



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Memorandum Supplemental Packet

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: NOVEMBER 8, 2021
SUBJECT: SUPPLEMENTAL PACKET

CONSENT AGENDA

Resolution 21-078, A Resolution of the City Council of Homer, Alaska Confirming the Assessment Roll, Establishing Dates for Payment of Special Assessments and Establishing Delinquency, Penalty, and Interest Provisions for the Seawall Improvement Special Assessment District for Armor Rock Toe Improvements. City Clerk.

Memorandum 21-203 from Public Works Director as backup

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Resolution 21-079, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Apply and Accept a Loan from the State of Alaska Department of Environmental Conservation, Alaska Drinking Water Fund, in an Amount not to Exceed \$86,250 to Finance Costs of the Public Works Department's Computerized Maintenance Management System (CMMS). City Manager/Public Works Director.

Amended Memorandum 21-197(A) from Public Works Director as backup

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ANNOUNCEMENTS / PRESENTATIONS / REPORTS

Planning Commission Written Report

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RESOLUTIONS

Resolution 21-082, A Resolution of the City Council of Homer, Alaska Acknowledging the Results of the Invitation to Bid for City Owned Cold Storage Seasonal Rental Units. City Clerk.

Resolution 21-082(S), A Resolution of the City Council of Homer, Alaska Acknowledging the Results of the Invitation to Bid for City Owned Cold Storage Seasonal Rental Units. City Clerk.

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Memorandum 21-198 from Port Director as backup

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Public Works

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Homer, AK 99603

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(p) 907- 235-3170

(f) 907-235-3145

Memorandum 21-203

TO: Rob Dumouchel, City Manager

FROM: Janette Keiser, PE, Director of Public Works

DATE: November 8, 2021

SUBJECT: Homer Seawall Armor Rock Revetment Project –Adjusted Final Assessment
Roll to Correct Mathematical Discrepancies – Another Correction

Issue: The purpose of this Memorandum is to disclose another mathematical error on the Final Assessment Roll previously submitted.

Background:

The length of one of the City of Homer properties was listed on the Final Assessment Roll as 100 linear feet. The platted width of that lot is a line that runs straight from east to west 128.63 feet. The actual length of frontage on the Armor Rock Revetment is 130 feet. The Armor Rock Revetment in front of that lot does not run in a straight line. Rather, it runs in a slanted line, which makes the linear feet of frontage on the revetment longer than the platted width.

This does not change the computations, as the computations were based on the actual length of frontage.



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Memorandum 21-197(A)

TO: City Council
Through: Robert Dumouchel, City Manager
FROM: Janette Keiser, PE, Public Works Director
DATE: October 20, 2021
SUBJECT: CMMS Software – ADEC Loan

Summary: The purpose of this memorandum is to explain why the City needs to apply for a loan from the AK Department of Environmental Conservation (ADEC) for the Public Works Department's Computerized Maintenance Management System (CMMSS).

Background: A CMMS is software designed to track and monitor preventive maintenance of most Public Works assets, such as heavy equipment and rolling stock as well as mechanical and electrical equipment. The upgrade of CMMS software was approved in the FY 22 Capital Budget. Further, the City Council adopted Resolution 21-062 and Resolution 21-063 to Antero and HDR respectively, for products/services to update the Public Works Department's CMMS.

The ADEC notified us that the City will be awarded a \$75,000 Principal Forgiveness Subsidy for Sustainable Infrastructure Planning Projects (SIPP). The CMMS Software Project is a qualifying project.

To get this subsidy, we need to go through the ADEC's Clean Water State Revolving Fund process. This means the City needs to apply for a loan, acquire the product/services, pay for them, apply for reimbursement from the loan and at that time, the Principle Forgiveness Subsidy is applied by the ADEC. The loan application process requires staff to document the governing body's authorization to submit such the loan application. Thus, we need a City Council Resolution specifically authorizing staff to submit a loan application for the CMMS **and accept such a loan when offered.**

The total cost of the CMMS project is \$86,250. The Principle Forgiveness Subsidy will cover \$75,000 and the remaining \$11,250 will be divided between the HART Road Fund, the Water CARMA Fund, and the Sewer CARMA Fund, as was originally scheduled.

Recommendation: That the City Council adopt the Resolution authorizing staff to apply for, **and accept,** a loan from the ADEC Drinking Water State Revolving Fund in the amount of \$86,250 for the CMMS.

To: Mayor Castner and Homer City Council
From: Scott Smith, Homer Planning Commissioner
Date: November 3, 2021
Subject: Planning Commission Report for City Council Meeting

Attending: All Commissioners attended with the exception of Commissioner Chiappone, who was excused. Deputy City Clerk Renee' Krause and City Planner Rick Abboud attended.

Work Session:

To continue our education and discussion on water drainage in the Homer area, Public Works Director, Jan Keiser, was invited to give a presentation. She highlighted three case studies involving a single plot, a neighborhood, and a larger, multiple-neighborhood situation. Each case revealed some of the very difficult drainage matters which need resolving. Code addressing mitigation of downstream impact of water drainage in its various forms must be created. Planning will need to develop a comprehensive drainage plan from which Code can be created.

Planning Commission Regular Meeting

AGENDA Motion carried.

PUBLIC COMMENTS: Karen Marks attended and commented on her gratitude of the development of Way Finding and Streetscapes. She's looking forward to the presentation to the EDC coming in December.

RECONSIDERATIONS: None.

Consent Agenda was passed without discussion or objections.

PRESENTATIONS:

Deputy City Planner Julie Engebretsen presented the (brilliant) Final Master Plan Report on Wayfinding and Streetscape in Homer. The team will be presenting this

report to the EDC and Council in December. This report is the effort of nine months of work. The team had two goals: to help visitors navigate within Homer and to ensure that the used materials and themes “felt” like Homer.

REPORTS

A. Staff Report 21-65, City Planers Report – City Planner Abboud highlighted the HERC developments, the creation of Homer’s Hazard Planning team, developments on Coastal Bluff Erosion involving input from DGGs, Strategic Planning, the implementation of Electronic Permitting, and a brief report on how Homer fits into the larger problem of Homelessness on the Kenai Peninsula.

PUBLIC HEARINGS: Staff Report 21-66, Ordinance 21-XX, Amending Onsite Parking Requirements for Detached One Bedroom or Efficiency Units. This is an amendment to the parking Code reducing the number of spaces required for these types of buildings. The adjustments are “right sized” for these units. Motion passed without discussion.

PLAT CONSIDERATIONS: None.

PENDING BUSINESS: Staff Report 21-52, Use of Shipping Containers. HPC discussed the possible allowance of shipping containers as dwelling units. Commissioners voiced pro’s and con’s and evaluated the legitimacy of singling out one type of non-typical structure verses another. It would be difficult to write Code this way. No motions for action were presented.

NEW BUSINESS: Memorandum from City Clerk Re: Advisory Bodies 2022 Meeting Schedule. PC reviewed the schedule and motioned for it to be passed to Council for approval. Motion passed unanimously without discussion.

COMMENTS OF THE AUDIENCE: None.

COMMENTS OF THE STAFF: Commissioners thanked members of the Planning Office and Clerk’s office for their quality work and effort.

The next Regular Meeting will be held by Zoom on December 1, 2021 at 6:30 p.m.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 21-082(S)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
ACKNOWLEDGING THE RESULTS OF THE INVITATION TO BID FOR
CITY OWNED COLD STORAGE SEASONAL RENTAL UNITS.

WHEREAS, In accordance with the Procurement Policy an Invitation to Bid for City Owned Cold Storage Seasonal Rental Units was advertised in the Homer News on October 7 and 14, 2021 and posted on the City of Homer website; and

WHEREAS, There are eight 8’x10’ units and one 22’x10’ unit located at the City Ice Plant on the Fish Dock and sealed bids that include a completed cold storage unit agreement were due Thursday, November 4, 2021; and

WHEREAS, The season shall start no later than March 15th and ends as early as October 20th and no later than November 5th; and

WHEREAS, Three bids were received and they bids met or exceed the minimum required bid amount in the Invitation to Bid as follows:

- Locker #7 to Maverick Charters for \$3,000
- Locker #8 to Bob’s Trophy Charters for \$2,501.99
- Locker # 9 to Sportsman’s Supply for \$8,000

NOW, THEREFORE, BE IT RESOLVED the City Council of Homer, Alaska acknowledges the results of the City Owned Cold Storage Seasonal Rental Units to Sportsman’s Supply & Rental, Maverick Charters and Bob’s Trophy Charters, renters.

PASSED AND ADOPTED by the Homer City Council on this 8th day of November, 2021.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: \$13,501.99 revenue to Fish Dock Cold Storage 400-0603-4621



Memorandum 21-199

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
THROUGH: ROB DUMOUCHEL, CITY MANAGER
FROM: BRYAN HAWKINS, HARBORMASTER
DATE: OCTOBER 27, 2021
SUBJECT: COLD STORAGE LOCKERS FY22 INVITATION TO BID (ITB)

In the last couple of years the harbor has experienced increasing demand for use of cold storage lockers associated with the City's Ice plant. This increased demand has led to many requests from individuals to arrange for reserved or pre-booked use of the available lockers up to a year in advance for the following season. Businesses have also cited that they pre-order bait in advance and need assurances that they'll have a cold storage place to put it when the next season starts as part of their business model. In order to keep the rental and use of cold storage lockers transparent and equally available for all, that staff has addressed these requests by issuing an ITB, opening on October 1st and set to close on November 4th for about half of next seasons cold storage lockers.

The purpose of the ITB is for any business or individual who wishes to secure an advanced reserved locker for the 2022 summer season, and would provide a fair and equal bidding platform for any interested parties. Approximately half of the cold storage lockers will be held back and offered on a first come-first serve basis at the beginning of the 2022 season to ensure that seasonal fisherman, businesses, and other individuals still have an opportunity to secure a locker in the traditional way. If the minimum bid is not reached on any one of the offered lockers it will join the pool of lockers offered on a first come-first serve basis in the spring.

We received three responses to this ITB and are recommending the acceptance of the three bids to the following proposers:

- 1 Locker #7 to Maverick Charters for \$3,000
- 2 Locker #8 to Bob's Trophy Charters for \$2501.99
- 3 Locker # 9 to Sportsman's Supply for \$8,000

Recommendation: Adopt Resolution 21-082 acknowledging the bid results for the Cold Storage Locker Invitation to Bid.