



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

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### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Katie Koester, City Manager  
DATE: January 9<sup>th</sup>, 2019  
SUBJECT: January 14<sup>th</sup> City Manager Report

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#### **Workout While Learning About Ocean Ecology on the Homer Spit**

Kachemak Bay National Estuarine Research Reserve (KBNERR) has requested a letter of support from the City of Homer for a grant from Alaska Sea Grant to work with community partners and create a series of workout signs along the Homer Spit Trail that highlight ecological features of the surrounding ecosystem. The goal would be to increase ocean literacy within Homer while providing recreational users with a structured workout routine.

The proposed signage would start at the base of the Homer spit and extend 3.0 miles to Nick Dudiak Fishing Lagoon as an end point. In total, 10 signs would be posted with different exercises or stretches while incorporating ocean literacy about tides, currents, marine life, and fisheries. KBNERR will work with a physical therapist to develop the workout portion of the signs' content. The attached letter expresses the City of Homer's support for this innovative and unique project. If funding is successful, Park Coordinator Matt Steffy will work with KBNERR on signage and placement.

#### **Senior Officials Workshop for All-Hazard Preparedness**

Please set aside Thursday, February 21<sup>st</sup> from 11am to 5pm for a Senior Officials Workshop on All-Hazard Mitigation sponsored by FEMA. The workshop will be held at the College and will be hosted by Texas A & M Engineering Services Extension (TEEX) with the goal of bringing senior executive officials together to understand their important role in disaster planning and mitigation. We will also work through a mid-summer tsunami evacuation as a table top drill. In addition to City Council and all City staff who would be mobilized to participate in the Emergency Operations Center, we will invite community partners to attend. See attached flyer from TEEX for more information. Thank you in advance for setting aside an entire day for this important workshop.

#### **It's Official – 302 Acres Preserved in Bridge Creek Watershed**

City Council approved approximately \$30,000 in the 2018 budget to cover costs related to establishing a conservation easement for over 300 acres of wetlands in the Bridge Creek Watershed. On December 13<sup>th</sup>, 2018, Nancy Hillstrand and Kachemak Heritage Land Trust (KHLT) signed papers to permanently protect her 302 acres near Bridge Creek for valuable wildlife habitat, open space, and water quality. The name of this special place is Let Nature Sing Wilderness Preserve. From the KHLT news release:

*The Bridge Creek Reservoir is important moose and bear habitat, as well as being highly valuable to the City as the sole water supply for the surrounding area. Bridge Creek is also a tributary of the Anchor River, meaning that it contributes directly to healthy salmon, Dolly Varden, and steelhead habitat. Protection of this land in the Bridge Creek Watershed ensures that groundwater and streams have a clean and healthy environment through which to filter before entering the Reservoir. Keeping this piece of land in a virtually pristine condition directly benefits the entire ecosystem, from Homer Residents to baby salmon in the Anchor River. KHLT successfully collaborated with the Homer City Council to acquire stewardship funds from the City's Water Reserves in order to maintain the valuable characteristics of this property forever. Nancy says it best, "Thank you, Mother Nature."*

### **Coastal Bluff Analysis**

In 2018, the City of Homer entered into a partnership with the Alaska Division of Geological and Geophysical Surveys to complete LIDAR mapping of the Homer bench in order to produce data for a landslide hazard analysis. The funding for this work is directly from FEMA to the State of Alaska. Though the City is not a recipient of the funds, we will be able to use the data as the Planning Commission and City Council work on slope stability issues. The City was recently contacted by the state to support a request to expand the scope of the data analysis so that the City of Homer could receive assistance in reviewing and making policy recommendations regarding development near Homer's coastal bluffs. Currently, the definition of 'coastal bluff' in Homer City Code does not include many of the landforms found near the coast that the Commission wishes to regulate. Examining coastal bluff morphology, examining policy practices of similar communities, and working with the Planning Commission in developing best management practices will allow the City of Homer to address the risks of coastal development to help further the health, safety, and welfare of Homer's citizens.

### **2020 Census**

Before the holiday season, City staff met with Barbara Miranda from the US Census to discuss how the accuracy of the upcoming 2020 census count could be improved. Ms. Miranda was traveling around the Peninsula encouraging communities to create and/or participate in a 2020 Census Complete Count Committee made up of community leaders who could ensure every citizen is counted in the 2020 census. Population data is tied to many different sources of federal programming and funding and it is critical every Homer resident is counted, especially among vulnerable populations that historically tend to be underrepresented. The Census Department estimates that, on average, each citizen is directly tied to \$3,000 in annual federal funding which comes to our community in one way or another. This amount does not count the auxiliary ways census data is tied to funding (like Community Assistance through the state). Furthermore, the census participation rate in 2010 for the Kenai Peninsula was only 52%, which leaves a lot of room for improvement. I put Ms. Miranda in touch with Mobilizing Action through Planning and Partnership of the Southern Kenai Peninsula (MAPP of SKP), an organization that uses this data on a regular basis for their reports and analysis and is a great cross section of community organizations and leaders. The Kenai Peninsula Economic Development District is going to organize a 2020 Census Complete Count Committee on behalf of the Kenai Peninsula Borough to work on outreach for the Peninsula in anticipation of the 2020 Census. The City of Homer will be looking to appoint someone to represent us on that committee.

### **AML Juneau Winter Legislative Meeting**

The February trip to Juneau for the Alaska Municipal League (AML) Winter Legislative Meeting is just around the corner. Our travel schedule will be rigorous, with the majority of us arriving the afternoon of Monday, the 18<sup>th</sup>, leaving on the Wednesday evening flight, and overnighing in Anchorage in order to make it back in

time for the Senior Officials Workshop for All-Hazards Preparedness on Thursday, the 21<sup>st</sup>. There will be a Juneau meeting schedule in addition to the two full days of work sessions AML has planned (see attached draft agenda). Suggestions I have for meetings and topics are listed below. Please provide me with any additional suggestions on meeting topics/agencies as we work on the schedule for the upcoming trip. If you have additional topics that Council has not taken a formal position on, there are two Council meetings to work on resolutions (January 28<sup>th</sup> and February 11<sup>th</sup>) before AML.

#### Meeting/Topic Suggestions

- DCEDD – interpretation of CPV funds moving forward in light of recent court decision
- DOT – follow up on Councilmember Erickson’s request regarding Baycrest Subdivision
- Rep. Vance – COH priorities
- Sen. Stevens – COH priorities
- USCG – large vessel harbor progress update, courtesy visit
- If they happen to be in Juneau when we are, it would be great to make time for a quick visit and words of encouragement for two of our hometown public officials, Jon Faulkner, Deputy Commissioner of Department of Commerce, Community and Economic Development and Adam Crum, Commissioner of the Department of Health and Social Services.

#### **Risk Analysis**

The recent insurance renewal with Alaska Municipal League Joint Insurance Association (AML-JIA) provided an excellent opportunity to review points of vulnerability for the City and reflect on how we can be proactive about risk management. I appreciate the suggestions made by Councilmembers and would like to extend the offer to review the mandatory trainings we require for employees (most of which are online) to any member. I will be following up on Council’s suggestions, including driving training for city employees and providing ice cleats for employees to prevent slips. To that end, I requested a risk analysis from AML-JIA, the result of which is summarized in the attached letter. The attached memorandum identified Port & Harbor and Public Works employees as having the vast majority of claims concerning “Foreign Body in Eye.” These departments will be completing an additional training within the next 30 days to reinforce the importance of personal protective equipment (PPE). When seasonal employees are hired in 2019, as always, they will complete in-house safety trainings. Particular attention will be paid to PPE. Supervisors will be reminded that when applicable, they need to address their teams prior to beginning new tasks to remind them to wear proper PPE. Additionally, all employees will continue their annual training. While supervisors make every effort to ensure that all employees wear the proper PPE, clearly there is room for improvement.

#### **KPEDD Working on Jet Service Request**

On November 26<sup>th</sup>, City Council passed a letter of request to the Kenai Peninsula Economic Development District (KPEDD) to solicit their help in attracting seasonal jet service to/from a major West Coast hub, such as Seattle or Portland. I have been in communication with KPEDD who has accepted our request and is working on reaching out to major airlines to gauge their possible interest in a smaller airport at a great destination like Homer.

Enc:

January Anniversaries

City of Homer Letter of Support for KBNERR Grant Application

Senior Officials All-Hazard Planning Workshop Flyer  
Draft 2019 AML Winter Legislative Conference Agenda  
Risk Analysis Correspondence from AMLJIA



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## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Katie Koester  
DATE: January 14, 2019  
SUBJECT: January Employee Anniversaries

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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.

<b>Richard Gibson,</b>	<b>Public Works</b>	<b>19</b>	<b>Years</b>
<b>Teresa Sundmark,</b>	<b>Library</b>	<b>12</b>	<b>Years</b>
<b>Amy Gordon,</b>	<b>Library</b>	<b>12</b>	<b>Years</b>
<b>Tomasz Sulczynski,</b>	<b>IT</b>	<b>11</b>	<b>Years</b>
<b>Larry Baxter,</b>	<b>Police</b>	<b>10</b>	<b>Years</b>
<b>Andrea Browning</b>	<b>Admin</b>	<b>7</b>	<b>Years</b>
<b>Paul McBride</b>	<b>Public Works</b>	<b>7</b>	<b>Years</b>
<b>Burton Gregory,</b>	<b>Harbor</b>	<b>5</b>	<b>Years</b>
<b>Brody Jones,</b>	<b>Public Works</b>	<b>5</b>	<b>Years</b>
<b>Bobby Dash,</b>	<b>Dispatch</b>	<b>4</b>	<b>Years</b>
<b>Jona Focht,</b>	<b>Dispatch</b>	<b>4</b>	<b>Years</b>
<b>Lynda Gilliland</b>	<b>Finance</b>	<b>1</b>	<b>Year</b>





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January 14<sup>th</sup>, 2019

Dana Nelson  
Kachemak Bay Natural Estuarine Research Reserve  
University of Alaska Anchorage  
2181 Kachemak Drive  
Homer, Alaska 99603

Dear Ms. Nelson and Alaska Sea Grant Staff,

The City of Homer supports Kachemak Bay Natural Estuarine Research Reserve (KBNERR)'s pursuit of Alaska Sea Grant funding for a series of informational signs along the Homer Spit Trail. This "Creative" Improvement Project will educate residents and visitors alike on the unique ecological functions of Kachemak Bay while also encouraging outdoor exercise and enjoyment along one of Homer's most treasured trails.

We look forward to coordinating the location selection, installation, and design aspects of this project with KBNERR, an organization that has continued to demonstrate dedication to community outreach and education through various programs and projects over the years.

Please feel free to contact me with any questions or concerns.

Thank you,

Katie Koester  
City Manager





# SENIOR OFFICIALS WORKSHOP FOR ALL-HAZARDS PREPAREDNESS

## MGT-312

DHS/FEMA-funded course



# SENIOR OFFICIALS WORKSHOP FOR ALL-HAZARDS PREPAREDNESS

MGT-312

This workshop provides a forum for senior officials to understand strategic and executive-level issues related to all-hazard disaster preparedness, to share proven strategies and best practices, and to enhance coordination among whole of community officials responsible for emergency preparedness, response, and recovery. The workshop emphasizes planning, operational coordination and public information and warning through extensive group discussions and a table-top exercise. The final outcome of the seminar is the development of an action plan to improve the preparedness posture of the community/organization.

## Course Length

One Day (6 hours)

## Venue

Jurisdiction

## Class Size

Approximately 30 participants

## CE Units

0.60 CEUs

## Workshop Topics

- Planning for success through utilization of the National Preparedness System, the preparedness cycle, identifying the role senior officials play in the planning process, and gaining an understanding of the importance of having plans in place that are adequate, feasible and all-hazards based.
- Effective operational coordination with emphasis on the importance of having coordinated operational structures and the integration of all critical stakeholders.
- Includes a table-top exercise designed specifically for the jurisdiction(s). The exercise incorporates community response, public information, and community resilience and recovery.
- Developing a broad action plan, based on lessons learned from the workshop, to guide future personal, departmental, and jurisdictional emergency preparedness planning.

## Course Materials:

Participants receive an executive handbook on all hazards preparedness. This reference book contains chapters on:

- Getting involved before a disaster
- Mission Area Guide for the five DHS/FEMA mission areas (Prevention, Protection, Mitigation, Response and Recovery)
- Crisis Communications
- Overview of the five National Planning Frameworks
- National Response Framework
- National Disaster Recovery Framework
- List of Resources

## Participants:

- Elected Officials
- Senior Appointed Officials
- Emergency Management Directors
- Educational Institution Administration
- Public and Private Sector Executives
- Chiefs / Department Heads
- Public Health Officials
- Non-Governmental Organizations (NGOs)
- State / Federal Agency Representatives
- Public Information Officers

For more information, contact::

### TEXAS A&M ENGINEERING EXTENSION SERVICE

Steve Keim, Training Manager

200 Technology Way

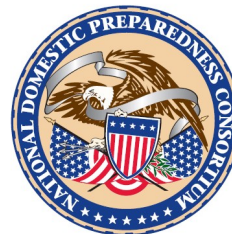
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[TEEX.org/nerrtc](http://TEEX.org/nerrtc)





**Senior Officials Workshop (MGT-312)  
&  
Crisis Leadership and Decision Making Seminar (MGT-340)  
Attendee List**

This is a suggested, but not all inclusive list of possible attendees and is intended to serve as a guide with which organizers can begin developing their own list.

- Elected officials (city, county, state, and tribal)
- City and county managers
- Emergency management directors/coordinators
- Directors of local response agencies
- Chiefs/department heads:
  - Emergency Medical Services (EMS)
  - Finance and administration
  - Fire
  - Hazardous Materials (HazMat)
  - Human resources
  - Information Technology (IT)
  - Law enforcement
  - Legal
  - Parks and recreation
  - Public health
  - Public works (utilities, waste management, water)
  - Purchasing/contracting
  - Risk management
  - 911/Dispatch
- Public Information Officers
- Resident federal agency representatives (e.g., FBI, ATF, Secret service, FEMA, TSA)
- Chief Executive Officers (CEO)/administrators of hospitals
- Airport and port facility managers
- Department of Defense (DoD) installation commanders and representatives
- Stadium and sports facility managers and directors of security
- Public and private sector executives (e.g., Communications, Transportation, Utilities)
- Non-governmental Organizations (NGOs) (e.g., Red Cross, Salvation Army, etc.)
- School and university administrators

***These are management-level courses designed for senior elected, appointed, and whole of community leaders. It may also include leaders from other community entities, both public and private, who have a role in disaster preparedness, response and recovery.***



**Alaska Municipal League**  
**Winter Legislative Conference**  
February 19-21, 2019 ~ Treadwell Room  
Baranof Hotel, Juneau, Alaska

**Tuesday, February 19, 2019**

- 8 am            Breakfast (included)
- 9-11:30am    Legislative Review
  - Review status and analysis of all current legislation
- 11:30 am      Lunch (included) - Invited speakers
- 1pm            Federal issues update
- 3pm            Alaska Conference of Mayors Meeting
- 5:30pm        Governor's reception

**Wednesday, February 20, 2019**

- 8 am            Breakfast
- 9-11am        Agency/Administration meetings
- Noon          Lunch (included) - Invited speakers
- 1-4pm         Invited speakers and roundtable discussions
- 5:30pm        AML legislative reception

**Thursday, February 21, 2019**

- 8 am            Breakfast (included)
- 9-11am        Legislative meetings – arranged meetings specific to issues
- Noon          Lunch on your own
- 1-4pm         AML board meeting





## MEMORANDUM

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DATE: December 21, 2018  
TO: Katie Koester, City Manager  
FROM: Tony Blodgett, CSP, Risk Control Specialist  
SUBJECT: Loss Analysis (Fiscal Years 2009-2019)

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The Alaska Municipal League Joint Insurance Association (AMLJIA) was asked to look into loss trends that may negatively affect the City of Homer (City). I had the opportunity to speak with you to develop parameters for the analysis. During my analysis, I identified a possible trend. Generally, though because the City's incidents within the data pool were few compared to the average of the pool as a whole, I was unable to definitively identify any other trends.

I looked back 10 fiscal years for a combined total and percentage, with a focus on Major Cause Categories to identify possible trends. During the analysis, there were three Major Cause Categories that were viewed as possible areas the city should continue to focus its efforts, "Strain or injured by," "Miscellaneous (Foreign Body in Eye)" and "Falls, Slips, and Trips."

The City accounts for 2.4% of the pool's payroll. Comparing your losses, in the "Strain or Injured by" category, there were 17 (1.8% of pool) compared to 912 total incidents. In the "Fall, Slip or Trip" category, there were 15 (1.3% of pool) compared to 1,091 total incidents. Lastly, the city experienced six (17% of pool) in the "Foreign Body in Eye" category compared to 35 total incidents. The majority of these incidents occurred primarily in the public works department and harbor and port operations. I will discuss this finding further.

As I alluded to above, objectively, the data shows no specific trends for the City of Homer when compared to the entire pool, however, the indicated percentage of "Foreign Body in Eye," is concerning. You may want to suggest that public works and harbor employees wear personal protective equipment (safety glasses). While the City may have had streak of bad luck in the eye department, it is enough of an anomaly to warrant further attention and comment. Under the current workers' compensation schedule, loss of an eye would cost at least the minimum of 25 percent of the whole person or \$44,250. That's not to mention the hardships for the employee. Loss of both eyes would be considerably worse.

I recommend that you and city officials, department heads, supervisors, and individual employees continue to keep safety and risk management at the forefront of your thoughts when conducting your work or job tasks. Although there are no trends, a singular accident, such as the loss of vision or body part cannot only have substantial direct costs (workers' compensation costs or medical bills), but can also have indirect costs (loss of morale, stress, inability of other employee affected by incident to focus on tasks, etc.). I congratulate you and the City on your proactive interest in protecting your employees and the City's finances.

If there are any questions regarding this report, please contact me at (800) 337-3682.

