



# City of Homer

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

## Office of the City Manager

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Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: October 23, 2024  
SUBJECT: City Manager's Report for October 28, 2024 Council Meeting

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#### Bayview Park Grand Re-Opening Celebration

Bayview Park improvements are **almost** complete and we are ready to celebrate! The City is hosting a Bayview Park re-opening celebration Wednesday, October 30th at 1:30 pm. Everyone is welcome to attend. Enjoy hand-warming hot cocoa and treats for the kids and thank our partners: Kachemak Bay Rotary Club, the Alaska Department of Health and our community for helping us transform Bayview Park into a fun and accessible destination for preschool age children and their families!



In the meantime, please note that the park is not yet reopened. Paving was completed on October 22, after which there will be some cleanup, installing the last of the play equipment and spreading mulch – so it is close to being open. The Alaska Department of Health helped fund the project through a Healthy & Equitable Communities Grant, which was supplemented by City of Homer HART funds and a Homer-Kachemak Bay Rotary Club donation of playground equipment.





### **Homer Spit Road Erosion**

On October 17<sup>th</sup>, following a high tide reaching over 22 feet and winds blowing up to 25 mph there was significant erosion on the west side of the Homer Spit Road resulting in damage to the unprotected section of the road which is encroaching on the roadbed itself with some areas just a few feet from the edge of the pavement. Port Director Hawkins reported the issue to AKDOT Commissioner Ryan Anderson, the US Army Corps of Engineers (USACE), Representative Vance and Senator Stevens. Director Hawkins emphasized that if we continue to monitor this situation passively, before the end of the winter storm season we may have to close one lane of the highway due to the extent of the erosion. Inspections by AKDOT engineers and USACE are anticipated to happen soon.



### **Comprehensive Plan Open House**

The City held an open house for the Comprehensive Plan on Tuesday October 22<sup>nd</sup>. The meeting was well attended by some 90 participants and good conversations were held all around on the three growth scenarios that were developed through the initial Comprehensive Plan surveys and public meetings. An online opportunity will be available soon where folks who were unable to attend can review the information and provide feedback to Agnew::Beck. The next Comprehensive Plan Steering Committee is scheduled for Monday December 2<sup>nd</sup>.



### **Community Development Update**

For the first time in 19 months, Community Development is fully staffed! Homer residents Will Anderson and Jackie McDonough have joined the team; Will is an Associate Planner and Jackie is a Community Development Associate. Will has previously worked in Homer as a framing contractor and holds degree in Architecture. Jackie is a 9-year veteran of the Homer Public Library and brings a wealth of knowledge about the community to the team.

Attachments:

- Memo from City Manager re: Ohlson Lane & West Bunnell Road and Water Improvement Project
- Memo from Public Works Director re: Road Grader Purchase
- Current job openings
- Small Business Development Quarterly Report
- City Council Work Session Schedule



# MEMORANDUM

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## Ohlson Lane and W. Bunnell Avenue Roadway and Water Improvements Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Lord and Homer City Council  
**Date:** October 22, 2024  
**From:** Melissa Jacobsen, City Manager

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In 2020 a City Council Retreat was held and the Council at that time identified road improvements as a priority issue. Following that, former Public Works Director Keiser worked to develop a roads financial plan (Ord 20-33). The current plan includes a full reconstruction project for Ohlson Lane and West Bunnell for design and construction of the road, sidewalk, storm drain, water main, and traffic calming.

Design work was authorized by Task Order in Resolution 22-052. This work uncovered the need for more comprehensive storm drain improvements and replacement of an old 8" cast iron water distribution line as explained in Memo CC-23-168. This memo also includes a breakdown of project components, funding sources, estimated costs, and subsidies.

Resolutions 23-068 and 070 authorized the application of ADEC Clean Water and Drinking Water loans for the storm drain and water main pipe replacement portions of this project, and the projects are included on the ADEC Intended Use Plans with an anticipated start date of June, 2025.

On January 3, 2024, Nelson Engineering completed a 95% design for this project. According to the cost estimate attached to the 95% design, the project will cost a total of \$2,370,409 to construct, minus \$815,400 in loan subsidy leaves \$1,555,009. Nelson is currently working to complete the 100% design for this project and anticipates an increased total project cost based mostly on steadily escalating material costs over the last year.

In an effort to stay on track with this project we will be bringing an ordinance forward on November 12<sup>th</sup> to appropriate \$2 million from HART Roads for this project. This will ensure the funds are available for the project to proceed to construction in the summer of 2025.

**Attachments:**

Ordinance 20-33  
Resolutions 22-052, 23-068 and 070  
Memorandum CC-23-168







WHEREAS, The criteria, which would be met by the Small Works Road Repair Program, include:

- Improves life, safety and traffic flow
- Corrects deficiencies of existing systems
- Corrects drainage problems
- Reduces maintenance costs

WHEREAS, The HART-Roads Fund has sufficient capital to fund a Small Works Road Repair Program.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The City of Homer's 2020 Capital Budget is hereby amended by appropriating \$175,000 from the HART-Roads Fund to complete the Fuel Island Replacement Project.

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
160-xxxx	HART Roads	\$175,000

Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 27<sup>th</sup> day of July, 2020.

CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

YES: 5

NO: 0

ABSTAIN: 0

ABSENT: 1



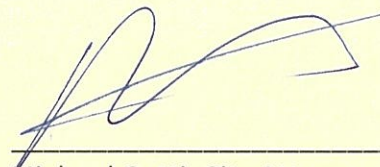


85 First Reading: 6.22.20  
86 Public Hearing: 7.27.20  
87 Second Reading: 7.27.20  
88 Effective Date: 7.28.20

89  
90 Reviewed and approved as to form:

91   
92 \_\_\_\_\_  
93 Rick Abboud, Interim City Manager

94  
95 Date: 7/28/2020

  
\_\_\_\_\_  
Michael Gatti, City Attorney

Date: 9/25/2020



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 22-052**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AUTHORIZING TASK ORDERS TO KINNEY ENGINEERING, HDL  
ENGINEERING, AND NELSON ENGINEERING FOR PAVEMENT  
RESTORATION PROJECTS AND AUTHORIZING THE CITY MANAGER  
TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, A Pavement Restoration Program was funded by Ordinance 22-26; and

WHEREAS, Public Works has reassessed the City's paved roads, identified what they feel  
are the most pressing needs, and developed a schedule of improvements and finds that some  
of the projects require design or other preparatory work; and

WHEREAS, Term contracts with Kinney Engineering, HDL Engineering, and Nelson  
Engineering were approved by Resolution 22-038; and

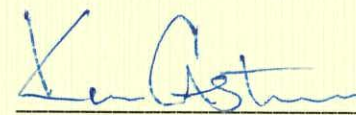
WHEREAS, Public Works requested proposals for the necessary design work from  
multiple engineering firms, that were directed to use local surveying firm, regardless if they  
had their own in-house survey team.

NOW, THEREFORE BE IT RESOLVED that the City Council of Homer, Alaska Authorizes  
task orders to Kinney Engineering, HDL Engineering, and Nelson Engineering and authorizes  
the City Manager to negotiate and execute the appropriate documents as follows:

<b>Firm</b>	<b>Project</b>	<b>Estimated Cost</b>
Kinney Engineering	Bay Avenue/B. Street/E. Street	\$69,925
HDL Engineering	Develop Grind/Pave Specifications	\$8,680
Nelson Engineering	Ohlson Lane/Bunnell Avenue	\$55,518
Nelson Engineering	Island View Court	\$69,320

PASSED AND ADOPTED by the Homer City Council this 13<sup>th</sup> day of June, 2022.

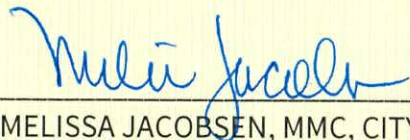
CITY OF HOMER



KEN CASTNER, MAYOR



ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Ordinance 22-26 Fund 160



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 23-068**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AUTHORIZING THE CITY MANAGER TO APPLY FOR CLEAN WATER  
STATE REVOLVING LOAN FUNDS FROM THE ALASKA  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION IN THE  
AMOUNT OF \$324,000 TO PROVIDE UPGRADED STORM WATER  
IMPROVEMENTS AS PART OF THE OHLSON LANE AND BUNNELL  
AVENUE PAVEMENT RESTORATION PROJECT.

WHEREAS, Nelson Engineering (Nelson) was commissioned to design the Ohlson Lane/Bunnell Avenue Pavement Restoration Project, which included basic road-side ditches and culverts to convey storm water; and

WHEREAS, During the investigation of the existing conditions, we determined more comprehensive improvements were needed to address chronic drainage issues; and

WHEREAS, The 2022 estimated costs of the storm water upgrades is \$324,491; and

WHEREAS, The storm water upgrade project is listed on the Alaska Department of Environmental Conservation's FY24 Intended Use Plan for Clean Water State Revolving Loan Funds and the City is eligible for a Principal Forgiveness Subsidy in the amount of \$324,000; and

WHEREAS, In order to receive this subsidy, the City must apply for the loan funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby authorizes the City Manager to apply for Clean Water State Revolving Loan Funds in the amount of \$324,000 for the storm water upgrades to the Ohlson Lane/Bunnell Avenue Pavement Restoration Project and to execute the necessary documents.

PASSED AND ADOPTED by the Homer City Council this 24<sup>th</sup> day of July, 2023.

CITY OF HOMER



KEN CASTNER, MAYOR



ATTEST:

*Melissa Jacobsen*

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A





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**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 23-070**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AUTHORIZING THE CITY MANAGER TO APPLY FOR DRINKING  
WATER STATE REVOLVING LOAN FUNDS FROM THE ALASKA  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION IN THE  
AMOUNT OF \$491,400 TO REPLACE THE EIGHT INCH WATER  
DISTRIBUTION LINE IN OHLSON LANE AND BUNNELL AVENUE.

WHEREAS, Nelson Engineering (Nelson) was commissioned to design the Ohlson  
Lane/Bunnell Avenue Pavement Restoration Project, which did not include the replacement of  
the waterline in the roads; and

WHEREAS, During the course of investigating the condition of the existing infrastructure  
in the roads, it was determined the existing water line was old, fragile cast iron pipe, which  
needed to be replaced; and

WHEREAS, The estimated cost of the water line replacement is \$540,000; and

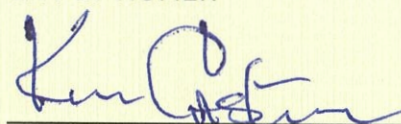
WHEREAS, the water line replacement project is listed on the Alaska Department of  
Environmental Conservation's FY24 Intended Use Plan for Drinking Water State Revolving Loan  
Funds and the City is eligible for a Principal Forgiveness Subsidy in the amount of \$491,400;  
and

WHEREAS, In order to receive this subsidy, the City must apply for the loan funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby  
authorizes the City Manager to apply for Drinking Water State Revolving Loan Funds in the  
amount of \$491,400 to replace the cast iron water line in Ohlson Lane and Bunnell Avenue as  
part of the pavement restoration project and to execute the necessary documents.

PASSED AND ADOPTED by the Homer City Council this 24<sup>th</sup> day of July, 2023.

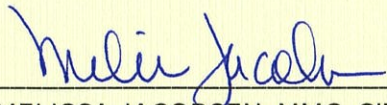
CITY OF HOMER



KEN CASTNER, MAYOR

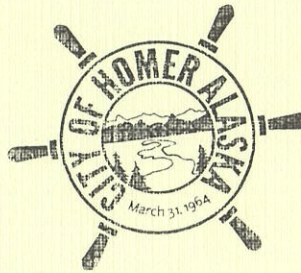


ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A





# MEMORANDUM

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## Resolutions 23-068, 23-069, 23-070, and 23-071

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** July 13, 2023  
**From:** Janette Keiser, PE, Public Works Director/City Engineer  
**Through:** Rob Dumouchel, City Manager

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**Issue:** The purpose of this Memorandum is to update the Council on the Ohlson Lane/Bunnell Avenue Pavement Restoration Project and recommend new strategies.

**Background:** One of the projects in the Pavement Restoration Program established by Ordinance 22-26 was the Ohlson Lane/Bunnell Avenue Project. Resolution 22-052 authorized issuance of a Task Order, in the not to exceed amount of \$55,518, to Nelson Engineering to design the project. In the course of the design work, we learned that Ohlson Lane and Bunnell Avenue have an old 8" cast iron water distribution line, which is subject to cracking and should be replaced before the roads are repaved. The estimated cost for the water line replacement is \$540,000, as a stand-alone project. We submitted a Questionnaire for an Alaska Department of Environmental (ADEC) State Revolving Loan (SRF) for the water line replacement. The project is now listed on the ADEC's Intended Use Plan for SRF Drinking Water monies in the amount of \$491,400. Further, we've been offered a Principal Forgiveness Subsidy in the amount of \$491,400. The remaining costs will be requested from the Water CARMA Fund at later date.

Also, in the course of the design work, we learned that more comprehensive storm drain improvements are needed to address long-standing problems on Bunnell Avenue. The estimated cost is \$324,491 as a stand-alone project. Storm drain projects qualify for ADEC SRF Clean Water monies, so we submitted a Questionnaire for this project as well. This project is now listed on the ADEC's Intended Use Plan in the amount of \$324,000. Further, we've been offered a Principal Forgiveness Subsidy in the amount of \$324,000.

The ADEC's Intended Use Plan is good for three years, after which the City must re-apply for eligibility and there is no guarantee we will be offered new subsidies. In order to lock in the subsidies, we must apply for the loans.



The City needs to decide how it wants to proceed. We recommend moving forward with the road project by adding the water line replacement component and the upgraded storm drain improvements. This will give us a fully-functional road system, with a rehabilitated road bed, new pavement, a sidewalk on the south side of the road, a new water line and comprehensive storm water improvements. The cost estimates for the three elements of the project were developed as if each project were built separately. It is highly likely we will achieve some economies of scale if we build all three elements at the same time; for example, we will only need to pay for one SWPPP plan, one traffic control plan, one set of mobilization costs, etc. The estimated total cost of the entire project are:

<b>Component of Project</b>	<b>Funding Source</b>	<b>Est. Cost</b>	<b>Subsidy</b>
• Road restoration project	HART Road	\$1,171,292	\$0
• Storm drain improvements	HART Road	\$ 342,491	\$324,000
• Water line replacement	Water CARMA	<u>\$ 540,000</u>	\$491,400
Total Project Cost		\$2,053,783	

The design for the road work was funded, a contract was issued to Nelson Engineering and the work is almost complete. That contract did not include design of a water line. Nelson's proposal to design the water line is estimated to be \$55,867. The contract did include most of the storm water work, but some additional effort is necessary. Nelson's proposal to provide this additional effort is estimated to be \$11,634. Both costs will be covered by the ADEC Principal Forgiveness Subsidies. The FY24 Capital Project includes \$90,000 design work related to Ohlson Lane/Bunnell Avenue.

#### **RECOMMENDATIONS:**

That the City Council adopt Resolutions authorizing the City Manager to apply for ADEC SRF loan funds, in order to lock in Principal Forgiveness Subsidies:

Ohlson Lane/Bunnell Avenue Water Line Replacement	\$491,400
Ohlson Lane/Bunnell Avenue Storm Drain	\$324,000

That the City Council authorize a new Task Order to Nelson Engineering for the design of a water line replacement in the Not to Exceed amount of \$55,867.

That the City Council authorize a new Task Order to Nelson Engineering to design more comprehensive storm drain improvements in Bunnell Avenue for the Not To Exceed amount of \$11,634.



# MEMORANDUM

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## Road Grader Lease

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Lord and Homer City Council  
**Date:** October 23, 2024  
**From:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, City Manager

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The City currently owns and uses five graders. This chart is information from the FY24/25 capital budget document-

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating
EQ OPS	E169	1980 CAT 12G GRADER - Herdon Grader	1980	20	3
EQ OPS	E164	1994 720A CHAMPION GRADER	1994	20	5
EQ OPS	E168	2002 163H AWD CAT GRADER	2002	20	4
EQ OPS	E180	2021 CAT 160 AWD GRADER	2021	20	2
	E181	2022 CAT 160 AWD GRADER	2022	20	1

E169 is a small 1980's grader. It functions as a spring breakup grader that is used as the ground softens and frost boils start to surface in the roads. Its light weight helps retain the integrity of the roads when plowing is needed during this time of year.

E164 is a 1994 model grader that has served the City well and is currently functioning as a backup grader. It has significant transmission issues and is currently out of service with no return to service date.

E180 and 181 are newer graders that are running well and should do well in their 20-year lifespan.

E168 is a 2002 model that has passed its 20-year mark and is showing its age in transmission leakage to the point the operators carry a jug of transmission fluid with them and have to scrape the ice off the windows of the cab on their routes.

The purpose of this ordinance is to appropriate funds to lease a new 2024 model 160-15AWD grader under a government contract. The lease term is seven years at a 5.49% interest rate and the City would



own the grader interest rate at the end of the term. According to the NC Machinery representative the lease will be through Caterpillar and the CAT Finance Gov Lease has a non-appropriations clause which allows the City to return the machine to NC Machinery if for some reason the funds aren't appropriated in order to continue the lease during the length of the contract.

The Homer Accelerated Roads and Trails (HART) Fund has a provision for equipment purchases and Council has approved this in the past to purchase a grader. However, a fair amount of HART Roads funding has been appropriated in recent years to fund various projects, and there are other projects on the immediate horizon that will require HART Roads funding to complete. As of October 9<sup>th</sup> the remaining available balance in the fund is approximately \$2.1 million (per financial supplement attached to Ordinance 24-49).

Public Works Fleet CARMA has a balance to accomplish the first annual payment. Going forward a budgeted transfer will be necessary to fund future payments.

From a road maintenance and rolling stock perspective, graders E168, 180, and 181 (E164 is the backup) are used for winter maintenance and snow plowing city roads around and within our subdivisions. There are three winter plowing routes and typical snow event requires 14-16 hours of operator time to complete. With the addition of new subdivisions within the City over the past few years, the requirement for plowing is growing and Public Works will likely be establishing a fourth route soon. Reliable equipment is necessary for the operators to complete their routes safely, timely and efficiently.

With the lease purchase of the 2024 grader, E168 will move to the backup grader position and E164 will be sold through surplus at the next available opportunity.

Our intent is to bring an ordinance before Council at their November 12<sup>th</sup> meeting after the City Attorney has an opportunity to review and provide input.



[Documents](#)   [Job Openings](#)   [Helpful Links](#)

## Current Job Listings

Below is a list of the current openings with our company. Click on the job title to learn more about the opening.

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Number of Jobs: 3

### Firefighter/ ALS EMT/ Driver Operator (<https://cityofhomerak.applicantpro.com/jobs/3514515>)

Fire | Homer, AK, USA | Full Time  
Posted: Oct 01, 2024   Closing Date: Oct 31, 2024  

Apply Now

 (<https://cityofhomerak.applicantpro.com/jobs/3514515>)

### Part-Time Port Property Associate (<https://cityofhomerak.applicantpro.com/jobs/3515932>)

Port and Harbor Administration | Homer, AK, USA | Part Time | \$25.32 - \$26.34 per hour  
Posted: Oct 02, 2024   Closing Date: Oct 31, 2024  

Apply Now

 (<https://cityofhomerak.applicantpro.com/jobs/3515932>)

### Port & Harbor Administrative Assistant (<https://cityofhomerak.applicantpro.com/jobs/3515893>)

Port and Harbor Administration | Homer, AK, USA | Full Time | \$22.38 - \$23.94 per hour  
Posted: Oct 02, 2024   Closing Date: Oct 31, 2024  

Apply Now

 (<https://cityofhomerak.applicantpro.com/jobs/3515893>)

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Alaska Small Business  
Development Center

SBDC

UAA BUSINESS ENTERPRISE INSTITUTE

October 17, 2024

City of Homer  
491 E. Pioneer Ave  
Homer, AK 99603

Dear Mayor Lord, City Council, and City Staff,

This letter serves as our quarterly report from July 1 to September 30, 2024. Homer Business Advisor Robert Green put together another steady quarter for the Alaska SBDC. On August 22, Robert joined the Small Business Administration, the Alaska Women's Business Center, and Business Impact NW to present a Business Power Workshop. The workshop was so well attended, it set the Alaska SBDC record for the most attendees to an SBA workshop in Homer. Robert continues to excel with client satisfaction, now reaching nine consecutive quarters with 100% client satisfaction on surveys. Here is a summary of deliverables to the Homer community during the quarter (year):

Client Hours: 116.6 (376.2)

Total Clients: 53 (101)

New Businesses Started or Bought: 2 (3)

Jobs Supported: 63 (184)

Capital Infusion: \$0 (\$1,000,000)

Client Surveys: 100% positive (100% positive)

This next section provides lists of the top advising topics and top industries obtaining technical assistance from the Alaska SBDC in Homer. The top topics list was nearly identical to last quarter, with assistance to entrepreneurs looking to start new businesses again number one, followed by managing an established business, buy/sell business, and financing/capital. For industries, food services moved atop the list, followed by professional services and manufacturers, which joined the list in the quarter.

#### Topics

1. Start-up Assistance: 44.8 hrs (38%)
2. General Management: 16.6 hrs (14%)
3. Buy/Sell Business: 14.9 hrs (13%)
4. Financing/Capital: 14.5 hrs (12%)
5. Business Planning: 14.0 hrs (12%)

#### Industries

1. Food Services: 19.0 hrs (16%)
2. Professional: 15.5 hrs (13%)
3. Manufacturer: 15.4 hrs (13%)
4. Services: 11.5 hrs (10%)
5. Accommodation: 11.0 hrs (9%)

We would like to thank the City of Homer for supporting the Homer Business Advisor position. We greatly appreciate the knowledge, experience, and consistency Robert Green brings to efforts in Homer. Please do not hesitate to contact us if you have any questions.

Sincerely,

DocuSigned by:

98AFA012679B4D7...

Jon Bittner  
Executive Director  
Alaska SBDC



<b>Council Meeting Dates</b>	<b>Work Session Topic</b>
<b>Monday, August 12</b>	<i>E-session: Cyber Security Risk Assessment Review</i>
<b>Monday, August 19 Off-Cycle</b>	<i>Joint Session with ADA Advisory Board</i>
<b>Monday, August 26</b>	<i>Capital Improvement Plan &amp; Legislative Requests</i>
<b>Monday, September 9</b>	<i>Vessel Haul Out/Camping Land Allocation Rescheduled</i>
<b>Monday, September 16 Off-cycle</b>	<i>Joint Worksession with Economic Development Advisory Commission Rescheduled</i>
<b>Monday, September 23</b>	<i>End of Year Financial Worksession</i>
<b>Monday, October 14</b>	<i>Traffic Calming Measures Worksession</i>
<b>Monday, October 21</b>	<i>Joint Worksession with Planning Commission To be Rescheduled in Early 2025</i>
<b>Tuesday, October 22</b>	<i>Comp Plan Event, Islands &amp; Ocean Visitor Center</i>
<b>Monday, October 28</b>	<i>Land Allocation Plan</i>
<b>Tuesday, November 12</b>	<i>Special Meeting 3:30 p.m. Council member interviews</i>
<b>Monday, November 18</b>	<i>Joint Worksession with Economic Development Advisory Commission</i>
<b>Monday, November 25</b>	