



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: MARCH 13, 2023
SUBJECT: SUPPLEMENTAL PACKET

Announcements/Reports/Presentations

Planning Commission Written Report Page 2
AML Legislative Committee Report

City Manager's Report

Memorandum from City Clerk Re: Council and Advisory Body Training Work Session Page 5
Memorandum from City Manager Re: Comprehensive Plan & Zoning Code Project Timeline Page 6
Memorandum from City Manager Re: Context of General Fund CARMAs going into FY24/25 Budget Page 8

To: Mayor Castner and Homer City Council
From: Scott Smith, Chair, Homer Planning Commission
Date: March 1, 2023
Subject: Planning Commission Report for City Council

Attending: Commissioners Highland, Venuti, Conley and Stark via Zoom; Commissioners Smith, Chiappone and Barnwell, City Planner Abboud, Public Works Director Jan Keiser and Deputy City Clerk Krause in Chambers.

Work Session: Special Events Coordinator, Ryan Foster, facilitated a very helpful discussion on Comprehensive Planning, Zoning and Planning Code, and the Greater Homer Housing Event. Commissioners presented questions about challenges due to not having requirements for new projects, Green Infrastructure necessities and applications, scope of the Comp Plan updates, and the clearcutting of properties. Mr. Foster suggested the proper development of Code and procedures is where to start answering these issues. Mr. Foster also reported on the gathering of organizations for the Housing Event as being a solid group, creating a basis to start discussions on the topic.

PUBLIC COMMENTS: Robert Ruffner commented on developments to the Comprehensive Plan and Housing as being needed and good.

Planning Commission Regular Meeting

AGENDA: Agenda was amended and approved to add the unapproved meeting minutes for February 15, 2023 under the Consent Agenda and to have Item A under New Business moved to Item A., Public Hearings where it correctly belonged.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA: None.

RECONSIDERATIONS: None.

CONSENT AGENDA: Approved.

PRESENTATIONS: None.

REPORTS: Agenda Item Report PC 23-010, City Planners Report – City Planner Rick Abboud briefly highlighted funding for the Comprehensive Plan, Water and Sewer extension projects, Permitting Software update, Transportation Plan Work Session, Clearing and Grading draft regulations, and the Housing Forum. Mr. Abboud is impressed with the people who are working on the Housing needs.

PUBLIC HEARINGS: Request for Conditional Use Permit (CUP) 23-01 at 106 W. Bunnell Avenue for Approval of a Building Area in Excess of 30% of the Lot Area. Mr. Abboud presented the very thorough report recommending acceptance with eleven (11) Findings and six (6) Conditions.

Applicants Scott and Melody Livingston made brief comments about not changing the footprint or expanding the size of the current footprint.

Public Hearing: There were two who commented on support of the project.

Commissioners presented questions about proper landscaping, parking, clarification of the portion of the Quonset hut to be removed and the use of the remaining portion, setback concerns, and the need for proper approval of the other building owners. The Livingstons offered to look at proper screening and landscaping options. Mr. Abboud, responding to setback questions, repeating the Commission had the ability to pass this Application citing HCC 21.18.040(b)(4). Chair Smith read this Code and invited further discussion. Seeing none, he called for a Motion, which was passed without objection.

PLAT CONSIDERATIONS: None.

PENDING BUSINESS: None.

NEW BUSINESS: None.

COMMENTS OF THE AUDIENCE: None.

COMMENTS OF THE STAFF/COMMISSION: Mayor Castner offered that he would veto the Council's approval of the \$650,000 Comprehensive Plan, recommending a reduction to \$250,000 for Title 21 update stating this is not an emergency issue and

there are not available funds in the Budget. He also encouraged Plat Application procedures be developed to ensure proper planning and communication by developers prior to Preliminary Plat Application approval.

Commissioners offered that they would like more input on the Port and Harbor Expansion planning, for better connection and communication between P&H and Planning Commission; agreement with the Mayor about reducing the Comp Plan budget to \$250,000; gratitude for the Wild Honey owners being willing to meet the Application requests; and a desire for the PC to be more involved with the development of the Scope of the Comp Plan.

Chair Smith thanked the commissioners and Staff for their time and efforts, and then reminded everyone about the Kachemak Bay Traditional Games March 10-12 at the Homer High School.

Next Meeting: March 15, 2023 Work Session at 5:30 p.m. with Regular Session at 6:30 p.m.



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Melissa Jacobsen, MMC, City Clerk
DATE: March 13, 2023
SUBJECT: City Council and Advisory Body Work Session

On March 13th City Manager Dumouchel, Port Director Hawkins, Administrative Supervisor Woodruff, Deputy City Clerk Tussey, and I met with Council Members Lord and Erickson to discuss the relationship between Council and advisory bodies.

A recommendation from the meeting is to schedule an off cycle work session with the Council and advisory bodies to conduct a training session that primarily addresses roles and responsibilities of advisory bodies, the report structure at Council meetings, recommendations to and from Council, and provides opportunity for questions and discussion.

It was recommended that the work session be scheduled for Monday, April 3rd at 5:30 p.m.

Following the all hands work session, further work sessions will be scheduled to meet with advisory bodies individually to review their strategic plans and consider how they intersect with Council priorities.



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: March 11, 2023
SUBJECT: Comprehensive Plan and Zoning Code Project Timeline

A councilmember requested a timeline of events leading up to the submission of Ordinance 23-11 which appropriates \$650,000 for a rewrite of the Comprehensive Plan and the Zoning Code. See below for notable moments in the life of that project to date.

- February 2022: 22-09 added \$1.5M to CARMA
- March 2022: Council visioning work session places comprehensive plan fast-forward and zoning code rewrite on the project list along with other related items (building code adoption and implementation; expansion of sidewalks and trails; water and sewer expansion; and housing challenges)
- April 2022: Midbiennium adjustment added two special project coordinator positions with the understanding that the City Manager would attempt to recruit at least one with a strong planning background
- April 2022: Opened recruitment for special project coordinators
- May 2022: Interview special project coordinator applicants
- June 2022: Made job offers to one full-time and one part-time special project coordinator
- July 2022: Full-time planning-focused special project coordinator starts work (Ryan Foster)
- July to October 2022: Staff work on developing a plan for deploying an RFQ/RFP for the Comprehensive Plan and Zoning Code rewrites
- September 2022: Meetings with Councilmembers Davis and Aderhold to fine tune RFQ/RFP
- October 2022: Draft of RFQ/RFP published in City Manager's report, including proposed budget of up to \$650,000, and discussed in public meeting – excerpt from report below (**emphasis added**):
 - **Comprehensive Plan and Zoning Code RFP**, Two major priorities set in the Council's 2022 visioning work session were the updates of the Comprehensive Plan and the Zoning Code. A staff working group, together with councilmembers Aderhold and Davis, collaborated to create an RFP for consulting services. We have chosen to put them out for proposal together to ensure a smooth transition from Comprehensive Plan to Zoning Code rewrite. We don't typically bring

draft RFPs to Council, but this is a particularly large/important project and we wanted to make sure the Council had a chance to see this document before it hits the street. ***You will notice that the RFP contains instructions not to exceed \$650,000.*** Based on experience, current market conditions, and general market research, we believe that this multi-year project can be accomplished at or below that number. ***We have not yet asked Council for an appropriation, but I have mentioned throughout the last year that these updates were projects I had in mind as potential uses of the \$1.5M Council moved into the General Fund CARMA account earlier this year*** (Ordinance 22-09).

- October 2022: RFQ released
- December 2022: Four RFQ submittals are received, three respondents invited to participate in RFP
- January 2023: RFP winner chosen (Team led by Agnew Beck)
- February 2023: Ordinance 23-11 goes to Council for introduction
- February 2023: Ordinance 23-11 goes through public hearing and approved unanimously by Council; Resolution 23-17 awarding contract to Agnew Beck is approved
- March 2023: Council to consider Mayoral vetoes (reduction in appropriation and veto of contract award)



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: March 11, 2023
SUBJECT: Context of General Fund CARMAs Going into FY24/25 Budget

There has been an interest from Council in having more context regarding ordinances which are spending from CARMA accounts and the anticipated spend for FY24/25. In preparation for the FY24/25 budget, I've been working with staff to pull together a significant amount of information to present to Council on this topic. We still have work to do, but in the meantime, this memo will cover the two General Fund CARMA accounts: 152 – Fleet CARMA, and 156 – General CARMA.

Fleet CARMA

The General Fund Fleet CARMA (152) had a package of projects worth \$374,000 approved as part of the FY22/23 Capital Budget (Ordinance 21-36(S-2)(A)). The projected available balance for Fleet CARMA after the FY22/23 Capital Budget was \$179,239. In February of 2022, Ordinance 22-09 added \$1.5 million to Fleet CARMA. Since that time we have had four ordinances that tapped Fleet CARMA Funds:

- Ord. 22-22 for the new pumper/tanker fire apparatus at an amount not to exceed \$800,000
 - Vehicle was purchased at \$706,606; the FY24/25 capital budget will propose keeping \$25,000 of the remainder available as project contingency and returning the remaining \$68,394 to Fleet CARMA
- Ord. 22-81 for a replacement ambulance at an amount not to exceed \$300,000 which will be partially reimbursed by a Code Blue Grant (\$55,000)
- Ord. 23-07 for a police patrol vehicle radio at \$6,950
- Ord. 23-09 for the Arctic Shark grader attachment at \$40,000

Of the open projects from the FY22/23 Capital Budget, one will be dropped for reformulation and return as a future request; two others came in under budget and have since been closed. The result is approximately \$187,913 that will go back to the Fleet CARMA fund.

Looking forward to FY24/25 I anticipate putting forward a \$365,000 package consisting of the following projects:

- Fire – Ladder Truck at ~\$200,000 (we may put forward a request for a used ladder truck currently owned by the City of Ketchikan before the budget is finalized)

- Fire – Off-road firefighting apparatus (side-by-side) at \$45,000
- Fire – Deputy Chief Vehicle Replacement at \$95,000
- Fire – Pumper/Tanker Contingency at \$25,000 (uses part of the remainder from the \$800k appropriation for the truck, the rest goes back to CARMA)

The list above is just a draft, but with the proposed project list and the funds expected to be returned to Fleet CARMA, I expect Fleet CARMA will have an available balance of approximately \$402,000 after the FY24/25 budget is passed.

General CARMA

The General Fund CARMA (156) had a package of projects worth \$424,300 approved as part of the FY22/23 Capital Budget (Ordinance 21-36(S-2)(A)). The projected available balance for General CARMA after the FY22/23 Capital Budget was \$404,511. In February of 2022, Ordinance 22-09 added \$1.5 million to General CARMA. The following ordinances using General CARMA funds were adopted after the passage of the budget:

- Ord. 21-58 – Funded a feasibility study for the HERC redevelopment at \$75,000; only phase 1 was completed, the second phase was not pursued and the remaining \$25,036 will return to CARMA
- Ord. 21-65 – Expanded an existing appropriation for departmental servers which had been originally pitched in the FY20/21 budget before COVID delayed the project and then made servers much more expensive and difficult to acquire
- Ord 22-21 – Paid for upgrades to Clerk’s office and equipment for City Hall \$13,800 (project closed and \$885 to be sent back to CARMA)
- Ord 22-23 – Appropriated \$18,712 to pay for the difference between a state homeland security grant and the actual price for a Bi-directional amplifier system for the Police Station; the grant was for \$101,556, but the price increased \$18,712 between the time of writing the grant and when it was awarded
- Ord 22-30 – Covered the cost of having to upgrading software licenses for security cameras at \$18,150
- Ord. 22-33 – Appropriated \$11,838 to fund the replacement of two printing and photocopying vending stations at the Library which had reached the end of their useful life
- Ord. 22-39 – Appropriated \$125,000 for professional and technical assistance to support development and submission of Infrastructure Investment and Jobs Act applications
- Ord. 22-45 – Set aside \$153,000 for demolition of HERC 2
- Ord. 22-46 – Patrol Equipment for Homer Police Department at \$27,823 (rifle suppressors and hands-free communication devices)
- Ord. 22-54 – Extended existing appropriations through the end of FY23, no new appropriations involved
- Ord. 22-57 – Appropriated \$15,000 for fencing at the Skyline Drive Fire Station
- Ord. 23-05 – Funds a one-year contract with GovOs for Short Term Rental tracking services

- Ord. 23-11 – Funds a new comprehensive plan and overhauled zoning code at \$650,000 (amount may change if Mayoral line item veto is successful)

Of the open projects in General CARMA (156), we expect at least \$60,000 to be returned unspent by either projects coming in under budget, or staff successfully acquiring grant funds to complete projects instead of using City funds.

Looking forward to FY24/25 I anticipate putting forward a \$582,665 package consisting of the following projects:

- Fire – Fire hose replacement at \$78,000
- Human Resources – Personnel Regulations and Salary Schedule Overhaul at \$75,000
- IT – Upgrade City Workstations to Microsoft Office 2021 at \$40,000
- IT – Network Firewall Appliance Set Up at \$50,000
- Library – Replace Library chairs at \$45,000
- Police – Police Station fencing at \$27,000
- Police – Two ballistic shields at \$23,000 (\$16,268 of which would be funded by the Seized Asset Account which can only be used for Police-related purchases)
- Public Works – Seawall maintenance at \$4,000
- Public Works – Hornaday Park playground improvements at \$25,000 (\$20,363 of which will be reimbursed by the Homer Foundation)
- Public Works – ADA-Family restroom at airport for \$50,000
- Public Works – Airport terminal sidewalk repairs at \$76,175
- Public Works – GIS upgrade at \$16,490
- Public Works – HERC 1 roof inspection at \$15,000
- Public Works – Hornaday Park Master Plan at \$50,000
- Public Works – Air conditioning for Public Works server room at \$8,000

The list above is just a draft, but with the proposed project list and the funds expected to be returned to CARMA, I expect General CARMA will have a balance of approximately \$492,000.

Future Reporting

To better keep Council and the public apprised of Capital Project progress, I’m currently working with Finance to develop a report that could be released quarterly with our quarterly reports for operational spending and revenues. That report, along with the information provided in Financial Supplemental Forms (FSFs) that accompany all ordinances that appropriate money, should give solid context to City spending from the various CARMA and reserve accounts. I’m also working on a new format for the Capital Budget which will show current, proposed, future, and CIP projects broken down by department.

Project	Ord	Fund	Budget Spent*	Remaining	Comments
Arctic Shark Ice Removal Attachment	23-09	152 Fleet CARMA	40,000	40,000	Payment is in process
Mobile Radio for Police Vehicle	23-07	152 Fleet CARMA	6,950	6,950	Ordered
MEDIC1 Replacement	22-81	152 Fleet CARMA	300,000	(300,000)	0
Enforcer 2500 gallon Tender Fire Truck	22-22	152 Fleet CARMA	800,000	(706,606)	Attempting to order vehicle; \$55k of cost to be reimbursed by Code Blue Grant Vehicle has been ordered and a large discount was received for pre-payment; proposing to retain \$25,000 as a contingency and return the remainder to Fleet CARMA in the FY24/25 Capital Budget
Airport Sanding Truck	22-05(A)	152 Fleet CARMA	60,000	-	GF Unassigned Fund Balance transfer - no 152 funds used
Grader Purchase	22-04(S)(A)	152 Fleet CARMA	400,000	-	GF Unassigned Fund Balance transfer - no 152 funds used
Vehicle Lighting Upgrade	21-36(S-2)(A)	152 Fleet CARMA	18,000	(13,609)	Nearing completion within the next 60 days
Training Trailer Repair	21-36(S-2)(A)	152 Fleet CARMA	16,000	-	Reformulating project, will release funds and re-request in a future budget
Four Patrol Vehicles, Jail Van	21-36(S-2)(A), 21-0	152 Fleet CARMA	305,000	(79,465)	Patrol vehicles in Anchorage being outfitted, Jail van has been delivered and is operational
Replacement E-103 Bldg Maint Van	21-36(S-2)(A)	152 Fleet CARMA	50,000	-	On order
Replacement E-126 Bldg Maint Vehicle	21-36(S-2)(A)	152 Fleet CARMA	50,000	-	Trying to order
Replacement E-170 ToolCat	21-36(S-2)(A)	152 Fleet CARMA	65,000	(63,353)	Closed; remaining funds to return to Fleet CARMA
Replacement E-161 CAT Loader	21-36(S-2)(A)	152 Fleet CARMA	475,000	(304,734)	Closed; remaining funds to return to Fleet CARMA
Grader and Sanding Trucks	21-06, 19-51(A)	152 Fleet CARMA	415,000	(415,000)	Grader received and in operation; Sanding trucks....
Comprehensive Plan and Complete Title 21 Zoning and Planning	23-11	156 General CARMA	650,000	-	On hold for Council action regarding cost reduction veto
Short Term Rental Tracking Services	23-05	156 General CARMA	20,239	-	Contract signed and kickoff meeting is being planned
Fencing Around the Skyline Drive Fire Station	22-57	156 General CARMA	15,000	-	Waiting for the ground to thaw; will be completed by summer 2023
Pioneer Ave Banners FY23 only	22-54	156 General CARMA	10,000	-	Designs under review; expect to see banners up by summer
Patrol Equipment for HPD	22-46	156 General CARMA	27,823	(27,823)	Closed
Demolish HERC2	22-45	156 General CARMA	153,000	(14,925)	Project is hung up on PCB testing requirements; needs further Council guidance
Professional IJJA Grant Writing Services	22-39	156 General CARMA	125,000	(71,927)	RAISE grant for non-motorized transportation planning complete; working with HDR to identify and prepare for other opportunities
Vending Stations at Library	22-33	156 General CARMA	11,838	(11,838)	Closed
Upgrading Software for Security Cameras	22-30	156 General CARMA	18,150	(18,149)	Closed
Bi-directional Amplifier System Police Dept	22-23	156 General CARMA	18,712	(18,712)	Closed
Upgrades to Clerk's office, Equip for City Hall	22-21	156 General CARMA	13,800	(12,915)	Closed; remaining funds to return to General CARMA
ADA accessible Platform at Fishing Lagoon	22-16	156 General CARMA	30,000	(18,813)	Designs complete, project ready to be closed out; next step is to apply for grants
Dept Servers Replacement & Upgrade	21-65, 21-19, 19-51	156 General CARMA	120,000	(127,385)	Nearing completion; overage is unexpected and under investigation by Finance
Computer Aided Dispatch	21-59, 21-36(S-2)(A)	156 General CARMA	206,390	(198,124)	Early stages of implementation; still getting the system dialed in Phase 1 completed; Decided not to pursue Phase 2; project ready to be closed out
Feasibility Study of New Multi-Use Center	21-58	156 General CARMA	75,000	(49,964)	Planned for 2024
Mariner Park Lagoon Maintenance	21-36(S-2)(A)	156 General CARMA	6,000	-	Small projects completed in 2022, more expected in 2023
Skatepark Upkeep	21-36(S-2)(A)	156 General CARMA	10,000	(1,167)	In progress
Public Computer Replacement	21-36(S-2)(A)	156 General CARMA	40,000	(23,971)	Project is complete and was entirely funded by grants; \$20k to be returned to General CARMA
Wi-fi Network Replacement	21-36(S-2)(A)	156 General CARMA	20,000	-	General CARMA
Videconferencing System Replacement	21-36(S-2)(A)	156 General CARMA	7,000	-	Not started
Extrication Tool Upgrade	21-36(S-2)(A)	156 General CARMA	72,000	(67,211)	Closed; remaining funds to return to General CARMA
Smoke Ejection Fans	21-36(S-2)(A)	156 General CARMA	7,000	(7,000)	Closed
Thermal Imaging Camera	21-36(S-2)(A)	156 General CARMA	15,000	(14,778)	Closed; remaining funds to return to General CARMA
Email System Upgrade	21-36(S-2)(A)	156 General CARMA	30,000	-	In progress
Network Switches	21-36(S-2)(A)	156 General CARMA	32,000	-	In progress
Airport ADA - Restrooms, Fountain, etc.	21-36(S-2)(A)	156 General CARMA	14,400	-	Initial design complete for concept; estimate for final plans is \$25k
City Hall ADA - Ramp	21-36(S-2)(A)	156 General CARMA	14,400	-	Designed and Fire Marshal approval has been granted; implementation to be handled with CAP funds appropriated by Council in 2022
Airport Terminal Painting (Exterior)	21-36(S-2)(A)	156 General CARMA	21,000	-	On hold, discovered damaged siding that may change scope of project

*There are often delays between equipment orders or receipt of services and that spend being reported to and recorded by the Finance Department