



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

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Memorandum

TO: Mayor Zak and Homer City Council
FROM: Katie Koester, City Manger
DATE: December 6, 2017
SUBJECT: City Manager's Report for December 11th, 2017

Subdivision Agreement with Quiet Creek Subdivision

The Planning Commission approved a final plat for the proposed development of Quiet Creek Subdivision which has allowed Public Works to move forward with a Construction Agreement with the developer, Echo Trading Company for the construction of all required road, drainage, water, sewer and non-City owned utilities. The developer has agreed to extend water and sewer and construct the road through Ronda Street off of East End and part of Nelson Avenue. This will benefit 6 properties and create a water and sewer main loop to connect with the East End main. This is beneficial to the City as dead end water mains require more maintenance, flushing and the homes are more vulnerable to service interruption. Another benefit is City funds will not be used to create a SAD for these improvements. The developer will work independently with the property owners to share in the cost of extending the services. However, a property owner has every right not to participate. HCC 11.30 (for road) and 14.30 (for water and sewer) provides a mechanism for the developer to be reimbursed for the initial investment (minus a 15% administrative fee for the City) should that property owner hook up to water and sewer or request a driveway permit to access the road in the future. The payment plan for those property owners who choose to defer to a later date requires Council approval. After construction is complete, the developer is required to submit an affidavit from each property owner that did not participate in the cost sharing through the initial construction and costs associated with installing the infrastructure. From that, Council will determine final terms and conditions. Echo trading Company is expecting to complete construction in 2018, which means it could come before Council as early as the end of 2018.

Industry Forum

The Kenai Peninsula Economic Development District is hosting the 2018 Industry Outlook Forum January 10th at the Soldotna Regional Sports Complex. The Forum is free and open to the public but you have to register by January 5th <https://kpedd.org/2018-industry-outlook-forum/> The Forum is an opportunity to hear updates from a Peninsula perspective on oil and gas, mining, education, tourism, fishing, agriculture, the medical industry, non-profits and local entrepreneurs (agenda attached).

Fire Hall Project Completion Report

A report on the Fire Hall project is attached. Good news – the project came in almost \$100,000 under budget. In addition to excellent local project management, Public Works Director Meyer jumped in whenever he could to keep costs down. The only remaining item on the todo list is the 1% for the arts. We will likely combined this with an upcoming project, issue an RFP and solicit PARAC guidance on the public art component.

Investment Recommendations from Finance Department

In an attempt to get maximum utility out of our dollars, the Finance Director will be moving \$4.5 million of liquid funds in the Alaska Municipal League Investment Pool (AMLIP) account to short and medium term bonds, consistent with the City of Homer investment policy. Finance has done a cash flow analysis and determined we need to keep a minimum of \$4million in the AMLIP account to cover cash flow, payroll and projects. In addition the Finance Department will be consolidating the City's two primary investment accounts with one firm. The bonds the City holds will remain the same, however consolidation will allow us to keep a much better handle on making sure the schedule for the maturity of the bonds is consistent with anticipated upcoming expenditures and that we don't hold more than the FDIC insured amount in any one investment. See memo from the Finance Director for more details.

Enc:

Employee Anniversaries

Fire Hall Project Completion Report

Industry Forum Agenda

Memo from Finance Director on Investments



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Memorandum

TO: MAYOR ZAK AND CITY COUNCIL
FROM: Katie Koester
DATE: December 11, 2017
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	33	Years
Will Hutt,	Police	23	Years
Bryan Hawkins,	Port	18	Years
Todd Cook,	Public Works	8	Years
Chris Cushman,	Fire	8	Years
Angie Otteson,	Public Works	8	Years
Katie Koester,	Admin	6	Years
Sean Perry,	Police	3	Years
Mike Zelinski,	Public Works	3	Years
Peter Alfiche	Port	1	Year



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Public Works

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Homer, AK 99603

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(p) 907- 235-3170

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Memorandum

TO: Katie Koester, City Manager
FROM: Carey S. Meyer, Public Works Director
DATE: December 1, 2017
SUBJECT: **Fire Hall Improvements 2017
Final Report**

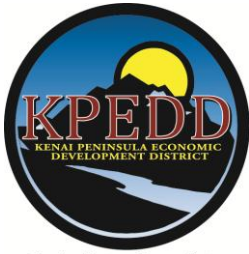
The improvements the Homer Fire Hall are complete. The Council approved spending \$850,000 to renovate the existing structure with the intent of extending the buildings life for at least another 10 years. Public Works utilized the existing GC/CM contract with Cornerstone/Stantec to complete the design and construction of the project. All work was completed by local subcontractors. The construction superintendent was hired locally. Project oversight and contract administration was completed by Public Works.

The work consisted of exterior painting/staining, pavement removal/replacement to solve frost heave problems, pavement expansion and drainage improvements, new covered vehicle storage shed, exterior stair replacement, renovation of flat roof area, interior floor covering replacement, interior wall painting, new kitchen/appliances, new bathrooms/showers, new audio/visual equipment, new personnel lockers and equipment lockers, floor slab replacement in Bays 2 and 3, IT room improvements, and furnishing upgrades.

The project was completed within the budget set by the Council:

Design	\$ 57,281.84
Construction	\$ 697,679.52
Project Management	\$ 2,414.41
1% for Art	\$ 6,976.80
Total Cost	\$ 764,252.57

Cornerstone General Contractor's actual construction cost was 7% less and Stantec completed the design for more than 10% less than their maximum contract amounts. The local subcontractors completed their work within their contract amounts or with minor change orders. As a whole, the project benefited from the GC/CM contract, both in the ability to reduce actual costs during construction and in creating an environment that incentivized teamwork and work quality.



Leadership to enhance, foster
and promote economic development

INDUSTRY OUTLOOK FORUM

HOSTED BY

Kenai Peninsula Economic Development District

And Supported By

Cities and Chambers of Commerce of:

Kenai, Soldotna, Seward and Homer

Wednesday, January 10th, 2018

8:30	Registration & Coffee	
9:00 - 9:10	Welcome – Tim Dillon Pledge of Allegiance	10 min
9:10 - 9:30	Albert Wall – CEO <i>Peninsula Community Health Services</i>	20 min
9:30 - 9:50	Alex & Sarah Douthit, Owner – Local Entrepreneur <i>Kenai Peninsula Driving Instruction</i>	20 min
9:50 - 10:30	Alyssa Rodrigues, Manager – Economic Forecast <i>Department of Commerce, Community & Economic Development</i>	40 min
10:30 -10:40	Networking Break <i>Door Prize</i>	10 min
10:40 - 11:00	Penny Gage, Business Development Officer – Crowd Funding in Alaska <i>Department of Commerce, Community & Economic Development</i>	20 min
11:00 - 11:30	Ron Hyde, Owner – Upcoming Projects <i>PRL Logistics</i>	30 min
11:30 - 11:50	Jennifer Gibbins, Ricky Gease, Mary Peltola <i>Alaska Salmon Fellows</i>	20 min

12:00 - 1:00	Lunch Speaker: Laurie Wolf, President & CEO – The Role of Non Profits in Alaska <i>Foraker Group</i> <i>Door Prize</i>	30 min
1:00 - 1:20	Kara Moriarty, Executive Director <i>AOGA</i>	20 min
1:20 - 1:50	Deantha Crockett, Executive Director <i>Alaska Mining Association</i>	30 min
1:50 - 2:10	Joel Cladouhos, Director <i>Alaska's Blue Economy</i>	20 min
2:10 - 2:20	Networking Break <i>Door Prize</i>	10 min
2:20 - 2:50	Lieza Wilcox, Vice President Commercial & Economics Fritz Krusen, Vice President for LNG & Administrative Services <i>Alaska Gasline Development Update</i>	30 min
2:50 - 3:10	- Workforce Panel – Cathy LeCompte, Director AVTEC Sean Dusek, Superintendent KPBSD Gary Turner, Director Kenai Peninsula College	20 min
3:10 - 3:30	Dave Wilkins – Senior Vice President <i>Hilcorp Alaska</i>	20 min
3:30 - 4:00	Summer Lazenby, Executive Director KPTMC Sara Leanard, President & CEO ATIA	30 min
4:00 - 4:20	Bart Garber – CEO <i>Kenaitze Indian Tribe</i>	20 min
4:20 - 4:40	Marc Theiler, Owner <i>Red Run Cannabis Company</i>	20 min
4:40 - 5:00	Mike Navarre, Commissioner <i>Alaska Department of Commerce, Community & Economic Development</i>	20 min
5:00 - 5:05	Charlie Pierce, Borough Mayor – Wrap up	5 min
5:05 - 6:00	Reception - Breweries	55 min



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Finance Department

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(f) 907-235-3140

Memorandum

TO: Mayor Zak and Homer City Council
THROUGH: Katie Koester, City Manager
FROM: Elizabeth Walton, Finance Director
DATE: December 6, 2017
SUBJECT: Consolidation and Analysis of Investment Accounts

The purpose of this memo is to provide a recommendation to transfer funds out of the City of Homer's primary AMLIP account and reinvest those funds with TVI. Also included is an analysis of the City of Homer's two primary investment accounts and the recommendation to consolidate them.

As of October 31, 2017, the balance of the City of Homer's primary AMLIP account is \$8,517,330.28. After performing an analysis of cash flows and liquidity needs, it is our recommendation to decrease this balance to \$4 million. This new balance is conservative and will cover all immediate expenses and still leave some room for unexpected project spending. Due diligence will be done to invest this roughly \$4.5 million in an effort to ladder maturities to ensure that funds are readily available in the future to meet project demands.

To address the concerns that were raised during the audit process, it is the Finance Department's recommendation to make every attempt to consolidate investment accounts. Given the constraints of our current investment policy, there is no added benefit of having a multitude of investment accounts. In an effort to improve the efficiency of the audits in years to come, it would be of great benefit to consolidate these accounts.

It is the immediate recommendation of the Finance Department to consolidate the City's two primary investment accounts (outside of the AMLIP money market accounts). Due to the customer service and communications we have had with TVI, it would be our recommendation to transfer all funds from Raymond James into our TVI account. This will eliminate the added stress of ensuring we do not exceed FDIC insurance coverage on our Certificates of Deposit (CD) investments. It will also allow for us to maximize the potential growth of the City of Homer's investments.

Analysis of the remaining investment accounts and determination on how to consolidate (if possible) is forthcoming.



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(f) 907-235-3143

Memorandum

TO: MAYOR ZAK AND CITY COUNCIL
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: DECEMBER 5, 2017
SUBJECT: BID REPORT

REQUEST FOR PROPOSALS FOR OPERATION OF FISH PUMP SERVICES ON THE HOMER PORT & HARBOR FISH DOCK

The City of Homer, Alaska is requesting proposals from qualified individuals or firms that are interested in entering into a five-year Agreement with the City of Homer Port and Harbor for the purpose of operating a fish pump transfer service located on the south end of the City's Fish Dock. Successful proposers will operate, manage, and maintain the fish pump station located on the south end of the Fish Dock for the exclusive purposes of increasing fish offload speed for dock users, increase the volume of fish that crosses the dock, and providing a fish offloading service for hire.

An **optional pre-proposal meeting/teleconference** will be held **Tuesday, December 19th, 2017** at **2:00 p.m.** at the Homer City Hall Conference Room.

Sealed proposals for the Fish Pump Services on Homer Fish Dock will be received at the office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, **until 4:00 p.m., Friday, January 12, 2017.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of the bids shall not be considered.

REQUESTS FOR PROPOSALS TO LEASE SPACE AT THE HOMER AIRPORT TERMINAL

Sealed proposals for the leasing spaces at the Homer Airport Terminal will be received at the office of the City Clerk, 491 E. Pioneer Avenue, Homer, AK 99603 by the submittal deadline:

8:30am on Monday, January 15, 2018.

Description of airport spaces and rent/lease fee (see floor plan):

- Concession area (across from RAVN's ticket counter) is 160 sf. \$2 psf plus concession fees and taxes.
- Concession area across from the baggage claim/ramp is 110 sf. \$2 psf plus concession fees and taxes.
- Ticket counter, office and baggage enplanement, 700 sf for \$2,600 per mo. and taxes
- Two Cargo areas at the west end of the airport. 768 sf each for \$2,850 per mo. and taxes

The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the deadline, will not be considered. Applicants are required to submit a City of Homer Proposal Holders Registration form to be on the Proposal Holders List. The City reserves the

right to accept or reject any and all proposals and to waive irregularities or informalities in the proposals. There is a \$30 nonrefundable Lease Application fee due with RFP submittal.

INVITATION TO BID HOMER HARBOR CATHODIC PROTECTION PROJECT 2018

Sealed bids for the construction of the Homer Harbor Cathodic Protection Project 2018 project will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, **until 2:00 p.m. on Thursday, January 11th 2018**, at which time they will be publicly opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for the receipt of the bids shall not be considered. All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Plan holder registration forms and Plans and Specifications are available online at <http://www.cityofhomer-ak.gov/rfps>

A **Pre-Bid Conference** will be held at **1:30 p.m. on Friday December 15, 2018** at the site to answer bidder's questions.

The City's local bidder's preference requirements does apply to this contract; State prevailing wage rates will apply. The work includes furnishing and installing a sacrificial anode cathodic protection system on the harbor float pipe piles. Anodes will be welded to the piling by ADCI certified commercial divers.