

Action Agenda
Worksession
Committee of the Whole
Regular Meeting
October 30, 2017

WORKSESSION AGENDA

1. CALL TO ORDER, 4:00 P.M.

Mayor Zak called the meeting to order at 4:00 p.m.

2. AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 5)

The agenda was approved by consensus of the Council.

3. HEALTH INSURANCE UPDATE

4. 2017 PARITY STUDY

5. POLICE STATION CONCEPTUAL DESIGN (If time allows)

6. COMMENTS OF THE AUDIENCE

7. ADJOURNMENT NO LATER THAN 4:50 P.M.

Next Regular Meeting is Monday, October 30, 2017 at 6:00 p.m. Worksession at 4:00 p.m. and Committee of the Whole 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.

Mayor Zak adjourned the meeting at 4:50 p.m.

COMMITTEE OF THE WHOLE AGENDA

1. CALL TO ORDER, 5:00 P.M.

Mayor Zak called the meeting to order at 5:00 p.m.

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

The agenda was approved by consensus of the Council

3. BDO 2016 AUDIT REPORT

4. Ordinance 17-42, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2018 for the General Fund, The Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. City Manager. Recommended Dates: Introduction October 30, 2017, Public Hearings November 27, 2017 and December 11, 2017, Second Reading December 11, 2017.

5. CONSENT AGENDA

6. REGULAR MEETING AGENDA

7. COMMENTS OF THE AUDIENCE

There was one who commented.

8. ADJOURNMENT NO LATER THAN 5:50 P.M.

Next Regular Meeting is Monday, November 27, 2017 at 6:00 p.m. and Committee of the Whole 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.

Mayor Zak adjourned the meeting at 5:50 p.m.

REGULAR MEETING AGENDA

Worksession 4:00 p.m. and Committee of the Whole 5:00 p.m. in Homer City Hall Cowles Council Chambers.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Session 17-25 a Regular Meeting of the Homer City Council was called to order on October 30, 2017 at 6:00 p.m. by Mayor Zak 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, ERICKSON, LORD, SMITH, STROOZAS, VENUTI

STAFF: CITY MANAGER KOESTER
CITY CLERK JACOBSEN
FINANCE DIRECTOR WALTON
HARBORMASTER HAWKINS

Department Heads may be called upon from time to time to participate via teleconference.

2. AGENDA APPROVAL

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

The following changes were made: **CONSENT AGENDA Memorandum 17-131** from City Clerk Re: Appointments corrected to include appointment of Shelly Erickson to the Cannabis Advisory Commission. **Memorandum 17-138** from City Clerk Re: Liquor License Premise Change for the Homer Spit Oyster Bar. Memorandum from Homer Police Department stating non objection. **Resolution 17-089**, A Resolution of the Homer City Council Confirming the Assessment Roll, Establishing Dates for Payment of Assessments and Establishing Delinquency, Penalty, and Interest Provisions for the Kachemak Drive (Phase III) Water and Sewer Special Assessment Districts. Corrected Final Assessment Roll Re: condominium assessment. **Ordinance 17-41**, An Ordinance of the City Council of Homer, Alaska, Authorizing the City Manager to Purchase Kenai Peninsula Borough Parcel 18103418, 'Lot 42' from the Alaska Mental Health Trust Authority in the Amount of \$550,600, Acquire Quitclaim Deeds on Parcels on which both the City and the Trust Claim Ownership interests and Authorizing an Expenditure of \$250,600 from the Port and Harbor Enterprise Fund and a \$300,000 Loan from the General Fund for that Purpose. Memorandum from Port and Harbor Advisory Commission as backup. **ORDINANCES Ordinance 17-42**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2018 for the General Fund, The Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. Budget amendments Re: Bridge Creek Watershed Protection – Erickson and SPARC Funding-Mayor **COMMITTEE REPORTS** Memorandum and Addendum from Employee Committee Re: Health Insurance Renewal and COLA, Memorandum from City Clerk Jacobsen Re: 2017 ADA Budget.

APPROVED without discussion.

3. MAYORAL PROCLAMATIONS AND RECOGNITIONS

A. Mayoral Proclamation – Small Business Saturday, November 25, 2017

Mayor Zak read and presented the proclamation to Debbie Speakman, Executive Director of the Homer Chamber of Commerce and Karin Marks, Economic Development Advisory Commission Chair.

Karin Marks commented the Economic Development Advisory Commission is looking forward to continuing to do the things that are needed to support and help small businesses thrive.

Debbie Speakman added this is timely as they will be on KBBI talking about Small Business Saturday and the importance of supporting our neighbors and friends who work hard in our community.

4. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

None

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 Councilmember.)

Councilmember Lord disclosed for the record that she is the Executive Secretary for the Alaska Association of Harbormasters and Port Administrators and drafted the resolutions on behalf of the association that are included as back up to City resolutions 17-090 and 17-091 on the consent agenda. These resolutions do not result in direct financial benefit to her, but wanted to disclose this in the event Mayor or Council feel she should be excused from participating.

Mayor and Council expressed no objection to Councilmember Lords participation.

- A. Homer City Council unapproved Regular Meeting Minutes of October 9, 2017 City Clerk. Recommend adoption.
- B. **Memorandum 17-131** from Mayor Re: Appointment of Donna Aderhold and Shelly Erickson to the Cannabis Advisory Commission, Clark Fair to the Library Advisory Board, Deborah Brown to the Economic Development Advisory Commission, and Re-Appointment of Deb Lowney to the Parks, Art, Recreation and Culture Advisory Commission. Recommend Approval.

Moved to New Business item A. Stroozas.

- C. **Memorandum 17-138** from City Clerk Re: Liquor License Premise Change for the Homer Spit Oyster Bar. Recommend Approval.
- D. **Ordinance 17-39**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Grant from the Alaska Highway Safety Office in the Amount of \$39,488 for the Homer Police Department Project Drive and Authorizing the City Manager to

Execute the Appropriate Documents. City Manager/Police Chief. Recommended Dates: Introduction October 30, 2017, Public Hearing and Second Reading November 27, 2017.

Memorandum 17-132 from Police Chief as backup

- E. **Ordinance 17-40**, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Title 3 Chapter 3.01 Budget by Adding a New Section That Establishes a Minimum Annual Transfer in the Operating Budget of Homer Accelerated Road and Trails Funds for Road and Trail Capital Improvements. Smith/Aderhold. Recommended Dates: Introduction October 30, 2017, Public Hearing and Second Reading November 27, 2017.

Memorandum 17-133 from City Manager as backup

- F. **Ordinance 17-41**, An Ordinance of the City Council of Homer, Alaska, Authorizing the City Manager to Purchase Kenai Peninsula Borough Parcel 18103418, 'Lot 42' from the Alaska Mental Health Trust Authority in the Amount of \$550,600, Acquire Quitclaim Deeds on Parcels on which both the City and the Trust Claim Ownership interests and Authorizing an Expenditure of \$250,600 from the Port and Harbor Enterprise Fund and a \$300,000 Loan from the General Fund for that Purpose. City Manager. Recommended Dates: Introduction October 30, 2017, Public Hearing and Second Reading November 27, 2017.

Memorandum 17-134 from City Manager as backup

Moved to Ordinances item B. Smith.

- G. **Resolution 17-086**, A Resolution of the City Council of Homer, Alaska, Amending the City of Homer Fee Schedule Under Camping Fees. City Clerk. (To follow Budget Ordinance 17-42; Public Hearings November 27 and December 11, 2017)
- H. **Resolution 17-088**, A Resolution of the Homer City Council Confirming the Assessment Roll, Establishing Dates for Payment of Assessments and Establishing Delinquency, Penalty, and Interest Provisions for the Eric Lane Road Improvement and Eric Lane Sewer Improvement Special Assessment Districts. City Clerk/Public Works Director. Recommend Adoption.

Memorandum 17-135 from Public Works Director as backup

- I. **Resolution 17-089**, A Resolution of the Homer City Council Confirming the Assessment Roll, Establishing Dates for Payment of Assessments and Establishing Delinquency, Penalty, and Interest Provisions for the Kachemak Drive (Phase III) Water and Sewer Special Assessment Districts. City Clerk. Recommend Adoption.

Memorandum 17-136 from Public Works Director as backup

- J. **Resolution 17-090**, A Resolution of the City Council of Homer, Alaska, Supporting Full Funding (\$9,820,141) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2019 State Capital Budget. City Manager/Port Director. Recommend Adoption.
- K. **Resolution 17-091**, A Resolution of the City Council of Homer, Alaska, Supporting Senate Bill 92: An Act Relating to Abandoned and Derelict Vessels. City Manager/Port Director. Recommend Adoption.
- L. **Resolution 17-092**, A Resolution of the City Council of Homer, Alaska, Amending the Homer Accelerated Roads and Trails Program (HART) Policy Manual to the HART Capital Improvements Policy Manual and Establishing Minimum Set Asides for Capital Improvements. Smith/Aderhold (To follow Ordinance 17-40; Public Hearing November 27, 2017)

Memorandum 17-133 from City Manager as backup

Memorandum 17-131 moved to New Business item B. Stroozas.
Ordinance 17-41 moved to Ordinances item B. Smith.

ADOPTED without discussion.

7. VISITORS

- A. BDO – 2016 Audit Report (10 minutes)

Lia Patton, Assurance Auditor with BDO, thanked Council for the opportunity to serve the City and also to Finance Director, Elizabeth Walton and the Finance Department for their hard work to ensure the audit is completed. Ms. Patton reviewed the draft audit information and said they would be releasing their final audit opinion very shortly.

8. ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/COMMISSION REPORTS (10 minute limit per report)

- A. Borough Report

Kelly Cooper, Kenai Peninsula Borough President, commented they will be certifying the results from the Mayoral Run-Off at their next meeting and they will begin implementing the transition plan that has been put in place. She reported on the recommendations from the State Assessing Department Audit on how the Borough can better roll out changes to assessing

models as well as asking for residence assistance in gathering information. They are requesting both buyers and sellers provide purchase/sales price in real estate transactions, previously they only asked buyers, and the return of information is better. They also gather information through the appeal process. Highlights of their action plan include doing public outreach including advanced notice of planned canvass inspection areas, canvass areas in a four year rotation, improved communication regarding accurate sales information, and assign the highest priority to collection and quality control of land influence factors borough-wide. Land Appraisal staff and managers are reviewing the land valuation model specification and calibration in order to further improved model performance. Assembly President Cooper noted that there were a lot of conversations about increases, but there were values that decreased quite a bit. There were no findings that said the Borough made mistakes or violated code or statues, only ways they can do better and fine tune the process. She commented that Assembly member Bagley is introducing an ordinance to institute a 6% bed tax to be on the 2018 ballot with a public hearing December 5th. She will be asking for a postponement until after the first of the year to allow time to look at other alternatives. She shared preliminary information about a 1% tourism tax which she will bring forward as an alternative as it get closer to budget discussions. She will keep Council updated on that. Another ordinance is being introduced to authorize certain volunteers to serve on their respective service areas boards. She explained issues in smaller areas like Anchor Point have a difficult time finding people to serve on their boards and how this change could benefit those areas.

There was brief discussion regarding the tourism tax and property tax model.

B. Commissions/Board Reports:

1. Library Advisory Board

Mark Massion, Library Advisory Boardmember, commented that the library received a \$20,000 technology grant. The library was included in a photo travel guide article titled *America's 19 Most Remarkable Libraries*. It puts us in the same company as the New York, Boston, Los Angeles and Seattle Public Libraries. He asked when considering the 2018 budget to give serious thought to the libraries addendum as the extra money would allow us to update the new novels and keep nonfiction and reference sections current.

2. Homer Advisory Planning Commission

Mandy Bernard, Planning Commissioner, reported in October the majority of their time was spent going through the City of Homer Comprehensive Plan revision process. They've been focusing on Chapter 6, Public Services and Facilities. The chapter includes fire and emergency, law enforcement, water and sewer service, port and harbor, parks and recreation, storm water control, library, administration, solid waste, arts and culture, visitor services, senior and youth services, and education. At their October 17th meeting they had public hearing on a CUP for a

communications tower on the spit, but no public testimony was given, and it was approved by the Commission.

3. Economic Development Advisory Commission

Karin Marks, Economic Development Advisory Commission Chair, commented the Commission has finished its survey and received 112 respondents. She looks forward to presenting their results after the first of the year.

4. Parks Art Recreation and Culture Advisory Commission

Jon Sharp, Parks Art Recreation and Culture Advisory Commissioner, commented regarding their fall walk through at Jack Gist Park. They talked about the state of the park and the piece that it is for sale. They heard from Kachemak Recycling who reviewed their literature and they discussed different recycling services available around the area. They continued discussion on sidewalks and developing a rubric the City can use to plan a develop sidewalks. This will be an ongoing project throughout the winter. They discussed camping fees and information was provided. They also proofed a letter to the editor and adopted their 2018 meeting schedule. He expressed appreciation of City staff and their expertise that helps them get a good idea of long term, past, present and future.

5. Port and Harbor Advisory Commission

Bob Hartley, Port and Harbor Advisory Commissioner, commented activity around the harbor has slowed down with winter approaching and noted that there is ample parking available on the spit right now. He reported the Commission discussed and supported the Cannabis Advisory Commissions recommendation to allow commercial marijuana on privately owned land on the spit. They also discussed and supported the purchase of Lot 42 on the Homer Spit.

6. Cannabis Advisory Commission

9. PUBLIC HEARING(S)

- A. **Ordinance 17-38**, An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by Adding Eric Lane as Urban Road. City Manager/Public Works Director. Introduction October 9, 2017, Public Hearing and Second Reading October 30, 2017.

Memorandum 17-129 from Public Works Superintendent as backup

There were no public comments.

ADOPTED without discussion.

10. ORDINANCE(S)

- A. **Ordinance 17-42**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2018 for the General Fund, The Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. City Manager. Introduction October 30, 2017, Public Hearings November 27, 2017 and December 11, 2017, Second Reading December 11, 2017.

INTRODUCED with discussion.

- B. **Ordinance 17-41**, An Ordinance of the City Council of Homer, Alaska, Authorizing the City Manager to Purchase Kenai Peninsula Borough Parcel 18103418, 'Lot 42' from the Alaska Mental Health Trust Authority in the Amount of \$550,600, Acquire Quitclaim Deeds on Parcels on which both the City and the Trust Claim Ownership interests and Authorizing an Expenditure of \$250,600 from the Port and Harbor Enterprise Fund and a \$300,000 Loan from the General Fund for that Purpose. City Manager. Introduction October 30, 2017, Public Hearing and Second Reading November 27, 2017.

Memorandum 17-134 from City Manager as backup

INTRODUCED with discussion.

11. CITY MANAGER'S REPORT

- A. City Manager's Report

City Manager Koester commented regarding the City Attorney's attendance at the Council meetings. In the past the City Attorney would attend one meeting a month. She and Attorney Wells have been working on having her attend when there may be a lot of questions. While attendance a meeting is built into the contract, the City is still charged the hourly costs, and we are trying to control cost in that manner. She encourage Councilmembers to let her know if they feel the need the Attorney to be here or be available and she will make arrangements to have the attorney present.

City Manager Koester also commented regarding problems with giving away sand that are addressed in her report. She asked Councilmembers for feedback or recommendations on how to proceed with this so they can address it at an upcoming meeting. Comments included:

- Using the tailings on the spit for public sand
- Recycling sand that is used from sweeping the roads
- Set up a fee for service in a separate area
- Consider and establish a policy for public sand

Councilmember Lord noted the Alaska Port and Harbor Association recognition of Deputy Harbor Master Matt Clarke as Employee of the Year and City Attorney Holly Wells as an Honorary Member of the Association.

- B. Memorandum from City Clerk Re: Confirmation of Attendees for the Alaska Municipal League 67th Annual Local Government Conference in Anchorage, Alaska, November 13-17, 2017

12. CITY ATTORNEY REPORT

13. COMMITTEE REPORT

- A. Employee Committee Report

Employee Committee Chair Matt Clarke, Deputy Harbormaster, and Vice Chair Julie Engebretsen, Deputy City Planner, addressed council. Mrs. Engebretsen read the memorandum and addendum that were included in the supplemental packet that addressed the Employee Committee recommendations for the 2018 health insurance plan and 2018 budget, the savings to the City those changes bring, and a request for consideration of a cost of living allowance. The recommendations are as follows:

1. Prescription drug coverage: Premera Option 1. This features the lowest cost total annual premium to the City and also minimizes impacts to employees.
2. No change to vision, dental and accidental death and dismemberment policies.
3. Elimination of the Buy Up plan health insurance option.
4. 1% COLA.

- B. Americans with Disabilities Act Compliance Committee

Councilmember Aderhold noted the ADA budget report included in the supplemental packet. She explained the money that was allocated in the 2017 budget was a capital project allocation so the balance of the \$25,000 will be available in 2018 for work on the Transition Plan. She reported at their last meeting they discussed completing the last of the surveys and HR 620 that would create significant obstacles for people with disabilities to enforce their rights under Title III of the ADA to access public accommodations and would impede their ability to engage in daily activities and participate in mainstream society. She noted people can contact the City Clerk or Independent Living Center for more information.

14. PENDING BUSINESS

15. NEW BUSINESS

- A. **Memorandum 17-137** from City Clerk Re: Selection/Appointment of Mayor Pro Tempore for 2017/2018.

AMENDED to add Councilmember Aderhold as Mayor Pro Tempore.

APPROVED without discussion.

- B. **Memorandum 17-131** from Mayor Re: Appointment of Donna Aderhold and Shelly Erickson to the Cannabis Advisory Commission, Clark Fair to the Library Advisory Board, Deborah Brown to the Economic Development Advisory Commission, and Re-Appointment of Deb Lowney to the Parks, Art, Recreation and Culture Advisory Commission.

APPROVED with discussion.

16. RESOLUTIONS

- A. **Resolution 17-087**, A Resolution of the City Council of Homer, Alaska, Designating Signatories of City Accounts and Superseding Any Previous Resolution So Designating. City Manager.

AMENDED to add Councilmember Aderhold as Mayor Pro Tempore.

ADOPTED without discussion.

17. COMMENTS OF THE AUDIENCE

There was one who commented.

18. COMMENTS OF THE CITY ATTORNEY

City Attorney Wells was not present.

19. COMMENTS OF THE CITY CLERK

City Clerk Jacobsen had no comment.

20. COMMENTS OF THE CITY MANAGER

City Manager Koester had no comment.

21. COMMENTS OF THE MAYOR

Mayor Zak thanked everyone who participated at the Rotary Health Fair, the Rotary Club, South Peninsula Hospital, and all the small businesses who were there. Over 1000 people attended Saturday and it really makes a difference for people in our community. Regarding small businesses, we learned tonight they collect \$7.7 million in sales tax. He thanked the small businesses for their work.

22. COMMENTS OF THE CITY COUNCIL

Councilmember Stroozas welcomed the new Councilmembers. He looks forward to working with them.

Councilmember Lord thanked everyone who was at the meeting. She commented that the library recognition as one of the 19 remarkable libraries in the nation is pretty remarkable. Lastly she reminded everyone to slow down and be safe on Halloween and thanked the people who work to coordinate and make the area up around Bayview and Mountain View Drive safer for trick-or-treaters.

Councilmember Smith welcomed Caroline and Rachel and noted the Council has turned over in the last three years, so they are all fairly new. He looks forward to working with everyone and getting things done. He also commented the Dodgers are in a bad hole and encouraged support for the team.

Councilmember Aderhold noted comments from the last meeting regarding the opioid issue in Homer and said MAPP has a task force set up and she attended a meeting. It was interesting and engaging and they talked about ways they can keep the Council involved. She congratulated the library and also recognized Deputy Harbormaster Clarke's recognition as APHA Employee of the year.

Councilmember Venuti thanked everyone, it was a great learning experience for her tonight and appreciated getting better familiarized with process. She noted she has also attended the opioid task force meetings and commented about the KBC Semester by the Bay program.

Councilmember Erickson welcomed Rachel and Caroline and reminded everyone to be safe on Halloween.

23. ADJOURNMENT

Next Regular Meeting is Monday, November 27, 2017 at 6:00 p.m. and Committee of the Whole 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.

Mayor Zak adjourned the meeting at 7:50 p.m.