



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: April 21, 2021
SUBJECT: City Manager's Report for April 26, 2021 Council Meeting

FY22/23 Budget

Finance Director Walton and I have been very engaged in working through preparation of the draft budget. We met with all of the Department Directors and Division Managers to review all of their line item budgets. We were able to complete that process ahead of schedule providing more time for us to spend on the “big picture” of the budget as a whole. We expect to have an initial draft of the operating budget numbers ready for the May 10th Council Meeting.

Seawall Update

Report provided by Public Works Director Keiser:



Late last week, multiple owners of property along the Ocean Drive seawall reported, with concern, that the “rocks were moving” on the armor rock revetment. We mobilized a team to investigate, including Ronny McPherson, the coastal design engineer who designed the armor rock revetment; Carey Meyer, who served as Owner’s Representative; multiple Ocean Drive neighbors; and me. We were all very interested in Ronny’s opinion about what was happening and whether it was something to be worried about. We observed that some rocks had migrated off the wall and some general shifting had occurred. Ronny crawled over almost every rock on the revetment, observing the nature of the rock’s quality and placement and testing rocks to see if he could dislodge them. He was very pleased with the overall performance of the wall.

He explained that the rock revetment is a “natural structure” and that some movement is to be expected. We marked various rocks, with spray paint, that had migrated off the wall, which should be picked up and placed back on the wall. We also marked areas where rocks had shifted, creating “holes” in the wall. We told the neighbors we would make arrangements for equipment to be mobilized to do this work as soon as possible.

East Road Services happened to be excavating the gravel storm berm at the Mariner Park Lagoon the same day we made the beach walk. We asked them to move to the seawall and do the maintenance work on the armor rock revetment. They were able to move over the next day. The photo shows Phillip Jones, East Road Services, and Carey Meyer, Seabold Consulting, in the work of moving rocks around. (East Road Services has worked on the seawall numerous times over the years.) They moved along the revetment 10 feet at a time, stopping at each section to look at the rocks that had been marked with paint. They developed a mitigation strategy for that section – determining which rocks should be moved where. When they finished with a section, they moved down 10 feet. We believe this typifies the type of on-going maintenance the revetment will require over time.

Special Use Camping

In 2020 the City of Homer offered a special use camping program at Karen Hornaday Park for those who needed a place to quarantine due to COVID and didn't have the means to secure some other type of shelter. There have been some questions regarding whether the City would repeat the program this year. I hosted a meeting with staff from Police, Fire, Planning, Public Works, and the Library to discuss this year's context. Based on experience from last year, the current COVID context, and feedback from staff, I am not recommending a second year of special use camping. A follow up action item from the meeting is the consolidation and update of information on health and social services within the area that City staff can provide to those who are looking for help this year. I assigned Library Director Dave Berry as the coordinator of this effort. He is currently reviewing programs, contact information, etc. to ensure we have the most up to date lists that can be used by Police Officers, Parks crews, Library staff, and others who regularly interact with people who would benefit from the existing health and social service programs offered in the area.

General Fund CARMA Fund Balance Update

At the April 5th Budget Work Session, it was noted that we hold a negative balance in the "general" CARMA fund (156-0375). A negative balance of \$262,803 was shown in the FY 20/21 budget and a negative balance of \$247,181 was shown in the update provided at the April 5th work session. At that work session, Council was interested in learning how that negative balance can come off the books. There are two options: 1) allow CARMA fund interest to accumulate and pay it off over time, 2) transfer sufficient funds into the account to eliminate the negative balance. See attached for some background discussion from Finance Director Walton and an additional statement from Porter & Allison (a financial consulting firm with whom we work regularly).

Public Works 5-Year Plan Update

As a follow up to the roads plan provided by Director Keiser at our last meeting, a memo and draft 5-year plan is attached to this report. The long-term goal is to integrate the strategies being developed into the City's Capital Improvement Plan. Please forward any comments on the draft to myself and Director Keiser.

Municipal Clerks Week

This May 2 through 8, 2021 will be the 52nd Annual Professional Municipal Clerks Week. Initiated in 1969 by IIMC and endorsed by all of its members throughout the United States, Canada and 15 other countries, the week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week.

Some Homer City Clerk highlights, Melissa started in 2004 and achieved her designations as Certified Municipal Clerk (CMC) in 2008 and Master Municipal Clerk (MMC) in 2016, Renee started in 2007 and achieved her CMC in 2010 and her MMC in 2018, and Rachel returned to the Clerk's office in 2019 after 10 years at the Harbormaster's office, and achieved her CMC earlier this year. It takes a minimum of 60 hours of continuing education for each designation. An additional 50 experience points is required for CMC and 40 points in the

Professional Contribution category for MMC. In addition to their professional work responsibilities the Clerks are all involved with the Alaska Association of Municipal Clerks. Over the years Melissa has served on the Finance Committee, Legislative Committee, served on and Chaired the Scholarship Committee, and served on the Executive Board as Communications Director, 2nd Vice President, 1st Vice President, President, and this year as Immediate Past President, and was selected as the 2020 AAMC Clerk of the Year. Renee served on the Fundraising and Banquet Decorating Committees, and currently serves on the Finance Committee and Chairs the Elections Committee, and Rachel has served on and is Chairing the Publications Committee.

Homer Steps Up

Update enthusiastically provided by Personnel Director Andrea Browning:

In 2017 the City of Homer won the first ever “Homer Steps Up!” team challenge. Then in 2018, 2019, and 2020 the City repeated! Now, it’s time to defend our title again! Homer Steps Up! Will run from May 1st – 28th. City employees and spouses, and of course Council Members, can enroll in the challenge at <https://homerstepsup.walkertracker.com> and select the City of Homer team!



Electronics Recycling Event

Cook Inlet Keeper is hosting their annual electronics recycling event on Saturday, May 1st from 10am to 2pm at Spenard Builders Supply. For more information, visit <https://inletkeeper.org/recycling/> or contact Mandy Bernard at recycle@cookinletkeeper.org or 907-235-4068 x21.

COVID-Related Updates

COVID Risk Status

On March 30th I moved the City from the “Orange” to “Yellow” level on our COVID risk framework. The City remains in yellow status after the most recent review completed on April 19th. While the risk level remains the same, I am authorizing some small operational changes to allow increased access to City Hall and the Library (see below).

City Hall Update

I have been intentionally slow to open City Hall because an outbreak of COVID within the building could cause great harm to our ability to provide City services, and we are able to provide virtually all services either at a distance or by appointment. Now that all staff who wish to receive vaccinations have had a chance to get two shots plus two weeks (recommended time to realize the full effect of the vaccine), I feel more comfortable with a limited opening of City Hall. Starting April 26th we will begin allowing access to the lobby area at the Pioneer Avenue entrance (pictured below) and the lobby area between the City Clerk’s Office and the Council Chambers. Masks and social distancing requirements remain in place.



Library Hours Update

The Library Director and I have received a number of questions related to the Library’s plans to expand its hours as we move towards summer. The Library is currently short 1.5 employees and is spread quite thin between regular library activities and all the new services that were added for COVID response purposes (i.e. curbside service). That said, the Library staff have been reviewing options for modifying services which would allow them to expand service hours. We expect that at staff will be able to handle extended hours, including Saturdays, starting April 26th. Additionally, we have open recruitments for a part-time (28 hour) library technician, temporary library aides, and a youth services librarian (visit <https://cityofhomerak.applicantpro.com/jobs/> to apply).

Council Chambers

In past meetings I have told the Council that the Chambers remodel is largely hinging on the delivery of a camera unit. The type and quality of camera used in a facility like ours is quite unique and difficult to duplicate well with other options. Our IT Division laid out four alternatives for me to help understand what could be possible in regards to getting a hybrid digital meeting accomplished in Chambers (see below). I believe that Option A, while the longest pathway to in-person meetings, continues to be the option which will lead to the most satisfying meeting experience for the Council and the Public

<p>OPTION A: JUST WAIT</p> <p>DESCRIPTION: Wait for the second camera to arrive. In the meantime, meetings continue to happen over Zoom. Meetings that don't require recording can be done in person.</p> <p>PROS: Equipment requires only one setup process, and results will be high-quality from the beginning. This is the most efficient use of staff time and labor.</p> <p>CONS: Delay.</p>	<p>OPTION C: USE THE SECURITY CAMERA IN THE CORNER OF THE ROOM</p> <p>DESCRIPTION: There is a security camera mounted on the corner of the room, with a distant view of the entire dais and most of the audience area.</p> <p>PROS: The camera is already in place.</p> <p>CONS: Can record video, but can't export directly to Zoom. Resolution is low and the figures at the dais will be quite small. This would be useful only for records retention, rather than live broadcasting.</p>
<p>OPTION B: SET UP A TEMPORARY CAMERA ON THE SPEAKER'S PODIUM</p> <p>DESCRIPTION: The City has an existing camera array that could be mounted on the speaker's podium directly in front of the dais. The video feed and all microphone feeds will be routed to the soundboard and from there to Zoom.</p> <p>PROS: Equipment is already in hand (although it may need significant reassembly).</p> <p>CONS: Can be mounted on the existing TV bracket, but that requires removing the TV. Alternatively, if the camera is mounted above the TV, it will obstruct the view of the audience and the speaker. The camera will only capture about 6 seats in the middle of the dais.</p>	<p>OPTION D: SET UP THE EXISTING POLYCOM CAMERA AS THE PRIMARY, RECORD FROM ONE ANGLE ONLY</p> <p>DESCRIPTION: One of the Polycom cameras has arrived. We could shift it over to the primary position and set it up to record the room from one side only.</p> <p>PROS: Recording is high-quality and can be fed directly to Zoom.</p> <p>CONS: People on one side of the dais would have their backs to the view. The Polycom cameras require an immense amount of calibration and testing, and when the second camera arrives, we would have to go through all of it again.</p>

Enclosures:

1. Memo from Director Walton – General Fund CARMA Fund Balance Update
2. Memo from Porter & Allison – Negative Fund Balance
3. Memo from Director Keiser – 5-year CIP with attachment
4. Municipal Clerks Week Fact Sheet



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Finance Department

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Memorandum

TO: Mayor Castner and Homer City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Elizabeth Walton, Finance Director
DATE: April 11, 2021
SUBJECT: General Fund CARMA Fund Balance Update

The purpose of this memo is to provide additional context regarding the negative balance in the General department within the General Fund CARMA Fund.

Project Cleanup:

A huge focus of the Finance Department FY19 was the cleanup and closure of several outstanding capital project accounts. Two memorandum's (19-155 and 20-012) accompanied ORD 19-57(S-2) that ultimately provided necessary appropriations to close out aged projects in the City's General Ledger.

Memo 19-155 includes the following narrative in connection to the General Fund CARMA account (156-0375):

151-0775 – City Hall Expansion & Remodel – completed 2013

- Project was initially reported with a negative balance of \$583,068.18. However, there was a funding transfer that was missing. In 2019, we recorded this missing transfer of \$486,948 (per Ord 11-19(S)) and now the project has a negative balance of \$96,120.18.
 - Further complication: In 2010 the revolving energy fund was created and \$19,773 of that fund was created by a transfer from the “New City Hall”. We subsequently closed out the “New City Hall” into this project (151-0775) but never removed that \$19,773 in funding from the revolving energy fund. Ord 11-47 authorized a transfer of \$415,873 from the “New City Hall” into this project. The transfer was done, but for \$19,773 less than the authorized amount.
 - Finance recommendation: Clean up the \$19,773 shortage by transferring that amount from the revolving energy fund. If this is done, the project will have a negative balance of \$76,347.18 (expenditures exceeding revenues). Transfer this amount from General Fund reserves (156-0375) as this was the additional funding source for this project.

As mentioned in Memo 19-155, we recorded the missing funding transfer of \$486,948. This transfer compounded with the \$76,347 necessary to close out the project drew the balance of the General CARMA account (156-0375) into the negative.

GF CARMA Balance Timeline

- 2018 ending balance - \$157,556
- 2019 before transfers - \$ 280,315
- 2019 ending transfers - \$(286,188)
- 2020 ending balance - \$(246,964)

Funding Options:

There are essentially two options available to eliminate the negative balance of the General CARMA account:

1. Allow the interest income to accrue over time to “reimburse” the negative balance. This option could take time, as the investment market is volatile and interest income could swing drastically from year to year.
2. Transfer sufficient funds into the account to eliminate the negative balance.

Recommendation:

To quickly eliminate the negative balance in the General CARMA account, transfer sufficient funds of \$246,964 from the General Fund Fund Balance.



PORTER & ALLISON
— INC —
CERTIFIED PUBLIC ACCOUNTANTS

April 15, 2021

To the Finance Department
and Homer City Council

RE: Negative Fund Balance

If any fund has a negative fund balance, the fund activity should be reviewed to determine the cause of the negative balance. The City should develop a plan to rectify the negative fund balance. The normal corrective action taken is to record a transfer into the fund with negative fund balance from another fund with fund balance. This is normally from the general fund, since the majority of all other governmental funds have revenue sources that are designated for only that fund or do not create fund balance as they are grant funded. Other actions would require the fund to generate revenues greater than expenditures until the fund deficit is eliminated. This could take several years depending on the source of the revenues and ability to minimize expenditures.

Respectfully,

Ben Allison
Shareholder
Porter & Allison, Inc.



City of Homer

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Public Works

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Memorandum

TO: City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Janette Keiser, PE, Director of Public Works
DATE: March 31, 2021
SUBJECT: Proposed 5-Year Capital Improvement Plan for Public Works

I. The Issue: The City Council has asked for longer-term capital planning. The purpose of this memorandum is to present a proposed 5-year Capital Improvement Plan for Public Works.

II. Background:

The City's capital planning process has not been systematic over the years. Homer has commissioned the development of multiple planning documents over the years, which include recommendations for capital projects for various elements of Homer's infrastructure – the Water/Sewer Master Plan, the Non-Motorized Trails & Transportation Plan, the Drainage Management Plan, the Karen Hornaday Park Master Plan and numerous others. Some of the projects identified in these plans have been funded on an *ad hoc* basis; that is, as some project raises to the top of a priority list in some given year. However, there's been no means to collect high priority projects into one planning document.

The City has multiple means to fund capital projects for its infrastructure, including the HAWSP Fund, the HART Roads Fund, the HART Trails Fund and the Water/Sewer CARMA Funds. But, there has been no systematic means of programming these funds to address serious repair, replacement or system capacity needs. We're sitting on millions of dollars of reserves, with millions of dollars in unmet repair/replacement needs, and no way to bridge the gap. The purpose of the 5-Year Capital Improvement Plan serves that purpose. It shows how the funds can be used over time, to address deferred maintenance, replace deteriorating facilities and provide for expanded capacity.

Q – Why a 5-year Plan? **A** – Five years is a reasonable period of time to look into the future. It's long enough that it requires some mindful forecasting, but short enough to avoid sheer speculation. There is precedence for a 5-year time frame; for example, federally-funded transportation programs are required to use a 5-year look-ahead.

Q – What is included? **A** – The proposed 5-year CIP includes all aspects of Public Works operations – Roads, Sidewalks, Trails, Parks, Drainage works, Building Maintenance, ADA Compliance, Water & Sewer. It also includes distributions, for each category of operations, for Fleet Replacements and the Computerized Maintenance Management System (CMMS) software. And, in cases where Special Assessment Districts could be formed, the proposed 5-year CIP includes a reserve for the City’s share of such districts.

Q – How is the proposed plan based on? **A** – Generally, for each project, there is corresponding documentation in a topic-specific planning document. For example, the Roads element is based on the Road Financial Plan, which was reviewed at the April 12, 2021 City Council meeting. The Fleet Replacement elements are based on the Fleet Replacement Schedule, which was reviewed at the March 31, 2021 City Council Work Session. The Water/Sewer elements are based on the Water/Sewer CIPs, which were originally adopted in 2020 and are in the process of being updated.

Q – Does approval of the proposed plan mean the projects are automatically approved for all five years? **A** – No. We are not seeking appropriation for the entire five years of projects, at this time. The intent is that the City Council would approve the overall strategies behind the 5-year Plan, so the process/policies become institutionalized as part of the budget process. As part of the current budget cycle, we will be seeking appropriation for projects for the immediate budget cycle; that is, Years 1 and 2.

Q – Does the proposed plan consider cash flow? **A** – Partially. We have tried to take into consideration the extent to which some of the funds ebb and flow as sales taxes are received and payments are made for projects. However, we do not yet have a system for receiving regular reports of these matters so we cannot yet sensibly predict cash flow. We are working on a way to do this.

III. Recommendation

We recommend the City Council adopt the proposed 5-Year Public Works Capital Improvement Plan. What does this mean? It means the City Council would adopt the strategies behind the proposed Plan and commit to the concept of a long-term plan to repair/rebuild Homer’s infrastructure. We are not asking for specific appropriations for specific projects at this time. We will do this later, as part of this year’s budget process.

	Year 1 - July 2020 - June 2021	Year 2 July 2021- June 2022	Year 3 July 2022-June 2023	Year 4 2023- 2024	July June
Roads					
Road share of Ocean Drive SAD	\$ 52,606				
Fleet Replacement - Roads share	\$ 416,000	\$ 184,999	\$ 31,666	\$ 459,166	
Small Works Road Repair Program	\$ 105,000	\$ 70,000	\$ 10,000	\$ 20,000	
CMMS - Fleet Share		\$ 20,000			
Grind & Pave Program		\$ 177,895	\$ 70,784	\$ 200,000	
Road Base Reconstruction Program		\$ 240,000	\$ 240,000	\$ 240,000	
Fuel Island Replacement - Design		\$ 20,000			
Fuel Island Replacement - Construction			\$ 190,000		
Total - Roads	\$ 573,606	\$ 712,894	\$ 542,450	\$ 919,166	

Sidewalks

Main Street Sidewalk - Design	\$ 110,700				
Main Street Sidewalk - Construction		\$ 1,100,000			
Ben Walters Way Sidewalk - Design & Survey			\$ 100,000		
Ben Walters Way Sidewalk - construction				\$ 1,500,000	
Svedlund to Sr. Citizens Center Sidewalk - design & construction					
Total - Sidewalks	\$ 110,700	\$ 1,100,000	\$ 100,000	\$ 1,500,000	

Trails

Small Works Trails Maintenance	\$ 36,000	\$ 10,000	\$ 10,000	\$ 10,000	
Poopdeck Trail ADA ramp	\$ 45,000				
Karen Hornaday Park - new pedestrian access trail - construction		\$ 150,000			
Old Nelson Trail - design, survey & permitting			\$ 40,000		
Old Nelson Trail - construction				\$ 180,000	

Fairview Ave Trail - east - design, survey & construction				\$	30,000			
Fairview Ave Trail - west - design, survey & permitting								
Fairview Ave Trail - west - construction								
Beluga Boardwalk Extension - design, survey & permitting								
Total - Trails	\$	81,000	\$	160,000	\$	80,000	\$	190,000

Parks

Fleet Replacement - Parks share				\$	60,000	\$	60,000	\$	50,000
Automatic Pay Kiosks	\$	85,000							
Woodard Creek trail	\$	7,025							
Karen Hornaday Park - Road Realignment	\$	15,000	\$	120,000					
Karen Hornaday Park - Restroom Replacement			\$	300,000					
Karen Hornaday Park - Water & Sewer Line replacement			\$	25,000					
Karen Hornaday Park - Parking Area			\$	75,000					
Pioneer Ave Pocket Park					\$	5,000			
Bartlett Street Pocket Park					\$	10,000			
Parks ADA Transition Plan			\$	50,000					
Parks ADA Implementation					\$	20,000	\$	20,000	
Bishop's Beach Restroom Replacement - Design			\$	25,000					
Nick Dudiak Fishing Lagoon Accessible Ramp & Retaining Wall - design			\$	5,000					
Bishop's Beach Restroom Replacement - Construction					\$	400,000			
Fishing Hole Restroom Replacement							\$	350,000	
Nick Dudiak Fishing Lagoon Accessible Ramp & Retaining Wall - Construction							\$	55,000	
Ben Walters Restroom Renovations									
Jack Gist Park Improvements - Drainage									
Picnic Table Replacement Program			\$	3,000	\$	3,000	\$	3,000	
KHP Ballfield Renovation Program			\$	10,000	\$	10,000	\$	10,000	
Implentation for Wayfinding Program			\$	20,000	\$	20,000	\$	10,000	

	Total - Parks	\$	107,025	\$	693,000	\$	528,000	\$	498,000
	Total Cost of Parks + Trails	\$	188,025	\$	853,000	\$	608,000	\$	688,000
Additional needed from Parks Fund for costs, which can't covered by another fund		\$	-	\$	233,000	\$	208,000	\$	348,000
		\$	674,618	\$	831,639	\$	755,639	\$	704,660
		\$		\$		\$		\$	513,681

Drainage

Small Works Drainage Program	\$	110,000	\$	-	\$	-	\$	25,000
Horizon Court Landslide Repair	\$	20,000						
Woodard Creek Culvert- Construction	\$	463,353						
Mt. Augustine Drainage Improvements - Construction	\$	97,000	\$	75,000				
Update to Drainage Master Plan	\$	90,000						
Total - Drainage	\$	780,353	\$	75,000	\$	-	\$	25,000

Building Maintenance

HERC Strategic Plan		\$	50,000					
Repairs to sidewalk entrance at Airport Terminal		\$	20,000					
Address PW Campus Inundation Zone issues		\$	50,000	\$	5,000,000	\$	5,000,000	
Ionization Units in City Buildings		\$	50,000					
Fleet Replacement - Building Maint		\$	50,000	\$	50,000.00			
Total - Building Maintenance		\$	220,000	\$	5,050,000	\$	5,000,000	

ADA Compliance

Signage		\$	10,000					
Address primary access issues		\$	15,000					
Airport Restroom		\$	30,000					
Parking Lot Paving		\$	40,000	\$	50,000	\$	75,000	
Parks ADA Transition Plan		\$	30,000					
Parks ADA Transition Plan Implementation				\$	30,000	\$	30,000	
Total - ADA Compliance		\$	125,000	\$	80,000	\$	105,000	

Water

Water Share of Ocean Drive SAD	52,606
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Reserve for Water SAD				\$	400,000
Water share of Fleet Replacement		\$	184,999.0	\$	46,666
Water share of Financial Management Services	\$	17,500		\$	41,666
LED lights at water treatment plant	\$	16,546			
CMMS - water share		\$	20,000		
Disinfection By-Products Mitigation	\$	210,000			
Tasmania Court Water - SAD - Construction	\$	234,105			
Tasmania Court Water - Betterment to serve future water storage tank	\$	88,569			
Alder Lane Water - SAD - Construction	\$	253,193			
Replace flow meters at Main & Danview PR stations & East Rd Monitor		\$	15,000		
East Trunk - FPI Mag Flow Meter		\$	9,000		
WTP HVAC Control System Upgrade		\$	55,955		
Ground Water Research		\$	100,000	\$	50,000
MIOX Chlorine Generator Cell		\$	30,000		
Charles Street Water - design		\$	50,000		
Charles Street Water - construction				\$	509,000
East Hill Rd Water Betterments				\$	49,000
Shellfish Tank 12" Distribution Line -design & construction (betterment to Tasmania Court Water SAD)		\$	88,569		
Shellfish Water Storage Tank - construction				\$	1,700,000
Raw Water Transmission Line Replacement - Design	\$	215,000			
Raw Water Transmission Line Replacement - Construction		\$	1,470,000		

Replace Compressors at WTP when construct new raw water transmission line		\$	50,000			
Tesoro Vault - increase from 6" to 10"		\$	100,000			
PRV Replacement - West Truck Water Line		\$	25,000			
Total - Water	\$	1,087,519	\$	2,198,523	\$	654,666
					\$	2,141,666

Sewer

Sewer Share of Ocean Drive SAD	\$	52,606				
Fleet Replacement - Sewer			\$	184,999	\$	46,666
						\$
Reserve for Sewer SAD						400,000
LED lights at sewer plant	\$	35,844				
Sewer share of Financial Management Services	\$	17,500				
Digester Blowers			\$	189,000		
CMMS - Sewer share			\$	20,000		
Tasmania Court Sewer - SAD - Design & Construction			\$	230,272		
Upgrade SCADA for 7 sewer lift stations			\$	210,000		
Influent station back-up pump			\$	16,136		
Sewer Inspection Camera			\$	57,200		
WWTP Pond - Liner			\$	25,000		
Safety Hoist for Lift Stations & other underground work			\$	10,282		
Beluga Lift Station - preliminary design	\$	19,573				
Beluga Lift Station - construction			\$	2,000,000		
Charles Street Sewer - design			\$	55,000		
Charles Street Sewer - construction					\$	600,000
East Hill Rd Sewer Betterments					\$	49,000
Shaft Compressors			\$	85,000		
Total - Sewer	\$	125,523	\$	3,082,889	\$	695,666
					\$	441,666

Year 5 July 2024- June 2025	Recommended Funding Source	Total Investment in Category
\$ 408,333	HART Road - Year 1 already appropriated HART Road - Year 1 already funded by Ord 21-06	
\$ 20,000	HART- Roads - Year 1 already funded by Ord 20-33	
\$ 240,000	HART Road	
\$ 240,000	HART Road	
	PW CARMA	
	PW CARMA - \$90,000 already appropriated	
\$ 908,333		\$ 3,656,449

Legend

Funding has already been appropriatead

Hypothetical result if HART Trails Fund could be used to support Parks.

	HART Road - Year 1 Already funded by Ord 20-32 & Ord 21-12	
	HART Road	
	HART Road	
\$ 500,000	HART Road	
\$ 500,000		\$ 3,310,700

\$ 10,000	HART Trails - Year 1 already funded by Ord 20-36 HART Trails - Year 1 already funded by Ord 20-54	
	applying for grant funding; use HART Trails for required match	
	HART Trails	
	HART Trails	

HART Trails

\$ 40,000 HART Trails

\$ 50,000 HART Trails

\$ 100,000

\$ 611,000

CARES Act - sole source contract
approved by Reso 20-108

Donation - appropriated by Ord
20-90

Year 1 already appropriated by
Acct 160-0777-5261. Balance to
come from HART Road

HAWSP

HAWSP

Parks Fund

Parks Fund

Parks Fund

Parks Fund

\$ 20,000 Parks Fund

HAWSP

Parks Fund & ADA Fund

HAWSP

HAWSP

Parks Fund & ADA Fund

\$ 75,000 HAWSP

\$ 60,000 HART Road

\$ 3,000 Parks Fund

\$ 10,000 Parks Fund

\$ 10,000 Parks Fund

\$ 178,000

\$ 2,004,025

\$ 278,000

\$ 113,000

\$ 552,702

\$ 25,000 HART- Roads - Years 1-3 already
funded by Ord 20-34
HART Road - Already funded by
Ord 20-61(A)(S)
HART- Roads - already
appropriated by Ord 21-08
HART- Roads - Year 1 already
funded by Ord 20-85
HART Roads - Already funded by
Ord 20-31.

\$ 25,000

\$ 905,353

TBD

\$ 2,000,000 TBD

Other departments CARMA
accounts

\$ 2,000,000

\$ 12,270,000

ADA Compliance Fund
ADA Compliance Fund
ADA Compliance Fund
ADA Compliance Fund
ADA Compliance Fund

\$ 30,000 ADA Compliance Fund

\$ 30,000

\$ 340,000

Water CARMA

\$ 400,000 Financed by HAWSP & ADEC. City Share could be funded by HAWSP.

\$ 83,333 Water CARMA
Water CARMA - already funded by Ord 21-03
Water CARMA- already funded by Ord 20-92
Water CARMA
Water CARMA - already funded by Ord 20-56
Financed by HAWSP & ADEC - already appropriated by Ord 20-68 City Share to be funded by HAWSP. Grant available.
Financed by HAWSP & ADEC - already appropriated by Ord 21-11. Grant available

Financed by HAWSP & ADEC - already appropriated by Ord 20-83. City Share to be funded by HAWSP. ADEC Grant available

Water CARMA

Water CARMA

Water CARMA

Water CARMA

Water CARMA

Would be financed by HAWSP & ADEC. City Share could be funded by HAWSP. Grant funding is available

Would be financed by HAWSP & ADEC. City Share could be funded by HAWSP.

Water CARMA

Water CARMA - already funded by Ord

Water CARMA & HAWSP

Water CARMA. Already funded by Ord 20-56

Waiting for FEMA Grant

Water CARMA

Water CARMA - Already funded
by - Ord 20-56

Water CARMA - Already funded
by Ord 20-56

\$ 483,333

\$ 6,565,707

Sewer CARMA

\$ 83,000

Sewer CARMA

Would be Financed by HAWSP &
ADEC. City Share could be funded
by HAWSP.

\$ 400,000

Sewer CARMA - already funded
by Ord 20-92 and Ord 21-10

Sewer CARMA - Already funded
by Ord 21-03

Sewer CARMA - Already funded
by Ord 20-57

Sewer CARMA

Financed by HAWSP & ADEC. City
Share to be funded by HAWSP.

Sewer CARMA - Already funded
by Ord 20-57.

Sewer CARMA

Sewer CARMA

Sewer CARMA

Sewer CARMA

Sewer CARMA. Already funded
by Ord. 21-01

Sewer CARMA

Would be financed by HAWSP &
ADEC. City Share could be funded
by HAWSP.

Sewer CARMA

Sewer CARMA

Sewer CARMA - already funded
by Ord 20-57

\$ 483,000

\$ 4,828,744



52nd Annual Professional Municipal Clerks Week

May 2 - May 8, 2021

FACT SHEET

Sponsored by the International Institute of Municipal Clerks

Professionalism In Local Government Through Education

PURPOSE

To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

HISTORY

This May will be the 52nd Annual Professional Municipal Clerks Week, initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:

- Maintains the official council minutes, ordinance books and all records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting.
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

IIMC is a professional association of City, Village, Town, Township, Borough and County Clerks, Secretaries and Recorders. IIMC prepares its members to meet the challenges of the diverse role of the Municipal and Deputy Clerk by providing services and continuing professional development opportunities to benefit members and the government entities they serve. Founded in 1947 in French Lick, Indiana, IIMC has 14,700 members throughout the United States, Canada and 15 other countries.