



# City of Homer

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

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: March 24, 2022  
SUBJECT: City Manager's Report for March 29, 2022 Council Meeting

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#### Council Visioning

On March 16<sup>th</sup> and 17<sup>th</sup> the Mayor, Council, and staff leadership team met at the Pratt Museum for a visioning work session. We discussed priorities for the future and had a lot of very productive conversation. Susie Amundson from Wise at Work facilitated and provided a wonderful service in guiding us through the visioning process. Assistant to the City Manager Christine Drais did a fantastic job of handling event logistics throughout the event. I would also like to acknowledge Jennifer Gibbins and her team at the Pratt Museum for being excellent hosts. Susie has completed a written follow up to the meeting (attached to this report) that I am now using to help me begin to create a roadmap for achieving the various goals and initiatives generated by the visioning session. I expect to have an update to share with Council at our next meeting (April 11<sup>th</sup>).

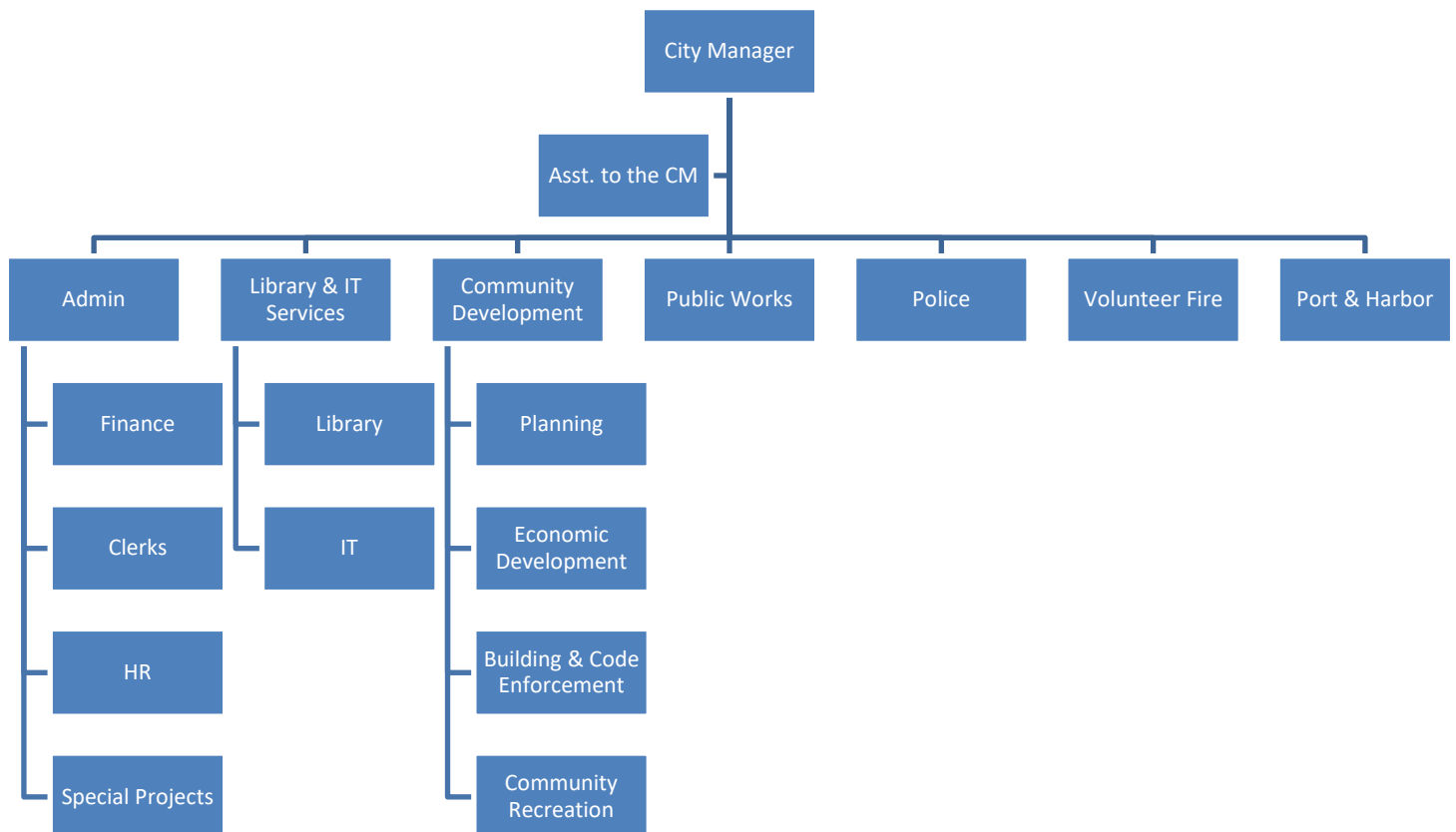


## Organizational Goals

At the Council visioning, I presented a set of organizational goals based on staff goalsetting exercises. I have attached a memo to this report reiterating those goals so that they are more easily located by the public if interested in the staff perspective.

## Reorganization Concept

At the Council visioning, I also presented a reorganization concept which is focused on reshaping the Administration Department. The main changes include the creation of a Library & Information Technology (LIT) Services Department, the creation of a Community Development Department (Planning, Economic Development, Community Recreation, and a future Building & Code Enforcement division), and the merger of Finance into Administration. The figure below shows an outline of the changes with a focus on affected departments/divisions. Officially creating or merging departments does require an act of Council, and staff will be working towards bringing ordinances to Council across the next couple months.



## Development Work Group

As a complementary action to the proposed creation of a Community Development Department through staff reorganization, I have also launched a weekly Development Work Group that brings together staff from Community Development (Planning, Economic Development, and, in the future, Building) and Public Works (PW Director, PW Superintendent, and Engineering Division staff).

This working group was created with the express purpose of strengthening connections between departments/divisions/individuals involved in development at the City. Homer is growing and changing. The way we work together needs to change as well. At each meeting, we get together to review potential projects,

permit applications, and discuss the challenges and opportunities relevant to development in Homer. With many planning and utility-related interests supported by Council at the recent visioning, I believe that this will be a very active group within our organization.

### **Surplus Sale**

The City has an active surplus sale underway at this time. Bids are due in by 5pm on Tuesday, April 12<sup>th</sup>. We have everything from a Christmas tree and Xtratuf slippers to a 2003 Ford F-250 Super Duty and a forklift. I have staff experimenting with some supplemental noticing of items for sale on platforms like Craigslist, Alaska's List, etc.



<https://www.cityofhomer-ak.gov/cityclerk/city-homer-surplus-equipment-sale-%E2%80%93-april-2022>

### **Community Kids Spring Break Program**

The City of Homer Community Recreation program recently teamed up with South Peninsula Behavioral Health Services, also known as The Center, to offer some fun, safe indoor activities during the spring break for kids ages 6-12. There was a total of 24 children who attended over six days with lots of physical activities and team building skills. The program was an incredible success. This is an ongoing partnership that has been very successful as The Center provides most of the staffing/supervision and Community Rec provides the space and equipment. We are intending to expand this offering whenever there are scheduled breaks from school during the school year and throughout the summer months to provide some much needed healthy options for local families and youth. We continue to receive very positive feedback from the parents as they express the great need for this opportunity and we will continue to find creative ways to meet this demand.



## **Special Election**

The 2022 election season will begin earlier this year. With the unexpected passing of Congressman Don Young, the State of Alaska is required to hold two special elections, a special primary and a special general election, to fill the vacancy. The State Division of Elections (DOE) will hold a special primary election on June 11th and the special general election will fall on August 16th, the date of the regular primary election. The special primary will be a by mail election, as allowed under AS 15.20.080(a). The Governor has to issue a proclamation for these elections by Friday, March 25th to meet the relevant federal and state deadlines. This special election will be the State's first ranked choice election since the passage of Ballot Measure 2 in 2020. The City Clerk's Office staff works with the State to facilitate their elections and looks forward to working with the DOE and the citizens on this election and the remaining elections in August and November this year.

## **Meeting with Army Corps Colonel Delarosa**

On March 15<sup>th</sup>, Harbormaster Bryan Hawkins, Special Projects Coordinator Jenny Carroll, and I met with Colonel Delarosa, Army Corps of Engineers Alaska District Commander, and Randy Bowker, Deputy District Engineer for Program Management and Chief of the Program and Projects Management Division. We spoke about the large vessel port expansion project, spit erosion, and basic wetland-related code enforcement issues. While the federal government has not yet authorized a new start general investigation for the port project, we remain the Alaska District's number one new start priority.

### Enclosures:

1. Employee Anniversaries
2. Report from Susie Amundson regarding 2022 Visioning
3. Memo from the City Manager regarding Staff Goals
4. Surplus sale information
5. Memo from Parks Superintendent regarding Bayview Park



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## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: March 29, 2022  
SUBJECT: March Employee Anniversaries

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I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

<b>Matt Clarke</b>	<b>Port</b>	<b>21</b>	<b>Years</b>
<b>Elton Anderson</b>	<b>Port</b>	<b>16</b>	<b>Years</b>
<b>Renee Krause</b>	<b>Clerks</b>	<b>15</b>	<b>Years</b>
<b>Mike Parish</b>	<b>Public Works</b>	<b>8</b>	<b>Years</b>
<b>Angie Kalugin</b>	<b>Finance</b>	<b>7</b>	<b>Years</b>
<b>Elizabeth Walton</b>	<b>Finance</b>	<b>5</b>	<b>Years</b>
<b>Kurt Read</b>	<b>Port</b>	<b>5</b>	<b>Years</b>
<b>Matt Smith</b>	<b>Library</b>	<b>4</b>	<b>Years</b>
<b>Matt Steffy</b>	<b>Public Works</b>	<b>4</b>	<b>Years</b>
<b>Mike Pettit</b>	<b>Public Works</b>	<b>3</b>	<b>Years</b>
<b>Jan Keiser</b>	<b>Public Works</b>	<b>2</b>	<b>Years</b>

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## CITY OF HOMER VISIONING 2022

2022: Wed, March 16 (9:00 am to 1:00 pm) + Thur, Mar 17 (9:00 am to 2:00 pm)

Facilitator: Susie Amundson

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### Purpose of Visioning

- To build consensus and set strategic direction including priority areas and goals for Calendar Year 2022
- To leverage strategic priorities through the intersection of Mayor and Council-Initiated Proposals and City-Initiated Recommendations
- To foster relationship building with the Council, Mayor, City Manager, and Department Heads

### Leaders for City Visioning

- Ken Castner, Mayor
- Donna Aderhold, Councilmember
- Jason Davis, Councilmember
- Shelly Erickson, Councilmember
- Storm Hansen-Cavasos, Councilmember
- Rachel Lord, Councilmember
- Caroline Venuti, Councilmember
- Karin Marks, Community Volunteer
- Rob Dumouchel, City Manager
- Christine Drais, Assistant to City Manager
- Jenny Carroll, Special Projects Coordinator
- Andrea Browning, Personnel Director
- Melissa Jacobsen, City Clerk
- Rick Abboud, City Planner
- Julie Engebretsen, Deputy City Planner
- Dave Berry, Library Manager
- Mike Illg, Community Recreation Manager
- Jan Keiser, Public Works Director
- Elizabeth Walton, Finance Director
- Bryan Hawkins, Port and Harbor Director
- Mark Robl, Police Chief

### Agenda and Visioning

The agenda allowed for participants to enjoy opening warm-ups and snack and lunch breaks, to foster relationship building, and to conduct visioning business. Meeting packets were sent out prior to the session. Agenda topics are outlined below. *See Appendix A for full agenda.*

- City Manager highlighted the accomplishments and outstanding items of the 2020 city's strategic areas, shared the upcoming goals for the City Staff, and with staff leaders pitched city-initiated priorities and fielded questions.
- Each councilmember presented three project proposals and the mayor presented four.
- Through facilitated group discussion, participants identified ideas and projects with overlap, cohesion, and partnerships.
- Strategic Priorities were agreed upon and set.
- At the end of Day 1, participants were asked to individually share and explain their vision for themselves and future generations in Homer. *See Appendix B for visioning responses.*

## 2022 Strategic Priorities

Both City-Initiated ideas and Council-initiated proposals comprise the Strategic Priorities. The Mayor and City Council as the primary decision-makers determined the priorities with input and feedback of City Staff. All of the participants recognize the synergy, interrelatedness, and needed ongoing integration of the various priorities. For example, Updating Building and Zoning Codes relates to Affordable Housing as well as to Walkability within the City. Strategic Priorities with substantive topics are outlined below but in no rank-order of prioritization. The City Manager will continue coordinating with the Mayor, City Council, and Staff to operationalize these priorities.

STRATEGIC PRIORITIES	SUPPORTING IDEAS
FISCAL POLICY IMPROVEMENTS	
COMPREHENSIVE PLAN FAST FORWARD	<ul style="list-style-type: none"> <li>• Planning Code and Zoning</li> <li>• Building Code + Safety Enforcement</li> <li>• Building Code Comprehensive Plan Review</li> <li>• Code Review for Housing and Development Density</li> <li>• Modernize Zoning Codes</li> </ul>
INFRASTRUCTURE	<ul style="list-style-type: none"> <li>• Harbor Float Replacement</li> <li>• Critical Water Infrastructure,</li> <li>• Extend City Utilities into Underserved Areas</li> <li>• Extend Utilities with Trunk Lines</li> <li>• Strengthen Cybersecurity</li> <li>• Expand IT Staff</li> <li>• Public Works + Motor Pool Land Purchase</li> <li>• Emergency Preparedness Planning + Training</li> </ul>
NON-MOTORIZED PATHWAYS AND TRAILS	<ul style="list-style-type: none"> <li>• Sidewalk and Pedestrian Access Requirements</li> <li>• Trail and Sidewalk Improvement</li> <li>• Access to Trails and Pedestrian Facilities</li> <li>• Sidewalks and Stormwater Pipes for Downtown</li> </ul>
HOUSING	<ul style="list-style-type: none"> <li>• Affordable Year-Round Housing</li> <li>• Seasonal Housing for Workers</li> <li>• Short-Term Rentals</li> </ul>
RECREATION AND HERC <i>(ongoing 2020 priority)</i>	<ul style="list-style-type: none"> <li>• Recreational Dept Priorities and Planning</li> <li>• Expand Youth Recreational Programming</li> </ul>
ADDITIONAL TOPICS	<ul style="list-style-type: none"> <li>• Town Center (downtown public multi-use space)</li> <li>• Volunteer Action Plan (emergency personnel, commissions, etc.)</li> <li>• Public Safety Community Conversations</li> <li>• Designation of Coast Guard City</li> </ul>

## Next Steps: Breathing Life into the Strategic Priorities

To begin discussing the operationalizing of three strategic priorities, break-out groups met and discussed: (a) Infrastructure; (b) City Comprehensive Plan (including zoning and code); and (c) Housing. Preliminary ideas were shared with the whole of the group prior to the meeting's end and will be used as a launching pad for continued project planning and implementation. Photos of the break-out group discussion highlights are being sent to the City Manager in a separate document.

## Summary

The elected officials of the City of Homer were able to meet with the City Manager and Staff to determine the city's 2022 Strategic Priorities. Setting strategic priorities provide a cohesive and clear direction for both the City Manager and Staff as well as the Mayor and Council. This type of meeting not only sets the stage for prioritization but also increases the depth and breadth of understanding regarding the issues and circumstances related to the priorities. For the next steps, it will be crucial that workgroups/teams addressing the priority areas will be comprised of Council champions and cross-sector representation of City Staff to ensure that these multi-layered, linked, and complex projects have enough capacity and resources to be successful.

I appreciate you including me in this exciting planning and prioritization process for the City of Homer. Please let me know if I can help with anything moving forward. Also, thank you for your dedicated, enthusiastic, and diligent efforts to provide a vibrant, safe, and livable Homer community for our citizens.

*Susie Amundson, PhD, OTR, FAOTA*  
[susie.wiseatwork@gmail.com](mailto:susie.wiseatwork@gmail.com) | 509-998-1009





## Appendix A: Meeting Agenda

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### City of Homer

#### MAYOR, CITY COUNCIL, and CITY LEADERSHIP VISIONING

2022: Wed, March 16 (9:00 am to 1:00 pm) + Thur, Mar 17 (9:00 am to 1:30 pm)

Pratt Museum | HOTwSPOTS Network | Code: 00638-78065

Facilitator: Susie Amundson

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#### OBJECTIVES of RETREAT

- To build consensus and set strategic direction including priority areas and goals for Calendar Year 2022
- To leverage strategic priorities through the intersection of Mayor and Council-Initiated Proposals and City-Initiated Recommendations
- To foster relationship building with the Council, Mayor, City Manager, and Department Heads

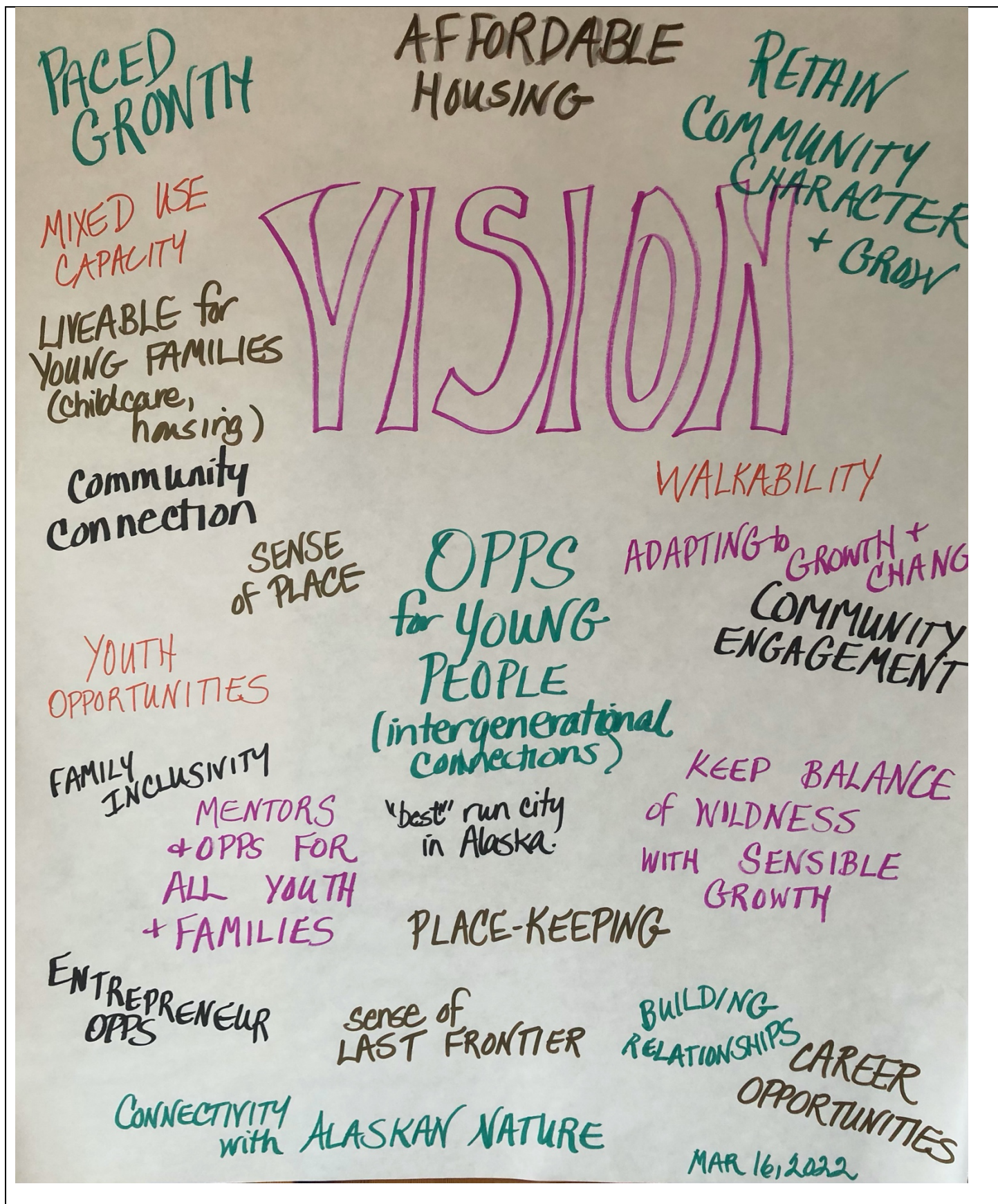
#### AGENDA for Wednesday, March 16

9:00 – 9:30	<b>Getting Ready to Plan</b> <ul style="list-style-type: none"><li>• Welcome and Warming Up</li><li>• Purpose and Process</li></ul>
9:30 – 10:00	<b>Review of 2020 Strategic Goals</b> <ul style="list-style-type: none"><li>• Status, Reflection, and Discussion</li></ul>
10:00 – 10:35	<b>Presentation of City Staff Goals</b> <ul style="list-style-type: none"><li>• Q&amp;A with Rob</li></ul>
10:35 – 10:45	Bio Break
10:45 – 11:30	<b>City-Initiated Recommendations</b> <ul style="list-style-type: none"><li>• Presentations</li><li>• Q&amp;A with Rob and City Dept Leaders</li></ul>
11:30 – 11:45	<b>Sharing Council-Initiated Priorities (#1)</b> <ul style="list-style-type: none"><li>• Presentation with Q&amp;A</li></ul>
11:45 – 12:20	Lunch (downstairs)
12:20 – 12:50	<b>Sharing Council-Initiated Priorities (#2, #3)</b> <ul style="list-style-type: none"><li>• Presentations with Q&amp;A</li></ul>
12:50 – 1:00	Wrap Up



## AGENDA for Thursday, March 17

- |               |                                                                                                                                                                                                           |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00 – 9:10   | Welcome and Reflections of Day 1                                                                                                                                                                          |
| 9:10 – 10:15  | Sharing Council-Initiated Priorities (#4, #5, #6, #7) <ul style="list-style-type: none"><li>• Presentations with Q&amp;A</li></ul>                                                                        |
| 10:15 – 10:25 | Bio Break                                                                                                                                                                                                 |
| 10:25 – 11:30 | Common Ground of Council and City-Initiated Proposals <ul style="list-style-type: none"><li>• Potential Patterns and Partnerships</li><li>• Overlapping Interests and Partnerships [Break-Outs]</li></ul> |
| 11:30 – 12:05 | Lunch (downstairs)                                                                                                                                                                                        |
| 12:05 – 1:00  | Determining City of Homer Priorities for 2022 <ul style="list-style-type: none"><li>• Project Pitches: Group + Individual</li><li>• Discerning and Setting 2022 Priorities</li></ul>                      |
| 1:00 – 1:20   | Next Steps <ul style="list-style-type: none"><li>• Planning</li><li>• Tracking and Monitoring Priorities</li></ul>                                                                                        |
| 1:20 – 1:30   | Public Comment                                                                                                                                                                                            |





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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: March 8, 2022  
SUBJECT: Staff Goals and Council-Priority Suggestions for 2022

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Each calendar year, I ask the City's leadership team to go through a goal setting exercise that considers their department/division goals, professional goals, and personal goals. I find this to be a very useful exercise as it gives me insight into what my team finds important and what they aspire to achieve in the upcoming year. In preparation for the 2022 Council visioning session, I have distilled the team's department/division goals, along with my own goals, into a set of high-level organizational goals that will help guide staff activities. This is presented to the Council for informational purposes as part of the Council visioning sessions.

THEME	GOALS
<b>TRAINING, DEVELOPMENT, RECRUITING &amp; RETENTION</b>	1.1: Support development of staff through investments in training and a culture of continuous professional development
	1.2: Recruit and retain sufficient staff to meet organizational needs and Council goals
	1.3: Provide fair, competitive, and equitable wages for all staff members
<b>TEAMWORK AND COLLABORATION</b>	2.1: Foster a culture of teamwork and collaboration among staff, departments, elected officials, and external stakeholders
	2.2: Reinvent and invest in City volunteer programs to account for nationwide trends in volunteerism
	2.3: Experiment with new forms/methods of public engagement
<b>PLANNING FOR A SUSTAINABLE HOMER</b>	3.1: Plan for the future of Homer with well-coordinated plans
	3.2: Integrate consideration of sustainability principles, to include social, economic, and environmental factors, into all City operations
	3.3: Invest in emergency preparedness through planning, zoning, and public education
	3.4: Proactively invest in fleet modernization to keep up with operational and community needs
	3.5: Improve financial planning and reporting as an investment in long-term financial health
<b>MODERNIZED POLICIES AND PROCEDURES</b>	4.1: Review, update, and modernize City policies, procedures, handbooks, etc.
	4.2: Create clear standard operating procedures for City tasks and processes

Beneath these organizational goals, we have numerous projects, programs, initiatives, etc. that have been put forward by department/division leaders to my office. Many specific staff goals are operational and I'm working with staff to scope concepts and build project teams where appropriate. There are many instances where departments/divisions have very similar goals and could benefit from pursuing them together. We're making those connections.

Above our organizational goals, Administration has a short list of big projects for which I would like to recruit Council supporters to help move forward during 2022. The following will be presented in the hopes of finding Council champions to consider them for inclusion into the 2022 Council-Initiated Priorities.

- **Comprehensive Plan Fast Forward:** The current Comprehensive Plan rewrite was completed in 2018. Much has changed in the years since it was adopted. I believe now is a great time to start moving forwards with a rewrite of the Comprehensive plan to give Homer a proper foundation upon which to build the future of the City.
- **Building Safety and Code Enforcement:** Homer does not have an adopted building code, and only commercial structures are reviewed by the Fire Marshal for any kind of code compliance. This is not a safe nor sustainable solution in the long term. We need to begin to consider the adoption of a building code and how to operate a building and code enforcement division.
- **Volunteer Action Plan:** Volunteerism is struggling across America, and we see results of that trend within our own volunteer programs. This plan would evaluate the local barriers to volunteerism and consider ways to improve and expand our programs and numbers of active volunteers.
- **Public Safety Citizens' Advisory Board:** This group would function in a similar way to groups like the Library Advisory Board. It would give our public safety departments more engagement with the community.
- **Strengthening of Cybersecurity Program:** Cybersecurity has been identified as a critical area in which the City needs to invest time and resources. The IT Division has been actively working towards cybersecurity goals for many years, however, we need to step up our efforts in this area to protect the City's operations.
- **Emergency Preparedness Planning & Training:** Homer's physical geography leaves it vulnerable to many types of hazard. While we have existing plans for emergency preparedness (All-Hazards Mitigation Plan, Emergency Operations Plan), they are due for a refresh. Additionally, the City would benefit from more FEMA training and conducting more regular tabletop and live action exercises.

# ORGANIZATIONAL GOALS

## THEME

## GOALS

### TRAINING, DEVELOPMENT, RECRUITING AND RETENTION

- 1.1: Support development of staff through investments in training and a culture of continuous professional development
- 1.2: Recruit and retain sufficient staff to meet organizational needs and Council goals
- 1.3: Provide fair, competitive, and equitable wages for all staff members

### TEAMWORK AND COLLABORATION

- 2.1: Foster a culture of teamwork and collaboration among staff, departments, elected officials, and external stakeholders
- 2.2: Reinvent and invest in City volunteer programs to account for nationwide trends in volunteerism
- 2.3: Experiment with new methods of public engagement

### PLANNING FOR A SUSTAINABLE HOMER

- 3.1: Plan for the future of Homer with well-coordinated plans
- 3.2: Integrate consideration of sustainability principles, to include social, economic and environmental factors, into all City operations
- 3.3: Invest in emergency preparedness through planning, zoning, and public education
- 3.4: Proactively invest in fleet modernization to keep up with operational and community needs
- 3.5: Improve financial planning and reporting as an investment in long-term financial health

### MODERNIZED POLICIES AND PROCEDURES

- 4.1: Review, update, and modernize City policies, procedures, handbooks, etc.
- 4.2: Create clear standard operating procedures for City tasks and processes



**CITY OF HOMER  
SURPLUS EQUIPMENT SALE  
HOMER, ALASKA**

Sealed bids for City surplus equipment will be received by the City Clerk's Office at 491 E. Pioneer Avenue, Homer, Alaska 99603 until **5:00 p.m., Tuesday, April 12, 2022**. Bids received after the time fixed for receipt of the Bid shall not be considered. Sealed bids must be on the proper Bid Form provided by the City, one item per form per envelope, and must have the Bidder's Name and Address, the Bid Item Number and Item Name, and "City of Homer Surplus Equipment Sale – April 2022" printed on the outside of the envelope. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.**

Plan Holder Registration Form, Surplus Equipment List, Minimum Bid Requirements, and Bid Form are available online at <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Bid Packet may be obtained from the City Clerk's Office for a \$10.00 fee. Additional paper copies of the Bid Form may be obtained for a fee of \$0.25 per copy.

Surplus equipment includes items such as outdoor gear, vehicles, office supplies and furniture, heavy duty equipment, and other miscellaneous items.

All items will be sold in "as is, where is" condition, no warranties expressed or implied. Minimum bids may be listed on some items. Inspection of items may be arranged by contacting the respective department at the phone numbers shown on the surplus equipment list during regular office hours between Thursday, March 24<sup>th</sup> and Monday, April 11<sup>th</sup>.

**Sealed bids will be publicly opened and read on Wednesday, April 13, 2022 at 3:00 p.m.**

The City reserves the right, when in its best interest, to reject any and all bids and to waive any informalities or irregularities. **Purchased items must be paid for and removed within five business days of the bid opening.**

Dated this 18<sup>th</sup> day of \_\_\_\_\_ March 2022.

CITY OF HOMER



Robert Dumouchel, City Manager

Publish: Homer News 3/24/2022 & 3/31/2022  
Account #100.0160.5227

**CITY OF HOMER  
SURPLUS EQUIPMENT SALE – APRIL 2022  
HOMER, ALASKA**

**BID PACKET**

**I. BIDDING GENERAL REQUIREMENTS**

**BIDS MUST BE SUBMITTED USING THE FOLLOWING INSTRUCTIONS TO AVOID HAVING YOUR BID REJECTED:**

- All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive. See attached form.
- **Only 1 bid item per Bid Form, per envelope, printed legibly or typed.**
- Sealed bids must be on the proper Bid Form provided by the City.
- The envelope must be opaque, sealed, and have the following information printed on the outside of the envelope:
  - *Bidder's Name and Address*
  - *"City of Homer Surplus Equipment Sale – April 2022"*
  - *Bid Item Number and Item Name*
- Sealed bids may be mailed or hand-delivered to:
  - City Clerk's Office
  - 491 E. Pioneer Avenue
  - Homer, Alaska 99603

Sealed bids shall be received at the City Clerk's Office **no later than 5:00 p.m., Tuesday, April 12, 2022.** The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for receipt of the bid shall not be considered. Sealed bids will be publicly opened and read on **Wednesday, April 13, 2022 at 3:00 p.m. Purchased items must be paid for and removed within five business days of the bid opening.**

The City Clerk's Office **will not** provide envelopes for bidders, nor will the Clerk's Office staff write bidder's information on the envelope on behalf of the bidder.

Additional paper copies of this Bid Form may be obtained for a fee of \$0.25 per copy.

The City reserves the right, when in its best interest, to reject any and all bids and to waive any informalities or irregularities.

**II. DESCRIPTION, LOCATION, & COST**

The complete list of available Surplus Equipment is attached. Included in this list is an item number and name, a description, the point of contact for that item, its location, a photo, and the minimum bid requirement (if applicable).

All items will be sold in "as is, where is" condition, no warranties expressed or implied. Inspection of items may be arranged by contacting the respective department at the phone numbers shown during regular office hours between Thursday, March 24<sup>th</sup> and Monday, April 11<sup>th</sup>.



### **III. PROPOSED BID SCHEDULE**

ITB Surplus Sale Advertisement	March 24 & 31, 2022 – Homer News
Item Inspection Period	March 24 – April 11, 2022
Bids Due	April 12, 2022 at 5:00 p.m.
Opening of Bids/Notice of Successful Bid	April 13, 2022 at 3:00 p.m.
Deadline to Pay For/Remove Items	April 20, 2022 at 5:00 p.m.

### **IV. ATTACHMENTS**

1. Surplus Equipment Sale List
2. City of Homer Plan Holders Registration Form
3. Bid Form

**CITY OF HOMER  
SURPLUS EQUIPMENT SALE – APRIL 2022  
HOMER, ALASKA**

**SURPLUS EQUIPMENT SALE LIST**







<b>Item #CC01</b>		
Item Name: Ballot Boxes		
Description: Three (3) plastic ballot boxes, includes keys		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location:  491 E Pioneer Avenue	
<b>Item #CC02</b>		
Item Name: CD Cases		
Description: About 600 empty CD cases, assorted colors		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC03</b>		
Item Name: Christmas Tree		
Description: Faux 7.5 ft. Christmas Tree with built-in lights		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC04</b>		
Item Name: Tape Recorders		
Description: Two (2) microcassette tape recorders		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC05</b>		
Item Name: Conference Speakerphone		
Description: Conference Link speakerphone kit; comes with two tabletop units and power cords		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	

<b>Item #CC06</b>		
Item Name: Microphones		
Description: Two (2) microphones; one comes with a stand		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC07</b>		
Item Name: Timer		
Description: Digital timer with hour-minute-second controls		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC08</b>		
Item Name: Water Cooler Stand		
Description: Water cooler/water jug stand with hot and cold taps		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC09</b>		
Item Name: Laptop Bag		
Description: Shoulder/laptop bag; multiple pockets and adjustable strap		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC10</b>		
Item Name: Office Chair		
Description: Swivel office chair, black with chrome base, caster wheels		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC11</b>		
Item Name: Cork Board		
Description: Cork board in wood frame, 35"W x 23"H		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	

<b>Item #CC12</b>		
Item Name: Chalk Board		
Description: Double-sided chalk board on self-standing wood frame; board rotates and locks, 6'W x 4'H		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC13</b>		
Item Name: KBBI Poster		
Description: Framed KBBI 1979-1989 poster		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC14</b>		
Item Name: Signed Homer Poster		
Description: Framed "Good-by Here and Hello Homer" poem poster, signed by Larry A Beck, 1977		
Minimum Bid: Make Offer		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #CC15</b>		
Item Name: Executive Desk		
Description: Dark Coffee Wood L-shaped Executive Desk with bow front and two lockable, 3-drawer sets that fits letter-sized hanging files; Main desk piece 72"W x 30"D, Side desk piece 42"W x 24"D		
Minimum Bid: \$100.00		
Contact Person: Clerk Staff (907) 235-3130	Item Location: City Clerk's Office 491 E Pioneer Avenue	
<b>Item #HVFD01</b>		
Item Name: Mako 5000 psi Breathing Air Compressor		
Description: 240v 5000 psi breathing air compressor with 8 bottle cascade system		
Minimum Bid: \$3,000.00		
Contact Person: Homer Fire Dept. (907) 235-3155	Item Location: Skyline Fire Station Diamond Ridge Road	

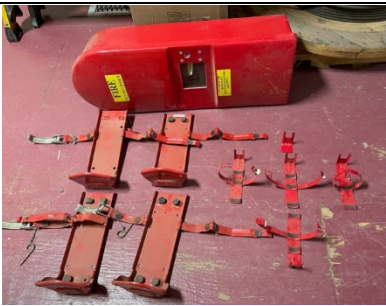




<b>Item #HVFD02</b>		
Item Name: SCBA with Bottle & Mask		
Description: 35 Units of Scott 4500 psi Self-contained breathing apparatus with bottles and mask		
Minimum Bid: \$100.00 per SCVA Ensemble		
Contact Person: Homer Fire Dept. (907) 235-3155	Item Location: Homer Fire Station 604 E Pioneer Avenue	
<b>Item #CM01</b>		
Item Name: Hanging Folder		
Description: Legal Size Hanging File Folders - 40 count		
Minimum Bid: \$15.00		
Contact Person: Christine Drais (907) 435-3102	Item Location: City Manager's Office 491 E Pioneer Avenue	
<b>Item #PL01</b>		
Item Name: Hon Office Chair One		
Description: Blue, on casters, does not include armrests		
Minimum Bid: \$25.00		
Contact Person: Travis Brown (907) 235-3106	Item Location: Planning Dept. 491 E Pioneer Avenue	
<b>Item #PL02</b>		
Item Name: Hon Office Chair Two		
Description: Blue, on casters, does not include armrests		
Minimum Bid: \$25.00		
Contact Person: Travis Brown (907) 235-3106	Item Location: Planning Dept. 491 E Pioneer Avenue	
<b>Item #PL03</b>		
Item Name: Commercial Anti-Fatigue Mat		
Description: 3 ft. x 6 ft. vinyl-type surface with foam backing		
Minimum Bid: \$50.00		
Contact Person: Travis Brown (907) 235-3106	Item Location: Planning Dept. 491 E Pioneer Avenue	
<b>Item #PH01</b>		
Item Name: Kayak Paddle		
Description: Hobie brand kayak paddle, adjustable, excellent condition		
Minimum Bid: \$25.00		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	




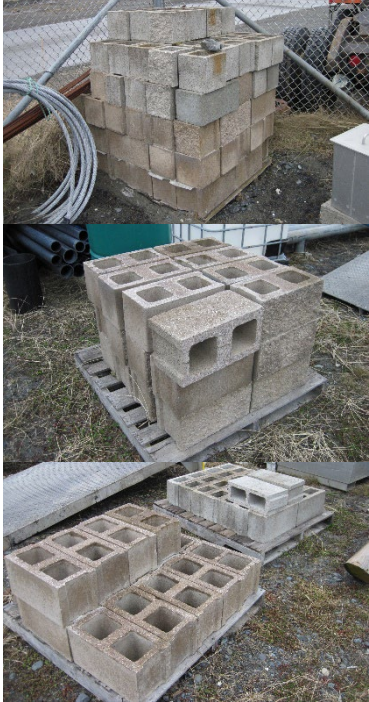
<b>Item #PH02</b>		
Item Name: Baby Carrier Backpack		
Description: Dueter baby carrier back pack, green and grey, VA 25720, great condition		
Minimum Bid: \$75.00		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH03</b>		
Item Name: Rubber Boots		
Description: Xtra-Tuff brown 15 inch boots, men size 8, good condition		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH04</b>		
Item Name: Slippers M7/W9		
Description: Xtra-Tuff fuzzy slippers, men size 7/women size 9, white liner, brown color outside, APF 900, fished out of ocean		
Minimum Bid: \$20.00		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH05</b>		
Item Name: Slippers M9/W11		
Description: Xtra-Tuff fuzzy slippers, men size 9/women size 11, white liner, brown color outside, APF 900, fished out of ocean		
Minimum Bid: \$20.00		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH06</b>		
Item Name: Corded Work Light		
Description: 11 inch work light with cord, 125 VAC, 75 WATT max, model BA 425, good condition		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	







<b>Item #PH07</b>		
Item Name: Hand Broom		
Description: Small natural material broom, 12 inches, like-new		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH08</b>		
Item Name: Sticky Notes		
Description: Box of miscellaneous Sticky Notes		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH09</b>		
Item Name: Black Pants		
Description: Swisstech black technical pants, size 34" x 30", great cond.		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH10</b>		
Item Name: Thermometer Gun		
Description: Klein tool thermometer gun, orange, like new condition		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH11</b>		
Item Name: Step Stool		
Description: 1.5 ft. one-step stool, grey and black, good condition		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH12</b>		
Item Name: Tags		
Description: Box of warning tags		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	

<b>Item #PH13</b>		
Item Name: Clear Plastic Container		
Description: Multi-location storage container, clear plastic, like-new		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH14</b>		
Item Name: Box of Office Supplies		
Description: Assorted office supplies including a 10-key, 10-key paper, pen holders, phone shoulder rest		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH15</b>		
Item Name: Umbrella		
Description: 3 ft. umbrella white and black in color, great condition		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH16</b>		
Item Name: Fishing Pole		
Description: 5 ft. fishing pole with Reel Senator reel 114H		
Minimum Bid: Make Offer		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	
<b>Item #PH17</b>		
Item Name: Cooler with Fishing Gear		
Description: Igloo cooler with assorted fishing bait and tackle, lures, fishing tools		
Minimum Bid: \$40.00		
Contact Person: Rose Riordan (907) 235-3160	Item Location: Harbormaster's Office 4311 Freight Dock Road	



<b>Item #PH18</b>		
Item Name: Fire Extinguisher Brackets		
Description: Multiple fire extinguisher hangers, assorted sizes and types		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Bldg. 4667 Homer Spit Road, Ste. 3	
<b>Item #PH19</b>		
Item Name: 12" Table Saw		
Description: Model 12 contractor saw, 208/220 V three phase, Doerr Electric Corporation, good condition		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Bldg. 4667 Homer Spit Road, Ste. 3	
<b>Item #PH20</b>		
Item Name: Ford F250		
Description: 2003 Ford F-250 Super Duty. 71,830 miles. Includes: headache rack; bed-liner; tow package; pintle hitch. Missing: tailgate; rear bumper. Issues: sometimes hard to start; runs rough; check engine light does not come on; some engine oil in coolant		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Bldg. 4667 Homer Spit Road, Ste. 3	
<b>Item #PH21</b>		
Item Name: Fire Pumps		
Description: Three (3) Godiva GP 1600 portable fire pumps. NOT FUNCTIONAL. NOT ASSEMBLED. Approx. 26 years old. Essentially scrap material. Includes: bronze valves; aluminum hose racks; 4-cylinder Nissan engines that functioned when taken out of service.		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Bldg. 4667 Homer Spit Road, Ste. 3	
<b>Item #PH22</b>		
Item Name: Honda Carrier No. 1		
Description: Honda HP 400 tracked, flat-bed carrier. Gas powered. Functional. 881 lbs carrying capacity on flat ground. Approx. 25 years old.		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Bldg. 4667 Homer Spit Road, Ste. 3	

<b>Item #PH23</b>		
Item Name: Honda Carrier No. 2		
Description: Honda HP 400 tracked, flat-bed carrier. Gas powered. Functional. 881 lbs carrying capacity on flat ground. Approx. 25 years old.		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Bldg. 4667 Homer Spit Road, Ste. 3	
<b>Item #PH24</b>		
Item Name: Fork Lift		
Description: Wiggins WD844 PT4 fork lift. Four wheel drive. 8,000 lbs. to 7 ft., 5200 lbs. to 21 ft. Gross wt.: 17,500 lbs. Approx. 30 years old. Functional. Breaks do not work well at all. Comes with manuals.		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	
<b>Item #PH25</b>		
Item Name: Scissor Lift		
Description: Grove Scissor lift SM3160E. Battery powered. Max height: 25 ft. Gross weight: 4300 lbs. Functioned when taken out of service. Battery condition: unknown, some visible damage. Approx. 30 years old.		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	
<b>Item #PH26</b>		
Item Name: Cinder Blocks		
Description: Lot of 4 pallets (1 full, 3 partial). Various sizes and shapes, full and half blocks. Heavily textured sides.		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	

<b>Item #PH27</b>		
Item Name: Aluminum Ramp		
Description: Homemade diamond-plate aluminum ramp. 4'W, 9'L, 23"H		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	
<b>Item #PH28</b>		
Item Name: Aluminum Stairs		
Description: Homemade aluminum stairs. 28"W, 30"D, 40"H. Five steps.		
Minimum Bid: Make Offer		
Contact Person: Aaron Glidden (907) 299-3003	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	
<b>Item #PH29</b>		
Item Name: Cable		
Description: Cable 1" in diameter x 80 ft., galvanized		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	
<b>Item #PH30</b>		
Item Name: Antenna Pole		
Description: 15 ft. Antenna Pole		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	
<b>Item #PH31</b>		
Item Name: CAT 350 Excavator		
Description: CAT 350 excavator – no excavator attachment		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Marine Repair Facility Homer Spit Road	
<b>Item #PH32</b>		
Item Name: Hyster Manlift		
Description: Hyster T-60 Manlift - three wheels only		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Marine Repair Facility Homer Spit Road	

<b>Item #PH33</b>		
Item Name: Boat Trailer		
Description: 18 ft. homemade 1 axle boat trailer		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Boat Trailer Impound Freight Dock Road	
<b>Item #PH34</b>		
Item Name: Tanner Crab Pot		
Description: Tanner crab pot		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Concrete Pad Freight Dock Road	
<b>Item #PH35</b>		
Item Name: Collection Boxes		
Description: Fee collection boxes, 2 receptacles and 1 concrete base		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Port Maintenance Storage Yard 4667 Homer Spit Road	
<b>Item #PH36</b>		
Item Name: Dungeness Crab Pot		
Description: Dungeness crab pot		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Concrete Pad Freight Dock Road	
<b>Item #PH37</b>		 
Item Name: Navy Truck		
Description: 1994 Ford F-150 4WD. DOES NOT INCLUDE: bulk fuel tank or fire extinguishers		
Minimum Bid: Make Offer		
Contact Person: Matt Clarke (907) 235-3160	Item Location: Concrete Pad Freight Dock Road	



# City of Homer Plan Holder Registration Form

This form is required to be considered a plan holder. Send completed form to [rtussey@cityofhomer-ak.gov](mailto:rtussey@cityofhomer-ak.gov), or fax to 907-235-3143, or deliver to the City of Homer City Clerk's office at 491 E. Pioneer Avenue, Homer, AK 99603.

PROJECT NAME: **City of Homer Surplus Equipment Sale – April 2022**

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**City of Homer Surplus Equipment Sale – April 2022  
BID FORM**

**PLEASE READ AND FOLLOW THE INSTRUCTIONS PROVIDED IN THE BID PACKET TO AVOID  
HAVING YOUR BID REJECTED**

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Name of Bidder: \_\_\_\_\_

Bidder Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Bidder's Phone Number: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

**Only 1 bid item per form, per sealed envelope, printed legibly or typed**

**Bid Item No.:** \_\_\_\_\_

**Item Name:** \_\_\_\_\_

**Bid Amount: \$** \_\_\_\_\_



## City of Homer

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

## Public Works

3575 Heath Street  
Homer, AK 99603

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

(p) 907- 235-3170

(f) 907-235-3145

TO: Rob Dumouchel, City Manager  
FROM: Matt Steffy, Parks Superintendent  
DATE: March 25<sup>th</sup>, 2022  
SUBJECT: Bayview Park Update

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During a park inspection with the Parks ADA Transition Committee last fall, observations of the existing playground equipment were made regarding its safety and potential liability. The equipment was in bad disrepair, frost heaved at an angle, protruding bolts, pinch points, and various hazards. The decision was made that the equipment needed to go before someone got seriously hurt. Removal was done in-house by our operators.

Our present plan is to reevaluate the role that the park may play in the community. It has always been the “baby park” and geared towards pre-K and smaller users. There is no park in Homer with more front doors in a closer proximity than this park, and we would like to consider a broader scope of services. Something like a small covered area with an outdoor grill could potentially get some heavy use. Other free play elements could be added to make better use of the available space. We have reached out to Peter Briggs with Corvus design regarding a landscape plan. He was last hired to do one in 2013, so he has some ideas to build off of. While it has been on the CIP list as a top priority ever since, those plans have not yet been implemented, and the issues that were brought up remain concerning. There are drainage issues, parking, fencing, signage, and other elements that we hope to address in the new plan.

Once we have an updated vision and plan in hand, we will continue to explore funding opportunities.