



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: August 20, 2020
SUBJECT: City Manager's Report for August 24th Council Meeting

Greetings – it's great to be here

I arrived in Homer on August 11th and reported for duty on the 17th. I'm very excited to learn the organization and integrate myself into the community. Much of my first week has been spent getting to know the leadership team and staff. I had many positive conversations and learned a great deal. I'm very pleased to join a team with so much talent and experience. I'm currently working on conducting site visits at our various facilities to better understand each operation and meet more of the staff. I am also planning on observing meetings for all of our commissions/boards so that I can get a better understanding of the work they are doing to support the City and the Council.

As I get settled in, I wanted to note that I am extremely appreciative of the efforts of the staff in my office to help get me up to speed. I am also very thankful for the work Rick Abboud has put in as Interim City Manager.

Homer Spit

There was some unauthorized camping on the Homer Spit over the first two weekends in July. Public Works roused the people out, put up some low-key fencing and some signs saying, "This is not a Campground". There hasn't been a problem since.

In June, it was reported that Homer Spit Road was facing serious safety issues as a result of cars parking illegally along the highway. Since the placement of candlestick pylons bearing signs with the words "no parking" and additional enforcement went into effect, this has no longer been a concern for the remaining summer season. Next year, assuming visitation and usage trends resume normally, staff will move forward with the Spit Parking Study approved by Council as a FY 20/21 capital budget amendment.

Tsunami Debrief

Enclosed please find the July 24 debriefing report produced after the July 21 tsunami warning. Chief Kirko is developing corrective suggestions for any follow-up items listed under Areas of Improvement. Staff were unable to activate the sirens from the City's tsunami station because the server was down. It has been repaired and is fully functional again. The tsunami warning system on the Kenai Peninsula is old and may be past due for an upgrade. This might be an area where Council could assist staff by initiating a discussion with the Borough to pursue upgrading the system.

NEA Grant Partnership

Bunnell Street Arts has approached the City to partner on a National Endowment for the Arts (NEA) “Our Town” grant, a placemaking grants program. These grants support projects that integrate arts, culture, and design activities into efforts that strengthen communities by advancing local economic, physical, and/or social outcomes. These projects require a partnership between a nonprofit organization and a local government entity, with one of the partners being a cultural organization. This grant will help pay for a new public art installation at Bishop’s Beach Park. The Parks, Art Rec and Culture Commission is currently reviewing the public art donation, and their recommendation will be forwarded to Council at a future meeting. The NEA grant would potentially help pay for installing the artwork. Grant awards won’t be issued until next year, with funding availability in approximately one year from now. If the grant is awarded to Bunnell, a formal agreement will be brought back for Council approval.

COVID-19/CARES Update

Staff met on the 18th with CARES Act Program Administrator Sara Perman. She is building the applications and processes required to get the various grant programs underway. I will provide regular updates as part of the City Manager’s report and Sara is available for future Council meetings at the Council’s request.

Enclosures:

1. August 17, 2020 SBERG Program Update
2. Homer Foundation Quarterly Report for April – June 2020
3. Active Projects Spreadsheet – Updated 08/20/20



After Action Report

City of Homer EOC

Debriefing Date: July 24, 2020

Incident: July 21, 2020, 7.8 magnitude earthquake east of Sand Point at 22:12 and subsequent tsunami warning/evacuation for South Alaska and the Alaska Peninsula, Pacific coasts from Kennedy Entrance, Alaska (40 miles SW of Homer) to Unimak Pass, Alaska (80 miles NE of Unalaska).

Participants:

Rick Abboud, City Manager
 Bryan Hawkins, Port Director/Operations
 Jan Keisser, Public Works Director/Logistics
 Joe Sallee, Asst. Fire Chief/IC
 Jaclyn Arndt, Fire Department
 Lillian Hottmann, EMS Asst. Chief/Safety
 Jenny Carroll, PIO
 Rachel Tussey, PIO
 Julie Engerbretsen, Planning
 Nick Poolos, IT
 Richard Borland, Harbor Officer

Summary of Event:

First notification of the tsunami warning was an alert sent out to phones at 22:20. Tsunami sirens were activated shortly after the phone alert. The EOC was officially activated at 22:35 at HVFD. HPD had officers on the Homer Spit within 5 minutes of the tsunami warning to assist with evacuation. Heavy amounts of traffic were seen evacuating the low lands, and Public Works moved equipment shortly after the warning systems started.

Initial reports showed the tsunami was expected to hit Kodiak at 00:05, Seward at 00:30, and Homer at 01:25. By 23:15, most members of EOC had arrived. At 23:40 EOC was able to confirm that the Homer High School was open for sheltering. Parking lots of the Homer Middle School and high school were filling up quickly; PIO's sent out social media messages to inform people of other safe parking areas, as well as maps of the tsunami inundation zones and evacuation routes. Throughout the incident, EOC received current information/messages from the National Tsunami Warning Center via fax, receiving 5 reports total. Tsunami warning was cancelled by National Tsunami Warning Center via fax, and confirmed with OEM. EOC closed at 00:38.

	Strengths	Areas of Improvement
Effective integration of Incident Management Team personnel?	<ul style="list-style-type: none"> Most roles quickly identified due to ongoing IMT structure. 	<ul style="list-style-type: none"> All members responded from home due to after-hours event. From time of first alert majority of staff arriving at EOC was 55 minutes.
EOC staffing levels adequate?	<ul style="list-style-type: none"> Adequate for this EOC activation. 	<ul style="list-style-type: none"> Would benefit from a member from HPD (unable to

	<ul style="list-style-type: none"> • Having two PIO's was great; they were able to give continuous updates to the public and gather information in a timely manner. 	<p>attend due to evacuation), SPH, Finance Dept., and Public Health.</p> <ul style="list-style-type: none"> • Public Health would be able to contact people who may need more help evacuating. • Reaching out to AST to keep them updated throughout event is recommended in future. They were helpful with traffic control on Baycrest.
Did EOC space function adequately?	<ul style="list-style-type: none"> • Spare note pads, and extra pens provided. • No difficulties with EOC members entering building or parking. • All EOC members wearing masks. • Access to NTWC fax updates. 	<ul style="list-style-type: none"> • Access to NAWAS system in current EOC is needed. • In the event an EOC member does not have work laptop, a file is to be prepared with important links and websites and saved on EOC computer • Need to confirm EOP manual is readily accessible at all times. • Spare monitors/screens are recommended for important links to be shared with all EOC members.
Communications flow within EOC?	<ul style="list-style-type: none"> • Flow in EOC went smooth. 	<ul style="list-style-type: none"> • Make sure all real-time updates are voiced and confirmed by all members of EOC. • In future EOC activations, allow only PIO's to post on City Facebook/Social Media sites.
Were all personnel comfortable/familiar with their roles & responsibilities?	<ul style="list-style-type: none"> • Personnel understood their roles. 	<ul style="list-style-type: none"> • More training is recommended and requested from majority of members of EOC. • HPD was extremely busy. Other departments can assist HPD with evacuation; help distribute the labor.

<p>How did IMT personnel integrate with other agencies/organizations?</p>	<ul style="list-style-type: none"> • IMT personnel were easily able to get in contact with other members of their departments. • OEM email was forwarded onto EOC members quickly. 	<ul style="list-style-type: none"> • An updated contact list needs to be placed in EOP and ensured that it is up to-date frequently. • Limited information was gathered from KPB OEM.
<p>Was info in EOP useful in guiding the response? How might you revise EOP based on this experience?</p>	<ul style="list-style-type: none"> • Yes; lay out was beneficial for planning. • Sheltering section was beneficial for PIO's when parking started to become limited at schools. 	<ul style="list-style-type: none"> • EOP is dated March 2007. There is a revised 2013 draft but this was not available at HVFD throughout event.
<p>Were there adequate resource information/telephone numbers in the plan?</p>		<ul style="list-style-type: none"> • Due to outdated EOP, personnel and contact numbers are out of date. • Utilization of closer parking lots may facilitate quicker evacuation of Public Works equipment. Equipment will need to be easily accessed if needed throughout event.
<p>Did external notifications occur quickly and effectively?</p>	<ul style="list-style-type: none"> • KPB sent out alert to phones. 	<ul style="list-style-type: none"> • External notifications occurred before anything else. Dispatch was flooded with 911 calls inquiring as to what to do. • There is an emergency link on the COH website for this purpose; additional public education/outreach is recommended.
<p>Was alert/siren system effective?</p>	<ul style="list-style-type: none"> • Alert system sent to cell phones by KPB was effective. 	<ul style="list-style-type: none"> • Currently KPB has computer to activate the City's tsunami warning sirens. Homer EOC had to request OEM to activate sirens. • Having ability to sound off sirens at certain time intervals would benefit HPD's evacuation efforts. • Recommendation for siren to be placed at End of the Road Park on the Homer Spit and

		Northern Enterprise Boat Yard on Kachemak Drive. Siren is not heard at these locations.
Did evacuation occur smoothly?	<ul style="list-style-type: none"> • Yes. • HPD reported to have about 90% of Homer Spit evacuated before cancelation. 	<ul style="list-style-type: none"> • In future, HVFD can assist HPD with evacuation efforts. • Recommendation for signage or ability to quickly change current signs for evacuation information. • Blue Line project will benefit community by clearly marking tsunami danger zone and educating public.
Was shelter facility adequate?	<ul style="list-style-type: none"> • Due to time of year, majority of people on the Spit were in RV's. These people were able to move to parking lots for sheltering such as the Homer High School, Homer Middle School, and Baycrest. • Homer High School was opened for others looking for shelter. Masks and sanitizer were available. 	<ul style="list-style-type: none"> • Better communications and planning with HHS is recommended. There was a delay from time alert was sent out to the time HHS was confirmed opened (1 hour 20 minutes). • Need plan for sheltering of families for COH members.



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: August 17, 2020
SUBJECT: Small Business Economic Relief Program (SBERG) Program Update -8/17/20

The City Manager's Office has reviewed a total of 20 appeals.

As of August 17, 2020:

326 TOTAL APPLICATIONS

227 online

99 paper

126 TOTAL APPROVED APPLICATIONS - \$378,000 TOTAL GRANTS AWARDED

07.06.20 68 applications have been approved and turned into finance department

07.13.20 58 applications have been approved and turned into finance department

07.20.20 38 applications have been approved and turned into finance department

07.27.20 36 applications have been approved and turned into finance department

08.03.20 31 applications have been approved and turned into finance department

08.10.20 25 applications have been approved and turned into finance department

08.17.20 21 applications have been approved and turned into finance department

\$831,000 TOTAL GRANTS AWARDED

15 APPLICATION PENDING - details below

15 APPLICATIONS DENIED - details below

19 APPLICATIONS VOIDED - voids due to duplicate application or incorrect information on application

APPEALS 12 - applications approved 3 - denied

15 TOTAL DENIED APPLICATIONS

[7] Not in City Limits [1] Medial Business - Does not collect sales tax [4] Nonprofit - Does not collect sales tax [2] General tax exempt - possibly fishing [1] New business - collected sales tax after 1st quarter 2020

15 PENDING Applications

[5] Incomplete Application [9] Not on KPB List - requested more information [1] Not in City Limits - requested more information

HOMER FOUNDATION

Quarterly Report to Fund Advisors

Homer Foundation Fund Details - April through June 2020

Fund Holder City of Homer
Fund **City of Homer Fund**

Fund Type: FIELD OF INTEREST
Fund Code: 1305

PORTFOLIO SHARE (Corpus)

Beginning Balance	183,827.19
Contributions	-
Withdrawals	-
Quarterly Portfolio Change	25,821.35
Ending Balance	209,648.54

AMOUNT AVAILABLE TO SPEND (ATS)

Beginning Balance	13,583.27
Increases	-
FY21 ATS	6,145.93
Grants and Withdrawals City of Homer Grant Program	(13,583.27)
Ending Balance	6,145.93

Council Initiated/Involved Projects

Updated 8/20/20

Date Initiated	Project	Primary Impacted Departments/Divisions	Status	Category	% Complete	Next Steps/Notes	Sponsor/Champion
Oct 2019 (Reso 19-073 S)	Right of Way Clearing Policy	Administration, Public Works	Ord 20-26 adoped 6/22	Medium	100		Lord/Aderhold
Feb 2017 (Reso 16-128 SA)	New Police Station	HPD, Public Works, IT	The ProComm radio installation crew will be here the week of September 21st to move dispatch which is hopefully when Motorola can also install the new consoles.	Large	96	Estimated move in date is the week of 9/21	Mayor/Council
March 2019 (Reso 19-018)	Green Infrastructure Study	Administration, Public Works	Interpretative signs installed. Federal grant closed out.	Medium	95	Staff figuring out how to handle public education component under protocols of COVID-19; working with HPD to use their virtual building tour as a way to share info on green design.	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	The Planning Commission conducted a worksession Aug 5 prior to the regular meeting and discussed the proposed Medical District, focusing discussion on sections of the draft ordinance related to purpose statement, building height, heliports and boundaries related to building heights and the proposed ordinance to amend Kenai Peninsula Borough Code Chapter 20 and Title 2 .	Medium	85	Moratorium extended to Sept. 15 through Ord. 20-37	Smith
May 2019 (Ord 19-17)	Ice Plant Feasibility Study	Port and Harbor	Received engineer/consultant recommendations but project put on hold. At July P&HAC meeting, Harbormaster reported staff is still coming up with recommendations and equipment purchase requests based on the findings from the study.	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, PW	Aug 24 meeting has a reso amending HAWP policy manual.	Medium	65	Further discussion on HAWSP manual revisions. Discuss and adopt water and sewer capital improvement plans for use as a tool for project development.	Castner/Lord
Dec 2019 (Ord. 19-54 S2 A2)	Wayfinding Plan/Committee	Administration	Project on hold.	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

Council Initiated/Involved Projects

Updated 8/20/20

Date Initiated	Project	Primary Impacted Departments/Divisions	Status	Category	% Complete	Next Steps/Notes	Sponsor/Champion
Sept 2019 (Ord 19-38 A S)	HERC Demolition	Public Works	City Engineer provided estimates to Council under June 22 Manager's Report.	Medium	35	Awaiting Council direction.	Mayor/Council
Sept 2019 (Memo 19-153)	Traffic Calming Policy	Administration, HPD, Public Works	Project on hold.	Medium	35	Research collated. Admin staff will resume working on draft policy in preparation for PW, HPD review.	Lord
Aug 2019 (Ord 19-35 S)	Fund Balance Policy, City-wide	Administration, Finance	Council priorities sheet on this topic provided to Council Aug 10 as a result of w/s reserve proposed uses from PW.	Medium	25	Awaiting Council direction.	Mayor
Memo 20-015	Climate Action Plan Progress Report	Administration, Public Works	Staff compiling energy usage. Sending request to HEA for updated emission factors. Staff have been identifying things we can do to improve City's sustainability based on findings, conclusions, and recommendations from documents related to combating climate change.	Medium	20	After Sept, staff can commit to making an emission report.	Aderhold
Summer 2020 Ord 20-32 Ord 20-34 Ord 20-31(S)	Stormwater management plan and implementation	Public Works	Update 1979 drainage management plan; Fund Small Works Drainage Improvement Program; Main Street Storm Drain and Sidewalk Project.	Medium	20	Continuing work incrementally.	Castner/Lord/Aderhold
Dec 2019 (Ord 19-51 A)	Spit ADA Parking Improvements	Port and Harbor, Public Works	RFP issued. Bids came in higher than anticipated. 10 pads were in the original bid, staff reduced work to 9 so majority of project can be completed this season.	Medium	20	P&H working on submitting ordinance to complete remaining pad.	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. P&HAC supports the proposal from HDR providing owner representation services to the City for the duration of the general investigation study to ensure highest possible outcome for the city. Updated and submitted a letter of intent with the Corps.	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 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.