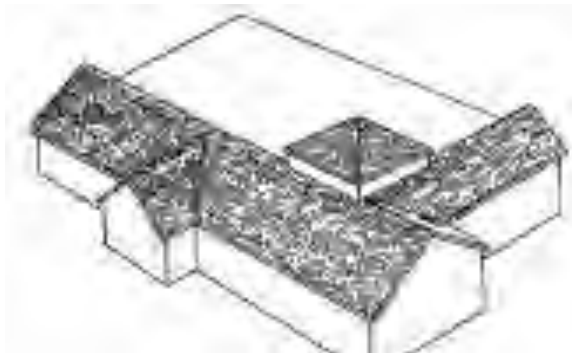
- The roof appears to be a true hip or gable from all public vantage points, and
- There are extending wings on each corner of the building which allow for a true hip or gable to extend out from the false hip or gable (this will avoid a mansard roof appearance).
- These roofs shall have a minimum 4/12 pitch, with eaves extending at least 2' beyond exterior walls.



UNACCEPTABLE - A simple box-like structure.



UNACCEPTABLE - The box structure with simulated mansard.



ACCEPTABLE - Notice how the gable ending beyond the corner of this box structure provides the appearance of a true gable from the public's vantage point.

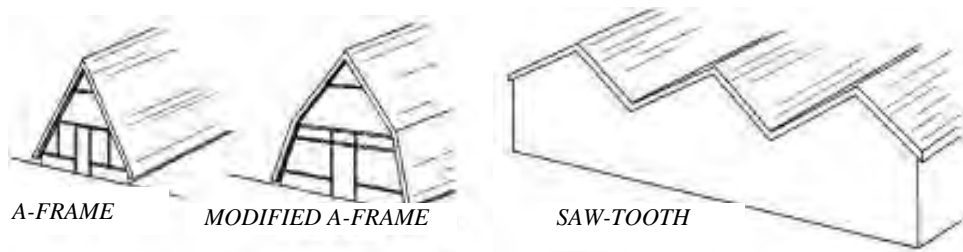
5. Avoid unusual or atypical roof forms on all structures. A-frame, modified A-frame, curvilinear, domed, and mansard style roofs and other unusual or atypical roof forms are discouraged. Multiple gables over a single-mass structure forming a "saw-tooth" design are also discouraged. These discouraged roof forms may only be considered through Commission review.



Curvilinear



Geodesic Dome

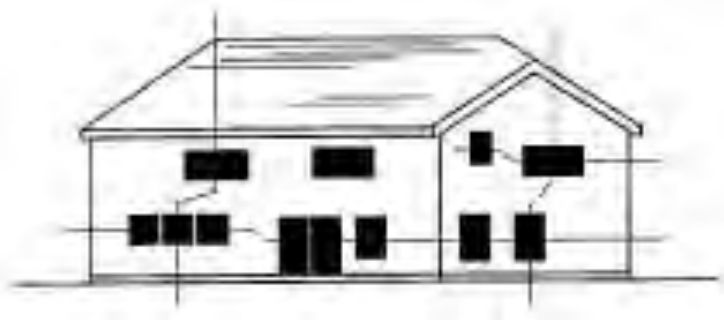


Examples of discouraged roof forms. Mansard roof forms are also discouraged.

6. Window and Door Fenestration

The primary purpose of windows to the interior portion of a building is to let in light and air. To the outside of a building, windows can make an architectural statement. The challenge to the architect is to make sure that both objectives are met. Windows placed primarily to serve interior functions may appear to have been haphazardly placed on the outside of the building or may be completely lacking due to a reliance on mechanical systems for light and air. This shall be avoided. Windows can and should serve as a pleasing focal point in a building's design or emphasize a shift in a wall or roof plane. Windows should relate to, align with, or complement exterior design features of the building.

a. Maintain balance in the placement of windows. To the extent possible, multiple windows on a single wall plane should be regularly spaced and aligned with other windows and doors on the same wall plane. Single or grouped windows on a wall plane should relate to other architectural features such as roof forms, doors, or facade projections.



AVOID

The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.



PREFERRED

The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, non-centered windows look better below a hip than below a gable

b. Conform to solid/void ratio requirements. Generally, windows and doors shall constitute a minimum of 25 - 30 percent of prominent facade wall planes. In situations where this is not practical, emphasis shall be placed on the building's form and texture. The following type of options may, in limited applications, be acceptable alternatives:

- Vertical and/or horizontal shifts in the facade combined with roof forms which accentuate facade variations.
- Variations in texture.
- Variations in exterior lighting.
- Vegetative screening.

c. Reflective glass is discouraged. The use of reflective glass shall generally not be allowed but may be considered by the Commission in limited applications.

D. SIDING AND TRIM

Traditional building materials such as brick, stone or wood reflect human handcraft and provide texture to building exteriors. Materials for new construction and remodeling should convey similar visual qualities.

1. Use materials which simulate quality traditional building materials. Finish materials must individually be characterized by texture, grain, or color variation. Individual components shall be small enough so that their collective application provides interest and texture to building facades and reflects human handcraft. Non-traditional materials shall be used sparingly unless they can be shown to have similar visual qualities of traditional materials or contribute to overall design character.

2. Discouraged siding materials: The following materials must receive Commission approval. Creatively applied small sections of these materials may add architectural

interest, but their use is discouraged as the predominant siding material.

- Corrugated or ribbed metal panels
- Sheet siding (e.g., T1-11)
- Concrete panels
- Tile
- Smooth Concrete Blocks
- Vertically ribbed or vertically grooved material
- Smooth or Flat metal panels

E. COLOR

Color is an important and dominant aspect of building design. When selecting colors, consider carefully the different materials and levels of detail that color can emphasize. The field or base color is one of the most dominating features of the building; trim colors are used on the building's secondary features, while accent colors can emphasize the finer, more characteristic elements of the building's design. Typically, no more than three colors should be used on one building, but additional colors may be considered if they are a close shade of one of the other three colors.

1. Keep field colors subdued. Field or base colors (the main color of the exterior walls) are limited to the more subtle earth tone colors. White, soft sands, grays, light pastels, and deep rich clay colors are appropriate field colors.

2. Limit bold or bright trim colors. Trim colors (fascia, cornice, window & door trim, kick panels, etc) may contrast or compliment the field color. Using a lighter or darker shade of the field color is always an appropriate trim color as is white.

3. Finer details may be accented with brighter colors. Accent colors can generally be brighter than field or trim colors. Accent colors should be used with restraint. Appropriate areas for accent colors are those details that might otherwise go unnoticed such as moldings or molding indentations, medallions, and shadow lines of window and door frames. Doors are also an appropriate location for accent colors.

F. ROOFING MATERIALS

Views of roofs from the ground and from higher elevations play an important role in the architecture of the city. Roofing materials shall be selected according to the following criteria.

1. Use roof materials which provide texture and shadow lines. Ribbed metal roofing or architectural or laminated shingles are encouraged.

2. Avoid bright-colored, reflective or unsightly roofing materials. The following roofing materials are discouraged and may only be considered by the Commission in unusual cases:

- a. Gravel.
- b. Untreated aluminum or metal (copper may be used).
- c. Reflective materials (including aluminized hot-mopped roofs, white or light gray metals which have a metallic appearance in bright sun).
- d. Brightly colored, highly visible roofing materials.
- e. Red bar-tiles common to Spanish architecture
- f. Urethane foam, painted and unpainted

G. BUILDING LIGHTING

Lighting may be used to accent a building but shall not be used to denote a corporate or commercial image except on allowed signage. Lighting may be directed to a building but should generally not emanate from a building.

1. **Avoid back-lit panels and awnings.** Translucent panels and awnings illuminated from behind are prohibited. This shall not exclude soft light being emitted from windows.
2. **Keep light source hidden from public view.** Except for decorator lights with frosted lenses or which use clear bulbs (e.g., candelabra bulbs) light sources shall be concealed behind soffits, within recessed containers, behind shrubbery, etc.
3. **Avoid bright lighting on outdoor surfaces of buildings.** Outdoor building lighting is limited to low levels except that more intense lighting is allowed at building entrances.
4. **Avoid colored lighting on buildings.** Colored lighting is limited to temporary holiday lighting only.
5. **Apply utility lighting sparingly.** Utility light fixtures which have an industrial or utilitarian appearance may be used for security lighting on buildings, but shall not be used in areas of concentrated lighting (e.g., service station canopies) unless the fixtures are not seen from public rights-of way.

H. MISCELLANEOUS ARCHITECTURAL DEVICES

Building design should be executed in a straightforward manner. Tack-on devices may not be used to mitigate poor design or to promote a particular theme. If a particular style or theme is desired, it should be reflected in the building's form and general detailing.

1. **Architecturally integrated artwork is encouraged.** Artisans are encouraged to create art and sculpture which compliment building architecture and the community.
2. **Avoid Architectural Gimmicks and fads.** Types of gimmickry to be avoided include, but are not limited to, the following:

a. Tenant-specific motifs. Detailing or color used to promote a particular theme or to identify a specific tenant should be avoided. Signage shall be used for this purpose.

b. Neon Outlining. Architectural features shall not be outlined in neon, linear lights, or tube-type lights. This includes exposed and concealed lights.

c. Back-lit Awnings. Awnings may not be backlit or otherwise illuminated from behind unless the awning fabric is completely opaque so that it blacks out all light.

d. Non-functional Awnings. Awnings shall be limited to traditional locations over windows walkways, and entrances or over other architectural features where weather protection is needed. Awnings must be applied to walls or posts and may not be applied to existing projections over walkways or windows.

3. **Maintain consistency in awning design.** Multiple awning designs are not permitted on a single building.

4. **Avoid awnings which obscure or dominate the building design.** Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must appear as a secondary and complimentary element of the building design.



This continuous awning overpowers the building design and hides the original parapet or cornice detail.

I. PARKING GARAGES

The following requirements are intended to soften the visual impacts of parking garages as seen from the street face.

1. **Recess vehicle entries in main facade.** Garage doors and open vehicle entries must be recessed at least 6 feet from the front facade plane.
2. **Screen parking garage facade.** Parking garage facades which are visible from the street shall conform to one or a combination of the following options:

a. A landscaped screen. Screening may be trees, shrubs or wall clinging plantings on a trellis.

b. Store fronts. The parking garage may be faced with storefronts or display-windows.

c. Simulated storefront. The openings of the garage may be designed to reflect or simulate the window pattern and material choice of the primary structure on the site. The door and window fenestration requirements on this page should be used as a guide.

3. **Acquire Commission approval for all parking garages over 1 story or which enclose 20 cars or more.** In making its determination of compliance, the Commission shall consider the design criteria under 1 & 2 directly above, and may also determine how much screening or architectural embellishment is required based upon projected lines of sight from the pedestrian's perspective.

ARCHITECTURE

GENERAL REGULATIONS

A sense of place cannot be achieved with a single building. It is the cumulative effect of each building and their relationship to surrounding buildings that creates rhythm and pattern and defines scale in the city's streetscapes. The following design standards will help to achieve this:

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts and to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District.

Commented [JE1]: And other districts as required by code.

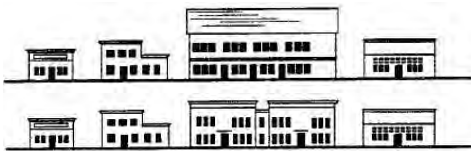
A. The building and its setting:

Buildings shall be designed to reflect the natural conditions of the site and shall include design elements which visually "anchor" the building to the site:

1. **Incorporate building design elements into landscaped areas.** Without some form of transition between the ground and the building wall, structures can appear to be unrelated to, rather than part of, the site. This is especially true of stand-alone buildings in large open spaces. By extending secondary structural elements from the building out into the site, a transition between the ground and the building wall can be achieved. Low walls, stairs, walkways, or small plazas, for example, can help anchor and transition the building to the site.

2. ~~In the Scenic Gateway Overlay District development, such as fences, buildings and landscaping, that blocks over 50% of the existing scenic vistas or contains development visible over 50% of the street frontage is strongly discouraged.~~

Commented [JE2]: SGOD -



UNACCEPTABLE

This large single mass building is out of scale with adjacent structures.

ACCEPTABLE

Although this building is large, it includes projections which are similar in height and scale to adjacent structures

4. **Respect natural topography.** Buildings shall be designed to fit natural slopes rather than forcing the slope to fit a particular building design. Buildings shall be designed with both up-hill and downhill floor plans if the site involves significant slopes. Minimize cut & fill by developing designs which compliment and take advantage of natural topography. Sloped lots may require terraced parking lots and multi-level buildings designed to follow the slope.

Commented [JE3]: Terraced parking lots....

Parking lot follows natural terrain

Parking lot designs should maintain natural topography as closely as possible.



Walkway and steps provided from parking lot to building



ACCEPTABLE

STRUCTURE SHOULD BE DESIGNED TO FIT NATURAL SLOPES.
 AVOID SIGNIFICANT REGRADES BY SELECTING DESIGNS WHICH FIT NATURAL TOPOGRAPHY.



UNACCEPTABLE

5. In the Scenic Gateway Overlay District changes to slopes can be made to maintain views.

Commented [JE4]: Why here? Shouldn't this be OK in all of Homer?

Building Lighting:

Commented [JE5]: Move all lighting to the lighting section

Lighting may be used to accent a building but shall not be used to denote a corporate or commercial image except on allowed signage. Lighting may be directed to a building but should generally not emanate from a building.

1. **Avoid back-lit panels and awnings.** Translucent panels and awnings illuminated from behind are prohibited. This shall not exclude soft light being emitted from windows.
2. **Keep light source hidden from public view.** Except for decorator lights with frosted lenses or which use clear bulbs (e.g., candelabra bulbs) light sources shall be concealed behind soffits, within recessed containers, behind shrubbery, etc.
3. **Avoid bright lighting on outdoor surfaces of buildings.** Outdoor building lighting is limited to low levels except that more intense lighting is allowed at building entrances.
4. **Avoid colored lighting on buildings.** Colored lighting is limited to temporary holiday lighting only.
5. **Apply utility lighting sparingly.** Utility light fixtures which have an industrial or utilitarian appearance may be used for security lighting on buildings, but shall not be used in areas of concentrated lighting (e.g., service station canopies) unless the fixtures are not seen from public rights-of way.

Commented [JE6]: Code?

~~High intensity light sources may not be visible to the public. Fixture designs of an industrial or utility appearance shall be avoided.~~



Commented [JE7]: Duplicate with lighting chapter

Prominent Facades:

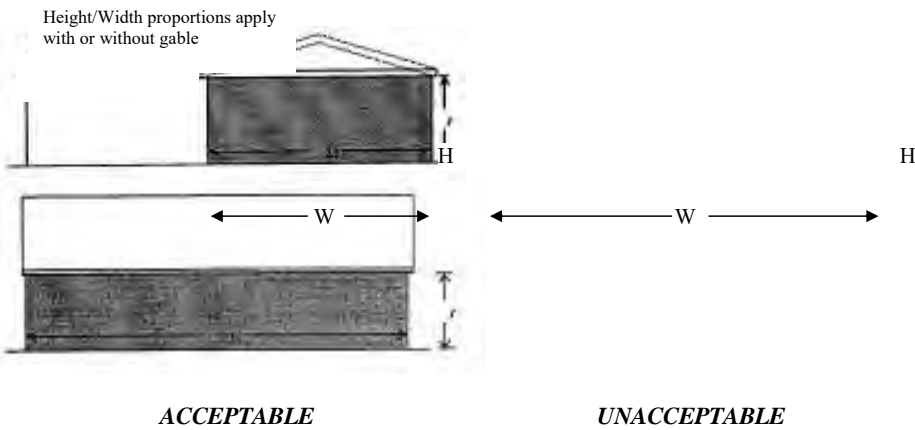
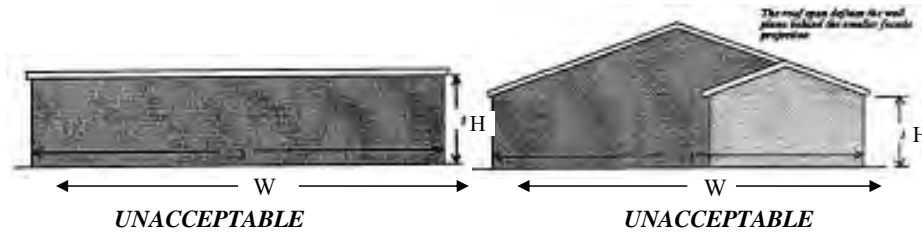
Commented [JE8]: Numbering and lettering

Prominent facades include all building facades visible from arterials, and activity centers, and also facades which face the road(s) providing primary access to the building's site. Prominent facades may not be sterile wall planes void of architectural interest. They shall be detailed with added relief, shadow lines, and visual depth unless screened with landscaping.

1. **Apply all design criteria to prominent facades.** Prominent facades, whether the front, side or rear of the building, are subject to full design review and shall comply with all design criteria stated herein unless full on-site screening by vegetation can be achieved within 3 years.

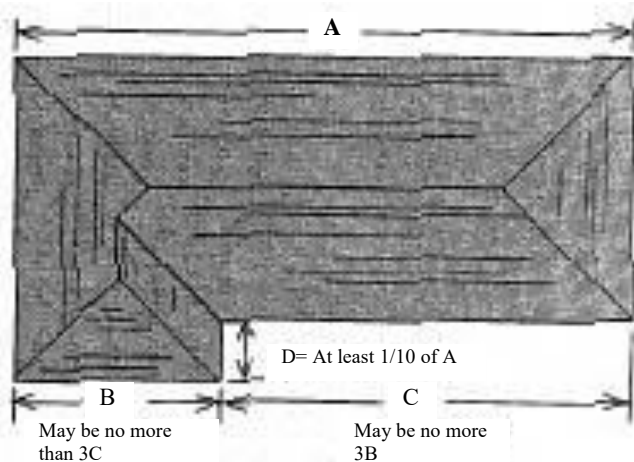
Building Scale and Mass:

1. **Avoid long, low wall planes.** Prominent facades shall have no wall plane wider than 2.5 times the height of the wall plane.



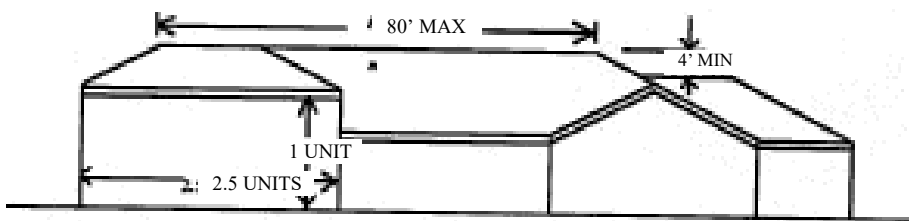
2. **Provide substantial shifts in walls and roof surfaces.** Wall and roof surfaces shall be broken down into smaller planes using substantial shifts in building footprints that result in substantial shifts in roof lines as follows:

- a. **Horizontal shift** - No portion of a prominent facade may exceed 60 feet in length without a shift in the building footprint measuring 1/10 of the facade length. This shift may be broken down into smaller shifts of at least 4 feet each. Horizontal shifts, when required, shall be reflected by a shift or alteration in the roof design. To assure that footprint shifts are evenly distributed across the building facade, shifted wall planes shall have a width proportion of between 1-to-1 and 3-to-1 the width of adjacent wall planes on the same facade.



Horizontal shifts required if "A" exceeds 60 feet in length

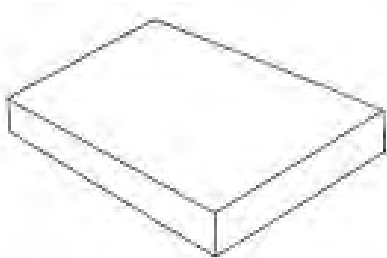
- b. **Vertical shift** - No single run of ridge, cornice, or fascia (excluding eave overhang) shall exceed 60 feet without a minimum 4-foot transition in height.



3. **Provide visual terminus to tops of buildings.** In order to avoid a truncated look at the top of the building, all structures shall have a visual "cap". This may include either a pitched roof or a flat roof. Pitched roofs shall have the appearance of true hips and gables with a defined ridge where opposing roof planes meet. Roof designs must conform to one of the following options:

Commented [JE9]: Talk more about roof types and why. Also. Viewshed vs roofing..

- a. Lower pitched roofs with extended eaves - A lower pitch roof with a 4/12 pitch or less is allowed provided eaves extend at least 2 feet beyond exterior building walls. A minimum of a 4/12 pitch is preferred.
- b. Steep pitch hip or gable roof form - conforming to the following roof pitch requirements:
 - Minimum pitch - 4/12 in all areas:
 - Maximum pitch - 12/12 in all areas.
 Exceptions: Steeples, bell towers and other ancillary structures.
- c. False pitch roof with appearance of true hip or gable - Single story and multiple story buildings may, have a flat roof with a false pitch if :
 - The roof appears to be a true hip or gable from all public vantage points, and
 - There are extending wings on each corner of the building which allow for a true hip or gable to extend out from the false hip or gable (this will avoid a mansard roof appearance).
 - These roofs shall have a minimum 4/12 pitch, with eaves extending at least 2' beyond exterior walls.

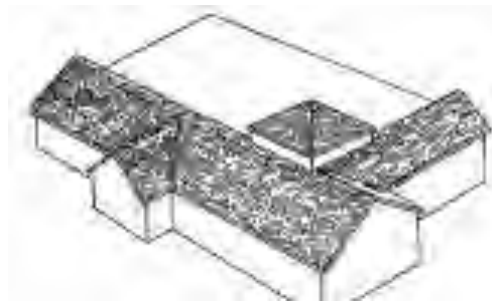


UNACCEPTABLE - A simple box-like structure.



UNACCEPTABLE - The box structure with simulated mansard.

ACCEPTABLE - Notice how the gable ending beyond the corner of this box structure provides the appearance of a true gable from the public's vantage point.



4. **Avoid unusual or atypical roof forms on all structures.** A-frame, modified A-frame, curvilinear, domed, and mansard style roofs and other unusual or atypical roof forms are discouraged. Multiple gables over a single-mass structure forming a "saw-tooth" design are also discouraged. These discouraged roof forms may only be considered through Commission review.



Curvilinear



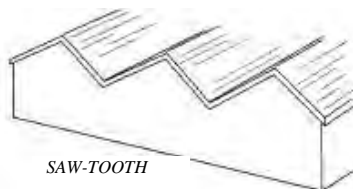
Geodesic Dome



A-FRAME



MODIFIED A-FRAME



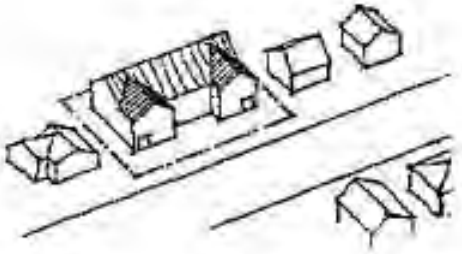
SAW-TOOTH

Examples of discouraged roof forms. Mansard roof forms are also discouraged.

5. **Limit roof areas in the same plane.** The total roof area in a single plane shall not exceed

5000 square feet.

- 6. Reflect mass and scale of adjacent structures.** Structures shall reflect the mass and scale of adjacent structures. If a larger structure is built next to a smaller structure, it must include projections in the facade which approximate the smaller structure's massing.



The projections in the facade of this larger building appropriately reflect the scale and spacing of the adjacent structures

- 7. In the Scenic Gateway Overlay District-** In addition to the above, building placement and scale will be set to foster a village type of feel. Several buildings or the use of modulation and design elements that give the appearance of smaller street frontages are favored over single building masses with large monolithic faces visible along street frontages.

Parking Garages:

The following requirements are intended to soften the visual impacts of parking garages as seen from the street face.

- 1. Recess vehicle entries in main facade.** Garage doors and open vehicle entries must be recessed at least 6 feet from the front facade plane.
- 2. Screen parking garage facade.** Parking garage facades which are visible from the street shall conform to one or a combination of the following options:
 - a. A landscaped screen.** Screening may be trees, shrubs or wall clinging plantings on a trellis.
 - b. Store fronts.** The parking garage may be faced with storefronts or display-windows.
 - c. Simulated storefront.** The openings of the garage may be designed to reflect or simulate the window pattern and material choice of the primary structure on the site. The door and window fenestration requirements on this page should be used as a guide.
- 3. Acquire Commission approval for all parking garages over 1 story or which enclose 20 cars or more.** In making its determination of compliance, the Commission shall consider the design criteria under 1 & 2 directly above, and may also determine how much screening or architectural

Commented [JE10]: Basis? Placement/Location of this requirement?

Commented [JE11]: What to do with this section? Feels dated and BMPS are evolving. Are parking garages a CUP? Why not have reference in code? Takes up space here and its not utilized. Appendix? Indexpage #'s?

Commented [JE12]: <ove this section to end of this chapter. Don't interrupt flow of doc

embellishment is required based upon projected lines of sight from the pedestrian's perspective.

Window and Door Fenestration:

The primary purpose of windows to the interior portion of a building is to let in light and air. To the outside of a building, windows can make an architectural statement. The challenge to the architect is to make sure that both objectives are met. Windows placed primarily to serve interior functions may appear to have been haphazardly placed on the outside of the building or may be completely lacking due to a reliance on mechanical systems for light and air. This shall be avoided. Windows can and should serve as a pleasing focal point in a building's design or emphasize a shift in a wall or roof plane. Windows should relate to, align with, or complement exterior design features of the building.

1. **Maintain balance in the placement of windows.** To the extent possible, multiple windows on a single wall plane should be regularly spaced and aligned with other windows and doors on the same wall plane. Single or grouped windows on a wall plane should relate to other architectural features such as roof forms, doors, or facade projections.

Commented [JE13]: Are we still talking prominent facades?



AVOID

The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.



PREFERRED

The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, non-centered windows look better below a hip than below a gable

2. **Conform to solid/void ratio requirements.** Generally, windows and doors shall constitute a minimum of 25 - 30 percent of prominent facade wall planes. In situations where this is not practical, emphasis shall be placed on the building's form and texture. The following type of options may, in limited applications, be acceptable alternatives:

Commented [JE14]: Is this a true cold climate consideration?

- Vertical and/or horizontal shifts in the facade combined with roof forms which accentuate facade variations.
- Variations in texture.
- Variations in exterior lighting.
- Vegetative screening.

3. **Reflective glass is discouraged.** The use of reflective glass shall generally not be allowed but may be considered by the Commission in limited applications.

Siding and Trim:

Traditional building materials such as brick, stone or wood reflect human handicraft and provide texture to building exteriors. Materials for new construction and remodeling should convey similar visual qualities.

1. **Use materials which simulate quality traditional building materials.** Finish materials must individually be characterized by texture, grain, or color variation. Individual components shall be small enough so that their collective application provides interest and texture to building facades and reflects human handicraft. Non-traditional materials shall be used sparingly unless they can be shown to have similar visual qualities of traditional materials or contribute to overall design character.

2. **Discouraged siding materials:** The following materials must receive Commission approval. Creatively applied small sections of these materials may add architectural interest, but their use is discouraged as the predominant siding material.

- Corrugated or ribbed metal panels
- Sheet siding (e.g., T1-11)
- Concrete panels
- Tile
- Smooth Concrete Blocks
- Vertically ribbed or vertically grooved material
- Smooth or Flat metal panels

Miscellaneous Architectural Devices:

Building design should be executed in a straightforward manner. Tack-on devices may not be used to mitigate poor design or to promote a particular theme. If a particular style or theme is desired, it should be reflected in the building's form and general detailing.

1. **Architecturally integrated artwork is encouraged.** Artisans are encouraged to create art and sculpture which compliment building architecture and the community.
2. **Avoid Architectural Gimmicks and fads.** Types of gimmickry to be avoided include,

Commented [JE15]: These 'commission approvals' scattered throughout should go.

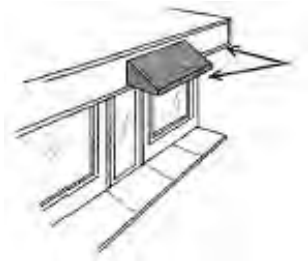
Commented [JE16]: I feel this whole section is out of date, or doesn't get us where we want to go.

but are not limited to, the following:

- a. Tenant-specific motifs - Detailing or color used to promote a particular theme or to identify a specific tenant should be avoided. Signage shall be used for this purpose.
- b. Neon Outlining - Architectural features shall not be outlined in neon, linear lights, or tube-type lights. This includes exposed and concealed lights.
- c. Back-lit Awnings - Awnings may not be backlit or otherwise illuminated from behind unless the awning fabric is completely opaque so that it blacks out all light.
- d. Non-functional Awnings - Awnings shall be limited to traditional locations over windows walkways, and entrances or over other architectural features where weather protection is needed. Awnings must be applied to walls or posts and may not be applied to existing projections over walkways or windows.

Commented [JE17]: Conflicts w lighting section?

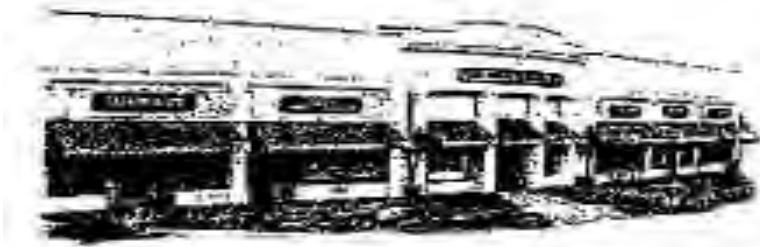
Avoid layering awnings over existing projections



Commented [JE18]: Cut pic

- 3. Maintain consistency in awning design. Multiple awning designs are not permitted on a single building.

Commented [JE19]: This was cut earlier, cut here?



These awnings are consistent in design. Limiting their location to individual doors and windows assures that they do not overpower the building facade.

Commented [JE20]: cut

4. **Avoid awnings which obscure or dominate the building design.** Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must appear as a secondary and complimentary element of the building design.

Commented [JE21]: in function, what does this look like? And in a northern climate?

This continuous awning overpowers the building design and hides the original parapet or cornice detail.



cut here drawing

Roofing Materials:

Views of roofs from the ground and from higher elevations play an important role in the architecture

of the city. Roofing materials shall be selected according to the following criteria.

1. **Use roof materials which provide texture and shadow lines.**

Commented [JE22]: Example: ribbed metal roofing, or architectural or laminated shingles are encouraged

2. **Avoid bright-colored, reflective or unsightly roofing materials.** The following roofing materials are discouraged and may only be considered by the Commission in unusual cases:

Commented [JE23]: Commission approval again

- a. Gravel.
- b. Untreated aluminum or metal (copper may be used).
- c. Reflective materials (including aluminized hot-mopped roofs, white or light gray metals which have a metallic appearance in bright sun).
- d. Brightly colored, highly visible roofing materials.
- e. Red bar-tiles common to Spanish architecture
- f. Urethane foam, painted and unpainted

Color:

Color is an important and dominant aspect of building design. When selecting colors, consider carefully the different materials and levels of detail that color can emphasize. The field or base color is one of the most dominating features of the building; trim colors are used on the building's secondary features, while accent colors can emphasize the finer, more characteristic elements of the building's design. Typically, no more than three colors should be used on one building, but additional colors may be considered if they are a close shade of one of the other three colors.

1. **Keep field colors subdued.** Field or base colors (the main color of the exterior walls) are limited to the more subtle earth tone colors. White, soft sands, grays, light pastels, and deep rich clay colors are appropriate field colors.

Commented [JE24]: Dated. Solutions? Avoid bright colors?

2. **Limit bold or bright trim colors.** Trim colors (fascia, cornice, window & door trim, kick panels, etc) may contrast or compliment the field color. Using a lighter or darker shade of the field color is always an appropriate trim color as is white.

Commented [JE25]: Counter to homer...book store is purple w green/turquoise

3. **Finer details may be accented with brighter colors.** Accent colors can generally be brighter than field or trim colors. Accent colors should be used with restraint. Appropriate areas for accent colors are those details that might otherwise go unnoticed such as moldings or molding indentations, medallions, and shadow lines of window and door frames. Doors are also an appropriate location for accent colors.

Hierarchy in Building Design:

Commented [JE26]: Move up in doc

Visual interest in the urban-scape can be achieved through a hierarchical approach to design. For

example, strategically located structures, architectural elements or site amenities designed as focal points create a visual "draw" and suggest a point of activity. These serve also as a reference point for all subordinate structures. This concept is particularly applicable to large parcels with multiple structures. Multiple "carbon-copy" buildings provide no visual hub and shall be avoided.

1. **Design primary structure as a focal point.** Primary structures are those which serve as a visual draw to a site. Primary structures shall be included on all commercial sites with more than one building, on commercial sites with a one or more multiple tenant buildings. Primary structures shall be designed as follows:
 - a. Primary structures shall be the focal point of development.

~~*Even as a stand-alone building, hierarchy is evident in this design, making it appropriate as either a multiple-tenant building or as a primary structure on a multiple-building site.*~~

-Cut here



- b. Primary structures shall include a prominent entrance. The entrance may be defined by a projecting porch or portico or a clearly defined doorway designed as a focal point, in the facade design.

~~This more simple structure design, would be appropriate as a secondary building in conjunction with the primary building design above.~~



cut visual

2. **Include area for outdoor leisure for Primary Structure.** Primary structures shall incorporate either a prominent portico or plaza which is visible to the public and useable to customers or clients. Its size shall be at least 10% of the main level interior floor area. It must be incorporated into the building design. (This may or may not be the prominent entrance described above and may be applied toward requirement for a commercial common area described on page 20XX).
3. **Integrate secondary structures as support buildings.** Secondary structures may be much simpler in design and still provide interest to the site plan or streetscape. Architectural interest is of less importance with secondary structures but they must meet all other design criteria for commercial buildings.
4. **Incorporate multiple tenant spaces into hierarchy of building design.** Required facade and height variation will provide some degree of hierarchy in a building's design. Where possible, facade and height variation should reflect the location of individual tenant spaces.
5. **Provide consistent architectural interest to all prominent facades.** All building facades prominently visible to public rights-of-way shall meet the following facade requirements.
 - a. Prominent facades shall not be blank walls.
 - b. Prominent facades shall reflect the same design and detailing which typify the building's front including roof design, window proportion, facade variation, and building materials.

Commented [JE27]: Tool shed, machine shop...what if this relied more on if the structure was visible from an arterial?

Commented [JE28]: Placement?

Commented [JE29]: Conflicts w prominent façade as described elsewhere as arterials... not every public road. In fact this section doesn't make a lot of sense... safetyway...

c. Prominent facades may not be concealed behind high walls or privacy fences. Lower fences and walls not exceeding 3 feet in height are acceptable.

6. **Provide a common architectural treatment to all buildings on the same parcel or which are part of the same development.** In order to provide an overall pleasing development, all buildings shall employ a complimentary architectural style and finish.

Commented [JE30]: Hard to do if it's a conglomeration of parcels and buildings over time....

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

A. Staff Report 21-22, Community Design Manual p. 72

Vice Chair Petska-Rubalcava introduced the item by reading of the title and invited the City Planner to provide his report.

City Planner Abboud reviewed Staff Report 21-22 noting the sections that staff was requesting input from the Commission.

Prominent Facades

City Planner Abboud facilitated discussion on the following:

- Prominent facades, does that include color palette
 - o color and architectural treatments are personal preference
- Who determines what is attractive in regards to buildings facades.
- Use of various architectural treatments and landscaping to soften the building appearance
- Issues on how far down is reasonable and costs to comply to CDM
- If review and research been conducted to see what other communities have in place
- Having a more long term design manual that survives over time and does not get caught up with fads
- Large Retail Standards and how it affects larger structures in Homer and the expectations for compliance.
- Most larger buildings in Homer started out as something different as Homer as grown

City Planner Abboud redirected the focus on the building architecture, focusing on the prominent façade of a structure requirements focused on commercial buildings.

He then enabled additional discussion on these topics:

- Having a Community Design Manual
- Current trends and signature motifs for Homer
- Prominent Façade elements in Homer such as the Aspen Hotel and the Police Station as examples for the benefits of using the CSM in review of plans
- Homer's style has been referenced as eclectic

City Planner Abboud reviewed the staff report and recommendations under Siding and Trim to continue discouraging tile and concrete block.

Discussion on different materials that could be used such as board and batten, ribbed metal panels and it was noted that anything in the CDM must be approved by the Commission. Further comments on the following were offered:

- Creating this as a timeless document that does not expire.
- Interest in the exterior of structures is the goal of this manual.
 - o Doing away with T1-111 would be a preference for commercial development.
- Enforcement would be done if a deviation occurred from a Commission approved design.
- Verbiage is needed to describe the interest in the building's exterior recommendation to use the descriptive on page 1-9, Section D Item number one.
- Resistance to tile is very broad and generic since you could apply mosaic tile which would be attractive. Ex: Use of tile on the former bank building at the corner of Lake Street and Pioneer Avenue.
- Is stucco ruled out as an appropriate exterior material.

City Planner Abboud reported that they have information to effect some amendments and requested the Commission to submit further comments and then they will bring back the whole document for review.

The Commission was agreeable to use color but did not want bold and garish colors. Discussion ensued on the colors of business standards or branding such as Home Depot orange, Chevron standard colors used in their national branding; Wells Fargo design standards, Alaska USA branding; and that the Library design was a successful building that was subject to the design manual.

NEW BUSINESS

A. Planning Commission Regular Meeting Minutes of March 17, 2021 **p.3**

Vice Chair Petska-Rubalcava introduced the item by reading of the title and noted this item was removed from the Consent agenda to make a correction.

Deputy City Clerk Krause reported that in the second paragraph under Comments of the Commission starting with Commissioner Highland, end of the sentence should reflect deliberations, not appeal hearing. This was brought to her attention by Mr. Griswold who questioned the statement, and when she reviewed the recording Commissioner Highland had stated "deliberations" not "appeal hearing".

Vice Chair Petska-Rubalcava requested a motion.



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Staff Report PL 21-26

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: April 21, 2021
SUBJECT: Community Design Manual

Introduction

I think we are almost done! Staff has incorporated the Planning Commissions comments into the Architecture chapter. Attached is the whole document.

Over the next few weeks, staff will:

- ~Create a nice cover
- ~Review the whole document for typos, and formatting
- ~Do a mock review using the new format
- ~Draft a resolution for the City Council
- ~Bring it back one last time to the Commission, for a recommendation to the City Council

Requested action:

1. Take a look at the changes in the Architecture section – they are red and underlined.
2. Let staff know if you see any errors or things that don't make sense. These can be brought up at the meeting or emailed to staff at your convenience.

Attachment

1. 4 14 21 Draft CDM

City of Homer
Community Design Manual

Draft April 2021

COVER PAGE

Introduction

The scenic beauty of Kachemak Bay is an Alaskan natural treasure. As an area dependent on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors. This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

The Design Review process allows for early discussion of a proposed project's design and how modifications can result in more attractive design. As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

Applicability

The extent of design review varies according to the location and type of development. Sections applicable to the Town Center, Gateway Business District and the Scenic Corridor Overlay zoning districts are prescribed within the zoning code for those districts. Applicability of each chapter of the CDM when not required within a specific zoning district, is stated at the beginning of each chapter

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, or (b) the alternative design meets the intent of the general requirement, or (c) reasonably meets the intent of the CMD when considering the constraints of the building site, building use, or excessive material costs.

Design Review Options

The City of Homer encourages a creative approach to design by providing a flexible review standard. Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

Design Review Goals

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity. Quality design is more important than strict conformance with the CDM.
2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, commiserate with the scale of the remodel.
3. Facilitate early and ongoing communication among property owners, neighborhoods and the City.
4. Provide an objective basis for decisions which address the visual impact of the City's future growth.
5. Ensure that the intent of development standards established by the Homer Comprehensive Plan are met.
6. Increase public awareness of design issues and options.
7. Support green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces.

Design Review Application Requirements

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

1. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.

- b. Sign Plan. A master sign plan showing the location of all signage consistent with HCC 21.60.
- c. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- d. Color Palette. A color palette of the building's exterior including roof, siding and trim.

2. Site Plan Review

- a. Site plans and information in conformance with HCC 21.73.020, and when required by code, 21.73.030.
- b. Screening details. Details on how all mechanical and utility equipment will be screened.
- c. Fencing Details. Color, type and appearance of all fencing and screening materials.

3. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.

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Chapter 1. ARCHITECTURE

A sense of place cannot be achieved with a single building. It is the cumulative effect of each building and their relationship to surrounding buildings that creates rhythm and pattern and defines scale in the city's streetscapes. Homer aspires to have a built environment of universal and timeless quality with visual interest. The following design standards will help to achieve this.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts, to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District, and to other districts as required by City Code.

The sections in this chapter include:

- A. The Building and its Setting**
- B. Hierarchy in Building Design**
- C. Prominent Facades**
- D. Siding and Trim**
- E. Color**
- F. Roofing Material**
- G. Building Lighting**
- H. Miscellaneous Architectural Devices**
- I. Parking Garages**

A. THE BUILDING AND ITS SETTING

Buildings shall be designed to reflect the natural conditions of the site and shall include design elements which visually "anchor" the building to the site:

- 1. Incorporate building design elements into landscaped areas.** Without some form of transition between the ground and the building wall, structures can appear to be unrelated to, rather than part of, the site. This is especially true of stand-alone buildings in large open spaces. By extending secondary structural elements from the building out into the site, a transition between the ground and the building wall can be achieved. Low walls, stairs, walkways, or small plazas, for example, can help anchor and transition the building to the site.
- 2. Respect natural topography.** Buildings shall be designed to fit natural slopes rather than forcing the slope to fit a particular building design. Buildings shall be designed with both up-hill and downhill floor plans if the site involves significant slopes. Minimize cut & fill by developing designs which compliment and take advantage of natural topography. Sloped lots may require terraced parking lots and multi-level buildings

43 designed to follow the slope.

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Walkway and steps provided from parking lot to building

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ACCEPTABLE

UNACCEPTABLE

STRUCTURE SHOULD BE DESIGNED TO FIT NATURAL SLOPES.

AVOID SIGNIFICANT REGRADES BY SELECTING DESIGNS WHICH FIT NATURAL TOPOGRAPHY.

57 **3. In the Scenic Gateway Overlay District changes to slopes can be made to maintain**
58 **views.**

59
60

61 **B. Hierarchy in Building Design**

62 Visual interest in the urban-scape can be achieved through a hierarchical approach to
63 design. For example, strategically located structures, architectural elements or site amenities
64 designed as focal points create a visual "draw" and suggest a point of activity. These serve
65 also as a reference point for all subordinate structures. This concept is particularly applicable to
66 large parcels with multiple structures. Multiple "carbon-copy" buildings provide no visual
67 hub and shall be avoided.

68

69 **1. Design primary structure as a focal point.** Primary structures are those which serve as
70 a visual draw to a site. Primary structures shall be included on all commercial sites
71 with more than one building, on commercial sites with a one or more multiple
72 tenant buildings. Primary structures shall be designed as follows:

73

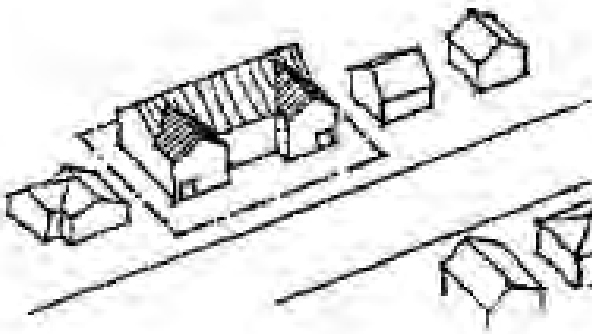
- 74 **a.** Primary structures shall be the focal point of development.
- 75 **b.** Primary structures shall include a prominent entrance. The entrance may be defined
76 by a projecting porch or portico or a clearly defined doorway designed as a focal
77 point, in the facade design.

78

79 **2. Include area for outdoor leisure for Primary Structure.** Primary structures shall
80 incorporate either a prominent portico or plaza which is visible to the public and
81 useable to customers or clients. Its size shall be at least 10% of the main level
82 interior floor area. It must be incorporated into the building design. (This may or may not

83 be the prominent entrance described above and may be applied toward
84 requirement for a commercial common area described on page 20XX (site design chapter).

- 85
86 **3. Incorporate multiple tenant spaces into hierarchy of building design.** Required
87 facade and height variation will provide some degree of hierarchy in a building's
88 design. Where possible, facade and height variation should reflect the location of
89 individual tenant spaces.
90
- 91 **4. Provide a common architectural treatment to all buildings on the same parcel or**
92 **which are part of the same development.** In order to provide an overall pleasing
93 development, all buildings shall employ a complimentary architectural style and finish.
94
- 95 **5. Integrate secondary structures as support buildings.** Secondary structures may
96 be much simpler in design and still provide interest to the site plan or streetscape.
97 Architectural interest is of less importance with secondary structures but they must
98 meet all other design criteria for commercial buildings.
99
- 100 **6. Reflect mass and scale of adjacent structures.** Structures shall reflect the mass and
101 scale of adjacent structures. If a larger structure is built next to a smaller structure, it
102 must include projections in the facade which approximate the smaller structure's
103 massing.
104



The projections in the facade of this larger building appropriately reflect the scale and spacing of the adjacent structures

- 105
106
107 **7.** In the Scenic Gateway Overlay District- In addition to the above, building placement and
108 scale will be set to foster a village type of feel. Several buildings or the use of modulation
109 and design elements that give the appearance of smaller street frontages are favored over
110 single building masses with large monolithic faces visible along street frontages.
111

112 **C. Prominent Facades**

113 Prominent facades are defined as all building facades visible from arterials, and activity
114 centers, and also facades which face the road(s) providing primary access to the building's
115 site. The 'back' of a building, which may have loading areas or employee entrances, is not
116 a prominent façade unless it meets one of the prior circumstances. Prominent facades may

117 not be sterile wall planes void of architectural interest. They shall be detailed with added relief,
 118 shadow lines, and visual depth unless screened with landscaping. Prominent facades, whether the
 119 front, side or rear of the building, are subject to full design review and shall comply with all
 120 design criteria stated herein unless full on-site screening by vegetation can be achieved within
 121 3 years.

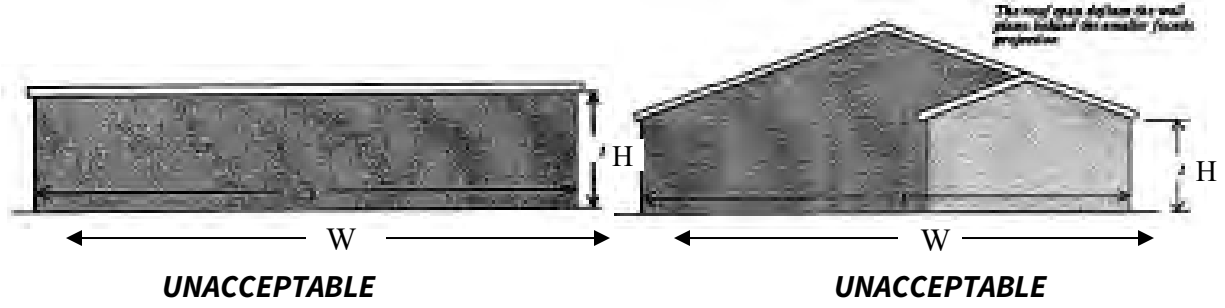
122
 123 **1. Provide consistent architectural interest to all prominent facades.** All
 124 prominent facades shall meet the following requirements.

- 125
- 126 **a.** Prominent facades shall not be blank walls.
- 127
- 128 **b.** Prominent facades shall reflect the same design and detailing which typify
 129 the building's front including roof design, window proportion, facade variation, and
 130 building materials.
- 131
- 132 **c.** Prominent facades may not be concealed behind high walls or privacy fences.
 133 Lower fences and walls not exceeding 3 feet in height are acceptable.

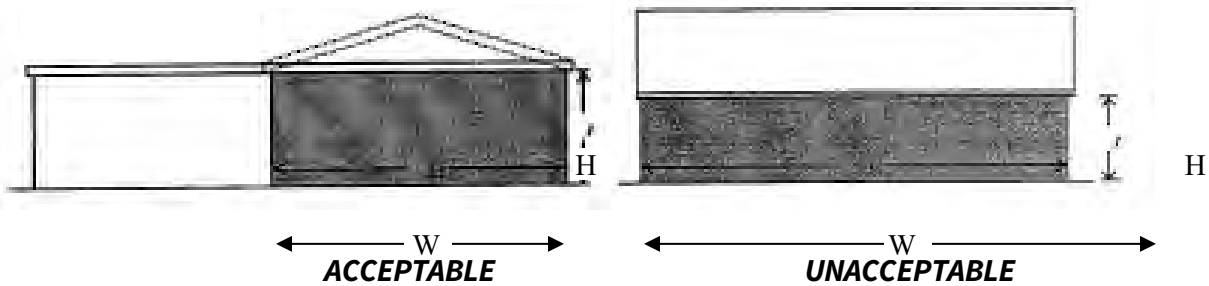
134
 135 **2. Building Scale and Mass**

- 136
- 137 **a. Avoid long, low wall planes.** Prominent facades shall have no wall plane wider than
 138 2.5 times the height of the wall plane.

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 144 Height/Width proportions apply
 145 with or without gable
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 151 **3. Provide substantial shifts in walls and roof surfaces.** Wall and roof surfaces shall be

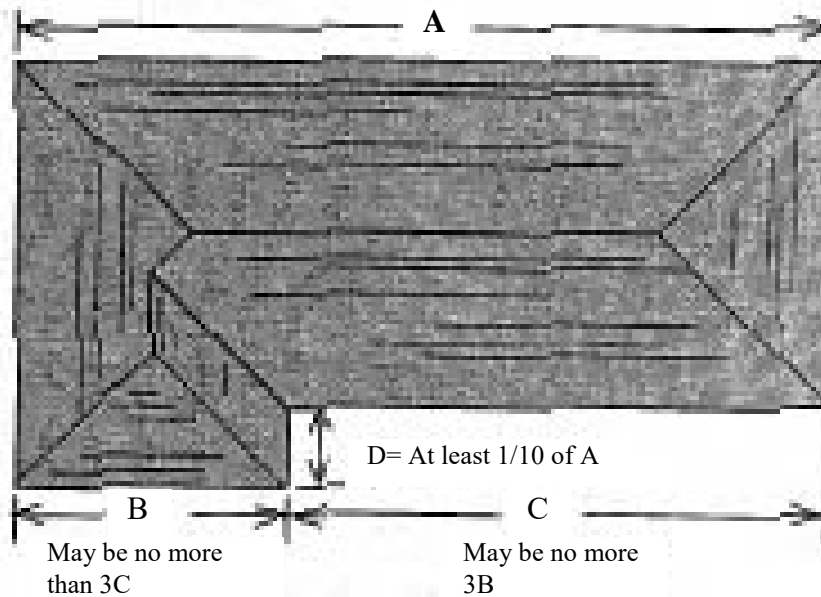
152 broken down into smaller planes using substantial shifts in building footprints that result
153 in substantial shifts in roof lines as follows:

154
155 **a. Limit roof areas in the same plane.** The total roof area in a single plane shall not
156 exceed 5000 square feet.

157
158 **b. Horizontal shift.** No portion of a prominent facade may exceed 60 feet in length
159 without a shift in the building footprint measuring $1/10$ of the facade length. This
160 shift may be broken down into smaller shifts of at least 4 feet each. For prominent
161 facades of 100 feet in length or less, this horizontal shift may be accomplished
162 by creating an entrance that serves as a major focal point, such as an extended
163 roofed area, front porch or other feature, without joggling the exterior wall of the
164 building.

165
166 c. Horizontal shifts, when required, shall be reflected by a shift or alteration in the
167 roof design. To assure that footprint shifts are evenly distributed across the
168 building facade, shifted wall planes shall have a width proportion of between 1-to-1
169 and 3-to-1 the width of adjacent wall planes on the same facade.

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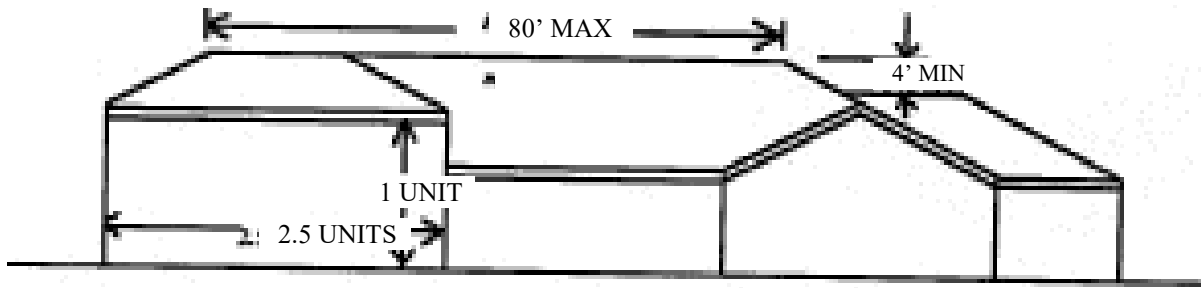
Horizontal shifts required if "A" exceeds 60 feet in length

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d. Vertical shift - No single run of ridge, cornice, or fascia (excluding eave overhang)
175 shall exceed 60 feet without a minimum 4-foot transition in height.

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4. Provide visual terminus to tops of buildings. In order to avoid a truncated look at the top of the building, all structures shall have a visual "cap". This may include either a pitched roof or a flat roof. Pitched roofs shall have the appearance of true hips and gables with a defined ridge where opposing roof planes meet. Roof designs must conform to one of the following options:

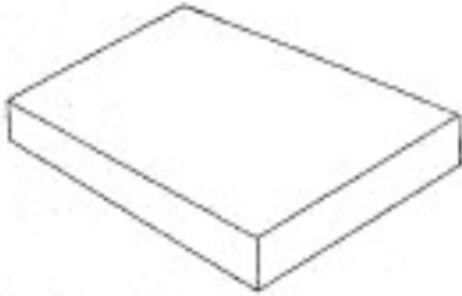
a. Lower pitched roofs with extended eaves - A lower pitch roof with a 4/12 pitch or less is allowed provided eaves extend at least 2 feet beyond exterior building walls. A minimum of a 4/12 pitch is preferred.

b. Steep pitch hip or gable roof form - conforming to the following roof pitch requirements:

- Minimum pitch - 4/12 in all areas:
 - Maximum pitch - 12/12 in all areas.
- Exceptions: Steeples, bell towers and other ancillary structures.

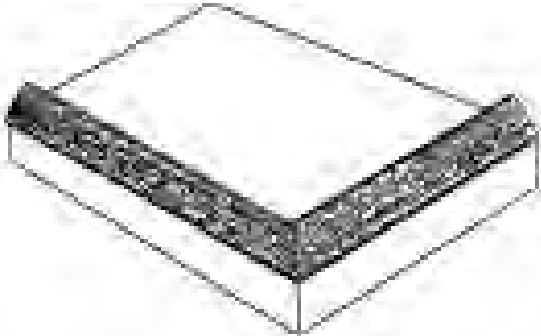
c. False pitch roof with appearance of true hip or gable - Single story and multiple story buildings may, have a flat roof with a false pitch if:

- The roof appears to be a true hip or gable from all public vantage points, and
- There are extending wings on each corner of the building which allow for a true hip or gable to extend out from the false hip or gable (this will avoid a mansard roof appearance).
- These roofs shall have a minimum 4/12 pitch, with eaves extending at least 2' beyond exterior walls.



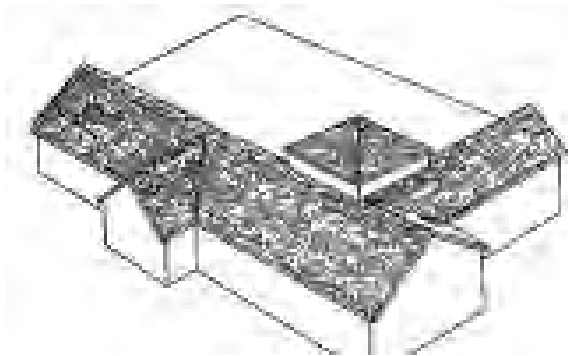
UNACCEPTABLE - A simple box-like structure.

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UNACCEPTABLE - The box structure with simulated mansard.

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ACCEPTABLE - Notice how the gable ending beyond the corner of this box structure provides the appearance of a true gable from the public's vantage point.

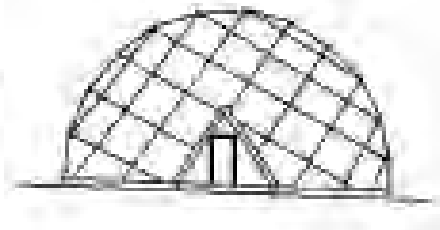
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5. Avoid unusual or atypical roof forms on all structures. A-frame, modified A-frame, curvilinear, domed, and mansard style roofs and other unusual or atypical roof forms are discouraged. Multiple gables over a single-mass structure forming a "saw-tooth" design are also discouraged.

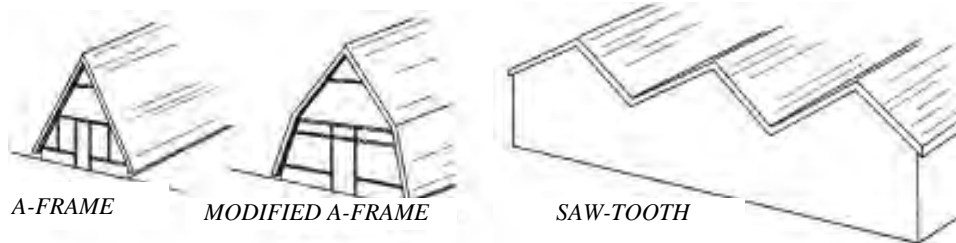
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Curvilinear



Geodesic Dome



Examples of discouraged roof forms. Mansard roof forms are also discouraged.

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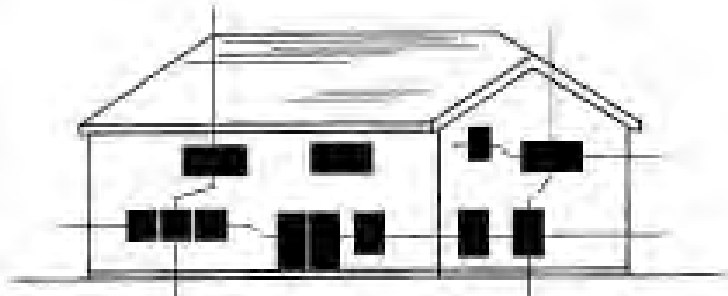
6. Window and Door Fenestration

The primary purpose of windows to the interior portion of a building is to let in light and air. To the outside of a building, windows can make an architectural statement. The challenge to the architect is to make sure that both objectives are met. Windows placed primarily to serve interior functions may appear to have been haphazardly placed on the outside of the building or may be completely lacking due to a reliance on mechanical systems for light and air. This shall be avoided. Windows can and should serve as a pleasing focal point in a building's design or emphasize a shift in a wall or roof plane. Windows should relate to, align with, or complement exterior design features of the building.

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a. Maintain balance in the placement of windows. To the extent possible, multiple windows on a single wall plane should be regularly spaced and aligned with other windows and doors on the same wall plane. Single or grouped windows on a wall plane should relate to other architectural features such as roof forms, doors, or facade projections.

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The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.

AVOID

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242



The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, non-centered windows look better below a hip than below a gable

PREFERRED

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b. Conform to solid/void ratio guidelines. Generally, windows and doors shall constitute a minimum of 25 - 30 percent of prominent facade wall planes. In situations where this is not practical, emphasis shall be placed on the building's form and texture. The following type of options may, in limited applications, be acceptable alternatives:

- Vertical and/or horizontal shifts in the facade combined with roof forms which accentuate facade variations.
- Variations in texture.
- Variations in exterior lighting.
- Vegetative screening.

c. Reflective glass is discouraged. The use of reflective glass shall generally not be allowed but may be considered in limited applications.

D. SIDING AND TRIM

Traditional building materials such as brick, stone or wood reflect human handcraft and provide texture to building exteriors. Materials for new construction and remodeling should convey similar visual qualities. Overall, the goal is to have buildings with visual interest.

1. Use materials which simulate quality traditional building materials. Finish materials must individually be characterized by texture, grain, or color variation. Individual components shall be small enough so that their collective application provides interest and texture to building facades and reflects human handcraft. Non-traditional materials shall be used sparingly unless they can be shown to have similar visual qualities of traditional materials or contribute to overall design character.

2. Discouraged siding materials: Creatively applied small sections of these materials may add architectural interest, but their use is discouraged as the predominant siding

277 material.

- 278 • Tile
- 279 • Smooth Concrete Blocks
- 280 • Smooth or Flat metal panels

281

282

283 **E. COLOR**

284 Color is an important and dominant aspect of building design. When selecting colors, consider
285 carefully the different materials and levels of detail that color can emphasize. The field or base color
286 is one of the most dominating features of the building; trim colors are used on the building's
287 secondary features, while accent colors can emphasize the finer, more characteristic elements of the
288 building's design. The goal is to create buildings with visual interest, rather than strict
289 adherence to the guidelines below.

290

291 **1. Keep field colors subdued.** Field or base colors (the main color of the exterior walls) are
292 recommended to be the more subtle earth tone colors. White, soft sands, grays, light pastels,
293 and deep rich clay colors are appropriate field colors.

294

295 **2. Limit bold or bright trim colors.** Trim colors (fascia, cornice, window & door trim,
296 kick panels, etc) may contrast or compliment the field color. Using a lighter or darker
297 shade of the field color is always an appropriate trim color as is white.

298

299 **3. Finer details may be accented with brighter colors.** Accent colors can generally be brighter
300 than field or trim colors. Accent colors should be used with restraint. Appropriate areas
301 for accent colors are those details that might otherwise go unnoticed such as moldings or
302 molding indentations, medallions, and shadow lines of window and door frames. Doors are
303 also an appropriate location for accent colors.

304

305

306 **F. ROOFING MATERIALS**

307 Views of roofs from the ground and from higher elevations play an important role in the
308 architecture of the city. Roofing materials shall be selected according to the following criteria.

309

310 **1. Use roof materials which provide texture and shadow lines.** Ribbed metal roofing or
311 architectural or laminated shingles are encouraged.

312

313 **2. Avoid bright-colored, reflective or unsightly roofing materials.** The following roofing
314 materials are discouraged and may only be considered by the Commission in unusual cases:

315

316

317

318

- a. Gravel.
- b. Untreated aluminum or metal (copper may be used).
- c. Reflective materials (including aluminized hot-mopped roofs, white or light gray metals which have a metallic appearance in bright sun).

- 319 d. Brightly colored, highly visible roofing materials.
- 320 e. Red bar-tiles common to Spanish architecture
- 321 f. Urethane foam, painted and unpainted

322
323

324 **G. BUILDING LIGHTING**

325 Lighting may be used to accent a building but shall not be used to denote a corporate or commercial
326 image except on allowed signage. Lighting may be directed to a building but should generally not
327 emanate from a building.

328

329 **1. Avoid back-lit panels and awnings.** Translucent panels and awnings illuminated from
330 behind are prohibited. This shall not exclude soft light being emitted from windows.

331

332 **2. Keep light source hidden from public view.** Except for decorator lights with frosted lenses
333 or which use clear bulbs (e.g., candelabra bulbs) light sources shall be concealed behind
334 soffits, within recessed containers, behind shrubbery, etc.

335

336 **3. Avoid bright lighting on outdoor surfaces of buildings.** Outdoor building lighting is
337 limited to low levels except that more intense lighting is allowed at building entrances.

338

339 **4. Avoid colored lighting on buildings.** Colored lighting is limited to temporary holiday
340 lighting only.

341

342 **5. Apply utility lighting sparingly.** Utility light fixtures which have an industrial or
343 utilitarian appearance may be used for security lighting on buildings, but shall not
344 be used in areas of concentrated lighting (e.g., service station canopies) unless the fixtures
345 are not seen from public rights-of way.

346

347 **H. MISCELLANEOUS ARCHITECTURAL DEVICES**

348 Building design should be executed in a straightforward manner. Tack-on devices may not be used
349 to mitigate poor design or to promote a particular theme. If a particular style or theme is desired,
350 it should be reflected in the building's form and general detailing.

351

352 **1. Architecturally integrated artwork is encouraged.** Artisans are encouraged to create
353 art and sculpture which compliment building architecture and the community.

354

355 **2. Avoid Architectural Gimmicks and fads.** Types of gimmickry to be avoided
356 include, but are not limited to, the following:

357

358 **a. Tenant-specific motifs.** Detailing or color used to promote a particular theme or to
359 identify a specific tenant should be avoided. Signage shall be used for this
360 purpose.

361

362 **b. Neon Outlining.** Architectural features shall not be outlined in neon, linear lights, or
363 tube-type lights. This includes exposed and concealed lights.
364

365 **c. Back-lit Awnings.** Awnings may not be backlit or otherwise illuminated from behind
366 unless the awning fabric is completely opaque so that it blacks out all light.
367

368 **d. Non-functional Awnings.** Awnings shall be limited to traditional locations over
369 windows walkways, and entrances or over other architectural features where weather
370 protection is needed. Awnings must be applied to walls or posts and may not be applied
371 to existing projections over walkways or windows.
372

373 **3. Maintain consistency in awning design.** Multiple awning designs are not
374 permitted on a single building.
375

376 **4. Avoid awnings which obscure or dominate the building design.** Awnings,
377 canopies and marquees may not obscure architectural details of the facade and may
378 not be the prominent design element of the building. They must appear as a
379 secondary and complimentary element of the building design.



This continuous awning overpowers the building design and hides the original parapet or cornice detail.

380
381 **I. PARKING GARAGES**

382 The following requirements are intended to soften the visual impacts of parking garages as seen
383 from the street face.
384

385 **1. Recess vehicle entries in main facade.** Garage doors and open vehicle entries must be
386 recessed at least 6 feet from the front facade plane.
387

388 **2. Screen parking garage facade.** Parking garage facades which are visible from the
389 street shall conform to one or a combination of the following options:
390

391 **a. A landscaped screen.** Screening may be trees, shrubs or wall clinging plantings on a
392 trellis.
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394 **b. Store fronts.** The parking garage may be faced with storefronts or display-windows.

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c. Simulated storefront. The openings of the garage may be designed to reflect or simulate the window pattern and material choice of the primary structure on the site. The door and window fenestration requirements on this page should be used as a guide.

- 3. Acquire Commission approval for all parking garages over 1 story or which enclose 20 cars or more.** In making its determination of compliance, the Commission shall consider the design criteria under 1 & 2 directly above, and may also determine how much screening or architectural embellishment is required based upon projected lines of sight from the pedestrian's perspective.

Chapter 2. SITE DESIGN

The Site Design chapter addresses site amenities intended to enhance the visual character of the site, invite outdoor activities and connect public rights-of-way to structures on private property.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts and to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District.

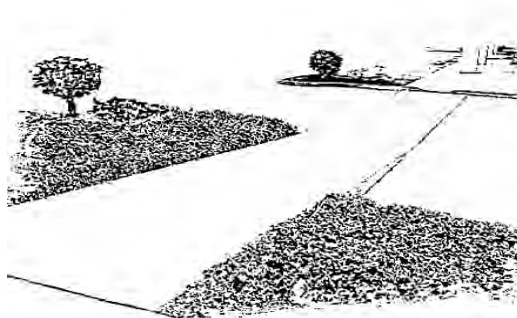
The sections in this chapter include:

- A. On-site Walkways**
- B. Outdoor Common Areas**
- C. Commercial Streetscape**
- D. Landscaping and Screening**
- E. Fences**

A. ON-SITE WALKWAYS

Primary walkways are intended to link a building's main entrance to the public right-of-way and to facilitate and enhance the pedestrian environment.

- 1. Link commercial buildings and the public right-of-way with primary walkways.** Commercial buildings must be served by primary walkways which directly link the building's main entrance to the public right-of-way.



- 2. Assure that primary walkway width is proportionate to scale of project.** Primary walkways must be a minimum of 5 feet on small-scale projects; wider walkways may be required for larger scaled projects.
- 3. Differentiate walkway surface.** Walkways must be visually distinct from parking lot and

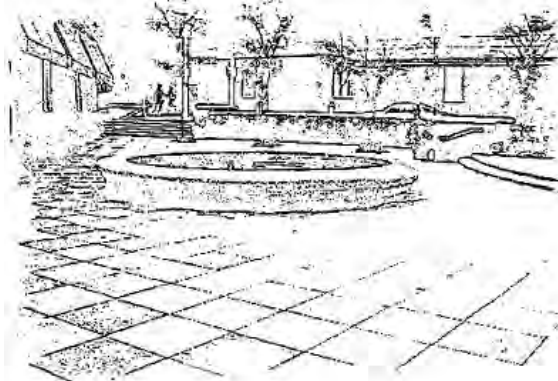
driveway surfaces and may include textured or colored materials. Paint or striping will not suffice to meet this requirement. Walkways must be functionally separate from parking lots and driveways except where they cross driveways.

4. **Accent walkway with significant landscaping.** One side of the primary walkway must be landscaped except where it crosses a driveway. The width of the landscaping shall be sufficient to maintain a proper planting environment. Planting strips must have an average width of 3 feet. Wider planting strips may be required for larger scaled projects.

5. Accent walkway with lighting and seating areas.

B. OUTDOOR COMMON AREAS

A common area is a designed outdoor space which encourages outdoor activities and leisure in outdoor spaces associated with commercial development. Required common areas must be provided on-site, but may be enlarged and extended into city rights-of-way to connect with the sidewalk, subject to City of Homer approval.



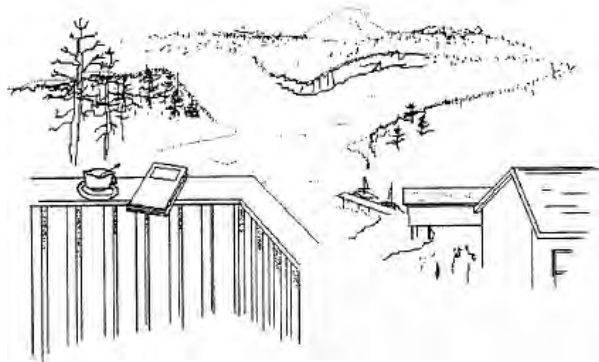
1. **Provide common area of a size proportionate to development.** Commercial development greater than 5000 square feet in floor area shall include common areas equal to 5% of the gross floor area of the building to which they apply, excluding garages, warehouses, and similar support structures.

2. **Choose type of common area best suited to development.** Common areas must include trash receptacles and casual seating and/or tables. Common areas must be one of (or a combination of) the following:

a. Balcony, terrace or covered colonnade - providing a minimum walking width of 8 feet and which also incorporates seating areas.



- b. Plaza - with colored or textured pavement surface, e.g., brick, stone, exposed aggregate concrete or colored and textured concrete. To provide pattern and enhance the texture of the pavement, concrete surfaces shall be scored or otherwise divided into smaller sections.
- c. Pocket park - developed between or in front of buildings which include landscaped areas of grass, trees, shrubbery and flowers, combined with limited paths and pavement areas for casual tables and/or seats.
- d. Scenic View Area - consistent with these design standards. Viewing platforms intended for public access shall be identified with signage located at the edge of the public right-of-way.
- e. Off site common areas - For structures with less than 10,000 square feet of floor area, any of the above common areas which are within 250 feet of the subject site and are at least as large as the required common area for the subject site meet common area requirements and do not have to be repeated. This does not imply that the off site common area must be accessible for the subject site's use. It merely develops an appropriate density for outdoor common areas in a given district.



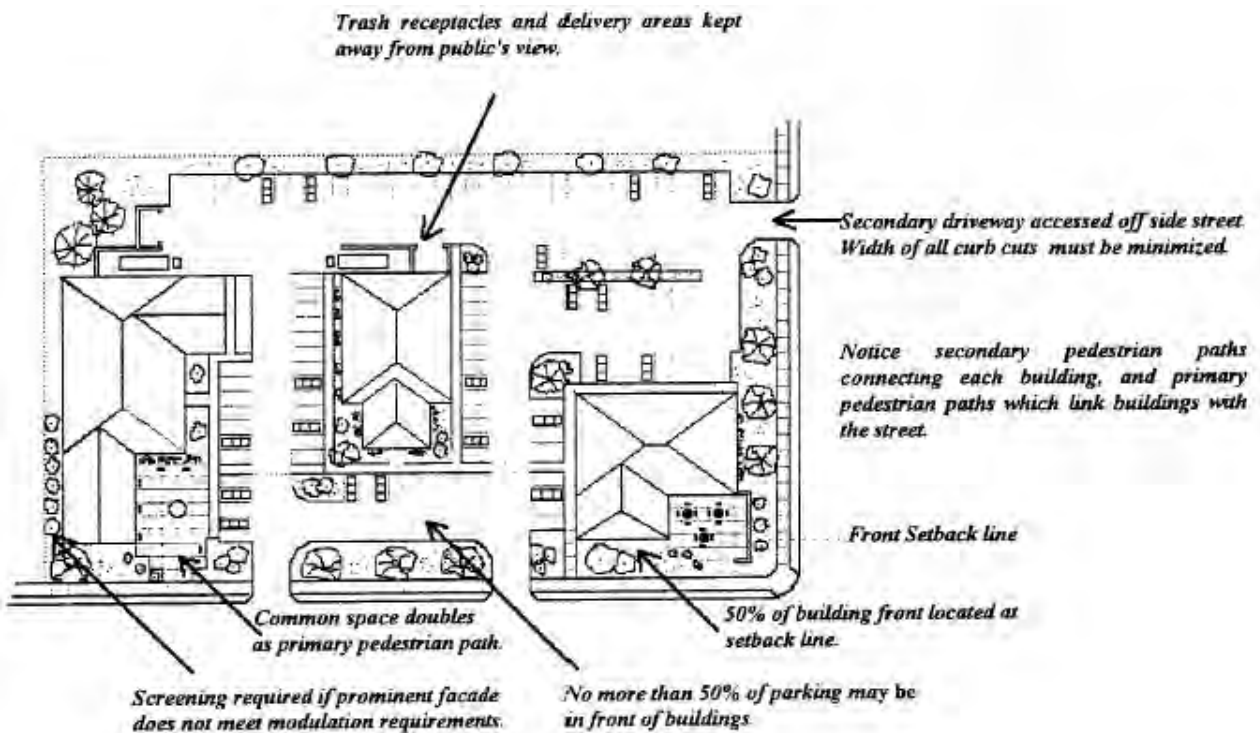
- 3. **Locate common areas in view corridors.** Where view corridors occur on a site, common areas shall be located within the view corridor. Use care in the selection of landscape plantings so as to preserve views.

4. **Provide direct access to common areas with pedestrian walkways.** Common areas (or outdoor stairs leading to common areas) shall be easily accessible to customers from the public right-of-way by either primary or secondary walkways.

C. COMMERCIAL STREETSCAPE

To enhance the visual quality and the pedestrian environment of commercial streets and activity centers, an increased emphasis should be placed on landscaping, pedestrian walkways and architecture. Parking lots and service areas should be visually diminished by keeping them to the side or rear of the buildings.

1. **Locate structure near front setback line.** At least 50 percent of the primary structure's front facade shall be placed near the front setback line. The remaining portion of the building may be stepped back to accommodate common areas or parking.
2. **Orient service and delivery areas away from the street.** Where possible, service and delivery bays, including warehouses and mini-storage units, may not be oriented to the street. These areas should be separated from public access routes and parking areas whenever practical.



3. **Use landscaping to screen parking lots and service areas.** Parking lots and other expansive pavement areas shall include a wall, solid hedge or landscape berm at least

3 feet high (conforming to clear vision requirements at driveway entrance) parallel to the right-of-way to soften the visual impact of the lot from the street.

4. **Link dissimilar buildings with common site amenities.** Visual continuity can be achieved between dissimilar buildings by emphasizing common elements of site design. (e.g., landscaping, screening, furnishings, light standards, decorative paving materials). Similar colors of structures can also provide visual continuity to the streetscape.
5. **Provide covering over walkways where appropriate.** Encourage pedestrian use of walkways by providing canopies, marquees and awnings on building fronts which abut a sidewalk.
6. **Place no more than 50% of required parking in front of buildings.** Where practical, no more than 50% of required parking may be located in front of the building. In this context, the front shall be the building side facing the street providing primary access to a site.
7. **Avoid parking in front of building entrance.** Parking spaces in front of the main building entrance interfere with entrance visibility and access. These shall be avoided.

D. LANDSCAPING & SCREENING

Formal landscaping provides a pleasing transition between the natural setting and the built environment and between adjacent built environments. Landscaping may not be considered adequate compensation for poor site or building design; it shall be used to enhance new development (regardless of how attractive the buildings on a site may be) and to soften the visual impacts of such urban necessities as parking lots and mechanical equipment. In addition to aesthetics, landscaping provides green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces. Natural vegetation, together with existing views of the water and land views is an integral part of the Homer setting and should be preserved on both developed and vacant parcels. Views through or framed by natural vegetation may be achieved while retaining the existing vegetation which characterizes Kachemak Bay.

1. Utilize non-invasive attractive plants to achieve landscaping and screening, preserve or create tree canopy, and provide ecosystem services such as water retention and filtration. Concepts such as rain gardens and other Low Impact Development concepts are encouraged.
2. **Choose plantings which are compatible with existing vegetation.** Plantings must be of a type which will thrive amid existing vegetation without killing or overtaking it. Avoid mixing incompatible plants which require different planting environments or micro-

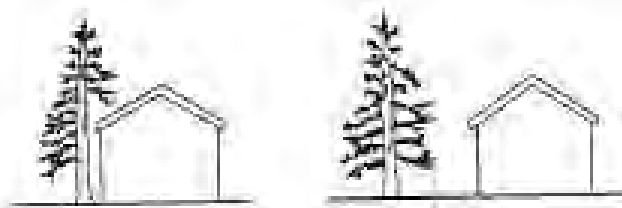
climates. Avoid haphazard mixture of textures, colors and plant types.

3. Locate vegetation to preserve significant views. Views and vistas from public rights-of-way shall be considered when determining placement of vegetation or retention of existing vegetation. While it is not the intent to avoid all trees in the foreground of a view, consideration should be given to the expected height of trees and how they might be located to "frame" the view. The following standards promote retention of existing views and apply to both commercial and residential properties:

- a. Selective thinning - Larger tree stands which, over time, have closed off significant views may be selectively thinned. Limit thinning to maintain a balance of timber and continuous canopy.
- b. Trees within view - Allow trees to be a part of the view. Limited numbers of trees should not be considered an obstruction to a view.

4. Provide adequate room for retained vegetation. Identify how retained trees will be protected both during and after construction.

- a. Location of structures. Buildings, retaining walls, utilities and paved surfaces must be far enough away from retained trees to allow room for construction activities (including grading and excavation) and to assure a proper growth environment after construction.



Neither the building footprint or the area of construction should encroach into the drip line of trees to be protected

- b. Area of construction. In no case shall construction activities take place within the drip line of the tree (root zone) without extra precautions.

c. Tree well. Provide a tree well or other form of protection where the surrounding grade must be raised.

d. Significant vegetation to be retained must be protected during construction by installation of an effective system. The system must be approved by the Public Works Department, and must be in place during construction.

5. Replace lost trees which were intended to be retained. Any tree proposed or

required to be retained and which is subsequently lost or destroyed must be replaced with at least three 6-foot trees of an appropriate species.

6. **Retain the natural symmetry of trees.** Trimming of trees shall be done in a manner that preserves the tree's natural symmetry. Topping shall be avoided unless required for health/safety reasons. Limbing-up may be appropriate if sufficient crown is retained to preserve the tree's health.
7. **Use shrubs or vines on blank walls.** Landscape along blank walls. Shrubs, vines or other plantings can be used to provide either coverage or grouped plantings along otherwise plain walls.
8. **Outside storage of materials and equipment and trash, if otherwise allowed, should be screened from view from adjacent streets and residential areas.** Such screens should be opaque and may consist of walls, fences, landscaped berms, evergreen plantings, or any combination thereof.
9. **Enclosed storage of materials, equipment and trash is encouraged.** The enclosure will be built to be complementary to the primary structure or landscaped or located so as to not be visible from the street.
10. **Elements such as, but not limited to; HVAC units, telephone boxes, fuel tanks and electrical transformers, shall be integrated into the site design through the use of landscaping, berms or fences and should be as unobtrusive as possible.**

E. FENCES

Fences are useful for defining space, providing security, and visually enhancing outdoor settings. The degree that these qualities are considered depends on the intended purpose of the fence and where it will be located. The design of the fence may not be important if the fence is strictly for security reasons, (e.g., a mini-storage yard), but if the fence is visible to the public right-of-way, design takes on added significance.

1. **Choose fence materials carefully.** Fences shall be constructed of wood, wrought iron, brick, stone or cinder block. Smooth-faced cinder block must have a veneer finish on the side visible to the public's view. Coated chain link attached to wood posts and rails is permitted. Chain link with slats that color coordinate with the main building color scheme are also permitted. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the Planning Director,
2. **Limit chain link along prominent facades and arterials.**

3. **Limit height of fences.** Unless otherwise required by Homer City Code, fences are limited to a height of 4 feet from the natural grade along arterial frontages and in the front yard.

Chapter 3. Outdoor Lighting

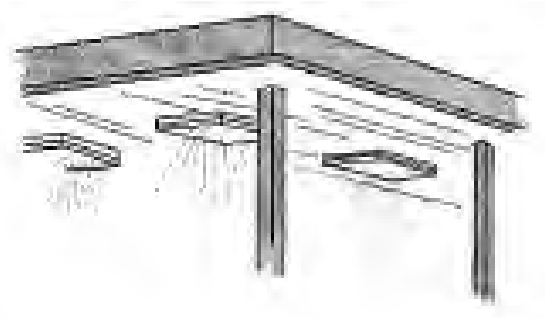
Applicability: The outdoor lighting section applies to all uses in areas zoned CBD, RR, UR, RO, GBD, SGCOL and the portion of GC1 lying south of Beluga Lake.

Purpose

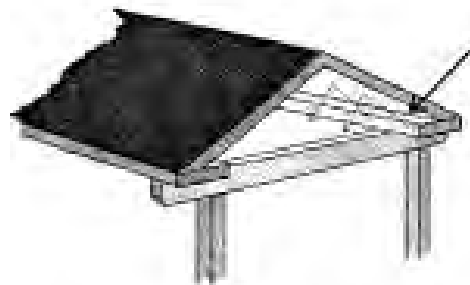
The primary purpose of outdoor lighting is to improve visibility and safety within outdoor spaces. However, light can also enhance a setting if the intensity and source of the light corresponds to the visual character of the surroundings.

- 1. Avoid lighting large areas with a single source.** Large areas may be lit with a number of low intensity sources close to the area requiring illumination; illumination of a large area with a remote single source of light shall be avoided.
- 2. Avoid excessive light throw.** Lighting shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Illumination of landscaped areas shall be avoided unless lighting is part of the landscape design or the area is intended for recreational use.
- 3. Keep light source hidden from public view.** Except for streetlights installed in rights-of-way, all light sources, whether on public or private property, shall be hidden or conform to light standards specified herein. Light sources (e.g., light bulbs) shall not be visible except on approved decorator lights. Sources of high intensity light, whether behind a lens or not, shall not be visible to the public.

High intensity light sources may not be visible to the public. Fixture designs of an industrial or utility appearance shall be avoided.



Indirect lighting keeps light source hidden from the public's view. Recessed spot lighting may supplement indirect lighting where more direct lighting is desired.

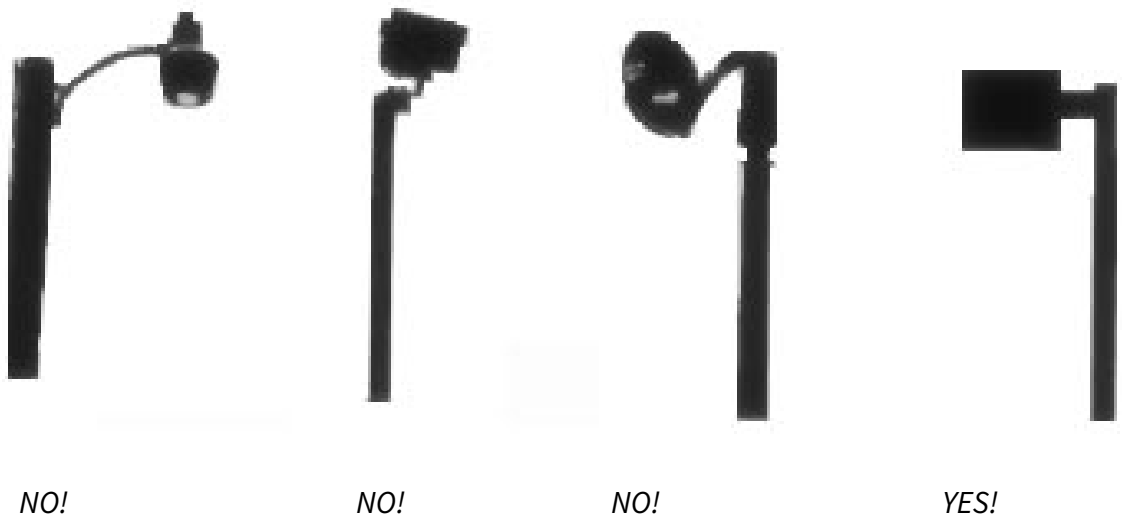


4. **Use downward directional lighting.** All lights more than 7 feet above the ground shall be downward directional lighting.



5. **Choose approved outdoor light designs.** The following lighting types are approved:
- a. "Shoe box" style pole lamps to be approved as appropriate for district (downward directional).
 - b. Ornamental pole lamps - to be approved as appropriate in color and style for district.
 - c. Bollard lights - to be approved as appropriate in color and style for district.

6. **Avoid light fixture designs which have an industrial appearance.** Designs of an industrial or utility appearance shall be avoided on all fixtures visible to the public, e.g., mercury vapor lights, cobra lights, etc.



Except for the "shoe-box" style light on the right (which is downward directional), these other lights are too industrial in their appearance and are designed for illuminating large areas with a single light source.

PENDING BUSINESS

A. Staff Report 21-26, Community Design Manual

Chair Smith introduced the item by reading of the title. He invited City Planner Abboud to speak to the memorandum in the packet.

City Planner Abboud provided a summary and requested input from the Commission. He then facilitated questions and comments from the Commission on the following:

- allotment of space the requirement for outdoor gathering spaces
- there were no typographical errors found

NEW BUSINESS

A. Proposed 5-Year Capital Improvement Plan for Public Works presented by the City of Homer Director of Public Works, Janette Keiser, PE

Chair Smith introduced the item by reading of the title.

City Planner Abboud noted that comments from the Commission are requested as well as a motion of support.

Commissioner Highland complimented Public Works Director Keiser on the work presented to the Commission.

Chair Smith commented that he would still like to see the large commercial trucks removed from Pioneer Avenue believing that a better route would be to make a connection from FAA Road to East End Road.

City Planner Abboud responded that it would be great to have that reference in the Transportation Plan to re-route truck traffic.

Commissioner Bentz commented on the appropriateness of the 5 year horizon plan and linking with the various documents the City has and is a very tangible way to start implementing in the longer planning horizons.

Chair Smith requested a motion.

BENTZ/VENUTI MOVED THAT THE PLANNING COMMISSION ENDORSES THE PROPOSED FIVE YEAR CAPITAL PLAN FOR PUBLIC WORKS AS PRESENTED.

There was no discussion.



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Staff Report PL 21-31

TO: Homer Planning Commission
THROUGH: Rick Abboud, AICP, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: May 19, 2021
SUBJECT: Community Design Manual Update

Requested Action: Review the revised Community Design Manual, conduct a public hearing, and make a recommendation to the City Council for adoption of the revised document.

Introduction

The Planning Commission has been working on revisions to the CDM for about seven months. The CDM was a LENGTHY thirty eight page design review document. It was long and confusing for developers to work with, and required substantial staff time for each review. Many of the ideas were excellent and still relevant, but some have been adopted into code so the CDM was redundant in a few areas. Staff worked with the Commission to heavily revise and update the CDM so it is concise and easier to use.

Specific changes include:

- ~Clearly stating the goals of the design review process
- ~Better describe how the CDM applies to existing structures and remodels
- ~Update siding and trim materials list, and color scheme guidelines
- ~Remove all items that are now in code

Upon a final staff review of the Introduction section, staff recommends the edits shown on pages ii-iii of the Introduction. Some of the edits are simple wording changes, some are due to the fact that code addresses things like public process and the comprehensive plan, and the CDM does not. Lastly, signs are regulated by title 21, and the CDM does not address signage at all. Requiring a master sign plan be part of the application is a burden to the applicant this early in the design and permit process.

Staff Recommendation: Conduct a public hearing and make a recommendation to the City Council.

Attachments

1. Draft Resolution
2. Draft CDM

**CITY OF HOMER
HOMER, ALASKA**

Sponsor

Resolution 21-XX

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING
THE COMMUNITY DESIGN MANUAL.

WHEREAS, The City Council adopted the Community Design Manual (CDM) for the City of Homer with Resolution 04-34; and

WHEREAS, The City Council adopted amendments to the Community Design Manual with Resolution 09-04; and

WHEREAS, Chapter 4 of the 2018 City of Homer Comprehensive Plan, Goal 3-A-2 states: “Provide a clear and predictable approval process for every development including organizing project review and permitting and providing appropriate staff review;” and

WHEREAS, The CDM has been largely unedited since its adoption in 2004, and with recent reviews it has become clear that editing and streamlining of the document and policies is needed to better facilitate a clear and predictable approval process; and

WHEREAS, The document in its current form causes applicants and staff to spend a lot of time reviewing it, and this time could be more efficiently used if the document were more organized, clear, and up to date; and

WHEREAS, The Homer Planning Commission has held x meetings working on these amendments and conducted a public hearing on XXXX.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the Community Design Manual attached as Exhibit A.

PASSED AND ADOPTED by the Homer City Council this ___ th day of _____, 2021

40 CITY OF HOMER

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KEN CASTNER, MAYOR

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48 ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

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Resolution 21-XX

CITY OF HOMER COMMUNITY DESIGN MANUAL

Table of Contents

Introduction

Chapter 1. Architecture

Chapter 2. Site Design

Chapter 3. Outdoor Lighting

Introduction

The scenic beauty of Kachemak Bay is an Alaskan natural treasure. As an area dependent on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors. This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

The Design Review process allows for early discussion of a proposed project's design and how modifications can result in more attractive design. As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

Applicability

The extent of design review varies according to the location and type of development. Sections applicable to the Town Center, Gateway Business District and the Scenic Corridor Overlay zoning districts are prescribed within the zoning code for those districts. Applicability of each chapter of the CDM when not required within a specific zoning district, is stated at the beginning of each chapter.

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, or (b) the alternative design meets the intent of the general requirement, or (c) reasonably meets the intent of the CMD when considering the constraints of the building site, building use, or excessive material costs.

Design Review Options

The City of Homer encourages a creative approach to design by providing a flexible review standard. Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

Design Review Goals

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity. Quality design is more important than strict conformance with the CDM.
2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, in keeping consummate with the scale of the remodel.
- ~~3. Facilitate early and ongoing communication among property owners, neighborhoods and the City.~~
- 4.3. Provide an objective basis for decisions which address the visual impact of the City's future growth.
- ~~5. Ensure that the intent of development standards established by the Homer Comprehensive Plan are met.~~
- 6.4. Increase public awareness of design issues and options.
- 7.5. Support green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces.

Design Review Application Requirements

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

1. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.

~~b. Sign Plan. A master sign plan showing the location of all signage consistent with HCC 21.60.~~

~~c.b. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.~~

~~d.c. Color Palette. A color palette of the building's exterior including roof, siding and trim.~~

2. Site Plan Review

a. Site plans and information in conformance with HCC 21.73.020, and when required by code, 21.73.030.

b. Screening details. Details on how all mechanical and utility equipment will be screened.

c. Fencing Details. Color, type and appearance of all fencing and screening materials.

3. Outdoor Lighting & Accessories Review

a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.

Chapter 1. Architecture

A sense of place cannot be achieved with a single building. It is the cumulative effect of each building and their relationship to surrounding buildings that creates rhythm and pattern and defines scale in the city's streetscapes. Homer aspires to have a built environment of universal and timeless quality with visual interest. The following design standards will help to achieve this.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts, to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District, and to other districts as required by City Code.

The sections in this chapter include:

- A. The Building and its Setting**
- B. Hierarchy in Building Design**
- C. Prominent Facades**
- D. Siding and Trim**
- E. Color**
- F. Roofing Material**
- G. Building Lighting**
- H. Miscellaneous Architectural Devices**
- I. Parking Garages**

A. THE BUILDING AND ITS SETTING

Buildings shall be designed to reflect the natural conditions of the site and shall include design elements which visually "anchor" the building to the site:

- 1. Incorporate building design elements into landscaped areas.** Without some form of transition between the ground and the building wall, structures can appear to be unrelated to, rather than part of, the site. This is especially true of stand-alone buildings in large open spaces. By extending secondary structural elements from the building out into the site, a transition between the ground and the building wall can be achieved. Low walls, stairs, walkways, or small plazas, for example, can help anchor and transition the building to the site.
- 2. Respect natural topography.** Buildings shall be designed to fit natural slopes rather than forcing the slope to fit a particular building design. Buildings shall be designed with both up-hill and downhill floor plans if the site involves significant slopes. Minimize cut and fill by developing designs which complement and take advantage of natural

topography. Sloped lots may require terraced parking lots and multi-level buildings designed to follow the slope.



ACCEPTABLE



UNACCEPTABLE

STRUCTURE SHOULD BE DESIGNED TO FIT NATURAL SLOPES.

AVOID SIGNIFICANT REGRADES BY SELECTING DESIGNS WHICH FIT NATURAL TOPOGRAPHY.

3. In the Scenic Gateway Overlay District changes to slopes can be made to maintain views.

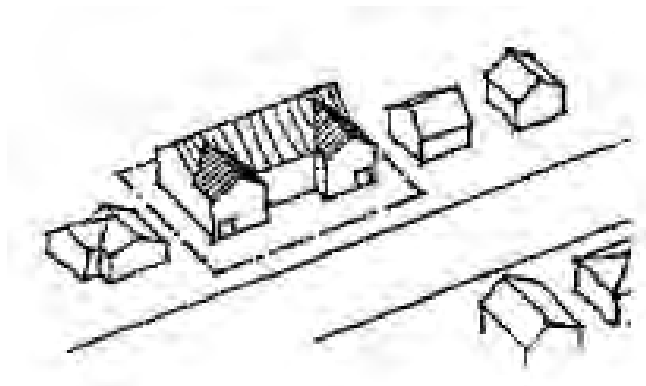
B. HEIRARCHY IN BUILDING DESIGN

Visual interest in the urban-scape can be achieved through a hierarchical approach to design. For example, strategically located structures, architectural elements, or site amenities designed as focal points create a visual "draw" and suggest a point of activity. These serve also as a reference point for all subordinate structures. This concept is particularly applicable to large parcels with multiple structures. Multiple "carbon-copy" buildings provide no visual hub and shall be avoided.

1. **Design primary structure as a focal point.** Primary structures are those which serve as a visual draw to a site. Primary structures shall be included on all commercial sites with more than one building, on commercial sites with a one or more multiple tenant buildings. Primary structures shall be designed as follows:
 - a. Primary structures shall be the focal point of development.
 - b. Primary structures shall include a prominent entrance. The entrance may be defined by a projecting porch or portico or a clearly defined doorway designed as a focal point, in the facade design.
2. **Include area for outdoor leisure for Primary Structure.** Primary structures shall incorporate either a prominent portico or plaza which is visible to the public and useable to customers or clients. Its size shall be at least 10% of the main level interior floor area. It must be incorporated into the building design. (This may or may not be the prominent entrance described above and may be applied toward

requirement for a commercial common area described on page 2-2 (site design chapter).

3. **Incorporate multiple tenant spaces into hierarchy of building design.** Required facade and height variation will provide some degree of hierarchy in a building's design. Where possible, facade and height variation should reflect the location of individual tenant spaces.
4. **Provide a common architectural treatment to all buildings on the same parcel or which are part of the same development.** In order to provide an overall pleasing development, all buildings shall employ a complimentary architectural style and finish.
5. **Integrate secondary structures as support buildings.** Secondary structures may be much simpler in design and still provide interest to the site plan or streetscape. Architectural interest is of less importance with secondary structures but they must meet all other design criteria for commercial buildings.
6. **Reflect mass and scale of adjacent structures.** Structures shall reflect the mass and scale of adjacent structures. If a larger structure is built next to a smaller structure, it must include projections in the facade which approximate the smaller structure's massing.



The projections in the facade of this larger building appropriately reflects the scale and spacing of the adjacent structures

7. **In the Scenic Gateway Overlay District-** In addition to the above, building placement and scale will be set to foster a village type of feel. Several buildings or the use of modulation and design elements that give the appearance of smaller street frontages are favored over single building masses with large monolithic faces visible along street frontages.

C. PROMINENT FACADES

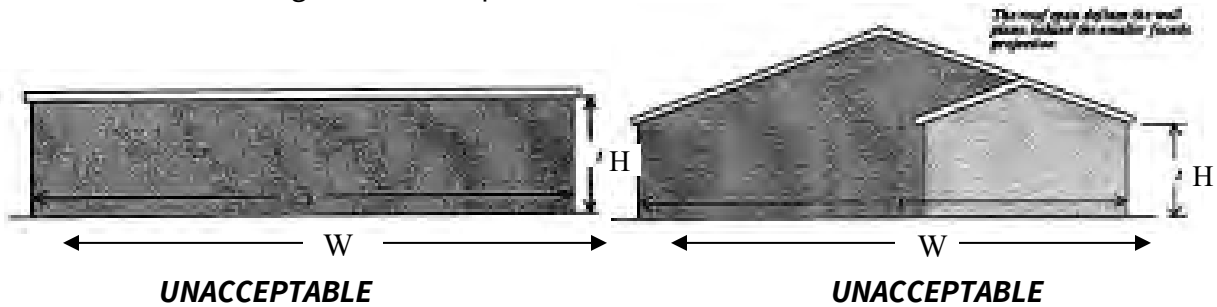
Prominent facades are defined as all building facades visible from arterials, and activity centers, and also facades which face the road(s) providing primary access to the building's site. The 'back' of a building, which may have loading areas or employee entrances, is not a prominent façade unless it meets one of the prior circumstances. Prominent facades may not be sterile wall planes void of architectural interest. They shall be detailed with added relief, shadow lines, and visual depth unless screened with landscaping. Prominent facades, whether the front, side or rear of the building, are subject to full design review and shall comply with all design criteria stated herein unless full on-site screening by vegetation can be achieved within 3 years.

1. **Provide consistent architectural interest to all prominent facades.** All prominent facades shall meet the following requirements.

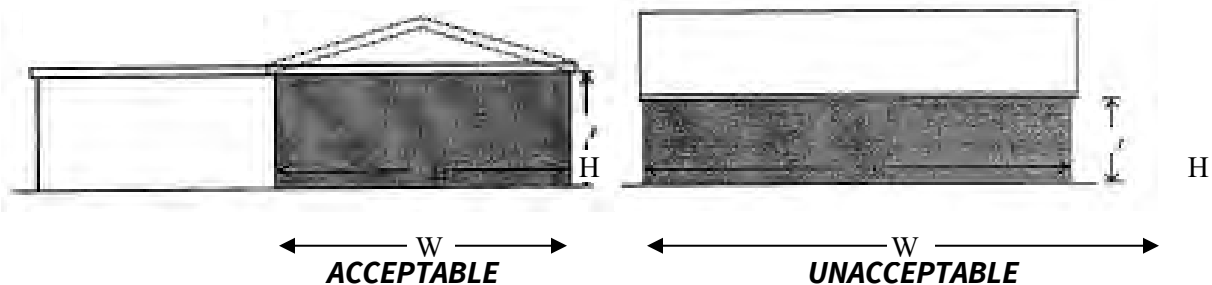
- a. Prominent facades shall not be blank walls.
- b. Prominent facades shall reflect the same design and detailing which typify the building's front including roof design, window proportion, facade variation, and building materials.
- c. Prominent facades may not be concealed behind high walls or privacy fences. Lower fences and walls not exceeding 3 feet in height are acceptable.

2. Building Scale and Mass

a. **Avoid long, low wall planes.** Prominent facades shall have no wall plane wider than 2.5 times the height of the wall plane.



Height/Width proportions apply with or without gable

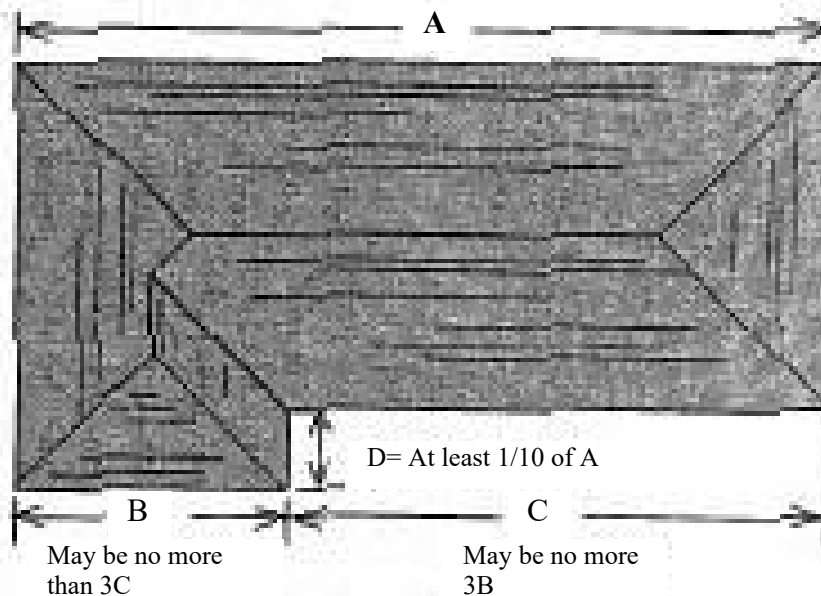


3. Provide substantial shifts in walls and roof surfaces. Wall and roof surfaces shall be broken down into smaller planes using substantial shifts in building footprints that result in substantial shifts in roof lines as follows:

a. Limit roof areas in the same plane. The total roof area in a single plane shall not exceed 5000 square feet.

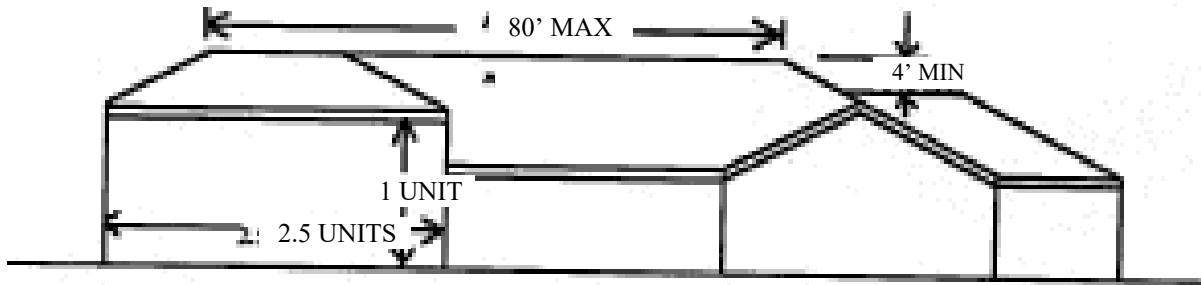
b. Horizontal shift. No portion of a prominent facade may exceed 60 feet in length without a shift in the building footprint measuring $1/10$ of the facade length. This shift may be broken down into smaller shifts of at least 4 feet each. For prominent facades of 100 feet in length or less, this horizontal shift may be accomplished by creating an entrance that serves as a major focal point, such as an extended roofed area, front porch or other feature, without jogging the exterior wall of the building.

c. Horizontal shifts, when required, shall be reflected by a shift or alteration in the roof design. To assure that footprint shifts are evenly distributed across the building facade, shifted wall planes shall have a width proportion of between 1-to-1 and 3-to-1 the width of adjacent wall planes on the same facade.



Horizontal shifts required if "A" exceeds 60 feet in length

d. Vertical shift - No single run of ridge, cornice, or fascia (excluding eave overhang) shall exceed 60 feet without a minimum 4-foot transition in height.



4. Provide visual terminus to tops of buildings. In order to avoid a truncated look at the top of the building, all structures shall have a visual "cap". This may include either a pitched roof or a flat roof. Pitched roofs shall have the appearance of true hips and gables with a defined ridge where opposing roof planes meet. Roof designs must conform to one of the following options:

a. Lower pitched roofs with extended eaves - A lower pitch roof with a 4/12 pitch or less is allowed provided eaves extend at least 2 feet beyond exterior building walls. A minimum of a 4/12 pitch is preferred.

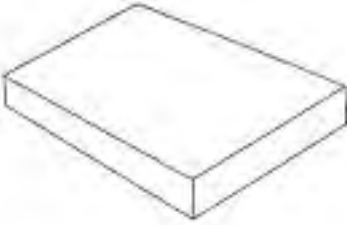
b. Steep pitch hip or gable roof form - conforming to the following roof pitch requirements:

- Minimum pitch - 4/12 in all areas:
- Maximum pitch - 12/12 in all areas.

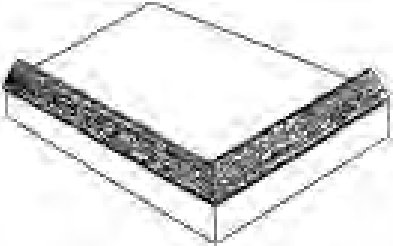
Exceptions: Steeples, bell towers and other ancillary structures.

c. False pitch roof with appearance of true hip or gable - Single story and multiple story buildings may, have a flat roof with a false pitch if:

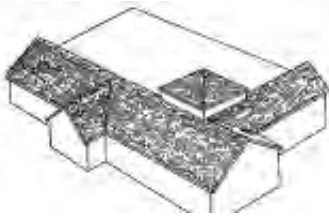
- The roof appears to be a true hip or gable from all public vantage points, and
- There are extending wings on each corner of the building which allow for a true hip or gable to extend out from the false hip or gable (this will avoid a mansard roof appearance).
- These roofs shall have a minimum 4/12 pitch, with eaves extending at least 2' beyond exterior walls.



UNACCEPTABLE - A simple box-like structure.



UNACCEPTABLE - The box structure with simulated mansard.



ACCEPTABLE - Notice how the gable ending beyond the corner of this box structure provides the appearance of a true gable from the public's vantage point.

5. Avoid unusual or atypical roof forms on all structures. A-frame, modified A-frame, curvilinear, domed, and mansard style roofs and other unusual or atypical roof forms are discouraged. Multiple gables over a single-mass structure forming a "saw-tooth" design are also discouraged.

Examples of discouraged roof forms:



Curvilinear



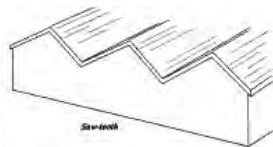
Geodesic Dome



A-frame



Modified A-frame



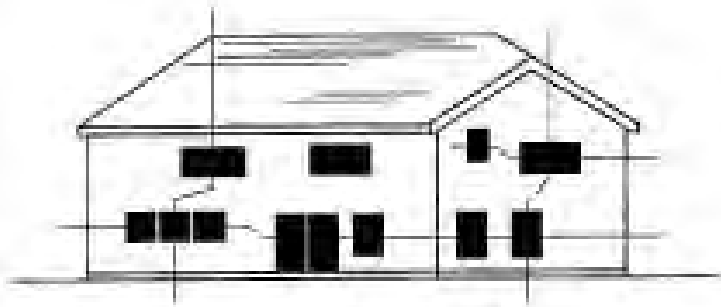
Saw-tooth

A-FRAME

6. Window and Door Fenestration

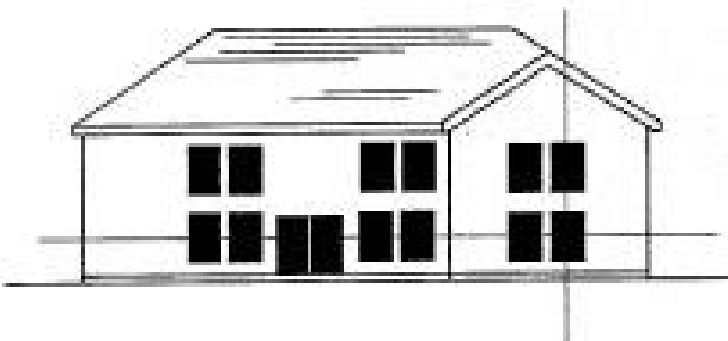
The primary purpose of windows to the interior portion of a building is to let in light and air. To the outside of a building, windows can make an architectural statement. The challenge to the architect is to make sure that both objectives are met. Windows placed primarily to serve interior functions may appear to have been haphazardly placed on the outside of the building or may be completely lacking due to a reliance on mechanical systems for light and air. This shall be avoided. Windows can and should serve as a pleasing focal point in a building's design or emphasize a shift in a wall or roof plane. Windows should relate to, align with, or complement exterior design features of the building.

a. Maintain balance in the placement of windows. To the extent possible, multiple windows on a single wall plane should be regularly spaced and aligned with other windows and doors on the same wall plane. Single or grouped windows on a wall plane should relate to other architectural features such as roof forms, doors, or facade projections.



AVOID

The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.



PREFERRED

The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, non-centered windows look better below a hip than below a gable

b. Conform to solid/void ratio guidelines. Generally, windows and doors shall constitute a minimum of 25 - 30 percent of prominent facade wall planes. In situations where this is not practical, emphasis shall be placed on the building's form and texture. The following type of options may, in limited applications, be acceptable alternatives:

- Vertical and/or horizontal shifts in the facade combined with roof forms which accentuate facade variations.
- Variations in texture.
- Variations in exterior lighting.
- Vegetative screening.

c. Reflective glass is discouraged. The use of reflective glass shall generally not be allowed but may be considered in limited applications.

D. SIDING AND TRIM

Traditional building materials such as brick, stone or wood reflect human handcraft and provide texture to building exteriors. Materials for new construction and remodeling should convey similar visual qualities. Overall, the goal is to have buildings with visual interest.

- 1. Use materials which simulate quality traditional building materials.** Finish materials must individually be characterized by texture, grain, or color variation. Individual components shall be small enough so that their collective application provides interest and texture to building facades and reflects human handcraft. Non-traditional materials shall be used sparingly unless they can be shown to have similar visual qualities of traditional materials or contribute to overall design character.
- 2. Discouraged siding materials** include tile, smooth concrete blocks and smooth or flat metal panels. Creatively applied small sections of these materials may add architectural interest, but their use is discouraged as the predominant siding material.

E. COLOR

Color is an important and dominant aspect of building design. When selecting colors, consider carefully the different materials and levels of detail that color can emphasize. The field or base color is one of the most dominating features of the building; trim colors are used on the building's secondary features, while accent colors can emphasize the finer, more characteristic elements of the building's design. The goal is to create buildings with visual interest, rather than strict adherence to the guidelines below.

1. **Keep field colors subdued.** Field or base colors (the main color of the exterior walls) are recommended to be the more subtle earth tone colors. White, soft sands, grays, light pastels, and deep rich clay colors are appropriate field colors.
2. **Limit bold or bright trim colors.** Trim colors (fascia, cornice, window & door trim, kick panels, etc) may contrast or compliment the field color. Using a lighter or darker shade of the field color is always an appropriate trim color as is white.
3. **Finer details may be accented with brighter colors.** Accent colors can generally be brighter than field or trim colors. Accent colors should be used with restraint. Appropriate areas for accent colors are those details that might otherwise go unnoticed such as moldings or molding indentations, medallions, and shadow lines of window and door frames. Doors are also an appropriate location for accent colors.

F. ROOFING MATERIALS

Views of roofs from the ground and from higher elevations play an important role in the architecture of the city. Roofing materials shall be selected according to the following criteria.

1. **Use roof materials which provide texture and shadow lines.** Ribbed metal roofing or architectural or laminated shingles are encouraged.
2. **Avoid bright-colored, reflective or unsightly roofing materials.** The following roofing materials are discouraged and may only be considered by the Commission in unusual cases:
 - a. Gravel.
 - b. Untreated aluminum or metal (copper may be used).
 - c. Reflective materials (including aluminized hot-mopped roofs, white or light gray metals which have a metallic appearance in bright sun).
 - d. Brightly colored, highly visible roofing materials.
 - e. Red bar-tiles common to Spanish architecture
 - f. Urethane foam, painted and unpainted

G. BUILDING LIGHTING

Lighting may be used to accent a building but shall not be used to denote a corporate or commercial image except on allowed signage. Lighting may be directed to a building but should generally not emanate from a building.

1. **Avoid back-lit panels and awnings.** Translucent panels and awnings illuminated from behind are prohibited. This shall not exclude soft light being emitted from windows.

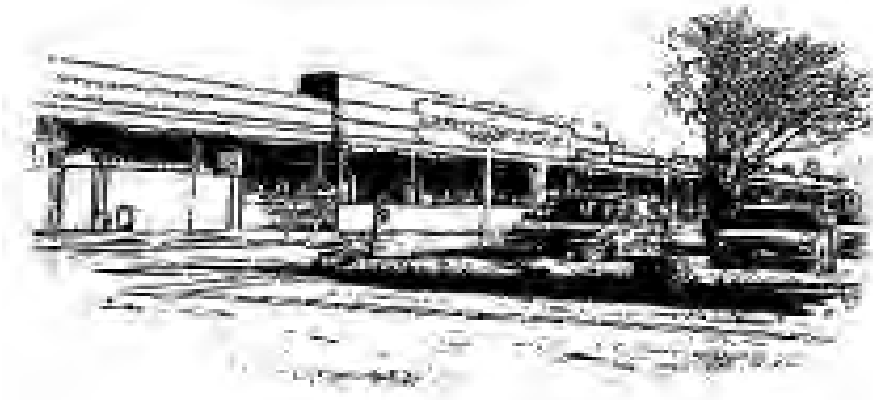
2. **Keep light source hidden from public view.** Except for decorator lights with frosted lenses or which use clear bulbs (e.g., candelabra bulbs) light sources shall be concealed behind soffits, within recessed containers, behind shrubbery, etc.
3. **Avoid bright lighting on outdoor surfaces of buildings.** Outdoor building lighting is limited to low levels except that more intense lighting is allowed at building entrances.
4. **Avoid colored lighting on buildings.** Colored lighting is limited to temporary holiday lighting only.
5. **Apply utility lighting sparingly.** Utility light fixtures which have an industrial or utilitarian appearance may be used for security lighting on buildings, but shall not be used in areas of concentrated lighting (e.g., service station canopies) unless the fixtures are not seen from public rights-of way.

H. MISCELLANEOUS ARCHITECTURAL DEVICES

Building design should be executed in a straightforward manner. Tack-on devices may not be used to mitigate poor design or to promote a particular theme. If a particular style or theme is desired, it should be reflected in the building's form and general detailing.

1. **Architecturally integrated artwork is encouraged.** Artisans are encouraged to create art and sculpture which compliment building architecture and the community.
2. **Avoid Architectural Gimmicks and fads.** Types of gimmickry to be avoided include, but are not limited to, the following:
 - a. **Tenant-specific motifs.** Detailing or color used to promote a particular theme or to identify a specific tenant should be avoided. Signage shall be used for this purpose.
 - b. **Neon Outlining.** Architectural features shall not be outlined in neon, linear lights, or tube-type lights. This includes exposed and concealed lights.
 - c. **Back-lit Awnings.** Awnings may not be backlit or otherwise illuminated from behind unless the awning fabric is completely opaque so that it blacks out all light.
 - d. **Non-functional Awnings.** Awnings shall be limited to traditional locations over windows walkways, and entrances or over other architectural features where weather protection is needed. Awnings must be applied to walls or posts and may not be applied to existing projections over walkways or windows.
3. **Maintain consistency in awning design.** Multiple awning designs are not permitted on a single building.

- 4. Avoid awnings which obscure or dominate the building design.** Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must appear as a secondary and complimentary element of the building design.



This continuous awning overpowers the building design and hides the original parapet or cornice detail.

I. PARKING GARAGES

The following requirements are intended to soften the visual impacts of parking garages as seen from the street face.

- 1. Recess vehicle entries in main facade.** Garage doors and open vehicle entries must be recessed at least 6 feet from the front facade plane.
- 2. Screen parking garage facade.** Parking garage facades which are visible from the street shall conform to one or a combination of the following options:
 - a. A landscaped screen.** Screening may be trees, shrubs or wall clinging plantings on a trellis.
 - b. Store fronts.** The parking garage may be faced with storefronts or display-windows.
 - c. Simulated storefront.** The openings of the garage may be designed to reflect or simulate the window pattern and material choice of the primary structure on the site. The door and window fenestration requirements on this page should be used as a guide.
- 3. Acquire Commission approval for all parking garages over 1 story or which enclose 20 cars or more.** In making its determination of compliance, the Commission shall consider the design criteria under 1 & 2 directly above, and may also determine how much screening or architectural embellishment is required based upon projected lines of sight from the pedestrian's perspective.

Chapter 2. Site Design

The Site Design chapter addresses site amenities intended to enhance the visual character of the site, invite outdoor activities and connect public rights-of-way to structures on private property.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts and to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District.

The sections in this chapter include:

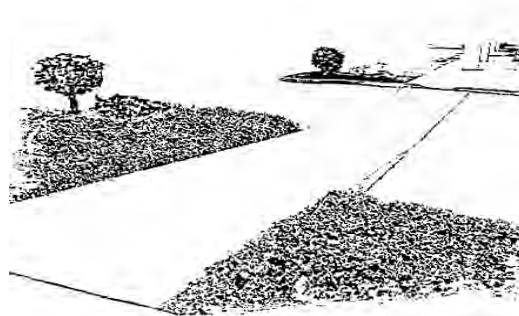
- A. On-site Walkways**
- B. Outdoor Common Areas**
- C. Commercial Streetscape**
- D. Landscaping and Screening**
- E. Fences**

A. ON-SITE WALKWAYS

Primary walkways are intended to link a building's main entrance to the public right-of-way and to facilitate and enhance the pedestrian environment.

1. Link commercial buildings and the public right-of-way with primary walkways.

Commercial buildings must be served by primary walkways which directly link the building's main entrance to the public right-of-way.



2. Assure that primary walkway width is proportionate to scale of project. Primary walkways must be a minimum of 5 feet on small-scale projects; wider walkways may be required for larger scaled projects.

3. Differentiate walkway surface. Walkways must be visually distinct from parking lot and

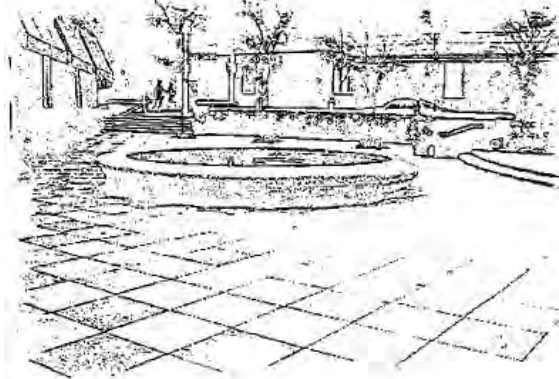
driveway surfaces and may include textured or colored materials. Paint or striping will not suffice to meet this requirement. Walkways must be functionally separate from parking lots and driveways except where they cross driveways.

4. **Accent walkway with significant landscaping.** One side of the primary walkway must be landscaped except where it crosses a driveway. The width of the landscaping shall be sufficient to maintain a proper planting environment. Planting strips must have an average width of 3 feet. Wider planting strips may be required for larger scaled projects.

5. **Accent walkway with lighting and seating areas.**

B. OUTDOOR COMMON AREAS

A common area is a designed outdoor space which encourages outdoor activities and leisure in outdoor spaces associated with commercial development. Required common areas must be provided on-site, but may be enlarged and extended into city rights-of-way to connect with the sidewalk, subject to City of Homer approval.



1. **Provide common area of a size proportionate to development.** Commercial development greater than 5000 square feet in floor area shall include common areas equal to 5% of the gross floor area of the building to which they apply, excluding garages, warehouses, and similar support structures.

2. **Choose type of common area best suited to development.** Common areas must include trash receptacles and casual seating and/or tables. Common areas must be one of (or a combination of) the following:

a. Balcony, terrace or covered colonnade - providing a minimum walking width of 8 feet and which also incorporates seating areas.

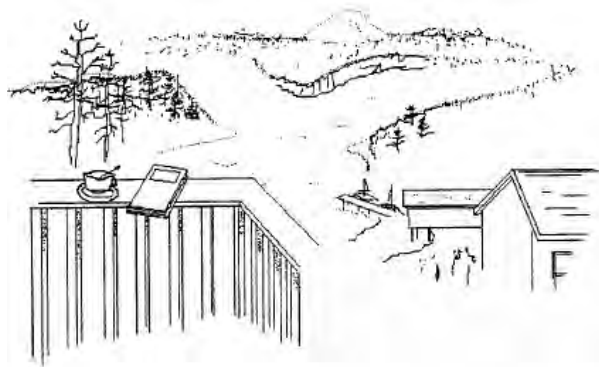


a. Plaza - with colored or textured pavement surface, e.g., brick, stone, exposed aggregate concrete or colored and textured concrete. To provide pattern and enhance the texture of the pavement, concrete surfaces shall be scored or otherwise divided into smaller sections.

b. Pocket park - developed between or in front of buildings which include landscaped areas of grass, trees, shrubbery and flowers, combined with limited paths and pavement areas for casual tables and/or seats.

c. Scenic View Area - consistent with these design standards. Viewing platforms intended for public access shall be identified with signage located at the edge of the public right-of-way.

d. Off-site common areas - For structures with less than 10,000 square feet of floor area, any of the above common areas which are within 250 feet of the subject site and are at least as large as the required common area for the subject site meet common area requirements and do not have to be repeated. This does not imply that the off-site common area must be accessible for the subject site's use. It merely develops an appropriate density for outdoor common areas in a given district.



3. **Locate common areas in view corridors.** Where view corridors occur on a site,

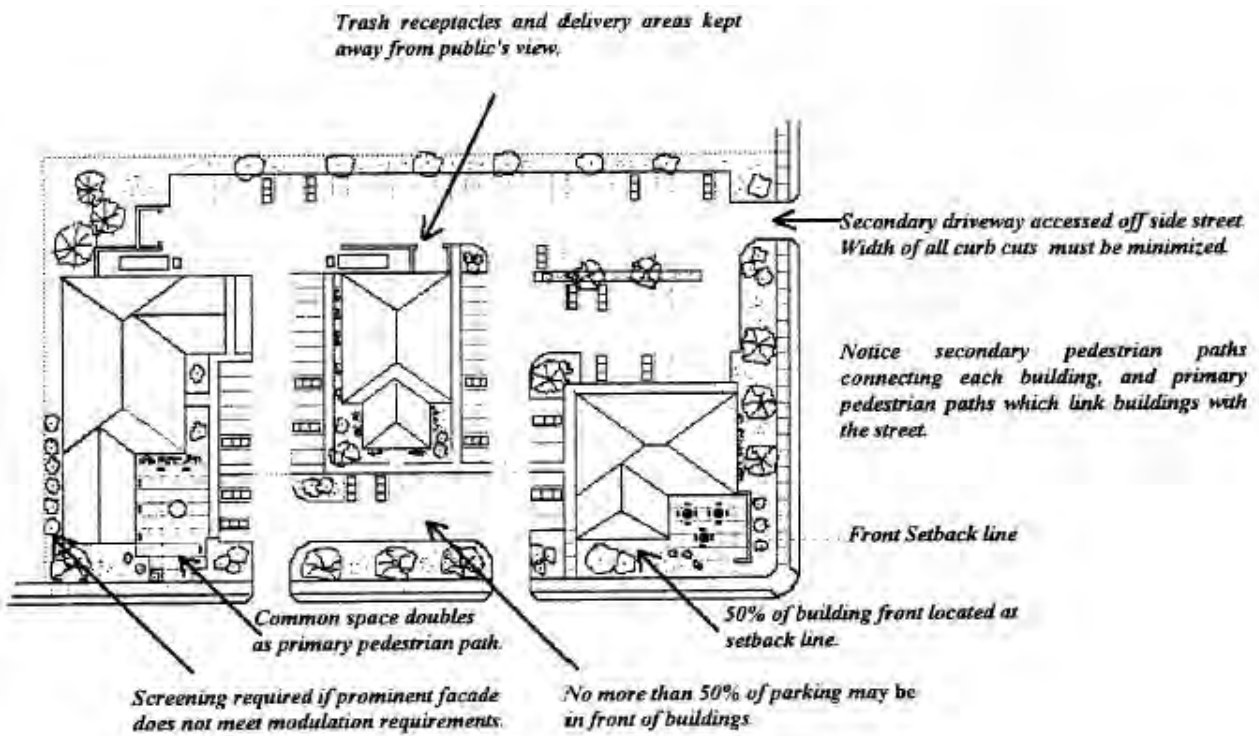
common areas shall be located within the view corridor. Use care in the selection of landscape plantings so as to preserve views.

4. **Provide direct access to common areas with pedestrian walkways.** Common areas (or outdoor stairs leading to common areas) shall be easily accessible to customers from the public right-of-way by either primary or secondary walkways.

C. **COMMERCIAL STREETSCAPE**

To enhance the visual quality and the pedestrian environment of commercial streets and activity centers, an increased emphasis should be placed on landscaping, pedestrian walkways and architecture. Parking lots and service areas should be visually diminished by keeping them to the side or rear of the buildings.

1. **Locate structure near front setback line.** At least 50 percent of the primary structure's front facade shall be placed near the front setback line. The remaining portion of the building may be stepped back to accommodate common areas or parking.
2. **Orient service and delivery areas away from the street.** Where possible, service and delivery bays, including warehouses and mini-storage units, may not be oriented to the street. These areas should be separated from public access routes and parking areas whenever practical.



3. **Use landscaping to screen parking lots and service areas.** Parking lots and other expansive pavement areas shall include a wall, solid hedge or landscape berm at least 3 feet high (conforming to clear vision requirements at driveway entrance) parallel to the right-of-way to soften the visual impact of the lot from the street.
4. **Link dissimilar buildings with common site amenities.** Visual continuity can be achieved between dissimilar buildings by emphasizing common elements of site design (e.g., landscaping, screening, furnishings, light standards, decorative paving materials). Similar colors of structures can also provide visual continuity to the streetscape.
5. **Provide covering over walkways where appropriate.** Encourage pedestrian use of walkways by providing canopies, marquees, and awnings on building fronts which abut a sidewalk.
6. **Place no more than 50% of required parking in front of buildings.** Where practical, no more than 50% of required parking may be located in front of the building. In this context, the front shall be the building side facing the street providing primary access to a site.
7. **Avoid parking in front of building entrance.** Parking spaces in front of the main building entrance interfere with entrance visibility and access. These shall be avoided.

D. LANDSCAPING & SCREENING

Formal landscaping provides a pleasing transition between the natural setting and the built environment and between adjacent built environments. Landscaping may not be considered adequate compensation for poor site or building design; it shall be used to enhance new development (regardless of how attractive the buildings on a site may be) and to soften the visual impacts of such urban necessities as parking lots and mechanical equipment. In addition to aesthetics, landscaping provides green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces. Natural vegetation, together with existing views of the water and land views is an integral part of the Homer setting and should be preserved on both developed and vacant parcels. Views through or framed by natural vegetation may be achieved while retaining the existing vegetation which characterizes Kachemak Bay.

1. Utilize non-invasive attractive plants to achieve landscaping and screening, preserve or create tree canopy, and provide ecosystem services such as water retention and filtration. Concepts such as rain gardens and other Low Impact Development concepts are encouraged.
2. **Choose plantings which are compatible with existing vegetation.** Plantings must be

of a type which will thrive amid existing vegetation without killing or overtaking it. Avoid mixing incompatible plants which require different planting environments or microclimates. Avoid haphazard mixture of textures, colors and plant types.

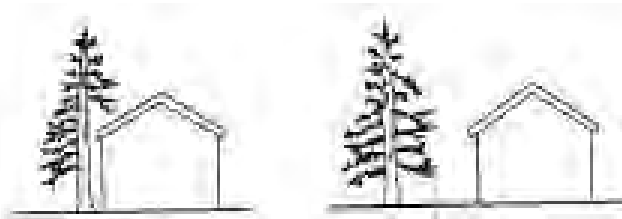
3. **Locate vegetation to preserve significant views.** Views and vistas from public rights-of-way shall be considered when determining placement of vegetation or retention of existing vegetation. While it is not the intent to avoid all trees in the foreground of a view, consideration should be given to the expected height of trees and how they might be located to "frame" the view. The following standards promote retention of existing views and apply to both commercial and residential properties:

- a. **Selective thinning** - Larger tree stands which, over time, have closed off significant views may be selectively thinned. Limit thinning to maintain a balance of timber and continuous canopy.

- b. **Trees within view** - Allow trees to be a part of the view. Limited numbers of trees should not be considered an obstruction to a view.

4. **Provide adequate room for retained vegetation.** Identify how retained trees will be protected both during and after construction.

- a. **Location of structures.** Buildings, retaining walls, utilities, and paved surfaces must be far enough away from retained trees to allow room for construction activities (including grading and excavation) and to assure a proper growth environment after construction.



Neither the building footprint or the area of construction should encroach into the drip line of trees to be protected

- b. **Area of construction.** In no case shall construction activities take place within the drip line of the tree (root zone) without extra precautions.

- c. **Tree well.** Provide a tree well or other form of protection where the surrounding grade must be raised.

- d. Significant vegetation to be retained must be protected during construction by installation of an effective system. The system must be approved by the Public Works Department, and must be in place during construction.

5. **Replace lost trees which were intended to be retained.** Any tree proposed or required to be retained and which is subsequently lost or destroyed must be replaced with at least three 6-foot trees of an appropriate species.

6. **Retain the natural symmetry of trees.** Trimming of trees shall be done in a manner that preserves the tree's natural symmetry. Topping shall be avoided unless required for health/safety reasons. Limbing-up may be appropriate if sufficient crown is retained to preserve the tree's health.
7. **Use shrubs or vines on blank walls.** Landscape along blank walls. Shrubs, vines or other plantings can be used to provide either coverage or grouped plantings along otherwise plain walls.
8. **Outside storage of materials and equipment and trash, if otherwise allowed, should be screened from view from adjacent streets and residential areas.** Such screens should be opaque and may consist of walls, fences, landscaped berms, evergreen plantings, or any combination thereof.
9. **Enclosed storage of materials, equipment and trash is encouraged.** The enclosure will be built to be complementary to the primary structure or landscaped or located so as to not be visible from the street.
10. **Elements such as, but not limited to; HVAC units, telephone boxes, fuel tanks and electrical transformers, shall be integrated into the site design through the use of landscaping, berms or fences and should be as unobtrusive as possible.**

E. FENCES

Fences are useful for defining space, providing security, and visually enhancing outdoor settings. The degree that these qualities are considered depends on the intended purpose of the fence and where it will be located. The design of the fence may not be important if the fence is strictly for security reasons (e.g., a mini-storage yard), but if the fence is visible to the public right-of-way, design takes on added significance.

1. **Choose fence materials carefully.** Fences shall be constructed of wood, wrought iron, brick, stone, or cinder block. Smooth-faced cinder block must have a veneer finish on the side visible to the public's view. Coated chain link attached to wood posts and rails is permitted. Chain link with slats that color coordinate with the main building color scheme are also permitted. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the City Planner.
2. **Limit chain link along prominent facades and arterials.**
3. **Limit height of fences.** Unless otherwise required by Homer City Code, fences are limited to a height of 4 feet from the natural grade along arterial frontages and in the front yard.

Chapter 3. Outdoor Lighting

The primary purpose of outdoor lighting is to improve visibility and safety within outdoor spaces. However, light can also enhance a setting if the intensity and source of the light corresponds to the visual character of the surroundings.

Applicability: The outdoor lighting section applies to all uses in areas zoned Central Business, Rural Residential, Urban Residential, Residential Office, Gateway Business District, Scenic Gateway Corridor Overlay District, and the portion of General Commercial 1 District lying south of Beluga Lake.

- 1. Avoid lighting large areas with a single source.** Large areas may be lit with a number of low intensity sources close to the area requiring illumination; illumination of a large area with a remote single source of light shall be avoided.
- 2. Avoid excessive light throw.** Lighting shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Illumination of landscaped areas shall be avoided unless lighting is part of the landscape design or the area is intended for recreational use.
- 3. Keep light source hidden from public view.** Except for streetlights installed in rights-of-way, all light sources, whether on public or private property, shall be hidden or conform to light standards specified herein. Light sources (e.g., light bulbs) shall not be visible except on approved decorator lights. Sources of high intensity light, whether behind a lens or not, shall not be visible to the public.

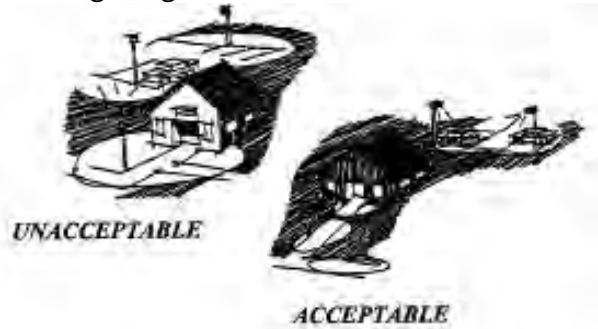
High intensity light sources may not be visible to the public. Fixture designs of an industrial or utility appearance shall be avoided.



Indirect lighting keeps light source hidden from the public's view. Recessed spot lighting may supplement indirect lighting where more direct lighting is desired.



4. **Use downward directional lighting.** All lights more than 7 feet above the ground shall be downward directional lighting.



5. **Choose approved outdoor light designs.** The following lighting types are approved:
- a. "Shoe box" style pole lamps to be approved as appropriate for district (downward directional).
 - b. Ornamental pole lamps - to be approved as appropriate in color and style for district.
 - c. Bollard lights - to be approved as appropriate in color and style for district.
6. **Avoid light fixture designs which have an industrial appearance.** Designs of an industrial or utility appearance shall be avoided on all fixtures visible to the public (e.g., mercury vapor lights, cobra lights, etc.).



NO!

NO!

NO!

YES!

Except for the "shoe-box" style light on the right (which is downward directional), these other lights are too industrial in their appearance and are designed for illuminating large areas with a single light source.

PUBLIC HEARINGS

- A. Staff Report 21-30, Conditional Use Permit (CUP) 21- 05 to expand a deck for outdoor seating at the Harbor Grill restaurant at 4262 Homer Spit Road.

Chair Smith introduced the item by reading of the title. He invited City Planner Abboud to provide his report.

City Planner Abboud provided a summary of Staff Report 21-30.

Chair Smith confirmed with the Clerk that an applicant was not present.

Chair Smith opened the public hearing seeing no one in the public wishing to provide testimony he closed the public hearing.

City Planner Abboud noted for the record that they do have the application signed by the City Manager as the owner of the property it just did not make the packet.

Chair Smith opened the floor to questions from the Commission.

City Planner Abboud facilitated discussion and answered a question on the following:

- Perennial issue when it involves the Spit is parking and while it may not be too much of an issue with this project it still will reduce the availability of parking

Chair Smith hearing no further questions requested a motion.

VENUTI/BENTZ MOVED TO ADOPT STAFF REPORT 21-30 AND APPROVE CONDITIONAL USE PERMIT 21-05 WITH FINDINGS ONE THROUGH TEN.

There was a brief discussion on the economic reason for doing this project.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- B. Staff Report 21-31, Draft resolution recommending adoption of the updated Community Design Manual to the City Council.

Chair Smith introduced the item by reading of the title and requested City planner to provide his report.

City Planner About reviewed Staff Report 21-31 for the Commission noting the amendments that were made to the document.

Chair Smith opened the public hearing noting that there were no public indicating that the wish to provide testimony he closed the public hearing and opened the floor to questions from the Commission.

City Planner Abboud facilitated discussion and provided responses to questions on the following:

- The recent experience regarding a connex and how this issue would fit into the Community Design Manual
- Having a public conversation on the use of connex in Homer as homes
- Providing more examples in the CDM may not be accepted in the future as what is acceptable changes over time.
- The CDM is used or applied in the CBD when a CUP is triggered and a zoning permit application does not trigger the CDM.
- Review of the CDM our recent project such as the police station does not use the recommendations outlined in the CDM.
- The difference between a large rectangular building with a flat roof and a small rectangular building with a flat roof relates to scale in comparison to existing buildings.

Further discussion ensued on the use of connex as a prefabricated home and tiny homes, review of the CDM to make sure that those discussions happen and maybe they can schedule a worksession to discuss the design and exterior of those as homes.

BENTZ/BARNWELL MOVE TO APPROVE THE RECOMMENDED STAFF REVISIONS TO THE DESIGN REVIEW GOALS AND ARCHITECTURAL DESIGN REVIEW SECTIONS.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

BENTZ/VENUTI MOVED TO ADOPT STAFF REPORT 21-31 AND FORWARD A RECOMMENDATION TO CITY COUNCIL TO APPROVE A RESOLUTION ADOPTING THE AMENDED COMMUNITY DESIGN MANUAL.

There was a brief discussion on including not in the CDM but as a resource of common plants or site assessment for landscaping for the homeowner or developer to access as a resource.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

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

3 City Manager/
4 Public Works Director

5 **RESOLUTION 21-045**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 ACKNOWLEDGING THE SUFFICIENCY OF THE TASMANIA COURT
9 SEWER IMPROVEMENT SPECIAL ASSESSMENT DISTRICT,
10 APPROVING THE IMPROVEMENT PLAN, ESTIMATED COST OF
11 IMPROVEMENT AND ASSESSMENT METHODOLOGY,
12 AUTHORIZING THE CITY MANAGER TO APPLY FOR A LOAN FROM
13 THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION
14 CLEAN WATER FUND TO FINANCE THE PROJECT, AND
15 AUTHORIZING THE CITY MANAGER TO ENTER INTO A SOLE-
16 SOURCE CONTRACT WITH BISHOP ENGINEERING FOR THE
17 DESIGN OF THE SEWER PROJECT.

18
19 WHEREAS, A petition was initiated by Homer City Council within Tasmania Court to
20 form a sewer improvement special assessment district (SAD) by Resolution 21-091(A); and
21

22 WHEREAS, Pursuant to HCC 17.02.050 (b) if owners of real property that would bear 50
23 percent or more of the assessed cost of the improvement file timely written objections, the
24 Council may not proceed with the improvement unless it revises the improvement plan to
25 reduce the assessed cost to less than 50% of the assessed cost of the improvement; and
26

27 WHEREAS, The Tasmania Court Sewer SAD is made up of the same boundary as the
28 Tasmania Court Water SAD that was approved by Resolution 20-083; and
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30 WHEREAS, The estimated cost of the sewer improvements is \$287,692 with property
31 owners paying 75% (\$215,769) and the Homer Accelerated Water and Sewer Program (HAWSP)
32 paying 25% (\$71,923) of the costs;
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34 WHEREAS, The deadline to receive written objections was May 23, 2021 and five written
35 objection(s) were received, which equaled more than 50% of the property owners in the
36 district; and
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38 WHEREAS, The value of the proposed assessments related to these objecting property
39 owners estimated was \$98,075 (5 times \$19,615), which is 34% of the estimated cost of the
40 sewer project; and
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42 WHEREAS, A Public Hearing was held on May 24, 2021; and

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WHEREAS, Council postponed action on May 24th at the request of Public Works in Memorandum 21-085 to allow time for a neighborhood meeting to inform property owners of an Alaska Department of Environmental Conservation Principal Forgiveness subsidy that creates a savings in the Tasmania Court Water SAD thereby reducing the overall cost to property owners for water and sewer improvements; and

WHEREAS, A neighborhood meeting was held on June 3rd and property owners were advised they have until June 13th to consider the new information and provide written withdrawal of their objections; and

WHEREAS, As of June 7, 2021, three property owners have withdrawn their objections, reducing the objections to properties representing 14% of the proposed costs; and

WHEREAS, Council finds the petition bears sufficient support and that the water improvement is necessary and to the benefit the following eleven properties that shall be included in the Tasmania Court Sewer Improvement Special Assessment District:

Legal Description	Record Owner	Estimated Assessment
Barnett's South Slope Sub. Lot 2 Block 2	Evans	\$20,200
Barnett's South Slope Sub. Lot 2 Block 2	Evans	\$20,200
Crandall Addn. No. 2 Lot 5-A-1	Crandall	\$20,200
Crandall Addn. No. 2 Lot 6-A-1	Crandall	\$20,200
Barnett's South Slope Sub. Lot 11 Block 1	Sjostedt	\$20,200
Barnett's South Slope Sub. Lot 12 Block 1	Marley	\$20,200
Barnett's South Slope Sub. Lot 13 Block 1	Marley	\$20,200
Barnett's South Slope Sub. Lot 14 Block 1	O'Neill	\$20,200
Barnett's South Slope Sub. Lot 15 Block 1	Fell	\$20,200
Fell Addn Lot 16-A	Fell	\$20,200
Barnett's South Slope Sub. Lot 17 Block 1	Sumption	\$20,200

WHEREAS, The eleven properties will be assessed through an equal share methodology as identified in the table above.

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NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska does hereby:

1. Acknowledge the sufficiency of the Tasmania Court Sewer SAD; and



Memorandum 21-100

TO: City Council

Through: Rob Dumouchel, City Manager

FROM: Janette Keiser, Director of Public Works

DATE: June 6, 2021

SUBJECT: Tasmania Court Sewer Assessment District

Issue: A petition was initiated by Homer City Council within Tasmania Court to form a sewer improvement special assessment district (SAD) by Resolution 21-091(A), following the same boundaries of the Tasmania Court Water SAD. The purpose of this Memorandum is to recommend that the Sewer Special Assessment District be formed.

Background: Pursuant to HCC 17.02.050 (b) if owners of real property that would bear 50 percent or more of the assessed cost of the improvement file timely written objections, the Council may not proceed with the improvement unless it revises the improvement plan to reduce the objections. The estimated cost of the sewer improvements is \$287,692 with property owners paying 75% (\$215,769) and the Homer Accelerated Water and Sewer Program (HAWSP) paying 25% (\$71,923) of the costs. When the deadline to receive written objections, May 23, 2021, passed, five of the seven property owners in the proposed sewer district, representing 72% of the assessed cost of the improvements, submitted written objections.

A Public Hearing was held on May 24, 2021, where multiple property owners testified, before the City Council, they objected to the project because the proposed assessments were too costly. We asked Council to postpone action on May 24th to allow time for another neighborhood meeting. We wanted an opportunity to inform property owners of an Alaska Department of Environmental Conservation Principal Forgiveness subsidy that would create a savings in the Tasmania Court Water SAD thereby reducing the costs for the package of water and sewer improvements.

A second neighborhood meeting was held on June 3rd. Property owners were advised they have until June 13th to consider the new information and to change their minds by withdrawing their objections. The new information included:

1. In the original improvement plan, a sewer main spur was extended north from Tasmania Court to the intersection of Shellfish. The purpose of this spur was to position the sewer main to serve a neighborhood to the north at some future time. This spur has been eliminated from the Tasmania Court design, which reduces the Tasmania Court assessments.

2. The new estimated costs assume each sewer service line will be installed from the main to the house. Typically, the assessment district installs the service line from the main to the curb box at the property line and the property owner is responsible for taking it from the curb box to the home. However, in the Tasmania Court neighborhood, we will need to work around, and properly decommission, existing septic tanks. This work would be probably be done best by the City's contractor, to ensure it is done consistently. Thus, the costs of this on-site work have been added to the proposed assessments.
3. The cost of the 12-inch water main, which will serve a future water storage tank, planned to be installed on Shellfish, has not been included in the water district assessments. This will be the City's cost and thus, is not part of the water/sewer assessment district package.
4. The AK Dept. of Environmental Conservation notified us the Tasmania Court Water Project qualifies for grant funding in the amount of \$122,822. This special program is only available for drinking water projects, so similar funding is not available for the sewer project. However, it reduces the projected assessments for the water project by almost 50%, thereby reducing the overall cost of the water/sewer assessment district package.
5. An Estimated Assessment Roll was developed based on these developments. The new calculations show the estimated assessment for each property for water and sewer, including the cost of the on-site connection for the sewer service, would be about \$155 per month.
6. Property owners who wished to proceed with the water and sewer project should withdraw their objections.
7. At this point, City code would not allow the water project to proceed without the sewer project.

The property owners made the following comments at the June 3 Neighborhood Meeting:

- a. Almost every property owner said that while they believed the sewer project was a good idea for the neighborhood, the water project should have been allowed to proceed without forcing the sewer project on them. I apologized for the timing of the subject legislation, which put this mandate in place.
- b. Two property owners owned two lots and didn't want to be responsible for paying assessments on both lots, when only one was developed. They wanted to know if the assessment on the undeveloped lot could be deferred. I told them the City had a process, which allowed deferrals in some circumstances. Further, it was up to the City Council to approve the Final Assessment Roll.

After the June 3 Neighborhood Meeting, three property owners, who had previously objected, withdrew their objections. This reduced the percentage of remaining objections to properties representing 27% of the assessed costs. Thus, the criteria for determining the sufficiency of the sewer Special Assessment District has been met.

We had earlier commissioned Bishop Engineering to design the water project. He is in the best position to expeditiously design the sewer project, which should make it possible to build the water and sewer projects at the same time.

Recommendations: We recommend the Homer City Council of Homer take the following actions:

1. Acknowledge the sufficiency of the Tasmania Court Sewer SAD; and
2. Approve the proposed Improvement Plan, estimated cost of the improvements of \$287,692, and the Equal Share methodology for computing assessment; and
3. Authorize the City Manager to apply for a loan, not to exceed \$287,692, from the Alaska Department of Environmental Conservation Clean Water fund to finance the project; and
4. Authorize the City Manager to execute a design contract with Bishop Engineering in an amount of \$11,700.

Concept Cost Estimate - Gravity Serves All
TASMANIA COURT SEWER IMPROVEMENT
 2/5/2020

	quantity	unit	unit price	cost
Mobilization	1	LS	\$ 9,500	\$ 9,500
Clearing/Grubbing	1	LS	\$ 1,900	\$ 1,900
8" Ductile Iron Main	980	LF	\$ 85	\$ 83,300
6" Ductile Iron Main	335	LF	\$ 80	\$ 26,800
Sanitary Sewer Manhole	2	EA	\$ 6,500	\$ 13,000
Sanitary Sewer Clean out	3	EA	\$ 3,500	\$ 10,500
4" sewer service to property line	11	EA	\$ 1,900	\$ 20,900
4" sewer service from property line to home & decommission septic tank	11	EA	\$ 4,500	\$ 49,500
Connect to Existing	1	EA	\$ 750	\$ 750
Type II Gravel	200	CY	\$ 30	\$ 6,000
Pipe Bedding	75	CY	\$ 27	\$ 2,025
Seeding	25	MSF	\$ 70	\$ 1,750
Construction Survey	1	LS	\$ 4,500	\$ 4,500
SWPP Plan	1	LS	\$ 1,800	\$ 1,800
Geotextile Fabric	400	SY	\$ 8	\$ 3,200
Exist. Utility Protection	1	LS	\$ 4,500	\$ 4,500
				\$ 239,925

Construction	\$ 239,925
Design (8%)	\$ 19,194
Inspection (3%)	\$ 7,198
City Administration (5%)	\$ 9,379
Contengency (5%)	\$ 11,996
Total Project Cost	\$ 287,692
Property Owner Share	\$ 215,769
City (HAWSP) Share	\$ 71,923

Legal Description/Owner		SAD Cost- Sewer (includes on-site work)	On-Site Sewer Cost	Total Estimated Cost Sewer
Barnett's S Slope Subd Lot 2, Blk 2	Evans	\$ 19,615	\$ -	\$ 19,615
Barnett's S Slope Subd Lot 4, Blk 2	Evans	\$ 19,615	\$ -	\$ 19,615
Crandall Addn No 2 Lot 5-A-1	Crandall	\$ 19,615	\$ -	\$ 19,615
Crandall Addn No 2 Lot 6-A-1	Crandall	\$ 19,615	\$ -	\$ 19,615
Barnett's S Slope Subd Lot 11, Blk 1	Sjostedt	\$ 19,615	\$ -	\$ 19,615
Barnett's S Slope Subd Lot 12, Blk 1	Marley	\$ 19,615	\$ -	\$ 19,615
Barnett's S Slope Subd Lot 13, Blk 1	Marley	\$ 19,615	\$ -	\$ 19,615
Barnett's S Slope Subd Lot 14, Blk 1	O'Neill	\$ 19,615	\$ -	\$ 19,615
Barnett's S Slope Subd Lot 15, Blk 1	Fell	\$ 19,615	\$ -	\$ 19,615
Fell Addn Lot 16-A	Fell	\$ 19,615	\$ -	\$ 19,615
Barnett's S Slope Subd Lot 17, Blk 1	Sumption	\$ 19,615	\$ -	\$ 19,615
		\$ 215,769	\$ -	\$ 215,769

with 20 years financing, interest rate 2%
estimated annual payments (equal
share) =

\$ 1,200 \$80/month

Concept Cost Estimate - Gravity Serves All
TASMANIA COURT SEWER IMPROVEMENT
 2/5/2020

	quantity	unit	unit price	cost
Mobilization	1	LS	\$9,500	\$9,500
Clearing/Grubbing	1	LS	\$1,900	\$1,900
8" Ductile Iron Main	980	LF	\$85	\$83,300
6" Ductile Iron Main	335	LF	\$80	\$26,800
Sanitary Sewer Manhole	2	EA	\$6,500	\$13,000
Sanitary Sewer Clean out	3	EA	\$3,500	\$10,500
4" sewer service	11	EA	\$1,900	\$20,900
Connect to Existing	1	EA	\$750	\$750
Type II Gravel	200	CY	\$30	\$6,000
Pipe Bedding	75	CY	\$27	\$2,025
Seeding	25	MSF	\$70	\$1,750
Construction Survey	1	LS	\$4,500	\$4,500
SWPP Plan	1	LS	\$1,800	\$1,800
Geotextile Fabric	400	SY	\$8	\$3,200
Exist. Utility Protection	1	LS	\$4,500	\$4,500

\$190,425

Construction	\$190,425
Design (8%)	\$15,234
Inspection (3%)	\$5,713
City Administration (5%)	\$9,379
Contengency (5%)	<u>\$9,521</u>
Total Project Cost	\$230,272
Property Owner Share	\$172,704
City (HAWSP) Share	\$57,568

Legal Description/Owner		SAD Cost	On-Site Cost	Estimated Cost Sewer
Barnett's S Slope Subd Lot 2, Blk 2	Evans	\$ 15,700	\$ 4,500	\$ 20,200
Barnett's S Slope Subd Lot 4, Blk 2	Evans	\$ 15,700	\$ 4,500	\$ 20,200
Crandall Addn No 2 Lot 5-A-1	Crandall	\$ 15,700	\$ 4,500	\$ 20,200
Crandall Addn No 2 Lot 6-A-1	Crandall	\$ 15,700	\$ 4,500	\$ 20,200
Barnett's S Slope Subd Lot 11, Blk 1	Sjostedt	\$ 15,700	\$ 4,500	\$ 20,200
Barnett's S Slope Subd Lot 12, Blk 1	Marley	\$ 15,700	\$ 4,500	\$ 20,200
Barnett's S Slope Subd Lot 13, Blk 1	Marley	\$ 15,700	\$ 4,500	\$ 20,200
Barnett's S Slope Subd Lot 14, Blk 1	O'Neill	\$ 15,700	\$ 4,500	\$ 20,200
Barnett's S Slope Subd Lot 15, Blk 1	Fell	\$ 15,700	\$ 4,500	\$ 20,200
Fell Addn Lot 16-A	Fell	\$ 15,700	\$ 4,500	\$ 20,200
Barnett's S Slope Subd Lot 17, Blk 1	Sumption	\$ 15,700	\$ 4,500	\$ 20,200

	\$	172,704	\$	49,500	\$	222,204
with 20 years financing, interest rate 2%						
estimated annual payments (equal share) =	\$	960	\$80/month			

PROPOSED TASMANIA CT. SEWER SAD

SEWER-GRAVITY



1 inch = 100 feet