



AGENDA

City Council Meeting

Monday, November 28, 2022 at 6:00 PM

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

Homer City Hall

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

Zoom Webinar ID: 205 093 973 Password: 610853

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

1. **CALL TO ORDER, PLEDGE OF ALLEGIANCE**
2. **AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual)
3. **MAYORAL PROCLAMATIONS AND RECOGNITIONS**
4. **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** (The public may comment for three minutes on agenda items not schedule for public hearing.)
5. **RECONSIDERATION**
6. **CONSENT AGENDA** (Items listed below will be enacted by one motion. If 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 Council Member.)
 - 6.A. Homer City Council Unapproved Regular Meeting Minutes of November 14, 2022. City Clerk. Recommend adoption. **Page 7 - 20**
[11/14/22 Unapproved Minutes](#)
 - 6.B. Memorandum 22-190 from City Clerk re: Travel Authorization for Mayor Castner to Attend the Alaska Conference of Mayors on December 6, 2022 and Council Members Aderhold, Davis, and Erickson to attend the Alaska Municipal League Annual Conference December 7-9, 2022 in Anchorage, Alaska and Council Member Aderhold's attendance at the North Pacific Fisheries Management Council Meetings through December 11, 2022. Recommend approval. **Page 21 - 26**
[Memorandum 22-190](#)
 - 6.C. Memorandum 22-202 from City Clerk Re: Liquor License Renewals for Land's End and La Baleine Cafe. Recommend approval. **Page 27 - 46**
[Memorandum 22-202](#)
 - 6.D. Memorandum 22-209 from Mayor Castner re: Appointment of Lacey Velsko to the Port and Harbor Advisory Commission. Recommend approval. **Page 47**
[Memorandum 22-209](#)

- 6.E. Resolution 22-085, A Resolution of the City Council of Homer, Alaska **Page 48 - 56**
 Approving the 2023 Meeting Schedule for City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and Americans with Disabilities Act Advisory Board. City Clerk. Recommend adoption.
[Resolution 22-085](#)
[Memo 22-203 from Deputy City Clerk as backup.](#)
[Memo 22-204 from City Clerk as backup.](#)
- 6.F. Resolution 22-086, A Resolution of the City Council of Homer, Alaska **Page 57 - 60**
 Authorizing the City to Apply for a FEMA Building Resilient Infrastructure & Communities Grant to Adopt and Implement International Building Code Edition 2021. City Manager. Recommend adoption.
[Resolution 22-086](#)
[Memo 22-205 from Special Projects Coordinator as backup.](#)
- 6.G. Resolution 22-087, A Resolution of the City Council of Homer, Alaska **Page 61 - 67**
 Authorizing a Task Order to HDR Engineering in an Amount not to exceed \$32,000 for Grant Writing Services for a FY2023 Federal RAISE Planning Grant to Support Homer's Non-Motorized Transportation Infrastructure and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Recommend adoption.
[Resolution 22-087](#)
[Memorandum 22-206 from Special Projects & Communications Coordinator as backup.](#)
- 6.H. Resolution 22-088, A Resolution of the City Council of Homer, Alaska **Page 68 - 73**
 Approving the Bylaws of the American's with Disabilities Act (ADA) Advisory Board. City Clerk/ADA Advisory Board. Recommend adoption.
[Resolution 22-088](#)
[ADA Advisory Board Bylaws](#)
- 6.I. Resolution 22-089, A Resolution of the City Council of Homer, Alaska **Page 74 - 90**
 Approving a Contract with Kachemak Electric Co. of Kenai, Alaska in the Amount of \$271,517 for the Rehabilitation of the Electrical Control Works for the City's Sewage Lift Stations Project and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend adoption.
[Resolution 22-089](#)
[Memorandum 22-198 from Public Works Director as backup.](#)
- 6.J. Resolution 22-090, A Resolution of the City Council of Homer, Alaska **Page 91 - 105**
 Approving a Contract with North Pacific Advisors, LLC of Anchorage, Alaska for Land Appraisal Services and Authorizing the City Manager to

Negotiate and Execute the Appropriate Documents. City Manager.
Recommend adoption.

[Resolution 22-090](#)

[Memorandum 22-207 from Deputy City Clerk as backup.](#)

- 6.K. Resolution 22-091, A Resolution of the City Council of Homer, Alaska **Page 106 - 122**
Providing Comments to the Alaska Department of Transportation & Public Facilities Request for Scoping Comments for the Sterling Highway Mile Post 169 to 175 Pavement Preservation Project. City Manager/Public Works Director. Recommend adoption.

[Resolution 22-091](#)

[City of Homer Comments on Sterling Highway Project MP 169 - 175 - Final](#)

[Wayfinding Plan - Final](#)

- 6.L. Resolution 22-092, A Resolution of the City Council of Homer, Alaska **Page 123 - 124**
Encouraging the North Pacific Fisheries Management Council to Immediately Adopt Fishery Conservation and Mitigation Measures to Facilitate the Restoration of the Direct Bering Sea Crab Fisheries. Mayor/Aderhold. Recommend adoption.

[Resolution 22-092](#)

7. VISITORS

- 7.A. Semester by the Bay Intern Presentation - Madeline Butz, Climate Action Champion (10 minutes)

8. ANNOUNCEMENTS/PRESENTATIONS/REPORTS (5 minutes each)

8.A. Committee of the Whole

8.B. Mayor's Report

8.C. Borough Report

8.D. American's with Disabilities Act (ADA) Advisory Board

8.E. Economic Development Advisory Commission

Page 125 - 135

[Memorandum Re: Year in Review](#)

8.F. Library Advisory Board

8.G. Parks Art Recreation & Culture Advisory Commission

9. PUBLIC HEARING(S)

- 9.A. Ordinance 22-74, An Ordinance of the City Council of Homer, Alaska, **Page 136 - 141**
Amending the FY23 Capital Budget by Appropriating \$7,400 from the Port Reserve Fund to Repair and Replace the City Ice Plant's Ammonia Lines and Valves and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents to Contract with Alaska Industrial Services for the Repair. City Manager/Port Director. Introduction

November 14, 2022 Public Hearing and Second Reading November 28, 2022.

[Ordinance 22-74](#)

[Memorandum 22-192 from Port Director/Harbormaster as backup.](#)

- 9.B. Ordinance 22-75, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Accepting and Appropriating a Matching Grant from the State of Alaska Municipal Harbor Grant Program in the Amount of \$366,000 for the Harbor Basin Cathodic Protection Project and Appropriating an Additional \$174,050.90 from the Port Reserve Fund to fulfill the City's 50% Match Requirement. City Manager/Port Director. Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022. **Page 142 - 147**

[Ordinance 22-75](#)

[Memorandum 22-193 from Port Director as backup.](#)

- 9.C. Ordinance 22-76, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY 2022 State Homeland Security Grant in the Amount of \$43,702.43 from the Alaska Division of Homeland Security & Emergency Management (DHS&EM) to Upgrade the City's Radio Communication System, Authorizing a Sole Source Request to Contract with ProComm Alaska and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022. **Page 148 - 152**

[Ordinance 22-76](#)

[Memorandum 22-194 from Police Chief as backup.](#)

- 9.D. Ordinance 22-77, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$25,000 from the Homer Accelerated Roads and Trails (HART) Road Fund for an On-Call Services Contract with the Kachemak Bay Conservation Society and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022. **Page 153 - 158**

[Ordinance 22-77](#)

[Memorandum 22-195 from Public Works Director as backup.](#)

- 9.E. Ordinance 22-78, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$49,690 from the Port and Harbor Reserves for the Design of Parking Improvements to the Parking Lots at the Boathouse Pavilion, Seafarer's Memorial, and Harbor Ramps Three and Four and Authorizing the a Task Order to HDL Engineering to Complete the Work. City Manager/Port Director. **Page 159 - 171**

Introduction November 14, 2022 Public Hearing and Second Reading
November 28, 2022.

[Ordinance 22-78](#)

[Memorandum 22-196 from Port Director as backup.](#)

- 9.F. Ordinance 22-79, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$408,073 from the Port Reserves for an Owner’s Representative for the New Large Vessel Harbor and Issuing a Task Order to HDR to Provide Owner’s Representative Services. City Manager/Port Director. Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022. **Page 172 - 188**

[Ordinance 22-79](#)

[Memorandum 22-197 from Port Director as backup.](#)

- 9.G. Ordinance 22-80, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$271,517 from the Sewer Capital Asset Repair and Maintenance Allowance (CARMA) Fund for the Rehabilitation of the Electrical Control Works for the City’s Sewage Lift Stations. City Manager/Public Works Director. Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022. **Page 189 - 206**

[Ordinance 22-80](#)

[Memorandum 22-198 from Public Works Director as backup.](#)

- 9.H. Ordinance 22-81, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Accepting and Appropriating a Reimbursable Code Blue Grant in the Amount of \$55,000 and Appropriating an Amount not to exceed \$300,000 from the General Fund Fleet Capital Asset Repair and Maintenance Allowance (CARMA) Fund for the Purchase of an Ambulance. City Manager/Fire Chief. Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022. **Page 207 - 232**

[Ordinance 22-81](#)

[Memorandum 22-199 from City Manager as backup.](#)

[2022 HVFD Staff and Fleet Request Presentation](#)

- 9.I. Ordinance 22-82, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Operating Budget by Appropriating \$652,500 from the General Fund Unassigned Fund Balance to Fund Two Full-Time Firefighter/EMT Positions through the end of FY25. City Manager. Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022. **Page 233 - 240**

[Ordinance 22-82](#)

[Memorandum 22-199 from City Manager as backup.](#)

10. ORDINANCE(S)

11. CITY MANAGER'S REPORT

11.A. City Manager's Report
[City Manager's Report](#)

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12. PENDING BUSINESS

12.A. Resolution 22-074, A Resolution of the City Council of Homer, Alaska Adopting the City of Homer 2022 Non-Motorized Transportation and Trails Implementation Plan. City Manager/Public Works Director.
[Resolution 22-074](#)
[2022 NMTTP Implementation Plan updated](#)

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12.B. Ordinance 22-70, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code, Section 21.60.100 Signs Exempt from Regulation to Exempt Signs Not Visible from Public Rights of Way. Lord. Introduction October 24, 2022, Referred to Planning Commission, Public Hearing and Second Reading November 28, 2022.
[Ordinance 22-70](#)
[Memorandum 22-208 from City Planner as backup.](#)
[Memorandum 22-179 from Council Member Lord as backup.](#)

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13. NEW BUSINESS

14. RESOLUTIONS

15. COMMENTS OF THE AUDIENCE (The public may comment for three minutes on any topic.)

16. COMMENTS OF THE CITY ATTORNEY

17. COMMENTS OF THE CITY CLERK

18. COMMENTS OF THE CITY MANAGER

19. COMMENTS OF THE MAYOR

20. COMMENTS OF THE CITY COUNCIL

21. ADJOURNMENT Next Regular Meeting is Monday, January 9, 2023 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 22-22 a Regular Meeting of the City Council of Homer, Alaska was called to order on November 14, 2022 by Mayor Ken Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

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

ABSENT: COUNCILMEMBER ERICKSON (excused)

STAFF: CITY MANAGER DUMOUCHEL
DEPUTY CITY CLERK KRAUSE
FINANCE DIRECTOR WALTON
PUBLIC WORKS DIRECTOR KEISER
FIRE CHIEF KIRKO
DEPUTY FIRE CHIEF KAHLES
NETWORK ADMINISTRATOR SULCZYNSKI
CITY ATTORNEY GATTI

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

Mayor Castner announced the supplemental packet items: **ANNOUNCEMENTS/PRESENTATIONS/REPORTS** Borough Report Kenai Peninsula Borough Solid Waste Department Memorandums re: Central Peninsula Landfill - Landfill Gas to Energy Update and South Peninsula Future Inert Waste Landfill Search **CITY MANAGER'S REPORT** Photo of Attendance on November 9, 2022 Transportation Planning Public meeting at KBC

ADERHOLD/VENUTI MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

Pat Case, city resident, expressed his sincere apology for the harshness of his words at the last meeting towards the City Attorney.

Deb Lowney, city resident, expressed her support of Ordinance 22-77 regarding the HART funds for the Kachemak Bay Conservation Society and Ordinance 22-78 in reference to the design of parking improvements on the Spit.

RECONSIDERATION

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

- a. Homer City Council Unapproved Regular Meeting Minutes of October 24, 2022. City Clerk. Recommend approval.
- b. Memorandum 22-188 from City Clerk Re: Liquor License Renewal for American Legion Post 16. Recommend adoption.
- c. Memorandum 22-189 from Mayor Re: Appointment of Gordon Pitzman to the Economic Development Advisory Commission. Recommend approval.
- d. Ordinance 22-74, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$7,400 from the Port Reserve Fund to Repair and Replace the City Ice Plant's Ammonia Lines and Valves and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents to Contract with Alaska Industrial Services for the Repair. City Manager/Port Director. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-192 from Port Director/Harbormaster as backup.

- e. Ordinance 22-75, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Accepting and Appropriating a Matching Grant from the State of Alaska Municipal Harbor Grant Program in the Amount of \$366,000 for the Harbor Basin Cathodic Protection Project and Appropriating an Additional \$174,050.90 from the Port Reserve Fund to fulfill the City's 50% Match Requirement. City Manager/Port Director. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-193 from Port Director/Harbormaster as backup.

- f. Ordinance 22-76, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY22 State Homeland Security Grant in the Amount of \$43,702.43 from the Alaska Division of Homeland Security & Emergency Management (DHS&EM) to Upgrade the City's Radio Communication System, Authorizing a Sole Source Request to Contract with ProComm Alaska and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-194 from Police Chief as backup.

- g. Ordinance 22-77, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$25,000 from the Homer Accelerated Roads and Trails (HART) Road Fund for an On-Call Services Contract with the Kachemak Bay Conservation Society and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-195 from Public Works Director as backup.

- h. Ordinance 22-78, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$49,690 from the Port and Harbor Reserves for the Design of Parking Improvements to the Parking Lots at the Boathouse Pavilion, Seafarer's Memorial, and Harbor Ramps

Three and Four and Authorizing the a Task Order to HDL Engineering to Complete the Work. City Manager/Port Director. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-196 from Port Director/Harbormaster as backup.

- i. Ordinance 22-80, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$271,517 from the Sewer Capital Asset Repair and Maintenance Fund for the Rehabilitation of the Electrical Control Works for the City's Sewage Lift Stations. City Manager/Public Works Director. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-198 from Public Works Director as backup.

- j. Ordinance 22-81, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Accepting and Appropriating a Reimbursable Code Blue Grant in the Amount of \$55,000 and Appropriating an Amount not to exceed \$300,000 from the General Fund Fleet Capital Asset Repair and Maintenance (CARMA) Fund for the Purchase of an Ambulance. City Manager/Fire Chief. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-199 from City Manager as backup.

- k. Ordinance 22-82, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Operating Budget by Appropriating \$652,500 from the General Fund Unassigned Fund Balance to Fund Two Full-Time Firefighter/EMT Positions through the end of FY25. City Manager. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-199 from City Manager as backup.

- l. Resolution 22-083, A Resolution of the City Council of Homer, Alaska Approving a Lobbyist Contract with J&H Consulting, LLC of Juneau, Alaska for a Term of One Year Commencing on December 15, 2022 and Ending December 15, 2023 in the Amount of \$42,000 and Authorizing the City Manager to Negotiate and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum 22-200 from City Manager as backup.

- m. Resolution 22-084, A Resolution of the City Council of Homer, Alaska Approving a Lease Assignment from Kachemak Corporation, DBA Bob's Trophy Charters; Approving Amendments to the Assigned Lease Under Sections 6.01 Use of Property, 6.02 Required Improvements, and 14.04 Address for Notices; and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents for the Continuation of the Current Twenty Year Lease with Options for Two Consecutive Five Year Renewals at an Initial Annual Base Rent of \$7,026.60 for Tract 1-B, Fishing Hole Subdivision No. 2. City Manager. Recommend adoption.

Memorandum 22-201 from Deputy City Clerk as backup.

Item I. moved to Resolutions item a. by Councilmember Davis

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

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS

- a. South Peninsula Hospital Annual Report - Derotha Ferraro, South Peninsula Hospital Public Information Officer and Angela Hennigan, Chief Operating Officer standing in for Ryan Smith.

Ms. Hennigan and Ms. Ferraro presented the annual report which included the growth of South Peninsula Hospital and services provided to the Southern Kenai Peninsula, reviewed charts on hospital finances, information on how the hospital rated against Central Peninsula Hospital and Providence Hospital in Anchorage; cost comparisons, and the additions, changes made to members of the medical staff.

- b. Pratt Museum Annual Report - Jennifer Gibbins, Executive Director and Karin Marks, Economic Development Advisory Commission Chair and Representative Liaison to Kenai Peninsula Economic Development District

Ms. Gibbins, Executive Director reported to Council on the historical use of the museum, challenges over the recent years, impacts from COVID, federal funding received and other funding provided by Community members, organizations and the City has made their service to the community possible. She noted that this funding provides for the overhead support needed to operate and seek additional outside funding, host exhibits, partnering with local organizations; lending space and equipment to facilitate other organizations missions. The museum rebranded themselves to include Park in their title, to encourage outdoor programming on their property; contain and build new partnerships; worked with Pier One to produce Sherwood; recently received grants helping the museum get new memberships and an EDA planning grant to be used for a robust planning process for the future of the Pratt.

Karin Marks, reported how the Kenai Peninsula Economic Development District (KPEDD) assisted the Pratt in receiving the grant, and advised that KPEDD was an excellent source for grants, for all non-profits which includes local governments. She then briefly promoted the Downtown Revitalization Project and encouraged local organizations to contact KPEDD for further information.

- c. Homer Chamber of Commerce Annual Report - Brad Anderson, Executive Director and Tom Sunderholm, Board President

Mr. Anderson and Mr. Sunderholm presented information on Chamber programs, website and program changes and events for 2022 and highlighted some upcoming planned events for the 2022 – 2023 winter season, and finalizing the Chamber of Commerce Strategic Plan.¹

¹ Presentation submitted was incorrect. Correct Presentation submitted after the meeting and uploaded to the meeting webpage.

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

a. Committee of the Whole Report

Council Member Aderhold reported Council discussed the following:

- Ordinance 22-78
 - Recommended including dedication of parking revenue as referenced on Line 25 within the ordinance to counter the expense.
 - Expressed concerns for visitors to the Spit occupying “free” parking in front of boardwalks and businesses before use of the “fee” parking.
- Ordinance 22- 80
 - Memorandum 22-198 states the purpose is to award sole source contract but that is not reflected within whereas’ of the ordinance.
- Ordinances 22-81 & 22-82
 - Accepting a grant and funding remaining balance to replace aging ambulance
 - Funding two additional FTE EMT/Firefighter positions

c. Mayor's Report

Mayor Castner reported his activities over the last period consisted of hearing citizen requests and concerns on the state of the city streets and the quick rise in water rates. He then mentioned his concerns on Council appropriating beyond their two year budgetary limits.

d. Borough Report

Borough Assembly Member Lane Chesley reported that Johni Blankenship, Kenai Peninsula Borough Clerk will be leaving at the end of November and taking the position of City Clerk for the City of Soldotna, there will be a Special Election on February 14, 2023 for Borough Mayor, with a runoff election conducted on March 17, 2023 if needed. He referred to the memorandums in the Supplemental Packet commenting on the project to convert methane gas into energy and HEA was awarded an \$884,086 that will get the project to design. The Borough and HEA have been working on this project for a year and it is exciting to move forward. Mr. Chesley then reported on the progress of the Solid Waste Inert Waste Disposal cell has a life expectancy of 6-7 years and the Borough has located a potential 80 acre site and investigative studies will begin to see if this location will be suitable. He reminded Council on the household waste will continue to be trucked up to the Central Landfill for the foreseeable future.

Councilmember Lord expressed her hopes on moving forward with the gas to energy conversion project and hoped that HEA and Borough can make that work. She then commented that the proposed selected location for the Inert Waste location is next to a king salmon stream.

e. Advisory Body Reports

i. Port & Harbor Advisory Commission

Bruce Friend, Commissioner, reported on his appointment to the Commission and that there are many projects and things going on related to the Harbor, expressed the vital need and benefit for the federal funding for the new harbor and feasibility study. He reported on the support and importance to the Harbor for the approval of the following:

- Ordinance 22-75 - Funding related to the Harbor Basin Cathodic Protection Project which is critical to the protection and investment of the boats that use the harbor.
- Ordinance 22-74 - Funding the repairs necessary for the Ice Plant to correct the deficiencies in the facility that is vital in the commercial fishing industry the Port supports.
- Ordinance 22-78 - Addressing the parking needs but showing a value for the fees charged, working with the private owners and businesses, extending discounts to slip rentals, use of technology to create improvements, and enforcement.

Councilmember Lord expressed her appreciation for Commissioner Friend service on the Commission and providing the report to Council.

ii. Economic Development Advisory Commission

Jay Cherok, Commissioner reported on the activities of the Commission over the previous month as follows:

- Transportation Plan presentation
- Strategic Plan discussion
- Community Housing issues
- Implementation of the Wayfinding and Streetscape Plan
- Learning more about resiliency through diversity and efficiency
 - Planning for a guest speaker to attend a future meeting to speak on energy as it impacts the costs of doing business and living
- Approved the Annual Report which will be presented to Council

iii. Prince William Sound RCAC

A written report was provided in the packet.

PUBLIC HEARING(S)

- a. Ordinance 22-42(S-2), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Sections 11.04.120, 22.10.050, and 22.10.051 to Specify when New Streets are Required to Provide for Non-Motorized Transportation. Davis/Erickson. Introduction July 25, 2022, Referred to Planning Commission, Parks Art Recreation & Culture Advisory Commission, and Public Works, Public Hearing and Second Reading Postponed to October 10, 2022 Postponed to October 24, 2022, Postponed to November 14, 2022.

Ordinance 22-42(S-3), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Sections 11.04.120, 22.10.050, and 22.10.051 to Specify when New Streets are Required to Provide for Non-Motorized Transportation. Davis/Erickson.

Memorandum 22-165 from Planning Commission as backup.

Memorandum 22-166 from Parks Art Recreation & Culture Advisory Commission as backup.

Mayor Castner opened the public hearing.

Pat Case, city resident, commented in support of Ordinance 22-42 expressing his appreciation for Council's diligence in getting it correct, the learning experience this has provided him to understand how the process works. Mr. Case emphasized the importance of existing streets needing sidewalks and commented on hearing the joy and excitement in the City Manager's voice when he speaks about the new sidewalks. He then stated that this experience has encouraged him to become involved in another project regarding mobility for the disabled which he will tell Council about later.

Public Works Director Keiser reported on the changes brought forward at the last meeting noting the outstanding questions such as the City Attorney review of the proposed amendments which brings the S-3 document before Council for consideration. This version provides specificity on drainage easements usage for sidewalks based on a case by case basis; removes Beluga Slough area of interest from the 2022 Implementation Plan. She added that there may be a variation as they proceed through the Master Transportation Plan development.

Mayor Castner closed the public hearing.

DAVIS/ VENUTI MOVED TO ADOPT ORDINANCE 22-42(S-2) BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

Mayor Castner requested a motion to substitute.

DAVIS/VENUTI MOVED TO SUBSTITUTE ORDINANCE 22-42(S-3) FOR ORDINANCE 22-42(S-2).

Councilmember Davis recognized the efforts of the Public Works Director.²

Councilmember Lord expressed her concerns on not seeing the amendments presented in the typical strikeouts and bold/underline formatting they usually do to define what exactly was amended and that she would be amenable to adopting the substitute but would have preferred a memoranda outlining the changes. She would appreciate to know the changes made and requested that going forward those changes or memorandum regarding changes are included.

Public Works Director Keiser reported that the City Attorney questioned the language used within the ordinance so the changes were legalistically editorial in nature, rather than a substantive change of intent of the ordinance.

City Attorney Gatti provided the following amendments that he recommended and stated he was not sure why they were not shown:

² There were technical issues regarding sound.

- Line 14, after the word “*bikeways*” deleted language “but with no criteria, enforcement mechanisms or timelines.” Lines 11-14 in Ordinance 22-42(S-3).
- Lines 25-27, after the word “standards” deleted the language, “adopted in the final draft of the Master Transportation Plan currently in process” and then moved this amended whereas to fifth position. Lines 31-32 in Ordinance 22-42 (S-3).
- Lines 29-32, deleted language, “these matters, but the City Council has determined immediate remedial action is in the City’s best interests and editorial adjustments can be made at a later date, if required” and inserted the language after the word “address”, “standards regarding non-motorized transportation in new developments more comprehensively”. This whereas was then moved to fourth position. Lines 27-29 in Ordinance 22-42 (S-3).
- Lines 47-49, a. **Purpose.** The purpose of this section is to enhance public safety, convenience and mobility ~~by ensuring access by~~ **through the development of** non-motorized ~~traffic~~ **transportation routes for access** to places of public assembly ~~to participate in~~ recreational, cultural, civic, educational and ~~essential~~ business activities.
- Lines 55, b. **Non-motorized routes required.** Line 45 in Ordinance 22-42(S-3).
- Line 63 deleted the word “essential” Line 53 in Ordinance 22-42(S-3).
- Line 65, deleted “2022 Trails Work Plan” inserted “City of Homer Non-Motorized Transportation and Trails 2022 Implementation Plan (2022 TIP)” Lines 54-57 in Ordinance 22-42(S-3).
- Lines 67-68, deleted 2022 Trails Work Plan and inserted 2022 TIP. Line 58-59 in Ordinance 22-42(S-3).
- Line 84, deleted the word “essential”. Line 72 in Ordinance 22-42(S-3).
- Line 87, changed the word “road” to “street”. Line 74 in Ordinance 22-42(S-3).
- Lines 106-110, Design/Construction Standards, moved to item e. after Drainage and Utility Easements in Ordinance 22-42(S-3).
- Lines 101-104 Betterments. moved to item f., after Design/Construction Standards in Ordinance 22-42(S-3)
- Lines 96-99 Developer’s Option. Re-identified as item g. in Ordinance 22-42(S-3).
- Line 99, last two words “design manuals” deleted and “standards” inserted in Ordinance 22-42(S-3).
- Lines 115-119, appeals are related to the plat and were deleted.
- Lines 152-153, deleted “to be constructed as part of a subdivision improvement” in Ordinance 22-42(S-3)
- Ordinance 22-42(S-3) Lines 137-140 were restructured, same verbiage was used.

VOTE (substitution): NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Councilmembers commented on arriving at a very comprehensive solution, expressing their appreciation for the Public Works Director assistance in bringing forward the intent of ordinance to address non-motorized transportation, and those connections, to expressing the frustration of not having tracked changes in the S-3 document but knowing that the City Attorney has thoroughly reviewed those revisions and the Public Works Director has made those changes they would support the passage of the substitute. A further minor correction was noted and the Clerk could address, in the header of the document it should read (S-3) not (S-2).

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- c. Ordinance 22-71, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$20,250 From the Port Reserve Fund to Pump, Dispose/Recycle, and Replace the City Ice Plant's Ammonia Stores and Authorizing the City Manager to Execute the Appropriate Documents for a Sole Source Contract with Multifrost. Introduction October 24, 2022 Public Hearing and Second Reading November 14, 2022.

Memorandum 22-180 from Port Director/Harbormaster as backup.

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

ADERHOLD/VENUTI MOVED TO ADOPT ORDINANCE 22-71 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- d. Ordinance 22-73(S), An Ordinance of the City Council of Homer, Alaska, Amending the FY~~22~~**23** Capital Budget to Authorize the Expenditure ~~of \$97,860.73~~ **by Appropriating** of \$97,860.73 **98,281** from the Sewer CARMA Fund to Fully Fund Repairs of the Broken Clarifier Belt at the Waste Water Treatment Plant. City Manager/Public Works Director. Introduction October 24, 2022 Public Hearing and Second Reading November 14, 2022.

Memorandum 22-183 from Public Works Director as backup.

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

ADERHOLD/VENUTI MOVED TO ADOPT ORDINANCE 22-73(S) BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was a brief discussion for clarification that the ordinance in the packet was the substitute since there are tracked changes but the title did not have the (S) to indicate it as the substitute, additionally the figures within the ordinance did not match the title or the memoranda.

Public Works Director Keiser confirmed that she made an error in her calculations and the City Clerk provided the correction.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

ORDINANCE(S)

- a. Ordinance 22-79, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$408,073 from the Port Reserves for an Owner’s Representative for the New Large Vessel Harbor and Issuing a Task Order to HDR to Provide Owner’s Representative Services. City Manager/Port Director. Recommended dates Introduction November 14, 2022 Public Hearing and Second Reading November 28, 2022.

Memorandum 22-197 from Port Director/Harbormaster as backup.

ADERHOLD/VENUTI MOVED TO INTRODUCE ORDINANCE 22-79 BY READING OF TITLE ONLY.

There was discussion on the timeliness of this action, the importance of being able to sending a delegation to Juneau to lobby for this project at a direct invite from the Governor. It was stated that this has been on the horizon for some time and not a project that would be done in-house. The skills, breadth of knowledge and history of the consultant working with the City was recognized. Clarification was provided on the phasing in relation to funding requested.

Port Director Hawkins will provide some further clarification for the next meeting.

Councilmember Aderhold declared that she previously worked for HDR and knew several people proposed to work on this project although it has been some time since she has spoken to anyone.

Mayor Castner declared for the record that Councilmember Aderhold did not have a conflict.

CITY MANAGER'S REPORT

- a. City Manager's Report

City Manager Dumouchel commented regarding the Main Street Sidewalk ribbon cutting ceremony, updated the Council on the alternative ordinance that will come before them after review by the Parks, Art, Recreation and Culture Advisory Commission regarding animal control. He announced that he is working with staff to sketch out a housing event for February or March that will include short term rentals, and housing challenges in Homer. The data gathered can be used for the Comprehensive Plan and Title 21 Zoning Update.

Councilmember Aderhold expressed her appreciation for the housing update and planned event and stressed how diverse perspectives are needed on this subject.

Councilmember Lord inquired when they will have a new timer for Council Chambers and advocated the benefits for the public who comes to speak to them at these meetings.

PENDING BUSINESS

NEW BUSINESS

- a. Memorandum 22-191 from City Clerk re: Selection of Mayor Pro Tempore for 2022/2023.

Mayor Castner asked about seating selections, directing his question to Councilmember Aderhold as the most senior member of Council to start first.

Councilmember Aderhold noted that they need to select the Mayor Pro Tem first as they get first choice then seat selection goes by seniority of members.

Mayor Castner opened the floor for nominations.

VENUTI/LORD MOVED TO APPOINT COUNCILMEMBER ADERHOLD AS MAYOR PRO TEM.

Councilmember Davis nominated Councilmember Lord.

Councilmember Lord declined the nomination.

Mayor Castner hearing no further nominations from the floor called for the vote.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Seat selection was conducted with Councilmember Aderhold moving to the center seat at the dais.

The remaining Council members elected to stay seated where they were.

RESOLUTIONS

- a. Resolution 22-083, A Resolution of the City Council of Homer, Alaska Approving a Lobbyist Contract with J&H Consulting, LLC of Juneau, Alaska for a Term of One Year Commencing on December 15, 2022 and Ending December 15, 2023 in the Amount of \$42,000 and Authorizing the City Manager to Negotiate and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum 22-200 from City Manager as backup.

ADERHOLD/VENUTI MOVED TO ADOPT RESOLUTION 22-083 BY READING OF TITLE ONLY.

Councilmember Davis stated his reasons to pull this from the Consent Agenda was based on two things: process that the city issues a Request for Proposals, then keeps renewing contracts without seeing what else is available. He stated that he had no issues with the Consultants performance, expressing appreciation for their results. The second was he spoke with Councilmember Erickson who was unable to attend this meeting, and without characterizing the nature of her concerns, she expressed concerns with the consultant and I would prefer to postpone this matter to allow Councilmember Erickson to speak to those concerns. Councilmember Davis expressed his appreciation to the City Manager for providing the list of meetings that J & H Consulting were able to obtain on behalf of the City. He stated that he would like discussion before making a motion to postpone.

Discussion followed on the forfeiture of investment when changes are made in relationship based partnerships and contracts that the City has; there can be compelling reasons to end those partnerships and contracts and certainly if Council has concerns or criticisms, those could have been brought forward between the end of one session and the beginning of the next legislative session. Additionally, the City has received positive feedback

from staff working with J & H Consulting and there have been positive results in their knowledge, background and established relationships in Juneau. It was stated that there was no reason not to have a multi-year contract issued versus a single year. Council was reminded about the many years that the City did not have a lobbyist as the State of Alaska did not have a capital budget.

Councilmember Lord expressed her support for the Resolution and the performance of J & H Consulting.

Councilmember Aderhold expressed her participation on the selection committee and then reported the previous lobbyist's performance and results that did not compare to what the City receives with J & H Consulting. She stated her support for the resolution.

Councilmember Venuti stated her support for the resolution and expressed appreciation for the manner in which J & H Consulting presented and interacted with the City and did not want to postpone action tonight.

Mayor Castner weighed in with his prior experience lobbying and the broad experience that J & H Consulting offer the City; he agreed with the comments regarding the performance of the past lobbyist expressed by Councilmembers Aderhold and Lord.

Councilmember Davis commented that it appears he would not get four votes so he will not offer a motion to postpone and then stated that he would be voting no on this action, not because he wants to stop it as he thought J & H Consulting did a great job but he wanted to provide a chance for Councilmember Erickson to share her insights as she expressed them to him and she was unable to attend tonight.

Further comments were made regarding the required number of votes needed to pass the resolution putting the deciding vote on Councilmember Hansen.

Councilmember Hansen stated that she would be voting yes on the resolution as she was felt that J & H Consulting did a good job for the City. She further commented that since she was not at the last meeting she wasn't aware of what Councilmember Erickson's concerns were or if she mentioned her concerns at that meeting.

VOTE. YES. HANSEN, ADERHOLD, VENUTI, LORD

VOTE. NO. DAVIS.

Motion carried.

COMMENTS OF THE AUDIENCE

Pat Case, city resident, expressed his appreciation for the work that Council has done and accomplished, stating his support for sidewalks is more than a disability thing but for the safety and benefit of all residents. He announced his intention to joining the Independent Living Center Board of Directors and his first task is a project called Blue Path. Mr. Case provided a brief summary of what the application is about and that it will be a marketing tool for Homer Businesses.

COMMENTS OF THE CITY ATTORNEY

City Attorney Gatti had no comments.

COMMENTS OF THE CITY CLERK

Deputy City Clerk Krause had no comments.

COMMENTS OF THE CITY MANAGER

City Manager Dumouchel had no comments.

COMMENTS OF THE MAYOR

Mayor Castner had no comments.

COMMENTS OF THE CITY COUNCIL

Councilmember Lord thanked Pat Case for showing up and doggedly, intentionally and thoughtfully supporting an issue that he felt so passionate about. It is really that level of commitment and participation that is a huge time suck and it is really appreciated to have that input. She was glad that Council was able to knock this one off his list. Ms. Lord expressed her appreciation for the Volunteer Fire Department attending the Committee of the Whole and regular meeting providing Council with some really important information and heartfelt comments of support. She then expressed her hope that every drives safe during the changing weather and mix of precipitation.

Councilmember Venuti congratulated Mr. Case on his new board position and believed he will do well in his new position. She then expressed her appreciation for the Fire Department attendance at both meetings and it was really nice seeing everyone in their uniforms. Ms. Venuti then mentioned the start of a new recruiting class and that some people have signed up, she was looking forward to helping them. She expressed Holiday greetings and noted that next week was Thanksgiving and expressed her thanks for the city employees, their cheerfulness of working with the public. Ms. Venuti then reported on the registrations being open for spring 2023 classes at the college. She then encouraged everyone to shop locally and reminded that everyone can shop at the Nutcracker Faire.

Councilmember Davis announced the receipt of a grant from Rasmussen Foundation by Kim McNett which will cover the costs for the mural that will be located on the airport grounds; the Chamber of Commerce reporting on everything they have done to promote Homer and word is getting out, there is a quarterly magazine called Edible Alaska and in the new edition there is a section on the Green Can and their cocktail bar, a big spread on Mossy Kilcher with a picture of Jewel when she was maybe twelve and our Library which has recently been in the news a lot but one of the Librarians, Theresa Sundmark, wrote a beautiful article on fermentation farmhouse wines and lots of pictures that may or may not mention that little winery place on Main Street. It was a very good edition of that magazine if anyone wanted to grab a copy.

Councilmember Aderhold stated that she was in Cordova last week and will be in Texas for the next meeting. She will be attending via Zoom. If something happens she will notify the Clerk's office. It was a great night.

Councilmember Hansen commented on the Homer Bucks program and the sports programs offered by the schools and encouraged everyone to go and attend and support the kids and sports.

ADJOURN

There being no further business to come before the Council Mayor Castner adjourned the meeting at 8:17 p.m. The next Regular Meeting is Monday, November 28, 2022, at 6:00 p.m. Committee of the Whole at 5:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, MMC, Deputy City Clerk II

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-190

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: NOVEMBER 4, 2022

SUBJECT: TRAVEL AUTHORIZATION FOR MAYOR CASTNER TO ATTEND THE ALASKA CONFERENCE OF MAYORS ON DECEMBER 6, 2022 AND COUNCIL MEMBERS ADERHOLD, DAVIS, AND ERICKSON TO ATTEND THE ALASKA MUNICIPAL LEAGUE ANNUAL LOCAL GOVERNMENT CONFERENCE IN ANCHORAGE, ALASKA DECEMBER 7-9, 2022 AND COUNCIL MEMBER ADERHOLD'S ATTENDANCE AT NORTH PACIFIC FISHERIES MANAGEMENT COUNCIL MEETINGS THROUGH DECEMBER 11, 2022

The Alaska Municipal League (AML) Annual Local Government Conference is scheduled in Anchorage, Alaska, November 7-9, 2022, and Alaska Conference of Mayors is scheduled for December 6, 2022.

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

Meetings include Newly Elected Officials (NEO), Alaska Conference of Mayors, board committees and meeting with Legislators.

Cost estimates for travel include round trip airfare from Homer to Anchorage at \$250 to \$350 or mileage at \$0.625 per mile, and room rates at \$149 plus tax per night. Per diem is \$58 per day, for three meals. Conference registration for NEO only is virtual at no cost, Conference registration is \$350, and Alaska Conference of Mayors is \$125.

The North Pacific Fisheries Management Council (NPFMC) will be conducting their meetings in Anchorage during this time and Council Member Aderhold will attend to represent the City on Bering Sea and Cook Inlet topics.

For FY23 Council budgeted \$4,000 for transportation, \$3,500 for subsistence, and \$2,500 for training.

RECOMMENDATION:

Approve attendance for Councilmembers Aderhold, Davis and Erickson at the AML Annual Conference and Council Member Aderhold's attendance at NPFMC meetings.

Alaska Municipal League 72nd Annual Local Government Conference

Wednesday, November 30 - VIRTUAL

9:00am Newly Elected Officials Training via Zoom

- **Roles and Responsibilities of Municipal Officials**
- **Parliamentary Procedure**

Noon Break for lunch

1:00pm Newly Elected Officials Training via Zoom

- **Ethics and Conflict of Interest**
- **Open Meetings Act**
- **Quasi-Judicial Role and Ex Parte Contact**

4:30pm Adjourn

Monday, December 5

Affiliate Sessions

- AMMA – Managers Ballroom E/F
- AAMC – Clerks Ballroom C/D
- AMAA – Attorneys Ballroom B
- AAAO – Assessors Kahtnu 1

Newly Elected Officials

8:30am Welcome and Introductions

9:00am **Reviewing the Fundamentals of Elected Office**

- **Introduction to Title 29 or Title 29 for Experts**
- **Local Taxation**

Noon Lunch

1:00pm **Reviewing the Fundamentals of Elected Office**

- **Budgets and Government Accounting**
- **Lobbying Effectively**

3:00pm **Q&A and Discussion**

4:30pm Adjourn

5:30pm **ACoM – President’s Legislative Reception**
First-time Attendees, Newly Elected Officials, Mayors + Legislators

Tuesday, December 6

Affiliate Sessions

- AMMA – Managers Ballroom E/F
- AAMC – Clerks Ballroom C/D
- AMAA – Attorneys Ballroom B
- AAAO – Assessors Kahtnu 1
- ARSSTC Annual Meeting Kahtnu 2

Alaska Conference of Mayors

Ballroom A

8:00am Breakfast

9:00am **Outcome of State Elections and Planning for 33rd Legislature**

10:30am **Infrastructure Report Card – Maximizing the Benefit to Alaska Communities**

Noon Lunch

1:00pm **Approaching the Constitutional Convention**
Pending results of the general election and vote on this question. Focus on discussion will be on next steps if yes vote, or to identify ways to address some of the arguments and concerns if a no vote.

2:00pm **State Fiscal Analysis and Policy Discussion**

3:00pm **ACoM Annual Business Meeting**
ACoM President - Mayor **Bryce Ward**, Fairbanks North Star Borough

- Guidelines
- Potential Policy Statements
- Election of Officers

4:30pm Adjourn

5:00pm **Alaska Municipal Health Trust Annual Meeting**
Attended by current plan participants for annual business meeting of Trustees; open to everyone. Light appetizers provided.

6:00pm **Alaska Municipal Clerks - Annual Banquet**

Wednesday, December 7

7:00 am Registration open

7:30 am **Breakfast**

8:00 am **Opening Session**

- **Welcome**
- Land Acknowledgement
- Pledge of Allegiance
- **Members of the Congressional Delegation**

- **Sen. Lisa Murkowski**, U.S. Senate (*invited*)
- **Sen. Dan Sullivan**, U.S. Senate (*invited*)
- **Rep. Mary Peltola**, U.S. House (*invited*)

| | | |
|----------|--|--------------|
| 9:00 am | State of the State | |
| 10:00 am | Break | |
| 10:15 am | Getting Ready for the 33rd Legislature | |
| | <ul style="list-style-type: none"> ● Governor-Elect – invitation extended to winner of general election ● Meet your Legislature – invitations extended to legislators-elect | |
| 11:45 am | Lunch and Keynote Speaker | |
| 1:15 pm | Break | Foyer |
| 1:30 pm | Concurrent Sessions | |
| | <ul style="list-style-type: none"> ● Broadband Planning and Implementation ● Managing Bingo or Gaming Revenues ● Local Government Strategic Planning ● Public Safety Resources ● Best Practices – Budgets | |
| 2:45 pm | Networking Break | Exhibit Hall |
| 3:00 pm | Concurrent Sessions | |
| | <ul style="list-style-type: none"> ● Grid Resilience, PCE, and Bulk Fuel Costs ● Conflict with Conversation ● Managing Effectively through Community Growth ● Working within Alaska’s Comprehensive Economic Development Strategy ● Best Practices – Financial Reports | |
| 4:15 pm | Exhibitor Showcase | |
| 4:30 pm | Committee Meetings | |
| | <i>The AML Legislative and Resolutions Committee will conduct this formal meeting to develop and approve the final position statement and resolutions for the Annual Business Meeting.</i> | |
| | <ul style="list-style-type: none"> ● Legislative Committee ● Resolutions Committee | |
| 5:30 pm | Nominating Committee | |
| | <i>The AML Nominating Committee will conduct this formal meeting to develop and approve the final candidate slate for the AML board of directors.</i> | |
| 6:00 pm | Community Block Party and Silent Auction | |

7:30 pm Adjourn Day One

Thursday, December 8

7:30 am Registration

7:30 am **Breakfast and AML-JIA Business Meeting**

8:30 am Announcements

ARDORs Annual Meeting *(by invitation only)*

8:45 am Concurrent Sessions

- **Tackling the Affordable Housing Crisis**
- **Transportation Funding Opportunities Resource Hub**
- **Increasing Predictability for School Districts**
- **“Workshield” for Human Resource Management**
- **Best Practices - Meetings**

10:15 am Networking Break

10:30 am Concurrent Sessions

- **Grant Qualifiers and Equitable Infrastructure Development**
- **Land Use Policy and Economic Development**
- **Municipal and Tribal Collaboration**
- **Short Term Rentals - Demo**
- **Best Practices – Utility Rate Setting**

11:45 am Break

12:00 pm **Annual Awards Luncheon**

- Elected Official of the Year
- Municipal Employee of the Year
- Vic Fischer Lifetime Service Award
- Emerging Municipal Leader Award
- Municipal Innovation Awards

1:00 pm **AML Membership Announcements**

- **Legislative Position Committee** – update to members on 2022 Position Statement
- **Resolution Committee** – update to members on 2022 resolutions submitted
- **Nominating Committee** – update to members on the slate of AML Board candidates
- **Board Candidates** – candidate one-minute intros

1:30 pm Concurrent Sessions – Regional Infrastructure Planning

Attendees will divide into five rooms by district:

- *District 1 – Southeast, and Anchorage*
- *District 2 and 9 – Prince William Sound, Kodiak, Bristol Bay, and the Aleutians*
- *District 3 and 4 – Kenai and the Mat Su*

- District 5 and 6 – Interior and North
- District 7 and 8 – West and Yukon

The first planning session will be led in collaboration with the Office of Broadband, Rasmuson Foundation, and DHS&EM to focus on:

- **Broadband Deployment**
- **Digital Equity**
- **Cybersecurity**

2:45 pm Ice Cream Social and Exhibitor Drawing

3:15 pm Concurrent Sessions – Regional Planning
Attendees will remain with their region and the second session will be led in collaboration with the Alaska Energy Authority and DOT&PF to focus on:

- **Energy, EV, and Grid Resilience**
- **Community Transportation**

4:30 pm Afternoon Break and Sidebar Conversations

- **Coastal Caucus**
- **Cities of Opportunity**

6:00 pm **Trivia Night**

8:00 pm Adjourn Day Two

Friday, December 9

7:30 am Breakfast

8:00 am **AMLIP Annual Meeting**
Jointly with the Alaska Government Finance Officers Association
Investment Outlook - Key Bank

- Alaska Permanent Capital Management
- AMLIP Board Elections

9:00 am **Alaska Municipal League Annual Business Meeting Elections**

*Vote for new board members and officers;
Members take actions on:*

- Policy Statement
- Resolutions

Election Results

11:30 am **Adjourn Annual Conference**

Noon **AML Board of Directors – onboarding and meeting**



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-202

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: NOVEMBER 23, 2022
SUBJECT: LIQUOR LICENSE RENEWALS LAND'S END AND LA BALEINE CAFE

The City Clerk's Office has been notified by the Alcohol and Marijuana Control Office of Liquor License Renewal Applications for the following:

License Type: Beverage Dispensary
License #: 645
DBA Name: Land's End
Service Location: 4786 Homer Spit Road
Homer, AK 99603
Licensee: Land's End Acquisition Company
Contact Person: Jonathan Faulkner

License Type: Restaurant/Eating Place-Seasonal
License #: 5368
DBA Name: La Baleine Cafe
Service Location: 4460 Homer Spit Road
Homer, AK 99603
Licensee: With the Wild Adventure Co.
Contact Person: Carl Dixon

RECOMMENDATION: Voice non objection and approval for the Liquor License renewals.

Fiscal Note: Revenues.



November 18, 2022

City of Homer, Kenai Peninsula Borough

Via Email: mjacobsen@ci.homer.ak.us; clerk@cityofhomer-ak.gov; mjenkins@kpb.us;
ivanhoose@kpb.us; jratky@kpb.us; cjackinsky@kpb.us; maldridge@kpb.us; ncarver@kpb.us;
slopez@kpb.us; jblankenship@kpb.us; assemblyclerk@kpb.us; bcarter@kpb.us

Re: Notice of 2023/2024 Liquor License Renewal Application

| | | | |
|---------------------------|--------------------------------|------------------------|-----|
| License Type: | Beverage Dispensary | License Number: | 645 |
| Licensee: | Land's End Acquisition Company | | |
| Doing Business As: | Land's End | | |

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

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

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

Sincerely,

Joan Wilson, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

11/18/2022

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

645

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

1104

CITY / BOROUGH: Homer
Kenai Peninsula Borough

D/B/A: Land's End
4786 Homer Spit Road
Mail Address:
Land's End Acquisition Corporation
4786 Homer Spit Road
Homer, AK 99603

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

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

John R. Wilson
DIRECTOR

04-900 (REV 10/20/22)

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

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

11/18/2022

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

645

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Homer
Kenai Peninsula Borough

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

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Land's End
4786 Homer Spit Road
Mailing Address:
Land's End Acquisition Corporation
4786 Homer Spit Road
Homer, AK 99603

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

04-900 (REV 5/9/22)



AB-17: 2023/2024 License Renewal Application

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

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

| | | | |
|-----------------------|------------------------------------|------------|-----|
| Licensee (Owner): | Land's End Acquisition Corporation | License #: | 645 |
| License Type: | Beverage Dispensary | | |
| Doing Business As: | Land's End | | |
| Local Governing Body: | Homer, Kenai Peninsula Borough | | |
| Community Council: | None | | |

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

| | | | | | |
|------------------|--|--------|--|------|--|
| Mailing Address: | | | | | |
| City: | | State: | | ZIP: | |

Section 2 - Licensee Contact Information

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

| | | | |
|-------------------|------------------------|----------------|--------------|
| Contact Licensee: | Jonathan Faulkner | Contact Phone: | 907-399-3410 |
| Contact Email: | landsendjadf@gmail.com | | |

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

| | | | |
|------------------|---------------------------|----------------|--------------|
| Name of Contact: | Sara Faulkner | Contact Phone: | 907-299-0570 |
| Contact Email: | sara.m.faulkner@gmail.com | | |

Section 3 - for Package Stores ONLY: Written Order Information

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

YES NO

AMCO

OCT 31 2023



Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES NO

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

[Handwritten initials]

Section 5 – License Operation

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

- | | 2021 | 2022 |
|--|-------------------------------------|-------------------------------------|
| 1. The license was operated for more than 240 hours throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specified time each year. (Not to exceed 6 months per year) <i>If your operation dates have changed, list them below:</i> _____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. <i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> <u><i>If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</i></u> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 - Violations and Convictions

Have **ANY** Notices of Violation been issued for this license? YES NO

Has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022? YES NO

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

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

Section 7 – Certifications

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

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

OCT 31 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Jonathan Faulkner
 Signature of licensee
Jonathan Faulkner
 Printed name of licensee

Pamela J. Soderholm
 Signature of Notary Public
 Notary Public in and for the State of Alaska

My commission expires: April 24, 2025



Subscribed and sworn to before me this 25th day of October, 2022.

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

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

FOR OFFICE USE ONLY

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

100480438

AMCO
OCT 31 2022

Details

ENTITY DETAILS

Name(s)

Type
Legal Name

Name
LAND'S END ACQUISITION CORPORATION

Entity Type: Business Corporation

Entity #: 42006D

Status: Good Standing

AK Formed Date: 4/22/1988

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: 4786 HOMER SPIT RD, HOMER, AK 99603

Entity Physical Address: 4621 WEST HILL ROAD, HOMER, AK 99603

Registered Agent

Agent Name: JONATHAN FAULKNER

Registered Mailing Address: 4786 HOMER SPIT RD, HOMER, AK 99603

Registered Physical Address: 4786 HOMER SPIT RD, HOMER, AK 99603

Officials

| AK Entity # | Name | Titles | Owned |
|-------------|---|-------------------------------------|-------|
| | ANDREW FAULKNER | Director, Shareholder | 0.27 |
| | CHARLES RYAN <i>Amco shows 10.55</i> | Director, Shareholder | 10.59 |
| | JONATHAN AND SARA FAULKNER LIVING TRUST DATED 7/15/2013 <i>Amco shows 52.09</i> | Shareholder | 52.17 |
| | JONATHAN FAULKNER <i>Amco shows 10.55</i> | Director, President, Treasurer | |
| | REBECCA ALEXANDER | Shareholder | 10.59 |
| | SARA FAULKNER <i>Amco shows 10.55</i> | Director, Secretary, Vice President | |
| | STEVE AGNI <i>Amco shows 23.27</i> | Director, Shareholder | 23.64 |

Show Former

Filed Documents

| Date Filed | Type | Filing | Certificate |
|------------|-----------------|-------------------------------|-------------|
| 4/22/1988 | Creation Filing | Click to View | |
| 11/29/1989 | Biennial Report | | |
| 2/29/1992 | Biennial Report | | |

| Date Filed | Type | Filing | Certificate |
|-------------------|---------------------|-------------------------------|--------------------|
| 10/16/1992 | Biennial Report | Click to View | |
| 12/31/1993 | Biennial Report | Click to View | |
| 12/26/1995 | Biennial Report | Click to View | |
| 1/29/1998 | Biennial Report | Click to View | |
| 1/10/2000 | Biennial Report | Click to View | |
| 1/08/2002 | Biennial Report | Click to View | |
| 1/08/2004 | Biennial Report | Click to View | |
| 11/01/2005 | Biennial Report | Click to View | |
| 10/28/2009 | Biennial Report | Click to View | |
| 11/16/2009 | Biennial Report | Click to View | |
| 5/10/2010 | Biennial Report | Click to View | |
| 4/27/2012 | Biennial Report | Click to View | |
| 10/02/2013 | Biennial Report | Click to View | |
| 12/20/2013 | Change of Officials | Click to View | |
| 10/12/2015 | Biennial Report | Click to View | |
| 12/18/2017 | Biennial Report | Click to View | |
| 10/05/2019 | Biennial Report | Click to View | |
| 1/28/2021 | Change of Officials | Click to View | |
| 3/03/2021 | Change of Officials | Click to View | |
| 12/22/2021 | Biennial Report | Click to View | |

[Close Details](#)[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 291915

[Print Business License](#)

Business Name: LAND'S END RESORT

Status: Active

Issue Date: 12/17/2002

Expiration Date: 12/31/2023

Mailing Address: 4786 HOMER SPIT ROAD
HOMER, AK 99603

Physical Address: 4621 West Hill Road
9072990570
Homer, AK 99603

Owners

LAND'S END ACQUISITION CORPORATION

Activities

| Line of Business | NAICS | Professional License # |
|--------------------------------------|---|------------------------|
| 72 - Accommodation and Food Services | 722110 - FULL-SERVICE RESTAURANTS | |
| 72 - Accommodation and Food Services | 721110 - HOTELS (EXCEPT CASINO HOTELS) AND MOTELS | |

Endorsements

| End # | Issue | Renew | Expiration | Action End | Action Note | Address |
|-------|-----------|-------|------------|------------|-------------|---------------------------------------|
| 1 | 12/5/2008 | | 12/31/2010 | | | 4786 HOMER SPIT ROAD, HOMER, AK 99603 |

License Lapse(s)

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

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)



November 18, 2022

City of Homer, Kenai Peninsula Borough

Via Email: mjacobsen@ci.homer.ak.us; clerk@cityofhomer-ak.gov; mjenkins@kpb.us;
ivanhoose@kpb.us; jratky@kpb.us; cjackinsky@kpb.us; maldridge@kpb.us; ncarver@kpb.us;
slopez@kpb.us; jblankenship@kpb.us; assemblyclerk@kpb.us; bcarter@kpb.us

Re: Notice of 2023/2024 Liquor License Renewal Application

| | | | |
|---------------------------|----------------------------------|------------------------|------|
| License Type: | Restaurant/Eating Place-Seasonal | License Number: | 5368 |
| Licensee: | Within The Wild Adventure Co | | |
| Doing Business As: | La Baleine Cafe | | |

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

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

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

Sincerely,

Joan Wilson, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

ISSUED
11/18/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

5368

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating

05/01 - 09/30

LICENSE FEE: \$300.00

1132

CITY / BOROUGH: Homer
Kenai Peninsula Borough

D/B/A: La Baleine Cafe
4460 Homer Spit Road
Mail Address:
Within The Wild Adventure Co.
PO Box 91419
Anchorage, AK 99509

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

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

[Signature]
DIRECTOR

04-900 (REV 10/20/22)

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

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

ISSUED
11/18/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

5368

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating

05/01 - 09/30

LICENSE FEE: \$300.00

CITY / BOROUGH: Homer
Kenai Peninsula Borough

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

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

[Signature]
DIRECTOR

D/B/A: La Baleine Cafe
4460 Homer Spit Road
Mailing Address:
Within The Wild Adventure Co.
PO Box 91419
Anchorage, AK 99509

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

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Table with 2 columns: Field Name, Value. Fields include Licensee (Owner), License Type, Doing Business As, Local Governing Body, and Community Council.

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

Mailing Address form with fields for City, State, and ZIP.

Section 2 - Licensee Contact Information

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

Contact Licensee form with fields for Contact Licensee, Contact Phone, and Contact Email.

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

Optional Contact form with fields for Name of Contact and Contact Phone.

Section 3 - for Package Stores ONLY: Written Order Information

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

YES NO checkboxes

NOV 4 2022



Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES NO

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

Section 5 – License Operation

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

- | | 2021 | 2022 |
|--|-------------------------------------|-------------------------------------|
| 1. The license was operated for more than 240 hours throughout each year. (Year-round) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The license was only operated during a specified time each year. (Not to exceed 6 months per year) <i>If your operation dates have changed, list them below:</i> _____ to _____ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. <i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> <u>If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</u> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 - Violations and Convictions

YES NO

Have **ANY** Notices of Violation been issued for this license?

Has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

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

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

Section 7 – Certifications

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

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

NOV 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Carl Dixon
 Signature of licensee
CARL L. DIXON
 Printed name of licensee

Jill Sumpter
 Signature of Notary Public
 Notary Public in and for the State of Alaska
 My commission expires: 08-20-23

Subscribed and sworn to before me this 2nd day of November, 2022.

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

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



FOR OFFICE USE ONLY

| | | | | | |
|--------------|---------------|------------------|-----------|-----------------|------------------|
| License Fee: | \$ <u>300</u> | Application Fee: | \$ 300.00 | Misc. Fee: | \$ |
| | | | | Total Fees Due: | \$ <u>600.00</u> |

100483755

AMCO
NOV 4 2023

Details

ENTITY DETAILS

Name(s)

| | |
|---|-----------------------------------|
| Type | Name |
| Legal Name | WITHIN THE WILD ADVENTURE COMPANY |
| Entity Type: Business Corporation | |
| Entity #: 65938D | |
| Status: Good Standing | |
| AK Formed Date: 2/22/1999 | |
| Duration/Expiration: Perpetual | |
| Home State: ALASKA | |
| Next Biennial Report Due: 1/2/2025 | |
| Entity Mailing Address: BOX 91419, ANCHORAGE, AK 99509 | |
| Entity Physical Address: BOX 91419, 2618 GALEWOOD ST., ANCHORAGE, AK 99508 | |

Registered Agent

Agent Name: Carl Dixon

Registered Mailing Address: BOX 91419, ANCHORAGE, AK 99509

Registered Physical Address: 2626 GALEWOOD ST, ANCHORAGE, AK 99508

Officials

| AK Entity # | Name | Titles | Owned |
|-------------|------------------|---|-------|
| | Carl L. Dixon | Director, Shareholder, President | 50.00 |
| | Kirsten M. Dixon | Director, Shareholder, Secretary, Treasurer | 50.00 |

Show Former

Filed Documents

| Date Filed | Type | Filing | Certificate |
|------------|-----------------|-------------------------------|-------------|
| 2/22/1999 | Creation Filing | | |
| 2/26/1999 | Biennial Report | | |
| 12/18/2000 | Biennial Report | Click to View | |
| 4/14/2003 | Biennial Report | Click to View | |
| 12/27/2004 | Biennial Report | Click to View | |
| 11/04/2006 | Biennial Report | Click to View | |
| 12/08/2008 | Biennial Report | Click to View | |
| 12/29/2011 | Biennial Report | Click to View | |

| Date Filed | Type | Filing | Certificate |
|------------|---------------------------|-------------------------------|-------------------------------|
| 12/29/2011 | Agent Change | Click to View | |
| 7/05/2012 | Agent Change | Click to View | |
| 11/21/2012 | Biennial Report | Click to View | |
| 10/28/2014 | Biennial Report | Click to View | |
| 10/31/2016 | Biennial Report | Click to View | |
| 10/26/2018 | Biennial Report | Click to View | |
| 4/22/2019 | Certificate of Compliance | | Click to View |
| 10/09/2020 | Biennial Report | Click to View | |
| 12/15/2020 | Certificate of Compliance | | Click to View |
| 10/03/2022 | Biennial Report | Click to View | |

[Close Details](#)

[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 2116521

[Print Business License](#)

Business Name: LaBaleine Cafe

Status: Active

Issue Date: 10/29/2020

Expiration Date: 12/31/2024

Mailing Address: Box 91419
Anchorage, AK 99509

Physical Address: Box 91419, 2618 Galewood St.
9072742710
Anchorage, AK 99508

Owners

WITHIN THE WILD ADVENTURE COMPANY

Activities

Line of Business

72 - Accommodation and Food Services

NAICS

722211 - LIMITED-SERVICE RESTAURANTS

Professional License #

Endorsements

No Endorsements Found

License Lapse(s)

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

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)



City of Homer

www.cityofhomer-ak.gov

Police Department

625 Grubstake Avenue
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

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

Memorandum

TO: MELISSA JACOBSEN, MMC, CITY CLERK

CC: LISA LINEGAR, COMMUNICATIONS SUPERVISOR

FROM: MARK ROBL, POLICE CHIEF

DATE: NOVEMBER 23, 2022

SUBJECT: LIQUOR LICENSE RENEWALS LAND'S END & LA BALEINE CAFÉ – No Objection

Homer Police Department has no objection to the Alcohol and Marijuana Control Office of Liquor License Renewal Applications for the following:

License Type: Beverage Dispensary
License #: 645
DBA Name: Land's End
Service Location: 4786 Homer Spit Road
Homer, AK 99603
Licensee: Land's End Acquisition Company
Contact Person: Jonathan Faulkner

License Type: Restaurant/Eating Place-Seasonal
License #: 5368
DBA Name: La Baleine Cafe
Service Location: 4460 Homer Spit Road
Homer, AK 99603
Licensee: With the Wild Adventure Co.
Contact Person: Carl Dixon



Office of the Borough Clerk

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

Johani Blankenship, MMC
Borough Clerk

11/21/2022

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

Homer City Hall
City of Homer Clerk

RE: Non-Objection of Application

| | | |
|--------------------|---|---|
| Licensee/Applicant | : | Land's End Acquisition Corporation |
| Business Name | : | Land's End |
| License Type | : | Beverage Dispensary |
| License Location | : | 4786 Homer Spit Road, Homer, AK 99603, City of Homer |
| License No. | : | 645 |
| Application Type | : | License Renewal |

Dear Ms. Jacobsen,

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

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

Sincerely,

Johani Blankenship, MMC
Borough Clerk

JB/jr

cc: landsendjdf@gmail.com;



Office of the Borough Clerk

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

Johni Blankenship, MMC
Borough Clerk

11/21/2022

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

Homer City Hall
City of Homer Clerk

RE: Non-Objection of Application

Licensee/Applicant : Within the Wild Adventure Co.
Business Name : La Baleine Café
License Type : Restaurant/Eating Places - Public Convenience
License Location : 4460 Homer Spit Road, Homer, AK 99603, City of
Homer
License No. : 5368
Application Type : License Renewal

Dear Ms. Jacobsen,

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

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

Sincerely,

Johni Blankenship, MMC
Borough Clerk

JB/jr

cc: carl@withinthewild.com ;



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 22-209

TO: HOMER CITY COUNCIL
FROM: MAYOR CASTNER
DATE: NOVEMBER 23, 2022
SUBJECT: APPOINTMENT OF LACEY VELSKO TO THE PORT & HARBOR ADVISORY
COMMISSION

Lacey Velsko is appointed to the Port & Harbor Advisory Commission to fill the term vacated by Cathy Ulmer. This term will expire February 1, 2026.

Recommendation

Confirm the appointment of Lacey Velsko to the Port & Harbor Advisory Commission.

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

City Clerk

3
4 **RESOLUTION 22-085**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ESTABLISHING THE 2023 REGULAR MEETING SCHEDULE FOR CITY
8 COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION,
9 LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND
10 CULTURE ADVISORY COMMISSION, PLANNING COMMISSION,
11 PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS
12 WITH DISABILITIES ACT (ADA) ADVISORY BOARD.
13

14 WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council
15 annually sets the schedule for regular and some special meetings, noting the dates, times and
16 places of the City Council, Planning Commission, Advisory Commissions and Boards; and
17

18 WHEREAS, The public is informed of such meetings through notices located at the City
19 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public
20 Library; and
21

22 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper
23 of general circulation at least three days before the date of the meeting and that special
24 meetings should be advertised in the same manner or may be broadcast by local radio at least
25 twice a day for three consecutive days or two consecutive days before the day of the meeting
26 plus the day of the meeting; and
27

28 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council
29 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the
30 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the
31 failure to give the notice provided for under this chapter does not invalidate or otherwise affect
32 any action or decision of a public body of the City; however, this sentence does not change the
33 consequences of failing to give the minimum notice required under State Statute; that notice
34 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons
35 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for
36 the Clerk to publish notice in a newspaper of general circulation in the City; and
37

38 WHEREAS, This Resolution does not preclude additional meetings such as emergency
39 meetings, special meetings, worksessions, and the like; and
40

41 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the
42 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

43
 44 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2023 meeting
 45 schedule is established for the City Council, Economic Development Advisory Commission,
 46 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning
 47 Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act
 48 (ADA) Advisory Board of the City of Homer, Alaska, as follows:

49
 50 HOLIDAYS – City Offices closed:

| | | | | | |
|--|--|--|--|---|--|
| January 2, New Year's Day, Monday* | February 20, Presidents' Day, third Monday* | March 27, Seward's Day, last Monday | May 29, Memorial Day, last Monday | July 4, Independence Day, Tuesday | September 4, Labor Day, first Monday |
| October 18, Alaska Day, Wednesday | November 10, Veterans Day, Friday* | November 23 Thanksgiving Day, Thursday | November 24, Friday, the day after Thanksgiving | December 25, Christmas, Monday | |

51 *If a holiday is on a Sunday, the following Monday is observed as the legal holiday; if on a
 52 Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer
 53 Personnel Rules and Regulations.

54
 55 CITY COUNCIL (CC)

| | | | | | |
|----------------------------------|--------------------|---------------------|--------------------------------|--|-------------------------------|
| January 9, 23 | February 13, 27 | March 13, 28* | April 10, 24 | May 8, 22 | June 12, 26 |
| July 24** | August 14, 28 | September 11, 25 | October 3 Election | October 9, 23 Oath of Office October 9 | Canvass Board October 6 |
| November 7 Runoff Election | November 27** | December 11*** | December 18*** if needed | | |

56 *Second meeting in March will be held on a Tuesday due to Seward's Day.

57 **There will be no First Regular Meeting in July or November.

58 *** The City Council traditionally cancels the last regular meeting in December and holds the
 59 first regular meeting and one to two Special Meetings as needed; the second Special Meeting
 60 the third week of December will not be held.

61
 62 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.
 63 prior to every Regular Meeting which are held the second and fourth Monday of each month at
 64 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

65
 66

67 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

| | | | | | |
|------------|-------------|--------------|------------|-------------|---------|
| January 10 | February 14 | March 14 | April 11 | May 9 | June 13 |
| | August 8 | September 12 | October 10 | November 14 | |

68
 69 Economic Development Advisory Commission Regular Meetings are held on the second
 70 Tuesday of each month at 6:00 p.m.

71
 72 LIBRARY ADVISORY BOARD (LAB)

| | | | | | |
|------------|-------------|--------------|------------|-------------|-------------|
| January 17 | February 21 | March 21 | April 18 | May 16 | |
| | August 15 | September 19 | October 17 | November 21 | December 19 |

73
 74 Library Advisory Board Regular Meetings are held on the third Tuesday of January through May
 75 and August through December at 5:30 p.m.

76
 77 PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARC)

| | | | | | |
|--|-------------|--------------|------------|-------------|---------|
| | February 16 | March 16 | April 20 | May 18 | June 15 |
| | August 17 | September 21 | October 19 | November 16 | |

78
 79 Parks, Art, Recreation and Culture Advisory Commission Regular Meetings are held on the third
 80 Thursday February through June and August through November at 5:30 p.m.

81
 82 PLANNING COMMISSION (PC)

| | | | | | |
|---------------|----------------|--------------------|--------------------|-------------|-------------|
| January 4, 18 | February 1, 15 | March 1, 15 | April 5, 19 | May 3, 17 | June 7, 21 |
| July 19* | August 2, 16 | September 6, 20 | October 4, 16** | November 1* | December 6* |

83 *There will be no First Regular Meeting in July or Second Regular Meetings in November and
 84 December.

85 **Second meeting in October will be held on a Monday due to Alaska Day.

86
 87 Planning Commission Regular Meetings are held on the first and third Wednesday of each
 88 month at 6:30 p.m.

89
 90 PORT AND HARBOR ADVISORY COMMISSION (PHC)

| | | | | | |
|------------|-------------|--------------|------------|------------|-------------|
| January 25 | February 22 | March 22 | April 26 | May 24 | June 28 |
| July 26 | August 23 | September 27 | October 25 | November 8 | December 13 |

91

92 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
93 January, February, March, April, September, and October at 5:00 p.m.; the fourth Wednesday
94 of May, June, July, and August at 6:00 p.m.; and the second Wednesday of December at 5:00
95 p.m.

96

97 AMERICANS WITH DISABILITIES ACT ADVISORY BOARD (ADA)

| | | | | | |
|---------|------------|--|------------|------------|--------|
| | February 9 | | April 13 | May 11 | June 8 |
| July 13 | August 10 | | October 12 | November 9 | |

98

99 The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the
100 second Thursday at 5:00 p.m. in the months of February, April, May, June, July, August,
101 October, November, and may call additional meetings as needed.

102

103 PASSED AND ADOPTED by the Homer City Council this _____ day of November, 2022.

104

105

CITY OF HOMER

106

107

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109

KEN CASTNER, MAYOR

110

111 ATTEST:

112

113

114

MELISSA JACOBSEN, MMC, CITY CLERK

116

117 Fiscal Impact: Advertising of meetings in regular weekly meeting ad and advertising of any
118 additional meetings.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-203

TO: MAYOR CASTNER AND CITY COUNCIL

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK

DATE: NOVEMBER 28, 2022

SUBJECT: 2023 MEETING SCHEDULE FOR CITY COUNCIL & ADVISORY BODIES

The following advisory bodies reviewed, discussed, and approved their 2023 regular meeting schedules as provided in Resolution 22-0xx:

- Parks, Art, Recreation and Culture Advisory Commission – Approved with no amendments at their October 20, 2022 Regular Meeting under New Business.
- Port and Harbor Advisory Commission – Approved with amendments at their October 26, 2022 Regular Meeting under New Business. Amended to add a meeting in November.
- Planning Commission – Approved with amendments at their October 19, 2022 Regular Meeting under New Business. Amended to move the second meeting in October to Monday, October 16, 2023 due to Alaska Day.
- Economic Development Advisory Commission – Approved with amendments at their November 1, 2022 Special Meeting under New Business. Amended to remove the July and December meetings.
- ADA Advisory Board – Approved with no amendments at their November 10, 2022 Special Meeting under New Business under New Business.
- Library Advisory Board – Approved with no amendments at their November 15, 2022 Regular Meeting under New Business.

RECOMMENDATION

Adopt Resolution 22-0xx establishing the 2023 regular meeting schedule for City Council, the Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and ADA Advisory Board.

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

City Clerk

3
4 **RESOLUTION 22-085**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ESTABLISHING THE 2023 REGULAR MEETING SCHEDULE FOR CITY
8 COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION,
9 LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND
10 CULTURE ADVISORY COMMISSION, PLANNING COMMISSION,
11 PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS
12 WITH DISABILITIES ACT (ADA) ADVISORY BOARD.
13

14 WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council
15 annually sets the schedule for regular and some special meetings, noting the dates, times and
16 places of the City Council, Planning Commission, Advisory Commissions and Boards; and
17

18 WHEREAS, The public is informed of such meetings through notices located at the City
19 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public
20 Library; and
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22 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper
23 of general circulation at least three days before the date of the meeting and that special
24 meetings should be advertised in the same manner or may be broadcast by local radio at least
25 twice a day for three consecutive days or two consecutive days before the day of the meeting
26 plus the day of the meeting; and
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29 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the
30 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the
31 failure to give the notice provided for under this chapter does not invalidate or otherwise affect
32 any action or decision of a public body of the City; however, this sentence does not change the
33 consequences of failing to give the minimum notice required under State Statute; that notice
34 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons
35 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for
36 the Clerk to publish notice in a newspaper of general circulation in the City; and
37

38 WHEREAS, This Resolution does not preclude additional meetings such as emergency
39 meetings, special meetings, worksessions, and the like; and
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54
 55 CITY COUNCIL (CC)

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65
 66

67 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

| | | | | | |
|------------|-------------|--------------|------------|-------------|---------|
| January 10 | February 14 | March 14 | April 11 | May 9 | June 13 |
| | August 8 | September 12 | October 10 | November 14 | |

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71
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| | | | | | |
|------------|-------------|--------------|------------|-------------|-------------|
| January 17 | February 21 | March 21 | April 18 | May 16 | |
| | August 15 | September 19 | October 17 | November 21 | December 19 |

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| | | | | | |
|--|-------------|--------------|------------|-------------|---------|
| | February 16 | March 16 | April 20 | May 18 | June 15 |
| | August 17 | September 21 | October 19 | November 16 | |

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81
 82 PLANNING COMMISSION (PC)

| | | | | | |
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89
 90 PORT AND HARBOR ADVISORY COMMISSION (PHC)

| | | | | | |
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| January 25 | February 22 | March 22 | April 26 | May 24 | June 28 |
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96

97 AMERICANS WITH DISABILITIES ACT ADVISORY BOARD (ADA)

| | | | | | |
|---------|------------|--|------------|------------|--------|
| | February 9 | | April 13 | May 11 | June 8 |
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98

99 The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the
100 second Thursday at 5:00 p.m. in the months of February, April, May, June, July, August,
101 October, November, and may call additional meetings as needed.

102

103 PASSED AND ADOPTED by the Homer City Council this _____ day of November, 2022.

104

105

CITY OF HOMER

106

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108

KEN CASTNER, MAYOR

109

110

111 ATTEST:

112

113

114

MELISSA JACOBSEN, MMC, CITY CLERK

116

117 Fiscal Impact: Advertising of meetings in regular weekly meeting ad and advertising of any
118 additional meetings.

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

3 City Manager

4 **RESOLUTION 22-086**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 AUTHORIZING THE CITY TO APPLY FOR A FEMA BUILDING
8 RESILIENT INFRASTRUCTURE & COMMUNITIES GRANT TO ADOPT
9 AND IMPLEMENT INTERNATIONAL BUILDING CODE 2021 EDITION

10
11 WHEREAS, Building Safety and Code Enforcement was identified as a Council priority
12 during the 2022 Visioning work session held in March at the Pratt Museum; and

13
14 WHEREAS, Homer does not have an adopted building code, and only commercial
15 structures are reviewed by the State Fire Marshal for any kind of code compliance; and

16
17 WHEREAS, The Federal Emergency Management Agency (FEMA) administers the
18 Building Resilient Infrastructure & Communities (BRIC) grant program to support states, local
19 communities, tribes and territories as they undertake hazard mitigation projects, reducing the
20 risks they face from disasters and natural hazards; and

21
22 WHEREAS, FEMA provides up to 75% matching funds for building resilient infrastructure
23 and communities projects for up to three years; and

24
25 WHEREAS, The City of Homer is a qualified applicant for FEMA BRIC grant assistance for
26 adopting and implementing building codes; and

27
28 WHEREAS, The City proposes to apply for up to \$500,000 in FEMA BRIC grant funds to
29 adopt and implement International Building Code 2021 Edition over a total of three years; and

30
31 WHEREAS, The City proposes to match grant funds for up to \$125,000 of City staff time
32 and materials to meet the grant match requirements of 25% over a total of three years; and

33
34 WHEREAS, The City of Homer intends to use these funds to hire a consultant firm to
35 adopt the IBC 2021 Edition and develop the plan/framework for creating a City of Homer
36 Building Division; and

37
38 WHEREAS, The City of Homer intends to use these funds to hire a Building Official to
39 begin implementation of the newly adopted IBC 2021 Code for commercial building projects;
40 and

42 WHEREAS, The City of Homer intends to use these funds to hire a Building Inspector to
43 begin implementation of the newly adopted IBC 2021 Code for residential building projects;
44 and

45
46 WHEREAS, After three years the City of Homer will have an established Building Division,
47 with a Building Official and Building Inspector, enforcing IBC 2021 Edition building codes for
48 both commercial and residential projects; and

49
50 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, supports
51 preparation and submission of a FEMA BRIC grant application for up to \$500,000 and
52 authorizes the City Manager to submit the appropriate documents.

53
54 BE IT FURTHER RESOLVED that the City Council expresses its commitment to match
55 grant funds with up to \$125,000 of City staff time and materials to meet the grant match
56 requirements of 25%.

57
58 PASSED AND ADOPTED by the Homer City Council this 28th day of November, 2022.

59
60

CITY OF HOMER

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62

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64
65 _____
KEN CASTNER, MAYOR

66
67 ATTEST:

68
69

70 _____
71 MELISSA JACOBSEN, MMC, CITY CLERK

72
73 Fiscal Note: N/A



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 22-205

TO: Mayor Castner and Homer City Council

THROUGH: Rob Dumouchel, City Manager

FROM: Ryan Foster, Special Projects Coordinator

DATE: November 15, 2022

SUBJECT: Resolution 22-086 Authorizing the City to apply for a FEMA Building Resilient Infrastructure & Communities grant to adopt and implement International Building Code Edition 2021

Building Safety and Code Enforcement was identified as a Council priority during the 2022 Visioning work session held in March at the Pratt Museum, with the goals of ensuring buildings in Homer are safe, that the City has a system for enforcing regulations, and allowing for a denser pattern of development in the future. Currently, Homer does not have an adopted building code and only commercial structures are reviewed by the State Fire Marshal for any kind of code compliance. This is not a safe nor sustainable solution in the long term. We also have significant challenges with code enforcement without a Building Official or dedicated code enforcement staff member.

Given the current circumstances, City staff are proposing to move forward with a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure & Communities (BRIC) grant program application requesting up to \$500,000 to provide funding and resources for adopting the International Building Code (IBC) 2021 Edition and implement the building code by creating a City of Homer Building Division staffed by a Building Official and Building Inspector. In hiring a consultant firm to adopt IBC 2021 and establishing a City of Homer Building Division to implement building codes, staff recommends a three-year process:

- Year 1 – Hire a consultant firm to adopt IBC 2021 Edition and create the plan/framework for creating a City of Homer Building Division
- Year 2 – Hire a Building Official to begin implementation of the newly adopted IBC 2021 Code for commercial building projects
- Year 3 – Hire a Building Inspector to complete the staffing of the Building Division and implement the IBC 2021 Code for residential building projects

What it is: The BRIC program is designed to promote a national culture of preparedness and public safety through encouraging investments to protect the nation's communities and infrastructure and through strengthening national mitigation capabilities to foster resilience. The BRIC program seeks to fund effective and innovative projects that will reduce risk and increase resilience and serve as a catalyst to encourage the

whole community to invest in and adopt policies related to mitigation. A 25% match is required by the City of Homer if awarded and the cost share may consist of cash, donated or third-party in-kind services, materials, or any combination thereof. Staff recommends using staff time and materials for the 25% match, up to \$125,000, spread over three years. The application deadline to the State of Alaska is December 23, 2022, the State deadline to submit applications to FEMA is January 27, 2023, with grant awards anticipated for Summer 2023.

What Homer gets:

1. Delivery of an adopted IBC 2021 Edition Building Code
2. Public and key stakeholder outreach to better inform, guide, and educate on IBC 2021 Codes
3. Presentation of the IBC 2021 Edition to the Planning and Zoning Commission, Economic Development Commission, and City Council public hearings for recommendation and approval
4. Detailed plan/framework for the creation of a City of Homer Building Division and its processes for enforcement
5. A Building Official for the first two years of implementation
6. A Building Inspector for the second year of implementation

What Homer receives when complete: A building code and Building Division that guides the future development of the City with a focus on public safety by ensuring buildings in Homer are safe and that the City has a system for enforcing regulations.

Thank you for your consideration.

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

3 City Manager

4 **RESOLUTION 22-087**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
7 AUTHORIZING A TASK ORDER TO HDR ENGINEERING IN AN
8 AMOUNT NOT TO EXCEED \$32,000 FOR GRANT WRITING SERVICES
9 FOR A FY2023 FEDERAL RAISE PLANNING GRANT TO SUPPORT
10 HOMER'S NON-MOTORIZED TRANSPORTATION
11 INFRASTRUCTURE AND AUTHORIZING THE CITY MANAGER TO
12 NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.
13

14 WHEREAS, City Council adopted Ordinance 22-039 appropriating funds for professional
15 and technical assistance in support of securing nationally competitive Federal IIJA funds; and
16

17 WHEREAS, Resolution 22-061 authorized a Task Order to HDR Engineering to develop
18 an overall IIJA program strategic plan, recommendations on how to pre-position projects for
19 grant competitiveness, and provide financial recommendations.as necessary; and
20

21 WHEREAS, The three-month application period for the FY 2023 RAISE Federal grant
22 program is expected to open in December 2022; and
23

24 WHEREAS, If successful, RAISE grant program funds can advance Homer's Non-
25 Motorized Transportation infrastructure by funding much of the work required to federalize a
26 project, and also allow for the data analysis and design work required to prepare a competitive
27 capital grant application in future RAISE grant cycles; and
28

29 WHEREAS, Homer's Non-Motorized Transportation infrastructure is a City Council
30 priority with considerable community support; and
31

32 WHEREAS, HDR has expertise with transportation infrastructure project planning and
33 developing Federal grant applications; and
34

35 WHEREAS, Administration requested a proposal from HDR for FY2023 RAISE Planning
36 grant writing support.
37

38 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska authorizes a
39 Task Order to HDR Engineering to assist the City with developing and writing a FY23 RAISE
40 Planning grant for Homer's Non-motorized Transportation infrastructure for an amount not to
41 exceed \$32,000 and authorizes the City Manager to negotiate and execute the appropriate
42 documents.

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PASSED AND ADOPTED by the Homer City Council on this 28th day of November, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



Memorandum 22-206

TO: Mayor and City Council
FROM: Jenny Carroll, Special Projects and Communications Coordinator
THROUGH: Rob Dumouchel, City Manager
DATE: November 20, 2022
SUBJECT: FY23 RAISE Planning Grant Task Order

- I. **Issue:** The purpose of this Memorandum is to recommend a Task Order to HDR Engineering to assist with a FY23 Federal RAISE Planning Grant application.
- II. **Background:** Ordinance 22-39, adopted by City Council in August appropriated \$125,000 to support development and submission of grant applications under the Federal Infrastructure Investment and Jobs Act (IIJA).

Resolution 22-061 approved the first Task Order issued under this appropriation to HDR Engineering to develop an overall IIJA program strategic plan, recommendations on how to pre-position projects for grant competitiveness, and provide financial recommendations. I anticipate we will present the results of this work to City Council in January, and that the cost (based on time and effort) will come in slightly under the \$63,000 maximum approved.

In the meantime, the application period for the FY 2023 RAISE Federal grant program is expected to open in December. HDR recommends that the City apply for a FY23 RAISE Planning Grant to advance design, financing, NEPA and other pre-development activities for sidewalk and trail projects in Homer's Non-Motorized Transportation Plan. The advantage of a planning grant is that it could fund much of the work required to federalize a project, and also allow for the data analysis and design work required to prepare a competitive capital grant application in future RAISE grant cycles.

The study area would either be City-Wide, which is likely the best option, or it could be an expansion of the Homer All Ages & Abilities Pedestrian Path. Grouping the City's many non-motorized transportation projects under one request maximizes potential funding amounts and maximizes the return on investment in grant application and administration costs.

A Resolution approving a Task Order to HDR to develop a RAISE grant application is before you for consideration. The scope of work (attached) and outlined below is estimated not to exceed \$32,000 based on time and effort. Should Council approve, the Task Order will be negotiated with HDR based on staff capacity to take on any of the tasks.

- Developing the project, workplan, timeline, budget, and deliverables in consultation with the City

- Managing the application process
- Writing the narrative and appendices
- Filling out forms required for application
- Graphic design including custom images as needed
- Several rounds of review of the application with City staff and HDR subject matter experts
- Application debrief with USDOT

HDR grant writing services will benefit staff capacity; City staff will be working on five known and anticipated State funding requests during the time of the RAISE application period.

Information about of the RAISE grant program is provided below to further assist your consideration.

Eligible Activities for RAISE Planning Grant

- Includes, but is not limited to: Design, environmental analysis, equity analysis, community engagement, feasibility studies, and other pre-construction activities

Timeline and Funding Potential

Planning Phase

- **December 2022:** RAISE Notice of Funding Opportunity released
- **March 2023:** Application due
- **December 2032:** Fund expenditure deadline (assumed it would be completed much earlier)
- Minimum grant request for planning (rural applicants): \$1 million
- Average planning grant award last year was around \$3 million
- Match requirements: None required for rural applicants.
- Total planning funds available in last year’s RAISE: \$113.75 million

Construction Phase

- **Timing and amount TBD – likely FY 2025 or FY 2026 grant opportunity**
- Average capital grant award last year for rural applicants: \$12 million
- Average project cost for successful rural applicants last year: \$18 million
- Average matching fund requirement for rural applicants last year: \$6 million (~30% of project cost)

Risks/Requirements

- Must consider equity in planning phase
- Must demonstrate plan to administer grant funds via staff capacity or contracting
- Must meet federal requirements such as NEPA, Buy America, Bacon/Davis wages, etc.

III. Staff Recommendation: Adopt Resolution **22-XX** to authorize the City Manager to negotiate and execute a Task Order to HDR Engineering to assist with a FY23 Federal RAISE Planning Grant application.



RAISE Grant Application

HDR has a proven approach for supporting and preparing grant applications that meet granting agency guidelines. In 2022, our teams helped secure \$649 million in new federal discretionary funding for 19 states through 26 grant awards. HDR won over \$212 million in RAISE funding for clients in 2022. Between 2009 and 2021, HDR supported more than 100 successful grant applications under U.S. Department of Transportation programs receiving \$2.5 billion in federal funds for building key valuable highway, rail, port, transit, bike and pedestrian, freight, and multimodal projects.

This scope describes HDR's approach to preparing a RAISE Planning Grant application to the FY 2023 opportunity for City-wide improvements to non-motorized facilities. The notice of funding opportunity (NOFO) is expected to be released in late November or early December 2022, with applications due three months later.

We propose to coordinate and lead the City of Homer's RAISE application development process while working closely with City staff, including Jenny Carrol, Jan Keiser, and Julie Engebretsen, to agree on key strategic decisions. Multiple rounds of review will confirm that each application captures the essence of the City's needs, plans, and expected impacts, and aligns with federal grant program priorities.

Kiernan Maletsky will serve as overall grant manager, with oversight and contributions from Aurah Landau. They will both suggest an overall thematic approach for the application narrative to facilitate accessibility and readability by grant reviewers and to emphasize the project's strengths. Aurah and Kiernan will also lead grant writing services; additional project team members will provide support as needed.

HDR's approach to grant writing can be summarized as follows:

2.1 Kick-Off Meeting, Grant Program Requirement Checklist, and Application Management

Working closely with the City's staff, Kiernan will discuss project selection and develop a unique work plan and schedule to address the specific application requirements, including grants.gov sign-up and all supporting documentation, data, and analyses. This schedule will be used to monitor progress, identify critical path items, meet client deadlines, and document issues and concerns as they arise.

HDR will hold a kickoff meeting to:

- Discuss project definition
- Address project benefits, drawbacks, and relevant documents; identify needed documentation and data; and potential for alignment with the program's merit criteria
- Confirm the approach to matching funds, assuming that there would be no local contributions in keeping with RAISE criteria for rural applicants.

- Prepare a project timeline and determine potential weaknesses in terms of administration federal discretionary grant funds and project definition; discuss these with a goal of identifying any actions that can be undertaken quickly to address potential reviewer concerns
- Begin developing the “story” or theme of the project to help it make a strong and memorable impact on reviewers; discuss how the project aligns with the grant program’s criteria
- Develop a schedule for grant application; discuss the need to obtain letters of support; identify any actions that Homer must quickly undertake to mitigate potential reviewer concerns

DELIVERABLES

Grant application kick-off meeting; grant application work plan; brief meetings twice weekly to coordinate on grant progress; oversight and coordination of tasks required to complete high quality grant application; assistance preparing for grants.gov submission.

2.2 Project Definition

We will work with City staff to define the project scope, timeline, budget, deliverables, and work plan to meet grant merit criteria.

This work will include a virtual work session with City staff as well as evaluation of existing planning documents based on the City’s Nonmotorized Transportation & Trains Plan, FY 2024 Capital Improvement Plan, and other transportation planning activities.

Discussion will also include strategic recommendations from HDR for consideration by City staff related to applicable project development activities, match, and future application to the RAISE program for capital grant funding.

DELIVERABLES

Work session; project scope, schedule, budget, and workplan for use in the application.

2.3 Grant Application Narrative

We will develop an outline that summarizes each required section of the application, key themes for the project relative to that section, and excerpts from the NOFO to ensure that the narrative persuasively covers key grant scoring criteria. Our grant writing team will produce the narrative and supporting data analyses and guide the City in gathering relevant project documentation.

Concurrently, HDR’s graphic designer, Michele Myers will develop an application template that includes an attractive visual theme and will work with the City to develop appropriate maps, graphics, and photos that will create a lasting impression with design, images, and color.

Our team will deliver a draft version of the Application Narrative in MS Word for review and a final version of the Application Narrative in PDF for submission, including the Work Plan appendix and letters of support. We will work with the City to prepare for final submission at least a day before the application deadline, when the City staff will upload the documents onto the grants.gov web portal.

DELIVERABLES

Draft and final versions of a clear, concise, and complete narrative that answers all grant evaluation metrics; draft and final layout templates; up to 7 maps and graphics to support the narrative.

2.4 Stakeholder and Legislative Outreach and Support

We will also support the City in outreach to key stakeholders and legislators to garner and document strong, specific support for the selected project. Aurah will identify key stakeholders and assist the City in drafting support letters from the Congressional Delegation, state legislators, the Governor, and/or other stakeholders as requested.

DELIVERABLES

List of key stakeholders; template letter of support with separate letters customized for each supporting entity.

2.6 Post-Application Debrief

We can support the City in reaching out to the grant agency to request an application debrief to garner lessons learned from the funder's project review.

DELIVERABLES

Attendance at debrief meeting and a summary of lessons learned.

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

3 City Clerk/
4 ADA Advisory Board

5 **RESOLUTION 22-088**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 APPROVING THE BYLAWS OF THE AMERICAN'S WITH DISABILITIES
9 ACT (ADA) ADVISORY BOARD.

10
11 WHEREAS, The ADA Advisory Board was created by Ordinance 22-53(A); and

12
13 WHEREAS, The ADA Advisory Board developed their bylaws in accordance with Homer
14 City Code 2.58.040 Commission and board bylaws; and

15
16 WHEREAS, The ADA Advisory Board introduced their draft bylaws at their October 13,
17 2022 Special Meeting and approved them at their November 10, 2022 Special Meeting.

18
19 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby
20 approves the bylaws of the ADA Advisory Board.

21
22 PASSED AND ADOPTED by the Homer City Council this 28th day of November, 2022.

23
24 CITY OF HOMER

25
26
27 _____
28 KEN CASTNER, MAYOR

29
30
31 ATTEST:

32
33
34 _____
35 MELISSA JACOBSEN, MMC, CITY CLERK

36
37 Fiscal Note: N/A

1 **CITY OF HOMER AMERICAN WITH DISABILITIES ADVISORY BOARD**
2 **BYLAWS**

3
4 **ARTICLE I – NAME AND AUTHORIZATION**
5

6 This organization shall be called the Americans with Disabilities Act (ADA) Advisory Board, established
7 via Ordinance 22-53(A), existing by virtue of the provisions of Chapter 2.70 of the Homer Municipal Code,
8 and exercising the powers and authority and assuming the responsibilities delegated under said Code.
9 The following bylaws were adopted on XXXXXXX and shall be in effect and govern the procedures of the
10 ADA Advisory Board.

11
12 **ARTICLE II – PURPOSE**
13

14 Section 1. Act in an advisory capacity to the City Manager and City Council on Title II Regulations of the
15 Americans with Disabilities Act within the City of Homer which covers programs, activities, and services
16 of public entities.

17
18 Section 2. Develop grievance procedures to outline the process of providing for prompt and equitable
19 resolution of complaints alleging any action that would be prohibited by Title II of the ADA Regulations.
20

21 Section 3. Develop and perform annual updates to maintain transition plan(s) for city facilities,
22 programs, parks, trails, play areas and campgrounds, listing any barriers that would limit accessibility
23 of its programs, activities or services to individuals; the methods to be utilized to remove those barriers
24 and schedules for taking necessary steps to achieve compliance.
25

26 Section 4. Perform reviews of any new programs, activities, and services offered by the City of Homer
27 and incorporate into existing transition plans.
28

29 Section 5. Annually review the City of Homer Comprehensive Plan and make recommendations
30 prioritizing accessibility.
31

32 Section 6. Consider any specific proposal, problem or project as directed by the City Council or the City
33 Manager and report or submit recommendations thereon directly to the City Council through the City
34 Manager.
35

36 **ARTICLE III – MEMBERS**
37

38 Section 1. The Board shall consist of six members and one Council member. Members shall be
39 nominated by the Mayor and confirmed by City Council. Not more than three members may reside
40 outside city limits. Public members will be appointed to serve for three-year terms to expire on August
41 31st of designated years. Council member will be appointed for their term elected.
42

43 Section 2. Notice of term expirations will be delivered to members by the City Clerk’s Office. Members
44 wishing to continue services upon the completion of a three-year term must submit a reappointment
45 application to the City Clerk’s Office, which is subject to review by the Mayor and confirmed by City
46 Council. There are no limits on the number of terms a member may serve.
47

48 Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for
49 the unexpired term by an appointee selected by the Mayor and confirmed by City Council.
50

51 Section 4. A member's appointment is vacated under the following conditions:

- 52 • A member fails to qualify to take office within 30 days after their appointment;
- 53 • A member resigns;
- 54 • A member is physically or mentally unable to perform the duties of the office;
- 55 • A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- 56 • A member has two consecutive unexcused absences, or misses half of all meetings within an
57 appointment year, whether excused or unexcused.
58

59 Section 5. The Mayor and City Manager may serve as non-voting, consulting members.
60

61 **ARTICLE IV – OFFICERS**

62
63 Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed members
64 at the regular August meeting of the Board.
65

66 Section 2. Officers shall serve a term of one year from the August meeting at which they are elected,
67 and until their successors are duly elected. Officers may be re-elected in subsequent years.
68

69 Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special
70 meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all
71 committees, and generally perform all duties associated with that office.
72

73 Section 4. In the event of the absence of the Chairperson, the Vice-Chairperson shall assume and
74 perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum
75 of four members are present, the senior member shall assume and perform the duties and functions of
76 the Chair.
77

78 **ARTICLE V – CITY STAFF ROLES**

79
80 Section 1. The ADA Coordinator shall serve as a staff liaison to the Board. The staff liaison shall assist
81 the Chairperson in setting meetings, preparing agendas, and other documentary material, and
82 coordinating the acquisition of needed materials and training. The staff liaison shall submit reports
83 and recommendations for those agenda items requiring decisions or recommendations by the Board.
84 Other staff having experience, education, and professional training in a subject matter on the agenda
85 may provide input, reports and recommendations, or may provide supplemental information. The
86 information submitted may be oral, written or graphic, or some combination of all.
87

88 Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as
89 the Board's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the
90 Chairperson with the conduct of the meeting.
91

92 **ARTICLE VI – MEETINGS**

93

94 Section 1. Regular meetings shall be open to the public and held on the second Thursday of each
 95 month, excluding the months of January, March, September, and December at 5:00 p.m. in the
 96 designated location and shall be posted for public information as required by Homer City Code and
 97 Alaska State Statutes.

98
 99 Section 2. Special meetings and Worksessions may be called by the ADA Coordinator, Chair, or a
 100 majority of the Board. Notice of such meetings shall be posted in the same manner as that for regular
 101 meetings.

102
 103 Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For
 104 purposes of determining the existence of a quorum, consulting members shall not be counted.
 105 Worksessions do not require a quorum, however, no action may be taken at a worksession; items on
 106 the agenda are for discussion only.

107
 108 Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the
 109 Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

110
 111 Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances
 112 will be made for holidays.

113
 114 Section 6. The order of business for the regular meetings shall include, but not be limited to, the
 115 following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda
 116 shall be posted for public information as required by Homer City Code and Alaska State Statutes.

117
 118 CITY LOGO NOTICE OF MEETING DEPT. CONTACT INFO
 119 REGULAR MEETING AGENDA (City Clerk’s Office)
 120 NAME OF BODY
 121 DAY OF WEEK, DATE, AND TIME OF MEETING
 122 PHYSICAL LOCATION OF MEETING & MEETING ROOM

- 123 1. CALL TO ORDER
- 124 2. AGENDA APPROVAL
- 125 3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
- 126 4. RECONSIDERATION
- 127 5. APPROVAL OF MINUTES
- 128 6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment
 129 on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
- 130 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
- 131 8. PUBLIC HEARING (3 minute time limit)
- 132 9. PENDING BUSINESS
- 133 10. NEW BUSINESS
- 134 11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
- 135 12. COMMENTS OF THE AUDIENCE (3 minute time limit)
- 136 13. COMMENTS OF THE CITY STAFF
- 137 14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
- 138 15. COMMENTS OF THE BOARD (includes Comments of the Chair since they are part of the board.)
- 139 16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions,
 140 special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City

141 Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may
142 be scheduled for the Conference Room or virtually.)
143

144 Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally
145 be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion
146 or by a majority vote of the members in attendance.
147

148 Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the
149 next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall
150 be available to the public as required by Homer City Code and Alaska State Statutes.
151

152 Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City
153 Code 2.58.060.
154

155 **ARTICLE VII – GENERAL OPERATING PROCEDURES**
156

157 Section 1. The Board shall abide by the current edition of Robert's Rules of Order insofar as it is
158 consistent with the Board's bylaws, other provisions of Homer City Code, or standing rules. In all other
159 cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18
160 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.70 ADA
161 Advisory Board; and the Open Meetings Act – AS 44.62.310-312.
162

163 Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting,
164 unless such member claims a conflict of interest, or has an excused absence, in which event the
165 member shall be excused from voting. The member shall then state for the record the basis for the
166 abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the
167 order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee
168 is prohibited.
169

170 Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be
171 suspended temporarily in connection with business at hand; and such suspension to be valid; may be
172 taken only at a meeting at which at least four of the members of the Board shall be present, and two
173 thirds of those present shall so approve.
174

175 Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager
176 shall be mandatory unless a member's absence is excused by the Chairperson. The City Manager
177 and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop
178 model procedures to be used as a guide for the Board.
179

180 **ARTICLE VIII – COMMITTEES**
181

182 Section 1. Committees of one or more members for such specific purposes as the business of the Board
183 will only become active upon approval of Council. A memorandum and resolution will go before
184 Council outlining the reason, tasks assigned and termination date. Committees shall be considered to
185 be discharged upon completion of the purpose for which it was appointed, and after its final report is
186 made to and approved by the Board.
187

188 Section 2. All committees shall make a progress report to the Board at each of its meetings.

189
190
191
192
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196

ARTICLE IX – BYLAW AMENDMENTS

The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council via resolution.

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

3 City Manager/
4 Public Works Director

5 **RESOLUTION 22-089**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 APPROVING A CONTRACT WITH KACHEMAK ELECTRIC CO. OF
9 KENAI, ALASKA IN THE AMOUNT OF \$271,517 FOR THE
10 REHABILITATION OF THE ELECTRICAL CONTROL WORKS FOR THE
11 CITY'S SEWAGE LIFT STATIONS PROJECT AND AUTHORIZING THE
12 CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE
13 DOCUMENTS.

14
15 WHEREAS, The electrical works of the City's eight Sewage Lift Stations require
16 rehabilitation; and

17
18 WHEREAS, These lift stations are identified on the City's Water/Sewer Asset
19 Management Plan as being in critical condition and high risk as lift station failure creates the
20 risk of raw sewage in the streets and potentially backing up into people's homes; and

21
22 WHEREAS, Kachemak Electric Co. of Kenai, Alaska is the local electrical contractor that
23 built the original electrical panels/controls and has been maintaining them over the years; and

24
25 WHEREAS, Pursuant to Homer City Code (HCC) 3.16.060 Exceptions to bidding
26 requirements the following sub-sections apply:

27 d. *"Procurement of consultant and technical services"*, The scope of work includes
28 assessing the complex, highly technical issues, identifying the components that
29 need to be replaced/rehabilitated, furnishing the components, installing the
30 components and integrating the components with existing control systems. This
31 needs to be done in the dangerous environment of high voltage electricity,
32 operating lift sewage stations and fragile existing systems.

33
34 f. *"Procurement of ...construction completion services,"* The goal is not to demolish
35 the existing lift stations, but to rehabilitate the electrical/control systems that run
36 those lift stations. In this context, the work is to "complete" fully functional lift
37 station systems.

38
39 i. *"Sole source procurement"*, When staff first started exploring the issues, they
40 contacted four local electrical contracting companies, including: Shank Electric,
41 Woodworth Electric, Liberty Electric and Kachemak Electric. Kachemak Electric
42 was the only company that responded. It is unlikely we would get any better

43 response advertising further afield because so much of the work requires on-site
44 field investigations to assess the problems and prescribe fixes; and

45
46 WHEREAS, Pursuant to the City’s Procurement Policy and Procedures the City Council
47 may approves procurement without competitive bidding if it has been determined there is only
48 one available source; and

49
50 WHEREAS, This award is contingent on the adoption of Ordinance 22-80 appropriating
51 funds for this project.

52
53 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby
54 approves the contract with Kachemak Electric Co. of Kenai, Alaska in the amount of \$271,517
55 for the rehabilitation of the electrical control works for the City’s sewage lift stations project
56 and authorizes the City Manager to negotiate and execute the appropriate documents.

57
58 PASSED AND ADOPTED by the Homer City Council this 28th day of November, 2022.

59
60 CITY OF HOMER

61
62
63 _____
64 KEN CASTNER, MAYOR

65
66
67 ATTEST:

68
69
70 _____
71 MELISSA JACOBSEN, MMC, CITY CLERK

72
73 Fiscal Note: Ordinance 22-80



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907- 235-3170

(f) 907-235-3145

Memorandum 22-198

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
THROUGH: ROB DUMOUCHEL, CITY MANAGER
FROM: JANETTE KEISER, PE, PUBLIC WORKS DIRECTOR
DATE: November 3, 2022
SUBJECT: Rehabilitation of Sewage Lift Stations Electrical and Control Works

I. **Issue:** The purpose of this Memorandum is to (1) request an appropriation to rehabilitate the electrical works of the Sewage Lift Stations and (2) award a Sole Source contract to Kachemak Electric Company.

II. **Scope of Work:**

In 2020, the City's approved Capital Budget included \$210,900 to upgrade the SCADA¹ in the City's eight lift stations. (See Ordinance 20-57.) This project was delayed for a variety of reasons and was one of the projects recommended for "repackaging" in the City Manager's Memorandum 22-157. These lift stations are identified on the City's Water/Sewer Asset Management Plan as being in critical condition and high risk. If a lift station goes down, we run the risk of having raw sewage running in the streets and in some cases, backing up into people's homes.

Since 2020, we've had the opportunity to study what needs to be done in consultation with SCADA provider, Evoqua, and Kachemak Electric Company. Kachemak Electric is the local electrical contractor that built the original electrical panels/controls and has been maintaining them for over 30 years. This team made an intensive analysis of the electrical boxes and determined that the SCADA was not the only problem. The electrical components no longer comply with National Electric Code standards, are obsolete and at the end of their useful life. For a number of years, when something broke down, we could rebuild it, even if we had to scrounge parts on eBay. Now, we've run out of spare parts and we can't get more.

The team identified the electrical/control works that each lift station needs to bring it back to a state of good repair. The costs include the parts and materials for electrical/controls work that was originally scoped as well as performance/payment bonding and prevailing wages for the on-site installation. We've added the estimated cost for freight and a contingency.

¹ SCADA is an acronym for a computerized control system.

This breaks down as follows, for the six most critical lift stations. We will work on the remaining two lift stations at a later time as more funds are available.

| Lift Station | Materials | Installation² | Total |
|----------------------------|------------------|---------------------------------|------------------|
| Campground | \$17,992 | \$17,546 | \$ 35,538 |
| Launch Ramp | \$23,635 | \$17,546 | \$ 41,181 |
| Kachemak Drive | \$22,274 | \$29,010 | \$ 51,284 |
| Kachemak City | \$ 9,613 | \$17,546 | \$ 27,159 |
| Bay Avenue | \$23,452 | \$17,546 | \$ 40,998 |
| Beluga Lift Station | \$21,471 | \$17,546 | \$ 39,017 |
| Freight (estimated) | | | <u>\$ 11,000</u> |
| | | Subtotal | \$235,177 |
| Contingency- 12% | | | \$ 28,221 |
| Performance & Payment Bond | | | <u>\$ 8,109</u> |
| | | Total | \$271,517 |

III. Pricing

We believe Kachemak Electric’s pricing is fair and reasonable for two reasons. First, on previous competitive procurements we’re aware of, both here and in other Kenai Peninsula jurisdictions, where Kachemak Electric is one of several bidders, Kachemak Electric has been the low bidder. Second, Kachemak Electric’s material prices are similar to prices we’ve paid for parts scrounged on eBay. Third, one of the electrical contractors we contacted, Liberty Electric, when we told them we’d also asked Kachemak Electric for a price quote, told us they would not be able to compete with Kachemak Electric.

We recommend adding a contingency of 12% to cover unforeseen conditions. For example, the cost of freight could differ from what we’ve estimated. Or, we could find that field installation is more challenging than what’s been estimated – renovation of old systems almost always raises the unexpected.

IV. Sole Source Procurement

Homer City Code requires an open market procurement where the estimated value is more than \$25,000 unless an exception exists. Three authorized exceptions are applicable in this case:

- a. *“Procurement of consultant and technical services”*, HCC 3.16.060(d). The scope of work includes assessing the complex, highly technical issues, identifying the components that need to be replaced/rehabilitated, furnishing the components, installing the components and integrating the components with existing control systems. This needs to be done in the dangerous environment of high voltage electricity, operating lift sewage stations and fragile existing systems.
- b. *“Procurement of ...construction completion services,”* HCC 3.16.060(f). The goal is not to demolish the existing lift stations, but to rehabilitate the electrical/control systems that run those lift stations. In this context, the work is to “complete” fully functional lift station systems.

² The cost of installation includes prevailing wages.

- c. *“Sole source procurement”* HCC 3.16.060(i). When staff first started exploring the issues, they contacted four local electrical contracting companies, including: Shank Electric, Woodworth Electric, Liberty Electric and Kachemak Electric. Kachemak Electric was the only company that responded. It is unlikely we would get any better response advertising further afield because so much of the work requires on-site field investigations to assess the problems and prescribe fixes.

Kachemak Electric has worked with the City for over 20 years, helping to keep these electrical panels functioning. Its work included the upgrade to our current stand-alone SCADA system about 10 years ago. Kachemak Electric is the only local representative for our lift station SCADA manufacturer and is the only authorized supplier of parts for the system. There is no one else in town that has the degree of expertise and intimate knowledge of the workings of our complex lift station electrical/control systems that Kachemak Electric has. We think this is why the other local contractors chose not to respond. They knew they could not compete with Kachemak Electric. One of the local contractors said as much.

V. Funding

This work would be funded from the Sewer CARMA Fund.

VI. Recommendation: That the City Council take the following actions:

- a. Appropriate \$271,517 for the renovation of the sewage lift stations
- b. Award a sole source contract to Kachemak Electric Company in the amount of \$271,517.



| Name | Customer | Proposal# | Due/Bid Date |
|----------------------------------|-----------------------|-----------|---------------------|
| Homer, AK - Lift Station Updates | Kachemak Electric Co. | | 6/15/2022, 12:00 PM |

Scope

Rev 1 - 6/12/22

Proposal references the following project information and includes those items as described in the attached Bill of Materials:

- E-Mails
 - 5/10/22 – Includes Overview Notes
 - 5/14/22 – Pictures
 - 5/17/22 – Supporting Documentation.
 - Rev 1 - 5/25/22 – From James Trissel Clarifications and Motor Information
- Specifications (As related to proposed equipment)
 - None
- Plan Drawings (As related to proposed equipment)
 - None
- Addendums
 - None
- Other
 - Phone conversation of 5/17/22
 - Rev 1 - Phone conversation of 5/24/22

A - Qty (1) Campground LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 208/120 volt, 3 Phase, 4 wire, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 5 HP at 15 FLA submersible pumps. Unit to include the following main items: To Include:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 60" x 36" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 5 HP at 15 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flgylt Motors)

Mark Ciulek

907-283-3360

mark@kachemakelectric.com

- 2 Motor Heat Sensor Alarm Activation, and Aux Contact
- 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

B. Qty 1 - Spit Fish Grinder (Retrofit Existing Control Panel)

Equipment to furnished loose for in field mounting by others. New equipment to operate on existing voltages. New VFDs will replace existing motor starters. Front panel mounted equipment (Indicators, Operators, Resets) will be supplied on a new bezel to cover removed Eaton pump operators and indicators. Equipment for panel cooling will be supplied for installation on to existing panels. To include the following main items:

- 2 VFD – Yaskawa sized for 480 volt, 3 phase, 15 HP at 22 FLA Hydromatic motors (Need to Verify Space in Panel and Motor FLA) - Space available in panel after removal of existing motor starters to accommodate new VFDs. (It is anticipated that each VFD will require 16" H x 9" W x 7" D space for mounting.
- 1 Thermostatically Controlled Ventilation System
- 2 Motor Current Transmitters
- 1 Bezel Sized to cover the holes left by removal of the Eaton motor operators/monitors and reset PBs. -- To include the following operators and indicators:
 - 2 Selector Switch – HOA
 - 2 Potentiometer, 1 Turn – VFD Speed
 - 2 Indicator Run
 - 2 Indicator VFD Failure
 - 2 Running Time Meter
 - 2 Display – Motor Current.

Note: Existing panel to be retained and reworked to accommodate the above new equipment. It is anticipated that the following existing panel equipment will need to be moved to accommodate the replace the existing motor starters with new VFDs:

Existing Motor Circuit Breakers to be Moved higher
Small Transformer Next to existing Motor Starters may need to be moved. (It is not known if this item is necessary after the removal of the Eaton motor starters and may be able to just be removed.)

Space available in panel after removal of existing motor starters to accommodate new VFDs. (It is anticipated that each VFD will require 16" H x 9" W x 7" D space for mounting.)

C. Qty (1) Launch Ramp LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 208/120 volt, 3 Phase, 4 wire, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 15 HP at 67 FLA Flygt submersible pumps. Unit to include the following main items: To Include:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 72" x 36" x 18") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Mitsubishi. VFD Sized for 15 HP at 67 FLA motors with Circuit Breaker (HDL)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors

- 1 - Controller - Provisions for Field Mounting Link2Site Modem

D. Qty (1) 30 Acres LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 230/120 volt, 1 Phase, 3 wire, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via new A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 1 HP at 8.6 FLA Hydromatic submersible pumps. VFDs to be used for phase conversion. (No need for adjusting frequency) Unit to include the following main items: To Include:

- 1 NEMA Type 4X - Steel Enclosure, with back panel and 1/2" Insulation (Est. 48" x 36" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 - Main and Emergency Breaker w/Manual Transfer Switch (HDL)
- 1 Surge Arrestor
- 1 - Interior Enclosure Light Hoffman 24VDC LED
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 10 Amp 1 Pole QOU Circuit Breaker (GFI)
- 1 10 Amp 1 Pole QOU Circuit Breaker (Site Lighting)
- 1 10 Amp 1 Pole QOU Circuit Breaker (Panel Heater)
- 1 15 Amp 1 Pole QOU Circuit Breaker (Spare)
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Yaskowa. VFD Sized for 15 HP at 67 FLA motors with Circuit Breaker (HDL)
- 2 Selector Switch – HOA
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 1 - Motor Heat Sensor Pilot Light, Manual Reset Pushbutton, and Alarm Activation
- 1 - Macromatic LCP Seal Failure Pilot Light, and Alarm Activation
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 LC150 Base Controller w/Operator Interface
- 1 Link2Site Modem Kit Communications Cellular Modem, Power Cable, Comm Cable, 3 DB Antenna
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- 1 - Strobe 12-48 VDC Alarm Light
- 1 - 15 Amp GFI Receptacle - Inner door/door mount
- 1 - Submersible Level Transmitter - Breather Bag
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 Muni-Float with 50 Ft. Cable

- 1 A1000i Submersible Level Transmitter w/60 Ft; Cable
- 1 A1000 Cable Suspension Kit with 21 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Reuse Existing Generator Receptacle - Panel Installer to Relocate at time of installation.

E. Qty (1) Kachemak Drive LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 208/120 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 15 HP @ 26 FLA Flygt motors. Unit to include the following main items:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 60" x 30" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 15 HP at 26 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

Recommendation: - Exterior panel/enclosure thermostatically controlled ventilation to allow heat produced by VFDs to escape.

F1. Qty 1 Kachemak City LS (Retrofit)

Equipment to furnished loose for in field mounting by others. New equipment to operate on existing voltages. New VFDs will replace existing motor starters. Front panel mounted equipment (Indicators, Operators, Resets) will be supplied on a new bezel to cover removed pump operators and indicators. Equipment for panel cooling will be supplied for installation on to existing panels. To Include the following main items:

- 2 VFD – Yaskawa sized for 230 volt, 3 phase, up to 7.5 HP at up to 25 FLA motors
- 1 Thermostatically Controlled Ventilation System
- 2 Bezels sized to cover the holes of unused operators/monitors. – To Include the following operators and indicators:
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator VFD Failure
- 1 Power Conditioner – 120 VAC - Sola

Note: Existing panel to be retained and reworked to accommodate the above new equipment. It is anticipated that the following existing panel equipment will need to be moved to accommodate the replace the existing motor starters with new VFDs:

- Relocate Relays for Common Alarm, Liquid Level Alarm, and Flasher
- Suggest – Move LC-150 controller up higher and use right side to mount new VFDs.
- Space available in panel after removal of existing motor starters to accommodate new VFDs. (It is anticipated that each VFD will require ~14" H x 8" W x 7" D space for mounting.)

F2 - Qty (1) Kachemak City LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 230 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 7.5 HP @ 25 FLA Flygt motors. Unit to include the following main items:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 60" x 36" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 7.5 HP at 25 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2

- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

Recommendation: - Exterior panel/enclosure thermostatically controlled ventilation to allow heat produced by VFDs to escape.

G - Qty (1) Bay Avenue LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 240/120 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 4X 304 SS Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 3 HP @ 10.6 FLA Hydromatic motors. Unit to include the following main items:

- 1 NEMA Type 4X 304 SS - Steel Enclosure, with back panel (Est. 60" x 24" x 18") - Actual size to be determined during final design. (Note - Customer to Verify if this enclosure will fit in existing enclosure and allow door to open fully.)
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 3 HP at 10.6 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA

- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Hydromatic Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

H - Qty (1) Beluga LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 240/120 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 4X fiberglass enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 10 HP @ 25 FLA Flygt motors. Unit to include the following main items:

- 1 NEMA Type 4X Fiberglass enclosure, with back panel (Est. 60" x 24" x 18") - Actual size to be determined during final design. (Note - Customer to Verify if this enclosure will fit in existing enclosure and allow door to open fully.)
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 10 HP at 25 FLA motors with Circuit Breaker (QOU)

- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

Spare Parts:

- VFD 240 volt 5 HP at 15 FLA (Campground LS)
- VFD 480 volt 15 HP at 22 FLA (Spit Fish Grinder)
- VFD 240 volt 15 HP at 67 FLA (Launch Ramp LS)
- VFD 240 volt 1 HP at 10 FLA (30 Acres – Single phase conversion)
- VFD 240 volt 15 HP at 26 FLA (Kachemak Dr. LS)
- VFD 240 volt 7.5 HP at 25 FLA (Kachemak City LS)
- VFD 240 volt 3 HP at 10.6 FLA (Bay Ave LS)
- VFD 240 volt 10 HP at 25 FLA (Beluga LS)

Services

- Engineering/Drafting
- Documentation *Electronic/Hardcopy* (Submittal and O&M Manuals) – See clarifications for specific documentation included.
- Preshipment Factory System Testing
- Warranty, Factory Standard 1 Year
- Freight Prepaid and Added (FOB Shipping Point)

Clarifications:

1. PRIMEX® requires a purchase order for all submittals for the amount quoted with "HOLD FOR APPROVAL" noted.
2. This proposal includes PRIMEX standard documentation package to include the following:
 1. Schematics
 2. Enclosure Layout
 3. Basic Bill of Material
 4. Cut Sheets/Data Sheets
 5. Description of Operation
3. Documentation package is provided electronically
4. PRIMEX quotations are based on factory estimated lead times at the time of quotation and can change without notice. PRIMEX does not accept responsibility for any delays in equipment delivery which are beyond our control. Expedited shipments may be available at additional cost and are at the discretion of the factories.
 1. Allow 6-8 weeks after receipt of Purchase Order for Engineering submittals to be sent.
 2. Allow 12-16 weeks for manufacturing and testing, after a formal release to production is received.
 3. Allow 15 Days transit time to job site.
 4. The above time estimates above DO NOT include time for ENGINEERS submittal review or equipment installation.
5. Proposal is based on using PRIMEX standard equipment and designs including:
 1. 22 MM Selector Switches and Indicators
 2. FV LED Indicator Lights
 3. Variable Speed Drives, Circuit Breakers
 4. Controllers
 5. Level Sensors
6. System uses VFDs for control of motors. Proposed VFDs cannot be mounted more than 100 feet away from motor. Consult factory if motor is to be mounted more than allowed distance from VFDs.
7. Panel sizing is estimated and will be determined during final design. In the event available panel space is limited, some components may need to be shipped loose for external mounting (Example – Sola Power Conditioners)
8. It is recommended that the motor voltages, HP and FLA at Launch Ramp LS is verified. The motor FLA data provided by City personnel appears to be ~ 50 % high based on voltage and HP of the motor.

Items specifically not included in this proposal

1. Freight (To be prepaid and added)
2. Sales or Use Tax
3. Permits of any kind
4. Performance, Payment or Equipment Bond of any kind
5. Extended or Special Equipment Warranty Coverage is not included unless specifically stated on this proposal.
6. Receiving and Storage of Equipment on the job site
7. Installation or Mounting of Equipment or Instruments and Job Site Labor other than specifically listed in this proposal.
8. Installation Materials, Brackets, Channel Strut, Wire, Clamps, Piping, Junction Boxes, Field Assemblies, etc., unless specifically described in our material list.
9. Mounting of any control panels or hardware
10. Field Terminations
11. Panel to Panel or Panel to Instruments Interconnect Drawings.
12. Witnessed Factory Acceptance Tests
13. Utility Meters, Meter Sockets, CT Cabinets, or Meter Stands
14. Coordination with utility company with regards to minimum short circuit rating for equipment. Unless otherwise directed all equipment provided in this proposal will be rated for 5KAIC or less.
15. Remote Mounted Disconnect Switches (Fused or Non Fused)
16. Automatic Transfer Switches
17. Generator
 1. Generators
 2. Receptacles
 3. Plugs
18. Lighting Panels or Panelboards
19. Sensors
 1. Flow

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- 2. Temperature
- 20. Pressure Gauges
- 21. Valves
- 22. Stilling Wells
- 23. Area Flood Lights or Photo Cells
- 24. Enclosure Padlock(s)
- 25. Electrical Testing Services
 - 1. Harmonic
 - 2. ARC Flash
- 26. Calculations
 - 1. Harmonics
 - 2. Seismic
- 27. Field Services
 - 1. Installation
 - 2. Start Up
 - 3. Training
- 28. Antenna Masts
- 29. Spare Parts – Except as listed in Bill of Materials.
- 30. Link2Site Modems or Associated Antennas or Service fees. – Except as listed in Bill of Materials.
- 31. PRIMEX's sole obligation shall be the provision of those items specified within the "included" items listed above. The lack of an explicit exclusion does not imply inclusion.

| Pricing Breakouts | Quantity | Net Price | Ext Price |
|---|----------|----------------------|---------------------------|
| Engineered Panels: Q-30869-1 - Unit B - Spit Fish Grinder (Retrofit) | 1 | 21,969.00 | \$ 9,191.00 X |
| Engineered Panels: Q-30869-1 - Unit A - Campground LS | 1 | 17,546.00 | \$ 17,992.00 |
| Engineered Panels: Q-30869-1 - Unit C - Launch Ramp LS | 1 | 17,546.00 | \$ 23,635.00 |
| Engineered Panels: Q-30869-1 - Unit D - 30 Acres LS | 1 | 31,366.00 | \$ 26,646.00 X |
| Engineered Panels: Q-30869-1 - Unit E - Kachemak Drive LS | 1 | 29,010.00 | \$ 22,274.00 |
| Engineered Panels: Q-30869-1 - Unit F1 - Kachemak City LS (Retrofit) | 1 | 17,546.00 | \$ 9,613.00 |
| Engineered Panels: Q-30869-1 - Unit F2 - Kachemak City LS (New Panel) | | | \$ |
| Engineered Panels: Q-30869-1 - Unit G - Bay Avenue LS | 1 | 17,546.00 | \$ 23,452.00 |
| Engineered Panels: Q-30869-1 - Unit H - Beluga LS | 1 | 17,546.00 | \$ 21,471.00 |
| Engineered Panels: Q-30869-1 - Spare Parts - VFDs | 1 | | \$ |

Proposal Amount \$ 332,458.00 = \$ 324,359 + \$ 8,109

Freight Terms: FOB Origin, Freight Prepaid and Add

Inclusions:

- 1. Installation
- 2. Engineered Panels as Describe Above
- 3. Demo existing floats & brackets
- 4. Provide & Install temp control station for by-pass
- 5. Prevailing Wages Inside Rates
- 6. Performance Bond (8,109.00)

Exclusions:

- 1. Lift Station 'By-Pass'
- 2. Winter Work Hours
- 3. Existing lift station repairs & violations (if any)
- 4. Contained space requirements monitoring
- 5. Utilities cost & permits
- 6. Locates & surveys
- 7. Notice of Work for the State of Alaska File Fee
- 8. Certified Payroll

\$ 324,359
- 89,172

\$ 235,187

Less: Fish Grinder \$31,160
30 Acres \$ 58,012
\$ 89,172

not including
freight, contingencies
or bonding



Keco
Kachemak Electric Co.

System Integrators since '1982'

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|---------------------------------------|---------|---------------------------------|
| PROJECT NAME | <u>Sewage Lift Station Electrical</u> | DATE | <u>11/08/2022</u> |
| DEPARTMENT | <u>Public Works</u> | SPONSOR | <u>City Manager/PW Director</u> |
| REQUESTED AMOUNT | <u>\$ 271,517</u> | | |

| | |
|-------------|--|
| DESCRIPTION | <p>In 2020, the City's approved Capital Budget, adopted via Ordinance 20-57, included \$210,900 to upgrade the SCADA in the City's eight lift stations, which are identified on the City's Water/Sewer Asset Management Plan as being in critical condition and high risk.</p> <p>This project was delayed for a variety of reasons and was one of the projects recommended for "repackaging" in the City Manager's Memorandum 22-157.</p> <p>We have identified six of the lift stations as being at the most risk of failure and plan to renovate those first and the other two later.</p> |
|-------------|--|

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

| FUNDING SOURCE 1: SEWER CARMA | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|--|-------------------------------------|-------------------------------------|
| Current Balance <u>\$ 1,897,658</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 1,467,976</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 271,517</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 98,281</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 59,884</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 22-090

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA APPROVING A CONTRACT WITH NORTH PACIFIC ADVISORS, LLC OF ANCHORAGE, ALASKA FOR LAND APPRAISAL SERVICES AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The Port and Harbor Office solicited proposals for Land Appraisal Services in October, 2021 and received no responses; and

WHEREAS, The Port and Harbor Office then solicited bids from two potential proposers electronically and North Pacific Advisors, LLC was selected and issued a notice to proceed; and

WHEREAS, North Pacific Advisors, LLC completed the 2021 land appraisals as scheduled; and

WHEREAS, It is in the City's interest to formalize a five year contract with North Pacific Advisors, LLC to conduct appraisals for the 27 City -owned leased parcels as outlined in Homer City Code 18.08.100 Appraisal.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby approves the contract with North Pacific Advisors, LLC of Anchorage, Alaska for land appraisal services and authorizes the City Manager to negotiate and execute the appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 28th day of November, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Appraisals on Homer Spit parcels #400-0600-5213; all other land appraisals #100-0110-5213



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-207

To: Mayor Castner and Homer City Council
Through: Robert Dumouchel, City Manager
From: Rachel Tussey, CMC, Deputy City Clerk II
Meeting Date: November 28, 2022
Subject: Approval of Professional Services Agreement to North Pacific Advisors, LLC for Land Appraisal Services

Background:

The City of Homer has 27 City-owned leased parcels that are subject to re-appraisal on five-year cycles. Leasing requirements call for periodic revaluation and possible rent adjustment for existing leases as well as prior to lease inception. These lease terms are staggered in their timing, leading to the need for anywhere from two to ten (2-10) appraisals each year.

In 2021, the Port and Harbor Office solicited proposals from experienced and qualified real estate appraisers for land appraisal services on an annual and as-needed basis, with the goal to enter into a 5-year contract with the successful appraiser. The Request for Proposals (RFP) for Land Appraisal Services was advertised and conducted in accordance with the City's Procurement Policy, and no proposals were received at the time it closed June 10, 2021.

The Port and Harbor then solicited bids directly from two potential proposers electronically and two were received. North Pacific Advisors, LLC was selected and a Notice to Proceed letter was sent on October 19, 2021 by Port Director Hawkins, approved by City Manager Dumouchel, with the funding being approved through the amended bi-annual budget. The delay caused us to not receive a group appraisal for the 2021 year, pushing those scheduled properties to 2022.

Support for Appraisal Contract:

The original intent was to enter into a 5-year contract with North Pacific Advisors, LLC, however, a contract was not formally signed at that time. With lease management duties now with the Deputy City Clerk, the City Clerk's Office is now submitting a formal contract to City Council for approval. This contract will cover four types of needed appraisals:

1. One annual group appraisal report for City-owned leased properties.
2. On an as needed basis: Appraisals of land that are not currently leased but may be under negotiation/pending for a new lease.
3. On an as needed basis: Updates of previous individual parcel appraisals to reflect different current market conditions and different scope or restrictions.
4. On an as needed basis: Appraisals of land in general.

By approving the contract now, we will be able to order the necessary annual group appraisals by January 2023 and maintain our regular schedule.

Recommendation:

Adopt a resolution awarding a term contract to North Pacific Advisors, LLC for Land Appraisal Services.

Fiscal Note: Appraisals on Homer Spit parcels #400-0600-5213; all other land appraisals #100-0110-5213

**PROFESSIONAL SERVICES AGREEMENT
FOR LAND APPRAISAL SERVICES**

THIS AGREEMENT made and entered into this 1st day of January 2023, by and between the CITY OF HOMER and NORTH PACIFIC ADVISORS, LLC.

1. Definition. In this Agreement:

- A. The term "City" means the City of Homer.
- B. The term "Consultant" means North Pacific Advisors, LLC.
- C. The term "Manager" means the manager of the City of Homer or their authorized representative.

2. Engagement of Consultant. The City hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereafter set forth.

3. Scope of Services. The Consultant shall perform all the services provided for by this Agreement which are described with particularity in Appendix "A," entitled Scope of Services, attached hereto and incorporated by reference as if fully set forth herein.

4. Personnel. Personnel shall be limited to employees of North Pacific Advisors, LLC.

5. Time of Performance. Completion time for deliverables on prescheduled annual group appraisal reports will be no more than 120 days from the notice to proceed letter, unless otherwise mutually agreed upon and stated in afore mentioned letter. For appraisals scheduled on an as needed basis, completion timing is to be mutually agreed by the City and appraiser. The services of the Consultant shall commence upon execution of this Agreement by the Manager and continue until end of term on December 31, 2027. The period of performance may be extended for additional periods by the mutual written agreement of the parties.

6. Compensation.

- A. Subject to the provisions of this Agreement, the City shall pay the Consultant a total sum for all services and expenses for the term of this Agreement not exceeding the sum as set forth in Appendix "B," attached hereto and incorporated herein by reference, for services required by this Agreement.
- B. Travel or per diem required for the performance of services pursuant to this Agreement shall be subject to Appendix "B."
- C. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, use of facilities, service or other thing of value to the Consultant in connection with performance of Agreement duties. The parties understand and agree that, except as otherwise provided in this section, administrative overhead and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement have already

been included in computation of the Consultant's fee and may not be charged to the City.

7. Method and Time of Payment.

- A. The City will pay to the Consultant the amount set forth in Appendix "B" which shall constitute the full and complete compensation for the Consultant's professional services. That sum will be paid on receipt of billings submitted pursuant to a schedule set forth in Appendix "B." If not identified within Schedule "B," normal billing cycle is 30 calendar days from receipt of an approved invoice. A billing is a summary of expenditures to date by line item categories (e.g., Personal Services, Travel, Contractual, Commodities and Equipment). Documentation of expenditures need not be submitted with billings but must be retained by the Consultant for a period of 3 years in the event the City requests said documentation.
- B. No payment will be disbursed until the completed task and associated expenditures have been approved by the City.
- C. All invoices must be submitted and addressed as follows:

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

8. Termination of Agreement for Cause. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the obligations under this Agreement or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. All finished or unfinished documents, data, studies, surveys and reports or other material prepared by the Consultant under this Agreement are the property of the City and shall be delivered to the City by or upon the effective date of termination. The Consultant shall be entitled to receive compensation in accordance with the payment provisions of Appendix "B" of this Agreement only for work completed to the City's satisfaction in accordance with Appendix "A" of this Agreement and the other terms of this Agreement.

9. Termination for Convenience of City. The City may terminate this contract at any time by giving written notice to the Consultant of such termination and specifying the effective date of such termination. All finished or unfinished documents and other materials as described in Section 8 above are the property of the City and shall be delivered to the City by or upon the effective date of execution of this section. The Consultant shall be entitled to receive compensation in accordance with the payment provisions of Appendix "B" of this Agreement only for work completed to the City's satisfaction in accordance with Appendix "A" of this Agreement and the other terms of this Agreement. If this Agreement is terminated due to the fault of the Consultant, Section 8 of this Agreement shall govern the rights and liabilities of the parties.

10. Causes Beyond Control. In the event the Consultant is prevented by a cause or causes beyond control of the Consultant from performing any obligation of this Agreement, non-performance resulting

from such cause or causes shall not be deemed to be a breach of this Agreement which will render the Consultant liable for damages or give rights to the cancellation of the Agreement for cause. However, if and when such cause or causes cease to prevent performance, the Consultant shall exercise all reasonable diligence to resume and complete performance of the obligation with the least possible delay. The phrase "cause or causes beyond control," as used in this section, means any one or more of the following causes which are not attributable to the fault or negligence of the Consultant and which prevent the performance of the Consultant: fire, explosions, acts of God, war, orders or law of duly constituted public authorities, and other major uncontrollable and unavoidable events, all of the foregoing which must actually prevent the Consultant from performing the terms of the Agreement as set forth herein. Events which are peculiar to the Consultant and would not prevent another Consultant from performing, including, but not limited to financial difficulties, are not causes beyond the control of the Consultant. The City will determine whether the event preventing the Consultant from performing is a cause beyond the Consultant's control.

11. Modifications.

- A. The parties may mutually agree to modify the terms of the Agreement. Modifications to the Agreement shall be incorporated into the Agreement by written amendments.
- B. It is expressly understood that the City may require changes in the scope of services and an unreasonable refusal by the Consultant to agree to modification in the scope of services will be the basis for termination of the Agreement for cause. It is expressly understood that the total amount of compensation for successful performance of the Agreement will not be modified, under any circumstances, without prior written approval of the City.

12. Equal Employment Opportunity.

- A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical handicap, age, status as a disabled veteran, or veteran of the Vietnam War era. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, physical handicap, age, status as a disabled veteran, or veteran of the Vietnam War era. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post in conspicuous places available for employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, physical handicap, age, or status as a disabled veteran, or veteran of the Vietnam War era. The Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement.
- B. The Consultant shall keep such records and submit such reports concerning the equal opportunity employment provisions set forth in subsection 12(A) for applicants for employment

and employees as the City may require.

13. Interest of Members of City and Others. No officer, member or employee of the City and no member of its governing body, and no other public official of the governing body shall participate in any decision relating to this Agreement which affects their personal interest or the interest of any corporation, partnership or association in which they are, directly or indirectly, interested or having any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. Assignability.

- A. The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the City, thereto; provided, however that claims for money due or to become due to the Consultant from the City under this Agreement may be assigned by court order or to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City, or the Consultant shall be responsible to the City for any moneys due the assignee of this Agreement which are paid directly to the Consultant.
- B. The Consultant shall not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

15. Interest of Consultant. The Consultant covenants, that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed.

16. Findings Confidential. To the extent permitted or required by law any reports, information, data, etc., given to or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

17. Publication, Reproduction and Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

18. Audits and Inspections. At any time during normal business hours and as often as the City may deem necessary, there shall be made available for examination all of its records with respect to all matters covered by this Agreement and will permit representatives of the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

19. Jurisdiction; Choice of Law. Any civil action arising from this Agreement shall be brought in the Superior Court for the Third Judicial District of the State of Alaska at Homer. The law of the State of

Alaska shall govern the rights and obligations of the parties.

20. Non-Waiver. The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of the City thereafter to enforce each and every protection hereof.

21. Permits, Laws and Taxes. The Consultant shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to the performance under this Agreement. All actions taken by the Consultant under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. The Consultant shall pay all taxes pertaining to its performance under this Agreement.

22. Relationship of the Parties. The Consultant shall perform its obligations hereunder as an independent Consultant of the City. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement but shall not supervise or otherwise direct the Consultant except to provide recommendations and to provide approvals pursuant to this Agreement.

23. Agreement Administration.

- A. The City Manager, or their designee, will be the representative of the City administering this Agreement.
- B. The services to be furnished by the Consultant shall be administered, supervised, and directed by Gregory S. Wing, MAI. In the event that the individual named above or any of the individuals identified in the proposal to perform work under the Agreement is unable to serve for any reason, the Consultant shall appoint a successor in interest subject to a written approval of the City of Homer.

24. Integration. This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties. To the extent they are not inconsistent with the terms of this Agreement, the following documents are incorporated by reference into this Agreement as if fully set forth herein:

25. Defense and Indemnification.

- A. It is understood and agreed that this Professional Services Agreement is solely for the benefit of the parties to the Professional Services Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of this Professional Services Agreement.
- B. The Consultant, its successors and assignees, will protect, save, and hold harmless the City of Homer and their authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the acts or omissions of the Consultant, its subcontractors, assignees, agents, contractors, licensees, invitees, employees, or any person whomever arising out of or in connection with any acts or activities authorized by this Professional Services Agreement. The Consultant further agrees to defend the City of Homer and their

authorized agents and employees in any litigation, including payment of any costs or attorney's fees for any claims or actions commenced thereon arising out of or in connection with acts or activities authorized by this Professional Services Agreement. This obligation shall not include such claims, costs, damages, or expenses which may be caused by the sole negligence of the City of Homer or their authorized agents or employees, provided, that if the claims or damages are caused by or result from the concurrent negligence of (a) the City of Homer and their agents or employees, and (b) the Consultant, its agents or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Consultant, or Consultant's agents or employees.

26. Interpretation and Enforcement. This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this Agreement are not to be construed as limitations or definitions but are for identification purposes only.

27. Consultant Insurance.

- A. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of the Agreement to create in the public or any member thereof a third party benefit hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.
- B. It is highly recommended that Consultant confer with their respective insurance companies or brokers to determine if their insurance program complies with the City's Insurance requirements.
- C. The Consultant shall procure and maintain the following insurance:
 - i. Professional General Liability insurance providing coverage for professional services for real estate appraisal and valuation on residential and commercial properties, and shall cover bodily injury and property damage caused during appraisal inspection.
 - ii. Limits must be a minimum of \$1,000,000 for any one person and not less than \$1,000,000 for any one accident or occurrence. General aggregate minimum of \$1,000,000.
 - iii. Consultant's insurance coverage shall be primary insurance as respects City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by City, its officer, officials, employees and volunteers shall be excess of Permittee's insurance and shall not contribute to it.
 - iv. Consultant's insurer shall agree to waive all rights of subrogation against City, its officers, officials, employees and volunteers for losses arising from work performed by Consultant for City.
 - v. Consultant shall at all times maintain and give to the City, for City's benefit, current insurance endorsements. Consultant shall also grant City permission to obtain copies of insurance policies from all insurers providing required coverage to Consultant.

28. Severability. If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of this Agreement shall remain in full force and effect.

29. Understanding. The Consultant acknowledges that the Consultant has read and understands the terms of this Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of their own free will.

30. Notices. Any notice required pertaining to the subject matter of the Agreement shall be personally delivered or mailed by prepaid first-class, registered or certified mail to the following address:

CITY
491 E. Pioneer Avenue
Homer, AK 99603

CONSULTANT
200 West 34th Avenue #403
Anchorage, AK 99503

31. Consultants' Violations of Tax Obligations.

- A. Any Consultant in arrears on a City obligation, including, but not limited to tax, assessment, lease, sale, or rental payments, whether as an individual, or as a representative of a business, organization, firm, corporation, or partnership, shall not be awarded the Agreement if the delinquency is not cured within ten calendar days of receipt of written notice sent by the City of the delinquency.
- B. This Agreement can be terminated for cause, pursuant to Section 8, if it is determined that a Consultant whether the amounts owed are in the name of the Consultant as an individual or as a representative of a firm, business, corporation, or partnership, is in arrears of any taxation, lease or rental agreement that is due to the City that is not remedied within 10 calendar days of notification by regular mail.
- C. The City reserves any right it may have to offset amounts owed by an individual, firm, corporation or business for delinquent City taxes, moneys owed on sales, assessments, leases and rental agreements, against any amount owing to the same under an Agreement between the City and the same.

32. Fund Verification. Fund source and verification of funds for this project:

Funding Source: City of Homer 2022 Bi-Annual Approved Budget

Verified by

Date

33. Non-Appropriation Funds. The contract is subject to the appropriation of funds each fiscal year. In the event no funds are appropriated for this contract, the City of Homer has the right in any given fiscal year to terminate this contract without penalties of any sort.

34. Counterparts; Execution By Facsimile. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original and all of which together constitute one and the same agreement. Delivery of an executed copy of this Agreement by telecopy, telex or other means of electronic communication producing a printed copy will be deemed to be an execution and delivery

of this Agreement on the date of such communication by the parties so delivering such a copy. The party so delivering such a copy via electronic communication shall deliver an executed original of this Agreement to the other parties within one week of the date of delivery of the copy sent via electronic communication.

CITY OF HOMER

NORTH PACIFIC ADVISORS, LLC

By: _____

By: _____

Title: Homer City Manager

Title: Owner

Date: _____

Date: _____

**APPENDIX A
SCOPE OF SERVICES**

A. Project Overview

The scope of services for this contract will involve 27 City-owned leased parcels that are subject to re-appraisal on five-year cycles. Leasing requirements call for periodic revaluation and possible rent adjustment for existing leases as well as prior to lease inception. These lease terms are staggered in their timing, leading to the need for anywhere from two to ten (2-10) appraisals each year. See Table 1.A. below for expected annual appraisal workload.

Table 1.A

| Due for 2023 | | | |
|---|------------------------|---------------------|--|
| Lot Description | Address | KPB Parcel # | Current Leaseholder |
| Lot 19, Homer Spit Subdivision No. 5 | n/a | 181-032-38 | Fortune Sea, LLC |
| POG Lot 20, Sec. 1 T7S, R13W | 4688 Homer Spit Road | 181-034-45 | USCG |
| Due for 2024 | | | |
| Lot Description | Address | KPB Parcel # | Current Leaseholder |
| Lot 13B, Homer Spit Port Industrial No. 2 | 874 Fish Dock Road | 181-034-25 | Copper River Seafoods |
| Lot 32, Homer Spit Subdivision Amended | 4400 Homer Spit Road | 181-034-32 | Shogun Restaurant |
| Lot 88-2, Homer Spit No. 2 | 4460 Homer Spit Road | 181-034-42 | Mike Yourkowski |
| Lot 30, Homer Spit Subdivision. Amended | 4380 Homer Spit Road | 181-033-09 | Salty Dawg |
| Portion of Lot 5, Homer Spit Subdivision Amended | 3815 Homer Spit Road | 181-031-05 | Sports Shed |
| Lot 12, Homer Spit Subdivision No. 5 | 4380 Freight Dock Road | 181-034-20 | Concrete Pad & Fenced Storage Site; Portion by Alaska Scrap & Recycling, LLC |
| Portion of Tidelands | n/a | 181-07-001 | Northern Enterprises Boat Yard |
| Due for 2025 | | | |
| Lot Description | Address | KPB Parcel # | Current Leaseholder |
| Lot 21, Homer Spit Subdivision No. 5 | 4323 Freight Dock Road | 181-032-40 | Seldovia Village Tribe |
| Lot 9-A, Homer Spit Replat 2006 | 4800 Homer Spit Road | 181-034-77 | Vacant |
| Lot 10-A, Homer Spit Replat 2006 | n/a | 181-034-78 | Vacant |
| Portion of Lot 48, Homer Spit Subdivision Amended | 4667 Homer Spit Road | 181-034-04 | Sea Tow; Portion by ACS |
| Due for 2026 | | | |
| Lot Description | Address | KPB Parcel # | Current Leaseholder |
| Lot 19, Homer Spit Subdivision, Amended | 4262 Homer Spit Road | 181-033-16 | Harbor Grill |
| Portion Lot 13-B, Homer Spit Subdivision Amended | 841/843 Fish Dock | 181-034-27 | Petro 49 |
| Lot 8-E-1, Homer Spit No. 6 | 4607 Freight Dock Road | 181-032-60 | Petro 49 |
| Lot 12-C, Port Industrial Subdivision No.4 | 4501 Ice Dock Road | 181-034-52 | Salmon Sisters Holdings |

| Due for 2027 | | | |
|--|------------------------|---------------------|----------------------------|
| Lot Description | Address | KPB Parcel # | Current Leaseholder |
| Lot 49, Homer Spit Subdivision Amended | 4603 Homer Spit Road | 181-034-03 | Homer Spit Campground |
| Lot 50, Homer Spit Subdivision Amended | 4535 Homer Spit Road | 181-034-02 | Homer Spit Campground |
| Lot 88-3, Homer Spit Subdivision No.2 Amended | 4470 Homer Spit Road | 181-034-43 | Kachemak Bay Seafoods |
| Lot 88-1, Homer Spit Subdivision No.2 Amended | 4406 Homer Spit Road | 181-034-31 | Southcentral Radar |
| Lot 12-A1, City of Homer Port Industrial No. 3 | 800 Fish Dock Road | 181-034-21 | Alaskan Fish Factory |
| Tract 1-C, The Fishing Hole Subdivision No. 2 | 1114 Freight Dock Road | 181-031-19 | Sportsman's Supply |
| Tract 1-C, The Fishing Hole Subdivision No. 2 | 3978 Homer Spit Road | 181-031-18 | Bob's Trophy Charters |
| Lot 88-4, Homer Spit Subdivision No.2 Amended | 4474 Homer Spit Road | 181-034-44 | Alaska Custom Seafoods |
| Lot 41, Homer Spit Subdivision Amended | 842 Fish Dock Road | 181-034-19 | Icicle Seafoods |
| Lot 42, Homer Spit Subdivision Amended | 4634 Homer Spit Road | 181-034-18 | Icicle Seafoods |

B. Schedule

City owned leased parcels will be requested annually to be appraised as a multiple property group appraisal for efficiency. Appraisals will be requested annually in January of each year. The City would expect completion of the appraisals within 120 days of notice to proceed, with extensions considered for specific complications. All appraisals will be for Market Rent of the Fee Simple Estate. All parcels are valued as-if vacant with no consideration of existing improvements (building(s), site improvements, etc.) that may be located on-site.

Additional individual appraisals may be requested throughout the year on a case by case basis as needed and also valued vacant or as-if vacant.

All parcel lease rates are current as of November 18, 2022. Individual lease files and a detailed lease schedule are available at the City of Homer City Clerk's Office. The City maintains a file of all prior and current appraisals which are available for reference and review. The prior contract appraisers have offered to provide guidance/counsel as needed.

City of Homer staff will assist when needed in providing any additional property details, help identifying utility locations, lease adjustment history, etc.

C. Report/Deliverable Requirements

Consultant is free to submit reports as individual reports or as one combined narrative report with individual appraisal sections for each property as necessary. All reports must meet the below minimum requirements:

- i. Prepared in conformance with and subject to the Uniform Standards of Professional Appraisal Practice (USPAP).
- ii. Report shall be presented in a Narrative Report format, including summary, location/neighborhood descriptions, individual parcel descriptions, on-site photographs, detailed description of all comparable data used in valuation, a comparable data adjustment table supporting the value/rent opinions. If applicable, details of the basis and market support for any market rent percentages used.
- iii. The appraisal must be organized to allow dissemination of the individual parcel values (support and basis) to the individual lessees.
- iv. The report will be provided in electronic format only, submitted to the City electronically.

D. Types of Appraisal Services Needed

- i. One annual group appraisal report for City-owned leased properties, segregated to provide individual Market Rent opinions for each parcel. The valuation of each parcel must include the data, analysis, and reasoning for the Market Rent opinion. Completion time for deliverables will be no more than 120 days from receive of notice to proceed.
- ii. On an as needed basis: Appraisals of land that are not currently leased but may be under negotiation/pending for a new lease. The completion timing is to be mutually agreed by the City and appraiser considering the appraiser's workload.
- iii. On an as needed basis: Updates of pervious individual parcel appraisals to reflect different current market conditions and different scope or restrictions. The completion timing is to be mutually agreed by the City and appraiser considering the appraiser's workload.
- iv. On an as needed basis: Appraisals of land in general. Any appraisals of this type would have the fee and completion timing mutually agreed to at the time, by the contract appraiser and City. The City also reserves the right to solicit a proposal from another, independent appraiser.

**APPENDIX B
COMPENSATION**

Compensation for types of Appraisal Services listed in Appendix A, Section D:

| | |
|---|--|
| <p>i. One annual group appraisal report for City-owned leased properties, segregated to provide individual Market Rent opinions for each parcel. The valuation of each parcel must include the data, analysis, and reasoning for the Market Rent opinion. Completion time for deliverables will be no more than 120 days from receive of notice to proceed.</p> | <p><u>\$2,500 max per parcel/lot</u></p> |
| <p>ii. On an as needed basis: Appraisals of land that are not currently leased but may be under negotiation/pending for a new lease. The completion timing is to be mutually agreed by the City and appraiser considering the appraiser's workload.</p> | <p><u>\$4,000 max</u></p> |
| <p>iii. On an as needed basis: Updates of pervious individual parcel appraisals to reflect different current market conditions and different scope or restrictions. The completion timing is to be mutually agreed by the City and appraiser considering the appraiser's workload.</p> | <p><u>\$4,000 max</u></p> |
| <p>iv. On an as needed basis: Appraisals of land in general. Any appraisals of this type would have the fee and completion timing mutually agreed to at the time, by the contract appraiser and City. The City also reserves the right to solicit a proposal from another, independent appraiser.</p> | <p><u>Bid amount solicited from Contractor as needed and mutually agreed upon between contract appraiser and City</u></p> |

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

3 City Manager/
4 Public Works Director

5 **RESOLUTION 22-091**
6

7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 PROVIDING COMMENTS TO THE ALASKA DEPARTMENT OF
9 TRANSPORTATION & PUBLIC FACILITIES' REQUEST FOR SCOPING
10 COMMENTS FOR THE STERLING HIGHWAY MP 169 TO 175
11 PAVEMENT PRESERVATION PROJECT.
12

13 WHEREAS, The Alaska Department of Transportation & Public Facilities ("AK DOT/PF")
14 Issued a Request for Scoping Comments for the Sterling Highway MP 169 to 175 Pavement
15 Restoration Project, dated October 20, 2022, with a deadline of November 30, 2022 for
16 submitting such comments; and
17

18 WHEREAS, All of the project lies within the City of Homer limits; and
19

20 WHEREAS, The AK DOT/PF's Request for Scoping Comments says: The proposed
21 project would resurface the Sterling Highway from MP 169 to MP 175. Additional Work may
22 include:

- 23 • Evaluating the structural section
- 24 • Replacing or installing:
 - 25 ○ guardrails and guardrail end treatments
 - 26 ○ signs, roadside hardware, and striping
 - 27 ○ medians, curb ramps, sidewalks, multi-use pathways, and pedestrian facilities
28 (including American's with Disabilities Act (ADA) improvements)
- 29 • drainage improvements, including storm drains, ditches, and culverts
- 30 • lighting improvement
- 31 • vegetation clearing and grubbing
- 32 • relocating or adjusting utilities; and
33

34 WHEREAS, The City has invested in a Master Transportation Plan, Non-motorized Trails
35 and Transportation Plan, Drainage Management Plan, Wayfinding Plan, ADA Transition Plans,
36 a Road Financial Plan, and Design Criteria Manuals, to guide the funding, planning, design,
37 construction and maintenance/operation of public works infrastructure, including roads,
38 sidewalks, trails, pathways, drainage ways, and storm water management systems, and
39 wayfinding signage; and
40

41 WHEREAS, The City has a strong vested interest in collaborating with the AK DOT/PF to
42 ensure the subject project supports, rather than detracts from, the City’s efforts to develop a
43 safe, pedestrian-friendly community; and

44 WHEREAS, The City is willing and able to collaborate with the AK DOT/PF on project
45 development, as a co-sponsor, for purposes of applying for grants and other financial
46 assistance.

47
48 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby
49 provides comments included in Attachment A to the AK DOT/PF the Sterling Highway MP 169
50 to 175 Pavement Restoration Project.

51
52 PASSED AND ADOPTED by the Homer City Council on this 28th day of November, 2022.

53

CITY OF HOMER

54

55

56

KEN CASTNER, MAYOR

57

58

ATTEST:

59

60

61 _____
62 MELISSA JACOBSEN, MMC, CITY CLERK

63

64 Fiscal Note: N/A

Overview: This segment of the Sterling Highway Corridor is the most important transportation link between the City of Homer and the outside world. The City is in the process of developing a new Master Transportation Plan and have commissioned the firm of Kinney Engineering to help us with that project. We have been conducting research, engineering studies and public outreach, from which we have received hundreds of suggestions, complaints and ideas. You'll see some of this work reflected in the comments below. We would like to share the Master Transportation Plan with the AK DOT/PF, include you in its development, and collaborate to resolve the multitude of issue with this complex and vital corridor.

- 1. Floodplains.** The area in the southern portion of the project between Heath Street and Ocean Drive, lies with Homer's Tsunami Inundation Zone and within a flood hazard area. Every time the tsunami warning signal is triggered, the City's Public Works Department evacuates its heavy equipment from its campus at 3575 Heath Street. This evacuation causes congestion at the Sterling Highway/Heath Street intersection as people rush north on the Sterling Highway, away from the Spit, and the Public Works Department lines up to cross the Sterling Highway to get to the higher ground up Heath Street.
- 2. Invasive Species/Material and Disposal Sites.** Gravel aggregates for the project should be sourced from certified invasive weed-free pits.
- 3. Navigable Waters/Water Quality.** If "*all waters subject to tidal ebb and flow are considered navigable waters...*", the waters of Beluga Slough are navigable waters. Water is conveyed in storm drain pipes or open ditches from north of the Sterling Highway, across the Highway and discharge into Beluga Slough, bringing suspended sediment and pollutants. This water needs to be treated to remove sediment and pollutants. The City of Homer is working on a green infrastructure storm water management project that will help address this problem and asks that the State become a partner.
- 4. State Refuges, National Wildlife Refuges, Critical Habitat Area, and Sanctuaries.** Beluga Slough has been designated as part of the Western Hemisphere Shorebird Reserve Network (WHSRN) because of its value to shorebirds and other migratory water birds. It is also an Audubon Society Important Bird Area. FYI – The Kachemak Bay National Estuarine Research Reserve is no long housed at the Alaska Islands and Oceans Visitor's Center.
- 5. Wetlands and other Waters of the U.S.** Contaminant-laden storm water flows across the Sterling Highway and discharges into the Beluga Slough wetlands. This water needs to be treated to remove sediment and pollutants. The City of Homer is working on a green infrastructure storm water management project that will help address this problem and asks that the State become a partner.
- 6. Storm water.** Storm water is collected from the north side of the Sterling Highway and carried under the Highway in State owned/maintained culverts. In most cases, the culverts discharge onto private property without benefit of drainage easements and cause adverse impacts: suspended sediment, ditch erosion, saturated soils and bluff erosion. The State needs to address the adverse downstream impacts of this drainage.

Of particular concern is Culvert P515, which is the source of documented concern on the part of impacted property owners and the City of Homer. Water discharged from Culvert P515 has been documented to directly trigger adverse impacts to downstream properties in the Baycrest Subdivision. We have been reaching out to the AK DOT/PF regarding this drainage issue for multiple years. The City has developed a concept for a green infrastructure storm water management project that would convey the water to a lower elevation, thereby mitigating bluff erosion and providing the opportunity for a micro-hydro unit. We would like to partner with the state on this project.

7. Non-motorized transportation.

- a. **City's Master Transportation Plan and Non-motorized Trails & Transportation Plan** – The City is in the process of developing a new Master Transportation Plan, which will include an element for non-motorized transportation. As part of this effort, the City has been conducting public outreach. We have received hundreds of comments from local citizenry calling for more connectivity between non-motorized routes. We would like to work with the AK DOT/PF to see how we can collaborate on creating greater connectivity between sidewalks on state routes and the City's network of sidewalks, trails and paths.
- b. **Sterling Highway sidewalk** – The existing sidewalk on the north side of the Sterling Highway should be extended to and around Rogers Loop to the Diamond Creek Recreation Site. This would connect the sidewalk to the extensive existing trail system bounded by the Sterling Highway on the south and Diamond Ridge Road on the north of Rogers Loop. Hundreds of hikers and cross-country skiers use these trails year around.
- c. **Beluga Slough Bike Path** – This path is surfaced with asphalt, which has developed longitudinal cracks as well as raveling. This deteriorated condition poses a danger to bicyclists and pedestrians with disabilities, which was pointed out to us by a local man who is 90% blind, but an avid walker.
- d. **Ocean Drive Bike Lanes** – The City has received numerous requests from the public for a bike lane on both sides of Ocean Drive. During the last paving project, DOT moved the centerline of Ocean Drive so that instead of a bike lane on one side of the road, there was a wide shoulder on both sides. This has helped quite a bit, but seems insufficient now for the number of cars on Ocean Drive during the summer months, along with pedestrians and cyclists on this busy shoulder. Further, Ocean Drive is basically one big driveway serving the adjacent businesses, because there are few defined driveways. What is needed is a pathway on Ocean Drive that connects to the pathway on Lake Street and the Homer Spit Path.

8. Traffic Control.

- a. **Intersection controls** – It is time to revisit the warrants for more active traffic control measures at some of the busier intersections:
 1. **Intersection with Pioneer Avenue:** This is a difficult crossing to due traffic levels, speed, and poor sight lines. The existing crosswalk could use better delineation and some flashing lights. Further, the City held a focus group with truck drivers,

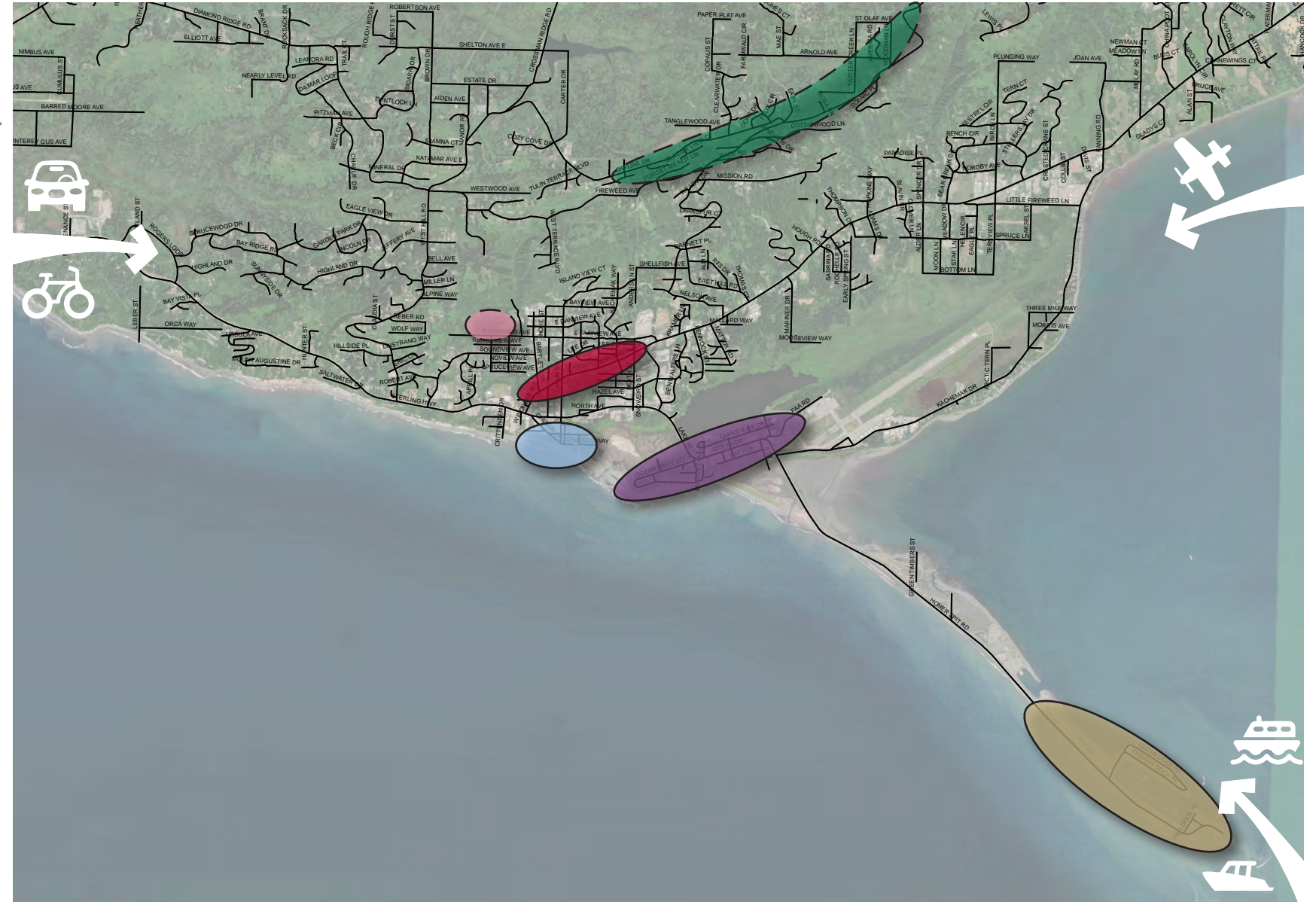
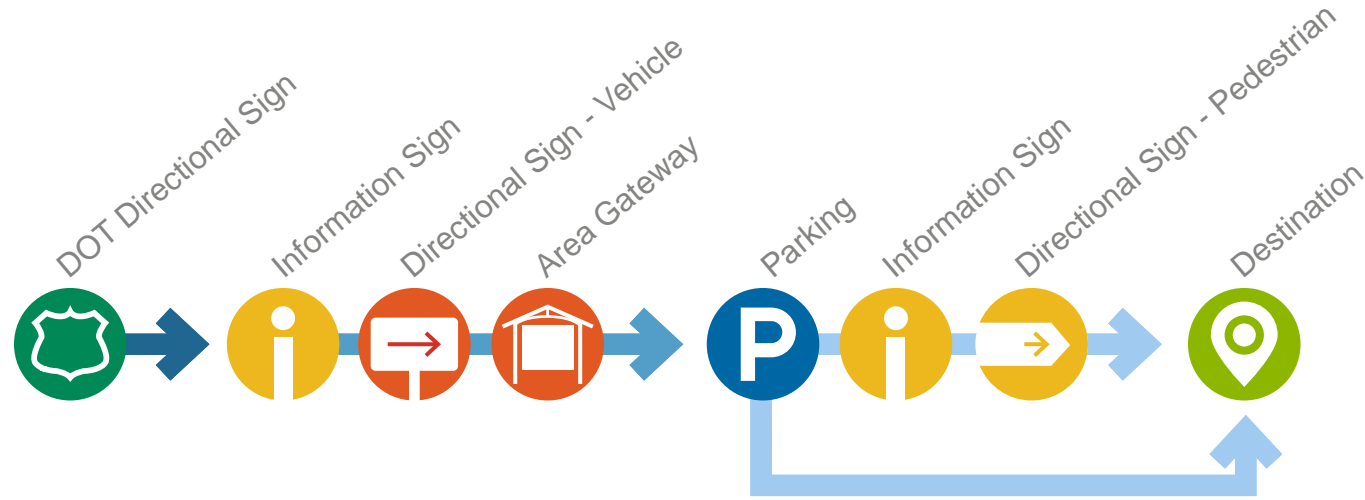
including owner-operator gravel truckers and long distance freight haulers. The truckers identified the intersection of the Sterling Highway and Pioneer Ave as he “worst in town”, primarily due to poor sight distance and congestion.

2. **Intersection with Heath Street.** Heath Street needs a crosswalk and flashing lights. The City is in the process of designing a pavement restoration project for Heath Street. We would like to collaborate with the state regarding the intersection configuration.
3. **Intersection with Poopdeck Street.** There needs to be enhanced safety measures installed for a crossing, such as a crosswalk and flashing light. This route provides an important connection between the paths/trails at Islands & Oceans Visitors’ Center and the destinations north of the Sterling Highway, including the Library, Safeway grocery store, and, via an existing path known as the Poopdeck Trail, Pioneer Avenue. This connection is part of the “Homer All-Access Pedestrian Path” HAAPP Project, which is listed on the City’s Capital Improvement Plan and Non-Motorized Trails and Transportation Plan.
4. **Intersection with Kachemak Drive.** The City has received dozens of complaints, from the public outreach that is part of the Master Transportation Plan process, about the congestion and safety hazards at the intersection of the Sterling Highway and Kachemak Drive.

In addition, the City held a focus group with truckers as part of the public outreach related to the City’s Master Transportation Plan. The truckers reported the intersection with Kachemak Drive is dangerous because of horizontal and vertical challenges.

- b. **Cross-walks** – The truckers opined that it would help them see, and come to a stop in a timely manner at, crosswalks if they were marked with flashing lights.
 - c. **Sterling Highway and Homer Middle School** – This parking lot and school entrance will be upgraded by the Kenai Peninsula Borough. On the DOT side, please ensure the placement of the school zone flashing lights is correct. The flashing lights appear to encompass the school entrance from original construction, but not modifications made in the late 1970’s. The school zone does not extent the length of the school property or include the exit of the parking lot.
 - d. **Ocean Drive at Lampert Lane** – This feels like a dangerous crosswalk due to high rates of speed and heavy traffic both directions. It’s a difficult spot of cyclists to cross so they can take the causeway across Lake Street to the northeast. Flashing signal is desired.
9. **Wayfinding.** The City of Homer adopted a Wayfinding plan in 2022. This plan includes several changes to DOT signage to better assist the traveling public in finding their way around the community. The City requests DOT assistance in installing vehicle signage in accordance with the attached plan.

FINDING YOUR DESTINATION



- Downtown (Destination Area)
- Old Town (Destination Area)
- Ocean Drive (Destination Area)
- Homer Spit (Destination Area)
- Not Specifically Addressed in this Plan**
- Skyline Drive (Destination Area) and Wynn Nature Center (Destination)
- Karen Hornaday Park (Destination)

Getting to Your Destination

People need to figure out where they want to get to, and how to get there.

Homer has some key destinations, and these destinations include areas where there are multiple things to do and see. The map to the right shows some of these “destination areas”.

Most people entering into Homer will be doing so in a vehicle (car, boat, or plane). Wherever they enter Homer, there should be a way for them to figure out how to get to their already known destination, or figure out their destination. Information signs at key entries to Homer should provide information on emergency services and civic destinations. These locations are also good places to partner with entities like the Chamber of Commerce to identify private sector and for-profit opportunities and experiences.

Then, people can either get to their final specific destination, or find a place to park and continue their travel to their destination or destinations. Roadway signs are important to help people get to specific key destinations, or these destination areas.

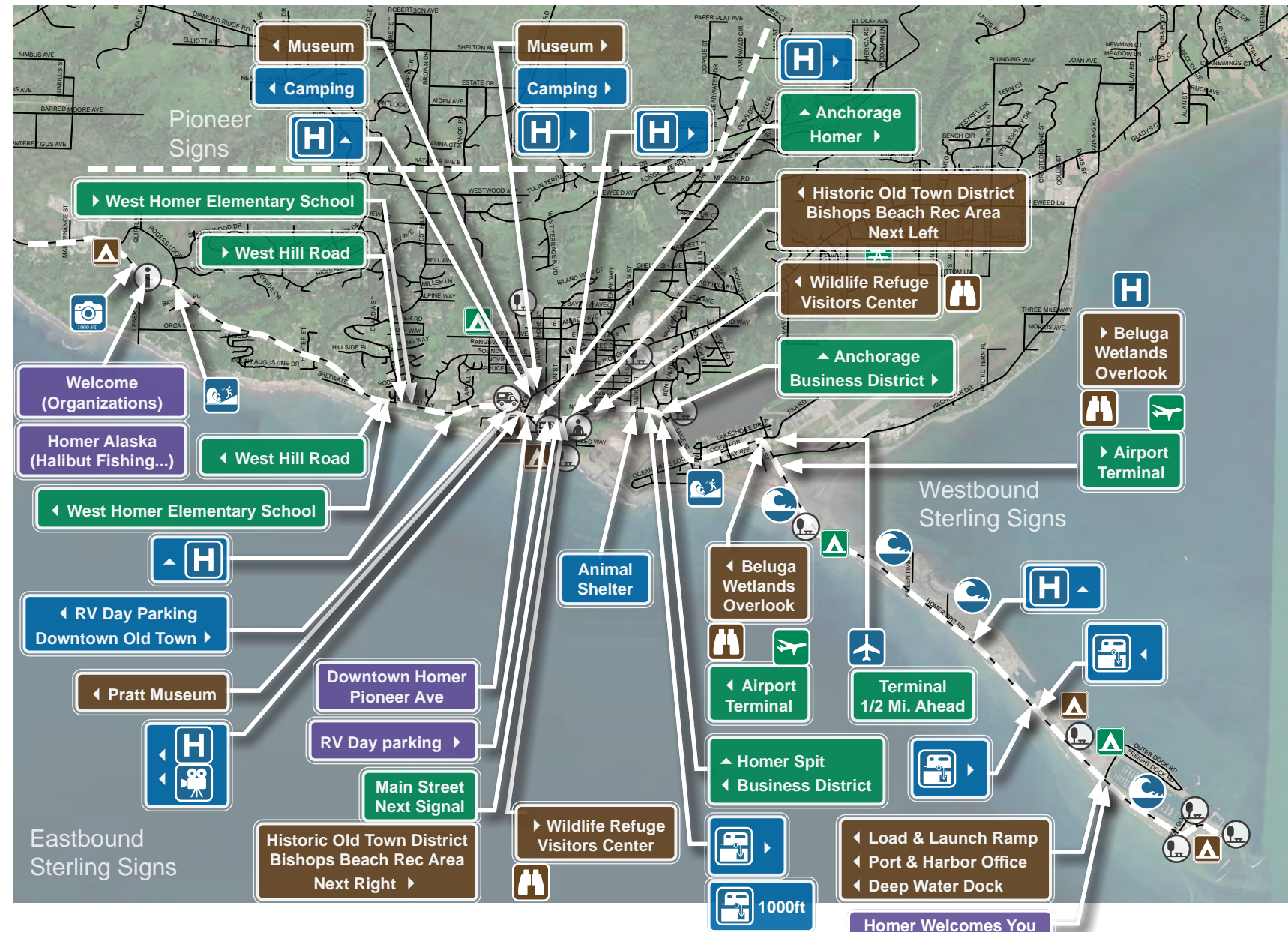
Once people are out of their cars, area specific information can be provided with a different type of information sign that focuses on a smaller area, supported by pedestrian sized signs to assist people in navigating.

The flowchart on this sheet is intended to illustrate this process of figuring out where you want to go, how to find your way there, and then how to navigate to your final destination if it involves parking and walking.

EXISTING HIGHWAY SIGNS



This is an inventory of existing roadway signs as of June 2021.



- RV Parking
- Visitor Services
- Park
- Information
- City Campground
- Private Campground
- Location** DOT 'brown' Sign - Recreational and Cultural Interest Area Signs (RCIA)
- Location** DOT 'green' Sign - Directional
- Location** DOT 'blue' Sign - Tourist Oriented Directional Signs (TODS)
- Location** Local Sign - Directional or Gateway

VEHICLE SIGN OVERVIEW



General Criteria for Sign Placement

Sterling Highway and Pioneer Avenue are both owned as rights-of-way by the Alaska Department of Transportation (ADOT). Signs located within these rights-of-way need to be permitted with ADOT and have strict requirements related to design and placement. These requirements generally relate to vehicle safety should a driver lose control with their car leaving the road. Requirements dictate how close to a road a sign may be, and the design of the sign as it relates to how easily it will shear from its base on impact.

While the sign system includes a Vehicular Directional Sign, this sign type may not be significantly used since the areas where these are needed are within ADOT rights-of-way.

For Neighborhood Gateway signs, their placement will be limited due to the needed distance from traffic. Depending on location, this may require them (as designed) to be located on adjacent land.

Baycrest Overlook

The overlook area is the first place where people have an opportunity to pull over from the highway and orient themselves for their Homer arrival. The only warning for this area is a “scenic overlook” icon to the west. The existing “Homer Alaska” sign is used for photographs, there is a small map of civic destinations on the toilet building, and there is a tourism information gazebo that when open has information available.

Proposed Conditions:

The wayside should be provided with an information sign that would be used by the City of Homer to provide a map and civic destinations, accompanied by Chamber of Commerce information for local businesses and the services they offer. Information should include specific targeted messages unique to Homer or to particular audiences. For example, what to expect in Homer if you are driving a motorhome, and safety information including tsunami and wildlife preparedness. A highway sign should be provided to better identify the wayside and that it provides local information.

Downtown and Old Town

Signs leading to downtown are not clear, with DOT signs pointing to Business District and Main Street. DOT signs for Old Town are clear. Neither area has an entry point that is branded to encourage entry by celebrating the destination.

Proposed Conditions:

The intent is to clearly assist drivers with getting to and parking at a specific destination, or to park and have access to an outdoor information sign. The goal is to allow them to leave their vehicle in a location and to walk/bike within the area. See pedestrian sheets for wayfinding once people are out of their vehicles.

Clearer directional signs for Downtown are needed. More importantly, both Downtown and Old Town would benefit from Gateways at key entry locations. These would strengthen wayfinding by providing an obvious visual clue for where to turn, and also illustrate that there is something special in the area. Due to the strength of the Homer Spit as a destination, emphasizing other destinations to those moving through the Sterling Highway corridor could encourage people to come back into town.

Ocean Drive

The airport terminal is the first place where people have an opportunity to orient on their arrival into Homer. The lobby contains pamphlets and rack cards for visitor information. Those arriving by air taxi (land or water) might also be able to access similar information in the lobby of the air company they are using.

Proposed Conditions:

The intent is to clearly assist drivers with getting to and parking at a specific destination, or to park and have access to an outdoor information sign. The goal is to allow them to leave their vehicle in a location and to walk/bike within the area. See pedestrian sheets for wayfinding once people are out of their vehicles.

Homer Airport will benefit from an exterior information sign. As the airport also connects people to and from other forms of transportation, information should be provided to help them get to their next mode of transportation. Wayfinding signage should help not only identify where people may need to go, but also help them understand distances. This helps establish expectations, and allows people to choose whether they walk or use vehicular transportation.

Homer Spit

The two ferry terminals, harbormaster’s office, terminal, and harbor in general are the first places where people have an opportunity to orient on their arrival into Homer. Exterior information is not available at these locations. The Homer Spit is a congested area for driving and parking, and there is little directional signage for destinations or for clarity in parking.

Proposed Conditions:

The intent is to clearly assist drivers with getting to and parking at a specific destination, or to park and have access to an outdoor information sign. The goal is to allow them to leave their vehicle in a location and to walk/bike within the area. See pedestrian sheets for wayfinding once people are out of their vehicles.

Similar to the airport, the Homer Spit connects people to and from other forms of transportation. Information should be provided to help them get to their next mode of transportation, or to experience Homer. Wayfinding signage should help not only identify where people may need to go, but also help them understand distances. This helps establish expectations, and allows people to choose whether they walk or use vehicular transportation.

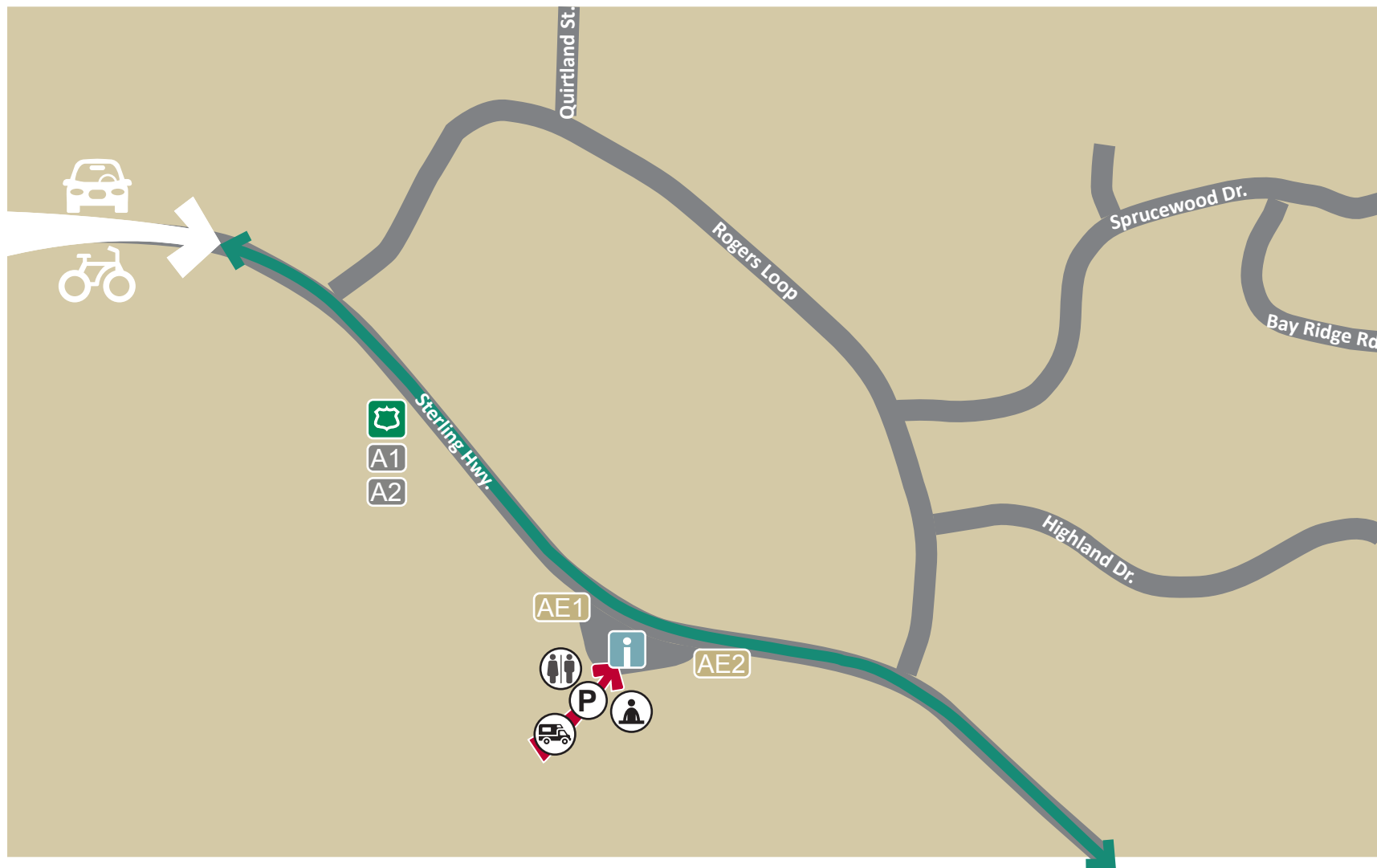
Vehicle Signs within ADOT Rights-of-Way

The following sheets are designed for the City of Homer to work with the ADOT. ADOT approval is required for any actions related to signage within state rights-of-way. The City of Homer is expected to be responsible for all aspects of moving, replacing, or adding signs within ADOT rights-of-way.

Baycrest OVERLOOK



Vehicle



Existing DOT Signs

(shaded signs are replaced or removed, non-shaded are to remain)

None

Existing Local Signs

AE2: Eastbound Sign



AE1: Eastbound Sign



Modified or New Signs

A1: Eastbound Sign
HOMER

A2: Eastbound Sign
▶ VISITOR INFORMATION

ROADS

Main Route

RESOURCES

- Visitor Services (Partner)
- Public Toilet

WAYFINDING

- DOT Directional Sign
- Area Gateway
- Information Homer
- Information - Neighborhood
- Information - Partner
- Existing Sign (AE1)
- Proposed Sign (A1)

ACCESS/PARKING

- On-site public parking (P)
- Possible adjacent parking, none on-site (R)
- Space for on-site RV parking for park and walk (RV icon)
- Information Hub & Available Parking (red arrow icon)

All signs are diagrammatic only, to show content and directions.

DOWNTOWN & OLD TOWN



- ROADS**
- Main Route
 - Secondary Route
 - Important Intersection

- RESOURCES**
- Visitor Services (Partner)
 - Public Toilet
 - Civic Destination
 - Park

- WAYFINDING**
- DOT Directional Sign
 - Area Gateway
 - Information Homer
 - Information - Neighborhood
 - Information - Partner
 - Existing Sign (AE1)
 - Proposed Sign (A1)

- ACCESS/PARKING**
- On-site public parking
 - Possible adjacent parking, none on-site
 - Space for on-site RV parking for park and walk
 - Information Hub & Available Parking

Existing DOT Signs

(shaded signs are replaced or removed, non-shaded are to remain)

- BE1: Eastbound Sign**
 ◀ RV Day Parking Downtown
 Old Town ▶
 Replaced by B1 & B2 below
- BE2: Eastbound Sign**
 ▲ Homer Spit
 ◀ Business District
 Replaced by B1 below
- BE3: Eastbound Sign**
 Main Street
 Next Signal
 Remove sign (low priority)
- BE4: Eastbound Sign**
 Historic Old Town District
 Bishops Beach Rec Area
 Next Right ▶
- BE5: Eastbound Sign** ▶ Wildlife
 Refuge Visitors Center
- BE6: Eastbound Sign**
 Animal Shelter
- BE7: Eastbound Sign**
- BE8: Westbound Sign**
 ▲ Anchorage
 Business District ▶
 Replaced by B4 below
- BE9: Westbound Sign**
 ◀ Wildlife Refuge Visitors Center
- BE10: Westbound Sign**
 ◀ Historic Old Town District
 Bishops Beach Rec Area
 Next Left
- BE11: Westbound Sign**
 ▲ Anchorage
 Homer ▶
 Replaced by B4 below

Modified or New Signs

- B1: Eastbound Sign**
 ◀ DOWNTOWN PIONEER AVE
 ▶ OLD TOWN
 ▲ OCEAN DRIVE
 ▲ HOMER SPIT
 Replaces BE1 and BE2 above
- B2: Eastbound Sign**
 ◀ RV DAY ACCESS/PARKING
 ◀ **ACCESS/PARKING
 LOCATIONS**
 Replaces BE1 above
- B3: Westbound Sign**
 ◀ OLD TOWN
 ▶ DOWNTOWN PIONEER AVE
- B4: Westbound Sign**
 ▲ ANCHORAGE
 ▶ DOWNTOWN PIONEER AVE
 ▲ OLD TOWN
 Replaces BE8 and BE11 above
- B5: Eastbound Sign**
 ◀ DOWNTOWN PIONEER AVE
 ▲ OCEAN DRIVE
 ▲ HOMER SPIT
- B6: Eastbound Sign**
 ▲ East End Road
- B7: Westbound Sign**
 ▶ East End Road
- B8: Eastbound Sign**
 ▶ East End Road
- B9: Eastbound Sign**
 ◀ KAREN HORNADAY PARK
 ◀ PRATT MUSEUM
- B10: Westbound Sign**
 ▶ KAREN HORNADAY PARK
 ▶ PRATT MUSEUM
- B11: Westbound Sign**
 ▶ East End Road
- B12: Eastbound Sign**
 ◀ East Hill Road
 ◀ Skyline Drive
 Located at East Hill and East End

All signs are diagrammatic only, to show content and directions.

OCEAN DRIVE



Vehicle



Existing DOT Signs

(shaded signs are replaced or removed, non-shaded are to remain)

- CE1: Eastbound Sign**
◀ Airport Terminal
- CE2: Eastbound Sign**
◀ Beluga Wetlands Overlook
- CE3: Eastbound Sign**
Wildlife Viewing
- CE4: Eastbound Sign**
Airport
- CE5: Eastbound Sign**
Terminal 1/2 Mi. Ahead

Existing Local Signs

None

Modified or New Signs

- C1: Eastbound Sign**
▲ AIRPORT
▲ HOMER SPIT
- C2: Westbound Sign**
◀ OLD TOWN
◀ DOWNTOWN PIONEER AVE

ROADS

- Main Route
- Secondary Route
- Important Intersection

RESOURCES

- Civic Destination

WAYFINDING

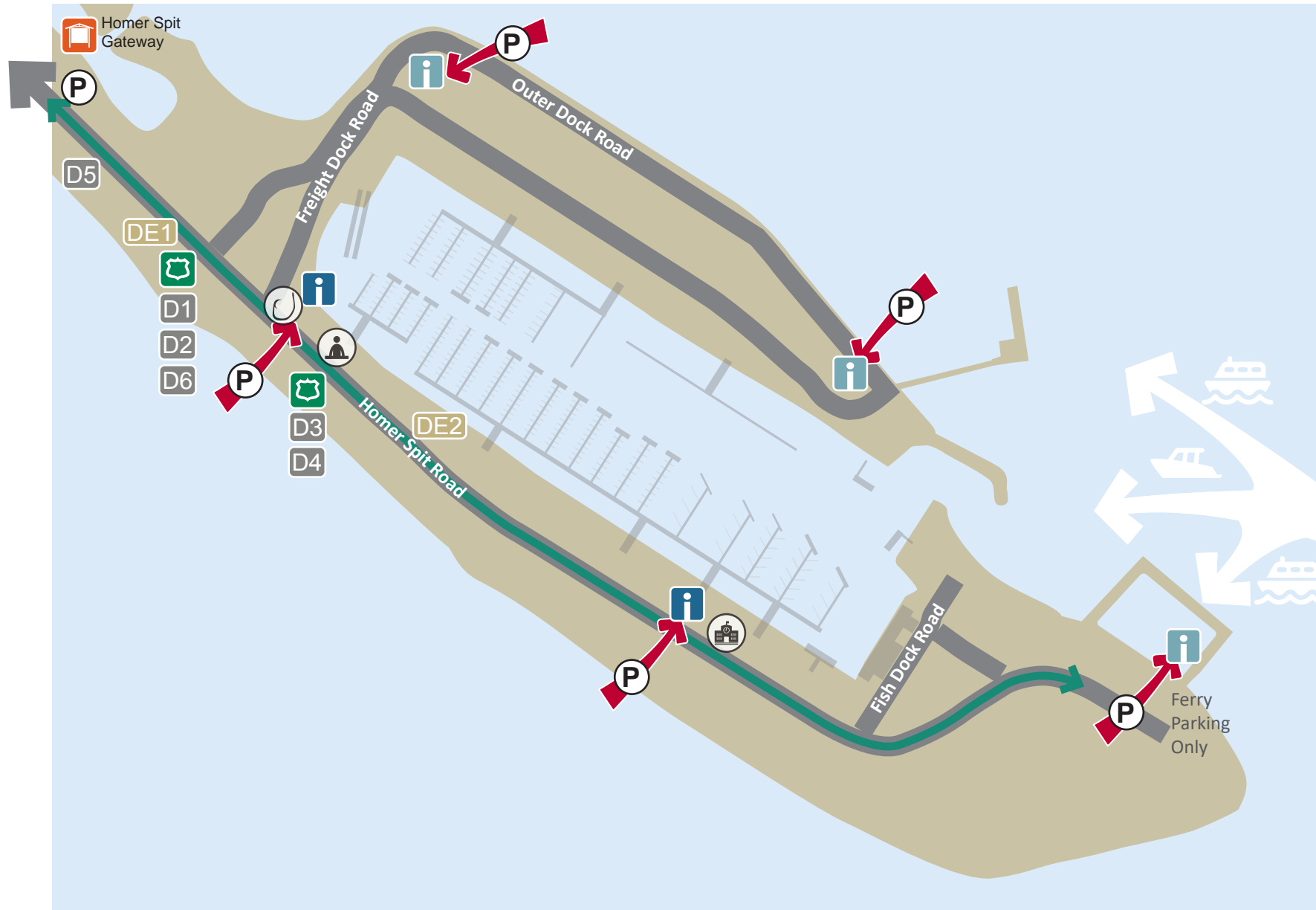
- DOT Directional Sign
- Area Gateway
- Information Homer
- Information - Neighborhood
- Information - Partner
- AE1 Existing Sign
- A1 Proposed Sign

ACCESS/PARKING

- On-site public parking
- Possible adjacent parking, none on-site
- Space for on-site RV parking for park and walk
- Information Hub & Available Parking

All signs are diagrammatic only, to show content and directions.

HOMER SPIT



- ROADS**
- Main Route
 - Secondary Route
 - Important Intersection

- RESOURCES**
- Visitor Services (Partner)
 - Public Toilet
 - Civic Destination
 - Park
 - Trailhead
 - Wayfinding Icon

- WAYFINDING**
- DOT Directional Sign
 - Area Gateway
 - Information Homer
 - Information - Neighborhood
 - Information - Partner
 - Existing Sign
 - Proposed Sign

- ACCESS/PARKING**
- On-site public parking
 - Possible adjacent parking, none on-site
 - Space for on-site RV parking for park and walk
 - Information Hub & Available Parking

Existing DOT Signs

(shaded signs are replaced or removed, non-shaded are to remain)

- DE1: Southbound Sign
- ◀ Load & Launch Ramp
- ◀ Port & Harbor Office
- ◀ Deep Water Dock

Replaced by D2 below

Existing Local Signs

- DE2: Southbound Sign



Modified or New Signs

- D1: Southbound Sign
- ◀ FREIGHT DOCK RD

- D3: Northbound Sign
- ▶ FREIGHT DOCK RD

- D2: Southbound Sign
- ◀ LOAD & LAUNCH RAMP
- ▶ RAMPS 1 - 5
- ▶ RAMPS 6 - 8
- ◀ PORT & HARBOR OFFICE
- ◀ DEEP WATER DOCK
- ◀ SELDOVIA FERRY TERMINAL

- D4: Northbound Sign
- ▶ LOAD & LAUNCH RAMP
- ▶ RAMPS 6 - 8
- ▶ PORT & HARBOR OFFICE
- ▶ DEEP WATER DOCK
- ▶ SELDOVIA FERRY TERMINAL

- D5: Northbound Sign
- ▶ OCEAN DRIVE
- ▶ OLD TOWN
- ▶ DOWNTOWN PIONEER AVE

Replaces DE1 above

- DE6: Eastbound Sign
- ◀ PORT OF HOMER
- ▶ SMALL BOAT HARBOR

All signs are diagrammatic only, to show content and directions.



PEDESTRIAN SIGN OVERVIEW

Criteria for Sign Placement

The three types of pedestrian signs (orientation, wayfinding, and destination) have three types of placement.

Orientation

Orientation signs serve two purpose:

Entry to Homer. These signs are provided at locations where someone arrives in Homer (land, air, and water) and they will benefit from information to help orient themselves and locate destinations. The goal is to get them directly to their destination, or to a specific neighborhood where they can find more detailed information to navigate within that area.

Neighborhood Navigation: These signs are provided at central or easily accessed areas within a neighborhood, and provide neighborhood level information related to civic destinations, recommended pedestrian routes, and information on the off-street trail system.

The ideal location for these signs will be on City of Homer land, but there may be locations where partners may be interested in hosting such information. This would be of benefit especially in areas where public land in the best area is not available, or where the location would provide benefit to existing visitors to that location.

The Chamber of Commerce is expected to be a partner in connecting people to local businesses. The sign system is intended to have flexibility to allow the Chamber of Commerce to add their own panels with an additional post, or to coordinate for information on the back side of the City of Homer panels. The overall guidance is that City of Homer information will relate to civic and public facility information, and that Chamber of Commerce information will relate to private business (and civic and public information as is relevant to their messaging).

Wayfinding

There are two types of wayfinding signs:

Post. These are tall signs with visible sign blades that point to specific destinations. These should be located at key decision points to ensure that pedestrians understand which direction to go. Due to their visibility, they provide good visual connection from one decision point to the next.

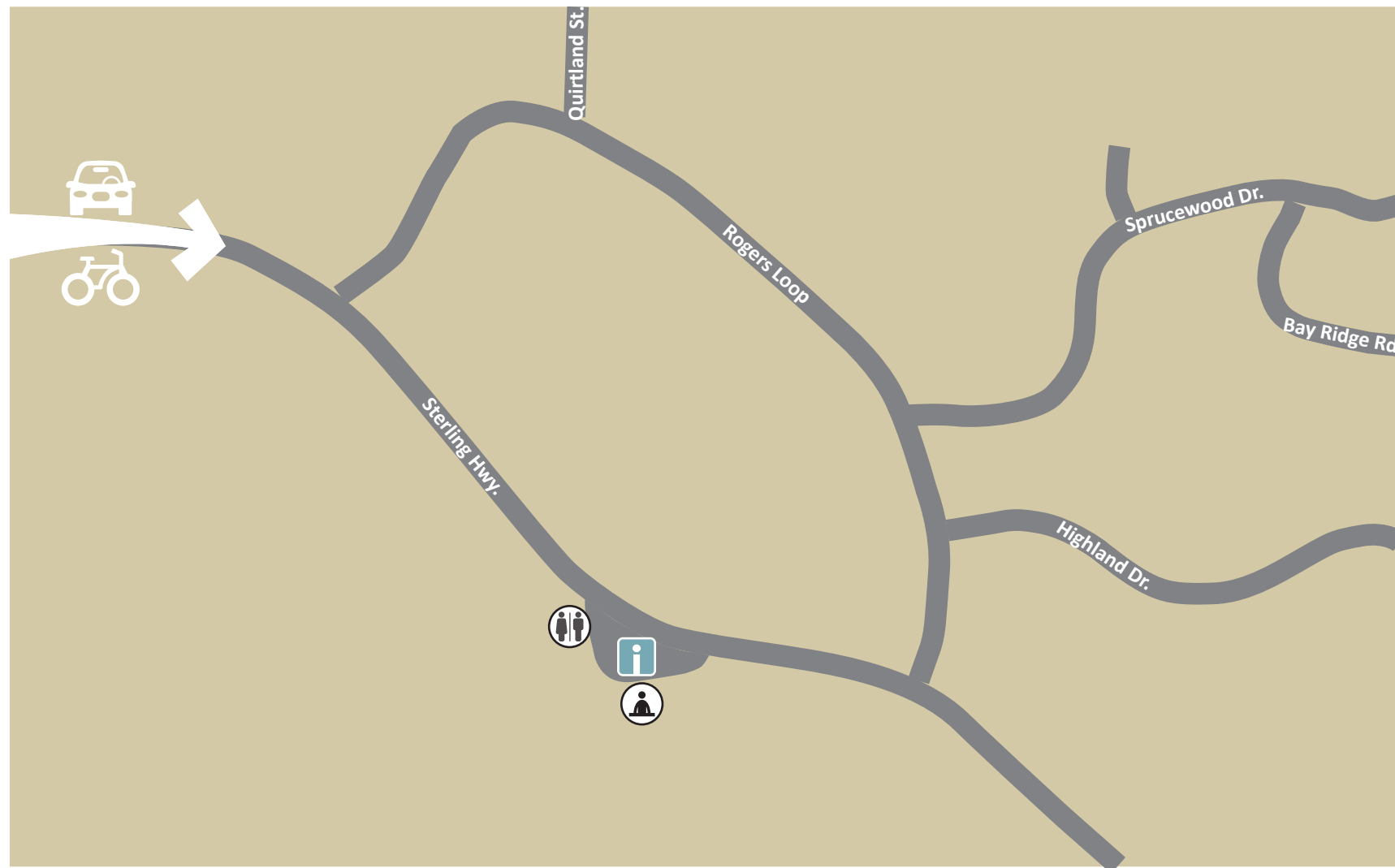
Bollard. These are short signs with directional information on the bollard. These can serve the same purpose as the Post sign, but are less visible. A strategy for their use is to use them between the key decision points where Posts are used, and in locations such as crosswalks. Another use for these could be at the top of boat ramps, if the size and visibility of a Post sign is unnecessary.

This sign master plan illustrates initial possible locations, but this is diagrammatic only. These need to be refined based on identifying the destinations that visitors will be directed to, what the typical starting points might be, and where signs are needed to help people navigate to the desired desinations.

Destination

The destination sign is a simple post with vertical sign information. The intended use for this is for trailheads, to encourage people to use trails as a part of their navigation within and between areas. The height of the destination post is to allow visibility from a distance. Placement of the sign in relation to the trailhead should be based on good visibility from the expected directions that people would be coming from.

Baycrest OVERLOOK



Information Signs



Baycrest Overlook

This sign will likely be the first sign that someone sees on their visit to Homer. The intent for this sign is to orient people to Homer, help them find and prepare themselves for destinations (such as knowing where to park), prepare them with general information for how they will experience Homer (such as RV or bicycling), alert them to specific safety information (such as Tsunami), and possibly change or expand where they might go and what they might do during their time in Homer.

Information at the Baycrest Overlook should focus on:

- Orientation to Homer
- Wayfinding: Identification of civic destinations
- Safety: Tsunami
- Safety: Wildlife
- Guidance: Parking
- Guidance: RV Expectations
- Guidance: Walking/Bicycling in Homer
- Regulation: General

RESOURCES

-  Visitor Services (Partner)
-  Public Toilet

NEW WAYFINDING

-  Information - Homer

DOWNTOWN & OLD TOWN



- TRAILS**
- Trail/Pedestrian Route
 - Sidewalk/Pedestrian Route

- RESOURCES**
- Visitor Services (Partner)
 - Public Toilet
 - Civic Destination
 - Park
 - Trailhead
 - Crosswalk

- NEW WAYFINDING**
- Information - Homer
 - Information - Neighborhood
 - Information - Partner
 - Pedestrian Wayfinding

Information Signs

Chamber of Commerce and Library

The signs at these locations may be the first sign that someone sees on their visit to Homer. The intent for this sign is to orient people to Homer, help them find and prepare themselves for destinations (such as knowing where to park), prepare them with general information for how they will experience Homer (such as RV or bicycling), alert them to specific safety information (such as Tsunami), and possibly change or expand where they might go and what they might do during their time in Homer.

Information at these locations should focus on:

- Orientation to Homer
- Wayfinding: Identification of civic destinations
- Safety: Tsunami
- Safety: Wildlife
- Guidance: Parking
- Guidance: RV Expectations
- Guidance: Walking/Bicycling in Homer
- Regulation: General

Chamber of Commerce, Library, Pioneer Ave Toilets, Bishop's Beach

Each of these locations provides information to help someone explore the area. The intent for these signs is to orient people to the area, help them find destinations, and possibly change or expand where they might go and what they might do in the area.

Information at these locations should focus on:

- Orientation to the area (also providing context with Homer)
- Wayfinding: Identification of civic destinations
- Wayfinding: Trails, trailheads, and pedestrian routes

Information Partners

There may be locations where local partners may wish to host the standard Homer information signs.

OCEAN DRIVE



Information Signs

Homer Airport

This sign will likely be the first sign that someone sees on their visit to Homer. The intent for this sign is to orient people to Homer, help them find and prepare themselves for destinations, prepare them with general information for how they will experience Homer (such as bicycling), alert them to specific safety information (such as Tsunami), and possibly change or expand where they might go and what they might do during their time in Homer. This location would have less emphasis on vehicle information such as where to park.

Information at these locations should focus on:

- Orientation to Homer
- Wayfinding: Identification of civic destinations
- Safety: Tsunami
- Safety: Wildlife
- Guidance: Walking/Bicycling in Homer
- Regulation: General

Area Information Sign

Each of these locations provides information to help someone explore the area. The intent for these signs is to orient people to the area, help them find destinations, and possibly change or expand where they might go and what they might do in the area.

Information at these locations should focus on:

- Orientation to the area (also providing context with Homer)
- Wayfinding: Identification of civic destinations
- Wayfinding: Trails, trailheads, and pedestrian routes

TRAILS

- Trail/Pedestrian Route
- Sidewalk/Pedestrian Route

RESOURCES

- Civic Destination
- Crosswalk

NEW WAYFINDING

- Information - Homer
- Information - Neighborhood
- Pedestrian Wayfinding

HOMER SPIT



Pedestrian



TRAILS

- Trail/Pedestrian Route
- Sidewalk/Pedestrian Route

RESOURCES

- Visitor Services (Partner)
- Public Toilet
- Civic Destination
- Park

NEW WAYFINDING

- Information - Homer
- Information - Neighborhood
- Pedestrian Wayfinding

Information Signs

Ferry Terminals and Boat Ramp

These signs will likely be the first signs that someone sees on their visit to Homer. The intent for these signs is to orient people to Homer, help them find and prepare themselves for destinations, prepare them with general information for how they will experience Homer (such as bicycling), alert them to specific safety information (such as Tsunami), and possibly change or expand where they might go and what they might do during their time in Homer. These locations would have less emphasis on vehicle information such as where to park.

Information at these locations should focus on:

- Orientation to Homer
- Wayfinding: Identification of civic destinations
- Safety: Tsunami
- Safety: Wildlife
- Guidance: Walking/Bicycling in Homer
- Regulation: General

Chamber of Commerce and The Boat House

Each of these locations provides information to help someone explore the area. The intent for these signs is to orient people to the area, help them find destinations, and possibly change or expand where they might go and what they might do in the area.

Information at these locations should focus on:

- Orientation to the area (also providing context with Homer)
- Wayfinding: Identification of civic destinations
- Wayfinding: Trails, trailheads, and pedestrian routes

1 CITY OF HOMER
2 HOMER, ALASKA

Mayor/Aderhold

3
4 RESOLUTION 22-092

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
7 ENCOURAGING THE NORTH PACIFIC FISHERIES MANAGEMENT COUNCIL
8 TO IMMEDIATELY ADOPT FISHERY CONSERVATION AND MITIGATION
9 MEASURES TO FACILITATE THE RESTORATION OF THE DIRECTED BERING
10 SEA CRAB FISHERIES.

11
12 WHEREAS, The directed fishery for Bering Sea red king crab has had two successive seasons of
13 commercial closure for stock conservation; and

14
15 WHEREAS, The directed fishery for other Bering Sea crab is now closed for the 2022/2023
16 season for stock conservation; and

17
18 WHEREAS, Fishery closures are the ultimate tool for stock recovery and habitat restoration;
19 and

20
21 WHEREAS, The essential fish habitat of the Bering Sea crab stocks is exactly limited to that
22 which is near, on, or in the sea floor; and

23
24 WHEREAS, Sea floor habitat protection should be an important factor in charting a recovery
25 plan for the under-populated crab stocks; and

26
27 WHEREAS, The National Marine Fisheries Service's 205 page "Discussion Paper" on essential
28 fish habitat effects (from gear interaction) concluded that there is **insufficient information** to base
29 mitigation recommendations for the crab fisheries in the Bering Sea; and

30
31 WHEREAS, Faced with a prolonged, perhaps generational, future of rebuilding the stocks to
32 allow for the return to sustainable commercial crabbing, all mitigations, no matter how slight, should
33 be considered; and

34
35 WHEREAS, The directed fishery participants should not be the only gear type to bear the
36 burden of conservation sacrifice.

37
38 NOW, THEREFORE, BE IT RESOLVED that the city council of Homer, Alaska hereby encourages
39 the North Pacific Fisheries Management Council to immediately adopt a fishery conservation and
40 mitigation plan, including restrictions and mitigating measures for other fishery gear types, to
41 facilitate the restoration of the directed Bering Sea crab fisheries.

42
43 PASSED AND ADOPTED by the Homer City Council this 28th day of November, 2022.
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CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



Memorandum

TO: Mayor Castner and Homer City Council
FROM: Economic Development Advisory Commission
DATE: November 21, 2022
SUBJECT: EDC Annual Report

2022 Economic Development Advisory Commission Year in Review

Completed Goals:

- Finalized the Wayfinding and Streetscapes Plan, which Council adopted
- Participated in City outreach for projects such as the HERC building, Transportation Plan and Short Term Rentals
- Completed a short document outlining the EDC's views on Homer's Quality of life, with considerations for the City's upcoming Comprehensive Plan. Made presentations to the Planning and Port and Harbor Commissions.
- Supported funding for the Homer Small Business Advisory SBDC position
- Updated the EDC's 2022-2023 Strategic Goals, to clearly outline the immediate work tasks of the staff and Commission for the coming year

2023 Goals:

- Creating an EDC mission statement
- Remaining active in the housing/short-term and year round rental conversation
- Promoting implementation of the Wayfinding and Streetscape Plan
- Working with the Chamber of Commerce to broaden economic development in Homer beyond the tourism industry
- Working through goal areas outlined in the EDC Strategic Plan, including gaining information on needs and challenges from businesses and employees from various sectors.

Attachments:

1. Quality of Life document
2. 2022-2023 EDC Strategic Plan

Background

The City of Homer Economic Development Advisory Commission has an ongoing goal of defining what is positive economic growth for Homer, and how it leads to the quality of life and growth outcomes desired by the community. The Commission has begun working on this goal by conducting a SWOT analysis - strengths, weakness, opportunities and threats- for Homer's quality of life. There are four board categories included in this document: Business Climate, Built Environment, Natural Environment and Social Climate. As the Commission discovered, it's the people who make Homer, Homer. This analysis is offered as a gateway to a larger community conversation about Homer's future as a place to live, work and thrive as we proceed to Homer Comprehensive Plan.

Acknowledgments

Economic Development Commission

Karin Marks, Chair

Nicole Arevalo

Deborah Brown

Jay Cherok

Luke Gamble

Hazel Pearson

Adele Person

Tulio Perez

Debbie Speakman

Staff

Julie Engebretsen, Economic Development Manager

Rachel Tussey, CMC, Deputy City Clerk II

Strengths

- Small town feel and scale
- Eclectic businesses, buildings and people
- Wide variety of locally owned small businesses
- Integrated town with outdoor environment
- Connected community with vibrant cultural and business groups

Weaknesses

- Lack of worker support: Housing, Childcare, Training.
- Difficulty for early to mid- career residents to thrive
- Some infrastructures is in need of repair (roads) or expansion - storm water + green infrastructure
- Local regulation is not resulting in the patterns and development the community would like to see.

QUALITY OF LIFE

Opportunities

- Encourage multi-family housing
- Increase ease of walking and biking
- Collaborate with community partners on habitat, climate, erosion and other natural environment issues that impact quality of life
- Find ways to keep young or returning residents in the community

Threats

- Difficult to recruit new talent
- Poor retention of workers
- Loss of town/wildlife interface
- New residents may not become involved in the community; slow loss of volunteer run organizations, events and services; Risk of gentrification; becoming a community of empty households.
- Costs of living and doing business

Business climate

| | | | | | | |
|-----------------------------|--|--|--|---|--|---|
| Strengths | Variety of businesses and activities. | Working town with rich history. | Lots of jobs for entry level workers. | Small, locally owned business are the majority; few chains. | Vibrant cultural community that has rich opportunities for arts, sports, music, gathering, education, and entertainment. | Community that is growing and maturing, that is developing opportunities for families, businesses, visitors, but at a pace that does not create change so quickly that what is here is lost or displaced. |
| Threats + Weaknesses | Low availability of vocational training. | Not enough homes available for sale or rent to meet the demand. Affects the work force and tax paying residents. | Lack of year round affordable housing. Problem for entry level and low income workers, and also potential future middle income workers. Losing the potential to build up the work force due to entry/early hurdles. | Cost of living and doing business here is increasing. Harder to live and move here. (food, housing, development, energy costs). | Risk of over-regulation. Potential mismatch between level of local regulation and community desire for regulation. | Uncertain energy supplies and future prices (natural gas in Cook Inlet). |
| Opportunities | Tax breaks could encourage growth by certain groups that could improve commerce. A tax break to encourage certain business activities, such as construction of multi family homes. | Solicit developers (could be from outside of Homer) to build multifamily housing. | Keeping youth in the community and providing skills training to grow the local work force. Kachemak Bay Campus, voc tech training/apprenticeship programs , and partnerships with existing businesses such as NOMAR, Bayweld and other small manufacturing operations are all opportunities. | Promote policies that are favorable to economic growth (tax environment, seasonal labor initiatives, etc.). | Balance growth with cohesive town "feel." | |

Built Environment - Town buildings and infrastructure

| | | | | | | |
|-----------------------------|--|--|--|--|--|---|
| Strengths | Eclectic, organic feel to the town. Human scale buildings. | Integrated town with the outdoors - can observe wildlife (moose, eagles) and be in nature. | Small town feel and scale. | Multiple economic zones; Homer Spit, spit trail & boardwalks, Pioneer Ave, Old Town, Ocean Drive, East End Road. | Wild spaces - less manicured yards, trails in town, remote access opportunities to the back country and across the bay. | Unique houses, not cookie cutter. |
| Threats + Weaknesses | Lack of mechanisms to pay for growth or balance the pace of change. | Infrastructure - road system in need of repair, limited access options. Storm water management is a growing issue. | Lack of housing including multi family housing and creative ideas for seasonal housing. | Low density can cause sprawl; cost of utilities and infrastructure increases as a result. | Lower levels of energy efficiency, at risk for pricing swings in energy prices. | Cookie cutter buildings/strip mall. |
| Opportunities | Accommodate population growth with zones of increased density & reduced commute. Encourage ADU's (Accessory Dwelling Units). | Use the City HART Fund wisely to address roads maintenance + trails. | Increase walkability/biking. Promote an easy flow of people whether they walk, bike or drive within the community, with wayfinding. Plan for all transportation modes to keep the small town feel and the opportunity to meet. | Manage growth wisely, such as road and infrastructure planning with new subdivisions, planning for pedestrian and storm water drainage, and rezoning to allow more housing and tiny homes. | Rethink Chamber marketing. Marketing the community away from aggressive tourism to other industries could give Homer time to manage the tourism we have, and grow in different directions. | Aesthetics: Use some natural living landscape to break up box store type look. Blend built environment with nature. |

Natural Environment

| | | | | | |
|-----------------------------|--|--|--|---|--|
| Strengths | Natural beauty | Community connection to outdoors, nature, skiing and beaches in the same day. | Coastal living - maritime culture of sport and commercial fishing and water based activities | Abundant and pristine natural resources. | Large areas of park and public lands surrounding Homer. |
| Threats + Weaknesses | Human affect on natural environment. Pollution, overfishing, lack of crab in K Bay, warming climate. | Development of lands without consideration of wildlife/habitat corridors, wetlands (salmon habitat, water connectivity) + groundwater + storm water flow channels. | Destruction of built and natural environment. Storm drains and roads based on 1970's planning and engineering ideas. | Oil + gas lease sale potential in lower cook inlet. | Fisheries: closure of lowed CI salmon fishery, other declining or poorly managed fisheries. Large vessel trawl fleets. (threat to marine economy, wealth + culture). |
| Opportunities | Local potential for use of alternative energy sources from Tidal energy to household heat pumps. | Study groundwater to increased understanding of this local resource and the ability to plan for the natural environment. | Collaborate with partnerships to create connected greenspace for trails, water management, and wildlife. Purchase or preserve key habitat locations. | Identify wildlife and habitat corridors, and take steps to maintain the health of local fish and wildlife within these corridors. | Fisheries: City could be participating more in partnerships that aim to identify solutions to bycatch issues. |

Social Climate

| | | | | | | | |
|-----------------------------|---|---|---|--|--|--|--|
| Strengths | Community has many social connections between residents, and also with the natural environment. | Small business and small non-profit, integrated nature of the community (fundraising, meeting community needs). | Community feeling: People are here by choice at the end of the road. | Eclectic nature of the town and people | Safety - low crime | Diverse and rich heritage. | "Work from Anywhere" trends increasing nationally to benefit novel living locations. |
| Threats + Weaknesses | Cost of living does not support middle/low income work. Median income 60K, Median House costs of \$20K/year | Many young families need to work outside of Homer to live year-round. Childcare difficult to obtain. | How to entice mid-career small business owners to move to Homer, and have all new residents embrace Homer culture. | Explosive growth (outside wealth outpacing local population) second homes, short term rentals, rapid change. | Addiction education - need for resources, outreach, networking. | Risk of losing the full character of Homer. Not talking to enough people about Homer's future. | Not a very age - diverse population. Unbalanced demographics. 20% of the population over 65. Increasing rate of snowbirds. |
| Opportunities | Provide education on what government does. Highlight what makes Homer a unified community. | Educate the community on how decisions will impact taxes, utility rates, and cost of living as Homer grows. | Use social appeal to support businesses in obtaining out of area workers. Resource in helping get H2B & vetted workers. | Art/murals/ landscaping as a draw for downtown, in a thoughtful way. Could encourage more businesses participation, cost sharing | Partner w NTC or SVT on community health, well being & cultural heritage. They have other funding streams not available to the City. | Revisit the Parks, Art Rec+ Culture needs assessment, and potential city partnerships with other organizations | Provide a spectrum of housing for all residents: housing first. |

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2022-2023 STRATEGIC PLAN & GOALS**

| | |
|--|---|
| <p>Ongoing Goals</p> | <p>1. Use the Commission’s SWOT analysis to develop strategies to implement policies that support Homer’s quality of life.</p> |
| | <p>2. Keep our ears to the ground and seek out areas of "lack." Confer with Julie about communicating with City Council and advising them on ways to overcome barriers- "the nexus of economic goals."</p> |
| <p>Near Term Goals < 6 Months</p> | <p>1. Familiarize with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration.</p> <p><i>Task:</i> Staff to provide smart growth resources.</p> <p><i>Task:</i> Promote energy resiliency through diversity and efficiency. Invite a speaker to talk about energy as that impacts cost of doing business and cost of living. (Perez)</p> |
| | <p>2. View economic development through the lens of balancing growth with quality of life.</p> <p><i>Task:</i> Create an EDC Mission statement as a guiding principle for what the EDC does.</p> <p><i>Task:</i> Define positive economic development, and what is the role of the EDC is in balancing growth and quality of life.</p> <p>(Perez volunteered, first quarter 2023)</p> |
| | <p>3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc. affordable year round housing. (Marks)</p> <p><i>Task:</i> Stay engaged with the City for all housing conversations</p> |
| | <p>4. Present an annual report of EDC accomplishments to the City Council</p> <p><i>Task:</i> Approve memo to Council, read accomplishments to Council</p> |
| | <p>5. Have a conversation with the Chamber of Commerce about other economic development beyond tourism. How can the City and the Chamber work together to promote quality of life, and economic development for industries other than tourism, including messaging?</p> <p><i>Task:</i> Have a work session with the Chamber</p> |
| <p>Mid Term Goals 1 - 3 Years (2022 – 2025)</p> | <p>1. BR&E – review annually and plan for a new report (5 year mark is 2022-2023) <i>Opportunity:</i> Consider a funding request for the FY 2024-2025 budget</p> |
| | <p>2. Downtown vitalization momentum and wayfinding/streetscape plan</p> <p><i>Status:</i> Wayfinding and Streetscape work ongoing through 21 and implementation activities in 2022-2024</p> <p><i>Task:</i> Participate in the Transportation Plan, focusing on a walkable town with greenspace and connected business districts</p> <p><i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program</p> |

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| | <p>3. Economic resiliency planning.</p> <p><i>Opportunity:</i> EDC provide suggestions to KPEDD on the business tool box. EDC promote tool box to community.</p> <hr/> <p>4. Assess jobs training needs, workforce development, availability of workers and workforce supports including child care, housing.</p> <p><i>Opportunity:</i> Invite KBC Director Reid Brewer as speaker, how does the college make course offering decisions? How is work force development part of the planning? What does the KBC Advisory Board do?</p> <p><i>Opportunity:</i> Invite 9-Star to make a presentation</p> <p><i>Opportunity:</i> Brief survey to businesses and employees on their needs.</p> |
| <p>Long Term Goals 5 Years or More (2025+)</p> | <p>1. Multipurpose community center (HERC)</p> <p><i>Status:</i> Scoping study has been funded. Demolition of the smaller building has been funded; tear down planned in 2023.</p> |

OVERALL EDC DUTIES AND RESPONSIBILITIES

The Economic Development Advisory Commission will act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer in accordance with Homer City Code Chapter 2.76; www.codepublishing.com/AK/Homer. The EDC also assists with official City planning documents including the following:

- Kenai Peninsula Economic Development District (KPEDD) – Regional Comprehensive Economic Development Strategy (link will bring you to all KPEDD reports): <https://kpedd.org/reports>
- Homer’s Comprehensive Economic Development Strategy (CEDS): www.cityofhomer-ak.gov/economicdevelopment/comprehensive-economic-development-strategy
- Business Retention and Expansion Survey Report (BR&E): <https://www.cityofhomer-ak.gov/economicdevelopment/2017-business-retention-expansion-survey-report>
- Homer Comprehensive Plan: <https://www.cityofhomer-ak.gov/planning/comprehensive-plan>

DUTIES OF COMMISSION/STAFF

Commissioners

- Attend City Council meetings as assigned.
- Attend work sessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Communicate with City Council members to gain support on EDC-related projects that need sponsorship at the Council level.

Staff (Julie Engebretsen)

- Aid the Chair in setting the agenda.
- Compile packet material from commissioners, write backup memos, and submit to Clerk.
- Provide information on items the commission needs to review annually.

- Inform the Commission of City Council actions and discussion of economic development related issues.

Clerk's Office

- Aid Staff in compiling packet materials and print/distribute them to the Commission.
- Aid Staff and Chair in setting the agenda.
- Tracking yearly items such as reappointments and elections.
- Help the Commission learn to be more efficient and effective in their meetings.
- Support the Commission's ability to communicate with the Mayor and City Council (through Memorandums, Resolutions, and Ordinances).

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

3 City Manager/
4 Port Director

5 **ORDINANCE 22-74**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING
9 \$7,400 FROM THE PORT RESERVE FUND TO REPAIR AND REPLACE
10 THE CITY ICE PLANT'S AMMONIA LINES AND VALVES AND
11 AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE
12 DOCUMENTS TO CONTRACT WITH ALASKA INDUSTRIAL SERVICES
13 FOR THE REPAIR.

14
15 WHEREAS, The City Ice Plant has steel ammonia lines and valves that must be replaced
16 to meet safe operating standards; and

17
18 WHEREAS, The installation of replacement lines requires technicians with specialized
19 skills and endorsements; and

20
21 WHEREAS, The Port and Harbor reached out to three businesses with the necessary
22 skills and certificates to acquire quotes for the proposed work and of the bids collected the
23 lowest bid was made by Alaska Industrial Services; and

24
25 WHEREAS, In addition to being the lowest bidder the City's local bidder's 5% preference
26 requirements apply for Alaska Industrial Services; and

27
28 WHEREAS, Alaska Industrial Services' bid for installation of the required ammonia lines
29 and valves was \$7,400.

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

32
33 Section 1. The Homer City Council hereby amends the FY23 Capital Budget by
34 appropriating \$7,400 to complete repairs of the city ice plant's ammonia lines as follows:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|---------------------------|---------------|
| 456-0380 | Ice Plant NH3 line repair | \$7,400 |

35
36
37
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39 Section 2. This Ordinance is a budget Ordinance only, is not permanent in nature, and
40 shall not be codified.

41
42 ENACTED BY THE HOMER CITY COUNCIL this _____ day of _____, 2022.
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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

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road
Homer, AK 99603

port@cityofhomer-ak.gov

(p) 907-235-3160

(f) 907-235-3152

Memorandum 22-192

TO: HOMER CITY COUNCIL & MAYOR CASTNER
FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER
DATE: NOVEMBER 02, 2022
SUBJECT: ICE PLANT AMMONIA PIPING REPLACEMENT

Ammonia refrigerant at the Ice plant moves throughout the system by way of welded steel piping. The purpose of this project is to replace and relocate piping and the NH₃ solenoid valve system, which will increase efficiency and lower maintenance and operational costs.

Staff reached out to three welding companies known to have technicians with the proper certifications to weld on the ammonia production lines and two offered bids but the third choose not to give us a quote.

Of the two quotes the lowest is from Alaska Industrial Services for \$7,400.00

Ice Plant staff have been working to implement improvements recommended in the 2021 Ice Plant study that we commissioned from Coffman Engineers. This project accomplishes two things 1) increases the efficiency of the system by reorienting and replacing the 35-year-old solenoid control valves in the third floor Ice Machine room. 2) Lowers operational costs, as the old system is not adequately controlling the ammonia when the plant is in operation.

Recommendation

Recommend that Council pass Ordinance 22-74 amending the FY23 operating budget by appropriating **\$7,400.00** from the Port Reserve fund in order to contract with Alaska Industrial Services to complete repairs to the city of Homer's Ice Plant steel refrigerant lines and authorize the City Manager to execute the appropriate documents.

Attachments Estimate 1010 from Alaska Industrial Services LLC.pdf

Alaska Industrial Services, LLC
 PO Box 2684
 Homer, AK 99603
 +1 9073991060
 alaskaindustrialservice@gmail.com

ADDRESS

City of Homer Port and Harbor
 4311 Freight Dock Road
 Homer, Alaska 99603

Quote 1010

DATE 10/25/2022

EXPIRATION DATE 11/30/2022

PO #

City Ice Plant

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|------|---------------------------|---|-----|----------|-----------|
| | Services- Job Rate | Cut and remove old ammonia lines. Fit up and weld out in new orientation. Cut and blind off old pipe to condenser for removal. | 1 | 7,400.00 | 7,400.00T |

| | |
|--------------|-------------------|
| SUBTOTAL | 7,400.00 |
| TAX | 0.00 |
| TOTAL | \$7,400.00 |

Accepted By

Accepted Date

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|--|---------|-----------------------------------|
| PROJECT NAME | <u>Repair/Replace Ice Plant Ammonia Lines and Valves</u> | DATE | <u>11/08/2022</u> |
| DEPARTMENT | <u>Port and Harbor</u> | SPONSOR | <u>City Manager/Port Director</u> |
| REQUESTED AMOUNT | <u>\$ 7,400</u> | | |

| | |
|-------------|---|
| DESCRIPTION | <p>The City Ice Plant has steel ammonia lines and valves that must be replaced to meet safe operating standards. The installation of replacement lines requires technicians with specialized skills and endorsements.</p> <p>The Port and Harbor reached out to three businesses with the necessary skills and certificates to acquire quotes for the proposed work and of the bids collected the lowest bid was made by Alaska Industrial Services. In addition to being the lowest bidder the City's local bidder's 5% preference requirements apply for Alaska Industrial Services. Alaska Industrial Services' bid for installation of the required ammonia lines and valves was \$7,400.</p> |
|-------------|---|

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

| FUNDING SOURCE 1: Port Reserves | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|---|-------------------------------------|-------------------------------------|
| Current Balance <u>\$ 2,770,343</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 619,245</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 7,400</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 631,814</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 1,511,884</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-74

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$7,400 from the Port Reserve Fund to Repair and Replace the City Ice Plant's Ammonia Lines and Valves and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents to Contract with Alaska Industrial Services for the Repair.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 14, 2022 Introduction
Memorandum 22-192 from Port Director/Harbormaster as backup
2. City Council Regular Meeting November 28, 2022 Public Hearing and Second Reading

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

3 Port Director/City Manager

4 **ORDINANCE 22-75**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
7 AMENDING THE FY23 CAPITAL BUDGET BY ACCEPTING AND
8 APPROPRIATING A MATCHING GRANT FROM THE STATE OF
9 ALASKA MUNICIPAL HARBOR GRANT PROGRAM IN THE AMOUNT
10 OF \$366,000 FOR THE HARBOR BASIN CATHODIC PROTECTION
11 PROJECT AND APPROPRIATING AN ADDITIONAL \$174,050.90
12 FROM THE PORT RESERVE FUND TO FULFILL THE CITY OF HOMER
13 50% MATCH REQUIREMENT.

14
15 WHEREAS, Pile in the Homer Harbor ranges in age from 34 to 26 years old and over time
16 electrolysis has depleted the original galvanized protective coating, no longer protecting the
17 pilings from corrosion; and

18
19 WHEREAS, In 2018 the Port & Harbor utilized \$200,000 in harbor maintenance and
20 reserve funds to protect about 25% of the load bearing piles in the harbor; and

21
22 WHEREAS, Restoring cathodic protection to the entire harbor is critical for preserving
23 the structural integrity of the foundation for the Harbor's float systems; and

24
25 WHEREAS, Council approved \$200,000 in the City's FY2022-2023 Capital Budget (ORD
26 21-36 (S-2)(A)) to continue the Harbor Basin Cathodic Protection project; and

27
28 WHEREAS, Resolution 21-052 authorized City staff to apply for an FY23 Municipal
29 Harbor Facility Grant from the State of Alaska in support of extending cathodic protection
30 harbor-wide; and

31
32 WHEREAS, The State of Alaska awarded the City of Homer an FY23 Tier II Municipal
33 Harbor Facility Grant in the amount of \$366,000.00 for the purpose of completing cathodic
34 protection harbor-wide; and

35
36 WHEREAS, The Municipal Harbor Facility Grant program requires a 50% local match;
37 and

38
39 WHEREAS, After engineering the next phase of the project, the Harbor Basin Cathodic
40 Protection project budget has a balance of \$191,949.10, which is available to help meet the
41 City of Homer grant match requirement.
42

43 NOW, THEREFORE, The City of Homer Ordains:
44

45 Section 1. The Homer City Council hereby amends the FY23 Capital Budget by
46 accepting and appropriating an Alaska Municipal Harbor Grant from the State of Alaska for
47 FY2023 in the amount of \$366,000 as follows:
48

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--|---------------|
| 49 415-XXXX | FY23 State of Alaska Municipal Harbor Facility Grant | \$366,000 |

52 Section 2. The Homer City Council hereby amends the FY23 Capital Budget by
53 appropriating a total of \$366,000 from the Port & Harbor Reserves to fulfill the Municipal
54 Harbor Grant program 50% match requirement. This total includes an existing appropriation
55 of \$191,949.10, and a new appropriation of \$174,050.90:
56

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--|---------------|
| 57 456-0380 | Grant Matching Funds – Existing Appropriation | \$191,949.10 |
| 58 456-0380 | Grant Matching Funds from Port & Harbor Reserves | \$174,050.90 |

61 Section 3. The total project appropriation is \$732,000, with 50% funding from FY23 SOA
62 Municipal Harbor Facility Grant and 50% from Port & Harbor Reserves.
63

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--|---------------|
| 64 415-xxxx | FY23 State of Alaska Municipal Harbor Facility Grant | \$366,000 |
| 65 456-0380 | Grant Matching Funds – Existing Appropriation | \$191,949.10 |
| 66 456-0380 | Grant Matching Funds – Port & Harbor Reserves | \$174,050.90 |

69 Section 4. The City Manager is authorized to execute the appropriate documents.
70

71 Section 5. This is a budget amendment ordinance, is temporary in nature, and shall
72 not be codified.
73

74 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of _____,
75 2022.
76

77
78 CITY OF HOMER

79
80
81 _____
82 KEN CASTNER, MAYOR
83

84 ATTEST:

85

86 _____

87 MELISSA JACOBSEN, MMC, CITY CLERK

88

89 YES:

90 NO:

91 ABSTAIN:

92 ABSENT:

93

94 First Reading:

95 Public Hearing:

96 Second Reading:

97 Effective Date:



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road

Homer, AK 99603

port@cityofhomer-ak.gov

(p) 907-235-3160

(f) 907-235-3152

Memorandum 22-193

TO: Mayor Castner and Homer City Council
THRU: Rob Dumouchel, City Manager
FROM: Bryan Hawkins, Port Director
DATE: November 7, 2022
SUBJECT: Ordinance 22-5 Acceptance of an FY23 Tier II Municipal Harbor Facility Grant from the State of Alaska for Cathodic Protection in Homer Port and Harbor

The hot-dipped galvanized coating that initially protected the piling within Homer Harbor from corrosion has an effective life between 15 and 20 years. Most of the float system piling in Homer Harbor predates the 1999 ownership exchange from the State to the City of Homer. Engineering surveys show that the original protective galvanized coating on the pile has been depleted, indicating that the steel is freely corroding at this point. With over 500 steel pilings in the harbor securing the 161,000 square feet of concrete and wood floats, we can't have them corroding away and losing structural integrity.

Securing zinc anodes to the pile as a sacrificial source of positively charged ions is an effective way to prevent pile corrosion from electrolysis (as the anodes will oxidize preferentially to the steel).

In 2018, we started installing a zinc anode protection system for the harbor designed by R&M Engineering. This work was funded with from the Port and Harbor maintenance budget and Port and Harbor Reserve funds at a cost of approximately \$200,000. About 25% of the load bearing piles within the harbor are now protected against corrosion, which significantly reduces anticipated maintenance and replacement cost.

Protecting the remainder of the harbor pile is a high priority maintenance item for our facility. As such, \$200,000 for Harbor Basin Cathodic Protection was approved in the City's 2022/2023 capital budget to continue the project. To date, \$8,050.90 has been spent on the Cathodic Protection project for engineering and creating the RFP documents.

Staff subsequently applied to the State of Alaska for a FY23 Municipal Harbor Facility Grant to protect the remaining 75% of the harbor pile, received top ranking among Tier II projects, and has been awarded \$366,000 in grant funding. Approving receipt of this grant award and appropriating match funds allows us to proceed with Global Diving and Salvage through a contractual agreement to purchase materials and complete installation this winter.

Recommendation:

Accept and appropriate the FY23 Tier II Alaska Municipal Harbor Grant in the amount of \$366,000 for the purpose of Harbor Basin Cathodic Protection. Amend the FY2023 Capital budget by appropriating \$174,050.90 from the Port and Harbor reserves, which, combined with the \$191,949.10 balance of the existing appropriation, completes the 50% grant match requirement.

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|---|---------|-----------------------------------|
| PROJECT NAME | <u>Municipal Harbor Grant - Cathodic Protection</u> | DATE | <u>11/08/2022</u> |
| DEPARTMENT | <u>Port and Harbor</u> | SPONSOR | <u>City Manager/Port Director</u> |
| REQUESTED AMOUNT | <u>\$ 174,051</u> | | |

| | |
|-------------|--|
| DESCRIPTION | <p>Council approved \$200,000 in the City's FY2022-2023 Capital Budget (ORD 21-36 (S-2)(A)) to continue the Harbor Basin Cathodic Protection project.</p> <p>Resolution 21-052 authorized City staff to apply for an FY23 Municipal Harbor Facility Grant from the State of Alaska in support of extending cathodic protection harbor-wide. The State of Alaska awarded the City of Homer an FY23 Tier II Municipal Harbor Facility Grant in the amount of \$366,000.00 for the purpose of completing cathodic protection harbor-wide. The Municipal Harbor Facility Grant program requires a 50% local match.</p> <p>After engineering the next phase of the project, the Harbor Basin Cathodic Protection project budget has a balance of \$191,949.10, which is available to help meet the City of Homer grant match requirement.</p> |
|-------------|--|

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

| FUNDING SOURCE 1: Port Reserves | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|---|-------------------------------------|-------------------------------------|
| Current Balance <u>\$ 2,770,343</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 619,245</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 174,051</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 465,163</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 1,511,884</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-75

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Accepting and Appropriating a Matching Grant from the State of Alaska Municipal Harbor Grant Program in the Amount of \$366,000 for the Harbor Basin Cathodic Protection Project and Appropriating an Additional \$174,050.90 from the Port Reserve Fund to fulfill the City's 50% Match Requirement.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 14, 2022 Introduction

Memorandum 22-193 from Port Director/Harbormaster as backup

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

3 City Manager

4 **ORDINANCE 22-76**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
7 ACCEPTING AND APPROPRIATING AN FY 2022 STATE HOMELAND
8 SECURITY PROGRAM GRANT IN THE AMOUNT OF \$43,702.43
9 FROM THE ALASKA DIVISION OF HOMELAND SECURITY &
10 EMERGENCY MANAGEMENT (DHS&EM) TO UPGRADE THE CITY'S
11 RADIO COMMUNICATION SYSTEM, AUTHORIZING A SOLE SOURCE
12 REQUEST TO CONTRACT WITH PROCOMM ALASKA AND
13 AUTHORIZING THE CITY MANAGER TO EXECUTE THE
14 APPROPRIATE DOCUMENTS.

15
16 WHEREAS, The City's radio communication system supports the City of Homer's ability
17 to prevent, protect against, respond to and recover from all hazard events; and

18
19 WHEREAS, Components of the system require upgrades to keep up with technological
20 advances and maintain interoperability; and

21
22 WHEREAS, The City is pleased to have been awarded \$43,702.43 from the Division of
23 Homeland Security and Emergency Management (DSH&EM) to procure and install two mobile
24 repeaters in Homer Police Department vehicles and upgrade three vehicle mounted mobile radios for
25 the Homer Volunteer Fire Department; and

26
27 WHEREAS, Motorola equipment is the only equipment that will interface properly with
28 the City's existing communications system and allow system functionality to remain the same;
29 and

30
31 WHEREAS, The radio equipment must meet P25 Standards and ProComm Alaska is
32 Motorola's only certified APCO P25 Systems Specialist in the State of Alaska; and

33
34 WHEREAS, ProComm Alaska is the only firm in the state of Alaska authorized as a full
35 service manufacturer's representative for Motorola equipment, and has serviced City of Homer
36 communications equipment for thirty years, a sole source contract with ProComm is justified.

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

39
40 Section 1. The Homer City Council hereby accepts and appropriates an FY2022 State
41 Homeland Security Program Grant to the City of Homer from the DHS&EM in the amount of
42 \$43,702.43 for the purpose of upgrading the City's radio communication system as follows:

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Revenue:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--|---------------|
| 151-XXXX | FY2022 State Homeland Security Grant Program | 43,702.43 |

Expenditure:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|---|---------------|
| 151-XXXX | Homer Police Dept. Radio Mobile Repeaters | \$29,022 |
| 151-XXXX | Homer Volunteer Fire Dept. Mobile Radios | \$14,680.43 |

Section 2. The City Manager is authorized to request approval from DHS&EM and upon approval enter into a sole source contract with ProComm Alaska to purchase, program and install the radio equipment.

Section 3. The City Manager is authorized to execute the appropriate documents.

Section 3. This is a budget amendment ordinance, is temporary in nature, and shall not be codified.

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

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

- 85 Introduction:
- 86 Public Hearing:
- 87 Second Reading:
- 88 Effective Date:



City of Homer

www.cityofhomer-ak.gov

Police Department

625 Grubstake Avenue
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

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

Memorandum 22-194

TO: City Manager Dumouchel
FROM: Chief Robl
DATE: 11-1-2022
SUBJECT: FY 2022 Homeland Security Grant

I am pleased to report that the City has been awarded a FY2022 Homeland Security grant in the amount of \$43,702.43 for upgrading our public safety radio system.

This grant will fund the purchase of two mobile radio repeaters for the police department and three mobile radios for the fire department. The radio repeaters will be installed in Homer Police vehicles. We will be able to deploy them to major crime/incident scenes and to areas with marginal radio system coverage. In both scenarios, these repeaters will enhance our ability to communicate clearly and efficiently with dispatch and other responding agencies. In areas of extremely weak signal coverage, the repeaters will make the difference enabling us to have radio communication versus having none at all.

The mobile radios that were funded will be placed in two Homer Volunteer Fire Department command vehicles and one ambulance. Currently one of the command vehicles does not have a radio. The other command vehicle and ambulance do not have radios with full ALMR capabilities. These new radios are fully ALMR capable and will ensure solid effective radio communications between these units, police vehicles and allied agencies in the event of a mutual-aid response of some type.

ProComm Alaska has been servicing our radio system for 30 years. They have all of our programming and key codes on file. They are the only radio service provider in the state able to successfully install and integrate new equipment into our existing system. They are also uniquely suited to maintain our system with Motorola factory trained and qualified technicians.

Recommendation I recommend we ask City Council to accept and appropriate the FY 2022 State Homeland Security Grant in the amount of \$43,702.43 and approve a sole source purchase request to ProComm Alaska for the associated equipment.

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-76

An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY 2022 State Homeland Security Grant in the Amount of \$43,702.43 from the Alaska Division of Homeland Security & Emergency Management (DHS&EM) to Upgrade the City's Radio Communication System, Authorizing a Sole Source Request to Contract with ProComm Alaska and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.

Sponsor: City Manager

1. City Council Regular Meeting November 14, 2022 Introduction

Memorandum 22-194 from Police Chief as backup

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Public Works Director

ORDINANCE 22-77

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING \$25,000 FROM THE HOMER ACCELERATED ROADS AND TRAILS (HART) ROAD FUND FOR AN ON-CALL SERVICES CONTRACT WITH THE KACHEMAK BAY CONSERVATION SOCIETY AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, One of goals established by the City Council is to combat climate change and make progress on the City's Climate Action Plan; and

WHEREAS, The City has embarked on an ambitious program to integrate green infrastructure into its storm water management strategies; and

WHEREAS, It would be advantageous to conduct public outreach and education about the goals and benefits of such strategies; and

WHEREAS, The Kachemak Bay Conservation Society ("KBCS") is a local not-for-profit organization, which is willing and able to assist the City with its public outreach and education efforts; and

WHEREAS, The KBCS is primarily funded by grants and donations; and

WHEREAS, The City proposes to enter into an on-call services contract with the KBCS for the purpose of engaging the KBCS' expertise on designated questions/projects.

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

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

WHEREAS, The criteria, which would be met by the On-Call Services Contract with the KBCS, include:

- Corrects deficiencies of existing systems
- Corrects Drainage Problems

- 43 • Reduces maintenance costs

44 WHEREAS, The HART-Roads Fund has sufficient capital to fund an On-call Services
45 Contract with the KBCS.

46
47 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

48
49 Section 1. The Homer City Council hereby amends the FY23 Capital Budget by
50 appropriating \$25,000 for an On-call Services Contract with the Kachemak Bay Conservation
51 Society as follows:

52

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| 53 160 | HART Roads | \$25,000 |

54
55

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

58
59 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 28th day of November, 2022.

60
61 CITY OF HOMER

62
63
64 _____
KEN CASTNER, MAYOR

65 ATTEST:

66
67 _____
68 MELISSA JACOBSEN, MMC, CITY CLERK

69
70 YES:

71 NO:

72 ABSTAIN:

73 ABSENT:

74
75 First Reading:

76 Public Hearing:

77 Second Reading:

78 Effective Date:



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907-235-3170

(f) 907-235-3145

Memorandum 22-195

TO: City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Jan Keiser, PE, JD, Director of Public Works
DATE: November 1, 2022
SUBJECT: Proposed On-Call Services Contract with Kachemak Bay Conservation Society

- I. **Issue:** Public Works needs specialized expertise to conduct public outreach and education regarding green infrastructure storm water management strategies.
- II. **Background:** The City has embarked on an ambitious program to integrate green infrastructure into its storm water management strategies. Because many of these strategies are new to the general public, it would be advantageous to conduct public outreach and education about the goals and benefits of such strategies. The Kachemak Bay Conservation Society (“KBCS”) is a local not-for-profit organization, devoted to protecting Kachemak Bay’s natural environment while acknowledging the pressures and needs of the built environment.

The KBCS is very interested in helping the City implement green infrastructure. The organization is comprised of individuals who are willing and able to assist the City with its public outreach and education efforts. Further, the KBCS has strong partnerships with like-minded organizations in the Homer area and is well positioned to help build functional collaborations that support green infrastructure.

Because the KBCS is a small organization, which is primarily funded by grants and donations, it needs some financial support to fulfill its mission for the City. We propose to enter into an on-call services contract with the KBCS for the purpose of engaging the KBCS’ expertise on public outreach and education regarding the benefits and applications of green infrastructure.

We propose financing these services from the HART Fund.

- III. **Recommendation:**

That the City Council (a) appropriate \$25,000 from the HART Road Fund for a contract with the KBCS and (b) authorize staff to issue a contract in the amount of \$25,000 to the KBCS for the purpose of helping the City with public outreach and education of green infrastructure storm water management strategies.

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|------------------------------|---------|---------------------------------|
| PROJECT NAME | <u>KBCS On-Call Contract</u> | DATE | <u>10/10/2022</u> |
| DEPARTMENT | <u>Public Works</u> | SPONSOR | <u>City Manager/PW Director</u> |
| REQUESTED AMOUNT | <u>\$ 25,000</u> | | |

| | |
|-------------|---|
| DESCRIPTION | <p>One of goals established by the City Council is to combat climate change and make progress on the City's Climate Action Plan. The City has embarked on an ambitious program to integrate green infrastructure into its storm water management strategies. It would be advantageous to conduct public outreach and education about the goals and benefits of such strategies.</p> <p>The Kachemak Bay Conservation Society ("KBCS") is a local not-for-profit organization, which is willing and able to assist the City with its public outreach and education efforts. The KBCS is primarily funded by grants and donations. The City proposes to enter into an on-call services contract with the KBCS for the purpose of engaging the KBCS' expertise on designated questions/projects.</p> |
|-------------|---|

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

| FUNDING SOURCE 1: HART-ROADS | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|---|-------------------------------------|-------------------------------------|
| Current Balance <u>\$ 6,204,462</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 4,030,551</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 25,000</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 0</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 2,148,911</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-77

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$25,000 from the Homer Accelerated Roads and Trails (HART) Road Fund for an On-Call Services Contract with the Kachemak Bay Conservation Society and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting November 14, 2022 Introduction
Memorandum 22-195 from Port Director/Harbormaster as backup
2. City Council Regular Meeting November 28, 2022 Public Hearing and Second Reading

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

3 City Manager/
4 Port Director

5 **ORDINANCE 22-78**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING
9 \$49,690 FROM THE PORT AND HARBOR RESERVES FOR THE
10 DESIGN OF PARKING IMPROVEMENTS TO THE PARKING LOTS AT
11 THE BOATHOUSE PAVILION, SEAFARER’S MEMORIAL, AND
12 HARBOR RAMPS THREE AND FOUR AND AUTHORIZING A TASK
13 ORDER TO HDL ENGINEERING TO COMPLETE THE DESIGN WORK.

14
15 WHEREAS, In 2021 the City hired HDL to conduct a parking study for the south side
16 parking lots on the Homer Spit; and

17
18 WHEREAS, The findings and recommendations from that study have become the
19 baseline for the Commission’s references for making improvements to those high-traffic
20 areas; and

21
22 WHEREAS, The Port & Harbor Advisory Commission recommends funding these
23 improvements from the Harbor Reserves account; and

24
25 WHEREAS, Future revenues from fee parking could be used to pay back the Port &
26 Harbor Reserves Account for these improvements; and

27
28 WHEREAS, Port Commission and Staff recognize that these improvements need to be
29 in place by May of 2023 and that planning, funding, and scheduling need to be done soon in
30 order to give staff time to have the design, project RFP created, advertised, and awarded in
31 order to complete the work on that timeline.

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

34
35 Section 1. The Homer City Council hereby amends the FY23 Capital Budget by
36 appropriating \$49,690 to design parking improvements for parking lots at the Boathouse
37 Pavilion, Seafarer’s Memorial, And Harbor Ramps Three and Four as follows:

38
39

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------------------|---------------|
| 40 456-0380 | HDL Parking Improvement Design | \$49,690 |

41 Section 2. The City Council of Homer Alaska authorizes the City Manager to engage HDL
42 Engineering to design improvements to parking lots at the Boathouse Pavilion, Seafarer's
43 Memorial, And Harbor Ramps Three and Four.

44

45 Section 3. This Ordinance is a budget Ordinance only, is not permanent in nature, and
46 shall not be codified.

47

48 ENACTED BY THE HOMER CITY COUNCIL this _____ day of _____, 2022.

49

50

CITY OF HOMER

51

52

53

54

KEN CASTNER, MAYOR

55

56 ATTEST:

57

58

59

60 _____
MELISSA JACOBSEN, MMC, CITY CLERK

61

62 YES:

63 NO:

64 ABSTAIN:

65 ABSENT:

66

67 First Reading:

68 Public Hearing:

69 Second Reading:

70 Effective Date:



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road
Homer, AK 99603

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(p) 907-235-3160

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Memorandum 22-196

TO: HOMER CITY COUNCIL & MAYOR CASTNER

FROM: BRYAN HAWKINS, HARBORMASTER/PORT DIRECTOR

DATE: NOVEMBER 3, 2022

SUBJECT: IMPLEMENTING RECOMMENDED PARKING IMPROVEMENTS ON THE HOMER SPIT

In 2021 the City contracted with HDL to conduct a Spit parking study on the South (Spit Highway) side of the harbor. The Study was completed in October and the Port Commission and staff have been working on a plan for implementing some of the recommendations in a phased (more affordable) approach. Attached are the minutes and motions from the September 28th meeting.

As this was not a budgeted expense in the Port and Harbor FY23 budget, Staff recommends appropriating the design and construction funds from the Port and Harbor Reserves fund. Staff further recommends that future revenues generated from fee parking on the Spit will be used to pay back the Port and Harbor Reserves account for forward funding these parking improvements.

The goals for these improvements and changes are threefold:

- Make the needed physical improvements to the unimproved parking lots on the South side of the harbor
- Better address some of the long-standing issues with those lots, such as drainage, miserable potholes and congestion, and the inefficient and unorganized use of the space
- Increase parking revenues to help pay for the cost of the improvements and fund future parking improvements spit wide.

Recommendation

Recommend that Council pass Ordinance 22-XX amending the FY23 Capital budget by appropriating \$49,690 from the Port Reserve fund in order to hire HDL Engineering consultants to design the improvements working under a task order through Public Works and authorize the City Manager to execute the appropriate documents.

Attachments 9-28-22 Port Commission Motions Re Parking Improvements

TOXX – Homer Spit Parking Lot Design Fee

November 3, 2022

Janette Keiser, PE
Director of Public Works
City of Homer
3575 Heath Street
Homer, AK 99603

Subject: Design Fee Proposal
Homer Spit Parking Lot Design

As requested, HDL Engineering Consultants, LLC (HDL) has prepared a fee proposal to provide design services for the Ramp 2, 3, and 4 parking lots on the Homer Spit. Additionally, HDL will assist the City of Homer with the design location of paid parking at the Seafarer Memorial parking lot. The project will include survey and design.

Scope of Services

Topographic Survey & Coordination

HDL's engineering design staff will coordinate with Geovera, LLC to complete a design survey of the Ramp 2 (Pavilion) and Ramp 3 and 4 parking areas within the Homer Spit. Geovera will collect topographic, Right-of-Way (ROW), and utility features necessary to provide a complete design for the parking areas. For more information regarding the survey.

Task 2 – Design.

Concurrently with the design survey effort, HDL will research and identify surfacing improvement methods that may be appropriate to use as an alternative to asphalt surface treatments. This research will be documented in a design memorandum and will compare up to three surface treatments against asphalt and provide recommendations for which treatment is the most economical and maintainable.

HDL will prepare design documents for the proposed parking lot improvements at Parking Lot 2 and Parking Lot 3 and 4 (See attached figures). The design improvements will consist of improving the parking area surface treatment, reviewing/providing necessary drainage improvements, identifying/providing parking layouts, and providing estimated costs to complete the work. Improvements may also include signage or striping improvements. Additionally, HDL will review the Seafarers Memorial for the optimal location for the paid parking meter.

HDL will develop and submit 65% and Final (100% complete) PS&E documents for review and use by COH personnel. Submittals will include digital half-size plan sets; specifications (in COH

- Civil Engineering
- Geotechnical Engineering
- Transportation Engineering
- Aviation Engineering
- W/WW Engineering
- Environmental Services
- Surveying & Mapping
- Construction Administration
- Material Testing

Format); and engineer's estimate using COH standard bid items. At each milestone deliverable (35% and Final PS&E), a meeting will be held virtually with COH personnel to discuss any substantive comments.

Basic Assumptions

The following basic assumptions were used to prepare this estimate:

- This task does not include site visits.
- The project design will use COH specifications format and COH standard bid items. Specifications will be prepared for Final (100% complete) documents. We anticipate providing a special provision for the surface course.
- Storm Water Pollution Prevention Plan will be developed with the 100% complete design.
- COH will pay any utility company fees related to utility locate requests.
- Survey and mapping will be performed in summer conditions. If snow/ice is present, COH will remove prior to survey to reduce overall digging and labor effort. An amendment may be required if snow/ice is present.
- We anticipate the structural section work will consist of a small digout, regrading, and a surface treatment. Geotechnical investigations and engineering is not included in this contract.
- Electrical engineering, environmental, and public involvement is not included in this fee, but can be added by amendment.
- ROW acquisitions are not anticipated. Easement or permit acquisition documents are not included, but can be added by amendment. COH will coordinate with other agencies if necessary.
- Coordination with utilities and utility relocation services are not included, but can be added by amendment.
- Bidding assistance and construction assistance are not included in this task, but can be added by amendment.

Schedule

Upon Notice to Proceed, HDL will begin coordinating the survey. We anticipate survey to occur winter 2022. Our team will begin the design after receiving the survey basemap and complete the 65% PS&E submittal package within 40 business days.

Fee

HDL will provide the aforementioned basic services on a time and expenses basis at our contract hourly rates for an estimated fee of \$49,690. See the attached fee estimate.

We appreciate the opportunity to provide this proposal and look forward to assisting the COH on this project. If you have any questions, please contact me at 564-2136.

Sincerely,

HDL Engineering Consultants, LLC



Nick M. Oliveira, PE, PTOE

Principal Civil Engineer/Project Manager

e: noliveira@HDLalaska.com | o: 907.564.2120 | d: 907.382.7656

Attach: Fee Estimate Spreadsheet (1 Page)
 Parking Lot Location Figures (1 Page)

Project: Homer Spit Parking Lot Design Design

| PERSONNEL DESCRIPTION | Principal Eng | Civil Engr | Eng Asst | Drafter | Enviro Ana | Expenses | Subconsultant |
|-------------------------------------|---------------|-------------|-----------------------|------------|------------|----------|---------------|
| E-Codes | E30 | E23 | E16 | E14 | E20 | | |
| TASK DESCRIPTION | | | | | | | |
| Project Management/Coordination | 4 | | | | | | |
| Research Surface Treatments | | 6 | 12 | | | | |
| Prepare/Submit Design Memo | | 8 | 16 | | | | |
| Identify Parking Pay Location | | 4 | 4 | | | | |
| Survey Coordination | 2 | | | | | | |
| Compute Political Boundaries/ACAD | | | | | | | \$2,000 |
| Topographic/Planimetric Survey | | | | | | | \$2,000 |
| Post-Process/ACAD Drawing/SCS | | | | | | | \$2,000 |
| Utility As-Built Review | | 2 | 4 | 4 | | | |
| SWPPP Plan Development | | 4 | | | 20 | | |
| 1 Cover | | | 1 | 1 | | | |
| 1 Legend, Index, Notes | | | 1 | 1 | | | |
| 1 Survey Control Sheet | | 2 | | 2 | | | |
| 4 Layout/Grading Plans (1"=20') | | 20 | 40 | 40 | | | |
| 1 Typical Sections/Details | | 2 | 4 | 4 | | | |
| Drainage Improvements | | 10 | 20 | 20 | | | |
| 2 Summary Tables | | 4 | 8 | 8 | | | |
| 1 Sign Summary | | 4 | 8 | 8 | | | |
| 65% QA/QC Review | 8 | | | | | | |
| 65% Estimate | | 6 | 12 | | | | |
| 65% Design Review Meeting | | 2 | 2 | | | | |
| Final QA/QC Review | 4 | | | | | | |
| Final Plan Technical Specifications | | 12 | | | | | |
| Final Estimate | | 4 | 8 | | | | |
| *ADD ALTERNATE | | | | | | | |
| Total Hours | 18 | 90 | 140 | 88 | 20 | | \$6,000 |
| Basic Hours | 18 | 90 | 140 | 88 | 20 | | \$6,000 |
| ADD ALTERNATE | | | | | | | |
| BILLING RATE | \$180.00 | \$145.00 | \$110.00 | \$100.00 | \$130.00 | 1.10 | 1.10 |
| Basic Services | \$3,240.00 | \$13,050.00 | \$15,400.00 | \$8,800.00 | \$2,600.00 | | \$6,600.00 |
| * Add Alternate | | | | | | | |
| | Basic | | *Add Alternate | | | | |
| LABOR | \$43,090 | | | | | | |
| SUBCONSULTANT | \$6,600 | | | | | | |
| Expenses | | | | | | | |
| TOTAL COST | \$49,690 | | | | | | |

B. Port & Harbor Staff Report for September 2022

Port and Harbor Director Hawkins summarized his written staff report and facilitated discussion with the commission.

C. Homer Marine Trades Association (HMTA) Report

Commissioner Zeiset noted that the HMTA's annual meeting is tomorrow evening at Odin's Meadery and is open to the public.

PUBLIC HEARING

PENDING BUSINESS

A. Homer Spit Comprehensive Plan Review & Discussion

Chair Matthews introduced the agenda item by reading the title. She noted she will be absent for the October regular meeting and opened the floor for discussion on the possibility of having a worksession beforehand to tie up their proposed amendments on the Spit Comprehensive Plan, and formulate their feedback into a working document for the Planning Commission to consider.

Discussion ensued the on the plan itself, Chair Matthew's work-plan for review, and scheduling a worksession. The commission and staff agreed to have a worksession on October 19, 2022 at 2:00 p.m. and to invite Planning staff to be a part of the conversation.

NEW BUSINESS

A. Port/Enterprise Fund Financial Modeling Update
i. 2023 Moorage Rate Table

Chair Matthews introduced the agenda item by reading the title.

Port and Harbor Director Hawkins and Port Administrative Supervisor Woodruff provided an update on the Port Enterprise fund financial modeling. Harbor staff met with City Manager Dumouchel and David Parker, Special Projects Coordinator, to map out steps needed to develop a financial modeling framework of the Port Enterprise Fund, including all known maintenance and current revenue streams. Ms. Woodruff shared screen via Zoom and provided a quick walk-through of the Trello port project board, a software tool that's designed for large project management. She explained the Port's and Finance's goal to add a financial tracking spreadsheet to each special project with running totals of allocated funds and expenses for quick reference.

There was discussion and questions from the commission on the new rate modeling and the upcoming moorage rate increases due to a high CPI rate.

B. Spit Parking Improvement Implementation Schedule
i. Revised HDL Homer Spit Parking Final Technical Report
ii. 2022 Parking Revenue Stats
iii. 2022 Parking Map

Chair Matthews introduced the agenda item by reading the title and deferred to Port and Harbor Director Hawkins to report.

Mr. Hawkins spoke to Harbor Staff's Spit parking improvement plan that utilizes the parking study recommendations from HDL. He spoke to their proposed implementation schedule outlined in his memo and the costs associated with the parking lot improvements.

There was discussion on the following:

- Parking statistics and revenue for short/long-term passes and load and launch ramp parking.
- How Lot 9A and 10A have been used this season for parking; there are no plans for improvements.
- Status of discussions with ADOT&PF regarding the use of the Right-of-Ways, cost sharing on improvements, and enforcement issues.
- Any potential for project savings through the amount of gravel vs. paving, how the lot is rebuilt/graded, and line delineation/use of wheel-stops.
- Potential for using the kiosks to help with 4-hour and 8-hour parking areas to encourage higher turn-over, and utilize HDL's recommendation of charging parking fees in increments of \$5.
- Using automated parking tracking methods; Harbor Staff is aware of them but many are costly.
- Parking enforcement logistics and where in the process it may bottleneck.
- RV parking: issues of oversized vehicles in certain lots and how some of the proposed improvements to the parking lots is to the drainage ditch that causes many of those issues.

Chair Matthews requested a motion for staff's parking improvement plan recommendation.

SHAVELSON/ZEISET MOVED TO RECOMMEND CITY COUNCIL APPROVE AN ORDINANCE AMENDING THE FY 23 PORT BUDGET BY APPROPRIATING \$342,300 FROM THE PORT RESERVES FUND TO COMPLETE SPIT PARKING IMPROVEMENTS FOR THE RAMP 2 PAVILION LOT, SEAFARER'S MEMORIAL LOT, AND THE PARKING AREA BETWEEN RAMP 3 AND 4.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews noted day permits are currently priced at \$5 and asked if there was a motion to increase that per Mr. Hawkins' recommendation to a nominal amount that does not include giving change from a machine. She clarified with Mr. Hawkins that that's for all paid parking lots.

SIEKANIEC/FRIEND MOVED TO RECOMMEND THE PORT AND HARBOR CHANGE THE DAILY PARKING FEE FROM \$5 TO \$10.

Chair Matthews questioned if the parking kiosks can be programmed to make that change happen. Mr. Hawkins voiced his concern that it's not the kiosk that he's concerned about, it's more about how they can implement the compliance aspect.

Discussion ensued on potentially giving parking discounts for reserved stall lessees, known vendors, and confirming that it's a seasonal fee; paid parking is only enforced Memorial Day to Labor Day except for long-term parking. Concerns were raised for creating new parking spaces and then turning around and making the parking fee higher, like a double-whammy. Commission agreed there should be an increase but to determine the amount at a later meeting.

SIEKANIEC/FRIEND MOVED TO AMEND TO RECOMMEND THE PORT AND HARBOR INCREASE THE DAILY PARKING FEE.

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

Motion carried.

VOTE (main motion as amended): NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews requested a motion on whether the commission would like to increase the Load and Launch Ramp fee from the current \$20. Mr. Hawkins explained how the fee structure works with the Load and Launch Ramp and the City's agreement with the Alaska Department of Fish and Game (ADF&G). The City would have to get prior approval from ADF&G to increase the actual launch ramp fee or change the parking levy. The Launch Ramp improvements were built in 2016 so there has not been an increase in fees since, and the fee is not subject to CPI increases.

SHAVELSON/ZEISET MOVED TO INCREASE THE LAUNCH RAMP AND PARK LEVY FEE FOR THE NEXT SEASON.

There was discussion on how it has been a few years and an increase is time and concerns about focusing more on the parking levy and not the launch ramp portion. At the commission's request, Mr. Hawkins agreed to bring the ADF&G Memorandum of Agreement back to the commission for their consideration at the next meeting.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews asked the commission if there should be any kind of discount for long-term parking passes. Commissioner Pitzman commented that if they were to leave it as-is that would be a discount in itself given they're increasing all the other rates.

In response to questions, Mr. Hawkins commented on which industries seem to be purchasing those type of passes, clarified the \$250 parking pass is a seasonal day-parking pass so the person does not have to pay the \$5 daily when using the paid lots, and how he allowed companies with multiple vehicles to use a single pass but could use it with one vehicle at a time. Discussion ensued on providing discounts to reserved stall lessees and marine trades people for the \$250 pass.

SIEKANIEC/ZEISET MOVED TO ALLOW STALL SLIP HOLDERS AND MARINE TRADESMEN A DISCOUNT ON SEASON PASSES AND SHORT-TERM PARKING.

Mr. Hawkins agreed to look into coming up with specific numbers for discounts for the commission to review.

Mayor Castner voiced his support of the motion and opined how most reserved stall lessees would prefer to pay the extra cost to not have to deal with kiosks or daily rates.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews requested a motion to address oversized vehicles using the parking area between Ramps 3 through 5. Mr. Hawkins recommended they put a size limit on the vehicles instead of saying “No RV’s”.

ZEISET/PITZMAN MOVED TO RECOMMEND WE PUT A 20 FOOT LIMIT ON VEHICLE SIZE FOR ALL PARKING LOTS BETWEEN RAMPS 3 AND 5.

Commissioner Shavelson suggested if there was an opportunity to clear out the area behind Bob’s Trophy Charters, even if preliminary, it would help alleviate any concerns with this motion.

Commissioner Pitzman inquired if that 20 foot size limit was an arbitrary number or is it based on what’s best for those parking spaces. Mr. Hawkins explained how Homer City Code says parking spaces are to be 9 by 20 feet; when Harbor Staff does parking layout they actually go 10 by 20 feet. He does not object to changing that space size if they determine most personal pickup trucks are longer than that. Chair Matthews noted that there are 22 foot RV’s that bottom out based on their axle span.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews asked whether or not they want to implement an RV parking fee on the Spit, move the RV lot to behind Bob’s Trophy Charters, and install a kiosk there for payment. Discussion ensued on how staff enforces the restriction on camping in parking lots. Mr. Hawkins recommended language for the motion.

PITZMAN/ZEISET MOVED TO RECOMMEND TO CREATE AN OVERSIZED VEHICLE LOT AND PRICE POINT AT THE SEAFARER’S MEMORIAL PARKING LOT AND BEHIND BOB’S TROPHY CHARTERS.

There was brief discussion on the two potential locations and utilizing kiosks or a mobile app to pay for the parking.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews noted the parking statistics that were provided in the packet. She shared an experience she had with the Parking Enforcement Officer and gave kudos to his efforts.

INFORMATIONAL MATERIALS

- A. Commissioner Ulmer Resignation Notice & Letter/Certificate of Recognition
- B. Memo from City Clerk Re: Implementation of New Agenda Management Software
- C. Port & Harbor Monthly Stats for August 2022
- D. Water/Sewer Bills Report for August 2022
- E. Ice & Crane YTD Report
- F. Dock Activity YTD Report
- G. PHC 2022 Meeting Calendar

Deputy City Clerk Tussey noted that the commission does not have a November meeting and inquired with Chair Matthews if it’s her intention to hold another meeting in November. The commission agreed to keeping the October 19th worksession and hold off on scheduling anything else until it comes up.

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|--|---------|-----------------------------------|
| PROJECT NAME | <u>Design - Parking Improvements (HDL)</u> | DATE | <u>11/08/2022</u> |
| DEPARTMENT | <u>Port and Harbor</u> | SPONSOR | <u>City Manager/Port Director</u> |
| REQUESTED AMOUNT | <u>\$ 49,690</u> | | |

| | |
|-------------|--|
| DESCRIPTION | In 2021, the City hired HDL to conduct a parking study for the south side parking lots on the Homer Spit. The findings and recommendations from that study have become the baseline for the Commission's references for making improvements to those high-traffic areas. The Port & Harbor Advisory Commission recommends funding these improvements from the Harbor Reserves account. |
|-------------|--|

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

| FUNDING SOURCE 1: Port Reserves | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|---|--|--|
| Current Balance <u>\$ 2,770,343</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 619,245</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 49,690</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 589,524</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 1,511,884</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-78

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$49,690 from the Port and Harbor Reserves for the Design of Parking Improvements to the Parking Lots at the Boathouse Pavilion, Seafarer’s Memorial, and Harbor Ramps Three and Four and Authorizing the a Task Order to HDL Engineering to Complete the Work.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 14, 2022 Introduction
Memorandum 22-196 from Port Director/Harbormaster as backup
2. City Council Regular Meeting November 28, 2022 Public Hearing and Second Reading

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

3 City Manager/
4 Port Director

5 **ORDINANCE 22-79**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING
9 \$408,073 FROM THE PORT RESERVES FOR AN OWNER'S
10 REPRESENTATIVE FOR THE NEW LARGE VESSEL HARBOR
11 PROJECT AND ISSUING A TASK ORDER TO HDR TO PROVIDE
12 OWNER'S REPRESENTATIVE SERVICES.

13
14 WHEREAS, Port Expansion has been the city of Homer's #1 ranked project for three
15 years; and

16
17 WHEREAS, all signs indicate that the Corps of Engineers will receive authorization to
18 begin a General Investigation of Homer's Port Expansion in 2023; and

19
20 WHEREAS, City staff have been in communications with HDR about assisting with the
21 additional workload that will be required from the City to ensure that the City of Homer gets
22 the best results possible from a Corps Port Expansion General Investigation study; and

23
24 WHEREAS, both within Alaska and nationally, HDR has the depth of experience needed
25 to meet our goals; and

26
27 WHEREAS, HDR has a presented a step-by-step plan for supporting the City that gives
28 the City options for continuing or stopping the contract if we believe that the services are not
29 needed; and

30
31 WHEREAS, the Port & Harbor Advisory Commission reviewed the proposed owner
32 representative agreement at their August 24, 2022 meeting and made a motion supporting the
33 award of a contract to HDR for Owner Representative Support Services managing the New
34 Large Vessel Harbor Project Phase 1 and allocating the appropriate funds from the Port
35 Reserves and to nominate or hire a City Liaison to coordinate the project.

36
37 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
38



City of Homer

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Port and Harbor

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Memorandum 22-197 (Amended*)

TO: HOMER CITY COUNCIL & MAYOR CASTNER
FROM: BRYAN HAWKINS, HARBORMASTER / PORT DIRECTOR
DATE: NOVEMBER 3, 2022
SUBJECT: HDR OWNER REPRESENTATIVE CONTRACT

Vessel moorage congestion has been a long term issue in Homer's small boat harbor. Large vessel Port Expansion has been ranked #1 on the City's Capital Improvement Project list for many years. The City has been working alongside the US Army Corps of Engineers (USACE) Alaska District to get national support for a General Investigation study focused on this need.

In 2019 the city completed a Planning Assistance for States (PAS) study with the Corps. The PAS study is a tool used to evaluate the navigation conditions that exist in a Port and to determine if 1) there is a problem and 2) if an Army Corps of Engineers General Investigation (GI) Study is warranted. The Homer PAS resulted in a recommendation that a General Investigation on Homer's Port Expansion be completed. The State and City have committed to the local share of the GI study expense and indications are good that Congressionally Directed Spending for the federal share will be included in the FY 2023 Federal budget. Our Federal Delegation and their staffers have been hard at work in Washington DC making sure that once funded, our project will get the authorization from Corps Command to give Homer's port expansion study the green light.

A lesson learned from the PAS process is that staff were stretched thin trying to provide the information and support the USACE for the duration of the six month study while at the same time doing our day jobs. We spoke with Corps about this concern and learned that many communities will contract with firms that have the personnel with the experience needed to help us get the best results for our efforts.

In 2019 Staff meet with HDR to discuss how they could support the City in a GI study. We learned that HDR's advantage on the federal side comes from the fact that their staff have intimate knowledge of the USACE processes. This is in part because HDR has over 30 active USACE IDIQ (indefinite delivery indefinite quantity) contracts nationwide, through which they perform General Investigation Studies on behalf of USACE as federal contractors. As our owner representative, HDR will not also perform the study, as that would be a conflict of interest—but their volume of IDIQ contracts serves as proof of just how thoroughly they understand the process of a GI study.

The Port & Harbor Advisory Commission reviewed the proposal from HDR at their August 24, 2022 meeting and expressed their support.

“SIEKANIEC/ PITZMAN MOVED TO RECOMMEND CITY COUNCIL ADOPT AN ORDINANCE AWARDDING A CONTRACT TO HDR FOR OWNER REPRESENTATIVE SUPPORT SERVICES MANAGING THE LARGE VESSEL PORT EXPANSION PROJECT – PHASE 1 AND ALLOCATING THE APPROPRIATE FUNDS FROM THE PORT RESERVES AND TO NOMINATE OR HIRE A CITY LIAISON TO COORDINATE THE PROJECT.

Discussion continued on limited City staff capacities in being able to take on the full role as a project manager, how contracting with HDR to be the project manager would cost more but may prove to be worth it, and the commission’s overall consensus that there needs to be a city liaison that devotes some of their time to ensuring the plan moves forward. The liaison can be an existing City employee, who is not Mr. Hawkins, or hired part-time to fill the role.*

The commission requested the opportunity to see the contract with HDR before it’s finalized/signed.”

Homer’s long range goals are clear/ building a large vessel harbor at our port will payback in multi-generational regional economic benefits. The goal is not to study a port expansion—the goal is to build a port expansion, and the GI study must be completed before we can move forward with our goal. I believe that hiring HDR will pay this community back many times over when it comes to meeting our shared goals.

Recommendation

Recommend that the Council pass Ordinance 22-XXX amending the FY23 capital budget by appropriating from the Port Reserve fund to pay for the costs of an Owner Representative contract with HDR and Authorize the City Manager to execute the appropriate documents.

Attachments

8-24-22 Port Commission Motion Recommending HDR Owner Representative Phase 1

HDR Fee Estimate

***Note from City Manager Dumouchel:** Direction regarding a “staff liaison” is not within the purview of the Commission. The comments were left in this memo to provide a complete view of the minutes from the meeting, but any future staff assignments will be a function of the City Manager and the Port Director.



November 3, 2022

Bryan Hawkins
Port Director and Harbormaster
City of Homer
4311 Freight Dock Road
Homer, AK 99603

Subject: Proposal for Homer Large Vessel Harbor Expansion Owner's Representative Phase 1

Thank you for this opportunity to submit a formal proposal for Owner's Representative services for the City of Homer (City) Large Vessel Harbor Expansion Project (Expansion Project). This project will provide a new port and harbor area that alleviates the current over-extended moorage needs and anticipated future needs of the harbor that benefit the greater Homer community.

The Expansion Project will have 1) federal components that meet the mission of the U.S. Army Corps of Engineers (USACE) to provide safe navigation, and 2) non-federal components such as improved moorage (i.e., docks, floats) and upland facilities. Integrating both the federal and non-federal components is critical to meet the needs of the Expansion Project as well as a positive cost-benefit ratio (CBR) required for key federal funding opportunities. HDR is ready to assist the City in a successful coordination effort between USACE and the greater Homer community to develop the new basin.

The path to successfully executing the Expansion Project is dependent on obtaining necessary federal funding to initiate the General Investigation. HDR is well-equipped to assist the City as an Owner's Representative by providing guidance and support to the City throughout both the USACE's federal process and non-federal Expansion Project preliminary planning components. A seven (7) phase stage gate approach was presented to the City and summarized in Table 1 that run concurrently with the four (4) phase USACE project delivery approach.

Table 1. Recommended Strategic Phases for Project Execution

| | City of Homer – Project Execution Track | USACE – Project Execution Track |
|---------------------------|---|--|
| Front End Planning | Phase 1: Appraise Opportunities Identify potential opportunities, define the program, solicit initial stakeholder input, and perform desktop analyses. | Fed Phase 1: General Investigation |
| | Phase 2: Select Alternatives Evaluate project alternatives, select preferred alternatives, define and manage risks. | |
| | Phase 3: Define/Develop Alternatives Develop preferred alternative, determine procurement strategies, establish business plan for capital improvements. | |
| Execution | Phase 4: Engineering and Procurement Execute final designs and procurement of construction. | Fed Phase 2: PED |
| | Phase 5: Construction Construct federal and non-federal program components. | Fed Phase 3: Construction |
| | Phase 6: Commissioning and Start-up Begin use of new facilities. | Fed Phase 4: O&M and Monitoring |
| | Phase 7: Operations Operate and maintain new facilities. | |

The following provides a detailed breakdown of the scope of work to execute **Phase 1: Approach Opportunities** as Owner’s Representative.

Task 1 – Define Project Charter and Detailed Project Needs: HDR will facilitate a meeting with Homer Port and Harbor leadership and City leadership to establish an official charter that will be used as the basis for all decisions moving forward with the Expansion Project. Since federal funding is anticipated for a significant portion of the Expansion Project, it is recommended USACE staff attend to provide input to the charter that helps align the goals of the project to meet the USACE mission. HDR will provide examples of other large project and program charters to provide guidance in the structure and definition required for a robust and thoughtful charter. Following development of the charter, HDR will work with Homer Port and Harbor leadership to define detailed project needs used to shape alternatives for accomplishing the goals of the project.

| Task 1 Deliverables | Schedule |
|------------------------------------|---|
| Charter, Purpose and Need Document | Within 2 weeks of Project Charter Meeting |

Task 1 Assumptions and Limitations:

- *Project Charter meeting will be held in Homer, AK. HDR staff based in Alaska will travel to Homer. HDR staff based outside of Alaska will attend the meeting virtually.*
- *City will support HDR in identifying key City staff to attend the Project Charter meeting.*
- *City will facilitate the meeting space for the Project Charter meeting*

Task 2 – Preliminary Stakeholder & Community Engagement Plan: HDR will work with Homer Port and Harbor staff to develop a robust Stakeholder & Community Engagement Action Plan. Our staff will work with the City to outline the goal of the Action Plan, determine criteria for success, identify key stakeholders and known community issues, and detail documentation needs for all stakeholder and community activities. This plan is intended to be a living document that is modified as the project advances to subsequent phases. Through this plan, HDR will help to manage stakeholder expectations, communication, and provide meaningful insight for the future steps in the process.

The bulk of the plan will focus on soliciting feedback from key project stakeholders, manage expectations, and outline an action plan to respond to input. Key feedback opportunities might include identifying major themes of project goals, communication of the City’s project expectations and non-negotiables, anticipated impacts to the communities’ residences and businesses, various scenario considerations and possible outcome(s), major concerns, potential challenges, impacts of the project to the overall community, and potential solutions for improving the CBR of the project.

| Task 2 Deliverables | Schedule |
|--|------------------------------|
| Stakeholder and Community Engagement Action Plan (Living Document) | Within 8 weeks of Task 2 NTP |

Task 2 Assumptions and Limitations:

- *Stakeholder and community outreach will be conducted virtually.*
- *City will support HDR staff in identifying key community members and stakeholders.*
- *Stakeholder and Community Engagement Plan will be an initial version and will continually be modified as the Expansion Project advances*
- *Task 2 NTP requires completion of Task 1*

Task 3 – Desktop Feasibility Study: A desktop feasibility study (separate document from the USACE General Investigation or USACE Feasibility Study) will be developed to document various aspects of the developing project. Specific components of the Desktop Feasibility Study include:

- a. Gathering Existing Background Information
- b. Review Existing Conceptual Engineering Studies/Designs
- c. Initial Risk and Fatal Flaws Assessment
- d. Conceptual Design and Conceptual-Level Opinion of Probable Construction Cost (Cost Estimates).

The purpose of the Desktop Feasibility Study is to provide a single document that gathers and summarizes previous work, assess risks and potential fatal flaws, and provides a visual understanding of the Expansion Project including costs. HDR will incorporate work already completed to minimize duplication. From this effort, a Risk Register will be developed that will act as a living document through the duration of the Expansion Project.

| Task 3 Deliverables | Schedule |
|---|-------------------------------|
| Risk Register (living document) | Within 12 weeks of Task 3 NTP |
| Desktop Feasibility Study | Within 12 weeks of Task 3 NTP |
| Concept Design Layout (attachment to study) | Within 12 weeks of Task 3 NTP |
| Conceptual-Level OPCC (attachment to study) | Within 12 weeks of Task 3 NTP |

Task 3 Assumptions and Limitations:

- Risk Register will be an initial effort to identify and consider risk mitigation strategies. The document will continue to evolve with the project – adding, modifying, and retiring risks.
- Opinion of probable construction cost will be conceptual-level and developed using parametric approach (e.g., reviewing relevant recent bid items for similar work).
- Task 3 NTP requires completion of Task 1 and recommend to occur after completion or concurrently with Task 2.

Task 4 – Regional Hub Influence Study: An important aspect for the Expansion Project to stand out amongst other nationwide projects is the influence the port and harbor has on regional rural communities and Alaska Native Tribes and how an expansion of the port and harbor will positively influence these communities. Through review of vessel tracking information (automatic identification system [AIS] database), HDR will determine primary sailing destinations to and from Homer to identify the extent of Homer as a regional hub to rural, subsistence, and/or native communities and harbors. Based on this dataset, HDR will investigate primary commerce (e.g., bulk goods and materials, fishing, recreation, passenger transport, safety). Statistics on these movements will be assessed with the intent to be used as talking points for promoting the Expansion Project. Findings from the study will be documented in a Regional Hub Influence brief technical memorandum (less than 10 pages). A summary of the findings and talking points will be developed into a public facing placemat utilizing various infographics.

| Task 4 Deliverables | Schedule |
|-----------------------------------|--|
| Regional Hub Influence Study Memo | Within 6 weeks of Task 4 NTP |
| Regional Hub Influence Placemat | Within 2 weeks of accepted Regional Hub Influence Study memo by City |

Task 4 Assumptions and Limitations:

- AIS data will be provided by the City through Marine Exchange.

Task 5 – Assistant Secretary of the Army Letters of Support

Task 5.1 – Community Outreach with Regional Hub Community Leaders:

HDR will coordinate with Regional Hub communities and tribal leaders and perform workshops that begin by explaining the project purpose/value, then brainstorm ideas that focus on the potential positive impacts from the proposed Expansion Project, and ultimately conclude by requesting a signed letter of support. Ideas and community feedback from the workshops will be utilized to draft custom letters of support for each community (Task 5.2).

Task 5.2 – Draft Custom Regional Hub Support Letters:

HDR will draft letters of support from Regional Hub communities. Letters will be consistent in their messaging for promoting the Expansion Project and will be customized to that community based on information received during the interviews with the community leaders. HDR will provide the draft customized letters to the City of Homer for distribution to the community leaders with the intent the community leaders will then adopt the letters and send to the Assistant Secretary of the Army.

Task 5.2 – Draft Joint Alaska Congressional Delegation Letter:

HDR will draft a joint letter of support from the Alaska Congressional Delegation (CODEL). The letter will be consistent in its messaging from those developed for the community leaders within the Regional Hub (Task 5.2). HDR will provide the draft joint letter to the City of Homer for distribution to the CODEL with the intent the CODEL will then adopt the letter and send to the Assistance Secretary of the Army.

| Task 5 Deliverables | Schedule |
|------------------------------------|-----------------------|
| Draft Regional Hub Support Letters | Within 8 weeks of NTP |
| Draft CODEL Support Letters | Within 8 weeks of NTP |

Task 5 Assumptions and Limitations:

- *Travel to regional hub communities will be limited to five (5) communities.*
- *HDR does not guarantee Regional Hub support for the project nor their desire to submit letters to the Assistant Secretary of the Army.*
- *HDR does not guarantee CODEL support for the project nor their desire to submit letters to the Assistant Secretary of the Army.*
- *Task 5 NTP requires completion of Task 1, Task 2, Task 3, and Task 4.*

Task 6 – USACE HQ In-Person Visit Support: On an as-needed basis, HDR staff that frequent USACE Headquarters and/or Congressional Offices will be available for conference/discuss with City of Homer staff that plan to travel to Washington, DC to promote the Expansion Project.

On an as-needed basis, up to two HDR staff, both Alaska-based and those that frequent USACE Headquarters and/or Congressional Offices will travel and accompany City of Homer staff to Washington DC and attend meetings to provide support and take notes.

Task 6 Assumptions and Limitations:

- *As-needed conferencing level of effort assuming three staff for up to 40 hours each.*
- *In-person visit to USACE Headquarters and/or Congressional Offices is limited to two trips and are assumed to be approximately one work in duration including travel.*
- *Task 6 NTP is recommended to occur shortly after Task 5 completion.*

Task 7 – Interactive Project Website: HDR will develop an interactive project website (similar to an online story map) to improve upon existing online project update page: <https://www.cityofhomer-ak.gov/port/large-vessel-harbor-expansion-project>. In addition to providing general updates on the project as is currently provided, the interactive webpage will walk through the history of the project, clearly outline key benefits of the project and focus on communities that will be positively impacted by the project, provide statistics determined through the Regional Hub Influence Study, and documentation such as letters of support, as well as provide clarity on local, state, and federal funding opportunities and status.

| Task 7 Deliverables | Schedule |
|-----------------------------|-----------------------|
| Interactive Project Website | Within 8 weeks of NTP |

Task 7 Assumptions and Limitations:

- *HDR will host the interactive webpage and provide the domain for the URL.*
- *City will include the provided URL on their webpage for public viewing*
- *HDR will maintain the webpage for 12 months. Additional maintenance will be included in Phase 2 scoping.*
- *Section 508 compliance is limited to documents created by HDR and the City after NTP of Phase 1.*
- *Task 7 NTP requires completion of Task 1 and Task 3.*

Task 8 – USACE Coordination: HDR will attend the General Investigation kick-off meeting with the City of Homer, anticipated to be initiated and facilitated by USACE. Following the kick-off meeting, HDR will participate in status meetings between the USACE and the City of Homer. HDR will prepare Expansion Project materials to communicate and document the progress made by the City.

| Task 8 Deliverables | Schedule |
|----------------------------|-------------------------------------|
| Monthly Meeting Summaries | Within 1 week of meeting occurrence |

Task 8 Assumptions and Limitations:

- *General Investigation Kick-Off meeting will be facilitated by the USACE.*
- *USACE coordination meetings are assumed to be monthly with a duration of approximately 1 hour.*
- *USACE coordination is assumed to be 12 months in duration. Additional coordination will be included in Phase 2 scoping.*

Task 9 – Phase 2: Scope, Schedule, and Budget: Upon a “Go” decision at the Phase 1 stage gate, HDR will develop a scope, schedule, and budget for Phase 2: Select Alternatives.

| Task 9 Deliverables | Schedule |
|-------------------------------|-----------------------------|
| Phase 2 Detailed Fee Proposal | Within 1 week of Task 9 NTP |

Task 9 Assumptions and Limitations:

- Task 9 NTP requires a “Go” decision from the City of Homer governance to initiate Phase 2 of the project approach.

Owner’s Representative Team

To support this work, HDR will have an assigned Program Manager to lead the City of Homer through the stage gate process. In addition, a Deputy Program Manager will also be assigned to provide redundancy for the multi-year process. As specific needs arise, the HDR Program Manager will identify and utilize various technical resources, coordinate meetings, and guide City of Homer decision makers at key steps with recommendations moving forward. The organizational chart below provides an outline of the team that will assist the City. HDR can provide details of staff listed upon request.

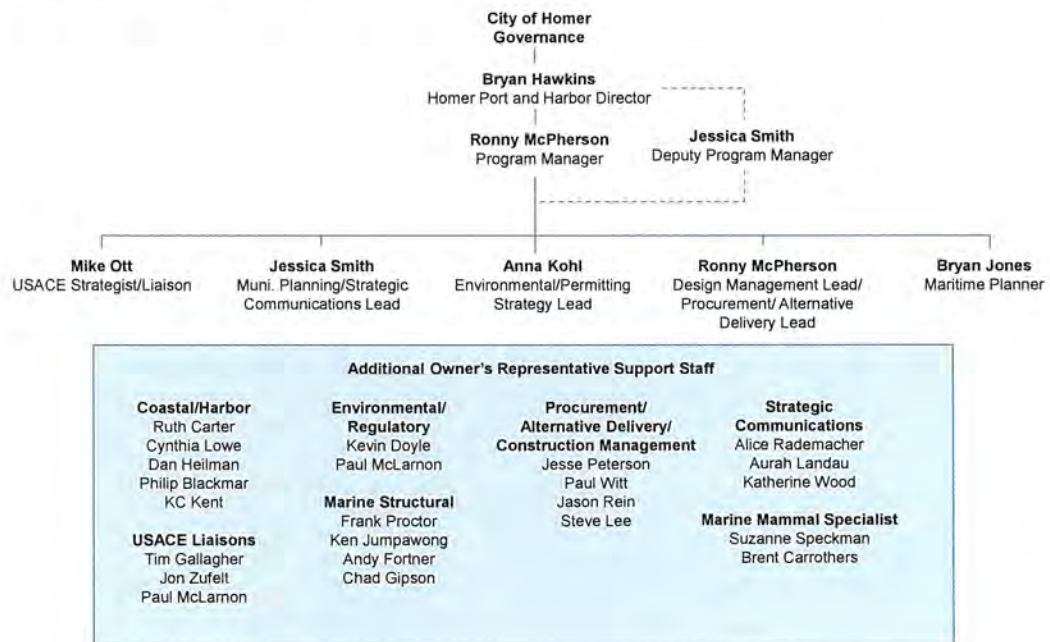


Figure 1. HDR Owner’s Representative Organizational Chart – Phase 1

Schedule

It is assumed the Phase 1 tasks will occur over an approximate 12-month time period. Upon authorization of Phase 1, HDR will develop a detailed schedule of Phase 1 tasks desired to be initiated by the City.

Fee

The estimated fee for the tasks above is \$408,073 on a time and expense basis. The breakdown of costs and estimated labor hours are shown on the attached Cost Estimate spreadsheet. Invoices for the work performed will be submitted monthly.

Thank you again for this opportunity to work with the City of Homer.

Sincerely,



Ronny McPherson
Vice President
HDR Coastal and Maritime Program Lead



Matthew Stone
Vice President
Alaska Area Manager

Attachment: Detailed Fee Spreadsheet dated November 3, 2022.

HDR Engineering, Inc.
Harbor Expansion Owner's Rep
Time and Materials

| Harbor Expansion Owner's Rep | | | | | | | | | | | | OTHER DIRECT COSTS | | | | | | | TOTAL COSTS | |
|------------------------------|--|----------------------|------------------------|--------------------|------------------|-------------------|-------------------------------|------------------------------|-------------------|-----------------------|---------------|--------------------|--------------------------|------------|---------------------------------|-----------------------------|----------------------------|---|-------------|--------------|
| Project Role | Project Accountant Sr | Project Manager | Deputy Project Manager | USACE Strategist | Maritime Planner | Enviro Permitting | Comm. Coordinator | Coastal EIT | Graphics Lead | Senior Fed Consultant | Hour Subtotal | Cost Subtotal | Equipment field supplies | Air/Travel | Lodging Food Parking Rental Car | Other Direct Costs Subtotal | Markup (other direct cost) | Other Direct Costs Subtotal with Markup | | |
| Employee | Syon, Robyn E. | McIlhenny, Ronald J. | Smith, Jessica | Ch. Michael Edmond | Jones, Bryan N. | Kohl, Anna J. | Rademacher, Alice Johanna Kay | Kent, Kristie Chandalar (KC) | Fladson, Summer D | Keller, Kevin K. | | | | | | | | | | |
| 2023 Rates Estimate | \$172.22 | \$249.13 | \$209.00 | \$288.39 | \$337.51 | \$330.23 | \$105.34 | \$113.70 | \$160.51 | \$301.72 | | | | | | | | | | |
| 1 | Project Charter and Project Needs | 0 | 56 | 48 | 8 | 8 | 32 | 0 | 0 | 0 | 160 | \$34,263 | \$100 | \$1,550 | \$0 | \$1,650 | \$165 | \$1,815 | \$36,078.00 | |
| 1.1 | Prep for Project Charter | 40 | 40 | | | | | | | | 80 | \$18,325 | | | | \$0 | \$0 | \$0 | \$18,325.00 | |
| 1.2 | Charter Meeting | 8 | 8 | 8 | 8 | 8 | | | | | 48 | \$11,357 | \$100 | \$1,550 | | \$1,650 | \$165 | \$1,815 | \$13,171.56 | |
| 1.3 | Documentation | 8 | | | | | 24 | | | | 32 | \$4,521 | | | | \$0 | \$0 | \$0 | \$4,521.00 | |
| 2 | Preliminary Stakeholder Outreach and Plan | 1 | 28 | 160 | 0 | 0 | 316 | 0 | 0 | 0 | 505 | \$73,874 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$73,874.00 | |
| 2.1 | Honor Staff Interviews | 16 | 16 | | | | 16 | | | | 48 | \$9,015 | | | | \$0 | \$0 | \$0 | \$9,015.42 | |
| 2.2 | Stakeholder Interviews | 4 | 40 | | | | 60 | | | | 104 | \$13,677 | | | | \$0 | \$0 | \$0 | \$13,676.67 | |
| 2.3 | Engagement Plan | 4 | 24 | | | | 80 | | | | 109 | \$14,612 | | | | \$0 | \$0 | \$0 | \$14,611.61 | |
| 2.4 | Plan Implementation | 1 | 1 | 80 | | | 160 | | | | 244 | \$34,570 | | | | \$0 | \$0 | \$0 | \$34,570.27 | |
| 3 | Desktop Feasibility Study | 2 | 94 | 8 | 8 | 24 | 16 | 16 | 144 | 0 | 312 | \$57,563 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$57,563.11 | |
| 3.1 | Further Existing Background Info | 2 | | | | | | | 24 | | 26 | \$3,227 | | | | \$0 | \$0 | \$0 | \$3,226.96 | |
| 3.2 | Review Existing Concept Engineer Studies Design | 16 | | | | | | | | | 16 | \$3,968 | | | | \$0 | \$0 | \$0 | \$3,966.65 | |
| 3.3 | Preliminary Stakeholder Input | 16 | | | | | 16 | | | | 16 | \$1,685 | | | | \$0 | \$0 | \$0 | \$1,685.38 | |
| 3.4 | Initial Risk and Fatal Flaw Assessment | 24 | 8 | 8 | 8 | 8 | | | | | 56 | \$14,500 | | | | \$0 | \$0 | \$0 | \$14,500.12 | |
| 3.5 | Conceptual Design & Cost Estimates | 4 | 4 | | | | 8 | | | | 16 | \$2,754 | | | | \$0 | \$0 | \$0 | \$2,753.90 | |
| 3.6 | Documentation | 2 | 4 | | | | 8 | | | | 12 | \$10,431 | | | | \$0 | \$0 | \$0 | \$10,430.24 | |
| 4 | Regional Hub Influence Study | 1 | 22 | 0 | 0 | 0 | 0 | 116 | 0 | 0 | 139 | \$18,842 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$18,841.70 | |
| 4.1 | Review AIS Data | 2 | | | | | | 16 | | | 18 | \$2,317 | | | | \$0 | \$0 | \$0 | \$2,317.39 | |
| 4.2 | Commercial Destination Research and Assessment | 4 | | | | | | 60 | | | 64 | \$7,818 | | | | \$0 | \$0 | \$0 | \$7,818.27 | |
| 4.3 | Documentation | 1 | 16 | | | | | 40 | | | 57 | \$8,709 | | | | \$0 | \$0 | \$0 | \$8,708.39 | |
| 5 | ANA Letters of Support | 0 | 48 | 56 | 0 | 0 | 152 | 0 | 0 | 0 | 256 | \$39,673 | \$0 | \$4,000 | \$3,000 | \$6,000 | \$600 | \$6,600 | \$46,273.22 | |
| 5.1 | Community Outreach | 24 | 40 | | | | 120 | | | | 184 | \$26,979 | \$4,000 | \$2,000 | \$6,000 | \$600 | \$6,600 | | \$33,579.39 | |
| 5.2 | Draft Custom Regional Hub Support Letters | 16 | 8 | | | | 32 | | | | 56 | \$9,029 | | | | \$0 | \$0 | \$0 | \$9,028.80 | |
| 5.3 | Draft Joint C-DEI Letter | 8 | 8 | | | | 16 | | | | 16 | \$3,665 | | | | \$0 | \$0 | \$0 | \$3,665.02 | |
| 6 | USACE HD In Person Visit | 0 | 184 | 24 | 184 | 0 | 0 | 0 | 0 | 24 | 256 | \$70,079 | \$0 | \$6,000 | \$3,960 | \$9,960 | \$996 | \$10,956 | \$81,034.74 | |
| 6.1 | As-Needed Conferencing | 24 | 24 | | | | | | | | 48 | \$17,078 | | | | \$0 | \$0 | \$0 | \$17,077.57 | |
| 6.2 | As-Needed In-Person Visit | 30 | | | | | 80 | | | | 160 | \$43,000 | \$6,000 | \$3,960 | \$9,960 | \$996 | \$10,956 | \$53,957.16 | | |
| 7 | Online Study Map | 1 | 16 | 48 | 0 | 0 | 0 | 40 | 200 | 0 | 345 | \$55,084 | \$350 | \$0 | \$0 | \$350 | \$35 | \$385 | \$55,469.84 | |
| 7.1 | Content Creation | 8 | 24 | | | | 40 | 40 | 40 | | 152 | \$22,191 | | | | \$350 | \$35 | \$385 | \$22,190.78 | |
| 7.2 | Website Development | 1 | 8 | 24 | | | | | 80 | | 113 | \$20,022 | \$350 | | | \$350 | \$35 | \$385 | \$20,407.28 | |
| 7.3 | Section 508 Compliance | | | | | | | | 80 | | 80 | \$12,841 | | | | \$0 | \$0 | \$0 | \$12,840.96 | |
| 8 | USACE Coordination | 3 | 44 | 0 | 20 | 0 | 190 | 0 | 0 | 0 | 175 | \$50,457 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$50,457.49 | |
| 8.1 | 1:1 Kick-Off Meeting | 8 | 8 | | | | 8 | | | | 32 | \$7,052 | | | | \$0 | \$0 | \$0 | \$7,051.56 | |
| 8.2 | Monthly Meetings | 3 | 12 | | 12 | | | | | | 39 | \$8,311 | | | | \$0 | \$0 | \$0 | \$8,311.77 | |
| 8.3 | Meeting Minutes and Content Development | | 24 | | | | | | | | 104 | \$15,075 | | | | \$0 | \$0 | \$0 | \$15,074.75 | |
| 9 | Scope, Schedule, and Budget | 2 | 8 | 8 | 0 | 8 | 8 | 0 | 0 | 0 | 34 | \$8,551 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,551.41 | |
| 9.1 | Scope, Schedule, and Budget | 2 | 8 | 8 | | | 8 | | | | 34 | \$8,551 | | | | \$0 | \$0 | \$0 | \$8,551.41 | |
| | | | | | | | | | | | 0 | \$0 | | | | \$0 | \$0 | \$0 | \$0.00 | |
| | | | | | | | | | | | 0 | \$0 | | | | \$0 | \$0 | \$0 | \$0.00 | |
| | **Rates based on multiplier with yearly escalation | | | | | | | | | | | | | | | | | | | |
| | Basic Services - Labor Hour Total | 10 | 420 | 352 | 140 | 40 | 40 | 556 | 400 | 200 | 24 | | | | | | | | | |
| | BASIC SERVICES - TOTAL COSTS | \$ 1,721.16 | \$ 104,633.76 | \$ 73,568.00 | \$ 40,374.12 | \$ 13,560.40 | \$ 9,349.38 | \$ 48,566.82 | \$ 45,478.40 | \$ 32,102.40 | \$ 9,161.22 | 2182 | \$368,231 | \$450 | \$11,550 | \$5,960 | \$37,968 | \$1,796.9 | \$19,756 | \$408,072.88 |

Ms. Tussey and Port and Harbor Director Hawkins facilitated discussion with commissioners, who each provided their priority preferences:

- Chair Matthews: 1) Port of Homer: New Large Vessel Harbor; 2) Pioneer Avenue Gateway Redevelopment: Multi-Use Community Center; 3) Green Infrastructure Storm Water Management and Erosion Mitigation System.
- Commissioner Shavelson: 1) Port of Homer: New Large Vessel Harbor; 2) Wood Grid Repair; 3) Steel Grid Repair.
- Commissioner Friend: 1) Port of Homer: New Large Vessel Harbor; 2) Wood Grid Repair; 3) Steel Grid Repair.
- Commissioner Pitzman: 1) Port of Homer: New Large Vessel Harbor; 2) Harbor Ramp 8 Public Restroom; 3) Steel Grid Repair.
- Commissioner Siekaniec 1) Port of Homer: New Large Vessel Harbor; 2) Homer Spit Coastal Erosion Mitigation; 3) System 4 Vessel Mooring Float System.
- Student Representative Stonorov: 1) Port of Homer: New Large Vessel Harbor; 2) Wood Grid Repair; 3) Steel Grid Repair.

FRIEND/PITZMAN MOVED TO RECOMMEND THE FOLLOWING THREE CITY PROJECTS FOR CITY COUNCIL TO CONSIDER FOR INCLUSION IN THE LEGISLATIVE PRIORITY SECTION:

- #1 PRIORITY: PORT OF HOMER: NEW LARGE VESSEL HARBOR PROJECT;
- #2 PRIORITY: WOOD GRID REPAIR PROJECT; AND
- #3 PRIORITY: STEEL GRID REPAIR PROJECT.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. Homer Port Expansion Project – HDR Proposal

- i. Letter & Proposal from HDR – Homer Large Vessel Harbor Expansion Owner’s Representative

Chair Matthews introduced the agenda item by reading the title and opened the floor for discussion or a motion.

Commissioner Siekaniec suggested the first item they discuss is the two structures lined out in their proposal, and inquired if there is a City staff person that can aid with this project. Commissioners and Port and Harbor Director Hawkins discussed the process for hiring HDR through a contract and which structure they would support: either a City of Homer Program Manager approach or using an HDR Program Manager structure.

SIEKANIEC/PITZMAN MOVED TO RECOMMEND CITY COUNCIL ADOPT AN ORDINANCE AWARDED A CONTRACT TO HDR FOR OWNER REPRESENTATIVE SUPPORT SERVICES MANAGING THE LARGE VESSEL PORT EXPANSION PROJECT – PHASE 1, AND ALLOCATING THE APPROPRIATE FUNDS FROM THE PORT RESERVES AND TO NOMINATE OR HIRE A CITY LIAISON TO COORDINATE THE PROJECT.

Discussion continued on limited City staff capacities in being able to take on the full role as a project manager, how contracting with HDR to be the project manager would cost more but may prove to be worth it, and the commission’s overall consensus that there needs to be a City liaison that devotes some

of their time to ensuring the plan moves forward. The liaison can be an existing City employee, who is not Mr. Hawkins, or hired part-time to fill the role.

The commission requested the opportunity to see the contract with HDR before it's finalized/signed.

VOTE YES: FRIEND, SIEKANIEC, MATTHEWS, SHAVELSON, PITZMAN

Motion carried.

C. Homer Port Expansion Project – Planning & Support

Chair Matthews introduced the agenda item by reading the title. She explained how this topic was addressed in earlier discussions both at the worksession and during review of HDR's proposal, and will carry over to the September meeting.

D. Inquiry on Petro 49 Lease

Chair Matthews introduced the agenda item by reading the title and opened the floor for discussion.

Commissioner Shavelson voiced how he is not prepared to have a more in-depth discussion about it right now; he would prefer to see the lease first and better understand what the requirements are before taking any action.

Chair Matthews referenced Deputy City Clerk Tussey's recommended motion as a way the commission can take next steps. Commissioner Shavelson clarified that he is not comfortable making any request to staff until he has seen the lease materials.

Mayor Castner recommended that any action the commission takes includes a resolution with each whereas detailing out the reasons for the inquiry into whether or not Petro 49's lease is an appropriate use of that harbor land.

Deputy City Clerk Tussey explained how the purpose of making a recommendation to City Manager Dumouchel was to request that lease information, or have him look into it further to bring back to the commission, as he is the property manager for the City. She spoke to the section of City Code where it specifies how the commission can direct their recommendations regarding the operation, maintenance, or policy of the harbor to the City Manager, and shared the feedback she received from the City Attorney about maintaining impartiality. Ms. Tussey reiterated that if the commission wants to review the lease information then they need to make that request in a motion to staff – i.e. the City Manager, staff would look into the situation based on your inquiry, and then make the determination on how to proceed from there which can include bringing it back to the commission.

Chair Matthews summarized the raised concerns over the second fuel dock not remaining open for most of the summer. Commissioner Shavelson verified with City staff that he would be able to review the lease at the City Clerk's Office before determining what action he would take.

INFORMATIONAL MATERIALS

- A. Letter from State Re: Award of FY 2023 Legislative Grant for \$750,000
- B. Letter from State Re: Award for FY 2023 Municipal Harbor Grant for \$366,000
- C. Port & Harbor Monthly Stats for June & July 2022
- D. Water/Sewer Bills Report for June & July 2022

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|--|---------|-----------------------------------|
| PROJECT NAME | <u>HDR - Owner's Representative Services</u> | DATE | <u>11/08/2022</u> |
| DEPARTMENT | <u>Port and Harbor</u> | SPONSOR | <u>City Manager/Port Director</u> |
| REQUESTED AMOUNT | <u>\$ 408,073</u> | | |

| | |
|-------------|--|
| DESCRIPTION | Port & Harbor Advisory Commission reviewed the proposed owner representative agreement at their August 24, 2022 meeting and made a motion supporting the award of a contract to HDR for Owner Representative Support Services managing the New Large Vessel Harbor Project Phase 1 and allocating the appropriate funds from the Port Reserves and to nominate or hire a City Liaison to coordinate the project. |
|-------------|--|

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

| FUNDING SOURCE 1: Port Reserves | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|---|-------------------------------------|-------------------------------------|
| Current Balance <u>\$ 2,770,343</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 619,245</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 408,073</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 231,141</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 1,511,884</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-79

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$408,073 from the Port Reserves for an Owner's Representative for the New Large Vessel Harbor and Issuing a Task Order to HDR to Provide Owner's Representative Services.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 14, 2022 Introduction
Memorandum 22-197 from Port Director/Harbormaster as backup
2. City Council Regular Meeting November 28, 2022 Public Hearing and Second Reading
Memorandum 22-197 (Amended) from Port Director/Harbormaster as backup

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

3 City Manager/
4 Public Works Director

5 **ORDINANCE 22-80**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING
9 \$271,517 FROM THE SEWER CAPITAL ASSET REPAIR AND
10 MAINTENANCE FUND FOR THE REHABILITATION OF THE
11 ELECTRICAL CONTROL WORKS FOR THE CITY'S SEWAGE LIFT
12 STATIONS.
13

14 WHEREAS, In 2020, the City's approved Capital Budget, adopted via Ordinance 20-57,
15 included \$210,900 to upgrade the SCADA in the City's eight lift stations, which are identified on
16 the City's Water/Sewer Asset Management Plan as being in critical condition and high risk; and
17

18 WHEREAS, This project was delayed for a variety of reasons and was one of the projects
19 recommended for "repackaging" in the City Manager's Memorandum 22-157; and
20

21 WHEREAS, We have identified six of the lift stations as being at the most risk of failure
22 and plan to renovate those first and the other two later.
23

24 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
25

26 Section 1. The Homer City Council hereby amends the FY23 Capital Budget by
27 appropriating \$271,517 to pay for the rehabilitation of electrical/control works for the City's
28 sewage lift stations as follows:
29

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| 256-0379 | Sewer CARMA | \$271,517 |

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 __th day of November, 2022.
37
38

39 CITY OF HOMER
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ATTEST:

KEN CASTNER, MAYOR

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Reading:

Second Reading:

Effective Date:



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907- 235-3170

(f) 907-235-3145

Memorandum 22-198

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
THROUGH: ROB DUMOUCHEL, CITY MANAGER
FROM: JANETTE KEISER, PE, PUBLIC WORKS DIRECTOR
DATE: November 3, 2022
SUBJECT: Rehabilitation of Sewage Lift Stations Electrical and Control Works

I. **Issue:** The purpose of this Memorandum is to (1) request an appropriation to rehabilitate the electrical works of the Sewage Lift Stations and (2) award a Sole Source contract to Kachemak Electric Company.

II. **Scope of Work:**

In 2020, the City's approved Capital Budget included \$210,900 to upgrade the SCADA¹ in the City's eight lift stations. (See Ordinance 20-57.) This project was delayed for a variety of reasons and was one of the projects recommended for "repackaging" in the City Manager's Memorandum 22-157. These lift stations are identified on the City's Water/Sewer Asset Management Plan as being in critical condition and high risk. If a lift station goes down, we run the risk of having raw sewage running in the streets and in some cases, backing up into people's homes.

Since 2020, we've had the opportunity to study what needs to be done in consultation with SCADA provider, Evoqua, and Kachemak Electric Company. Kachemak Electric is the local electrical contractor that built the original electrical panels/controls and has been maintaining them for over 30 years. This team made an intensive analysis of the electrical boxes and determined that the SCADA was not the only problem. The electrical components no longer comply with National Electric Code standards, are obsolete and at the end of their useful life. For a number of years, when something broke down, we could rebuild it, even if we had to scrounge parts on eBay. Now, we've run out of spare parts and we can't get more.

The team identified the electrical/control works that each lift station needs to bring it back to a state of good repair. The costs include the parts and materials for electrical/controls work that was originally scoped as well as performance/payment bonding and prevailing wages for the on-site installation. We've added the estimated cost for freight and a contingency.

¹ SCADA is an acronym for a computerized control system.

This breaks down as follows, for the six most critical lift stations. We will work on the remaining two lift stations at a later time as more funds are available.

| Lift Station | Materials | Installation² | Total |
|----------------------------|------------------|---------------------------------|------------------|
| Campground | \$17,992 | \$17,546 | \$ 35,538 |
| Launch Ramp | \$23,635 | \$17,546 | \$ 41,181 |
| Kachemak Drive | \$22,274 | \$29,010 | \$ 51,284 |
| Kachemak City | \$ 9,613 | \$17,546 | \$ 27,159 |
| Bay Avenue | \$23,452 | \$17,546 | \$ 40,998 |
| Beluga Lift Station | \$21,471 | \$17,546 | \$ 39,017 |
| Freight (estimated) | | | <u>\$ 11,000</u> |
| | | Subtotal | \$235,177 |
| Contingency- 12% | | | \$ 28,221 |
| Performance & Payment Bond | | | <u>\$ 8,109</u> |
| | | Total | \$271,517 |

III. Pricing

We believe Kachemak Electric’s pricing is fair and reasonable for two reasons. First, on previous competitive procurements we’re aware of, both here and in other Kenai Peninsula jurisdictions, where Kachemak Electric is one of several bidders, Kachemak Electric has been the low bidder. Second, Kachemak Electric’s material prices are similar to prices we’ve paid for parts scrounged on eBay. Third, one of the electrical contractors we contacted, Liberty Electric, when we told them we’d also asked Kachemak Electric for a price quote, told us they would not be able to compete with Kachemak Electric.

We recommend adding a contingency of 12% to cover unforeseen conditions. For example, the cost of freight could differ from what we’ve estimated. Or, we could find that field installation is more challenging than what’s been estimated – renovation of old systems almost always raises the unexpected.

IV. Sole Source Procurement

Homer City Code requires an open market procurement where the estimated value is more than \$25,000 unless an exception exists. Three authorized exceptions are applicable in this case:

- a. *“Procurement of consultant and technical services”*, HCC 3.16.060(d). The scope of work includes assessing the complex, highly technical issues, identifying the components that need to be replaced/rehabilitated, furnishing the components, installing the components and integrating the components with existing control systems. This needs to be done in the dangerous environment of high voltage electricity, operating lift sewage stations and fragile existing systems.
- b. *“Procurement of ...construction completion services,”* HCC 3.16.060(f). The goal is not to demolish the existing lift stations, but to rehabilitate the electrical/control systems that run those lift stations. In this context, the work is to “complete” fully functional lift station systems.

² The cost of installation includes prevailing wages.

- c. *“Sole source procurement”* HCC 3.16.060(i). When staff first started exploring the issues, they contacted four local electrical contracting companies, including: Shank Electric, Woodworth Electric, Liberty Electric and Kachemak Electric. Kachemak Electric was the only company that responded. It is unlikely we would get any better response advertising further afield because so much of the work requires on-site field investigations to assess the problems and prescribe fixes.

Kachemak Electric has worked with the City for over 20 years, helping to keep these electrical panels functioning. Its work included the upgrade to our current stand-alone SCADA system about 10 years ago. Kachemak Electric is the only local representative for our lift station SCADA manufacturer and is the only authorized supplier of parts for the system. There is no one else in town that has the degree of expertise and intimate knowledge of the workings of our complex lift station electrical/control systems that Kachemak Electric has. We think this is why the other local contractors chose not to respond. They knew they could not compete with Kachemak Electric. One of the local contractors said as much.

V. Funding

This work would be funded from the Sewer CARMA Fund.

VI. Recommendation: That the City Council take the following actions:

- a. Appropriate \$271,517 for the renovation of the sewage lift stations
- b. Award a sole source contract to Kachemak Electric Company in the amount of \$271,517.



| Name | Customer | Proposal# | Due/Bid Date |
|----------------------------------|-----------------------|-----------|---------------------|
| Homer, AK - Lift Station Updates | Kachemak Electric Co. | | 6/15/2022, 12:00 PM |

Scope

Rev 1 - 6/12/22

Proposal references the following project information and includes those items as described in the attached Bill of Materials:

- E-Mails
 - 5/10/22 – Includes Overview Notes
 - 5/14/22 – Pictures
 - 5/17/22 – Supporting Documentation.
 - Rev 1 - 5/25/22 – From James Trissel Clarifications and Motor Information
- Specifications (As related to proposed equipment)
 - None
- Plan Drawings (As related to proposed equipment)
 - None
- Addendums
 - None
- Other
 - Phone conversation of 5/17/22
 - Rev 1 - Phone conversation of 5/24/22

A - Qty (1) Campground LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 208/120 volt, 3 Phase, 4 wire, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 5 HP at 15 FLA submersible pumps. Unit to include the following main items: To Include:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 60" x 36" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 5 HP at 15 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flgylt Motors)

Mark Ciulek

907-283-3360

mark@kachemakelectric.com

- 2 Motor Heat Sensor Alarm Activation, and Aux Contact
- 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

B. Qty 1 - Spit Fish Grinder (Retrofit Existing Control Panel)

Equipment to furnished loose for in field mounting by others. New equipment to operate on existing voltages. New VFDs will replace existing motor starters. Front panel mounted equipment (Indicators, Operators, Resets) will be supplied on a new bezel to cover removed Eaton pump operators and indicators. Equipment for panel cooling will be supplied for installation on to existing panels. To include the following main items:

- 2 VFD – Yaskawa sized for 480 volt, 3 phase, 15 HP at 22 FLA Hydromatic motors (Need to Verify Space in Panel and Motor FLA) - Space available in panel after removal of existing motor starters to accommodate new VFDs. (It is anticipated that each VFD will require 16" H x 9" W x 7" D space for mounting.
- 1 Thermostatically Controlled Ventilation System
- 2 Motor Current Transmitters
- 1 Bezel Sized to cover the holes left by removal of the Eaton motor operators/monitors and reset PBs. -- To include the following operators and indicators:
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure
- 2 Running Time Meter
- 2 Display – Motor Current.

Note: Existing panel to be retained and reworked to accommodate the above new equipment. It is anticipated that the following existing panel equipment will need to be moved to accommodate the replace the existing motor starters with new VFDs:

Existing Motor Circuit Breakers to be Moved higher
Small Transformer Next to existing Motor Starters may need to be moved. (It is not known if this item is necessary after the removal of the Eaton motor starters and may be able to just be removed.)

Space available in panel after removal of existing motor starters to accommodate new VFDs. (It is anticipated that each VFD will require 16" H x 9" W x 7" D space for mounting.)

C. Qty (1) Launch Ramp LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 208/120 volt, 3 Phase, 4 wire, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 15 HP at 67 FLA Flygt submersible pumps. Unit to include the following main items: To Include:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 72" x 36" x 18") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Mitsubishi. VFD Sized for 15 HP at 67 FLA motors with Circuit Breaker (HDL)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors

- 1 - Controller - Provisions for Field Mounting Link2Site Modem

D. Qty (1) 30 Acres LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 230/120 volt, 1 Phase, 3 wire, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via new A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 1 HP at 8.6 FLA Hydromatic submersible pumps. VFDs to be used for phase conversion. (No need for adjusting frequency) Unit to include the following main items: To Include:

- 1 NEMA Type 4X - Steel Enclosure, with back panel and 1/2" Insulation (Est. 48" x 36" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 - Main and Emergency Breaker w/Manual Transfer Switch (HDL)
- 1 Surge Arrestor
- 1 - Interior Enclosure Light Hoffman 24VDC LED
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 10 Amp 1 Pole QOU Circuit Breaker (GFI)
- 1 10 Amp 1 Pole QOU Circuit Breaker (Site Lighting)
- 1 10 Amp 1 Pole QOU Circuit Breaker (Panel Heater)
- 1 15 Amp 1 Pole QOU Circuit Breaker (Spare)
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Yaskowa. VFD Sized for 15 HP at 67 FLA motors with Circuit Breaker (HDL)
- 2 Selector Switch – HOA
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 1 - Motor Heat Sensor Pilot Light, Manual Reset Pushbutton, and Alarm Activation
- 1 - Macromatic LCP Seal Failure Pilot Light, and Alarm Activation
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 LC150 Base Controller w/Operator Interface
- 1 Link2Site Modem Kit Communications Cellular Modem, Power Cable, Comm Cable, 3 DB Antenna
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- 1 - Strobe 12-48 VDC Alarm Light
- 1 - 15 Amp GFI Receptacle - Inner door/door mount
- 1 - Submersible Level Transmitter - Breather Bag
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 Muni-Float with 50 Ft. Cable

- 1 A1000i Submersible Level Transmitter w/60 Ft; Cable
- 1 A1000 Cable Suspension Kit with 21 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Reuse Existing Generator Receptacle - Panel Installer to Relocate at time of installation.

E. Qty (1) Kachemak Drive LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 208/120 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 15 HP @ 26 FLA Flygt motors. Unit to include the following main items:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 60" x 30" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 15 HP at 26 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

Recommendation: - Exterior panel/enclosure thermostatically controlled ventilation to allow heat produced by VFDs to escape.

F1. Qty 1 Kachemak City LS (Retrofit)

Equipment to furnished loose for in field mounting by others. New equipment to operate on existing voltages. New VFDs will replace existing motor starters. Front panel mounted equipment (Indicators, Operators, Resets) will be supplied on a new bezel to cover removed pump operators and indicators. Equipment for panel cooling will be supplied for installation on to existing panels. To Include the following main items:

- 2 VFD – Yaskawa sized for 230 volt, 3 phase, up to 7.5 HP at up to 25 FLA motors
- 1 Thermostatically Controlled Ventilation System
- 2 Bezels sized to cover the holes of unused operators/monitors. – To Include the following operators and indicators:
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator VFD Failure
- 1 Power Conditioner – 120 VAC - Sola

Note: Existing panel to be retained and reworked to accommodate the above new equipment. It is anticipated that the following existing panel equipment will need to be moved to accommodate the replace the existing motor starters with new VFDs:

- Relocate Relays for Common Alarm, Liquid Level Alarm, and Flasher
- Suggest – Move LC-150 controller up higher and use right side to mount new VFDs.
- Space available in panel after removal of existing motor starters to accommodate new VFDs. (It is anticipated that each VFD will require ~14" H x 8" W x 7" D space for mounting.)

F2 - Qty (1) Kachemak City LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 230 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 1 Painted Steel Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 7.5 HP @ 25 FLA Flygt motors. Unit to include the following main items:

- 1 NEMA Type 1 - Steel Enclosure, with back panel (Est. 60" x 36" x 12") - Actual size to be determined during final design.
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 7.5 HP at 25 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2

- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

Recommendation: - Exterior panel/enclosure thermostatically controlled ventilation to allow heat produced by VFDs to escape.

G - Qty (1) Bay Avenue LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 240/120 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 4X 304 SS Enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 3 HP @ 10.6 FLA Hydromatic motors. Unit to include the following main items:

- 1 NEMA Type 4X 304 SS - Steel Enclosure, with back panel (Est. 60" x 24" x 18") - Actual size to be determined during final design. (Note - Customer to Verify if this enclosure will fit in existing enclosure and allow door to open fully.)
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 3 HP at 10.6 FLA motors with Circuit Breaker (QOU)
- 2 Selector Switch – HOA

- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Hydromatic Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

H - Qty (1) Beluga LS (New Control Panel)

Duplex Lift Station Motor Control Panel for operating on protected 240/120 volt, 3 Phase, 60 Hertz. Equipment will be housed in a NEMA 4X fiberglass enclosure suitable for wall mounting. Unit will monitor wet well level via existing A1000i Loop Powered Submersible Level Transmitter (Primary) and new 3 Float switches (Backup) and provide duplex pump down control of 10 HP @ 25 FLA Flygt motors. Unit to include the following main items:

- 1 NEMA Type 4X Fiberglass enclosure, with back panel (Est. 60" x 24" x 18") - Actual size to be determined during final design. (Note - Customer to Verify if this enclosure will fit in existing enclosure and allow door to open fully.)
 - Circuit breaker cutouts with mounting bracket
- 1 Incoming Power Terminal Block
- 1 Surge Arrestor
- 1 Phase/Voltage Monitor with input fusing
- 1 Phase/Power Fail Pilot Light, Alarm Activation, and Aux Contact
- 1 Power On Light
- 1 Circuit Breaker – Control Power
- 1 Power Conditioner 120/120 Volt - (Sola HD - Used to Power Only DC Power Supply, LC-150, Link2Site)
- 1 Thermostatically Controlled Ventilation System
- 1 Heater with High Temperature Cutout – Condensation Protection
- 2 Combination Sq D. VFD Sized for 10 HP at 25 FLA motors with Circuit Breaker (QOU)

- 2 Selector Switch – HOA
- 2 Potentiometer, 1 Turn – VFD Speed
- 2 Indicator Run
- 2 Indicator VFD Failure Alarm Activation, and Aux Contact
- 2 Running Time Meter
- 2 Motor Current Transmitters Display (Front Panel Mounted) - Pump 1 and 2
- 1 Motor Current Transmitter - Common - For Input to LC-150 Controller
- 2 Motor Protection Modules with Built In Indicators and Reset Push Button (Compatible with Flygt Motors)
 - 2 Motor Heat Sensor Alarm Activation, and Aux Contact
 - 2 Seal Failure Alarm Activation, and Aux Contact
- 1 DC Power Supply
- 1 Battery Backup System (~4 Hours)
- 1 Provide Cutout, Space and Wiring (Plugs) for Customer Supplied - LC-150 Duplex Controller (Primary)
 - Customer will mount and existing LC-150 controller in field.
- 1 Provide Space and Wiring for Customer Provided/Existing Link2Site Modem
 - Customer will mount and existing Link2Site Modem in field.
- 1 High Alarm Pilot Light, Manual Reset Pushbutton, Alarm Activation, and Aux Contact - (Float)
- 1 Indicators - Backup Active, Alarm Activation, and Aux Contact
- 1 Push Button - Backup Reset
- 1 DPC-4F Backup Level Controller (Float)
- 1 Intrinsic Safety Barrier (Analog)
- 3 Intrinsic Safety Barrier (Float)
- AR Relays, Timers, Terminal Blocks, Fuses, Wire Numbers
- Common Alarm Aux Contact
- Engraved Nameplates
- UL Label 698
- Self Laminating Wire Numbers
- Control Relays as required
- Terminal Blocks and Ground Lugs as Required
- EQUIPMENT SHIPPED LOOSE FOR IN FIELD MOUNTING:
- 3 - Muni-Float with 50 Ft. Cable

CUSTOMER SUPPLIED ITEMS:

- 1 - Controller - Provisions For Field Mounting LC-150 controller base and OI - To Include Wire Harness to Plug Connectors
- 1 - Controller - Provisions for Field Mounting Link2Site Modem

Spare Parts:

- VFD 240 volt 5 HP at 15 FLA (Campground LS)
- VFD 480 volt 15 HP at 22 FLA (Spit Fish Grinder)
- VFD 240 volt 15 HP at 67 FLA (Launch Ramp LS)
- VFD 240 volt 1 HP at 10 FLA (30 Acres – Single phase conversion)
- VFD 240 volt 15 HP at 26 FLA (Kachemak Dr. LS)
- VFD 240 volt 7.5 HP at 25 FLA (Kachemak City LS)
- VFD 240 volt 3 HP at 10.6 FLA (Bay Ave LS)
- VFD 240 volt 10 HP at 25 FLA (Beluga LS)

Services

- Engineering/Drafting
- Documentation *Electronic/Hardcopy* (Submittal and O&M Manuals) – See clarifications for specific documentation included.
- Preshipment Factory System Testing
- Warranty, Factory Standard 1 Year
- Freight Prepaid and Added (FOB Shipping Point)

Clarifications:

1. PRIMEX® requires a purchase order for all submittals for the amount quoted with "HOLD FOR APPROVAL" noted.
2. This proposal includes PRIMEX standard documentation package to include the following:
 1. Schematics
 2. Enclosure Layout
 3. Basic Bill of Material
 4. Cut Sheets/Data Sheets
 5. Description of Operation
3. Documentation package is provided electronically
4. PRIMEX quotations are based on factory estimated lead times at the time of quotation and can change without notice. PRIMEX does not accept responsibility for any delays in equipment delivery which are beyond our control. Expedited shipments may be available at additional cost and are at the discretion of the factories.
 1. Allow 6-8 weeks after receipt of Purchase Order for Engineering submittals to be sent.
 2. Allow 12-16 weeks for manufacturing and testing, after a formal release to production is received.
 3. Allow 15 Days transit time to job site.
 4. The above time estimates above DO NOT include time for ENGINEERS submittal review or equipment installation.
5. Proposal is based on using PRIMEX standard equipment and designs including:
 1. 22 MM Selector Switches and Indicators
 2. FV LED Indicator Lights
 3. Variable Speed Drives, Circuit Breakers
 4. Controllers
 5. Level Sensors
6. System uses VFDs for control of motors. Proposed VFDs cannot be mounted more than 100 feet away from motor. Consult factory if motor is to be mounted more than allowed distance from VFDs.
7. Panel sizing is estimated and will be determined during final design. In the event available panel space is limited, some components may need to be shipped loose for external mounting (Example – Sola Power Conditioners)
8. It is recommended that the motor voltages, HP and FLA at Launch Ramp LS is verified. The motor FLA data provided by City personnel appears to be ~ 50 % high based on voltage and HP of the motor.

Items specifically not included in this proposal

1. Freight (To be prepaid and added)
2. Sales or Use Tax
3. Permits of any kind
4. Performance, Payment or Equipment Bond of any kind
5. Extended or Special Equipment Warranty Coverage is not included unless specifically stated on this proposal.
6. Receiving and Storage of Equipment on the job site
7. Installation or Mounting of Equipment or Instruments and Job Site Labor other than specifically listed in this proposal.
8. Installation Materials, Brackets, Channel Strut, Wire, Clamps, Piping, Junction Boxes, Field Assemblies, etc., unless specifically described in our material list.
9. Mounting of any control panels or hardware
10. Field Terminations
11. Panel to Panel or Panel to Instruments Interconnect Drawings.
12. Witnessed Factory Acceptance Tests
13. Utility Meters, Meter Sockets, CT Cabinets, or Meter Stands
14. Coordination with utility company with regards to minimum short circuit rating for equipment. Unless otherwise directed all equipment provided in this proposal will be rated for 5KAIC or less.
15. Remote Mounted Disconnect Switches (Fused or Non Fused)
16. Automatic Transfer Switches
17. Generator
 1. Generators
 2. Receptacles
 3. Plugs
18. Lighting Panels or Panelboards
19. Sensors
 1. Flow

11/03/22

- 2. Temperature
- 20. Pressure Gauges
- 21. Valves
- 22. Stilling Wells
- 23. Area Flood Lights or Photo Cells
- 24. Enclosure Padlock(s)
- 25. Electrical Testing Services
 - 1. Harmonic
 - 2. ARC Flash
- 26. Calculations
 - 1. Harmonics
 - 2. Seismic
- 27. Field Services
 - 1. Installation
 - 2. Start Up
 - 3. Training
- 28. Antenna Masts
- 29. Spare Parts – Except as listed in Bill of Materials.
- 30. Link2Site Modems or Associated Antennas or Service fees. – Except as listed in Bill of Materials.
- 31. PRIMEX's sole obligation shall be the provision of those items specified within the "included" items listed above. The lack of an explicit exclusion does not imply inclusion.

| Pricing Breakouts | Quantity | Installation Net Price | Primex |
|---|----------|---------------------------|----------------|
| | | | Ext Price |
| Engineered Panels: Q-30869-1 - Unit B - Spit Fish Grinder (Retrofit) | 1 | 21,969.00 | \$ 9,191.00 X |
| Engineered Panels: Q-30869-1 - Unit A - Campground LS | 1 | 17,546.00 | \$ 17,992.00 |
| Engineered Panels: Q-30869-1 - Unit C - Launch Ramp LS | 1 | 17,546.00 | \$ 23,635.00 |
| Engineered Panels: Q-30869-1 - Unit D - 30 Acres LS | 1 | 31,366.00 | \$ 26,646.00 X |
| Engineered Panels: Q-30869-1 - Unit E - Kachemak Drive LS | 1 | 29,010.00 | \$ 22,274.00 |
| Engineered Panels: Q-30869-1 - Unit F1 - Kachemak City LS (Retrofit) | 1 | 17,546.00 | \$ 9,613.00 |
| Engineered Panels: Q-30869-1 - Unit F2 - Kachemak City LS (New Panel) | | | \$ |
| Engineered Panels: Q-30869-1 - Unit G - Bay Avenue LS | 1 | 17,546.00 | \$ 23,452.00 |
| Engineered Panels: Q-30869-1 - Unit H - Beluga LS | 1 | 17,546.00 | \$ 21,471.00 |
| Engineered Panels: Q-30869-1 - Spare Parts - VFDs | 1 | | \$ |

Proposal Amount \$ 332,458.00 = \$ 324,359 + \$ 8,109

Freight Terms: FOB Origin, Freight Prepaid and Add

Inclusions:

- 1. Installation
- 2. Engineered Panels as Describe Above
- 3. Demo existing floats & brackets
- 4. Provide & Install temp control station for by-pass
- 5. Prevailing Wages Inside Rates
- 6. Performance Bond (8,109.00)

Exclusions:

- 1. Lift Station 'By-Pass'
- 2. Winter Work Hours
- 3. Existing lift station repairs & violations (if any)
- 4. Contained space requirements monitoring
- 5. Utilities cost & permits
- 6. Locates & surveys
- 7. Notice of Work for the State of Alaska File Fee
- 8. Certified Payroll

Handwritten calculation in a box:
 \$ 324,359
 - 89,172

 \$ 235,187

Less: Fish Grinder \$31,160
 30 Acres \$ 58,012
 \$ 89,172

not including
 freight, contingencies
 or bonding



System Integrators since '1982'

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|---------------------------------------|---------|---------------------------------|
| PROJECT NAME | <u>Sewage Lift Station Electrical</u> | DATE | <u>11/08/2022</u> |
| DEPARTMENT | <u>Public Works</u> | SPONSOR | <u>City Manager/PW Director</u> |
| REQUESTED AMOUNT | <u>\$ 271,517</u> | | |

| | |
|-------------|--|
| DESCRIPTION | <p>In 2020, the City's approved Capital Budget, adopted via Ordinance 20-57, included \$210,900 to upgrade the SCADA in the City's eight lift stations, which are identified on the City's Water/Sewer Asset Management Plan as being in critical condition and high risk.</p> <p>This project was delayed for a variety of reasons and was one of the projects recommended for "repackaging" in the City Manager's Memorandum 22-157.</p> <p>We have identified six of the lift stations as being at the most risk of failure and plan to renovate those first and the other two later.</p> |
|-------------|--|

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

| FUNDING SOURCE 1: SEWER CARMA | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|--|-------------------------------------|-------------------------------------|
| Current Balance <u>\$ 1,897,658</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 1,467,976</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 271,517</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 98,281</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 59,884</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-80

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$271,517 from the Sewer Capital Asset Repair and Maintenance Allowance (CARMA) Fund for the Rehabilitation of the Electrical Control Works for the City's Sewage Lift Stations.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting November 14, 2022 Introduction
Memorandum 22-198 from Public Works Director as backup
2. City Council Regular Meeting November 28, 2022 Public Hearing and Second Reading

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Fire Chief

ORDINANCE 22-81

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE FY23 CAPITAL BUDGET BY ACCEPTING AND APPROPRIATING A REIMBURSABLE CODE BLUE GRANT IN THE AMOUNT OF \$55,000 AND APPROPRIATING AN AMOUNT NOT TO EXCEED \$300,000 FROM THE GENERAL FUND FLEET CAPITAL ASSET REPAIR AND MAINTENANCE ALLOWANCE (CARMA) FUND FOR THE PURCHASE OF AN AMBULANCE.

WHEREAS, The Homer Volunteer Fire Department provides critical public safety services to the community; and

WHEREAS, The fire fleet is aging and in need of replacement; and

WHEREAS, The ambulance known as MEDIC1 went into service in 1997 and has been scheduled for replacement in 2022; and

WHEREAS, It's important to order a vehicle as soon as possible because supply chain issues are such that delivery is expected to take up to 24 months; and

WHEREAS, The Homer Volunteer Fire Department applied for and was awarded \$55,000 from the Alaska Code Blue Grant Program to assist with the funding of a new ambulance.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY23 Capital Budget by accepting and appropriating the Code Blue Grant Program funds in the amount of \$55,000 to replace ambulance known as MEDIC1 as follows:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|-----------------------------|---------------|
| 151-xxxx | Code Blue Grant - Ambulance | \$55,000 |

Section 2. The Homer City Council hereby amends the FY23 Capital Budget by appropriating an amount not to exceed \$300,000 for MEDIC1 replacement and as follows:

Funding Source:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| 152 | GF Fleet CARMA | \$300,000 |

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Transfer to:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|-----------------------------|---------------|
| 151-xxxx | Code Blue Grant - Ambulance | \$300,000 |

Section 3. Once purchase is complete, any remaining funds will be transferred back to General Fund Fleet CARMA for repurposing.

Section 4. This is a budget amendment ordinance only, is not permanent in nature, and shall not be codified.

ENACTED BY THE HOMER CITY COUNCIL this 14th day of November, 2022.

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

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 22-199

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 31, 2022
SUBJECT: Volunteer Fire Staff and Fleet Support

The Volunteer Fire Department needs help. I'd like to use FY22 surplus operating funds to fund a level of staffing sufficient to meet the increasing demands on the Department. Over the years the call volumes have increased, volunteerism has declined, and the fleet has aged with few replacements. All of these items together are having negative impacts on the Department's ability to operate and provide services at the level expected by the community.

I am requesting two full time firefighter/EMT positions to be funded through FY25 with surplus funds from FY22, and one new ambulance to be purchased with the help of Code Blue Grant Program funds and General Fund Fleet CARMA.

Volunteer Fire Department Call Volume Increases

There has been a large increase in calls over the last two years, and we're forecasting upwards of 750 calls for 2022. During COVID, we brought on two emergency hires which helped mitigate some of the impact the pandemic had on volunteerism. When the emergency hire funding expired, the calls did not decrease. Compounding this issue is the fact that many calls overlap requiring the Department to respond to multiple emergencies simultaneously. Responding to an ever increasing volume of calls with less staff is not sustainable.

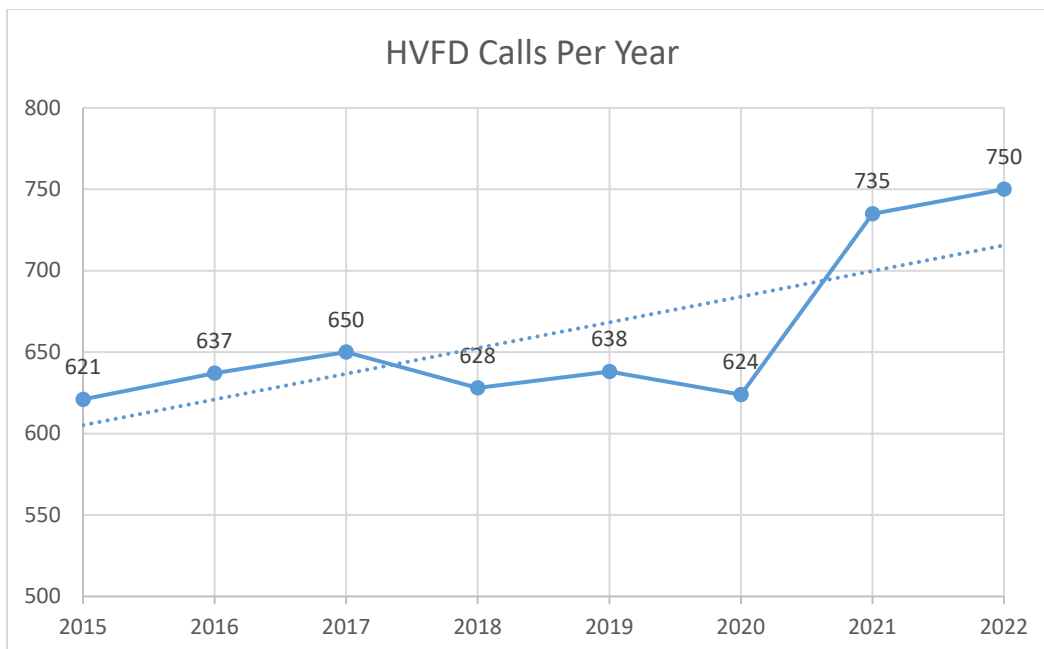
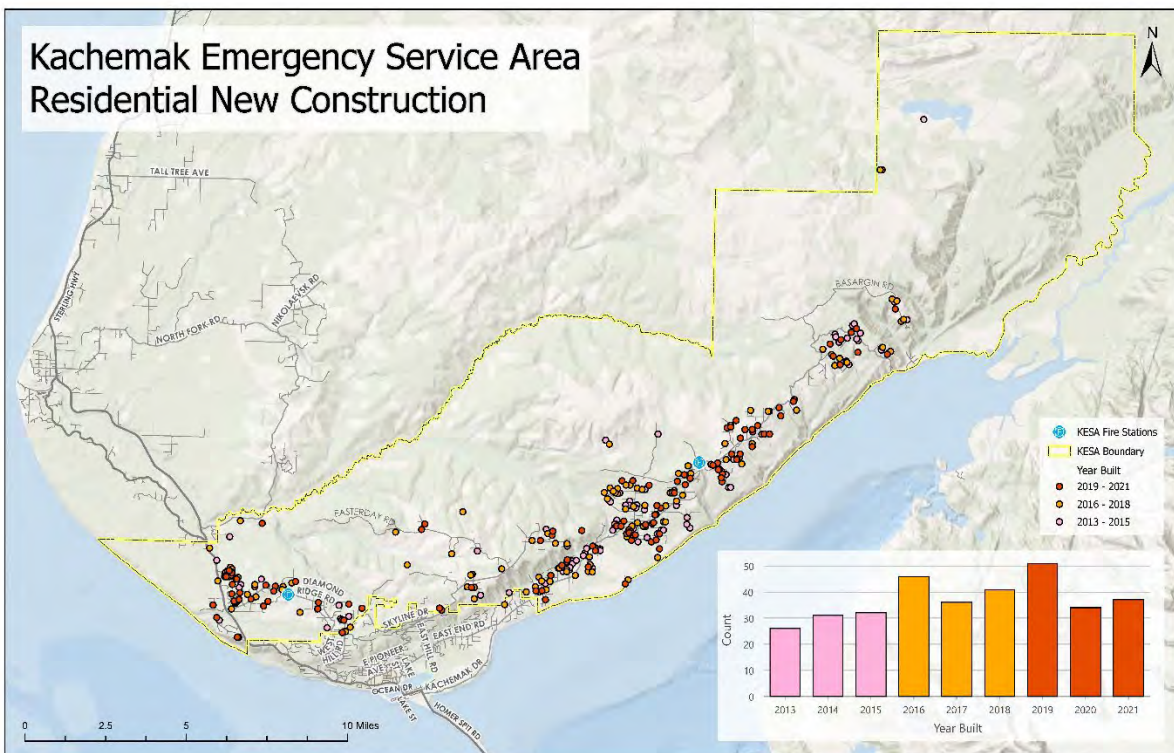
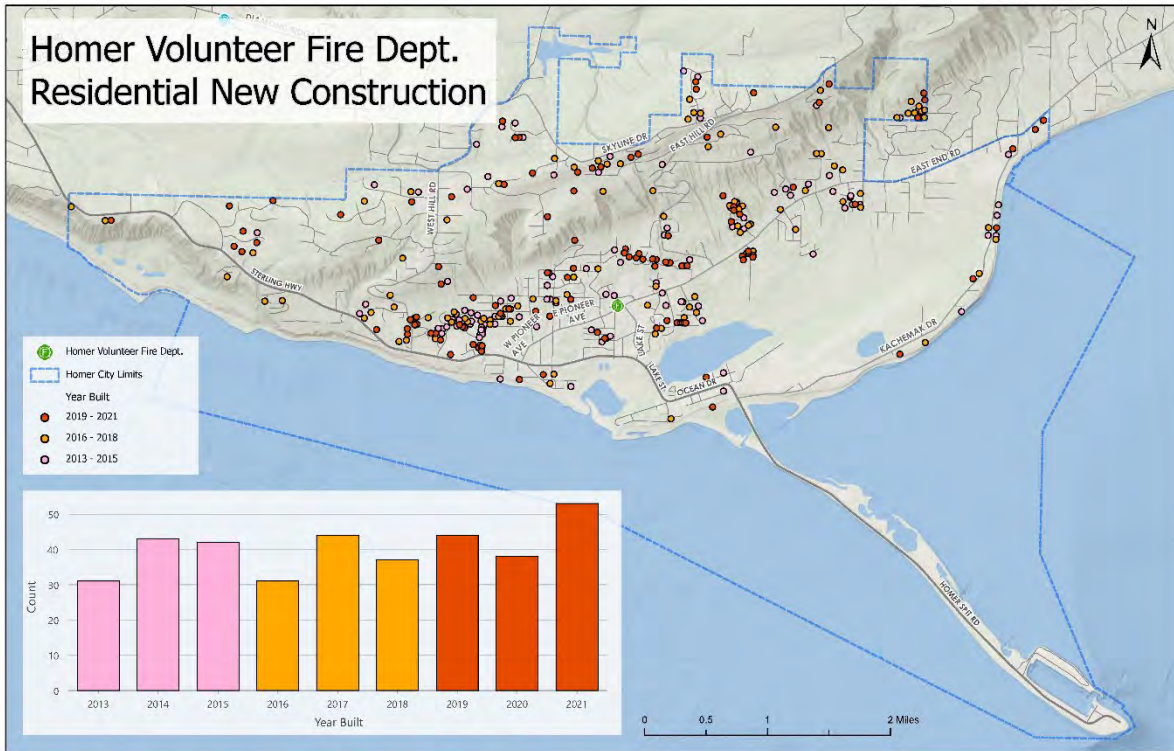


Figure 1: HVFD calls per year 2015 to 2022 (2022 volume is estimated based on YTD calls)

New Structure Development in the Homer Area

The increase in calls is not surprising given the fact that many new units of housing have been built in the past decade. The following maps provided by the Kenai Peninsula Borough show the distribution of recent development within Homer city limits, and just outside.



Fire Volunteerism Context

At the same time call volumes are increasing, volunteerism is declining. Volunteerism is an important part of the Department’s culture and history. We have to acknowledge the fact that the opportunity cost of being a volunteer firefighter is enormous. We, like volunteer fire departments all over the country, are putting considerable effort into finding ways to modernize volunteer programs in ways that will improve volunteer recruitment and retention (this is also a 2022 Council priority project). The reality of the situation, however, is that over time it has become significantly more difficult to become a volunteer firefighter. It has also become more difficult to make a living in Homer and have sufficient time available for a very demanding volunteer position. The impact of decreased volunteerism is particularly evident in the number of calls run by Chief Officers. In September and October 2022, the chiefs ran between 20 to 30 calls each, 44% of which were between the hours of 5pm and 8am. Only one volunteer has made as many calls as any of the chiefs for that time period. The downward pressure on volunteerism requires an increase in career positions to ensure that we can provide the level of service the community expects from the Department.

Borough-wide Comparison: Calls, Staffing, and Budgets

It’s helpful to view Homer in comparison with other fire departments in the Kenai Peninsula Borough. Our closest neighbors and mutual aid partners are the Kachemak Emergency Service Area (KESA), and Western Emergency Services (WES) which was created in 2021 as a combination of the Anchor Point Fire and Emergency Medical Service Area (APFEMSA) and Ninilchik Emergency Services (NES). Despite serving a more developed area and conducting significantly more calls, HVFD has the smallest budget and firefighting staff on the southern peninsula.

| | HVFD | KESA | WES |
|-----------------------------|---|--|---|
| Calls per Year | 750+ | 275 | 525 |
| Full Time Personnel | 7 FT Fire Personnel 1 admin | 7 FT Fire Personnel Hiring 2 more soon | 10 FT Fire personnel Requesting 6 more this year |
| Volunteers | 27 Volunteers on the roster, 10 actively responding to calls and overnight shifts | 20 volunteers on the roster, 5 actively responding to calls, no overnight shifts | 31 volunteers on the roster, 20 actively responding to calls and overnight shifts |
| Annual Budget (FY23) | \$1,4540,719 | \$2,194,150 | \$2,389,500 |
| Community ISO Rating | 4 | 5 | 5 |

What about Grants?

We have very actively pursued grants for both personnel and fire apparatus. Fire-related national grant programs are very competitive and we have had limited success with large requests. We have federal grants under review for two firefighter/EMT positions and a Type 5 Brush/Mini-Attack Vehicle (to replace the failing Brush1). If we were to be granted the firefighter/EMT positions requested through the SAFER program on top of the request I am making to Council, the increased capacity would be a great opportunity to invest a significant amount of time into emergency preparedness and training (a Council priority).

Firefighter/EMT Request

Adding two new full-time firefighter/EMT positions would help the Department to maintain minimum staffing 24/7. Ideally, we’d add a third position in the near future to provide coverage for sick leave, vacations, training, etc. The alternative to increasing our staffing is spending significantly more money on overtime and potentially burning out a team of highly trained employees.

The plan for funding these hires is to use surplus operating funds from FY22 to fully fund the positions through the end of the FY24/25 budget. The General Fund had an operating surplus of approximately \$692,000 and I am requesting that we set aside \$652,500 to fund two “fully loaded” positions for two and half years.

I see this proposal similar to giving ourselves a grant from the General Fund Fund Balance. With the time between now and FY26, staff will work to ensure that we can sustainably absorb this expense into our operating budget.

Fire Fleet Context

The Department is also having struggles with fleet vehicles. Fleet issues have been discussed multiple times at Council and the overhaul of the entire fleet is going to be very expensive and will have to occur over multiple years. The majority of the fleet is very old and vehicles are starting to fail in ways that we may not be able to bring them back into service. For instance, the brush truck (a vehicle equipped to respond to fires in areas difficult to access with a larger piece of fire apparatus) is likely to be part of the next City surplus sale because it can no longer meet its mission in a dependable way. While we do have bright spots, like the new pumper/tanker we have on order for 2024, it’s going to take a while to effectively meet the needs of the Fire/EMS fleet.

At this time, we are due for an ambulance replacement and we have been awarded grant funds that will help reduce the cost to the City. I would like to make sure we leverage those funds into a replacement vehicle while we have them available.

Ambulance Request

MEDIC1 was put into service in 1997 and scheduled for replacement in 2022. If we put in an order before the end of 2022, the earliest we would expect the replacement vehicle is late 2024.

Earlier this year, the Department applied for a Code Blue grant which awarded us \$45,000 towards the purchase of an ambulance. I would like to take advantage of that grant to supplement the replacement of an ambulance.

Staff Recommendation: Introduce and approve ordinances authorizing the funding of two full-time firefighter/EMT positions through the end of FY25 and the purchase of a new ambulance.

CITY OF HOMER
FINANCIAL SUPPLEMENT

| | | | |
|------------------|------------------------------|---------|--------------------------------|
| PROJECT NAME | <u>Purchase of Ambulance</u> | DATE | <u>11/09/2022</u> |
| DEPARTMENT | <u>Fire</u> | SPONSOR | <u>City Manager/Fire Chief</u> |
| REQUESTED AMOUNT | <u>\$ 300,000</u> | | |

| | |
|-------------|---|
| DESCRIPTION | <p>The fire fleet is aging and in need of replacement. The ambulance known as MEDIC1 went into service in 1997 and has been scheduled for replacement in 2022. It's important to order a vehicle as soon as possible because supply chain issues are such that delivery is expected to take up to 24 months.</p> <p>The Homer Volunteer Fire Department applied for and was awarded \$55,000 from the Alaska Code Blue Grant Program to assist with the funding of a new ambulance.</p> |
|-------------|---|

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

| FUNDING SOURCE 1: GF Fleet CARMA | FUNDING SOURCE 2: | FUNDING SOURCE 3: |
|---|-------------------------------------|-------------------------------------|
| Current Balance <u>\$ 2,106,604</u> | Current Balance _____ | Current Balance _____ |
| Encumbered <u>\$ 1,211,070</u> | Encumbered _____ | Encumbered _____ |
| Requested Amount <u>\$ 300,000</u> | Requested Amount _____ | Requested Amount _____ |
| Other Items on Current Agenda <u>\$ 0</u> | Other Items on Current Agenda _____ | Other Items on Current Agenda _____ |
| Remaining Balance <u>\$ 595,534</u> | Remaining Balance _____ | Remaining Balance _____ |
| FUNDING SOURCE 4: | FUNDING SOURCE 5: | FUNDING SOURCE 6: |
| Current Balance _____ | Current Balance _____ | Current Balance _____ |
| Encumbered _____ | Encumbered _____ | Encumbered _____ |
| Requested Amount _____ | Requested Amount _____ | Requested Amount _____ |
| Remaining Balance _____ | Remaining Balance _____ | Remaining Balance _____ |

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-81

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Accepting and Appropriating a Reimbursable Code Blue Grant in the Amount of \$55,000 and Appropriating an Amount not to exceed \$300,000 from the General Fund Fleet Capital Asset Repair and Maintenance Allowance (CARMA) Fund for the Purchase of an Ambulance.

Sponsor: City Manager/Fire Chief

1. City Council Regular Meeting November 14, 2022 Introduction
Memorandum 22-199 from City Manager as backup
2. City Council Regular Meeting November 28, 2022 Public Hearing and Second Reading



Homer Volunteer Fire Department

Winter 2022 Council Support Request

Overview

- ▶ The current mix of career and volunteer staffing at HVFD is not sustainable for maintaining adequate response capabilities for our growing community
- ▶ The current fleet is aging and many items need to be replaced
- ▶ Ordinances 22-81 and 22-82 propose funds for two full-time firefighter/EMTs through FY25 and the purchase of one replacement ambulance (supported by the use of grant funds)





HVFD Services

- Structural fire response
- Industrial fire response
- Marine fire response
- Wildland fire response
- Fire inspection services
- Fire investigation services
- Paramedic level EMS care
- Non emergency medical transport
- Technical rope rescue
- Confined space rescue
- Water rescue
- Wilderness search and rescue
- Haz-Mat response
- Disaster response
- Public education

HVFD Staffing

► Career Personnel:

- 3 Chief Officers (Fire Chief, Deputy Fire Chief, and Assistant EMS Chief)
- 1 Administrative Assistant
- 4 Firefighter/EMTs
- Requesting 2 additional Firefighter/EMTs

► Volunteer Personnel

- 27 Volunteers on the roster; 10 actively responding to calls and overnights





HVFD Revenues

- ▶ Grants – Homer falls in between rural and urban programs and has a hard time competing in both classifications
- ▶ Ambulance Revenue (~\$120k-\$300k/year)
- ▶ Kachemak City Agreement (~\$90-100k/year, due for renegotiation)
- ▶ Note: HVFD has no special taxes like HART or HAWSP

Mill Rates for Fire & EMS in the KPB

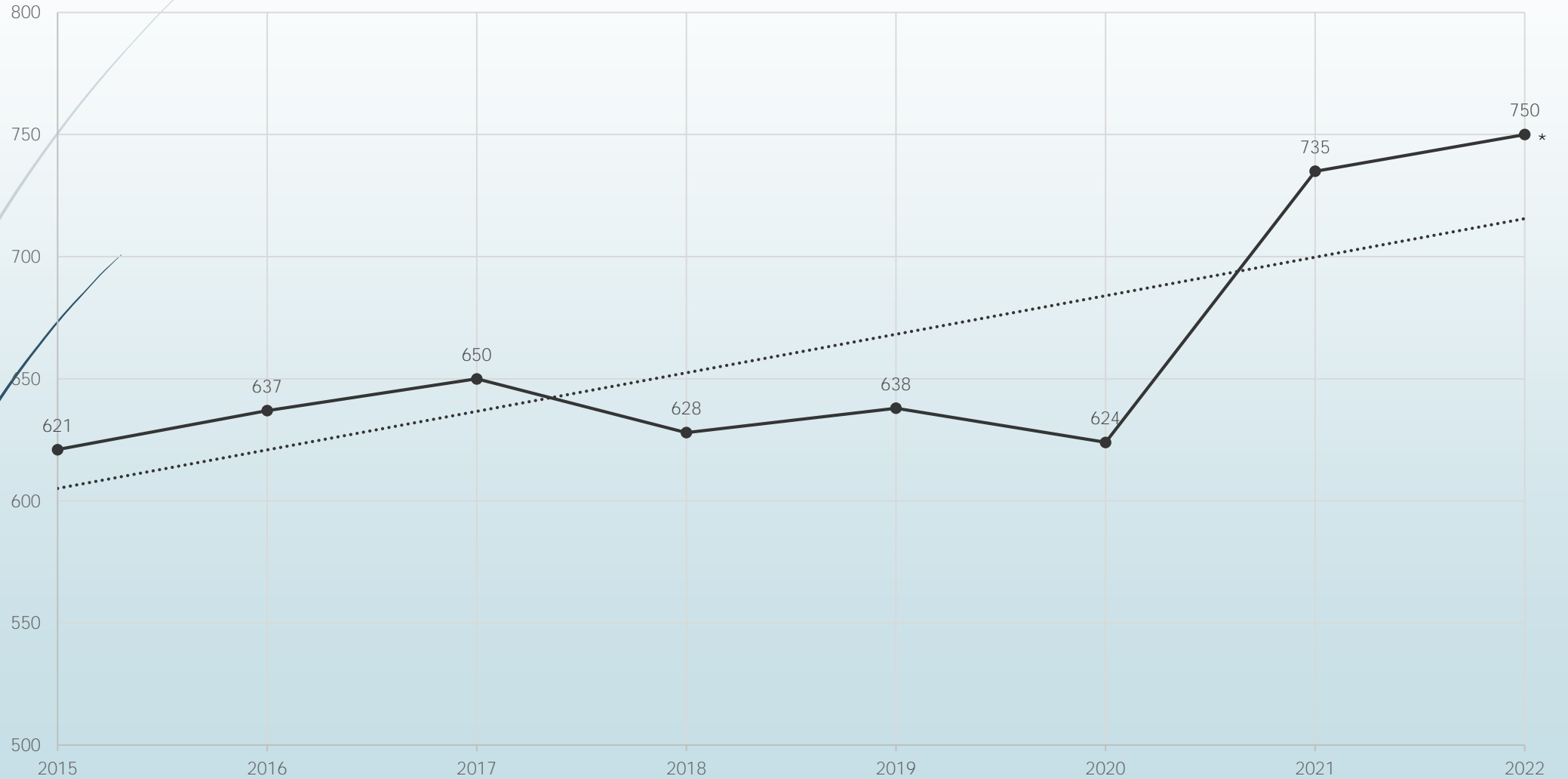
| City or District | Mill Rate |
|-----------------------------|-------------------|
| Nikiski Fire | 2.7 |
| Bear Creek Fire | 3.25 |
| Central Emergency Services | 2.85 |
| Western Emergency Services | 2.95 |
| Kachemak Emergency Services | 3.66 |
| City of Kachemak | 1 – paid to Homer |



HVFD Challenges

- ▶ Increasing calls for service
- ▶ Increased development in city limits and mutual aid region
- ▶ Decreasing volunteerism
- ▶ Aging fleet
- ▶ Outgrowing Fire Hall facility

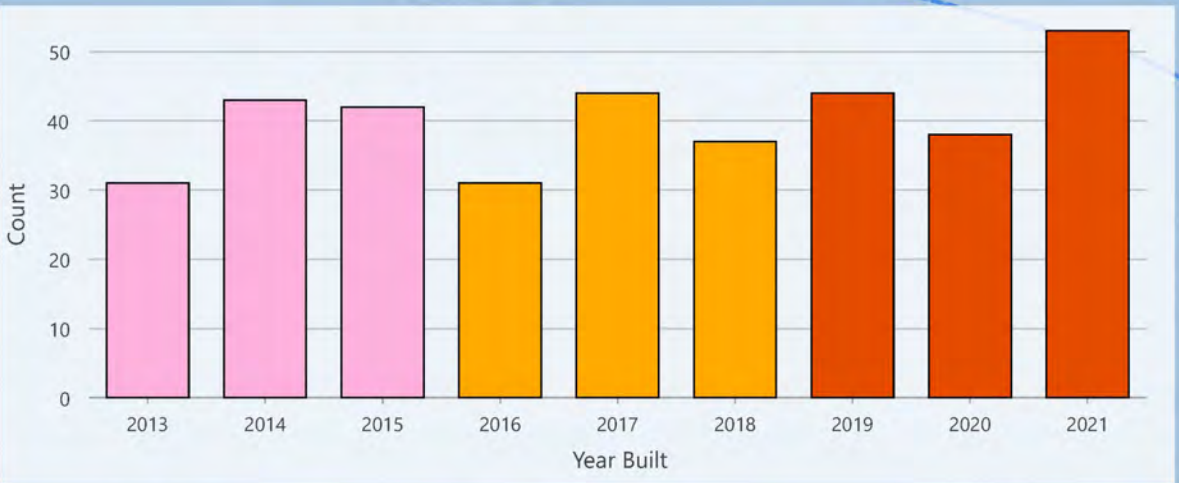
HVFD Calls Per Year



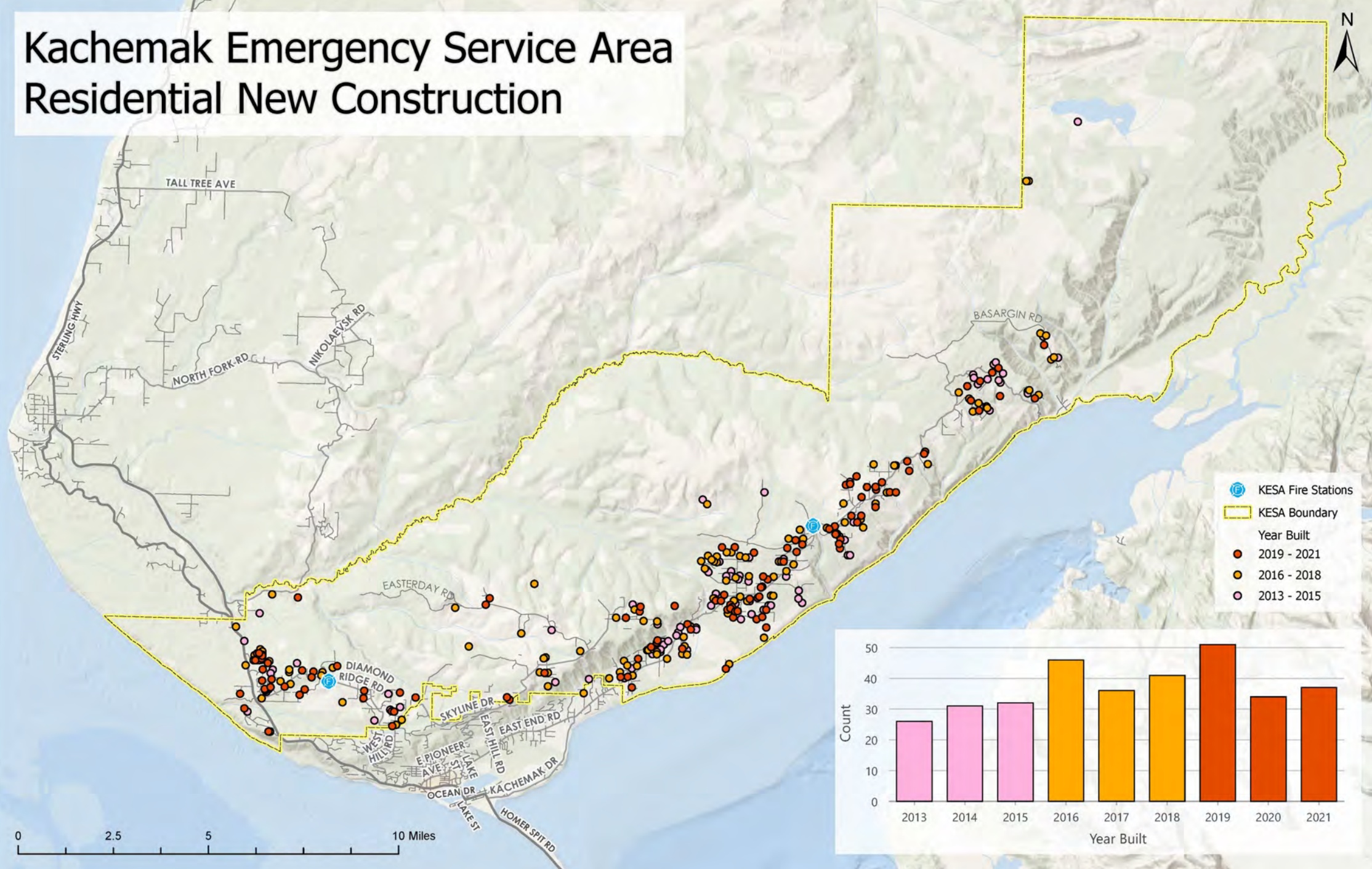
*Projected

Homer Volunteer Fire Dept. Residential New Construction

 Homer Volunteer Fire Dept.
 Homer City Limits
 Year Built
 2019 - 2021
 2016 - 2018
 2013 - 2015



Kachemak Emergency Service Area Residential New Construction



HVFD vs KESA & WES

| | HVFD | KESA | WES |
|----------------------|--------------------------------|---|---|
| Calls Per Year | 750+ (projected) | 275 | 525 |
| Full Time Personnel | 7 FT Fire Personnel 1 admin | 7 FT Fire Personnel Hiring 2 more soon | 10 FT Fire Personnel Requesting 6 more |
| Volunteers | 27 on the roster 10 active | 20 on the roster 5 active | 31 on the roster 20 active |
| Annual Budget (FY23) | \$1.4M | \$2.2M | \$2.4M |
| Community ISO Rating | 4 | 5 | 5 |

Volunteerism

- ▶ HVFD has wonderful volunteers, but it has become much more difficult to be a volunteer over time
 - ▶ Significant amount of training required before a volunteer can contribute in the field
 - ▶ Being a fire/EMS volunteer is a large time commitment which comes at a huge opportunity cost to the volunteer
 - ▶ Employers are not as flexible about releasing firefighters from their shifts during working hours as they may have been in the past
- ▶ This isn't particular to Homer, it's a nationwide trend

MEDIC1 – 1997 Ford F350 Ambulance

- Should have gone out of service in 2015



Fleet Replacement Plan Costs

2021

| Vehicle | City ID# | Year | Make and Model | Life (front line / reserve) | Reserve | Age | Estimated Replacement Cost | Should be Replaced in Year | Notes |
|-------------------------------------|----------|---------|----------------------------------|-----------------------------|---------|-----------|----------------------------|----------------------------|--|
| Engine-2 | E612 | 2007 | KME Pumper | 15 | 5 | 15 | \$ 950,000 | 2022 | |
| Engine-3 | | pending | Brush/pumper (2nd brush truck) | 15 | 5 | | \$ 640,000 | | Needed to replace B-1, hill side protection |
| Engine-4 | E614 | 1983 | E-One Pumper | 15 | 5 | 39 | \$ 850,000 | 1998 | High Priority |
| Tanker-1 KC | E641 | 1986 | E-One Tanker - KC owns | 20 | 0 | 36 | \$ 750,000 | 2006 | expected delivery 2023 |
| Tanker-2 | E642 | 1989 | E-One Tanker | 20 | 0 | 33 | \$ 750,000 | 2009 | expected delivery 2023 |
| Rescue-1 | E651 | 1999 | Salisbury Heavy Rescue | eliminate | | | \$ 600,000 | remove | Eliminate from fleet |
| Ladder-1 | | pending | to purchase 2022 | 20 | 5 | | \$ 1,725,000 | | needed to improve ISO Rating, industrial protection(bldg height code increase) |
| Medic-1 | E621 | 1997 | Wheeled Coach, Type 1 | 6 | 12 | 25 | \$ 275,000 | 2015 | High Priority |
| Medic-2 | E622 | 2002 | Rocky Mountain Ambulance, Type 1 | 6 | 12 | 20 | \$ 275,000 | 2020 | |
| Medic-3 | E623 | 2016 | Wheeled Coach, Type 1 | 6 | 12 | 6 | \$ 295,000 | 2034 | |
| Brush-1 | E631 | 1990 | Ford F-350 | 15 | 0 | 32 | \$ 375,000 | 2017 | High Priority Summer brush truck, winter plow trk w/sander |
| Brush-2/UTV | | pending | to purchase 2024 | 15 | | | \$ 85,000 | | |
| Utility-1 | E633 | 2002 | Ford F-350 | 12 | | 20 | \$ 110,000 | 2014 | support unit with plow |
| Utility-2 | E635 | 2006 | Ford Expedition | 12 | | 16 | \$ 95,000 | 2018 | support unit admin use/training |
| Squad-3 | | 2001 | Ford F-350 w/ rescue body | 15 | | 20 | \$ 375,000 | | replaces R-1 (save 325-K) |
| Command-1 | E632 | 2020 | Chevy Tahole | 12 | | 2 | \$ 110,000 | 2032 | |
| Command-2 | | pending | to purchase 2021 | 12 | | | \$ 110,000 | | High priority,needs to respond direct from anywher. |
| Command-3 | E615 | 2016 | Ford Expedition | 12 | | 6 | \$ 95,000 | 2028 | |
| Cargo Trailer | | pending | to purchase 2022 | 25 | | | \$ 75,000 | 2042 | equipthat eliminates need for heavy rescue. |
| Argo | | 2017 | Argo 6-wheeler with tracks | 15 | | 7 | \$ 62,000 | 2032 | |
| Polaris UTV | | 2011 | Combine with Brush-2 purchase | remove | | | \$ - | remove | Eliminate from fleet |
| Boat | | 2011 | Zodiak | 15 | | 11 | \$ 750,000 | 2026 | |
| Average Age of all equipment | | | | | | 19 | | | |
| Total Replacement Cost, est. | | | | | | | \$ 9,352,000 | | |

Thank You for Previous Council Action!

- ▶ We ordered a new pumper/tanker earlier this year from GF Fleet CARMA
- ▶ Due to supply chain issues, we expect two years from order to delivery



June 4, 2022 Bunnell Street Fire







Staff Recommendation

- ▶ Adopt Ordinance 22-81 which funds the purchase of an ambulance (up to \$300,000) to replace MEDIC1 which went into service in 1997; includes the use of \$55,000 in grant funds
- ▶ Adopt Ordinance 22-82 which funds two full-time firefighter/EMT positions through the end of FY25

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

3 City Manager/
4 Fire Chief

5 **ORDINANCE 22-82**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING THE FY23 OPERATING BUDGET BY APPROPRIATING
9 \$652,500 FROM THE GENERAL FUND UNASSIGNED FUND
10 BALANCE TO FUND TWO FULL-TIME FIREFIGHTER/EMT
11 POSITIONS THROUGH THE END OF FY25.

12
13 WHEREAS, The Homer Volunteer Fire Department provides critical public safety
14 services to the community; and

15
16 WHEREAS, as the City of Homer and surrounding areas grow in population, the demand
17 for fire and medical response services increase; and

18
19 WHEREAS, documented calls for the Volunteer Fire Department have been steadily
20 increasing over time; and

21
22 WHEREAS, there has been a nationwide decline in fire volunteerism which includes
23 Homer; and

24
25 WHEREAS, an expansion of career firefighter/EMT positions is required to provide an
26 adequate and sustainable level of service to the community; and

27
28 WHEREAS, the addition of two full-time firefighter/EMTs to the Volunteer Fire
29 Department would allow for the Fire Hall to be maintain a minimum level of staffing (two
30 firefighter/EMTs) 24/7; and

31
32 WHEREAS, the budgeted financial impact is \$130,500 for FY23 (half of fiscal year) and
33 \$261,000 for each subsequent fiscal year (FY24 and FY25) for a total of \$652,500; and

34
35 WHEREAS, the City had a significant surplus in FY22 which can be used, in part, to fund
36 these new employees through the end of FY25.

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

39
40 Section 1. The Homer City Council hereby amends the FY23 Operating Budget by
41 appropriating \$652,500 to fund two full-time Firefighter/EMT positions through the end of FY25
42 as follows:
43

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------------------------|---------------|
| 100 | General Fund Unassigned Fund Balance | \$652,500 |

46

47 Section 2. The fiscal year budget impacts for FY23 (half of fiscal year) are as follows:

48

49 Funding Source:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------------------------|---------------|
| 100 | General Fund Unassigned Fund Balance | \$130,500 |

52

53 Expenditure:

| <u>GL Code:</u> | <u>Description</u> | <u>Amount</u> |
|-----------------|-------------------------------------|---------------|
| 100-0151-5101 | Fire Services – Salary and Wages | \$41,500 |
| 100-0151-5102 | Fire Services – Fringe Benefits | \$23,750 |
| 100-0152-5101 | Medical Services – Salary and Wages | \$41,500 |
| 100-0152-5102 | Medical Services – Fringe Benefits | \$23,750 |

59

60 Section 3. The individual fiscal year (FY24 and FY25) budget impacts are as follows:

61

62 Funding Source:

| <u>Fund</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------------------------|---------------|
| 100 | General Fund Unassigned Fund Balance | \$261,000 |

65

66 Expenditure:

| <u>GL Code:</u> | <u>Description</u> | <u>Amount</u> |
|-----------------|-------------------------------------|---------------|
| 100-0151-5101 | Fire Services – Salary and Wages | \$83,000 |
| 100-0151-5102 | Fire Services – Fringe Benefits | \$47,500 |
| 100-0152-5101 | Medical Services – Salary and Wages | \$83,000 |
| 100-0152-5102 | Medical Services – Fringe Benefits | \$47,500 |

72

73 Section 4. This is a budget amendment ordinance only, is not permanent in nature, and
74 shall not be codified.

75

76 ENACTED BY THE HOMER CITY COUNCIL this ____ day of November, 2022.

77

78 CITY OF HOMER

79

80

81

82

KEN CASTNER, MAYOR

83

84

85

86 ATTEST:

87

88

89

90 _____
MELISSA JACOBSEN, MMC, CITY CLERK

91

92 YES:

93 NO:

94 ABSTAIN:

95 ABSENT:

96

97 First Reading:

98 Public Hearing:

99 Second Reading:

100 Effective Date:



City of Homer

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(f) 907-235-3148

Memorandum 22-199

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 31, 2022
SUBJECT: Volunteer Fire Staff and Fleet Support

The Volunteer Fire Department needs help. I'd like to use FY22 surplus operating funds to fund a level of staffing sufficient to meet the increasing demands on the Department. Over the years the call volumes have increased, volunteerism has declined, and the fleet has aged with few replacements. All of these items together are having negative impacts on the Department's ability to operate and provide services at the level expected by the community.

I am requesting two full time firefighter/EMT positions to be funded through FY25 with surplus funds from FY22, and one new ambulance to be purchased with the help of Code Blue Grant Program funds and General Fund Fleet CARMA.

Volunteer Fire Department Call Volume Increases

There has been a large increase in calls over the last two years, and we're forecasting upwards of 750 calls for 2022. During COVID, we brought on two emergency hires which helped mitigate some of the impact the pandemic had on volunteerism. When the emergency hire funding expired, the calls did not decrease. Compounding this issue is the fact that many calls overlap requiring the Department to respond to multiple emergencies simultaneously. Responding to an ever increasing volume of calls with less staff is not sustainable.

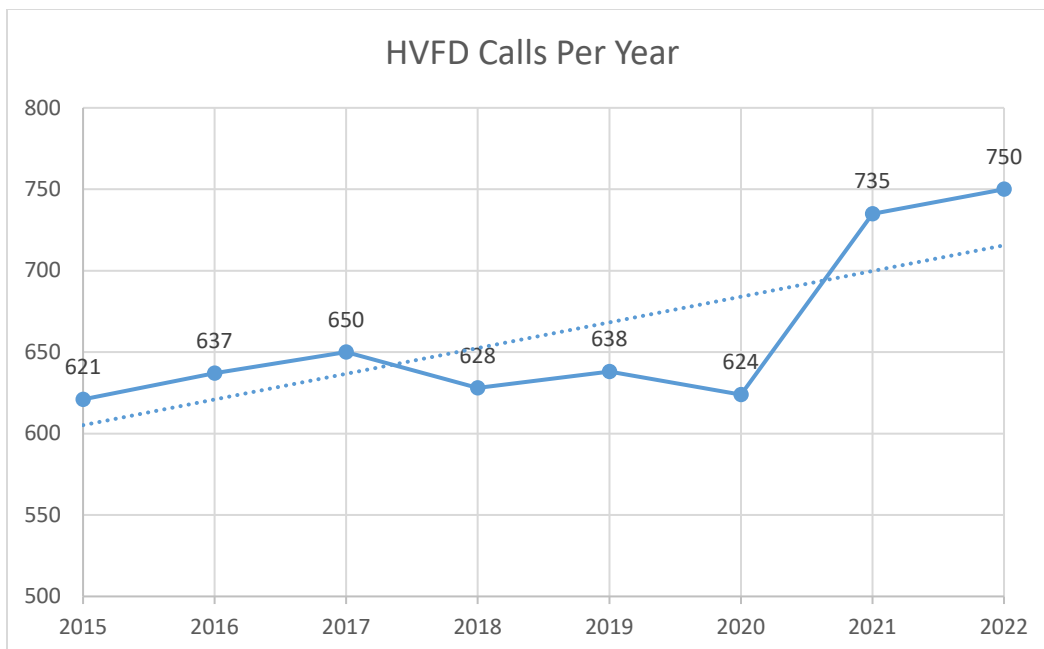
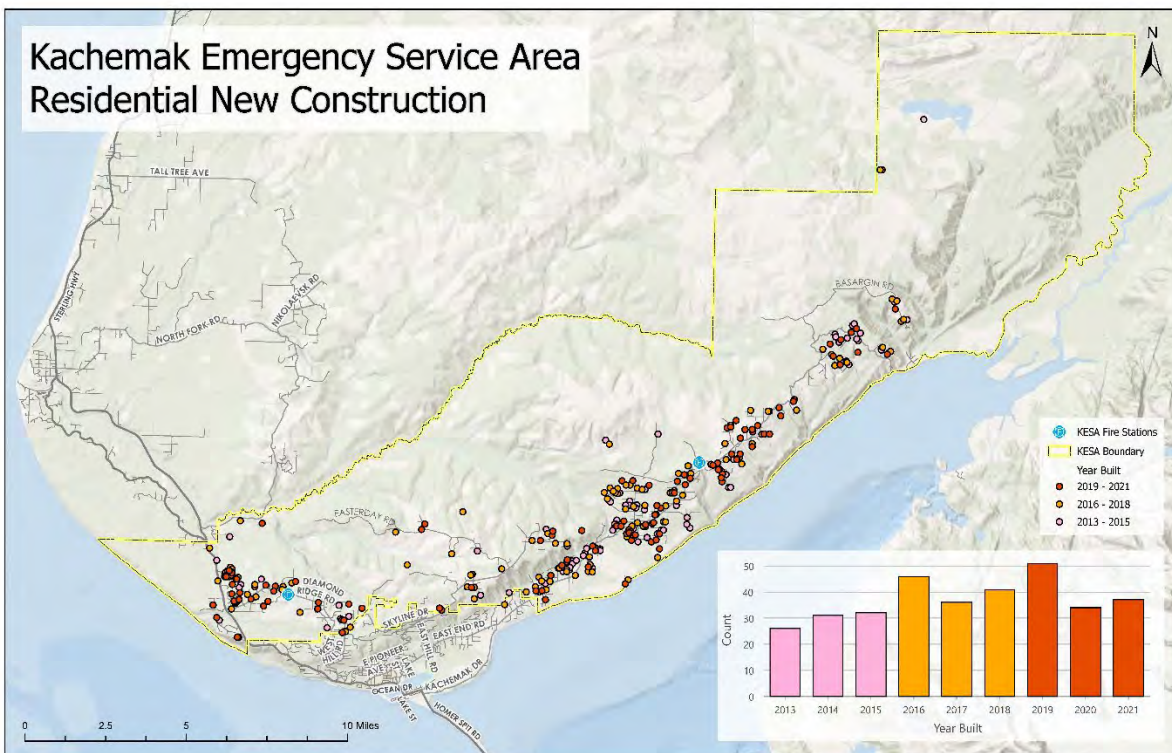
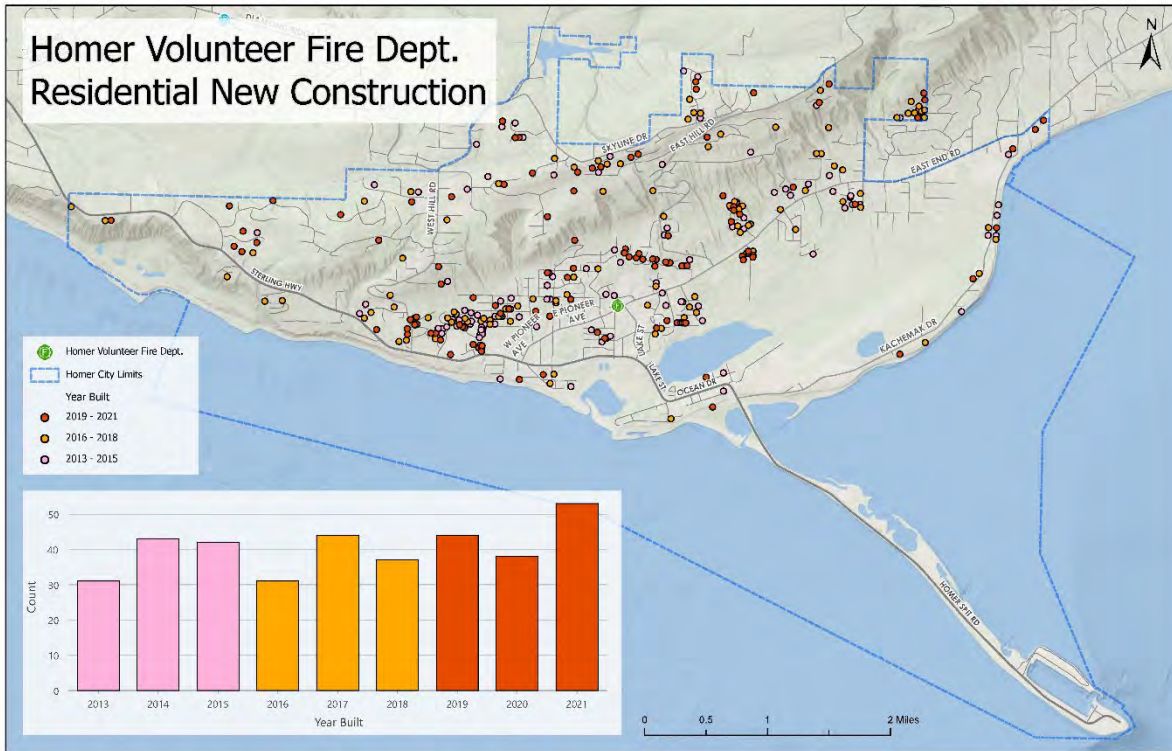


Figure 1: HVFD calls per year 2015 to 2022 (2022 volume is estimated based on YTD calls)

New Structure Development in the Homer Area

The increase in calls is not surprising given the fact that many new units of housing have been built in the past decade. The following maps provided by the Kenai Peninsula Borough show the distribution of recent development within Homer city limits, and just outside.



Fire Volunteerism Context

At the same time call volumes are increasing, volunteerism is declining. Volunteerism is an important part of the Department’s culture and history. We have to acknowledge the fact that the opportunity cost of being a volunteer firefighter is enormous. We, like volunteer fire departments all over the country, are putting considerable effort into finding ways to modernize volunteer programs in ways that will improve volunteer recruitment and retention (this is also a 2022 Council priority project). The reality of the situation, however, is that over time it has become significantly more difficult to become a volunteer firefighter. It has also become more difficult to make a living in Homer and have sufficient time available for a very demanding volunteer position. The impact of decreased volunteerism is particularly evident in the number of calls run by Chief Officers. In September and October 2022, the chiefs ran between 20 to 30 calls each, 44% of which were between the hours of 5pm and 8am. Only one volunteer has made as many calls as any of the chiefs for that time period. The downward pressure on volunteerism requires an increase in career positions to ensure that we can provide the level of service the community expects from the Department.

Borough-wide Comparison: Calls, Staffing, and Budgets

It’s helpful to view Homer in comparison with other fire departments in the Kenai Peninsula Borough. Our closest neighbors and mutual aid partners are the Kachemak Emergency Service Area (KESA), and Western Emergency Services (WES) which was created in 2021 as a combination of the Anchor Point Fire and Emergency Medical Service Area (APFEMSA) and Ninilchik Emergency Services (NES). Despite serving a more developed area and conducting significantly more calls, HVFD has the smallest budget and firefighting staff on the southern peninsula.

| | HVFD | KESA | WES |
|-----------------------------|---|--|---|
| Calls per Year | 750+ | 275 | 525 |
| Full Time Personnel | 7 FT Fire Personnel 1 admin | 7 FT Fire Personnel Hiring 2 more soon | 10 FT Fire personnel Requesting 6 more this year |
| Volunteers | 27 Volunteers on the roster, 10 actively responding to calls and overnight shifts | 20 volunteers on the roster, 5 actively responding to calls, no overnight shifts | 31 volunteers on the roster, 20 actively responding to calls and overnight shifts |
| Annual Budget (FY23) | \$1,4540,719 | \$2,194,150 | \$2,389,500 |
| Community ISO Rating | 4 | 5 | 5 |

What about Grants?

We have very actively pursued grants for both personnel and fire apparatus. Fire-related national grant programs are very competitive and we have had limited success with large requests. We have federal grants under review for two firefighter/EMT positions and a Type 5 Brush/Mini-Attack Vehicle (to replace the failing Brush1). If we were to be granted the firefighter/EMT positions requested through the SAFER program on top of the request I am making to Council, the increased capacity would be a great opportunity to invest a significant amount of time into emergency preparedness and training (a Council priority).

Firefighter/EMT Request

Adding two new full-time firefighter/EMT positions would help the Department to maintain minimum staffing 24/7. Ideally, we’d add a third position in the near future to provide coverage for sick leave, vacations, training, etc. The alternative to increasing our staffing is spending significantly more money on overtime and potentially burning out a team of highly trained employees.

The plan for funding these hires is to use surplus operating funds from FY22 to fully fund the positions through the end of the FY24/25 budget. The General Fund had an operating surplus of approximately \$692,000 and I am requesting that we set aside \$652,500 to fund two “fully loaded” positions for two and half years.

I see this proposal similar to giving ourselves a grant from the General Fund Fund Balance. With the time between now and FY26, staff will work to ensure that we can sustainably absorb this expense into our operating budget.

Fire Fleet Context

The Department is also having struggles with fleet vehicles. Fleet issues have been discussed multiple times at Council and the overhaul of the entire fleet is going to be very expensive and will have to occur over multiple years. The majority of the fleet is very old and vehicles are starting to fail in ways that we may not be able to bring them back into service. For instance, the brush truck (a vehicle equipped to respond to fires in areas difficult to access with a larger piece of fire apparatus) is likely to be part of the next City surplus sale because it can no longer meet its mission in a dependable way. While we do have bright spots, like the new pumper/tanker we have on order for 2024, it’s going to take a while to effectively meet the needs of the Fire/EMS fleet.

At this time, we are due for an ambulance replacement and we have been awarded grant funds that will help reduce the cost to the City. I would like to make sure we leverage those funds into a replacement vehicle while we have them available.

Ambulance Request

MEDIC1 was put into service in 1997 and scheduled for replacement in 2022. If we put in an order before the end of 2022, the earliest we would expect the replacement vehicle is late 2024.

Earlier this year, the Department applied for a Code Blue grant which awarded us \$45,000 towards the purchase of an ambulance. I would like to take advantage of that grant to supplement the replacement of an ambulance.

Staff Recommendation: Introduce and approve ordinances authorizing the funding of two full-time firefighter/EMT positions through the end of FY25 and the purchase of a new ambulance.

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-82

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Operating Budget by Appropriating \$652,500 from the General Fund Unassigned Fund Balance to Fund Two Full-Time Firefighter/EMT Positions through the end of FY25.

Sponsor: City Manager

1. City Council Regular Meeting November 14, 2022 Introduction
Memorandum 22-199 from City Manager as backup
2. City Council Regular Meeting November 28, 2022 Public Hearing and Second Reading



City of Homer

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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: November 23, 2022
SUBJECT: City Manager's Report for November 28, 2022 Council Meeting

Sulfur Export Project

Earlier this year, approximately 20,000 tons of crushed bulk sulfur were delivered by truck to the cargo storage terminal on Freight Dock Road. Under current market conditions, this is about \$4M worth of materials. The sulfur was stored on the Chip Pad while the owners of the materials waited for a vessel and the right market conditions to export them. The sulfur is off to Mexico for use in fertilizer products. This past week, North Star Stevedoring and Kar-a-Van Transport loaded approximately 10,400 bags onto the M/V TBC *Praise*. The stevedoring effort included 54 longshoremen, split into two crews, running 12-hour shifts, 24/7 until the loading was complete. The Port Enterprise will benefit from this project in the form of wharfage, dockage, and storage costs that are estimated to total over \$215,000.



1st Quarter Sales Tax Revenues

Last week, the Kenai Peninsula Posted the taxable sales numbers for the first quarter of FY23 (third quarter of calendar year 2022), and we've set another record for the City of Homer. Taxable sales are reported at \$99,553,824, a \$6M increase over last year. The City expects to receive approximately \$4.8M in revenue which will be shared between the General Fund, HART, HAWSP, and the Police Station.

CTP and TAP Project Submission Update

Last week, the Alaska Department of Transportation and Public Facilities (DOT&PF) notified us that the following City of Homer non-motorized transportation projects meet the initial eligibility requirements and may be invited to submit a full application for funding under the State's Transportation Alternatives Program: Ben Walters Lane Sidewalk, Svedlund/Herndon Sidewalks, the Homer All Ages & Abilities Pedestrian Pathway and the Kachemak Drive Non-motorized Pathway. Meeting eligibility requirements is the first step in the project application process. The next steps are to wait for the State to publish timelines and guidelines for submitting a full project application and to work with our Regional DOT&PF planner to build project scopes and cost estimates. We have yet not heard back on the three road surface projects submitted for Community Transportation Program eligibility yet. I will keep you updated as the process progresses.

Borough-wide Joint Information System Review

Last week, Jenny Carroll, as the City's Public Information Officer, met with other emergency response personnel at the Kenai River Center in Soldotna to help update the Borough-wide Joint Information System (JIS). A JIS is a mechanism for affected and participating organizations to integrate and coordinate incident information to ensure timely, accurate, accessible, and consistent messaging during a crisis. The workshop, hosted by the Kenai Peninsula Borough Office of Emergency Management, gave an overview of the current Borough-wide Joint Information System Agreement (last updated in 2016), how it can be called upon and solicited recommendations on how the JIS Agreement could be updated and improved after two large two scale events: the Swan Lake Wildfire and the Seward landslide near Lowell Point. A final draft of the JIS Agreement will be distributed to local, Tribal, state, federal, and nongovernment partners for formal approval by their governing bodies. While the City, fortunately, has not had to call on area partners to activate the JIS, we are happy the Kenai Peninsula Borough's Emergency Operating Plan includes this formal mechanism for information gathering and sharing, which is vitally important when an incident surpasses local resources and capabilities.

Special Assessment District Regulation Review

Special Assessment Districts have been a challenge for the City in many different ways. I have tasked Special Project Coordinator Ryan Foster with an in-depth review of code, past and current practices, processes, etc. to help us reform the program to ensure it is useful for the public and reasonable for staff to manage across the multi-decade lifespan of many Districts. This project is in its early stages, but I expect we will come to Council next year with a work session, and more than likely, a proposal to update parts of City code.

Attachments: November & December Employee Anniversaries
KPEDD Industry Outlook Forum Save the Date Flyer



City of Homer

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Office of the City Manager

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(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Andrea Browning
DATE: November 14, 2022
SUBJECT: November 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.

| | | | |
|-----------------------|---------------------|-----------|--------------|
| Dave Shealy | Police | 25 | Years |
| Jenna deLumeau | Finance | 13 | Years |
| Ian Overson | Police | 11 | Years |
| Cinda Nofziger | Library | 1 | Year |
| Pedro Ochoa | Public Works | 1 | Year |



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(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Andrea Browning
DATE: November 28, 2022
SUBJECT: December 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.

| | | | |
|-----------------------|---------------------|-----------|--------------|
| Mark Robl | Police | 38 | Years |
| Bryan Hawkins | Port | 23 | Years |
| Todd Cook | Public Works | 13 | Years |
| Sean Perry | Police | 8 | Years |
| Mike Zelinski | Public Works | 8 | Years |
| Josh Mershon | Port | 3 | Years |
| Regina Johanos | Library | 2 | Years |
| Jenna Luchaco | Public Works | 1 | Year |
| Del Masterhan | Port | 1 | Year |



SAVE THE DATE

01.5.2023

INDUSTRY OUTLOOK FORUM

CHRISTIAN COMMUNITY CHURCH
HOMER, ALASKA

TO REGISTER, PLEASE VISIT:

[HTTPS://FORMS.GLE/JQOEUNGZVLBIADXH9](https://forms.gle/JQOEUNGZVLBIADXH9)

Featuring a Homer Panel of experts to discuss:

- *Childcare*
- *Housing*
- *Transportation*
- *The future for the community of Homer*

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Public Works Director

RESOLUTION 22-074

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
ADOPTING THE CITY OF HOMER NON-MOTORIZED
TRANSPORTATION AND TRAILS PLAN 2022
IMPLEMENTATION PLAN.

WHEREAS, The City of Homer adopted a Non-Motorized Transportation and Trails Plan (NMTTP) in 2004; and

WHEREAS, The City is working to update the NMTTP as part the City's plan to update the Master Transportation Plan; and

WHEREAS, New information and strategies require immediate attention; and

WHEREAS, The City has developed the City of Homer Non-Motorized Transportation and Trails Plan 2022 Implementation Plan to guide the development of non-motorized transportation within the City in the near future; and

WHEREAS, The City of Homer Non-Motorized Transportation and Trails Plan 2022 Implementation Plan has been reviewed and approved by the Park, Arts, Recreation and Culture Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby adopts the City of Homer Non-Motorized Transportation and Trails Plan 2022 Implementation Plan, to be effective upon the date of adoption and to expire on the date when the City Council adopts the updated Master Transportation Plan.

PASSED AND ADOPTED by the Homer City Council on this 24th day of October, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

City of Homer
Non-Motorized Transportation and Trails Plan
2022 Implementation Plan

I. Overview

The City of Homer Non-Motorized Transportation and Trails Plan (“NMTTP”) was created by DOWL Engineers in 2004 as a planning document to guide the development of trails, paths, and sidewalks in the City of Homer. This 2022 Supplement is not a replacement to the 2004 NMTTP. Rather, it addresses some immediate issues related to new/pending development, changing priorities, resources, and standards to facilitate sensible near-term planning and implementation of non-motorized transportation. A more comprehensive replacement NMTTP will be developed later.

In particular, a Trails Symposium was held in the fall of 2022, with Homer Drawdown and the Homer Trails Alliance, at which numerous public comments were made about where people wanted to see new or upgraded trails, paths and sidewalks. That information will be compiled and presented as part of the Master Transportation Plan Update, which is currently under development. This Supplement does not pretend to do that, but recognizes there is some overlap.

This Supplement was developed by a team consisting of:

- Rob Dumouchel, City Manager
- Rick Aboud, Planning Director
- Julie Engebretsen, Deputy City Planner
- Matt Steffy, Parks Superintendent
- Aaron Yeaton, GIS Technician
- Janette Keiser, PE, Public Works Director



II. Approach

This Supplement considered possible non-motorized transportation routes from two perspectives:

- Perspective #1 – Which areas of the City, affected by recent or proposed development as well as important destinations, would benefit from new non-motorized transportation routes?
- Perspective #2 – Where were new routes needed to improve the function of existing non-motorized routes by providing connectivity or accessibility?

Perspective #1 – Which areas of the City, affected by recent or proposed development as well as important destinations, would benefit from non-motorized transportation routes?

The team identified three primary Areas of Interest, shown in Figure A. These areas were selected because of the extent to which recent development has affected, or the potential for future development could affect, the way people flow from the developments to important destinations. Further the four areas were identified as high priority due to their lack of non-motorized infrastructure as well as their proximity to schools, new residential construction, and recreational opportunities.

Area of Interest #1 – West Homer (See Figure B)

This area is currently undergoing rapid development. The City is attempting to address pedestrian access through this area by coordinating with developers involved with on-going design/construction as well as adjacent land owners. For example, West Fairview Avenue will be connected to Eric Lane, as part of a pending development. This connection should have a sidewalk/path at least on one side.



Fairview Ave looking east

The Reber Trail currently connects to the terminus of West Fairview Avenue, providing a popular scenic hike and transportation route to Reber Road off of West Hill Road. Trails counters have measured up to 500 people per week using this trail. The northern-most 300 feet is steep, making it very difficult for most users to climb year round, and particularly dangerous in the winter. This section needs an additional switchback to improve the accessibility of this trail.

Fairview Avenue should allow non-motorized use from Bartlett Street to West Hill Road, through a combination of widened shoulders, sidewalks and trails. Connectivity to West Hill could be through Seascape Drive.

A non-motorized route on West Hill Road should be installed to direct pedestrians and bicyclists from the Sterling Highway to the Reber Trail. This would protect non-motorized traffic from the most dangerous switchback on West Hill Road. It would also connect with the City’s non-motorized network, at Eric Lane and further north, at the Reber Trail.

The Karen Hornaday Park should be connected with a wilderness trail to a City-owned parcel on the ridge above the Park. This would provide access to, and use of, this parcel.

Area of Interest #2 – East Homer (See Figure C)

There has been, and continues to be, a lot of development in this area, which is home to multiple important destinations including the Quiet Creek residential subdivision, Homer High School and Glacier View Baptist Church. There are dedicated trail easements in the Quiet Creek subdivision that should connect to the existing trail system on the High School property.

There is a small connector that comes down South Slope Drive to (New) Nelson Avenue that should be developed and maintained.

There is also a dedicated easement that connects Old Nelson Avenue to the High School and the Glacier View Baptist Church and ultimately, to the existing sidewalk along East End Road. A path should be developed in this easement.



South Slope Connector Path

Area of Interest #3 – Town Center (See Figure D)



ADA ramp on Poopdeck Extension Trail

The Town Center consists of a mixture of land ownership, including Cook Inlet Regional Incorporated, Kachemak Heritage Land Trust, City of Homer, and various private parcels. Access is needed from east to west branching off of the existing Poopdeck Trail system. The Poopdeck Trail system is one of Homer’s most popular trails. Trail counters have measured up to 160 users/week.

Perspective #2 – Where were routes needed to improve the function of existing non-motorized routes by providing connectivity or accessibility? This perspective addressed the function of trails, etc., as elements of transportation infrastructure to get to and from destinations, not just as recreational assets. The following projects that would improve connectivity and/or accessibility were identified. These projects are listed in order of priority and are shown on Figure B. Most of these routes fall within the Areas of Interest and are listed in the City of Homer Public Works Department 5-year CIP.

A. Sidewalks

1. West Fairview Avenue
2. Ben Walters Way
3. Svedlund/Herndon to Senior Center
4. Main Street – South of Pioneer to Sterling Highway
5. Main Street – Sterling Highway to Bishop’s Beach

Area of Interest

- West Homer
- General
- General
- Town Center
- General

B. Trails

1. Upper Reber Trail grade improvements
2. Old Nelson Trail

- West Homer
- East Homer

C. Paths

1. East Fairview Avenue

- East Homer

D. The Proposed Homer All Ages & Abilities Pedestrian Path (HAPP Loop)

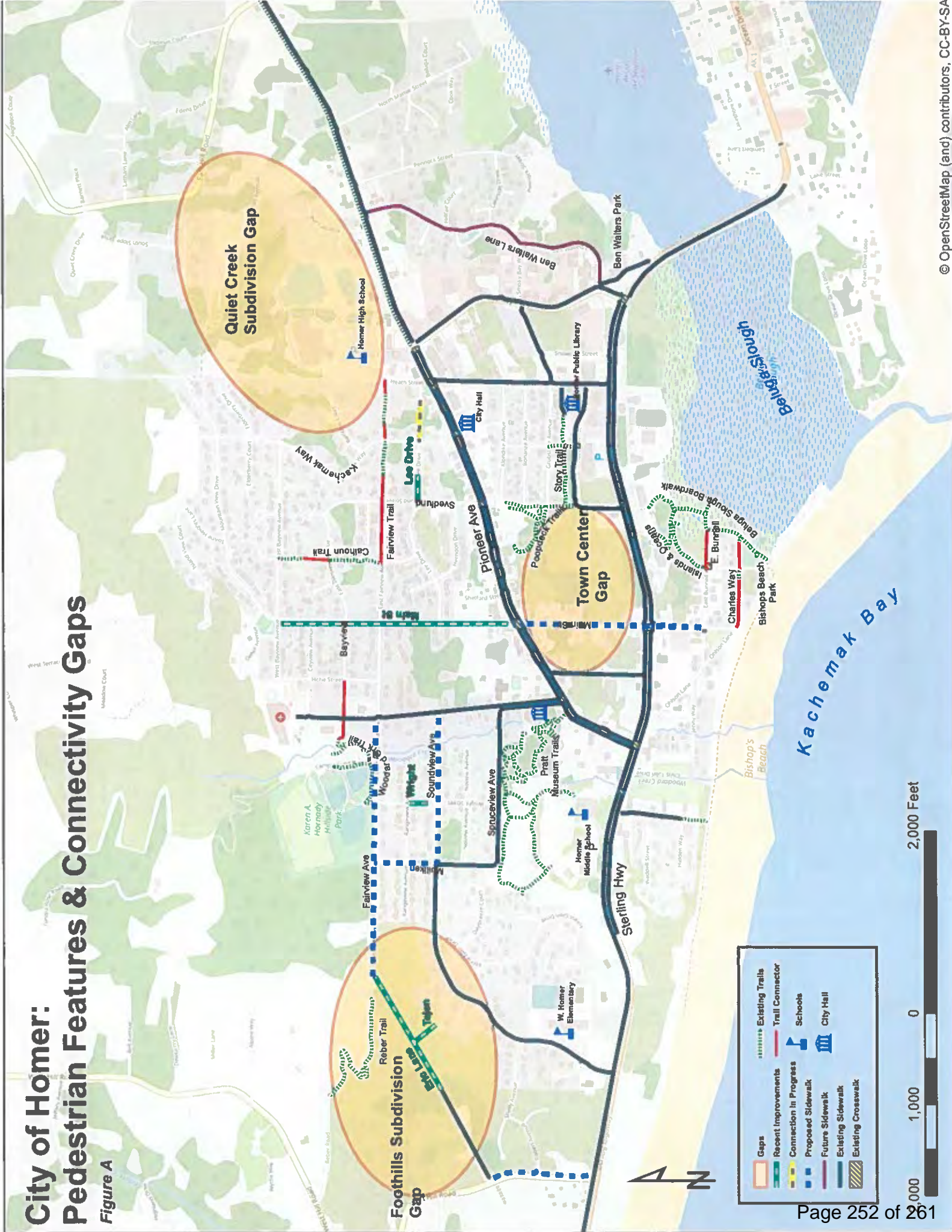
This project bridges gaps in Homer's pathways to significantly improve pedestrian access to everyday destinations, key facilities and recreational opportunities. The HAPP Loop will provide equitable, safe and low-stress pedestrian facilities connecting area neighborhoods and the Senior Center to major service providers and businesses in Homer's Central Business District and Old Town. The project serves local residents as an accessible route to traverse year-round for daily needs, activities, and exploration. Wayfinding signs and online tools will also identify and easily share the route with visitors. The Independent Living Center is currently developing "Accessible Homer" and a "Blue Path" online map that identifies ADA accessible routes, businesses, service providers, and recreational opportunities within Homer. Together these efforts will increase tourism access to and economic benefits to the Central Business District. Major destinations along the HAP Loop include: the Homer Public Library, supermarket, pharmacy, Post Office, financial institutions, recreational opportunities, and the Central Business District including Old Town. Improvements installed to the north and east of the Senior Center will provide a safe and accessible route to the hospital and medical district.

The HAPP Loop contains two interconnected loops. The north loop connects the Senior Center on Svedlund Street south to East Pioneer Avenue, and west to Main Street along Herndon and Lee Streets, giving access to Homer's main medical district. The south loop intersects the northern loop at Pioneer Avenue and Svedlund, where an enhanced crosswalk is desired. South of Pioneer Avenue, the route continues on City-maintained Poopdeck Trail to Klondike Avenue. Traveling east on Klondike Avenue, the route turns south on Lucky Shot Street until it connects to the sidewalk on Hazel Ave. From this location, the library, post office, police station, grocery store and pharmacy are all accessible. From Hazel Ave, pedestrians can travel south to the Sterling Highway, where a highly visible pedestrian crosswalk and safety island is desirable. The route then joins the existing trail through the Islands and Oceans Visitor Center, south to the Old Town neighborhood. Destinations include a public park, housing, restaurants, Bunnell Street Arts Center and State of Alaska Public Health and WIC offices. Leaving Old Town the route turns north on Main Street continuing uphill to Lee Avenue.

Much of this route is already constructed. To complete the loops, a sidewalk facility needs to be constructed on Svedlund Street from Pioneer Avenue to the Senior Center and from Herndon Street to Lee Drive to Main Street. Sidewalks are also required on the State-owned portion of Main Street south from the Sterling Highway to Ohlson Lane. Where the HAPP Loop crosses Pioneer Avenue and the Sterling Highway, both arterial roads, crosswalk improvements (such as Rectangular Rapid Flashing Beacons, high-visibility pavement markings and/or curb extensions) are essential for pedestrian safety.

City of Homer: Pedestrian Features & Connectivity Gaps

Figure A



West Homer

Figure B



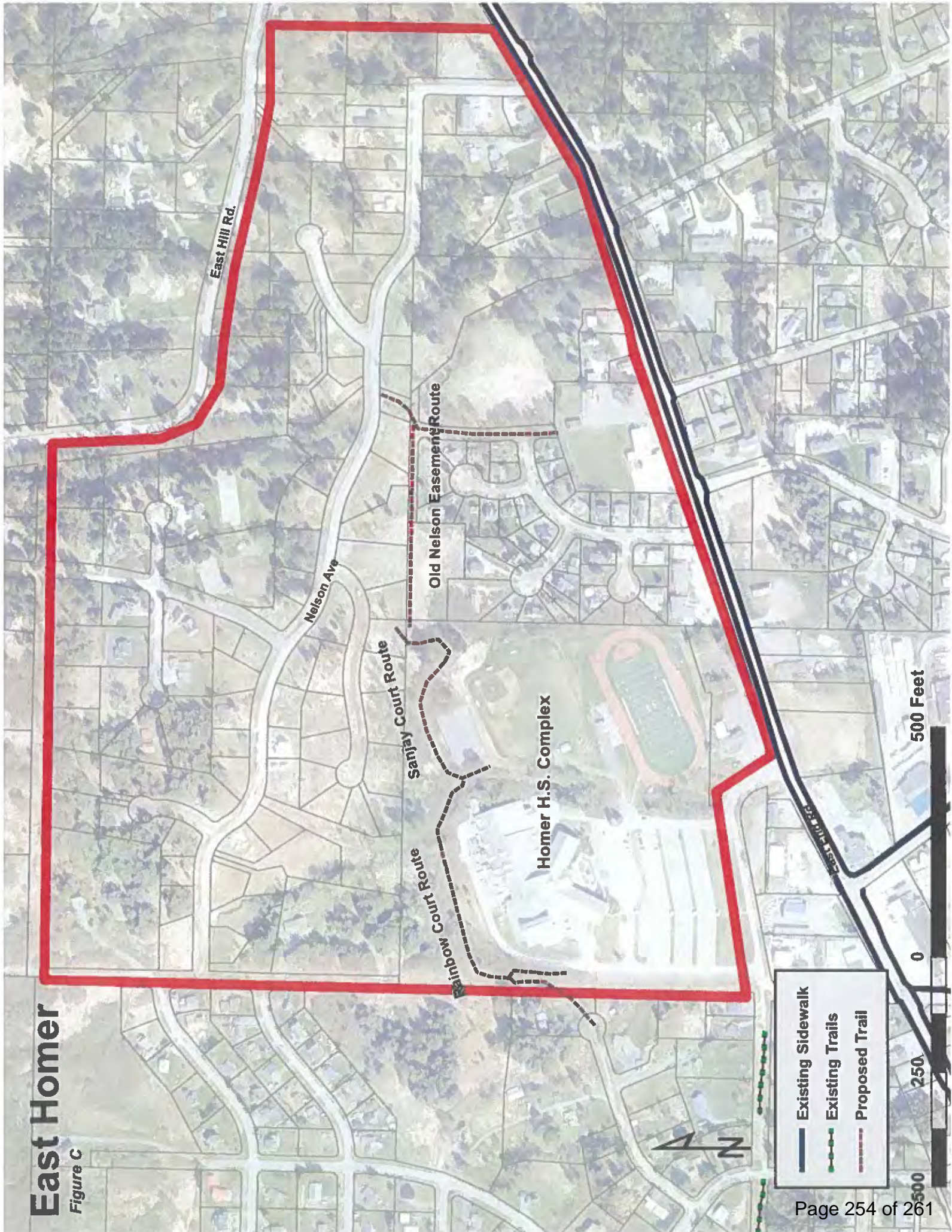
| | |
|--|---------------------|
| | Recent Improvements |
| | Proposed Sidewalk |
| | Proposed Trail |
| | Crosswalk |
| | Existing Sidewalk |
| | Existing Trail |



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

East Homer

Figure C



Town Center

Figure D



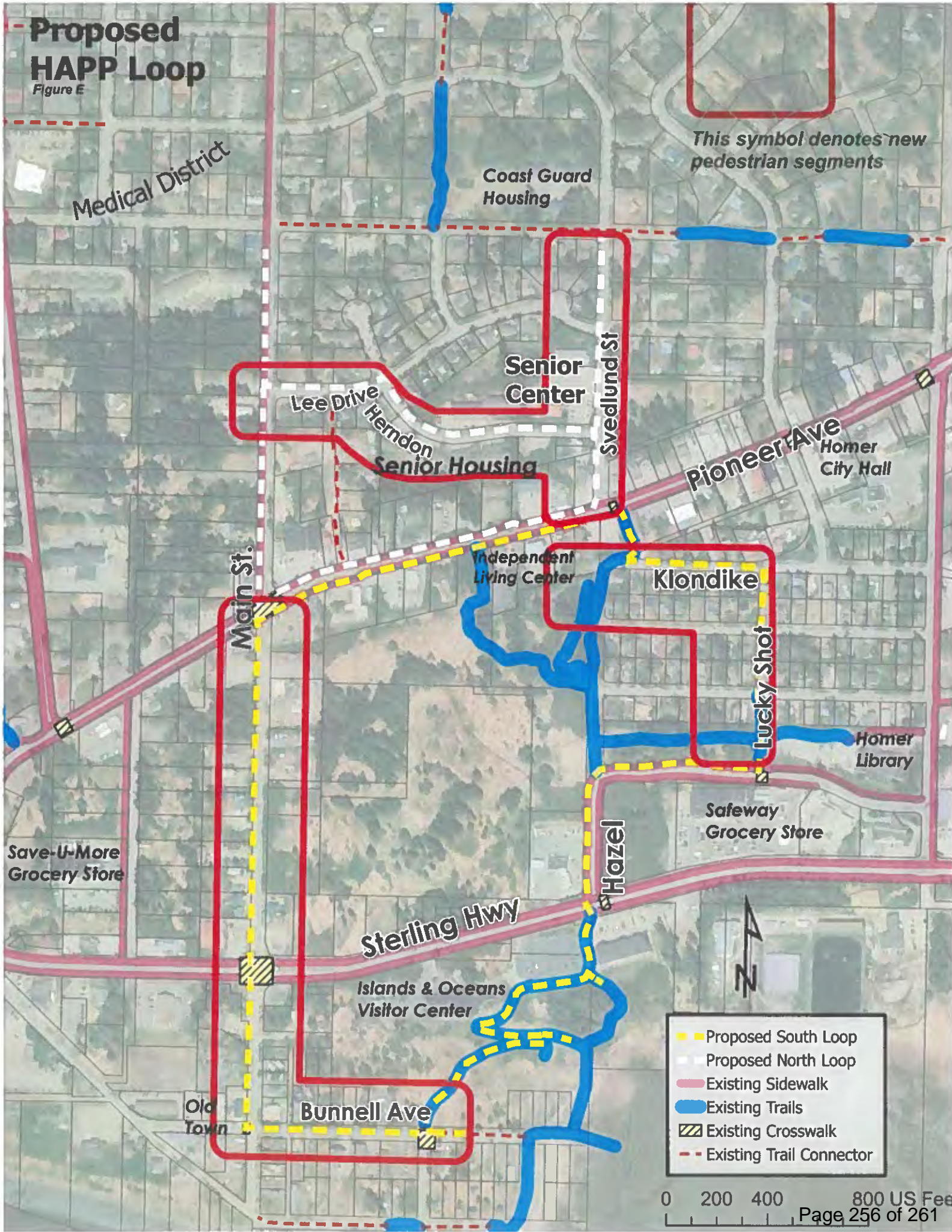
- Area of Interest
- Existing Sidewalk
- Existing Trails
- Crosswalk
- Future Sidewalk
- Proposed Sidewalk
- Proposed Trail

500 250 0 500 Feet

Proposed HAPP Loop

Figure E

This symbol denotes new pedestrian segments



Medical District

Coast Guard Housing

Senior Center

Lee Drive
Herndon
Senior Housing

Svedlund St

Pioneer Ave
Homer City Hall

Independent Living Center

Klondike

Lucky Shot

Homer Library

Safeway Grocery Store

Save-U-More Grocery Store

Main St.

Sterling Hwy

Islands & Oceans Visitor Center

Hazel

Old Town

Bunnell Ave

- Proposed South Loop
- Proposed North Loop
- Existing Sidewalk
- Existing Trails
- Existing Crosswalk
- Existing Trail Connector

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

3
4 Lord

5 **ORDINANCE 22-70**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING HOMER CITY CODE SECTION 21.60.100, SIGNS EXEMPT
9 FROM REGULATION TO EXEMPT SIGNS NOT VISIBLE FROM
10 PUBLIC RIGHTS OF WAY.

11
12 WHEREAS, The purposes of the City of Homer’s sign regulation are outlined in Homer
13 City Code (HCC) 21.60.020 which states, “The purposes of this sign code are: to encourage the
14 effective use of signs as a means of communication in the City; to maintain and enhance the
15 aesthetic environment and the City’s ability to attract sources of economic development and
16 growth; to improve pedestrian and traffic safety; to minimize the possible adverse effect of
17 signs on nearby public and private property; and to enable the fair and consistent enforcement
18 of these sign restrictions.”; and

19
20 WHEREAS, If a sign is not visible from the public right-of-way, its regulation is not
21 justified under these stated purposes; and

22
23 WHEREAS, Numerous other communities in Alaska with sign codes explicitly exempt
24 signs which are not visible from the public right-of-way; and

25
26 WHEREAS, The City of Homer should also clearly exempt signs that are not visible from
27 the public right-of-way to reduce regulatory burden and confusion and to focus City resources
28 where there is a public nexus.

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

31
32 Section 1. Homer City Code Chapter 21.60.100, Signs exempt from regulation under
33 this chapter, is amended to read as follows:

34
35 The following signs shall be exempt from regulation under this chapter:

36
37 a. Any sign bearing only a public notice or warning required by a valid and applicable Federal,
38 State, or local law, regulation, or ordinance.

39
40 b. Any emergency warning sign erected by a governmental agency, a public utility company,
41 or a contractor doing authorized or permitted work within a public right-of-way.

42
43 ~~c. Any sign inside a building, not attached to a window or door, that is not legible from a~~
44 ~~distance of more than three feet beyond the lot line of the lot or parcel on which such sign is~~

[Bold and underlined added. Deleted language stricken through.]

45 ~~located.~~ **Any sign that is not legible from the public right-of-way.**

46

47 d. Works of art that do not contain a commercial message.

48

49 e. Holiday lights between October 15th and April 15th.

50

51 f. Traffic control signs on private property, such as a stop sign, a yield sign, and similar signs,
52 the face of which meets Department of Transportation standards and that contain no
53 commercial message of any sort.

54

55 g. Signs in existence before February 11, 1985, but such signs shall not be replaced, moved,
56 enlarged, altered, or reconstructed except in compliance with this chapter.

57

58 Section 2. This ordinance shall take effect upon its adoption by the Homer City Council.

59

60 Section 3. This ordinance is of a permanent and general character and shall be included
61 in the City code.

62

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

65

66

CITY OF HOMER

67

68

KEN CASTNER, MAYOR

69

70

71 ATTEST:

72

73

74

MELISSA JACOBSEN, MMC, CITY CLERK

75

76

77 YES:

78 NO:

79 ABSTAIN:

80 ABSENT:

81

82 First Reading:

83 Public Reading:

84 Second Reading:

85 Effective Date:



City of Homer

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MEMORANDUM 22-208 (PL 22-13)

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: November 18, 2022
SUBJECT: Planning Staff review of draft ordinance exempting signs not legible from the right-of-way.

Due to a problem scheduling a public hearing for the item with the Planning Commission, I am unable to present a recommendation to the City Council until their first meeting in January.

At the October 24th meeting of the City Council, I suggested that I would be able to get Planning Commission input on the item and have it back for a second reading at the November 28th meeting of the Council. The Planning Commissions next meeting was scheduled for November 2nd. HCC 21.95.060(a) requires that the Planning Commission review all amendments to Title 21 and HCC 21.95.060(c) requires that they hold a public hearing. Unfortunately the deadline for submittal had already passed as item would have had to been to have been submitted to the newspaper the prior Thursday/Friday to meet noticing requirements.

This item is on the next scheduled Planning Commission meeting held on December 7th, the next opportunity for the Council get the recommendation is January 9th.

STAFF COMMENTS/RECOMMENDATIONS:

Reschedule for second reading January 9th.



Memorandum 22-179

TO: Mayor Castner and Homer City Council

FROM: Rachel Lord, Councilmember

DATE: October 24, 2022

SUBJECT: Ordinance 22-70 Amending Homer City Code 21.60.100 Regarding Signs Legible from Public Rights of Ways

Background

Thank you for your consideration of Ordinance 22-70. This action was inspired by the sign in front of Paul Banks Elementary, which is almost 400 feet downhill from the public right-of-way (ROW), and impossible to see from the road. It is falling apart and the school staff and Parent Teacher Association would like to replace it. My understanding is that last year they were told by the City that they've already maxed out their sign allotment and so if they took that one down they would not be permitted to replace it. That made no sense to me at all.

I asked City Planner Abboud about this situation and he said that as a matter of practicality, if it's not visible from the right-of-way to the public, it would not be considered a sign subject to regulation under the code. But he noted that he hadn't looked at that specific sign. I went to look at the code to see where that exemption might be explicitly stated, and I found the verbiage about the interior signs only. Nothing about signs not visible from the public ROW.

In this amendment, I am suggesting that we fully replace subsection HCC 21.60.100(c) to limit the City's regulation to signs clearly visible from the public ROW and intended to be viewed by the public. Below I have provided some examples from other Alaskan municipalities sign codes.

While I believe this is a fairly straightforward and simple amendment to code, I look forward to feedback from the Planning Commission. I would like to see the City limit resources to regulating what is in the interest of the public. Signs that cannot be seen by the public from the public right-of-way should be clearly exempt from regulation under Homer City Code.

Wasilla: 16.32.020 Scope.

This chapter shall not regulate: building design; official traffic or government signs; the copy and message of signs; ***signs not intended to be viewed from a public right-of-way***; window displays, product dispensers, and point of purchase displays; scoreboards on athletic fields; flags of any nation, government, or noncommercial organization, unless part of a sign; gravestones; barber poles; religious symbols; commemorative plaques; the display of street numbers; or any display or construction not defined in this chapter as a sign. (Ord. 17-09 § 3, 2017; prior code § 16.43.902)

Seward: 15.20.015 - Definitions.

Sign. Any device fixed to, painted on, or incorporated into the building surface; displayed from or within a building or structure; or free-standing upon the site, and **which is (a) visible from a public right-of-way and (b) designed to convey or direct a message to the public concerning the identification of the premises or to advertise or promote the interests of any private or public firm, person or organization.**

Soldotna:

15.08.010 - Administration. C. Scope .1.

General. **The scope of this chapter shall be to regulate signs of a commercial nature intended to be viewed from public rights-of-way.** This code does not regulate government signs; the copy and message of signs; window signs; product dispensers and point of purchase displays; scoreboards on athletic fields; flags of any nation, government, or non-commercial organization; gravestones; commemorative plaques; display of addresses; or any display or construction not defined herein as a sign.