



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

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(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Zak and Homer City Council
FROM: Katie Koester, City Manager
DATE: October 25, 2017
SUBJECT: October 30 City Manager's Report

Community Jail Contract

I have signed an amendment to the community jail contract for state FY2018 (current year). In this amendment the Homer Police Department has agreed work with the Department of Corrections on pre-trial monitoring. This will require additional training for staff and new software. It represents approximately \$10,000 in additional revenue for this contract year. The Department has expressed excitement about this opportunity to partnership as a first step. They have proposed a number of additional duties that they would like communities to take on, however it will likely require at least one additional full time staff. The City is hopeful details of the proposal for additional duties can be worked out and result in a mutually beneficial partnership.

Alaska Port and Harbor Association (APHA) Recognized City Staff

The APHA handed out awards at their annual conference this month. Deputy Harbormaster Matt Clarke was awarded Employee of the Year for his commitment to safety, improving work flow and overall outstanding performance. City Attorney Holly Wells was inducted as an Honorary member for her pro bono work on the Derelict Vessel Task Force, among other things. Please take a moment to thank both of them for their commitment, dedication and public service when you see them next.

The Problems with Giving Away Sand

With warmer winters, sanding has taken on increased prominence in winter road maintenance duties. Public works keeps a large pile of sand both at the Public Works Complex and up the hill near the water treatment plant. The City spends over \$90,000 a year on sand and calcium chloride to keep the sand from freezing into a solid mountain during the winter months. (The large white bags you see at certain times of the year lined up by the Sterling Highway at Public Works is calcium chloride which is used not only for sanding, but also dust control on gravel roads in the summer months). There is also significant labor involved in mixing the sands with heavy equipment and keeping the sand pile from forming a dangerous frozen crust.

More and more, with icy roads and driveways, folks are coming to public works to obtain sand from the City sand pile. Over the years, Public Works would get a few folks with a couple buckets looking for sand. If they were city residents, they would be allowed to get sand. In the past people would go to the state's sand pile on Kachemak Drive, but the state stopped that service a few years ago due to liability issues. Now, folks are coming to PW, and sometimes they are essentially waiting in line. In one day this winter there were around

50 people that came for sand. With the state no longer providing it, and with social media, the word is out and Public Works is seeing a tremendous and unsustainable increase in traffic.

The increased demand has created significant safety concerns and exposure for the City. Public Works has their own traffic around the sand pile with loading and turning vehicles around, and equipment operators are having to pay special attention to private vehicles behind public works and backed up to the sand pile. The steepness of the pile and overhanging frozen chunks would be very dangerous to someone standing below. Furthermore, the City is giving away a high dollar product. During these more icy winters, this City is going through a significant amount of material on City roads and the budget for sand and chemicals will need to increase to keep up with increased demand.

Some stop in to request sand, but many just drive back there and start loading. Sometimes it's the normal filling of buckets, but other times it is trailers or folks stacking piles in the back of their pickups. There are many private businesses in town that provide sanding services and the City has to be careful about competing with those entities by allowing the product for free. The state has closed off public access to their sand piles for many of these reasons.

If the City wants to continue to provide this service, it needs to be done safely with a full awareness of the cost. Certainly, there is a strong public safety argument for providing sand to the public. If there is interest in exploring alternative options, I will have Public Works Director Meyer prepare a memo for the next Council meeting explore possible alternatives and their associated costs for your discussion. The other alternative would be to follow the state's lead and deny public access to the sand piles with signage and enforcement.

Library Awarded Coding Grant

The Homer Public Library has recently been awarded one of 25 grants as part of the American Library Association's (ALA) *Libraries Ready to Code* project. HPL was selected from 400 applicants. The grant, sponsored by ALA's Office for Information Technology Policy (OITP) and Google, will fund HPL's *Makers to Mentors <M2M>* initiative, a series of programs and opportunities designed to allow kids and teens to explore computational thinking, computer science, design thinking and mentoring. The initiative will run November of this year through August of 2018.

The grant of \$19, 581 will fund equipment, supplies and expertise for a variety of activities including these upcoming high and low tech programs:

- HPLCode, a learn-to-code program for ages 11-14 (weekly, November-January)
- Maker Club for ages 8-11 (on KPBSD early release days)
- LEGO Club for ages 8-11 (monthly)
- Family light-up holiday card workshop with LED lights (December 9)
- Family Game Night (January 4)
- Girls Who Code (January-TBD)
- STEM (Science, Technology, Engineering, Math) in storytime (monthly November-August)
- Teen mentor program for ages 15-18 (November-August)

These programs encourage kids to create and build, use high quality, digital media for learning and foster collaboration. They are accessible to all area youth regardless of ability to pay. Libraries, like HPL, fill a crucial gap in K-12 education. Like Homer, many communities offer no computer science classes in area schools. Rural residents, girls, those from low-income communities, and young people of color or with

disabilities are underrepresented in Computer Science careers. Libraries are ideal places to bridge that digital opportunity gap by providing equitable access to the technology and training young people need to develop these indispensable workforce skills.

As part of the grant, Claudia Haines, youth services librarian, will participate with a cohort of librarians from across the county who will develop a toolkit with Google for other librarians to use based on this year's experiences.

Police Station

Preliminary design for a \$6million option for a police station is attached. There was not enough time on this agenda to provide Council with a full presentation of the design. However, I would like the opportunity to get feedback on next steps. The resolution authorizing the funding for preliminary design also asked for a facilitated extended worksession to be scheduled on the topic. Is council ready to set aside some time for that worksession or would you like to schedule a 1 hour session at the next meeting for a full presentation from staff? Either way, please be prepared to give me guidance at the meeting so I can make sure staff comes prepared and it is worth your time.

Automated External Defibrillator Installed at HERC

The mid-year budget amendments approved an Automated External Defibrillator for the HERC facility. However, sometimes a good idea just needs a little publicity. Kenai Peninsula EMS Coordinator Samantha Cunningham was able to install an AED at the HERC under a grant program from Tesoro Alaska. The AED has been installed and volunteers have been trained on its use. This is a great example of community partnership. A big thank you to Tesoro for providing the funding and Samantha for making it happen.

Travel Report – International City Manager Association

As I write this, I am just finishing up the ICMA Annual Conference. ICMA is an international organization of City Managers and people in management roles in government. With 11,000 members worldwide, the international conference draws thousands of local government geeks from around the world. It has been a whirl wind of new information, inspiring speakers, connecting with vendors, networking and sharing. Just remind me not to schedule a packet deadline and a conference on the same week next time!

The theme of the conference is building bridges and how to serve all of our residents as City Managers. Inspirational speakers included the former head of Girl Scouts, author and expert on urban development Richard Florida and Rabia Siddique, a former war crimes prosecutor and hostage survivor.

Some of the big picture takeaways I have, which are many, are about how cities will look in the future, the winners and losers, and how the next generation of workers value quality of life, the sense of energy and excitement a place has, over anything else. Florida talked about how knowledge workers make up a large percent of the high wage jobs in America, but that this movement has left many Americans behind and bred resentment. Anna Maria Chavez, former head of Girl Scouts, focused on how to apply the principals of servant leadership in your work day and respecting and appreciating your critics.

On a more tangible level, I learned best practices on City Manager reviews and hope to introduce some of what I learned on tangible goal setting and employee engagement in my review process coming up at end of year. Another interesting session was about using employee surveys to improve your work force. Other workforce development included exploring the how to promoting a healthy workforce for a more productive workforce. I also attended a session on libraries as partners in economic development and learned some good lessons on how the City of Homer's Economic Development Commission and Library

Advisory Board could form meaningful partnerships and expand the already important role the library plays for business.

In addition to meeting Managers from around the world and sharing with them, a number of Alaska City Managers, including our neighbors Seward and Kenai, attended the conference. Spending time digesting what is learned and talking about how to apply it to our unique communities is always a valuable experience. Thank you for providing me the opportunity. I learned a lot and am excited to implement and reflect on my time here.

Enc:

Community Jail Contract Amendment

APHA Awards

Police Station Preliminary Design

STATE OF ALASKA

AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

1. Agency Contract Number 2041005
2. DGS Solicitation Number (if used)
3. Optional Renewal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Years remaining 0 YEARS
4. Financial Coding 201014600 - 1600000002 - 3020 - 5018
5. Agency Assigned Encumbrance Number
6. Amendment No. Four (4)

This agreement is between the State of Alaska,

7. Department of **Corrections** hereafter the State, and

8. Contractor **City of Homer, Police Department** hereafter the Contractor

Mailing Address	Street or P.O. Box	City	State	ZIP Code
4060 Heath Street		Homer	AK	99603

9. Original period of performance FROM: July 1, 2013 TO: June 30, 2014	10. Amended period of performance FROM: July 1, 2017 TO: June 30, 2018
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11. Previous amount of contract to date: \$2,372,625.00	12. Amount of this amendment: \$ 434,738.00	13. This amended contract shall not exceed a total of \$ 2,807,363.00
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14. In accordance with the provisions of the above referenced contract, the parties to that contract agree that the services to be performed by the contractor under the contract are amended as follows: All other terms and conditions of the contract remain in effect. (Use reverse for continuation of amended provisions if necessary.)

The purpose of this contract amendment is to increase the period of performance from July 1, 2017 to June 30, 2018 and encumber the funds necessary for the annual base amount for these services. This amendment also recognizes the addition of section 9 for Pretrial Program Services that will be effective November 1, 2017 through June 30, 2018 and associated additional funding added to the contract (See attachments, 2 pages). Total number of pages in this amendment is 4. All other terms and condition remains unchanged.

In full consideration of the contractor's performance under and including this amendment, the State shall pay the contractor a new total not to exceed **\$2,807,363.00**

The period of performance under this contract is increased by 12 Months through June 30, 2018.

IN WITNESS WHEREOF the parties hereto have executed this amendment.

NOTICE! This amendment has no effect until signed by the head of the contracting agency, procurement officer or designee.

<p>15. CONTRACTOR</p> <p>Name of Firm City of Homer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature of Authorized Representative <i>Mary Katherine Koester</i></td> <td style="width: 30%;">Date 10-18-17</td> </tr> </table> <p>Typed or Printed Name of Authorized Representative Mary Katherine Koester</p> <p>Title City Manager (907-235-8121, Fax 907-235-3151)</p>	Signature of Authorized Representative <i>Mary Katherine Koester</i>	Date 10-18-17	<p>17. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815 - .820. Other disciplinary action may be taken up to and including dismissal.</p>						
Signature of Authorized Representative <i>Mary Katherine Koester</i>	Date 10-18-17								
<p>16. CONTRACTING AGENCY</p> <p>Department/Division Corrections , Division of Administrative Services</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature of Project Director April Wilkerson</td> <td style="width: 30%;">Date</td> </tr> </table> <p>Typed or Printed Name of Project Director April Wilkerson</p> <p>Title Director of Administrative Services</p>	Signature of Project Director April Wilkerson	Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature of Head Contracting Agency or Designee</td> <td style="width: 30%;">Date</td> </tr> <tr> <td colspan="2">Typed or Printed Name of Authorizing Official John Schauwecker</td> </tr> <tr> <td colspan="2">Title Procurement Manager CPPB. C.P.M.</td> </tr> </table>	Signature of Head Contracting Agency or Designee	Date	Typed or Printed Name of Authorizing Official John Schauwecker		Title Procurement Manager CPPB. C.P.M.	
Signature of Project Director April Wilkerson	Date								
Signature of Head Contracting Agency or Designee	Date								
Typed or Printed Name of Authorizing Official John Schauwecker									
Title Procurement Manager CPPB. C.P.M.									

14. Continuation of amended provisions.

Summary of Changes:

Amendment #1

Increase the period of performance from July 1, 2014 through June 30, 2015.

Amendment #2

Increase the period of performance from July 1, 2015 through June 30, 2016.

Amendment #3

Increase the period of performance from July 1, 2016 through June 30, 2017.

Amendment #4

Increase the period of performance from July 1, 2017 through June 30, 2018.

AMENDMENT TO PROFESSIONAL SERVICE CONTRACT FOR ENTRY DEFINITIONS

1. Agency assigned contract number for tracking, reference, and billing.
2. Department of Administration (DOA) number assigned by the Division of General Services (DGS) (if formal solicitation is conducted).
3. Optional renewal? Yes or no. Years remaining not including this renewal.
4. Financial coding assigned by the agency for billing purposes.
5. Encumbrance number assigned to this contract by the agency.
6. Amendment number. How many to date for this contract including this one?
7. Department.
8. Contractor's name and address.
9. Original period of performance, including previous amendments.
10. Amended period of performance of this document.
11. Total date not including this amendment.
12. Amount of this amendment.
13. New total not to exceed including this amendment.
14. This section must contain all material changes from the contract such as the new total not to exceed amount and the new period of performance. If no change is being made, write "same." This section also requests the number of years, months and days this contract is either increased or decreased by.
16. Contractor's name, signature, and address.
17. Your division project director's name and signature.

9. Pretrial Program Services

The Alaska Department of Corrections (DOC) is adding additional program services through a bilateral amendment beginning November 1, 2017. The description of the additional program services and amount of money the DOC will pay for these services is provided below.

The State will provide additional funds beyond your FY18 Annual Base Amount for each of the four program service areas that you can provide Pretrial Services. Documentation of all contacts and pretrial actions with defendants must be entered in the ACOMS software application to ensure proper and complete records are maintained if technologically feasible. The State will determine your total allocation based on a percentage of the current jail contract allocation. Please see the specific program service areas and the amount identified in each description below.

Upon the delivery of program services, we may utilize available data and performance outcomes from each of the program areas to determine future funding.

1. Community Pretrial Electronic Monitoring:

Complete training and comply with DOC policies for the following program services:

Defendants may be required to have electronic monitoring (EM). Electronic monitoring requires that defendants are fitted with the proper device at the time of release. Related data with regard to the defendant and the EM restrictions should be loaded into the web based database utilized for EM and also noted in the ACOMS software application. Most defendants on EM will be moderate or high risk defendants, but low risk defendants may also be placed on EM with court orders. EM also requires monitoring of the system and response to EM alarms and alerts. This can be accomplished in a variety of ways, such as EM monitoring by DOC staff, monitoring by community jail staff, or monitoring by local dispatchers, who will then contact local providers, Police Departments (PDs), for response to alerts and alarms. Defendants placed on EM may require occasional action such as notification to the court for those in violation of release conditions. Coordination for arrests may also be required for defendants who are in violation. Community and Regional Jails will not charge pretrial defendants a fee for EM services.

Documentation of all contacts and pretrial actions with defendants must be entered in the ACOMS software application to ensure proper and complete records are maintained. It may be necessary to file reports and paperwork through the court in the event of violations.

Total Additional Amount for 8 months, November 1, 2017 through June 30, 2018: **\$10,658.00**

DOC will provide all necessary access to electronic monitoring equipment.

Contact information for questions with program services for Pretrial Services:

Geri Miller-Fox
Division of Pretrial Director
550 W 7th Ave, Ste 1800
Anchorage, AK 99501
Office Phone: (907) 269-7405
Mobile Phone: (907) 891-2211
Email: geri.fox@alaska.gov

Homer Ports & Harbor Employee of the Year 2017



Deputy Harbormaster Matt Clarke

Deputy Harbormaster Matt Clarke is hereby named the Alaska Association of Harbormasters and Port Administrators Employee of the Year for Homer for 2017. Over the past sixteen years he has strived to improve the Operation Department's ability to serve customer needs safely and efficiently. As Deputy Harbormaster, Matt's duties include: implementation of Facility Security requirements and Alaska Clean Harbors plan, supervising six 24/7 Harbor Officers as well as hiring and supervising six part-time seasonal employees, filling in shifts when short of staff, and planning and implementing training for emergency trauma technicians and harbor officers. During the past year, Matt has been an exemplary asset to the harbor: he delegated and oversaw the harbor officers as they completed a line-by-line update to the Harbor Officer's Standard Operating Procedures handbook, he responded to a boat fire on December 15, 2016, removing a neighboring vessel and preventing a multi-vessel fire, and he now chairs the City's Employee Committee after serving as the Port and Harbor's representative for the past four years. Matt is very active in the community by annual co-teaching a small boat handling class, volunteering for special projects around town that benefit families, facilitating and then actually competing in some of the fun runs, and in the past year has assisted with a community 'Boat House Pavilion' project. Matt Clarke has truly established himself as an exceptional member of the City of Homer's Port and Harbor Department and is genuinely deserving of being recognized by AAHPA members as Homer's Port & Harbor Employee of the Year.

Carl Uchytel, President

October 4, 2017

AAHPA Honorary Membership



Holly C. Wells Birch Horton Bittner and Cherot

Holly C. Wells, Attorney with Birch Horton Bittner and Cherot, has been a leader in her field in serving the AAHPA with legal advice for nearly a decade. Holly created a step-by-step guidebook providing guidance for municipal harbors around Alaska on fair and legal proceedings for impounding and disposal of derelict vessels. Holly and her firm provided Pro Bono legal counsel for Alaska's ad hoc Derelict Vessel Task Force, participating in 9 full day meetings to help develop a statewide plan of action. Holly and her team at Birch Horton Bittner and Cherot worked tirelessly under the guidance of the Task Force to draft new legislation currently in the Senate as SB 92 sponsored by Senator Micciche. When this bill is passed into law these changes will serve to better enable State agencies and Municipal Ports and Harbors to prevent and better manage derelict vessels around Alaska. With her dedication to the maritime industry Holly has become a subject matter expert in the field of maritime law and its interaction with Municipal and State law, making her an extremely valuable friend and colleague to this Association. The Alaska Association of Harbormasters and Port Administrators hereby commends Holly C. Wells for her exemplary professionalism, hard work, intelligence, and dedication to Alaska's ports and harbors and the maritime industry of Alaska and presents to her an Honorary Membership to the AAHPA.

Carl Uchytel, AAHPA President

October 4, 2017



City of Homer

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Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907-235-3170

(f) 907-235-3145

MEMORANDUM

TO: Mary K. Koester, City Manager
FROM: Carey Meyer, Public Works Director
DATE: October 24, 2017
SUBJECT: **Police Station Concept Design
\$6M Option**

The design team (Chief Robl, the Public Works Director Meyer and the Stantec architect) have completed a preliminary conceptual design for a single-story \$6,000,000 new police station project sited at the Waddell property.

Attached is a cost estimate, a site plan, and a floor plan.

This \$6,000,000 option is the result of scaling back our initial effort to create a concept plan based on Chief Robl's memo which identified minimum square footage needs.

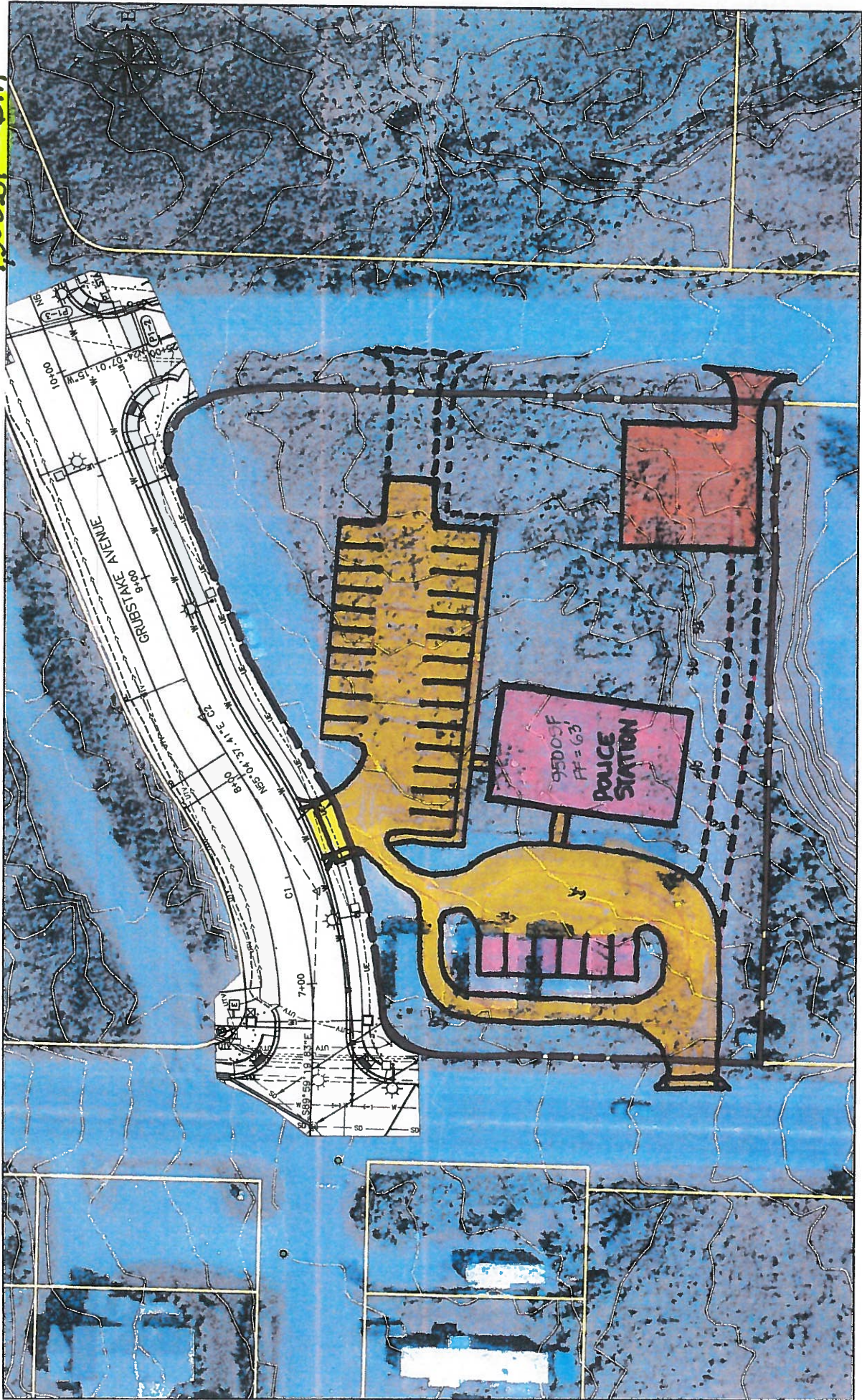
Attached is the initial cost estimate, site plan and floor plan that resulted in a two-story \$8,000,000 project.

There is still a small budget left to incorporate into a final work product any Council/public comments.

Conceptual Cost Estimate
9500 SF - Single Story Building
Waddell Site - \$6M Option

New Building Construction	SF	Unit Price	Cost
Building Construction	9,500	\$415	\$3,942,500
Civil Site Improvements			\$475,000
Accessory Buildings			\$185,000
Design			\$460,250
Inspection			\$138,075
1% for Art			\$39,425
Furnishings			\$110,000
Communications			\$205,000
Contingency (10%)			\$555,525
Repay HART for property			\$258,000
Total Project			\$6,368,775

9500SF - 6m



Proposed Police Station

1 inch = 40 feet

Conceptual Cost Estimate
12,300 SF - Single Story Building
Waddell Site - \$8M Option

New Building Construction	SF	Unit Price	Cost
Building Construction	12,300	\$415	\$5,104,500
Civil Site Improvements			\$575,000
Accessory Buildings			\$295,000
Design			\$597,450
Inspection			\$179,235
1% for Art			\$51,045
Furnishings			\$145,000
Communications			\$205,000
Contingency (10%)			\$715,223
Repay HART for property			\$258,000
Total Project			\$8,125,453

12,000 SF 38M



Proposed Police Station

1 inch = 40 feet



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Office of the City Clerk

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(f) 907-235-3143

Memorandum

TO: MAYOR ZAK AND CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: OCTOBER 20, 2017

SUBJECT: CONFIRMATION OF ATTENDEES FOR THE ALASKA MUNICIPAL LEAGUE 67TH
ANNUAL LOCAL GOVERNMENT CONFERENCE IN ANCHORAGE, ALASKA
NOVEMBER 13-17, 2017

At the October 9th regular meeting, Council approved travel for the Mayor, newly elected Councilmembers and up to three Councilmembers to attend the AML Annual Conference in Anchorage November 13-17, 2017.

Attendees include Mayor Zak and Councilmembers Smith, Stroozas, Venuti, and Lord.

