



## 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: Rick Abboud, Acting City Manager  
DATE: June 18, 2020  
SUBJECT: City Manager's Report for June 22 City Council Meeting

### **CARES Act Dollars Received, CARES Act Local Implementation Manager Contract Signed**

The City of Homer received the first distribution of CARES Act dollars (\$3,867,758.79) from the State on June 11<sup>th</sup>. At the recommendation of the Mayor, the HR and Finance Departments worked together with Administration to finalize the hiring Jody Mastey of Fiddlehead Creative to serve as the CARES Act Local Implementation Manager for outreach, application development, management, and the reviewer of applications for the City of Homer Small Business Economic Relief Grant (SBERG) program. Authorization was given by Council through Ordinance 20-25(S) to pay for the initial administration costs including additional personnel and direct expenses of SBERG, up to \$90,000.

### **Borough Input on Third Party Involvement in Distributing CARES Act Funds**

Staff requested input from the Borough concerning the use of third parties (ie. foundations or organizations) to help the City distribute CARES Act dollars as other municipalities have discouraged this practice. Per Community and Fiscal Projects Manager Ahlberg, "The borough will not be entering into third party agreements for the purpose of distributing the funds to other programs, i.e. businesses or nonprofits. We are not authorized by statute to issue a program for individual assistance. Entering into an agreement with a third party is an unnecessary risk for the borough; for example, the more sub-subrecipient agreement relationships the more exposure may incur that later the KPB would still be accountable for in the event of misuse of funds by the third party. My driving mantra is that a federal dollar is a federal dollar from federal government to beneficiary. The adherence to federal regulations, internal policies and program justifications that we function under must be based upon accountability of funds that we may ultimately be asked to explain to the state auditors – or worse – be expected to pay back with penalties and interest. Not worth the risk."

### **State of Alaska COVID-19 Assistance to City of Homer**

At the June 8<sup>th</sup> City Council meeting, Dr. Anne Zink discussed how boroughs and cities have different legal authorities when it comes to the ability to locally mandate COVID-19 prevention

protocols such as wearing masks indoors. Staff contacted Alaska Department of Health and Social Services Commissioner Crum's office with an initial scoping call to see what local options are available to the City in addressing the pandemic. The state's Incident Commander Bryan Fisher and Director of Public Health Heidi Hedberg requested more clarity from Council on what initiatives they would be interested in implementing. It was confirmed that it is unlikely that the state will issue any more mandates. If the City felt that additional local measures are necessary, they could be crafted into an emergency ordinance. This would leave all responsibility for any enforcement of additional measures to the City of Homer.

Incident Commander Fisher has provided Council with examples from the Lake and Peninsula Borough, Whittier, and Valdez on how these communities localized their responses to the pandemic with state input. The Lake and Peninsula Borough passed an ordinance that provided further guidance on the operation of lodges. Whittier developed "Code Orange Community Outbreak Rules" regarding business entry limitations, reversion to state strict social distancing and travel mandates, and medical quarantine. Valdez issued a proclamation to implore its residents and visitors to follow best practices to protect the health and safety of its community. Commissioner Crum pointed to the temporary suspension of the M/V Tustumena's schedule and suspending fish processor facility operations as examples of how the State may address outbreaks. Commissioner Crum and his team encouraged Homer to take a localized, creative, nuanced approach in addressing the needs of our community, keeping in mind that enforcement is the challenging part of passing stricter mandates.

Homer is currently a community transmission hotspot, with active community transmission and positive cases elsewhere in the state being traced back to when those individuals visited Homer and the Southern Kenai Peninsula. Local Public Health Nurses are following 200+ community tracing and index cases in the Southern Kenai Peninsula and have other nurses from across the state helping manage the SKP caseload. During the call, Dr. Zink said it would be of great benefit to the State of Alaska to address Homer's increasing rate of community transmission and said what Homer is experiencing now is similar to what occurred in Fairbanks during the onset of the pandemic. Fairbanks, however, benefited from the State's implementation of more stringent protocols and mandates – Homer is responding to the pandemic during a time when the state has reopened, which makes flattening the curve for our area more difficult. Dr. Zink and the State are willing to help the City of Homer in our response, especially those dealing with particular messaging. Being from this area and a Homer High graduate, Commissioner Crum is open to providing a public statement for our area to address the importance of observing COVID-19 best practices. The City's PIO team will be working with his office to get additional public messaging/educational support.

### **Conservative Approach to City Operating Expenses**

In addition to presenting capital projects information to Council in the upcoming supplemental packet, I have asked departments to provide input/data on how they are

approaching operations conservatively for the long-term given the direction provided through Resolution 20-050. Below details the input I have received thus far for City operations.

Library: The library imposed a freeze on ordering new materials in March. In the last couple of weeks we've resumed ordering, but slowly, in order to keep up with the highest-demand items while still keeping spending down. We are also looking ahead to a two-month pause in ordering AV materials during July and August, as our main orderer will be out of the office. We have dropped subscriptions to the *Wall Street Journal* (our second-most expensive periodical) and Adobe software. Looking ahead, we will likely not renew *The New York Times* (our most expensive periodical) when the subscription runs out. As of today the library has spent exactly 1/3 of its annual budget, so we are well below normal levels for this point in the year.

HPD: It is difficult for HPD to come up with any significant savings. The police department's budget is almost 90% personnel costs. The O and M part of HPD's budget is close to 75% fixed costs, utilities, leases, insurance and such. The only spending we do that may be considered discretionary is for operating and training supplies however those are still much needed expenses to occur.

Community Recreation: In FY20 we can expect to see a budget cut savings of approximately \$15,000 (9.2% of the entire budget) that includes part time wages/benefits, operating supplies, Professional Services, transportation, subsistence and employee training. There may be additional savings of printing and binding around \$1,800 but that is to be determined.

HVFD: With respect to operational budget sending, Chief Kirko has implemented new in house guidance to all staff that all non-essential equipment or items must first be approved by a Chief Officer prior to purchasing. All staff was instructed back in March to be more fiscally responsible with HVFD's budget with the anticipation of needed reductions.

Economic Development: No travel or professional development. No purchases of anything except essential items such as software tool subscriptions. Flex time (per City Manager permission) or take comp time to erase any overtime costs associated with evening EDC meetings. Hand over City First Net phone to another PIO-entity and not utilize a City-issued phone for this position, as it will not need to be contacted during non-working (8-5 pm) hours.

### **Campground Revenue, Limited Staff & Serving the Public**

The visitor and revenue numbers for 2020 are so far very close to the numbers for 2019:

<b>2019</b>	<b>Revenue</b>	<b>Camping</b>	<b>People</b>
<b>April</b>	\$890	46	77
<b>May</b>	\$19,380	967	1,729
<b>June*</b>	\$10,387	583	1,136
<b>YTD:</b>	<b>\$30,657</b>	<b>1,596</b>	<b>2,942</b>

<b>2020</b>	<b>Revenue</b>	<b>Camping</b>	<b>People</b>
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<b>April</b>	\$1,086	54	138
<b>May</b>	\$18,547	928	1,822
<b>June*</b>	\$9,795	485	1,022
<b>YTD:</b>	<b>\$29,428</b>	<b>1,467</b>	<b>2,982</b>

According to Parks Maintenance Coordinator Steffy, “from the start of the lockdown, our parks have been under a VERY heavy level of usage. On a busy day in early April, I counted over 50 cars at Mariner and 168 people on the beach. Bishops has also been extremely busy, often with no parking spaces available and the beach full.” PW staff have been working hard to address the significant impact to public places like restrooms with limited staffing. Typically PW has 10 season employees this time of year – currently they have 5 staff who are working on other duties besides restroom cleaning. Solutions to make up for the limited personnel time include hiring a temporary Parks COVID-19 compliance custodian (details below); recruiting for casual labor with the assistance of HR; and contracting with a 3<sup>rd</sup> party janitorial firm for twice-daily deep cleaning of the Fishing Hole restroom as that is probably the busiest restroom on the Spit.

### **Temporary Parks COVID-19 Compliance Custodian**

Former Interim City Manager Yoder had tasked HR Director Browning to work with Parks to hire a temporary COVID-compliance type staff member. Originally the thought was that this would be charged to the CARES funding. Once mandates and other circumstances changed, the position was scaled back a bit to a Parks COVID-19 Compliance Janitor with a job description that has these additional COVID-19 related duties spelled out. This means that Parks will have one temporary hire that is dedicated to maintaining COVID-19 compliance practices and standards as directed by the Center for Disease Control, the Department of Health and Social Services, and the Parks Maintenance Coordinator. They clean the restrooms like other seasonal Parks Temporary Laborers, but also are the one working with Parks Maintenance Coordinator Steffy about compliance and providing updates as well as being available for other duties. The Parks staff is short of personnel this season, and under budget so they can absorb this position within their regular budget however a file and notes will be kept if there is an opportunity to submit these personnel costs for reimbursement later through CARES or FEMA.

### **Emergency Ordinance 20-22 allocation of \$80K, Library during COVID-19**

To date, \$98,974 has been coded to Homer's COVID cost center. This does not factor in any credit card spending for the month of June or any outstanding invoices yet to be submitted to Finance. So, there is roughly \$31,026 left on the \$80k appropriation through Emergency Ordinance 20-22. This figure does not include any non-budgeted personnel costs, as these were approved in a different emergency ordinance. Emergency Ordinance 20-22 expires July 11<sup>th</sup> however Council gave authorization through Ordinance 20-25(S) under Section 1. C to reimburse the City's advance of emergency funding that was used to meet the demands of the first few weeks of Covid-19 response and altered municipal operations. Therefore, staff will not seek authority under an additional emergency ordinance and will utilize the remaining \$31,026

balance to cover any June and July costs and will come before Council on July 27<sup>th</sup> with requests for additional budgetary authority to respond to the pandemic if needed. \$20k of the \$80k appropriation was intended to cover an online reservation system for the campgrounds however the City will not be pursuing that project. An expense that could use these funds would be boosting internet signal at the Homer Public Library (estimated cost of \$4,600) so that the public could use internet from the parking lot as noted in the "Summary of Borough-Wide Communication Regarding CARES Act Funds" memo. Additionally, Library Director Berry cannot currently identify a safe way to expand physical access to the Library. The Library will continue with the services currently in place and have filed a grant application to expand HPL's long-distance offerings to patrons.

### **Development of Other Programs for Distribution of CARES Act Funds**

Per State Local Government Specialist Lynn Kenealy, there is no penalty for not spending CARES Act monies more quickly. The only deadline the City needs to worry about is the December 30, 2020 deadline for expending all funds. However, the City must spend at least 80% of the first disbursement in order to receive the second. Specialist Kenealy was recently informed that she will be given more specifics about this funding disbursement process soon, and will have more information she can share with Administration in the next week. Staff will report this information to Council once received. Council may need to revisit within the next month whether it needs to reappropriate how the funds were allocated under Ord. 20-25(S) if disbursement is not occurring fast enough since we need to spend 80% in order to receive second disbursement. I have been working with Councilmembers Lord and Aderhold on a list of priorities for the City to consider as ways to distribute funds, and will provide a list of other needs of the City to be considered by the body in the supplemental packet. Council's prompt development of other programs (such as for non-profit or individual disbursement) will only mean the City is ready to rapidly respond to any changes we need to make after considering the progress of the SBERG program. I appreciate Council's patience as the needs of the City and community are ever-evolving given the reality that the pandemic is not over and will continue to impact our daily lives into the future for a duration unknown.

### **SPH's request for Financial Assistance**

South Peninsula Hospital has provided additional clarification regarding their request to the City for CARES Act dollars. Please see the attached enclosure dated June 15, 2020.

### **Municipal Arts & Culture Matching Grant Program**

AML has made the City aware of an opportunity to maximize CARES Act dollars for arts and cultures-oriented organizations. "The Municipal Arts and Culture Matching Grant Program is a partnership between Rasmuson Foundation and Alaska municipalities in cooperation with AML. The matching grant program is designed to fund arts and culture organizations whose local revenue sources are disrupted due to COVID-19. Rasmuson Foundation will match a municipality's allocation of CARES Act funds to arts and culture organizations, the match ratio is 1:1 up to \$20,000 to any entity and 1:2 for allocated municipal funds in excess of \$20,000 to

that entity. In order to receive this grant, beneficiaries should be able to demonstrate real and projected revenue decline due to COVID-19, it is the responsibility of the municipality to ensure compliance with US Treasury guidelines for use of CARES Act funds.” An enclosure detailing more specifics concerning this opportunity is attached for Council consideration. Debra Schnabel had also contacted the City, sharing that the Rasmuson Foundation “has set aside \$250,000 as matching funds to incentivize municipal allocation of CARES Act funds to local arts and culture programs.” Among other questions, Schnabel asked if the City maintained funding to an arts & culture organization in Homer’s budget. Staff shared that Homer’s budget includes an annual amount of \$69,000 budgeted for the Pratt Museum for FY20 and FY21 and that for disbursing funds into the community, Homer City Council allocates funding to the Homer Foundation, which then awards funds to nonprofit organizations that apply for assistance.

### **RAVN Bankruptcy Update**

Prior to Ravn Alaska-Corvus Airlines’ declared bankruptcy, the company was in arrears with the City for \$19,975.92. This balance is the result of lease payments charged in 2018-2019 that the company had not caught up on. The Proof of Claim 410 form JDO Attorney Gary Sleeper has completed for the City as a “pre-filing” covers this roughly \$20k total as an unsecured claim. There is no guarantee the City could recoup costs associated with unsecured claims. The lease the City had with Ravn was in effect until March 30, 2023. Currently, Ravn still has a presence at the Homer Airport Terminal with vehicles, equipment, and most of Ravn’s office supplies on site. The automatic stay which arose upon Ravn’s filing of a bankruptcy petition prohibits a creditor (the City) from taking any action against a debtor without court approval so Ravn’s materials at the airport terminal should remain status quo. Building Maintenance Supervisor Zelinski visited the terminal and confirmed Ravn’s materials are just as they were when the company was operating and took photos for reference. Please see the enclosed June 17<sup>th</sup> notice received by Ravn, confirming their award of CARES Act dollars. This proceeding is a work in progress that has many moving parts, updates to come.

### **Getting to ‘Yes’ on New Large Vessel Moorage Facility: Secure Funding for GIS**

Through Resolution 20-023, Council authorized a request for proposals to hire a lobbyist to advocate for capital projects and legislation on behalf of the City. One of their main objectives during the first regular Session of the 32<sup>nd</sup> Legislature (January – May 2021) will be to secure \$750k in state funds to match the City’s \$750k appropriation made by Council through Ordinance 20-06 for the New Large Vessel Moorage Facility’s General Investigation Study (GIS). The GIS is required by the US Army Corps of Engineers in order to proceed with the future construction of the facility. The GIS total cost is \$3M, 50% of which will be paid by the Corps and the other \$1.5M split between the State and City. Since this project’s inception, the State has been both a contributing and benefitting partner and we want to reinstate that relationship. Both Alaska Department of Transportation (AKDOT) and Corps personnel were impressed by the City’s commitment to the project when we set aside our share of the funding. The Corps placed the New Large Vessel Moorage Facility project on their 2020 work plan and within their regular budget however their funding request was not approved.

Fortunately the Corps also put the project on their 2021 workplan list/within their FY22 budget just in case the project could not occur in 2020. This is all the more reason why it is important the City be represented at the table in Juneau to reinstate our partnership with Alaska DOT through a financial commitment, while also contracting with a third party expert familiar with project management at the federal level to ensure the Corps can commit both time and budget so we can get to work in 2021. Prior to her departure, former City Manager Koester and Harbormaster Hawkins met with the engineering firm HDR, Inc. at the start of the year to gauge what services they could provide to push the New Large Vessel Moorage Facility project forward. It would be in the best interest of the City to utilize our term contract with HDR, Inc. to secure them as an owner's representative on this project. Attached please find the proposal Coastal Engineer McPherson provided the City in February of 2020. HDR, Inc. is well positioned to assist the City in navigating relationships and workflow within the State and the Corps, with the State recently closing down their Coastal Engineering department and outsourcing those projects to HDR and the Corps similarly consulting with HDR Inc. to assist in their projects. Harbormaster Hawkins believes that the city would greatly benefit from securing a contract with HDR because the Corps is feeling tremendous pressure to address the lacking infrastructure needs of the Arctic as well as numerous other environmental driven emergencies around our state and HDR has a contractual agreement in place with the Corps that is essentially a master contract allowing them to perform any tasks that the Corps would need to outsource. In HDR's proposal, Phases 1-3 mirror working with the Corps to produce the GIS. Depending on the project management style, Phase 1 work alone can cost up to \$300k. The City does not have to contract with HDR Inc. as an owner's representative yet, as their work and services will be needed once funding from AKDOT and the Corps has been secured, however staff wanted to present this information to Council so that we could hit the ground running Once all funding is in place and the Corps have indicated that they are prepared to launch the study. To date the City has not signed an MOU with the State for the port expansion project. Staff can work on an MOU to be shared with both AKDOT staff and our future lobbyist so they can use the document when speaking with the decision makers in Juneau this upcoming session. Currently, the City has many irons in the fire to fund the GIS. We submitted a Funding Assistance Request to Denali Commission for \$750,000 (the City's contribution). The Borough passed legislation supporting that the EDA fully fund (\$3M) the GIS through one of their Economic Adjustment grants. We have been actively petitioning the Corps and working with their staff to ensure this project remains on their workplan list. As an aside we have also kept our delegation in the loop, with Sen. Murkowski, Sen. Sullivan, and Congressman Young's offices expressing their support of the project while also sharing materials with Sen. Stevens and Rep. Vance's offices. Homer's Port and Harbor is a regional port used to support many industries, so much so that we have to annually turn away between 40-60 large size class vessels requesting to use us as their home port due to the increasing congestion and limitations of our current port. This will be the case, even more so, when the AKLNG project comes on line -or any other south central, western or arctic maritime support industry vessels comes through seeking safe harbor that is both road and air connected and has a fantastic network of marine trades support critical to keeping their vessels competitive and safe for

operations - and starts placing demands on our port. The AKLNG project very recently received the Federal Energy Regulatory Commission's approval to construct the estimated \$43 billion pipeline LNG project. We need to get ahead of AKLNG, while simultaneously relieving large vessel congestion, navigational safety hazards in the small boat harbor, turning away large vessels, and providing secure moorage compatible with the USCG's assets. Construction of the New Large Vessel Moorage Facility will do this, and we need firm commitments from the State and Corps to get started.

### **Seawall Special Assessment District (SAD) Petition**

The City received a Special Assessment Petition Application on June 9, 2020. Per the applicant, the "special assessment district would be for seawall improvements." Council received notice from the City Clerk on June 11<sup>th</sup> that Resolution 20-056 initiating the SAD by Council failed given it did not have a three-fourths Council vote. Since Resolution 20-056 requested additional action from City Council a memorandum will be on the agenda that will provide recommendations on the action that Council can take to remedy the resulting issue. The Clerk's Office has prepared the petition initiated by the applicant and it will be ready for distribution after the decision on June 22, 2020. Properties included in the proposed SAD district will have 60 days to respond to the petition.

### **Update on Overslope Development: Oyster Bar**

The City now has its first complete overslope development project proposal. Homer Spit Oyster Bar has proposed a project to build an overslope platform and oyster bar containing both indoor and outdoor deck seating areas overlooking the harbor. Nested above the oyster bar are two short term room rental accommodations. The applicant has been working closely with the City to acquire approval from the Planning and Port and Harbor Advisory commissions, and after having received its Fire Marshal permit, as of June 16<sup>th</sup> 2020, now has a completed proposal with all needed permitting to move forward for Council consideration. The proposal and lease application are expected to be presented at the next City Council meeting on July 27 for review.

### **2019 Total Sales Tax Revenue**

Finance staff discovered there was an error within the internal formula used to distribute the lump sum of sales tax dollars received from the Borough on a monthly basis. Finance Director Walton has corrected this error in the general ledger and has made the necessary entries to correct the misallocation. Below are the corrected distributions of 2019 sales tax dollars:

- General Fund: \$5,848,056
- HAWSP: \$1,462,014
- HART-Roads: \$1,315,813
- HART-Trails: \$146,201
- Police Station Debt Service: \$584,806
- Police Station Maintenance (to GF): \$97,468



Finance Director Walton has updated the reports provided to Council as of June 16, 2020, specifically the: General Fund Reconciliation; HAWSP Reconciliation; HART-Roads Reconciliation; and HART-Trails Reconciliation. These reports are being re-communicated with Council to ensure members of the public have the correct information. Accompanying these updated reports is Finance Director Walton's June 17, 2020 "Fund Balance Update" memo and the "2020/21 Budget Modeling" sheet for the general fund provided as follow up to the feedback received during the June 8 worksession addressing Resolution 20-050. Enclosed please also find the Police Station Debt Service Fund Reconciliation updated as of June 15, 2020. As an aside, the 4Q Sales Tax report; May comparables; and the 1Q report will be provided in the upcoming supplemental packet.

### **University of Alaska, Kenai Peninsula College**

In Council's 2019 City of Homer Municipal Impact Statement, Council shared concern for the impact cuts to the University system would have on our local economy. Recent news coverage has pointed to yet another financial crisis before the University of Alaska system. Campus Director Reid Brewer shared the Kenai Peninsula College is still open and taking registration for fall courses at both Homer and Kenai campuses; there are many scholarships and monies available to help students. Though most of the courses will be delivered via alternate means/distance delivery, a few will have face to face students. Faculty, staff and students on campuses will practice safety measures consistent with the University of Alaska and the State of Alaska and faculty and staff have been working diligently to make sure that the student learning experience is as engaging and safe as possible. Thank you Councilmember Venuti for helping provide this update.

### **Request for extra-territorial water service**

Kachemak City had contacted the Mayor and former Interim City Manager Yoder about the possibility of getting Homer City water to the Kachemak Community Center, specifically what would be the process for applying for Homer City water and what the cost would be if allowed to hook up. After consulting with the Mayor, I summarized what I feel is an honest assessment of where we stand in consideration of previous actions and inactions. I shared with City Clerk Fitzpatrick that at this time we do not have a clear path in code for their request nor any cost estimates to provide. That correspondence has been provided as an enclosure.

### **Parking along the Homer Spit Road**

There are serious safety issues involved with people parking along the Homer Spit Road. A few examples from this past weekend: a small child was nearly hit when he wandered out into traffic and in another instance a door was opened in front of an oncoming vehicle and nearly caused a serious accident. In order to address these safety concerns as quickly as possible, Port and Harbor ordered 'candlestick' pylons to clearly mark areas along the road as no parking zones. This parking concern is not a new one for Homer Spit and Port and Harbor, HPD, and Public Works staff are working closely together to address this issue immediately with both signage and enforcement.

## **Census Update**

Homer's percentage of returns for the census is 44.3% with Soldotna (52+%), Kenai (49+%) and Seward (44+%) ahead of us. Seldovia is at 27+% but moving up fast. Per KPEDD staff member Caitlin Coreson, the real-time tracking of Census submissions and community participation rates can be viewed at <https://2020census.gov/en/response-rates.html> . The value per participant to the state in Alaska in 2010 was roughly \$3,000, but the current value per participant in federal funding for State programs is not yet know. Census Enumerators are currently traveling to local communities and the deadline to participate/complete the census is October 31<sup>st</sup>. The enclosed utility insert will target areas of need including the City of Homer. Library Director Berry is happy to work with census organizers to promote HPL's online reservation system and curb side pickup as methods to respectively complete the census and distribute informational materials. Council's championship of raising Homer's percentage of return through encouraging our residents to participate will be of great benefit to Alaska. I would like to thank EDC Chair Karin Marks for helping provide this update.

## **Enclosures:**

1. Examples from Lake and Peninsula Borough, Whittier, Valdez, and Seward (provided by City of Seward) on how these communities localized their responses to the pandemic with state input
2. June 16, 2020 "Summary of Borough-Wide Communication Regarding CARES Act Funds" memo
3. June 15,2020 correspondence from SPH
4. Municipal Arts & Culture Matching Grant Program
5. June 17, 2020 Notice: Ravn Air Group Approved To Receive \$31.6 million in CARES Act Payroll Support Program (PSP) Grants
6. February 12, 2020 HDR, Inc. Homer Large Vessel Harbor Expansion Owner's Representative memo
7. June 16, 2020 General Fund Reconciliation; HAWSP Reconciliation; HART-Roads Reconciliation; and HART-Trails Reconciliation reports
8. June 17, 2020 "Fund Balance Update" memo
9. 2020/21 Budget Modeling" sheet
10. June 15, 2020 City of Homer Police Station Debt Service Fund
11. June 10, 2020 Kachemak City Email
12. Census Flier
13. June 17, 2020 Updated Active Projects Spreadsheet
14. Homer Foundation Summer 2020 Newsletter – Update on COVID activities
15. April 2020 Kenai Peninsula Unemployment Benefit Claims, provided by AML
16. HERC Demo memo from City Engineer Meyer

## **LAKE AND PENINSULA BOROUGH**

### **ORDINANCE NO. 20-07**

#### **AN ORDINANCE PRESCRIBING CONDUCT FOR LODGE OWNERS AND GUESTS TO LAKE AND PENINSULA BOROUGH DURING THE COVID-19 (“CORONAVIRUS”) PANDEMIC**

##### **Section 1. Classification:**

This ordinance is of a temporary nature and is a non-code ordinance

##### **Section 2. Assembly Findings:**

The Borough Assembly of the Lake and Peninsula Borough finds and determines that:

##### **Findings**

- A. The Lake and Peninsula Borough has approximately seventy lodges, inns, bed & breakfast facilities, and hotels.
- B. COVID 19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus, a new strain of the coronavirus that has not been previously identified in humans and is easily transmittable person to person.
- C. The World Health Organization designated the outbreak of COVID-19 as a pandemic on March 11, 2020; and the United States Center for Disease Control and Prevention (CDC) has identified COVID-19 as a significant public health risk; and on March 11, 2020, Governor Dunleavy issued a declaration of public health disaster emergency in response to the COVID-19 anticipated outbreak in the State of Alaska; and on March 13 President Trump declared a National Emergency in response to the coronavirus pandemic
- D. ..Governor Dunleavy has issued eighteen (18) mandates to regulate schools, health care providers, intrastate travel, protective measures for independent commercial fishing vessels, and more.
- E. As of today, in Alaska there is a cumulative total of 381 positive COVID-19 cases, 328 recovered and 10 deaths. In the USA, as of today, there is a cumulative total of 1,324,488 positive COVID-19 cases, and 79,756 deaths.
- F. As a home rule municipality, Lake and Peninsula Borough has all the powers not prohibited by law or by the Borough's charter. The Borough's

charter, in turn, authorizes the Borough to exercise all powers permitted by law.

- G. The Borough does not intend to duplicate the efforts of the federal or state regulatory or permitting processes, although the Borough intends to rely in part upon materials and evidence generated by those processes. Rather, the Borough intends to address the unique impacts of the remote logistics of Lake and Peninsula Borough.
- H. By this ordinance, to the greatest extent permitted by law and under its charter, the Borough intends to exercise its authority as a home rule municipality to mitigate the impacts of any health risks to our residents.
- I. By this ordinance, the Borough seeks to allow businesses an opportunity to operate and add to the economy of the Lake and Peninsula Borough, without limited risks to their guests, our residents, and our limited health care system.

**Section 3. General Provisions:**

NOW, THEREFORE, the Borough Assembly of Lake and Peninsula Borough enacts the following ordinance:

**PROTOCOLS FOR ALL GUESTS AND VISITORS TO THE LAKE AND PENINSULA BOROUGH:**

1. Guests shall follow current State of Alaska mandates and guidelines for social distancing, hygiene, and group size limits, including during dining and recreating.
2. Guests should avoid interaction within Lake and Peninsula communities. Visitors are to go straight to their destination.
3. If a guest cannot avoid contact with residents, personal protective equipment, such as breathing masks, are encouraged.
4. Any person feeling ill or experiencing any symptoms of COVID-19, are not to enter Lake and Peninsula Borough. Persons are encouraged to seek medical attention in an urban environment such as Anchorage.
5. All persons visit Lake and Peninsula Borough are assumed to understand that medical options are limited within the Borough and it is advised that medical services should be sought in Anchorage or other larger cities. The clinics in Lake and Peninsula Borough are not equipped or prepared to provide lifesaving COVID-19 services to non-residents.

**PROTOCOLS FOR BUSINESSES OPERATING IN LAKE AND PENINSULA BOROUGH WHICH HOST GUESTS OR VISITORS:**

1. All guests are to be prescreened. Prescreened means each guest entering the state of Alaska must fill out a form and pass a medical screening in Anchorage or other Alaska entry site, before being allowed to proceed to their destination. The guest must also sign a declaration that they are experiencing no symptoms of COVID-19. They must not have a temperature of 100.3 degrees or higher.
2. All employees not residents of Alaska, must observe the 14-day quarantine before being allowed to interact and work with guests.
3. All employees must have their temperature taken and recorded before and after each shift and a log of this shall be kept available on site.
4. Employers must conduct employee training to teach best practices for mitigating any viral infections such as sanitizing, personal protection, personal hygiene, etc.
5. All persons are to follow current state mandates and guidelines for social distancing, hygiene, and group size limits.
6. Employers are to conduct regular touch-point sanitization of any shared facilities.
7. Employers are to ensure employees use best practices and provide every employee with protective equipment, gear and knowledge as appropriate to fulfil their job in the safest manner possible.
8. Employers are to provide an isolation area for any employee or guest who exhibits any symptoms of COVID-19 until they can be transported to Anchorage.

**Section 4. Effective Date:**

This ordinance shall become effective upon its adoption.

**ADOPTED** by a duly constituted quorum of the Lake and Peninsula Borough Assembly on this 26<sup>th</sup> day of May 2020.

**IN WITNESS THERETO:**



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Glen Alsworth, Sr., Mayor

**ATTEST:**



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Kate Conley, Borough Clerk

Introduced: May 12, 2020

Public Hearing: May 26, 2020

Adopted:

Ayes: Alvarez, Anderson, Olsen, Ravenmoon, Salmon

Nays: none

Not voting: Alsworth

Absent: Pedersen

## CITY OF WHITTIER “CODE ORANGE” COMMUNITY OUTBREAK RULES

These “Community Outbreak Rules” were adopted by Whittier City Council via Emergency Ordinance 2020-2 on May 5, 2020. These rules **only** go into effect when the City Manager declares a “Code Orange” in Whittier in compliance with the City COVID-19 Recovery Plan. During all other recovery phases, the City’s Emergency COVID-19 Rules and the State of Alaska Health Mandates apply. To the extent State of Alaska health mandates are in effect that impose stricter restrictions or requirements, all those mandates shall apply.

**Rule O-1. Business entry limitations.** All businesses open to the public shall limit the individuals within its establishment to no more than five individuals at any one time, including employees. This rule applies to grocery stores but does not apply to employers where essential operations of the business will be substantially disrupted as a result of the limitation. Employers seeking an exception to this rule due to substantial disruption shall seek an exception from this rule from the City Manager. A written request for exception must state the reasons for the exception. Any employer excepted from this rule shall enter into a mutual aid agreement with the City to ensure protective measures are taken to prevent the spread of COVID-19 within the City.

**Rule O-2. Reversion to State Strict Social Distancing and Travel Mandates.** All individuals entering the City and all private facilities operating within the City must comply with State of Alaska Public Health Mandate 11 as it was issued March 27, 2020 (“Original State Health Mandate 11”) and attached to these rules. Except as otherwise required in these Community Outbreak Rules, facilities and individuals shall continue to comply with all other State of Alaska Public Health Mandates that are not in direct conflict with Original State Health Mandate 11.

**Rule O-3. Medical Quarantine.** Individuals under a healthcare quarantine order or an individual testing positive for COVID-19 must:

1. Stay in his or her place of residence or lodging for the specified period of time in the quarantine order or for a minimum of 14 days from the date of a positive COVID-19 test if no quarantine order has been issued; and
2. Notify a healthcare provider that the individual is under medical quarantine or has tested positive for COVID-19 before making any physical contact with that healthcare provider or entering the provider’s premises.

An individual subject to this rule may NOT leave his or her residence to attend work, obtain supplies, engage in physical exercise or any activity except as permitted by State of Alaska health mandate or permitted within the medical quarantine order issued to that individual. The City shall not physically force individuals into quarantine under this rule but the City shall fine individuals to the maximum extent permitted by law for violations of this rule and may obtain a court order enforcing the quarantine order against the individual. Each individual exit from quarantine constitutes a separate and distinct violation of this rule.





## WHITTIER'S COVID-19 RECOVERY PLAN

The City of Whittier has been carefully monitoring the state of the COVID-19 outbreak in the State of Alaska and in the City as well as Alaska's statewide response to this outbreak. Over the last two weeks, Governor Dunleavy has announced the State's Reopen Alaska Responsibly Plan and has repeatedly stated that the State Plan works best when applied uniformly. Governor Dunleavy also recognized that local jurisdictions may need to implement more restrictive rules based upon the risks and resources available within those jurisdictions. The City Manager and its emergency operations team is tasked, first and foremost, with protecting the health and safety of the community from the devastating impacts of the COVID-19 pandemic. However, the Team recognizes that any and all protective measures come at a cost and the Team must ensure that this cost is a necessary one. This Plan ensures that the City's response to COVID-19, both in the short and long term, is medically-based, fluid, and narrowly tailored. Additionally, the Plan is designed to be easily understood by and communicated to Whittier community members and visitors. The Plan ensures that local mandates mirror State mandates to the greatest extent responsible in light of the City's unique needs and risks. It also aims to adopt easy to follow rules that are: 1) based upon medical and epidemiological data regarding COVID-19 and 2) the City's resources to prepare and respond to a COVID-19 outbreak.

### **THE STATE APPROACH: A 5-STEP SYSTEM TO RECOVERY**

The State Plan anticipates a 5-phase climb to recovery for Alaska. In order to climb from one phase to the next, the State's emergency management team, led by Governor Dunleavy, will employ a color-coded status – red, yellow or green - to indicate whether it's safe to move forward to a less restrictive phase or if a "roll-back" to red is needed. While the State has not yet identified each phase of its Plan, The State Plan establishes four basic metrics that will be tracked by Alaska Department of Health and Social Services (DHSS) in determining when to move forward or "roll back." The Four Basic Metrics are as follows:

1. *Epidemiology*

Tracking disease trends and trend forecasting.

2. *Testing*

Monitoring overall testing volume and changes in the percentage of positive tests at the community, regional, and statewide levels. Ensuring fast turnaround of tests and reporting of results. The goal is to maintain COVID-19 positive tests at less than one per one-thousand.

3. *Public health capacity*

Monitoring cases and conducting necessary contact investigations for positive cases.

4. *Health care capacity*

Ensuring hospitals have adequate capacity and supplies (such as PPE and ventilators) to care for COVID-19 patients and other patients needing urgent care.

### **TAILORING THE STATE'S APPROACH TO THE CITY: CLIMBING TO RECOVERY**

In this Plan, the City adopts the State's four metrics and five phase approach to recovery. To this end, the City's COVID-19 Rules have been revised to impose lock-step social distancing restrictions with the State while also maintaining local requirements regarding the submission of plans and protocols to local authorities, local business postings, and mutual aid agreements. These postings and submissions ensure that the City, its residents, and its visitors have the information needed to ensure the public's awareness and compliance with State mandates.

Although the City embraces the State Plan, it also recognizes the need to provide the Emergency Operations Team the flexibility to respond when the local situation worsens but State COVID-19 metrics remain unchanged. To this end, the City Plan adopts the State's red, yellow, and green alerts but adds a local "orange alert." The local "orange alert" ensures the City can "roll back" reopening efforts in the event the City's metrics fall out of line with the State. In an effort to ensure that every citizen and visitor knows exactly what local rules apply in each recovery phase, the City has revised its rules to eliminate any provisions more restrictive than those adopted by the State in the City's COVID-19 Recovery Rules<sup>1</sup> and to adopt COVID-19 "Community Outbreak Rules." The City's COVID-19 Community Outbreak Rules will only become effective when the City Manager, in collaboration with the Emergency Operations Team, declares an "orange alert," triggering the need for the implementation of stricter restrictions on the local level. These rules "rollback" to social distancing and business operation restrictions previously imposed by the State of Alaska and/or the City.

#### **Whittier's Orange Alert: When and How is Whittier's Orange Alert Triggered?**

The City's Orange Alert Rules will be triggered when the following occurs:

1.) *Epidemiology*

A review of COVID-19 trends and trend forecasting suggests that there is an increase in the transmission of COVID-19 in Whittier or a substantial increase in neighboring communities within Whittier's industry markets, fisheries or transportation lines that has not triggered a change in the State's alert level.

2.) *Testing*

The City's testing capacity diminishes or testing becomes unavailable at the community level. Currently, the City has not yet had a positive COVID-19 test. The State's goal for testing is to maintain COVID-19 positive tests at less than one per one-thousand. While

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<sup>1</sup> The COVID-19 Revised Rules retains posting and filing requirements as well as mutual aid agreement requirements to ensure that the City and the public has the tools and information necessary to monitor compliance with State mandates.

Whittier's size does not lend itself to analysis under the State goal, the City's goal to maintain COVID-19 positive tests to less than two cases in a 14 day period is designed to ensure the City has appropriate testing capabilities to detect COVID-19 in the City and take steps to curb its spread before the pandemic overwhelms the City's limited medical resources. This metric may be adjusted based upon recommendations from the State or a medical advisor retained by the City.

3.) *Public health capacity*

The City's public health capacity is significantly impacted by the commercial fishing industry and the influx of intrastate and interstate workers and visitors at certain periods. During these periods, any COVID-19 positive test may warrant temporary imposition of greater social distancing restrictions.

4.) *Health care capacity*

The City's limited ability to care for COVID-19 patients alongside other patients reaches its limited capacity or the City exhausts or is at risk of exhausting its minimal PPE supplies.

**Orange Alert: How Does it Work?**

In the event the City Manager declares an "Orange Alert," he will work with the emergency operations team to:

- 1) Post Notice on the City website and in at least three other City locations that the COVID-19 Alert Status is "LOCAL ORANGE."
- 2) The Notice will be sent electronically or hand delivered to Council members within 24 hours of issuing the declaration. Council may schedule an emergency meeting to repeal the City Manager's declaration of the orange alert via resolution. Any Council member may request the emergency meeting and resolution. Failure of Council to adopt a resolution repealing the orange alert within five business days from the issuance of the alert shall constitute Council approval of the alert and implementation of the "Community Outbreak Rules."
- 3) Orange Alert Status Notices will be provided for distribution to tunnel employees and distributed if tunnel officials agree to such distribution.
- 4) Notice of the "orange alert" status and the reasons for the deviation from the State's code level will be sent to the State of Alaska.
- 5) If practicable, the City will notify all businesses registered with the City of the "orange alert" status and provide a copy of the "Community Outbreak Rules."

"The Community Outbreak Rules" or "Orange Alert Rules" shall be submitted to Council for review and approved by Council before the adoption of this Recovery Plan. Unlike promulgated City COVID-19 Rules, Council may amend, revise or supplement the Community Outbreak Rules. Any Council revisions or amendments to the Community

Outbreak Rules must be reviewed by the City Attorney for legality before becoming effective.

### **APPENDICES**

The City has attached the following documents and incorporates these documents into this Plan:

- 1) Appendix A: Whittier's Color-Coded System
- 2) Appendix B: Emergency Order 2020-03-Revised COVID-19 Emergency Rules
- 3) Appendix C: Whittier's Community Outbreak Rules
- 4) Appendix D: Local Resources Regarding Alaska's COVID-19 Recovery
- 5) Appendix E: State Resources Regarding Alaska's COVID-19 Recovery



# *PROCLAMATION*

WHEREAS, as the State of Alaska begins to reopen, it is even more imperative for every individual to take responsibility for protecting the health and safety of ourselves, our families, our neighbors, and our community; and

WHEREAS, the City of Valdez has been tirelessly working to respond to the COVID-19 outbreak; and

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to overwhelm the Valdez health system and economy of our community, endangering the lives and wellbeing of our citizens.

NOW THEREFORE, to prevent or slow the spread of Coronavirus Disease 2019 (COVID-19) in our community, the City of Valdez hereby issues this Proclamation imploring all residents and visitors to act as follows:

1. Read and follow all state health mandates, state health alerts, local health proclamations, and the instructions of public health officials.
2. Practice good hygiene. Wash your hands regularly with soap and water for at least 20 seconds. If you do not have access to soap and water, use hand sanitizer instead. Avoid touching your face. Regularly sanitize high touch surfaces. Cover your coughs and sneezes. Stay home if you feel even mild symptoms of illness.
3. Practice social (physical) distancing. Maintain a minimum of six feet of separation from anyone outside your immediate household. If singing, projecting your voice, or participating in exercise, maintain a minimum of ten feet of separation from anyone outside your immediate household. If you are responsible for the care of children, please help them remember social (physical) distancing applies, regardless of age.
4. Whenever possible, wear a cloth face covering while in public to protect others as suggested in State Health Alert 010.
  - a. Face coverings should cover your nose and mouth; fit snugly but comfortably against your nose and the side of your face; be secured with ties, ear loops, fasteners or some other method so it does not slide down your face; consist of several layers of fabric or other material to prevent respiratory droplets from passing through; allow for breathing without restriction; and be sturdy in construction.

- b. Understand how to properly wear your face covering. Practice hand hygiene prior to putting it on and taking it off. Avoid touching the front of your cloth face covering, as it may be contaminated. After removing it, immediately discard or place in a designated container for laundering. Wash in hot, soapy water between uses.
  - c. Cloth face coverings need not be worn at home, in your personal vehicle, or outdoors while alone or with members of your household.
  - d. Children under the age of two and those with certain health conditions should not wear cloth face coverings. Accommodations should also be made for those who suffer from claustrophobia or traumatic experiences related to face coverings.
  - e. Social (physical) distancing must still be maintained by those wearing cloth face coverings.
  - f. Do not wear N-95 or surgical masks, as those are needed by healthcare workers and first responders.
5. Stay near your home, boat, RV, hotel, campground, or other lodging as much as possible. Limit your interactions with others to only that which is necessary. Avoid gatherings of more than 20 people.
6. Following the guidance of Dr. Anne Zink, Chief Medical Officer for the State of Alaska, somehow notate where you have been and who you have been in contact with for the past two weeks. If you are unable to list the people you have been around for more than 10 minutes during that time period, you are interacting with too many people.
7. When you do venture out, please do so only for essential activities. The following are considered essential activities in Valdez:
  - a. Obtaining food, groceries, supplies, or services.
  - b. Going to work or participating in official duties for your employer.
  - c. Visiting your medical provider or the pharmacy.
  - d. Getting fresh air and exercise through outdoor recreation including walking, bicycling, hiking, camping, fishing, hunting, etc.
  - e. Practicing your faith or spiritual path.
  - f. Caring for loved ones or assisting others with essential activities.
  - g. Participating in or staffing childcare or day camps for children.
8. Attempt to send only one person into the store, post office, or service provider and take advantage of call ahead, curbside, or delivery options whenever possible.

9. Make restaurant reservations in advance and only eat out with those in your household.
10. Follow all public health procedures and instructions of the establishments you visit, including the Valdez harbor and other public facilities.
11. If you start to feel symptoms such as cough, breathing problems, fever or other COVID-19 symptoms, STAY HOME AND CALL AHEAD to the hospital, your medical provider, or public health clinic for screening. If your symptoms are life-threatening, please dial 911 for emergency assistance and answer all of the dispatcher's questions honestly. Your answers will not stop first responders from coming to help. Your answers will simply adjust the personal protective equipment which must be worn when they do.

**A few additional guidelines for those arriving from communities with confirmed COVID-19 cases:**

1. To keep yourself and others safe, avoid entering local establishments or interacting with others outside your household during your first two weeks in Valdez.
2. If you must obtain supplies locally during your first two weeks in Valdez, attempt to first use delivery or curbside pick-up options. If delivery or curbside pick-up options are not available and the item is absolutely necessary, please reach out to the business or vendor by telephone for guidance. Several local organizations exist who can help you obtain needed supplies if you have no other options. Boaters staying overnight at the harbor may also reach out to the Harbormaster for assistance.
3. Interstate and international travelers remain subject to State Health Mandate 010, which requires filing a traveler declaration form with the state and a mandatory 14-day quarantine upon arriving or returning to Alaska.


DATED this 30<sup>th</sup> day of April, 2020.

CITY OF VALDEZ, ALASKA



\_\_\_\_\_  
Jeremy O'Neil, Mayor

ATTEST:



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Sheri L. Pierce, MMC, City Clerk



**Sponsored by:** Meszaros  
**Introduction Date:** June 12, 2020  
**Public Hearing Date:** June 12, 2020  
**Enactment Date:** June 12, 2020

**CITY OF SEWARD, ALASKA  
EMERGENCY ORDINANCE 2020-006**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SEWARD,  
ALASKA, ADOPTING THE CITY'S COVID-19 RECOVERY PLAN AND  
THE "COMMUNITY OUTBREAK RULES" THAT WILL BE  
EFFECTIVE ONLY DURING A LOCAL ORANGE ALERT UNDER  
THAT PLAN, AND RATIFYING REVISIONS TO THE CITY'S  
EMERGENCY COVID-19 RULES**

**WHEREAS**, the United States Center for Disease Control and Prevention (CDC) has identified COVID-19 as a significant public risk; and

**WHEREAS**, on March 11, 2020, Governor Dunleavy issued a declaration of public health disaster emergency in response to the anticipated outbreak of COVID-19 within Alaska's communities; and

**WHEREAS**, on March 11, 2020, The World Health Organization designated the COVID-19 outbreak a pandemic; and

**WHEREAS**, the State of Alaska and the City continue to operate under a state of emergency created by COVID-19 but the State of Alaska has introduced a five-phase plan to reopen Alaska responsibly; and

**WHEREAS**, the City Council and the Emergency Operations Team support the State's reopening efforts; and

**WHEREAS**, City Council and the Emergency Operations Team also acknowledge the need to have specific local policies and rules that permit the City to protect public health and safety from a local outbreak or the threat of a local outbreak; and

**WHEREAS**, the City Manager determined that direct Council involvement in the City's Recovery Plan and the rules adopted in furtherance of that plan was in the City's best interest and the best interest of its residents and visitors.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEWARD,  
ALASKA HEREBY ORDAINS that:**

**Section 1.** The Seward City Council hereby adopts the City COVID-19 Recovery Plan as attached to this Ordinance as Exhibit A.



**CITY OF SEWARD, ALASKA  
ORDINANCE 2020-006**

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**Section 2.** The Seward City Council hereby adopts the City “Community Outbreak Rules” as attached to this Ordinance as Exhibit B and included in the COVID-19 Recovery Plan.

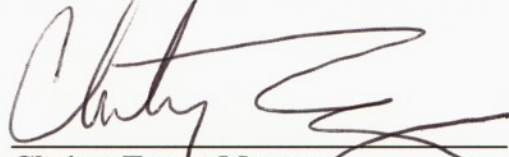
**Section 3.** The Seward City Council hereby ratifies the revisions to the City COVID-19 Emergency Rules as proposed in Emergency Order 2020-04.

**Section 4.** This ordinance is an emergency ordinance, is not permanent in nature, and shall not be codified.

**Section 5.** This ordinance shall take effect on the day it is enacted and shall expire upon the expiration or repeal of the declared State of Emergency arising from COVID-19.


**ENACTED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA**  
this 12<sup>th</sup> day of June, 2020.

**THE CITY OF SEWARD, ALASKA**

  
\_\_\_\_\_  
**Christy Terry, Mayor**

AYES: Seese, Butts, Crites, Osenga, Baclaan, McClure, Terry  
NOES: None  
ABSENT: None  
ABSTAIN: None

**ATTEST:**

  
\_\_\_\_\_  
Brenda J. Ballou, MMC  
City Clerk

(City Seal)



# CITY OF SEWARD

## DRAFT COVID-19 RECOVERY PLAN

*Presented to Council June 8, 2020*

*Amended and approved by Council June 12, 2020  
via Emergency Ordinance 2020-006*

**This document is a working draft. The Seward City Council and Seward City Administration are working together to create a plan that protects City residents and visitors from COVID-19 to the greatest extent possible while preserving the economic well-being of City businesses and residents. This Plan includes proposed rules and metrics adapted from other communities, the State of Alaska, and other Alaska government agencies as well as procedures and rules unique to Seward. The purpose of this Draft Plan is to provide Council, the Administration, and members of the public a starting place in developing a COVID-19 recovery plan that incorporates commentary, insight, and guidance from the Seward community as a whole.**

## SEWARD'S COVID-19 RECOVERY PLAN

The City of Seward has been carefully monitoring the state of the COVID-19 outbreak in the State of Alaska and in the City, as well as Alaska's statewide response to this outbreak. Governor Dunleavy recently announced the State's Reopen Alaska Responsibly Plan and has repeatedly stated that the State Plan works best when applied uniformly. Governor Dunleavy also recognized that local jurisdictions may need to implement more restrictive rules based upon the risks and resources available within those jurisdictions. The City Manager and the City Emergency Operations Team is tasked, first and foremost, with protecting the health and safety of the community from the devastating impacts of the COVID-19 pandemic. This Plan ensures that the City's response to COVID-19, both in the short and long term, is medically-based, fluid, and narrowly tailored. Additionally, the Plan is designed to be easily understood by and communicated to Seward community members and visitors. The Plan ensures that local mandates mirror State mandates to the greatest extent responsible in light of the City's unique needs and risks. It also aims to adopt easy-to-follow rules that are: (1) based upon medical and epidemiological data regarding COVID-19; and (2) the City's resources to prepare and respond to a COVID-19 outbreak.

### **THE STATE APPROACH: A 5-STEP SYSTEM TO RECOVERY**

The State Plan anticipates a 5-phase climb to recovery for Alaska. In order to climb from one phase to the next, the State's emergency management team, led by Governor Dunleavy, will employ a color-coded status – red, yellow or green - to indicate whether it is safe to move forward to a less restrictive phase or if a "roll-back" to red is needed. While the State has not yet identified each phase of its Plan, The State Plan establishes four basic metrics that will be tracked by Alaska Department of Health and Social Services (DHSS) in determining when to move forward or "roll back." The four basic metrics are as follows:

1. *Epidemiology*

Tracking disease trends and trend forecasting.

2. *Testing*

Monitoring overall testing volume and changes in the percentage of positive tests at the community, regional, and statewide levels. Ensuring fast turnaround of tests and reporting of results. The goal is to maintain COVID-19 positive tests at less than one per 1,000.

3. *Public health capacity*

Monitoring cases and conducting necessary contact investigations for positive cases.

4. *Health care capacity*

Ensuring hospitals have adequate capacity and supplies (such as PPE and ventilators) to care for COVID-19 patients and other patients needing urgent care.

## **TAILORING THE STATE'S APPROACH TO THE CITY: CLIMBING TO RECOVERY**

In this Plan, the City adopts the State's four metrics and five-phase approach to recovery. To this end, the City's COVID-19 Rules have been revised to impose lock-step social distancing restrictions with the State while also maintaining local requirements regarding the submission of plans and protocols to local authorities, local business postings, and mutual aid agreements. These postings and submissions ensure that the City, its residents, and its visitors have the information needed to ensure the public's awareness and compliance with both local rules and State mandates.

Although the City embraces the State Plan, it also recognizes the need to provide the Emergency Operations Team flexibility to respond when the local situation worsens but State COVID-19 metrics remain unchanged. To this end, the City Plan adopts the State's red, yellow, and green alerts but adds a local "orange alert." The local "orange alert" ensures the City can "roll back" reopening efforts in the event the City's metrics fall out of line with the State. In an effort to ensure that every citizen and visitor knows exactly what local rules apply in each recovery phase, the City has revised its rules to eliminate any provisions more restrictive than those adopted by the State in the City's COVID-19 Recovery Rules<sup>1</sup> and to adopt COVID-19 "Community Outbreak Rules." The City's COVID-19 Community Outbreak Rules will only become effective when the City Manager, in collaboration with the Emergency Operations Team, declares an "orange alert," triggering the need for the implementation of stricter restrictions on the local level. These rules "rollback" to social distancing and business operation restrictions previously imposed by the State of Alaska and/or the City.

### **Seward's Orange Alert: When and How is Seward's Orange Alert Triggered?**

The City's Orange Alert Rules will be triggered when the following occurs:

#### **1. *Epidemiology***

A review of COVID-19 trends and trend forecasting suggests that there is an increase in the transmission of COVID-19 in Seward or a substantial increase in neighboring communities within Seward's industry markets, fisheries or transportation lines that has not triggered a change in the State's alert level.

#### **2. *Testing***

The City's testing capacity diminishes or testing becomes unavailable at the community level. At the time this Plan was adopted, there were three positive COVID-19 cases reported in Seward. The State's goal for testing is to maintain COVID-19 positive tests at less than one per 1,000. While Seward's size does not lend itself to analysis under the

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<sup>1</sup> The COVID-19 Revised Rules retains posting and filing requirements as well as mutual aid agreement requirements to ensure that the City and the public has the tools and information necessary to monitor compliance with State mandates.

State goal, this metric may warrant increasing the local alert level when the City Emergency Operations Team and its medical advisors determine that there has been a substantial increase of COVID-19 positive cases and the evidence suggests that these cases are highly likely to result in substantial exposure to COVID-19 within the City and protective measures are necessary to curb the spread of COVID-19 before the pandemic overwhelms the City's limited medical resources.

3. *Public health capacity*

The City's public health capacity is significantly impacted by the commercial fishing industry, tourism, and the influx of intrastate and interstate workers and visitors at certain periods. During these periods, any COVID-19 positive test may warrant temporary imposition of greater social distancing restrictions.

4. *Health care capacity*

The City's limited ability to care for COVID-19 patients alongside other patients reaches its limited capacity or the City exhausts or is at risk of exhausting its minimal PPE supplies.

Each of these metrics will be weighed and balanced collectively in determining the need to deviate from State of Alaska's state of alert. For example, a rapid increase in COVID-19 positive cases within the City may not warrant raising the alert if those cases are unlikely to impact the City's public health and health care capacities. The City Manager shall take into consideration recommendations by the State of Alaska and the City's medical advisors when weighing the City's metrics.

### **Orange Alert: How Does it Work?**

In the event the City Manager declares an "Orange Alert," he will:

1. Submit a Declaration of "Orange Alert" to the City Clerk for distribution to City Council. The Declaration will provide the reasons for the declaration under the metric analysis and confirm that the Declaration is necessary to preserve public health, safety, and welfare within the City.
2. The Declaration shall be posted on the City website with notice of the date and time City Council will consider the Declaration.
3. City Council shall either approve or deny the Declaration via resolution within 48 hours of receiving it. Failure by Council to take action on the Declaration within 48 hours after it is posted shall constitute Council approval of the Declaration.
4. A copy of the Declaration, the resolution approving it, the "Community Outbreak Rules," and the effective date and time of the Declaration shall be posted on the City website no less than 24 hours before the rules take effect;

5. Notice of the "Orange Alert" status and the reasons for the deviation from the State's code level will be sent to the State of Alaska; and

6. If practicable, the City will notify all businesses registered with the City of the "Orange Alert" status and provide a copy of the "Community Outbreak Rules."

"The Community Outbreak Rules" or "Orange Alert Rules" may be amended at any time by an emergency order approved by Council. Unlike promulgated City COVID-19 Rules, Council may amend, revise or supplement Community Outbreak Rules during its consideration. Any Council revisions or amendments to the Community Outbreak Rules must be reviewed by the City Attorney for legality before becoming effective.

### **APPENDICES**

The City has attached the following documents and incorporates these documents into this Plan:

Appendix A: Seward's Color-Coded System

Appendix B: Emergency Order 2020-04 Revising Temporary COVID-19 Emergency Rules

Appendix C: Seward's Community Outbreak Rules

Appendix D: Municipal Resources Regarding Alaska's COVID-19 Recovery

Appendix E: State Resources Regarding Alaska's COVID-19 Recovery

## **APPENDICES TABLE OF CONTENTS**

The City has attached the following documents referenced or relied upon in the City COVID-19 Recovery Plan:

- Appendix A: Seward's Color-Coded System
- Appendix B: Emergency Order 04 Revising City of Seward Temporary COVID-19 Emergency Rules
- Appendix C: City of Seward "Code Orange" Community Outbreak Rules
- Appendix D: Local Resources Regarding Alaska's COVID-19 Recovery
- Appendix E: State Resources Regarding Alaska's COVID-19 Recovery

**APPENDIX A**

**City of Seward Color-Coded Alert System**



# UNDERSTANDING SEWARD'S COVID-19 ALERTS



**GO:** If we are seeing downward trends and all is going well, we will methodically move to **lift restrictions**. Seward follows the State's lead.

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**PROCEED WITH CAUTION:** If the situation is stable or we are seeing a slow increase in cases, we may ask for **voluntary measures to flatten the curve**. Seward follows the State's lead.

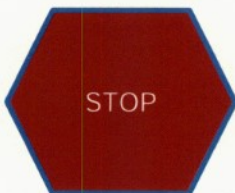
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## LOCAL OUTBREAK ALERT

### *Local Community Outbreak Rules Triggered*

- 1) Consistent or rapid increase in cases within the City
  - 2) Consistent or rapid increase in cases in a community in the City market or a community with direct lines of transportation with the City
  - 3) The City is running out of capacity to care for COVID-19 patients
- 
- 



**STOP:** If we are seeing a consistent or rapid increase in cases or if we think we are running out of capacity to care for people with COVID-19 (regardless of the trend in cases), then we will need to **reinstate some restrictions**. Seward follows the State's lead.

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**APPENDIX B**

**Emergency Order 04 Revising City of Seward Temporary  
COVID-19 Emergency Rules**

**EMERGENCY ORDER 04 REVISING THE CITY OF SEWARD TEMPORARY COVID-19 EMERGENCY RULES AND ADOPTING THE CITY OF SEWARD RECOVERY PLAN**

City Manager Scott Meszaros, in his capacity as the Director of Civil Defense and Disaster, hereby institutes the following revisions to City of Seward, Alaska's Temporary Emergency Rules and Procedures Regarding the COVID-19 Public Health Emergency ("Seward Emergency COVID-19 Rules") and adopts the City of Seward Recovery Plan approved by Council on **[Insert Date]**. These revisions become effective upon implementation by the City Manager and are necessary to protect the public health, welfare, and safety within the boundaries of the City of Seward. These rules and procedures may be identified as the "Emergency COVID-19 Rules" for ease of reference. These revised rules shall be posted on the City website and the City Clerk shall provide City Council members notice of these rules within five days of their adoption. City Council may repeal these rules in whole or in part via resolution. Except as otherwise provided in this revision, the Emergency COVID-19 Rules previously implemented by the City Manager remain in full force and effect. The revised dates contained in this Emergency Order are bolded and underlined.

**Rule 1. Electronic City Council Meetings.** Any regular or special meetings of the City Council ~~may~~<sup>should</sup> be conducted via electronic means, including audio or video conference, unless the Mayor determines that a meeting must be conducted at City Hall and that doing so does not pose a risk to the public health, safety, and welfare. The City Clerk shall post telephone number(s) to call into telephonic or video conference meetings on the City of Seward website and on the written agenda for all regularly scheduled and special meetings. Council shall ensure that reasonable accommodations are made to afford the public a right to be heard telephonically. Telephonic participation by the public is not ideal but is reasonable when weighed against the substantial risk to public health, welfare, and safety posed by group gatherings during the COVID-19 outbreak. In the event the Mayor determines an in-person meeting is necessary and does not pose a risk to public health, welfare, and safety, no more than five members of the public shall enter the same space to make comments at one time. The public may also submit written public comments for all telephonic or video conference Council meetings. The public written comments shall be read into the record during the public comment period at all Council meetings held electronically, except Council work sessions. If written public comments exceed three minutes, the first three minutes of the written comment shall be read during the meeting. Written comments must include the name of the contributor in order to be read publicly during telephonic or video conference meetings. Current time limits placed on public comments and testimony shall apply to telephonic and written public comments submitted under this rule. The City must continue to comply with meeting attendance and scheduling requirements under the Seward City Charter Section 3.2.

Temp. COVID-19 Rules and Procedures-5/21/20

**Rule 2. Council Meeting Notice and packet materials.** The City Clerk shall provide the public and media notice that is reasonable under the circumstances for all emergency special meetings held by Council. All special meetings and agenda items shall be posted on the City website no less than six hours before a special meeting. Failure to post the meeting materials shall not invalidate the actions taken by Council during an emergency meeting if Council states the reason for the failure to post adequate notice or provide materials and clearly finds that the notice and material access provided during the meeting was sufficient and reasonable in light of the emergency circumstances underlying the meeting.

**Rule 3. Meetings of Boards and Commissions.** The City Manager may cancel meetings of any board or commission if he finds that cancellation is necessary to protect public health, safety, and welfare. Any such cancellation shall automatically extend such deadlines for required actions by such board or commission as is specified in the cancellation notice. All board and commission meetings may be held electronically in the same manner ~~prescribed~~ authorized for Council meetings in Rule 1.

**Rule 4. ~~Reserved. Suspension of all Non-essential meetings and agenda items.~~** ~~All non-essential government meetings shall be postponed until no earlier than May 3, 2020. Non-essential action items shall also be postponed until no earlier than May 3, 2020 unless doing so would pose substantial financial harm on the City or another party. Any person objecting to the postponement of an action item may notify the City Manager in writing regarding his or her objection. The City Manager shall review any written objections received and shall determine if the objection warrants consideration of an action item by Council or the appropriate commission or board before May 3, 2020. The City Manager shall notify the Mayor of all written objections received and his determination. Upon receipt of a written objection, the Mayor may override the City Manager's decision to postpone an action item.~~

**Rule 5. Licensed or Permitted Activities.** The City Manager may suspend licenses or permits for special events or any other licenses or permits issued by the City which in the judgment of the City Manager could impact the public health or well-being of residents or visitors to the community.

**Rule 6. Purchases.** The City Manager may authorize any purchase for which funds are available reasonably related to the emergency. Such purchases may be made without following each formal requirement of Title 6 of the Seward City Code.

**Rule 7. Personnel Policies.** The City Manager may adjust any personnel policies related to leave time, other benefits or terms and conditions of employment as are reasonably related to providing sufficient staffing during the term of the emergency while protecting City employees and the community from COVID-19.

**Rule 8. Bargaining Units.** The City Manager is hereby authorized to enter into such temporary agreements, including memoranda of understanding with the City's

bargaining units in order to promote the provision of City services and the health and safety of the public and employees during the emergency.

**Rule 9. City Facilities.** The City Manager may close City facilities or limit hours of operation as is reasonably required to protect the health of the public and employees of the City.

**Rule 10. Public Access to City Facilities.** City offices and facilities shall be open to the public so long as doing so does not pose a substantial risk to public health and safety as determined by the Emergency Operations Team. City offices and facilities may limit access to administrative departments by "appointment only" or restrict the number of individuals permitted in City offices at one time. The City shall post its hours of operation and terms of access on the City website and on all entrances to City facilities. ~~are closed to the public until May 3, 2020 except as specified in this rule. The Harbormaster office and the Police Department dispatch window remain open to the public for service. City services and departments shall remain accessible to the public via telephone and email during regularly scheduled business hours.~~ Individuals may request appointments for in-person meetings with City staff, which will be accommodated if doing so will not jeopardize the health or safety of the community of Seward or its members.

**Rule 11. Private Facilities.** The City Manager may only require businesses and commercial enterprises operating within the City to close or limit operations ~~if necessary to protect public health, welfare, and safety when the City Manager has triggered "orange alert" status under the City COVID-19 Recovery Plan and the Community Outbreak Rules are in effect. The City Manager may only order such closures or impose limitations on private businesses and commercial enterprises when the State of Alaska formally recommends that such action be taken. Any action by the City Manager under this rule must be narrowly tailored to meet State of Alaska recommendations.~~

**Rule 11.1 Business COVID-19 Protection Measures and Protocols.** All businesses operating within the City shall comply with all relevant State of Alaska Health Mandates. All businesses serving members of the public at a physical location within the City shall post "COVID-19 Protection Measures and Procedures" on all entrances to and exits from the business. The "COVID-19 Protection Measures and Procedures" shall include, at minimum:

~~A. A brief statement identifying the essential service or critical infrastructure operation permitting the business to continue operations under the "State of Alaska Essential Business and Critical Infrastructure Workforce Order"~~

AB. The sanitation measures taken by the business to prevent the spread of COVID-19

BC. The social distancing measures taken by the business to prevent the spread of COVID-19

~~D. The description of a process for obtaining goods or services from the business without entering the business, if such a process is at all feasible.~~

~~E.C. A contact number for individuals to report any violations of these measures to the business owner or his or her designee.~~

An example of COVID-19 Protection Measures and Procedures will be posted on the City website. A "business" for purposes of this rule does not include state, federal or municipal government operations or facilities.

**Rule 11.2 Essential Large Business Protocol/Mitigation Plan Submission and Acknowledgement/Critical Infrastructure State Protocols.** ~~All businesses continuing to operate at a physical location within the City or on its waters with more than 25 employees~~ Businesses shall identified as "essential" or as "critical infrastructure workforce" under the State of Alaska Essential Business and Critical Workforce Infrastructure Order (State Health Mandate 12 Attachment A) shall submit all protocols, COVID-19 Mitigation Plans or other State-mandated COVID-19 plans required by State of Alaska Health Mandate to the City as soon as possible after filing these protocols or plans with the State of Alaska. Businesses shall also provide the City confirmation of the State's approval of its plan or protocol no more than five days after receiving such approval. In the event a business plan or protocol requires amendment or is rejected by the State, the business submitting that plan or protocol must notify the City no more than 48 hours after receiving the State's notification of deficiency. Businesses required to submit a State plan or protocol under this rule shall complete a "State Protocol Acknowledgement" form and submit that form to the City with its protocol or plan. Submissions under this rule should be submitted electronically to [manager@cityofseward.net](mailto:manager@cityofseward.net). Businesses submitting a State plan and State Protocol Acknowledgement form under this rule are exempt from filing a mutual aid agreement under Rule 11.3.

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**Rule 11.3 Mutual Aid Agreements.** All businesses continuing to operate at a physical location within the City or on its waters with more than 25 employees must complete and file a Large Operator Mutual Aid Agreement with the City. This agreement will be available on the City's website. Submissions required under this rule shall be electronically submitted to [manager@cityofseward.net](mailto:manager@cityofseward.net). Businesses filing a State protocol or plan and State Protocol Acknowledgement form under Rule 11.2 are not required to file a mutual aid agreement under this rule. "Businesses" under this rule do not include state, federal or municipal government operations or facilities.

**Rule 12. Social Distancing.** All individuals shall comply with all State of Alaska Health Mandates while located within the City and no person shall enter City boundaries for an activity or in a manner that violates any State of Alaska Health Mandate. The City reserves the right to enforce these rules and State health mandates to the maximum extent permitted under law. In the event the City Manager issues an "orange alert," all individuals entering the City must also comply with the City's "Community Outbreak Rules" while the "orange alert" remains in effect. In the event that the City's Community

Outbreak Rules are in effect, these rules shall preempt any other less-restrictive local or state rules regarding social distancing or business operations.

**Rule 13. Amounts Due and Owing.** The City Manager, upon the recommendation of the Finance Director, is hereby authorized to extend deadlines for payment related to any amounts due and owing to the City.

**Duration.** These rules, as revised, are effective for 90 days from their date of implementation. Council may repeal any or all of these rules by resolution. No rule shall remain in effect for longer than is necessary to protect the public health, safety, and welfare from the emergency public health crisis caused by COVID-19. These rules shall expire immediately upon the repeal or expiration of the City of Seward declaration of emergency arising from COVID-19.

## **CITY OF SEWARD TEMPORARY COVID-19 EMERGENCY RULES**

*The following are the City of Seward Emergency COVID-19 Rules as revised in Emergency Order \_\_\_. While these rules are updated regularly, we strongly encourage the public to refer directly to the Emergency Orders posted on the City website to ensure that you are referring to the most recent version of the rules. COVID-19 and its impact on our community is rapidly changing. If you have any questions regarding the rules or how these rules apply to you or your business, please call the City at \_\_\_\_\_ or email the Emergency Operations Team at \_\_\_\_\_. Additionally, the City works hard to post up to date "Frequently Asked Questions" regarding both the State Public Health Mandates and City Rules.*

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**Rule 4. Reserved.**

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- A. The sanitation measures taken by the business to prevent the spread of COVID-19
- B. The social distancing measures taken by the business to prevent the spread of COVID-19
- C. A contact number for individuals to report any violations of these measures to the business owner or his or her designee.

An example of COVID-19 Protection Measures and Procedures will be posted on the City website. A "business" for purposes of this rule does not include state, federal or municipal government operations or facilities.

**Rule 11.2 Large Business Protocol/Mitigation Plan Submission and Acknowledgement.** All businesses continuing to operate at a physical location within the City or on its waters with more than 25 employees shall submit all protocols, COVID-19 Mitigation Plans or other State-mandated COVID-19 plans to the City as soon as possible after filing these protocols or plans with the State of Alaska. Businesses shall also provide the City confirmation of the State's approval of its plan or protocol no more than five days after receiving such approval. In the event a business plan or protocol requires amendment or is rejected by the State, the business submitting that plan or protocol must notify the City no more than 48 hours after receiving the State's notification of deficiency. Businesses required to submit a State plan or protocol under this rule shall complete a "State Protocol Acknowledgement" form and submit that form to the City with its protocol or plan. Submissions under this rule should be submitted electronically to [manager@cityofseward.net](mailto:manager@cityofseward.net). Businesses submitting a State plan and State Protocol Acknowledgement form under this rule are exempt from filing a mutual aid agreement under Rule 11.3.

**Rule 11.3 Mutual Aid Agreements.** All businesses continuing to operate at a physical location within the City or on its waters with more than 25 employees must complete and file a Large Operator Mutual Aid Agreement with the City. This agreement will be available on the City's website. Submissions required under this rule shall be electronically submitted to [manager@cityofseward.net](mailto:manager@cityofseward.net). Businesses filing a State protocol or plan and State Protocol Acknowledgement form under Rule 11.2 are not required to

file a mutual aid agreement under this rule. "Businesses" under this rule do not include state, federal or municipal government operations or facilities.

**Rule 12. Social Distancing.** All individuals shall comply with all State of Alaska Health Mandates while located within the City and no person shall enter City boundaries for an activity or in a manner that violates any State of Alaska Health Mandate. The City reserves the right to enforce these rules and State health mandates to the maximum extent permitted under law. In the event the City Manager issues an "orange alert," all individuals entering the City must also comply with the City's "Community Outbreak Rules" while the "orange alert" remains in effect. In the event that the City's Community Outbreak Rules are in effect, these rules shall preempt any other less-restrictive local or state rules regarding social distancing or business operations.

**Rule 13. Amounts Due and Owing.** The City Manager, upon the recommendation of the Finance Director, is hereby authorized to extend deadlines for payment related to any amounts due and owing to the City.

**Duration.** These rules, as revised, are effective for 90 days from their date of implementation. Council may repeal any or all of these rules by resolution. No rule shall remain in effect for longer than is necessary to protect the public health, safety, and welfare from the emergency public health crisis caused by COVID-19. These rules shall expire immediately upon the repeal or expiration of the City of Seward declaration of emergency arising from COVID-19.

**APPENDIX C**

**City of Seward "Code Orange" Community Outbreak Rules**

## CITY OF SEWARD "CODE ORANGE" COMMUNITY OUTBREAK RULES

These "Community Outbreak Rules" were adopted by Seward City Council via Emergency Ordinance 2020-006 on June 12, 2020. These rules **only** go into effect when the City Manager declares a "Code Orange" in Seward in compliance with the City COVID-19 Recovery Plan. During all other recovery phases, the City's Emergency COVID-19 Rules and the State of Alaska Health Mandates apply. To the extent State of Alaska health mandates are in effect that impose stricter restrictions or requirements, all those mandates shall apply.

**Rule O-1. Reversion to State Strict Social Distancing and Travel Mandates.** All individuals entering the City and all private facilities operating within the City must comply with State of Alaska Public Health Mandate 11 as it was issued March 27, 2020 ("Original State Health Mandate 11") and attached to these rules. Except as otherwise required in these Community Outbreak Rules, facilities and individuals shall continue to comply with all other State of Alaska Public Health Mandates that are not in direct conflict with Original State Health Mandate 11.

**Rule O-2. Medical Quarantine.** Individuals under a healthcare quarantine order or an individual testing positive for COVID-19 must:

1. Stay in his or her place of residence or lodging for the specified period of time in the quarantine order or for a minimum of 14 days from the date of a positive COVID-19 test if no quarantine order has been issued; and
2. Notify a healthcare provider that the individual is under medical quarantine or has tested positive for COVID-19 before making any physical contact with that healthcare provider or entering the provider's premises.

An individual subject to this rule may NOT leave his or her residence to attend work, obtain supplies, engage in physical exercise or any activity except as permitted by State of Alaska health mandate or permitted within the medical quarantine order issued to that individual. The City shall not physically force individuals into quarantine under this rule but the City shall fine individuals to the maximum extent permitted by law for violations of this rule and may obtain a court order enforcing the quarantine order against the individual. Each individual exit from quarantine constitutes a separate and distinct violation of this rule.



# City of Homer

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

## Administration

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Homer, Alaska 99603

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rick Abboud, Acting City Manager  
DATE: June 16, 2020  
SUBJECT: Summary of Borough-Wide Communication Regarding CARES Act Funds

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On June 9, 2020, staff participated in a call hosted by Soldotna City Manager Stephanie Queen to discuss and coordinate Kenai Peninsula cities' approaches to CARES Act funds, focusing on those that would be passed through as grants to small businesses, non-profits, and individuals in the community. A follow-up call was later held with Kenai Peninsula Borough Community and Fiscal Projects Manager Brenda Ahlberg for clarification on how the borough is using CARES Act funds. The below summary details some of the points raised during these calls:

### **Borough and Pass-Through Funds to Cities**

A question was raised concerning the KPB's ability to pass on CARES Act Funds to cities if unable to expend the three allotments received from the State (totaling ~\$37.4M). The Borough does not have the authority to do this. Instead, the funds received by the KPB will be used for response, recovery, mitigation to assist businesses and non-profits impacted by COVID-19, whether it be direct or secondary impacts. KPB is aiming to open their grant program application period for two weeks beginning July 13<sup>th</sup> until July 24<sup>th</sup>. Checks to eligible entities will be awarded the second week of August. The amounts businesses/non-profits receive will be based on the entity's 2019 gross sales history. The borough can provide assistance to cities outside of Homer city limits (ie. Fritz Creek, Kachemak Selo). The borough does have some area-wide powers/responsibilities allowable under the CARES Act that can indirectly contribute to the Homer community, such as providing financial assistance to local schools.

### **Delinquency in SBERG Program**

The City of Homer was encouraged to revisit its stance on sales tax delinquency in the SBERG program. The SBERG program currently states that in order for an entity to be eligible, they "must not be delinquent on payments and filed returns with the Kenai Peninsula Borough Tax Department with no missed filings or balance due on record." There could be a substantial number of entities that are delinquent, quite possibly due to COVID-19. The City of Homer may want to consider changing this eligibility clause to 'must not be delinquent as a result of a lien or violation of payment plan' rather than simply being delinquent. Alternatively, the SBERG program can advertise that anyone delinquent can get current and then apply. The Borough is waiving consideration of an entity's second and third sales tax quarterly reports and will have that waiver provided as a laydown at their June 16<sup>th</sup> meeting. Information concerning this waiver has been provided in the upcoming worksession packet.

### **Accountability**

The KPB will be randomly auditing entities that receive Borough-distributed CARES Act Funds. This is because the borough is assuming they will be audited by the Feds if not next year, then possibly 3 to 5 years down the line. The borough believes they will have to prove to auditors that they assisted grantees in being accountable in how they used the funds. The borough will be providing staff support in order to help build, cultivate, and close all relationships formed with entities who receives CARES Act Funds. Per Ms. Ahlberg, a thorough demobilization of any established grant program is just as important as its creation and distribution of funds since the sub-recipients of CARES Act dollars (the cities) may be on the hook for any incorrectly used grants. The City of Homer needs to ensure all paperwork and applications received as part of the SBERG program assist the City in providing clear documentation that will be easily understandable to future staff and any auditors years from now. As an aside, the borough will be requiring all entities to state what funds they have already received and what those funds will be used for, along with listing out how they will be spending funds from the borough to ensure no duplication of spending will occur. This is how the borough is justifying giving CARES Act dollars to entities that have already received financial support through other programs. When an entity submits an application successfully and is awarded funds, their application will be considered (through a disclaimer) a binding contract between the KPB and the grantee, confirming everything listed in the application is true and correct. This step also ensures accountability and reduces the need for additional paperwork, and should be something included in the City's program. Currently, the State of Alaska's small business grant program will provide funds to businesses that have already received federal aid however any expenses covered by a federal program can't also be covered by the state program.

### **Ways KBP Cities are Structuring Distributions to Businesses**

The City of Soldotna is considering an eligibility requirement for businesses that have spent a certain amount of money in services within City limits. Further follow up from City Manager Stephanie Queen has been requested and shared with Council once received. Kenai is setting up their distribution to businesses with a tiered system of payments of \$2,500/\$5,000/\$7,500/\$10,000 based on gross sales, with the lowest tier set at \$50,000 gross sales. In their research, they determined that most businesses with less than \$50,000 gross sales are small, hobby-type businesses. Opening their program up to businesses with less than \$50,000 gross sales would diminish their ability to make more meaningful (impactful) contributions to other, larger businesses operating in the city. Homer City Council has decided to implement an equal distribution across the board rather than have a system based on tiers, or excluding anyone (tax delinquency excepted).

### **Nonprofit distribution discussion**

Kenai has developed its program for nonprofits as well. Eligible nonprofits do not have to be located within Kenai city limits, but they do have to show that they provide services within the City of Kenai. The top end of the distribution tier to Nonprofits is \$50,000, higher than the top business tier for the following reasons: Many fewer non-profits eligible under this program and non-profits in general rely on businesses donations to support operations. Businesses have less money to contribute to non-profits in this climate and CARES Act money distributed to businesses would not likely go to nonprofits through the business donations channel. Homer City Council can also use the distribution of CARES Act dollars to non-profits to encourage them to provide services to the community. For example, there could be an incentive (i.e. additional dollars awarded) if the nonprofit provides COVID-19 education materials/programs.

### **Internet Access**

Borough Administration may be proposing a wifi project to the Borough Assembly, either for this current wave of funding or the second wave to help improve poor internet connection is in many parts of the Borough now that residents are needing to telecommute more and may need to attend school online in the fall. While still in conceptual phase, the project may utilize towers currently operating in the borough (not installing towers)

and CARES Act funding would reimburse costs needed to provide wifi from that tower. We will follow this potential program to see if Homer towers may qualify.

The City of Soldotna boosted the internet signal at their library so that patrons could access internet from personal laptops/phones in their cars. The most recent emergency ordinance passed by Council for \$80,000 had \$20k earmarked for an online reservation system at the campgrounds. This project is no longer feasible, leaving funds available for a different use. In order to boost internet signal at Homer's library parking lot, the project is estimated at \$4,600. This could be a good expense to incur so that patrons can still access internet in case the Homer Public Library cannot offer in-person online reservations to use the library computers. Additionally, the borough will be encouraging the public to visit their local libraries to complete their KPB grant applications if they do not have internet access at home. This is a service the Homer Public Library is happy to assist the community with, something boosting internet signal would only enhance.



**From:** Angela Hinnegan <ahinnegan@sphosp.org>  
**Sent:** Monday, June 15, 2020 2:56 PM  
**To:** Rachel Friedlander <rfriedlander@ci.homer.ak.us>  
**Cc:** Rick Abboud <RAbboud@ci.homer.ak.us>; Elizabeth Walton <ewalton@ci.homer.ak.us>; Ryan Smith <RSmith@sphosp.org>  
**Subject:** RE: SPH and CARES/City of Homer

Good afternoon Rachel, thank you for reaching out to us to clarify our request. We are grateful for our partnership with the City of Homer and the Kenai Peninsula Borough and hope to continue that partnership beyond this emergency health event.

Since our letter to the City of Homer, our response efforts and funding requests continue to evolve. Although we know we have a financial shortfall, it has been difficult to pinpoint until we know how this virus will affect our local community and our hospital operations. What we know now is this:

- We received a final distribution from HHS. There will be no additional assistance from HHS to help cover our COVID response efforts.
- The Kenai Peninsula Borough has generously offered to allow us to apply for a grant of \$400,000 for our Category B expenses (PPE/Overtime/Alternate care site/Alternate testing site/testing supplies/Infection Control supplies) from their CARES Act Municipal Funds.
- Due to our new funding sources, the Hospital has \$523,000 in unfunded COVID-19 expenditures as of the date of this email. Due to a spike in COVID-19 activity on the peninsula, and significantly increased testing sites and volumes, this gap continues to grow.

We realize that the City council wishes to help as many businesses and individuals in the community as possible and we support that initiative as well. Please know that the Hospital comes to the City with no set dollar amount in mind but what the Council feels is appropriate. Here are some examples of expenditures for which we do not have a funding source:

- |  |           |
|--|-----------|
| • Long-term Care Unit COVID-19 consulting/planning/mitigation  | \$49,000  |
| • Payroll for Planning, Mitigation and Testing (unfunded portion only)   | \$393,000 |
| • Technology – Telehealth application for contactless appointments<br>(we requested a telehealth grant from the FCC, however it was not awarded) | \$51,000  |
| • Supplies – Other   | \$4,800   |
| • Ventilation Improvements (unfunded portion only)   | \$5,700   |
| • Alternate Care Site (unfunded portion only)  | \$19,000  |

As you can see, even \$100,000-\$200,000 could assist the hospital with a large portion of these costs. If the City would like to wait to assist the Hospital with funding from the second or third distribution, we are agreeable to that – although we could ask that the performance period for allowable expenditures be backdated to March 2020.

Again, thank you for your message and I welcome the opportunity to discuss this with you further. Please don't hesitate to reach out.

Kindest,

Angela

Angela Hinnegan, CPA  
Chief Financial Officer  
South Peninsula Hospital  
4300 Bartlett Street  
Homer, AK 99603  
907-235-0395 ph  
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# Municipal Arts & Culture Matching Grant Program

## A partnership between Municipal Governments and Rasmuson Foundation

**Program Description.** The *Municipal Arts and Culture Matching Grant Program* is a partnership between Rasmuson Foundation and Alaska municipalities in cooperation with the Alaska Municipal League. It is designed to fund arts and culture organizations whose local revenue sources are disrupted by the COVID-19 pandemic. Municipal allocations of Direct Municipal Relief (a category of CARES Act funds) to local arts and culture organizations are matched by Rasmuson Foundation.

**Program Need.** Government mandates in response to the COVID-19 pandemic have caused cancellation of performances, festivals and traditional fundraising activities that local arts and culture organizations depend on for revenue. Additionally, loss of personal income has resulted in less revenue from memberships and donations. Through allocation of CARES Act funds, municipal governments can help sustain arts and culture infrastructure.

**Eligibility.** The matching grant program is intended to support arts and cultural organizations whose revenue sources have been negatively impacted by the COVID-19 pandemic. Municipalities may set their own criteria for allocation of Direct Municipal Relief funds, however, to receive *Municipal Arts & Culture Matching funds*, beneficiaries should be able to demonstrate real and projected revenue decline due to COVID-19 mandates. It is the responsibility of the municipality to ensure compliance with US Treasury guidelines for use of CARES Act funds.

Additionally, beneficiaries must:

- have been a viable nonprofit entity within the municipality on March 1, 2020; and
- have a mission to advance, support, educate or celebrate arts and culture.

Examples of qualifying entities include arts and culture camps, arts councils, dance organizations, theatre and performing arts organizations; symphonies, choral groups and other music entities; language and literary arts organizations; museums and arts-focused festivals and workshops.

**Municipal Guidelines.** Rasmuson Foundation will match a municipality's allocation of CARES Act funds to arts and culture organizations. The match ratio is 1:1 up to \$20,000 to any entity and 1:2 for allocated municipal funds in excess of \$20,000 to that entity.

Example: Municipality allocates \$40,000 of Direct Municipal Relief funds to the local theatre organization. Rasmuson Foundation will match \$20,000 @ 1:1 and remaining \$20,000 @ 1:2 (\$20,000 + \$10,000 = \$30,000). The theatre organization will receive a \$70,000 *Municipal Arts and Culture Matching Grant* (\$40,000 municipal + \$30,000 Rasmuson Foundation).

Rasmuson Foundation limits the match to \$50,000 per municipality and \$250,000 statewide.

The municipal allocation of CARES Act funds may not replace or supplant historical or budgeted municipal support.

## Municipal Arts & Culture Matching Grant Program

A partnership between Municipal Governments and Rasmuson Foundation

**How to Apply.** A municipality may administer the *Municipal Arts and Culture Matching Grant Program* directly or delegate it to a local organization tasked with administering municipal CARES Act funds. After making its allocation determinations, an authorized representative of the municipality applies to Rasmuson Foundation using the designated form. Rasmuson Foundation distributes funds to the municipality. The municipality then distributes the total grant award (CARES Act funds + Rasmuson funds) to arts and culture organizations within their community.

**Use of Funds.** *Municipal Arts and Culture Matching Grant* funds may be used for any legitimate operating or program expense incurred by the organization from March 1 through December 15, 2020 in accordance with CARES Act funding guidelines. Entities that have received funds through another CARES Act program such as PPP or EIDL are eligible for funding through the Direct Municipal Relief providing the use of funds does not duplicate or supplant those other funds.

**Reporting.** The municipality may require benefitted entities to report the use or expenditure of *Municipal Arts & Culture Matching* funds in accordance with CARES Act funding guidelines. The municipality shall verify to Rasmuson Foundation distribution program funds to organizations within 30 days of receipt of Rasmuson funds.

**From:** Ravn Air Group <[no-reply@ravnairgroup.com](mailto:no-reply@ravnairgroup.com)>

**Sent:** Wednesday, June 17, 2020 11:30 AM

**Subject:** Ravn Air Group Approved To Receive \$31.6 million in CARES Act Payroll Support Program (PSP) Grants

## Ravn Air Group Approved To Receive \$31.6 million in CARES Act Payroll Support Program (PSP) Grants

June 17, 2020—Ravn Air Group announced today that it has been approved by the U.S. Treasury to receive \$31.6 million in airline support payroll grants under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Payroll Support Program (PSP) subject to Bankruptcy Court approval, which would be available to Treasury-approved bidders seeking to buy the entire Air Group in an upcoming Chapter 11 sale process.

“Today’s announcement about CARES Act payroll grants is fantastic news for our creditors, our employees, our customers, and the 115 communities we served before we had to ground our fleet due to the COVID-19 Pandemic and subsequent travel restrictions. We are grateful to Alaska’s congressional delegation, Senator Lisa Murkowski, Congressman Don Young and especially Senator Dan Sullivan, for their incredible support and tireless work ensuring Ravn and other air carriers in Alaska were able to receive CARES Act support during this global crisis.

“Given this news, and the fact that we now have a number of interested, enterprise-wide bidders who want to buy the entire Air Group and its three airlines, we remain optimistic that we will be able to maximize creditor recoveries, exit Chapter 11 protection, and ensure that Alaska’s largest and most vital regional airline can resume operations later this summer,” said Dave Pflieger, Ravn’s President & CEO.

According to a recent Alaska Public Media report, the regularly scheduled passenger and cargo service that Ravn previously provided has been missed by many rural communities, with only limited service now offered to many Alaska villages, and caused organizations like the Yukon Kuskokwim Health Corporation (YKHC), to pay \$1,000 or more to charter flights and transport sick and ailing patients.

Alaska’s essential seafood industry has been similarly affected. “The City of Sand Point has been devastated by the loss of Ravn Air Group carrier service to the chain. We have very limited options to come and go to Anchorage for Medical, Business, grocery shopping, and some leisure activities. It sure would be nice to see Ravn back servicing our community. The cost of leaving the community has become prohibitive, leaving our residents in quite a bind,” said Glen Gardner Jr., Mayor of the City of Sand Point.

As announced on June 5th by the Honorable Brendan L. Shannon in the United States Bankruptcy Court for the District of Delaware, Ravn Air Group has also been authorized to run a

sales process for all or substantially all of its three airlines and their assets in parallel with the consideration of the plan of liquidation that was initiated when the airline filed for Chapter 11 protection on April 5th. Judge Shannon established June 24, 2020 as the deadline to receive bids for all or substantially all of its three airlines and other assets.

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Visit [FlyRavn.com](https://www.flyravn.com)

## About Ravn Air Group

Before it filed for Chapter 11 protection on April 5, 2020, following a 90% drop in bookings and revenue due to the arrival of COVID-19 in Alaska, and a resultant state-mandated travel ban to slow the spread of the Pandemic, Ravn was Alaska's largest and most vital regional air carrier. The company and its three separate airlines were supported by over 1,300 employees, and it carried passenger, mail, freight, and charter customers to more than 115 destinations throughout Alaska.

Headquartered in Anchorage, Ravn Air Group operated a safe and highly reliable fleet of 72 aircraft on more than 400 flights per day, annually carrying over 750,000 passengers per year, from hubs and communities including Anchorage, Fairbanks, Galena, Barrow, Nome, Kotzebue, Unalakleet, Bethel, Aniak, St. Mary's, McGrath, Dillingham, and King Salmon. In late 2018, Ravn acquired Peninsula Airways and its five Saab 2000s as part of a sale process that ended PenAir's two-year financial bankruptcy and added this company to the Ravn Air Group portfolio. Later, in 2019, Ravn Air Group started Essential Air Service flying to St. Paul in the Pribilof Islands with its highly reliable 29 & 37 seat DHC-8 (Dash 8) aircraft.

Ravn Air Group's two Part 121 air carriers are FAA-approved Safety Management System ("SMS") airlines. In addition, in May 2018 and again in April 2020, RavnAir Alaska became one of a few regional airlines in the U.S. to pass the challenging International Air Transportation Association's (IATA) Safety and Operational Audit (IOSA), and in 2019 RavnAir Alaska became the first and only IOSA-approved Part 121 regional airline in the State of Alaska.



February 12, 2020

Bryan Hawkins  
Port Director and Harbormaster  
City of Homer  
4311 Freight Dock Road  
Homer, AK 99603

Subject: Homer Large Vessel Harbor Expansion Owner's Representative

Thank you for this opportunity to submit information on potential ways that HDR can support the City of Homer (City) on the Homer Large Vessel Harbor Expansion Project (Expansion Project). This project will provide a new port and harbor area that alleviates the current over-stretched moorage needs and anticipated future needs of the harbor that benefit the community.

It is our understanding that the City of Homer engaged the U.S. Army Corps of Engineers (USACE) in 2004 to perform a Feasibility Study of the Expansion Project. This study was temporarily put on hold in 2008 as factors at the time resulted in an unfavorable cost benefit ratio (CBR) that would not support future federal funding. Recently, the USACE developed a Planning Assistance to States (PAS) Section 22 report that re-evaluated the potential CBR based on current information which were found to be more favorable. The City now anticipates the USACE will resume their General Investigation Study for the Expansion Project.

The Expansion Project will have both federal components, those dealing with mission of the USACE - primarily safe navigation, and non-federal components such as moorage facilities (i.e., docks, floats) and upland facilities. Both the federal and non-federal components are reliant upon each other to meet the needs of the Expansion Project as well as the CBR. Thus, it will be critical that the City is successful in developing the non-federal components in parallel to working with the USACE in developing the new basin.

At this stage in the Expansion Project, the path to successfully executing the Port Expansion is uncertain. To help guide and support the City through the federal process and plan non-federal Expansion Project components, HDR would be pleased to assist the City as an Owner's Representative. We feel confident we can provide value to the City in providing guidance working with the USACE and planning and executing large capital improvement projects.

## **Strategic Phased Approach**

For such a large complex project and especially due to the uncertainty in funding and funding sources, federal coordination/timeline, competing priorities, and multiple stakeholders, we recommend a strategic approach to project execution. Specifically, we recommend breaking down the project into discrete phases that are separated by "stage gates." These stage gates are a go/no-go decision that require thoughtfulness at multiple times throughout the project as to whether to advance to the next phase or re-evaluate the project approach. This process focuses efforts into appropriate tasks so that funding is responsibly and efficiently spent. A recommended phased approach includes the following:

**Table 1. Recommended Strategic Phases for Project Execution**

<b>Front End Planning</b>	<b>Phase 1: Appraise Opportunities</b> Identify potential opportunities, define the program, solicit initial stakeholder input, and perform desktop analyses
	<b>Phase 2: Select Alternatives</b> Evaluate project alternatives, select preferred alternatives, define and manage risks
	<b>Phase 3: Define/Develop Alternatives</b> Develop preferred alternative, determine procurement strategies, establish business plan for capital improvements
<b>Execution</b>	<b>Phase 4: Engineering and Procurement</b> Execute final designs and procurement of construction
	<b>Phase 5: Construction</b> Construct federal and non-federal program components
	<b>Phase 6: Commissioning and Start-up</b> Begin use of new facilities
	<b>Phase 7: Operations</b> Operate and maintain new facilities

These phases would run concurrently with the four-phased approach used by the USACE:

- Phase 1 – General Investigation Study,
- Phase 2 – Pre-Construction Engineering and Design,
- Phase 3 – Construction, and
- Phase 4 – Operations & Maintenance and Monitoring

This is shown graphically in Figure 1. Work being performed concurrently by the City of Homer is intended to be done cooperatively with the USACE supporting their mission and considering the project as a whole, both federal and non-federal components. Any in-kind work to be adopted by the USACE should only be performed if previously agreed upon and documented in a Memorandum of Understanding. Additional information on the USACE phased approach to project execution including cost sharing requirements is provided as an attachment to this document.

The first three phases of the strategic approach (Appraise Opportunities, Select Alternatives, and Define/Develop Alternatives) would be performed during the USACE General Investigation Study. Often the USACE Phase 2, Pre-Construction Engineering and Design (PED) occurs concurrently with their General Investigation Study. The PED would overlap directly with Phase 3 and Phase 4 of the strategic approach (Define/Develop Alternatives and Engineering and Procurement) as these are essentially the same tasks.

# Homer Large Vessel Harbor Expansion Project Development and Execution Process

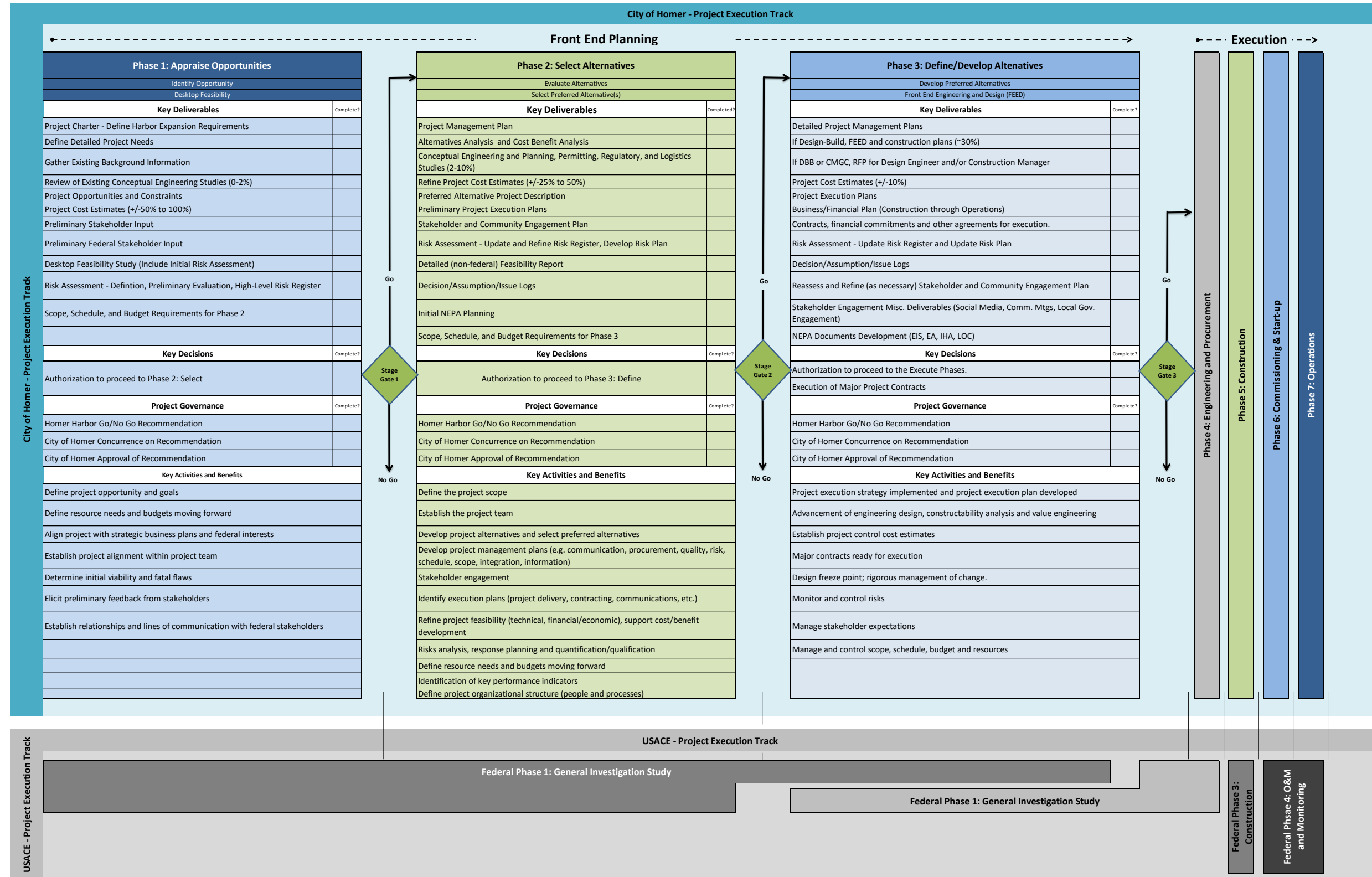


Figure 1 Strategic Phased Approach Stage Gate Concept





## Owner's Representative Tasks

The strategic phased approach outlined in Figure 1 provides the activities and tasks that need to be accomplished before moving to subsequent phases. These activities can be performed by the City, HDR, another supporting entity, or some combination of the above. At each phase, the project will become more defined, risks and risk mitigation will become clearer and as such it is recommended to develop scope, schedule, and budget for the each phase incrementally.

The following provides a potential scope for Phase 1.

### Phase 1: Appraise the Opportunity

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 2 – Preliminary Stakeholder Outreach: HDR will work with Homer Port and Harbor staff to identify project stakeholders. HDR will then endeavor to meet with project stakeholders identified and solicit feedback on the project. Desired feedback includes but is not limited to goals of the project, anticipated outcome(s), concerns, anticipated challenges, impacts of the project to the stakeholders' business, and ideas for improving the CBR of the project. HDR will help to manage stakeholder expectations, communication, and provide meaningful insight for the future steps in the process.

Task 3 – USACE Coordination: HDR will attend the General Investigation kick-off meeting with the City of Homer assumed to be facilitated by USACE. Following the kick-off meeting, HDR will participate in status meetings between the USACE and the City of Homer (assumed to occur once per month). HDR will prepare Port Expansion materials to communicate and document the progress made by the City.

Task 4 – 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. Preliminary Stakeholder Input
- d. Initial Risk and Fatal Flaws Assessment
- e. Conceptual Cost Estimates



HDR intends to incorporate any work already completed and avoid duplication.

Task 5 – 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 the next phase of the project, “Phase 2: Select Alternatives.”

### Owner’s Representative Level of Effort

In many large programs, the Owner’s Representative has a significant level of effort to include dedicated full-time staff, an onsite project office, and separate document control systems. This level of effort is more conducive for projects that have full or partial funding already established. With this project requiring a significant amount of federal dollars, which are not guaranteed and with an unknown timeline, this level of effort is not recommended. Instead, a lighter level of effort is suggested allowing for periods of non-activity which often occur with the USACE. The following provides two potential owner’s representative structures.

#### Structure 1 - City of Homer Program Manager

In this structure, the City of Homer, through a designated representative or representative(s), takes on the lead program manager role. This individual would lead the program through the stage gate process identified above with HDR staff ready to support on an as-needed basis. This would be a reactionary role for HDR in which we have pre-identified staff with varying expertise to support the program manager on various tasks. This structure allows the City of Homer to have access to the wide variety of expertise provided by HDR and can mobilize and tailor efforts as needed. The organization chart below provides an outline of how this approach might look. HDR can provide details of staff listed upon request.

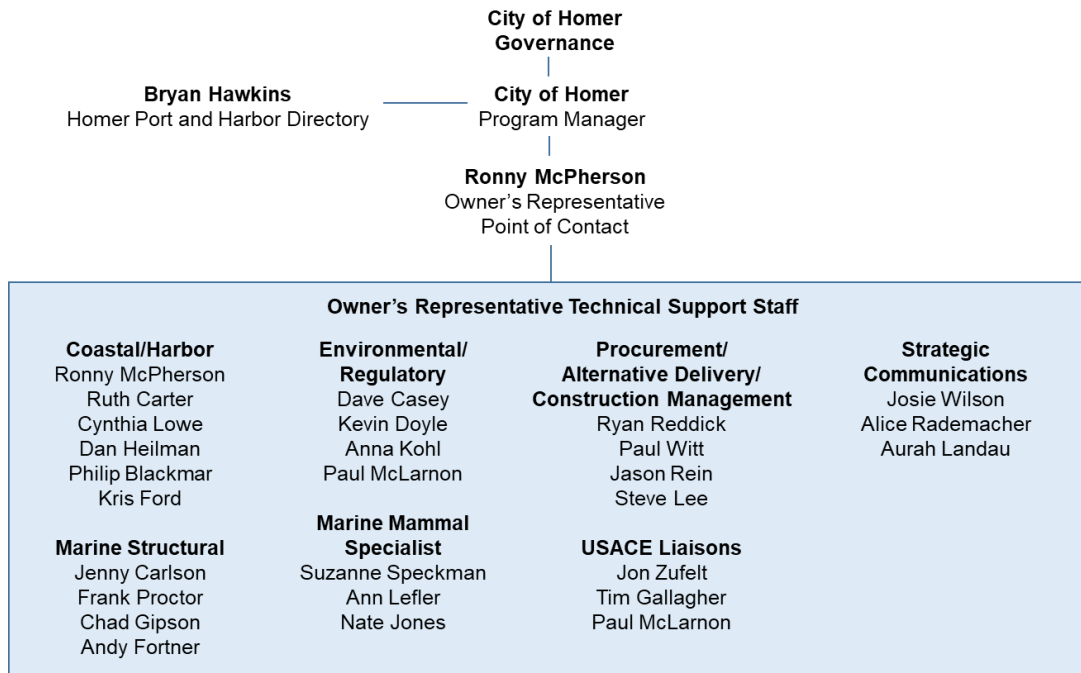


Figure 2. Organizational Chart for City of Homer Program Manager Approach



## Structure 2 – HDR Program Manager

In this structure, HDR would have an assigned Program Manager to lead the City of Homer through the stage gate process identified above. The City of Homer would still be the key decision maker. The HDR Program Manager would manage the various technical resources, coordinate meetings, and guide City of Homer decision makers at key steps with recommendations moving forward. This structure allows the City of Homer to work with HDR through the development of the program relying more heavily on HDRs management and coordination while still having ultimate control on key decisions. The organization chart below provides an outline of how this approach might look. HDR can provide details of staff listed upon request.

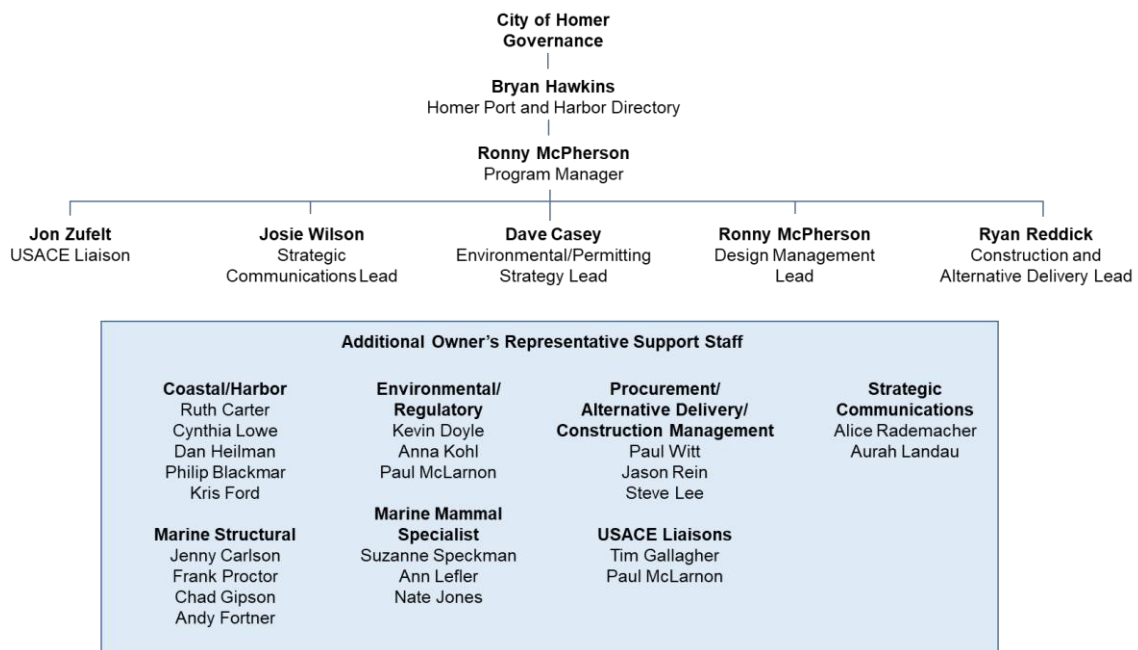


Figure 3. Organizational Chart for HDR Program Manager Approach

## Owner's Representative Costs

Table 2 provides ranges of cost for the two approaches for Owner's Representative for Phase 1, Appraise Opportunities.

Table 2. Cost Ranges for Phase 1: Appraise Opportunities

	Phase 1: Appraise Opportunities
<b>City of Homer Program Manager Approach</b>	\$0 to \$200,000
<b>HDR Program Manager Approach</b>	\$150,000 to \$300,000

The structure of the City of Homer Program Manager approach is essentially an as-needed contract. As such, the City can opt to not utilize HDR which would incur no costs or request HDR's attendance at meetings and/or assign various tasks to support the advancement of the



program. With the large range of potential level of effort desired, we highly recommend the structure of this contract be time and materials to allow the City to pay for only the services requested.

The HDR Program Manager approach assumes a duration of approximately 6 months and can still vary in cost depending on the desired level of effort. The high end value assumes a significant stakeholder outreach (both federal and non-federal) and more in-depth feasibility study while the low end represents a smaller initial stakeholder outreach and a feasibility study relying heavily on pre-existing data. We recommend this contract be setup with a mixture of fixed fee and time materials tasks or have all tasks as time and materials.

## Summary

HDR would be pleased to provide Owner's Representative services to the City of Homer to support the Homer Large Vessel Harbor Expansion Project. We recognize that the City needs to approach this project as strategically as possible especially regarding the uncertainty in federal funding and timeline. A phased stage gate approach is provided as a potential outline for approaching planning and executing of the overall program concurrently with the USACE process. We propose to provide services to execute this plan in either an as-needed capacity or in more direct management role depending on the City's desired role.

If there is interest in either of these approaches, we would like to discuss the City's vision of HDR's role in supporting the Expansion project and developing a detailed proposal for owner's representative services.

Thank you again for this opportunity to work with the City of Homer.

Sincerely,

Ronny McPherson  
HDR Coastal and Maritime Program Lead

### Attachments:

- Information on USACE Civil Works Process for Capital Improvement Projects Memorandum



# Memo

Date: Wednesday, December 11, 2019

To: Katie Koester and Bryan Hawkins (City of Homer)

From: Ronny McPherson (HDR)

Subject: Information on USACE Civil Works Process for Capital Improvement Projects

The U.S. Army Corps of Engineers (USACE) Civil Works projects include water resource development activities such as flood risk management, navigation, recreation, and infrastructure and environmental stewardship.

There are four phases in the development and execution of a Civil Works project. These include:

1. Planning/Feasibility
2. Preconstruction, Engineering and Design Phase (including development of plans and specs)
3. Construction
4. Operation and Maintenance (O&M)

## **Phase 1: Planning/Feasibility** (Cost sharing for this phase is 50% federal/50% local.)

- **Planning: Identify the Problem**

A local community and/or local government, or a non-profit organization, experiences water and related land resource problems, such as flooding, shore erosion, ecosystem restoration, or navigation restrictions. These problems are beyond the local community's/government's or organization's capabilities to alleviate or solve due to jurisdictional boundaries, financial resources, technical expertise, or other issues.

Local officials engage the USACE to find the appropriate federal program for their project.

- **Feasibility**

This stage includes a feasibility cost-sharing agreement, Feasibility Study, and Feasibility Report.

The first phase of work is a Feasibility Study, which determines if the preliminary project benefits will exceed projected project costs.

A project manager (PM) is appointed at the beginning of this phase to coordinate the project through planning, design, and construction. The PM serves as the point of contact with the local sponsor and other concerned parties.

During the Feasibility Phase, the local sponsor must execute a feasibility cost-sharing agreement (FCSA), in which they agree to share 50% of the total cost of all feasibility work,



including the Feasibility Report. Once the FCSA is signed, federal funds will be allocated, and the Feasibility Study is conducted.

After the study is complete, a Feasibility Report is prepared; it develops prospective project alternatives and conducts a detailed analysis of all relevant physical, biological, and socioeconomic impacts attributable to the alternatives. During this phase, any project-related environmental impacts must be assessed and, depending on their significance, preparation of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be required. Most projects require an EIS.

A Real Estate Report is also prepared during this phase to determine what real property might be required to complete the project. It describes what facilities and/or private properties might need to be relocated, and includes a schedule and baseline cost estimate.

The draft Feasibility Study and draft environmental document (EIS or EA) are submitted for public review; all public comments are addressed in the final Feasibility Study. The Final Project Feasibility Report and Environmental Impact Statement (if required) are submitted to USACE in Washington, DC. The EIS is filed with the Environmental Protection Agency and made public. The Feasibility Report is endorsed in a summary document called the Chief's Report. Both documents are sent to relevant federal agencies for comment. After comments are addressed, the Chief's Report goes to Congress through the Assistant Secretary of the Army (Civil Works) and the Office of Management and Budget, both of which can comment on the report.

Congress then can issue a Project Authorization within the next Water Resources Development Act.

**Phase 2: Pre-Construction Engineering and Design** (Cost sharing for this phase is 75% federal/25% local.)

The purpose of the Pre-Construction Engineering and Design (PED) phase is to complete any additional planning studies and all of the detailed, technical studies and design needed to begin construction of the project. This phase usually overlaps with the end of the Feasibility Phase, and begins after a Design Agreement is signed; technical studies and design can begin while the Feasibility Report is being reviewed. This phase ends with the completion of the first set of detailed construction drawings and Plans & Specifications, or when Construction General funds are appropriated by Congress.

During the PED phase, the Design Documentation Report, if required, and the Plans & Specifications are prepared. The Project Cooperation Agreement (PCA) is prepared and negotiated, but is not signed until the Project Authorization is issued. The PCA is a key project document because it sets forth responsibilities and commitments regarding what will be built, cost sharing, real estate acquisitions and relocations, and other factors.

If changes to the project occur after Project Authorization, they may require additional analysis and re-evaluation.



**Phase 3: Construction** (Cost sharing for this phase is typically 65% federal/35% local.)

As a note, under the Section 107 Small Navigation Projects (less than \$10M), breakwaters, entrance channels, maneuvering areas less than 20 feet deep the cost sharing is 90% federal/10% local. For these same features for depths between 20 feet and 45 feet the cost sharing may be 75% federal/25% local.

Phase 3 begins after Construction General funds are appropriated and the PCA is negotiated and signed by the project sponsor and the Assistant Secretary of the Army for Civil Works. Once funds are available, the PCA is signed, real estate is acquired, and a Construction Contract is advertised and awarded, construction begins. If any additional design work is needed during Phase 3, it is called Engineering and Design (E&D), rather than PED.

Construction may take up to years for completion, depending on the extent of the project. During this phase, a Project Operation and Maintenance Manual is prepared, which contains instructions for the sponsor to follow after construction is completed.

Construction is considered to be complete when the project has been inspected and accepted from the contractor, and it is turned over to the sponsor for operation and maintenance.

**Phase 4: Operation and Maintenance Monitoring** (Typically O&M and Monitoring are locally funded. Navigation projects such as dredging are 100% federally funded.)

Unlike most USACE projects, Civil Works navigation projects such as this one are usually maintained by the USACE.

During Phase 4, the project is generally turned over to the sponsor for ongoing operation and maintenance, which includes repair, rehabilitation, and replacement, as required. All activities needed to make the project work are conducted; these include day-to-day work (e.g., trash removal) as well as long-term activities (e.g., dock repair, pump replacement, or even complete rehabilitation or replacement of the entire project). Final certification of all real estate necessary for operation and maintenance also takes place during this phase.



**Project Development Phases**

	<b>Feasibility</b>	<b>Preconstruction Engineering &amp; Design</b>	<b>Construction</b>	<b>Operation and Maintenance</b>
<i>Duration</i>	2-3 years	Approx. 2 years	Varies by project	As long as project remains authorized
<i>Activities</i>	Feasibility Study	<ul style="list-style-type: none"> <li>• Project authorization <sup>a</sup></li> <li>• Design documentation <sup>b</sup></li> <li>• Plans &amp; specs for first construction contract</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering &amp; design <sup>b</sup></li> <li>• Plans &amp; specs <sup>b</sup></li> <li>• Construction</li> <li>• Real estate acquisitions/relocations</li> </ul>	<ul style="list-style-type: none"> <li>• Operation</li> <li>• Maintenance</li> <li>• Repair</li> <li>• Replacement</li> <li>• Rehabilitation</li> </ul>
<i>Funding</i>	50% federal 50% local	75% federal 25% local	65% federal 35% local	100% local -Or- 100% federal <i>Navigation features</i>
<i>Agreements and Contracts</i>	Feasibility Cost Sharing Agreement	<ul style="list-style-type: none"> <li>• Draft Project Cooperation Agreement</li> <li>• Design Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Final Project Cooperation Agreement</li> <li>• Construction Contract</li> </ul>	
<i>Documents and Reports</i>	<ul style="list-style-type: none"> <li>• Chief's Report</li> <li>• Feasibility Report</li> <li>• EA or EIS</li> <li>• Project Management Plan</li> <li>• Real Estate Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Design Documentation Report <sup>b</sup></li> <li>• Real Estate Plan (update)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Operation and Maintenance Manual</li> </ul>	

<sup>a</sup> Project authorization occurs during this phase.

<sup>b</sup> If needed.



**City of Homer  
General Fund  
Reconciliation  
Thru 3/31/20**

**Fund 100 - General Fund  
Reconciliation**

Updated 6/16/20

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>3/31/2020 Actual</b>
<b>Beginning Balance</b>	<b>7,207,029</b>	<b>7,155,081</b>	<b>8,850,722</b>
<b>Revenue</b>			
Property Taxes	3,493,713	3,664,820	73,469
Sales and Use Taxes	6,412,983	5,949,524	1,059,824
Permits and Licenses	46,814	41,152	6,731
Intergovernmental	941,257	622,184	110,017
Charges for Services	1,971,793	2,198,067	1,657,334
Investment Income	64,372	188,592	69,023
Fines and Forfeitures	15,980	28,798	1,705
<b>Total Revenues</b>	<b>12,946,912</b>	<b>12,693,136</b>	<b>2,978,103</b>
<b>Expenditures</b>			
Current:			
General Government	3,013,262	3,038,205	609,254
Public Safety	4,148,352	4,182,027	1,055,010
Public Works	2,425,687	2,494,337	519,489
Library	852,197	853,759	193,955
Airport	189,505	193,324	73,063
Community Services	94,000	94,000	-
<b>Total Expenditures</b>	<b>10,723,003</b>	<b>10,855,652</b>	<b>2,450,771</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>2,223,909</b>	<b>1,837,484</b>	<b>527,332</b>
<b>Other Financing Sources (Uses)</b>			
Transfers In	14,576	721,093	746,494
Transfers Out	(2,290,433)	(922,329)	(499,211)
<b>Net Change in Fund Balance</b>	<b>(51,948)</b>	<b>1,636,248</b>	<b>774,615</b>
<b>Ending Balance</b>	<b>7,155,081</b>	<b>8,791,329</b>	<b>9,625,336</b>

**City of Homer**  
**HAWSP Reconciliation**  
**Thru 3/31/20**

**Fund 205 - HAWSP**  
**Reconciliation**  
Updated 6/16/20

	2018 Actual	2019 Actual	3/31/2020 Actual
<b>Beginning Balance</b>	<b>(3,356,086)</b>	<b>(2,748,991)</b>	<b>2,281,802</b>
<b>Revenue</b>			
Sales Tax	1,244,495	1,462,014	260,367
Reimbursements	-	-	-
Assessment Revenue	485,043	607,034	-
Interest Income	-	-	-
Penalties/Interest	-	-	-
Assessment Interest	58,557	46,309	-
Other Grants	-	-	-
Other Revenue	-	100,011	-
Transfer In	-	4,063,561	-
Operating Transfer	-	-	-
<b>Total Revenue</b>	<b>1,788,095</b>	<b>6,278,929</b>	<b>260,367</b>
<b>Expenditures</b>			
Professional Services	-	-	-
Engr/Arch/Design	-	-	-
GF Admin Fees	137,309	143,856	148,287
Construction	-	-	-
Debt Payment - Principal	892,157	881,066	67,413
Debt Payment - Interest	151,533	148,700	16,241
Deferred Loss Expense	-	-	-
Bond Issue Fees	-	-	-
Transfers to	-	74,514	-
Proceeds from LT Debt	-	-	-
De-obligation Revenues	-	-	-
<b>Total Expenditures</b>	<b>1,180,999</b>	<b>1,248,136</b>	<b>231,941</b>
<b>Change in Net Assets</b>	<b>607,095</b>	<b>5,030,793</b>	<b>28,426</b>
<b>Ending Balance</b>	<b>(2,748,991)</b>	<b>2,281,802</b>	<b>2,310,227</b>

**"Transfer In" Detail**

Project Closeout (Ord 19-57(S-2))			
215-0834: Kachemak Dr Water Main Phase III		158	
215-0836: Old Cast Iron Water Main Rep De		5,693	
215-0835: Water System Distr/Storage		21,078	
215-0859: East End W/S Expansion		507,994	
215-0865: Design Water Plant		427,557	
Reclass FB - W/S Operations to HAWSP (Ord 19-58)		3,101,082	
<b>Total Transfer In</b>	<b>-</b>	<b>4,063,561</b>	

**"Transfer To" Detail**

Project Closeout (Ord 19-57(S-2))			
215-0815: Bartlett/Hohe Reconstruction		53,786	
215-0829: East End Road PVC Pipe Replacement		15,276	
215-0837: Shellfish Ave/South Slope Water Main		5,200	
Reclass Unreimbursed Expenditure		252	
<b>Total Transfer To</b>	<b>-</b>	<b>74,514</b>	

**City of Homer**  
**HART - Roads Reconciliation**  
**Thru 3/31/20**

**Fund 160 - HART - Roads**  
 Reconciliation

<b>Department</b>	<b>Dept #</b>	<b>2018</b>	<b>2019</b>	<b>3/31/2020</b>
General - Sales Tax Income	375	-	1,315,812.59	234,329.92
General - Interest Income	375	64,323.38	180,136.62	45,594.80
General - G/F Fees	375		(115,084.93)	(118,629.41)
Other Transfer	375		(799,222.70)	
Misc Expenses	375			
Sub Total (375)		64,323.38	581,641.58	161,295.31
Waddell Way	766		23,197.48	
Soundview/woodard creek	771			
Crittenden/Webber	774			
Greatland	775	(640,714.04)	(4,698.61)	
Hornaday Improvements	778		(15,427.77)	
Eric Lane	790		(839,406.48)	
Heath Street Storm	930		(65,000.00)	
Net Assets		(576,390.66)	(319,693.80)	161,295.31
Beginning Fund Balance		6,616,062.61	6,039,671.95	5,719,978.15
Adj to Fund Balance	<a href="#">Transfer from</a>			
<b>Ending Fund Balance</b>		<b>6,039,671.95</b>	<b>5,719,978.15</b>	<b>5,881,273.46</b>

**City of Homer  
HART - Trails Reconciliation  
Thru 3/31/20**

**Fund 165 - HART Trails  
Reconciliation**

<b>Department</b>	<b>Dept #</b>	<b>2018</b>	<b>2019</b>	<b>3/31/2020</b>
General - Sales Tax Income	375 4201		146,201.40	26,036.64
General - Interest Income	375 4801	5,903.79	17,859.31	4,958.50
General - Plans & Specs	375 4610			
General - Professional Svcs	375 5210		(5,102.30)	
General - G/F Fees	375 5241		(28,771.23)	(29,657.35)
Other Transfer	375	(1,560.00)	(38,004.63)	
Misc Expenses	375			
Net Assets		4,343.79	92,182.55	1,337.79
Beginning Fund Balance		564,008.23	568,352.02	660,534.57
<b>Ending Fund Balance</b>		<b>568,352.02</b>	<b>660,534.57</b>	<b>661,872.36</b>



# City of Homer

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

Finance Department

491 East Pioneer Avenue  
Homer, Alaska 99603

[finance@cityofhomer-ak.gov](mailto:finance@cityofhomer-ak.gov)

(p) 907-235-8121

(f) 907-235-3140

## Memorandum

TO: Mayor Castner and Homer City Council  
THROUGH: Rick Abboud, Acting City Manager  
FROM: Elizabeth Walton, Finance Director  
DATE: June 17, 2020  
SUBJECT: Fund Balance Update

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This memo will provide additional information in relation to the fund balance presentation for the following City funds: General Fund, Water/Sewer Fund, HART-Roads, HART-Trails, HAWSP, and Police Station Debt Service Fund.

### Modeling Criteria:

Data was extracted directly out of our accounting software. The data was verified to match the issued 2018 audited financial statements. The formulas used to generate the 2018 data was extended to fiscal year 2019 and the first quarter of 2020.

Therefore, it is important to note that this information is preliminary in nature and that there is a possibility that the data will be modified during the 2019 audit process. Finance will keep documentation that explains the variances in data presented here and the final statements issued later this year.

### Update from June 8<sup>th</sup> Worksession:

A formula error was identified in the allocation of sales tax amongst city funds for FY19 to present. The sales tax rate was increased in 2019 (voter approved increase to fund the bond payment and ongoing maintenance for the police station). This increase was not correctly incorporated into our allocation formula and, therefore, sales tax was distributed lower to the police station debt service fund and higher to the General Fund, HAWSP and HART funds.

The necessary corrections have been made and the formula has been updated going forward. Here is the updated breakdown of total sales tax received in 2019 (unaudited) for each fund:

- General Fund: \$5,949,524; HAWSP: \$1,462,014; HART-Roads: \$1,315,813; HART-Trails: \$146,201; Police Station Debt Service Fund: \$584,806

Updated FB reports for these funds are accompanying this memo, and an updated 4Q report for the General Fund will be provided in the supplemental packet.

City of Homer  
2020/21 Budget Modeling

FUND 100 GENERAL FUND COMBINED STATEMENT	Projected			Projected		
	Adopted	Lower Bound	Upper Bound	Adopted	Lower Bound	Upper Bound
	12/31/20 Budget	12/31/20 Budget	12/31/20 Budget	12/31/21 Budget	12/31/21 Budget	12/31/21 Budget
<b>REVENUE:</b>						
Property Taxes	3,475,775	3,128,197	2,780,620	3,535,212	3,181,690	2,828,169
Sales & Use Taxes	5,508,638	4,682,342	3,305,183	5,616,808	4,774,287	3,370,085
Permits & Licenses	41,526	41,526	41,526	45,342	45,342	45,342
Fines & Forfeitures	20,762	20,762	20,762	22,643	22,643	22,643
Use of Money & Property	43,662	43,662	43,662	74,720	74,720	74,720
Revenues from Other Agencies	562,800	562,800	562,800	562,800	562,800	562,800
<i>PERS and Shared Revenue</i>	-	-	-	-	-	-
Charges for Services	594,610	594,610	594,610	580,537	580,537	580,537
Other Revenue	-	-	-	-	-	-
Airport	163,455	76,168	76,168	191,240	74,858	74,858
<b>Total General Fund Revenue</b>	<b>10,411,226</b>	<b>9,150,066</b>	<b>7,425,330</b>	<b>10,629,301</b>	<b>9,316,877</b>	<b>7,559,154</b>
<b>Total Transfer from other Funds</b>	<b>2,048,282</b>	<b>2,048,282</b>	<b>2,048,282</b>	<b>2,245,049</b>	<b>2,245,049</b>	<b>2,245,049</b>
<b>Total Revenues &amp; Transfers (W/O PERS Relief)</b>	<b>12,459,508</b>	<b>11,198,348</b>	<b>9,473,611</b>	<b>12,874,350</b>	<b>11,561,926</b>	<b>9,804,202</b>
<b>EXPENDITURES:</b>						
Personnel (W/O PERS Relief)	8,217,958	8,217,958	8,217,958	8,647,865	8,647,865	8,647,865
Operations & Maintenance	3,636,760	3,636,760	3,636,760	3,642,028	3,642,028	3,642,028
Debt Service	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>11,854,719</b>	<b>11,854,719</b>	<b>11,854,719</b>	<b>12,289,893</b>	<b>12,289,893</b>	<b>12,289,893</b>
<b>Operating Surplus/Deficit before Transfers</b>	<b>604,789</b>	<b>(656,371)</b>	<b>(2,381,107)</b>	<b>584,457</b>	<b>(727,968)</b>	<b>(2,485,691)</b>
<b>Operating Transfers To:</b>						
<b>CARMA Funding:</b>						
Police Fleet Reserve				23,456	23,456	23,456
PW Fleet Reserve	196,500	196,500	196,500	94,500	94,500	94,500
Fire Fleet Reserve				110,000	110,000	110,000
Parks & Recreation Reserve				27,857	27,857	27,857
Fire Reserve	87,257	87,257	87,257	40,000	40,000	40,000
Airport Reserve	83,397	83,397	83,397			
<b>Total CARMA Funding:</b>	<b>367,154</b>	<b>367,154</b>	<b>367,154</b>	<b>295,813</b>	<b>295,813</b>	<b>295,813</b>
<b>Mandatory:</b>						
Seawall Maintenance Reserve	10,000	10,000	10,000	10,000	10,000	10,000
Other Transfers - Balancing Health Insurance	574	574	574	2,018	2,018	2,018
Transfer to Water Hydrants	99,629	99,629	99,629	108,433	108,433	108,433
Revolving Energy Fund Repayment	22,788	22,788	22,788	21,718	21,718	21,718
Leave Cash Out Bank	104,643	104,643	104,643	146,474	146,474	146,474
<b>Total Mandatory:</b>	<b>237,635</b>	<b>237,635</b>	<b>237,635</b>	<b>288,644</b>	<b>288,644</b>	<b>288,644</b>
<b>Total Operating Transfers:</b>	<b>604,789</b>	<b>604,789</b>	<b>604,789</b>	<b>584,457</b>	<b>584,457</b>	<b>584,457</b>
<b>Total Expenditures &amp; Operating Transfers</b>	<b>12,459,508</b>	<b>12,459,508</b>	<b>12,459,508</b>	<b>12,874,350</b>	<b>12,874,350</b>	<b>12,874,350</b>
<b>Total Deficit</b>	<b>0</b>	<b>(1,261,159)</b>	<b>(2,985,896)</b>	<b>0</b>	<b>(1,312,424)</b>	<b>(3,070,147)</b>

Lower Bound Model Parameters:

- Property Tax reduced by 10%
- Sales Tax reduced by 15%

Upper Bound Model Parameters:

- Property Tax reduced by 20%
- Sales Tax reduced by 40%

Airport revenues were reduced in FY20/21 by the amount of potential lost lease revenue by RAVN's departure.

**City of Homer  
Police Station Debt Service Fund  
Reconciliation  
Thru 3/31/20**

**Fund 154 - Police Station DSF  
Reconciliation**

Updated 6/15/20

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>3/31/2020 Actual</b>
<b>Beginning Balance</b>	-	-	<b>536,988</b>
<b>Revenue</b>			
Sales Tax	-	584,806	104,147
Interest Income	-	54,113	14,718
<b>Total Revenue</b>	-	<b>638,918</b>	<b>118,865</b>
<b>Expenditures</b>			
Debt Payment - Principal	-	-	-
Debt Payment - Interest	-	101,931	-
<b>Total Expenditures</b>	-	<b>101,931</b>	-
<b>Change in Net Assets</b>	-	<b>536,988</b>	<b>118,865</b>
<b>Ending Balance</b>	-	<b>536,988</b>	<b>655,853</b>

**From:** Rick Abboud <RAbboud@ci.homer.ak.us>  
**Sent:** Wednesday, June 10, 2020 4:03 PM  
**To:** kachemak@xyz.net  
**Cc:** Rachel Friedlander <rfriedlander@ci.homer.ak.us>  
**Subject:** RE: Questions about the possibility of city water for the Kachemak Community Center

Erica,

Greetings, I'm Rick Abboud the Acting City Manager as of yesterday. At this time we do not have a clear path in code for your request and we do not have any estimates on costs. I do recall several proposals that were considered to make provisions for expanding a water distribution system into Kachemak City and none of them came to fruition. Any path to this provision is likely to lead to considerable debate and may just end up back to the position that was offered and not acted upon.

Yours Truly,

Rick

.....

**From:** Kachemak City <[kachemak@xyz.net](mailto:kachemak@xyz.net)>  
**Sent:** Thursday, June 4, 2020 1:33 PM  
**To:** Mayor Email <[Mayor\\_Email@ci.homer.ak.us](mailto:Mayor_Email@ci.homer.ak.us)>; Department City Manager <[City\\_Manager@ci.homer.ak.us](mailto:City_Manager@ci.homer.ak.us)>  
**Subject:** Questions about the possibility of city water for the Kachemak Community Center

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mayor Castner and City Manager Yoder,  
I'm writing to request information about the possibility of city water for the Kachemak Community Center. As you know, this building houses the clerk's office and the fire truck; it is used for council meetings and elections. It is also used for community gatherings (including the Kachemak Bay Quilters, Farmers Market meetings, Homer Soil and Water District Meetings, Black Friday Holiday Fair, Idea Homeschool meetings, and two church groups). The building has a roof-water catchment system that provides water for sinks and toilets, but it's not potable. Recently, Mayor Overway discovered a hole in the water tank and has temporarily patched it. Hence, the Kachemak City Council has been discussing options regarding water, and asked me to contact you with a couple questions. What is the process for applying for city water for this building? If allowed to hook up to city water, what would the cost be?  
Thank you very much,  
Erica Fitzpatrick  
Kachemak City Clerk





## 3 WAYS TO BE COUNTED ON THE PENINSULA

- 1 Online at [2020census.gov](https://2020census.gov)
- 2 Call 1-844-330-2020
- 3 Fill out the form sent to you

*Please do it today!*



“**Kenai Peninsula, we need you to be counted.  
Please complete the 2020 Census today!”**

— **TIM DILLON**, *Volunteer Chair*  
*Complete Count Committee*  
907-283-3335

**2020census.gov**

**Council Initiated/Involved Projects**

**Updated 6/18/20**

Date Initiated	Project	Primary Impacted Departments/Divisions	Status	Category	% Complete	Next Steps/Notes	Sponsor/Champion
Feb 2017 (Reso 16-128 SA)	New Police Station	HPD, Public Works, IT	Generator disconnected from service at old police station on 6/18. Staff can provide tour of building before or after August 1 depending on Councilmembers' availability. See status update provided in June 8 Manager's Report.	Large	96	Estimated move in date is by August 1, 2020.	Mayor/Council
March 2019 (Reso 19-018)	Green Infrastructure Study	Administration, Public Works	There are four 4x6 interpretive signs that explain green infrastructure to be installed at police station (will be installed next week), Library, and City Hall. Budget for this project closes at the end of this month.	Medium	95	Final report to be completed week of June 22nd. Staff figuring out how to handle public education component under protocols of COVID-19.	Lord
Feb 2011 (Ord 11-02 SA)	Energy Conservation at City Buildings (lighting)	Public Works	The light conversion project is complete except for 7 interior lights at the harbormaster office. That could be complete in a week, except for all the interruptions and extra challenges due to the COVID issues.	Medium	90	Installation will be completed once additional PW staff come online in fall/winter if not sooner.	Stroozas
Nov 2019 (Ord 19-49 SA)	Medical Zoning District	Planning	Held a public hearing last night, results will be provided most likely in next Planning Commission report.	Medium	85	Planning Commission to make recommendation to Council.	Smith
Oct 2019 (Reso 19-073 S)	Right of Way Clearing Policy	Administration, Public Works	Ord 20-26 introduced, awaiting decision at June 22 meeting. Ord creates an Annual Road Maintenance Plan.	Medium	85	Awaiting Council decision.	Lord/Aderhold
May 2019 (Ord 19-17)	Ice Plant Feasibility Study	Port and Harbor	Received engineer/consultant recommendations but project put on hold. Will be addressed at P&HAC meeting in July.	Small	75	Staff currently are implementing no cost solutions to increase efficiency using feedback from the report. Main goal will be to insitute the low cost items that promise returns/savings first and set the bigger items on a longer timeline (after pandemic). Staff most likely wont implement larger recommendations until 2021 unless time and funds allow.	Stroozas
Reso 20-012 (A), Memo 20-015	Reopening HAWSP	Administration, Finance	Council discussed PC recommendations and fiscal health of fund on March 9, 2020.	Medium	65	Revise/update HAWSP Policy Manual.	Castner/Lord
Dec 2019 (Ord. 19-54 S2 A2)	Wayfinding Plan/Committee	Administration	Project on hold. Staff developing RFP for internal review.	Medium	60	Assess staff capacity to usher project through posting, selection of contractor and development of plan which requires staff availability and public engagement.	Venuti/Smith
Sept 2019 (Ord 19-38 A S)	HERC Demolition	Public Works	City Engineer to provide estimates to Council at June 22 meeting.	Medium	35		Mayor/Council
Sept 2019 (Memo 19-153)	Traffic Calming Policy	Administration, HPD, Public Works	Project on hold.	Medium	35	Research collated. Admin staff currently working on draft policy in preparation for PW, HPD review.	Lord
Aug 2019 (Ord 19-35 S)	Fund Balance Policy, City-wide	Administration, Finance	Needs Council direction.	Medium	25		Mayor

**Council Initiated/Involved Projects**

**Updated 6/18/20**

Date Initiated	Project	Primary Impacted Departments/Divisions	Status	Category	% Complete	Next Steps/Notes	Sponsor/Champion
Memo 20-015	Climate Action Plan Progress Report	Administration, Public Works	City has been accepted for membership to ICLEI. Awaiting invitation to use software to input energy data.	Medium	20	Input City energy data. Draft analysis of CO2 usage at City buildings.	Aderhold
Jan 2018 (Ord 18-03)	Large Vessel Harbor General Investigation Study	Administration, Port and Harbor (and ADOT, Army Corps, KP/EDA)	Further detail provided in June 8 Manager's Report.	Large	5	Confirm with KP/EDA funding application status. Develop MOU to reinstate relationship with SOA on project. Work with Council on hiring of lobbyist.	Lord/Smith
Dec 2019 (Ord 19-51 A)	Spit ADA Parking Improvements	Port and Harbor, Public Works	Project could be set in motion within a couple of weeks - asphalt factory is up and running so there is adequate supply. CIP information concerning this project will be presented to Council at June 22 meeting.	Medium	0	Funded through ADA CARMA budget amendment.	Aderhold
Dec 2019 (Ord 19-51 A)	Spit Parking Study	Port and Harbor, Public Works	Project on hold until 2021 as detailed in May 11, 2020 City Manager's Report	Medium	0	Reevaluate Jan. 2021.	Lord

*Please note:*

*\*It is of great benefit for Admin Initiated projects to have the sponsorship of a Councilmember(s).*

*\*Color-coding indicates how close to completion a capital project is; Red (0-24%), Yellow (25-74%), Green (75-100%)*

*\*The proposed categories (small, medium, and large) are intended to gauge workload for city staff and the attorney to develop or implement and do not reflect level of priority.*

## Rachel Friedlander

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**From:** Homer Foundation <info@homerfoundation.org>  
**Sent:** Wednesday, June 17, 2020 11:28 AM  
**To:** Department City Manager  
**Subject:** Summer 2020 Newsletter from Homer Foundation

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.



## A Summer to Remember

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### Update from the Executive Director

There are certain times and seasons which stand out in our individual and collective memories. For better or worse, the summer of 2020 will be remembered for a long time; COVID-19 daily counts, social unrest sparked by a senseless and avoidable death, depressed economy, financial market difficulties. All of these are true, and we wish none of them had happened.

As justifiably upsetting as these things are, we want to focus on what else has happened during this pandemic. The Homer area raised over \$130,000 to help our neighbors (\$66,752

from the Church on the Rock, I Love Homer fund and \$63,476 Homer Foundation, COVID-19 Response Fund). This figure doesn't include the thousands of dollars given directly to non-profits helping those in need. Given the population of our area, that was an amazing out pouring of generosity.

While this season is far from being over, our community response was and is exemplary. Homer is a special community. Despite all the angst and worry, we set aside our differences; we step up and help our neighbor when the need arises.

Thank you for being caring and generous.

Thank you for being great neighbors.

Thank you for giving close to home.

Sincerely,

Mike

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## Our COVID-19 Response



On March 25, 2020 the Board of Trustees created a new fund for the Homer Foundation in response to the COVID-19 pandemic. This fund is being used to support our local non-profits and the vital services they provide. Some of these organizations are already seeing huge impacts upon their programs, and these non-profits have already received at least one round of funding from us, including:

- Anchor Point Senior Center, \$4,200
- Homer Senior Center, \$4,750
- Anchor Point Community Food Pantry, \$7,000
- South Peninsula Haven House, \$2,500
- Homer Farmers Market, \$2,500
- Cook Inlet Council on Alcohol and Drug Abuse, \$2,500
- Homer Community Food Pantry, \$2,850
- Voznesenka Community Council, \$2,500
- Hospice of Homer, \$799
- Kachemak Bay Family Planning Clinic, \$2,500
- Ninilchik Senior Center, \$1,500

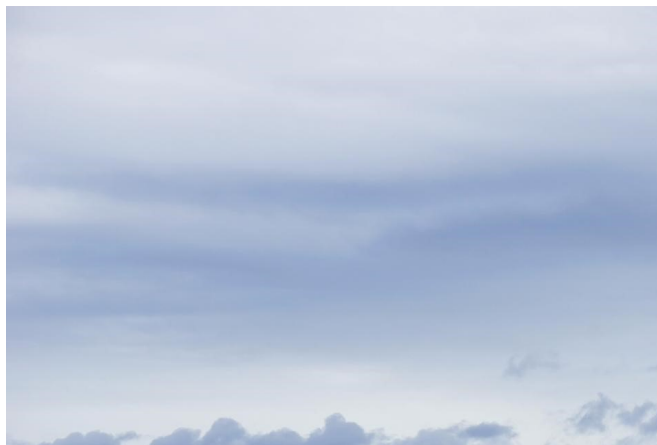
To date, we have funded all eligible requests.

As the economic slowdown continues, as enhanced unemployment benefits and debt forgiveness run out, we know there will be more requests due to the impacts from this pandemic. This fund allows for flexibility for the agencies to apply as needed and for the Foundation to meet changing community needs. Right now, the focus for non-profits applying should be addressing basic needs including human services and emergency assistance or serving vulnerable populations.

If you would like more information about the COVID-19 fund, you can go to our [webpage here.](#)

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## New Fund Options



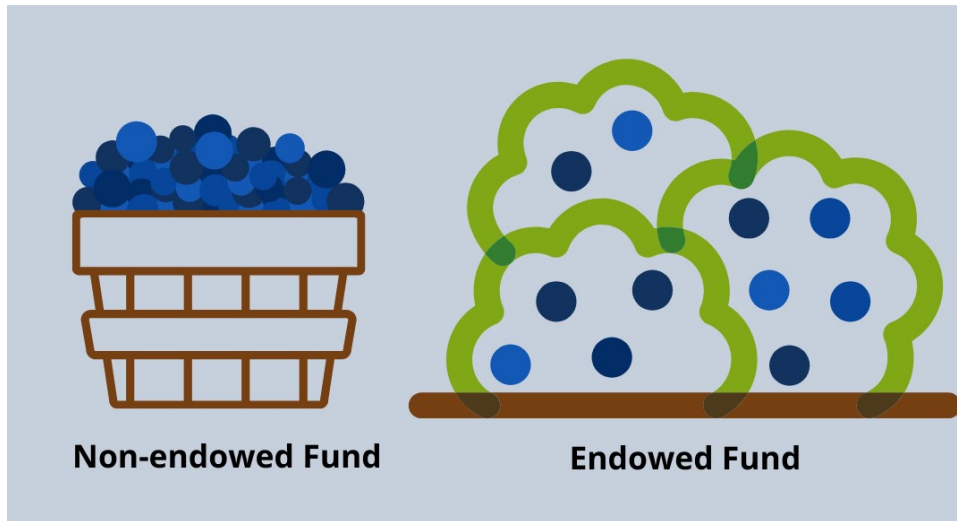
Big news from the Homer Foundation: the Board of Trustees has approved a new option for those who want to give back in the community with a timeline or project in mind. We now offer non-endowed fund options. This applies to all types of funds including donor advised, field of interest (including scholarship), and agency funds. This will allow donors and agencies a new and more flexible way to meet their philanthropic goals.

### What is the difference between an endowed and non-endowed fund?

In an endowed fund the donation is invested and never spent. The Foundation makes the income available to grant yearly awards to the charity or cause in line with or donor's intent. Because the capital is never touched, an endowment can continue making an impact indefinitely.

A non-endowed fund may use the initial donation as well as any interest and earnings, to support a charitable purpose that the donor has chosen. A non endowed fund can have a greater impact sooner, with a specific timeline or project in mind, but it is finite. When all of the capital and earnings have been disbursed through grants or scholarships, the fund ceases to exist.

### Endowed or Non-endowed: Which is right for me?



Either fund can produce an abundance of good in the community. The primary difference between an endowed fund and a non-endowed fund is the permanency. If that is one of your giving goals, then an endowed fund is the best choice. If you are more interested in a finite period of giving, or not sure if you're ready to create a permanent fund, then a non-endowed fund may be the right choice. Many non-endowed funds are later converted to endowed. Here are some thoughts on fund type:

- **Choosing an endowed fund**
  - Creating an endowment is like planting a tree that will provide fruit for every season for years to come. An endowed fund offers a way for donors to fund a cause or organization they believe in, forever. Permanent gifts provide peace of mind knowing that the community issues and organizations you care deeply about will be funded on a regular and sustainable basis, both now and long after the donor is gone.
  - Donors recognize that endowments are particularly important when lean economic times hit, as they provide a base of funding that may allow the Homer Foundation to support community issues, even when annual donations are scarce. This is a way to support an organization's work indefinitely.
- **Choosing a non-endowed fund**
  - Many donors are motivated to give during their lifetime but are not seeking perpetuity. These donors may want to see the results of their gift. A non-endowed fund enables you to be responsive to immediate community needs with the full value of the fund.

Want to know more about non-endowed funds or the Homer Foundation? Drop me an email at [mikemiller@homerfoundation.org](mailto:mikemiller@homerfoundation.org), call 907-235-0541 or just swing by the office at 3733 Ben Walters Lane in Homer.

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## 2020 Summer Picnic- COVID Style

The Homer Foundation has come to the hard decision to cancel our traditional summer picnic. Our picnic is usually held in July and is an informal event held by the board to thank our donors and fund advisors. Due to the uncertainty and health risks associated with group gatherings, and following the recommendations from the CDC and DHSS, we have decided



to change the format of our gratitude. The board is still working on the details but we will be sure to let all of our donors know our appreciation in a COVID-safe manner.

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## Zero Interest Loan Option

**Bridge Loan doubled from \$5,000 to \$10,000. More flexibility allowed.** The Foundation has always had a 0% loan program for non-profit organizations with a \$5,000 cap. This program is for non-profits experiencing a short-term cash flow issue. Due to general inflation since this was first enacted years ago, the Board of Trustees felt like a change in amount was necessary for our community and also gave itself leeway to both extend the traditional 60-day payback time frame and/or make some of or the entire loan forgivable if the situation warrants extraordinary action. Contact the staff if you have any questions about this program.

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## Quick Response Community Grants So Far This Year...

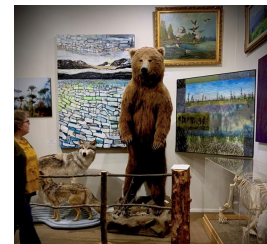
We have had a few organizations come to us with requests for help to change their programming in these COVID-19 times. Here are three examples of ways we are supporting our community with these transitions:



Friends of the Homer Public Library requested support for their Summer Reading Program



Center For Alaskan Coastal Studies has received \$3,000 to help change their youth programs.



Pratt Museum has created a new position to help transition their summer programs into a digital format.

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## Other Grant Programs: Scholarships and YAC 2020

# Kenai Peninsula unemployment benefit claims in April

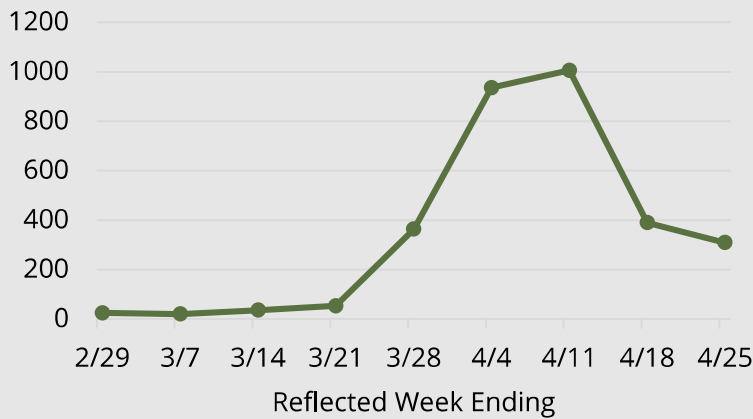
## Claims by Industry

Food Services	504
Health Care & Social Assistance	496
Construction	471
Retail & Wholesale Trade	439
Mining (oil & gas)	359
Transportation	279
Accommodation	274
Public Administration	138
Education	104
Administrative Services	93

## Kenai at a glance

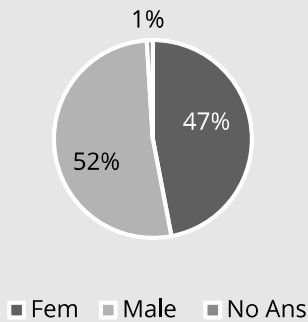
Share of state population	8.0%
Share of state claims, April	8.0%
Total April claims	3,835
Increase from April 2019	510%
Average wage replacement	80%
Average weekly payment	\$842
First-time claimants	47%
Share with Dependents	27%

## When Kenai claimants received their first payment

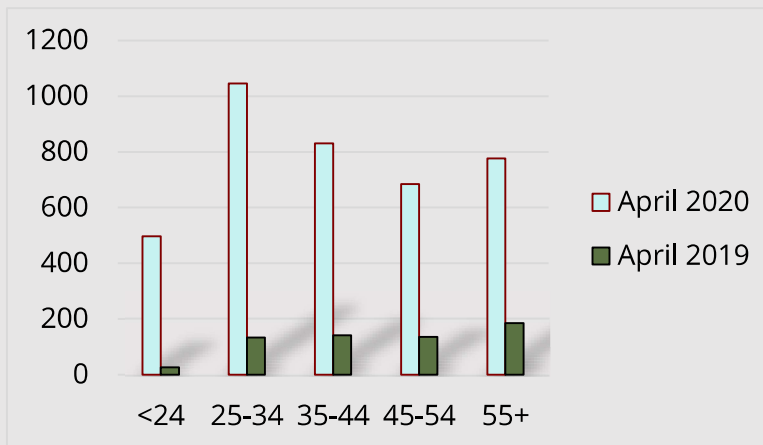


79% of Kenai claimants received their first payment on or after 3/28

## Female-male split



## Kenai claimants by age group



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section



# City of Homer

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

Public Works

3575 Heath Street  
Homer, AK 99603

[publicworks@cityofhomer-ak.gov](mailto:publicworks@cityofhomer-ak.gov)

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum

TO: Rick Abboud, Acting City Manager  
FROM: Carey Meyer, City Engineer  
DATE: June 18, 2020  
SUBJECT: **Report – HERC I and II – Demolition Costs**

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The City Council passed Ordinance 19-38(A)(S) which authorized the completion of a HERC Demolition Study. Budget was \$35,000; actual costs to complete the study will be \$13,000. Public Works has completed the following tasks to better understand the cost of demolishing the HERC buildings:

Complete a hazardous material survey – samples were taken by Environmental Management, Inc. (EMI) of building materials to identify location and quantities of hazardous materials (asbestos, lead based paint, and other regulated materials) for laboratory testing. Asbestos and lead based paint was identified.

Hazardous material removal/disposal costs determination – EMI completed cost estimates for this work, based on State/Federal regulatory, environmental health, and KPB landfill requirements. Assumption: all asbestos containing materials can be disposed of at the KPB Soldotna landfill.

Building demolition costs – Based on the experience of Public Works personnel and discussion with several building demolition contractors, per square foot costs for demolishing, removing demolition debris, and disposal in the Homer KPB landfill were determined. Assumption: all building demolition debris can be disposed of at the Homer KPB landfill\*.

- A representative sample of the building debris stream is being collected and a TCLP test to determine landfill acceptance will confirm assumption. Expect test to acknowledge landfill suitability. Hazmat survey report finalized upon receipt of test results.

Inspection/administration costs – the costs of preparing bid documents, bidding, awarding, inspecting and administering a demolition contract were determined. Assumption: all work completed by the Public Works Department.

## Demolition Cost Summary

	Units	Quantity	Unit Price	Cost
Mobilization/Demobilization	LS	1	\$36,500	\$36,500
Removal/Disposal of RACM*	LS	1	\$77,000	\$77,000
Removal Disposal of Non-RACM	LS	1	\$46,500	\$46,500
Building Demolition/Disposal	SF	25774	\$12	\$309,288
Foundation/Build Slab Removal	LS	1	\$59,000	\$59,000
Other Site Improvements Removal**	LS	1	\$24,500	\$24,500
Utility Disconnect/Abandonment	LS	1	\$19,000	\$19,000
Bonding/Insurance/Superintendent/etc.	LS	1	\$24,500	\$24,500
<b>TOTAL DEMOLITION COST</b>				<b>\$596,288</b>
Bid Document Preparation				\$17,889
Contract Administration/Inspection				\$23,852
Contingency (5%)				\$29,814
<b>TOTAL PROJECT COST</b>				<b>\$667,843</b>
* RACM = Regulated Asbestos Containing Material (friable)				
** parking areas, sidewalks, lighting, skatebord park, seeding etc.				
			HERC I Cost =	\$475,476
			HERC II Cost =	\$192,367

During bid document preparation, decisions regarding the following issues could marginally increase or decrease the cost of demolition, including:

- Salvaging of reusable materials – concrete can be processed on-site and sold for fill.
- Gluelam beams can be salvaged and sold.
- Gymnasium flooring can be salvaged and sold.
- Contracting hazardous material removal with demolition could reduce overall costs.
- Purchasing property near the site that needs fill to make it developable could reduce debris disposal costs.