



City of Homer

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Office of the City Clerk

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Memorandum

Agenda Changes/Supplemental Packet

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: AUGUST 24, 2020
SUBJECT: REGULAR MEETING AGENDA CHANGES AND SUPPLEMENTAL PACKET

CONSENT AGENDA

Ordinance 20-54, An Ordinance of the City Council of Homer, Alaska Amending the 2020 Capital Budget by Appropriating \$45,000 from the HART Trails Fund for Completion of the Poopdeck Trail. Venuti. Recommended dates Introduction August 24, 2020 Public Hearing September 14, 2020

Memorandum 20-130 from Parks Art Recreation and Culture Advisory Commission as backup.

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Resolution 20-074, A Resolution of the City Council of Homer, Alaska Approving Application for Coronavirus Relief Funds in the Amount of \$1,203,124.94 from the Kenai Peninsula Borough for Costs that are Necessary Expenditures Incurred due to the Coronavirus Disease 2019 (COVID-19) Public Health Emergency, and Authorizing the City Manager to Execute the Grant Agreement. City Manager.

Memorandum 20-131 from City Planner as backup.

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ANNOUNCEMENTS / PRESENTATIONS / REPORTS

Planning Commission written Report

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CITY MANAGER'S REPORT

City Manager's written report, July General Fund Comparison Report, and Second Quarter Sales Tax Report

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NEW BUSINESS

Oath of Office for Robert Dumouchel

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Memorandum 20-129 from City Clerk re: Approval to Submit Letter to Senator Sullivan related to the CARES Act.

Letter to Senator Sullivan

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RESOLUTIONS

Resolution 20-077, A Resolution of the City Council of Homer, Alaska Adopting a Reserve Fund Policy for the Collection and Use of Water and Sewer Depreciation Reserve Funds. Lord/Aderhold.

Memorandum 20-132 from Councilmembers Aderhold and Lord as backup Page 26



City of Homer

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Memorandum 20-130

To: Mayor Castner and Homer City Council
From: Parks Art Recreation and Culture Advisory Commission
Through: Julie Engebretsen, Deputy City Planner
Date: August 24, 2020
Subject: Poopdeck Trail funding

At their meeting of August 20th, 2020, the Commission reviewed the request for \$45,000 in HART Trails funds to complete the Poopdeck universal access trail. They recommended approval of the draft ordinance by unanimous consent.



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Memorandum 20-131

TO: Mayor Castner and Homer City Council
THROUGH: Rob Domouchel, City Manager
FROM: Rick Abboud, City Planner
DATE: August 24, 2020
SUBJECT: Cares Act Funds from the Kenai Peninsula Borough

The City has received a request from the Borough for the City of Homer to request CARES Act funds that are being designated to the City from the borough. It has been explained that the City Council would be the body to accept proposed grant funding.

After careful review of the funding formula used to make allotments to the cities from the borough, we brought up what we saw as an error to the formula. Brandi Harbaugh, the Borough Finance Director gave us a new number and suggested that we amend the amount of the grant to an amount not to exceed \$2,251,058.85 in place of the \$1,203,124.94 displayed in the supporting documents.

Brenda Ahlberg from the Borough explained that the proposed Resolution accepting the funds will provide the borough what they need to begin expediting the process of distributing the funds and we can provide a plan for distribution of the funds prior to their release.

Attachments:

Email

R2020-056 and supporting documents

Kenai Peninsula Borough

Community & Fiscal Projects

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *JCB*

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager *Bl*
Brandi Harbaugh, Finance Director *BH*
Colette Thompson, Borough Attorney *CT*

DATE: August 7, 2020

RE: Resolution 2020-56, Amending the Spending Plan Approved in Resolution 2020-047 for Cares Act Coronavirus Relief Funds Received from the State of Alaska (Mayor)

This resolution would amend the borough's Coronavirus Relief Fund (CRF) Spending Plan approved in R2020-047. The amended plan recommends the distribution of CRF allocations to the municipalities within the borough of Homer, Kachemak City, Kenai, Seldovia, Seward, and Soldotna as sub-recipients of the CRF funds distributed by the State of Alaska.

The plan also addresses budget revisions necessary to achieve individual project outcomes.

These revisions include:

- 1) creates sub-recipient distributions to the Cities;
- 2) reimburses single audit fees;
- 3) adds additional funds for emergency service personnel expenditures significantly dedicated to the Covid-19 event while they are still seeing fiscal impacts from the procedural and protective measure requirements;
- 4) reallocates funds to support KPB emergency response, personal protective equipment, and personnel due to continued costs generated by response and continued need for coordination;
- 5) provides for air purification system installations in borough and school facilities;
- 6) increases funds to the 911 backup dispatch answering center redundancy project budget; and
- 7) amends the grant amounts authorized for small businesses and nonprofits to equal the maximum allowable award for each eligibility range instead

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August 7, 2020

RE: Resolution 2020-_____

of using a percentage of gross sales. Eliminating the percentage formula simplifies the process, provides needed funds to the businesses and nonprofits, and protects their privacy rights to sales information that could easily be determined by the public if the award amount is based on a percentage of gross sales.

Your consideration is appreciated.

Attachments: Coronavirus Relief Fund Spending Plan Proposed for Amendment August 11, 2020

Introduced by: Mayor
Date: 08/11/20
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2020-56**

**A RESOLUTION AMENDING THE PAYMENT THRESHOLDS AND SPENDING
PLAN APPROVED IN RESOLUTION 2020-047 FOR CARES ACT CORONAVIRUS
RELIEF FUNDS RECEIVED FROM THE STATE OF ALASKA**

WHEREAS, the Alaska State Legislature has provided funding to the Kenai Peninsula Borough through the Coronavirus Relief Fund (CRF), a pass-through program authorized by federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act); and

WHEREAS, Resolution 2020-047 approved the Coronavirus Relief Fund Spending Plan (“spending plan”) for the funding to the borough in the total amount of \$37,458,449.47; and

WHEREAS, the administration proposes to distribute \$8,134,023 among the six municipalities within the borough by way of sub-recipient grant awards as authorized by the State of Alaska and potentially cooperative agreements as authorized by Alaska State Statute AS 29.35.010(13) to address impacts created by the coronavirus pandemic; and

WHEREAS, the CRF funds distributed to the cities may only be used to cover costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the coronavirus disease 2019, (2) were not accounted for in the budget most recently approved as of March 27, 2020 by the borough, and (3) were incurred during the performance period of March 1, 2020 through November 30, 2020; and

WHEREAS, the amended spending plan also reflects budget revisions necessary to achieve individual project outcomes; and

WHEREAS, KPB Ordinance 19-19-39 approved the eligible costs for reimbursement effective March 01, 2020 through December 30, 2020;

WHEREAS, it is in the borough’s best interest to approve the amended spending plan for the purpose of addressing the impacts of the coronavirus pandemic;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI
PENINSULA BOROUGH:**

SECTION 1. That the assembly hereby approves the Coronavirus Relief Fund Spending Plan – Amended August 11, 2020, a copy of which is attached hereto and incorporated herein by reference.

SECTION 2. That this resolution shall take effect retroactively on June 16, 2020.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS ____
DAY OF _____ 2020.**

Kelly Cooper Assembly President

ATTEST:

Johni Blankenship, Borough Clerk

Segments	Account Number	Revised Budget	LTD Actuals	Total Encumbered	Total Committed	Amount Remaining	Increase (decrease)	Proposed project shifting budget	New remaining funds
CAR01	GRANTS TO SMALL BUSINESS	15,000,000.47	10,686.66	2,325.90	13,012.56	14,986,987.91	(8,134,022.88)	6,865,977.59	6,852,965.03
CAR02	AUDITING SERVICES FOR SINGLE AUDITS	25,000.00	0.00	0.00	0.00	25,000.00		25,000.00	25,000.00
CAR03	REIMB HOSPITAL COSTS	800,000.00	0.00	400,000.00	400,000.00	400,000.00		800,000.00	400,000.00
CAR04	VOLUNTEER FIRE & EMS	70,000.00	0.00	0.00	0.00	70,000.00		70,000.00	70,000.00
CAR05	FIRE & EMS SA PERSONNEL COSTS	2,800,000.00	1,736,609.87	0.00	1,736,609.87	1,063,390.13	236,609.87	3,036,609.87	1,300,000.00
CAR06	KPB EMERG RESPONSE-PPE-PERSONNEL	500,000.00	553,167.03	12,093.57	565,260.60	(65,260.60)	531,695.07	1,031,695.07	466,434.47
CAR07	ABSENTEE VOTE BY MAIL	600,000.00	0.00	0.00	0.00	600,000.00		600,000.00	600,000.00
CAR08	TECH-REMOTE MEETING INTEGRATION	80,000.00	1,378.54	0.00	1,378.54	78,621.46		80,000.00	78,621.46
CAR09	TECH-COMMUNICATIONS TOWER SITE DVLPMNT	2,000,000.00	0.00	0.00	0.00	2,000,000.00		2,000,000.00	2,000,000.00
CAR10	TECH-RETROFIT ASSEMBLY CHAMBERS	200,000.00	0.00	0.00	0.00	200,000.00		200,000.00	200,000.00
CAR11	KPBSD RESPONSE & PREPAREDNESS	1,700,000.00	1,563.22	5,250.00	6,813.22	1,693,186.78		1,700,000.00	1,693,186.78
CAR12	HOSPITAL TESTING EQUIPMENT	650,000.00	0.00	0.00	0.00	650,000.00		650,000.00	650,000.00
CAR13	RETROFIT KPB FACILITIES	500,000.00	9,223.39	664.84	9,888.23	490,111.77	531,695.06	1,031,695.06	1,021,806.83
CAR14	TECH-IMT REMOTE WORK-PC UPGRADES	67,000.00	0.00	39,329.76	39,329.76	27,670.24		67,000.00	27,670.24
CAR15	TECH-REMOTE WORK KITS FOR TELEWORK	116,000.00	15,015.91	5,234.64	20,250.55	95,749.45		116,000.00	95,749.45
CAR16	GIS UPDATE FOR REMOTE ASSESSMENT	600,000.00	0.00	0.00	0.00	600,000.00		600,000.00	600,000.00
CAR17	TECH-911 BACKUP DISPATCH ANSWERING CENTER	802,000.00	0.00	0.00	0.00	802,000.00	200,000.00	1,002,000.00	1,002,000.00
CAR18	TECH-COMMUNICATIONS ENGINEERING ANALYSIS	100,000.00	0.00	0.00	0.00	100,000.00		100,000.00	100,000.00
CAR19	GRANTS TO SMALL BUSINESS-2ND DISTRIBUTION	3,648,449.00	0.00	0.00	0.00	3,648,449.00	(1,500,000.00)	2,148,449.00	2,148,449.00
CAR20	SOLID WASTE DEBRIS/SLASH DISPOSAL	200,000.00	0.00	0.00	0.00	200,000.00		200,000.00	200,000.00
CAR21	FY21 KPB RESPONSE-PPE-PERSNL & RECOUP LOST REVENUE	7,000,000.00	0.00	0.00	0.00	7,000,000.00		7,000,000.00	7,000,000.00
CAR22	City Allocation						8,134,022.88	8,134,022.88	8,134,022.88
Totals:		37,458,449.47	2,327,644.62	464,898.71	2,792,543.33	34,665,906.14	0.00	37,458,449.47	34,665,906.14
							37,458,449.47	TRUE	TRUE

Jurisdiction	Sales Tax		Property taxes		Unincorp grant	Direct Dist grant	total CARES grant		Stx Allocation		PTX Allocation		Direct Allocation of
	revenue	% of borough		% of borough	amt	amt	distribution	STX % borough		PTX % borough		Direct pymt	
Borough	32,265,467	32.99%	39,525,240	78.80%	13,167,154	24,199,101	37,366,255	32.99%	2,562,507.53	78.80%	10,881,591.59	13,444,099.12	
Kenai	5,991,915	18.57%	3,528,742	8.93%	2,343,307	5,340,715	7,684,022	18.57%	1,442,593.17	8.93%	1,232,931.77	2,675,524.94	
Soldotna	6,771,055	20.99%	2,673,616	6.76%	1,477,338	5,888,586	7,365,924	20.99%	1,630,176.17	6.76%	934,153.14	2,564,329.31	
Seldovia	124,061	0.38%	155,521	0.39%	146,300	108,553	254,853	0.38%	29,868.54	0.39%	54,338.55	84,207.09	
Seward	3,747,666	11.62%	1,696,910	4.29%	912,449	4,411,877	5,324,326	11.62%	902,275.36	4.29%	592,895.13	1,495,170.49	
Homer	4,987,208	15.46%	6,931	0.02%	1,839,023	6,046,990	7,886,013	15.46%	1,200,703.23	0.02%	2,421.71	1,203,124.94	
Kachemak	-	0.00%	319,597	0.81%	240,610	-	240,610	0.00%	-	0.81%	111,666.11	111,666.11	
53,887,373	67.01%	47,906,557	21.20%	20,126,181	45,995,822	66,122,003	67.01%	7,768,124.00	21.20%	13,809,998.00	21,578,122.00		

TRUE
5,205,616.47
TRUE
2,928,406.41
TRUE
8,134,022.88

	Sales Tax per AK Taxable	Taxables revenues (divided by city STX rate)	Revenue collected at Borough STX rate	Nonprepared (NPF) food STX revenue	Revised sales tax less NPF revenues
Kenai	7,120,952	237,365,067	7,120,952	(1,129,037)	5,991,915
Soldotna	7,851,446	261,714,867	7,851,446	(1,080,391)	6,771,055
Seldovia	144,738	4,135,371	124,061	-	124,061
Seward	5,326,437	133,160,925	3,994,828	(247,162)	3,747,666
Homer	8,062,653	166,240,268	4,987,208	-	4,987,208
Kachemak	-	-	-	-	-

	Total Borough	Within Cities	Outside cities	
Sales Tax	32,265,467	67.01%	32.99%	100.00%
Property Tax	39,525,240	21.20%	78.80%	100.00%
	71,790,707			

	Prop Tax per AK Taxable	Taxables revenues (divided by city PTX rate)	Revenue collected at Borough PTX rate	Addl Prop tax exemption Revenue	Revised Prop tax less additional exemption revenue
Kenai	3,598,388	827,215,632	3,887,913	(359,171)	3,528,742
Soldotna	312,470	624,940,000	2,937,218	(263,602)	2,673,616
Seldovia	266,201	35,493,467	166,819	(11,298)	155,521
Seward	1,466,060	381,786,458	1,794,396	(97,486)	1,696,910
Homer	3,191,997	709,332,622	3,333,863	(334,599)	2,999,265
Homer ODLS/	28,917	1,999,806	9,399	(2,468)	6,931
Kachemak	84,904	84,904,000	399,049	(79,452)	319,597

	Additional TY2018 Exemptions	City Mill Rate	Borough mill rate	Addl Prop tax exemption Revenue at Borough Rate
Kenai	76,419,400	4.35	4.70	359,171.18
Soldotna	56,085,600	0.50	4.70	263,602.32
Seldovia	2,403,900	7.50	4.70	11,298.33
Seward	20,741,800	3.84	4.70	97,486.46
Homer	71,191,200	4.50	4.70	334,598.64
Homer ODLS/	525,100	14.46	4.70	2,467.97
Kachemak	16,904,700	1.00	4.70	79,452.09

Direct Allocation	24,199,101.00
Less Vetoed School Debt Reimbursement	(2,620,979.00)
	21,578,122.00
	Direct Allocation split with Cities
	% breakdown of Borough Revs
Sales Tax	0.36 7,768,124.00
Property Tax	0.64 13,809,998.00
	1.00 21,578,122.00

To: Mayor Castner and Homer City Council
From: Scott Smith, Homer Planning Commissioner
Date: August 19, 2020
Subject: Planning Commission Report for City Council Meeting

The City of Homer Planning Commission met virtually in a scheduled meeting via Zoom on August 19th. All members of the Commission, as well as the Deputy City Planner and Deputy City Clerk participated. There was no work session.

During our 6:30 regular meeting we processed and approved CUP 20-12 for four dwellings at 3972 Bartlett Street. Commissioner Petska declared in conflict of interest as she was the applicant. The CUP was approved by unanimous consent.

There was no public involvement in this meeting.

We processed City of Homer Draft 2021-26 Capital Improvement Plan (CIP). A motion was heard and seconded about continuing with the Storm Water Plan and also the Main Street public access (sidewalk and street improvement) project as the Commissions top two projects. This was approved by unanimous consent.

Our next Planning Commission meeting will be held virtually by Zoom on September 2, 2020 at 6:30 p.m.



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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.



City of Homer

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(f) 907-235-3140

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.

City of Homer
General Fund
Monthly Comparison

General Fund	Actual July 2018	Actual July 2019	Actual July 2020
<u>Revenues</u>			
Property Taxes	306,589	293,997	537,559
Sales and Use Taxes	276,940	248,549	274,949
Other Income	117,319	177,993	132,464
Total Revenues	700,848	720,540	944,973
<u>Expenditures & Transfers</u>			
Administration	73,165	75,613	58,350
Clerks	53,686	99,738	55,555
Planning	26,442	27,239	34,188
Library	68,458	68,874	70,577
Finance	51,976	49,092	57,973
Fire	90,405	85,259	95,324
Police	267,788	282,492	264,472
Public Works	187,267	203,777	196,499
Airport	13,250	10,738	9,349
City Hall, HERC	16,221	15,187	7,962
Non-Departmental	-	-	-
Total Operating Expenditures	848,658	918,009	850,249
Transfer to Other Funds			
Leave Cash Out	-	-	-
Total Transfer to Other Funds	-	-	-
Total Transfer to Reserves	-	-	-
Total Expenditures & Transfers	848,658	918,009	850,249
Revenues Over (Under) Expenditures	(147,811)	(197,470)	94,724

City of Homer
Taxable Sales Report
Quarter Ending June 30

<u>Business Type</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
ADMINISTRATIVE, WASTE MANAGEMENT	\$115,955.00	\$211,749.00	\$197,935.00	\$303,671.00
AGRICULTURE, FORESTRY, FI	\$111,415.00	\$160,020.00	\$203,853.00	\$144,996.00
ARTS AND ENTERTAINMENT	\$165,687.50	\$548,940.00	\$503,099.00	\$472,227.00
CONSTRUCTION CONTRACTING	\$392,005.32	\$373,100.00	\$410,670.00	\$438,879.48
EDUCATIONAL SERVICES	\$42,283.00	\$56,928.00	\$54,866.00	\$52,994.00
FINANCE AND INSURANCE	\$19,785.25	\$36,654.00	\$25,820.00	\$23,980.00
GUIDING LAND	\$42,822.00	\$125,677.00	\$105,778.00	\$94,324.00
GUIDING WATER	\$1,359,274.00	\$2,985,820.00	\$2,869,368.00	\$2,697,548.00
HEALTHCARE & SOCIAL ASST	\$15,422.00	\$62,473.00	\$93,432.00	\$126,554.00
HOTEL/MOTEL/B & B	\$2,828,851.35	\$4,629,194.00	\$4,422,516.00	\$4,558,923.00
INFORMATION	\$883,165.15	\$978,052.00	\$1,061,677.00	\$1,084,186.00
MANAGEMENT OF COMPANIES	\$10,508.00	\$126,214.00	\$0.00	\$0.00
MANUFACTURING	\$505,214.47	\$756,819.00	\$530,866.00	\$503,806.00
MINING/QUARRYING	\$14,961.00	\$1,150.00	\$0.00	\$0.00
PROFESSIONAL, SCIENTIFIC	\$767,047.89	\$785,571.00	\$760,604.00	\$710,067.00
PUBLIC ADMINISTRATION	\$1,368,423.00	\$1,432,737.00	\$1,427,693.00	\$1,309,629.00
RENTAL COMMERCIAL PROPERT	\$80,695.84	\$99,765.00	\$85,800.00	\$96,775.00
RENTAL NON-RESIDENTAL PRO	\$90,896.00	\$184,240.00	\$187,303.00	\$180,793.00
RENTAL PERSONAL PROPERTY	\$194,678.00	\$221,419.00	\$210,142.00	\$197,202.00
RENTAL RESIDENTAL PROPERT	\$1,402,570.49	\$1,632,238.00	\$1,638,398.00	\$1,512,623.00
RENTAL SELF-STORAGE &MINI	\$271,739.00	\$272,863.00	\$265,933.00	\$248,428.00
RESTAURANT/BAR	\$3,762,292.49	\$6,848,886.00	\$6,769,907.00	\$6,211,565.00
RETAIL TRADE	\$27,598,497.34	\$29,033,873.00	\$27,046,659.00	\$24,996,416.00
SERVICES	\$2,196,865.96	\$2,701,456.00	\$2,768,109.00	\$2,704,199.00
TELECOMMUNICATION - CABLE	\$516.00	\$6,282.00	\$1,202.00	\$642.00
TELECOMMUNICATIONS	\$440,569.00	\$337,618.00	\$469,468.00	\$430,719.00
TRANSPORTATION & WAREHOUSE	\$347,778.45	\$925,578.00	\$853,236.00	\$780,040.00
UTILITIES	\$2,197,539.00	\$2,114,934.00	\$2,058,123.00	\$1,992,650.00
WHOLESALE TRADE	\$338,319.00	\$398,831.00	\$355,069.00	\$317,823.00
Grand Total	\$47,565,776.50	\$58,049,081.00	\$55,377,526.00	\$52,191,659.48
% Change From Prior Period	-18.06%	4.82%	6.10%	

OATH OF OFFICE

CITY MANAGER

I solemnly swear or affirm that I will honestly, faithfully, and impartially discharge my duties as City Manager of the City of Homer to the best of my ability.

In Witness Whereof, I hereunto set my hand this 24th day of August, 2020.

ROBERT DUMOUCHEL, CITY MANAGER

ATTEST:

MELISSA JACOBSEN, CITY CLERK



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August 14, 2020

Honorable Dan Sullivan, United States Senator

Sent via electronic mail

<https://www.sullivan.senate.gov/contact/email>

RE: CARES Act Expenditures

Dear Senator Sullivan:

Thank you for helping pass the sweeping economic relief packages as the pandemic took hold of our country. Homer businesses suffered a truncated 2019 summer season due to the fires on the upper peninsula and the COVID-19 related mandates of mandatory closures and infection avoidance that have put many of them at risk of insolvency.

The Homer City Council allocated three million dollars of the \$7.8 million the City is scheduled to receive through the CARES Act for small business grants. There are more than 1,000 businesses in Homer that potentially qualify. Distributions began about a month ago and will continue through the summer.

The Council has also made significant allocations to the area's non-profits, social service agencies, households, and child-care facilities using CARES Act funds. Those distributions will begin soon. CARES Act legislation was very clear that this source of funds could not be used to replace lost revenues so we have programed the vast majority of the funds to be granted into the community to help us emerge from the economic shadow the virus has cast. However, because the City of Homer relies on sales taxes or a substantial portion of our revenues, when our businesses struggle the City struggles too.

Because of the time required to transfer CARES Act funds to the states and for the State of Alaska to develop and implement its program to distribute funds to municipalities, the City of Homer may not distribute funds to the community until well into fall, making it problematic to ensure expenditure of all funds by the legislated deadline of December 31, 2020.

Based on our experience with CARES Act funds we support the following:

- An amendment to CARES Act that extends the expenditure period into 2021
- New legislation that allows municipalities to fill lost revenues associated with the pandemic

We would support an amendment that extends the expenditure period into 2021 and provide clarity of the tax implications of CARES Act grants. Collecting tax information and distributing thousands of 1099's has added a significant administrative cost to the programs.

Thank you.

Ken Castner, Mayor
City of Homer



City of Homer

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Homer City Council

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Memorandum 20-132

TO: Mayor Castner and Homer City Council

FROM: Councilmembers Aderhold and Lord

DATE: September 24, 2020

SUBJECT: Resolutions 20-077 and 20-078 regarding water/sewer depreciation reserve policy and HAWSP policy

The purpose of this memo is to provide mayor and council with background information regarding Resolutions 20-077 and 20-078 and the draft policies for water/sewer depreciation reserves and the Homer Accelerated Water and Sewer Program (HAWSP).

Councilmembers Aderhold and Lord took the lead on drafting/revising these policies with valuable input from Public Works Director Keiser, Water/Sewer Department Head Cook, and Finance Director Walton. The policies in front of council are proposals for discussion and remain in draft form as there are many outstanding questions we must answer before a water/sewer depreciation reserve policy is implemented and HAWSP policy is amended. It is important that these policy documents move forward together because one of the basic questions we discussed during the two weeks between meetings was how to define these policies to clearly delineate when the city should use HAWSP funds or depreciation reserve funds for water and sewer projects. Please also refer to Ordinances 20-56 and 20-57 on the regular agenda, which propose to use funds from water and sewer depreciation reserves to fund urgent maintenance projects, and Resolutions 20-075 and 20-076 on the regular agenda, which would adopt capital improvement plans for the city's water and sewer systems.

HAWSP Policy Updates

As a reminder, HAWSP is funded through $\frac{3}{4}$ % of the city's sales tax. Homer City Code (HCC 9.16.010(b)) states: "An additional consumer's sales tax in the amount of three-quarters percent is hereby levied by the City of Homer on all sales, rents and services within the City except as the same may be otherwise exempted by law, for the purpose of funding debt retirement of the sewer treatment plant improvements, and to the extent revenues from such tax exceed such debt retirement obligations, for the purpose of funding water and sewer systems."

The proposed HAWSP policy update is intended to make the policy more readable and understandable with clear criteria for when and how HAWSP funds can be used. Based on the comments that remain in the document you can see the many questions we are wrestling with. All these questions are fodder for council discussion.

In reviewing past legislation related to HAWSP, the use of the program has shifted over time as the debt service on the sewer treatment plant improvements was retired and the city has in-filled water and sewer systems to existing neighborhoods. We should all be familiar with these shifts as we make decisions for the future of the program. We will

work with the City Clerk to provide this information before we make final decisions on the policy. For instance, Resolution 13-078(S)(A) states that if the HAWSP fund exceeds \$3 million the City Manager shall propose projects from the Water and Sewer Capital Improvement plans to utilize the funds, but Resolution 16-041(S-2)(A) instituted a minimum debt service ratio of 1.25 in order to initiate new special assessment districts; we need to understand how these directives work together to maintain funds in the program adequate to continue initiating water and sewer special assessment districts when neighborhoods apply.

Water/Sewer Utility Depreciation Reserves Policy

Aside from HAWSP, city water and sewer are special utility funds paid for by the utility ratepayers. As such, depreciation reserves are funded by the water and sewer utility ratepayers (the “15% reserve requirement” in the water and sewer rate models presented at our last worksession).

We currently do not have a policy for water and sewer utility depreciation reserves, and this constitutes one of the reserve policy projects council tasked ourselves with as we adopted the biennial budget for 2020/2021. There are many questions associated with the collection and use of depreciation reserves and the document in the packet is a starting point for discussion.

The title, depreciation reserves, indicates the reserves are intended for maintenance, repairs, and upgrades to keep the existing water and sewer system functioning as everyone with water and sewer expects. However, as stated above in HCC 9.16.010(b), HAWSP was also intended to fund debt retirement for sewer treatment plant improvements. Is it appropriate now to amend this portion of code to reflect that sewer treatment plant improvement debts have been retired?

Policy Questions for Council

There are many policy questions related to HAWSP and water/sewer utility depreciation reserves for council to consider. Below are a few to start the conversation. These questions are sometimes difficult to parse from one another and are not necessarily in priority order, but they are all questions we need to grapple with.

1. What are the water/sewer utility depreciation reserve funds for and how should they be used? One suggestion has been that HAWSP be used for new infrastructure and depreciation reserves be used for existing infrastructure. This is the definition currently included in the reserve fund policy draft. A different definition is included in HAWSP. How do we clearly define which funds are used in a particular instance?
2. Currently, water/sewer depreciation reserves are funded by the utility ratepayers through the 15% reserve requirement in the rate model. Is this the appropriate funding mechanism for the utility reserves? How else would depreciation reserves be funded?
3. What constitutes “the right amount” for the reserve funds? Should reserve fund policy include a “floor” and “ceiling” for the reserve funds? If so, how do we calculate them?

Backup Materials for Decision-making

We understand that council does not have all the information available to make final decisions on these policies. Our time during the past two weeks was spent preparing draft documents. Additional information we have identified we need includes the lists below. What other information can others think of that will be useful?

HAWSP policy revision:

- Legislative history establishing and amending HAWSP (excluding legislation that established special assessment districts under HAWSP)
- List of special assessment districts formed under HAWSP
- List of city projects funded by HAWSP
- Current status of the HAWSP fund

Depreciation reserve policy:

- History of legislation, task force recommendations, and council action on water/sewer reserves
- List of city projects funded by water/sewer reserves
- Current status of water and sewer reserve funds

RECOMMENDATION: Discuss water and sewer policies and provide direction for staff and councilmembers Lord and Aderhold to continue refining.